

AGENDA WITH COMMENTARY

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

**MONDAY
JULY 13, 2015
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 6. Superintendent's Reports**
- 7. Presentation by SafeDefend regarding school safety enhancement**
- 8. Consent Agenda:.....Pages 8-145
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 June 08, 2015**
 - B. Treasurer's Report**
 - C. New Activity Fund Account request by Guthrie High School**
 - D. Activity Fund Fundraisers as per attached list**
 - E. Activity Fund Transfers as per attached list**
 - F. Fuel bid as recommended by bid committee**
 - G. Encumbrances for 2014-2015 General Fund #'s 1123-1132, Building Fund #'s 173-177 and Child Nutrition Fund #'s 42-43 and 2015-2016 General Fund #'s 1-214,**

Building Fund #'s 1-44 and Child Nutrition Fund #'s 1-20 and listed change orders and Activity Fund Reports

H. Out-of-State Trip Requests:

Mick Fredrickson, Cameron Campbell and JROTC Competition Teams – Top of Texas Drill Meet Wichita Falls, TX – October 3, 2015

Mick Fredrickson and JROTC Students – JROTC National Raider Challenge Competition – San Antonio, TX – January 14-16, 2016

I. Contracts/Agreements under \$10,000

1. Renewal agreement with Cooperative Council for Oklahoma School Administration (CCOSA) for advisory services for designated administrators for 2015-2016

Commentary:

This renewal agreement is for participation in CCOSA's Legal Assistance Program. The program emphasizes assistance in special education and disability-related issues. There is no increase in cost. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

2. Renewal agreement with Reliance Communications for School Messenger service for 2015-2016

Commentary:

School Messenger is our emergency notification and parent contact system. It is used by our Administrators to remind students and parents of important events and is also used to make notifications when we are closed unexpectedly due to weather. There is an annual increase in cost of \$861.50. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

3. Renewal agreement with Center for Communication and Engagement for public relations services for 2015-2016

Commentary:

This agreement renews 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.

9. Business Agenda:

- A. Recommendation, consideration and action upon application for conducting cooperative activities program with St. Mary’s Catholic School of Guthrie**

Page 146

Commentary:

The applications with the Oklahoma Secondary School Activities Association for Jr. High sports including football, boys and girls cross country, wrestling, boys and girls track and boys and girls golf, would form a coop which would allow the students at St. Mary’s to compete in the above listed sports with Guthrie Jr. High students. This is the second year for this coop. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:
The Superintendent recommends approval.

- B. Recommendation, consideration and action upon School Bus Rider’s Handbook for 2015-2016.....Pages 147-168**

Commentary:

Deletions in the handbook are noted with a strike through and changes or additions are in red. **Pat Hughes or Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:
The Superintendent recommends approval.

- C. Recommendation, consideration and action upon Activity Fund Handbook for 2015-2016.....Pages 169-203**

Commentary:

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

RECOMMENDED ACTION:
The Superintendent recommends approval.

- D. Recommendation, consideration and action upon contract with Schoolwires Inc. to host the District website for 2015-2016.....Pages 204-208**

Commentary:

Schoolwires hosts the district web site. In previous years this was covered by Erate at 80 percent. Erate no longer funds web sites so we now must pay the full amount from district funds. This is a 36 month contract. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:
The Superintendent recommends approval.

E. Recommendation, consideration and action upon agreement with the City of Guthrie for School Resource Officers for 2015-2016.....Pages 209-212

Commentary:

This agreement with the City of Guthrie will provide School Resource Officers (SRO’s) for the district during the months school is in session. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2015-2016.....Page 213

Commentary:

This loan from the General Fund is necessary to begin a new fiscal year. Monies are not typically carried from one fiscal year to the next which are sufficient to begin that school year. The loan is paid back to the General Fund when balances are sufficient to support repayment and continuation of the program for the remainder of the 2015-2016 school year. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon Edgenuity Virtual Classroom Consortium Contract with Meridian Technology Center for 2015-2016....Page 214

Commentary:

Edgenuity is our online instruction vendor. We purchase this through a consortium of other public schools administered by Meridian Technology Center. There is an annual increase of \$300 for the consortium professional development cost. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon contract with Mercy Hospital Logan County to provide Speech Language Services for 2015-2016...Pages 215-219

Commentary:

This contract is for 2 days per week for Speech Language Services and, combined with our other Speech Language Services contract, will enable us to serve our students 5 days per week. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

I. Recommendation, consideration and action upon agreement with Career Staff Unlimited for Occupational Therapy for 2015-2016.....Pages 220-224

Commentary:

We have contracted with Career Staff Unlimited for a number of years for occupational therapy services. The hourly cost of this service (\$66 for an Occupational Therapist) is a \$3 per hour decrease from the previous 3 years. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

J. Recommendation, consideration and action upon renewal agreement with Great Plains Coca-Cola Bottling Company for 2015-2016.....Pages 225-231

Commentary:

We have contracted with Great Plain Coca-Cola for a number of years. The agreement is only for one year and may be renewed each year for a five year period. This is the third year of the agreement. In addition to commission on sales, we receive an additional \$4,000.00 in cash and products each year for granting them exclusive vending rights. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

K. Recommendation, consideration and action upon renewal agreement with Imperial Vending for snack vending for 2015-2016.....Pages 232-234

Commentary:

Imperial Vending would be maintaining the vending machines throughout the District. This agreement is, also, for one year and may be renewed each year for a five year period. This is the third year of the agreement. In addition to commission on sales, we receive an additional \$1,500.00 annually. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

L. Recommendation, consideration and action upon renewing contract with Image Works of Oklahoma, Inc. for District copiers.....Pages 235-237

Commentary:

This is a 48 month lease agreement for Kyocera copiers for the district with Image Works of Oklahoma, Inc. This is the second year of the agreement. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

M. Discussion and possible action to rescind District Policy G-2 Sponsorship and Equal Access for Limited Student Forums.....Pages 238-239

Commentary:

Upon routine review of policies, it was determined that two policies were in conflict with one another. Because of this, our attorney recommends we rescind District Policy G-2. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- N. Recommendation, consideration and action upon survey request for My College Options.....Pages 240-244**

Commentary:

This survey provides information helpful for post-secondary planning and educational needs of our students and their parents. The survey is no cost to the district. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- O. Receive bids for the purchase of \$2,000,000 Building Bonds, Series 2015 of the District and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders.**

- P. Consider and vote on a resolution providing for the issuance of general obligation bonds in the sum of \$2,000,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as “Building Bonds, Series 2015”; providing for the registration thereof; establishing the school district’s reasonable expectation with respect to issuance of tax-exempt obligations in calendar year 2015 and designating bonds as “qualified tax-exempt obligations”; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of and interest on the same; and fixing other details of the issue.....Pages 245-254**

- 10. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports and teacher negotiations for 2015-2016, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
 - A. Vote to go into executive session**
 - B. Acknowledge Board’s return to open session**
 - C. Statement of minutes of executive session**

- 11. Vote on action as set out on the Personnel Reports.....Page 255**

- 12. Recommendation, consideration and action upon Support Personnel Handbook for 2015-2016.....Pages 256-294**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 13. Recommendation, consideration and action upon Administrator's Handbook and Salary Schedule – not including the Superintendent – for 2015-2016.....Pages 295-305**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

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

**Dr. Mike Simpson
Superintendent**

jf

Posted by:_____

Date:_____ Time:_____

Place:_____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JUNE 8, 2015**

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 JUNE 8, 2015

Board Members Present:

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

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
Dec Benson, Director of Technology
Steve Cordell, Director of Transportation
Jean Watts, Deputy Minutes Clerk**

- 1. The meeting was called to order by President Pennington.**
- 2. Members Jennifer Bennett-Johnson, Gail Davis, Janna Pierson, Travis Sallee, Tina Smedley, Sharon Watts and Terry Pennington were present for roll call.**
- 3. A quorum was established.**
- 4. President Pennington asked everyone present to stand and join him in the Pledge of Allegiance.**
- 5A. President Pennington asked the Superintendent if there were any citizens registered to speak to the Board.**

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

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

President Pennington thanked the employees of GPS for taking the high road during the election and encouraged them and the Board to set that standard going forward.

6. President Pennington called for the Superintendent's Reports.

Superintendent Simpson reported on the following:

Thanked the voters for their efforts on May 12th giving the district a vote a confidence that isn't taken lightly. Trust has been earned but there is still work to be done.

Summer cleaning has begun at several sites and will continue to other sites as each building is finished.

The construction of the Ag Barns purchased through private donations has begun. Project bids are due June 29th. Mr. Gammill will have as much completed by the time school starts as physically possible.

The Bond Project Timeline is available to the community through our website. Bond updates will be available on the website as well. The timeline is an estimate and will be adjusted as conditions warrant.

There are currently 110-120 students, Kindergarten through 8th Grade, attending Summer School at this time. Of those, 22 students are under RSA remediation. This number is around the same amount as last year but the percentage is lower due to the larger number of students in that class.

Many administrators will be attending the annual CCOSA Conference later this week.

The appropriations bill passed with Education receiving a flat budget allocation which hasn't historically proven to provide equal funding for schools. We have less money per student due to an increase in enrollment.

7. President Pennington called for a presentation by the Office of Educational Quality and Accountability.

Mr. Robert Buswell, Director of Education Accountability, and Dr. Sherry Labyer, Executive Director for the OEQA, presented information to the Board explaining the services provided by OEQA and also answered questions asked by Board Members.

8. President Pennington called for any items to be removed from the Consent Agenda for discussion.

There were no items to be removed from the agenda for discussion.

A motion was made by Pierson and seconded by Bennett-Johnson to approve the Consent Agenda as presented.

The motion carried with 7 ayes and 0 nays.

9A. President Pennington called for recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2015-2016.

A motion was made by Sallee and seconded by Watts to approve financial advisor services agreement with Municipal Finance Services, Inc. for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9B. President Pennington called for recommendation, consideration and action upon revised MAS Accounting Software Agreement.**

Discussion followed.

A motion was made by Pierson and seconded by Smedley to approve revised MAS Accounting Software Agreement.

The motion carried with 7 ayes and 0 nays.

- 9C. President Pennington called for recommendation, consideration and action upon agreement with TransPar Group for transportation management services for 2015-2016.**

Dr. Simpson announced there was an error on the commentary of the agenda. There is an annual increase of approximately \$2200 as noted on the original contract.

Discussion followed.

A motion was made by Watts and seconded by Pierson to approve the agreement with TransPar Group for transportation management services for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9D. President Pennington called for recommendation, consideration and action upon 2014-2015 Supplemental Appropriations for Child Nutrition Fund for Form 307.**

A motion was made by Pierson and seconded by Smedley to approve the 2014-2015 Supplemental Appropriations for Child Nutrition Fund for Form 307.

The motion carried with 7 ayes and 0 nays.

- 9E. President Pennington called for recommendation, consideration and action upon Temporary Appropriations for 2015-2016 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.**

A motion was made by Smedley and seconded by Watts to approve the 2015-2016 Temporary Appropriations for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.

The motion carried with 7 ayes and 0 nays.

- 9F. President Pennington called for recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2015-2016.**

A motion was made by Watts and seconded by Bennett-Johnson to approve the renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9G. President Pennington called for recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2015-2016.**

A motion was made by Watts and seconded by Smedley to approve the renewal with OSAG for workers' compensation insurance coverage for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9H. President Pennington called for recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2015-2016.**

Discussion followed.

A motion was made by Watts and seconded by Bennett-Johnson to approve the renewal agreement with Aurora Learning Community Association (ALCA) for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9I. President Pennington called for recommendation, consideration and action upon the Elementary Student Handbook for 2015-2016 with Handbook Supplements for Central, Cotteral, Fogarty and GUES.**

A motion was made by Watts and seconded by Smedley to approve the 2015-2016 Elementary Student Handbook with Supplements for Central, Cotteral, Fogarty and GUES.

The motion carried with 7 ayes and 0 nays.

- 9J. President Pennington called for recommendation, consideration and action upon the Jr. High School Student Handbook for 2015-2016.**

A motion was made by Watts and seconded by Davis to approve the 2015-2016 Jr. High School Student Handbook for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9K. President Pennington called for recommendation, consideration and action upon the Guthrie High School/Faver Alternative School Student Handbook for 2015-2016.**

A motion was made by Pierson and seconded by Watts to approve the 2015-2016 Guthrie High School/Faver Alternative School Student Handbook.

The motion carried with 7 ayes and 0 nays.

- 9L. President Pennington called for recommendation, consideration and action upon the Guthrie High School Course Description Handbook for 2015-2016.**

Discussion followed.

A motion was made by Smedley and seconded by Watts to approve the 2015-2016 Guthrie High School Course Description Handbook for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9M. President Pennington called for recommendation, consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2015-2016.**

A motion was made by Pierson and seconded by Smedley to approve the renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9N. President Pennington called for recommendation, consideration and action upon contract with Ms. Christine Hayes for Speech Language Services for 2015-2016.**

A motion was made by Watts and seconded by Pierson to approve the renewal agreement with Ms. Christine Hayes for Speech Language Services for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9O. President Pennington called for recommendation, consideration and action upon the following appointments for 2015-2016:**

- Dennis Schulz – Purchasing Agent**
- Vicki Biggs – Encumbrance Clerk**
- Jana Wanzer – Treasurer**
- Anita Paul – Assistant Treasurer**
- Jana Frey – Clerk of the Board and Minutes Clerk**
- Jean Watts – Deputy Clerk of the Board and Deputy Minutes Clerk**

A motion was made by Watts and seconded by Davis to approve the following appointments for 2015-2016:

- Dennis Schulz – Purchasing Agent**
- Vicki Biggs – Encumbrance Clerk**
- Jana Wanzer – Treasurer**
- Anita Paul – Assistant Treasurer**
- Jana Frey – Clerk of the Board and Minutes Clerk**
- Jean Watts – Deputy Clerk of the Board and Deputy Minutes Clerk**

The motion carried with 7 ayes and 0 nays.

- 9P. President Pennington called for recommendation, consideration and action upon a resolution pertaining to the district's \$2,000,000 Building Bonds, Series 2015; including fixing the amount of bonds to mature each year; fixing the time and place the bonds are to**

be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of bonds.

A motion was made by Watts and seconded by Bennett-Johnson to approve a resolution pertaining to the district's \$2,000,000 Building Bonds, Series 2015; including fixing the amount of bonds to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of bonds.

The motion carried with 7 ayes and 0 nays.

- 9Q. President Pennington called for recommendation, consideration and action upon a contract with BOKF, NA dba Bank of Oklahoma, Tulsa, Oklahoma, to serve as registrar and paying agent on the district's \$2,000,000 Building Bonds of 2015.**

Discussion followed.

A motion was made by Watts and seconded by Davis to approve a contract with BOKF, NA dba Bank of Oklahoma, Tulsa, Oklahoma, to serve as registrar and paying agent on the district's \$2,000,000 Building Bonds of 2015.

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

- 10. President Pennington 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, employment of temporary contract teachers as listed for 2015-2016, extra-duty assignments as listed for 2015-2016, and teacher negotiations for 2015-2016 disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7.**

- 10A. A motion was made by Watts and seconded by Sallee to go into executive session.**

The motion carried with 7 ayes and 0 nays. Executive session began at 8:02 p.m.

- 10B. President Pennington acknowledged the Board's return to open session at 8:26 p.m.**

- 10C. President Pennington stated that in executive session only those items listed in Agenda Item 10 were discussed and no votes were taken.**

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

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

The motion carried with 7 ayes and 0 nays.

12. **President Pennington called for a vote on action to employ temporary contract teachers as listed for 2015-2016.**

A motion was made by Watts and seconded by Smedley to approve action to employ temporary contract teachers listed for 2015-2016.

The motion carried with 7 ayes and 0 nays.

13. **President Pennington called for a vote on action of extra-duty assignments as listed for 2015-2016.**

A motion was made by Bennett-Johnson and seconded by Watts to approve action of extra-duty assignments as listed for 2015-2016.

The motion carried with 7 ayes and 0 nays.

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

Superintendent Simpson stated he received the resignation of Ms. Joan Hagy, 8th Grade Teacher at Guthrie Junior High, effective immediately.

A motion was made by Pierson and seconded by Watts to accept the resignation of Ms. Joan Hagy, 8th Grade Teacher at Guthrie Junior High, effective immediately.

The motion carried with 7 ayes and 0 nays.

15. **President Pennington 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.

16. **A motion was made by Sallee and seconded by Watts to adjourn the meeting.**

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 8:29 p.m.

Jana Frey, Minutes Clerk

Terry Pennington, Board President

TREASURER'S REPORT
June 30, 2015

BANK BALANCES

FARMERS & MERCHANTS

General Fund	\$	4,029,618.32
Building Fund		481,547.03
Sinking Fund		83,563.09
ILR Fund		63,176.95
G&E Fund		73.69
Child Nutrition Fund		184,624.96
Activity Fund		491,509.34
School Age-Care Fund		<u>75,619.14</u>

TOTAL \$ 5,409,732.52

RECEIPTS

GENERAL FUND:

Logan County	\$	76,784.88
State of Oklahoma		975,438.55
Okla. Tax Comm.		190,743.74
School Land Earn.		43,194.76
R.O.T.C.		6,678.65
Misc Receipts		154,598.15
General Acct. Int.		<u>2,926.45</u>

TOTAL \$ 1,450,365.18

SINKING FUND:

Logan County	\$	639.44
--------------	----	--------

CHILD NUTRITION FUND:

June	\$	121,032.72
------	----	------------

INS.LOSS RECOVERY FUND

June	\$	0.00
------	----	------

BUILDING FUND

Logan County	\$	7,305.54
Bldg. for Champs		<u>20.00</u>

TOTAL \$ 7,325.54

WARRANTS PAID

GENERAL FUND:

2013-2014 \$ 00.00
2014-2015 \$ 3,813,166.60

GIFTS & ENDOWMENTS FUND:

2014-2015 \$ 500.00

INS. LOSS RECOVERY FUND:

2014-2015 \$ 0.00

BUILDING FUND:

2013-2014 \$ 00.00
2014-2015 \$ 27,858.86

CHILD NUTRITION FUND:

2013-2014 \$ 00.00
2014-2015 \$ 283,255.03

SCHOLARSHIPS:

Smithson - BancFirst

C.D. \$ 745.27

Keri Fisher – F&M Bank

Balance \$ 4,956.78

Paula Bearden – F&M Bank

Balance \$ 6,262.44

Randy Biggs - F&M Bank

Balance \$ 1,711.62

Original 89ers – F&M Bank

C.D. \$ 7,152.61

Total Monies in BancFirst	\$ 745.27	Pledged \$ 250,000.00	FDIC
Total Monies in F&M Bank	\$ 5,429,815.97	Pledged \$ 7,410,321.00	
		\$ 250,000.00	FDIC



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

Date 7-2-15

Site 705/High School

Purpose of account GHS Alumni account to deposit funds and transfer funds from previous graduating class accounts to pay for items to help beautify our campus

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook) various expenditures aproved by members of each graduating class

Source of BOE allowable income that will support this account (See page 13 of AF Handbook) donations and transfer of funds from previous graduating class accounts.

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

X Chai [Signature]

Sponsor Signature

X Chai [Signature]

Principal/Administrator Signature

Approved by _____

Date _____

New Account Name _____

New Account Number _____

Board of Education Approval Date _____

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
July 13, 2015**

- | | |
|----------------------------|--|
| a. Central, 802 | All American Fundraising Catalog Sales |
| b. Central, 802 | Scholastic Book Fair |
| c. Central PTO, 803 | Popcorn/Capri Sun snack sales on Fridays |
| d. Central PTO, 803 | Spirit Ribbon sales |
| e. Central PTO, 803 | Fall Carnival-Cat in the Hat photos-Silent Auction |
| f. GUES, 812 | T-shirt sales |
| g. GUES, 812 | Southwest Fundraising Brochure sale |
| h. GUES, 812 | Scholastic Book Fair |
| i. GUES, 812 | Yearbook sales |
| j. GUES PTO, 815 | Valentine Grams (candy/stuffed animal) |
| k. GUES PTO, 815 | Boo Grams(candy/pencils/erasers) |
| l. GUES PTO, 815 | Gobble Grams(candy) |
| m. GUES PTO, 815 | Snack Shack (Capri Sun/Popcorn/Fruit snacks) |
| n. GUES PTO, 815 | Christmas Store |
| o. GUES PTO, 815 | Field Day Concessions |

p. JH Library, 825	Book Fair
q. JH Library, 825	Book Fair
r. JH Stuco, 830	T-shirt, Sweatshirts & Hoodie sales
s. JH Stuco, 830	Boo Grams
t. JH Stuco, 830	Christmas Grams
u. JH Stuco, 830	Crush Grams
v. JH Stuco, 830	Spring Dance
w. JH Stuco, 830	Fall Dance
x. JH Academic Team, 834	Selling Baked Chips/Granola Bars
y. HS Cheer, 853	Donation request letters
z. HS Cheer, 853	Little Cheer Clinic
aa. HS Link Crew, 858	Club Dues
bb. Class of 2019, 863	Class Dues
cc. HS English Club, 869	Club Dues
dd. English Club, 869	Water Bottle sales
ee. FFA/4H Booster, 876	Pork Chop Dinner, Silent/Live Auction
ff. FFA/4H Booster, 876	Raffle Tickets
gg. FFA, 877	Fall Plant Sale
hh. FFA, 877	Spring Plant Sale
ii. FFA, 877	Meat Sale (B&G, T&D, & DJ's)

jj. FFA, 877	FFA apparel (Shirts, hats & jackets)
kk. Science Club, 898	Lab Fees
ll. HS Stuco, 899	Faculty Shirts
mm. Adm.Courtesy 922	Employee Donations
nn. Transportation, 934	Vending-Snacks & Drinks
oo. Tennis, 855	Candy Bar sales
pp. Class of 2016, 860	Class Dues
qq. Vocal, 902	Jr High Lab Fees
rr. Vocal, 902	Jr High Winter Musical Ticket sales
ss. Vocal, 902	Jr High Spring Musical Ticket sales & Donations
tt. Vocal, 902	HS Lab Fees
uu. Vocal, 902	HS Spring Musical Ticket sales, Donations & Musical fees
vv. Vocal, 902	HS Fall Musical Ticket sales & Donations
ww. JH Yearbook, 832	Fall & Spring school pictures & Yearbook sales
xx. Speech, 873	Dues
yy. Heritage Club, 883	Dues
zz. Drama, 913	Dues/club t shirts
aaa. Drama, 913	Century Resources catalog sales

bbb.GUES Honor Choir, 936

Great American Opportunities
Homemade Holidays brochure

ccc.Band, 859

7th-12th Cookie Dough Sale

ddd.Band, 859

6th-12th Durham Pecan Nut Sale

2015-2016 BOE Approved
Fundraisers

ACCOUNT NAME	FUNDRAISER	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	ASA	Rec'd
Cotteral PTO, 804	Popcorn/Capri Sun Weekly		20-----20												
JH Honor Society, 822	Club dues		1-----1												
JH Faculty Acct. 824	Teacher Lounge Vending	1-----													30
HS Cheer, 853	Car Wash	1-----	30												
Tennis, 855	McDonald's Pancake Supper								1--28						
Band, 859	High School Dues	1-----													30
Class of 2017, 861	Class Dues		10-----										15		
Class of 2018, 862	Class Dues	1-----												15	
HS Courtesy Comm. 870	Jeans Permission passes		31-----											25	
HS FCCLA, 878	Mpact Cookie Dough Brochure			1--30											
HS FCCLA, 878	Death by Chocolate Box sales			1-----	31										
HS FCCLA, 878	Pasta for Pennies					2--23									
HS FCCLA, 878	Mpact- Chocolate Pretzel sticks							11--29							
HS FCCLA, 878	Valentine Grams(soda/candy)								5--11						
HS FCCLA, 878	Death by Chocolate Box sales									1--30					
HS FCCLA, 878	Chip, Candy & Soda sales													EOI Test	
Running Club, 882	Track shirt sales			1-----											30
Science Club, 898	Club Dues		1-----												30
HS Stuco, 899	Homecoming Shirt sales			1--20											
HS Stuco, 899	Homecoming Parade fees			1--20											
HS Stuco, 899	Pink Week T-shirt sales			1-----	31										
HS Stuco, 899	Pink Week pass the buckets			1-----	31										
HS Stuco, 899	Winter Homecoming T-shirt sale							1--30							
HS Stuco, 899	Matchmakers Survey-Valentines								2--14						
HS Stuco, 899	United Week T-shirt sales										1--30				
HS Stuco, 899	United Week Dance										1--30				
HS Stuco, 899	United Week 3on3 BB tourn.										1--30				
HS Stuco, 899	United Week Dodgeball Tourn.										1--30				
HS Stuco, 899	United Week Donation Cans										1--30				
HS Stuco, 899	Winter Formal Dance						20								
HS Stuco, 899	Dues	1-----	30												
Campus Beautif. 900	Parking Permit sales		31-----												25
Admin Vending, 935	Vending Machines	1-----													30



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



RECEIVED

6-3-15

a.

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: Central

Date of Request: June 1, 2015

Account Name & Number: Central 802

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

All American Fundraising Catalog Sales

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

For playground equipment, upkeep of grounds, non paying students for field trips, Students/Teachers incentives and classroom games and supplies.

Current Unobligated Account Balance (Cash Balance less Open PO's): 2800.00 3192.³³

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: September 2, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	7,500.00	Notes:
		b. Less Estimated EXPENSE	4,000.00	
		c. Estimated PROFIT:	\$3,500.00	

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.

Dani Watson
Sponsor's Signature

June 1, 2015
Date

Dani Watson
Sponsor's Name, Printed

Dani Watson
Principal's Signature

June 1, 2015
Date

[Signature] PS
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



b.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Central Date of Request: 6/24/15

Account Name & Number: Central Activity, 802

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

Book Fair

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

To buy books, library materials & website subscriptions & supplies for the library.

Current Unobligated Account Balance (Cash Balance less Open PO's): \$3,229.83

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Oct. 22-30, 2015

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

Becca Creed 6/25/15 Becca Creed
 Sponsor's Signature Date Sponsor's Name, Printed
Dani Walker 6/30/15 [Signature]
 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**

 **RECEIVED**
6-3-15
C.

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: Central Date of Request: June 3, 2015

Account Name & Number: Central 803 ^{P10}

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

Frito-Lay Air popped Smartfood Delight Popcorn and Capri Sun 100% Fruit Juice on Fridays throughout the year.

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

Proceeds to be used for classroom instructional materials and incentives for Teachers and Students. Classroom, Teacher and Student supplies. Playground equipment.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5400.00 - 5197.86

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 28, 2015 - May 20, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	5,400.00	Notes:
		b. Less Estimated EXPENSE	3,400.00	
		c. Estimated PROFIT:	\$2,000.00	

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.

Dani Watson June 3, 2015 Dani Watson
Sponsor's Signature Date Sponsor's Name Printed DS

Dani Watson June 3, 2015 [Signature]
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
6-3-15

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: Central ^{PTD} Date of Request: June 3, 2015

Account Name & Number: Central 803

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

Selling Spirit Ribbons from September 4, 2015 thru December 5, 2015 during Football season. Ribbons are surplus from previous years, so will be no expense.

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

Fundraiser proceeds will be used for classroom instructional materials and incentives for Teachers and Students. Classroom, Teacher and Student supplies. Playground equipment.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5400.00 5197.86

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: September 4, 2015 - December 5, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	300.00	Notes:
		b. Less Estimated EXPENSE	<i>0</i>	
		c. Estimated PROFIT:	\$300.00	

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.

Dani Watson June 3, 2015 Dani Watson
Sponsor's Signature Date Sponsor's Name Printed *DS*

Dani Watson June 3, 2015 *[Signature]*
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

e.
RECEIVED
6-4-15

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: Central PTO

Date of Request: June 3, 2015

Account Name & Number: Central 803

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

Fall Carnival at Central, Thursday, Oct. 15, 2015. Tickets to the carnival will be sold prior to and the night of the carnival. Carnival activities include a movie, games and prizes, a hot dog, chips, cookies, and a drink. Pictures with the Cat in the Hat will be sold the night of the carnival, and silent auction baskets will be available for bidding.

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

Fundraiser proceeds will be used to purchase classroom instructional materials and incentives (specific items will be determined by the teachers).

Current Unobligated Account Balance (Cash Balance less Open PO's): 5400.00 5197.86

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Sept. 15, 2015/Oct. 21, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	3,000.00	Notes: Staff and PTO will solicit for donations prior to the event.
		b. Less Estimated EXPENSE	800.00	
		c. Estimated PROFIT:	\$2,200.00	

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.

	<u>June 3, 2015</u>	<u>Dani Watson</u>
Sponsor's Signature	Date	Sponsor's Name Printed
	<u>June 3, 2015</u>	
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**



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: GUES Date of Request: 6-1-15

Account Name & Number: 812 Activity

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

Staff and Student tee shirts; vendor pending

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

Funds will be used to purchase student/teacher incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds

Current Unobligated Account Balance (*Cash Balance less Open PO's*): 17,366.59

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Oct.1- Dec.1, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	2,000.00	Notes:
		b. Less Estimated EXPENSE	1,500.00	
		c. Estimated PROFIT:	\$500.00	

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.

Sponsor's Signature	Date	Sponsor's Name Printed
	<u>6/1/15</u>	
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**

g.



RECEIVED
6-1-15

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: GUES Date of Request: 6-1-15

Account Name & Number: 812-Activity

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

Southwest Fundraising--From Our House to Yours- gift wrap, household items, decorative items, candy, misc

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

Funds will be used to purchase student/teacher incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds, misc. Study Island, DiscoveryEd, Accelerator reader

Current Unobligated Account Balance (*Cash Balance less Open PO's*): 17366.56

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Aug.24, 2015-Sept. 9, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	10,000.00	Notes:
		b. Less Estimated EXPENSE	4,500.00	
		c. Estimated PROFIT:	\$5,500.00	

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.

Sponsor's Signature Date <i>Susan Darrison</i> <u>6/1/15</u>	Sponsor's Name Printed DS <i>Christine</i>
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**



RECEIVED
6-1-15

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: GUES Date of Request: 6-1-15

Account Name & Number: 812-Activity

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

Scholastic Book Fair

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

Funds will be used to purchase new books for the library, replace old or damage books, purchase equipment, supplies, materials and computer/software

Current Unobligated Account Balance (*Cash Balance less Open PO's*): 17366.56

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Oct. 15, 2015- Oct.30, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>6,000.00</u>	Notes:
		b. Less Estimated EXPENSE	<u>3,800.00</u>	
		c. Estimated PROFIT:	<u>\$2,200.00</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.

Sponsor's Signature	Date	Sponsor's Name Printed	
	<u>6/1/15</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**



i.
RECEIVED
6-1-15

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: GUES Date of Request: 6-1-15

Account Name & Number: 812 Activity

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

Yearbook sales for teachers and students; sales start at the beginning of the school year and will continue through the end of school; Jostens

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

Funds will be used to purchase student/teacher incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds misc. Study Island, DiscoveryEd, Accelerator reader

Current Unobligated Account Balance (*Cash Balance less Open PO's*): 17,366.59

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Sept.1, 2015- May 15, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	5,400.00	Notes:
		b. Less Estimated EXPENSE	4,900.00	
		c. Estimated PROFIT:	\$500.00	

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.

Sponsor's Signature <i>Susan Dawson</i>	Date <u>6/1/15</u>	Sponsor's Name Printed <i>Susan Dawson</i> 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**

J.



RECEIVED
6-4-15

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: GUES Date of Request: 6-3-15

Account Name & Number: 815-PTO

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

Valentines Grams- We will take orders two days and will deliver the items the next day. We will purchase the items such as candy and a stuffed animal from WalMart or Sam's or Oriental Trading

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

Funds will be used to purchase student/teacher incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds, misc. Study Island, DiscoveryEd, accelerator readers.

Current Unobligated Account Balance (Cash Balance less Open PO's): 13,313.77

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: February 9-February 10, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	1,500.00	Notes:
		b. Less Estimated EXPENSE	500.00	
		c. Estimated PROFIT:	\$1,000.00	

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.

Sponsor's Signature <i>[Signature]</i>	Date <u>6/3/15</u>	Sponsor's Name Printed <u>[Name]</u>	<u>DS</u>
Principal's Signature <i>[Signature]</i>	Date <u>6/3/15</u>	Activity Fund Custodian's Signature <i>[Signature]</i>	

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

K.
 **RECEIVED**
6-4-15 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: GUES Date of Request: 6-3-15

Account Name & Number: 815 PTO

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

Boo Grams- We will take orders two days and will deliver the items the next day. We will purchase items such as candy, pencils, erasers etc. from Walmart, Sam's, and Oriental Trading

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

Funds will be used to purchase student/teacher incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds, misc. Study Island, DiscoveryEd, Accelerator reader

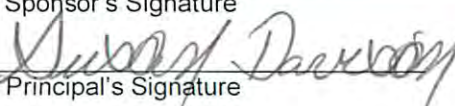
Current Unobligated Account Balance (*Cash Balance less Open PO's*): 13,313.77

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Oct. 27-Oct.28, 2015

Profit Prediction	$a - b = c$	a. Estimated INCOME:	1,500.00	Notes:
		b. Less Estimated EXPENSE	500.00	
		c. Estimated PROFIT:	\$1,000.00	

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.

Sponsor's Signature 	Date <u>6/3/15</u>	Sponsor's Name Printed <u>Christina</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



RECEIVED
6-4-15

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: GUES Date of Request: 6-3-15

Account Name & Number: 815-PTO

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

Gobble Grams- We will take orders two days and will deliver the items the next day. We will purchase the item such as candy from WalMart or Sam's.

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

Funds will be used to purchase student/teacher incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds, misc. Study Island, DiscoveryEd, accelerator readers.

Current Unobligated Account Balance (Cash Balance less Open PO's): 13,313.77

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Nov.18-Nov.19, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	1,500.00	Notes:
		b. Less Estimated EXPENSE	500.00	
		c. Estimated PROFIT:	\$1,000.00	

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.

Sponsor's Signature [Signature] Date 6/3/15 Sponsor's Name Printed DS
Principal's Signature [Signature] Date 6/3/15 Activity Fund Custodian's Signature [Signature]

Athletic Director's Signature (if applicable) _____ Board Approval Date _____



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



RECEIVED
6-4-15

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: GUES Date of Request: 6-3-15

Account Name & Number: 815-PTO

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

Snack Shack-Every Friday through out the school year. We will purchase the products from Sam's, WalMart, Guthrie Confectionary, Labott. Items that can be purchased will be 100% all natural capri sun, slim jims, smart food delight popcorn, fruit snacks,
occasional sale of machine popped popcorn

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

Fundswill be used to purchase student/teacher incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds, misc., study island, discovery ed., accelerator reader

Current Unobligated Account Balance (*Cash Balance less Open PO's*): 13313.77

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Sept.18- May 15, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	6,000.00	Notes:
		b. Less Estimated EXPENSE	2,500.00	
		c. Estimated PROFIT:	\$3,500.00	

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.

Sponsor's Signature <i>Suzanne Dawson</i>	Date <i>6/3/15</i>	Sponsor's Name Printed <i>Suzanne Dawson</i>
Principal's Signature	Date	Activity Fund Custodian's Signature <i>[Signature]</i> DS

Athletic Director's Signature (if applicable) _____ Board Approval Date _____



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



n.
RECEIVED
6-1-15

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: GUES Date of Request: 6-1-15

Account Name & Number: 815 PTO

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

Christmas Store- Items for the Christmas store will be purchased from Dollar Tree, and Oriental trading and Wal-Mart. The Christmas Store will provide a need for children to purchase items for their families during the holidays.

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

Funds will be used to purchase student/teacher incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds, misc. Study Island, DiscoveryEd, Accelerator reader

Current Unobligated Account Balance (Cash Balance less Open PO's): 13,313.77
14,366.92

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Dec.1, 2015- Dec. 18, 2015

Profit Prediction	$a - b = c$	a. Estimated INCOME:	5,500.00	Notes:
		b. Less Estimated EXPENSE	2,500.00	
		c. Estimated PROFIT:	\$3,000.00	

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.

Sponsor's Signature	Date	Sponsor's Name Printed
	<u>6/1/15</u>	
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**



0.
RECEIVED
6-1-15

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: GUES Date of Request: 6-1-15

Account Name & Number: 815 PTO

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

Field Day Concession Stand- Children can purchase hot dogs, chips, candy, water, and caffeine free drinks. Items will be purchased at Sam's Wholesale and Wal-Mart

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

Funds will be used to purchase student/teacher incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds, misc. Study Island, DiscoveryEd, Accelerator reader

Current Unobligated Account Balance (Cash Balance less Open PO's): 13,313.77
~~41,366.92~~

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: May 10, 2016

Profit Prediction	$a - b = c$	a. Estimated INCOME:	2,000.00	Notes:
		b. Less Estimated EXPENSE	1,200.00	
		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.

Sponsor's Signature [Signature] Date 6/1/15
Principal's Signature _____ Date _____

Sponsor's Name Printed _____
Activity Fund Custodian's Signature [Signature] DS

Athletic Director's Signature (if applicable) _____

Board Approval Date _____



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

P. RECEIVED
6-24-15

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: GJHS Date of Request: 6/24/15

Account Name & Number: JH Library, 825

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

Scholastic Book Fairs

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

To raise funds for the library to purchase new books and/or technology

Current Unobligated Account Balance (Cash Balance less Open PO's): 3902⁰⁰

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 9/24/15 - 10/2/15

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>3500⁰⁰</u>	Notes:
		b. Less Estimated EXPENSE	<u>2500⁰⁰</u>	
		c. Estimated PROFIT:	<u>1000⁰⁰ - \$0.00</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.

[Signature] 6/24/15
Sponsor's Signature Date

Jeri A. Mick
Sponsor's Name Printed

[Signature] 6/24/15
Principal's Signature Date

[Signature] 6/24/15
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



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

Site Name: GJHS Date of Request: 6/24/15

Account Name & Number: JH Library, 825

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

Scholastic Book Fairs

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

To raise funds for the library to purchase new books and/or technology.

Current Unobligated Account Balance (Cash Balance less Open PO's): 3902¹¹

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 2/19/16-2/26/16

Profit Prediction	a. Estimated INCOME:	<u>3000⁰⁰</u>	Notes:
	b. Less Estimated EXPENSE	<u>2000.⁰⁰</u>	
	c. Estimated PROFIT:	<u>1000⁰⁰ = \$0.00</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.

[Signature] 6/24/15
Sponsor's Signature Date

Jeri A. Misi
Sponsor's Name Printed DS

[Signature] 6/24/15
Principal's Signature Date

[Signature]
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Junior High School Date of Request: 5-28-15

Account Name & Number: Stuco 830

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

Todd N Portell, DBA OFFBEAT PRODUCTIONS, LLC, sweatshirts, hoodies and t-shirts.

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

State Student Council Convention, Hotel for Convention and Transportation to and from Convention.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5044.75
~~5,564.82~~

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 1, 2015 Ends May 1, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	4,000.00	Notes:
		b. Less Estimated EXPENSE	2,500.00	
		c. Estimated PROFIT:	\$1,500.00	

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>5-28-15</u> Date	
Sponsor's Signature		Sponsor's Name Printed
	<u>5-28-15</u> Date	
Principal's Signature		Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable) _____ Board Approval Date _____



RECEIVED
6-1-15
S.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Junior High School/610 Date of Request: 6-1-15

Account Name & Number: Stuco 830

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

Boo Grams

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

Donation toward gift of electronic media sign or sound system for auditorium for GJHS as well as donations that we make to American Lukemia Society, Childrens Miracle Network and the Ronald McDonald House.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5,564.82

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: October 26 - 30, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	200.00	Notes:
		b. Less Estimated EXPENSE	100.00	
		c. Estimated PROFIT:	\$100.00	

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>Teresa Barbour</u> Sponsor's Signature	<u>6-1-15</u> Date	<u>Teresa Barbour</u> Sponsor's Name Printed
<u>[Signature]</u> Principal's Signature	<u>6-1-15</u> Date	<u>[Signature]</u> PS Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
6-1-15
t.



GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST

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

Site Name: Guthrie Junior High School/610 Date of Request: 6-1-15

Account Name & Number: Stuco 830

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

Christmas Grams

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

Donation toward gift of electronic media sign or sound system for auditorium for GJHS as well as donations that we make to American Lukemia Society, Childrens Miracle Network and the Ronald McDonald House.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5,564.82

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: December 15 - 19, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	200.00	Notes:
		b. Less Estimated EXPENSE	100.00	
		c. Estimated PROFIT:	\$100.00	

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.

Teresa Barbour 6-1-15 Teresa Barbour
 Sponsor's Signature Date Sponsor's Name Printed
[Signature] 6-1-15 [Signature]
 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



RECEIVED
6-1-15 ag

u.

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 School/610 Date of Request: 6-1-15

Account Name & Number: Stuco 830

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

Crush Grams

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

Donation toward gift of electronic media sign or sound system for auditorium for GJHS as well as donations that we make to American Lukemia Society, Childrens Miracle Network and the Ronald McDonald House.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5,564.82

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: February 9-13, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	300.00	Notes:
		b. Less Estimated EXPENSE	100.00	
		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.

Teresa Barbour 6-1-15 Teresa Barbour
 Sponsor's Signature Date Sponsor's Name Printed

[Signature] 6-1-15 [Signature] DS
 Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
6-1-15

U.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Junior High School/610 Date of Request: 6-1-15

Account Name & Number: Stuco 830

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

Chester Woods DJ for School Dance in ~~Fall~~ Spring. This dance will April 2nd.

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

Stuco provides gifts and luncheons for teacher appreciation, we also sponsor small treats for students for testing, red ribbon celebration and any other school wide function that might have cost associated with it.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5,564.82

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Apr. 2 ~~Oct. 15 or Nov. 5, 2015~~

Profit Prediction	a - b = c	a. Estimated INCOME:	1,000.00	Notes:
		b. Less Estimated EXPENSE	300.00	
		c. Estimated PROFIT:	\$700.00	

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>Teresa Barbour</u> Sponsor's Signature	<u>6-1-15</u> Date	<u>Teresa Barbour</u> Sponsor's Name Printed
<u>[Signature]</u> Principal's Signature	<u>6-1-15</u> Date	<u>[Signature]</u> DS Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
6-1-15

W.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Junior High School/610 Date of Request: 6-1-15

Account Name & Number: Stuco 830

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

Chester Woods DJ for School Dance in Fall. This dance will either be Oct. 15th or Nov. 5th depending on when the last football game will be played so the football boys can come. The schedule isn't out and P/T conferences are on Oct. 22 & 29.

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

Stuco provides gifts and luncheons for teacher appreciation, we also sponsor small treats for students for testing, red ribbon celebration and any other school wide function that might have cost associated with it.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5,564.82

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Oct. 15 or Nov. 5, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	1,000.00	Notes:
		b. Less Estimated EXPENSE	300.00	
		c. Estimated PROFIT:	\$700.00	

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.

Teresa Barbour
Sponsor's Signature

6-1-15
Date

Teresa Barbour
Sponsor's Name/Printed

[Signature]
Principal's Signature

6-1-15
Date

[Signature] DS
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

Purpose of Stuco Fundraiser:

We also raise funds and sponsor Bluejay night one night for each sporting event, band, choir and musical drama event (we pay cost for our Stuco members to get in). We sponsor the school wide red ribbon week, treats for testing and other school wide events that come up as needed that might need things bought for it.

We are trying to save money and carry it over each year to see if we can purchase an electronic media sign. These are very expensive and will take us several years to be able to save up enough to actually purchase. We are also looking into the issue of being located in a historic area and if we can get permission to have an electronic media sign. If the historical society says 'no' the students said they would like to save up and buy a sound system for the auditorium.



RECEIVED
6-1-15

X.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Jr. High Date of Request: 5-26-15

Account Name & Number: Jr. High Academic Team - #834

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

Selling Baked Chips and Granola Bars - purchased at Sams's- I will be selling during school hours 8:00-3:10 (not during lunch time).

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

Funds will be used for 8th grade Academic Tournaments Fees, Purchased Questions, bulbs for buzzers, Name plates, and gasoline for Van (to go to meets).

Current Unobligated Account Balance (Cash Balance less Open PO's): 448.14

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 9-1-2015 - 3-1-2016

Profit Prediction	a - b = c	a. Estimated INCOME:	450.00	Notes:
		b. Less Estimated EXPENSE	150.00	
		c. Estimated PROFIT:	\$300.00	

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.

Sponsor's Signature _____ Date 5-26-2015

Sponsor's Name/Printed Kathy Ice

Principal's Signature

Date 5-28-15

Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable) _____

Board Approval Date _____

Vickey Lawson

From: katherine EIce
Sent: Friday, May 29, 2015 12:19 PM
To: Vickey Lawson
Subject: Fwd: Here are the items I am selling again and nutritional facts - Kathy Ice- Jr High Academic team

See email- I sent this again to Josh - but they both meet the guidelines

----- Forwarded message -----

From: **katherine EIce** <kathy.ice@guthrieips.net>

Date: Fri, May 29, 2015 at 12:17 PM

Subject: Here are the items I am selling again and nutritional facts - Kathy Ice- Jr High Academic team

To: Josh Price <josh.price@guthrieips.net>

Smart Snacks Product Calculator

ALLIANCE FOR A HEALTHIER GENERATION

Smart Snacks Product Calculator Results

Brand:
Lays

Product Name:
Baked Barbecue Chips

Serving Size:
28.35 g

First Ingredient: potato

Your product meets all nutrient standards.

PLEASE NOTE: Effective July 1, 2016 snack items and side dishes sold a la carte must be ≤ 200 mg sodium per item as served/sold, including any added accompaniments.

Nutrition Facts

Serving Size 1 oz (about 28.35 g)

Servings Per Container

Amount Per Serving

Calories 120 **Calories from Fat 30**

Total Fat (g) 3.5

Saturated Fat (g) 0.5

Trans Fat (g) 0

Sodium (mg) 230

Carbohydrates

Sugars (g) 1

Vitamin D (%) NA

Potassium (%) NA

Calcium (%) NA

Dietary Fiber (%) NA



Ingredients: Dried Potatoes, Corn Starch, Corn Oil, Sugar, Salt, Dextrose, Soy Lecithin, Molasses (Contains Wheat Starch and Soy Flour), Onion Powder, Brown Sugar, Fructose, Natural Flavors (Contains Milk, Barley, and Chicken), Torula Yeast, Chili Pepper, Tomato Powder, Soybean Oil, Garlic Powder, Citric Acid, Spices, Paprika Extract, Yeast Extract, and Annatto Extract (Color).
CONTAINS WHEAT, SOY, AND MILK INGREDIENTS.

Nutrition Facts

Serving Size 1 oz (28g/About 16 crisps)

Amount Per Serving

Calories 120 **Calories from Fat 30**

% Daily Value*

Total Fat 3g **5%**

Saturated Fat 0.5g **3%**

Trans Fat 0g

Polyunsaturated Fat 1.5g

Monounsaturated Fat 1g

Cholesterol 0mg **0%**

Sodium 190mg **8%**

Potassium 220mg **6%**

Total Carbohydrate 22g **7%**

Dietary Fiber 2g **7%**

Sugars 3g

Protein 2g

Vitamin A 2% • Vitamin C 2%

Calcium 0% • Iron 0%

Niacin 6%

* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories: 2,000	2,500
Total Fat	Less than 65g	80g
Sat Fat	Less than 20g	25g
Cholesterol	Less than 300mg	300mg
Sodium	Less than 2,400mg	2,400mg
Potassium	3,500mg	3,500mg
Total Carbohydrate	300g	375g
Dietary Fiber	25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

Smart Snacks Product Calculator

ALLIANCE FOR A HEALTHIER GENERATION

Smart Snacks
Product Calculator Results



Ingredients: Whole Corn, Vegetable Oil (Contains One or More of the Following: Corn, Soybean, and/or Sunflower Oil), Cheddar Cheese (Milk, Cheese Cultures, Salt, Enzymes), Salt, Buttermilk, Whey Protein Concentrate, Whey, Monosodium Glutamate, Tomato Powder, Romano Cheese (Part-Skim Cow's Milk, Cheese Cultures, Salt, Enzymes), Onion Powder, Corn Maltodextrin, Natural and Artificial Flavors, Garlic Powder, Artificial Color (Including Yellow 6 Lake, Yellow 5 Lake, Yellow 6, Red 40 Lake), Disodium Phosphate, Dextrose, Sugar, Spice, Citric Acid, Lactic Acid, Parmesan Cheese (Milk, Cheese Cultures, Salt, Enzymes), Disodium Inosinate, and Disodium Guanylate.

CONTAINS MILK INGREDIENTS.

Nutrition Facts

Serving Size 1 oz.

Amount Per Serving

Calories 120 Calories from Fat 30

% Daily Value*

Total Fat 3.5g	6%
Saturated Fat 0.5g	3%
Polyunsaturated Fat 2g	
Monounsaturated Fat 1g	
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 230mg	10%
Total Carbohydrate 21g	7%
Dietary Fiber 2g	7%
Sugars 1g	

Protein 2g

Vitamin A 2%	•	Vitamin C 0%
Calcium 4%	•	Iron 2%
Vitamin E 2%	•	Thiamin 4%
Niacin 2%	•	Vitamin B6 6%
Phosphorus 6%	•	Zinc 2%

* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

Brand:
Lays

Product Name:
Baked Doritos

Serving Size:
28.35 g

First Ingredient:
corn

Your whole grain product meets all nutrient standards.

PLEASE NOTE: Effective July 1, 2016 snack items and side dishes sold a la carte must be ≤ 200 mg sodium per item as served, including any added accompaniments.

Nutrition Facts

Serving Size 1 oz (about 28.35 g)

Servings Per Container

Amount Per Serving

Calories 120 **Calories from Fat 30**

Total Fat (g) 3.5

Saturated Fat (g) 0.5

Trans Fat (g) 0

Sodium (mg) 230

Carbohydrates

Sugars (g) 1

Vitamin D (%) NA

Potassium (%) NA

Calcium (%) NA

Dietary Fiber (%) NA



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

y.
RECEIVED
6-1-15

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: High School Date of Request: 5/28/2015

Account Name & Number: High School Cheer #853

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

Donations from the community. Letters will be mailed out/ services will be performed.

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

To raise money for uniforms, supplies, camp, and competitions.

Current Unobligated Account Balance (Cash Balance less Open PO's): <-1,837⁵⁰>

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 7/20/15
~~7/1/15~~ - 8/31/15

Profit Prediction	a - b = c	a. Estimated INCOME:	1,000.00	Notes:
		b. Less Estimated EXPENSE	100.00	
		c. Estimated PROFIT:	\$900.00	

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.

Pam Johnson Fields 5/28/15
Sponsor's Signature Date

PAM JOHNSON FIELDS
Sponsor's Name Printed

Principal's Signature Date

[Signature] DS
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
MAY 29 2015
BY: [Signature] 52



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



2.
RECEIVED
6-1-15

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: High School Date of Request: 05/28/2014

Account Name & Number: High School Cheer #853

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

Little Cheer Clinic- Younger girls/boys will learn a cheer and dance. Will perform at an TBA home football game.

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

To raise money for uniforms, supplies, and competitions.

Current Unobligated Account Balance (Cash Balance less Open PO's): <1,837.50>

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 10/1/15-10/30/15

Profit Prediction	a - b = c	a. Estimated INCOME:	2,000.00	Notes:
		b. Less Estimated EXPENSE	600.00	
		c. Estimated PROFIT:	\$1,400.00	

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.

Pam Johnson Fields 5/20/15 PAM JOHNSON FIELDS
 Sponsor's Signature Date Sponsor's Name Printed
 _____ Date _____ Activity Fund Custodian's Signature DS
[Signature] _____
 Principal's Signature Date Board Approval Date
[Signature] _____
 Athletic Director's Signature (if applicable)

RECEIVED
MAY 28 2015
BY: [Signature] 53

RECEIVED
6-05-15 ag

a.a.



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

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

Site Name: High School Date of Request: 6/3/15

Account Name & Number: 858 Link Crew

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

Student Dues

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

To provide shirts for members and supplies for freshmen participants.

Current Unobligated Account Balance (Cash Balance less Open PO's): 30129

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: July 2015/October 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	465.00	Notes:
		b. Less Estimated EXPENSE	400.00	
		c. Estimated PROFIT:	<u>465.00</u> \$65.00	

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>Matthew Perring</u> Sponsor's Signature	<u>6/3/15</u> Date	Matthew Perring Sponsor's Name Printed
<u>Chris [Signature]</u> Principal's Signature	<u>6-3-15</u> Date	<u>[Signature]</u> DS Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



bb.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: High School Date of Request: 6/5/15

Account Name & Number: Class of 2019 #863

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

Class Dues (\$25)

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

Class shirts (Inkling Designs), homecoming, and any unforeseen expenses

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

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 2015 to May 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	5,300.00	Notes:
		b. Less Estimated EXPENSE	1,398.00	
		c. Estimated PROFIT:	\$3,902.00	

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.

	6-9-2015	Lauren Smith
Sponsor's Signature	Date	Sponsor's Name Printed
	6-15-15	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
6-5-15

dd.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: High School Date of Request: 6/3/15

Account Name & Number: 869 English Club

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

Water Bottle sales

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

To help students pay for the AP Language Test in May.

Current Unobligated Account Balance (Cash Balance less Open PO's): 1,656⁰⁸

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: July 2015/May 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	300.00	Notes:
		b. Less Estimated EXPENSE	50.00	
		c. Estimated PROFIT:	\$250.00	

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.

Matthew Perring 6/3/15 Matthew Perring
Sponsor's Signature Date Sponsor's Name Printed **DS**

Chris [Signature] 6-3-15
Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
6-30-15 *eg*

el.



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

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

Site Name: FFA Booster club 876 Date of Request: June 1, 2015

Account Name & Number: FFA Booster club 876

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

Selling tickets for pork chop dinner, silent and live auction sales

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

To raise money to fund scholarships, trips, and other FFA related needs.

Current Unobligated Account Balance (Cash Balance less Open PO's): 34,169.13
48019.13

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: November 15 to Jan 16

Profit Prediction	a - b = c	a. Estimated INCOME:	25,000.00	Notes:
		b. Less Estimated EXPENSE	6,500.00	
		c. Estimated PROFIT:	\$18,500.00	

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>Gina Davis</i>	<u>6-29-15</u>	<i>Gina Davis, Treasurer</i>
Sponsor's Signature	Date	Sponsor's Name Printed
<i>Chris Grande</i>	<u>6-29-15</u>	<i>Chris Grande</i> 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

RECEIVED
6-30-15

ff.

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: FFA Booster club 876 Date of Request: June 1, 2015

Account Name & Number: FFA Booster club 876

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

Selling tickets for to give away large value item such as (possible gator or mower)

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

To raise money to fund scholarships, trips, and other FFA related needs.

Current Unobligated Account Balance (Cash Balance less Open PO's): 34,169.13
48019.13

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: November 15 to Jan 16

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>16,000.00</u>	Notes:
		b. Less Estimated EXPENSE	<u>6,900.00</u>	
		c. Estimated PROFIT:	<u>\$9,100.00</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.

Gina Davis 6-29-15 Gina Davis
 Sponsor's Signature Date Sponsor's Name Printed
Cheri Strande 6-29-15 Cheri Strande DS
 Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
6-5-15

99



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: FFA 877 Date of Request: June 1, 2015

Account Name & Number: FFA 877

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

Grow and sell plants through the FFA greenhouse.

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

To help pay with chapter activities such as state convention, national convention, contest, materials, or other FFA needs.

Current Unobligated Account Balance (Cash Balance less Open PO's): 10,971.63
12955.63

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Fall 2015 - exact date to be determined

Profit Prediction	a - b = c	a. Estimated INCOME:	3,500.00	Notes:
		b. Less Estimated EXPENSE	1,500.00	
		c. Estimated PROFIT:	\$2,000.00	

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.

Clay Drake 6-3-15 Clay Drake
Sponsor's Signature Date Sponsor's Name Printed

Chris [Signature] 6-3-15 [Signature] PS
Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
6-5-15
hh.



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

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

Site Name: FFA 877 Date of Request: June 1, 2015

Account Name & Number: FFA 877

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

Grow and sell plants through the FFA greenhouse.

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

To help pay with chapter activities such as state convention, national convention, contest, materials, or other FFA needs.

Current Unobligated Account Balance (Cash Balance less Open PO's): 10,971.63
~~12955.63~~

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Spring 2016 - exact date to be determined

Profit Prediction	a - b = c	a. Estimated INCOME:	5,500.00	Notes:
		b. Less Estimated EXPENSE	3,000.00	
		c. Estimated PROFIT:	\$2,500.00	

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>Clay Drake</u> Sponsor's Signature	<u>6-3-15</u> Date	<u>Clay Drake</u> Sponsor's Name Printed
<u>Chris [Signature]</u> Principal's Signature	<u>6-3-15</u> Date	<u>[Signature]</u> DS Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
6-5-15 *eg*

ii.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: FFA 877

Date of Request: June 1, 2015

Account Name & Number: FFA 877

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

Selling meat products such as blue and gold sausage, T & D meats, DJ's fundraising meats.

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

To help pay with chapter activities such as state convention, national convention, contest, materials, or other FFA needs.

Current Unobligated Account Balance (Cash Balance less Open PO's): 10,971.63
~~12955.63~~

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: all year 7/14/15 - thru 6/30/16

Profit Prediction	a - b = c	a. Estimated INCOME:	35,000.00	Notes:
		b. Less Estimated EXPENSE	20,000.00	
		c. Estimated PROFIT:	\$15,000.00	

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><i>Clay Drake</i></u> Sponsor's Signature	<u>6-3-15</u> Date	<u>Clay Drake</u> Sponsor's Name Printed
<u><i>Chris Brando</i></u> Principal's Signature	<u>6-3-15</u> Date	<u><i>Clay Drake</i></u> Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

J



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: FFA 877 Date of Request: June 1, 2015

Account Name & Number: FFA 877

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

Selling FFA apparel for students, parents, community members such as tshirts, hats, jackets, or other FFA items

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

To help pay with chapter activities such as state convention, national convention, contest, materials, or other FFA needs.

Current Unobligated Account Balance (Cash Balance less Open PO's): 10,971.63
~~12,955.63~~

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: all year 7/15/15 - 6/30/16

Profit Prediction	a - b = c	a. Estimated INCOME:	3,500.00	Notes:
		b. Less Estimated EXPENSE	2,000.00	
		c. Estimated PROFIT:	\$1,500.00	

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.

Sponsor's Signature

6-3-15
 Date

Chey Dales
 Sponsor's Name Printed

Principal's Signature

6-3-15
 Date

 Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
6-30-15

rk.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie High School Date of Request: 6/29/15

Account Name & Number: Science Club #898

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:
Lab fees paid by students taking upper level science courses

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):
Purchase of all classroom lab supplies. Chemicals, live/preserved specimen, lab equipment

Current Unobligated Account Balance (Cash Balance less Open PO's): 5506⁹⁸

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 8/1/15 thru 6/30/16

Profit Prediction	a - b = c	a. Estimated INCOME:	8,000.00	Notes:
		b. Less Estimated EXPENSE	0	
		c. Estimated PROFIT:	8000 ^{00c}	

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.

Michelle Redus
Sponsor's Signature

6/29/15
Date

Michelle Redus
Sponsor's Name Printed

DS

Chris [Signature]
Principal's Signature

6-29-15
Date

[Signature]
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
6-5-15
42

ll.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: High School Date of Request: 6/3/15

Account Name & Number: 899 Student Council

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

Faculty Shirts

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

High School beautification.

Current Unobligated Account Balance (Cash Balance less Open PO's): \$5,505.82

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: July 2015/May 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	1,500.00	Notes:
		b. Less Estimated EXPENSE	1,400.00	
		c. Estimated PROFIT:	\$100.00	

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>Matthew Perring</u> Sponsor's Signature	<u>6/3/15</u> Date	Matthew Perring Sponsor's Name Printed
<u>Chris [Signature]</u> Principal's Signature	<u>6-3-15</u> Date	<u>[Signature]</u> Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

mm.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Administration Date of Request: 6/9/15

Account Name & Number: 922, Admin. Courtesy Committee

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

Request for Donations from staff in the Admin Bldg.

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

Collection of donations to pay for flowers & cards for bereavement/get well gifts, for retirement gifts, etc.

Current Unobligated Account Balance (Cash Balance less Open PO's): 148.47

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 07/15/15 through 6/30/16

Profit Prediction	a - b = c	a. Estimated INCOME:	340.00	Notes:
		b. Less Estimated EXPENSE	Ø	
		c. Estimated PROFIT:	\$340.00	

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.

Anita Paul
Sponsor's Signature

06/09/2015
Date

Anita Paul
Sponsor's Name Printed

Principal's Signature

Date

Anita Paul
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

nm.
RECEIVED
6-18-15g

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: Transportation Date of Request: 6/18/15

Account Name & Number: Transportation 934

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

We purchase snack goods and drinks from Walmart and Sams to resale.

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

Replenish vending supplies and used to purchase meals for In-Service and occasional meetings.

Current Unobligated Account Balance (*Cash Balance less Open PO's*): \$3,928.82

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 7/1/15 to 6/30/16

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>8000⁰⁰</u> 3,928.82	Notes:
		b. Less Estimated EXPENSE	<u>7875⁰⁰</u> 3,624.03	
		c. Estimated PROFIT:	<u>125⁰⁰</u> \$304.79	

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.

Susan Birdwell 6-18-15
Sponsor's Signature Date

Susan Birdwell DS
Sponsor's Name Printed

Star Cordeel 6-18-15
Principal's Signature Date

[Signature]
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
7-6-15 g

00.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: High School Date of Request: 6/30/2015

Account Name & Number: Tennis #856855

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

Candy Bars from Sams

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

Tennis Uniforms (Warm-ups, shorts, shirts, tops and skirts)

Current Unobligated Account Balance (Cash Balance less Open PO's): 7793.58

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Sept. 1 - Oct 31

Profit Prediction	a - b = c	a. Estimated INCOME:	6,000.00	Notes:
		b. Less Estimated EXPENSE	4,000.00	
		c. Estimated PROFIT:	\$2,000.00	

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.

Mary Hudson 6-30-15 Mary Hudson
Sponsor's Signature Date Sponsor's Name Printed DS

Cheri [Signature] 6-30-15 _____
Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
7-6-15

PP

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie High School Date of Request: 6/29/2015

Account Name & Number: Class of 2016 860

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

Class Dues

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

See Attached list

Current Unobligated Account Balance (Cash Balance less Open PO's): 3094.64
3174.00

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: May 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	7,500.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$7,500.00	

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 Perring</u> Sponsor's Signature	<u>6/29/2015</u> Date	Bill Perring Sponsor's Name Printed
<u>Chris [Signature]</u> Principal's Signature	<u>6-29-15</u> Date	<u>[Signature]</u> Activity Fund Custodian's Signature DS

Athletic Director's Signature (if applicable)

Board Approval Date

~~Uniforms, T-Shirts, Costumes, Material for clothing, set pieces, lumber, screws, power tools for building, sound equipment, decorations, paint, books, music (sheet and recorded), computer software for shows and productivity, calendars, programs, plates, cups and such for banquets, banquets, substitutes, bus fees, entry fees, diplomas, cards, paper, ink, makeup, royalties, water, dispensers, items necessary for producing concerts and musicals, memorabilia related to graduation and performances, lights, items needed in making and designing lighting, rentals for shows, videos used in class and performance, recording equipment, flowers, tickets~~



RECEIVED
7-6-15

gg



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Junior High School Date of Request: 6/29/2015

Account Name & Number: Vocal 902

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

Lab Fee for Students

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

See Attached list

Current Unobligated Account Balance (Cash Balance less Open PO's): 3500.00 ^{3604.05}

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 20, 2015 - May 20, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	1,500.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$1,500.00	

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 Perring</u> Sponsor's Signature	<u>6/29/2015</u> Date	Bill Perring Sponsor's Name Printed
<u>Robbie Hamilton</u> Principal's Signature	<u>7/6/2015</u> Date	<u>Christa Paul DS</u> Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

Uniforms, T-Shirts, Costumes, Material for clothing, set pieces, lumber, screws, power tools for building, sound equipment, decorations, paint, books, music (sheet and recorded), computer software for shows and productivity, calendars, programs, plates, cups and such for banquets, banquets, substitutes, bus fees, entry fees, diplomas, cards, paper, ink, makeup, royalties, water, dispensers, items necessary for producing concerts and musicals, memorabilia related to graduation and performances, lights, items needed in making and designing lighting, rentals for shows, videos used in class and performance, recording equipment, flowers, tickets



RECEIVED
7-6-15cp

rr



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie JH Date of Request: 7/5/2015

Account Name & Number: Vocal 902

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

Winter Junior High Musical Ticket Sales

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

See Attached

Current Unobligated Account Balance (Cash Balance less Open PO's): 3400 3604.⁰⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: December 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	900.00	Notes:
		b. Less Estimated EXPENSE	400.00	
		c. Estimated PROFIT:	\$500.00	

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 Perring</u> Sponsor's Signature	<u>7/5/2015</u> Date	Bill Perring Sponsor's Name Printed
<u>Robbie Kammeter</u> Principal's Signature	<u>7/6/2015</u> Date	<u>Olivia Paul</u> Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

Uniforms, T-Shirts, Costumes, Material for clothing, set pieces, lumber, screws, power tools for building, sound equipment, decorations, paint, books, music (sheet and recorded), computer software for shows and productivity, calendars, programs, plates, cups and such for banquets, banquets, substitutes, bus fees, entry fees, diplomas, cards, paper, ink, makeup, royalties, water, dispensers, items necessary for producing concerts and musicals, memorabilia related to graduation and performances, lights, items needed in making and designing lighting, rentals for shows, videos used in class and performance, recording equipment, flowers, tickets



RECEIVED
7-6-15cg

SS

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Junior High School Date of Request: 6/29/2015

Account Name & Number: Vocal 902

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

GJHS Spring Musical Ticket Sales, Donations

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

See Attached list

Current Unobligated Account Balance (Cash Balance less Open PO's): 3500.00 ^{3604.05}

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: May 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	2,500.00	Notes:
		b. Less Estimated EXPENSE	1,500.00	
		c. Estimated PROFIT:	\$1,000.00	

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 Perring</u> Sponsor's Signature	<u>6/29/2015</u> Date	Bill Perring Sponsor's Name Printed
<u>Robbie Kammaster</u> Principal's Signature	<u>7/6/2015</u> Date	<u>Christa Paul</u> ^{DS} Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

Uniforms, T-Shirts, Costumes, Material for clothing, set pieces, lumber, screws, power tools for building, sound equipment, decorations, paint, books, music (sheet and recorded), computer software for shows and productivity, calendars, programs, plates, cups and such for banquets, banquets, substitutes, bus fees, entry fees, diplomas, cards, paper, ink, makeup, royalties, water, dispensers, items necessary for producing concerts and musicals, memorabilia related to graduation and performances, lights, items needed in making and designing lighting, rentals for shows, videos used in class and performance, recording equipment, flowers, tickets



RECEIVED
7-16-15

tt



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie High School Date of Request: 6/29/2015

Account Name & Number: Vocal 902

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

Lab Fees from students

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

See Attached list

Current Unobligated Account Balance (Cash Balance less Open PO's): 3604.05
3500.00

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 20, 2015-May 20, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	4,000.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$4,000.00	

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.

	6/29/2015	Bill Perring
Sponsor's Signature	Date	Sponsor's Name Printed
	6-29-15	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

Uniforms, T-Shirts, Costumes, Material for clothing, set pieces, lumber, screws, power tools for building, sound equipment, decorations, paint, books, music (sheet and recorded), computer software for shows and productivity, calendars, programs, plates, cups and such for banquets, banquets, substitutes, bus fees, entry fees, diplomas, cards, paper, ink, makeup, royalties, water, dispensers, items necessary for producing concerts and musicals, memorabilia related to graduation and performances, lights, items needed in making and designing lighting, rentals for shows, videos used in class and performance, recording equipment, flowers, tickets



RECEIVED
7-6-15 ep

uu



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie High School Date of Request: 6/29/2015

Account Name & Number: Vocal 902

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

GHS Spring Musical Ticket Sales, Donations, Musical Fees

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

See Attached list

Current Unobligated Account Balance (Cash Balance less Open PO's): 3604.05
3500.00

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: March 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	2,500.00	Notes:
		b. Less Estimated EXPENSE	2,100.00	
		c. Estimated PROFIT:	\$400.00	

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>6/29/2015</u>	<u>Bill Perring</u>
Sponsor's Signature	Date	Sponsor's Name Printed
	<u>6-29-15</u>	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

Uniforms, T-Shirts, Costumes, Material for clothing, set pieces, lumber, screws, power tools for building, sound equipment, decorations, paint, books, music (sheet and recorded), computer software for shows and productivity, calendars, programs, plates, cups and such for banquets, banquets, substitutes, bus fees, entry fees, diplomas, cards, paper, ink, makeup, royalties, water, dispensers, items necessary for producing concerts and musicals, memorabilia related to graduation and performances, lights, items needed in making and designing lighting, rentals for shows, videos used in class and performance, recording equipment, flowers, tickets



RECEIVED
7-6-15 cp

VV



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie High School Date of Request: 6/29/2015

Account Name & Number: Vocal 902

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

Fall Musical HS Ticket Sales, Donations

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

See Attached list

Current Unobligated Account Balance (Cash Balance less Open PO's): 3604⁰⁵
3500.00

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: October - November 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	1,500.00	Notes:
		b. Less Estimated EXPENSE	1,500.00	
		c. Estimated PROFIT:	\$0.00	

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 Perring</u> Sponsor's Signature	<u>6/29/2015</u> Date	Bill Perring Sponsor's Name Printed
<u>Chris L. ...</u> Principal's Signature	<u>10-29-15</u> Date	<u>Chris L. ...</u> Activity Fund Custodian's Signature DS

Athletic Director's Signature (if applicable)

Board Approval Date

Uniforms, T-Shirts, Costumes, Material for clothing, set pieces, lumber, screws, power tools for building, sound equipment, decorations, paint, books, music (sheet and recorded), computer software for shows and productivity, calendars, programs, plates, cups and such for banquets, banquets, substitutes, bus fees, entry fees, diplomas, cards, paper, ink, makeup, royalties, water, dispensers, items necessary for producing concerts and musicals, memorabilia related to graduation and performances, lights, items needed in making and designing lighting, rentals for shows, videos used in class and performance, recording equipment, flowers, tickets

RECEIVED
7-6-15

WW



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Jr. High

Date of Request: 6-26-15

Account Name & Number: Jr. High Yearbook / 832

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

Fall and Spring school pictures with OSP, Jr. High yearbooks with Jostens Yearbook

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

Yearbook workshops, camera, camera lens, camera paraphernalia, picture / photoshop software, laptop, Pictures of events

Current Unobligated Account Balance (Cash Balance less Open PO's): ~~\$1500.00~~ 3113.41

Location of Sales: School Facility _____ Community _____ Both x

Start / End Dates of Fundraiser: August 2015 – June 2016

Profit Prediction

a - b = c

a. Estimated INCOME:	\$7500
b. Less Estimated EXPENSE	\$6500
c. Estimated PROFIT:	\$1000

Notes:

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.

Sharolyn LeGrande 6-25-15
Sponsor's Signature Date

Sharolyn LeGrande
Sponsor's Name Printed

Robbin Hamister 7-06-15
Principal's Signature Date

[Signature]
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
7-6-15g

XX



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GUTHRIE HIGH SCHOOL Date of Request: 7/2/2015

Account Name & Number: Speech #873

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

Dues

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

Drama/Speech Shirts ,supplies,dinner theatre night,field trips and miscellaneous expenses.

Current Unobligated Account Balance (Cash Balance less Open PO's): 523.25

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Aug,2015-June 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	500.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$500.00	

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.

Joyce Allen 7/1/2015 Joyce Allen
Sponsor's Signature Date Sponsor's Name Printed

Chris [Signature] 7-1-15 [Signature] DS
Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
7-6-15 ep

yy



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GUTHRIE HIGH SCHOOL Date of Request: 7/2/2015

Account Name & Number: HERITAGE CLUB #883

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

Dues

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

Club Shirts ,Homecoming,field trips and miscellaneous expenses.

Current Unobligated Account Balance (Cash Balance less Open PO's): 900.78

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Aug,2015-June 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	500.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$500.00	

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.

Joyce Allen
Sponsor's Signature

7/1/2015
Date

Joyce Allen
Sponsor's Name Printed

Chris [Signature]
Principal's Signature

7-1-15
Date

[Signature]
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
7-10-15

22



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie High School Date of Request: 6/30/15

Account Name & Number: Drama 913

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

Dues/club shirts

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

Shirt costs, props, costumes, fees, food, gas, subs, contests, snacks, plays, Lodging, judges, supplies, sound equipment, books, shoes, paintss, markers, posters, brushes, etc.

Current Unobligated Account Balance (Cash Balance less Open PO's): 1885.56

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 8/10/15-6/2/16

Profit Prediction	a - b = c	a. Estimated INCOME:	1,000.00	Notes:
		b. Less Estimated EXPENSE	950.00	
		c. Estimated PROFIT:	\$50.00	

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.

Shelley Berryman 6/30/15 Shelley Berryman
 Sponsor's Signature Date Sponsor's Name Printed DS
Chris L. Brando 6-30-15 [Signature]
 Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
7-6-15

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST

aaa

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: 6/30/15

Account Name & Number: Drama 913

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

Century Resources-catalog sales for candy, snacks, and misc.

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

Shirt costs, props, costumes, fees, food, gas, subs, contests, snacks, plays, Lodging, judges, supplies, sound equipment, books, shoes, paintss, markers, posters, brushes, etc.

Current Unobligated Account Balance (Cash Balance less Open PO's): 1885.56

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 2/2/16-2/19/16

Profit Prediction	a - b = c	a. Estimated INCOME:	3,000.00	Notes:
		b. Less Estimated EXPENSE	2,000.00	
		c. Estimated PROFIT:	\$1,000.00	

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.

Shelley Berryman 6/30/15
Sponsor's Signature Date
Chris B. ... 6/30/15
Principal's Signature Date

Shelley Berryman
Sponsor's Name Printed
Christie ... DS
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
7-6-15 ep

bbb



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GUES Date of Request: 7-6-15

Account Name & Number: GUES Honor Choir #936

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

Great American Opportunities Homemade Holidays brochure. It contains holiday decor (candle holders, gift wrap, kitchen items), snacks (popcorn, chocolates, nuts, crackers) and jewelry. There is also an incentive brochure with prizes for the kids.

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

All proceeds will go towards music, CD's, uniforms, piano tuning, trip expenses, and food for the honor choir.

Current Unobligated Account Balance (Cash Balance less Open PO's): \$124.00

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 10/20/15 - 11/10/15

Profit Prediction	a - b = c	a. Estimated INCOME:	2,000.00	Notes:
		b. Less Estimated EXPENSE	1,500.00	
		c. Estimated PROFIT:	\$500.00	

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.

Cynthia Antojos 7/6/15 Antojos^{DS}
Sponsor's Signature Date Sponsor's Name Printed

Dwight Darroby 7/6/15 _____
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**



ccc
RECEIVED
7-7-15

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: Band 6th - 12th Date of Request: 5-26-15

Account Name & Number: Band 859

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

Durham Ellis Pecan "Nut Sale"

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

Band Trips, music, instrument repair, instruments, electronics, and other band equipment needs.


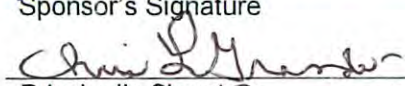
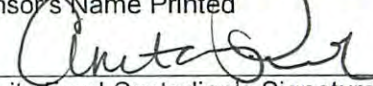
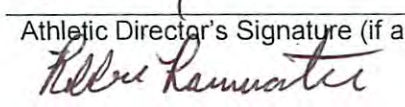
Current Unobligated Account Balance (Cash Balance less Open PO's): 6,187.55 8581 88

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: September 22nd - October 6th 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	13,000.00	Notes: 6th Grade Bands JH Bands HS Bands
		b. Less Estimated EXPENSE	6,500.00	
		c. Estimated PROFIT:	\$6,500.00	

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.


 Sponsor's Signature _____ Date 5-26-15 Sponsor's Name Printed Robert Blackburn

 Principal's Signature _____ Date 5-26-15 Activity Fund Custodian's Signature  ^{DS}

 Athletic Director's Signature (if applicable) _____ Board Approval Date _____



RECEIVED
7-7-15
GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST

dadd

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: Band 7th - 12th Date of Request: 6-6-15

Account Name & Number: Band 859

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

Great American Opportunities Cookie Dough Sale

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

Band Trips, music, instrument repair, instruments, electronics, and other band equipment needs

Current Unobligated Account Balance (Cash Balance less Open PO's): 8384.69 8581.88

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 27th - September 1st, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	8,000.00	Notes: JH Bands HS Band
		b. Less Estimated EXPENSE	4,800.00	
		c. Estimated PROFIT:	\$3,200.00	

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.

[Signature] 6-6-15
Sponsor's Signature Date
[Signature] 6-6-15
Principal's Signature Date

Robert Blackburn
Sponsor's Name Printed DS
[Signature]
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
TRANSFER OF EXCESS FUNDS**

Transfer all activity accounts and activity balances as of 06/30/2015 to the new school year 2015-2016. (See 6/30/15 Custodians Activity Report for final year-end balances.)

<u>Account#</u>	<u>Account Name</u>	<u>Account Balance</u> (as of 6/30/15)
801	Central Faculty	331.68
802	Central Activity	3,229.83
803	Central PTO	5,247.86
804	Cotteral PTO	5,012.16
805	Cotteral Activity	13,156.77
806	Cotteral Faculty	293.06
808	Fogarty PTO	5,002.87
809	Fogarty Activity	10,889.87
810	Fogarty Faculty	1,007.53
812	GUES Activity	11,652.99
813	GUES Faculty	1,422.63
815	GUES PTO	13,344.23
816	GHS Special Kids	64.65
817	JH Art	379.56
818	JH Builders Club	577.54
819	JH Athletics	11,691.74
820	JH Golf	1,342.13
821	JH FCCLA	550.23
822	JH Honor Society	1,969.22
823	JH Account	9,033.50
824	JH Faculty	1,204.01
825	JH Library	3,902.11
827	JH Cheerleaders	5,373.23
830	JH Stuco	5,047.95
831	JH TSA	2,163.27
832	JH Yearbook	3,113.41
834	JH Academic Team	448.14
850	HS Academic Team	214.50
851	HS Art Club	5,053.12
852	HS Athletics	35,297.28
853	HS Cheer	1,160.80
855	HS Tennis	7,793.58
856	GHS Library	1,286.54
857	HS Youth & Government	682.34
858	GHS Link Crew	301.29
859	HS Band (Operating)	8,581.88
860	HS Class of 2016	3,094.64
861	HS Class of 2017	3,578.49
862	HS Class of 2018	2,394.17
865	HS Class of 2012	428.87
866	HS Class of 2013	1,169.15
867	HS Class of 2014	509.26
868	HS Class of 2015	1,099.49
869	HS English Club	1,461.08
870	HS Courtesy Committee	802.06
873	HS Speech	523.25

<u>Account#</u>	<u>Account Name</u>	<u>Account Balance</u> (as of 6/30/15)
874	HS Faculty Lounge	977.94
876	HS 4H/FFA Booster Club	34,169.13
877	HS FFA	16,014.36
878	HS FCCLA	659.39
879	HS Foreign Language Club	1,411.52
882	HS Guthrie Running Club	2,502.78
883	HS Heritage Club	900.78
884	HS Account	16,553.11
886	HS Honor Society	2,206.25
888	HS Journalism	387.30
889	HS Key Club	367.10
893	HS Mu Alpha Theta	566.21
895	HS JROTC	7,736.12
896	HS SADD	40.02
897	HS Soccer Club	3,616.96
898	HS Science Club	5,506.98
899	HS Stuco	5,505.82
900	HS Campus Beautification	7,120.63
902	Vocal	3,604.05
904	HS Yearbook	5,027.20
907	HS Memorial Fund	73.92
908	HS Vocal Trip Account	440.94
911	FFA Building Fund	116,663.00
912	GHS BPA	597.44
913	HS Drama	1,885.56
921	Banquet Account	309.01
922	Admin. Courtesy Committee	148.87
927	Hall of Fame Banquet	736.17
929	District Special Olympics	26,074.39
930	District PTO	175.34
933	Faver C& C	315.13
934	Transportation C&C	3,789.44
935	Admin. Vending Machine	318.52
936	GUES Honor Choir	124.00
937	Faver Activity	325.81
938	Native American Parents	205.72
940	Administration Misc.	7,000.83
		=====
	TOTAL TRANSFERRED	\$477,281.84

**END OF YEAR
TRANSFERS FOR BOARD APPROVAL
July 13, 2015**

TO:	FROM:	REASON	\$AMOUNT
GPS General Fund	AF GF Refund, 925	Year End Closeout	\$7,137.51
GPS General Fund	AF Summer School, 932	Year End Closeout	\$13,100.00

**Transportation Department
Fuel Bids
2014-2015**

DATE: <u>07/01/15</u>	TIME BIDS BEGAN: <u>8:10 AM</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>8:20 AM</u>	DIESEL: <u>7000</u>
		UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	KIT, BRIAN, CODY or HARDIN	1-866-455-3835	<u>2.269</u>	<u>1.862</u>
PENLEY OIL COMPANY	MIKE, SCOTT or GEORGEANN	235-7553	<u>2.3043</u>	<u>1.8879</u>
RED ROCK	JOANIE or TRICHA	677-3373	<u>2.2479</u>	<u>1.8418</u>
TRUMAN ARNOLD COMPANIES	CASEY	1-800-808-6500	<u>2.317005</u>	<u>1.902905</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Red Rock</u>	
UNLEADED FUEL: <u>1000</u>	PRICE PER GALLON: <u>2.2479</u>	TOTAL AMT: <u>2,247.90</u>
DIESEL FUEL: <u>7000</u>	PRICE PER GALLON: <u>1.8418</u>	TOTAL AMT: <u>12,892.60</u>
		TOTAL PURCHASE: <u>15,140.50</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Steve Colwell</u> <u>Christi Dejes</u>	COMMENTS:
---	-----------

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2015-2016

<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>
2016	11	1	07/01/2015	CITY OF GUTHRIE	WATER/SEWER/GARBAGE FOR 2015-	128,000.00
2016	11	2	07/01/2015	O G & E	ELECTRICAL SERVICE FOR 20105-1	425,000.00
2016	11	3	07/01/2015	O.N.G.	NATURAL GAS/GAS TRANSPORTATIO	50,000.00
2016	11	4	07/01/2015	CLEARWATER ENTEPRISES	NATURAL GAS FOR 2015-16	48,000.00
2016	11	5	07/01/2015	COX COMMUNICATIONS, INC	PHONE SERVICE FOR 2015-16	35,000.00
2016	11	6	07/01/2015	A T & T MOBILITY	CELL PHONE SERVICE FOR 2015-16	25,000.00
2016	11	7	07/01/2015	MUNICIPAL ACCOUNTING SYSTEMS,	DATA PROCESSING FOR 2015-16	49,057.32
2016	11	8	07/01/2015	PUTNAM & COMPANY, PLLC	AUDIT SERVICES FOR 2015-16	7,500.00
2016	11	9	07/01/2015	UNITED STATES POSTAL SERVICE	POSTAGE FOR 201516	10,000.00
2016	11	10	07/01/2015	PITNEY BOWES CREDIT CORP.	POSTAGE MACHINE/SUPPLIES 2015-	3,524.00
2016	11	11	07/01/2015	POSTMASTER	BULK MAIL PICKUP FOR 2015-16	1,112.00
2016	11	12	07/01/2015	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2015-16	65,000.00
2016	11	13	07/01/2015	EUREKA WATER CO.	MACHINE RENTAL/SUPPLIES FOR 20	660.00
2016	11	14	07/01/2015	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS FOR 2015-16	500.00
2016	11	15	07/01/2015	LOGAN COUNTY COURIER	SUBSCRIPTIONS/ADS/INFO FOR 20	500.00
2016	11	16	07/01/2015	AHP OF OKLAHOMA	SUBSCRIPTION/ADS/INFO FOR 201	1,000.00
2016	11	17	07/01/2015	AMERICAN FIDELITY ASSURANCE CC	FICA FOR 2015-16	3,500.00
2016	11	18	07/01/2015	OKLAHOMA EMPLOYMENT SECURITY	UNEMPLOYMENT FOR 2015-16	23,000.00
2016	11	19	07/01/2015	AFPLANSERV	ADMINSTRATIVE FEE FOR 2015-16	2,000.00
2016	11	20	07/01/2015	IMAGE WORKS OF OKLAHOMA, INC	COPY MAINTENANCE FOR 2015-16	55,000.00
2016	11	21	07/01/2015	OKLAHOMA ASBO	MEMBERSHIP FOR 2015-16	750.00
2016	11	22	07/01/2015	ASBO INTERNATIONAL	MEMBERSHIP FOR 2015-16	219.00
2016	11	23	07/01/2015	OSSBA	MEMBERSHIP/REGISTRATION/ONLINE	6,600.00
2016	11	24	07/01/2015	COOPERATIVE COUNCIL FOR OKLAH	LEGAL ASSIST/REGISTRATION FOR	5,000.00
2016	11	25	07/01/2015	GUTHRIE CHAMBER OF COMMERCE	MEMBERSHIP FOR 2015-16	250.00
2016	11	26	07/01/2015	USSA	MEMBERSHIP FOR 2015-16	1,100.00
2016	11	27	07/01/2015	VERNON FLORENCE CONSULTIN CO.	SUBSCRIPTION FOR 2015-16	120.00
2016	11	28	07/01/2015	G.E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 20105-	500.00
2016	11	29	07/01/2015	WAL MART COMMUNITY	SUPPLIES FOR 2015-16	250.00
2016	11	30	07/01/2015	OFFICE DEPOT, INC.	SUPPLIES FOR 2015-16	2,000.00
2016	11	31	07/01/2015	QUILL CORPORATION	SUPPLIES FOR 2015-16	3,000.00
2016	11	32	07/01/2015	MIDWEST PRINTING & PUBLISHING C	PRINTING FOR 2015-16	3,000.00
2016	11	33	07/01/2015	PROSPERITY BANK	REGISTRATION/TRAVEL/SUPPLIES	5,500.00
2016	11	34	07/01/2015	OKLAHOMA STATE UNIVERSITY	REGISTRATION FOR 2015-16	980.00
2016	11	35	07/01/2015	MICHAEL L SIMPSON	EXPENSE REIMB. FOR 2015-16	6,000.00
2016	11	36	07/01/2015	DENNIS EUGENE SCHULZ	EXPENSE REIMB. FOR 2015-16	1,000.00
2016	11	37	07/01/2015	DOUGLAS ALLEN OGLE	EXPENSE REIMB. FOR 2015-16	2,000.00
2016	11	38	07/01/2015	CARMEN L WALTERS	EXPENSE REIMB. FOR 2015-16	1,000.00
2016	11	39	07/01/2015	ANITA K PAUL	EXPENSE REIMB. FOR 2015-16	750.00
2016	11	40	07/01/2015	JANA LYNN WANZER	EXPENSE REIMB. FOR 2015-16	150.00
2016	11	41	07/01/2015	JEAN VANISE WATTS-LACINA	EXPENSE REIMB. FOR 2015-16	100.00
2016	11	42	07/01/2015	VICKI BIGGS	EXPENSE REIMB. FOR 2015-16	200.00
2016	11	43	07/01/2015	DEWART-GUMERSON INSURANCE AC	POSITION BOND RENEWAL FOR	378.00
2016	11	44	07/01/2015	MARTIN INSURANCE AGENCY	BOND RENEWAL FOR 2015-16	4,850.00
2016	11	45	07/01/2015	WALKER COMPANY	NOTARY BOND RENEWALS FOR 2015-	260.00
2016	11	46	07/01/2015	OKLAHOMA SCHOOL ASSURANCE GF	WORKERS' COMP INSURANCE FOR 20	241,061.00
2016	11	47	07/01/2015	OKLAHOMA SCHOOLS INSURANCE G	LIABILITY/PROPERTY/VEHICLE INS	194,877.00
2016	11	48	07/01/2015	OKLAHOMA SCHOOLS INSURANCE G	ADDITIONAL INSURANCE FOR 2015-	1,200.00

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2015-2016

<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>
2016	11	49	07/01/2015	LOGAN COUNTY TREASURER	RE-VAL FOR 2015-16	70,936.71
2016	11	50	07/01/2015	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2015-16	6,000.00
2016	11	51	07/01/2015	WILLOW CREEK	LEASE FOR 2015-16	1.00
2016	11	52	07/01/2015	EUREKA WATER CO.	MACHINE RENTAL/SUPPLIES FOR 20	445.00
2016	11	53	07/01/2015	THE OKLAHOMA OBSERVER	SUBSCRIPTION FOR 2015-16	40.00
2016	11	54	07/01/2015	TRANSPAR GROUP INC.	TRANSPORTATION MANAGEMENT FO	142,224.00
2016	11	55	07/01/2015	LRP PUBLICATIONS	SUBSCRIPTION FOR 2015-16	308.50
2016	11	56	07/01/2015	CARROT TOP INDUSTRIES, INC.	US FLAG FOR ADMINISTRATION	26.95
2016	11	57	07/01/2015	JANA MARIE FREY	EXPENSE REIMB. FOR 2015-16	150.00
2016	11	58	07/01/2015	LOGAN COUNTY ECONOMIC BOARD	MEMBERSHIP FOR 2015-16	1,000.00
2016	11	59	07/01/2015	LOGAN COUNTY HEALTH DEPT	NURSING SERVICES FOR 2015-16	12,000.00
2016	11	60	07/01/2015	OKLAHOMA CENTER FOR COMMUNIC	PUBLIC RELATIONS FOR 2015-16	3,500.00
2016	11	61	07/01/2015	JAMES D BENSON	EXPENSE REIMB. FOR 2015-2016	2,500.00
2016	11	62	07/01/2015	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2015-16	1,500.00
2016	11	63	07/01/2015	MARIA E WILSON	EXPENSE REIMB. FOR 2015-16	1,000.00
2016	11	64	07/01/2015	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2015-16	2,000.00
2016	11	65	07/01/2015	PEGGY JEAN HUGHES	EXPENSE REIMB. FOR 2015-16	500.00
2016	11	66	07/01/2015	FRONTLINE PLACEMENT TECHNOLIG	VERITIME FOR 2015-16	5,000.00
2016	11	67	07/01/2015	FRONTLINE PLACEMENT TECHNOLIG	SUBFINDER FOR 2015-2016	8,476.00
2016	11	68	07/01/2015	APPLE, INC.	BLANKET FOR PARTS AND SUPPLIES	1,000.00
2016	11	69	07/01/2015	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS	2,000.00
2016	11	70	07/01/2015	CDI COMPUTER DEALERS INC.	BLANKET FOR PARTS	5,000.00
2016	11	71	07/01/2015	CDW DIRECT LLC	BLANKET FOR SUPPLIES/TECHNOLOC	10,000.00
2016	11	72	07/01/2015	CHICKASAW	NETWORK SUPPORT FOR 2015-16	2,000.00
2016	11	73	07/01/2015	CISTERA NETWORKS	SUPPORT MAINTENANCE RENEWAL	2,739.23
2016	11	74	07/01/2015	CELL PHONE REPAIR	IPAD & PHONE REPAIRS	2,000.00
2016	11	75	07/01/2015	DELL MARKETING L.P.	BLANKET FOR SUPPLIES/TECHNOLOC	20,000.00
2016	11	76	07/01/2015	DIGI SECURITY SYSTEMS	SUPPLIES/REPAIRS/TECHNOLOGY	3,000.00
2016	11	77	07/01/2015	E-FILLIATE, INC.	BLANKET FOR PARTS/TECHNOLOGY	1,000.00
2016	11	78	07/01/2015	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS/TECH	2,000.00
2016	11	79	07/01/2015	EUREKA WATER CO.	MACHINE RENTAL/SUPPLIES/TECHNC	750.00
2016	11	80	07/01/2015	GUITAR CENTER	BLANKET FOR AUDIO VISUAL SUPPL	1,000.00
2016	11	81	07/01/2015	HARMAN PROFESSIONAL	BLANKET FOR EQUIPMENT REPAIRS	500.00
2016	11	82	07/01/2015	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES	5,000.00
2016	11	83	07/01/2015	INTERNATIONAL SOCIETY FOR	DUES/FEEES FOR 2015-16	195.00
2016	11	84	07/01/2015	LIGHTSPEED TECHNOLOGIES	BLANKET FOR PARTS/SUPPLIES/TEC	100.00
2016	11	85	07/01/2015	NETSOLUTIONS	BLANKET FOR PARTS/REPAIRS/TECH	1,000.00
2016	11	86	07/01/2015	NEW EGG BUSINESS, INC	BLANKET FOR PARTS/TECHNOLOGY	7,500.00
2016	11	87	07/01/2015	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/TECHNOLOC	1,000.00
2016	11	88	07/01/2015	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TECHNOLOC	1,000.00
2016	11	89	07/01/2015	OKLAHOMA TECHNOLOGY	DUES AND FEES FOR 2015-16	300.00
2016	11	90	07/01/2015	ONENET	INTERNET SERVICES/TECHNOLOGY	300.00
2016	11	91	07/01/2015	PERSONAL COMPUTER SYSTEMS, IN	BLANKET FOR PARTS/TECHNOLOGY	10,000.00
2016	11	92	07/01/2015	RELIANCE COMMUNICATIONS, INC.	LICENSE RENEWAL/SOFTWARE SUPP	4,307.50
2016	11	93	07/01/2015	G.E. MONEY BANK	BLANKET FOR SUPPLIES/TECHNOLOC	1,000.00
2016	11	94	07/01/2015	SCHOOLDUDE.COM	FEES AND SUPPORT FOR 2015-16	2,091.34
2016	11	95	07/01/2015	SCHOOLWIRES, INC.	HOSTING SERVICE/TECHNOLOGY	16,011.68
2016	11	96	07/01/2015	SOLARWINDS	SOFTWARE/MAINT/TECHNOLOGY	502.50

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2015-2016

<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>
2016	11	97	07/01/2015	SOONER ACOUSTIC MUSIC, INC.	PARTS AND REPAIRS/TECHNOLOGY	500.00
2016	11	98	07/01/2015	SYNERGY DATACOM	BLANKET FOR PARTS/TECHNOLOGY	10,000.00
2016	11	99	07/01/2015	TWOTREES TECHNOLOGY, LLC	BLANKET FOR SUPPLIES/FIREWALL	12,000.00
2016	11	100	07/01/2015	UPS	SHIPPING FOR 2015-16	1,000.00
2016	11	101	07/01/2015	LISA C WOODS	MILEAGE REIMBURSEMENT	300.00
2016	11	102	07/01/2015	ELDONA S WOODRUFF	MILEAGE REIMBURSEMENT	1,000.00
2016	11	103	07/01/2015	JOHN A RHINEHART	PLAQUES/OGLE/ADMINISTRATION	500.00
2016	11	104	07/01/2015	INTERQUEST DETECTION CANINES C	CONTRABAND SEARCH FOR 2015-16	2,670.00
2016	11	105	07/01/2015	LEARNING SCIENCES INTERNATIONAL	MARZANO PROTOCOL FOR 2015-16	5,199.00
2016	11	106	07/01/2015	NETCHEMIA	RECRUITMENT SERVICES FOR 2015-	3,356.85
2016	11	107	07/01/2015	PROJECT LEAD THE WAY	PROJECT LEAD THE WAY FOR 2015-	750.00
2016	11	108	07/01/2015	TRAK-1 TECHNOLOGY	BACKGROUND CHECKS	1,200.00
2016	11	109	07/01/2015	OKLAHOMA STATE UNIVERSITY	JOB FAIR REGISTRATION	150.00
2016	11	110	07/01/2015	UNIVERSITY OF CENTRAL OKLAHOMA	JOB FAIR REGISTRATION	125.00
2016	11	111	07/01/2015	ALCA	ALCA STUDENT DATA MANAGEMENT	15,928.60
2016	11	112	07/01/2015	PIRAINO CONSULTING, INC.	SMART BOARDS/TITLE VII/COTTERA	15,897.00
2016	11	113	07/01/2015	APPLE, INC.	IPADS/CARTS/TITLE VII/CENT/HS	20,791.95
2016	11	114	07/01/2015	PERSONAL COMPUTER SYSTEMS, IN	OTTER BOXES/TITLE VII/CENT/HS	2,352.00
2016	11	115	07/01/2015	ASCD	INSTITUTIONAL MEM. FOR 2015-16	985.00
2016	11	116	07/01/2015	KATHLEEN FAD	PRESENTER FOR RTI TRAINING	7,000.00
2016	11	117	07/01/2015	PAULA M. ROGERS	PRESENTER FOR RTI TRAINING	7,000.00
2016	11	118	07/01/2015	DELL MARKETING L.P.	PRINTER CARTRIDGES/MILES/ADMIN	553.96
2016	11	119	07/01/2015	STATEWIDE COMPLIANCE SERVICES	REPAIRS TO RECTIFIER/TRANSPORT	600.00
2016	11	120	07/01/2015	LESLEY ANNE COTTON	MILEAGE REIMB. FOR PRINCIPAL T	225.00
2016	11	121	07/01/2015	A-1 RADIATOR SERVICE, INC.	BLANKET FOR REPAIRS/SUPPLIES F	500.00
2016	11	122	07/01/2015	THE AROUND THE CLOCK FREIGHTLI	BLANKET FOR SUPPLIES FOR 2015-	2,000.00
2016	11	123	07/01/2015	NAPA AUTO PARTS & MACHINE	BLANKET FOR SUPPLIES FOR 2015-	2,000.00
2016	11	124	07/01/2015	OKLA. ASSOC. FOR PUPIL TRANS.	BUS DRIVERS TRAINING FOR 2015-	1,000.00
2016	11	125	07/01/2015	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES FOR 2015-	500.00
2016	11	126	07/01/2015	OTA PIKEPASS CUSTOMER SERVICE	BLANKET FOR TOLL FEES FOR 2015	1,000.00
2016	11	127	07/01/2015	T AND W TIRE	BLANKET FOR TIRES FOR 2015-16	5,000.00
2016	11	128	07/01/2015	CABLE AUTOMOTIVE EQUIPMENT	LIFT INSPECTIONS FOR 2015-16	1,000.00
2016	11	129	07/01/2015	CHALK'S TRUCK PARTS, INC.	BLANKET FOR SUPPLIES FOR 2015-	5,000.00
2016	11	130	07/01/2015	COUNTRY FORD MERCURY	BLANKET FOR SUPPLIES FOR 2015-	500.00
2016	11	131	07/01/2015	CPM INSURANCE	MECHANIC TOOLS INSURANCE FOR 2	400.00
2016	11	132	07/01/2015	HYDROTEX PARTNERS LTD.	BLANKET FOR LUBRICANTS FOR 201	5,000.00
2016	11	133	07/01/2015	JERRY D JONES	BLANKET FOR TOWING FOR 2015-16	1,200.00
2016	11	134	07/01/2015	JOHN VANCE AUTO GROUP	BLANKET FOR SUPPLIES FOR 2015	500.00
2016	11	135	07/01/2015	LAMPTON WELDING SUPPLY COMPAI	BLANKET FOR SUPPLIES/TANK RENT	800.00
2016	11	136	07/01/2015	LOYAL SUPPLY, INC.	BLANKET FOR SUPPLIES FOR 2015-	2,500.00
2016	11	137	07/01/2015	MAKER'S GLASS, INC.	BLANKET FOR SUPPLIES/REPAIRS F	1,600.00
2016	11	138	07/01/2015	MCBRIDE CLINIC ORTHOPEDIC HOSP	BLANKET FOR DRUG/ALCOHOL TESTI	3,500.00
2016	11	139	07/01/2015	MHC KENWORTH	BLANKET FOR SUPPLIES FOR 2015-	3,000.00
2016	11	140	07/01/2015	MIDWEST BUS SALES	BLANKET FOR SUPPLIES FOR 2015-	6,000.00
2016	11	141	07/01/2015	O'REILLY AUTOMOTIVE INC.	BLANKET FOR SUPPLIES FOR 2015-	5,000.00
2016	11	142	07/01/2015	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2015-	500.00
2016	11	143	07/01/2015	OKLA. CORP. COMMISSION	STORAGE TANK FEES FOR 2015-16	50.00
2016	11	144	07/01/2015	PROPANE SALES INC.	BLANKET FOR SUPPLIES FOR 2015-	500.00

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2015-2016

<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>
2016	11	145	07/01/2015	PROSPERITY BANK	BLANKET FOR OUT OF TOWN FUEL F	500.00
2016	11	146	07/01/2015	SUMMIT	BLANKET FOR SUPPLIES FOR 2015-	5,000.00
2016	11	147	07/01/2015	ROSS TRANSPORTATION, INC.	BLANKET FOR SUPPLIES FOR 2015-	1,000.00
2016	11	148	07/01/2015	G.E. MONEY BANK	BLANKET FOR SUPPLIES FOR 2015-	500.00
2016	11	149	07/01/2015	BERNARD LEE SHORT	BLANKET FOR REPAIRS FOR 2015-1	1,000.00
2016	11	150	07/01/2015	STATEWIDE COMPLIANCE SERVICES	TANK INSPECTIONS FOR 2015-16	300.00
2016	11	151	07/01/2015	RED ROCK DISTRIBUTING CO.	FUEL PER BID/TRANSPORTATIOIN	15,140.50
2016	11	152	07/01/2015	SCHOOL SPECIALTY, INC.	COMPUTER LAB FURNITURE/CENTRA	4,670.00
2016	11	153	07/01/2015	EDGENUITY	VIRTUAL CLASSROOM	21,500.00
2016	11	154	07/01/2015	OKACTE	REGISTRATION/FACS/MOORE/HS	80.00
2016	11	155	07/01/2015	AMANDA BETH MOORE	MILEAGE/PER DIEM FOR CONFERNEC	151.00
2016	11	156	07/01/2015	PROSPERITY BANK	ROOM FOR CONFERENCE/FACS/MOC	175.00
2016	11	157	07/01/2015	MONTE THEODORE MYERS	MILEAGE/TOLLS/PER DIEM/AP/HS	204.80
2016	11	158	07/01/2015	UNIFIRST HOLDING INC.	UNIFORM CLEANING FOR 2015-16	3,000.00
2016	11	159	07/01/2015	WAL MART COMMUNITY	BLANKET FOR SUPPLIES FOR 2015-	3,000.00
2016	11	160	07/01/2015	WALKER TIRE	BLANKET FOR TIRES/REPAIRS FOR	3,000.00
2016	11	161	07/01/2015	WIRELESS TECHNOLOGIES, INC.	BLANKET FOR REPAIRS FOR 2015-1	9,000.00
2016	11	162	07/01/2015	THE RAILROAD YARD, INC.	BLANKET FOR SUPPLIES FOR 2015-	250.00
2016	11	163	07/01/2015	DESHILDS TRUCK SERVICE, INC.	BLANKET FOR REPAIRS FOR 2015-1	1,000.00
2016	11	164	07/01/2015	CUMMINGS SOUTHERN PLAINS, LTD	BLANKET FOR REPAIRS FOR 2015-1	1,000.00
2016	11	165	07/01/2015	SOUTHERN TIRE MART, LLC	BLANKET FOR TIRES FOR 2015-16	10,000.00
2016	11	166	07/01/2015	SYN-TECH SYSTEMS, INC.	BLANKET FOR REPAIRS FOR 2015-1	495.00
2016	11	167	07/01/2015	UNITED HOLDINGS LLC.	BLANKET FOR REPAIRS FOR 2005-1	1,000.00
2016	11	168	07/01/2015	HOOTEN OIL COMPANY, INC	BLANKET FOR SUPPLIES FOR 2015-	1,200.00
2016	11	169	07/01/2015	MATTHEW BENJAMIN PERRING	REGISTRATION/MILEAGE/TOLLS/PER	0.00
2016	11	170	07/01/2015	MATTHEW BENJAMIN PERRING	REGISTRATION/MILEAGE/TOLLS/PER	0.00
2016	11	171	07/01/2015	MATTHEW BENJAMIN PERRING	REGISTRATION/MILEAGE/TOLLS/PER	283.20
2016	11	172	07/01/2015	DOUG C HILL	REGISTRATION/PER DIEM REIB./AP	160.00
2016	11	173	07/01/2015	PATRICIA ANN JOHNSON	REGISTRATION/PER DIEM REIMB.	160.00
2016	11	174	07/01/2015	DIANA MEEK	REGISTRATION/PER DIEM REIMBURS	160.00
2016	11	175	07/01/2015	LAUREN DANIELLE SMITH	REGISTRATION/PER DIEM REIMBURS	160.00
2016	11	176	07/01/2015	LAMPTON WELDING SUPPLY COMPAI	BLANKET FOR PROPANE/BOTTLE LEA	3,000.00
2016	11	177	07/01/2015	LOWE'S COMPANIES, INC.	BLANKET FOR SUPPLIES/VO-AG/HS	500.00
2016	11	178	07/01/2015	PROSPERITY BANK	BLANKET FOR EXPENSES FOR 2015-	500.00
2016	11	179	07/01/2015	SUMMIT HOLDINGS	TANK TESTING FOR 2015-16	480.00
2016	11	180	07/01/2015	MMFIND.COM	REPLACEMENT KEYS/ACTIVITY FUND	59.70
2016	11	181	07/01/2015	SCHOOL SPECIALTY, INC.	ACTIVITY FUND SUPPLIES/PAUL/AD	1,856.57
2016	11	182	07/01/2015	MIDWEST PRINTING & PUBLISHING C	PRINTING FOR 2015-16/HAMBY/HS	3,500.00
2016	11	183	07/01/2015	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/HAMBY/HS	1,000.00
2016	11	184	07/01/2015	QUILL CORPORATION	BLANKET FOR SUPPLIES/HAMBY/HS	3,000.00
2016	11	185	07/01/2015	CAROLYN A BELL	MILEAGE REIMB. FOR 20105-16	500.00
2016	11	186	07/01/2015	TAMMY L BLEWETT	MILEAGE REIMB. FOR 2015-16	500.00
2016	11	187	07/01/2015	ANGIE KAYE SMEDLEY	MILEAGE REIMB. FOR 2015-16	500.00
2016	11	188	07/01/2015	MARYLYN S STEFFENSEN	MILEAGE REIMB. FOR 2015-16	500.00
2016	11	189	07/01/2015	JUDEE A KOCH	MILEAGE REIMB. FOR 2015-16	500.00
2016	11	190	07/01/2015	SONYA ALECIA ARNOLD	MILEAGE REIMB. FOR 2015-16	500.00
2016	11	191	07/01/2015	ANNA DANIELLE FREDERICK	MILEAGE REIMB. FOR 2015-16	500.00
2016	11	192	07/01/2015	TINA MICHELLE JORDAN	MILEAGE REIMB. FOR 2015-16	500.00

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2015-2016

Year	Fund	P.O. Number	Date	To Whom Issued	Description	Amount
2016	11	193	07/01/2015	SUSAN KAY MURRAY	MILEAGE REIMB. FOR 2015-16	500.00
2016	11	194	07/01/2015	PATRICIA ELIZABETH CATLIN	HOMEBOUND MILEAGE REIMB.	500.00
2016	11	195	07/01/2015	JAMIE LYNN MUNGAI	HOMEBOUND MILEAGE REIMB.	500.00
2016	11	196	07/01/2015	AHP OF OKLAHOMA	FERPA PUBLICATION FOR 2015-16	400.00
2016	11	197	07/01/2015	CPI	RECERIFICATION FEE FOR 2015-16	150.00
2016	11	198	07/01/2015	SHC SERVICES, INC	JULY/AUGUST SPEECH SERVICES	3,500.00
2016	11	199	07/01/2015	AIC MEDICAL	CALIBRATE AUDIOMETERS	425.00
2016	11	200	07/01/2015	OKLAHOMA HEARING SOLUTIONS, LL	AUDIOLOGY SERVICES AND EAR MOL	500.00
2016	11	201	07/01/2015	ADVANCED PLACEMENT PROGRAM	BLANKET FOR PARAPRO ASSESMEN	400.00
2016	11	202	07/01/2015	TERESA EWING	PT CONTACT FOR 2015-16	46,000.00
2016	11	203	07/01/2015	NIKKI KECK	VISUAL IMPAIRMENT CONTRACT FOR	5,600.00
2016	11	204	07/01/2015	MELISSA M SELLS	DEAF INTERPERATER FOR 2015-16	650.00
2016	11	205	07/01/2015	CHRISTINE E HAYES	SPEECH SERVICES CONTRACT FOR 2	29,000.00
2016	11	206	07/01/2015	LINDA BRACK JOHNSON	PSYCHOLOGICAL EVALUATIONS FOR	10,000.00
2016	11	207	07/01/2015	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2015-	1,000.00
2016	11	208	07/02/2015	WALKER COMPANY	NOTARY STAMP AND RENEWAL/HAMI	108.50
2016	11	209	07/02/2015	WAL MART COMMUNITY	\$150.00 FREDRICKSON/CAMPBELL/R	300.00
2016	11	210	07/06/2015	SCHOOLDUDE.COM	RENEWAL OF SCHOOLDUDE/TRANSP	2,091.33
2016	11	211	07/06/2015	WAL MART COMMUNITY	\$150.00/L. GOOD/GUES	150.00
2016	11	212	07/06/2015	MARDEL, INC.	\$150.00/K.KNAPP/FOGARTY	150.00
2016	11	213	07/06/2015	MARDEL, INC.	\$150.00/J. ALEXANDER/FOGART	150.00
2016	11	214	07/07/2015	CITY OF GUTHRIE	SRO OFFICERS FOR 2015-16	64,000.00
Report Total :						2,204,548.69

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
Building 2015-2016

<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>
2016	21	1	07/01/2015	ALL STAR FIRE SAFETY	FIRE EXT & HOOD INSPECTIONS	5,000.00
2016	21	2	07/01/2015	BEN CHADD	BLANKET/MOWING AND SPRAYING	25,000.00
2016	21	3	07/01/2015	JOHN HUDSON	BLANKET FOR MOWING FOR 2015-16	10,000.00
2016	21	4	07/01/2015	GUTHRIE LAWN CARE LLC	BLANKET FOR MOWING FOR 2015-16	10,000.00
2016	21	5	07/01/2015	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS	8,000.00
2016	21	6	07/01/2015	BRANCH'S HEATING & AIR	BLANKET FOR HVAC REPAIRS	15,000.00
2016	21	7	07/01/2015	EARTHSMART CONTROLS	BLANKET FOR HVAC CONTROL REPA	4,000.00
2016	21	8	07/01/2015	AAF-MCQUAY, INC.	BLANKET FOR HVAC REPAIRS	10,000.00
2016	21	9	07/01/2015	TIME SPENT LLC	BLANKET FOR CARPET CLEANING	8,000.00
2016	21	10	07/01/2015	H & M CARPET CENTER LLC	BLANKET FOR FLOORING SUPPLIES	2,000.00
2016	21	11	07/01/2015	H & M CARPET CENTER LLC	CARPET REPLACEMENT/FAVER	4,532.06
2016	21	12	07/01/2015	EMSCO ELECTRIC SUPPLY CO., INC.	BLANKET FOR ELECTRICAL SUPPLIE	5,000.00
2016	21	13	07/01/2015	HURLEY PLUMBING COMPANY, INC	BLANKET/PLUMBING REPAIRS/SUPPL	6,000.00
2016	21	14	07/01/2015	LOCKE SUPPLY	BLANKET/ELECT/PLUMBING SUPPLIE	3,000.00
2016	21	15	07/01/2015	TKE CORPORATION	ELEVATOR & LIFT MAINT. AGREEME	7,286.36
2016	21	16	07/01/2015	SIMPLEX GRINNELL	FIRE ALARM INSPECTIONS&REP	8,000.00
2016	21	17	07/01/2015	MERIDIAN TECHNOLOGY CENTER	FORKLIFT/MANLIFT CERTIFICATION	400.00
2016	21	18	07/01/2015	OKLAHOMA DEPARTMENT OF LABOR	STATE INSPECTIONS	1,000.00
2016	21	19	07/01/2015	PRECISION TESTING LABORATORIES	3 YEAR AHERA	900.00
2016	21	20	07/01/2015	SCHOOLEDUDE.COM	MAINTENANCE DIRECT RENEWAL	2,091.33
2016	21	21	07/01/2015	ORKIN, INC.	TERMITE PLAN RENEWALS	4,760.61
2016	21	22	07/01/2015	SOONER PEST MANAGEMENT	BLANKET FOR PEST CONTROL	7,800.00
2016	21	23	07/01/2015	TERMINIX INTERNATIONAL COMPANY	TERMITE PLAN RENEWALS	1,239.00
2016	21	24	07/01/2015	WATER SERVICES COMPANY, INC.	BOILER TREATMENT FOR 2015-16	1,200.00
2016	21	25	07/01/2015	THE PUBLIC GROUP, LLC	BLANKET/ONLINE AUCTION FEES	1,000.00
2016	21	26	07/01/2015	JERRY GAMMILL	EXPENSE REIMB. FOR 2015-16	1,000.00
2016	21	27	07/01/2015	KATHY BERTWELL	EXPENSE REIMB. FOR 2015-16	1,500.00
2016	21	28	07/01/2015	EDMOND SAFE & LOCK, INC.	KEY BLANKS AND LOCK REPAIR	300.00
2016	21	29	07/01/2015	ENDEX OF OKLAHOMA, INC.	BLANKET FOR BELLS & PA REPAIRS	1,500.00
2016	21	30	07/01/2015	MAKER'S GLASS, INC.	BLANKET FOR SUPPLIES & REPAIRS	3,000.00
2016	21	31	07/01/2015	DEPT OF CENTRAL SERVICES	BLANKET FOR SUPPLIES FOR 2015-	1,000.00
2016	21	32	07/01/2015	ENGINEERED EQUIPMENT, INC.	BLANKET FOR SUPPLIES FOR 2015-	5,000.00
2016	21	33	07/01/2015	AMSAN	BLANKET FOR SUPPLIES FOR 2015-	10,000.00
2016	21	34	07/01/2015	H-I-S PAINT MFG. CO, LLC	BLANKET FOR SUPPLIES FOR 2015-	1,000.00
2016	21	35	07/01/2015	MAINTENANCE SUPPLY CO, INC.	BLANKET FOR SUPPLIES FOR 2015-	3,000.00
2016	21	36	07/01/2015	MECHANICAL SALES OF OKLAHOMA,	BLANKET FOR SUPPLIES FOR 2015-	8,000.00
2016	21	37	07/01/2015	NAPA AUTO PARTS & MACHINE	BLANKET FOR SUPPLIES FOR 2015-	800.00
2016	21	38	07/01/2015	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES FOR 2015-	10,000.00
2016	21	39	07/01/2015	SOUTHWEST PAPER	BLANKET FOR SUPPLIES FOR 2015-	10,000.00
2016	21	40	07/01/2015	WEDEL DISTRIBUTION, INC.	BLANKET FOR BATTERIES/SUPPLIES	2,000.00
2016	21	41	07/01/2015	VOSS ELECTRIC SUPPLY CO.	BLANKET FOR SUPPLIES FOR 2015-	5,000.00
2016	21	42	07/01/2015	W. W. GRAINGER	BLANKET FOR SUPPLIES FOR 2015-	2,500.00
2016	21	43	07/01/2015	WAL MART COMMUNITY	BLANKET FOR SUPPLIES FOR 2015-	1,000.00
2016	21	44	07/02/2015	H & H ENTERPRISES INT'L WIGS	DISTRICT FLOOR STIRPPER/MAINT.	540.00

Report Total :

218,349.36

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
CHILD NUTRITION FUND 2015-2016

<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>
2016	22	1	07/01/2015	MUNICIPAL ACCOUNTING SYSTEMS,	LUNCH ROOM SOFTWARE FOR 2015-	7,028.00
2016	22	2	07/01/2015	AUTO-CHLOR SERVICES, LLC	BLANKET FOR SUPPLIES/REPAIRS F	16,000.00
2016	22	3	07/01/2015	BLUE BELL	BLANKET FOR ICE CREAM FOR 2015	16,000.00
2016	22	4	07/01/2015	DEPARTMENT OF HUMAN SERVICES	USDA COMMODITY FEES	3,150.00
2016	22	5	07/01/2015	DONOVAN RAY UNDERWOOD	BLANKET FOR REPAIRS FOR 2015-1	3,500.00
2016	22	6	07/01/2015	GEORGE VILLA	BLANKET FOR REPAIRS FOR 2015-1	3,500.00
2016	22	7	07/01/2015	FARMERS AND MERCHANTS BANK	START CHANGE FOR 2015-16	1,300.00
2016	22	8	07/01/2015	FLOWERS BAKING COMPANY OF DEN	BLANKET FOR BREAD FOR 2015-16	26,000.00
2016	22	9	07/01/2015	OKLAHOMA STATE DEPARTMENT	LICENSE FOR 2015-16	600.00
2016	22	10	07/01/2015	ONE STOP COPY	BLANKET FOR COPIES FOR 2015-16	2,000.00
2016	22	11	07/01/2015	BUSINESS WORLD	BLANKET FOR COPIER MAINT./SUPP	700.00
2016	22	12	07/01/2015	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES FOR 2015-	1,000.00
2016	22	13	07/01/2015	WAL MART COMMUNITY	BLANKET FOR SUPPLIES FOR 2015-	3,500.00
2016	22	14	07/01/2015	GREAT PLAINS COCA COLA BOTTLING	BLANKET FOR DRINKS FOR 2015-16	20,000.00
2016	22	15	07/01/2015	HILAND DAIRY FOODS COMPANY, LLC	BLANKET FOR MILK FOR 2015-16	125,000.00
2016	22	16	07/01/2015	CHRIS COX	BLANKET FOR PRODUCE FOR 2015-1	40,000.00
2016	22	17	07/01/2015	KRAUS SERVICE, INC.	BLANKET FOR REPAIRS FOR 2015-1	3,500.00
2016	22	18	07/01/2015	LABATT INSTITIONAL SUPPLY COMP/	BLANKET FOR FOOD/SUPPLIES FOR	470,000.00
2016	22	19	07/01/2015	SOUTHWEST FOODSERVICE EXCELL	FOOD SERVICE MGT. FOR 2015-16	225,000.00
2016	22	20	07/01/2015	MUNICIPAL ACCOUNTING SYSTEMS,	MUNICIPAL ACCOUNTING SYSTEM	0.00
Report Total :						967,778.00

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	1123	06/08/2015	SHELTON PHOTOGRAPHY & DESIGN	PHOTO FOR DR. SIMPSON	125.00
2015	11	1124	06/09/2015	THOMPSON SCHOOL BOOK	TEXTBOOKS/MATH/SCIENCE/DIST	268,108.96
2015	11	1125	06/09/2015	ARCHWAY TEXTBOOK DEPOSITORY	TEXTBOOKS/SCIENCE/BUSINESS/HS	42,813.33
2015	11	1126	06/09/2015	RAND MCNALLY & CO.	TEXTBOOKS/HISTORY/JH	240.00
2015	11	1127	06/09/2015	MCGRAW- HILL COMPANIES	TEXTBOOKS/HISTORY/HS	1,528.99
2015	11	1128	06/09/2015	LEARNING THINGS,LLC	TEXTBOOKS/READING/GUES	4,448.08
2015	11	1129	06/09/2015	CENGAGE	TEXTBOOKS/BUSINESS/HS	9,436.88
2015	11	1130	06/15/2015	SHELTON PHOTOGRAPHY & DESIGN	PHOTO RESTORATION	1,500.00
2015	11	1131	06/22/2015	MIDWEST BUS SALES	2014 THOMAS/FREIGHTLINER BUSES	278,000.00
2015	11	1132	06/30/2015	ACT ASPIRE LLC	TESTING MATERIALS/HS	6,300.00
Report Total :						612,501.24

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
Building 2014-2015

Year	Fund	P.O. Number	Date	To Whom Issued	Description	Amount
2015	21	173	06/15/2015	LOGAN COUNTY COURIER	FFA BLDG BID NOTICE AD	0.00
2015	21	174	06/15/2015	AHP OF OKLAHOMA	BID NOTICE FOR V0-AG BLDGS	75.00
2015	21	175	06/15/2015	H-I-S PAINT MFG. CO, LLC	DISRICT SUMMER PAINT	899.70
2015	21	176	06/18/2015	QUICK SERVICE STEEL	MATERIAL FOR BRACKETS	263.10
2015	21	177	06/23/2015	WAL MART COMMUNITY	OFFICE AND BUILDING SUPPLIES	766.06
Report Total :						2,003.86

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	42	06/02/2015	LAURA TOMLIN	MEAL REFUND	28.50
2015	22	43	06/18/2015	DEBORAH D VOGT	MEAL REFUND	3.60
Report Total :						32.10

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1	07/01/2014	CITY OF GUTHRIE	WATER/SEWER/& GARBAGE	
		WATER, SEWER AND GARBARGE FOR 2014-15	011-2620-410-000-0000-000-050	-8,757.16
			011-2620-410-000-0000-000-050	-6.19
			011-2620-410-000-0000-000-050	8,506.37
			Total Purchase Order	-256.98
2	07/01/2014	O G & E	ELECTRICAL SERVICES FOR 2014-1	
		ELECTRICAL SERV ICES FOR 2014-15	008-2620-624-000-0000-000-050	-31,655.84
			008-2620-624-000-0000-000-050	40,000.00
			Total Purchase Order	8,344.16
3	07/01/2014	O.N.G.	NATURAL GAS FOR 2014-15	
		NATURAL GAS FOR 2014-2015	009-2620-627-000-0000-000-050	-15,812.83
			009-2620-627-000-0000-000-050	809.69
		TRANSPORTATION OF NATURAL GAS FOR 5 SITES FOR 2014-2015	009-2620-627-000-0000-000-050	-70.32
			Total Purchase Order	-15,073.46
4	07/01/2014	CLEARWATER ENTEPRISES	NATURAL GAS FOR 2014-15/AD FEE	
		NATURAL GAS FOR 2014-15 AND ADMINISTRATIVE FEE FOR 2014-15	009-2620-627-000-0000-000-050	-8,756.34
			009-2620-627-000-0000-000-050	302.08
			009-2620-627-000-0000-000-050	500.00
			Total Purchase Order	-7,954.26
5	07/01/2014	COX COMMUNICATIONS, INC	PHONE SERVICE FOR 2014-2015	
		PHONE SERVICE FOR 2014-2015	012-2620-530-000-0000-000-050	-7,942.95
			012-2620-530-000-0000-000-050	2,500.00
			Total Purchase Order	-5,442.95
6	07/01/2014	A T & T MOBILITY	CELL PHONES FOR 2014-2015	
		CELL PHONES FOR 2014-2015	012-2620-530-000-0000-000-050	-26,391.16
			012-2620-530-000-0000-000-050	7,632.59
			Total Purchase Order	-18,758.57
10	07/01/2014	PITNEY BOWES CREDIT CORP.	POSTAGE METER LEASE FOR 2014-2	
		POSTAGAE METER LEASE FOR 2014-2015	029-2511-440-000-0000-000-050	-1,904.90
			029-2511-440-000-0000-000-050	261.50
			Total Purchase Order	-1,643.40
12	07/01/2014	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2014-2015	
		ATTORNEY FEES FOR 2014-2015	028-2317-354-000-0000-000-050	-4,980.67
			028-2317-354-000-0000-000-050	-11,429.90
			028-2317-354-000-0000-000-050	2,912.00
			028-2317-354-000-0000-000-050	6,500.90
			028-2317-356-000-0000-000-050	338.00
			028-2317-357-000-0000-000-050	1,730.67
			Total Purchase Order	-4,929.00
13	07/01/2014	EUREKA WATER CO.	MACHINE LEASE/WATER FOR 2014-1	
		MACHINE LEASE AND WATER FOR 2014-2015	041-2620-619-000-0000-000-050	-83.40
			041-2620-619-000-0000-000-050	34.75
			Total Purchase Order	-48.65
14	07/01/2014	LOGAN COUNTY HEALTH DEPT	NURSING SERVICES FOR 2014-2015	
		NURSING SERVICES FOR 2014-2015	035-2132-336-000-0000-000-050	-5,000.00
			Total Purchase Order	-5,000.00
16	07/01/2014	LOGAN COUNTY COURIER	SUBSCRIPTIONS/ADS FOR 2014-201	
		SUBSCRIPTION AND ADS FOR 2014-2015	045-2511-647-000-0000-000-050	-140.00
			Total Purchase Order	-140.00
17	07/01/2014	AHP OF OKLAHOMA	SUBSCRIPTION, ADS & PUBLICATIO	
		SUBSCRIPTION, ADS AND PUBLICATIONS FOR 2014-2015	041-2560-530-000-0000-000-050	-113.54

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
17	07/01/2014	AHP OF OKLAHOMA	SUBSCRIPTION, ADS & PUBLICATIO	
			Total Purchase Order	-113.54
20	07/01/2014	AFPLANSERV	ADMINISTRATIVE SERVICE FEE FOR	
		ADMINISTRATIVE SERVICE FEE	006-2511-810-000-0000-000-050	-461.00
			006-2511-810-000-0000-000-050	155.00
			006-2511-810-000-0000-000-050	169.00
			Total Purchase Order	-137.00
21	07/01/2014	IMAGE WORKS OF OKLAHOMA, INC	MAINTENANCE AGREEMENT FOR 2014	
		MAINTENANCE AGREEMENT FOR 2014-2015 FOR COPY	037-2319-430-000-0000-000-050	-250.00
		STAR COPIER IN SUPERINTENDENTS' OFFICE	037-2319-430-000-0000-000-050	17.32
			Total Purchase Order	-232.68
26	07/01/2014	OSSBA	MEMBERSHIP/ONLINE POLICY/REGIS	
		REGISTRATION FOR 214-2015	006-2573-860-000-0000-000-050	-240.00
			006-2573-860-000-0000-000-050	200.00
			Total Purchase Order	-40.00
29	07/01/2014	COOPERATIVE COUNCIL FOR OKLAHOMA	LEGAL ASSIST/REGISTRATION FOR	
		REGISTRATION FOR 2014-2015	006-2573-860-000-0000-000-050	-2,900.00
			006-2573-860-000-0000-000-050	2,575.00
			006-2573-860-000-0000-000-050	65.00
			Total Purchase Order	-260.00
32	07/01/2014	G.E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2014-2	
		MEMBERSHIP FEES FOR 2014-2015	041-2511-810-000-0000-000-050	-135.00
		SUPPLIES FOR 2014-2015	041-2511-619-000-0000-000-050	-93.12
			Total Purchase Order	-228.12
34	07/01/2014	OFFICE DEPOT, INC.	SUPPLIES FOR 2014-2015	
		SUPPLIES FOR 2014-2015	041-2511-619-000-0000-000-050	-747.94
			041-2511-619-000-0000-000-050	118.41
			Total Purchase Order	-629.53
37	07/01/2014	PROSPERITY BANK	TRAVEL EXPENSES/SUPPLIES/REGIS	
		TRAVEL EXPENSES, REGISTRATIONS AND SUPPLIES FOR	006-2573-860-000-0000-000-050	-690.01
		2014-2015	031-2573-580-000-0000-000-050	-1,259.74
			031-2573-580-000-0000-000-050	308.99
			Total Purchase Order	-1,640.76
39	07/01/2014	MICHAEL L SIMPSON	EXPENSES FOR 2014-2015	
		EXPENSES FOR 2014-2015	031-2321-580-000-0000-000-050	-1,808.88
			031-2573-580-000-0000-000-050	-1,035.31
			Total Purchase Order	-2,844.19
40	07/01/2014	DENNIS EUGENE SCHULZ	EXPENSE REIMB. FOR 2014-2015	
		EXPENSE REIMB. FOR 2014-2015	031-2573-580-000-0000-000-050	-378.51
			Total Purchase Order	-378.51
41	07/01/2014	DOUGLAS ALLEN OGLE	EXPENSE REIMB. FOR 2014-15	
		EXPENSE REIMB. FOR 2014-2015	031-2573-580-000-0000-000-050	-589.96
			031-2573-580-000-0000-000-050	137.20
			Total Purchase Order	-452.76
42	07/01/2014	CARMEN L WALTERS	EXPENSE REIMB. FOR 2014-2015	
		EXPENSE REIMB. FOR 2014-2015	031-2573-580-000-0000-000-050	-103.23
			Total Purchase Order	-103.23
44	07/01/2014	ANITA K PAUL	EXPENSE REIMB. FOR 2014-2015	
		EXPENSE REIMB. FOR 2014-2015	031-2511-580-000-0000-000-050	-1.83
			031-2511-580-000-0000-000-050	73.92

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
44	07/01/2014	ANITA K PAUL	EXPENSE REIMB. FOR 2014-2015	
			Total Purchase Order	72.09
50	07/01/2014	OKLAHOMA SCHOOLS INSURANCE GROUP	ADDITIONS FOR 2014-2015	
		ADDITIONS FOR 2014-2015	021-2720-524-000-0000-000-050	-1,200.00
			Total Purchase Order	-1,200.00
58	07/01/2014	JAMES D BENSON	EXPENSE REIMB.FOR 2014-15	
		EXPENSE REIMB.FOR 2014-15	026-2580-580-000-0000-000-050	-1,239.44
			026-2580-580-000-0000-000-050	290.64
			Total Purchase Order	-948.80
59	07/01/2014	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2014-15	
		EXPENSE REIMB. FOR 2014-15	026-2230-580-000-0000-000-050	-948.40
			026-2230-580-000-0000-000-050	155.12
			Total Purchase Order	-793.28
60	07/01/2014	MARIA E WILSON	EXPENSE REIMB. FOR 2014-15	
		EXPENSE REIMB. FOR 2014-15	026-2230-580-000-0000-000-050	-974.13
			Total Purchase Order	-974.13
61	07/01/2014	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2014-15	
		EXPENSE REIMB. FOR 2014-15	026-2230-580-000-0000-000-050	-1,707.68
			026-2230-580-000-0000-000-050	148.49
			Total Purchase Order	-1,559.19
62	07/01/2014	UPS	SHIPPING FOR 2014-15	
		SHIPPING FOR 2014-15	026-2560-530-000-0000-000-050	-923.85
			Total Purchase Order	-923.85
66	07/01/2014	APPLE, INC.	BLANKET FOR EQUIPMENT/SUPPLIES	
		BLANKET FOR PARTS AND SUPPLIES	026-2230-653-100-0000-000-050	-307.00
			Total Purchase Order	-307.00
67	07/01/2014	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS	
		BLANKET FOR ELECTRICAL REPAIRS	026-2620-430-000-0000-000-050	-2,000.00
			Total Purchase Order	-2,000.00
68	07/01/2014	CDI COMPUTER DEALERS INC.	BLANKET FOR SUPPLIES/TECHNOLOG	
		BLANKET FOR PARTS, SUPPLIES & EQUIPMENT	026-2230-653-000-0000-000-050	-2,635.00
			Total Purchase Order	-2,635.00
69	07/01/2014	CDW DIRECT LLC	BLANKET FOR SUPPLIES/TECHNOLOG	
		BLANKET FOR SUPPLIES/TECHNOLOGY	026-2230-653-000-0000-000-050	-13,101.40
			026-2230-653-000-0000-000-050	248.58
			Total Purchase Order	-12,852.82
70	07/01/2014	CHICKASAW	NETWORK SUPPORT FOR 2014-15	
		ON SITE SUPPORT OF NETWORK	026-2230-430-000-0000-000-050	-3,603.31
			Total Purchase Order	-3,603.31
72	07/01/2014	CNET SECURITY & CABLE	BLANKET FOR PARTS/REPAIRS	
		BLANKET FOR PARTS/REPAIRS	026-2230-653-000-0000-000-050	-2,000.00
			Total Purchase Order	-2,000.00
73	07/01/2014	CELL PHONE REPAIR	IPAD & PHONE REPAIRS	
		BLANKET FOR REPAIRS AND PARTS	026-2640-430-000-0000-000-050	-3,000.00
			026-2640-430-000-0000-000-050	1,089.00
			Total Purchase Order	-1,911.00
74	07/01/2014	DELL MARKETING L.P.	BLANKET FOR SUPPLIES/TECHNOLOG	

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification		
74	07/01/2014	DELL MARKETING L.P.	BLANKET FOR SUPPLIES/TECHNOLOG		
		BLANKET FOR PARTS, SUPPLIES & EQUIPMENT	026-2230-653-000-0000-000-050	1,031.65	
			Total Purchase Order	1,031.65	
76	07/01/2014	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS/TECH		
		BLANKET FOR PARTS/REPAIRS/TECH	026-2230-430-000-0000-000-050	-1,772.55	
			Total Purchase Order	-1,772.55	
78	07/01/2014	EUREKA WATER CO.	MACHINE RENTAL/SUPPLIES/TECHNO		
		MACHINE RENTAL/SUPPLIES/TECHNOLOGY	026-2620-440-000-0000-000-050	-25.00	
			026-2620-440-000-0000-000-050	12.50	
			026-2620-619-000-0000-000-050	-336.41	
			026-2620-619-000-0000-000-050	42.21	
			Total Purchase Order	-306.70	
80	07/01/2014	GUITAR CENTER	BLANKET FOR AUDIO VISUAL SUPPL		
		BLANKET FOR AUDIO VISUAL SUPPLIES	026-2230-652-000-0000-000-050	-1,860.04	
			Total Purchase Order	-1,860.04	
85	07/01/2014	NEW EGG BUSINESS, INC	BLANKET FOR PARTS/TECHNOLOGY		
		BLANKET FOR PARTS/TECHNOLOGY	026-2230-653-000-0000-000-050	-1,281.01	
			026-2230-653-000-0000-000-050	265.72	
			Total Purchase Order	-1,015.29	
86	07/01/2014	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/TECHNOLOG		
		BLANKET FOR SUPPLIES/TECHNOLOGY	026-2230-619-000-0000-000-050	-351.80	
			Total Purchase Order	-351.80	
87	07/01/2014	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TECHNOLOG		
		BLANKET FOR SUPPLIES/TECHNOLOGY	026-2230-613-000-0000-000-050	-464.10	
			026-2230-613-000-0000-000-050	20.39	
			Total Purchase Order	-443.71	
90	07/01/2014	PERSONAL COMPUTER SYSTEMS, INC.	BLANKET FOR PARTS/TECHNOLOGY		
		BLANKET FOR PARTS/TECHNOLOGY	026-2230-653-000-0000-000-050	-4,252.00	
			Total Purchase Order	-4,252.00	
92	07/01/2014	SYNERGY DATACOM	BLANKET FOR PARTS/TECHNOLOGY		
		BLANKET FOR PARTS/TECHNOLOGY	026-2230-653-000-0000-000-050	-903.88	
			026-2230-653-000-0000-000-050	658.57	
			Total Purchase Order	-245.31	
97	07/01/2014	TWOTREES TECHNOLOGY, LLC	BLANKET FOR SUPPORT/SUPPLIES		
		BLANKET FOR SUPPORT AND SUPPLIES	026-2230-340-000-0000-000-050	-2,000.00	
			026-2230-653-000-0000-000-050	1,661.50	
			076-2230-653-000-0000-000-610	364.00	
			101-2230-653-000-0000-000-705	728.00	
			Total Purchase Order	753.50	
107	07/01/2014	ELDONA S WOODRUFF	EXPENSES FOR 2014-15		
		MILEAGE REIMBURSEMENT FOR SPECIAL EDUCATION DIRECTOR	621-2573-580-239-0000-000-050	-722.80	
			621-2573-580-239-0000-000-050	187.04	
			Total Purchase Order	-535.76	
115	07/01/2014	JAMIE LYNN MUNGAI	HOMEBOUND MILEAGE FOR 2014-15		
		HOMEBOUND REIMBURSEMENT HOMEBOUND	044-1000-580-239-0000-000-130	-224.48	
			044-1000-580-239-0000-000-130	84.00	
			Total Purchase Order	-140.48	
120	07/01/2014	CAREER STAFF UNLIMITED-OKLAHOMA	OT SERVICES FOR 2014-2015		
		JUNE 2015 SUMMER SCHOOL	044-2135-336-239-0000-000-050	-6,500.00	
		OT SERVICES FOR 2014-2015 SCHOOL YEAR	044-2135-336-239-0000-000-050	1,403.07	

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
120	07/01/2014	CAREER STAFF UNLIMITED-OKLAHOMA	OT SERVICES FOR 2014-2015	
			Total Purchase Order	-5,096.93
123	07/01/2014	NIKKI KECK	CONTRACT FOR VI SERVICES FOR 2	
		VI SVCS SUMMER SCHOOL JUNE 2015	621-2180-320-239-0000-000-050	-300.00
			621-2180-320-239-0000-000-050	262.50
		VI SVCS SCHOOL YEAR 2014-2015	621-2180-320-239-0000-000-050	-1,431.75
			Total Purchase Order	-1,469.25
124	07/01/2014	TERESA EWING	CONTRACT FOR PT SERVICES FOR 2	
		PT SVCS SUMMER SCHOOL JUNE 2015	044-2170-336-239-0000-000-050	-2,000.00
			044-2170-336-239-0000-000-050	726.00
		PT SERVICES SCHOOL YR 2014-15	044-2170-336-239-0000-000-050	-980.00
			Total Purchase Order	-2,254.00
135	07/01/2014	A-1 RADIATOR SERVICE, INC.	BLANKET FOR REPAIRS/SUPPLIES	
		BLANKET FOR RADIATOR REPAIR OR REPLACEMENT	018-2740-430-000-0000-000-070	-50.00
			018-2740-612-000-0000-000-070	-34.00
			Total Purchase Order	-84.00
137	07/01/2014	NAPA AUTO PARTS & MACHINE	BLANKET FOR BUS/VEHICLE PARTS	
		BLANKET FOR PARTS	018-2650-612-000-0000-000-070	-417.33
			018-2740-612-000-0000-000-070	-480.87
		2740 BUS PARTS \$1500.00		
		2650 VEHICLE PARTS \$500.00		
			Total Purchase Order	-898.20
141	07/01/2014	CABLE AUTOMOTIVE EQIPMENT	LIFT INSPECTIONS/REPAIRS/TRANS	
		SHOP LIFT INSPECTIONS	018-2740-430-000-0000-000-070	-905.00
			Total Purchase Order	-905.00
143	07/01/2014	COUNTRY FORD MERCURY	BLANKET FOR PARTS/TRANSPORTATI	
		BLANKET FOR VEHICLE PARTS	018-2650-612-000-0000-000-070	-371.65
			Total Purchase Order	-371.65
146	07/01/2014	HYDROTEX PARTNERS LTD.	BLANKET FOR FLUIDS/TRANSPORTAT	
		BLANKET FOR BUS AND VEHICLE FLUIDS	018-2650-612-000-0000-000-070	-535.97
			018-2740-612-000-0000-000-070	-787.92
			Total Purchase Order	-1,323.89
148	07/01/2014	JOHN VANCE AUTO GROUP	BLANKET FOR PARTS/REPAIRS/TRAN	
		BLANKET FOR VEHICLE PARTS/REPAIRS	018-2740-430-000-0000-000-070	-250.00
			018-2740-612-000-0000-000-070	-97.14
			Total Purchase Order	-347.14
150	07/01/2014	LAMPTON WELDING SUPPLY COMPANY, INC	TANK LEASE/SUPPLIES/TRANSPORTI	
		RENTAL FOR TANKS AND BLANKET FOR SUPPLIES	018-2740-621-000-0000-000-070	-425.25
			Total Purchase Order	-425.25
152	07/01/2014	MAKER'S GLASS, INC.	BLANKET FOR SUPPLIES/TRANSPORT	
		BLANKET FOR SUPPLIES AND REPAIRS	018-2740-430-000-0000-000-070	-60.00
			018-2740-612-000-0000-000-070	-580.21
			Total Purchase Order	-640.21
153	07/01/2014	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL,	DRUG TESTING /PHYSICALS/TRANSP	
		DRUG TESTING / PHYSICALS	018-2574-336-000-0000-000-070	-557.00
			Total Purchase Order	-557.00
154	07/01/2014	MERCY CLINIC OKLAHOMA COMMUNITIES	BLANKET FOR PHYSICALS/TRANSPOR	
		BLANKET FOR PHYSICALS AT INSERVICE	018-2574-336-000-0000-000-070	-250.00

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
154	07/01/2014	MERCY CLINIC OKLAHOMA COMMUNITIES	BLANKET FOR PHYSICALS/TRANSPOR	
			Total Purchase Order	-250.00
161	07/01/2014	PETROLEUM MARKETERS EQUIPMENT CO.	BLANKET FOR SUPPLIES/TRANSPORT	
		BLANKET FOR SUPPLIES FOR FUEL STATION	018-2740-612-000-0000-000-070	-800.00
			Total Purchase Order	-800.00
164	07/01/2014	PROSPERITY BANK	BLANKET FOR OUT OF TOWN FUE.	
		FUEL PURCHASES	018-2740-623-000-0000-000-070	-460.20
			Total Purchase Order	-460.20
166	07/01/2014	ROSS TRANSPORTATION, INC.	BLANKET FOR PARTS/REPAIRS/TRAN	
		PARTS OR REPAIRS	018-2740-430-000-0000-000-070	-76.00
			018-2740-612-000-0000-000-070	-105.88
			Total Purchase Order	-181.88
167	07/01/2014	G.E. MONEY BANK	BLANKET FOR SUPPLIES/TRANSPORT	
		BLANKET FOR SUPPLIES	018-2740-619-000-0000-000-070	-474.56
			Total Purchase Order	-474.56
169	07/01/2014	BERNARD LEE SHORT	BLANKET FOR REPAIRS/TRANSPORTA	
		BLANKET FOR REPAIRS	018-2650-430-000-0000-000-070	-1,000.00
			Total Purchase Order	-1,000.00
171	07/01/2014	UNIFIRST HOLDING INC.	UNIFORM SERVICE FOR 2014-15/TR	
		UNIFORMS AND CLEANING	018-2740-420-000-0000-000-070	-661.15
			018-2740-420-000-0000-000-070	293.60
			Total Purchase Order	-367.55
180	07/01/2014	INTERQUEST DETECTION CANINES OF OK	CONTRABAND SEARCHES FOR 2014-1	
		BLANKET CONTRACT FOR CONTRABAND SEARCH 2014 - 2015. GUTHRIE HIGH SCHOOL, JR. HIGH & GUES	022-2660-340-000-0000-000-050	-445.00
			Total Purchase Order	-445.00
181	07/01/2014	TRAK-1 TECHNOLOGY	BLANKET FOR BACKGROUND CHECKS	
		BLANKET PO FOR BACKGROUND CHECKS FOR 2014-2015	045-2571-340-000-0000-000-050	-494.76
			045-2571-340-000-0000-000-050	225.00
			Total Purchase Order	-269.76
231	07/15/2014	IMAGE WORKS OF OKLAHOMA, INC	COPIER LEASE FOR 2014-2015	
		COPIER LEASE FOR 2014-2015	037-1000-440-100-0000-000-610	-2,452.10
			037-1000-440-100-0000-000-610	15.42
			037-1000-440-100-0000-000-705	-825.78
			037-1000-440-100-0000-000-705	144.24
			037-1000-440-100-1024-000-120	-168.43
			037-1000-440-100-1024-000-120	21.82
			037-1000-440-100-1050-000-110	-136.46
			037-1000-440-100-1050-000-110	22.08
			037-1000-440-100-1050-000-125	-829.88
			037-1000-440-100-1050-000-125	194.87
			037-1000-440-100-1050-000-130	-62.37
			037-1000-440-100-1050-000-130	0.95
			037-1000-440-430-0000-000-710	-39.73
			037-1000-440-430-0000-000-710	0.27
			037-2511-440-000-0000-000-050	-55.31
			037-2511-440-000-0000-000-050	58.73
			037-2620-440-000-0000-000-050	-43.43
			037-2620-440-000-0000-000-050	7.12
			037-2740-440-000-0000-000-050	-19.07
			037-2740-440-000-0000-000-050	11.82
			Total Purchase Order	-4,155.24
250	07/22/2014	THE RAILROAD YARD, INC.	WELDING MATERIALS/TRANSPORTATI	
		BLANKET FOR WELDING MATERIALS	018-2740-612-000-0000-000-070	-37.10

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
250	07/22/2014	THE RAILROAD YARD, INC.	WELDING MATERIALS/TRANSPORTATI	
			Total Purchase Order	-37.10
251	07/22/2014	DESHILDS TRUCK SERVICE, INC.	BLANKET FOR REPAIRS/TRANSPORTA	
		BLANKET FOR ALIGNMENT	018-2740-430-000-0000-000-070	-750.00
			Total Purchase Order	-750.00
340	08/11/2014	JOHN A RHINEHART	EMPLOYEE OF THE MONTH PLAQUES	
		EMPLOYEE OF THE MONTH PLAQUES	045-2572-682-000-0000-000-050	-222.00
			Total Purchase Order	-222.00
364	08/13/2014	MARSHA L HOLDERMAN	MILEAGE REIMB. FOR 2014-15	
		MILEAGE REIMB. FOR 2014-15	031-2240-580-000-0000-000-050	-24.60
			Total Purchase Order	-24.60
414	08/18/2014	SONYA ALECIA ARNOLD	MILEAGE REIMB. FOR 2014-15	
		MILEAGE REIMBURSEMENT FOR 2014-2015	044-1000-580-239-1050-000-125	28.56
			Total Purchase Order	28.56
506	09/03/2014	WIRELESS TECHNOLOGIES, INC.	RADIO MAINTENANCE/TRANSPORTATI	
		RADIO MAINTENANCE	018-2740-430-000-0000-000-070	-1,678.97
			Total Purchase Order	-1,678.97
528	09/08/2014	ID SPECIALISTS	ID BADGE SUPPLIES/TECHNOLOGY	
		BLANKET FOR SUPPLIES	026-2660-739-000-0000-000-050	-2,014.29
			Total Purchase Order	-2,014.29
563	09/15/2014	SHERYL D MILES	MILEAGE REIMB. FOR 2014-2015	
		MILEAGE REIMB. FOR 2014-2015	031-2573-580-000-0000-000-050	-50.08
			Total Purchase Order	-50.08
647	10/08/2014	CUMMINGS SOUTHERN PLAINS, LTD	BLANKET FOR SUPPLIES/REPAIRS	
		BLANKET FOR	018-2740-430-000-0000-000-070	-2,748.00
			018-2740-612-000-0000-000-070	-1,505.75
		BUS REPAIRS \$3000.00		
		BUS PARTS \$1000.00		
			Total Purchase Order	-4,253.75
662	10/14/2014	OKLAHOMA CENTER FOR COMMUNICATION	PUBLIC RELATIONS FOR 2014-15	
		PUBLIC RELATIONS FOR 2014-15	132-2560-340-000-0000-000-050	-1,260.00
			Total Purchase Order	-1,260.00
733	11/05/2014	SANDRA JO SAVORY	MILEAGE REIMB. FOR 2014-15	
		MILEAGE REIMB. FOR 2014-2015	031-2573-580-000-0000-000-050	-62.64
			Total Purchase Order	-62.64
765	11/21/2014	MIDWEST BUS SALES	BUS PARTS SUPPLIES/TRANSPORTAT	
		BUS PARTS AND SUPPLIES	018-2740-612-000-0000-000-070	-340.34
			Total Purchase Order	-340.34
830	01/09/2015	UNITED HOLDINGS LLC.	BLANKET FOR REPAIRS/TRANSPORTA	
		BLANKET FOR BUS REPAIRS	018-2740-430-000-0000-000-070	-3,467.90
			Total Purchase Order	-3,467.90
854	01/22/2015	SUMMIT HOLDINGS	FUEL TANK TESTING/TRANSPORTATI	
		BLANKET FOR FUEL TANK TIGHTNESS TESTING	018-2740-430-000-0000-000-070	-120.00
			018-2740-430-000-0000-000-070	80.00
			Total Purchase Order	-40.00
872	01/23/2015	SHC SERVICES, INC	SPEECH SERVICES FOR 2014-15	111

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
872	01/23/2015	SHC SERVICES, INC SPEECH SERVICES FOR SPECIAL EDUCATION FOR 2014-15	SPEECH SERVICES FOR 2014-15 044-2152-320-239-0000-000-050 044-2152-320-239-0000-000-050 044-2152-320-239-0000-000-050 044-2152-320-239-0000-000-050	-6,399.52 544.00 588.75 557.20
			Total Purchase Order	-4,709.57
877	01/26/2015	PATRICIA ELIZABETH CATLIN MILEAGE REIMBURSEMENT - SDE - READING MINI LESSONS - MAY 7, 2015 - OKC	MILEAGE REIMB/PROF. DEV/CENTRA 311-2213-580-271-0000-000-130	-35.00
			Total Purchase Order	-35.00
899	02/10/2015	MIDWEST BUS SALES REPAIR BUS 54 LIFT	BUS REPAIRS/TRANSPORTATION 018-2740-430-000-0000-000-070	-1,000.00
			Total Purchase Order	-1,000.00
903	02/13/2015	OKLA. ASSOC. FOR PUPIL TRANS. REGISTRATION OAPT STEVE CORDELL, RUSSELL CHRISTIAN, GEARLD DEATON AND CHESTER WELCH IN NORMAN, OKLAHOMA JUNE 6-10, 2015	OAPT CONFERENCE FEES/TRANSPORT 018-2573-860-000-0000-000-070	-400.00
			Total Purchase Order	-400.00
908	02/18/2015	UNITED HOLDINGS LLC. BLANKET FOR SUPPLIES	BLANKET FOR SUPPLIES/TRANSPORT 018-2740-612-000-0000-000-070	-1,000.00
			Total Purchase Order	-1,000.00
914	02/23/2015	MHC KENWORTH PURCHASE PARTS AND SUPPLIES FOR BUSES	BLANKET FOR SUPPLIES/TRANSPORT 018-2740-612-000-0000-000-070	-1,588.51
			Total Purchase Order	-1,588.51
917	02/25/2015	JERRY D JONES BLANKET FOR TOWING	BLANKET FOR TOWING/TRANSPORTAT 018-2740-340-000-0000-000-070	-479.00
			Total Purchase Order	-479.00
920	02/27/2015	JANA LYNN WANZER MILEAGE REIMBURSEMENT FOR TRAINING	MILEAGE REIMB. FOR TRAINING 031-2573-580-000-0000-000-050	-100.00
			Total Purchase Order	-100.00
924	03/02/2015	ODMHSAS REGISTRATION - 2015 CHILDREN'S BEHAVIORAL HEALTH CONFERENCE - APRIL 1, 2015 OKC - KRISTI BLAKEMORE AND APRIL THOMPSON	REGISTRATION/PROF DEV/HS/CENTR 311-2213-860-271-0000-000-130 311-2213-860-271-0000-000-130 311-2213-860-271-0000-000-705 311-2213-860-271-0000-000-705	-135.00 87.75 -135.00 87.75
			Total Purchase Order	-94.50
927	03/02/2015	KIMBERLY ANN BARRETT TRAVEL REIMBURSEMENT - MILEAGE - MEALS - TOLLS AND PARKING - AP SUMMER INSTITUTE AP PSYCHOLOGY - JUNE 21-25, 2015 TULSA	TRAVEL REIMBURSMENT/AP/HS 311-2213-580-271-0000-000-705	-244.00
			Total Purchase Order	-244.00
929	03/03/2015	NCS PEARSON 2 DAY SHIPPING (20%)	RSA ALTERNATIVE TEST 136-2240-614-427-0000-000-110 367-2240-614-427-0000-000-110 367-2240-614-427-0000-000-110	-97.26 -71.89 71.90
			Total Purchase Order	-97.25
933	03/03/2015	CHALK'S TRUCK PARTS, INC. PURCHASE OF BUS PARTS	BUS PARTS/TRANSPORTATION 018-2740-612-000-0000-000-070	-2,635.19
			Total Purchase Order	-2,635.19
936	03/09/2015	FLAGHOUSE INC.	SUPPLIES/SPECIAL ED/	112

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
936	03/09/2015	FLAGHOUSE INC.	SUPPLIES/SPECIAL ED/	
		SHIPPING	621-1000-658-239-1050-000-125	-14.90
			621-1000-658-239-1050-000-125	23.84
			Total Purchase Order	8.94
951	03/12/2015	DELL MARKETING L.P.	EQUIPMENT/PARTS/SUPPLIES/AG/HS	
		BLANKET FOR EQUIPMENT, PARTS, AND SUPPLIES	026-2230-653-000-0000-000-050	-9,580.14
			Total Purchase Order	-9,580.14
959	03/26/2015	MIDWEST BUS SALES	REPAIR BUS 15/TRANSPORTATION	
		REPAIRS TO BUS 15	018-2740-430-000-0000-000-070	-1,000.00
			Total Purchase Order	-1,000.00
960	03/26/2015	JANA MARIE FREY	MILEAGE REIMB.FOR WORKSHOPS	
		MILEAGE REIMB. FOR WORKSHOPS	031-2573-580-000-0000-000-050	-28.32
			Total Purchase Order	-28.32
963	03/27/2015	CYNTHIA ANN CRAWFORD	MILEAGE REIMB/PROF DEV/FOGARTY	
		MILEAGE REIMBURSEMENT - READ NATURALLY SEMINAR - JUNE 11, 2015	311-2213-580-271-0000-000-110	-108.00
			Total Purchase Order	-108.00
974	04/06/2015	DIGI SECURITY SYSTEMS	SUPPLIES/REPAIRS/TECHNOLOGY	
		BLANKET FOR PARTS AND REPAIRS	026-2660-430-000-0000-000-050	-1,000.00
			026-2660-430-000-0000-000-050	1,125.00
			Total Purchase Order	125.00
982	04/06/2015	PERSONAL COMPUTER SYSTEMS, INC.	OTTERBOX / CENTRAL/FOGARTY	
		CASOTT77-27379 OTTERBOX DEFENDER SERIERS FOR APPLE IPAD AIR BLACK / FOGARTY	511-1000-653-494-0000-000-110	-499.90
			511-1000-653-494-0000-000-110	490.00
			Total Purchase Order	-9.90
985	04/07/2015	O'REILLY AUTOMOTIVE INC.	BLANKET FOR SUPPLIES/TRANSPORT	
		BLANKET FOR AUTO AND BUS PARTS AND SUPPLIES	018-2650-612-000-0000-000-070	-1,869.70
			018-2650-612-000-0000-000-070	113.15
			018-2740-612-000-0000-000-070	-2,036.16
			018-2740-612-000-0000-000-070	887.66
			Total Purchase Order	-2,905.05
986	04/07/2015	WALKER TIRE	BLANKET FOR TIRES/TRANSPORTATI	
		BLANKET FOR TIRES	018-2650-612-000-0000-000-070	-3,000.00
			018-2650-612-000-0000-000-070	141.50
			Total Purchase Order	-2,858.50
994	04/07/2015	WAL MART COMMUNITY	SUPPLIES/SP ED/ST. MARY'S	
		CLASSROOM SUPPLIES FOR ST. MARY'S	044-5500-619-239-0000-000-050	0.31
			625-5500-619-239-0000-000-050	-68.63
			625-5500-619-239-0000-000-050	83.34
			Total Purchase Order	15.02
1009	04/16/2015	SOONER ACOUSTIC MUSIC, INC.	PARTS AND REPAIRS/TECHNOLOGY	
		BLANKET FOR PARTS AND REPAIRS	026-2230-430-000-0000-000-050	-500.00
			Total Purchase Order	-500.00
1010	04/16/2015	JESSICA ELIZABETH OWENS	MILEAGE REIMB/PROF. DEV/CENTRA	
		MILEAGE REIMBURSEMENT / TECHNOVATION4EDUCATION / MERIDIAN TECHNOLOGY CENTER / JUNE 16 - 18, 2015 / EMILY AVILA	311-2213-580-271-0000-000-130	-133.38
			311-2213-580-271-0000-000-130	125.44
			Total Purchase Order	-7.94
1012	04/16/2015	ODMHSAS	REGISTRATION / THOMPSON/ CEN	
		REBISTRATION / THE ETHICS OF THE DUTY TO WARN	311-2213-860-271-0000-000-130	-49.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1012	04/16/2015	ODMHSAS AND/OR PROTECT / JUNE 23, 2015 / ODMHSAS INSTITUTE OKC / APRIL THOMPSON	REGISTRATION / THOMPSON/ CEN 311-2213-860-271-0000-000-130	45.50
Total Purchase Order				-3.50
1013	04/16/2015	OKLAHOMA CORRECTIONAL INDUSTRIES HS- BASE GUARD (1) Z20420066005 CUSHION 20" X 540" (MIDDLE SECTION-45) COLORGUARD REGAL BLUE \$1098.00 (1) Z20420066006- CUSHION 20"X 384" (1ST BASE SIDE-32) COLORGUARD REGAL BLUE \$803.20 (1) Z20420066007- CUSHION 20"X366" (3RD BASE SIDE-30.5) COLORGUARD REGAL BLUE \$775.80 (SHIPPING) \$320.-00	BASE GUARD/ATHLETICS/HS 119-2630-681-802-0000-000-705 119-2630-681-802-0000-000-705	-3,000.00 2,677.00
Total Purchase Order				-323.00
1014	04/16/2015	TWOTREES TECHNOLOGY, LLC 1 NetOp Vision Classroom Kit (v.8.0) - license - (1teacher, unlimited students) - Win Part VCKUN1 - 800	SUPPLIES/LEGRANDE/JH 076-2230-653-100-1330-000-610	-364.00
Total Purchase Order				-364.00
1024	04/20/2015	APPLE, INC. MACBOOK PRO 13 INCH FOR USE IN CLASSROOM TO HELP WITH IPAD CONTROL \$1200 PLUS \$100 SHIPPING COST	COMPUTER/FACS/MOORE/HS 412-1000-653-314-8400-000-705 412-1000-653-314-8400-000-705	-1,300.00 1,241.00
Total Purchase Order				-59.00
1029	04/20/2015	BRENDA DEEANN BRANDON MILEAGE REIMBURSEMENT FOR WORKSHOP IN OKCY JUNE 19, 2015	MILEAGE REIMB./SP ED/COTTERAL 641-2213-580-239-1012-000-120 641-2213-580-239-1012-000-120	-50.00 45.36
Total Purchase Order				-4.64
1047	04/22/2015	SCIENTIFICS DIRECT SUPPLIES AS PER ATTACHED	SUPPLIES/TECH ENG/BARKER/JH 412-1000-681-317-8700-000-610	-1,923.85
Total Purchase Order				-1,923.85
1048	04/22/2015	MOR-POWER MUFFLER SHOP REPAIR TRUCK 63 EXHAUST LEAK	REPAIRS/TRANSPORTATION 018-2650-430-000-0000-000-070	-500.00
Total Purchase Order				-500.00
1051	04/22/2015	SHAROLYN M LEGRANDE TRAVEL REIMBURSEMENT TECHNOVATION4EDUCATION JUN3 15-18, 2015 MERIDIAN TECHNOLOGY CENTER	TRAVEL REIMB/PRO DEV/JH 311-2213-580-271-0000-000-610 311-2213-580-271-0000-000-610	-126.00 174.72
Total Purchase Order				48.72
1068	04/28/2015	TWOTREES TECHNOLOGY, LLC NETOP - UPGRADE VISION CLASS KIT 1 T/US UVCKUN1-850	CLASSROOM SOFTWARE/HS 101-2230-653-000-0000-000-705	-728.00
Total Purchase Order				-728.00
1081	04/30/2015	PERSONAL COMPUTER SYSTEMS, INC. 2 OTTERBOX CASES	OTTERBOX CASES/FOUND GRANT/HS 061-1000-653-239-1060-000-705 061-1000-653-239-1060-000-705	-98.00 99.00
Total Purchase Order				1.00
1082	04/30/2015	DELL MARKETING L.P. SHIPPING RUGGED CASE SHIPPING	COMPUTER UPGRADES/TECH GRANT 075-1000-653-317-8700-000-610 075-1000-653-317-8700-000-610 075-1000-653-317-8700-000-610 075-1000-653-317-8700-000-610	-239.88 -244.74 344.93 -180.92

114

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1082	04/30/2015	DELL MARKETING L.P.	COMPUTER UPGRADES/TECH GRANT	
			Total Purchase Order	-320.61
1085	04/30/2015	SHERRYL GREEN	MILEAGE REIMB/PRO DEV/FOGARTY	
		MILEAGE REIMBURSEMENT TECHNOVATION4EDUCATION	311-2213-580-271-0000-000-110	-121.10
		MERIDIAN TECHNOLOGY JUNE 16 - 18, 2015	311-2213-580-271-0000-000-110	124.32
			Total Purchase Order	3.22
1086	04/30/2015	CPI	CPI TRAINING MATERIALS/SP ED/	
		KEY POINT REFRESHER BLUE CARD WORKBOOK	621-2213-645-239-1050-000-050	-279.75
		CODE PWKB0124		
			Total Purchase Order	-279.75
1093	05/04/2015	LIGHTSPEED TECHNOLOGIES	PARTS AND SUPPLIES/TECHNOLOGY	
		BLANKET FOR PARTS AND SUPPLIES	026-2230-653-000-0000-000-050	-57.00
			Total Purchase Order	-57.00
1095	05/04/2015	WAL MART COMMUNITY	SUPPLIES/OPAT	
		SUPPLIES AS PER ATTACHED	338-2194-653-000-0000-000-120	-422.43
			338-2194-653-000-0000-000-120	416.70
			Total Purchase Order	-5.73
1096	05/04/2015	MELISSA M SELLS	DEAF INTERPRETER FOR SUMMER SC	
		DEAF INTERPRETING SERVICES FOR ESY	044-1000-320-239-1050-000-050	-650.00
			044-1000-320-239-1050-000-050	580.50
			Total Purchase Order	-69.50
1101	05/08/2015	TAMBRA LYNN ADAMS	MILEAGE REIMB./HOMEBOUND	
		TRAVEL REIMBURSEMENT FOR HOMEBOUND STUDENT	044-1000-580-239-1050-000-125	-250.00
			Total Purchase Order	-250.00
1103	05/14/2015	LOWE'S COMPANIES, INC.	SHOP SUPPLIES/VO-AG/HS	
		SHOP SUPPLIES AND MATERIALS	412-1000-681-311-8000-000-705	-111.16
			412-1000-681-311-8000-000-705	494.52
			Total Purchase Order	383.36
1104	05/14/2015	OKLAHOMA HOME CENTERS, INC.	SHOP SUPPLIES/VO-AG/HS	
		SHOP SUPPLIES AND MATERIALS	412-1000-681-311-8000-000-705	-200.00
			412-1000-681-311-8000-000-705	199.43
			Total Purchase Order	-0.57
1107	05/14/2015	WAL MART COMMUNITY	TUTORING SUPPLIES/TITLE VII	
		TUTORING SUPPLIES: PENCILS, PAPER	561-1000-619-100-1050-000-125	-3.97
			Total Purchase Order	-3.97
1117	05/18/2015	RIVERSIDE PUBLISHING COMPANY	COGAT TESTING/SPECIAL ED	
		SCORING SERVICES FOR COGAT TESTING FOR 3RD	043-2240-320-251-1050-000-110	-1,300.00
		GRADERS AT FOGARTY	043-2240-320-251-1050-000-110	481.44
			Total Purchase Order	-818.56
			Total Fund	-170,195.32

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1	07/01/2014	NAPA AUTO PARTS & MACHINE	BLANKET FOR DISTRICT PARTS/MAI	
		BLANKET FOR DISTRICT PARTS AND SUPPLIES	013-2620-618-000-0000-000-050	-181.42
			013-2620-618-000-0000-000-050	54.80
			Total Purchase Order	-126.62
2	07/01/2014	BEN CHADD	DISTRICT MOWING AND TRIMMING	
		DISTRICT MOWING AND TRIMMING	013-2630-426-000-0000-000-050	-1,100.00
			Total Purchase Order	-1,100.00
3	07/01/2014	JOHN HUDSON	DISTRICT MOWING & TRIMMING	
		DISTRICT MOWING AND TRIMMING	013-2630-426-000-0000-000-050	-3,400.00
			013-2630-426-000-0000-000-050	1,200.00
			Total Purchase Order	-2,200.00
8	07/01/2014	DEPT OF CENTRAL SERVICES	DISTRICT SUPPLIES/MAINTENANCE	
		DISTRICT SUPPLIES	013-2620-618-000-0000-000-050	-1,000.00
			Total Purchase Order	-1,000.00
9	07/01/2014	EDMOND SAFE & LOCK, INC.	DISTRICT LOCK REPAIRS/SUPPLIES	
		DISTRICT LOCK REPAIRS AND SUPPLIES	013-2620-618-000-0000-000-050	-39.00
			Total Purchase Order	-39.00
10	07/01/2014	EMSCO ELECTRIC SUPPLY CO., INC.	DISTRICT ELECTRICAL SUPPLIES	
		DISTRICT ELECTRICAL SUPPLIES	013-2620-618-000-0000-000-050	-3,557.66
			013-2620-618-000-0000-000-050	1,262.25
			Total Purchase Order	-2,295.41
14	07/01/2014	W. W. GRAINGER	BLANKET FOR DISTRICT SUPPLIES	
		DISTRICT PARTS AND SUPPLIES	013-2620-618-000-0000-000-050	-246.27
			Total Purchase Order	-246.27
15	07/01/2014	H & M CARPET CENTER LLC	BLANKET FOR DISTRICT SUPPLIES	
		DISTRICT FLOORING SUPPLIES	013-2630-618-000-0000-000-050	-98.00
			Total Purchase Order	-98.00
18	07/01/2014	JERRY GAMMILL	EXPENSE REIM. FOR 2014-2015	
		MILEAGE REIMBURSEMENT	013-2650-581-000-0000-000-050	-232.12
			013-2650-581-000-0000-000-050	36.40
			Total Purchase Order	-195.72
20	07/01/2014	ALL STAR FIRE SAFETY	DISTRICT FE & HOOD INSPECTNS	
		DISTRICT FE AND HOOD INSPECTIONS	013-2620-430-000-0000-000-050	-1,755.00
			Total Purchase Order	-1,755.00
21	07/01/2014	DOLESE BROS. CO.	DISTRICT SAND & CONCRETE/MAINT	
		DISTRICT CONCRETE, SAND, GRAVEL, BLOCK	013-2630-618-000-0000-000-050	-600.00
			Total Purchase Order	-600.00
22	07/01/2014	EARTHSMART CONTROLS	HVAC CONTROLS SERVICE	
		DISTRICT HVAC CONTROL SERVICE AND REPAIRS	013-2640-430-000-0000-000-050	-3,153.29
			013-2640-430-000-0000-000-050	380.00
			Total Purchase Order	-2,773.29
26	07/01/2014	LOGAN COUNTY ASPHALT CO.,INC.	BLANKET FOR DISTRICT SUPPLIES	
		DISTRICT SAND, GRAVEL, & ASPHALT	013-2630-618-000-0000-000-050	-500.00
			Total Purchase Order	-500.00
27	07/01/2014	MAKER'S GLASS, INC.	BLANKET FOR DISTRICT REPAIRS	
		DISTRICT GLASS REPAIRS AND SUPPLIES	013-2620-430-000-0000-000-050	-650.00
			013-2620-618-000-0000-000-050	-576.99
			013-2620-618-000-0000-000-050	60.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
27	07/01/2014	MAKER'S GLASS, INC.	BLANKET FOR DISTRICT REPAIRS	
			Total Purchase Order	-1,166.99
30	07/01/2014	MECHANICAL SALES OF OKLAHOMA, INC.	BLANKET FOR DISTRICT PARTS	
		DISTRICT PARTS AND SUPPLIES	013-2640-618-000-0000-000-050	-6,496.51
			Total Purchase Order	-6,496.51
37	07/01/2014	SIMPLEX GRINNELL	DISTRICT FIRE ALARM & SPRINKLE	
		DISTRICT FIRE ALARM AND SPRINKLER INSPECTIONS AND REPAIRS	013-2640-430-000-0000-000-050	-672.25
			013-2640-430-000-0000-000-050	467.19
			Total Purchase Order	-205.06
38	07/01/2014	SOONER PEST MANAGEMENT	BLANKET FOR DISTRICT PEST CONT	
		DISTRICT PEST CONTROL	013-2620-430-000-0000-000-050	-1,745.00
			013-2620-430-000-0000-000-050	560.00
			Total Purchase Order	-1,185.00
43	07/01/2014	WAL MART COMMUNITY	BLANKET FOR DISTRICT SUPPLIES	
		DISTRICT SUPPLIES	013-2620-618-000-0000-000-050	-373.18
			Total Purchase Order	-373.18
49	07/01/2014	GUTHRIE LAWN CARE LLC	DISTRICT MOWING & TRIMMING	
		DISTRICT MOWING AND TRIMMING	013-2630-426-000-0000-000-050	-950.00
			Total Purchase Order	-950.00
86	09/11/2014	AAF-MCQUAY, INC.	DISTRICT HVAC REPAIRS	
		DISTRICT HVAC REPAIRS & SERVICE	013-2640-430-000-0000-000-050	-3,000.80
			013-2640-430-000-0000-000-050	591.00
			Total Purchase Order	-2,409.80
101	11/04/2014	VOSS ELECTRIC SUPPLY CO.	LIGHT BULBS & BATTERIES	
		LIGHT BULBS AND EMERGENCY/EXIT LIGHTS AND BATTERIES FOR DISTRICT	013-2620-618-000-0000-000-050	-2,411.14
			013-2620-618-000-0000-000-050	676.00
			Total Purchase Order	-1,735.14
110	12/08/2014	WEDEL DISTRIBUTION, INC.	BATTERY FOR CHARIOT	
		BATTERY FOR CHARIOT	013-2640-430-000-0000-000-002	-42.85
			Total Purchase Order	-42.85
123	01/09/2015	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	
		DISTRICT ELECTRICAL REPAIRS	013-2620-430-000-0000-000-050	-2,682.79
			013-2620-430-000-0000-000-050	812.15
			Total Purchase Order	-1,870.64
124	01/09/2015	HUNTER MECHANICAL & CONTROLS, INC.	DISTRICT HVAC CONTROLS REPAIRS	
		DISTRICT CONTROLS REPAIRS	013-2640-430-000-0000-000-050	-2,704.90
			013-2640-430-000-0000-000-050	1,684.89
			Total Purchase Order	-1,020.01
130	01/28/2015	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS & SUPPLIES	
		DISTRICT PARTS AND SUPPLIES	013-2620-618-000-0000-000-050	-4,593.12
			013-2620-618-000-0000-000-050	2,500.24
			013-2620-618-000-0000-000-050	1.99
			Total Purchase Order	-2,090.89
132	02/04/2015	ROBERTS DISPOSAL SERVICES, INC	DUMPSTER RENTAL	
		RENTAL DUMPSTER FOR DISTRICT	013-2620-420-000-0000-000-050	-1,040.00
			013-2620-420-000-0000-000-050	450.00
			Total Purchase Order	-590.00
133	02/04/2015	HURLEY PLUMBING COMPANY, INC	DISTRICT PLUMBING REPAIRS	
			013-2620-430-000-0000-000-050	-505.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
133	02/04/2015	HURLEY PLUMBING COMPANY, INC DISTRICT PLUMBING REPAIRS	DISTRICT PLUMBING REPAIRS	
			013-2620-430-000-0000-000-050	165.00
			013-2620-618-000-0000-000-050	-2,200.00
			013-2620-618-000-0000-000-050	65.75
			Total Purchase Order	-2,474.25
135	02/13/2015	ENDEX OF OKLAHOMA, INC. REPAIRS TO INTERCOM AND BELL SYSTEMS IN DISTRICT	INTERCOM & BELLS REPAIR	
			013-2640-430-000-0000-000-050	-1,863.84
			Total Purchase Order	-1,863.84
136	02/13/2015	THE PUBLIC GROUP, LLC ONLINE AUCTION FEES	ONLINE AUCTION FEES/MAINTENANC	
			013-2490-340-000-0000-000-050	-1,000.00
			Total Purchase Order	-1,000.00
140	02/19/2015	TIME SPENT LLC DISTRICT CARPET AND UPHOLSTERY CLEANING	DISTRICT CARPET CLEANING	
			013-2620-420-000-0000-000-050	-9,054.00
			013-2620-420-000-0000-000-050	5,760.00
			Total Purchase Order	-3,294.00
142	03/09/2015	THE STACY GROUP ARCHITECTURAL SERVICES	ARCHITECTURAL SERVICES	
			014-4400-332-000-0000-000-050	-1,384.25
			Total Purchase Order	-1,384.25
145	03/24/2015	WEDEL DISTRIBUTION, INC. DISTRICT BATTERIES	DISTRICT BATTERIES/MAINTENACE	
			013-2620-618-000-0000-000-050	-830.26
			013-2620-618-000-0000-000-050	24.99
			Total Purchase Order	-805.27
147	03/26/2015	JIM MCGEE'S BACKHOE SERVICE HAUL AND AND GRAVEL FOR DISTRICT	HAUL SAND AND GRAVEL	
			013-2630-430-000-0000-000-050	-1,460.00
			Total Purchase Order	-1,460.00
150	04/01/2015	GUTHRIE LAWN CARE LLC SPRING MOWING	DISTRICT MOWING	
			013-2630-426-000-0000-000-050	-7,575.00
			013-2630-426-000-0000-000-050	3,500.00
			Total Purchase Order	-4,075.00
151	04/01/2015	BEN CHADD SPRING MOWING	DISTRICT MOWING	
			013-2630-426-000-0000-000-050	-8,950.00
			013-2630-426-000-0000-000-050	4,600.00
			Total Purchase Order	-4,350.00
153	04/06/2015	INTERLINE BRANDS, INC DISTRICT CUSTODIAL SUPPLIES	DISTRICT CUSTODIAL SUPPLIES	
			013-2620-618-000-0000-000-050	-372.61
			013-2620-618-000-0000-000-050	269.60
			Total Purchase Order	-103.01
155	04/13/2015	LOCKE SUPPLY DISTRICT PLUMBING SUPPLIES	DISTRICT PLUMBING SUPPLIES	
			013-2640-618-000-0000-000-050	-421.88
			Total Purchase Order	-421.88
158	04/23/2015	KATHY E BERTWELL MILEAGE REIMBURSEMENT	MILEAGE REIMBURSEMENT	
			013-2650-580-000-0000-000-050	-500.00
			013-2650-580-000-0000-000-050	321.44
			Total Purchase Order	-178.56
159	04/23/2015	WHITTON SUPPLY EQUIPMENT AND PARTS	EQUIPMENT AND PARTS	
			013-2640-618-000-0000-000-050	-321.58
			Total Purchase Order	-321.58
163	04/28/2015	BRANCH'S HEATING & AIR DISTRICT HVAC REPAIRS AND SERVICE	DISTRICT HVAC REPAIRS & SERV	
			013-2640-430-000-0000-000-050	-13,135.00

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
163	04/28/2015	BRANCH'S HEATING & AIR	DISTRICT HVAC REPAIRS & SERV	
			013-2640-430-000-0000-000-050	390.00
			Total Purchase Order	-12,745.00
164	04/30/2015	SOUTHWEST PAPER	DISTRICT CUSTODIAL SUPPLIES	
		CUSTODIAL SUPPLIES FOR DISTRICT	013-2620-618-000-0000-000-002	-1,282.45
			013-2620-618-000-0000-000-002	473.27
			Total Purchase Order	-809.18
169	05/29/2015	SIMPLEX GRINNELL	FIRE ALARM/SPRINKLER SERV	
		FIRE ALARM AND SPRINKLER REPAIRS AND SERVICE	013-2640-430-000-0000-000-050	-2,000.00
			013-2640-430-000-0000-000-050	224.00
			Total Purchase Order	-1,776.00
			Total Fund	-70,127.20

CHILD NUTRITION FUND 2014-2015
 Detail Change Order Listing
 As of 06/30/2015

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
8	07/01/2014	AUTO-CHLOR SERVICES, LLC	BLANKET FOR REPAIRS/SUPPLIES	
		BLANKET PO FOR EQUIPMENT SERVICE AND SUPPLIES	764-3120-430-700-0000-000-050	-1,500.00
			764-3120-618-700-0000-000-050	-1,386.10
			Total Purchase Order	-2,886.10
11	07/01/2014	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES	
		BLANKET PO FOR SUPPLIES	000-3140-617-700-0000-000-050	38.02
			000-3140-617-700-0000-000-050	0.95
			385-3140-617-700-0000-000-050	-38.02
			385-3140-617-700-0000-000-050	-120.90
			385-3140-617-700-0000-000-050	-486.31
			385-3140-617-700-0000-000-050	38.97
			385-3140-617-700-0000-000-050	119.95
			Total Purchase Order	-447.34
12	07/01/2014	WAL MART COMMUNITY	BLANKET FOR SUPPLIES	
		BLANKET PO FOR SUPPLIES	385-3150-630-700-0000-000-050	-1,079.72
			385-3190-619-700-0000-000-050	-22.58
			Total Purchase Order	-1,102.30
16	07/01/2014	HILAND DAIRY FOODS COMPANY, LLC	BLANKET PO FOR MILK/DAIRY	
		BLANKET PO FOR DAIRY/MILK	763-3150-630-700-0000-000-050	-2,712.78
			766-3150-630-700-0000-000-050	553.15
			Total Purchase Order	-2,159.63
17	07/01/2014	CHRIS COX	BLANKET PO FOR FRUIT/PRODUCE	
		BLANKET PO FOR PRODUCE/FRUIT	763-3150-630-700-0000-000-050	-306.30
			Total Purchase Order	-306.30
18	07/01/2014	LABATT INSTITIONAL SUPPLY COMPANY	BLANKET PO FOR FOOD & SUPPLIES	
		BLANKET PO FOR FOOD AND SUPPLIES	000-3150-630-700-0000-000-125	-217.25
			763-3150-630-700-0000-000-050	-33,861.03
			763-3150-630-700-0000-000-050	-2,860.93
			763-3150-630-700-0000-000-050	34,078.28
			764-3120-617-700-0000-000-050	-3,498.43
			764-3120-617-700-0000-000-050	3,281.18
			764-3150-630-700-0000-000-125	217.25
			766-3150-630-700-0000-000-050	204.69
			Total Purchase Order	-2,656.24
			Total Fund	-9,557.91

GUTHRIE PUBLIC SCHOOLS
 GEN FUND-FOR OP 2014-2015
 Detail Unpaid Encumbrances
 As of 06/30/2015

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
-----Invoices-----				
1	07/01/2014	CITY OF GUTHRIE	WATER/SEWER/& GARBAGE	
		WATER, SEWER AND GARBARGE FOR 2014-15	011-2620-410-000-000-050	8,506.37
			Total Amount Unpaid Purchase Order	8,506.37
2	07/01/2014	O G & E	ELECTRICAL SERVICES FOR 2014-1	
		ELECTRICAL SERVICES FOR 2014-15	008-2620-624-000-000-050	40,000.00
			Total Amount Unpaid Purchase Order	40,000.00
3	07/01/2014	O.N.G.	NATURAL GAS FOR 2014-15	
		NATURAL GAS FOR 2014-2015	009-2620-627-000-000-050	809.69
			Total Amount Unpaid Purchase Order	809.69
4	07/01/2014	CLEARWATER ENTEPRISES	NATURAL GAS FOR 2014-15/AD FEE	
		NATURAL GAS FOR 2014-15 AND ADMINISTRATIVE FEE FOR 2014-15	009-2620-627-000-000-050	500.00
		NATURAL GAS FOR 2014-15 AND ADMINISTRATIVE FEE FOR 2014-15	009-2620-810-000-000-050	250.00
			Total Amount Unpaid Purchase Order	750.00
5	07/01/2014	COX COMMUNICATIONS, INC	PHONE SERVICE FOR 2014-2015	
		PHONE SERVICE FOR 2014-2015	012-2620-530-000-000-050	2,500.00
			Total Amount Unpaid Purchase Order	2,500.00
6	07/01/2014	A T & T MOBILITY	CELL PHONES FOR 2014-2015	
		CELL PHONES FOR 2014-2015	012-2620-530-000-000-050	7,632.59
			Total Amount Unpaid Purchase Order	7,632.59
12	07/01/2014	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2014-2015	
		ATTORNEY FEES FOR 2014-2015	028-2317-354-000-000-050	6,500.90
			Total Amount Unpaid Purchase Order	6,500.90
18	07/01/2014	AMERICAN FIDELITY ASSURANCE CO	FICA FOR 2014-2015	
		FICA FOR 2014-2015	046-1000-231-100-1050-210-125	871.23
			Total Amount Unpaid Purchase Order	871.23
20	07/01/2014	AFPLANSERV	ADMINISTRATIVE SERVICE FEE FOR	
		ADMINISTRATIVE SERVICE FEE	006-2511-810-000-000-050	169.00
			Total Amount Unpaid Purchase Order	169.00
21	07/01/2014	IMAGE WORKS OF OKLAHOMA, INC	MAINTENANCE AGREEMENT FOR 2014	
		MAINTENANCE AGREEMENT FOR 2014-2015 FOR COPY STAR COPIER IN SUPERINTENDENTS' OFFICE	037-2319-430-000-000-050	17.32
			Total Amount Unpaid Purchase Order	17.32
54	07/01/2014	EUREKA WATER CO.	MACHINE LEASE/WATER/HS	
		MACHINE LEASE AND WATER FOR 2014-2015	136-2620-440-000-000-705	29.75
		MACHINE LEASE AND WATER FOR 2014-2015	136-2620-619-000-000-705	71.25
			Total Amount Unpaid Purchase Order	101.00
74	07/01/2014	DELL MARKETING L.P.	BLANKET FOR SUPPLIES/TECHNOLOG	
		BLANKET FOR PARTS, SUPPLIES & EQUIPMENT	026-2230-653-000-000-050	1,031.65
			Total Amount Unpaid Purchase Order	1,031.65
124	07/01/2014	TERESA EWING	CONTRACT FOR PT SERVICES FOR 2	
		PT SVCS SUMMER SCHOOL JUNE 2015	044-2170-336-239-000-000-050	726.00
			Total Amount Unpaid Purchase Order	726.00
160	07/01/2014	OTA PIKEPASS CUSTOMER SERVICE	PIKEPASSE FEES/TRANSPORTATION	
		PIKE PASSES FOR ALL VEHICLES	018-2740-810-000-000-070	235.02
			Total Amount Unpaid Purchase Order	235.02

GUTHRIE PUBLIC SCHOOLS
 GEN FUND-FOR OP 2014-2015
 Detail Unpaid Encumbrances
 As of 06/30/2015

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
-----Invoices-----				
181	07/01/2014	TRAK-1 TECHNOLOGY	BLANKET FOR BACKGROUND CHECKS	
		BLANKET PO FOR BACKGROUND CHECKS FOR 2014-2015	045-2571-340-000-000-050	225.00
			Total Amount Unpaid Purchase Order	225.00
231	07/15/2014	IMAGE WORKS OF OKLAHOMA, INC	COPIER LEASE FOR 2014-2015	
		COPIER LEASE FOR 2014-2015	037-1000-440-100-0000-000-610	15.42
		COPIER LEASE FOR 2014-2015	037-1000-440-100-0000-000-705	144.24
		COPIER LEASE FOR 2014-2015	037-1000-440-100-1024-000-120	21.82
		COPIER LEASE FOR 2014-2015	037-1000-440-100-1050-000-110	22.08
		COPIER LEASE FOR 2014-2015	037-1000-440-100-1050-000-125	194.87
		COPIER LEASE FOR 2014-2015	037-1000-440-100-1050-000-130	0.95
		COPIER LEASE FOR 2014-2015	037-1000-440-430-0000-000-710	0.27
		COPIER LEASE FOR 2014-2015	037-2511-440-000-0000-000-050	58.73
		COPIER LEASE FOR 2014-2015	037-2620-440-000-0000-000-050	7.12
		COPIER LEASE FOR 2014-2015	037-2740-440-000-0000-000-050	11.82
			Total Amount Unpaid Purchase Order	477.32
821	01/07/2015	BARLOW EDUCATION MANAGEMENT	NEGOTIATIONS FOR 2015/16	
		NEGOTIATION CONTRAT FOR 2015-2016	015-2316-333-000-0000-000-050	3,921.25
			Total Amount Unpaid Purchase Order	3,921.25
872	01/23/2015	SHC SERVICES, INC	SPEECH SERVICES FOR 2014-15	
		SPEECH SERVICES FOR SPECIAL EDUCATION FOR 2014-15	044-2152-320-239-0000-000-050	557.20
			Total Amount Unpaid Purchase Order	557.20
964	03/27/2015	JULIE A BERTOLINO	REIMB. OF TESTING FEE/JH	
		REIMB. OF TESTING FEE FOR SPECIAL EDUCATION CERTIFICATION APRIL 13, 2015	076-2575-810-000-0000-000-610	165.00
			Total Amount Unpaid Purchase Order	165.00
994	04/07/2015	WAL MART COMMUNITY	SUPPLIES/SP ED/ST. MARY'S	
		CLASSROOM SUPPLIES FOR ST. MARY'S	044-5500-619-239-0000-000-050	0.31
		CLASSROOM SUPPLIES FOR ST. MARY'S	625-5500-619-239-0000-000-050	83.34
			Total Amount Unpaid Purchase Order	83.65
1069	04/28/2015	COMTECH	DISTRICT INFORMATION CARDS	
		INFORMATION CARDS	041-2530-550-000-0000-000-050	650.00
			Total Amount Unpaid Purchase Order	650.00
1102	05/11/2015	EVERBIND, INC	BOOKS/EDUC. FOUND/HS	
		FAHRENHEIT 451 BOOKS FOR CLASSROOM ITEM #15cs51673319 50 @ \$14.57 = \$728.50 PLUS \$5.28 SHIPPING COST	061-1000-641-100-4000-000-705	786.78
			Total Amount Unpaid Purchase Order	786.78
1103	05/14/2015	LOWE'S COMPANIES, INC.	SHOP SUPPLIES/VO-AG/HS	
		SHOP SUPPLIES AND MATERIALS	412-1000-681-311-8000-000-705	494.52
			Total Amount Unpaid Purchase Order	494.52
1110	05/14/2015	TIFFANY ANNETTE STEPHENS	GRADUATION SECURITY	
		SECURITY FOR GRADUATION, MAY 15, 2015	022-2660-340-000-0000-000-705	60.00
			Total Amount Unpaid Purchase Order	60.00
1123	06/08/2015	SHELTON PHOTOGRAPHY & DESIGN	PHOTO FOR DR. SIMPSON	
		PHOTO SESSION FOR DR. SIMPSON	136-2321-340-000-0000-000-050	125.00
			Total Amount Unpaid Purchase Order	125.00
1124	06/09/2015	THOMPSON SCHOOL BOOK	TEXTBOOKS/MATH/SCIENCE/DIST	
		COTTERAL	023-1000-643-100-1024-000-120	7,193.64

GUTHRIE PUBLIC SCHOOLS
 GEN FUND-FOR OP 2014-2015
 Detail Unpaid Encumbrances
 As of 06/30/2015

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
-----Invoices-----				
1124	06/09/2015	THOMPSON SCHOOL BOOK	TEXTBOOKS/MATH/SCIENCE/DIST	
		MATH AND SCIENCE		
		COTTERAL MATH AND SCIENCE	023-1000-644-100-1024-000-120	3,251.82
		CENTRAL MATH AND SCIENCE	023-1000-643-100-2250-000-130	5,327.82
		CENTRAL MATH AND SCIENCE	023-1000-644-100-2200-000-130	9,102.17
		FOGARTY MATH/READING/SCIENCE	023-1000-643-100-1130-000-110	1,694.00
		FOGARTY MATH/READING/SCIENCE	023-1000-643-100-2200-000-110	10,620.17
		FOGARTY MATH/READING/SCIENCE	023-1000-644-100-2250-000-110	27,378.18
		GUES MATH/SCIENCE	333-1000-643-100-2250-000-125	59,638.15
		GUES MATH/SCIENCE	333-1000-644-100-2200-000-125	5,758.51
		JH SCIENCE	023-1000-643-100-2250-000-610	41,158.96
		JH SCIENCE	333-1000-643-100-2250-000-610	3,265.89
		HS/SCIENCE	023-1000-643-100-5000-000-705	6,092.40
		HS/SCIENCE	333-1000-643-100-5000-000-705	76,208.20
		HS/SCIENCE	333-1000-643-239-1060-000-705	2,347.05
		HS BUSINESS	023-1000-643-100-2400-000-705	9,072.00
			Total Amount Unpaid Purchase Order	268,108.96
1125	06/09/2015	ARCHWAY TEXTBOOK DEPOSITORY	TEXTBOOKS/SCIENCE/BUSINESS/HS	
		HS SCIENCE/BUSINESS/HEALTH	023-1000-643-100-2400-000-705	12,600.00
		HS SCIENCE/BUSINESS/HEALTH	023-1000-643-100-5000-000-705	26,918.74
		HS SCIENCE/BUSINESS/HEALTH	023-1000-644-100-3300-000-705	2,870.70
		PICK UP SHIPPING FEE	023-1000-643-100-5000-000-705	423.89
		PLEASE CALL WHEN READY AND WE WILL PICKUP THANKS VICKI (405) 282-8900		
			Total Amount Unpaid Purchase Order	42,813.33
1126	06/09/2015	RAND MCNALLY & CO.	TEXTBOOKS/HISTORY/JH	
		0528004875 ATLAS OF AMERICAN HISTORY	023-1000-644-100-2300-000-610	240.00
			Total Amount Unpaid Purchase Order	240.00
1127	06/09/2015	MCGRAW- HILL COMPANIES	TEXTBOOKS/HISTORY/HS	
		9780076597260 DISCOVERING OUR PAST: A HISTORY OF THE U.S. EARLY YEARS	023-1000-644-100-5400-000-705	1,424.40
		SHIPPING	023-1000-644-100-5400-000-705	104.59
			Total Amount Unpaid Purchase Order	1,528.99
1128	06/09/2015	LEARNING THINGS,LLC	TEXTBOOKS/READING/GUES	
		STORYTOWN READING 4TH GRADE SE 9780153698675	023-1000-644-100-1130-000-125	3,036.05
		STORYTOWN READING 5TH GRADE SE 9780153698682	023-1000-644-100-1130-000-125	1,110.75
		SHIPPING	023-1000-644-100-1130-000-125	301.28
			Total Amount Unpaid Purchase Order	4,448.08
1129	06/09/2015	CENGAGE	TEXTBOOKS/BUSINESS/HS	
		538746432 MICROSOFT PUB 2010 COMPLETE 2011 SHELLY/STARKS	023-1000-643-100-2400-000-705	8,020.00

GUTHRIE PUBLIC SCHOOLS
 GEN FUND-FOR OP 2014-2015
 Detail Unpaid Encumbrances
 As of 06/30/2015

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
-----Invoices-----				
1129	06/09/2015	CENGAGE	TEXTBOOKS/BUSINESS/HS	
		1133526128 HTML5 & CSS COMPLETE 7TH WOODS	023-1000-643-100-2400-000-705	967.50
		SHIPPING	023-1000-643-100-2400-000-705	449.38
			Total Amount Unpaid Purchase Order	9,436.88
1130	06/15/2015	SHELTON PHOTOGRAPHY & DESIGN	PHOTO RESTORATION	
		PHOTO RESTORATION	041-2321-340-000-0000-000-050	1,500.00
			Total Amount Unpaid Purchase Order	1,500.00
1131	06/22/2015	MIDWEST BUS SALES	2014 THOMAS/FREIGHTLINER BUSES	
		2014 THOMAS/FREIGHTLINER 71 PASSENGER C2 SAF-T LINER BUSES	017-2720-761-000-0000-000-050	278,000.00
			Total Amount Unpaid Purchase Order	278,000.00
1132	06/30/2015	ACT ASPIRE LLC	TESTING MATERIALS/HS	
		ACT PLAN CBT 2015-16 GRADE 10	042-2240-614-000-0000-000-705	6,300.00
			Total Amount Unpaid Purchase Order	6,300.00

Total Fund Unpaid Encumbrances 689,772.73

GUTHRIE PUBLIC SCHOOLS
Building 2014-2015
 Detail Unpaid Encumbrances
 As of 06/30/2015

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
-----Invoices-----				
139	02/19/2015	SHAWNEE LIGHTING SYSTEMS	BASEBALL FIELD LIGHTING REPAIR	
		HS- REPAIR LIGHTING (BASEBALL FIELD)	119-2630-430-802-0000-000-705	3,500.00
			Total Amount Unpaid Purchase Order	3,500.00
170	05/29/2015	AMERICAN PLANT PRODUCTS & SERVICE I	GREENHOUSE REPAIR & EQUIPMENT	
		WADSWORTH 4 STAGE CONTROLLER - 2 @ \$600 EACH INSTALLATION LABOR - \$1750 PLUS \$300 ESTIMATED SHIPPING COST	138-2640-430-311-8000-000-705	3,250.00
			Total Amount Unpaid Purchase Order	3,250.00
174	06/15/2015	AHP OF OKLAHOMA	BID NOTICE FOR V0-AG BLDGS	
		BID NOTICE FOR VO-AG BUILDINGS TO JUNE IN LEGAL NOTICES ON JUNE 6TH AND 13TH	013-2530-530-000-0000-000-002	75.00
			Total Amount Unpaid Purchase Order	75.00
175	06/15/2015	H-I-S PAINT MFG. CO, LLC	DISRICT SUMMER PAINT	
		10 5 GAL BATTLESHIP GRAY PAINT FOR DISTRICT	131-2630-618-000-0000-000-050	899.70
			Total Amount Unpaid Purchase Order	899.70
176	06/18/2015	QUICK SERVICE STEEL	MATERIAL FOR BRACKETS	
		MATERIAL FOR SMART BOARD BRACKETS	013-2620-618-000-0000-000-050	263.10
			Total Amount Unpaid Purchase Order	263.10
177	06/23/2015	WAL MART COMMUNITY	OFFICE AND BUILDING SUPPLIES	
		SUPPLIES FOR OFFICE AND BUILDING	138-1000-619-311-8000-000-705	766.06
			Total Amount Unpaid Purchase Order	766.06
Total Fund Unpaid Encumbrances				8,753.86

GUTHRIE PUBLIC SCHOOLS
CHILD NUTRITION FUND 2014-2015
Detail Unpaid Encumbrances
As of 06/30/2015

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
-----Invoices-----				
19	07/01/2014	SOUTHWEST FOODSERVICE EXCELLENCE	FOOD SRVC MNGMNT COMPANY	
		BLANKET PO FOR FOOD SERVICE MANAGEMENT COMPANY FEES	764-3190-570-700-0000-000-050	19,205.60
			Total Amount Unpaid Purchase Order	19,205.60
42	06/02/2015	LAURA TOMLIN	MEAL REFUND	
		MEAL REFUND FOR EMILY TOMLIN	000-5200-930-700-0000-000-705	28.50
			Total Amount Unpaid Purchase Order	28.50
43	06/18/2015	DEBORAH D VOGT	MEAL REFUND	
		MEAL REFUND	000-5200-930-700-0000-000-110	3.60
			Total Amount Unpaid Purchase Order	3.60
Total Fund Unpaid Encumbrances				19,237.70

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
06/30/2015

<u>GENERAL LEDGER ACCOUNT</u>		<u>BALANCE PER BANK STATEMENT</u>	
Balance (06/01/15)	\$525,932.78	Balance as of (06/30/15)	\$491,509.34
Add Receipts	\$23,587.52	Add Deposits in Transit	\$
Less Checks Written	\$72,238.46	less O/S Checks	\$ 14,227.50
Adjustments	\$	*Adjustments/ Bank correction	\$ \$
Bank Balance per	\$477,281.84	Bank Balance per	\$477,281.84

Adjustment/Correction explanations:

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



Activity Fund Clerk

7-1-15
Date

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 06/2015; 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	\$331.68	\$0.00	\$0.00	\$0.00	\$331.68	\$0.00	\$331.68
Project 802 CENTRAL ACTIVITY	\$2,638.96	\$590.87	\$0.00	\$0.00	\$3,229.83	\$0.00	\$3,229.83
Project 803 CENTRAL PTO	\$5,322.86	\$0.00	\$0.00	\$75.00	\$5,247.86	\$0.00	\$5,247.86
Project 804 COTTERAL PTO	\$6,570.55	\$0.00	\$0.00	\$1,558.39	\$5,012.16	\$0.00	\$5,012.16
Project 805 COTTERAL ACTIVITY	\$14,850.01	\$25.00	\$0.00	\$1,718.24	\$13,156.77	\$767.00	\$12,389.77
Project 806 COTTERAL FACULTY	\$293.06	\$0.00	\$0.00	\$0.00	\$293.06	\$0.00	\$293.06
Project 808 FOGARTY PARENTS ORG.	\$11,135.25	\$0.00	\$0.00	\$245.38	\$10,889.87	\$5,887.00	\$5,002.87
Project 809 FOGARTY ACTIVITY	\$16,120.72	\$100.00	\$0.00	\$877.71	\$15,343.01	\$0.00	\$15,343.01
Project 810 FOGARTY FACULTY	\$964.28	\$43.25	\$0.00	\$0.00	\$1,007.53	\$0.00	\$1,007.53
Project 812 GUES ACTIVITY	\$19,883.67	\$5.00	\$0.00	\$8,235.68	\$11,652.99	\$0.00	\$11,652.99
Project 813 GUES FACULTY	\$1,439.23	\$58.25	\$0.00	\$74.85	\$1,422.63	\$0.00	\$1,422.63
Project 815 GUES PTO	\$14,513.77	\$11.50	\$0.00	\$1,181.04	\$13,344.23	\$0.00	\$13,344.23
Project 816 GHS SPECIAL KIDS	\$64.65	\$0.00	\$0.00	\$0.00	\$64.65	\$0.00	\$64.65
Project 817 JH ART STARS	\$379.56	\$0.00	\$0.00	\$0.00	\$379.56	\$0.00	\$379.56
Project 818 JH BUILDERS CLUB	\$577.54	\$0.00	\$0.00	\$0.00	\$577.54	\$0.00	\$577.54
Project 819 JH ATHLETICS	\$12,831.74	\$0.00	\$0.00	\$1,140.00	\$11,691.74	\$0.00	\$11,691.74
Project 820 JH GOLF	\$1,252.13	\$0.00	\$90.00	\$0.00	\$1,342.13	\$0.00	\$1,342.13
Project 821 JH FCCLA	\$550.23	\$0.00	\$0.00	\$0.00	\$550.23	\$0.00	\$550.23
Project 822 JH HONOR SOCIETY	\$1,969.22	\$0.00	\$0.00	\$0.00	\$1,969.22	\$0.00	\$1,969.22
Project 823 JR HIGH ACCOUNT	\$9,152.70	\$50.00	\$0.00	\$169.20	\$9,033.50	\$2,894.87	\$6,138.63
Project 824 JR HIGH FACULTY	\$1,204.01	\$0.00	\$0.00	\$0.00	\$1,204.01	\$0.00	\$1,204.01
Project 825 JH LIBRARY	\$3,991.59	\$0.00	\$0.00	\$89.48	\$3,902.11	\$0.00	\$3,902.11
Project 826 NJHS STATE PRESIDENT AC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project 827 JH CHEERLEADERS	\$4,177.73	\$1,800.00	\$0.00	\$604.50	\$5,373.23	\$0.00	\$5,373.23
Project 830 JH STUCO	\$5,108.75	\$0.00	\$0.00	\$60.80	\$5,047.95	\$0.00	\$5,047.95
Project 831 JH T.S.A.	\$2,163.27	\$0.00	\$0.00	\$0.00	\$2,163.27	\$0.00	\$2,163.27
Project 832 JH YEARBOOK	\$3,113.41	\$0.00	\$0.00	\$0.00	\$3,113.41	\$0.00	\$3,113.41
Project 834 JH ACADEMIC TEAM	\$448.14	\$0.00	\$0.00	\$0.00	\$448.14	\$0.00	\$448.14
Project 850 HS ACADEMIC TEAM	\$214.50	\$0.00	\$0.00	\$0.00	\$214.50	\$0.00	\$214.50
Project 851 HS ART CLUB	\$4,953.12	\$100.00	\$0.00	\$0.00	\$5,053.12	\$0.00	\$5,053.12
Project 852 HS ATHLETICS	\$40,596.76	\$1,361.29	\$0.00	\$6,660.77	\$35,297.28	\$0.00	\$35,297.28
Project 853 HS CHEER	\$3,616.50	\$3,315.04	\$0.00	\$5,770.74	\$1,160.80	\$0.00	\$1,160.80
Project 855 HS TENNIS	\$7,997.71	\$0.00	(\$90.00)	\$114.13	\$7,793.58	\$0.00	\$7,793.58
Project 856 GHS LIBRARY	\$1,286.54	\$0.00	\$0.00	\$0.00	\$1,286.54	\$0.00	\$1,286.54
Project 857 HS YOUTH & GOVERNMENT	\$682.34	\$0.00	\$0.00	\$0.00	\$682.34	\$0.00	\$682.34
Project 858 GHS LINK CREW	\$301.29	\$0.00	\$0.00	\$0.00	\$301.29	\$0.00	\$301.29
Project 859 HS BAND (OPERATING)	\$8,572.48	\$55.00	\$0.00	\$45.60	\$8,581.88	\$0.00	\$8,581.88
Project 860 HS CLASS OF 2016	\$3,174.64	\$0.00	(\$80.00)	\$0.00	\$3,094.64	\$0.00	\$3,094.64
Project 861 HS CLASS OF 2017	\$3,578.49	\$0.00	\$0.00	\$0.00	\$3,578.49	\$0.00	\$3,578.49
Project 862 HS CLASS OF 2018	\$2,394.17	\$0.00	\$0.00	\$0.00	\$2,394.17	\$0.00	\$2,394.17
Project 865 CLASS OF 2012 HS	\$428.87	\$0.00	\$0.00	\$0.00	\$428.87	\$0.00	\$428.87
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 HS CLASS OF 2014	\$509.26	\$0.00	\$0.00	\$0.00	\$509.26	\$0.00	\$509.26
Project 868 HS CLASS OF 2015	\$1,905.49	\$0.00	\$0.00	\$806.00	\$1,099.49	\$0.00	\$1,099.49
Project 869 HS ENGLISH CLUB	\$1,656.08	\$0.00	(\$195.00)	\$0.00	\$1,461.08	\$0.00	\$1,461.08
Project 870 HS COURTESY COMMITTEE	\$783.78	\$0.00	\$80.00	\$61.72	\$802.06	\$0.00	\$802.06
Project 873 HS SPEECH	\$523.25	\$0.00	\$0.00	\$0.00	\$523.25	\$0.00	\$523.25
Project 874 HS FACULTY LOUNGE	\$938.69	\$39.25	\$0.00	\$0.00	\$977.94	\$0.00	\$977.94
Project 876 HS FFA/4H BOOSTER CLUB	\$48,019.13	\$0.00	\$0.00	\$13,850.00	\$34,169.13	\$0.00	\$34,169.13
Project 877 HS FFA	\$12,955.63	\$5,222.50	\$0.00	\$2,163.77	\$16,014.36	\$0.00	\$16,014.36
Project 878 HS FCCLA	\$756.05	\$0.00	\$0.00	\$96.66	\$659.39	\$0.00	\$659.39
Project 879 HS FOREIGN LANGUAGE CL	\$1,411.52	\$0.00	\$0.00	\$0.00	\$1,411.52	\$0.00	\$1,411.52
Project 882 HS GUTHRIE RUNNING CLU	\$2,528.62	\$0.00	\$0.00	\$25.84	\$2,502.78	\$0.00	\$2,502.78
Project 883 HS HERITAGE CLUB	\$900.78	\$0.00	\$0.00	\$0.00	\$900.78	\$0.00	\$900.78
Project 884 HIGH SCHOOL ACCOUNT	\$16,368.43	\$289.31	\$195.00	\$299.63	\$16,553.11	\$0.00	\$16,553.11
Project 886 HS HONOR SOCIETY	\$2,170.25	\$36.00	\$0.00	\$0.00	\$2,206.25	\$0.00	\$2,206.25
Project 888 HS JOURNALISM	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
Project 889 HS KEY CLUB	\$367.10	\$0.00	\$0.00	\$0.00	\$367.10	\$0.00	\$367.10
Project 893 HS MU ALPHA THETA	\$566.21	\$0.00	\$0.00	\$0.00	\$566.21	\$0.00	\$566.21
Project 895 HS JROTC	\$8,276.12	\$0.00	\$0.00	\$540.00	\$7,736.12	\$0.00	\$7,736.12
Project 896 HS S.A.D.D.	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
Project 897 HS SOCCER CLUB	\$5,734.86	\$60.00	\$0.00	\$2,177.90	\$3,616.96	\$0.00	\$3,616.96
Project 898 HS SCIENCE CLUB	\$5,081.32	\$445.20	\$0.00	\$19.54	\$5,506.98	\$0.00	\$5,506.98

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 06/2015; 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 899 HS STUDENT COUNCIL	\$5,505.82	\$0.00	\$0.00	\$0.00	\$5,505.82	\$0.00	\$5,505.82
Project 900 HS CAMPUS BEAUTIFICAT	\$7,120.63	\$0.00	\$0.00	\$0.00	\$7,120.63	\$0.00	\$7,120.63
Project 902 VOCAL	\$3,689.66	\$0.00	\$0.00	\$85.61	\$3,604.05	\$0.00	\$3,604.05
Project 904 HS YEARBOOK	\$4,787.20	\$240.00	\$0.00	\$0.00	\$5,027.20	\$425.00	\$4,602.20
Project 907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
Project 908 HS VOCAL TRIP ACCOUNT	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
Project 911 FFA BUILDING FUND	\$111,400.00	\$5,263.00	\$0.00	\$0.00	\$116,663.00	\$9,000.00	\$107,663.00
Project 912 GHS BUSINESS PROF OF AI	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
Project 913 HS DRAMA	\$1,885.56	\$0.00	\$0.00	\$0.00	\$1,885.56	\$0.00	\$1,885.56
Project 921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
Project 922 COURTESY COMMITTEE AD	\$148.87	\$0.00	\$0.00	\$0.00	\$148.87	\$0.00	\$148.87
Project 925 GENERAL FUND REFUND	\$7,068.85	\$68.66	\$0.00	\$7,137.51	\$0.00	\$0.00	\$0.00
Project 927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
Project 929 DISTRICT SPECIAL OLYMPIK	\$26,390.46	\$11.00	\$0.00	\$327.07	\$26,074.39	\$0.00	\$26,074.39
Project 930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
Project 932 HS SUMMER SCHOOL	\$9,075.00	\$4,075.00	\$0.00	\$13,150.00	\$0.00	\$0.00	\$0.00
Project 933 FAVER C&C	\$302.83	\$12.30	\$0.00	\$0.00	\$315.13	\$0.00	\$315.13
Project 934 TRANSPORTATION C&C	\$3,973.82	\$0.00	\$0.00	\$184.38	\$3,789.44	\$0.00	\$3,789.44
Project 935 VENDING MACHINE ADMIN	\$345.27	\$52.45	\$0.00	\$79.20	\$318.52	\$0.00	\$318.52
Project 936 GUES HONOR CHOIR	\$124.00	\$0.00	\$0.00	\$0.00	\$124.00	\$0.00	\$124.00
Project 937 FAVER ACTIVITY	\$325.81	\$0.00	\$0.00	\$0.00	\$325.81	\$0.00	\$325.81
Project 938 NATIVE AMERICAN PARENT	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
Project 940 ADMINISTRATION MISC	\$8,292.40	\$215.35	\$0.00	\$1,506.92	\$7,000.83	\$0.00	\$7,000.83
Project 942 C.N. CLEARING ACCT	\$1,062.90	\$42.30	\$0.00	\$1,105.20	\$0.00	\$0.00	\$0.00
Grand Total	\$525,932.78	\$23,587.52	\$0.00	\$72,238.46	\$477,281.84	\$18,973.87	\$458,307.97

EMPLOYEE TRIP REQUEST

Check if Out of State

Cameron Campbell
Name of Employee

8 Jun 2015
Date

Employee's Current Assignment Army Instructor High School

Title of Conference or Activity Top of Texas Military Skills Meet

Location Wichita Falls, TX Dates of Conference 3 Oct 15

Full Legal Name (for air travel) _____

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

Departure Date 3 Oct 15 AM PM (check one) Return Date 3 Oct 15 AM PM (check one)

If applicable, a Field Trip/Transportation Request has been completed: Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Escort various JROTC teams for competition.

Cost for attendance (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*	\$ _____	(mileage, air, ground, parking & toll) <i>see below</i>	Activity Fund _____
Registration	\$ _____		_____
Lodging	\$ _____		_____
Meals	\$ _____	(overnight stay required; calculate at \$30 per night)	_____
Substitute	\$ _____	(calculate @ \$60 per day)	_____
Total	\$ <u>0.00</u>		

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

Principal's Approval Chris D. [Signature] 6-15-15
Signature Date

Program Director's Approval _____
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

Mick Fredrickson
Name of Employee

8 Jun 15
Date

Employee's Current Assignment High School JROTC Senior Army Instructor

Title of Conference or Activity Top of Texas Drill Meet

Location Wichita Falls, TX Dates of Conference 3 Oct 15

Full Legal Name (for air travel) _____

Departure Date 3 Oct 15 AM PM (check one) Return Date 3 Oct 15 AM PM (check one)

If applicable, a Field Trip/Transportation Request has been completed: Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Taking Drill Team, Color Guard, Physical Fitness Team, and Pellet Rifle Team to competition.

Cost for attendance
(give a close estimate if necessary)

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

Travel*	\$	<u>350.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$	<u>210.00</u>	
Lodging	\$	_____	
Meals	\$	_____	(overnight stay required; calculate at \$30 per night)
Substitute	\$	_____	(calculate @ \$60 per day)
Total	\$	<u>560.00</u>	

All costs to be paid by
Activity Fund #895

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

Principal's Approval Chris [Signature] 6-15-15
Signature Date

Program Director's Approval _____
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

Mick Fredrickson
Name of Employee

9 Jun 15
Date

Employee's Current Assignment Senior Army Instructor

Title of Conference or Activity JROTC National Raider Challenge Competition

Location San Antonio, TX Dates of Conference 14-16 Jan 2016

Full Legal Name (for air travel) N/A

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

Departure Date 14 Jan 16 AM PM (check one) Return Date 16 Jan 16 AM PM (check one)

If applicable, a Field Trip/Transportation Request has been completed: Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Allows GHS cadets to compete at the National Level for Physical Fitness Challenges.
No school travel required as alternate means have been arranged (National Guard)

Cost for attendance (give a close estimate if necessary)
Travel* \$ 0.00 (mileage, air, ground, parking & toll) see below
Registration \$ 210.00
Lodging \$
Meals \$ (overnight stay required; calculate at \$30 per night)
Substitute \$ (calculate @ \$60 per day)
Total \$ 210.00

Costs are covered by which fund?
BE SPECIFIC PLEASE.
General Fund, Title I, Staff Development, Activity Fund, etc.
Activity Fund to pay all associated costs and fees

Acct #895

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

Principal's Approval [Signature] 6-15-15
Signature Date

Program Director's Approval _____
Signature Date

Board of Education Approval _____
Date

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



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

Today's Date 8 Jun 2015 Date of Activity 3 Oct 15

Destination Wichita Falls, TX

Class & Grade Level JROTC 9-12

Teacher(s) Fredrickson/Campbell

Names of teacher assistants or other adults attending:

Number of students 25 Number of sponsors 2

Leave Time 0630 Return Time 1700

Event Beginning Time if different 1000 Event Ending Time if different 1400

Emergency Phone Contact Number Fredrickson Cell (405) 625-5807

Cost to be paid per student 0 Due when? _____ Cost to district 0

Paid for by Activity Fund Yes No

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

Transportation request completed? Yes No

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


Principal Signature

6-15-15
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:

ALLOW CADETS TO PARTICIPATE IN PELLET RIFLE, DRILL TEAM, COLOR GUARD AND PHYSICAL FITNESS COMPETITIONS

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



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

Today's Date 9 Jun 15 Date of Activity 14-16 Jan 16

Destination Camp Bullis, San Antonio, TX

Class & Grade Level JROTC 9-12

Teacher(s) Fredrickson

Names of teacher assistants or other adults attending:

Number of students 10 Number of sponsors 1

Leave Time 0730 Return Time 2300

Event Beginning Time if different 1200 Event Ending Time if different 1300

Emergency Phone Contact Number Fredrickson Cell (405) 625-5807

Cost to be paid per student 0 Due when? _____ Cost to district 0

Paid for by Activity Fund Yes No

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

Transportation request completed? Yes No

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

Cheri [Signature]
Principal Signature

6-15-15
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:

ALLOW CADETS TO PARTICIPATE IN NATIONAL RAIDER CHALLENGE COMPETITION.

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

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Agreement with CCOSA to participate in the Legal Assistance Program

DATE: June 19, 2015

Attached is an enrollment form for participation in the Cooperative Council for Oklahoma School Administration (CCOSA) Legal Assistance for School Districts Program. Participation in the program must be approved by the school board. The purpose of this agreement is to continue to receive advisory services from CCOSA Attorneys. Through this agreement two designated administrators can access the advisory services of Andrea Kunkel, an expert in special education law and legal issues relating to special education. In addition to providing advisory services, Ms. Kunkel maintains ongoing communication with participants and keeps participants aware current trends and issues regarding special education. The district will also receive four (4) registrations for events that are included in the program.

Thank you.

Cooperative Council for Oklahoma School Administration
 2901 N. Lincoln Blvd.
 Oklahoma City, OK 73105

CCOSA Legal Assistance for School Districts

County Name: Logan County Number: 42
 District Name: Guthrie District Number: 1001

P.O. CALCULATION GRID

Cost to Participating School Districts (based upon each district's size in ADM for the preceding fiscal year)		
<u>ADM</u>	<u>COST</u>	<u>REGISTRATIONS</u>
25,000 plus	\$2,000	6
10,000 to 24,999	\$1,500	6
5,000 to 9,999	\$1,200	4
2,000 to 4,999	\$1,000	4
1,000 to 1,999	\$800	3
500 to 999	\$700	3
499 or less	\$600	2

ADM (audited FY '15)	TOTAL
	\$1,000

Attach a copy of your audited 2015 ADM end of year statistical report to this form

Purchase Order Number: _____
 Attach a copy of the purchase order to this form

SUPERINTENDENT CERTIFICATION

I hereby certify that on the _____ day of _____ 2015, the Board of Education of Guthrie Public Schools voted to allow our school district to participate in the CCOSA Legal Assistance for School Districts Program. The Guthrie Board of Education has encumbered \$ 1,000.00 for the purpose of participating in the CCOSA Legal Assistance for School Districts Program. The Board of Education acknowledges that an attorney-client relationship is **NOT** being created with the CCOSA Attorneys through participation in the Program and that the CCOSA Attorneys are only providing advisory services to designated administrators with Guthrie Public Schools.

 Signature of Superintendent

 Date

Cooperative Council for Oklahoma School Administration
2901 N. Lincoln Blvd.
Oklahoma City, OK 73105

CCOSA Legal Assistance for School Districts

County Name: Logan County Number: 42
District Name: Guthrie District Number: 1001

DESIGNATION OF ADMINISTRATORS

Eligible Administrators	
<small>(based upon each district's size in ADM for the preceding fiscal year)</small>	
ADM	# of eligible administrators
10,000 +	3
1 to 9,999	2

SUPERINTENDENT CERTIFICATION

I hereby certify that the following administrators from Guthrie Public Schools have been designated by the Board of Education to initiate district contact with CCOSA for purposes of utilizing the CCOSA Legal Assistance for School Districts Program.

Administrator: Dr. Mike Simpson Phone #: 405-282-8900

Administrator: Eldona Woodruff Phone #: 405-282-8900

Administrator*: _____ Phone #: _____

*only if ADM exceeds 10,000

Signature of Superintendent

Date

District Report
Annual Statistical Report
Close of School Year 2014 - 2015
Oklahoma State Department of Education

The data in this report had a status of Final on 6/2/2015 2:16:47 PM

County LOGAN (42)

District GUTHRIE (I001)

District General Information			
Days Actually Taught	173	Route Bus Report - Total Annual Miles Driven	304,898
Number of professional days	5	Activity Bus Report - Total Annual Miles Driven	73,631
Days in Session	178	Grand Total Annual Miles Driven	378,529

District Membership, Attendance and Transportation						
Grade	Total Days Membership	Avg. Membership	Total Days Attendance	Avg. Attendance	Total Days Transported On Which State Aid May Be Paid	Avg. Haul
PK 3	1,265.00	7.31	1,136.00	6.57	481.00	2.78
PK Half Day	26,622.00	153.88	24,266.00	140.27	10,615.00	61.36
PK Full Day	4,697.00	27.15	4,500.50	26.01	1,838.50	10.63
KG Half Day	0.00	0.00	0.00	0.00	0.00	0.00
KG Full Day	43,679.00	252.48	40,680.50	235.15	22,872.50	132.21
01	49,506.00	286.16	46,751.00	270.24	26,502.50	153.19
02	48,345.00	279.45	45,673.50	264.01	29,121.50	168.33
03	47,414.00	274.07	44,953.00	259.84	25,978.00	150.16
04	41,859.00	241.96	39,548.00	228.60	23,298.00	134.67
05	42,634.00	246.44	40,103.50	231.81	23,479.00	135.72
06	39,280.00	227.05	36,835.50	212.92	22,238.50	128.55
07	43,047.00	248.83	40,566.00	234.49	22,715.50	131.30
08	43,347.00	250.56	41,057.00	237.32	20,093.50	116.15
09	49,358.00	285.31	45,760.00	264.51	21,075.00	121.82
10	43,398.00	250.86	40,368.00	233.34	20,211.50	116.83
11	41,971.00	242.61	39,659.00	229.24	16,116.50	93.16
12	34,396.00	198.82	32,131.00	185.73	17,891.00	103.42
OHP 1	718.00	4.15	681.50	3.94	523.50	3.03
OHP 2	0.00	0.00	0.00	0.00	0.00	0.00
OHP 3	0.00	0.00	0.00	0.00	0.00	0.00
OHP 4	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	601,536.00	3,477.09	564,670.00	3,263.99	305,051.00	1,763.31

**District Resident Virtual Students Report
Annual Statistical Report
Close of School Year 2014 - 2015
Oklahoma State Department of Education**

County LOGAN (42) District GUTHRIE (I001) Sites: 705

This report, pursuant to 70 O.S. Supp. 2006 § 5-128 is to be used for all schools and should be submitted via The Wave by the superintendent of each school district no later than ten (10) calendar days after the close of school and/or prior to your Regional Accreditation Officer's visit.

The data in this report had a status of Final on 6/2/2015 2:16:47 PM

Sites included: 705

General Information	
Days Actually Taught	173
Number of professional days	5
Days in Session	178
ResidentVirtualStudent Reason(s)	Resident Virtual Students

District Membership, Attendance and Transportation						
Grade	Total Days Membership	Avg. Membership	Total Days Attendance	Avg. Attendance	Total Days Transported On Which State Aid May Be Paid	Avg. Haul
09	72.00	0.42	65.00	0.38	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00	0.00
12	401.00	2.32	401.00	2.32	70.00	0.40
OHP 1	0.00	0.00	0.00	0.00	0.00	0.00
OHP 2	0.00	0.00	0.00	0.00	0.00	0.00
OHP 3	0.00	0.00	0.00	0.00	0.00	0.00
OHP 4	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	473.00	2.74	466.00	2.70	70.00	0.40

Reliance Communications, LLC.

718 University Ave STE 200
Los Gatos CA 95032
United States
PH: 888-527-5225 | FAX: 800-360-7732
<http://www.schoolmessenger.com>

Date 5/11/2015
Renewal Quote # 68277
Expires 7/31/2015
Type
Representative AM Amber Hall

Prepared for:

Accounts Payable
Guthrie Public Schools
802 East Vilas
Guthrie OK 73044
United States

Item	Quantity	Description	Rate	Amount
R-SM Complete	1	Renewal SchoolMessenger Complete -- 12-month Unlimited Notification Service Avoid possible interruption in service. Purchase Order or payment required 30 days prior to account expiration.	4,307.50	4,307.50

Thank you for your order!
Please make checks payable to: Reliance Communications, LLC.

Total \$4,307.50

The terms and conditions available at www.schoolmessenger.com/webterms apply to this Quote, unless the parties have entered into a separate mutually executed agreement, or Client is purchasing under a cooperative purchasing agreement.



SchoolMessenger Renewal Authorization with Preview

ACCOUNT INFORMATION

District Name: Guthrie Public Schools

Annual Rate: \$4,307.50

Total Due: \$4,307.50

Authorization Date: July 1, 2015

Reference Quote # 68277

ACKNOWLEDGEMENTS

Reliance Communications, LLC d/b/a SchoolMessenger ("Provider") will continue to provide the district named above ("Client") with the online communications applications further described in the Reference Quote subject to the following terms and conditions:

Order Authorization Terms.

The terms and conditions available at www.schoolmessenger.com/webterms will apply to this order authorization, unless the parties have entered into a separate mutually executed agreement, or Client is purchasing under a cooperative purchasing agreement. The terms of this order will govern any conflict with the above-mentioned terms, and Client's issuance of a purchase order for any or all of the items described in the Reference Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply.

Term and Termination.

This Agreement will commence on the Service Start Date and continue for 12 months (the "Initial Term"), and then will automatically renew for successive one year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term. If the Initial Term extends beyond one year, the Client may terminate this agreement for convenience on the one year anniversary of the Service Start Date, and each one year anniversary thereafter, by providing written notice to Provider at least 30 days prior to the end of the then-current term.

Limited Warranty and Limitation of Liability.

EXCEPT AS EXPRESSLY PROVIDED HEREIN, PROVIDER MAKES NO EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES, AND PROVIDER EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. PROVIDER EXPRESSLY DENIES ANY REPRESENTATION OR WARRANTY ABOUT THE ACCURACY OR CONDITION OF DATA OR THAT THE SERVICES OR RELATED SYSTEMS WILL OPERATE UNINTERRUPTED OR ERROR-FREE.

NO CAUSE OR ACTION WHICH ACCRUED MORE THAN TWO (2) YEARS PRIOR TO THE FILING OF A SUIT ALLEGING SUCH CAUSE OF ACTION MAY BE ASSERTED UNDER THIS AGREEMENT BY EITHER PARTY.

EXCEPT FOR THE PARTIES' PAYMENT OBLIGATIONS, NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR ANY INDIRECT, EXEMPLARY, SPECIAL, PUNITIVE, CONSEQUENTIAL, OR INCIDENTAL DAMAGES OR LOSS OF GOODWILL, DATA OR PROFITS, OR COST OF COVER. THE TOTAL LIABILITY OF PROVIDER FOR ANY REASON, SHALL BE LIMITED TO THE AMOUNT ACTUALLY PAID TO PROVIDER BY CLIENT UNDER THE ORDER APPLICABLE TO THE EVENT GIVING RISE TO SUCH ACTION DURING THE SIX (6) MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO SUCH LIABILITY. THE LIMITS ON LIABILITY IN THIS SECTION SHALL APPLY IN ALL CASES INCLUDING IF THE APPLICABLE CLAIM ARISES OUT OF BREACH OF EXPRESS OR IMPLIED WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), OR STRICT PRODUCT LIABILITY, AND EVEN IF THE PARTY HAS BEEN ADVISED THAT SUCH DAMAGES ARE POSSIBLE OR FORESEEABLE.

Agreed and Acknowledged by the following who is authorized to sign on behalf of the Client:

Signature: _____
(or initials if signing electronically)

Date: _____

Name: _____

Title: _____



AGREEMENT FOR PROFESSIONAL SERVICES
WITH
(name of) Public Schools

Agreement between the (name of) Public Schools named above (hereinafter referred to as “Client”) and the Center for Communication and Engagement, (hereinafter referred to as “CC&E”) for Academic Year 2015-2016 (“Academic Year” July 1, 2015 – June 30, 2016).

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 2015-2016 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 Academic Calendar 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. Professional Development will be quoted and billed independently of PR Services. Professional Development could include, travel, preparation, supplies, presentation, lodging and/or meals.



VIII. 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:

CEO, Board President or Superintendent
July, 2015

Center for Communication & Engagement
July, 2015

GUTHRIE HIGH SCHOOL

200 Crooks Drive
Guthrie, Oklahoma 73044

(405) 282-5906
FAX (405) 282-8823

"Home of Champions"

DR. MIKE SIMPSON
SUPERINTENDENT

CHRIS LEGRANDE
PRINCIPAL

BRET STONE
ASSISTANT PRINCIPAL

DUSTIN THROCKMORTON
ASSISTANT PRINCIPAL

GARY BOXLEY
ATHLETIC DIRECTOR

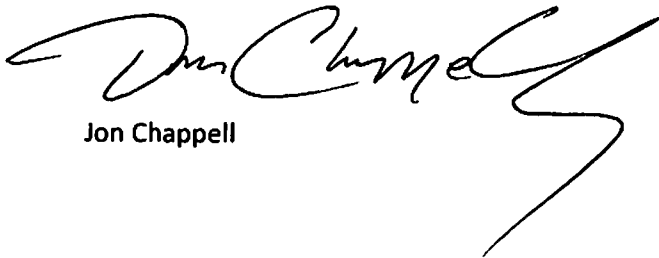
To: Dr. Mike Simpson and Guthrie Board of Education

St. Marys Catholic School of Guthrie would like to coop with Guthrie Schools in the following sports.

1. Jr High Football
2. Jr High Boys and Girls Cross Country
3. Jr High Wrestling
4. Jr High Boys and Girls Track
5. Jr High Boys and Girls Golf

For 2015-2016 School Year

Thank You

A handwritten signature in black ink, appearing to read "Jon Chappell", with a long, sweeping underline that extends to the right.

Jon Chappell

School Bus Rider Guidelines



2013 ~~2014-2014~~ 2015
2015-2016

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Not Strikethrough

School Bus Rider Handbook with Rules and Guidelines

Revised 5/2013 ~~8/11/14~~ Board Approved 5/13/2013
Revised 7-13-2015

Formatted: Strikethrough

Formatted: Not Strikethrough



Guthrie Public Schools
~~*Guthrie Public Schools*~~
Department of
Transportation
School Bus Rider Guidelines

Formatted: Strikethrough

PARENT/GUARDIAN: Please keep these guidelines for future reference.

Formatted: Underline

Your signature on the Student Rider Registration Form that accompanies this handbook acknowledges that you have received the Guthrie Public Schools Bus Rider Handbook, and that you and your student will comply with them.

The Guthrie Board of Education realizes that school bus transportation is an integral part of the modern day educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (70 OS 9-101). Because of these two facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

These procedures are not in place to create a hardship on parents or guardians. They are in place to provide for the safety of all students who are transported by bus. They will not supersede, but are in addition to all Board adopted policies, and building level student handbooks as the bus is an extension of the classroom.

School Bus Rider Guidelines

We carry the most precious cargo in the world: our children. We ask that you appreciate the efforts being put forth to care for your children and to cooperate with school administrators in their pursuit of safe transportation.

Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrie.k12.ok.us>). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents must complete this form and return it to the transportation office. ~~Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus. Temporary passes will be available for those who occasionally forget their pass. Replacement passes are also available for students who have lost their pass. It is our intent to leave no student behind, but it is our expectation that every student cooperates and displays a valid bus pass. To better serve and protect all students, those that refuse or repeatedly fail to show and maintain their bus pass will be denied the privilege of riding a school bus.~~

Formatted: Strikethrough

Transportation Transfers and Students Not Riding

In order to provide the safest possible care for your students while they ride the bus, and to control the number of students riding any given bus, students will ride only their assigned bus. Students will also get on and off the bus only at their assigned stop. Students are not permitted (for any reason) to ride home to a friend or other

School Bus Rider Guidelines

student's home.

In town students will have the option of riding as a school-to-school transfer rider. A school-to-school transfer rider is a student who ~~possesses a bus pass that entitles him or her to ride~~ in the morning, from the school closest to his or her home to the school he or she is enrolled in for the school day and to return in the evening from the school he or she attends to the school that is closest to his or her home.

Formatted: Strikethrough

Transfer students must be at the pickup location at least 5 minutes before the scheduled pickup time and be prepared to immediately board the bus when it arrives. Students should not be dropped off at the pick-up site more than 15 minutes before the scheduled pick up and never earlier than 7:20 A.M. When the transfer students return in the afternoon they must immediately leave the school premises.

Transfer students are subject to all the rules and requirements for riding the bus. Since transfer students are only on the bus a short time (10 -15 minutes) they are subject to a 3 strikes and you are off the bus for the rest of the semester rule. Once they have received a third write up they will be denied bus riding privileges for the remainder of the semester. The student will be reinstated his or her bus privileges at the beginning of the second semester and will have one last chance to behave correctly on the bus.

Formatted: Strikethrough

If any student commits a severe offense, ~~as outlined on page 13~~, the student will be immediately removed from the bus and will be denied rider privileges at least the rest of the year.

If a student does not ride for **two** (2) consecutive days, the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student will again be riding.

School Bus Rider Guidelines

Camera Use

Most buses are equipped with video cameras. Video data taken by these cameras is stored either on hard drive or SD Card and are used to support disciplinary actions. ~~A 1974 federal law, the Family Educational Rights and Privacy Act ("FERPA"), requires schools to enact and enforce policies to safeguard the confidentiality of students' "education records." Courts have ruled that the bus videos are "education records" that contain images and information about a variety of individual students therefore because of F.E.R.P.A. they may only be viewed by the driver, Transportation Personnel, School Administrators, and/or by Law Enforcement Personnel. The videos are reviewed to confirm various violations and to verify student identity.~~

Formatted: Strikethrough

BUS DISCIPLINE

It is our goal at Guthrie Public Schools to provide an orderly and safe transportation experience. Riding the bus is a privilege and as such can be granted or taken away based on the students' conduct and behavior.

Discipline is the responsibility of parents, students, teachers, bus drivers and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, the bus driver, faculty, staff and property with respect. They should be aware that when their behavior distracts from the ability to provide safe transportation services a consequence and or punishment will result.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school.

It is the bus driver's responsibility to set high standards for student

School Bus Rider Guidelines

behavior and to enforce the rules as they relate to transporting students.

It is the responsibility of the administrator to take disciplinary action when general transportation rules and school policies have been disregarded or when crimes under Oklahoma Statutes have been committed.

The administrators will also step in; after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the quality or safety of the transportation experience.

Student Behavior and Discipline Policy

With the number of vehicles on the road today, driving in traffic has become extremely complicated. This fact, coupled with the precious cargo our busses carry every day, requires school bus drivers to devote 99% of their attention to driving. Anything that distracts them from this could result in serious consequences. It is for this reason that the following policies covering student behavior and discipline are necessary and will be strictly enforced.

1. Students are expected to:
 - a. behave well while on the bus
 - b. ~~show the driver their bus pass,~~
 - c. board the bus quietly,
 - d. take their assigned seats,
 - e. remain seated, and
 - f. e converse quietly with their nearest neighbor.
2. The bus driver is the person in charge of the bus.
3. The bus driver will assign seats.
4. Student behavior is expected to be like that in the classroom.

Formatted: Strikethrough

Formatted: Normal, Indent: Left: 0.38", No bullets or numbering

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

School Bus Rider Guidelines

Good behavior is the keystone of a students' continued privilege of riding a bus. There are many actions and activities that are not appropriate on the bus such as; failure to remain seated; pushing, tripping, hitting, or slapping another student; loud, profane, or unacceptable language; yelling or shouting, hanging out of the bus window; spitting; eating, drinking, or chewing gum; possession of skate boards. Littering the bus or throwing anything from the bus, ~~using cell phones~~, playing of radios, MP3 or CD players without headphones; possession of any potential weapon, possession of live animals; violation of any safety procedures, or not obeying the driver are also prohibited. Any behavior that disturbs, distracts, or annoys the driver is considered a safety hazard and will not be tolerated. Poor behavior or any violations of this policy will result in the student being placed in the disciplinary process. The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

Formatted: Strikethrough

The Rules

Formatted: Not Strikethrough

The violation of any of the following rules will immediately place the student into the bus discipline system.

Formatted: Not Strikethrough

1. Students are expected to behave well. Student behavior is expected to be like that in the classroom. Cell phones cameras, and other electronic devices that may disturb others are not allowed to be used on the bus.

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will can result in the student's suspension or expulsion from the bus.

Formatted: Not Strikethrough

Formatted: Not Strikethrough

School Bus Rider Guidelines

3. ~~A student will sit where he/she is told to sit either permanently or temporarily at the driver's discretion.~~
4. ~~Students shall ride only their regularly assigned bus (must have bus pass) and are not permitted to ride to anyone else's home.~~
5. ~~When requested by the driver, students must immediately and correctly identify themselves and show their bus pass.~~
6. ~~Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus.~~
7. ~~Students must enter and leave the bus in an orderly manner, in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.~~
8. ~~Students who live in town may ride the bus as a transfer/shuttle rider but they also must have a bus pass and obey all rules.~~
9. ~~Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.~~
10. ~~No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.~~
11. ~~Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

School Bus Rider Guidelines

loss of riding privileges and suspension or expulsion from school.

12. ~~Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

13. ~~Students must not have anything in their possession that might cause injury to another. no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

14. ~~No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses.~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

15. ~~Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather one bottled water is permitted per student. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

16. ~~Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

17. ~~Students will get on and off the bus only at the stop to which they are assigned.~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

18. ~~If a student does not ride for two (2) consecutive days, the bus will not return or stop until you notify the Transportation Office that the student will again be riding.~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

19. ~~No hats, no hoodies or other garment that makes it difficult to~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

School Bus Rider Guidelines

~~identify the student is allowed to be worn on the bus.~~

Formatted: Not Strikethrough

~~20. No wearing gang colors, displaying gang tags, or making gang symbols.~~

Formatted: Not Strikethrough

~~21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

~~22. No animals, reptiles, fish, or fowl are permitted on the bus~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

~~23. No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus. For the safety of all students, every student must have and use a bus pass.~~

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

Disciplinary process: Improper Conduct (Minor Offense)

For those first-time offenses which might be categorized as "minor," such as those in the list below, the bus driver may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If the driver is not successful in stopping the students' poor behavior a write up will be issued.

Examples of Improper Conduct (Minor Offenses)

This category could include, but is not restricted to, any of the following:

~~1. Loud talking, yelling Yelling, or screaming~~

Formatted: Not Strikethrough

~~2. Putting your feet or other items in the aisle~~

Formatted: Strikethrough

~~3. Rude, disrespectful, or annoying defiant behavior~~

Formatted: Strikethrough

~~4. Using bad words, cursing or profanity of any kind, but not directed at another person.~~

Formatted: Strikethrough

~~5. Throwing things on the bus~~

Formatted: Strikethrough

~~6. Throwing anything out of the window~~

Formatted: Strikethrough

~~7-6. 6. Shouting or yelling out of the window.~~

Formatted: Strikethrough

School Bus Rider Guidelines

- 8. ~~Not keeping all body parts on the inside of the bus.~~ Formatted: Indent: Left: 0.31", No bullets or numbering
- 9. ~~7. Obscene gestures to other passengers or to those outside the bus.~~ Formatted: Strikethrough
- 10. ~~Failure to possess and show bus passes for a third time.~~ Formatted: Strikethrough
- 11. ~~8. Use of cell phone or other electronic communication device without headphones or ear buds.~~ Formatted: Indent: Left: 0.56", No bullets or numbering
- 12. ~~9. 8. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).~~ Formatted: Strikethrough
- 13. ~~10. 9. Wearing a hat, a hoodie, or other garment that if it makes it difficult to identify the student.~~ Formatted: Strikethrough
- 14. ~~11. 10. Bringing skateboards, toys, or other distractions (balloons, ball, etc.) on the bus.~~ Formatted: Strikethrough
- 15. ~~12. 11. Touching or putting hands on another student in an aggressive manner.~~ Formatted: Not Strikethrough
- 16. ~~13. 12. Violation of safety procedure that could endanger anyone.~~ Formatted: Strikethrough
- 17. ~~14. 13. Any instance of 'horseplay' including: teasing, hitting, pushing, shoving, or tripping~~ Formatted: Strikethrough
- 18. ~~Not obeying the driver or distracting the driver.~~ Formatted: Strikethrough
- 19. ~~14. Arguing with or showing disrespect to the driver~~ Formatted: Indent: Left: 0.56", No bullets or numbering
- 20. ~~15. Eating anything on the bus, chewing gum, drinking soda pop.~~ Formatted: Not Strikethrough
- 21. ~~16. Not sitting in their assigned seat~~ Formatted: Strikethrough
- 22. ~~17. Standing up, standing on your knees, sitting on a backpack, turning around in the seat, or otherwise not setting seat to seat and back to back.~~ Formatted: Not Strikethrough
- 23. ~~18. Others as identified by transportation personnel.~~ Formatted: Not Strikethrough
- 24. ~~18. Others as identified by transportation personnel.~~ Formatted: Strikethrough

If the verbal warning, changing seat assignments, or other discipline attempts fail to improve the students behavior the offense will be written up by the driver and submitted to the

School Bus Rider Guidelines

Transportation Director. When this is done, the following process will be in effect:

1st offense – Transportation Director ~~or designee will~~ may have a conference with the student and a letter will be sent to parent or guardian by the Transportation Department notifying them of the offense. ~~(Pre-K & K may be allowed a 2nd write up before discipline is enacted – that means the 3rd write up for a minor violation will be treated as a Cotteral Students 1st offense)~~

Formatted: Strikethrough

2nd offense – Transportation Director ~~or designee will~~ may have a conference with the student and issue a mandatory suspension from all buses of three (3) days. The parent or guardian will be notified of this by Transportation.

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

3rd offense – Transportation Director ~~or designee will~~ may have a conference with the student and issue a mandatory suspension from all buses of five (5) days. The parent or guardian will be notified of this by Transportation.

Formatted: Strikethrough

~~Since transfer students are only on the bus a short time (10–15 minutes) they are subject to a 3 strikes and you are off the bus for the rest of the semester rule. Once they have received a third write up they will be denied bus riding privileges for the remainder of the semester. The student will be reinstated his or her bus privileges at the beginning of the second semester and will have one last chance to behave correctly on the bus.~~

Formatted: Strikethrough

4th offense – Transportation ~~Director~~ Administrator will have a conference with the student and issue a mandatory suspension from all buses for ten (10) days. The parent or guardian will be notified

Formatted: Strikethrough

School Bus Rider Guidelines

of this by Transportation.

5th offense – Transportation ~~Director~~ **Administrator** will have a conference with the student and issue a mandatory suspension for the rest of the semester. The parent or guardian will be notified of this by Transportation. ~~If the student has only been written up for 5 minor offenses (no major offenses) the student will be reinstated his or her bus privileges at the beginning of the second semester and will have one last chance to behave correctly on the bus.~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Any of the above steps may be skipped if the offense is determined to be major or severe. Punishments will be designed to coordinate with the appropriate building level student handbook. The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

Disciplinary process: Major Offense

For those first-time offenses which might be categorized as "Major," such as those in the list below, the bus driver will immediately issue a write-up and submit it to the Transportation ~~Director~~ **Administrator**.

Formatted: Strikethrough

This category could include, but is not restricted to, any of the following:

- ~~1-~~ **1.** Failure to immediately correctly identify themselves, ~~using someone else's bus pass, or refusing to surrender bus pass to the driver.~~
- ~~2-~~ **2.** ~~Possession of prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and/or alcoholic beverages~~
- ~~3-2-~~ **2.** Smoking, chewing, or possession of tobacco products

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Strikethrough

Formatted: Strikethrough

School Bus Rider Guidelines

4. ~~Disrespectfully arguing with, talking back to, displaying contempt for, or falsely accusing a driver of some violation.~~ Formatted: Indent: Left: 0.5", No bullets or numbering
Formatted: Strikethrough
- ~~5-3.~~ 3. Vandalizing or damaging bus property is prohibited and students who do so will be responsible for payment to cover the cost of damages.
- ~~6-4.~~ 4. Tampering with bus emergency or safety equipment, video cameras or DVRs.
7. ~~Interfering with the safe operation and travel of the bus such as repeatedly standing up, moving seat to seat, or shouting and yelling so as to distract or annoy the driver.~~ Formatted: Strikethrough
Formatted: Indent: Left: 0.5", No bullets or numbering
- ~~8-5.~~ 5. Physical assault, verbal threatening, harassment, intimidation, or endangering the well being of another person. Formatted: Strikethrough
Formatted: Strikethrough
9. ~~Any act that seriously jeopardizes the safety of the student, any passengers or the bus driver.~~ Formatted: Strikethrough
10. ~~Using unacceptable language, directing profanity of any kind at another person to be a bully, to be disrespectful, disagreeable, intimidating, or in jest.~~ Formatted: Indent: Left: 0.5", No bullets or numbering
Formatted: Strikethrough
11. ~~6. Any form of extreme cursing, acting out sexual gestures, obscene behavior, or inappropriate displays of affection.~~ Formatted: Not Strikethrough
Formatted: Strikethrough
Formatted: Strikethrough
- ~~12-6.~~ 7. Improperly clothed or inappropriately changing or removing clothes, displaying gang colors, gang tags, or making gang symbols. School dress code, per student handbooks, applies to the bus.
13. ~~Bringing animals on the bus.~~ Formatted: Strikethrough
- 14-7. 8. Picking on other students after being told to stop. Formatted: Strikethrough
- 15-8. 9. Getting on or off the bus at an incorrect location. Formatted: Strikethrough
9. 10. ~~Others as identified by transportation personnel.~~ Formatted: Not Strikethrough
10. 11. ~~Not keeping all body parts on the inside of the bus.~~ Formatted: Not Strikethrough
- 16-11. 12. ~~Others as identified by transportation personnel.~~ Formatted: Not Strikethrough
17. Formatted: Font color: Text 1
Formatted: Indent: Left: 0.5", No bullets or numbering

School Bus Rider Guidelines

~~When a write up for a major violation is done, the following process will be in effect:~~

Formatted: Strikethrough

~~The length of suspensions will vary by grade level with lower elementary students probably receiving the minimum while older students are likely to receive the maximum consequences~~

Formatted: Strikethrough

~~**1st offense** — Transportation Director will have a conference with the student and a mandatory suspension from all buses for a minimum of 3 days (Pre K — 5th) to a maximum 10 days (6th — 12th) will be issued. This suspension will carry over the end of one semester to the next. The parent or guardian will be notified of this by Transportation. . (Pre K & K — The first offense may result in a warning without suspension at the discretion of the transportation director.)~~

Formatted

~~**If 2 or more minor offenses have occurred prior to the major offense the student will be treated as if they were on the 2nd major offense step.**~~

Formatted

~~**2nd offense** — Transportation Director will have a conference with the student and a mandatory suspension from all buses of a minimum of 5 days (Pre K — 5th) to a maximum of 15 days (6th — 12th). This suspension will carry over the end of one semester to the next. The parent or guardian will be notified of this by Transportation.~~

Formatted

~~**3rd offense** — Transportation Director will have a conference with the student and a mandatory suspension from all buses for a minimum of 10 days (Pre K — 5th) to a maximum of 1 semester (6th — 12th); this suspension **may** carry over the end of one semester to the next. The parent or~~

Formatted

School Bus Rider Guidelines

guardian will be notified of this by Transportation.

~~Since transfer students are only on the bus a short time (10-15 minutes) they are subject to a 3 strikes and you are off the bus for the rest of the semester rule. Once they have received a third write up they will be denied bus riding privileges for the remainder of the semester. The student will be reinstated his or her bus privileges at the beginning of the second semester and will have one last chance to behave correctly on the bus.~~

Formatted: Strikethrough

~~**4th offense** — Transportation Director will have a conference with the student and a mandatory minimum suspension from all buses for 1 semester (Pre K-12, this suspension will carry over end of one semester to the next. Or up to a maximum of 4 school year (36 weeks) suspended from bus; this suspension may carry over end of one school year to the next. The parent or guardian will be notified of this by Transportation.~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

~~**If 2 or more minor offenses have occurred prior to the major offense the student will be treated as if they were on the 2nd offense step.**~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

~~Any of the above steps may be skipped if the offense is determined to be severe. Punishments will be designed to coordinate with the appropriate building level student handbook. The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.~~

Disciplinary process: Severe Offense

A few offenses are considered severe and will result in the **loss of bus riding privileges for the rest of the school year**. For those offenses which might be categorized as "SEVERE," such as those in the list below, the bus driver will

School Bus Rider Guidelines

immediately issue a write-up and submit it to the Transportation Director.

This category could include, but is not restricted to, any of the following:

1. Any instance of ~~continued bullying or cyber-bullying, or major fighting~~ (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used). ~~Attempting to harm or gain power over an adversary, by grabbing with the intent to hurt in order to prevent someone else from acting in some way).~~
2. **Sexual misconduct** (Sexual misconduct encompasses sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed. For Example: exposing his or her genitals: soliciting or requesting another person to engage in sexual conduct under circumstances in which he knows that his requests or solicitation is likely to cause affront or alarm; forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks) **or sexual harassment** (the making of unwanted sexual advances or obscene remarks; intentional touching without consent, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the person's environment.)
3. Possession of ~~an firearm, knife, sword, crossbow, slingshot or explosive, flammable material, or other object~~ that may be considered dangerous or used as a weapon ~~(includes toys and facsimiles)~~ is prohibited ~~(some examples include: baseball bats, hammers, loppers or other gardening tools, etc.).~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

School Bus Rider Guidelines

4. Verbal (to include cursing), threats of violence, or physical assault of the driver or other transportation official by a student or his or her parent, guardian, or representative will result in immediate termination of riding privileges.

Formatted: Strikethrough

4.5. ~~Possession of prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and/or alcoholic beverages.~~

Formatted: Not Strikethrough

There is no excuse for any of the ~~four~~ five offenses listed as severe and they will not be tolerated and will result in immediate termination of riding privileges.

When a write up for a SEVERE violation is done, the following process will be in effect:

When a severe offense is committed, a student will be immediately removed from the bus and suspended from all bus riding privileges indefinitely. A parent or guardian and the appropriate school principal will be notified by the Transportation ~~Director~~ Administrator. The future disposition of the student's riding status could be determined to include all or part of the next school year depending on the date or severity of the incident.

Formatted: Strikethrough

Formatted: Not Strikethrough

Formatted: Not Strikethrough

~~The Rules~~

Formatted: Strikethrough

Formatted: Strikethrough

~~The violation of any of the following rules will immediately place the student into the bus discipline system.~~

Formatted: Strikethrough

Formatted: Strikethrough

1-24. ~~Students are expected to behave well.~~ Student behavior is expected to be like that in the classroom. Cell phones, cameras, and other electronic devices that may disturb others are not allowed to be used on the bus.

Formatted: Strikethrough

School Bus Rider Guidelines

~~2-25. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will can result in the student's suspension or expulsion from the bus.~~

Formatted: Strikethrough

Formatted: Strikethrough

~~3-26. A student will sit where he/she is told to sit either permanently or temporarily at the driver's discretion.~~

Formatted: Strikethrough

Formatted: Strikethrough

~~4-27. Students shall ride only their regularly assigned bus (must have bus pass) and are not permitted to ride to anyone else's home.~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

~~5-28. When requested by the driver, students must immediately and correctly identify themselves and show their bus pass.~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

~~6-29. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

~~7-30. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

~~8-31. Students who live in town may ride the bus as a transfer/shuttle rider but they also must have a bus pass and obey all rules.~~

Formatted: Strikethrough

~~9-32. Students are to remain properly seated (seat to seat:~~

Formatted: Strikethrough

School Bus Rider Guidelines

back to back) facing the front of the bus at all times. ~~No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.~~

Formatted: Strikethrough

Formatted: Strikethrough

10.33. ~~No student shall at any time extend head, hands, arms, or any body part out of the windows~~ whether the school bus is in motion or standing still.

Formatted: Strikethrough

Formatted: Strikethrough

11.34. ~~Students will reimburse the school district for damage to school buses resulting from student misconduct~~ and may be subject to loss of riding privileges and suspension or expulsion from school.

Formatted: Strikethrough

Formatted: Strikethrough

12.35. ~~Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.~~

Formatted: Strikethrough

13.36. ~~Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

14.37. ~~No smoking, chewing, or spitting of tobacco~~ or use of any type of flame or sparking devices. ~~Illegal substances or alcoholic materials~~ or their paraphernalia are not allowed on school buses.

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

15.38. ~~Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries.~~ In hot weather one bottled water is permitted per student. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

School Bus Rider Guidelines

~~16.39. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.~~

Formatted: Strikethrough

Formatted: Strikethrough

~~17.40. Students will get on and off the bus only at the stop to which they are assigned.~~

Formatted: Strikethrough

Formatted: Strikethrough

~~18.41. If a student does not ride for two (2) consecutive days, the bus will not return or stop until you notify the Transportation Office that the student will again be riding~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

~~19.42. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.~~

Formatted: Strikethrough

Formatted: Strikethrough

~~20.43. No wearing gang colors, displaying gang tags, or making gang symbols.~~

Formatted: Strikethrough

Formatted: Strikethrough

~~21.44. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.~~

Formatted: Strikethrough

Formatted: Strikethrough

~~22.45. No animals, reptiles, fish, or fowl are permitted on the bus~~

Formatted: Strikethrough

Formatted: Strikethrough

~~23.46. No teasing, bullying, cyber-bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus. For the safety of all students, every student must have and use a bus pass.~~

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

~~Board Approved 5/13/2012 Revised 3/1/2013~~

Formatted: Strikethrough

~~**Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from school.**~~

Formatted: Strikethrough

School Bus Rider Guidelines

Please see pages 7 – 14 of this School Bus Rider's Handbook for complete details, including procedures and penalties.

Formatted: Strikethrough

Revised ~~5/2013~~ ~~8/11/14~~ ~~7-13-2015~~ ~~Board Approved~~
5/13/2013

Formatted: Strikethrough

Formatted: Not Strikethrough



Guthrie Public School District is a Totally Tobacco Free Environment –Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited In or Around Any School Building, School, Grounds, or School Vehicles.

GUTHRIE PUBLIC SCHOOLS

Activity Fund Policies and Procedures Handbook

**Guthrie Activity Fund Office
Administration Building
802 East Vilas
Guthrie, Ok 73044
Phone 405-282-8900, Ext. 8947
Fax 405-282-5904**

REVISED JULY 20142015

Table of Contents

Introduction	Page 3
Purchasing procedure.....	Page 4
Receipting & Depositing Procedures	Page 5-6
District Visa & Sam’s Club Cards	Page 6
Start Change	Page 67
Insufficient Checks	Page 7
Cash Incentives	Page 8-7
Gratuity	Page 8-7
Gift Cards	Page 8-7
Internal Control Procedures	Page 7-8
Concession Sales	Page 78
Travel/Field Trip Guidelines	Page 8-9
Sponsor Responsibilities	Page 8-9
Booster Clubs (Sanctioned & Unsanctioned)	Page 9
Ticket Drawings	Page 10-11
Transfers	Page 1011
Cash Advance for Travel	Page 10-11
Accounts Payable/Check Processing	Page 11
Types of Expenditure	Page 12
Activity Fund Fundraisers	Page 13
Board Approval Required Fundraisers	Page 14-15
On Site Fundraisers Non-profit Resale Guidelines.	Page 1415-16
Sanction Policy	Page 16-19 17-20
OK State Law & Dept of Ed Regulations.....	Page 20-23 21-24
GPS Board of Education Policies	Page 2425
GPS Project (Account) Listing ..	Page 25-26-27
GPS Program Listing	Page 27-29 28-30
Summary	Page 30-31
Insufficient Check notifications examples	Page 31-32
List of Activity Fund found on Bluejay Bundle ..	Page 32-33
Sanctioned Organization Financial Reports	Page 33-34 34-35

INTRODUCTION

The information collected in this handbook is provided to the employees and staff of Guthrie Public Schools with the most accurate policies and procedures for use of Activity Fund, as an aid to comply with all State of Oklahoma Law, and State and Local Board of Education policy and procedures.

The information is accumulated from State Law of Oklahoma, under the direction of the State Superintendent of Public Instruction and Oklahoma State Board of Education, along with the policies set forth by the Guthrie Public Schools Board of Education.

All subaccount financial data is a part of the district's final revenue and expenditure as reported to the State Department of Education. The final financial data is also forwarded to federal reporting agencies as applicable.

Activity Fund Purchasing Procedures

- Complete a Purchase Order Request, located on the GPS website Bluejay Bundle.
- A detailed description of items to be purchased is required and will assist in the OCAS coding required by the State Department of Education. (Ex. Resale/non-profit, resale fundraiser, instructional, field trip w/date of trip, etc.)
- Include shipping/handling charges in your total amount requested.
- Email the completed purchase request to your financial secretary, unless requesting for a Booster club account. Then forward to your booster representative for approval. Representative can then send to financial secretary with a note stating the purchase is approved by the booster club.
- The financial secretary will enter request and submit to supervisor for approval. Once approved by supervisor it will be forwarded to the Activity Fund clerk for processing.
- Once processed an accounting copy will be emailed to the financial secretary and the purchase order will be emailed to the requesting employee.
- When your purchase order is received you may order or make purchase. Purchase only items listed on purchase order request. If purchase is going to be over the purchase order requested amount **due to change in price**, request an increase of purchase order prior to making purchase or placing order when possible. This must be done on a “Request PO Increase” prior to the purchase. If purchase exceeds 25% of the ~~original amount~~ **available balance**, you may be required to sign an Acknowledgement of Violation form.
- Packing slips are attached to the purchase order, to verify the purchase was made after the purchase order was issued. Therefore, **DO NOT** order until purchase order is obtained. Regardless of the invoice date, the purchase will be in violation if merchandise is received prior to purchase order date.
- Once the merchandise/services are received, the vendor must submit an itemized, invoice for payment. Itemized means it must have a quantity, price per item, & the total. (Quantity x price = amount due). Invoice must also have the date of service/purchase date.
- **No invoice will be paid prior to receipt of goods or services regardless of contract signed by sponsor/principal, as no contract is legally binding unless approved by the BOE. Deposits can be made, but balance will only be paid after goods and/or services are rendered.**
- Receipts/invoices must be on computer generated receipt or letterhead with vendor information. If unable to produce such, vendor signature is required.
- Receipts/Invoices should be turned in immediately for payment, but no later than 30 days from purchase.
- Complete an “Activity Fund Pay Request for Purchase Order/Contracts” form and attach to the invoice. Turn into the site financial secretary.
- All blanket purchase orders will automatically close at the end of each nine week period. A new purchase order request will be required at that time as well.
- Technology related purchase order requests must be approved by Technology Director prior to being assigned a purchase order number. Use approval code #1 when requesting to direct to Technology for approval.
- Any employee in violation of these procedures may be required to sign an “Acknowledgement of Violation” which may be placed in their personnel file.

ACTIVITY FUND RECEIPTING/DEPOSITING PROCEDURES

- Sponsor/Teacher shall issue pre-numbered receipts to all individuals who have collected funds on behalf of the activity fund organization.
- Receipts must be issued each time money (\$5 and over) changes hands.
- All pre-numbered receipt books shall be checked out and returned to the Financial Secretary at the end of each school year.
- Multiple collections received of less than \$5.00 per person; the sponsor/teacher shall maintain a list of these collections. The list should include the date, individual's name, and amount. At the end of the day, the sponsor/teacher shall issue a receipt for the total amount listed. The list shall be maintained with the receipt issued.
- Receipts can be voided by writing "VOID" across the receipt. **DO NOT REMOVE ORIGINALS OF VOIDED RECEIPTS FROM THE BOOK.**
- The receipts issued should reflect the following information:
 1. Date money received
 2. Person from whom the money is received.
 3. Amount received which should reflect the total checks & cash;
 4. Identify the specific fundraiser; and
 5. Identify the account number to which the funds should be credited.
 6. Receipt numbers range from sponsor book.
- A deposit slip shall be prepared documenting the amount received (checks & cash); source of funds, and the account(s) funds should be credited to. The deposit slip, receipt book, and money should be turned into the Financial Secretary for deposit.
- Sponsor/Teacher shall remit daily to the Activity Fund Custodian or Site Secretary. There will be a designated employee to take deposits in the absence of the Financial Site Secretary.
- The Site Secretary, in the presence of the Sponsor/Teacher, shall count the funds received, verify the receipt and sequence, the total amount & issue a receipt to the Sponsor/Teacher for the funds received which shall be attached to sponsor/teacher receipt(s). The total checks and cash received shall correspond with the receipts issued. Sponsor receipt numbers shall be noted on financial secretary's receipt.
- The Financial Secretary will drop deposit in bank night deposit when deposit is \$100 or more nightly and no less than once a week if less than \$100.
- All currency should be facing the same direction and clipped as follows:

Ones-----	\$25.00
Fives-----	\$100.00
Tens-----	\$200.00
Twenties-----	\$500.00
- All coins should be rolled or bagged. Do not tape the roll ends. . Loose change should be sent in a coin bag or plastic baggie. Do not put loose change in the deposit bag.
- Checks should be made out with the correct school site name.
- Do not accept post dated checks.

- Put the Activity Fund Account number & activity program number if known on the check. If a check is made out to a teacher/student, etc., it must be endorsed before it is sent to the Activity Fund Custodian.
- Checks should be facing up and clipped together with a calculator tape of checks totaled.
- Donations must be deposited and utilized as stipulated by the donor.
- No sponsor/teacher shall keep money in their possession overnight.
- Sponsor/Teachers collecting money after school hours shall check out a money bag and keys to the bank night deposit box. No money shall be kept overnight. The Activity Fund Custodian will issue a receipt when the bag is picked up from the bank the following business day.
- In the case of stolen money, **immediately** notify your administrator. The police must be called and a report must be filed. Attach a copy of the report to the receipt(s) of the missing money and send a copy to the Activity Fund Custodian.
- Any employee in violation of these procedures will be required to sign an “Acknowledgement of Violation” which will be placed in their personnel file.

DISTRICT VISA CREDIT CARD

- The credit card can be checked out with prior authorization.
- Contact the Activity Fund Clerk in advance to reserve a card.
- When you call to reserve the card you should know your purchase order number and the date you will pick up the card.
- You will be required to turn in the original itemized receipt when the card is returned.
- The district has limited cards so they will be reserved and checked out on a first come first serve basis. To avoid disappointment, reserve early.

SAM’S CLUB CARD

- ~~Card may be checked out through AF clerk with purchase order to Sam’s /Wal-Mart only.~~
- ~~Can be used with Wal-Mart credit card only~~
- ~~Have PO number ready when requesting card to check out~~
- Sam’s will no longer accept the Wal-Mart Community Card
- Sam’s Club accepts a business check only.
- All orders must be placed online by the AF clerk for Club Pickup.
- Have a Purchase Order to Sam’s Club-Edmond.
- List item number, quantity & price per item or print off a cart and forward to AF Clerk to order. Include the date you would like to pick up your order.
- AF will place the order and cut a check for the amount of the order.
- You will be notified when the Sam’s card & check will be ready to pick up.
- Sam’s will pull the order and you will have 48 hours to pick it up.
- Original invoice/receipt must be turned in when returning Sam’s card.

START CHANGE

- Complete a purchase order request, indicating purchase request is for start change and event; include date(s) of event.
- The vendor should be the name of the employee responsible for the check/cash.
- Send a check request with the date the change is needed.
- A check will be processed and sent in interagency mail for the date requested.
- Start change shall be returned at the end of the event along with deposit.

INSUFFICIENT FUND CHECKS

- In the event a check is returned to the District by the bank for insufficient funds, the Activity Fund Clerk will charge the check back to the proper sub-account and forward a receipt to the sponsor. Example page 31
- A letter will be sent to the patron notifying patron of returned check and instructions for paying. If there is no response a second letter will be sent after 1 week. If no response after 1 week of the second letter being sent, the check will be forwarded to the District Attorney's office for collection.
- Patrons should be referred to the Activity Fund Clerk with any questions or payments. Please do not collect on site unless instructed to by the Activity Fund Clerk.
- When funds are collected either from patron or the district attorney's office, they will be re-deposited into the sub-account, and a receipt will be forwarded to the sponsor. Example page 31
- A list will be sent to each site Financial Secretary periodically. If a check is accepted from a patron already on the "Do Not Accept" list, the check may be forwarded back to the sponsor that accepted the check for collection.
- All fees received from the collection of an insufficient check will be deposited into the Administration Misc. Account.

INTERNAL CONTROL PROCEDURES

Receipting & depositing game & event admissions

- Issue a pre-numbered ticket (available through the Activity Fund Custodian) to each individual attending the event. (The tickets should be a different color for adults, children, senior citizens or other reduced tickets.) Documentation of the beginning ticket numbers should be maintained by the Activity Fund Custodian or Site Secretary.
- **If making or purchasing tickets the AF clerk must be informed of the beginning & ending ticket numbers prior to the sale of tickets. Also if any tickets are given away or disposed of in any way a signature by the person accepting/or disposing of the tickets must be obtained on a separate ticket report.**

- The admission fee should be collected and tickets issued by one individual and then a second individual should monitor the gate and collect the ticket stubs.
- At the end of the event, the collections should be reconciled to the tickets issued and signed by the individuals involved.
- The collections should be given to the designated individual to be placed in the bank's night depository. This individual should issue a receipt to the gate personnel.

CONCESSION SALES

- Money should be counted & recorded on a deposit slip. The money and slip should be signed by two individuals.
- After the collections are counted, the sponsor should issue a pre-numbered receipt.
- If concessions sales are after school hours, the deposit should be made in the same manner as the deposit for the athletic & special event gate sales noted previously.

CASH INCENTIVES

Monetary incentives are not an allowable expenditure.

GRATUITY

- 18% gratuity is allowable for student activity meals when out of district.

GIFT CARDS

Gift Cards are not to be used as incentives or reward to staff/employees. When they are used in this manner, they become taxable income. They can be presented to teachers during the school year for the purchase of class supplies. All gift cards must be signed for on a roster. The roster should then be forwarded to the Activity Fund Office. In addition, individual must return receipts to the Activity Office for items purchased with the gift card.

TRAVEL/FIELD TRIP GUIDELINES

- All overnight activity trips requiring student payment must be paid in full prior to trip. Those students unable to pay prior will not be allowed to attend. The Activity Fund account responsible for payment of trip expenses must have the funds in the account to cover all expenses of trip, prior to the trip.

- Travel & meal payments for students **must be itemized**. It is your responsibility to verify that the receipt is accurate and no taxes charged before you sign for purchase. Tax cannot be reimbursed. To receive overnight per Diem (\$30 per night); attach a copy of the trip request to the “Out of District Travel Reimbursement” form.

SPONSOR RESONSIBILITIES

- Obtain an authorized purchase order prior to making order or purchase of merchandise/services.
- Issue receipt for all funds collected.
- Submit receipt book & funds for deposit on a daily basis.
- Submit vendor invoice/receipt for payment immediately.
- Account reconciliation should be done monthly. Report discrepancies immediately.
- Ensure that all state & Board of Education laws & guidelines are followed.
- Do not leave money in your desk overnight or leave unattended in classrooms.
- Turn all money, ~~including start change~~ in daily.
- Complete a “Ledger Sheet” monthly ~~and turn into Activity Fund Custodian~~. Your balance should be the same as the Activity Fund Clerks balance. If you have had no activity in your account for the month, you can sign off “no activity”. This will help to catch any coding mistakes that have been made.

The Activity Fund and all subaccounts are included in the district’s annual audit.

1. Citations on specific subaccounts will be the responsibility of the sponsor/coach/parent representative (hereafter referred to only as sponsor) to ensure corrective steps are taken to clear the finding.
2. Repeated failure to adhere to all requirements will result in:
 - *The sponsor being removed from the activity – or –
 - * The activity being removed as approved activity of the district.
 (Decisions will be made based on the situation and cause.)

BOOSTER CLUBS (SANCTIONED & UNSANCTIONED)

A list of all unsanctioned Booster Club/PTO representatives should be forwarded to the Activity Fund Custodian at the beginning of the school year.

- No Account transactions will be processed without the signature of all of the following:
 1. Booster Club representative
 2. Account Sponsor
 3. Site Administrator
- No changes to original purchase order will be made without a change request with Unsanctioned Booster Club representative signature. (Ex. Increase in quantity, change of vendor, increase of dollar amount, etc.)
- Unsanctioned Booster Club representative will not be allowed to set up vendor accounts in their name. All purchases/orders will be done by either the Booster Club sponsor, Site Financial secretary or the Activity Fund Custodian.
- Sanctioning of a GPS Activity Fund account requires Board of Education approval.
- All sanctioned booster clubs shall provide Guthrie Public Schools with contact information of said booster club.
- Sanctioned Booster club accounts must be responsible for all expenses incurred by the booster club.
- A financial report of all sanctioned booster clubs must be submitted for Board of Education review for the September board meeting.

GUIDELINES FOR TICKET DRAWINGS

- Pre-numbered tickets must be issued. One ticket stub will be issued to the participant and the school will retain the other ticket stub which must be turned into the Activity Fund clerk with deposit for reconciliation.
- Raffles are illegal. Tickets for drawings must be accompanied by the sale of some item. (Gum, sucker, etc.)
- School officials must be actively involved in supervising the drawing of the ticket stub or stubs.
- All funds received in connection with the drawing shall be accounted for in accordance with district activity fund procedures.
- Cash & non-cash prizes may be used as drawing winnings.
- Drawing participants should be notified that the proceeds of the drawing may be considered taxable income for state & federal tax purposes. The fair market value of the winnings must be disclosed. The winning prize for drawings will be limited to a fair market value not to exceed \$5000.00.
- **Tax considerations must be followed.** If the fair market value of the winning cash prize is less than \$600 then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of \$600 or more and under \$5000 the winnings must be reported through the issuance of a 1099 to the

IRS and the recipient. **Information such as name, address, and social security number must be obtained from the recipient for winnings greater than \$600.**

- Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

TRANSFERS

- Monies from school activity accounts may be transferred to other approved school account after Board approval. Transfers are only done monthly because they require Board approval. A “Request to Transfer” form can be found on the school district website under the heading of “Bluejay Bundle”. Request must be received in the Activity Fund office 1 week prior to the scheduled Board of Education meeting.

CASH ADVANCE FOR TRAVEL

- Cash advance for travel should be requested no later than a week prior to travel. The following forms should be completed:
 1. Request for Activity Fund Cash Advance Form, must be completed and signed by the administrator of the account. This form is available on the district website. Please read the form carefully before signing.
 2. A Purchase Order Request must be completed. The Vendor should be the name of the person accepting the cash advance.
 3. Original receipts must be turned into the Activity Fund clerk documenting travel expenses and unused monies re-deposited in the account immediately after the trip.

ACCOUNTS PAYABLE/CHECK PROCESSING

- Checks are processed every Thursday afternoon during the school year. Check requests **for start change/cash advance** should be in the Activity Fund office the day prior to processing. **“Please plan ahead”**.
- **DO NOT SIGN** contracts agreeing to “payment on receipt” as checks are not cut on demand.

Types of Allowable Expenditures

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

ACTIVITY FUND FUNDRAISERS PROCEDURES

Fundraising activities to the general public **All fundraisers** must have the approval of the Board of Education.

The Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the remaining product is either sold or returned for credit. These procedures must include a requirement to account for every item of product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collection or unsold product.

It is a violation of Oklahoma State Law to use cash collections to purchase additional supplies and materials while attending a school sponsored activity. All funds collected (cash & checks) must be receipted and deposited into a Board approved school activity fund. Also, all items purchased should be expended and coded through the schools' activity fund. You are not allowed to use money collected at an event (such as a car wash or carnival) to purchase additional items that are needed for that event. Although it may equal paid from the same net profit at the end of the process, all funds must still be deposited in and out of the school activity fund in order to have a proper audit trail. It is a good practice for sponsors to prepare a purchase ~~order~~ request in their name for misc. reimbursements at the beginning of each semester. Therefore, in the case you are at a school event and additional items are needed, we recommend that a sponsor purchase the items with their personal funds. After the event, the sponsor can submit an original, itemized receipt to obtain reimbursement from the activity fund. **However, we cannot reimburse sales tax.** Adhering to this policy protects teachers and sponsors from accusations of theft and/or fraud.

Additional procedures include the following:

- A Fundraiser Request Form can be found on the Bluejay Bundle on the school district website and must be completed and signed by sponsor & site principal.
- All requests must be typed and turned into the Activity Fund Clerk 45 days prior to the date of the fundraiser.
- Request should be received by the Activity Fund Custodian no later than the **Tuesday last Friday of the month** prior to each monthly Board Meeting.
- All Fundraisers require an After Sale Accountability Form be completed at the close of the fundraiser. If After Sale Accountability is not received by the Activity Fund Clerk within 30 day from the close of the fundraiser, no future fundraiser requests will be accepted for Board approval until form is received.
- Activity Fund money belongs to the school district and is under their guidelines for disbursement. Money earned through fund raising activities may not be earmarked as belonging to individual students. To allow students to earn money for their personal use through fundraising activities has been determined to be improper by our auditor.

BOARD OF EDUCATION APPROVAL REQUIRED FOR INCOME PRODUCING ACTIVITIES INCLUDING THE FOLLOWING:

~~All fund raising activities that involve solicitation from the community or advertising on the GPS main page website must be approved individually by the Board of Education. (This includes all sales made by students outside of the school site.)~~ The following are examples of Fundraisers which require individual approval by the Board of Education:

Advertising (ads, programs, sponsorships)

~~Athletic gate admissions~~

~~Bake sales (off site)~~

~~Banquets (if tickets are sold)~~

~~Bazaars (off site)~~

Book fair

Brochure sales

~~Candy sales (off site)~~

Calendars

Car Wash

~~Carnivals/Field Days (off site)~~

Compatibility Survey/Matchmakers

Concert (admission)

~~Concessions (off site) (excluding athletic events)~~

Cookbooks

~~Dances (off site or other than site students allowed)~~

Discount vendor cards

Donations (if solicited)

~~DVD sales (off site)~~

~~Face Painting (off site)~~

~~Field day activities~~

Firework Stand

~~Food sale (off site and if conducted in school cafeteria must have Food Service Director & BOE approval)~~

Garage Sale/Yard Sale

Golf Tournaments

Holiday grams (Valentine grams, Boo grams)

Jump Rope/Walk a thons

Magazine subscription sales

Newspaper

Parking permits

Plant Sales

Plays/Musicals/Talent Show (Admission)

PTO Store

Raffle/Ticket Drawing

Recycling (Aluminum can, paper &/or ink cartridge collections)

Resale items with profit

Sale of student projects
School Pictures
Silent Auction
Snack sales (popcorn/Capri sun, etc.)
Sports Clinics
Student ID's
Student sales to the general public
Student store
Supply fees
T-shirts, sweatshirts, backpacks, hats, etc.
Ticket sale (plays, musicals, concerts, banquets, dinners, drawings, etc.)
Trophy Auction/Sponsor
Vending
Yearbooks

~~The Board of Education has designated the following activities as approved on site fund-raisers of the Activity Fund with site administrators approval, unless advertised on the GPS main page website. Therefore, no "Fundraiser Request" form is required for these activities~~

The Board of Education does not consider funds collected for non-profit a fundraiser. Therefore, sources of revenue collected for non-profit do not require a fundraiser request to be approved by the Board of Education for the following activities:

Aluminum can, paper, &/or ink cartridge collections for recycling
Athletic gate admissions & concessions
Bake sale on site
Banquets (If no fee is charged)
Bazaars on site
Book fairs, book sales on site
Broadcasting fees
Candy sales on site
Carnival on site
Commissions & rebates
Concessions on site
Copy fees
Dances on site
Donations -Unsolicited
Dues, fees & registrations
DVD sales on site
Entry Fees
Employee contributions/donations
Face painting on site
Facility use fees
Field day activities on site
Field trip
Food sales on site
GED fees
Grants

~~Holiday grams~~
Interest
~~Jump a thons/Walk a thon on site~~
Library fees
Lost book fees
Newspaper
Operation of onsite student stores, PTO stores, school stores
Parking permits
Payment from students for resale items
Penny drives (coin drives)
Petty cash (from General Fund)
Pictures
Prom fees
Registration fees
Restitution (bogus checks & fees)
School pictures on site
Scholastic Book orders
Scholarships
Snack sales (popcorn, granola, jerky, etc.) on site
Student IDs
Summer school tuition (transferred to the General Fund)
Supply fees
Testing fees
Tournament entry fees
~~T-shirts received with paid dues or sold at cost.(non profit)~~
~~T-shirts, sweatshirts, backpacks, hats, etc. on site~~
Tutoring
Vending on site
Yearbook sales on site

SANCTIONING POLICY

The Board of Education of the Guthrie School District believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code OKLA. STAT.tit.70, Section 5-129.

Sanctioning Procedure for Student Achievement Programs And Parent-Teacher Associations and Organizations

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. An application by a student achievement program or by a parent-teacher organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial report as defined by Board of Education regulations, which has been performed on such.
4. The application shall be submitted to the principal for preliminary review. The principal shall forward the application to the superintendent; the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the application and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable.
5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association by an independent accounting firm at the expense of the sanctioned program,

- association or organization, on an annual basis, that a financial audit be performed on the program, association, or organization by an independent accounting firm at the expense of the sanctioned program, association, or organization. If required by the superintendent of schools or the Board of Education, the audit shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review the audit submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA.STAT. tit. 70 section 5-129. Otherwise, an annual financial report as defined by Board of Education regulations will be required. The financial report shall be submitted to the superintendent by September 1 of the year following the year of original approval and every year thereafter.
6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association. Copies of records must be promptly provided upon request of the Board or superintendent.
 7. The Board may, at its discretion, withdraw sanctioning at any time it deems it is in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.
 8. The organization may maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
 9. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
 10. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

Please let us know if any contact information changes from what was on your application. Anita Paul 282-8900 ext/ 8947, or anita.paul@guthriepps.net .

Recommended Practices

- Annual election or affirmation of officers.
- Periodic meetings open to the membership
- Full financial disclosure to the membership
- Surety bonds for treasurer and others who handle money
- Officer liability insurance
- System of internal controls over cash, including segregation of duties as much as possible.

Segregation of Duties

Ideally,

- The person who orders/purchases an item should not be the one who pays for it.
- The person making the purchase should not be the one who approves it.
- The person who collects money should not be the one who deposits it.
- The person who reconciles the bank account should not be the one who takes the collections.
- The person who writes the checks should not be the one who reconciles the bank account.

Recommended Minimum Internal Controls-Receipts

- Money kept safe with controlled access.
- Collections listed when received.
- Money deposited intact by a person other than the one collecting it.
- Listed collections verified to deposit total.
- Bank account reconciled monthly.
- Bank reconciliations reviewed by another.

Recommended Minimum Internal Controls-Disbursements

- All purchases approved in advance by someone other than the person making the purchase.
- Goods checked to see they are received as ordered.
- Invoice checked to items received and order pricing; signed by person who accepts responsibility.
- Signature and countersignature required on checks.
- Check signer reviews documentation before signing check.
- Cancelled checks listed and accounted for.

Good business practices protect your assets, your officers, and your members!

What is Sanctioning?

- Allows organization to operate for benefit of students
- Board of Education has complete discretion in the sanctioning of organizations.

Sanctioning Does NOT Equal control

- Board of Education does not control funds
- Board of Education does not ensure that organization complies with applicable state and federal laws
- Organizations may NOT use school district's tax-free status

Common Mistakes made by 501(c)3

- Form 990: Sanctioned Organizations must file IRS Form 990. This is the annual "Return of Organization Exempt Form Income Tax." IRS form 990N may be filed in lieu of form 990 when gross receipts are less than \$25,000.

- Many organizations overlook the need to report compensation of \$600 or more to the IRS. Awards, fees, and similar payments must be reported on Form 1099-MISC, which must be sent to the recipient no later than January 31st, and to the IRS, with a Form 1096 transmittal, no later than February 28.
Beware the IRS
- The IRS may deem payments to District employees by sanctioned organizations to be taxable compensation
- If your organization would like to make a gift of any amount to a District employee, please contact the District to ensure the gift is processed through the payroll office

Ways to Protect Against Liability

- Insurance and bonds
- Good procedures
- Written documents to provide club “memory”
- Well thought-out activities and services
- Consider national affiliation (PTA vs. PTO)
- Consider not being sanctioned – participate in activity fund activities

Guthrie Public Schools Sanctioned Organizations

Guthrie Bluejay Boys Basketball Booster Club
 Guthrie Lady Jays Golf Booster Club
 Guthrie Hole-In-One Club, Inc.
 Guthrie Lady Jays Softball Booster Club, Inc.
 Guthrie Band Boosters Association
 Guthrie Lady Jays Booster Club
 Guthrie Football Booster Club
 Guthrie VIP (Vocally Involved Parents)
 Guthrie Wrestling Booster Club
 Guthrie Bluejay Summer Baseball
 Guthrie High School Cheer Booster Club

OKLAHOMA STATE LAW & DEPARTMENT OF EDUCATION REGULATIONS

The following words and terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise:

“School activities” means cocurricular or extracurricular activities. Cocurricular activities are school-sponsored activities, under the guidance and supervision of LEA staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Activities normally supplement the regular instructional program.

“Extracurricular activities” means all direct & personal services for public school pupils for their enjoyment that are managed & operated under the guidance of an adult or staff member. Extracurricular activities are usually not offered for school credit nor required for graduation; are conducted outside school hours, or a time agreed upon by the participants if partly during school hours and approved by school authorities; and their content of activities is determined primarily by the student participants.

The board of education of each school district shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular or cocurricular activities conducted in the school district. Such funds shall be deposited to the activity fund. Deposit of funds subject to the requirements of school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars (\$100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which a subaccount was established may be transferred to another subaccount by the custodian.

The board of education of each school district may designate that any of the following revenue be deposited for the use of specific student activity subaccount, or to a general activity subaccount, within the school activity fund.

- 1. admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;*
- 2. sale of student activity tickets;*
- 3. concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education , and cafeteria or lunchroom collections;*
- 4. dues, fees and donations to student clubs or other organizations, provided that membership in organizations shall not be mandatory;*
- 5. income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district;*
- 6. deposit for or collection for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds.*

7. *Income collected for use by school personnel and other school-related adult functions.*
8. *all other income, revenue, deposits or collections of any nature, including, but not limited to Indian education support funds (parental cost); laboratory fees; fees for the use of equipment owned or rented by the school district; deposits or assessments for breakage or supplies used in instructional courses; sale, exchange, lease or rent of property, supplies or products originally acquired from funds belonging to the school district or through the management, use or production of property belonging to the school district shall be deposited with the school district treasure in accordance with the provision of 62 O.S. 2001~335.*

The board of education of such district may establish, by board resolution, a general fund refund subaccount within the school activity fund. The balance in the subaccount shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to , rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, overpayments, and tax refunds. The subaccount may be expended only for the refund of revenues previously received and deposited either into the subaccount or activity fund be financed by depositing all or part of the applicable collections and that all refunds be make from that account. Any remaining balance in the refund subaccount shall be transferred to the school district general fund on or before June 30 each year.

The board of education of each district may establish a petty cash account to be used only for the purpose making small expenditures, such as postage, freight or express changes, provided no single expenditure from the petty cash account shall be made in excess of Seventy-five Dollars (\$75.00) and the total expenditures during any one fiscal year shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). The school activity fund custodian shall initiate the petty cash account by filing a purchase order/encumbrance against the general fund of the school district for the authorized amount of the petty cash account which shall not exceed Two hundred Dollars (\$200.00). T he general fund warrant issued in payment of said claim shall be deposit in the petty cash account in the school activity fund.

All disbursements from the petty cash account shall be made in the same manner as other disbursements from the school activity fund, except no disbursement shall be make from the petty cash account unless a prenumbered, dated receipt be obtained and signed by the person receiving payment. A school board may designate a petty cash custodian to countersign petty cash checks in place of the school activity fund custodian. The school activity fund custodian shall file claims against the general fund of the school district for reimbursement of the petty cash account whenever the need shall arise. Each reimbursement to the petty cash account shall be coded to the appropriate function/object code as appropriate. Such claims shall be itemized in the same manner as other claims filed against the general fund, and shall have attached thereto the receipts covering each of the expenditures claimed for reimbursement. The total of the petty cash account balance and the receipts on hand awaiting reimbursement should equal at all item the authorized amount of the petty cash account.” (70 O.S. Supp 2001m ~5-129)

A prenumbered receipt shall be obtained when a check is drawn against the petty cash account, and all such prenumbered receipts shall be accounted for at the end of the fiscal year. If a prenumbered receipt is spoiled it should be marked “void” and attached along with others on which reimbursement is being claimed; the copy or stub should also be marked ‘void’ if one is being used.

None of the provisions pertaining to the petty cash account shall be construed to authorize the use of one fiscal year’s funds to pay obligations of another fiscal year. Therefore, any remaining balance in each petty cash account shall be transferred to the general fund on or before June 30 of each year.

The State Board of Education shall adopt appropriate rules and regulations and design standard forms for the proper conduct of the various student activity sub-accounts. (70 O.S. Supp. 2001, ~5-129).

The board of education of each district shall exercise control over all school activity funds except those funds which are collected by organizations chartered by the Oklahoma Congress of Parents and

Teacher, Junior Achievement programs, and parent-teacher associations that are incorporated as a nonprofit corporation. Board approval on school activity funds and sub-accounts shall be specific. However, the language for approval for the various methods for raising funds and the purpose for which they are to be expended can be a general nature, the board may delegate authority through a board policy to school administrators to approve specific fund-raising activities during the year to be approved by the board at the next regular board meeting.

Title 70 O.S. Supp. 2001, ~5-129.1 provides: “Those funds which are collected by programs for student achievement and by parent-teacher associations *and organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129 of this title.* Each school district board of education shall adopt policies provisions of this section. The guidelines may include but not be limited to examinations of financial and performance audits performed on each such organization and association.”

The board of education of each district may appoint a school activity fund custodian for each operational site within the district. If a school elects to have operational site school activity fund custodians, each site school activity fund custodian shall be bonded for no less than One Thousand Dollars (1,000.00). Each school activity fund custodian shall give a surety bond as determined by the board of education, but in no case less than One thousand Dollars (1,000.00). Such bond shall be filed with the clerk of the board of education (70 O.S. Supp. 2001, ~ 5-129).

Disbursements from the school activity fund shall be by check, countersigned by the school activity fund custodian and some other person or persons designated by the board of education. Deposits to or transfers from any account may be authorized by the board of education except the refund subaccount and petty cash accounts. The school activity fund custodian shall not use funds in one account for another purpose unless a transfer is granted as provide by law. Accounts may be established by the board of education of each district by whatever name or style it deems best suited to its needs for the revenue collected.

Purchases from activity funds for material or equipment shall not be paid for unless invoices or delivery tickets are furnished. Receipts for collections shall be given by the school activity fund custodian. *Pre-numbered tickets should be used for admissions in order to establish internal control. All tickets not sold by the gatekeeper should be accounted for at the end of each event and a written reconciliation made of tickets sold to actual revenues collected.* Reconciliation documents should be filed in date order as part of the documentation for the activity fund.

Standard forms are not prescribed. Many good forms are now in use and each board of education shall determine if its forms meet legal requirements. Sample forms are included in this manual as a reference only.

School districts shall report all school activity financial transactions using the Oklahoma cost Accounting System.

Specific procedures for all activity funds are as follows:

1. Pre-numbered school activity fund receipts shall be issued for every account for each fiscal year.
2. The secretary-treasurer of each organization or subaccount shall issue receipts and keep records of credits, debits and balances.
3. The books of each subaccount must reconcile with the records of the school activity fund.
4. Requisition or purchase request is presented to the school activity fund custodian or their designee.
5. Purchase order is then approved by purchasing agent and the order is placed with the vendor.
6. Checks will be issued only when invoice or supporting document and merchandise have been received.

7. All checks will be issued by the school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.
8. Record of all bad checks shall be kept and charged to proper sub-account.
9. School activity fund (Fund 60) shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable. Reports will be transferred by magnetic media.
10. The school activity fund custodian shall furnish a report to the superintendent and board of education monthly this report shall show previous balance in each sub-account and total school activity fund balance.
11. Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian.
12. The petty cash account is the only one that can be reimbursed from the general fund.
13. A general fund refund sub-account within the school activity fund may be established by board resolution.

(OAC 210:25-5-13)

GPS BOARD OF EDUCATION POLICY

C-20

ACTIVITY FUNDS

The Guthrie Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year and as needed during each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

Every teacher and/or sponsor in the school system should be informed that all money received is to be turned in to the school activity fund custodian. Every teacher and/or sponsor shall receive a Guthrie Public School Activity Fund Procedure Handbook.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and countersigned by the custodian of the activity fund and some other person or persons designated by the board of education. No checks will be issued in excess of a subaccount balance.

All activity monies shall be deposited daily with the activity fund custodian. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds shall be made daily by the activity fund custodian into an interest bearing checking account.

A record of all bad checks will be kept by the activity fund custodian. If the activity fund custodian is unsuccessful in collecting funds, the bad check will be charged back to the proper subaccount.

The activity fund custodian shall keep complete and accurate accounts of all activity funds, and shall see that monthly reports are made available to the activity fund subaccount sponsors. The activity fund custodian shall furnish a report to the superintendent and board of education each month. This report shall show the previous balance in each subaccount and the total district activity fund balance. The activity fund custodian shall reconcile the report to the superintendent and board of education.

The activity fund custodian, upon approval by the board of education, shall establish a petty cash account for each site to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges. This account shall not exceed two hundred dollars (\$200) at one time, and no expenditure shall exceed seventy-five dollars (\$75). The total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2500) per school building.

The activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars (\$1000).

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

The superintendent is directed to establish regulations governing activity funds. Such regulation, when approved by the board of education, shall become policy.

REFERENCE: 70 O.S. SECTION 5-129, SECTION 5-129.1

70 O.S. SECTION 5-135

Section C

Page 9

**GUTHRIE PUBLIC SCHOOLS PROJECT MASTER FILE LISTING
ACTIVITY FUND PROJECTS**

<u>PROJECT #</u>	<u>DESCRIPTION</u>
801	CENTRAL FACULTY
802	CENTRAL ACTIVITY
803	CENTRAL PTO
804	COTTERAL PTO
805	COTTERAL ACTIVITY
806	COTTERAL FACULTY
808	FOGARTY PARENTS ORG.
809	FOGARTY ACTIVITY
810	FOGARTY FACULTY
812	GUES ACTIVITY
813	GUES FACULTY
815	GUES PARENTS ORG.
816	GHS SPECIAL KIDS
817	JH ART CLUB
818	JH BUILDERS CLUB
819	JH ATHLETICS
820	JH GOLF
821	JH FCCLA
822	JH HONOR SOCIETY
823	JH ACCOUNT
824	JH FACULTY
825	JH LIBRARY
826	NJHS STATE PRESIDENT ACCOUNT
827	JH CHEER
830	JH STUCO
831	JH T.S.A.
832	JH YEARBOOK
834	JH ACADEMIC TEAM
850	HS ACADEMIC TEAM
851	HS ART CLUB
852	HS ATHLETICS
853	HS CHEER
855	TENNIS
856	HS LIBRARY
857	HS YOUTH & GOVERNMENT
858	GHS LINK CREW
859	BAND (OPERATING)
860	HS CLASS OF 2016
861	HS CLASS OF 2017
862	HS CLASS OF 2018
863	HS CLASS OF 2019
865	HS CLASS OF 2012
866	HS CLASS OF 2013
867	HS CLASS OF 2014
868	HS CLASS OF 2015
869	ENGLISH CLUB
870	HS COURTESY COMMITTEE
873	HS SPEECH
874	HS FACULTY LOUNGE
876	FFA 4H BOOSTER CLUB
877	HS FFA
878	HS FCCLA

879	HS FOREIGN LANGUAGE SPANISH
882	HS GUTHRIE RUNNING CLUB
883	HS HERITAGE CLUB
884	HIGH SCHOOL ACCOUNT
886	HS HONOR SOCIETY
888	HS JOURNALISM
889	HS KEY CLUB
893	HS MU ALPHA THETA
894	JCLC SUMMER CAMP
895	HS JROTC
896	HS S.A.D.D.
897	HS SOCCER CLUB
898	HS SCIENCE CLUB
899	HS STUDENT COUNCIL
900	HS CAMPUS BEAUTIFICATION
902	VOCAL
904	HS YEARBOOK
907	HS MEMORIAL FUND
908	HS VOCAL TRIP ACCOUNT
911	FFA BUILDING FUND
912	GHS BUSINESS PROF OF AMERICA
913	HS DRAMA
921	BANQUET ACCOUNT
922	COURTESY COMMITTEE ADMIN
925	GENERAL FUND REFUND
927	HALL OF FAME BANQUET
929	DISTRICT SPECIAL OLYMPICS
930	DISTRICT ELEMENTARY PTO
932	HS SUMMER SCHOOL
933	FAVER C&C
934	TRANSPORTATION C&C
935	VENDING MACHINE ADMIN
936	GUES HONOR CHOIR
937	FAVER ACTIVITY
938	NATIVE AMERICAN PARENT
940	ADMINISTRATION MISC
941	SCHOOL AGE CARE
942	C.N. CLEARING ACCT

PROGRAM LISTING

<u>CODE</u>	<u>DESCRIPTION ATHLETICS PROGRAMS-COMPETITIVE</u>
801	Change/Change Return
802	Baseball
803	Basketball (Boys)
804	Basketball (Girls)
805	Football
806	Girls Golf
807	Soccer (Boys)
808	Soccer (Girls)
809	Tennis (Boys)
810	Track (Boys)
811	Wrestling
812	Cheerleaders
813	Tennis (Girls)
814	Track (Girls)
815	All Sport Passes
816	Golf (Boys)
817	Cross Country (Girls)
818	Playoffs
819	Cross Country (Boys)
820	Media Guide
821	Concessions
822	Misc. Fundraisers
823	Donations
824	Maintenance of Athletic Misc.
825	Vending
826	Advertising
827	Track Girls & Boys
828	All Sports
829	Sports summer camp
830	Basketball(Boys/Girls)
831	Girls Softball
832	Athletic Merchandise sold to students
833	Tennis (Girls & Boys)
834	Soccer (Girls & Boys)
835	Sub/Travel Reimbursement
836	Programs
837	Entry Fees
838	Sports Clinic
839	Game Security
840	Meals
841	Game Officials
842	Tournament Expenses
843	Gate Workers reimbursement
844	Coaches Uniforms
845	Equipment
846	Uniforms
847	Single Sport Passes
848	Student Sport Passes
849	Reserved Seats Passes
850	Athletics Misc.
851	Concession Worker reimbursement
852	Dues
853	Try Out Fee
854	Cross Country

<u>CODE</u>	<u>DESCRIPTION NON-ATHLETIC PROGRAMS</u>
901	Sucker/Lollipop/Candy sales
902	Student Incentives/Rewards
903	Book Fair
904	T-Shirts/Sweatshirts Sales
905	Picture Packages(Group/Individual)
906	Spring Fling Fundraiser
907	Postage
908	Book Orders
909	Field Trips
910	Impact Mpact 4 Kids (Fundraiser)
911	Snacks(Popcorn/Capri Sun)
912	Field Day
913	ID Badges
914	Vending
915	Yearbook
916	Academic/ACT/PSAT Test
917	Magazine Subscription (Fundraiser)
918	Donations
919	Student Store/PTO Stores
920	Musical/Plays
921	Summer Camp
922	Staff incentives/Awards
923	Weekly Readers/Time/Nat'l Geographic
924	Valentine/Homemade Valentines Holiday grams
925	Recycling
926	Student Projects
927	Great American (Fundraiser)
928	Grant Money
929	Lab Fees/Class Dues
930	Peanuts/Pecans(Durham Fundraiser)
931	Discount Cards
932	Scholarships
933	Garage Sales/Yard Sales
934	Fireworks
935	Calendars
936	Cookbooks
937	Carnival
938	Film/Film developing
939	Trophy Sponsor/Auction
940	Pork Chop Dinner
941	Blue & Gold Sausage Meat sales
942	Alumni Sponsor/Dues Leadership Fees
943	Ag Mechanic Projects
944	Horticulture Projects
945	Car Wash
946	Silent Auction
947	Pizza Spirit Ribbons
948	United Week Fundraiser
949	Special Olympics
950	Talent Show/ Follies
951	Misc. Reimbursements
952	Compatibility Survey/Matchmaker
953	PaySchools fee
954	Start Change/Change Return
955	Dance/Prom

956	All State/ All Region fees
957	Travel Reimbursements
958	DVD's
959	Yearbook PDA
960	Raffle/Drawings
961	Homecoming (fees, shirts, supplies,etc.)
962	Concessions
963	Brochure/Catalog Fundraiser
964	Library Fines/Lost Library Books
965	Penny War/Coin Collections
966	Balloons
967	Read-a-thon/Spell-a-thon/Walk-a-thon
968	Newspaper
969	Band/Music Concert
970	Meals/Luncheons/Refreshments
971	Advertising/Program Ads/Yearbook Ads
972	Christman (Fundraiser)
973	Misc. Fundraisers
974	Cookie Dough
975	Plant Sale (Flowers/Bulbs/Etc.)
976	Background checks Pink Week Fundraiser
977	Registration/Membership Fees
978	Damage to school property
979	Boxtops for Education
980	Parking Permits
981	All State /All Region Fees
982	Petty Cash
983	Interest
984	Insufficient Check Charge
985	Lost Text Books
986	Silent Auction
987	Copies
988	Supplies
989	Janitorial
990	Central
991	Cotteral
992	Fogarty
993	GUES
994	Misc. Activity
995	Banquet
996	Summer School/Drivers Ed.
997	Graduation expenses
998	Contest Entry Fees

SUMMARY

The goal of this manual is to provide each user of the Guthrie Public Schools Activity Fund a “how-to/hands-on” guide for collecting, depositing, and expending funds gathered for special purposes. The handling of all public funds is a sacred trust and many more audit tracks must be visible than in handling personal funds. The following are reminders to the sub-account sponsor’s for the most crucial procedures to follow:

1. All collections made by sponsors must first be receipted by the sponsor, be turned into the Site Financial Secretary each day and a receipt obtained from the secretary for all such collections.
2. There is no statutory authority for cashing personal checks from available collections, and, as a result, it is not legal to do so. Therefore, all sponsors, student groups and adult organizations who control sub-accounts within the school activity fund must clearly understand that this action is prohibited and do not cash personal checks under any circumstances.
3. Sufficient cash must be on hand to cover all outstanding checks, all unpaid bills, and all new indebtedness before any new debt can be incurred in any sub-account of the Activity Fund. If the sponsor is unsure, they must contact the School Activity Fund Custodian and acquire their net balance in the sub-account before any additional transactions or proposed new debt is incurred.
4. All bills incurred in any given sub-account of the Activity Fund should be promptly paid within one (1) month of the receipt of goods or services.
5. In the event of fund raisers, the Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the last item is either sold or turned back in for credit. These procedures must include a requirement to account for every item or product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collections or unsold product.

The school auditor will scrutinize funds very closely because most of the collections are in cash and most discrepancies that occur in school funds are within the activity fund. Spend a little more time; follow the law and this procedure manual, and fund-raising will be less stressful.

GUTHRIE PUBLIC SCHOOLS Receipt			
Date	Number	Amount	
6/25/2010	5039	\$295.00	
Received From: CHECK WRITER'S NAME NSF GK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	60	AR	1880	5039	845	853	705	\$275.00
2010	60	AR	1890	5039	984	940	705	\$20.00

SAMPLE

***** Notification of payment of returned check. Funds will be redeposited into project account that they were originally deposited.

GUTHRIE PUBLIC SCHOOLS Receipt			
Date	Number	Amount	
6/18/2010	5019	(\$178.00)	
Received From: CHECK WRITER'S NAME NSF CK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	60	AR	1880	5019	845	853	705	(\$178.00)

SAMPLE

***** Notification of a returned check. Funds will be deducted from project account that they were originally deposited.

**ACTIVITY FUND FORMS
FOUND ON GPS WEBSITE UNDER BLUEJAY BUNDLE**

1. AF PO Request
2. Request to Increase PO
3. Activity Fund Deposit Slip
4. Activity Fund Check Request
5. Activity Fund Money & Ticket Report
6. Activity Fund Sponsor Ledger Sheet
7. Activity Fund Request for Transfer of Funds
8. Activity Fund Fundraiser Request
9. Activity Fund After Sale Accountability Form
10. Activity Fund Request for New Account
11. Request for Activity Fund Cash Advance
12. Request to Close/Void PO
13. PaySchools Product Listing Request
14. Non-Commercial Vendor Claim
15. Sponsor Affidavit of Responsibility form
16. Employee Affidavit of Responsibility form

FINANCIAL REPORT FOR SANCTIONED ORGANIZATIONS

(Must cover 12 month period, from July 1 to June 30 or months in existence if new organization)

		<i>Organization Name</i>		
A.	BEGINNING BALANCE as of _____		\$ _____	(A)
B.	REVENUES:			
	<i>Fun Raiser, Merchandise sales, Etc.:</i>			
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	<i>Donations:</i>			
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	<i>Contributions:</i>			
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	<i>Other:</i>			
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	Total Revenues		\$ _____	
(B)				
C.	TOTAL AVAILABLE (<i>A Plus B</i>)		\$ _____	(C)
D.	EXPENDITURES:			
	Fundraising Expenses	\$ _____		
	Supplies/Materials	\$ _____		
	Advertising	\$ _____		
	Postage, Mailings, Etc.	\$ _____		
	Equipment	\$ _____		
	Donations/Contributions	\$ _____		
	Other (list):	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	Total Expenditures		\$ _____	
(D)				
E.	ENDING BALANCE AS OF June 30, (<i>C minus D</i>)		\$ _____	(E)
	<i>Year end bank statement and reconciliation must accompany report.</i>			

BANK RECONCILIATION FOR SANTIONED ORGANIZATIONS

Balance per Bank Statement, June 30, 20____ \$ _____
(A)

ADD:

Deposits in Transit \$ _____
 \$ _____
 \$ _____

(B) Total Deposits in Transit \$ _____

DEDUCT:

Outstanding Checks \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Outstanding Checks \$ _____ **(C)**

OTHER ADJUSTMENTS (+/-) \$ _____
 \$ _____

Total Adjustments \$ _____ **(D)**

BALANCE per financial records, June 30, 20____ \$ _____
 ===== **(E)**

$(A + B - C (+/-) D = E)$



Renewal Addendum to the Master Agreement

Schoolwires, Inc.

330 Innovation Blvd., Suite 301, State College, PA 16803
Phone: 814-689-1046 Fax 866-891-8612
www.schoolwires.com

District/Entity ("CLIENT") Name: Guthrie Public Schools 802 E. Vilas Ave Guthrie, OK 73044 Customer ID [OK01000900]	Account Tier: Tier 2 (5 - 8 schools) Term of Renewal: 36 Months Subsidized by Champions of Education Program? Yes Start Date: 07/01/2015 Expiration Date: 06/30/2018
--	---

Amendment to the Master Agreement

This Renewal Addendum amends the Master Agreement (the "Agreement") previously entered into, and currently in effect between the parties. Under this Renewal Addendum, the parties are agreeing to renew the Master Agreement so that it remains in effect until the Expiration Date specified above. In this regard, Schoolwires, Inc. ("Schoolwires") will provide Client with the Licensed Software, support and/or services listed in Exhibit A, for the fees set forth in Exhibit A, for or during the period beginning with the Start Date of Renewal Addendum and ending on the Expiration Date (as specified in the table above). The Term of the Agreement may be renewed beyond the Expiration Date in accordance with the relevant provisions of the Schoolwires Master Agreement Standard Terms and Conditions ("Standard Terms and Conditions"). In all other respects, the Agreement shall remain in full force and effect.

Fees and Payment Terms

Schoolwires, Inc. ("Schoolwires") will provide Client with the Licensed Software, support and/or services listed in Exhibit A of this Addendum for the fees set forth in Exhibit A. An invoice for the Initial Term will be issued upon receipt of the signed Renewal Addendum to the Master Agreement. Invoices are payable net 30 days from date of invoice unless otherwise specified. Invoicing procedures, payment terms, fees, limitations to increase in annual fees and other such specifics are governed by the relevant provisions of the Standard Terms and Conditions.

Client Accounts Payable Information

Is a PO Number Required? (Y/N) _____ PO Number: _____	Contact Name: _____ Contact Telephone Number: _____
--	--

Terms and Conditions

The Agreement, as amended hereby, includes the Exhibits which are attached hereto (as listed below) and is subject to the Incorporated Contract Documents (as listed below), each of which sets forth additional terms of the Agreement. If any term of this Addendum conflicts with any Incorporated Contract Document or the Agreement, then the terms of this Addendum shall control.

Incorporated Contract Documents

Standard Terms and Conditions, Terms of Use and Privacy Policy which can be found at <http://help.schoolwires.com/welcome>.
Champions of Education Underwriting Program which can be found at <http://help.schoolwires.com/championsofeducation>.
Centricity Supplement, End-User Technical Requirements, Support Packages and Essential Package which can be found at <http://help.schoolwires.com/centricityinfo>.
Mobile Communications App Package, Mobile End-User Technical Requirements, End-User Technical Requirements and Support Packages which can be found at <http://help.schoolwires.com/mobileinfo>.
Professional Services Definitions which can be found at <http://help.schoolwires.com/professionalservices>.

Client acknowledges that it has reviewed and accepts each of the above contract documents.

The following Exhibits are attached to this Agreement:

Exhibit A – Fees

Exhibit B – Additional Notes Regarding Licensed Software and Services

Additional Notes

This Agreement qualifies for the Schoolwires Client Loyalty Program. Client Loyalty Program participants enjoy no price increase on the annual software or services, listed in Exhibit A, for the 36 month Term of this Agreement

EXHIBIT A

Fees

	Unit Price	Units	Year 1	Year 2 *	Year 3 *
Licensed Software					
Centricity2 Mobile Communications App	\$ 1,800.00	1.00 EL	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
Schoolwires Web Hosting Service					
Centricity2 Essential	\$ 2,030.24	7.00 Site	\$ 14,211.68	\$ 14,211.68	\$ 14,211.68
Professional Services (one-time)					
Training: Section Editor Video Training	\$ 0.00	7.00 Site	\$ 0.00	-	-
Centricity: Site Administrator Video Training	\$ 0.00	7.00 Site	\$ 0.00	-	-
Total			\$ 16,011.68	\$ 16,011.68	\$ 16,011.68

* While the Subscription Fees for each of the annual or other periods reflected in the table above are stated as fixed Subscription Fees, the fees due for each annual period following the initial period (which is either Year 1 or a partial year period) may be increased by a percentage amount no greater than the applicable increase in the U.S. Department of Labor's Consumer Price Index for all Urban Consumers, U.S. City Average ("CPI-U"). In each instance, the CPI-U will be measured over a twelve (12) month period which ends on the month which is six (6) months immediately prior to the first month of the contract year for which the increase would apply. Schoolwires would notify Client of any such increase in the invoice submitted prior to the contract year at issue. For increases that may apply to renewal or other periods following the term of years reflected in the table above, please refer to the applicable provisions of the Standard Terms and Conditions.

- EL means an enterprise license under which an unlimited number of employees throughout Client's organization may access and use the particular Licensed Software in accordance with the Standard Terms and Conditions.

- Site has the meaning defined in the Standard Terms and Conditions. Where Hosting Services are limited by a specified number of Sites, this Site limitation shall apply and shall serve as a limit on Client's right of use in the Schoolwires Web Hosting Service.

- The Schoolwires Web Hosting Service is comprised of: (i) a license to use the software product or package which is specified under the "Schoolwires Web Hosting Service" heading in the table (each specified product or package is "Licensed Software" for purposes of this Agreement); and (ii) the Hosting Services (as defined in the Standard Terms and Conditions).

- Details regarding the Schoolwires Web Hosting Service are provided in Exhibit B and, where applicable, in the relevant Incorporated Contract Document.

EXHIBIT B

Additional Notes Regarding Licensed Software and Services

Schoolwires Centricity2 Essential

Support Package	Premium
Hosted By	Schoolwires
FlexSites (also known as Sections)	250 per Site
Storage	4 GB per Site
Bandwidth	10 GB per month per Site

Template Library

Client is granted the right, during the Term, to access and use the web-based library of templates made generally available by Schoolwires as part of the Template Library subscription which is specified in the Master Agreement. Client's rights to use these templates shall be subject to the terms and conditions of the Master Agreement which govern the use of Licensed Software.

By signing below, each of Schoolwires and Client represent that a) this Addendum has received all necessary approvals and that each party is authorized to enter into this contract and b) Client has received and accepted the Standard Terms and Conditions and all other contract documents incorporated into or attached to this Addendum.

THE PARTIES have executed this Addendum through the signatures of their respective authorized representatives.

Schoolwires, Inc.

Guthrie Public Schools

Name of Authorized Schoolwires Officer

Name of Authorized Guthrie Public Schools Representative

Title

Title

Signature

Signature

Date

Date

Schoolwires Internal Use Only:

Service Agency:	
Account Manager:	Tara Scott

AGREEMENT

This agreement made and entered into this _____ day of _____, 2015 by and between the City of Guthrie, Oklahoma, a municipal corporation, hereinafter referred to as the “City”, and the Guthrie School District of Logan County, Oklahoma, hereinafter referred to as “District”, WITNESSETH.

PURPOSE: The purpose of this agreement is to provide for the increased safety and security of the public schools of the District through the placement of a police officer in said schools.

ADMINISTRATION: This agreement shall be administered by the City Manager and the Chief of Police with input from the District administration. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed by the officer and the resolution of the disputes. The City Manager and the Chief of Police of the City shall receive from the District periodic recommendations and suggestions as to needs of the District. These recommendations shall be submitted by the Superintendent of Schools for the District.

TERM OF AGREEMENT: This agreement shall be in effect as of the date the agreement is signed by both parties for a period of one calendar year and may be renewed on an annual basis.

AGENCY REPRESENTATIVES: The parties will develop procedures for ongoing meetings and will, at least annually, review and if necessary, recommend any changes.

MODIFICATION OF AGREEMENT: Modification of this agreement shall be made only by consent of both parties. Such shall be made with the same formalities as were followed in this agreement and shall include a written document setting forth the modifications signed by the parties.

QUALIFICATIONS: The officer shall be a duly certified police officer of the City and shall perform those tasks and duties delineated in the schedule of duties as approved by the administrators. City agrees and guarantees that police officer will be, at all time, certified Peace Officer for the State of Oklahoma and meet all requirements as set forth by the Oklahoma Council on Law Enforcement Education and Training, the City of Guthrie, Oklahoma and as may be required by law. City warrants to District that police officer is fully trained in the proper and appropriate law enforcement use of all equipment issued to or allowed by City for use by police officers, including, but not limited to, any weapons or equipment designed to or capable of causing harm to persons or property.

DUTIES OF SCHOOL RESOURCE OFFICERS:

The SRO’s duties will include, but not be limited to, the following:

- A. To be an extension of the principal’s office for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus.

- C. To act as the designee of the campus administrator in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers and other public school property.
- D. To provide a classroom resource for law education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- G. To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- H. The SRO will not be involved in ordinary school discipline, UNLESS; it pertains to preventing a potential disruption and/or climate that places students at risk of harm. Disciplining students is a School District responsibility, and only when the principal and the SRO agree that the SRO's assistance is needed to maintain a safe and proper school environment would the principal request SRO involvement.
- I. If the principal believes that in a given situation or incident there is a law violation, the principal may request SRO involvement.
- J. All law enforcement agencies requesting to conduct formal police interviews, interrogations, and arrests of any student should be referred to the campus SRO.
- K. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and delinquency-prone youths and their families. Referrals will be made when necessary.
- L. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- M. The SRO is first and foremost a law enforcement officer. This fact must be constantly reinforced.
- N. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:
 - Drugs and the law – Adult and juvenile;
 - Alcohol and the law – Adult and juvenile;
 - Sexual assault prevention;
 - Safety programs – Adult and juvenile;
 - Assistance in other crime prevention programs as assigned.

- O. The SROs will wear approved department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of the school year, the type of school activity or program, and the requests of the school and/or police department. The Chief of Police and the principal shall jointly set expectations and resolve any disputes in this area.
- P. The SROs will wear their department authorized duty weapons in accordance with department policy.

ACCESS TO EDUCATION RECORDS:

- A. School officials shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If confidential student records information is needed by an SRO, the information may be released only as allowed by law.

EMPLOYMENT OF SCHOOL RESOURCE OFFICERS:

- A. The SROs shall be employees of the Police Department and shall be subject to the administration, supervision and control of the Police Department.
- B. The SROs shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.
- D. A joint committee composed of representatives of the Police Department and the School District shall make recommendations for the SRO positions to the Chief of Police who shall assign such officers. If a principal is dissatisfied with an SRO who has been assigned to that principal's school, then that principal may request that the Chief of Police assign a different officer as the SRO for that school.
- E. The parties shall agree in writing how many SROs will be employed during any school year.

FUNDING: In consideration for the City's assignment of a School Resource Officer in accordance with the program outlined in this agreement, the District agrees to pay the sum of \$32,000.00 per officer. This amount represents the nine (9) months school is in session. The costs associated with expected salary and all applicable benefits and premium expenses are based on the 2015 salary and benefit expenses of the SRO. The City will invoice the District one-half of the annual sum in January and the second half in April. Upon renewal of this agreement funding in successive years shall be an amount as calculated above. Prior to the start of each school year, the City shall calculate the cost for the next year in accordance with this paragraph and provide notice of such to the District 45 days prior to the first day of school. Such amount shall be the new payment amount for the agreement unless the District chooses to terminate this agreement as provided below.

LIABILITY: City agrees that it shall be responsible for any liability arising from the actions of the officer in the same manner and to the same extent as it has liability for the actions of any police officer. Each party shall assume and be responsible for any liability or the costs of litigation arising from actions of its own employees.

TERMINATION: This agreement shall be subject to termination upon written notification by either party upon sixty (60) days notice.

WITNESS OUR HANDS the day and year first above written:

“City”

By:

Mayor, City of Guthrie

Date

Attest:

City Clerk, City of Guthrie

“District”

By:

President, Board of Education
Guthrie Public Schools

Date

Attest:

Clerk of the Board of Education
Guthrie Public Schools

LOAN AGREEMENT FOR CHILD NUTRITION FUND DEFICITS

This contract and agreement, made and entered into the 13th day of July, 2015 by and between the General Fund, hereinafter referred to as First Party, and the Child Nutrition account, hereinafter referred to as Second Party, of Guthrie School District, witness:

The First Party contracts and agrees to furnish the Second Party the cost of an amount not to exceed \$125,000.00 as a contingent liability subject to repayment as funds become available from the party of the Second Party. This loan agreement must ensure that the party of the Second Party will use these funds only for the operation and improvement of the nonprofit Child Nutrition Fund for children. This loan agreement may include items such as utilities, indirect costs/overhead, and the coverage of end-of-year shortfalls (i.e., salaries, supplies, etc.).*

The Second Party agrees to the loan and to pay as specified the costs of the same shown on the agreement on or before June 30, 2016.

It is further mutually agreed between the parties hereto, as follows:

1. Any change in services or cost of services shall be made only by mutual agreement of each of the parties hereto in writing by attaching a copy of such change or changes to this contract as an addendum thereto.
2. Rights and obligations of the parties hereto shall be governed by Federal and State Laws.
3. This contract and all provisions hereto shall be binding upon the successors and assigns of the parties hereto insofar as the parties may bind their successors and assigns under the laws of the State of Oklahoma.

Witness our hands the day and year first above written.

President/Board of Education

Child Nutrition Program Director

Clerk/Board of Education

Subscribed and
Sworn to before me _____

My commission expires _____

Notary Public

* If utilities and indirect costs/overhead are to be paid from the Child Nutrition account, it must be part of this contract



Price Quote for Services

Guthrie Public Schools

Edgenuity Inc.
 8860 E. Chaparral Road
 Suite 100
 Scottsdale AZ 85250
 480-423-0118

Date 5/28/2015
 Quote # 16197
 Vendor #

Software Version	Account Executive	Payment Schedule
------------------	-------------------	------------------

Lisa Griffin-Bliss

Pricing Expires	Contract Start Date	Contract End Date
-----------------	---------------------	-------------------

8/1/2015

7/1/2015

6/30/2016

Header	Quantity	Description	Amount
Software License	35	Renewal of 35 Concurrent User Licenses Virtual Classroom and Web Administrator for 55 courses plus VT OK EOIs. Includes PD Co Op with Meridian Tech.	21,500.00

Thank you for your continued partnership with Edgenuity.

Total \$21,500.00

This quote is made subject to Edgenuity Inc. Standard Terms and Conditions of Purchase and License ("Terms and Conditions"). The Terms and Conditions are available in their entirety at: <http://www.edgenuity.com/Edgenuity-standard-terms-and-conditions-of-sale.pdf> and are incorporated herein by this reference.

If this Quote includes any Sophia® Learning Inc. courses for purchase, the following language applies to any such purchase [and this language is also found in the above linked Terms and Conditions): "Use of any Sophia course is prohibited for all students under the age of 13 years."

District Contact

 Signature

 Print Name

 Title

 Date

Edgenuity Inc. Representative

Dr. Lisa Griffin-Bliss
 Account Executive - Stillwater, OK

 Lisa.Bliss@edgenuity.com
 213.268.8626

Not valid unless accompanied by a purchase order.

Please specify a shipping address if applicable.

Please sign and fax this quote, the district purchase order and order documentation to 480-423-0213.

8860 E. Chaparral Rd., Scottsdale, Arizona 85250 877.2020.EDU Fax: 480.423.0213 www.edgenuity.com

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Agreement with Mercy Hospital Logan County to provide Speech Language Services for the 2015-2016 school year.

DATE: June 19, 2015

Attached is an agreement with Mercy Hospital Logan County to provide Speech Language Services for the 2015-2016 school year. Mercy Hospital has agreed to provide this service two days a week at a rate of \$53 per hour plus mileage based on the current IRS standard mileage rate. The approximate cost of this service will be \$30,528 plus mileage at \$4,234 for a total of approximately \$34,762.

Additional Quotes obtained:

Career Staff \$69 per hour

Pro Care Therapy \$65-\$72 per hour

Ardor Health Solutions \$62-\$72 per hour

Supplemental Health starting at \$62 per hour

Solient \$67 per hour

Sunbelt Staffing \$68 per hour

Amy Burroughs \$60 per hour

Christine Hayes \$55 per hour (Contract for three days a week during the 2015-2016 school year.)

Thank you.

SPEECH THERAPY SERVICES AGREEMENT

This Speech Therapy Services Agreement (the "Agreement") is entered into and effective this 1st day of June, 2015 (the "Effective Date"), by and between Mercy Hospital Logan County, Inc., an Oklahoma not for profit corporation ("Hospital") and Guthrie Public Schools, located at 802 East Vilas, Guthrie, Oklahoma 73044 ("District").

RECITALS

1. Hospital is engaged in the provision of speech therapy services for the community of Guthrie, Oklahoma and the surrounding areas.
2. District is a public school district located in Guthrie, Oklahoma.
3. Hospital and District desire to enter into a contractual arrangement whereby Hospital will provide District with speech therapy services ("Speech Therapy Services").

NOW THEREFORE, in consideration of the mutual promises of the parties hereto, and of the covenants and conditions hereinafter expressed, the parties hereby agree and covenant, as follows:

AGREEMENT

1. **Engagement.** District hereby engages Hospital to provide Speech Therapy Services to schools that are part of the District two days per week during the term of this Agreement. The Speech Therapy Services shall include speech therapy evaluations, on-site availability at the Guthrie Public Schools, and attendance at IEP meetings.
2. **Term.** The term of this Agreement shall be from the Effective Date and shall continue for one (1) year, unless earlier terminated as provided herein.
3. **Services.** The Hospital shall provide speech therapy duties and associated services for the benefit of District. Hospital shall perform these duties in a manner that best serves the interest of the District. Hospital shall determine the method and details for performing the work under this Agreement.
4. **Compensation.** As consideration for the services performed by Hospital, District will pay Hospital an amount equal to the sum of Fifty-Three and No/100 Dollars (\$53.00) per hour for services provided at Guthrie Public Schools ("Compensation"). District shall pay Hospital a mileage rate based on the current Internal Revenue Service standard mileage rate for miles driven during the calendar year ("Mileage"). Compensation and Mileage shall be payable on the 15th of each month following the month that services were provided upon receipt by District from Hospital of an invoice documenting the services provided and the Compensation and Mileage owed to Hospital.

5. **Supplies and Equipment.** District shall furnish Hospital with all supplies and equipment, in good and reasonable condition, necessary for the rendition of all services provided hereunder.

6. **Termination.** This Agreement may be terminated by either party at any time upon thirty (30) days' prior written notice stating the effective date of termination.

7. **Confidentiality/Access to Records.**

(a) Each party agrees that it will not, without the express written authority of the other party, disclose to others, publish, or use, either during or after the termination of this Agreement, any proprietary, secret, or confidential information of the other party. Hospital further agrees to comply with all state and federal laws governing confidentiality of patient medical records of students of the District, including (i) the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), (ii) the Privacy and Security Standards (45 C.F.R. Parts 160 and 164) and the Standards for Electronic Transactions (45 C.F.R. Parts 160 and 162) (collectively, the "Standards") promulgated or as to be promulgated by the Secretary of Health and Human Services on and after the applicable effective dates specified in the Standards; (iii) The Health Information Technology Economic and Clinical Health Act of 2009 (the "HITECH Act"); and (iv) bylaws, rules, regulations and policies regarding the confidentiality and privacy of Protected Health Information, as defined in 45 C.F.R. 164.501, and Individually Identifiable Health Information (as defined in 42 U.S.C. § 130d(6)) (collectively, "PHI"). Hospital shall not disclose to any third party, except where required or permitted by law, any medical record or other patient information, and in such case, disclosures shall be made in accordance with applicable policies and the Standards. All medical information and data concerning specific patients, including but not limited to the identification of the patients, derived from the performance of services under this Agreement shall be treated and maintained in a confidential manner. District shall report to Hospital's designated privacy officer any known or suspected privacy breach of unsecured PHI or any use or disclosure of PHI in violation of this Agreement or the Standards in accordance with applicable policies. The parties shall cooperate in the investigation and resolution of any reports of suspected violations of the policies or the Standards regarding students treated by Hospital pursuant to this Agreement.

(b) Hospital acknowledges that, should it come into contact with confidential information of students, Hospital, both during the Term of this Agreement and thereafter, covenants and agrees to hold such information in confidence and to exercise diligence in protecting and safeguarding such information. Hospital covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit or for the benefit of others, any of said confidential information but instead will use the information only for the purposes contemplated hereunder. Further, Hospital covenants and agrees that any access to the confidential information of any student shall be in compliance with the Family Education Rights and Privacy Act (or "FERPA").

8. **Independent Contractor.** In the performance of the services contemplated hereunder, it is understood and agreed that nothing in this Agreement is intended, nor shall it be construed to create between the parties and/or any of their respective employees, agents or affiliates, an employer/employee relationship, a joint venture relationship, a principal/agent relationship, or any relationship other than that of independent entities providing services in accordance with the terms and conditions of this Agreement.

9. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes all proposals, oral and written, and all other communications between the parties, in relation to the subject matter of this Agreement.

10. **Amendment.** No amendment of this Agreement shall be effective until reduced to writing and executed by both parties.

11. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of Oklahoma, without regard to its conflict of laws principles.

12. **Captions/Headings.** The headings of sections are inserted solely for purposes of convenience and shall not alter the meaning of this Agreement.

13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which, when taken together, constitutes one agreement.

14. **Severability.** This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. In the event any provision of this Agreement is held to be invalid, illegal, or unenforceable for any reason and in any respect, and the basis of the bargain of this Agreement is not thereby destroyed, such invalidity, illegality, or unenforceability shall not affect the remainder of this Agreement, which shall be and remain in full force and effect, enforceable in accordance with its terms.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day, month and year first written above.

MERCY HOSPITAL LOGAN COUNTY

GUTHRIE PUBLIC SCHOOLS

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Memorandum:

TO: Members of the Board of Education and Dr. Mike Simpson, Superintendent
FROM: Eldona Woodruff, Director of Special Education
SUBJECT: Contractual Agreement with Career Staff Unlimited for Occupational Therapy
DATE: July 2, 2015

Attached is an agreement with Career Staff Unlimited to continue to provide Occupational Therapy services for the 2015-2016 school year. Career Staff Unlimited will provide an Occupational Therapist for \$66 per hour. This is a \$3 reduction in price from the previous three years. For the past three school years, Career Staff has charged \$69 per hour for Occupational Therapy services. This year they have agreed to reduce the hourly cost to \$66 per hour in order to stay competitive with other agencies and allow us to continue to use the same therapist as the past school year. The OT provided to us through Career Staff the past school year has done an excellent job. We would like to retain this therapist who is familiar with our staff and students. The approximate cost of this service will be \$43,900.

Thank you.

Additional Quotes Received:

Pro Care Therapy \$65-\$75 per hour
Supplemental Health \$62 per hour
Ardor Health Solution \$62-\$72 per hour

*Service Agreement
Guthrie Public Schools*

AGREEMENT made to be effective **July 1, 2015** between **CAREERSTAFF UNLIMITED**, 6363 N State Highway 161 Ste 525, Irving TX, hereinafter referred to as "CAREERSTAFF", and **GUTHRIE PUBLIC SCHOOL** hereinafter referred to as "DISTRICT".

RECITALS

The **DISTRICT** is located at the above stated address. The **DISTRICT** wishes to make available to its students, therapy services consisting of evaluation, consultation, and treatment.

Therapists provided by **CAREERSTAFF** are qualified in the State of Oklahoma to provide their services to **DISTRICT** schools. **CAREERSTAFF** is engaged in the business of performing therapy services on a temporary or contractual basis, as an independent contractor, at **DISTRICT**.

I. RESPONSIBILITIES OF CAREERSTAFF UNLIMITED:

- A. Provide the following services:**
1. Staffing personnel for **DISTRICT** students as required by signed Individual Educational Programs (IEP).
 2. Conduct Evaluations and participate as a member of a multi-disciplinary team.
 3. Consulting services to teachers, staff, and students as requested and/or directed by the **DISTRICT**.
 4. Record keeping and reports as requested by the **DISTRICT** and in keeping with the requirements of the practice of therapy.
 5. Attendance at any required meetings or conferences at the **DISTRICT**'s request.
- B. CAREERSTAFF** therapist will follow the **DISTRICT**'s policies and procedures related to delivery of therapy services to students.
- C. CAREERSTAFF** shall provide proof of professional liability insurance with minimum limits of one million dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate coverage, with Five Million Dollars (\$5,000,000) umbrella coverage, current business license, federal employer I.D. number, and worker's compensation insurance.
- D. CAREERSTAFF** shall maintain and provide to the **DISTRICT** upon written request, the following information for any personnel:
- a. A copy of that individual's current license, registration, or certification.
 - b. Proof of insurance coverage, as such is defined herein
 - c. Verification of Criminal Background Investigation
- E. CAREERSTAFF** shall hold the **DISTRICT** and its officers, agents, and employees harmless from all suits, claims, or liabilities of any nature, including cost and expenses for or on account of the injuries or damages sustained by any person or property resulting in whole or in part from negligent activities or omissions of **CAREERSTAFF**, its agents, or employees pursuant to this Agreement.
- F. CAREERSTAFF** agrees to indemnify **DISTRICT** against all claims, liabilities and expenses arising from acts, omissions or the negligent performance of services to patients by personnel supplied by **CAREERSTAFF** as required by this Agreement. **DISTRICT** agrees to indemnify **CAREERSTAFF** against all liabilities and expenses arising from the negligence of **DISTRICT**'s employees rendering services to patients, including but not limited to the safe and supervised performance of those entrusted to operate equipment and provide services.

II. RESPONSIBILITIES OF THE DISTRICT:

A. Utilization of Services/Financial.

1. The **DISTRICT** can use (CSU Employee) for a .2 – 1.0 position for 1-5 days per week. 7.5 hr days, for the 2015 – 2016 school year. Special “Non contract” days will not be worked. However, the therapist can work all other school year calendar days.
2. **DISTRICT** will pay **CAREERSTAFF**, for services rendered, as outlined in **Addendum A**. Hours will be billed every week and the **DISTRICT** shall process all invoices NET Thirty (30) Days.

B. Administrative Support and Supervision

1. The **DISTRICT** is responsible for providing coordination management, and any related billing of all therapy services provided under this Agreement.
2. The **DISTRICT** will provide adequate room within its facility and necessary equipment and materials for the provision and documentation of therapy services provided under this Agreement.
3. The **DISTRICT** will orient the therapist to all applicable policies and procedures to the delivery of therapy services within the **DISTRICT**.

C. Relationship of Parties

The parties intend that an independent contractor relationship with DISTRICT, be created by this Agreement. It is mutually understood that CAREERSTAFF is a corporation registered as such in the State of Washington. The staff member (s) sent to the DISTRICT is an employee of CAREERSTAFF, and is sent to the DISTRICT for temporary assignment.

1. **CAREERSTAFF** is responsible for all taxes and benefits of their employees such as, but not limited to, federal income tax, social security, workman’s compensation and professional liability.
2. **CAREERSTAFF** staff are not eligible for benefits provided by the **DISTRICT**, including but not limited to medical and dental insurance, workman’s compensation, pension plan, paid vacation, sick, holiday, and educational leave.
3. The **DISTRICT**, a customer of **CAREERSTAFF**, recognizes that **CAREERSTAFF** employees on assignment to the **DISTRICT** are under contractual obligation to **CAREERSTAFF**. The **CAREERSTAFF** employee is not eligible to contract with, be employed by, or otherwise work directly for the **DISTRICT** for twelve (12) months after an assignment with the **DISTRICT**.

In the event, however, that the District desires to directly employ the **CAREERSTAFF** employee during the term of this contract or within twelve (12) months after the contract has ended, the **DISTRICT** must give two (2) weeks written notice, and either:

a. buy out the employee’s Agreement with **CAREERSTAFF** for the amount of twenty thousand dollars (\$20,000.00), or

b. utilize the therapist for 1040 additional hours after written notification is given, and pay **CAREERSTAFF** for the 1040 hours at the contractual amount stated in this agreement.

4. The **DISTRICT** will schedule employees only through **CAREERSTAFF** office at 253-759-4065. The **DISTRICT** may contact **CAREERSTAFF** staff directly during their assignment at the **DISTRICT** for the purposes of coordinating student care or as appropriate to the operations of the **DISTRICT** in providing therapy services.

III. OTHER PROVISIONS

- A. **TERM AND TERMINATION.** This Agreement shall have an initial term of one (1) year (the "Term") commencing on the Effective Date, shall automatically renew for additional terms of one (1) year each, and may be terminated, with or without cause, at any time by either party effective upon delivery to the other of no less than thirty (30) days prior written notice of termination
- B. Notwithstanding another provision in this Agreement, the **DISTRICT** remains responsible for ensuring that any service provided to students pursuant to this Agreement complies with all pertinent provisions of federal, state, and local statutes, rules and regulations.
- C. Any notice required by this Agreement to be served upon the **DISTRICT** shall be sent by Certified Mail, Return Receipt Requested, to the **Education Center International Academy** located at the aforementioned address. Any notice required by this Agreement to be served upon **CAREERSTAFF** shall be sent by Certified Mail, Return Receipt requested, to **CAREERSTAFF UNLIMITED 6363 N State Hwy 161 STE 525, Irving TX** . Any notice that is required by this Agreement should be effective upon receipt of said notice.
- D. This Agreement constitutes the entire Agreement between the parties and supersedes any prior written or oral understanding between the parties with respect to the provision of services under the Agreement.
- E. The laws of the State of Washington shall govern this Agreement.
- F. This Agreement may be amended only by written amendment executed by the parties hereto.
- G. FERPA language; Confidentiality: During your association with the school district, you may have access to confidential and sensitive information regarding a child, family, or staff member. This information cannot be shared with persons outside the school district. Student information in our schools is governed by the Family Educational Rights and Privacy Act (FERPA). This federal law prohibits information from a student's educational record being released without prior written parent permission.

Lauren McBride CAREERSTAFF

Lauren McBride(Signature)

Date

Guthrie Public School, TITLE

(Signature)

Date

ADDENDUM A:
CareerStaff Unlimited, Inc.
PER DIEM and CONTRACT RATE SCHEDULE
 Effective: 07/01/15

Hourly Therapy Rate Structure

Physical Therapist	\$65 - \$72
Physical Therapy Assistant	\$56 - \$62
Occupational Therapist	\$65 - \$72
Certified Occupational Therapy Assistant	\$56 - \$62
Speech Language Pathologist	\$65 - \$72
School Psychologist	\$74 - \$80

It is understood that CSU is not a recruiting service and Facility agrees to notify CSU of its intent to hire any personnel who previously was referred to Facility by CSU during the preceding twelve (12) month period. In addition, facility also agrees and warrants to pay CSUS a buyout of the employee's agreement at \$20,000 for a PT, OT, or SLP and \$15,000 for a PTA, or COTA.

- **Therapist will work student contract days only, as per the Education Center International Academy calendar.**
- **No Holidays will be paid.**
- **Overtime may only be worked with prior approval from direct supervisor**
- **A signed addendum is necessary for us to continue to provide services**

CANCELLATION POLICY:

Client is responsible for giving a 30 day notice of cancellation to Company to end any school position assignment before completion of school year. If cancellation occurs in less than 30 days before the confirmed start time, facility will be billed for 30 days of service.

Exceptions: Should any assignment require an adjustment to the above listed rates, a confirmation letter will be provided to client confirming the adjusted rate. Said confirmation letter must be executed by both company and client prior to start of the assignment.

CAREERSTAFF UNLIMITED

Guthrie Public School

By: _____
 Lauren McBride (Signature)

By: _____
 (Signature)

 Staffing Manager

 (Printed)

Date: _____

Date: _____

Great Plains Coca-Cola Bottling Company

600 N May Ave Oklahoma City, Ok 73107 | P:405-280-2000

May 31, 2013

Great Plains Coca-Cola (GPCC) and Imperial Vending would like to offer the following to the Guthrie Public School district for a 5 year agreement with annual renewals.

Beverage Vending:

GPCC will offer the amount of \$2,000 annually for the life of the agreement.

GPCC will continue to offer the following for the vended beverages:

40% commission on all vended 20oz sparkling/20oz Dasani

15% commission on all vended 12oz sparkling

20% commission on all vended still beverage

GPCC will also provide \$1,000 in donated product annually for any school function not to be resold.

GPCC will also provide \$1,000 of Powerade sideline items at the beginning of each school year per life of the contract.

Snack Vending:

Imperial will offer the amount of \$1,500 annually for the life of the agreement.

Imperial will continue to offer the following for the vended snacks:

10% commission on all vended snack items.

Both companies will have the option to review and/or change vend rates at the end of year one of the agreement.

5 year Financial Summary:

Annual Funding Total: \$3,500

Annual Estimated Vending Commissions: \$13,000

Annual Donated Product: \$1,000

Total financial impact for 5 year agreement: \$87,500

Please let me know if this is satisfactory and we can have a contract draft created for your approval.

If you have any questions about what was provide in this memo, please feel free to contact us.

Thank You.

Jason Summers

Great Plains Coca-Cola Bottling Company

summersj@gpcocacola.com

405-280-2344

RC Powers

Imperial Vending

405-615-8040

SCHOOL BEVERAGE AGREEMENT

THIS SCHOOL BEVERAGE AGREEMENT (the "Agreement") is made by and between GREAT PLAINS COCA-COLA BOTTLING COMPANY ("Great Plains") and the Guthrie School District identified below (the "School") on this 1st day of July, 2013.

1. Background. School owns and/or operates one or more schools (together with all athletic and any other related sites, the "Facilities") serving grade school and/or high school students. Great Plains distributes various beverages in support of the School's operations. The parties have combined their resources to develop a beverage program for the Facilities that will enhance the educational experience of the School's students, and promote healthy choices by the students. For purposes of this Agreement, the term "Beverages" shall refer to bottled water, milk and juice products, soft drinks and all other beverages of any type whatsoever, including hot, cold or frozen, carbonated or non-carbonated, and naturally or artificially flavored drinks (but excluding coffees and teas freshly brewed on the premises, tap water, and juice squeezed fresh on the premises).

2. Term. The term (the "Term") of this Agreement shall begin on July 1, 2013 with (a) 5 years agreement with annual renewals, after the start date, and (b) 120 days after the School gives Great Plains written instructions to remove its equipment from the Facilities, subject to the other terms and provisions hereof.

3. Healthy Choices. The parties agree that the applicable American Beverage Association standards (or other appropriate standards selected by Great Plains after consultation with the School) promoting healthy options for students will be followed in the performance of this Agreement, which currently are as outlined in Exhibit B attached hereto.

4. Distribution Equipment. To facilitate the distribution of Beverages at the Facilities, Great Plains shall place the equipment listed on Exhibit A at the Facilities at no cost to the School. All equipment is and shall remain the property of Great Plains. Commission rates, if applicable, are reflected in Exhibit A hereto. Great Plains shall maintain all of its equipment in good working condition and keep the equipment in a clean, neat, and sanitary condition. Product pricing is reflected in Exhibit A hereto, provided that due to the long term nature of this Agreement Great Plains shall have the right (i) to modify retail vend pricing to fit market conditions, and (ii) to increase wholesale prices, provided that any such increase will not exceed 5% during any calendar year. Great Plains will maintain adequate insurance coverages at all times during the Term and, upon the request of the School, provide certificates of insurance evidencing such coverage.

5. Funding Elements. Any commission rights, funding or other support agreements between Great Plains and School associated with this Agreement are reflected in Exhibit A hereto. All equipment commitments by Great Plains and all funding elements associated with this Agreement are based upon an expectation that the minimum volume level(s) reflected in Exhibit A hereto will be met (or exceeded) for all periods during the Term. If the referenced volume levels are not maintained for any reason or material changes in the School's operations occur that are reasonably expected to reduce volume, the parties shall attempt in good faith to reach an agreement to reduce equipment placements and/or funding and, if such an agreement

cannot be reached, Great Plains shall have the right to terminate this Agreement by giving written notice to School.

6. Exclusive Distribution. Any and all Beverages distributed, used or otherwise located on any of the Facilities during the Term will be purchased from Great Plains. No competitive Beverages will be distributed, used or otherwise located on any of the Facilities during the Term. Any and all signage and other marketing activities associated with the Facilities will promote those Beverages distributed by Great Plains only. No competitive Beverages will be promoted under any circumstances at any of the Facilities during the Term.

7. No Conflicting Rights. School represents and warrants that (a) this Agreement has been properly authorized by all necessary action of School, including all necessary governing board approvals, and is a valid, binding and enforceable agreement binding on School, (b) no third parties hold any contractual rights which could reasonably be expected to adversely affect the rights granted to Great Plains in this Agreement, and (c) no rights will be granted by School in the future which could reasonably be expected to adversely affect Great Plains' rights hereunder.

8. Integrated Agreement. The parties agree that there are no representations, understandings, stipulations, agreements or promises pertaining to this Agreement which are not incorporated herein. This Agreement will not be altered, waived, amended or extended, except by a written agreement signed by Great Plains and School. At the end of the Term, recognizing the significant account start-up and capital costs incurred by Great Plains in reliance on this contract, School agrees to negotiate in good faith with Great Plains exclusively for a period of sixty (60) days towards renewal, and Great Plains shall have a right of first refusal with respect to subsequent contracts involving any dispensing rights for any Products at the Facilities, or any Facility. This Agreement amends by substitution and supersedes any previous agreements between School and Great Plains governing the sale and distribution of Beverages at the Facilities or any portion thereof.

9. Miscellaneous. The provisions of this Agreement will be binding upon and insure to the benefit of School and Great Plains and their respective successors in interest and legal representatives, provided that the School will not be entitled to assign its rights hereunder without Great Plains' prior written consent. This Agreement will be construed and enforced according to the internal laws of the State of Oklahoma. If either party fails to fulfill its obligation under this Agreement, such party shall be in default. If such party fails to cure such default within thirty (30) days after written notice of such default, the other party may terminate this Agreement by giving the defaulting party written notice of termination and/or recover its damages. Any suit, action or proceeding with respect to this Agreement shall be brought exclusively in courts located in Oklahoma County, Oklahoma. If any provision of this Agreement is illegal, invalid or unenforceable under any present or future law, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible and which is legal, valid and enforceable.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date above written, provided School acknowledges that this Agreement is not binding on Great Plains

until executed by the President or a Vice President of Great Plains, and a fully executed copy is returned to School.

GREAT PLAINS COCA-COLA
BOTTLING COMPANY

By: _____

Name: Rickey TrueLove

Title: VP MARKETING

Date: 6-13-13

CUSTOMER

Guthrie Public Schools

[School/School District Name]

By: Mike Simpson

Name: Dr. Mike Simpson

Title: Superintendent

Date: 07-15-13

Notice Address:

Guthrie Public Schools

802 E. Vilas

Guthrie, OK 73044

T:\0020.7029\FORM\School Beverage Agt CLN 062707 (227243).doc

Exhibit A - Pricing and Equipment

Wholesale Pricing	
Description	Case Price
8oz Bottles CSD	N/A
7.5oz Can CSD	N/A
12oz Can CSD	\$11.55
12oz 12pk PET CSD	N/A
20oz Bottles CSD	\$24.99
1 Liter Bottles CSD	N/A
2 Liter Bottles CSD	N/A
355ml Glass CSD	N/A
500ml Glass CSD	N/A
Seagrams 10oz Bottles	N/A
Seagrams 1 Liter Bottles	N/A
Seagrams 2 Liter Bottles	N/A
300ml Dasani	N/A
20oz Dasani	\$16.35
1 Liter Dasani	N/A
.5lt 24pk Dasani	N/A
Dasani Drops	N/A
24oz H2OU, OSU, HOG	N/A
Evian 1L 12ct	N/A
20oz Smartwater	N/A
700ml Smartwater	N/A
1 Liter Smartwater 12ct	N/A
12oz Vitaminwater	N/A
20oz Vitaminwater	N/A
32oz Vitaminwater 12ct	N/A
16.9oz fruitwater	N/A
14oz ZICO	N/A
10oz Bottles Minute Maid 100% Juice	N/A
15 2oz Bottles Minute Maid 100% Juice	\$26.40
12oz Bottles V8 100% Juice	N/A
16oz Bottles V8 Splash Juice Blend	N/A
20oz MM Refreshment	N/A
11.5oz Core Power	N/A
16.5oz FUZE Juice Blend	N/A
Tum-E Yummies 12ct	N/A
16.9oz Honest Tea	N/A
Gold Peak 18.5 PET 12ct	N/A
20oz FUZE Tea	N/A
12oz Bottles Powerade	\$14.65
20oz Bottles Powerade	\$23.50
32oz Bottles (15ct) Powerade	N/A
Powder 2.5gal 8ct Powerade	N/A
Powerade Drops	N/A
22oz NCS Active Bottle Energy	N/A
16oz Cans (24ct) Energy	N/A
16oz Cans (12ct) Energy	N/A
2.5 Gallon BNB Fountain	N/A
5 Gallon BNB Fountain - Coke	N/A
5 Gallon BNB Fountain - Dr Pepper	N/A
Premix Fountain	N/A
20lb CO2	N/A
12oz Paper Cups	N/A
21oz Paper Cups	N/A
24oz Paper Cups	N/A
32oz Paper Cups	N/A
44oz Paper Cups	N/A
44oz Paper Cups	N/A
16oz Foam Cups	N/A
24oz Foam Cups	N/A
32oz Foam Cups	N/A
32oz Contour Cups	N/A

Vend Price & Commission Rate		
Description	Vend Rate	Commission
12oz CSD	\$0.75	15%
20oz CSD	\$1.25	40%
12oz PET CSD	N/A	N/A
10oz NR MMJTG	\$1.00	15%
15 2oz MMJTG	N/A	N/A
20oz Min Maid Ref	N/A	N/A
16.9oz Fuze PET	N/A	N/A
16oz Full Throttle	N/A	N/A
16oz NOS	N/A	N/A
16oz Monster *NW Arkansas Only	N/A	N/A
12oz PET POWERaDE	\$1.00	0%
20oz POWERaDE	N/A	N/A
300ml Dasani	N/A	N/A
20oz Dasani	\$1.25	40%
24oz H2O Wtr	N/A	N/A
20oz Smartwater	\$1.50	20%
20oz Vitamin Water	\$1.25	20%
Gold Peak 18.5oz PET	N/A	N/A
20oz Fuze Tea	N/A	N/A
16.9oz Honest Tea	\$1.25	15%
12oz Bottles V8 100% Juice	\$1.25	15%
16oz Bottles V8 Splash Juice Blend	\$1.25	15%

Equipment	
Description	Quantity
Bottle Vendor	6
Can Vendor	1
Double Door CCM	4
Single Door Cooler	3
Small Glass Front	1
Drop In	0
Bar Gun	0
Premix Mch	0
Postmix Mch/Ice Combo	0

Soft Assets	
Description	Quantity
Barrel Cooler	N/A
Texas Tanker	N/A
Clock	N/A
Menu Board	N/A

Great Plains Coca-Cola

Print Name: Rickey Tidlove
 Signature: [Signature]
 Title: VP of Marketing
 Date: 6-13-13

Account name: Guthrie Public Schools

Print Name: Dr. Mike Simpson
 Signature: [Signature]
 Title: Superintendent
 Date: 07-15-13

Funding Elements/Volume Expectations

Great Plains has agreed to make the following payments to Customer during the contract years indicated.

Cash Funding						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Exclusivity Cash Funding	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000

Great Plains has agreed to donate certain Beverages to Customer at no cost, provided the maximum retail value for the donations are as follows for each contract year.

Product Donations						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Product Donation	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000

Great Plains donated certain items to Customer under prior agreements which Great Plains will allow Customer to utilize during the current term, as follows:

Carryover Support	
Description	Value

Great Plains has agreed to provide certain signage or other items described below to Customer at no cost for Customer's use during the Term.

Other Support	
Description	Maximum Cost
PowerAde sideline merchandise	\$1000 annually

Minimum volume level(s) per Section 5 of the Agreement.

Minimum number of wholesale cases per semester 670
 Minimum number of full service cases per semester 640


IN NO EVENT WILL GREAT PLAINS PROVIDE ADDITIONAL CONSIDERATION OR CONSIDER ADDITIONAL FUNDING REQUESTS PRIOR TO THE END OF THE TERM SET FORTH IN THE AGREEMENT.

GREAT PLAINS COCA-COLA
 BOTTLING COMPANY

CUSTOMER

Guthrie Public Schools

[School/School District Name]

By: 
 Name: Rickey TRUESDALE
 Title: VP MARKETING
 Date: 6-13-13

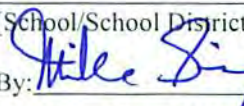
By: 
 Name: Dr. Mike Simpson
 Title: Superintendent
 Date: 07-15-13

EXHIBIT B

School Beverage Guidelines

The American Beverage Association & The Alliance for a Healthier Generation

Elementary Schools

- Bottled water
- Up to 8 ounce servings of milk and 100% juice
 - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces*

Middle School

- Same as elementary school, except juice and milk may be sold in 10 ounce servings
- As a practical matter, if middle school and high school students have shared access to areas on a common campus or in common buildings, then the school community has the option to adopt the high school standard

High School

- Bottled water
- No – or low – calorie beverages with up to 10 calories/8 ounces
- Up to 12 ounce servings of milk, 100% juice and certain other drinks
 - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces*
 - 100% juice with no added sweeteners, up to 120 calories/8 ounces, and with at least 10% of the recommended daily value for three or more vitamins and minerals
 - Other drinks with no more than 66 calories/8 ounces
- At least 50% of non-milk beverages must be water and no- or low-calorie options

*In recognition of the currently limited availability of flavored milk with less than 150 calories/8 oz and the importance of milk's natural nutrients in children's diets, flavored milk with up to 180 calories/8 oz will be allowed under these guidelines until August 31, 2008 so long as schools attempt to buy the lowest calorie flavored milk available to them. Because of unique CA state milk regulations, the calorie limit for fat-free and low fat flavored milk in CA schools is 180 calories/8 oz with a transition period until August 31, 2008 that allows 210 calories/8 oz.

Time of Day

- All beverages sold on school grounds during the regular and extended school day.
- The extended school day includes before and after school activities like clubs, yearbook, bank, student government, drama and childcare/latchkey programs.
- These guidelines do not apply to school-related events where parents and other adults are part of an audience or are selling beverages as boosters during intermission, as well as immediately before or after an event. Examples of these events include school plays and band concerts.

Great Plains Coca-Cola Bottling Company

600 N May Ave Oklahoma City, Ok 73107 | P:405-280-2000

May 31, 2013

Great Plains Coca-Cola (GPCC) and **Imperial Vending** would like to offer the following to the Guthrie Public School district for a **5 year agreement with annual renewals.**

Beverage Vending:

GPCC will offer the amount of \$2,000 annually for the life of the agreement.

GPCC will continue to offer the following for the vended beverages:

40% commission on all vended 20oz sparkling/20oz Dasani

15% commission on all vended 12oz sparkling

20% commission on all vended still beverage

GPCC will also provide \$1,000 in donated product annually for any school function not to be resold.

GPCC will also provide \$1,000 of Powerade sideline items at the beginning of each school year per life of the contract.

Snack Vending:

Imperial will offer the amount of \$1,500 annually for the life of the agreement.

Imperial will continue to offer the following for the vended snacks:

10% commission on all vended snack items.

Both companies will have the option to review and/or change vend rates at the end of year one of the agreement.

5 year Financial Summary:

Annual Funding Total: \$3,500

Annual Estimated Vending Commissions: \$13,000

Annual Donated Product: \$1,000

Total financial impact for 5 year agreement: \$87,500

Please let me know if this is satisfactory and we can have a contract draft created for your approval.

If you have any questions about what was provide in this memo, please feel free to contact us.

Thank You.

Jason Summers

Great Plains Coca-Cola Bottling Company

summersj@gpcocacola.com

405-280-2344

RC Powers

Imperial Vending

405-615-8040



Vending Service Agreement

This Agreement is made the first day of July 2013

By and between Guthrie School

And The Imperial Inc (“Imperial”)

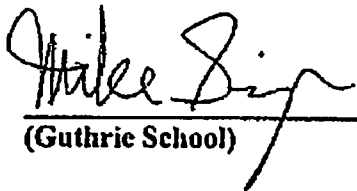
1. The location agrees to allow Imperial rights to vending machines upon location’s business premises subject to the terms and conditions of this agreement.
2. Imperial shall be responsible for installing and maintaining vending and coffee equipment which reasonably meets the location’s needs.
3. Products will be offered at agreed upon prices. Imperial will provide through its equipment merchandise that is reasonably priced and offered in reasonably sized portions. Any change in the wholesale price may result in a change in the selling price through the vending equipment.
4. Imperial agrees to obtain and display all applicable Federal, State and local licenses.
5. Imperial’s personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.
6. Either party may terminate this agreement without cause upon (60) days written notice to the other party.
7. This Five Year Agreement will become effective July 1st 2013 and remain in force for this period. Unless canceled by written notice at least 60 days prior to the termination date, this agreement is deemed to be automatically renewed for additional periods of one year thereafter upon the same terms as set out herein.
8. Location agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow or labor hours, holiday employment or special functions. If during the first year of the agreement, the location desires to change price or commission structures, they must notify Imperial in writing 60 days prior to the contract date. Imperial retains the right of first refusal and will respond or counter to competitive proposals within ten- (10) business days.

9. Should Location feel that Imperial failed to provide proposed service levels; Location will notify Imperial in writing of failure to supply service. Service failures will be limited to equipment or service levels. If within thirty- (30) days of the notice of service failure the problem has not been corrected, the Location party may cancel the agreement.
10. Imperial will operate and maintain all vending machines and other equipment in a clean, sanitary condition in accordance with recognized standards for such machines and in accordance with all applicable laws and regulations.
11. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available on request.
12. Equipment and support funding:

Pricing Snacks:
 Large Chips 1.00
 Bag Snacks 1.00
 Candy 1.25
 Pastry 1.25
 Mint .75

With an annual funding of \$1,500.00 paid in July of each year

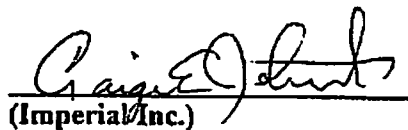
ALL PRICING ABOVE IS GUARANTEED UNTIL JULY 2014



 (Guthrie School)

07-15-13

 (Date)



 (Imperial Inc.)

07-15-13

 (Date)

Lease Agreement



LESSEE	Full Legal Name Guthrie Public Schools			Purchase Order Requisition Number		Phone Number 405 282-8900	
	Billing Address 802 E Vilas		City Guthrie	State OK	County Logan	Attention to:	
EQUIPMENT	Make	Model #	Serial #	Qty	Description (Attach Separate Schedule A If Necessary)		
	Kyocera						
	Riso						
Payment Information	Number of Lease Payments	Lease Payment*	Plus Applicable Taxes	Term of Lease in Months	Payment Frequency: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other	End of Lease Option: <input type="checkbox"/> FMV <input type="checkbox"/> 10% <input type="checkbox"/> \$1 <input type="checkbox"/> Other	
	48	.006 Per	Image	End of Lessee Purchase Option shall be FMV unless another is selected.			
			Plus Applicable Taxes	Security Deposit	(Plus) First Period Payment	(Plus) Other (Equals)	Total Payment Enclosed
				0	0	0	0

TERMS AND CONDITIONS

* Lease payment may be adjusted for up front sales tax.

1. Lease: You (the "Lessee") agree to lease from us (the "Lessor") the Equipment listed above and on any attached schedule (the "Lease"). You authorize us to adjust the Lease payments by up to 15% if the cost of the Equipment or taxes differs from the supplier's estimate. This Lease is effective on the date that it is accepted and signed by us, and the term of this Lease begins on that date or any later date that we designate (the "Commencement Date") and continues thereafter for the number of months indicated above. Lease payments are due as invoiced by us. As you will have possession of the Equipment from the date of its delivery, if we accept and sign this Lease you will pay us interim rent for the period from the date the Equipment is delivered to you until the Commencement Date as reasonably calculated by us based on the Lease payment, the number of days in that period, and a month of 30 days. Your Lease obligations are absolute, unconditional, and are not subject to cancellation, reduction, set off or counterclaim. You agree to pay us a fee of \$75.00 to reimburse our expenses for preparing financing statements, other documentation costs and all ongoing administration cost during the term of this Lease. Security deposits are non-interest-bearing and may be applied to cure a Lease default. If you are not in default, we will return the deposit to you when the Lease is terminated. If a payment is not made when due, you will pay us a late charge of 5% of the payment or \$10.00, whichever is greater. We will charge you a fee of \$25.00 for any check that is returned. ONLY WE ARE AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THE LEASE.

2. Title: Unless you have a \$1.00 purchase option, we will have title to the Equipment. If you have a \$1.00 purchase option and/or the Lease is deemed to be a security agreement, you grant us a security interest in the Equipment and all proceeds thereof. You authorize us to file Uniform Commercial Code ("UCC") financing statement on the Equipment.

3. Equipment Use Maintenance and Warranties: We are leasing the Equipment to you "AS-IS" AND MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. We transfer to you any manufacturer warranties. You are required at your cost to keep the Equipment in good working condition and to pay for all supplies and repairs. The Lease payments set forth above do not include the cost of maintenance and/or service. You agree that we are not responsible for providing maintenance and/or service for the Equipment and you will make all claims related to maintenance and/or service to the service Provider that you enter into an agreement with to provide such maintenance and/or service. No service provider may alter the terms of the Lease or make any promises or arrangements that alter our rights or your obligations under this Lease. You agree that you are expressly assuming any risks arising from such service provider's inability to deliver such maintenance and/or service under any circumstance, including, without limitation, such service provider's financial condition or its inability to repair or service the Equipment. You agree that any claims related to maintenance or service will not impact your obligation to pay all Lease payments when due.

4. Assignment: You agree not to transfer, sell, sublease, assign, pledge or encumber either the Equipment or any rights under this Lease without our prior written consent. You agree that we may sell assign or transfer the Lease and the new owner will have the same rights and benefits we now have and will not have to perform any of our obligations and the rights of the new owner will not be subject to any claims, or setoffs that you may have against us or any supplier.

5. Risk of Loss and Insurance: You are responsible for all risks of loss or damage to the Equipment and if any loss occurs you are required to satisfy all of your Lease obligations. You will keep the Equipment insured against all risks of loss or damage for an amount equal to its replacement cost.

You will list us as the sole loss payee for the insurance and give us written proof of the insurance. If you do not provide such insurance, you agree that we have the right, but not the obligation, to obtain such insurance, and add an insurance fee to the amount due from you, on which we may make a profit. We are not responsible for any losses or injuries caused by the Equipment and you will reimburse us and defend us against any such claims. This indemnity will continue after the termination of this Lease. You will obtain and maintain comprehensive public liability insurance naming us as an additional insured with coverage's and amounts acceptable to us.

6. Taxes: You agree to pay when due, directly or as reimbursement to us, all sales, use and personal property taxes and charges in connection with ownership and use of the Equipment. We may charge you a processing fee for administering property tax filings. You will indemnify us on an after-tax basis against the loss of any tax benefits anticipated at the Commencement Date arising out of your acts or omissions.

7. End of Lease: You will give us at least 60 days but not more than 120 days written notice (to our Address below) before the expiration of the initial lease term (or any renewal term) of your intention to purchase or return the Equipment. With proper notice you may: a) purchase all the Equipment as indicated above under "End of Lease Option" (fair market value purchase option amounts will be determined by us based on the Equipment's in place value); or b) return all the Equipment in good working condition at your cost in a timely manner, and to a location we designate. If you fail to notify us or if you do not (i) purchase or (ii) return the Equipment as provided herein, this Lease will automatically renew at the same payment amount for consecutive 60-day periods.

8. Default and Remedies: You are in default on this lease if: a) you fail to pay a Lease payment or any other amount when due; or b) you breach any other obligation under the Lease or any other Lease with Us. If you are in default on the Lease we may: (i) declare the entire balance of unpaid Lease payments for the full Lease term immediately due and payable to us; (ii) sue you for and receive the total amount due on the lease plus the Equipment's anticipated end of Lease fair market value or fixed price purchase Option (the "Residual") with future Lease payments and the Residual discounted to the date of default. At the lesser of (A) a per annum interest rate equivalent to that of a U.S. Treasury constant maturity obligation (as reported by the U.S. Treasury Department) that would have a repayment term equal to the remaining Lease term, all as reasonably determined by Lessor, or (B) 3% per annum, plus reasonable collection and legal costs; (iii) charge you interest on all monies due at the rate of 18% per year or the highest rate permitted by law from the date of default; and (iv) require that you immediately Return the Equipment to us or we may peaceably repossess it. Any return or repossession will not be considered a termination or cancellation of the Lease. If the Equipment is returned or repossessed we will sell or re-rent the Equipment at terms we determine, at one or more public or private sales, with or without notice to you, and apply the net proceeds (after deducting any related expenses) to your obligations. You remain liable for any deficiency with any excess being retained by us.

9. Miscellaneous: You agree the Lease is a Finance Lease as defined in Article 2A of the UCC. You Acknowledge we have given you the name of the Equipment supplier and that you have rights under the contract with the supplier and may contact supplier for a description of these rights. If requested, you will sign a separate Equipment acceptance certificate. This Lease was made in Oklahoma ("OK"), is to be performed in OK and shall be governed and construed in accordance with the laws of OK. You consent to jurisdiction, personal or otherwise, in any state or federal Court in OK and irrevocably waive a trial by jury. You agree to waive any and all rights and remedies granted to you under sections 2A-508 through 2A-522 of the UCC. You agree that the Equipment will only be used for business purposes and not for personal, family or household use, and will not be moved from the above location without our consent. You agree that a facsimile copy of the Lease with facsimile signatures may be treated as an original and will be admissible as evidence of the Lease. We may inspect the Equipment during the Lease term.

LESSEE SIGNATURE

You agree that this is a non-cancelable lease is: NEW USED

Signature	Date
Title	Print Name
Legal Name of Corporation	

LESSOR

Image Works of Oklahoma, Inc.

Commencement Date	Lease Number
Accepted By:	

ACCEPTANCE

The Equipment has been received, put in use, is in good working order and is satisfactory and acceptable.

Signature	Date
Print Name	Title

GUARANTY

I unconditionally guaranty prompt payment of all the Lessee's obligations under the Lease. The Lessor is not required to proceed against the Lessee or the Equipment or enforce other remedies before the proceeding against me. I waive notice of acceptance and all other notices or demands of any kind to which I may be entitled. I consent to any extensions or modification granted to the Lessee and the release and/or compromise of any obligations of the Lessee or any other guarantors without releasing me from my obligations. This is a continuing guaranty and will remain in effect in the event of my death and may be enforced by the benefit of any assignee or successor of the Lessor. This guaranty is governed by and constituted in accordance with the laws of the Oklahoma and I consent to non-exclusive jurisdiction of any state or federal court in OK and waive trial by jury.

Signature	Print Name	Date
-----------	------------	------

ADDENDUM

Lessee: _____

Lessor: Image Works of Oklahoma, Inc.

The per image charge of .006 will cover all costs associated with the Guthrie Public Schools RFP for copiers. It includes all service, supplies, parts, equipment, installation, and training. There will not be any extra costs associated with this RFP that will be charged to Guthrie Public Schools.

Lessor:

Image Works of Oklahoma, Inc.
Danie R. Tero, President

Lessee:

Print Name and Title

Attest:

This is a sample of a Schedule "A". The equipment to be listed will be per the GPS RFP.

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Equipment Make	Model No.	S/N	Quantity	Description
Copystar	CS4551ci	LA94401002	1 ea.	Copier
Copystar	DP-772	L8R4517289	1 ea.	Doc Processor
Copystar	AK-731		1 ea.	Attachment Kit
Copystar	DF-790	LF83Y07368	1 ea.	Finisher
Copystar	BF-730	N384407287	1 ea.	Booklet Folder
Copystar	855D200605 MFP-1		1 ea. 5 ea.	Stand Surge Protector

Signature

Title

Date

SPONSORSHIP AND EQUAL ACCESS FOR LIMITED STUDENT FORUMS

The Guthrie Board of Education is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise be of benefit to students and that the policies of this school district should further students' opportunities for participation. In allowing and furthering student activities and organizations the board is mindful of the dictates of the United States Constitution and the Federal Equal Access Act. -This policy is adopted to implement these goals.

School-sponsored Student Organizations

1. The school district may sponsor student organizations that the board determines are in furtherance of and consistent with the educational objectives of the school district and directly related to the school district's curriculum (school-sponsored student organizations).
2. An organization shall be considered to be directly related to the school district's curriculum if it is an extension, expansion, or application of material taught in a class; or part of or an adjunct to student government, carrying out special projects or responsibilities.
3. School-sponsored student organizations shall have a faculty sponsor whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group and who shall receive extra duty compensation.
4. Application for school district sponsorship shall be made by the proposed faculty sponsor and at least students who intend to participate in the organization. Each proposed student organization will submit its membership requirements, organizational structure, and provisions of a constitution or other document setting out organizational purpose and structure, subject to approval by the superintendent of schools.
5. After the proposed organization and its constitution have received preliminary approval from the superintendent, the board of education shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and based on an opinion rendered by the school district's legal counsel stating that the proposed organization meets the standards of this policy.

Independent Student-organized Groups

6. The senior high schools of this school district shall make facilities available for meetings of independent student-organized groups (that is, student groups which are not officially sponsored by the school district as stated in 1-5 above) subject to the following provisions. It is the intent of the school district to create a limited open forum-n under the federal Equal Access Act for independent student organized groups pursuant to this policy.
7. Meetings of independent student-organized groups may be held only during any non-instructional time, including before or after school, during lunch hour (if there are no classes being conducted during the lunch hour) or other non-instructional time. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere.
8. All meetings shall be student-initiated and open to all students in the school. All student attendance at independent student-organized group meetings shall be voluntary.
9. No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school

10. An adult monitor who may or may not be, a school employee, shall be present at all meetings. The school employee shall be present only in the capacity of monitor, and may not participate in any form or fashion in the meeting.
11. Independent student-organized groups may invite outside speakers to their meetings, but no non-school persons may direct, control, conduct, or regularly attend meetings.
12. If students wish to meet in independent student-organized groups under this policy, they must file a request to meet with the building principal which lists:
 - A. The room in which they wish to meet and the time during which they will meet;
 - B. The name of one student who will serve as the contact between the group and the school authorities, and
 - C. The monitor who will be present.

The principal shall approve a meeting if it meets the requirements of this policy and shall notify the student contact person of approval or, if it does not meet the requirements of this policy, the reasons for disapproval, within two days of the submission of the request to meet. Once permitted to do so, an independent student organized group may continue meeting for the remainder of the school year, unless it subsequently violates this or any other school policy.

13. In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school-sponsored and independent organizations. However, in assigning meeting rooms, the school may consider the number of persons expected to attend and the needs of the organization.
14. Meetings of independent student-organized groups may be announced by notices posted on bulletin boards in the school. Such notices may contain only the name of the organization, the date, time, and place of the meeting, and a brief identification of the subject of the meeting or a list of agenda items.
15. It is understood that participation in and the content and purposes of independent student-organized group meetings are neither approved nor disapproved by the school district. The school district is neutral as to the content of these meetings.

PARTNERS

Educator Organizations

ACTE
Association for Career
and Technical Education

ACTFL
American Council on the Teaching
of Foreign Languages

NABSE
National Alliance of Black School Educators

NBA
The National Band Association

NCSS
National Council for
the Social Studies

SHAPE AMERICA
Society of Health and
Physical Educators

STEMconnector®

Student Organizations

BPA
Business Professionals
of America

DECA

FBLA
Future Business Leaders
of America

FCCLA
Family, Career and Community
Leaders of America

Quill and Scroll
International Honorary Society for
High School Journalists

Community Organizations

ACA
American Camp Association

4-H
National 4-H Council

COE
Council for Opportunity in Education

Girls Inc.

HHF
Hispanic Heritage Foundation

LEDA
Leadership Enterprise for a Diverse America

TFA
Teach For America

94% of guidance counselors agree that My College Options® is one of the most trusted college planning programs.

Respond by July 16, 2015.

June 18, 2015

Dr Mike Simpson
Superintendent
Guthrie School District I-01
802 E Vilas Ave
Guthrie, OK 73044

Dear Dr Simpson,

Thank you for your district's participation in this year's My College Options post-secondary planning program. Setting the pace for academic achievement and serving as an education advocate for children is a primary focus for all of us involved in the education and admissions processes. A key to achieving this vision is helping students plan for their post-secondary careers. For example, did you know that of students surveyed in your district:

28.6% plan to pursue a Science, Technology, Engineering or Math (STEM) career versus 31.2% nationally.

31.1% will be the first in their families to attend college.

98.1% plan to attend a four-year institution.

This is just a sample of the information and insight obtained through the My College Options program. Being one of the most trusted sites for career planning in the country, My College Options connects students to over 5,000 colleges and universities nationwide. Together with the support of national education and student organizations, this program provides improved post-secondary planning and a more comprehensive snapshot of the educational needs of your students and their parents - all provided at no cost to your district.

Furthermore, My College Options allows superintendents, like you, to:

- Gather information and develop trends that will benefit you in creating post-secondary objectives and strategies for your district
- Measure the progress your district is making on the STEM initiatives
- Be an integral part in the post-secondary planning process - By participating, your students will benefit from the valuable information they will receive from one of the most trusted college planning programs, including a free personalized College and

next page, please

Scholarship Match Report. They will hear from colleges and universities seeking students with their particular interests and qualifications. In addition, your students may also hear from educational and career service providers offering products and services such as college admissions services, financial aid, career information, extracurricular enrichment and recognition programs.

You can accomplish this in just a few minutes - and at no cost to you, your district, or your students. However, you need to respond by July 16, 2015 to reserve your students' materials now. Simply return the enclosed Authorization Form so your district can take advantage of this program.

It is important that you start now! It is critical for high school students to get an early start to planning their careers. **Don't set this opportunity aside.** Without your efforts, your students may miss out on valuable post-secondary planning opportunities.

Sincerely,



Don Munce
President
My College Options

P.S. Send in your Authorization Form by July 16, 2015 so we can begin to distribute the surveys in your district. If you have any questions, contact us, toll-free, at 1-877-409-6366 or email peggy@MyCollegeOptions.org.

2015-2016

myCollegeOptions[®]

AUTHORIZATION FORM

FOR

Guthrie School District I-01

This notice is to inform you of **my support for the My College Options Planning Program**. This means that I am interested in participating in the voluntary program designed to help students plan for their post-secondary educations. There is no cost to our district, and our students will be connected to colleges and universities that match their needs and interests. In addition to hearing from colleges and universities, students may also hear from educational and career service providers offering products and services such as college admissions services, financial aid, career information, extracurricular enrichment and recognition programs.

This program is intended for distribution to all students in grades 8 through 11, and will assist our students with their future plans.

Again, please include my school district in this program.

Superintendent Print Name

Superintendent Email

(Research & information gathered through this program will be emailed to the address you provide.)

Superintendent Signature

Date

Superintendent Mike Simpson
Guthrie School District I-01
Guthrie, OK

Please return to us by July 16, 2015 in the enclosed business reply envelope or by fax at 1-888-454-6305.

16URLXU0	
	
DS010249	HC9FFSLF

MCS-85-0-02-1590
242

ALL ITEMS IN BOX ARE REQUIRED FOR PROCESSING.

PLEASE PRINT CLEARLY WITH A NO. 2 PENCIL OR BLACK OR BLUE INK ONLY! COMPLETELY FILL IN CIRCLES.

First Name				Last Name			
Home Address							
City					State		
Preferred Email							
Your High School Name							
Teacher's Last Name							
Birth Date <input type="text"/> month <input type="text"/> day <input type="text"/> year			Gender <input type="radio"/> Male <input type="radio"/> Female		High School Graduation Year <input type="radio"/> 2015 <input type="radio"/> 2017 <input type="radio"/> 2019 <input type="radio"/> 2016 <input type="radio"/> 2018 <input type="radio"/> 2020		What is your grade average? <input type="radio"/> A+ <input type="radio"/> B+ <input type="radio"/> C+ <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> A- <input type="radio"/> B- <input type="radio"/> Lower than C Scale: A=4, B=3, C=2, D=1, Failing=0

Home Phone ()

Cell Phone ()

Preferred Parent Email

YOUR ACTIVITIES & POST-SECONDARY PLANS

- If costs were not a factor, which categories of college would you like to attend? (Darken as many as apply)
 - A. Private College/University
 - B. State College/University
 - C. Community/Junior College
 - D. Vocational/Technical School
- Specialized schools and colleges offer degree programs in selected professional areas. Which categories of college would you like to attend? (Darken up to THREE)
 - A. Architectural College
 - B. Art/Design College
 - C. Bible College
 - D. School of Business
 - E. School of Communications
 - F. Culinary School
 - G. School of Economics
 - H. College of Education
 - I. Engineering College
 - J. Family and Consumer Sciences
 - K. School of Forestry/Environmental Studies
 - L. General/Liberal Arts College
 - M. School of Journalism
 - N. Law School
 - O. College of Mathematics
 - P. Medical School
 - Q. Military Academy/College
 - R. Music College/Conservatory
 - S. Nursing College
 - T. School of Psychology/Sociology
 - U. College of Science
 - V. Institute of Technology
 - W. Theatre Arts College
 - X. Other/Undecided
- Have either of your parents attended college? A. Yes B. No
- Please identify the types of high school courses you are currently taking. (Darken as many as apply)
 - A. Advanced Placement (AP)
 - B. International Baccalaureate (IB)
 - C. Honors Programs
 - D. Gifted/Accelerated Programs
 - E. Other Advanced Programs
 - F. College-Credit Courses
 - G. General College Prep
 - H. Career and Technical (CTE)
- Which of the following VARSITY SPORTS are you most likely to participate in while attending college? (Darken as many as apply)
 - A. Baseball
 - B. Basketball
 - C. Bowling
 - D. Cheerleading/Dance Team
 - E. Crew/Rowing
 - F. Cross Country
 - G. Cycling
 - H. Field Hockey
 - I. Football
 - J. Golf
 - K. Gymnastics
 - L. Horsemanship
 - M. Ice Hockey
 - N. Lacrosse
 - O. Martial Arts
 - P. Rodeo
 - Q. Soccer
 - R. Softball
 - S. Swimming/Diving
 - T. Tennis
 - U. Track & Field
 - V. Volleyball
 - W. Wrestling
 - X. Other Athletics
- Which of the following ACTIVITIES are you most likely to participate in while attending college? (Darken as many as apply)
 - A. Academic/Honors Club
 - B. Art/Design
 - C. Band/Orchestra
 - D. Business/Entrepreneur
 - E. Choir
 - F. Church/Religious
 - G. Community Serv/Volunteer
 - H. Debate/Forensics
 - I. Drama/Theatre
 - J. Environmental Club
 - K. Fraternity/Sorority
 - L. Hunting/Fishing
 - M. Language Club
 - N. Leadership
 - O. Math/Science Club
 - P. Military/ROTC
 - Q. Newspaper/TV/Radio
 - R. Outdoor Adventure/Rec
 - S. Outdoor Winter Sports
 - T. Peer Mentoring/Tutoring
 - U. Robotics
 - V. Student Government
 - W. Study Abroad
 - X. Tech/Engineering Club
 - Y. Writing/Publications
- Which of the following types of information and materials would you like to receive to help you prepare for your future? (Darken as many as apply)
 - A. College/Career Information
 - B. Financial Aid/Student Loans
 - C. Mentoring/Motivational Programs
 - D. Study Skills
 - E. Test Prep
 - F. Tutoring

OVER PLEASE

8. Please choose TWO occupational areas that BEST fit your major interests or future career path. (Darken TWO)

- | | | | |
|---|---|---|---|
| 1. <input type="radio"/> Accounting/Finance | 19. <input type="radio"/> Communications/Public Relations | 37. <input type="radio"/> Equine Studies | 55. <input type="radio"/> Pharmacy |
| 2. <input type="radio"/> Advertising | 20. <input type="radio"/> Computer/Information Sciences | 38. <input type="radio"/> Fashion | 56. <input type="radio"/> Philosophy |
| 3. <input type="radio"/> Aeronautics/Flight Training | 21. <input type="radio"/> Criminal Justice/Law Enforcement | 39. <input type="radio"/> Foreign Language | 57. <input type="radio"/> Photography/Video/Film |
| 4. <input type="radio"/> Aerospace Technology | 22. <input type="radio"/> Culinary/Chef | 40. <input type="radio"/> Forestry/Conservation | 58. <input type="radio"/> Physical Education/Recreation |
| 5. <input type="radio"/> Agricultural Sciences | 23. <input type="radio"/> Dance/Choreography | 41. <input type="radio"/> Game Design and Developer | 59. <input type="radio"/> Physical Therapy |
| 6. <input type="radio"/> App/Mobile Tech | 24. <input type="radio"/> Dental Health | 42. <input type="radio"/> Graphic Arts/Design | 60. <input type="radio"/> Physics |
| 7. <input type="radio"/> Architecture | 25. <input type="radio"/> Doctor/Physician | 43. <input type="radio"/> History/Archaeology | 61. <input type="radio"/> Politics/Government Science |
| 8. <input type="radio"/> Art | 26. <input type="radio"/> Drama/Theatre Arts | 44. <input type="radio"/> Interior Design | 62. <input type="radio"/> Psychology/Psychiatry |
| 9. <input type="radio"/> Athletics/Coaching | 27. <input type="radio"/> Earth Sciences/Geology | 45. <input type="radio"/> Journalism | 63. <input type="radio"/> Religion/Ministry/Theology |
| 10. <input type="radio"/> Attorney/Lawyer | 28. <input type="radio"/> Economics | 46. <input type="radio"/> Law/Legal Services | 64. <input type="radio"/> Science |
| 11. <input type="radio"/> Biology | 29. <input type="radio"/> Engineering (Chemical) | 47. <input type="radio"/> Marine Biology | 65. <input type="radio"/> Social Work/Human Services |
| 12. <input type="radio"/> Broadcasting/Radio/TV | 30. <input type="radio"/> Engineering (Civil) | 48. <input type="radio"/> Marketing | 66. <input type="radio"/> Software Developer |
| 13. <input type="radio"/> Business | 31. <input type="radio"/> Engineering (Computer) | 49. <input type="radio"/> Mathematics/Statistics | 67. <input type="radio"/> Sports Management |
| 14. <input type="radio"/> Business (International) | 32. <input type="radio"/> Engineering (Electrical/Electronic) | 50. <input type="radio"/> Medical Science | 68. <input type="radio"/> Sports Medicine |
| 15. <input type="radio"/> Business Owner/Entrepreneur | 33. <input type="radio"/> Engineering (General) | 51. <input type="radio"/> Medical Technology | 69. <input type="radio"/> Teaching/Education |
| 16. <input type="radio"/> Chemistry | 34. <input type="radio"/> Engineering (Mechanical) | 52. <input type="radio"/> Military Science | 70. <input type="radio"/> Travel/Hospitality |
| 17. <input type="radio"/> Child Care/Development | 35. <input type="radio"/> English/Writing | 53. <input type="radio"/> Music | 71. <input type="radio"/> Veterinary Medicine |
| 18. <input type="radio"/> Christian Services/Missionary | 36. <input type="radio"/> Environmental Studies | 54. <input type="radio"/> Nursing/Health Care | 72. <input type="radio"/> Undecided/Other |

9. Build Your Ideal College: Please darken all characteristics that you are looking for in your ideal college. (Darken as many as apply)

- | | | | | |
|--|--|---|--|--|
| A. <input type="radio"/> In a big city | D. <input type="radio"/> Small (under 3,000 students) | G. <input type="radio"/> Ethnically diverse | J. <input type="radio"/> Historically black | M. <input type="radio"/> Close to home |
| B. <input type="radio"/> In a mid-sized city or town | E. <input type="radio"/> Medium (3,001 to 10,000 students) | H. <input type="radio"/> Ethnically similar | K. <input type="radio"/> Major sports program | N. <input type="radio"/> Far from home |
| C. <input type="radio"/> In a small town | F. <input type="radio"/> Large (over 10,000 students) | I. <input type="radio"/> Faith-based | L. <input type="radio"/> Dormitories available | |

10. If you are interested in attending a denominational/church-related college, which TWO would you choose? (Darken up to TWO)

- | | | | | |
|--|--|--|--|---|
| A. <input type="radio"/> Adventist | F. <input type="radio"/> Bible | K. <input type="radio"/> Church of God | P. <input type="radio"/> Jewish | U. <input type="radio"/> Nazarene |
| B. <input type="radio"/> African Methodist Episcopal | G. <input type="radio"/> Catholic | L. <input type="radio"/> Disciples of Christ | Q. <input type="radio"/> L.D.S./Mormon | V. <input type="radio"/> Presbyterian |
| C. <input type="radio"/> Assemblies of God | H. <input type="radio"/> Charismatic/Pentecostal | M. <input type="radio"/> Episcopal | R. <input type="radio"/> Lutheran | W. <input type="radio"/> Nondenominational |
| D. <input type="radio"/> Baptist | I. <input type="radio"/> Church of Christ | N. <input type="radio"/> Evangelical | S. <input type="radio"/> Mennonite | X. <input type="radio"/> Other Christian Denomination |
| E. <input type="radio"/> Baptist (Southern) | J. <input type="radio"/> Church of Christ (United) | O. <input type="radio"/> Friends/Quaker | T. <input type="radio"/> Methodist | Y. <input type="radio"/> None of the above |

11. What kind of social behavior rules would you PREFER on a college campus? (Darken ONE)

- A. Conservative: Separate male/female living arrangements. No drinking, smoking, or drugs on or off campus.
 B. Moderate: Observing reasonable limits and avoiding extremes in behavior on or off campus.
 C. Liberal: Observing minimal campus regulations.

12. Part I: Would you like to receive information on any of the following military options? (Darken as many as apply)

- | | | | |
|---|---|---|---|
| A. <input type="radio"/> Enlist after high school | C. <input type="radio"/> Military Academy/College | E. <input type="radio"/> National Guard | G. <input type="radio"/> No military interest |
| B. <input type="radio"/> College-based ROTC | D. <input type="radio"/> Military Reserves | F. <input type="radio"/> Other military plans | |

Part II: Which military service would you prefer? (Darken as many as apply)

- | | | | | |
|------------------------------------|-------------------------------|--------------------------------------|----------------------------------|-------------------------------|
| A. <input type="radio"/> Air Force | B. <input type="radio"/> Army | C. <input type="radio"/> Coast Guard | D. <input type="radio"/> Marines | E. <input type="radio"/> Navy |
|------------------------------------|-------------------------------|--------------------------------------|----------------------------------|-------------------------------|

13. Scholarship, grant, loan, and incentive programs are available to students based upon specific racial or ethnic backgrounds. Indicate your background by selecting from the categories below. (Darken as many as apply)

- | | | | |
|--|--|--|--|
| A. <input type="radio"/> American Indian/Alaskan Native | C. <input type="radio"/> Black/African-American | E. <input type="radio"/> Middle Eastern | G. <input type="radio"/> Other |
| B. <input type="radio"/> Asian/Asian-American/Pacific Islander | D. <input type="radio"/> Latino/Hispanic/Chicano | F. <input type="radio"/> White/Caucasian | H. <input type="radio"/> Prefer not to respond |

14. What are the top three states in which you would consider attending college? 1. 2. 3.
 (Use two letter state abbreviations)

15. If you could attend college today, which would be your top choices? (List up to FIVE)

Spell out full college name and the abbreviation of the state in which it is located. (Abbreviate the word University-UNIV)

State	Have you visited this college?
1.	Yes
2.	Yes
3.	Yes
4.	Yes
5.	Yes

16. Please email me a report that will show how colleges and universities match my profile on MyCollegeOptions.org.

Email
Address

Dear Student: The most important benefit of participating in this voluntary survey and research project is the information you and your family will receive from colleges and universities. In some cases, you and your family may also receive information about educational products & services such as student loans and financial aid, college admissions and tutorial services, extra-curricular enrichment and recognition programs, career, employment and military opportunities, and camps, provided by non-profit organizations, companies offering educational products & services, and government agencies. My College Options®, a service operated by the National Research Center for College & University Admissions™, does not share your information with commercial marketers offering to sell you non-education-related products and services.

MINUTES AND RESOLUTION AUTHORIZING ISSUANCE OF BONDS

PURSUANT TO NOTICE GIVEN UNDER THE OPEN MEETING ACT, THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, STATE OF OKLAHOMA, MET IN REGULAR SESSION AT THE BOARD OF EDUCATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA, IN SAID SCHOOL DISTRICT ON THE 13TH DAY OF JULY, 2015, AT 7:00 O'CLOCK P.M.

PRESENT:

ABSENT:

Notice of the schedule of regular meetings of the School District for the calendar year 2015 was given in writing to County Clerk of Logan County, Oklahoma, at 9:44 o'clock a.m. on the 13th day of November, 2014, and public notice of this meeting was given in writing, setting forth the date, time, place and agenda was posted at the front entrance to the Board of Education Building in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at __:__ o'clock p.m. on the __ day of July, 2015, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act. Notice of said meeting and agenda have also been posted on the School District's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

Thereupon, _____ introduced a Resolution by reading the Title, and upon motion by _____, seconded by _____, said Resolution was adopted by the following vote:

AYE:

NAY:

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

RESOLUTION

A RESOLUTION PROVIDING FOR THE ISSUANCE OF BUILDING BONDS SERIES 2015 IN THE SUM OF \$2,000,000 BY INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, OKLAHOMA, AUTHORIZED AT AN ELECTION DULY CALLED AND HELD FOR SUCH PURPOSE; PRESCRIBING FORM OF BONDS; PROVIDING FOR REGISTRATION THEREOF; ESTABLISHING THE DISTRICT'S REASONABLE EXPECTATIONS WITH RESPECT TO ISSUANCE OF TAX-EXEMPT OBLIGATIONS IN CALENDAR YEAR 2015 AND DESIGNATING BONDS AS "QUALIFIED TAX-EXEMPT OBLIGATIONS"; APPROVING FORM OF CONTINUING DISCLOSURE CERTIFICATE; PROVIDING LEVY OF AN ANNUAL TAX FOR PAYMENT OF PRINCIPAL AND INTEREST ON THE SAME; AND FIXING OTHER DETAILS OF THE ISSUE.

WHEREAS, on the 12th day of May, 2015, pursuant to notice duly given, an election was held in Independent School District Number 1, Logan County, Oklahoma, State of Oklahoma, for the purpose of submitting to the registered qualified voters of such District the question of the issuance of the Bonds for said District in the amount of Sixteen Million Two Hundred Thousand Dollars (\$16,200,000) to provide funds for the purpose of (i) repairing, renovating and making improvements to Central Elementary School, Fogarty Elementary School, Guthrie Upper Elementary School, Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, (ii) acquiring classroom technology equipment, including additional computers, software licenses and service agreements at sites district wide, and (iii) constructing, equipping, and furnishing a new elementary school to be located just East of the intersection of Douglas and Charter Oak to accommodate increased student growth in the southern part of the school district which will have a planned capacity of five hundred (500) students and will be approximately 50,000 square feet in size, has been duly authorized at an election held for that purpose and certified by the County Election Board of Logan County, Oklahoma on the 15th day of May, 2015; and

WHEREAS, as shown by the Official Certificate of Votes by the Logan County Election Board, at said election there were cast by the registered, qualified voters of said School District 3,966 votes cast on the Proposition pertaining to the issuance of \$16,200,000 of building bonds, of which 3,047 were in favor of and 919 were cast against the issuance of said Bonds; and

WHEREAS, a lawful majority of the registered, qualified voters voting on said Proposition cast their ballots in favor of the issuance of said Bonds, as certified by the County Election Board of Logan County, Oklahoma on the 15th day of May, 2015, the issuance of said Bonds has been duly authorized; and

WHEREAS, it is deemed advisable by the Board of Education of said District at this time to issue \$2,000,000 of the total authorized \$16,200,000 in building bonds, as authorized by Title 62, Oklahoma Statutes, Sections 353 and 354 as amended.

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

Section 1. That, pursuant to Title 62, Oklahoma Statutes, Sections 353 and 354, as amended, there are hereby ordered and directed to be issued the Bonds of said School District in accordance with the forms hereinafter set out, in the amount of Two Million Dollars (\$2,000,000), which said Bonds shall be designated "Building Bonds, Series 2015", shall be dated August 1, 2015, and shall become due and payable and bear interest from their date until paid as follows:

\$2,000,000 maturing August 1, 2017 @ _____

Such interest payable semi-annually on the 1st day of February and August of each year, commencing on the 1st day of February, 2017. The Bonds are issuable as registered Bonds in the denomination of \$1,000 or any multiple thereof.

Section 2. That each of said Bonds and the endorsements and certificates thereon shall be in substantially the following form:

[Form of Bond]

No. _____

\$ _____

**UNITED STATES OF AMERICA
STATE OF OKLAHOMA**

INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, OKLAHOMA

BUILDING BONDS, SERIES 2015

<u>Cusip</u>	<u>Interest Rate</u>	<u>Dated</u> August 1, 2015	<u>Due</u>
--------------	--------------------------	--------------------------------	------------

REGISTERED OWNER: _____

PRINCIPAL AMOUNT _____ DOLLARS.

KNOW ALL PEOPLE BY THESE PRESENTS: That Independent School District Number 1 of Logan County, Oklahoma, a body corporate, hereby acknowledges itself indebted to and for value received, promises to pay the principal amount set forth above to the person named below:

_____ or registered assigns, (hereinafter called the "Registered Holder"), for the bond number(s) set forth above, together with interest thereon at the rate specified hereon, from the date hereof until paid, payable semi-annually on the 1st day of February and August, respectively, in each year, beginning February 1, 2017.

The principal of and interest on this Bond are payable in lawful money of the United States of America which, at the time of payment, shall be legal tender for the payment of public and private debts. Payments of interest hereon shall be paid by check of BOKF, NA dba Bank of Oklahoma, Tulsa, Oklahoma (herein called the "Registrar/Paying Agent") payable to the order of the Registered Holder and mailed to the address shown in the Registration Record on or before the date on which each such payment is due. Payment of principal of this Bond shall be payable only upon surrender of the Bond to the Registrar/Paying Agent.

THE FULL FAITH, CREDIT, AND RESOURCES of said School District are hereby irrevocably pledged to the payment of this Bond.

THIS BOND is one of an issue of like date and tenor, except as to date of maturity, rate of interest and denomination aggregating the principal sum of TWO MILLION DOLLARS (\$2,000,000) and is being issued under Section 26, Article 10 of the Constitution, and Title 70, Chapter XV, Oklahoma Statutes 2011, and other statutes of the State complementary, supplementary and amendatory thereto for the purpose of funding repairs, renovations, and improvements to Central Elementary School, Fogarty Elementary School and Guthrie Upper Elementary School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair.

No person shall be entitled to any right or benefit provided in this Bond unless the name of such person is registered by the Registrar/Paying Agent of the School District on the Registration Record. This Bond shall be transferable only upon delivery of this Bond to the Registrar/Paying Agent, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Registrar/Paying Agent, duly executed by the Registered Holder hereof or his attorney duly authorized in writing, and such transfer registered on the Registration Record. The Registrar/Paying Agent shall not be required to make such transfer after the fifteenth (15th) day preceding any interest payment date until after said latter date. The name of the Registered Holder endorsed hereon shall be deemed the correct name of the owner of this Bond for all purposes whatsoever. The Registrar/Paying Agent will keep the Registration Record open for registration of ownership of registered Bonds during its business hours. In the event of a change of Registrar/Paying Agent for any reason, notice thereof shall be mailed, by registered or certified United States Mail, postage prepaid, to the Registered Holder at the address shown in the Registration Record, and such notice shall be effective on the date of mailing and sufficient as to all persons.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required to be done, precedent to and in the issuance of this Bond have been properly done, happened and been performed in regular and due form and time as required by law, and that the total indebtedness of said School District, including this Bond, and the series of which it forms a part, if any, does not exceed any constitutional or statutory limitation; and that due provision has been made for the collection of an annual tax sufficient to pay the interest on this Bond as it falls due and also to constitute a sinking fund for the payment of the principal hereof at maturity.

IN WITNESS WHEREOF, said School District has caused this Bond to be executed with the manual or facsimile signature of the President of the Board of Education and attested with the manual or facsimile signature of its Clerk, and with a manual or facsimile seal of the School District this 1st day of August, 2015.

(SEAL)

(facsimile signature) _____
President, Board of Education

ATTEST:

(facsimile signature) _____
Clerk, Board of Education

AUTHENTICATION CERTIFICATE

This Bond is one of the Bonds of the issue described in the Transcript of Proceedings prepared for this Bond issue, and is one of the Building Bonds, Series 2015 of Independent School District Number 1 of Logan County, Oklahoma.

Date of Registration
and Authentication

BOKF, NA dba Bank of Oklahoma
Tulsa, Oklahoma

By: _____
Authorized Officer

STATE OF OKLAHOMA)
) SS
COUNTY OF LOGAN)

We, the undersigned, District Attorney and County Clerk, respectively, of said County, in said State, in which the within named District is situated, hereby certify that the within Bond is one of a series of Bonds issued by the within named District pursuant to law, and that the entire issue of said Bonds is within the debt limit imposed upon said District by the Constitution and laws of the State of Oklahoma.

WITNESS our respective official hands and the seal of said County this ____ day of _____, 2015.

(facsimile signature) _____
County Clerk
Logan County

(facsimile signature) _____
District Attorney
District Number 9

FORM OF ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____
_____ the within Bond and does hereby irrevocably constitute and appoint _____ attorney to transfer such Bond on the books kept for registration and transfer of the within Bond, with full power of substitution in the premises.

Dated: _____, 2015.

Signature guaranteed by:

In the presence of:

LEGAL OPINION

STATE OF OKLAHOMA)
) SS
COUNTY OF LOGAN)

I, the undersigned, the duly qualified and acting Treasurer of the within named School District in said County and State, hereby certify that I have duly registered the within Bond in my office on this _____ day of _____, 2015.

WITNESS my hand the date above written.

(facsimile signature) _____
Treasurer

STATE OF OKLAHOMA
OFFICE OF THE ATTORNEY GENERAL
BOND DEPARTMENT

_____, 2015

I HEREBY CERTIFY that I have examined a certified copy of the record of proceedings taken preliminary to and in the issuance of the within Bond; that such proceedings and such Bond show lawful authority for the issue and are in accordance with the forms and method of procedure prescribed and provided by me for the issuance of Bonds of like kind; and that said Bond is a valid and binding obligation according to its tenor and terms and, under the provisions of Title 62, Oklahoma Statutes, Sections 11, 13, and 14, as amended, requiring the certificate of the Bond Commissioner of the State of Oklahoma thereon, is incontestable in any court in the State of Oklahoma unless suit thereon shall be brought in a court having jurisdiction of the same within thirty days from the date of this approval of said Bond appearing in the caption hereto.

Attorney General, Ex-Officio Bond Commissioner
of the State of Oklahoma

[End of Form of Bond]

Section 3. That each of said Bonds shall be executed by manual or facsimile signature of the President of the Board of Education, have the corporate seal of said School District affixed thereto in manual or facsimile form, and be attested by the manual or facsimile signature of the Clerk of the Board of Education; that said officers are hereby authorized and directed to cause said Bonds to be prepared and to execute the same for and on behalf of said Board; have the same registered by the Treasurer of said School District, endorsed by the District Attorney and County Clerk and presented to the Attorney General, Ex-Officio Bond Commissioner, together with a certified transcript of all proceedings had in connection with their issuance for his approval and endorsement; that thereafter said Bonds shall be delivered to the purchaser(s), upon payment of the purchase price thereof, which shall not be less than par and accrued interest. The proceeds derived from the sale of said Bonds shall be placed in special funds and used solely for the purpose of providing funds for the purposes set out in Section 2 hereof. The School District certifies and covenants that none of the proceeds of the Bonds described herein will be used to pay interest on any lease, lease-purchase contract, lease purchase installments or other obligations, nor will Bond proceeds be used in violation of applicable provisions of the Oklahoma Constitution and laws.

Section 4. Whenever any registered Bond or Bonds shall be exchanged for another registered Bond or Bonds of different denomination, the Registrar/Paying Agent shall cancel the Bond or Bonds surrendered in such exchange on the face thereof and on the Registration Record. If the supply of registered Bonds for making exchanges shall have been exhausted, the Registrar/Paying Agent shall cause additional registered Bonds to be prepared, at the expense of the School District. The School District covenants that upon request of the Registrar/Paying Agent, its' appropriate officers promptly will execute such additional registered Bonds on behalf of the School District.

Section 5. The Registrar/Paying Agent for all registered Bonds issued pursuant to this Resolution shall maintain a Registration Record for the purpose of registering the name and address of the Registered Holder of each registered Bond. The Registrar/Paying Agent will keep the Registration Record open for registrations during its business hours. In the event of a change of Registrar/Paying Agent, notice thereof shall be mailed, registered or certified United States Mail, postage prepaid, to the Registered Holder of each registered Bond. The name and address of the Registered Holder as the same appear on the Registration Record shall be conclusive evidence to all persons and for all purposes whatsoever and no person other than the Registered Holder shown on the Registration Record shall be entitled to any right or benefit in relation to the Bond so registered; provided, that the foregoing shall not apply to any successor by operation of law of such Registered Holder. Registered Bonds shall be transferable only upon delivery of such Bonds to the Registrar/Paying Agent, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Registrar/Paying Agent, executed by the Registered Holder thereof or his attorney duly authorized in writing, and such transfer registered on the Registration Record. If the Form of Assignment on such Bonds is exhausted, such Registered Bonds delivered to the Registrar/Paying Agent for registration of transfer shall be canceled by the Registrar/Paying Agent on the face thereof and the Registrar/Paying Agent shall authenticate and deliver to the transferee Bonds in aggregate principal amount equal to the unpaid principal of the surrendered Bonds in new registered Bonds, in denominations of \$1,000 or any multiple thereof, except one Bond may be in an amount so as to complete the issue. The Registrar/Paying Agent shall not be obligated to make such transfer after the fifteenth (15th) day preceding any interest payment date until after said latter date.

Section 6. There is hereby created and established a system of registration for uncertificated registered public obligations with respect to the Bonds as provided in the Registered Public Obligations Act of Oklahoma, Title 62, Oklahoma Statutes, Section 582(13)(b), whereby books shall be maintained on behalf of the District by The Depository Trust Company, New York, New York, for the purpose of registration of transfer of the uncertificated registered public obligations with respect to the Bonds which specify the persons entitled to the Bonds and the rights evidenced thereby shall be registered upon such books, and the President and Clerk (or in their absence or incapacity, the Vice-President and Deputy Clerk, respectively) are hereby authorized and

directed to execute such documents and instruments as may be required to implement the foregoing system of registration.

Section 7. That beginning in the year 2016, a continuing annual tax sufficient to pay the interest on said Bonds when due and for the purpose of providing a sinking fund with which to pay the principal of said Bonds when due shall be and is hereby ordered levied upon all taxable property in said School District, in addition to all other taxes, said sinking fund to be designated "BUILDING BONDS, SERIES 2015 SINKING FUND." Said tax shall be and is hereby ordered certified, levied and extended upon the tax rolls and collected by the same officers in the same manner and at the same time as the taxes for general purposes in each of said years are certified, levied, extended and collected; that all funds derived from said tax shall be placed in said sinking fund which, together with any interest collected on same, shall be irrevocably pledged to the payment of the interest on and principal of said Bonds when and as the same fall due.

Section 8. The Board of Education of the School District reasonably anticipates that the aggregate amount of "qualified tax-exempt obligations", [as defined in Section 265(b)(3)(B) of the Internal Revenue Code of 1986 (the "Code")], which will be issued by the Board of Education of the School District and all subordinate entities thereof during the calendar year 2015 does not exceed \$10,000,000, and hereby covenants and agrees, as a material inducement and consideration to the purchase of the Bonds by the purchaser, that neither it nor any subordinate entity thereof will, during calendar year 2015, issue "qualified tax-exempt obligations", [as defined in Section 265(b)(3)(B) of the Code], in an aggregate amount exceeding \$10,000,000.

It is the purpose and intent of this section that the Bonds shall constitute and the Bonds are hereby designated as "qualified tax-exempt obligations" as defined in Section 265(b)(3)(B) of the Code, in order that the purchasers of the Bonds may avail themselves of the exception contained in said Section 265(b)(3)(B) with respect to interest incurred to carry tax-exempt bonds. The School District hereby covenants and agrees that it will not designate as "qualified tax-exempt obligations" more than \$10,000,000 in aggregate amount of obligations issued by it or any subordinate entity thereof during calendar year 2015.

Section 9. The Board of Education of the School District determines and intends that the Bonds shall also qualify for the exception for small governmental units contained in Section 148(f)(4)(D) of the Code. The School District covenants that it is a governmental unit with general taxing powers; that the Bonds are not private activity bonds as defined in Section 141 of the Code; that ninety-five percent (95%) or more of the net proceeds (i.e. the face amount of the Bonds, plus accrued interest and premium, if any, less original issue discount) of the Bonds are to be used for local government activities of the School District (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the School District). The Board of Education of the School District determines and intends that the Bonds shall qualify for the exception for governmental units contained in Section 148(f)(4)(D)(vii) of the Code related to bonds financing public school capital expenditures and, accordingly, for purposes of qualifying for such exception, the Board of Education of the School District covenants that the aggregate face amount of all tax-exempt bonds (other than private activity bonds as defined in Section 141 of the Code) issued by the Board of Education of the School District and any subordinate entities thereof during calendar year 2015 will not exceed the maximum amount permitted by Section 148(f)(4)(D).

Section 10. The School District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the School District to comply with the Continuing Disclosure Certificate shall not be considered an event of default on the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the School District to comply with its obligations under this Section. "Continuing Disclosure Certificate" shall mean that certain Continuing Disclosure Certificate executed by the School District and dated the date of

issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

Section 11. The Official Statement dated July 13, 2015, pertaining to the Bonds issued pursuant to this Resolution is approved and the Official Statement was as of its date and is as of this date, true and correct and does not, as of its date or as of the date hereof, contain any untrue or misleading statements of a material fact or omit to the state any material fact which should be included therein because of the purpose for which the Official Statement is to be used, or which is necessary to make the statements therein not misleading in light of the circumstances under which they were made. The School District authorizes the use of the Official Statement in connection with the sale of the Bonds by the purchasers thereof.

ADOPTED AND APPROVED THIS 13TH DAY OF JULY, 2015.

President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

STATE OF OKLAHOMA)
) SS
COUNTY OF LOGAN)

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the issuance of Bonds for the purpose therein set out, adopted by said Board and transcript of proceedings of said Board at a regular meeting thereof duly held on the date therein set out, insofar as the same relates to the sale of Bonds therein described as the same appears of record in my office.

WITNESS my hand and seal this 13th day of July, 2015.

Clerk, Board of Education

(SEAL)



Board of Education Personnel Reports

Employment Request

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Heitman, Katie	Junior High	8th Grade History	08/14/15		6	Lisa Jones
Hoffman, Samantha	Junior High	Asst. Band Director/JH-HS	08/14/15		6	Billy Richardson
Metz, Dusten	High School	Sp Ed Mild/Moderate	08/14/15		6	Casey Porter
Prather, Alexia	Fogarty	2nd Grade	08/14/15		6	Kristen Knapp
Ryan, Megan	GUES	6th Grade Lang Arts/Readi	08/14/15		6	Amy Barrie
Simonton, Angela	High School	English III	08/14/15		6	Elsbeth Senz
Walsworth, Lara	Cotteral	Kindergarten	08/14/15		6	Shana Downs
Wooderson, Kylie	High School	Agricultural Instructor	07/20/15		6	Jordan Miller
Wright, Betty	GUES	Elem Sp Ed Mild/Mod	08/14/15		6	Judee Koch

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Dellenbaugh, Dani	Maintenance	Full Time Sub Custodian	08/03/15	3	8	Toni Travis
McDonald, Byron	High School	Paraprofessional ISS	08/14/15	3	7.5	New Position
Roof, Adam	Maintenance	Full Time Maintenance	06/29/15	8	8	Craig Benham
Tipton, Kameron	High School	Custodian	06/29/15	3	8	Mary Crabtree
Webb, Candy	Junior High	Paraprofessional ISS	08/14/15	3	7.5	Justin Geiser

Transfer of Position Report

Classification					
Certified					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Downs, Shana	Kindergarten Cottera	Pre-K Willow Creek	Rhonda Gillett	8/14/2015	
Jones, Lisa	8th Grade History	8th Grade English	Joan Hagy	8/14/2015	
Koch, Judee	GUES Sp Ed Mild/Mod	Psychometrist	Stacy Mckinney	8/14/2015	
Porter, Casey	Sp Ed Mild/Mod	American History	Allison Snow	8/14/2015	

Separation of Employment

Classification					
Certified					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Barrie, Amy	GUES	Reading 6th Grade	Resigning	6/26/2015	
Lile, Amanda	Junior High	FACS	Resigning	6/19/2015	
Miller, Jordan	High School	Vo Ag Instructor	Resigning	6/30/2015	
Richardson, Billy	Junior High	7th & 8th Band	Resigning	5/22/2015	
Senz, Elsbeth	High School	English III	Resigning	6/1/2015	

Classification					
Support					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Webb, Francis	Central	Cafeteria Worker	Resigning	5/22/2015	



SUPPORT PERSONNEL HANDBOOK

FOR THE SCHOOL YEAR

~~2014-2015~~ 2015-16

ALSO AVAILABLE AT

www.guthrie.k12.ok.us

PUBLICATIONS

TABLE OF CONTENTS

SECTION A BOARD OF EDUCATION

SECTION	POLICY
SA-1	POLICIES AND PROCEDURES

SECTION B PERSONNEL

SB-1	APPLICATIONS
SB-2	NON-DISCRIMINATION
SB-3	SEXUAL HARASSMENT
SB-4	CONTRACTS
SB-5	PAYROLL
SB-6	USE OF TELEPHONE
SB-7	COMMISSIONS
SB-8	PROFESSIONAL CONDUCT OF PERSONNEL
SB-9	DRESS/APPEARANCE
SB-10	FINANCIAL OBLIGATIONS
SB-11	CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER
SB-12	CHILD ABUSE AND NEGLECT
SB-13	ADMINISTRATIVE CENTER WORK SCHEDULE
SB-14	SUPERVISION OF FAMILY MEMBERS
SB-15	STAFF USE OF TOBACCO PRODUCTS
SB-16	WORKER'S COMPENSATION

SECTION	POLICY
SB-17	WORK SCHEDULES, PAY GRADES & SALARY SCHEDULES
SB-18	EVALUATION
SB-19	PROFESSIONAL LEAVE
SB-20	JURY DUTY
SB-21	MATERNITY LEAVE
SB-22	PERSONAL LEAVE
SB-23	BEREAVEMENT LEAVE
SB-24	SICK LEAVE
SB-25	SUPPORT EMPLOYEE VACATIONS
SB-26	SUSPENSION, DEMOTION OR TERMINATION
SB-27	REDUCTION IN FORCE

SECTION C
MISCELLANEOUS POLICIES

SC-1	DISTRICT EMPLOYEE PURCHASES
SC-2	HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)
SC-3	STAFF SAFETY
SC-4	USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE
SC-5	DISPOSAL OF SURPLUS PROPERTY
SC-6	FOOD SERVICES
SC-7	MAINTENANCE AND OPERATION OF THE PLANT

SECTION	POLICY
SC-8	INSURANCE
SC-9	HAZARDOUS MATERIALS COMMUNICATION
SC-10	SMOKE FREE ENVIRONMENT
SC-11	MAINTENANCE
SC-12	USE OF SCHOOL VEHICLE
SC-13	COORDINATION OF TRANSPORTATION SERVICES
SC-14	ACCIDENTS AND ACCIDENT REPORTING
SC-15	OUT-OF-STATE TRAVEL
SC-16	BUS DRIVERS
SC-17	COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT
SC-18	FAIR LABOR STANDARDS ACT
	SUPPORT PERSONNEL EVALUATION INSTRUMENT

SECTION A BOARD OF EDUCATION

SA-1

POLICIES AND PROCEDURES

The Guthrie Public School Board of Education recognizes the need and necessity for all personnel to be informed and have access to all school policies and procedures. Therefore the Board of Education has adopted the Support Personnel Handbook for distribution to all support employees.

A complete copy of the Guthrie Public Schools Policy Book will be kept in each building library and main administrative office. These copies are for employee use and reference.

SECTION B PERSONNEL

SB-1

APPLICATIONS

Applications for positions or promotions with Guthrie Public Schools shall be in the approved format provided by the district.

All applications submitted for employment or promotion becomes the sole property of Guthrie Public Schools. The application, references and other information are confidential and will be reviewed only by the appropriate authorized supervisory personnel.

An applicant's name or other information will not be given to any private business, agency, or institution.

SB-2

NON-DISCRIMINATION

The Guthrie Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business.

The School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Employees may obtain a copy from their building principal, supervisor, or the director in charge of personnel.

SB-3

SEXUAL HARASSMENT

The following are the rules and regulations to be followed by all employees of the Guthrie Public Schools:

1. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of a worker's employment, or (b) is used as a basis for employment decisions affecting that worker or (c) has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment.
2. All employees are strictly prohibited from engaging in any form of sexual harassment of any other employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
3. Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall report all such incidents to the director of personnel or the office of the superintendent. All such reports should be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of the director of personnel or the office of the superintendent. All such reports should state the name of the employee or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
4. Any employee who is subjected to job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Antidiscrimination Act and may report such incidents to the Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

SB-4 CONTRACTS

Support employees will be offered one of the following contracts: regular, duration of need, or part-time.

- A. Regular contracts are issued to employees working a complete contract year.
- B. Duration of need contracts are provided for by state law and are issued for a stated period of time as distinguished from regular contracts. These contracts are temporary agreements, written for a stated period of time, and no expectancy of future employment is implied. The circumstances under which duration of need contracts may be used are within the discretion of the Board of Education. Such circumstances include, but are not limited to the following:
 - 1. Personnel employed for less than a full contract year are to be considered on a “Duration of Need Contract” only.
 - 2. Personnel employed to fill a temporary leave vacancy
 - 3. Other circumstances deemed appropriate by the Superintendent of Schools

SB-5 PAYROLL

- A. Pay day shall be on the 25th day of each month. When that day falls on a weekend or holiday, checks will be issued on the last workday preceding that date. Summer checks will be available on the corresponding day in June.
- B. Guthrie Public Schools provides for electronic deposit of payroll checks to the financial institution of the employee’s choice. Guthrie Public Schools schedules an open enrollment period each year, which will coincide with existing Section 125 deadlines, and allow one additional change per year, per employee except in extenuating legal circumstances. The Business Office will provide employee authorization forms for electronic deposit.

NOTICE: Except as otherwise provided by law, the business office requires that new insurance companies applying for payroll deduction slots have a minimum of ten (10) policies in force and receive approval from the Superintendent of Schools or his designee.

The deadline for initiating Section 125 employee payroll deductions is September 1st each year. New employees are required to designate payroll deductions within thirty (30) days of employment.

SB-6 USE OF TELEPHONE

Employees are not to use the telephone for long distance school calls where the charge would be made to the school telephone without permission of the principal/supervisor.

SB-7 COMMISSIONS

School law prohibits an employee from receiving gratuities or commissions to influence the purchase of material or supplies.

SB-8 PROFESSIONAL CONDUCT OF PERSONNEL

The Board of Education makes no rules and regulations concerning the conduct of employees when not on duty. The Board assumes that each employee's training and good judgment is such that the employee knows what proper conduct is and will govern himself/herself accordingly.

SB-9

DRESS/APPEARANCE

All employees are expected to dress appropriately and to conduct themselves responsibly. The image they portray as a Guthrie Public Schools' employee through the day-to-day contact with the public and with colleagues has a direct bearing on how they judge the effectiveness of our school system. It is important that a positive image be portrayed. Cleanliness and personal grooming are important and expected.

SB-10

FINANCIAL OBLIGATIONS

The board of education expects employees of Guthrie Public Schools to pay all financial obligations promptly.

SB-11

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Should it be necessary to close school because of inclement weather, the three major network stations will announce the closing. Whenever possible, the stations will be informed of any closing in time to announce it on the 10:00 p.m. newscasts. Support personnel on a twelve (12) month contract will report to work at the discretion of the Superintendent.

SB-12

CHILD ABUSE AND NEGLECT

School district employees having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means and the injury appears to have been caused as the result of physical abuse or neglect shall immediately report the matter to the principal of the student's school.

"Physical abuse and neglect" means harm or threatened harm to a child's health or welfare by the child's parent or guardian, or other person with whom the child resides, including nonaccidental physical injury, sexual abuse, or negligent treatment or maltreatment including the failure to provide adequate food, clothing, shelter, or medical care.

The school principal, the reporting employee and any other employees whom the school principal believes may have had opportunity to observe the student shall review the available information and indications of abuse. The school principal shall report the suspected abuse to the county office of the Department of Human Services for the county where the student resides if the school principal determines that there is reason to believe the student has been abused. The school principal shall advise the other employees and the superintendent of the decision.

If any employee involved in the review believes a report should have been made when it was not, or at any point believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of the Department of Human Services, with or without the concurrence of the other employees involved. The employee making the report shall notify the school principal and the superintendent.

If the Department of Human Services office is notified by telephone of suspected abuse, the oral report shall be followed by a written report from the school principal or other employee making the telephone report. The written report should contain the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information.

All information or documents generated by the school district in regard to the matter are confidential; shall not be disclosed except to investigators of the Department of Human Services, the school district's attorneys, or the District Attorney's office or other state or federal officials in connection with the performance of their official duties; and shall be maintained by the school district in a file separate from the student's general file.

At the request of appropriately identified investigators of the Department of Human Services or the district attorney's office, the school principal may permit the investigators access to a student whose suspected abuse has been reported by a school employee. The principal, or a designated counselor or teacher, must be present but shall not participate in the investigators' interview with the students.

Oklahoma law provides that any school employee who in good faith and exercising due care makes a report to the Department of Human Services, or allows access to a child by persons authorized to investigate a report concerning the child, shall not be liable in damages to any person in the event the report is inaccurate.

SB-13

ADMINISTRATIVE CENTER WORK SCHEDULE

The Administrative Center will be open Monday through Friday from 7:45 a.m. until 4:45 p.m. Personnel will alternate schedules, including lunch schedules, to assure that the office is continuously open all day. On days when school is officially closed it will be at the discretion of the Superintendent to determine if 12-month employees will report to work.

SB-14

SUPERVISION OF FAMILY MEMBERS

Employees will not be assigned to serve under the direct supervision of a member of their own family. Any employee presently under the supervision of a family member at the time of the adoption of this policy will be permitted to remain in that specific position.

SB-15

STAFF USE OF TOBACCO PRODUCTS

In order to reinforce the policy, which prohibits the use of tobacco products by students, school employees who are on duty and in the presence of students are prohibited from using tobacco products.

SB-16

WORKER'S COMPENSATION

As required by the law, the Guthrie School District carries Worker's Compensation Insurance. Should any employee who is covered by such insurance be injured while at work, the employee is entitled to the benefits provided by the Worker's Compensation Law. No employee will be awarded both sick leave and Worker's Compensation payments.

SB-17

WORK SCHEDULE, PAY GRADES & SALARY SCHEDULE

The following are guidelines for scheduling and payment purposes. The Superintendent or his/her designee may alter the work schedule in favor of the employee at the Superintendent's discretion.

12-MONTH EMPLOYEES

Included are Central Office Staff, Building Level Secretaries (H.S. only), Maintenance Personnel, Custodial Personnel, Child Nutrition Secretary and Transportation Personnel/Secretary

Contracted days - 261 days (which includes holidays)

Holidays include - Independence Day, Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Spring Break, Memorial Day

Starting date - July 1

Ending date June 30

10-MONTH EMPLOYEES

Included are Building Level Secretaries

Contracted days - 200 (which includes 180 work days as defined by the school calendar + 10 days before the start of the school calendar + 10 days after the end of the school calendar)

Starting date - 10 days before teachers report to start the school year

Ending date - 10 days after the last day teachers work

9-MONTH EMPLOYEES

Route Drivers and Cafeteria Workers

Contracted days - 176 days

Included are all Teacher Assistants, Library Assistants and Handicap Bus Drivers

Contracted days - 180 days (as defined by the school calendar)

Starting date - First day teachers report

Ending date - Last day teachers work

Guthrie Public Schools Position Pay Grade Schedule

Position	Pay Grade
<i>Clerical</i>	
Secretary to Superintendent	12
Payroll / Appropriated Funds	11
Activity Fund Clerk	9
Secretary to Assistant Superintendent	9
Treasure/Insurance Coordinator	9
Personnel Clerk	9
Secretary to Director of Special Education	7
High School Financial Secretary	7
Central Office Receptionist	7
High School Registrar	7
Junior High Financial Secretary	4
Site Secretary / Receptionist	4
Maintenance Clerk	4
<i>Technology</i>	
Systems Analyst	10
Computer Support Tech I	8
Data Management Specialist	7
<i>Assistants</i>	
Paraprofessional Certified	3
<i>Maintenance</i>	
Lead Maintenance	11
Full-Time Maintenance	8
Grounds Superintendent	8
Grounds Maintenance	3
<i>Custodial</i>	
Head Custodian – High School	6
Head Custodian – Junior High / GUES	5
Head Custodian – Cotteral / Central / Fogarty	4
Custodian	3
<i>Transportation</i>	
Lead Mechanic	9
Mechanic	8
Full Time Special Needs Driver	13
Dispatcher	5
Route Driver	13
Monitor	2
<i>Child Nutrition</i>	
Cafeteria Manager	6
Secretary to Child Nutrition Director	4
Cafeteria Worker	2

Full-time Employees that work a minimum of four (4) hours daily will receive the district paid teacher retirement benefit.
 Full-time Employees that work a minimum of six (6) hours daily will qualify to receive all fringe benefits available through the district support employee benefit program.
 Up to 5 years credit may be granted for Military Service on the Support Personnel Salary Schedule.

**GUTHRIE PUBLIC SCHOOLS
SUPPORT SALARY SCALE**

FY 2015 - 2016

	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
Experience													
0	\$7.25	7.70	8.20	8.70	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	12.65
1	7.25	7.85	8.35	8.85	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.18
2	7.25	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.46
3	7.25	8.15	8.65	9.15	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.62
4	7.25	8.30	8.80	9.30	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.77
5	7.25	8.45	8.95	9.45	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.93
6	7.25	8.60	9.10	9.60	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.08
7	7.25	8.75	9.25	9.75	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.24
8	7.25	8.90	9.40	9.90	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.39
9	7.25	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55
10	7.25	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70
11	7.25	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.86
12	7.25	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.01
13	7.25	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.17
14	7.25	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.32
15	7.25	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.48
16	7.25	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.63
17	7.25	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.79
18	7.25	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.94
19	7.25	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.10
20	7.25	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.20	15.70	16.25
21	7.25	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	15.35	15.85	16.41
22	7.25	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.56
23	7.25	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	15.65	16.15	16.72
24	7.25	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.87
25	7.25	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.03
26	7.25	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.18
27	7.25	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.34
28	7.25	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.49
29	7.25	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	17.64
30	7.25	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	17.79

SB-18 EVALUATION

It is the policy of the Guthrie Board of Education that all Support Employees be evaluated at least once each year prior to May 1. The Support Employee evaluation assignments are as follows:

EMPLOYEE	EVALUATOR
Secretaries	Building Principal
Teacher Assistants	Building Principal - Teacher
Special Ed Teacher Assistants	Building Principal - Teacher - Sp. Ed. Director
Custodians	Building Principal Director of Facilities or designee
Maintenance Personnel	Director of Maintenance Facilities
Cafeteria Personnel	Building Principal - Director of Food Services
Transportation Personnel	Director of Transportation
Central Office Personnel	Superintendent - Asst. Supt.

ONE OR ALL OF THE DESIGNATED EVALUATORS MAY DO EVALUATIONS AS DEEMED NECESSARY.

Where the Building Principal is designated as the evaluator, an Assistant Principal if so assigned may assume the responsibility.

A copy of the evaluation instrument to be used is included at the back of this handbook.

SB-19 PROFESSIONAL LEAVE

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings.

SB-20 JURY DUTY

Support employees shall be granted leave to serve on a jury or as a subpoenaed witness. An employee serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

SB-21 MATERNITY LEAVE

A Support Employee who is pregnant may continue her duties until, in the opinion of the employee's physician and the employee, she is no longer able to perform her duties. The employee shall give written notice at least fourteen (14) days prior to the time she intends to cease her duties, except in case of an emergency.

The notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. An employee who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the employee shall be assigned to the same position or an equivalent position for which she is qualified, provided she returns the same school year. Up to thirty, (30) days of sick leave with pay can be used for maternity leave. Days requested beyond thirty, (30) must be documented by a physician.

SB-22

PERSONAL LEAVE

Each Support Employee shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request to the employee's building principal or director at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency.
2. Cost of a substitute, if needed, shall be paid by the school system.
3. These days are not cumulative.
4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day.
5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal.
6. No personal leave days will be granted the first or last weeks of class, except in case of emergency and approved by the principal.
7. Unused personal leave days shall accumulate as sick leave for the following year. Those employees who have one hundred ten (110) unused sick leave days accumulated at the end of the school year may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative.

SB-23

BEREAVEMENT LEAVE

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an employee in the event of a death in the immediate family. Immediate family shall include: spouse, parent, stepparent, child, stepchild, foster-child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, aunt or uncle, and aunt or uncle-in-law. (Bereavement leave need not be taken on consecutive days but must be initiated within 15 days and completed within 30 days of the qualifying event.)

SB-24

SICK LEAVE

One day per contract month of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the employee or accidental injury or illness the immediate family. (Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.)

Support Employees who legally retire and are vested in the Oklahoma Teacher's Retirement System shall be paid for accrued sick leave upon written request at the rate of \$50.00 per day. Those employees who have resigned and have been employed by the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of \$50.00 per day. All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement. Written request by the employee prior to the effective date of resignation (but not later than June 15th) shall be required. This can only be done once. (Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30th will not be paid.)

Unused sick leave days shall accumulate to a maximum of 120 days per employee. Personnel who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn additional days when the new school year begins which will be credited to their individual retirement reserve account. Official records of all days accumulated above 120 shall be maintained by the school district for the purpose of teacher retirement.

SB-25

VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year at the rate of 1 day per month.

Special Accrual

Current employees who have previously worked less than 12-month contracts and are changed to 12-month positions will accrue vacation days, on the last day of the first month of 12-month employment and each month thereafter, for the remainder of the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all vacation days.

New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, beginning on the last day of the first month of employment, vacation days at the rate of 1 day per month for each month remaining in the fiscal year.

Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Accumulation

Twelve-month employees who accumulate vacation days as a part of their employment contract may accumulate up to a maximum of thirty-five (35) vacation days. An employee that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at their daily rate.

SB-26

SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION

1) Definitions:

- a) "Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.
- b) "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.
- c) "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B (1), below, or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.
- d) "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.
- e) "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- f) "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- g) "Nonreemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2) Policy on Suspension, Demotion, Termination or Nonreemployment of Full-Time Support Employees.

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or nonreemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3) Cause for Suspension, Demotion, Termination or Nonreemployment.

- a) A support employee may be suspended, demoted, terminated or nonreemployed during the term of his/her contract for any of the following:
 - i) Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or
 - ii) Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

- b) The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or nonreemployment during the term of his/her contract.

4) Procedures For Suspensions Without Pay, Terminations and Demotions.

- a) Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:
 - i) The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii) The superintendent of schools or his designee shall explain to the support employee the evidence against the support employee;
 - iii) The superintendent of schools or his designee shall allow the support employee an opportunity to present his side of the matter.
- b) After the support employee is afforded the above hearing rights, the superintendent of schools or his designee may take any of the following actions:
 - i) Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii) Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;
 - iii) Demotion of the support employee;
 - iv) Termination of the support employee;
 - v) Conclude that no disciplinary action is appropriate.
- c) If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then, within five (5) working days after the effective date of the suspension without pay, such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.A., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.
- d) The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5) Procedures for Nonreemployment.

Prior to being nonreemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

- a) The board of education or the superintendent of schools or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the nonreemployment of the support employee for the subsequent fiscal year;
- b) The written notification shall set out the cause(s) for such action;

- c) The support employee shall have the right to contest his nonreemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6) Procedures for Appeal to the Board of Education.

- a) After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or nonreemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.
- b) All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.
- c) A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or nonreemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a nonreemployment, the board may take final action to nonreemploy the employee without further notice or hearing rights.
- d) Hearing before Board of Education:
 - i) Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
 - ii) At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or nonreemployment. The burden of proof shall be upon the school administration. The support employee shall then have the right to present his/her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.
 - iii) As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to nonreemployment, the board may reemploy or nonreemploy the employee for the subsequent fiscal year.
 - iv) The decision of the Board of Education at the hearing shall be final and non-appealable.

7) Miscellaneous.

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or nonrenewal of support employees.

GUTHRIE PUBLIC SCHOOLS

SUPPORT EMPLOYEE RULES AND REGULATIONS

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules and Regulations:

- (1) Falsification of personnel or other records.
- (2) Unexcused failure to be at work station at starting time.
- (3) Leaving work station without authorization prior to lunch periods, or end of work day.
- (4) Excessive unexcused absenteeism.
- (5) Chronic absenteeism for any reason.
- (6) Chronic tardiness.
- (7) Wasting time or loitering during working hours.
- (8) Leaving work area during work hours, without permission, for any reason.
- (9) Possession of weapons on school premises or in school district vehicles or while on duty.
- (10) Removing school district property or records from school district premises without proper authority.
- (11) Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
- (12) Theft or misappropriation of property of employees, students or of the school district.
- (13) Sabotage.
- (14) Distracting the attention of others.
- (15) Refusal to follow instructions of supervisor.
- (16) Refusal or failure to do work assignment.
- (17) Unauthorized operation of machines, tools, or equipment.
- (18) Threatening, intimidating, coercing or interfering with employees or supervisors.
- (19) The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
- (20) Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
- (21) Creating or contributing to unsanitary conditions.
- (22) Practical jokes injurious to other employees or school district property.
- (23) Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
- (24) Disregard of known safety rules or common safety practices.
- (25) Unsafe operation of motor driven vehicles.

- (26) Operating machines or equipment without using the safety devices provided.
- (27) Gambling, lottery, or any other game of chance on school district property.
- (28) Unauthorized distribution of literature, written or printed matter of any description on school district property.
- (29) Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
- (30) Poor workmanship.
- (31) Immoral conduct or indecency including abusive and/or foul language.
- (32) Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
- (33) Walking off job.
- (34) Clocking in or out another employee's time card or time sheet.
- (35) Use of Tobacco on school property.
- (36) Refusal of job transfer, if the transfer does not result in a demotion.
- (37) Abuse of "breaks" (rest periods) or meal period policies.
- (38) Insubordination of any kind.
- (39) Sexual harassment of an employee, a student or a third party such as a patron.
- (40) Misuse or abuse of any school district leave policy or guidelines.
- (41) When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
- (42) Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for physical inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the illness or injury.

SB-27

SUPPORT PERSONNEL REDUCTION IN FORCE

Procedures for Elimination of Support Personnel Positions:

Guthrie Public Schools may lay off an employee whenever it is necessary because of a shortage of funds or work, or because of a material change in the function of the school.

If normal attrition does not accomplish the necessary staff reduction, the Superintendent will recommend the names of the employees to be laid off based upon all the following criteria:

1. Type of job (skills involved in performance).
2. Length of service to Guthrie Public Schools.
3. Work performance and efficiency.

Each employee to be involved in a lay-off as a result of a Reduction In Force shall be notified in writing by the Superintendent at least two (2) weeks before the effective date.

An employee under RIF shall have the right of re-employment to any vacant position that the school district intends to fill provided such employee meets the qualifications of the position. This right expires one (1) year after the effective date of the RIF. The employee shall be considered in reverse order (i.e., the last dismissed will be the first considered) and shall resume his/her place on the salary schedule as qualified. The employee shall be responsible to keep an up to date address and phone number at the office of the superintendent.

SECTION C

MISCELLANEOUS POLICIES

SC-1

DISTRICT EMPLOYEE PURCHASES

The Guthrie Public School District will no longer accept responsibility for purchases by district employees unless those purchases meet one of the following criteria:

1. Purchase order delivered by employee, purchase order received by mail, or purchase order confirmed verbally via telephone by Purchasing Department.
2. Authorization form for emergency purchases signed by the purchasing manager or designee (this is not a purchase order). This form is for a “one-time” purchase only.

District employees are not authorized to charge purchases in the name of the district. It is the responsibility of the vendor to make sure that no business transaction is negotiated with an employee of the school district unless that transaction meets one of the two criteria mentioned above.

NOTE TO SCHOOL EMPLOYEES: Business transactions conducted during any fiscal year period (July 1-June 30) must have a purchase order typed prior to the end of that period (June 30). State law does not permit the issuance of purchase orders after the end of the fiscal year for expenditures of the prior year. Also, invoices of the prior fiscal year cannot be paid from current year funds. If you submit either of these after the close of the fiscal year, you are liable for the payment.

It is the responsibility of the employee and that of the school or department to see that invoices and requisitions needed for this payment be in the Purchasing Department no later than May 18 of each year.

SC-2

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Guthrie Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

SC-3

STAFF SAFETY

All employees of this school district will be covered by Workers' Compensation Insurance for any accident occurring while on official duty on or off school property. Employees will report any accident, however slight in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained.

The supervisor will forward the report to the Assistant Superintendent's office as soon as possible. The Assistant Superintendent will submit an Employee's Report of Industrial Injury to the State Compensation Office.

Employees who have filed for Worker's Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the board.

SC-4

USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989.

With the intent that all employees have notice and knowledge of the ramifications concerning illegal chemical substance use, possession, purchase, sale, or distribution when the employee is on duty or on school property, the Guthrie Board of Education has adopted the following policy and regulations on testing of employees and applicants for employment with regard to use of illegal chemical substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the school board.
2. Employees who are under the influence of an illegal chemical substance when on duty or on school property pose serious safety risks to students and other employees.
3. The use of illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Recent scientific studies demonstrate that the use of illegal chemical substances reduces an employee's ability to perform the job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and by the Constitution of the State of Oklahoma. This policy will not infringe on those rights.
6. Employees who have been identified, as chemically dependent will be referred, on a confidential basis, to a treatment facility or agency.
7. Due to the devastating impact that the use of illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances when on duty or while on school property.
8. This policy will apply to all employees of the school district regardless of position, title or seniority. Violations of this policy will subject the employee to disciplinary action, including termination.
9. The use of intoxicating or non-intoxicating beverages as defined by Oklahoma law (alcohol) is specifically addressed in this policy because alcohol is a legal drug. However, possession or use of alcohol when the employee is on duty or on school property is prohibited. Any employee who is found to be under the influence of alcohol when the employee is on duty or on school property or any employee who possesses or consumes alcohol when the employee is on duty or on school property or while attending a school event will be subject to disciplinary action, including termination.

Employee Drug Use Tests

Employees will be required to submit to drug use testing in the following instances:

1. A drug use test will be a required part of an annual physical examination to determine physical fitness for all school bus drivers, school vehicle mechanics, and all other employees who are required to take an annual physical examination and whose jobs have a direct bearing on the safety of students or other employees. Each employee who is to be tested for illegal chemical substances as a part of an annual physical examination will be given at least 30 calendar days notice of the date of the physical examination and attendant drug use test.
2. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of an illegal chemical substance will be required to take a drug use test.
3. Any employee who is involved in an otherwise unexplained accident involving school property will be required to take a drug use test. Any employee who refuses to take a drug use test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty, which will be the basis for disciplinary action, including termination.

Applicants for Employment Drug Use Tests

Applicants for employment will be required to submit to drug use testing as follows:

Drug use tests will be included as a part of physical examinations for that class of employees for whom physical examinations are required and only following a conditional offer of employment. If the prospective employee refuses to take the examination, or if the examination discloses drug use, the employment offer will be withdrawn. Applicants for employment will be notified that drug use testing will be a part of the physical examination if a physical examination is required.

Persons Authorized to Order Drug Testing

The following persons have the authority to require drug use testing of employees under this policy:

1. The superintendent of schools;
2. Any employee designated for such purposes by the superintendent or by the school board.

Circulation of Policy

This policy and the accompanying regulations shall be given broad circulation to all employees of the school district, which shall include prominent posting at various places in the district. Each employee and applicant for employment shall be entitled to receive, upon request, a free copy of this policy and the accompanying regulations.

Regulations:

In accordance with the policy of the board of education, the following regulation implements and supports the Use of Illegal Chemical Substances by Employees policy:

Definitions

1. "Illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all pre-prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose.
2. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientifically substantiated drug use screen test and drug use confirm test.
3. "Positive", when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal chemical substance or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
4. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
5. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.
6. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
7. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an individual, and reasonable inferences drawn from those observations in the light of experience.

Determination of Applicants for Employment and Employees Being Under the Influence of an Illegal Chemical Substance

1. Any drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimen, proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible. The test specimen shall be obtained in a manner, which minimizes its intrusiveness. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall; the test monitor shall not observe any employee or applicant while the specimen is being produced, but the test monitor may be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the test monitor has reason to believe or suspect that an employee/applicant is tampering with the specimen, the test monitor may stop the procedure and inform the test coordinator who will then determine if direct observation is required. The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to list any medication he/she has taken or any other legitimate reasons for having been in contact with potentially illegal chemical substances in the preceding 30 days.
2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography mass spectrometry technique. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If the second test is positive for the presence of illegal chemical substances or the metabolites thereof, the applicant for employment or the employee will be furnished with a copy of the test results.
4. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of an illegal chemical substance will be given a reasonable opportunity to rebut the drug use tests results. If the applicant or employee asserts that the positive test results are caused by other than consumption of an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of an illegal chemical substance. The school district will rely on the opinion of the laboratory, which performed the tests in determining whether the positive test result was produced by other than consumption of an illegal chemical substance. The employee or applicant will have a right to have a second gas chromatography/mass spectrometry test performed on the same test specimen at the expense of the employee or applicant if the request for the second test is made within 30 days after the date the first test positive result is communicated to the employee or applicant and subject to the approval by the school district's consulting laboratory of (a) the laboratory selected by the applicant for the second test and (b) the testing methodology used by the laboratory selected by the employee or applicant. A proper chain of custody shall be maintained at all times in transmitting the specimen to and from a second laboratory.
5. The laboratory reports and results of drug use testing will be maintained on a confidential basis except as otherwise required by law; provided however, the results and reports of drug use testing may be given to law enforcement authorities if the drug use test is administered as a result of an employee's involvement in an accident resulting in injury to persons or property. The laboratory performing drug use tests for the school district will not report on or disclose to the school district any physical or psychological condition affecting an employee or employment applicant which may be discovered in the examination of a specimen other than the presence of illegal chemical substances or the metabolites thereof. The use of specimens to test for any other substances will not be permitted.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of an Illegal Chemical Substance

An employee who possesses, uses, distributes, purchases sells or is confirmed by drug use tests to be under the influence of an illegal chemical substance while on duty, while on school property or as a result of drug use tests conducted as part of an annual physical examination will be subject to disciplinary action, including termination.

Applicants Under the Influence of an Illegal Chemical Substance

Any applicant who is confirmed by drug use test to be under the influence of an illegal chemical substance will not be hired.

SC-5

DISPOSAL OF SURPLUS PROPERTY

Obsolete, surplus, worn-out, or unusable school property shall be traded in or exchanged in the acquisition of other property whenever feasible. Otherwise, such property shall be sold at competitive bidding or at public auction, unless, some other disposition of real property or of personal property has been designated by the board. All such sales or other dispositions shall be recorded and reported to the board.

SC-6

FOOD SERVICES

Food services shall participate in the National School Lunch Program on a basis as nearly self-supporting as feasible, while maintaining charges per pupil at the most reasonable rates possible.

The Guthrie Public Schools Foods Service Department cooperates with the National School Lunch Program. Children from families whose income is at or below the levels set by law are eligible for free or reduced-price meals.

Application forms are available at the principal's office in each school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

In certain cases foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals for them, they should contact the school.

In operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

SC-7

MAINTENANCE AND OPERATION OF THE PLANT

The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep facilities, buildings, and equipment attractive and in good repair.

Hazard Communication Standard

The school district shall be in compliance with OSHA hazard Communication Standard "Right-to-Know Laws", and regulations regarding the use and storage of chemicals in the workplaces and classrooms. (Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986)

SC-8

INSURANCE

The school district shall carry the most economical adequate insurance available on buildings against loss from fire, wind, and other perils. The insurance program and its cost shall be continually studied by the administration and periodically reviewed by the board. Insurance programs shall include the following:

- A. The school district shall carry Worker's Compensation Insurance
- B. The school district shall make available the opportunity to participate in a group health insurance policy.
- C. The school district shall furnish a limited loss of time insurance policy.
- D. Student accident insurance may be made available to all students.
- E. As a political subdivision of the state of Oklahoma, the district shall be liable for loss resulting from its torts or the torts of its employees acting within the scope of their employment of duties subject to the limitations specified in State Law. The school district shall carry liability insurance on all employees. Employees involved in on-the-job activities, which could result in legal proceedings, should inform their supervisor as soon as possible. It should be noted that this liability insurance is not valid in cases of criminal negligence.

SC-9

HAZARDOUS MATERIALS COMMUNICATION

Guthrie Public Schools will comply with federal, state and local regulations pertaining to the use and storage of hazardous materials within the school district, including the workers' right-to-know. In an effort to maintain such regulations, Guthrie Public Schools will utilize the following procedures:

- A. Maintain and make available to its employees such chemical hazard information as required
- B. Maintain and make available to its employees such accident and safety reports as required
- C. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request
- D. Work with the local fire authority to identify hazards and placard as required
- E. Maintain proper labeling and storage of containers of hazardous materials
- F. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials
- G. Conduct such training as needed to familiarize each employee with hazards of that employee's position
- H. Provide such training at least annually and as needed for specific situations

NOTICE

ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management Plan for Guthrie Public Schools may be viewed in each site Principal's office. A master copy is available for public inspection at the Guthrie Public Schools' Maintenance Department located at 200 Crooks Drive, Building #4.

SC-10

SMOKE FREE ENVIRONMENT

Smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using the District's facilities, including stadium, and sports complex.

SC-11

MAINTENANCE

Guthrie Public School District I-1 employs a maintenance staff that functions under the Director of Maintenance. Minor equipment and facility repairs are the chief duties of the maintenance staff. All repair and/or work requests shall be submitted on a work order form signed by the building administrator to the Office of the Director of Maintenance. In case of an emergency, report the event by telephone to the Office of the Director of Maintenance. For emergencies, a work order will be completed at the director's office. All work orders will be forwarded to the appropriate maintenance person. No private repair firms should be called without the approval of the director of maintenance.

Major facility alterations and additions are generally scheduled for summer or during extended non-school periods.

SC-12

USE OF SCHOOL VEHICLE

Only district vehicles, which are currently under warranty, will be allowed to be taken on out-of-state trips. The Vo-Ag truck and the newer buses are the only district vehicles that would be allowed to take out-of-state trips under such a policy.

SC-13

COORDINATION OF TRANSPORTATION SERVICES

Information regarding bus routes, bus schedules, and bus assignments or any changes will be prepared in writing by the Transportation Office, and copies will be provided to principals of all schools. The Transportation Director must approve schedules and changes. In the event a bus or buses may be late arriving at a school, the Transportation Office will notify the school affected. The Principal should report unusual delays at a school to the Transportation Office. Principals should notify the Transportation Office if a bus continually arrives at school too early or too late or if potential transportation difficulties are detected at a campus as the result of driver action.

SC-14

ACCIDENTS AND ACCIDENT REPORTING

The following steps should be taken for all accidents:

- A. The bus driver should stop and render aid. The Transportation Office should be called or contacted via the radio immediately. The dispatcher will notify the police.
- B. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
- C. The bus driver should inquire about personal injury. No student should be let off the bus unless there is a threat of fire. If there are injuries, the driver should make a list of those injured and submit the list along with an Accident Report to the Transportation Office. The Transportation Office should notify the principal of the school where those students attend.
- D. The driver should exchange complete information with the other driver involved.

SC-15

OUT-OF-STATE TRAVEL

Oklahoma school buses may not be used for transporting students out-of-state without permission from the State Department of Education. Principals needing this transportation should make a written request, listing reason(s) for this request, to the Administrative Assistant in charge of pupil transportation for the Guthrie Public Schools. This request must be made at least three (3) weeks prior to the activity. The Administrative Assistant, after reviewing the request, may ask that the State Department approve the use of school buses for the activity.

SC-16

BUS DRIVERS

All drivers for the school system must be at least 18 years of age, have a current Chauffeur or Commercial Chauffeur's license, and must be certified by the State Department of Education. Drivers are required to carry their certification card with them when they are driving a bus. New drivers hired after the initial School for Certification is given shall make arrangements to attend a school as soon as one is given in the area. Failure to do so will result in termination. All drivers are required to maintain an acceptable driving record of no more than two (2) moving traffic violations in the last three (3) years, provided no more than one (1) violation occurred in the last two (2) years. Each year a driver must secure and have on file a Motor Vehicle Report in the Transportation Office. A driver can have no DUI or drug-related traffic violations or reckless or careless driving offenses on a Motor Vehicle Report and drive a school bus for the Guthrie Public Schools.

SC-17

COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT

The Guthrie School District will reimburse an employee for his/her initial cost to acquire a Commercial Driver's License (CDL), provided the employee uses a school vehicle in his/her employment. This reimbursement will occur after the third month of employment, upon receipt of the appropriate form submitted by the employee. An employee who has been reimbursed for the cost of the CDL by the district will have that amount charged against his/her last paycheck with the district, if he/she leaves the district before the end of the school year.

**SC-18
FAIR LABOR STANDARDS ACT**

REVISED 10-11-2004

**GUTHRIE SCHOOL DISTRICT POLICY FOR CLASSIFICATION OF EMPLOYEES
AND RIGHTS AND RESPONSIBILITIES INVOLVING NONEXEMPT EMPLOYEES**

It is the policy of Guthrie School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the District and nonexempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties, authority and compensation; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Assistant Superintendents
- Principals and Assistant Principals
- Directors of Computer Programming

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- Non-RN school nurse
- School attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for clarification.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited because it creates monetary liability for the district, even though that result is unintended.**

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should promptly notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

**GUTHRIE SCHOOL DISTRICT
POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS**

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the tests approved by FLSA for executive, administrative or professional positions.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. *Authorized* overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Supervisors may only permit overtime under unusual or extraordinary circumstances and overtime must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance in writing by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including possible termination.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

GUTHRIE SCHOOL DISTRICT COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Guthrie School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a nonexempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including possible termination.

II. Calculation of Compensatory Time

If a non-exempt employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initiated by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operation of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District requires that comp time earned during one pay period must be used during that period or during the next pay period.

IV. Maximum Accrual of Time

Employees may accrue up to 120 hours of comp time. (Because comp time is accumulated at time and one-half, this is 80 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 240 hours of comp time.

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of nonexempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when nonexempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Nonexempt Employees

A copy of this policy will be provided all of the district’s nonexempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt employees of the District.

GUTHRIE SCHOOL DISTRICT
COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the Guthrie School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or, in the District's discretion, providing the employee monetary overtime compensation. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the District's policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Employee Signature

Date

Supervisor Signature

Date

GUTHRIE PUBLIC SCHOOLS
 PERFORMANCE EVALUATION FOR SUPPORT EMPLOYEES

Employee _____ Social Security Number _____

Building/Department _____ Job Title _____

Annual Evaluation _____ 90 Day Evaluation _____ Special Evaluation _____

The Support Personnel Performance Evaluation Program is designed to improve the quality of work in all areas of the support staff by improving the individual on-the-job performance of each employee. It is a cooperative effort between the supervisor and the employee to identify strengths and weaknesses and to prescribe steps for improvement whenever necessary.

CIRCLE THE PROPER RATING FOR EACH PERFORMANCE CRITERION OBSERVED.

Definition of Evaluation Code

- PC- Professionally Competent: Performance is satisfactory
- NI- Needs Improvement: Performance is not as effective as desired
- U - Unsatisfactory: Performance is unacceptable
- NA- Not applicable for this employee

PERFORMANCE EVALUATION FACTORS

<i>PERSONAL CHARACTERISTICS</i>	PERFORMANCE ASSESSMENT		
	PC	NI	U
Maintains acceptable attendance record, excluding earned vacation and other leave benefits to which employee is entitled.	PC	NI	U
Arrives on time and maintains reasonably uniform signing or clocking in on time.	PC	NI	U
Maintains a positive outlook, which enhances employee's morale.	PC	NI	U
Uses tact in dealing with the public as well as with other employees.	PC	NI	U
Accepts constructive criticism and suggestions for improvement without resentment.	PC	NI	U
Demonstrates genuine interest in and satisfaction with job assignment.	PC	NI	U
Observes employee dress code, is neat and well groomed in keeping with job assignment	PC	NI	U

PERFORMANCE EVALUATION FACTORS

PERFORMANCE ASSESSMENT

WORK PERFORMANCE

	PC	NI	U
Understands all phases of the job	PC	NI	U
Seeks assistance and/or clarification as needed without hesitation	PC	NI	U
Produces neat, accurate work product which meets acceptable Standards	PC	NI	U
Plans and organizes work in acceptable manner for maximum Efficiency	PC	NI	U
Works well independently without inordinate amount of direct supervision required	PC	NI	U

PROFESSIONAL DEVELOPMENT

	PC	NI	U	NA
Strives to improve in skills required for present job assignment	PC	NI	U	NA
Makes decisions and forms opinions based on sound judgment	PC	NI	U	NA
Uses authority objectively and wisely without favoritism	PC	NI	U	NA
Indicates desire to advance in responsibility and reveals leadership Potential	PC	NI	U	NA

IF NEEDS IMPROVEMENT or UNSATISFACTORY is checked for any area, a PLAN FOR IMPROVEMENT should be developed with the employee, identifying specific steps to be taken to improve performance to a level of competency. THE PLAN FOR IMPROVEMENT should include setting of a specific date at which time a Special Evaluation will be conducted to check progress or completion of the plan. A PLAN FOR IMPROVEMENT should be developed for each area needing improvement. Both the employee and the supervisor should sign the plan at its inception and should initial and date the plan at the time of the special evaluation to check progress.

Supervisor's Comments: _____

Signatures affixed here do not indicate necessarily concurrence with the evaluation, but that the employee and the supervisor have discussed the contents and recommendations.

Employee's Comments: _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Building Site



GUTHRIE PUBLIC SCHOOLS

ADMINISTRATOR'S HANDBOOK
TERMS AND CONDITIONS OF EMPLOYMENT

PUBLISHED 09/09/2014

TABLE OF CONTENTS

ITEM	PAGE NUMBER
Purpose	3
Definition	3
Salary Schedule	4
Annual Reemployment	5
Dismissal or Nonreemployment of an Administrator	5
Vacation	5
Life Insurance	6
Health & Dental Insurance	6
Workers Compensation Insurance	6
Sick Leave	7
Sick Leave Bank	8
Personal Leave	8
Family Medical Leave	8
Bereavement Leave	8
Jury Duty	9
Leave-Of-Absence	9
Promotion & Transfer	10
Professional Growth	11
Evaluation	11

GUTHRIE PUBLIC SCHOOLS
Administrator Handbook
Terms and Conditions of Employment

PURPOSE

The Guthrie School District Administrator Handbook is furnished to each Administrator for the purpose of informing him/her of the basic terms and conditions of employment with respect to an administrative position.

The Handbook addresses and explains many practices administered by the School District that will assist the administrator in better understanding basic employment matters such as workdays, leave (including sick and vacation) as well as other benefits. You will, undoubtedly, have questions that either need additional interpretation or are not addressed. In these situations, we encourage you to immediately discuss them with your supervisor to insure a clear understanding and resolution of your issue.

The Superintendent and Board of Education continually review Board policies. As a result of this review process, the Handbook's contents and its interpretation can and will be modified when such modification is deemed necessary.

The Handbook is for information purposes only. Neither it nor any other communication may displace applicable law, Board policy or the terms of the Administrator's contract with Guthrie Public Schools.

I. Definition

For purposes of these policies and terms of employment, the term administrator shall mean all personnel in the District who are employed on an administrative contract with the Guthrie Public School District. All policies and procedures herein apply to the Superintendent, Assistant Superintendents, Principals, Assistant Principals and Directors unless an item is limited to a specific employee position or items are specifically modified in an administrator's contract between the employee and the Board of Education.

II. Salary Schedule

The Salary Schedule for all administrators will be approved by the Board of Education, upon recommendation of the Superintendent.

Administrative Stipend Scale

~~2014-2015~~ **2015-2016**

(Base Salary = Years of Service on Teacher Salary Scale)

Position	Administrative Incentive Above Teacher Salary Scale	Longevity Incentive
<i>BUILDING LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Ass't Elementary Principal	\$11,500.00	+ \$150 per year for each year of "building" level administrative experience (maximum of 29 years)
Elementary Principal	\$18,000.00	
Ass't JH Principal	\$13,000.00	
JH Principal	\$23,000.00	
Ass't HS Principal	\$20,000.00	
HS Principal	\$30,000.00	
<i>DISTRICT LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Assistant Superintendent	\$43,500.00	+ \$250 per year for each year of "district" level administrative experience (maximum of 29 years)
Athletic Director	\$20,000.00	
Director of Facilities*	\$15,000.00	
Director of Special Education	\$15,250.00	
Director of Technology	\$17,750.00	
Facilities Assistant*	Frozen at 2013-14 rate of pay	
Executive Director	\$34,500.00	
Director of Alternative Education	\$18,000.00	

****Base salary will be the years of service on the Bachelor's Salary Scale***

III. Annual Reemployment

The Board of Education will approve all administrators for a one year contract, with the exception of the Superintendent. By law, a Board may enter into a contract with the Superintendent not to exceed three years. All other administrators will be considered for reemployment by the Board of Education in February of each year. The Board, at its discretion, may alter the date for consideration of an administrator's contract as long as consideration of the contract occurs before the first Monday in June of each school year.

IV. Dismissal or Non-reemployment of an Administrator

Whenever the Board of Education or the Administrator of a school District shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position with the school district should be effected, the administrator shall be entitled to due process pursuant to Okla. Stat. Tit. 70 6-101- the law applicable to termination of employment of certified administrators.

The procedures and grounds for dismissal or non-reemployment of a non-certified administrator will be the same as for all non-certified employees.

V. VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

A. Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year or 1 day per month.

B. Special Accrual

Current employees, who have previously worked less than 12-month contracts and are changed to 12-month positions, will accrue, one vacation day on the last day of each month remaining in the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all unused vacation days.

C. New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, one vacation day on the last day of each month remaining in the fiscal year.

D. Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

E. Accumulation

Twelve month employees, who accumulate vacation days as a part of their employment contract, may accumulate up to a maximum of thirty-five (35) vacation days. An administrator that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

F. Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at a daily rate equal to a regular day of pay.

VI. Life Insurance

Certified and Non-Certified Administrators will receive the same life insurance benefits as all other full-time employees.

VII. Health & Dental Insurance

Certified Administrators will receive the same health and dental benefits as all other full-time certified employees.

Non-Certified Administrators will receive the same health and dental benefits as all other full-time support employees.

VIII. Workers Compensation Insurance

Administrators who are injured by accident arising out of and in the course of his/her employment, regardless of where such injury occurred, shall be entitled to apply for benefits through workers compensation insurance as provided by the Board of Education.

IX. Sick Leave

- A. Administrators shall be vested one day of sick leave for each month of contract. Days vested for administrators will be by length of contract:

Twelve (12) month administrators = Twelve (12) days
Eleven (11) month administrators = Eleven (11) days
Ten (10) month administrators = Ten (10) days

Should an administrator have to be absent from work due to sick leave, he/she must notify their immediate supervisor as soon as possible prior to being absent. Sick leave shall be accumulative to a maximum of one hundred twenty (120) days.

- B. If, after exhausting all sick leave, additional days are required, the administrator shall receive full contract salary less the amount normally paid a certified substitute for an additional period of twenty (20) days. The salary deduction is made regardless of whether the District retains a substitute for the position. In order to receive the additional twenty (20) days, the administrator must present a doctor's statement to the effect that he/she is medically unable to return to work. If additional days are needed following the twenty (20) days, the administrator may apply to the appropriate sick leave bank, assuming the administrator is a contributing member.
- C. Upon termination of employment, administrators may choose to transfer the accumulated sick leave between school Districts. The administrator is responsible for obtaining documentation of sick leave to be transferred to the next school District.
- D. Upon retirement through Oklahoma Teacher Retirement System, or resignation after ten years of service to Guthrie Public Schools, administrators shall be paid for all unused sick leave days earned while employed with the district, up to a maximum of one hundred twenty (120) days at the rate of \$50 per day. Sick leave days purchased may, also, be used towards additional experience with the Oklahoma Teachers Retirement System. Those days purchased by Guthrie Public Schools may not be transferred to another school district.

X. Sick Leave Bank

Administrators may participate in the certified or support employee's sick leave bank as applicable. Policies and provisions of use of the sick leave banks can be found in the Policies and Procedures Manual for Guthrie Public Schools.

XI. Personal Leave

A. Administrators shall be granted three (3) days of personal leave with pay each year to conduct personal business that must be conducted during a day under which the administrator is obligated by contract to be at work.

1. Except in emergency situations, administrators who must be absent for reasons of personal leave shall provide the Superintendent with at least forty-eight (48) hours advance notice. In emergencies, the administrator will notify the Superintendent prior to the beginning of the school day and on return to work will complete the necessary documentation.
2. Unused personal leave days shall accumulate as sick leave for the following year. However, administrators who have one hundred ten (110) unused sick leave days accumulated at the close of the school year, may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible administrators must request payment in writing to the payroll office by June 1 each year to receive reimbursement.

XII. Family and Medical Leave

Family and medical leave shall be available to the administrator in accordance with the District's policy governing family and medical leave.

XIII. Bereavement Leave

A. Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an Administrator in the event of a death in the immediate family. Immediate family shall include the following:

Spouse, parents, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, siblings, mother-in-law, father-in-law, grandparents, grandchildren, aunt or uncle, and aunt or uncle-in-law.

- B. For deaths outside of the immediate family, administrators may apply to the Superintendent who is authorized to grant leave chargeable to sick leave, bereavement leave or personal leave by paying the cost of a certified substitute whether or not one is hired.

XIV. Jury Duty or Subpoena Leave

Administrators who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of service. Administrators who must serve in this capacity shall pay over to the District any compensation received for said services.

XV. Leave-of-Absence Without Pay

- A. Administrators may request extended leave-of-absence for not more than one (1) year without pay under any of the circumstances in this section. All requests for such extended leave-of-absence without pay shall be made in writing. All responses to the request shall be in writing. Such application shall be reviewed by the Superintendent before recommending action by the Board of Education. Whether, and under what circumstances, to grant a leave without pay is reserved entirely to the discretion of the Board of Education.
- B. Administrators will be eligible to request a leave-of-absence after two (2) years of continuous administrative service to the District.
- C. Replacement for an administrator granted a leave-of-absence will be on an interim, temporary employment contract. During such interim employment, the administrator employed may apply for positional openings within the District.
- D. Leave-of-absence without pay may be requested for the following reasons:
 - 1. If an administrator is unable to work due to personal illness or disability and has exhausted all sick leave available, a medical leave request must be accompanied by a doctor's certificate stating the administrator cannot perform his/her duties.

The administrator may return to duty only upon presentation of appropriate medical evidence stating he/she is able to resume regular work and upon the recommendation of the Superintendent.
 - 2. To care for a sick member of the administrator's immediate family.

3. To adopt a child. An administrator adopting a child shall be entitled to, upon request, a leave to commence at any time during the first year continuous with adoption after receiving de facto custody of the child, or prior to receiving custody, if necessary to fulfill the requirements for adoption.
4. Military leave-of-absence may be granted by the Board of Education to an administrator in accordance with existing state and federal statutes.
5. Pursuit of advanced degree. An administrator may be granted a leave-of-absence to pursue an advanced degree. An administrator must be able to prove to the Board of Education the advanced degree will benefit the school District. Upon application, the administrator must be no further than one year away from completion of the advanced degree.
6. The administrator's use of a leave-of-absence, or any part of it, for a purpose, which qualifies for family and medical leave under the Family and Medical Leave Act, shall fulfill the District's obligations under the Act.

An administrator on leave-of-absence shall be responsible for health and other insurance premiums, if any, except for that part of the leave which qualifies as family and medical leave.

XVI. Promotion and Transfer

- A. All vacant administrative positions shall be posted for a minimum of three (3) days. A letter of application will be required to demonstrate an interest in the vacancy.
- B. Administrators may request a transfer within the District by filing a letter of intent with the Superintendent.
- C. The Superintendent may involuntarily transfer administrative staff within the District as he/she deems in the best interest of the school district.

XVII. Professional Growth

- A. Professional growth is encouraged for all administrators. Requests to attend conferences and/or seminars, in state, must be submitted in writing to the Superintendent at least two (2) weeks prior to attendance. Any trips outside the state must be approved by the Board of Education. All requests for attendance out of state must be submitted to the Superintendent one week prior to the posting of the Board agenda.

- B. All reimbursements for expenses to attend conferences and/or seminars will be approved by the Board at the next regularly scheduled meeting following submitting actual documentation of expenses.

XVIII. Evaluation

Each administrator will receive a formal evaluation conference with the Superintendent or the Superintendent's designee prior to a recommendation for renewal or non-renewal of contract for the next school year. The evaluation will be on a Board approved evaluation instrument and will become a part of the administrator's personnel file. Following the evaluation by the Superintendent, the administrator will have ten (10) days to write a response which will be attached and made a part of the evaluation. Administrator evaluations will be viewed by the Board of Education in consideration of any recommendations by the Superintendent pursuant to renewal or non-renewal of administrator's contract for the next school year.

Guthrie Public Schools
Property Committee Meeting
July 6, 2015
5:00 p.m.

Members present: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Jerry Gammill, Jennifer Bennett-Johnson, Sharon Watts, and Linda Skinner.

Janna Pierson attended in the absence of Member Terry Pennington.

Mr. Gammill spoke on the following items:

Expenditure Reports:

- Summarized the expenses for June
- Outlined new Purchase Orders for June

Completed Projects:

- 110 Work-Orders completed in June
- Jr. High air quality testing found satisfactory
- GUES PA system amplifier replacement
- FFA welding shop insulation
- High School fire alarm/sprinkler repairs
- Smart Board installation completed at High School

Projects in Progress:

- Currently have 102 Work-Orders in progress
- Smart Board installation: 1) 7 at Fogarty
2) 11 at Cotteral
3) 1 at GUES
- Summer cleaning
- FFA building construction
- Faver carpet replacement
- Jr. High classroom enlargement for science lab
- High School kitchen painting – walls and floor

Superintendent Discussion:

- Bond update
- Presentation made by SafeDefend

**Guthrie Public Schools
Finance Committee Meeting
July 7, 2015
4:00 P.M.**

In Attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Carmen Walters, Eldona Woodruff, Janna Pierson, Tina Smedley, Gail Davis and Vicki Biggs.

Mr. Schulz opened the meeting by letting the committee know the first pages were routine financial reports and if they had questions to call or e-mail him. He also, explained that the Demand Deposit at Farmers and Merchants Bank was still paying above the other area Bank rates.

Mr. Schulz spoke on the following:

Child Nutrition Loan Agreement

This is a yearly loan agreement put in place every year with the CN Fund.

Activity Fund Handbook

Updates to the AF Handbook including the implementation of Board approval of all fundraisers.

Copier Lease Contract

This is a renewal of copier lease with Image Works for 2015-16.

Coca-Cola/Imperial Contract

This is a renewal for the school vending (beverage/snack) machines.

Mr. Ogle spoke on the following:

Support Handbook

Update of handbook with 3 changes.

Administrator Handbook

Update of handbook with 1 change.

Edgenuity Contract

This is a renewal for E 20/20 online classes for 2015-16.

Ms. Woodruff spoke on the following:

Mercy Health Center Contract

This is a new contract for Speech Therapy for 2015-16.

Career Staff Contract Renewal

This is a renewal for Occupational Therapy for 2015-16.

Dr. Simpson spoke on the following:

Sale of Bonds –Resolution

This is the Bids on Interest Rates.

CCOSA Contract

This is an Advisory Agreement renewal for 2015-16.

CCE Communication Contract

This is a renewal for Public Information for 2015-16.

Reliance Communication

This is a renewal for School Messenger for 2015-16.

School Wires

This is a renewal for Web Hosting for 2015-16.

City of Guthrie Contract

This is a renewal for SRO's for 2015-16.

Guthrie Public Schools
Curriculum Committee Meeting

July 7, 2015

5:00 P.M.

Members Present: Dr. Mike Simpson, Carmen Walters, Doug Ogle, Eldona Woodruff, Janna Pierson,
Travis Sallee, Gail Davis and Sheryl Miles

Discussion Items:

Carmen Walters:

- 2015 RSA Placement
 - Automatic Exempt # 3 (IOWA 45th Percentile) 2
 - Automatic Exempt #5 (IEP student retained 1 Year) 9
 - Probationary Special Education 14
 - Limited Knowledge on IOWA 9
 - Transitional 3rd Grade 8
 - Retained 3rd Grade 12
 - Limited Knowledge promoted to 4th grade 54
 - Limited Knowledge retained 0

Doug Ogle

- Renewal of Edgenuity (Virtual Classroom and Web Administrator for 55 courses plus VT OK EOI's. Includes PD Co Op with Meridian Tech.