

**AGENDA WITH COMMENTARY**

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

**MONDAY  
MARCH 06, 2017  
7:00 P.M.**

**AGENDA:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Seating of New Board Member:  
A. Oath of Office**
- 7. Recommendation, consideration and vote on reorganization of the Board including:  
A. Election of President  
B. Election of First Vice-President  
C. Election of Second Vice-President  
D. Election of Board Clerk  
E. Election of Deputy Board Clerk  
  
(New Officers Take Their Post)**
- 8. Presentation by Mr. Brian Billings from Sonic of East Guthrie**
- 9. Kiwanis Presentation  
A. Student Recognition**
- 10. Presentation of Certified and Support Employee of the Month**
- 11. Comments to the Board by:**

- A. Citizens registered to speak to the Board
  - B. Board Members
12. Superintendent's Reports
13. **Consent Agenda**.....Pages 5-33  
**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 February 13, 2017
  - B. Treasurer's Report
  - C. New Activity Fund Account requests 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 General Fund #'s 711-740, Building Fund #'s 193-204, Child Nutrition Fund #35, Casualty/Flood Insurance Recovery Fund #4 and listed change orders and Activity Fund Reports
14. **Business Agenda:**
- A. Recommendation, consideration and action upon contract renewal with Municipal Accounting Systems, Inc. for providing software and support for financial accounting, personnel, child nutrition and student information programs including student gradebooks.....Pages 34-45  
  
 Commentary:  
 The District has used Municipal Accounting Systems for over 19 years. Part of the cost is driven by student enrollment. There will be a net decrease of \$943.25.  
**Dennis Schulz will answer any questions.**  
  
**RECOMMENDED ACTION:**  
 The Superintendent recommends approval.
  - B. Recommendation, consideration and action upon request for Special Education students to attend State Special Olympics Summer Games May 17-19, 2017.....Page 46

Commentary:

This event is held in Stillwater in May of each year. The cost is paid from the Special Olympics Activity Fund. Our students have participated in these games for a number of years. It is a great opportunity for the students. A complete explanation from Ms. Woodruff is in your packet. **Eldona Woodruff will answer any questions.**

**RECOMMENDATION ACTION:**

The Superintendent recommends approval.

**C. Recommendation, consideration and action upon K-8 Remedial Summer School Program.....Page 47**

Commentary:

This is a request to again provide our annual Remedial Summer School Program for students in Kindergarten through 8<sup>th</sup> grade. The program is funded through Title I funds. There is no cost to the student. Teacher recommendations will be submitted for your approval at the May 2017 Board meeting. **Carmen Walters will answer any questions.**

**RECOMMENDATION ACTION:**

The Superintendent recommends approval.

**D. Recommendation, consideration and action upon \$.10 increase for all paid student breakfast and lunch meals.....Pages 48-53**

Commentary:

We are required to increase our student full paid lunch meal prices annually until our price is equal to the difference between free meal reimbursement and paid meal reimbursement. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**15. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of all building level administrator’s contracts as listed for 2017-2018 and discussion of extra-duty assignments for 2016-2017, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1 and 7**

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

- 16. **Vote on action as set out on the Personnel Reports.....Page 54**
- 17. **Recommendation, consideration and action upon building level administrator’s contracts as listed for 2017-2018 without specification for salary or assignment  
Page 55**
- 18. **Action upon recommendation of extra-duty assignments as listed for 2016-2017  
Pages 56-57**
- 19. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
- 20. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
- 21. **Adjourn**

**Dr. Mike Simpson  
Superintendent**

**jf**

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
FEBRUARY 13, 2017**

**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 FEBRUARY 13, 2017**

**Board Members Present:** Jennifer Bennett-Johnson, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts

**Board Member Absent:** 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  
Cody Thompson, Director of Operations  
Jessica Callaway, Director of Child Nutrition  
Jean Watts, Deputy Minutes Clerk

1. The meeting was called to order by President Watts.
2. Members Jennifer Bennett-Johnson, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.  
  
Member Terry Pennington was not present for roll call.
3. A quorum was established.
4. President Watts asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Watts asked everyone present to join her in a Moment of Silence.
6. President Watts asked for the presentation of Certified and Support Employee of the Month.

**Mr. Doug Ogle, Executive Director of Personnel and Secondary Education, announced the award winners for January: Ms. Valerie Boyster, Cafeteria Manager at Central, for support employee of the month. Ms. Boyster was nominated to the committee by Ms. Tamara Stout, Cafeteria Manager at Cotteral. The winner for certified employee of the month was not able to attend the meeting and will be recognized at the March School Board Meeting.**

**Mr. Ogle presented Ms. Boyster with a plaque.**

- 7. President Watts called for presentation of Guthrie Public Schools' Site Teachers of the Year and District Teacher of the Year for 2017-2018.**

**Dr. Simpson introduced Ms. Carmen Walters, Executive Director of Federal Programs and Elementary Education, and Mr. Doug Ogle, Executive Director of Personnel and Secondary Education. Ms. Walters announced the 2017 Elementary Teacher of the Year as Ms. Mechelle Helmberger. Mr. Ogle recognized the 2017 Secondary Teacher of the Year as Ms. Blair Workman.**

**Dr. Simpson then announced the 2017 Teacher of the Year as Ms. Mechelle Helmberger.**

- 8A. President Watts 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.**

- 8B. President Watts called for any comments to the Board by Board members.**

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

- 9. President Watts called for the Superintendent's Reports.**

**Superintendent Simpson reported on the following:**

**Announced school will be in session on April 21<sup>st</sup> as that snow day was taken on January 13<sup>th</sup>.**

**Reminded attendees about the School Board Election tomorrow and that all registered voters residing within the Guthrie Public Schools boundary are eligible to vote. Seat #6 is up for election and the candidates for that seat are Gina Davis and Eddie Lynn. Announced there is also an election on the same ballot for residents inside Ward #1 of the Guthrie City Limits that will decide which of three candidates will be on the ballot for City Council in that ward for the general election on April 4<sup>th</sup>. He encouraged all eligible voters to participate tomorrow.**

**Recognized Guthrie High School for hosting the Chamber Coffee on February 1<sup>st</sup> where over 70 community members attended. Following the meeting everyone was invited to watch three GHS football players, Dalton Freshour, Justin Dutton and Seth Dean, sign national letters of intent to play college football.**

**Announced that next Tuesday night, the Guthrie Educational Foundational will host their annual fundraising dinner at the Masonic Temple where Frank and Kay Davis will be honored. Reminded everyone the money raised at the dinner will fund grants from teachers and staff members. The tickets are \$75 and may be purchased from a member of the Foundation Board.**

**Recognized the hard work the staff at Guthrie Junior High School have put in to meeting criteria for two consecutive years in both IEP Reading and Math in order to be removed from FOCUS status. They have been a FOCUS school, a school recognized by OSDE as having specific ESEA subgroups with low achievement and/or graduation rates, since 2012.**

**Congratulated Guthrie Junior High Math Teacher Shurlyn Maltz who was nominated for the Presidential Award for Excellence in Mathematics and Science Teaching. She is currently working through the application process.**

- 10. President Watts called for action on the Consent Agenda.**

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

**The motion carried with 5 ayes and 0 nays.**

- 11A. President Watts called for recommendation, consideration and action upon Guthrie High School Driver's Education Summer School 2017.**

**A motion was made by Pierson and seconded by Smedley to approve Guthrie High School Driver's Education Summer School 2017.**

**The motion carried with 5 ayes and 0 nays.**

- 11B. President Watts called for discussion, consideration and vote to grant or not grant to the City of Guthrie, Oklahoma a permanent easement for sidewalk purposes over and across the West 20 feet of the East 40 feet of the SE/4 of the NW/4 of Section 4, T16N, R2W, Logan County, Oklahoma.**

**A motion was made by Sallee and seconded by Bennett-Johnson to grant to the City of Guthrie, Oklahoma a permanent easement for sidewalk purposes over and across the West 20 feet of the East 40 feet of the SE/4 of the NW/4 of Section 4, T16N, R2W, Logan County, Oklahoma.**

The motion carried with 5 ayes and 0 nays.

- 11C. President Watts called for recommendation, consideration and action to approve the proposed architectural plans for Charter Oak Elementary School by The Stacy Group.

Discussion followed.

A motion was made by Smedley and seconded by Bennett-Johnson to approve the proposed architectural plans for Charter Oak Elementary School by The Stacy Group.

The motion carried with 5 ayes and 0 nays.

12. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of extra-duty assignment as listed for 2016-2017 and discussion of all district level administrator's contracts as listed for 2017-2018, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1 and 7.

- 12A. A motion was made by Smedley and seconded by Pierson to go into executive session.

The motion carried with 5 ayes and 0 nays. Executive session began at 7:24 p.m.

- 12B. President Watts acknowledged the Board's return to open session at 7:47 p.m.

- 12C. President Watts stated that in executive session only those items listed in Agenda Item 12 were discussed and no votes were taken.

13. President Watts called for a vote on action as set out on the Personnel Reports.

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

The motion carried with 5 ayes and 0 nays.

14. President Watts called for action upon recommendation of extra-duty assignments as listed for 2016-2017.

A motion was made by Smedley and seconded by Pierson to approve action upon recommendation of extra-duty assignments as listed for 2016-2017.



The motion carried with 5 ayes and 0 nays.

15. President Watts called for recommendation, consideration and action upon district level administrator's contracts as listed for 2017-2018 without specification for salary or assignment.

A motion was made by Pierson and seconded by Sallee to approve district level administrator's contracts as listed for 2017-2018 without specification for salary or assignment.

The motion carried with 5 ayes and 0 nays.

16. President Watts called for recommendation, consideration and action to accept any resignations offered since the posting of the agenda.

Superintendent Simpson stated he had received one resignation: Mrs. Vicki Biggs, GPS Encumbrance Clerk, announced her retirement effective June 30, 2017.

A motion was made by Pierson and seconded by Smedley to approve the retirement of Mrs. Vicki Biggs effective June 30, 2017.

The motion carried with 5 ayes and 0 nays.

17. President Watts 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.

18. A motion was made by Smedley and seconded by Sallee to adjourn the meeting.

The motion carried with 5 ayes and 0 nays.

The meeting adjourned at 7:50 p.m.

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Jana Frey, Minutes Clerk

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E. Sharon Watts, Board President



**WARRANTS PAID**

GENERAL FUND:

2015-2016 \$  
2016-2017 \$1,591,634.13

GIFTS & ENDOWMENTS FUND:

2015-2016  
2016-2017

BUILDING FUND:

2015-2016 \$  
2016-2017 \$ 42,945.82

INS. LOSS RECOVERY FUND:

2015-2016  
2016-2017 \$5,310.87

CHILD NUTRITION FUND:

2015-2016  
2016-2017 \$112,553.87

BOND FUND:

2015-2016 \$22,800.00  
2016-2017 \$113,121.25

**CD/INVESTMENTS:**

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Oklahoma State Bank – Bond CD \$1,000,000.00  
Farmers and Merchants Bank – Bond CD \$7,000,000.00

**TOTAL MONIES IN F&M BANK** \$11,389,975.79

PLEDGED – FDIC \$250,000.00  
PLEDGED – F&M BANK \$ 13,243,000.00

**TOTAL MONIES IN OKLAHOMA STATE BANK** \$1,000,000.00

PLEDGED – FDIC \$250,000.00  
PLEDGED – OSB \$800,000.00



**RECEIVED**

2-8-17

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

Date 2-7-2017

Site 705

Desired Name of new Account Student Support

Purpose of account to fund purchases of yearbooks and provide scholarships for students in need.

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)  
activity fund operating expenses, fundraiser expenses, donations

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)  
water sales fundraiser, donations

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

X Kary Jarred

Sponsor Signature

X Chris Strand DS

Principal/Administrator Signature

Recommended by \_\_\_\_\_

Date \_\_\_\_\_

New Account Name \_\_\_\_\_

New Account Number \_\_\_\_\_

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

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
March 06, 2017**

- |                         |  |
|-------------------------|--|
| a. HS FCCLA, 878        | Sell Lightwave bracelets                       |
| b. Fogarty Donor Choose | Request Chromebooks for classroom use.         |
| c. Cotteral, 805        | Southwest Fundraising Brochure sales           |
| d. JH FCCLA, 821        | Eileen's Cookies Cookie Dough & Frosting sales |
| e. JH FCCLA, 821        | Hello Spring Catalog Fundraiser                |

a.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM



RECEIVED  
2-7-17

Date of Request: 01/25/17 Site Name: GHS

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: 190.00 816.05 op

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

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

Lightwave bracelets (light up blue with "Guthrie High School" on the band). They will be sold for \$4.

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

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

Manufacturer: Lightwave/Strike

Purpose for which funds will be used:  
Transportation costs for State STAR events and State Convention

Name of Vendor: MPACT Fundraising

Address of Vendor: 820 Davenport Rd #152, Edmond, OK 73003

Items to be purchased in order to conduct the fundraiser:  
Nothing. We are selling bracelets purchased earlier this year.

- a. Estimated INCOME: 552
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 552

NOTES:

3/24

First day of Fundraiser: ~~Feb 22, 2017~~ 3/7/17 Last Day of Fundraiser: ~~March 8, 2017~~

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

What will happen to any items that are not sold? We will sell them next year

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

Sponsor's Signature: Amanda B Moore Date: 2/6/17

Principal's Signature: Chris G. [unclear] DS Date: 2-6-17

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

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

RECEIVED  
2-8-17

b.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 2/6/2017 Site Name: Fogarty

Acct. Name & #: n/a Current Unobligated Account Balance: \_\_\_\_\_ B

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

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

Donors Choose: Chromebooks for classroom use

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

Please supply the following information:

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

n/a

Manufacturer: n/a

Purpose for which funds will be used:

no funds collected - chromebooks will be used for math & literacy small group work

Name of Vendor: Donor's Choose

Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser:

n/a

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

NOTES:

First day of Fundraiser: 3/14/2017 Last Day of Fundraiser: 9/17/2017

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

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

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

Sponsor's Signature: Jenea Midgert Date: 2-7-17

Principal's Signature: Marsha B Jodd DS Date: 2/8/17

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

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

Form: AF Fundraiser Request 4/2016

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

C.  
RECEIVED  
2/27/17

Date of Request: 2/24/17 Site Name: Cotteral

Acct. Name & #: 805 Acitivity Current Unobligated Account Balance: \$11,000.00 <sup>10,804.91</sup> <sub>2/27/17</sub>

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

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

Brochure sales: Cookies, cakes, soups, pizza and other similar type items

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

Please supply the following information:

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

Manufacturer: \_\_\_\_\_

Purpose for which funds will be used:

Profits to be used in the classroom for educational materials and student incentives

Name of Vendor: Southwest Fundraising

Address of Vendor: PO Box 850239, Yukon, OK 73085

Items to be purchased in order to conduct the fundraiser:

N/A

- a. Estimated INCOME: \$10,000.00
- b. Less Estimated EXPENSE: 6,000.00
- c. Estimated PROFIT: \$4,000.00

NOTES:

First day of Fundraiser: 9/17/17 Last Day of Fundraiser: 9/19/17

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

What will happen to any items that are not sold? No add't items

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

Sponsor's Signature: [Signature] Date: 2/24/17

Principal's Signature: [Signature] Date: 2/24/17

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

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





RECEIVED  
2/27/17

d.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 2-24-17 Site Name: GJHS

Acct. Name & #: 821 FCCLA Current Unobligated Account Balance: 1915.34  
1852.81 2/27/17

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

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

3lb cookie dough tubs and frosting

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

Please supply the following information:

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

Manufacturer: Eileen's Cookies

Purpose for which funds will be used:

FCCLA state convention registration, FCCLA Frontier City Day admission, and transportation to both events on that day

Name of Vendor: Eileen's Cookies

Address of Vendor: 1333 N Santa Fe Ave #103, Edmond, OK 73003

Items to be purchased in order to conduct the fundraiser:

Cookie dough and frosting

- a. Estimated INCOME: 2000
- b. Less Estimated EXPENSE: 1000
- c. Estimated PROFIT: 1000

NOTES:

First day of Fundraiser: 3-10-17 Last Day of Fundraiser: 3-27-17

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

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

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

Sponsor's Signature: Jessica Petty Date: 2-24-17

Principal's Signature: [Signature] Date: 2-24-17

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

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

Form: AF Fundraiser Request 4/2016



e.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 2-24-17 Site Name: GJHS

Acct. Name & #: 82 / FCCLA Current Unobligated Account Balance: 1915.34 2127.10  
1852.81

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

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

Hello Spring; a catalog fundraiser

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

Please supply the following information:

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

Manufacturer: Believe Kids

Purpose for which funds will be used:

FCCLA state convention registration, FCCLA Frontier City Day admission, and transportation to both events on that day

Name of Vendor: Mpact Fundraising

Address of Vendor: 820 W. Danforth Rd. #152 Edmond, ok 73003

Items to be purchased in order to conduct the fundraiser:

items ordered out of the catalog

- a. Estimated INCOME: 2000
- b. Less Estimated EXPENSE: 1000
- c. Estimated PROFIT: 1000

NOTES:

First day of Fundraiser: 3-10-17 Last Day of Fundraiser: 3-27-17

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

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

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

Sponsor's Signature: Jessica Petty Date: 2-24-17

Principal's Signature: [Signature] Date: 2-24-17

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

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

**TRANSFERS FOR BOARD APPROVAL**  
**March 06, 2017**

<b>TO:</b>	<b>FROM:</b>	<b>REASON</b>	<b>\$AMOUNT</b>
904, HS Yearbook	884, HS Account	Purchase yearbooks	\$1,210.00



RECEIVED  
2/22/17



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

Amount 1,210.00

Date Requested 2/21/2017

Transfer to: High School Yearbook Account # 904  
Account Name & Number

Transfer from: High School Activity Account #884  
Account Name & Number

State Reason for Transfer Below

purchase of yearbooks with proceeds from North Office water fundraiser

Sponsor's Signature:

Chris Richards

President / Vice-Pres. Signature:

\_\_\_\_\_

Treasurer/Secretary's Signature:

\_\_\_\_\_

Principal's Signature:

Chris Richards

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

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

**Transportation Department  
Fuel Bids  
2016-2017**

DATE: <u>2/9/17</u> PO#:	TIME BIDS BEGAN: <u>8:20 AM.</u> TIME BIDS CLOSED: <u>8:35 AM.</u>	AMOUNT NEEDED: DIESEL: <u>7000</u> UNLEADED:
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COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<u>Scott</u> KIT, BRIAN, CODY or HARRIN	1-866-455-3835	X	<u>1.7240</u>
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553		<u>1.6541</u>
RED ROCK	JOANIE or <u>TRICHA</u>	677-3373		<u>1.6415</u>
TRUMAN ARNOLD COMPANIES	CASEY <u>Scott</u>	1-800-808-6500		<u>1.761143</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO:	
UNLEADED FUEL: <u>X</u>	PRICE PER GALLON: <u>X</u>	TOTAL AMT: <u>X</u>
DIESEL FUEL: <u>7000 gallons</u>	PRICE PER GALLON: <u>1.6415</u>	TOTAL AMT: <u>11,490.50</u>
		TOTAL PURCHASE: <u>\$ 11,490.50</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Larry Pull</u> <u>Ursi Biggs</u>	COMMENTS:
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## Purchase Order Register

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, Date Range: 7/1/2016 - 6/30/2017, PO Range: 711 - 740

PO No	Date	Vendor No	Vendor	Description	Amount
711	02/08/2017	16611	ACT HOLDCO	BUS PARTS/TRANSPORTATION	3,244.53
712	02/08/2017	12171	LAKESHORE LEARNING MATERIALS	SUPPLIES/TITLE VII/GUES	201.19
713	02/09/2017	13286	RED ROCK DISTRIBUTING CO.	FUEL PER BID/TRANSPORTATION	11,490.50
714	02/10/2017	41840	LAMINATING & BINDING SOLUT., INC.	SHIPPING SUPPLIES/WEBB/JH	60.00
715	02/10/2017	15994	AMAZON CAPITAL SERVICES	SUPPLIES/LIBRARY/CREED/CENTRAL	0.00
716	02/10/2017	10064	SEAN TIRE SERVICE	LAWNMOWER REPAIRS/ATHLETIC/HS	150.00
717	02/13/2017	16611	ACT HOLDCO	REPAIRS TO BUS 8	4,000.00
718	02/13/2017	17756	VEX ROBOTICS, INC	SUPPLIES/TECH ENG/DARCY/JH	611.89
719	02/13/2017	83912	AMBER NICOLE WHITE	MILEAGE REIMB/SPECIAL ED/HS	300.00
720	02/13/2017	10599	OK DEPT OF CAREER & TECH EDUCATION	CURRICULUM SUPPLIES/VO-AG/DRAKE/HS	130.00
721	02/16/2017	10272	JOHN A RHINEHART	NAME PLATES FOR NEW BOARD MEMBER	128.25
722	02/16/2017	17963	HEATH SHELTON	PHOTO FOR NEW BOARD MEMBER	99.00
723	02/16/2017	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/HUDSON/HS	630.97
724	02/17/2017	15444	SCHOOL SPECIALTY	SUPPLIES/V. LAUSEN/COTTERAL	755.24
725	02/17/2017	15994	AMAZON CAPITAL SERVICES	SUPPLIES/V.LAUSEN/COTTERAL	30.15
726	02/17/2017	10312	RIDDELL ALL AMERICAN SPORTS, INC.	SUPPLIES/ATHLETICS/HS	160.00
727	02/20/2017	15655	MARTIN W BELLOWS	PIANO TUNING/VOCAL/HS	100.00
728	02/20/2017	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/CREED/CENTRAL	503.73
729	02/21/2017	83912	AMBER NICOLE WHITE	MILEAGE REIMB/SPECIAL ED/HS	75.00
730	02/21/2017	17124	OU CHILD STUDY CENTER	REGISTRATION/SPECIAL ED/WHITE/HS	185.00
731	02/21/2017	16611	ACT HOLDCO	BLANKET FOR PARTS/TRANSPORTATION	2,000.00
732	02/22/2017	12933	OKLAHOMA ASBO	REGISTRATION/FINANCE DEPT./ADMIN.	500.00
733	02/22/2017	13438	ROSS TRANSPORTATION, INC.	INSTALLATION OF NEW LIFT FOR BUS 53	5,200.00
734	02/23/2017	17940	PROSPERITY BANK	ROOMS/ENID STOCK SHOW/VO-AG/DRAKE/HS	245.00
735	02/23/2017	14674	HOMETOWN RENTAL & FEED, INC.	PARTS FOR GENERATOR/VO-AG/DRAKE/HS	250.00
736	02/23/2017	10129	AUTO PARTS & MACHINE	PARTS FOR GENERATOR/VO-AG/DRAKE/HS	250.00
737	02/23/2017	16465	STANDARD CREDIT CORP.	REVERSE INCORRECT PAYMENT	-54.96
738	02/23/2017	81338	SHERRYL LYNN GREEN	CORRECT RESERVE CHECK	54.96
739	02/24/2017	40123	SUMMIT TRUCK GROUP	BLANKET FOR PARTS/TRANSPORTATION	3,000.00
740	02/24/2017	10015	SUPREME SHOW SUPPLY, LLC	SUPPLIES/VO-AG/DRAKE/HS	250.00

<b>Non-Payroll Total:</b>	<b>\$34,550.45</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$34,550.45</b>
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## Purchase Order Register

Options: Year: 2016-2017, Fund: Building, Date Range: 7/1/2016 - 6/30/2017, PO Range: 193 - 204

PO No	Date	Vendor No	Vendor	Description	Amount
193	02/13/2017	17450	ALL COMMERCIAL OPENINGS, INC.	OFFICE DOOR/GUES	476.00
194	02/13/2017	43796	FRAZIER FIRE, LLC	FIRE SPRINKLER REPAIRS/DISRICT	2,500.00
195	02/15/2017	43783	ANDREW J FARL	ROOF REPAIRS/ADMINISTRATION	2,500.00
196	02/15/2017	16934	BRANCH'S HEATING & AIR	DISTRICT HEAT & AIR REPAIRS	3,000.00
197	02/17/2017	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	WEED SPRAY FOR MAINTENANCE	150.00
198	02/17/2017	15994	AMAZON CAPITAL SERVICES	BLANKET FOR DISTRICT PARTS AND SUPPLIES	2,000.00
199	02/21/2017	12394	LOWE'S COMPANIES, INC.	DOOR AWNING FOR MAINTENANCE BUILDING	0.00
200	02/21/2017	43898	FORECAST 5 ANALYTICS, INC.	SOFTWARE FOR ADMINISTRATIVE REPORTS	4,500.00
201	02/21/2017	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT SUPPLIES AND PARTS	4,000.00
202	02/22/2017	12910	OFFICE DEPOT, INC.	OFFICE CHAIRS/MAINTENANCE	639.92
203	02/22/2017	14225	WENGER CORPORATION	RISERS/VOCAL/PERRING/HS	9,938.00
204	02/22/2017	13646	CAROLYN BLACK HALLER	SIGNS FOR DISTRICT/MAINTENANCE	850.00
<b>Non-Payroll Total:</b>					<b>\$30,553.92</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$30,553.92</b>

**Purchase Order Register**

**Options:** Year: 2016-2017, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2016 - 6/30/2017, PO Range: 35 - 35

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
35	02/27/2017	15848	RICHWAY, LLC	ICE MAKER/COTTERAL	2,406.82
<b>Non-Payroll Total:</b>					<b>\$2,406.82</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$2,406.82</b>



**Purchase Order Register**

**Options:** Year: 2016-2017, Fund: CASUALTY/FLOOD INS. RECOVERY, Date Range: 7/1/2016 - 6/30/2017, PO Range: 4 - 4

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
4	02/08/2017	42077	DESHILDS TRUCK SERVICE, INC.	BUS REPAIRS/TRANSPORTATION	6,250.39
<b>Non-Payroll Total:</b>					<b>\$6,250.39</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$6,250.39</b>

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 2/8/2017 - 2/27/2017, PO Range: 1 - 710, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount		
52	07/01/2016	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2016-17	2,602.09		
			ELECTION EXPENSES FOR 2016-17	039-2314-340-000-0000-000-050	07/01/2016	02/24/2017	-416.04
				039-2314-340-000-0000-000-050	02/24/2017		3,018.13
140	07/01/2016	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES FOR 2016-17	-25.27		
			BLANKET FOR SUPPLIES FOR 2016-17	018-2740-612-000-0000-000-070	01/09/2017	02/23/2017	-16.36
				018-2740-619-000-0000-000-070	01/09/2017	02/23/2017	-8.91
180	07/18/2016	13130	BETROLD ENTERPRISES, INC.	BLANKET FOR SUPPLIES/BAND/HS	-5.95		
			BLANKET FOR SUPPLIES	118-1000-681-100-3000-000-705	07/18/2016	02/16/2017	-5.95
254	08/11/2016	83904	JESSICA N PETTY	MILEAGE REIMB. FOR FALL MEETING/FACS/PETTY/JH	-26.00		
			MILEAGE REIMB. FOR FALL PI MEETING IN PERRY, OK 9-27-2016	412-2213-580-314-8400-000-610	08/11/2016	02/16/2017	-26.00
420	09/20/2016	16417	OSHA	SPEECH LANGUAGE CONFERENCE	-200.00		
			SPEECH LANGUAGE CONFERENCE SEPT 23-24, 2016 IN MIDWEST CITY OK	621-2150-800-239-1050-000-050	09/20/2016	02/21/2017	-200.00
535	11/15/2016	15994	AMAZON CAPITAL SERVICES	\$100.00/G. VILLALVA/FAVER	-28.82		
			Royal 29186X 1126X 12-sheet crossout shredder	034-1000-619-430-4400-000-710	11/22/2016	02/10/2017	-24.16
			Norcom 5pk Filler paper	034-1000-619-430-4400-000-710	11/22/2016	02/10/2017	-4.66
541	11/18/2016	17152	TIME SPENT LLC	DRY CLEANING/SPECIAL ED/HS	-50.00		
			DRY CLEANING FOR SPECIAL NEEDS BLANKET	044-2199-420-239-1060-000-705	11/18/2016	02/21/2017	-50.00
550	11/18/2016	15408	SCHOOL SPECIALTY, SAX ARTS & CRAFTS	SUPPLIES/SPECIAL ED/GUES	-27.00		
			XSMALL WEIGHTED VEST	621-1000-658-239-1050-000-125	11/18/2016	02/16/2017	-9.00
			SMALL WEIGHTED VEST	621-1000-658-239-1050-000-125	11/18/2016	02/16/2017	-9.50
			WEIGHTS FOR WEIGHTED VEST	621-1000-658-239-1050-000-125	11/18/2016	02/16/2017	-3.90
			SMALL WEIGHTED LAP PAD	621-1000-600-239-1050-000-125	11/18/2016	02/16/2017	-4.60
594	12/05/2016	83566	BRENDA DEEANN BRANDON	MEAL PER DIEM FOR WORKSHOP/COTTERAL	-90.00		
			MEAL PER DIEM FOR TRAINING IN TULSA, OK DECEMBER 6-9, 2016	044-2213-580-239-0000-000-120	12/05/2016	02/21/2017	-90.00
605	12/08/2016	10032	IKEA US WEST, INC.	\$100.00/J. DELANEY/FOGARTY	-100.00		
			BOOK SHELF002-758-48	034-2620-654-100-1050-000-110	12/08/2016	02/10/2017	-89.98
			SHIPPING	034-1000-654-100-1050-000-110	12/19/2016	02/10/2017	-10.02
606	12/08/2016	17684	DRAPHIX, LLC	\$100.00/K. ROSENBAACH/FOGARTY	-39.52		
			Reading comprehension practice cards red level Main Idea, ID genres, Figurative Lang., Yellow - main idea	034-1000-681-100-1130-000-110	12/08/2016	02/10/2017	-39.52
607	12/09/2016	83113	TAMARA KAYE KURIGER	MILEAGE REIMB./SP ED/HS	-50.00		
			MILEAGE REIMBURSEMENT TO TRANSITION MEETING DECEMBER 13, 2016 IN OKCY	621-2213-580-239-0000-000-705	12/09/2016	02/21/2017	-50.00
609	12/12/2016	12899	O'REILLY AUTOMOTIVE INC.	BLANKET FOR PARTS AND SUPPLIES	40.19		
			BLANKET FOR PARTS AND SUPPLIES	018-2740-612-000-0000-000-070	12/12/2016	02/13/2017	-1,397.55
				018-2740-612-000-0000-000-070	02/13/2017		1,437.74
613	12/12/2016	42330	NEWEGG BUSINESS, INC	HEADSETS/CARL PERKINS/PETTY/JH	-57.98		
			CREATIVE FATALITY GAMING HEADSET	421-1000-653-332-8400-000-610	12/12/2016	02/16/2017	-57.98

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 2/8/2017 - 2/27/2017, PO Range: 1 - 710, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
620	12/14/2016	14207	WALMART COMMUNITY	\$100.00/J. JORDAN/HS	-1.97
			CLASSROOM SUPPLIES	034-1000-619-100-4000-000-705	12/14/2016 02/10/2017 -1.97
648	12/20/2016	14207	WALMART COMMUNITY	\$100.00/C. HEDGE/HS	-0.01
			\$100 classroom supply, as per attached	034-1000-619-100-3300-000-705	12/20/2016 02/10/2017 -0.01
652	12/20/2016	12601	MCGRAW-HILL EDUCATION	WORKBOOKS/TITLE 1/ST MARY'S	-0.03
			PINPOINT MATH GRADE 5/LEVEL 3. STUDENT BOOKLET VOLUME 1 1ST EDUCATION GRADE 5	511-5500-645-494-0000-000-050	12/20/2016 02/16/2017 -0.03
662	12/21/2016	14207	WALMART COMMUNITY	\$100.00/P. DAVIS/GUES	-12.67
			SUPPLIES FOR LIBRARY	034-2220-619-000-0000-000-125	12/21/2016 02/23/2017 -12.67
671	01/10/2017	14207	WALMART COMMUNITY	\$100.00/E. HARRIS/FOGARTY	-6.79
			plastic bins/crates	034-1000-619-100-1050-000-110	01/10/2017 02/23/2017 -12.06
			Stability balls	034-2620-654-992-1050-000-110	01/10/2017 02/23/2017 -30.00
				034-2620-654-992-1050-000-110	02/23/2017 39.85
			stools	034-2620-654-992-1050-000-110	01/10/2017 02/23/2017 -4.44
			small dustpans and brooms	034-2199-618-988-1000-000-110	01/10/2017 02/23/2017 -0.14
675	01/10/2017	13286	RED ROCK DISTRIBUTING CO.	FUEL PER BID/TRANSPORTATION	49.29
			7000 GALLONS DIESEL @1.6669	019-2740-623-000-0000-000-070	01/10/2017 02/14/2017 -11,668.30
				019-2740-623-000-0000-000-070	02/14/2017 11,717.59
683	01/19/2017	12171	LAKESHORE LEARNING MATERIALS	TABLE/SPECIAL ED/HS	14.95
			SHIPPING	621-1000-654-239-1060-000-705	01/20/2017 02/14/2017 -29.90
				621-1000-654-239-1060-000-705	02/14/2017 44.85
691	01/24/2017	14377	FOLLETT SCHOOL SOLUTIONS, INC	SUPPLIES/LIBRARY/DAVIS/GUES	-5.00
			BAR CODES FOR LIBRARY BOOKS	068-2220-619-000-0000-000-125	01/24/2017 02/23/2017 -5.00
697	01/26/2017	15994	AMAZON CAPITAL SERVICES	SUPPLIES/SPECIAL ED/FOGARTY	6.00
			WIGGLE PADS FOR SPECIAL ED CLASSROOM	621-1000-619-239-1050-000-110	01/26/2017 02/14/2017 -133.00
				621-1000-619-239-1050-000-110	02/14/2017 139.00
700	01/27/2017	42351	DELCO DIESEL SERVICES, INC.	SUPPLIES/TRANSPORTATION	-1.00
			LIGHT DUTY TRUCK LARGE WHEEL KIT	018-2740-612-000-0000-000-070	01/27/2017 02/14/2017 -1.00
706	02/06/2017	42347	LDINFO PUBLISHING	TESTING SUPPLIES/SPECIAL ED/ADMIN.	-0.99
			TESTING SUPPLIES	044-2140-614-239-0000-000-050	02/06/2017 02/14/2017 -0.99
709	02/06/2017	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES/TECHNOLOGY	-4.12
			Blanket for Supplies	026-2230-619-000-0000-000-000	02/06/2017 02/23/2017 -4.12

**Non-Payroll Total: \$1,979.40**

**Payroll Total: \$0.00**

**Report Total: \$1,979.40**

## Project Totals

018	TRANSPORTATION	13.92
019	FUEL	49.29
026	DIRECTOR OF TECHNOLOGY	-4.12
034	\$100.00 TEACHER SUPPLIES	-189.78
039	ELECTIONS	2,602.09
044	SPECIAL ED. DIR.	-140.99
068	GUES LIBRARY BUDGET	-5.00

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 2/8/2017 - 2/27/2017, PO Range: 1 - 710, Include Negative Changes: True

118	BAND	-5.95
412	VOC.PROG.INCENTIVE GRANTS	-26.00
421	SECONDARY	-57.98
511	TITLE I BASIC PROGRAM	-0.03
621	FLOW THRU P.L. 105-17 IDEA PTB	-256.05

**Unit Totals**

000	ALLOCATIONS	-4.12
050	DISTRICT WIDE	2,401.07
070	TRANSPORTATION	63.21
110	FOGARTY	-140.31
120	COTTERAL	-90.00
125	GUES	-44.67
610	JR. HIGH	-83.98
705	HIGH SCHOOL	-92.98
710	FAVER	-28.82

## Change Order Listing

**Options:** Fund: Building, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 2/8/2017 - 2/27/2017, PO Range: 1 - 192, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
11	07/01/2016	42501	EARTHSMART CONTROLS	DISTRICT HVAC CONTROLS REPAIRS	-614.56
				DISTRICT HVAC CONTROLS REPAIRS 013-2620-430-000-0000-000-050	
				07/01/2016 02/22/2017	-614.56
19	07/01/2016	17570	WATER SERVICES COMPANY, INC.	DISTRICT BOILER TREATMENT	-100.00
				DISTRICT BOILER TREATMENTS 013-2640-430-000-0000-000-050	
				07/01/2016 02/16/2017	-100.00
24	07/01/2016	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT FILTERS & SUPPLIES	-432.90
				DISTRICT FILTERS AND SUPPLIES 013-2620-618-000-0000-000-050	
				07/01/2016 02/23/2017	-432.90
60	07/26/2016	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING	-1,472.60
				DISTRICT CARPET CLEANING 013-2620-420-000-0000-000-050	
				07/26/2016 02/22/2017	-1,472.60
82	08/19/2016	12394	LOWE'S COMPANIES, INC.	HS- PAINT (FOOTBALL FIELD)	-541.02
				HS- PAINT (FOOTBALL FIELD) 119-2630-618-805-0000-000-705	
				09/22/2016 02/23/2017	-541.02
89	08/31/2016	12324	LOCKE SUPPLY	DISTRICT PLUMBING & HVAC PARTS	-395.55
				DISTRICT PLUMBING & HVAC PARTS 013-2620-618-000-0000-000-050	
				01/20/2017 02/14/2017	-395.55
148	11/30/2016	15969	SOUTHWEST PAPER	BLANKET FOR DISTRICT CUSTODIAL SUPPLIES	-38.82
				BLANKET FOR CUSTODIAL SUPPLIES 013-2620-618-000-0000-000-050	
				FOR DISTRICT 11/30/2016 02/14/2017	-38.82
175	01/12/2017	12967	OKLAHOMA HOME CENTERS, INC.	TOOLS FOR MAINTENANCE SHOP	77.24
				TOOLS FOR MAINTENANCE SHOP 013-2600-618-000-0000-000-002	
				01/12/2017 02/15/2017	-2,500.00
				013-2600-618-000-0000-000-002 02/15/2017	2,577.24
178	01/24/2017	17552	ULINE, INC.	SUPPLIES/MAINTENANCE	-1.50
				SHELVING FOR WAREHOUSE 013-2620-618-000-0000-000-050	
				01/24/2017 02/14/2017	-1.50
<b>Non-Payroll Total:</b>					<b>(\$3,519.71)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$3,519.71)</b>

## Project Totals

013	MAINTENANCE/CUSTODIAL	-2,978.69
119	ATHLETICS	-541.02

## Unit Totals

002	MAINTENANCE	77.24
050	DISTRICT WIDE	-3,055.93
705	HIGH SCHOOL	-541.02

**Change Order Listing**

**Options:** Fund: CASUALTY/FLOOD INS. RECOVERY, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 2/8/2017 - 2/27/2017, PO Range: 1 - 192, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
3	01/25/2017	42077	DESHILDS TRUCK SERVICE, INC.	BUS REPAIRS/TRANSPORTATION	163.11	
	REPAIRS TO BUS 8 DUE TO ACCIDENT	018-2740-430-000-0000-000-070		01/25/2017	02/16/2017	-5,147.76
		018-2740-430-000-0000-000-070		02/16/2017		5,310.87
<b>Non-Payroll Total:</b>					<b>\$163.11</b>	
<b>Payroll Total:</b>					<b>\$0.00</b>	
<b>Report Total:</b>					<b>\$163.11</b>	

**Project Totals**

018	TRANSPORTATION	163.11
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**Unit Totals**

070	TRANSPORTATION	163.11
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**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
2/28/2017

**GENERAL LEDGER ACCOUNT**

Balance (2/01/17)     \$560,109.49

Add Receipts             \$ 84,352.74

Less Checks Written     \$ 64,776.52

Adjustments                 \$ +110.00

Balance per Ledger     \$579,795.71

**BANK RECONCILIATION**

Balance per bank statement     \$589,696.61  
as of (2/28/17)

Add Deposits in Transit         \$ 3,715.00

less O/S Checks                     \$ 13,615.90


\*Adjustments                         \$  
Bank correction                         \$

Balance per Ledger                 \$579,795.71

**Adjustment/Correction explanations:**

Voided check# 2035 \$110.00

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

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

3/1/17  
\_\_\_\_\_  
Date

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2017 - 2/28/2017

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$183.15	\$37.55	\$0.00	\$0.00	\$220.70	\$175.00	\$45.70
802 CENTRAL ACTIVITY	\$13,710.69	\$25.00	\$0.00	\$2,305.78	\$11,429.91	\$3,499.66	\$7,930.25
803 CENTRAL PTO	\$7,065.84	\$669.15	\$0.00	\$612.99	\$7,122.00	\$168.00	\$6,954.00
804 COTTERAL PTO	\$6,284.34	\$1,050.10	\$0.00	\$42.08	\$7,292.36	\$1,589.20	\$5,703.16
805 COTTERAL ACTIVITY	\$17,645.77	\$252.00	\$0.00	\$2,113.21	\$15,784.56	\$4,915.55	\$10,869.01
806 COTTERAL FACULTY	\$519.06	\$51.35	\$0.00	\$0.00	\$570.41	\$0.00	\$570.41
808 FOGARTY PARENTS ORG.	\$13,825.40	\$1,023.20	\$0.00	\$2,077.05	\$12,771.55	\$943.19	\$11,828.36
809 FOGARTY ACTIVITY	\$14,065.07	\$3,092.90	\$0.00	\$3,936.86	\$13,221.11	\$2,419.21	\$10,801.90
810 FOGARTY FACULTY	\$457.32	\$31.55	\$0.00	\$0.00	\$488.87	\$70.00	\$418.87
811 Elem Snack Grant	\$2,260.21	\$0.00	\$0.00	\$361.42	\$1,898.79	\$0.00	\$1,898.79
812 GUES ACTIVITY	\$34,641.31	\$3,938.00	\$0.00	\$3,110.95	\$35,468.36	\$8,488.72	\$26,979.64
813 GUES FACULTY	\$1,264.78	\$75.75	\$0.00	\$240.00	\$1,100.53	\$280.00	\$820.53
815 GUES PARENTS ORG.	\$21,476.36	\$7,421.50	\$0.00	\$898.20	\$27,999.66	\$3,675.77	\$24,323.89
816 GHS SPECIAL KIDS	\$338.22	\$0.00	\$0.00	\$0.00	\$338.22	\$0.00	\$338.22
817 ART JUNIOR HIGH	\$309.56	\$0.00	\$0.00	\$0.00	\$309.56	\$0.00	\$309.56
818 JH BUILDERS CLUB	\$432.54	\$11.00	\$0.00	\$0.00	\$443.54	\$0.00	\$443.54
819 ATHLETICS JUNIOR HIGH	\$14,115.23	\$2,809.00	\$0.00	\$1,429.75	\$15,494.48	\$10,976.98	\$4,517.50
820 GOLF JUNIOR HIGH	\$1,978.31	\$0.00	\$0.00	\$0.00	\$1,978.31	\$1,890.00	\$88.31
821 FHA JUNIOR HIGH	\$1,922.84	\$62.50	\$0.00	\$0.00	\$1,985.34	\$70.00	\$1,915.34
822 HONOR SOCIETY JR HIGH	\$1,978.10	\$850.00	\$0.00	\$360.00	\$2,468.10	\$256.00	\$2,212.10
823 JR HIGH ACCOUNT	\$2,645.34	\$0.00	\$0.00	\$27.50	\$2,617.84	\$74.00	\$2,543.84
824 JR HIGH FACULTY	\$1,153.99	\$486.55	\$0.00	\$431.42	\$1,209.12	\$86.74	\$1,122.38
825 LIBRARY JR HIGH	\$2,814.89	\$0.00	\$0.00	\$85.00	\$2,729.89	\$0.00	\$2,729.89
826 LEARN 2 LOVE	\$4,700.11	\$1,234.47	\$0.00	\$0.00	\$5,934.58	\$1,000.00	\$4,934.58
827 CHEERLEADERS JR HIGH	\$5,547.16	\$0.00	\$0.00	\$1,597.75	\$3,949.41	\$0.00	\$3,949.41
830 STUCO JH	\$5,096.71	\$1,214.56	\$0.00	\$611.43	\$5,699.84	\$0.00	\$5,699.84
831 T.S.A. JR HIGH	\$1,870.45	\$0.00	\$0.00	\$0.00	\$1,870.45	\$272.52	\$1,597.93
832 YEARBOOK JR HIGH	\$255.87	\$1,296.35	\$0.00	\$0.00	\$1,552.22	\$3,000.00	(\$1,447.78)
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$200.10	\$0.00	\$0.00	\$110.40	\$89.70	\$0.00	\$89.70
851 ART CLUB HS	\$6,992.12	\$25.00	\$0.00	\$261.73	\$6,755.39	\$297.75	\$6,457.64
852 ATHLETICS HS	\$73,523.51	\$8,221.57	\$0.00	\$12,306.41	\$69,438.67	\$51,348.90	\$18,089.77
853 HS CHEER	\$3,110.07	\$0.00	\$0.00	\$200.00	\$2,910.07	\$0.00	\$2,910.07
854 FOOTBALL CAMP	\$702.25	\$0.00	\$0.00	\$0.00	\$702.25	\$0.00	\$702.25
855 TENNIS HS	\$21,596.46	\$8,056.03	\$0.00	\$617.00	\$29,035.49	\$26,470.05	\$2,565.44
856 GHS LIBRARY	\$1,681.54	\$0.00	\$0.00	\$80.12	\$1,601.42	\$0.00	\$1,601.42
857 YOUTH & GOVERNMENT HS	\$51.94	\$0.00	\$0.00	\$0.00	\$51.94	\$0.00	\$51.94
858 GHS LINK CREW	\$66.99	\$0.00	\$0.00	\$0.00	\$66.99	\$0.00	\$66.99
859 BAND (OPERATING) HS	\$5,132.84	\$1,704.00	\$0.00	\$960.09	\$5,876.75	\$11,426.57	(\$5,549.82)
861 CLASS OF 2017 HS	\$7,082.85	\$0.00	\$0.00	\$0.00	\$7,082.85	\$0.00	\$7,082.85
862 CLASS OF 2018 HS	\$7,350.68	\$100.00	\$0.00	\$425.00	\$7,025.68	\$425.00	\$6,600.68
863 CLASS OF 2019 HS	\$4,424.62	\$0.00	\$0.00	\$0.00	\$4,424.62	\$0.00	\$4,424.62
864 GHS ALUMNI ACCOUNT	\$2,499.32	\$0.00	\$0.00	\$0.00	\$2,499.32	\$0.00	\$2,499.32
869 ENGLISH CLUB	\$1,529.68	\$0.00	\$0.00	\$0.00	\$1,529.68	\$0.00	\$1,529.68
870 HS FACULTY/COURTESY ACCOUNT	\$1,713.00	\$24.95	\$0.00	\$85.00	\$1,652.95	\$447.00	\$1,205.95
871 HS STUDENT PANTRY	\$3,343.05	\$500.00	\$0.00	\$170.42	\$3,672.63	\$2,454.21	\$1,218.42
872 CLASS OF 2020	\$870.35	\$0.00	\$0.00	\$0.00	\$870.35	\$0.00	\$870.35
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$63,820.01	\$3,841.95	\$0.00	\$2,529.04	\$65,132.92	\$19,321.69	\$45,811.23
877 FFA HS	\$21,514.19	\$12,948.50	\$0.00	\$7,528.59	\$26,934.10	\$6,077.26	\$20,856.84
878 FCCLA (FHA) HS	\$690.05	\$55.00	\$0.00	\$384.16	\$360.89	\$194.00	\$166.89
879 FOREIGN LANGUAGE SPAN HS	\$2,506.79	\$0.00	\$0.00	\$0.00	\$2,506.79	\$0.00	\$2,506.79
882 GUTHRIE RUNNING CLUB HS	\$6,210.03	\$712.00	\$0.00	\$680.23	\$6,241.80	\$3,090.14	\$3,151.66
883 HERITAGE CLUB HS	\$1,483.77	\$0.00	\$0.00	\$214.00	\$1,269.77	\$718.00	\$551.77



## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2017 - 2/28/2017

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
884 HIGH SCHOOL ACCOUNT	\$16,841.31	\$589.68	\$0.00	\$1,100.67	\$16,330.32	\$1,134.56	\$15,195.76
886 HONOR SOCIETY HS	\$1,253.29	\$90.00	\$0.00	\$0.00	\$1,343.29	\$0.00	\$1,343.29
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$540.67	\$0.00	\$0.00	\$0.00	\$540.67	\$0.00	\$540.67
892 MATH OF FINANCE	\$21.18	\$0.00	\$0.00	\$0.00	\$21.18	\$0.00	\$21.18
893 MU ALPHA THETA HS	\$680.21	\$0.00	\$0.00	\$0.00	\$680.21	\$0.00	\$680.21
895 JROTC HS	\$6,000.78	\$510.00	\$0.00	\$427.55	\$6,083.23	\$465.92	\$5,617.31
896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$3,073.50	\$1,908.50	\$0.00	\$1,155.00	\$3,827.00	\$2,465.00	\$1,362.00
898 SCIENCE CLUB HS	\$7,753.28	\$0.00	\$0.00	\$1,063.27	\$6,690.01	\$1,319.97	\$5,370.04
899 STUDENT COUNCIL HS	\$8,137.38	\$0.00	\$0.00	\$2,418.99	\$5,718.39	\$2,188.76	\$3,529.63
900 CAMPUS BEAUTIFICATION HS	\$8,996.39	\$110.00	\$0.00	\$39.96	\$9,066.43	\$1,979.71	\$7,086.72
902 VOCAL HS	\$2,426.45	\$85.00	\$0.00	\$1,066.05	\$1,445.40	\$3,030.92	(\$1,585.52)
904 YEARBOOK HS	\$15,366.78	\$2,205.00	\$0.00	\$455.00	\$17,116.78	\$0.00	\$17,116.78
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$1,790.94	\$50.00	\$0.00	\$0.00	\$1,840.94	\$0.00	\$1,840.94
911 FFA BUILDING FUND	\$8,163.83	\$0.00	\$0.00	\$0.00	\$8,163.83	\$2,352.50	\$5,811.33
912 GHS BUSINESS PROF OF AMERICA	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$1,305.64	\$3,261.00	\$0.00	\$0.00	\$4,566.64	\$2,693.00	\$1,873.64
921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
922 COURTESY COMMITTEE ADMIN	\$313.87	\$0.00	\$0.00	\$50.00	\$263.87	\$240.00	\$23.87
925 GENERAL FUND REFUND	\$7,226.74	\$136.45	\$0.00	\$11.00	\$7,352.19	\$0.00	\$7,352.19
927 HALL OF FAME BANQUET	\$828.67	\$0.00	\$0.00	\$0.00	\$828.67	\$0.00	\$828.67
929 SPECIAL OLYMPICS	\$30,311.75	\$3,425.00	\$0.00	\$1,587.00	\$32,149.75	\$857.40	\$31,292.35
930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
932 SUMMER SCHOOL HS	\$1,525.00	\$200.00	\$0.00	\$0.00	\$1,725.00	\$0.00	\$1,725.00
933 FAVER C&C	\$86.13	\$46.55	\$0.00	\$0.00	\$132.68	\$0.00	\$132.68
934 TRANSPORTATION C&C	\$4,148.01	\$865.50	\$0.00	\$1,239.98	\$3,773.53	\$1,898.72	\$1,874.81
935 VENDING MACHINE ADMIN	\$515.76	\$36.86	\$0.00	\$19.32	\$533.30	\$511.28	\$22.02
936 GUES HONOR CHOIR	\$573.91	\$1,180.00	\$0.00	\$0.00	\$1,753.91	\$1,750.00	\$3.91
937 FAVER ACTIVITY	\$507.06	\$437.00	\$0.00	\$0.00	\$944.06	\$0.00	\$944.06
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$11,940.89	\$302.22	\$0.00	\$42.35	\$12,200.76	\$3,141.03	\$9,059.73
942 C.N. CLEARING ACCT	\$772.50	\$7,092.50	\$0.00	\$7,306.80	\$558.20	\$7,989.80	(\$7,431.60)
<b>Total</b>	<b>\$560,219.49</b>	<b>\$84,352.74</b>	<b>\$0.00</b>	<b>\$64,776.52</b>	<b>\$579,795.71</b>	<b>\$200,139.68</b>	<b>\$379,656.03</b>



January 4, 2017

Dear Valued Customer,

Municipal Accounting Systems, Inc. continues to be the leading brand of school software in Oklahoma. With 31 years of experience, we have been developing and supporting industry leading software since 1985. During this time we have worked closely with the State Department of Education, The WAVE and many other state agencies to ensure you are able to accurately meet new and emerging reporting requirements.

Now, just a few years after releasing our popular web hosted i-Student Information System we are excited to announce our **NEW BROWSER BASED INTERFACE** for Student Information. The new i-Student Information 2.0 starts with a task oriented concept and finishes with many new features that will give your district the ability to meet the high expectations and ever changing demands of Oklahoma school districts. As we introduce the new i-SI 2.0, we will be offering a variety of demonstrations across the state highlighting the new interface and features. **The pilot release will be July 1, 2017. As we move forward we will keep you updated with the progress and release date.**

Because the new i-SI 2.0 will continue to use the same database as the current i-SI, i-GB 2.0 and i-LR applications, there will be **NO DATA CONVERSION**. Be assured, however, that the new look and features will give your district the ability to do more with less. Additionally, there will be **NO PRICE INCREASE FOR 2017** and your users will be able to use both the current i-SI interface and the new i-SI 2.0 interface as your users make the transition.

**APPLICATION/INTERFACE:**

- Single-Sign On (SSO) for all Applications
- Browser-Based/Web-Based Interface with consistent and Modern Interface Design
- Accessible Anytime From Any Modern Device with Internet Connection
- No Client Software to Purchase or Manage
- Completely Integrated/Centralized Database with the Wen-GAGE i-Accounting System and Wen-GAGE i-Student Information System Product Suites.

Our desire to create a new, browser based interface Student Information System is our way of saying thanks to you, our customers, who trust in and use our products!

Sincerely,

Darrin Humphrey  
VP of Sales/Marketing  
Municipal Accounting Systems, Inc.



# Software Service Order Agreement

Term of Agreement: 2017-2018 Fiscal Year

**Customer:** GUTHRIE PUBLIC SCHOOLS

**Addr:** 802 EAST VILAS  
GUTHRIE OK 73044

**October Membership:** 3461

**MAS:** MUNICIPAL ACCOUNTING SYSTEMS, INC.

**Addr:** 908 EAST 35TH STREET  
SHAWNEE, OK 74804

**Phone:** (800)749-5691 **Fax:** (405)275-7091

**Email:** dhumphrey@wengage.com

## Re-Occurring Fiscal Year Charges

Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.

Description	Total
Appropriated Funds	\$10,000.00
Payroll	NA
-Yearly Usage Fee Included In Appropriated Funds	
Treasurer	\$1,730.50
Activity Funds	\$865.25
Personnel	\$1,730.50
Purchase Requisition	\$1,730.50
Fixed Assets	NA

**Total 2017-2018 Fiscal Year Charges: \$16,056.75**

### Terms and Conditions

- The software charge includes phone support for one (1) designated contact per application. Additional contacts can be added at an additional cost. MAS shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. MAS shall have full and free access to the Customer equipment and software to provide support.
- The software charge includes interactive online training via training videos and webinars.
- On-site training (by appointment only) will be charged \$750.00 per day from 9:30 a.m. through 3:30 p.m. CST and \$.55/mile roundtrip. Additional time is \$100.00 per hour.
- Customer agrees that MAS shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
- The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
- This agreement shall be governed by the Laws of the State of Oklahoma.

### Software as a Service

- Definitions.
  - Application means the software and other material used by MAS to access, configure, and provide the Services.
  - Charges means the fees payable by Customer pursuant to the Software Service Order Agreement.
  - Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
  - Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
  - Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade

- secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
- (f) Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
  - (g) Service shall have the meaning set forth in the MAS Privacy Policy and Terms of Service.
  - (h) Service Order Agreement means the Software Service Order Agreement delivered by MAS to Customer which sets forth the service and fees for the current fiscal year.
  - (i) Usage Data means any data that MAS collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
- (a) MAS Obligations. MAS hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; and (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service.
  - (b) Customer Obligations. Customer hereby agrees, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify MAS promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require MAS to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii), to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and MAS. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
- (a) Customer Accounts. Customer must provide MAS with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
  - (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
- (a) Availability & Maintenance. MAS will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
  - (b) Technical Support. Unless otherwise provided in the Service Order Agreement, MAS will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Intellectual Property Rights.
- (a) MAS Intellectual Property. MAS and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no MAS Intellectual Property Rights are granted to Customer.
  - (b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants MAS a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by MAS and in conjunction with automatically generated data such as IP address, time, and frequency of access.
  - (c) Feedback Relating to Services. MAS shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.
  - (d) Derivatives and Compilations of Usage Data. MAS shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.
7. Privacy and Personal Information.
- (a) MAS's Privacy Policy. MAS's Privacy Policy and Terms of Service, made a part hereof, is available at [www.wengage.com](http://www.wengage.com).
8. Term; Termination.
- (a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or MAS.
  - (b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. MAS may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.
  - (c) Breach. MAS may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of MAS's notice to Customer.
9. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."
- (a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations, partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging





# Software Service Order Agreement

Term of Agreement: 2017-2018 Fiscal Year

**Customer:** GUTHRIE PUBLIC SCHOOLS

**Addr:** 802 EAST VILAS  
GUTHRIE OK 73044

**October Membership:** 3461

**MAS:** MUNICIPAL ACCOUNTING SYSTEMS, INC.

**Addr:** 908 EAST 35TH STREET  
SHAWNEE, OK 74804

**Phone:** (800)749-5691 **Fax:** (405)275-7091

**Email:** dhumphrey@wengage.com

## Re-Occurring Fiscal Year Charges

Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.

Description	Total
Student Information	\$20,766.00
Gradebook	\$6,922.00
Lunch Room	\$6,922.00
Student Information Horizontal SIF Agent	\$1,730.50
<b>Total 2017-2018 Fiscal Year Charges:</b>	
	<b>\$36,340.50</b>

### Terms and Conditions

- The software charge includes phone support for two (2) designated Student Information contacts per accredited site, one (1) designated Gradebook contact per accredited site, and one (1) designated Lunch Room contact per lunchroom site. Additional contacts can be added at an additional cost. MAS shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. MAS shall have full and free access to the Customer equipment and software to provide support.
- The software charge includes interactive online training via training videos and webinars.
- On-site training (by appointment only) will be charged \$750.00 per day from 9:30 a.m. through 3:30 p.m. CST and \$.55/mile roundtrip. Additional time is \$100.00 per hour.
- The Student Information software charge includes the SIF Agent for SIF 2.0r1 Wave Profile. Additional 2.0r1 Horizontal Agent Profiles can be added at an additional cost of \$ 0.50 per student X October membership.
- Customer agrees that MAS shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
- The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
- This agreement shall be governed by the Laws of the State of Oklahoma.

### Software as a Service

- Definitions.
  - Application means the software and other material used by MAS to access, configure, and provide the Services.
  - Charges means the fees payable by Customer pursuant to the Software Service Order Agreement.
  - Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
  - Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.

- (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
  - (f) Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
  - (g) Service shall have the meaning set forth in the MAS Privacy Policy and Terms of Service.
  - (h) Service Order Agreement means the Software Service Order Agreement delivered by MAS to Customer which sets forth the service and fees for the current fiscal year.
  - (i) Usage Data means any data that MAS collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
- (a) MAS Obligations. MAS hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; and (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service.
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  - (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
- (a) Availability & Maintenance. MAS will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
  - (b) Technical Support. Unless otherwise provided in the Service Order Agreement, MAS will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Intellectual Property Rights.
- (a) MAS Intellectual Property. MAS and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no MAS Intellectual Property Rights are granted to Customer.
  - (b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants MAS a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by MAS and in conjunction with automatically generated data such as IP address, time, and frequency of access.
  - (c) Feedback Relating to Services. MAS shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.
  - (d) Derivatives and Compilations of Usage Data. MAS shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.
7. Privacy and Personal Information.
- (a) MAS's Privacy Policy. MAS's Privacy Policy and Terms of Service, made a part hereof, is available at [www.wengage.com](http://www.wengage.com).
8. Term; Termination.
- (a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or MAS.
  - (b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. MAS may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.
  - (c) Breach. MAS may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of MAS's notice to Customer.
9. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."
- (a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations,



# Software Service Order Agreement

Term of Agreement: 2017-2018 Fiscal Year

partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging exclusively to MAS or its third-party licensor (as appropriate), and MAS hereby acknowledges that Customer Data contains confidential and proprietary information belonging exclusively to Customer or relating to its affairs (in each case, "Confidential & Proprietary Information"). Confidential & Proprietary Information does not include: (i) information already known or independently developed by Recipient outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information; (ii) information in the public domain through no wrongful act of Recipient, or (iii) information received by Recipient from a third-party who was free to disclose it.

- (b) **Covenant.** Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential & Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.
  - (c) **Injunctive Relief.** Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.
10. **Notices.** Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from MAS to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.
  11. **Survival.** Termination shall have no effect on the Parties' rights or obligations under Section 7 ("Privacy and Personal Information"); Section 9 ("Confidential & Proprietary Information"), Section 12 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.
  12. **Independent Contractor Status.** Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.
  13. **Miscellaneous.** This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. MAS reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

Prepared By:           *David Humphrey*          

Date Prepared:           2/20/2017          

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

Date Accepted: \_\_\_\_\_

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



Re: Horizontal SIF Agent Agreement

I do not want to change my Horizontal SIF Agent setup information for the 2017-2018 school year. I authorize Municipal Accounting Systems, Inc. to use my district's 2016-2017 Horizontal SIF Agent setup information for the 2017-2018 school year. \*Please sign below and return with your entire agreement.

I do want to change my Horizontal SIF Agent setup information for the 2017-2018 school year. I have filled out the attached Horizontal SIF Agent Agreement. \*Please sign below and return with your entire agreement.

Authorized Signature: \_\_\_\_\_

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

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

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

Thank You,

Municipal Accounting Systems, Inc.



# Horizontal SIF Agent Agreement

Term of Agreement: 2017-2018 Fiscal Year

**Customer:** GUTHRIE PUBLIC SCHOOLS  
**Addr:** 802 EAST VILAS  
GUTHRIE OK 73044

**MAS:** MUNICIPAL ACCOUNTING SYSTEMS, INC.  
**Addr:** 908 EAST 35TH STREET  
SHAWNEE, OK 74804  
**Phone:** (800)749-5691 **Fax:** (405)275-7091  
**Email:** dhumphrey@wengage.com

The Wen-GAGE i-Student Information System (i-SIS) is a SIF Certified solution that allows your school district to share data seamlessly between Wen-GAGE i-SIS and other SIF Certified applications, such as your library automation, food service, and instructional management systems.

At the core of any SIF deployment is a Zone Integration Server (ZIS). A ZIS is software that delivers data from one application to one or more other applications. The ZIS can be setup within your school district's network or outside of your school district's network at a hosting facility. This setup is based on your agreement with your ZIS vendor. Municipal Accounting Systems, Inc. does not provide a ZIS.

### Setup Information for School District

The steps required to setup the Wen-GAGE i-SIS SIF Agent for use by your ZIS vendor are outlined below.

**Step 1 – Check the data objects that you want to provide to the ZIS.**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> LEA Info                  | <input type="checkbox"/> School Info                | <input type="checkbox"/> Room Info                  |
| <input type="checkbox"/> Calendar Summary          | <input type="checkbox"/> Calendar Date              | <input type="checkbox"/> Term Info                  |
| <input type="checkbox"/> Staff Personal            | <input type="checkbox"/> Staff Assignment           | <input type="checkbox"/> School Course Info         |
| <input type="checkbox"/> Section Info              | <input type="checkbox"/> Student Personal           | <input type="checkbox"/> Student Contact            |
| <input type="checkbox"/> Student School Enrollment | <input type="checkbox"/> Student Attendance Summary | <input type="checkbox"/> Student Section Enrollment |
| <input type="checkbox"/> Student Meal              | <input type="checkbox"/> Attendance Code Info       | <input type="checkbox"/> Student Daily Attendance   |
| <input type="checkbox"/> Student Section Marks     | <input type="checkbox"/> Discipline Incident        |   |

**Step 2 – Check the data objects that you want to subscribe to from the ZIS.**

- Student Meal

**Step 3 – Create a User in i-SecurityAdmin to allow authentication to the Wen-GAGE i-SIS SIF Agent. This user should be used solely for the purpose of authenticating to the Wen-GAGE i-SIS SIF Agent.**

**If you want to provide all students for all sites, the User will need the following roles:**

- SIAdministrator
- StudentSSNReader

Because the SIAdministrator role has access to all students for all sites, you do not specify the individual students to provide. By default, all students for all sites will be provided.

**If you want to provide only specific students, the User will need the following roles:**

Note: Do NOT assign this user the SIAdministrator role.

- Account/PayStatusReaderWriter
- Activity/ScheduleReader
- Assignment/Elig/GradesReader
- AttendanceReader
- CorrespondenceReader
- DemographicsReaderWriter
- DisciplineReader
- SIUser



## Horizontal SIF Agent Agreement

Term of Agreement: 2017-2018 Fiscal Year

SpecialNeedsReader  
StudentSSNReader

For this user, you must also specify the students you wish to provide.

To provide students individually, use the Edit Students option from the Main Menu. With this option, you can select one or more students to add to the User.

To provide all the students in a site, use the Edit Sites option from the Main Menu. With this option, you can select one or more sites to add to the User. Note: If you add a site to the User, all students in that site will be provided.

**Step 4** – Provide Municipal Accounting Systems, Inc. with the Username and hash of the Password to authenticate to the Wen-GAGE i-SIS SIF Agent. You can get the hash of the Password from i-Security Admin by selecting the User, then selecting the Get Password Hash option from the Main Menu.

**Step 5** – Specify the Zone URL and SourceID of the ZIS to which the Wen-GAGE i-SIS SIF Agent will connect. This information can be provided to you by your ZIS vendor.

Zone URL: \_\_\_\_\_

SourceID: \_\_\_\_\_

**Step 6** – Read the following Acknowledgement, Representations, and Agreements section below. Sign and date this document and return to Municipal Accounting Systems, Inc.

### **Further Acknowledgement, Representations, and Agreements of the Parties**

1. It is understood and agreed that Municipal Accounting Systems, Inc. is not responsible for the security of the data once it has been provided by the Wen-GAGE i-SIS SIF Agent.
2. It is understood and agreed that Municipal Accounting Systems, Inc. is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall Municipal Accounting Systems, Inc. be deemed to be a direct or indirect transferor of information/data to any third party. Municipal Accounting Systems is only providing software (Wen-GAGE i-SIS SIF Agent) that will allow the school district to share data between their other SIF Certified applications.
3. That the School District, Educational Agency or Institution hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
4. That the School District, Educational Agency or Institution hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
5. That the School District, Educational Agency or Institution hereby represents that it shall refrain from performing any act restricted under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
6. That the School District, Educational Agency or Institution hereby agrees that it shall defend, indemnify, reimburse, and make whole in any manner, Municipal Accounting Systems, Inc. for any form of damages sustained as a direct or indirect result of School District's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that Municipal Accounting Systems, Inc. could incur.
7. That the School District, Educational Agency or Institution represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other interested third person) as required by law before any information/data



**Horizontal SIF Agent Agreement**  
**Term of Agreement: 2017-2018 Fiscal Year**

is transferred by it to a third party.

**Please Read This Document Carefully Before Signing**

Authorized Signature: \_\_\_\_\_

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

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

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

**Affidavit of Signing Person**

The above authorized signee hereby represents by oath, under penalty of perjury, that he/she is authorized to execute this document on behalf of GUTHRIE PUBLIC SCHOOLS, and that he/she has the authority to bind GUTHRIE PUBLIC SCHOOLS to the agreements, acknowledgements, disclosures, restrictions, and representations made herein.

Authorized Signature: \_\_\_\_\_

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

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

## Wen-GAGE Authorized Phone Support

### Description of Contact Types

SI Admin (Student Information Administrator)—Responsible for overseeing applications, assigning passwords, and application installation for the i-Student Information System Product Suite.

SI (Student Information)—Responsible for data entry and reporting in the i-Student Information application.

GB (Gradebook)—‘Go to’ person for the Instructors, responsible for overseeing and supporting the i-Gradebook application portals.

LR (Lunch Room)—Responsible for data entry and reporting in the i-Lunch Room Administration and i-Lunch Room Cashier applications.

BM (Business Manager)—Responsible for managing applications and assigning passwords for the i-Accounting System Product Suite.

AP (Encumbrance Clerk)—Responsible for data entry and reporting in the i-Accounts Payable application.

PR (Payroll Clerk)—Responsible for data entry, calculating and reporting in the i-Payroll application.

TR (Treasurer)—Responsible for data entry and reporting in the i-Treasurer application.

AF (Activity Fund/Cash Funds Custodian)—Responsible for data entry and reporting for the 60 series cash funds in the i-Accounts Payable and i-Treasurer applications. See \*\*AF below.

PS (Personnel)—Responsible for data entry and reporting in the i-Personnel application.

PuR (Purchase Requisition)— ‘Go to’ person for the staff, responsible for overseeing and supporting the i-Purchase Requisition application.

Contact Type	Application										
	i-Security Administration	i-Student Information	i-Gradebook 2.0	i-Lunch Room Administration	i-Lunch Room Cashier	i-Accounts Payable	i-Payroll	i-Treasurer	i-Activity	i-Personnel	i-Purchase Requisition
SI Admin*	X	X	X	X	X						
SI		X	X								
GB			X								
LR				X	X						
BM*						X	X	X	X	X	X
AP						X					
PR							X				
TR								X			
AF**						X		X	X		
PS										X	
PuR											X

Superintendent—May request support for any system by calling 800.749.5691.

SI Administrator—May request support for i-Student Information, i-Gradebook and i-Lunch Room applications, therefore does not need to be listed as an authorized software support contact.

Business Manager—May request support for any i-Accounting application, therefore does not need to be listed as an authorized software support contact.

District Tech—May request technical support for application installation or setup by calling 800.749.5691. NOTE: Application software support should be initiated by the authorized contact the tech is assisting.

\*Contact Types related to security—Superintendent, SI Admin and BM.

\*\*AF—Limited to 60 series cash funds and those funds your district designates as a cash fund in the Classification Codes file.

NOTE: Your ‘Software Service Order Agreement’ and ‘Authorized Software Support Contacts’ list detail the number of contacts available by application. Additional software support contacts can be added for an annual fee of \$250 each.

**MEMORANDUM:**

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

**FROM:** Eldona Woodruff, Director of Special Education and Laura Benham, Guthrie Special Olympics Coordinator

**SUBJECT:** State Special Olympics Summer Games

**DATE:** Feb. 24, 2017

For the past several years, some of our Special Education Students with Intellectual Disabilities ages 8 through twelfth grades along with their coaches and volunteers have attended the State Special Olympics Summer Games in Stillwater in May. The cost of this activity is paid from the Guthrie Special Olympics Activity Fund. They younger students and students with significant disabilities attend the day events only and return home to Guthrie each evening. Students in grade 4-12 stay in Stillwater at night to participate in daytime and evening events. Last school year the cost of registration, housing, and food for grade 4-12 was approximately \$6500.00, including the cost of substitutes and transportation.

For the current year, we propose that the younger students (ages 8-4<sup>th</sup> grade) and students with significant multiple disabilities continue to be transported to attend the day events only. Students in grades 4-12 will stay in Stillwater and participate in the day and evening activities sponsored by Special Olympics. This year all students spending the night will stay in the dorms at the OSU campus with their coaches and chaperones. We have four families that will by staying with their child at the Cimarron Hotel and Suite due to the amount of care needed by their child. The cost for grades 3-12 will be approximately \$5500 for housing, \$350 for registration, and \$1500 or food and drinks and snacks, for an approximate total of \$7350.00, including costs of substitutes and transportation.

The approximate number of students and adult sponsors attending the May 17<sup>th</sup>-19<sup>th</sup>, 2017 State Special Olympics Summer Games in Stillwater will be:

Cotteral	8 Athletes and 2 Adults
Central	3 Athletes and 1 Adult
GUES	37 Athletes and 7 Adults
Junior High	9 Athletes and 3 Adults
High School	8 Athletes and 2 Adults
Guthrie Alumni	4 Athletes and 1 adult



Guthrie Public Schools

Memo

To: Dr. Mike Simpson and Guthrie School Board

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

Date: February 23, 2017

Re: **K – 8 Remedial Summer School Program**

---

Guthrie Public Schools request your consideration and approval for the K-8 Remedial Summer School Program.

- Instruction will include reading for Kindergarten through 8<sup>th</sup> grade and math for Kindergarten through 2<sup>nd</sup> grade and 4<sup>th</sup> through 8<sup>th</sup> grade.
- Students qualify based on Map for Primary Grades (MPG), Measures of Academic Progress (MAP) assessment, Oklahoma School Testing Program (OSTP) scores, benchmark assessments and other informal assessments.
- The program is offered at no cost to the students. However; transportation is the responsibility of the parent or guardian.
- Funding for the program will be funded through Title I at a total projected cost of \$45,000.00.
- The staff will include approximately 15 teachers, 3 paraprofessionals, 1 RSA coordinator and 1 administrator.
- Teacher pay is \$20 per hour plus up to 5 hours for scheduling and parent contact prior to the beginning of summer school. Paraprofessional pay is \$10 per hour. RSA coordinator and administrator pay is \$25 per hour plus \$500 for preparation.
- All sessions will be held at Guthrie Upper Elementary School.
- Students will attend Monday – Thursday June 5 – June 29, 2017 from 8:30 -11:30 a.m. Teachers will report June 2 – June 30, 2017; 8:00 a.m. – 12 noon(18 days) and the RSA coordinator and administrator will report June 2 – June 30, 2017; 7:30 a.m. – 12:30 p.m. (18 days)
- Teacher recommendations will be submitted for your approval at the May 2017 board meeting.



## Guthrie Public School

200 Crooks Drive, Bldg 5, Guthrie, OK 73044

Wednesday, February 22, 2017

To Dennis Schulz,

We are recommending a \$.10 increase for all paid student lunch meals as required by USDA.

This will increase PreK-3<sup>rd</sup> Paid Student Lunch Meals to \$2.60.

This will increase 4<sup>th</sup>-6<sup>th</sup> Paid Student Lunch Meals to \$2.80.

This will increase 7<sup>th</sup>-12<sup>th</sup> Paid Student Lunch Meals to \$2.90.

We are also recommending a \$.10 increase for all paid student breakfast meals because Guthrie is low compared to other schools and we haven't raised the breakfast prices in several years.

This will increase PreK-6<sup>th</sup> Paid Student Breakfast Meals to \$1.30.

This will increase 7<sup>th</sup>-12<sup>th</sup> Paid Student Breakfast Meals to \$1.40.

Sincerely,

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

Jessica Callaway  
Director of Dining Services  
Guthrie Public Schools



SFA NAME:

## SY 2017-18 Non-Federal Contribution Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price ROUNDED DOWN to nearest 5 cent
\$ 2.83	\$ 2.80
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</i>	

Current Weighted Average Paid Price	
Enter in the current weighted average paid lunch price. <i>Note: If SFA did not change the weighted average paid lunch price in SY2011-2012, SY2012-2013, SY2013-14, SY 2014-15, SY 2015-16, or SY 2016-17 enter the SY2010-11 weighted average price. Otherwise, click the link below.</i>	
\$ 2.66	<a href="#">Click here to determine SY2016-2017 weighted average price</a>

Non-Federal Source Contribution Calculator for SY 2017-18		
Enter the total paid lunch count (for all prices). ** Annual Non-Federal Source funds for SY2017-2018 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY2015-16**	TOTAL Price Increase for SY 2017-18	TOTAL SY 2017-18 Annual Non-Federal Source Contribution
54,414	\$ 0.14	\$ 7,617.96
<i>Note: Total price increase for SY 2017-2018 is based on the difference between the weighted average price entered above and SY 2017-2018 rounded DOWN requirement.</i>		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2016-17	Annual Non-Federal Source Contribution Requirement for SY 2017-18
\$ -	\$ 7,617.96

Price Increase Requirement for SY 2017-18 (with 10 cent cap)	SY 2017-18 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ 0.10	\$ 5,441.40

Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19
\$ 2,176.56

Remaining Credit carried forward to SY 2018-19
\$ -

[Go to SY 2017-2018 REPORT](#)

Note: This tool is created to allow the user to only enter the annual number of paid lunches and the amount of non-Federal Source funds contributed for SY 2017-18. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect annual non-Federal source contribution. Users should not modify the tool's current functionality.

SFA NAME:

## SY 2017-18 Price Adjustment Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.83	\$ 2.80
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</i>	

### SY 2016-17 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for **October 2016**.

#	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
1.	2,533	\$ 2.50	\$ 6,332.50	
2.	1,977	\$ 2.70	\$ 5,337.90	
3.	2,221	\$ 2.80	\$ 6,218.80	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	<b>6,731</b>		<b>\$ 17,889.20</b>	<b>\$ 2.66</b>
<i>Note: SY 2016-17 Weighted Average Price equal to or above \$2.86 are compliant for SY 2017-18. \$2.86 is the difference between the Free and Paid reimbursement rates for SY 2016-17.</i>				

Total Price Increase for SY 2017-18
\$ 0.14

Required price increase for SY 2017-18 (with 10 cent cap)
\$ 2.76

Remaining increase carried forward to SY 2018-19
\$ 0.04

Remaining credit carried forward to SY 2018-19
\$ -

[Go to SY2017-2018 Report](#)

## Step 3 (Optional)

### Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

#	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	2,533	\$ 2.60	\$ 6,585.80	
2.	1,977	\$ 2.80	\$ 5,535.60	
3.	2,221	\$ 2.90	\$ 6,440.90	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	<b>6,731</b>		<b>\$ 18,562.30</b>	<b>\$ 2.76</b>

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. December 2016

SFA NAME:

## SY 2017-18 Split Price and Non-Federal Calculator

[Go to Instructions](#)

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	<i>Optional</i> price requirement <b>ROUNDED DOWN</b> to nearest 5 cent
\$ <b>2.83</b>	\$ <b>2.80</b>
<i>Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)</i>	

### SY 2016-17 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for **October 2016**.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	-		\$ -	\$ -
<i>Note: SY 2016-17 Weighted Average Price equal to or above <b>\$2.86</b> are compliant for SY 2017-18. <b>\$2.86</b> is the difference between the Free and Paid reimbursement rates for SY 2016-17.</i>				

**Total Price Increase for SY 2017-18**

\$ -

**Required price increase for SY 2017-18 (with 10 cent cap)**

\$ -

New Price Increase
Enter the new price increase for SY2017-2018 to assist in meeting the requirement. See optional Pricing Estimation Calculator below if needed.

--

Non-Federal Source Contribution Calculator for SY 2017-18		
Enter the total paid lunch count (for all prices). ** Annual Non-Federal Source funds for SY2017-2018 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY 2015-16**	Total remaining required Price Increase	TOTAL SY 2017-18 Annual Non-Federal Source Contribution
	\$ -	\$ -
Note: Total price increase for SY 2017-2018 is based on the difference between the weighted average price entered above and SY 2017-2018 rounded DOWN requirement.		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2016-17	Annual Non-Federal Source Contribution Requirement for SY 2017-18
	\$ -

Price Increase Requirement for SY 2017-18 (with 10 cent cap)	SY 2017-18 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ -	\$ -

<b>Remaining Annual Non-Federal Source Contribution Requirement carried forward to SY 2018-19</b>
\$ -

<b>Remaining Credit carried forward to SY 2018-19</b>
\$ -

December 2016

**(Optional)**

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	-		\$ -	\$ -

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.



# Board of Education Personnel Reports

## *FMLA Request*

Support: 1

Certified: 0

## *Transfer of Position Report*

Classification		Support			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Calvert, AshLi	HS Cafeteria 6.5 Hrs.	Jr. High Cafeteria 6.5 Hrs	Brenda Lane	2/27/2017	
Lane, Brenda	Jr. High Cafeteria 6.5 Hr	HS Cafeteria 6.5 Hrs.	Ash-Li Calvert	2/27/2017	

## *Separation of Employment*

Classification		Certified			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Bell, Carolyn	Cotteral	Speech Pathologist	Retiring	5/23/2017	
Steffensen, Marylyn	Administration	Psychometrist	Retiring	5/23/2017	

Classification		Support			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Smith, Tracy	Junior High	Secretary	Resigning	6/7/2017	

## *Guthrie Public Schools Building Level Administrators*

<i>LastName</i>	<i>FirstName</i>	<i>Assignment</i>	<i>Total Experience</i>
Ball	Jeffrey	Assistant Principal	21
Davison	Susan	Principal	32
Dayton	Ryan	Assistant Principal	11
Graham	Scot	Principal	17
LeGrande	Chris	Principal	25
Rainwater	Robbie	Principal	13
Stone	Bret	Assistant Principal	33
Throckmorton	Dustin	Assistant Principal	18
Todd	Marsha	Principal	23
Watson	Dani	Principal	13



Staking A Claim in Our Students' Future

Telephone: 405-282-8900

**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

Recommendation for the following employee for an extra-duty position with the Guthrie Public School District:

<b>Seifert</b>	<b>Hayden</b>	
_____ Last Name	_____ First Name	_____ Middle Initial

<b>Asst Jr High Baseball</b>	<b>JH</b>
_____ Extra-Duty Position	_____ Site

If hired by the Board of Education, would this be a replacement?  Yes  No

If yes, whom would this employee replace? \_\_\_\_\_

If this is an extra-duty position for athletics, has this person had *Care and Prevention of Athletic Injuries*?  Yes  No

Start Date 2/24/17 Extra-Duty Compensation \$1100

Submitted By: Jon Chappell 2/24/17  
Principal or Program Director Date

.....

	<u>2/24/17</u>
_____ Doug Ogle, Executive Director Personnel/Secondary Education	_____ Date





Guthrie Public Schools  
Property Committee Meeting  
February 27, 2017 5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Dennis Schulz, Cody Thompson, Jennifer Bennett-Johnson, Terry Pennington, and Linda Skinner  
Tina Smedley was present for Sharon Watts

**Mr. Thompson spoke on the following items:**

**Expenditure Reports:**

- Summarized the expenses for February
- 14 new Purchase Orders for February

**Completed Projects:**

- 208 Work-Orders completed at Maintenance
- 79 Work-Orders completed at Transportation
- Electrical repairs/upgrades throughout the District
- Plumbing repairs/upgrades throughout the District
- HVAC repairs/replacements throughout the District
- Had 2 break-ins on the same night at GUES and Fogarty
- Building Safety & Custodial Inspections at GUES, Faver, JH, and High School
- Repaired mechanical system in the Greenhouse
- Safety meetings with maintenance and transportation employees
- New software system for bus routing
- Rekeyed exterior doors at GUES

**Projects in Progress:**

- Currently have 63 Maintenance Work-Orders in progress
- Currently have 77 Transportation Work-Orders in progress
- Replacement of windows in HS annex
- Electrical outlets installation for buses
- Major Bus repairs – 4 sent for repairs
- Continuing roof repairs at Admin, Cotteral, and Jr. High
- District HVAC repairs and HS chiller repairs upgrade
- Summer projects for each site
- Repairs to plaster walls in stairwells at Central
- Safety Training for all operations and building staff

**Future Projects:**

- Continue to work on recommendations to district facilities and equipment in the Performance Review Report
- Summer maintenance projects
- Sidewalk repairs to north building area at the High School
- Floor upgrades in classrooms at Central, HS, and Drivers Room
- Playground upgrades
- Master lock/key system at Jr. High

- Upgrade cameras for the bus fleet
- Landscaping around trees on Fogarty playground
- Custodial Training
- Chiller replacement/repairs at GUES and HS

**Performance Review:**

- Discussed recommendations from the Performance Review which included:
  - Develop & Implement an equipment replacement plan
  - Develop an Energy Management Plan
  - Show greater attention to all areas of pupil transportation
  - Develop a formal bus and support vehicle replacement plan
  - Procure and issue all tools for use by maintenance personnel

**Bond Projects Discussion:**

- Window installation is under way at Central
- Bid opening is scheduled for Charter Oak ES

**Guthrie Public Schools**  
**Finance Committee Meeting**

**February 28, 2017**

**4:00 P. M.**

**In Attendance:** Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Eldona Woodruff, Janna Pierson, Tina Smedley and Vicki Biggs.

**Mr. Schulz** opened the meeting informing the committee the first pages were routine financial reports and if they had questions to contact him.

**Mr. Schulz** spoke on the following:

**Comparison Report/Projection Report**

The comparison report compares what is actually spent in February this year versus last year. The EOY projection report varies a little from last months' projections due to new cuts.

**Meal Price Increase**

The lunch price increase is due to USDA requirements. The request for the breakfast increase is due to not having an increase in several years. This would help offset the increase of the food and milk costs.

**K-8 Summer School**

This is will allow for summer school to be offered and will be paid with Title I funds.

**Municipal Accounting Contract Renewal**

Renewal of our accounting and student information software for 2017-18. There is a decrease in price of approximately \$900.00.

**Mr. Ogle** spoke on the following:

**Extra Duty Contracts**

These contracts are for assistant coaches for the girls track team and the Jr. High baseball team.

**Ms. Woodruff** spoke on the following:

**Special Olympics**

This will allow the special education students to attend the annual Special Olympics in Stillwater, OK. This is all paid by the activity fund with monies raised through fund raisers and donations.

**Dr. Simpson and Mr. Schulz** then had a discussion with the committee on the Performance Audit items 16-20.

**Guthrie Public Schools  
Curriculum Committee Meeting  
Minutes  
February 28, 2017  
5:00 p.m.**

In attendance: Dr. Mike Simpson, Doug Ogle, Carmen Walters, Eldona Woodruff, Janna Pierson, Sheryl Miles and Dee Benson

Tina Smedley attended in the vacated seat

Member Absent: Travis Sallee

**Discussion Items:**

**Ms. Walters**

- Remedial Summer School Program

**Mr. Ogle**

- New State Math Course
- Oklahoma School Testing Program (OSTP) Report
- TLE

**Ms. Walters, Mr. Ogle, Dr. Simpson, Ms. Woodruff and Mr. Benson**

- Discussion of Performance Review – Curriculum Items, Priority 16-20
  16. Develop an outreach program to foster collaboration among parents and expand parent involvement in decision-making beyond required federal and state compliance planning committees. (Page 1-55)
  17. Monitor the use and increase the effectiveness of the district website, teacher web pages and parent portal as tools to inform and involve parents. (Page 1-53)
  18. Engage a professional grant writer and develop a cadre of teachers trained as grant writers to assist colleagues in securing classroom grants. (Page 1-28)
  19. Implement a regularly scheduled time for librarians to meet and review programmatic issues and share professional expertise. (Page 2-52)
  20. Implement a process to assess site-based progress towards high functioning professional learning communities then put into operation the needed modifications. (Page 2-33)