

AMENDED AGENDA WITH COMMENTARY

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

**MONDAY
AUGUST 8, 2022
6:30 P.M.**

AGENDA:

1. Call to Order
2. Roll Call
3. Establish a Quorum
4. Pledge of Allegiance
5. Moment of Silence
6. Comments to the Board by:
 - A. Citizens registered to speak to the Board
 - B. Board Members

7. Superintendent's Reports

8. **Consent Agenda**

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:.....Pages 8-43

- A. Treasurer's Report
- B. Activity Fund End of Year Transfers corrected as per attached list
- C. Activity Fund Fundraisers as per attached list
- D. Activity Fund Transfer as per attached list
- E. Encumbrances for General Fund #'s 78-233, 1010-1034 Building Fund #'s 43-106, Building Bond 2019 Fund #1, Casualty/Flood Insurance Recovery # 1-2 and Activity Fund Reports
- F. Fuel bid as recommended by bid committee
- G. Declare listed items as surplus
- H. Contracts/Agreements under \$10,000
 1. Contract with Oklahoma Department of Career and Technology for Full-Time Adult Career and Technology Education Programs for 2022-2023
.....Pages 40-41

Commentary:

This is our annual contract with Career Tech to continue to offer their programs for the 2022-2023 school year. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

2. Recommendation, consideration and action upon renewal agreement with PowerSchool Mizuni (formerly Hoonuit)Pages 42-43

Commentary:

This service takes the data from our student information system and created the logins for our students. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. Minutes of regular meeting held on July 11, 2022.....Pages 44-52

10. Business Agenda:

A. Recommendation, consideration and action to calculate the 2022-2023 school year by instructional hours.....Pages 53-61

Commentary:

We have done this for the last 12 years. This gives us the freedom to adjust the school calendar based on the number of inclement weather days needed to meet the required 1080 hours. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

B. Recommendation, consideration and action upon authorizing Ms. Jana Wanzer as Authorized representative for the Child Nutrition Program.....Page 62

Commentary:

This is a yearly required authorization. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action upon \$.10 increase for all paid student breakfast and lunch meals.....Page 63

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. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon Activity Fund Handbook for 2022-2023.....Pages 64-100

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon agreement with the Board of County Commissioners of Logan County for School Resource Officer provided by Logan County Sheriff’s Office for 2022-2023.....Pages 101-108

Commentary:

Guthrie Public Schools will pay the Logan County Sheriff’s Office for the established cost of a resource officer for the months that school is in session as stated in this agreement. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon agreement with the City of Guthrie for School Resource Officers provided by Guthrie Police Department for 2022-2023.....Pages 107-113

Commentary:

Guthrie Public Schools will pay the Guthrie Police Department for the established cost of a resource officers for the months that school is in session as stated in this agreement. The new contract is an increase of \$9,119.80. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon agreement with Waterford Reading AcademyPages 114-116

Commentary:

Waterford Reading Academy is a software program for students enrolled in grades Pre- K through 2nd grade. The program includes single student licenses for reading, math and science, and individual teacher licenses. The cost for the 2022-2023 Waterford Reading Academy is \$177,920.00 which is a decrease of \$13,810.00 from the previous year and will be paid for from ESSER III American Rescue Plan funds. The program meets the ESSER III (ARP) required 20% set aside of these funds specifically for learning loss. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action to approve a lease agreement with Standley Systems for District copiers.....Pages 117-120

Commentary:

This agreement will be renewable annually over a period of 48 months for copiers in our district and our legal counsel has approved the language presented in the agreement. The basic costs were approved in the June board meeting but the overall terms of the agreement are presented for your approval this month.

Dee Benson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

I. Recommendation, consideration and action upon agreement with Evans Sports, LLC for Broadcasting and Streaming rights for 2022-2023 Pages 121-122

Commentary:

Approval of this agreement will assure Evans Sports, LLC, dba Guthrie News Page has access to broadcast all football, basketball and wrestling contests as well as mutually agreed upon additional extracurricular events at regular season venues including away contests. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval

J. Recommendation, consideration and action upon agreement with The MacMan for FileWave.....Page 123

Commentary:

FileWave is device management and remote support to use in supporting district devices. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval

K. Recommendation, consideration and action upon revision to District Policy: C-1A Procurement.....Pages 124-125

Commentary:

This is a recommendation from our legal counsel based on clarification of changes to the Competitive Bidding Act which was revised in the 2021 legislative session.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

L. Recommendation, consideration and action upon revision to District Policy: D-13A Sick Leave Bank – Certified Personnel.....Pages 126-127

Commentary:

Based on input from staff and work with our attorney this will modify sick leave bank procedures by placing a cap on the total number of sick leave bank days an employee may be granted and also clarifies eligibility of when an employee becomes eligible to be granted those days. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

M. Recommendation, consideration and action upon revision to District Policy: D-13B Sick Leave Bank- Support Personnel.....Pages 128-129

Commentary:

Based on input from staff and work with our attorney this will modify sick leave bank procedures by placing a cap on the total number of sick leave bank days an employee may be granted and also clarifies eligibility of when an employee becomes eligible to be granted those days. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**N. Recommendation, consideration and action upon revision to District Policy:
D-15 Military and Employee Association Leave.....Page 130**

Commentary:

This modification was necessitated by the passage of SB 1579 from the 2022 legislative session. It clarifies procedures if an employee requests a leave of absence to serve an employee association. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**O. Recommendation, consideration and action upon revision to District Policy:
E-22 Student Promotion and Retention and Student Pass/Failure of a Course
.....Pages 131-137**

Commentary:

This policy modification was recommended by our attorneys to clarify new requirements for a mid-year promotion of a student retained due to the requirements of the Reading Sufficiency Act. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**P. Recommendation, consideration and action upon revision to District Policy:
E-41 Acceptable Use of Internet and Electronic and Digital Communications
Devices.....Pages 138-150**

Commentary:

This policy was found to require updates to support current technology practices within the district. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**Q. Recommendation, consideration and action upon revision to District Policy:
E-42 Library Media Center Selection Policy.....Pages 151-155**

Commentary:

This modification was necessitated by the passage of HB 3092 from the 2022 legislative session. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**R. Recommendation, consideration and action upon revision to District Policy:
E-46 Dyslexia/Dysgraphia Awareness Program.....Page 156**

Commentary:

HB 2768 which was passed in the 2022 legislative session requires expansion of the dyslexia awareness program to also include dysgraphia beginning in the 2023-24 school year. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**S. Recommendation, consideration and action upon revision to District Policy:
F-5 Student Transfers.....Pages 157-164**

Commentary:
The latest modification of this policy comes from our legal counsel and clarifies procedures with regard to our transfer policy. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:
The Superintendent recommends approval.

**T. Recommendation, consideration and action upon revision to District Policy:
F-15 Suicide Awareness, Training, and Prevention.....Page 165**

Commentary:
This policy is being relocated in the policy manual to a location with similar policies. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:
The Superintendent recommends approval.

**U. Presentation of proposed new district policy:
D-52 Use of Multiple Occupancy Restrooms and Changing Areas.....Page 166**

Commentary:
SB 615 which was passed in the 2022 legislative session requires each district to adopt a policy which clarifies which sex will use the bathrooms within the district. **Dr. Simpson will answer any questions.**

**V. Presentation of proposed new district policy:
E-41B Internet and Technology Safety.....Pages 167-168**

Commentary:
HB 3702 which was passed in the 2022 legislative session places certain requirements on libraries (including school libraries) for reporting of content filtering. **Dr. Simpson will answer any questions.**

**W. Presentation of proposed new district policy:
F-14 Student Mental Health Crisis Protocol.....Pages 169-170**

Commentary:
HB 4106 which was passed in the 2022 legislative session requires school districts to adopt a student mental health crisis protocol. **Dr. Simpson will answer any questions.**

**X. Presentation of proposed new district policy:
F-52 Mental Health Accommodations.....Page 171**

Commentary:
SB 626 which was passed in the 2022 legislative session requires school districts to adopt a policy and procedures for parents to disclose mental health issues relating to their student. **Dr. Simpson will answer any questions.**

**Y. Presentation of proposed new district policy:
F-53 Save Women’s Sports Act.....Page 172-173**

Commentary:

SB 2 which was passed in the 2022 legislative session requires school districts to collect affidavits certifying the birth sex of all students participating in athletics prior to the start of their respective seasons. **Dr. Simpson will answer any questions.**

**Z. Presentation of proposed new district policy:
F-54 Use of Multiple Occupancy Restrooms and Changing Areas.....Page 174**

Commentary:

SB 615 which was passed in the 2022 legislative session requires each district to adopt a policy which clarifies which sex will use the bathrooms within the district.

Dr. Simpson will answer any questions.

11. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignments as listed for 2022-2023 and teacher negotiations for 2022-2023 disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
 - A. **Vote to go into executive session**
 - B. **Acknowledge Board’s return to open session**
 - C. **Statement of minutes of executive session**
12. **Vote on action as set out on the Personnel Reports.....Page 175**
13. **Action upon recommendation of extra-duty assignments as listed for 2022-2023
.....Pages 176-180**
14. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
15. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
16. **Adjourn**

**Dr. Mike Simpson
Superintendent**

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Posted by: _____

Date: _____ Time: _____

Place: _____

**TREASURER'S REPORT
JULY 31, 2022**

BANK BALANCES

FARMERS & MERCHANTS

General Fund	2,990,583.42
Building Fund	462,568.22
Sinking Fund	1,310,733.31
ILR Fund	45,226.15
G&E Fund	18,855.24
Child Nutrition Fund	587,006.20
Activity Fund	578,164.98
School Age-Care Fund	75,619.14
Bond Fund	<u>1,600,186.26</u>

TOTAL \$ 7,668,942.92

RECEIPTS

GENERAL FUND:

Logan County	65,451.48
State of Oklahoma	
Okla. Tax Comm.	101,499.04
School Land Earn.	36,823.93
R.O.T.C.	6,101.45
Federal Programs	135,293.81
Misc Receipts	3,598.50
Correcting Entry(-)	
General Acct. Int.	1,545.38
Minus (-) Bank Fees	<u>25.00</u>
TOTAL	\$ 350,288.59

SINKING FUND:

Logan County \$9,116.52

CHILD NUTRITION FUND:

Local	
State	
Federal	<u>45,153.37</u>
TOTAL	\$45,153.37

INS.LOSS RECOVERY FUND:

MISC \$

BUILDING FUND

Local	
Logan County	2,836.82
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 2,856.82

BOND FUND:

Interest	350.25
Bank Fees	<u>(-) _____</u>
TOTAL	\$350.25

WARRANTS PAID

GENERAL FUND:

2021-2022 \$237,911.26
2022-2023 \$785,747.03

GIFTS & ENDOWMENTS FUND:

2021-2022
2022-2023

BUILDING FUND:

2021-2022 \$80,963.42
2022-2023 \$29,714.15

INS. LOSS RECOVERY FUND:

2021-2022
2022-2023

CHILD NUTRITION FUND:

2021-2022 \$26,279.84
2022-2023 \$ 8,527.14

BOND FUND:

2021-2022 \$ 212,618.70
2022-2023 \$

TOTAL MONIES IN F&M BANK \$ 7,668,942.92

PLEGGED – FDIC \$ 250,000.00

PLEGGED – F&M BANK \$ 8,100,000.00

ms

Transfer all activity account balances as of 6/30/22 to the new school year 2022-2023. See updated 6/30/22 Revenue/Expenditure Summary)

ACCOUNT	ACCOUNT NAME	ACCOUNT BALANCE AS OF 6/30/2022	CORRECTION
801	CENTRAL FACULTY	\$174.12	
802	CENTRAL ACTIVITY	\$19,643.79	
803	CENTRAL PTO	\$9,020.93	
804	COTTERAL PTO	\$9,822.76	
805	COTTERAL ACTIVITY	\$11,978.24	
806	COTTERAL FACULTY	\$449.66	
808	FOGARTY PTO	\$8,903.19	
809	FOGARTY ACTIVITY	\$14,811.35	
810	FOGARTY FACULTY	\$74.26	
811	ELEM SNACK GRANT	\$1,399.19	
812	GUES ACTIVITY	\$22,186.55	
813	GUES FACULTY	\$633.94	
814	GUES HONOR CHOIR	\$525.83	
815	GUES PTO	\$14,083.15	
816	GHS SPECIAL KIDS	\$39.35	
817	ART JH	\$28.60	
818	BUILDERS CLUB JH	\$163.56	
819	ATHLETICS JH	\$5,599.78	
820	GOLF JH	\$4,536.69	
821	FHA JH	\$1,413.36	
822	HONOR SOCIETY JH	\$3,023.62	
823	JR HIGH ACCOUNT	\$1,610.45	
824	JR HIGH FACULTY	\$917.44	
825	LIBRARY JH	\$1,745.83	
826	LEARN 2 LOVE	\$19,836.61	
827	CHEERLEADERS JH	\$2,861.48	
830	STUCO JH	\$2,900.28	
831	T.S.A. JH	\$153.05	
832	YEARBOOK JH	\$7,841.25	
834	ACADEMIC TEAM JH	\$170.74	
840	CHARTER OAK ACTIVITY	\$33,374.55	
841	CHARTER OAK PTO	\$12,233.22	
842	CHARTER OAK FACULTY	\$147.71	
850	ACADEMIC TEAM HS	\$40.90	
851	ART CLUB HS	\$6,591.79	
852	ATHLETICS HS	\$23,420.47	
853	CHEER HS	\$1,928.49	
854	FOOTBALL CAMP	\$9,936.41	
855	TENNIS	\$23,409.06	
856	GHS LIBRARY	\$238.57	
858	GHS LINK CREW	\$425.84	
859	BAND(OPERATING) HS	\$23,340.86	
860	CLASS OF 2021 HS	\$569.28	
861	CLASS OF 2023 HS	\$1,716.18	
864	GHS ALUMNI ACCOUNT	\$13,359.16	
865	CLASS OF 2022 HS	\$1,377.85	
866	CLASS OF 2024 HS	\$2,245.86	
867	CLASS OF 2025 HS	\$2,073.75	
869	ENGLISH CLUB	\$839.74	
870	HS FACULTY/COURTESY ACCOUNT	\$304.42	
871	STUDENT PANTRY HS	\$12,593.70	
876	FFA 4H BOOSTER CLUB HS	\$21,521.42	
877	FFA HS	\$14,796.01	
878	FCCLA (FHA) HS	\$3,989.80	
879	FOREIGN LANGUAGE SPAN HS	\$4,668.12	
880	XC BLUECREW	\$4,894.11	
881	LADY JAYS BASKETBALL	\$2,033.96	
882	GUTHRIE RUNNING CLUB HS	\$5.80	
883	HERITAGE CLUB HS	\$680.83	
884	HIGH SCHOOL ACCOUNT	\$16,645.15	
885	STUDENT SUPPORT HS	\$2,978.93	

886 HONOR SOCIETY HS	\$5,466.43	
889 KEY CLUB HS	\$391.01	
890 SPEECH HS	\$503.25	
891 STEM CLUB	\$4.85	
893 MU ALPHA THETA HS	\$8,680.03	
894 HS PROM ACCOUNT	\$10,117.85	
895 JROTC HS	\$8,307.77	
897 SOCCER CLUB HS	\$12,226.23	
898 SCIENCE CLUB HS	\$7,460.07	
899 STUDENT COUNCIL HS	\$19,789.62	
900 CAMPUS BEAUTIFICATION HS	\$2,598.73	
902 VOCAL HS	\$9,325.08	
904 YEARBOOK HS	\$24,532.40	
907 HS MEMORIAL FUDN	\$73.92	
908 VOCAL MUSIC TRIP ACCOUNT HS	\$58.14	
911 FFA BUILDING FUND	\$2,228.23	
913 DRAMA HS	\$1,493.53	
922 COURTESY COMMITTEE ADMIN	\$224.53	
927 HALL OF FAME BANQUET	\$431.97	
929 DISTRICT SPECIAL OLYMPICS	\$24,763.61	
931 TECHNOLOGY INSURANCE ACCOUNT	\$3,174.37	
933 FAVER C&C	\$407.10	
934 TRANSPROTATION C&C	\$2,927.83	
935 VENDING MACHINE ADMIN	\$724.72	\$724.71
937 FAVER ACTIVITY	\$86.27	
938 NATIVE AMERICAN PARENT COMM	\$205.72	
940 ADMINISTRATION MISC	\$15,273.26	\$15,400.48
TOTAL TRANSFER TO 2022-2023	\$670,407.61	\$570,534.72

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/30/2022 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$174.12	\$0.00	\$0.00	\$0.00	\$174.12	\$0.00	\$174.12
802 CENTRAL ACTIVITY	\$19,643.79	\$0.00	\$0.00	\$0.00	\$19,643.79	\$0.00	\$19,643.79
803 CENTRAL PTO	\$9,020.93	\$0.00	\$0.00	\$0.00	\$9,020.93	\$0.00	\$9,020.93
804 COTTERAL PTO	\$9,822.76	\$0.00	\$0.00	\$0.00	\$9,822.76	\$0.00	\$9,822.76
805 COTTERAL ACTIVITY	\$11,978.24	\$0.00	\$0.00	\$0.00	\$11,978.24	\$0.00	\$11,978.24
806 COTTERAL FACULTY	\$449.66	\$0.00	\$0.00	\$0.00	\$449.66	\$0.00	\$449.66
808 FOGARTY PARENTS ORG.	\$8,903.19	\$0.00	\$0.00	\$0.00	\$8,903.19	\$0.00	\$8,903.19
809 FOGARTY ACTIVITY	\$14,811.35	\$0.00	\$0.00	\$0.00	\$14,811.35	\$0.00	\$14,811.35
810 FOGARTY FACULTY	\$74.26	\$0.00	\$0.00	\$0.00	\$74.26	\$0.00	\$74.26
811 ELEM SNACK GRANT	\$1,399.19	\$0.00	\$0.00	\$0.00	\$1,399.19	\$0.00	\$1,399.19
812 GUES ACTIVITY	\$22,186.55	\$0.00	\$0.00	\$0.00	\$22,186.55	\$0.00	\$22,186.55
813 GUES FACULTY	\$633.94	\$0.00	\$0.00	\$0.00	\$633.94	\$0.00	\$633.94
814 GUES HONOR CHOIR	\$525.83	\$0.00	\$0.00	\$0.00	\$525.83	\$0.00	\$525.83
815 GUES PARENTS ORG.	\$14,083.15	\$0.00	\$0.00	\$0.00	\$14,083.15	\$0.00	\$14,083.15
816 GHS SPECIAL KIDS	\$39.35	\$0.00	\$0.00	\$0.00	\$39.35	\$0.00	\$39.35
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$163.56	\$0.00	\$0.00	\$0.00	\$163.56	\$0.00	\$163.56
819 ATHLETICS JUNIOR HIGH	\$5,849.78	\$0.00	\$0.00	\$250.00	\$5,599.78	\$0.00	\$5,599.78
820 GOLF JUNIOR HIGH	\$4,536.69	\$0.00	\$0.00	\$0.00	\$4,536.69	\$0.00	\$4,536.69
821 FHA JUNIOR HIGH	\$1,413.36	\$0.00	\$0.00	\$0.00	\$1,413.36	\$0.00	\$1,413.36
822 HONOR SOCIETY JR HIGH	\$3,023.62	\$0.00	\$0.00	\$0.00	\$3,023.62	\$0.00	\$3,023.62
823 JR HIGH ACCOUNT	\$1,610.45	\$0.00	\$0.00	\$0.00	\$1,610.45	\$0.00	\$1,610.45
824 JR HIGH FACULTY	\$917.44	\$0.00	\$0.00	\$0.00	\$917.44	\$0.00	\$917.44
825 LIBRARY JR HIGH	\$1,745.83	\$0.00	\$0.00	\$0.00	\$1,745.83	\$0.00	\$1,745.83
826 LEARN 2 LOVE	\$19,836.61	\$0.00	\$0.00	\$0.00	\$19,836.61	\$0.00	\$19,836.61
827 CHEERLEADERS JR HIGH	\$2,861.48	\$0.00	\$0.00	\$0.00	\$2,861.48	\$0.00	\$2,861.48
830 STUCO JH	\$2,900.28	\$0.00	\$0.00	\$0.00	\$2,900.28	\$0.00	\$2,900.28
831 T.S.A. JR HIGH	\$153.05	\$0.00	\$0.00	\$0.00	\$153.05	\$0.00	\$153.05
832 YEARBOOK JR HIGH	\$7,841.25	\$0.00	\$0.00	\$0.00	\$7,841.25	\$0.00	\$7,841.25
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$34,287.87	\$0.00	\$0.00	\$913.32	\$33,374.55	\$0.00	\$33,374.55
841 CHARTER OAK PTO	\$12,233.22	\$0.00	\$0.00	\$0.00	\$12,233.22	\$0.00	\$12,233.22
842 CHARTER OAK FACULTY	\$147.71	\$0.00	\$0.00	\$0.00	\$147.71	\$0.00	\$147.71
850 ACADEMIC TEAM HS	\$40.90	\$0.00	\$0.00	\$0.00	\$40.90	\$0.00	\$40.90
851 ART CLUB HS	\$6,591.79	\$0.00	\$0.00	\$0.00	\$6,591.79	\$0.00	\$6,591.79
852 ATHLETICS HS	\$24,910.18	\$0.00	\$0.00	\$1,489.71	\$23,420.47	\$0.00	\$23,420.47
853 HS CHEER	\$2,956.13	\$0.00	\$0.00	\$1,027.64	\$1,928.49	\$0.00	\$1,928.49
854 FOOTBALL CAMP	\$9,936.41	\$0.00	\$0.00	\$0.00	\$9,936.41	\$0.00	\$9,936.41
855 TENNIS HS	\$23,409.06	\$0.00	\$0.00	\$0.00	\$23,409.06	\$0.00	\$23,409.06
856 GHS LIBRARY	\$238.57	\$0.00	\$0.00	\$0.00	\$238.57	\$0.00	\$238.57
858 GHS LINK CREW	\$425.84	\$0.00	\$0.00	\$0.00	\$425.84	\$0.00	\$425.84
859 BAND (OPERATING) HS	\$23,340.86	\$0.00	\$0.00	\$0.00	\$23,340.86	\$0.00	\$23,340.86
860 CLASS OF 2021 HS	\$569.28	\$0.00	\$0.00	\$0.00	\$569.28	\$0.00	\$569.28
861 CLASS OF 2023 HS	\$1,716.18	\$0.00	\$0.00	\$0.00	\$1,716.18	\$0.00	\$1,716.18
864 GHS ALUMNI ACCOUNT	\$13,359.16	\$0.00	\$0.00	\$0.00	\$13,359.16	\$0.00	\$13,359.16
865 CLASS OF 2022 HS	\$2,777.85	\$0.00	\$0.00	\$1,400.00	\$1,377.85	\$0.00	\$1,377.85
866 CLASS OF 2024 HS	\$2,245.86	\$0.00	\$0.00	\$0.00	\$2,245.86	\$0.00	\$2,245.86
867 CLASS OF 2025 HS	\$2,073.75	\$0.00	\$0.00	\$0.00	\$2,073.75	\$0.00	\$2,073.75
869 ENGLISH CLUB	\$839.74	\$0.00	\$0.00	\$0.00	\$839.74	\$0.00	\$839.74
870 HS FACULTY/COURTESY ACCOUNT	\$347.40	\$0.00	\$0.00	\$42.98	\$304.42	\$0.00	\$304.42
871 HS STUDENT PANTRY	\$12,593.70	\$0.00	\$0.00	\$0.00	\$12,593.70	\$0.00	\$12,593.70
876 FFA 4H BOOSTER CLUB HS	\$21,521.42	\$0.00	\$0.00	\$0.00	\$21,521.42	\$0.00	\$21,521.42
877 FFA HS	\$14,828.41	\$0.00	\$0.00	\$32.40	\$14,796.01	\$0.00	\$14,796.01
878 FCCLA (FHA) HS	\$3,989.80	\$0.00	\$0.00	\$0.00	\$3,989.80	\$0.00	\$3,989.80
879 FOREIGN LANGUAGE SPAN HS	\$4,668.12	\$0.00	\$0.00	\$0.00	\$4,668.12	\$0.00	\$4,668.12
880 XC BLUECREW	\$4,894.11	\$0.00	\$0.00	\$0.00	\$4,894.11	\$0.00	\$4,894.11
881 LADY JAYS BASKETBALL	\$2,403.96	\$0.00	\$0.00	\$370.00	\$2,033.96	\$0.00	\$2,033.96

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/30/2022 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
882 GUTHRIE RUNNING CLUB HS	\$5.80	\$0.00	\$0.00	\$0.00	\$5.80	\$0.00	\$5.80
883 HERITAGE CLUB HS	\$680.83	\$0.00	\$0.00	\$0.00	\$680.83	\$0.00	\$680.83
884 HIGH SCHOOL ACCOUNT	\$16,645.15	\$0.00	\$0.00	\$0.00	\$16,645.15	\$0.00	\$16,645.15
885 STUDENT SUPPORT HS	\$2,978.93	\$0.00	\$0.00	\$0.00	\$2,978.93	\$0.00	\$2,978.93
886 HONOR SOCIETY HS	\$5,466.43	\$0.00	\$0.00	\$0.00	\$5,466.43	\$0.00	\$5,466.43
889 KEY CLUB HS	\$391.01	\$0.00	\$0.00	\$0.00	\$391.01	\$0.00	\$391.01
890 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
891 STEM CLUB	\$4.85	\$0.00	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$8,680.03	\$0.00	\$0.00	\$0.00	\$8,680.03	\$0.00	\$8,680.03
894 HS PROM ACCOUNT	\$10,117.85	\$0.00	\$0.00	\$0.00	\$10,117.85	\$0.00	\$10,117.85
895 JROTC HS	\$8,468.57	\$0.00	\$0.00	\$160.80	\$8,307.77	\$0.00	\$8,307.77
897 SOCCER CLUB HS	\$12,408.62	\$0.00	\$0.00	\$182.39	\$12,226.23	\$0.00	\$12,226.23
898 SCIENCE CLUB HS	\$7,460.07	\$0.00	\$0.00	\$0.00	\$7,460.07	\$0.00	\$7,460.07
899 STUDENT COUNCIL HS	\$19,789.62	\$0.00	\$0.00	\$0.00	\$19,789.62	\$0.00	\$19,789.62
900 CAMPUS BEAUTIFICATION HS	\$5,598.73	\$0.00	\$0.00	\$3,000.00	\$2,598.73	\$0.00	\$2,598.73
902 VOCAL HS	\$9,325.08	\$0.00	\$0.00	\$0.00	\$9,325.08	\$0.00	\$9,325.08
904 YEARBOOK HS	\$24,532.40	\$0.00	\$0.00	\$0.00	\$24,532.40	\$0.00	\$24,532.40
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$2,228.23	\$0.00	\$0.00	\$0.00	\$2,228.23	\$0.00	\$2,228.23
913 DRAMA HS	\$1,493.53	\$0.00	\$0.00	\$0.00	\$1,493.53	\$0.00	\$1,493.53
922 COURTESY COMMITTEE ADMIN	\$224.53	\$0.00	\$0.00	\$0.00	\$224.53	\$0.00	\$224.53
925 GENERAL FUND REFUND	\$3,131.16	\$0.00	\$0.00	\$3,131.16	\$0.00	\$0.00	\$0.00
927 HALL OF FAME BANQUET	\$431.97	\$0.00	\$0.00	\$0.00	\$431.97	\$0.00	\$431.97
929 DISTRICT SPECIAL OLYMPICS	\$24,800.19	\$0.00	\$0.00	\$36.58	\$24,763.61	\$0.00	\$24,763.61
931 TECHNOLOGY INSURANCE ACCOUNT	\$3,174.37	\$0.00	\$0.00	\$0.00	\$3,174.37	\$0.00	\$3,174.37
932 SUMMER SCHOOL HS	\$9,370.00	\$0.00	\$0.00	\$9,370.00	\$0.00	\$0.00	\$0.00
933 FAVER C&C	\$407.10	\$0.00	\$0.00	\$0.00	\$407.10	\$0.00	\$407.10
934 TRANSPORTATION C&C	\$3,522.97	\$0.00	\$0.00	\$595.14	\$2,927.83	\$0.00	\$2,927.83
935 VENDING MACHINE ADMIN	\$724.71	\$0.00	\$0.00	\$0.00	\$724.71	\$0.00	\$724.71
937 FAVER ACTIVITY	\$86.27	\$0.00	\$0.00	\$0.00	\$86.27	\$0.00	\$86.27
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$15,311.43	\$127.22	\$0.00	\$38.17	\$15,400.48	\$0.00	\$15,400.48
Total	\$592,447.79	\$127.22	\$0.00	\$22,040.29	\$570,534.72	\$0.00	\$570,534.72

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
As of 8/1/2022**

- | | |
|-------------------------------|-----------------------------------|
| 1. Class of 2024, 866 | \$40 Class Dues |
| 2. HS Courtesy Fund, 870 | GHS Faculty/Staff Jean Pass sales |
| 3. HS Courtesy Fund, 870 | Alumni Student Transcript sales |
| 4. Campus Beautification, 900 | Student Parking Pass sales |
| 5. Campus Beautification, 900 | Staff Parking Pass sales |



1.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/19/2022 Site: GHS Unobligated Account Balance: 2245.86

Account Name & Number: Class of 2024, 866

Select One: [X] Soliciting in School Only [] Soliciting in school & community [] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collection of \$40 class dues

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

Does the fundraiser have food items? Yes [] No [X]

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Class shirts, homecoming expenses and any unforeseen expenditures

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 11,480 NOTES:
b. Less Estimated EXPENSES:
c. Estimated PROFIT: 11,480

First day Fundraiser : August 2022 Last Day of Fundraiser: May 2023

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Michelle Redus Date: 7-19-22

Principal's Signature: Chris [Signature] Date: 7-19-22

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

Child Nutrition Director's Signature (if applicable): Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)



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2.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/6/22 Site: Hight School Unobligated Account Balance: \$304.42

Account Name & Number: Courtesy Fund #870

Select One: [X] Soliciting in School Only [] Soliciting in school & community [] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of Jean Pass to GHS Faculty & Staff. Pass allows staff/faculty to wear jeans on Friday during the school year.

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

Does the fundraiser have food items? Yes [] No [X]

- * If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

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

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

Manufacturer:

Purpose for which funds will be used: The fund allows the purchase of flowers and items sent for hospitalized staff or loss of love one. It also provides staff luncheons, P/T conference meals and teacher appreciation week and teacher of the year items.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Table with 2 columns: Description and NOTES. Row 1: a. Estimated INCOME: \$700. Row 2: b. Less Estimated EXPENSES: Row 3: c. Estimated PROFIT: \$700.

First day Fundraiser : 8/19/22 Last Day of Fundraiser: 5/26/23

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Wendy Jones Date: 7/5/2022

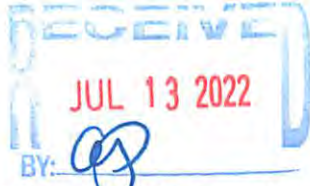
Principal's Signature: Chris Brando Date: 7-7-22

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

Child Nutrition Director's Signature (if applicable): Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)





3.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/6/2022 Site: High School Unobligated Account Balance: \$304.42

Account Name & Number: Courtesy Fund #870

Select One: [X] Soliciting in School Only [] Soliciting in school & community [] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of of Alumni Students Transcripts to colleges or place of employment

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

Does the fundraiser have food items? Yes [] No [X]

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: The fund allows the purchase of flowers and items sent for hospitalized staff or loss of loved ones. It also provides staff luncheons, P/T Conference meals, teacher appreciation week and teacher of the year iteams.

Name/Address of Vendor: Parchment Transcript

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$500.00 NOTES:
b. Less Estimated EXPENSES:
c. Estimated PROFIT: \$500.00

First day Fundraiser : 8/01/2022 Last Day of Fundraiser: 5/26/2023

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Wendy Jones Date: 7/6/2022

Principal's Signature: Chris Hernandez Date: 7-7-22

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

Child Nutrition Director's Signature (if applicable): Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)



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4.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/6/22 Site: High School Unobligated Account Balance: ~~\$2598.73~~ 1,798.73

Account Name & Number: Campus Beautificaion #900

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sales of parking passes for student for the 2022-2023 school year.

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

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Activity Fund operation expenses, parking permit hang tags, assemblies/speakers/equipment, wireless radio equipment violation car stickers, etc. Also includes, furniture, building improvements, maintenance of grounds, parking lot upkeep, awards, trophies and shirts.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: Parking pass hang tags, spray paint for personal parking spots

Table with 2 columns: Item description and Amount. Row 1: a. Estimated INCOME: \$6500.00. Row 2: b. Less Estimated EXPENSES: 350.00. Row 3: c. Estimated PROFIT: \$6150.00. Includes a NOTES column.

First day Fundraiser : 8/1/2022 Last Day of Fundraiser: 5/26/2023

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Destroyed

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

Sponsor Signature: Wendy Jones Date: 7/6/2022

Principal's Signature: Chris [Signature] Date: 7-7-22

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

Child Nutrition Director's Signature (if applicable): Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)



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GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/6/22 Site: Hight School Unobligated Account Balance: ~~\$2598.73~~ \$1,798.73

Account Name & Number: Campus Beautificaion #900

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sales of parking passes for staff for the 2022-2023 school year.

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

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Activity Fund operation expenses, parking permit hang tags, assemblies/speakers/equipment, wireless radio equipment violation car stickers, etc. Also includes, furniture, building improvements, maintenance of grounds, parking lot upkeep, awards, trophies and shirts.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: Parking pass hang tags, spray paint for personal parking spots

Table with 2 columns: Description and Amount. Row 1: a. Estimated INCOME: \$400.00. Row 2: b. Less Estimated EXPENSES: 50.00. Row 3: c. Estimated PROFIT: \$350.00. Includes a NOTES column.

First day Fundraiser : 8/1/2022 Last Day of Fundraiser: 5/26/2023

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Destroyed

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

Sponsor Signature: Wendy Jones Date: 7/6/2022

Principal's Signature: Chris [Signature] Date: 7-7-22

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

Child Nutrition Director's Signature (if applicable): Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)



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**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND TRANSFER REQUEST
As of 8/01/2022**

TO	FROM	AMOUNT
1. HS Alumni Account, 864	Class of 2021, 860	\$569.28



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



Amount 569.28 Date Requested 07/05/2022

Transfer to: Alumni Account #864
Account Name & Number

Transfer from: Class of 2021 #860
Account Name & Number

State Reason for Transfer Below

Close out graduted class of 2021 and move to Alumni account.

Sponsor's Signature: Wendy Jones

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris [Signature]

Transfer # _____

Board Approved _____

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 8/3/2022, PO Range: 78 - 233, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	78	07/07/2022	44182	QUALITYCARE LABS, LLC	DRUG TESTING FOR CDL HOLDERS	2,500.00
11	79	07/07/2022	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES FOR HIGH SCHOOL	1,500.00
11	80	07/07/2022	13229	QUILL CORPORATION	OFFICE SUPPLIES FOR HIGH SCHOOL	1,000.00
11	81	07/07/2022	14207	WALMART COMMUNITY	OFFICE SUPPLIES FOR HIGH SCHOOL	500.00
11	82	07/07/2022	12910	OFFICE DEPOT, INC.	OFFICE SUPPLIES FOR HIGH SCHOOL	500.00
11	83	07/07/2022	84133	WENDY D JONES	MILEAGE REIMBURSEMENT -WJ	500.00
11	84	07/07/2022	44494	LAZEL, INC.	ONLINE CURRICULUM	625.00
11	85	07/07/2022	16261	ANNA COFFIN	PRINTING SERVICES FOR HIGH SCHOOL	1,000.00
11	86	07/07/2022	17078	READ NATURALLY, INC.	READING CURRICULUM	540.00
11	87	07/07/2022	44396	FIRELIGHT BOOKS LLC	CURRICULUM	3,476.00
11	88	07/07/2022	11933	JOHN VANCE MOTORS, INC.	REPAIR TO TRUCK 93	2,500.00
11	89	07/07/2022	44862	CWHD REPAIR LLC	REAR SPRINGS FOR BUS 17	3,386.10
11	90	07/07/2022	17348	PESI, INC.	CLASSROOM SUPPLIES	60.00
11	91	07/07/2022	12910	OFFICE DEPOT, INC.	SUPPLIES AND MATERIALS FOR THE AG PROGRAM	1,000.00
11	92	07/11/2022	13286	RED ROCK DISTRIBUTING CO.	1000 GAL UNLEADED	4,149.80
11	93	07/11/2022	12682	MIDWEST BUS SALES, INC.	EXTENSION WHEELWELL	274.75
11	94	07/11/2022	12682	MIDWEST BUS SALES, INC.	CALIPER	284.58
11	95	07/11/2022	44398	DETCO INDUSTRIES, INC.	PWS 142 5 GAL	354.00
11	96	07/11/2022	44398	DETCO INDUSTRIES, INC.	HANDWIPES	795.50
11	97	07/11/2022	12682	MIDWEST BUS SALES, INC.	BOWL W/ WATER PROBE, HARNESS	290.64
11	98	07/01/2022	44269	VIVACITY TECH PBC	CHROMEBOOK PARTS	6,597.42
11	99	07/11/2022	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR MEDICAL DETECTIVES CLASS	123.24
11	100	07/11/2022	17727	PROJECT LEAD THE WAY, INC.	SUPPLIES FOR MEDICAL DETECTIVES CLASS	4,260.00
11	101	07/12/2022	81574	ANGIE KAYE YOUNG	MILEAGE REIMBURSEMENT	750.00
11	102	07/11/2022	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	150.00
11	103	07/11/2022	44629	CRIMPED, LTD	VARIOUS PARTS	500.00
11	104	07/11/2022	41416	SCHOOL SPECIALTY, INC	CHAIR GLIDES FOR ROLLING CHAIRS-CLASSRM	140.00
11	105	07/11/2022	14207	WALMART COMMUNITY	BLANKET PO FOR CLASSRM & OFFC SUPPLIES	150.00
11	106	07/08/2022	17398	EDMOND MUSIC, INC.	EQUIPMENT AND REPAIR	2,500.00
11	107	07/06/2022	15994	AMAZON CAPITAL SERVICES	BLANKET PO FOR CLASSROOM & OFFICE SUPPLIES	300.00
11	109	07/12/2022	44280	MARTIN AUTOMOTIVE	A/C REPAIR FOR TRUCK 63	1,250.00
11	110	07/12/2022	13969	THE RAILROAD YARD, INC.	METAL FOR WELDING BUS REPAIRS	102.40
11	111	07/12/2022	12682	MIDWEST BUS SALES, INC.	VALVE COVER FENDER , PREP AND PAINT	1,488.69

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 8/3/2022, PO Range: 78 - 233, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	112	07/12/2022	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES	145.05
11	113	07/12/2022	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES \$150 MISC	150.00
11	114	07/12/2022	11631	HAC, INC.	SUPPLIES FOR LIFE SKILLS CLASS	150.00
11	115	07/13/2022	12447	MARDEL, INC.	CLASSROOM MANIPULATIVES	150.00
11	116	07/13/2022	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 SUPPLIES	150.00
11	117	07/01/2022	44871	SOAUD IOT, LLC	BUS WIFI	66,719.14
11	118	07/14/2022	44635	WAXIE'S ENTERPRISES, LLC	BROOMS FOR BUSES	251.10
11	119	07/14/2022	12447	MARDEL, INC.	\$150 TEACHER SUPPLIES	150.00
11	120	07/13/2022	44635	WAXIE'S ENTERPRISES, LLC	BLACK NITRIL GLOVES 4MIL	197.96
11	121	07/13/2022	12682	MIDWEST BUS SALES, INC.	VALVE PARK BRAKE	332.12
11	122	07/13/2022	44170	THOMAS BRENTON MALOY	BUS SEAT REPAIRS	3,252.00
11	123	07/13/2022	44388	MIDCON DATA SERVICES, LLC	SHREDDING SERVICE	750.00
11	124	07/13/2022	13286	RED ROCK DISTRIBUTING CO.	DIESEL FUEL FOR FIRE PUMP AT CHARTER OAK	1,000.00
11	125	07/13/2022	10312	ALL AMERICAN SPORTS CORP.	JH FOOTBALL HELMET RECONDITIONING	3,591.00
11	126	07/13/2022	10312	ALL AMERICAN SPORTS CORP.	HS RECONDITIONING HELMETS	2,340.00
11	127	07/13/2022	42550	PERFORMANCE HEALTH SUPPLY, INC.	ATHLETIC MEDICAL SUPPLIES	3,000.00
11	128	07/13/2022	44621	XENITH LLC	XENITH CONTRACT HELMETS	5,500.00
11	129	07/12/2022	43821	TEACHER SYNERGY, LLC	\$150.00 CLASSROOM SUPPLY BUDGET	150.00
11	130	07/12/2022	12447	MARDEL, INC.	\$150 TEACHER CLASSROOM SUPPLIES	150.00
11	131	07/14/2022	13704	BSN SPORTS, INC.	SHOULDER PADS	790.00
11	132	07/14/2022	15994	AMAZON CAPITAL SERVICES	VOLLEYBALLS	360.00
11	133	07/15/2022	13704	BSN SPORTS, INC.	SOFTBALLS	300.00
11	134	07/14/2022	12967	OKLAHOMA HOME CENTERS, INC.	OSCILATING FANS	400.00
11	135	07/11/2022	44387	RUSH TRUCK CENTERS OF OK, INC	MOBILE MECHANIC FOR 4 BUSES DIAGNOSIS	3,500.00
11	136	07/14/2022	44828	BRUCKNER TRUCK SALES, INC	OILLEAK REPAIR & POSSIBLE TRACTION BAR ISSUE	2,431.98
11	137	07/18/2022	12682	MIDWEST BUS SALES, INC.	EXHAUST HANGERS HEX SCREW FANGE, HEX CAP	452.04
11	138	07/18/2022	42884	LOYAL SUPPLY, INC.	VARIOUS PARTS FOR BUSES	1,211.80
11	139	07/18/2022	44087	GOOLSBEE TIRE SERVICE INC	TIRES FOR BUSES	1,630.00
11	140	07/18/2022	15929	RENAISSANCE LEARNING, INC.	RENAISSANCE STAR 360	25,165.40
11	141	07/18/2022	16171	READING RENAISSANCE	RENAISSANCE FRECKLE	13,040.00
11	142	07/18/2022	17736	IXL LEARNING, INC.	IXL SITE LICENSE FOR JR HIGH	10,483.00
11	143	07/18/2022	10018	IMAGE WORKS OF OKLAHOMA, INC	COPIER LEASE/MAINTENANCE FOR 2022-2023	10,800.00
11	144	07/19/2022	16669	EDMENTUM, INC	PROGRAM LICENSING	19,680.00
11	145	07/19/2022	16118	CAREER STAFF UNLIMITED INC.	ESSER III: CONTRACT PAYMENT FOR PSYCHOLOGIST	60,000.00
11	146	07/19/2022	16118	CAREER STAFF UNLIMITED INC.	COUSELOR CORPS: CONTRACT FOR PSCHOLOGIST	30,000.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	147	07/19/2022	44720	WATERFORD RESEARCH INSTITUTE	ANNUAL STUDENT READING ACADEMY LICENSES	191,730.00
11	148	07/19/2022	44428	RIVERSIDE ASSESSMENTS, LLC	PSYCH TESTING SUPPLIES	4,409.00
11	149	07/19/2022	14230	MANSON WESTERN CORPORATION	PSYCH TESTING SUPPLIES	250.00
11	150	07/19/2022	17961	NCS PEARSON, INC.	PSYCH TESTING SUPPLIES	4,499.00
11	151	07/18/2022	12910	OFFICE DEPOT, INC.	\$150 TEACHER SUPPLIES	150.00
11	152	07/19/2022	44887	BENTON'S SERVICE CENTER INC	BALL JOINT REPAIR TRUCK 80	1,998.43
11	153	07/19/2022	12899	O'REILLY AUTOMOTIVE STORES, INC.	BELTS FOR BUSES	297.68
11	154	07/19/2022	42351	DELCO DIESEL SERVICES, INC.	TURBO RATCHET SET	104.92
11	155	07/19/2022	11933	JOHN VANCE MOTORS, INC.	TRUCK 94 DIAGNOSTIC AND OIL CHANGE	400.00
11	156	07/19/2022	16371	TWOTREES TECHNOLOGIES, LLC	SOUND BARS	1,056.25
11	157	07/18/2022	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES	149.50
11	158	07/19/2022	10437	TECHNOLOGY STUDENT ASSOCIATION	NATIONAL & STATE TSA MEMBERSHIP DUES	500.00
11	159	07/19/2022	16841	OK ASSOC OF CAREER & TECH EDUCATION	OKACTE MEMBERSHIP DUES	270.00
11	160	07/17/2022	15994	AMAZON CAPITAL SERVICES	\$ 150 TEACHER SUPPLIES	148.56
11	161	07/14/2022	44889	SHERIDAN PROPERTIES, LLC	ROOMS FOR OKLAHOMA SUMMIT CONFERENCE	192.00
11	162	07/08/2022	17727	PROJECT LEAD THE WAY, INC.	PLTW GATEWAY PARTICIPATION DUES/JH	950.00
11	163	07/19/2022	12447	MARDEL, INC.	TEACHER 150/SUPPLIES/ADAMS/GUES	150.00
11	164	07/20/2022	16669	EDMENTUM, INC	DISTRICT SOFTWARE LICENSES	3,245.90
11	165	07/20/2022	44695	NINJIO LLC	CYBER EDUCATION	664.68
11	166	07/19/2022	17900	NORTHWEST EVALUATION ASSOCIATION	MAP TESTING	7,125.00
11	167	07/19/2022	12682	MIDWEST BUS SALES, INC.	AMBER/RED WARN LIGHT	425.93
11	168	07/19/2022	44610	SOUTHWEST BUS SALES, INC.	FREIGHTLINER FAN BLADE	95.00
11	169	07/19/2022	40205	MIDWEST CITY PUBLIC SCHOOLS	SUBURBAN CONFERENCE DUES	1,200.00
11	170	07/18/2022	43557	EDUSKILLS, LLC	22022-2023 EDUSKILLS AGREEMENT	11,440.00
11	171	07/18/2022	13789	SULLIVAN SUPPLY INC.	MATERIALS AND SUPPLIES FOR AG PROGRAM	1,400.00
11	172	07/14/2022	13704	BSN SPORTS, INC.	HS COACHES SHIRTS	1,100.00
11	173	07/21/2022	16261	ANNA COFFIN	2022-2023 BUDGET BOOK BINDING	100.00
11	174	07/20/2022	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER CLASSROOM SUPPLIES	139.06
11	175	07/20/2022	14201	WALKER TIRE DTR LLC	TIRES FOR SUV 35 AND VAN 87	1,615.20
11	176	07/20/2022	44610	SOUTHWEST BUS SALES, INC.	WABCO SPEED SENSORS	572.10
11	177	07/21/2022	11619	HOME DEPOT CREDIT SERVICES	6FT HOUSTONIAN METAL STANDING SEAM FIXED AWNING	602.80
11	178	07/21/2022	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	ADJUSTMENT IN PARTS	500.00
11	179	07/20/2022	15994	AMAZON CAPITAL SERVICES	VOLLEYBALL TENSION STRAPS	35.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	180	07/20/2022	15994	AMAZON CAPITAL SERVICES	CLAMPER VOLLEYBALL ANTENNAS	47.00
11	181	07/20/2022	11276	FLAGHOUSE INC.	VOLLEYBALL BASE PADS	450.00
11	182	07/20/2022	11276	FLAGHOUSE INC.	VOLLEYBALL POLE PADS	750.00
11	183	07/21/2022	80445	SHURLYN K MALTZ	MILEAGE REIMBURSEMENT 2022-2023	1,000.00
11	184	07/21/2022	44388	MIDCON DATA SERVICES, LLC	DOCUMENT SHREDDING - HIGH SCHOOL	2,500.00
11	185	07/21/2022	44891	UNITED VOLLEYBALL SUPPLY, LLC	VOLLEYBALL REFEREE PADDED STAND	1,252.08
11	186	07/25/2022	10599	STATE OF OKLAHOMA	CTE TRAINING JULY 18-21, 2022	200.00
11	187	07/23/2022	15994	AMAZON CAPITAL SERVICES	150 CLASSROOM SUPPLIES	82.61
11	188	07/25/2022	14207	WALMART COMMUNITY	Teacher 150	150.00
11	189	07/23/2022	43707	TEACHER CREATED RESOUIRCES INC	150 CLASSROOM SUPPLIES	65.92
11	190	07/21/2022	44387	RUSH TRUCK CENTERS OF OK, INC	BUS 7 ECM REPAIR	2,780.20
11	191	07/21/2022	12635	MERIDIAN TECHNOLOGY CENTER	CLASS AND TEST FOR CDL MICHAEL HORN	299.99
11	192	07/25/2022	44892	SPRING TULSA, LLC	HOTEL FOR SUMMER CONFERENCE	220.00
11	193	07/25/2022	12899	O'REILLY AUTOMOTIVE STORES, INC.	TURN BRAKE ROTORS FOR VAN 78	60.00
11	194	07/26/2022	12967	OKLAHOMA HOME CENTERS, INC.	HARDWARE	900.00
11	196	07/26/2022	83904	JESSICA NICOLE MAKER	OKACTE EXPENSES	546.16
11	197	07/26/2022	42863	HYATT REGENCY	OKACTE CONFERENCE 7/31-8/2	300.62
11	198	07/26/2022	17909	DJC HOLDINGS, LLC	ONLINE CURRICULUM	1,299.41
11	199	07/27/2022	15994	AMAZON CAPITAL SERVICES	BALANCING BEADS, WHITE BOARD, BULLETIN BOARD	848.20
11	200	07/25/2022	15994	AMAZON CAPITAL SERVICES	TEACHERS\$150/C.HORN/C.OAK	150.00
11	201	07/28/2022	15298	SOUTHWESTERN STATIONERY & BANK	STUDENT CUMULATIVE FOLDERS	650.00
11	202	07/28/2022	44896	GREYSTONE ENV SERV INC	VAPOR WELL MONITORING FOR FUEL TANKS	1,200.00
11	203	07/28/2022	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES 150	143.56
11	204	08/01/2022	17907	TEACHER INNOVATIONS, INC	PLANBOOKS FOR 2022-2023/JH	432.00
11	205	08/01/2022	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES/JH	700.00
11	206	08/01/2022	44887	BENTON'S SERVICE CENTER INC	OIL CHANGE FOR TRUCK 97	350.00
11	207	07/31/2022	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES	150.00
11	208	07/29/2022	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES	150.00
11	209	07/28/2022	44147	OUTBACK LABS, LLC	SHOW SUPPLIES AND MATERIALS FOR AG PROGRAM	300.00
11	210	07/28/2022	82514	TINA DESHAYNE OGLE	PER DIEM FOR STEM TRAINING AUG 1ST/2ND	108.00
11	211	07/28/2022	83966	SCOTT W PETERMAN	PER DIEM FOR STEM TRAINING AUG 1ST/2ND	108.00
11	212	07/28/2022	14939	MTM RECOGNITION CORPORTATION	PLAQUES	525.00
11	213	07/27/2022	15994	AMAZON CAPITAL SERVICES	TEACHERS\$150/E.MARSH/C.OAK	149.79

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	214	07/27/2022	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES \$150.00 MISC LISA KROTH	150.00
11	215	07/26/2022	15994	AMAZON CAPITAL SERVICES	TEACHER 150/S TRINDLE/CHARTER OAK	147.17
11	216	07/26/2022	15994	AMAZON CAPITAL SERVICES	TEACHERS \$150/S.TRINDLE/C.OAK	150.73
11	217	08/02/2022	44635	WAXIE'S ENTERPRISES, LLC	SURFACE & UNDER CARRIAGE WASHER	2,209.87
11	218	08/02/2022	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	HOOD FOR BUS 1	3,784.96
11	219	08/02/2022	12682	MIDWEST BUS SALES, INC.	BUTTON, HORN, THOMAS	61.26
11	220	08/01/2022	15994	AMAZON CAPITAL SERVICES	150 CLASSROOM SUPPLY	150.00
11	221	08/01/2022	42650	B SEW INN LLC	SEWING SUPPLIES BLANK PO	300.00
11	222	08/01/2022	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	400.00
11	223	08/01/2022	11933	JOHN VANCE MOTORS, INC.	BODY BUSHINGS TRUCK 85	1,318.40
11	224	07/29/2022	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM PO	150.00
11	225	07/28/2022	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLY/BREDE/CAMPBELL	300.00
11	226	07/27/2022	14207	WALMART COMMUNITY	\$150 TEACHER SUPPLIES/RICE/JH	150.00
11	227	08/02/2022	15994	AMAZON CAPITAL SERVICES	150 SUPPLIES	150.00
11	228	08/02/2022	44699	ALEXUS LONGLEY	COLORGUARD CHOEROGRAPHY TECH	2,200.00
11	229	08/02/2022	40887	LISA M HOEL	FLUTE INSTRUCTION	2,000.00
11	230	08/02/2022	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES	150.00
11	231	08/01/2022	15994	AMAZON CAPITAL SERVICES	Teacher \$150	142.93
11	232	08/03/2022	12173	LAMPTON WELDING SUPPLY COMPANY, INC	AG SUPPLIES AND MATERIALS FOR PROGRAM	750.00
11	233	08/02/2022	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	150.00
Non-Payroll Total:						\$583,120.58
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$583,120.58

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1010	07/05/2022	12635	MERIDIAN TECHNOLOGY CENTER	DRIVING CLASS FOR A. DARSOW, L.. DAVIS, B.STONE	764.00
11	1011	07/05/2022	13123	KATHERYNE B PAYNE EDUCATION CENTER	TRAINING	875.00
11	1012	07/05/2022	82514	TINA DESHAYNE OGLE	MILEAGE REIMBURSEMENT	123.75
11	1013	07/06/2022	12899	O'REILLY AUTOMOTIVE STORES, INC.	VARIOUS PARTS	1,000.00
11	1014	07/05/2022	12899	O'REILLY AUTOMOTIVE STORES, INC.	U-JOINT FOR TRUCK 93	60.00
11	1015	07/05/2022	15994	AMAZON CAPITAL SERVICES	UF 106 UREA DIESEL FUEL FILTER REPLACEMENTS X15	545.72
11	1016	07/01/2022	14107	UNIFIRST HOLDING INC.	MECHANICS' UNIFORMS	3,000.00
11	1017	07/07/2022	12940	OKLAHOMA CORPORATION	TANK FEES	50.00
				COMMISSION		
11	1018	07/07/2022	13173	OKLAHOMA TURNPIKE AUTHORITY	TURNPIKE FEES	1,000.00
11	1019	07/07/2022	44087	GOOLSBEE TIRE SERVICE INC	ESTIMATE S.O.23376 TIRES FOR BUSES	1,900.00
11	1020	07/07/2022	44186	DOUBLE T ENTERPRISES, LLC	BATTERIES FOR BUSES	2,000.00
11	1021	07/07/2022	17940	PROSPERITY BANK	EMERGENCY AND TRAVEL FUEL CARD	1,000.00
11	1022	07/06/2022	15994	AMAZON CAPITAL SERVICES	SUPPLIES	5,000.00
11	1023	07/06/2022	40754	NAPA AUTO PARTS	VARIOUS PARTS	1,000.00
11	1024	07/06/2022	16731	OUHSC	AUTISM TRAINING	900.00
11	1025	07/06/2022	44188	ALAN G SMITH	BLADES SHARPENED FOR AG PROGRAM	350.00
11	1026	07/06/2022	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR THE AG PROGRAM	750.00
11	1027	07/06/2022	14207	WALMART COMMUNITY	IN-SERVICE SUPPLIES	650.00
11	1028	07/01/2022	44649	TERESA EWING, LLC	PT CONTRACT	65,000.00
11	1029	07/01/2022	44361	BETSY CHEN	BEHAVIORAL COACH CONTRACT	65,000.00
11	1030	07/01/2022	42795	APRIL NEICHOLE KECK	VI CONTRACT	3,500.00
11	1031	07/01/2022	40775	APPLE STORE	BLANKET FOR APPS	1,000.00
11	1032	07/01/2022	17899	AURORA LEARNING COMMUNITY ASSOC.	2022-2023 ALCA AGREEMENT	4,737.60
11	1033	07/01/2022	42687	CRISIS PREVENTION INSTITUTE, INC.	ANNUAL LICENSE RENEWAL 2022 -2023	200.00
11	1034	07/01/2022	43966	TINA RAMEY	ESY SPEECH CONTRACT FOR JULY 2022	1,500.00
Non-Payroll Total:						\$161,906.07
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$161,906.07

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	43	07/07/2022	10110	HENKE & WANG PLUMBING	REPAIR SUMP PUMP DRAIN AT JR HIGH	2,000.00
21	44	07/06/2022	12324	LOCKE SUPPLY CO.	DISTRICT PARTS AND SUPPLIES	1,000.00
21	45	07/06/2022	44870	ALLIANCE CONCRETE	CONCRETE PAD FOR HS DUMPSTER	3,100.00
21	46	07/06/2022	44870	ALLIANCE CONCRETE	CONCRETE PAD FOR GUES DUMPSTER	3,100.00
21	47	07/07/2022	11619	HOME DEPOT CREDIT SERVICES	WINDOW AC UNITS FOR FAVER	1,600.00
21	48	07/11/2022	15994	AMAZON CAPITAL SERVICES	BIT SET	30.00
21	49	07/11/2022	44724	HW 2020 PROPERTY LLC	MOWING AND CLEARING HEATHER ROAD PROPERTY	3,750.00
21	50	07/11/2022	44870	ALLIANCE CONCRETE	TEAR OUT & REPLACE 500 SQ FT CONCRETE AT CENTRAL	3,500.00
21	51	07/11/2022	44870	ALLIANCE CONCRETE	600 SQ FEET CONCRETE REPLACED AT CENTRAL	3,700.00
21	52	07/12/2022	43973	CHRISTOPHER CODY HAYES	PLAYGROUND REPAIRS AT CHARTER OAK	4,400.00
21	53	07/12/2022	17249	S. T. BOLDING III	ADD OUTLET IN FAVER CLASSROOM FOR A/C UNIT	800.00
21	54	07/13/2022	44746	ZACHARY W. GOLDEN	LAGOON REPAIRS AND SERVICE	1,000.00
21	55	07/13/2022	42456	STILLWATER MILLING COMPANY	FIELD MATERIAL-CLAY TURFACE FERTILIZER	1,050.00
21	56	07/13/2022	15994	AMAZON CAPITAL SERVICES	WIFI T-STATS	1,435.78
21	57	07/14/2022	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE SYSTEM REPAIRS AT CHARTER OAK	2,500.00
21	58	07/14/2022	17491	ENGINEERED EQUIPMENT, INC.	HVAC PARTS AND SUPPLIES	1,000.00
21	59	07/14/2022	44507	JACK CHAPMAN	DOOR REPAIRS AT JR HIGH	1,000.00
21	60	07/14/2022	43973	CHRISTOPHER CODY HAYES	FENCE LINE CLEANUP AT FAVER	3,000.00
21	61	07/18/2022	13969	THE RAILROAD YARD, INC.	STEEL AND IRON MATERIAL FOR DISTRICT	1,000.00
21	62	07/18/2022	44562	ANECO FLOORING & BLINDS	REPLACE FLOOR TILE IN jrotc RESTROOM	612.69
21	63	07/18/2022	44562	ANECO FLOORING & BLINDS	REPLACE FLOOR TILE IN JH ROOM A3	4,821.06
21	64	07/18/2022	44562	ANECO FLOORING & BLINDS	REPLACE FLOOR TILE IN ROOM C11 AT THE JR HIGH	4,168.92
21	65	07/18/2022	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
21	66	07/19/2022	11619	HOME DEPOT CREDIT SERVICES	MARKING TAPE	100.00
21	67	07/19/2022	44696	TED BARBA	SCRUB AND RECOAT MAIN HALL AT FOGARTY	1,581.60
21	68	07/19/2022	44696	TED BARBA	STRIP, SCRUB, & RECOAT FLOORS AT GUES	2,070.00
21	69	07/19/2022	44696	TED BARBA	SCRUB AND RECOAT HS CAFE	2,437.40
21	70	07/19/2022	44696	TED BARBA	SCRUB AND RECOAT NORTH U HALLWAY AT HS	2,657.90
21	71	07/19/2022	44635	WAXIE'S ENTERPISES, LLC	SQUEEGEES FOR WET VACS	335.34
21	72	07/18/2022	44684	PROF. SPRINKLER INSPECTIONS, LLC	DISTRICT FIRE SYSTEM REPAIRS AND SERVICE	2,500.00
21	73	07/20/2022	43883	UNITED REFRIGERATION, INC.	REFRIGERANT FOR GUES	1,750.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	74	07/19/2022	41365	EWING IRRIGATION PRODUCTS INC	SPRINKLER SYSTEM PARTS	600.00
21	75	07/19/2022	15994	AMAZON CAPITAL SERVICES	PIPE TRACK ROLLERS FOR STADIUM GATE	125.00
21	76	07/19/2022	11163	H-I-S PAINT MFG. CO, LLC	DISTRICT FLOOR PAINT	1,100.00
21	77	07/19/2022	43749	TREAT'S SOLUTIONS, LLC	EXPLORER FLOOR POLISH FOR CENTRAL	408.00
21	78	07/19/2022	17556	JOHNSON CONTROLS	HVAC REPAIRS AND SERVICE	2,000.00
21	79	07/19/2022	44635	WAXIE'S ENTERPRISES, LLC	NUTRA RINSE PODS	100.00
21	80	07/20/2022	44635	WAXIE'S ENTERPRISES, LLC	FLOOR PRODUCTS FOR DISTRICT	2,998.00
21	81	07/20/2022	17556	JOHNSON CONTROLS	HVAC SERVICE AT GUES	4,000.00
21	82	07/20/2022	44724	HW 2020 PROPERTY LLC	CLEARING AT CHARTER OAK	2,500.00
21	83	07/20/2022	44562	ANECO FLOORING & BLINDS	FLOOR TILE FOR JH PORTABLE	175.00
21	84	07/21/2022	11619	HOME DEPOT CREDIT SERVICES	MARKING TAPE FOR DISTRICT PARKING LOTS	200.00
21	85	07/21/2022	17921	SCHOOL HEALTH CORPORATION	BATTERY FOR FAVER AED UNIT	200.00
21	86	07/20/2022	44635	WAXIE'S ENTERPRISES, LLC	FLOOR PADS	694.20
21	87	07/25/2022	43973	CHRISTOPHER CODY HAYES	STUMP GRINDING	2,800.00
21	88	07/25/2022	12967	OKLAHOMA HOME CENTERS, INC.	MATERIAL TO REPAIR JH PORTABLE DECK	500.00
21	89	07/26/2022	11453	W. W. GRAINGER	FIRST AID SUPPLIES	161.70
21	90	07/25/2022	10110	HENKE & WANG PLUMBING	REPAIR GAS LEAK AT JR HIGH	2,000.00
21	91	07/25/2022	10110	HENKE & WANG PLUMBING	REPAIR WATER LEAK	1,500.00
21	92	08/01/2022	44635	WAXIE'S ENTERPRISES, LLC	TOILET TISSUE & CAN LINERS FOR DISTRICT	4,233.55
21	93	08/01/2022	44635	WAXIE'S ENTERPRISES, LLC	SOLSTA DISINFECTANT CLEANER & LIQ MICROBES	4,501.15
21	94	07/28/2022	11514	H & M CARPET CENTER LLC	CARPET SQUARES FOR BAND OFFICE AREAS	3,351.73
21	95	07/28/2022	44686	KINNUNEN SALES & RENTAL, INC.	SCISSORLIFT FOR HS SCOREBOARD	500.00
21	96	07/28/2022	44092	INNOVATIVE MECHANICAL LLC	RTU FOR JR HIGH BAND ROOM	7,522.00
21	97	07/27/2022	10110	HENKE & WANG PLUMBING	REPAIR WATER LEAK IN ROOM A9 AT JR HIGH	2,000.00
21	98	07/27/2022	10110	HENKE & WANG PLUMBING	HOOK UP WATER TO JR HIGH PORTABLE	1,500.00
21	99	07/27/2022	44635	WAXIE'S ENTERPRISES, LLC	DRAIN HOSE FOR GUES T5 FLOOR MACHINE	82.80
21	100	07/27/2022	43554	ROBERTS DISPOSAL SERVICES, INC	ROLL OFF FOR FOGARTY	600.00
21	101	07/27/2022	44691	ROBERT SALLEE	ROOF REPAIRS NW SECTION AT FAVER	3,700.00
21	102	08/01/2022	44635	WAXIE'S ENTERPRISES, LLC	ROLL TOWELS, BOWL MOPS, POLISH, BROOMS	3,523.25
21	103	08/01/2022	44635	WAXIE'S ENTERPRISES, LLC	CONCENTRATED & FOAMING HAND SOAP	4,278.45
21	104	08/01/2022	10110	HENKE & WANG PLUMBING	REPLACE TOILET IN STAFF RESTROOM JR HIGH	1,000.00
21	105	08/02/2022	44190	BREWER CARPET & DESIGN CENTER, INC.	REPLACE FLOOR TILE IN ROOM A9 AT JR HIGH	3,764.15

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 8/3/2022, PO Range: 43 - 106, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	106	08/02/2022	44190	BREWER CARPET & DESIGN CENTER, INC.	REPLACE FLOOR TILE IN ROOM A8 AT JR HIGH	2,271.40
Non-Payroll Total:						\$127,891.07
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$127,891.07

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 8/3/2022, PO Range: 1 - 11, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2022	11609	HOBART CORPORATION/OKCY BRANCH	KITCHEN EQUIPMENT REPAIRS	5,000.00
22	2	07/01/2022	42264	FARMERS AND MERCHANTS BANK	START UP MONEY FOR CAFETERIAS	1,000.00
22	3	07/01/2022	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2022-23	10,000.00
22	4	07/01/2022	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL 2022-23	6,038.00
22	5	07/01/2022	43801	6-L MECHANICAL	BLANKET FOR REPAIRS 2022-23	2,000.00
22	6	07/01/2022	43982	SODEXO, INC.	FOOD SERVICE CONTRACT 2022- 23	950,000.00
22	7	07/01/2022	43748	PARENT/STUDENT/STAFF REFUND	CHILD NUTRITION MEAL ACCOUNT REFUND	2,000.00
22	8	07/01/2022	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR REPAIRS 2022-23	2,000.00
22	9	07/01/2022	16199	DEPARTMENT OF HUMAN SERVICES	USDA COMMODITY FEES	3,529.31
22	10	07/01/2022	43903	TIM KEITH	GREASE TRAP SERVICE FOR GUES	2,000.00
22	11	07/01/2022	16975	GENERAL FUND	LOAN AGREEMENT REFUND	120,000.00
Non-Payroll Total:						\$1,103,567.31
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,103,567.31

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 8/3/2022, PO Range: 1 - 1, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	1	07/01/2022	44555	PINNACLE BUSINESS SYSTEMS, INC	ERATE WIRELESS PROJECT	298,452.60
Non-Payroll Total:						\$298,452.60
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$298,452.60

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 8/3/2022, PO Range: 1 - 2, Fund Codes: 86

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
86	1	08/01/2022	43818	BRENDA DEEANN BRANDON	WRAP BAND TRAILER	2,500.00
86	2	08/01/2022	12899	O'REILLY AUTOMOTIVE STORES, INC.	SWAY BAR PART#31422	388.99

Non-Payroll Total:	\$2,888.99
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$2,888.99

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
 As of 8/1/22

GENERAL LEDGER ACCOUNT

BANK RECONCILIATION

Balance (7/01/22) \$570,534.72

Balance per bank statement \$578,164.98
 As of 7/31/22)

Add Receipts \$ 5,201.76

Add Deposits in Transit \$ 0.00

Less Checks Written \$ 3,871.71

Less O/S Checks \$ 6,300.21

Adjustments \$

*Adjustments \$

Bank correction \$

Balance per Ledger \$571,864.77

Balance per Ledger \$571,864.77

Adjustment/Correction explanations:

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



 Activity Fund Clerk

8-1-22

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 7/31/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$0.00	\$0.00	\$174.12	\$0.00	\$174.12	\$0.00	\$174.12
802 CENTRAL ACTIVITY	\$0.00	\$0.00	\$19,643.79	\$0.00	\$19,643.79	\$0.00	\$19,643.79
803 CENTRAL PTO	\$0.00	\$0.00	\$9,020.93	\$0.00	\$9,020.93	\$0.00	\$9,020.93
804 COTTERAL PTO	\$0.00	\$0.00	\$9,822.76	\$0.00	\$9,822.76	\$0.00	\$9,822.76
805 COTTERAL ACTIVITY	\$0.00	\$152.02	\$11,978.24	\$0.00	\$12,130.26	\$0.00	\$12,130.26
806 COTTERAL FACULTY	\$0.00	\$0.00	\$449.66	\$0.00	\$449.66	\$0.00	\$449.66
808 FOGARTY PARENTS ORG.	\$0.00	\$0.00	\$8,903.19	\$0.00	\$8,903.19	\$0.00	\$8,903.19
809 FOGARTY ACTIVITY	\$0.00	\$0.00	\$14,811.35	\$0.00	\$14,811.35	\$0.00	\$14,811.35
810 FOGARTY FACULTY	\$0.00	\$0.00	\$74.26	\$0.00	\$74.26	\$0.00	\$74.26
811 ELEM SNACK GRANT	\$0.00	\$0.00	\$1,399.19	\$0.00	\$1,399.19	\$0.00	\$1,399.19
812 GUES ACTIVITY	\$0.00	\$0.00	\$22,186.55	\$0.00	\$22,186.55	\$0.00	\$22,186.55
813 GUES FACULTY	\$0.00	\$0.00	\$633.94	\$0.00	\$633.94	\$0.00	\$633.94
814 GUES HONOR CHOIR	\$0.00	\$0.00	\$525.83	\$0.00	\$525.83	\$0.00	\$525.83
815 GUES PARENTS ORG.	\$0.00	\$0.00	\$14,083.15	\$0.00	\$14,083.15	\$0.00	\$14,083.15
816 GHS SPECIAL KIDS	\$0.00	\$0.00	\$39.35	\$0.00	\$39.35	\$0.00	\$39.35
817 ART JUNIOR HIGH	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$0.00	\$0.00	\$163.56	\$0.00	\$163.56	\$0.00	\$163.56
819 ATHLETICS JUNIOR HIGH	\$0.00	\$0.00	\$5,599.78	\$1,170.00	\$4,429.78	\$2,410.00	\$2,019.78
820 GOLF JUNIOR HIGH	\$0.00	\$0.00	\$4,536.69	\$0.00	\$4,536.69	\$0.00	\$4,536.69
821 FHA JUNIOR HIGH	\$0.00	\$0.00	\$1,413.36	\$0.00	\$1,413.36	\$0.00	\$1,413.36
822 HONOR SOCIETY JR HIGH	\$0.00	\$0.00	\$3,023.62	\$0.00	\$3,023.62	\$0.00	\$3,023.62
823 JR HIGH ACCOUNT	\$0.00	\$0.00	\$1,610.45	\$0.00	\$1,610.45	\$0.00	\$1,610.45
824 JR HIGH FACULTY	\$0.00	\$0.00	\$917.44	\$0.00	\$917.44	\$0.00	\$917.44
825 LIBRARY JR HIGH	\$0.00	\$0.00	\$1,745.83	\$0.00	\$1,745.83	\$0.00	\$1,745.83
826 LEARN 2 LOVE	\$0.00	\$0.00	\$19,836.61	\$0.00	\$19,836.61	\$0.00	\$19,836.61
827 CHEERLEADERS JR HIGH	\$0.00	\$0.00	\$2,861.48	\$0.00	\$2,861.48	\$0.00	\$2,861.48
830 STUCO JH	\$0.00	\$0.00	\$2,900.28	\$0.00	\$2,900.28	\$0.00	\$2,900.28
831 T.S.A. JR HIGH	\$0.00	\$0.00	\$153.05	\$0.00	\$153.05	\$0.00	\$153.05
832 YEARBOOK JR HIGH	\$0.00	\$0.00	\$7,841.25	\$0.00	\$7,841.25	\$0.00	\$7,841.25
834 JR HIGH ACADEMIC TEAM	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$0.00	\$0.00	\$33,374.55	\$0.00	\$33,374.55	\$750.00	\$32,624.55
841 CHARTER OAK PTO	\$0.00	\$0.00	\$12,233.22	\$0.00	\$12,233.22	\$0.00	\$12,233.22
842 CHARTER OAK FACULTY	\$0.00	\$0.00	\$147.71	\$0.00	\$147.71	\$0.00	\$147.71
850 ACADEMIC TEAM HS	\$0.00	\$0.00	\$40.90	\$0.00	\$40.90	\$0.00	\$40.90
851 ART CLUB HS	\$0.00	\$0.00	\$6,591.79	\$0.00	\$6,591.79	\$0.00	\$6,591.79
852 ATHLETICS HS	\$0.00	\$14.38	\$23,420.47	\$1,795.00	\$21,639.85	\$12,132.20	\$9,507.65
853 HS CHEER	\$0.00	\$0.00	\$1,928.49	\$406.71	\$1,521.78	\$811.90	\$709.88
854 FOOTBALL CAMP	\$0.00	\$0.00	\$9,936.41	\$0.00	\$9,936.41	\$3,715.00	\$6,221.41
855 TENNIS HS	\$0.00	\$0.00	\$23,409.06	\$0.00	\$23,409.06	\$0.00	\$23,409.06
856 GHS LIBRARY	\$0.00	\$0.00	\$238.57	\$0.00	\$238.57	\$0.00	\$238.57
858 GHS LINK CREW	\$0.00	\$0.00	\$425.84	\$0.00	\$425.84	\$0.00	\$425.84
859 BAND (OPERATING) HS	\$0.00	\$1,366.00	\$23,340.86	\$0.00	\$24,706.86	\$518.25	\$24,188.61
860 CLASS OF 2021 HS	\$0.00	\$0.00	\$569.28	\$0.00	\$569.28	\$0.00	\$569.28
861 CLASS OF 2023 HS	\$0.00	\$50.00	\$1,716.18	\$0.00	\$1,766.18	\$0.00	\$1,766.18
864 GHS ALUMNI ACCOUNT	\$0.00	\$0.00	\$13,359.16	\$0.00	\$13,359.16	\$0.00	\$13,359.16
865 CLASS OF 2022 HS	\$0.00	\$0.00	\$1,377.85	\$0.00	\$1,377.85	\$0.00	\$1,377.85
866 CLASS OF 2024 HS	\$0.00	\$0.00	\$2,245.86	\$0.00	\$2,245.86	\$0.00	\$2,245.86
867 CLASS OF 2025 HS	\$0.00	\$0.00	\$2,073.75	\$0.00	\$2,073.75	\$0.00	\$2,073.75
869 ENGLISH CLUB	\$0.00	\$0.00	\$839.74	\$0.00	\$839.74	\$0.00	\$839.74
870 HS FACULTY/COURTESY ACCOUNT	\$0.00	\$0.00	\$304.42	\$0.00	\$304.42	\$0.00	\$304.42
871 HS STUDENT PANTRY	\$0.00	\$0.00	\$12,593.70	\$0.00	\$12,593.70	\$0.00	\$12,593.70
876 FFA 4H BOOSTER CLUB HS	\$0.00	\$0.00	\$21,521.42	\$0.00	\$21,521.42	\$9,425.00	\$12,096.42
877 FFA HS	\$0.00	\$690.00	\$14,796.01	\$0.00	\$15,486.01	\$9,989.50	\$5,496.51
878 FCCLA (FHA) HS	\$0.00	\$0.00	\$3,989.80	\$0.00	\$3,989.80	\$2,064.50	\$1,925.30
879 FOREIGN LANGUAGE SPAN HS	\$0.00	\$0.00	\$4,668.12	\$0.00	\$4,668.12	\$0.00	\$4,668.12
880 XC BLUECREW	\$0.00	\$0.00	\$4,894.11	\$0.00	\$4,894.11	\$0.00	\$4,894.11
881 LADY JAYS BASKETBALL	\$0.00	\$0.00	\$2,033.96	\$0.00	\$2,033.96	\$0.00	\$2,033.96

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 7/31/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
882 GUTHRIE RUNNING CLUB HS	\$0.00	\$0.00	\$5.80	\$0.00	\$5.80	\$0.00	\$5.80
883 HERITAGE CLUB HS	\$0.00	\$0.00	\$680.83	\$0.00	\$680.83	\$0.00	\$680.83
884 HIGH SCHOOL ACCOUNT	\$0.00	\$14.38	\$16,645.15	\$0.00	\$16,659.53	\$2,625.00	\$14,034.53
885 STUDENT SUPPORT HS	\$0.00	\$0.00	\$2,978.93	\$500.00	\$2,478.93	\$1,000.00	\$1,478.93
886 HONOR SOCIETY HS	\$0.00	\$0.00	\$5,466.43	\$0.00	\$5,466.43	\$0.00	\$5,466.43
889 KEY CLUB HS	\$0.00	\$0.00	\$391.01	\$0.00	\$391.01	\$0.00	\$391.01
890 SPEECH HS	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25	\$0.00	\$503.25
891 STEM CLUB	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$0.00	\$0.00	\$8,680.03	\$0.00	\$8,680.03	\$0.00	\$8,680.03
894 HS PROM ACCOUNT	\$0.00	\$0.00	\$10,117.85	\$0.00	\$10,117.85	\$0.00	\$10,117.85
895 JROTC HS	\$0.00	\$0.00	\$8,307.77	\$0.00	\$8,307.77	\$2,464.86	\$5,842.91
897 SOCCER CLUB HS	\$0.00	\$0.00	\$12,226.23	\$0.00	\$12,226.23	\$0.00	\$12,226.23
898 SCIENCE CLUB HS	\$0.00	\$60.00	\$7,460.07	\$0.00	\$7,520.07	\$0.00	\$7,520.07
899 STUDENT COUNCIL HS	\$0.00	\$0.00	\$19,789.62	\$0.00	\$19,789.62	\$0.00	\$19,789.62
900 CAMPUS BEAUTIFICATION HS	\$0.00	\$25.00	\$2,598.73	\$0.00	\$2,623.73	\$800.00	\$1,823.73
902 VOCAL HS	\$0.00	\$0.00	\$9,325.08	\$0.00	\$9,325.08	\$1,300.00	\$8,025.08
904 YEARBOOK HS	\$0.00	\$0.00	\$24,532.40	\$0.00	\$24,532.40	\$0.00	\$24,532.40
907 HS MEMORIAL FUND	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$0.00	\$0.00	\$2,228.23	\$0.00	\$2,228.23	\$0.00	\$2,228.23
913 DRAMA HS	\$0.00	\$0.00	\$1,493.53	\$0.00	\$1,493.53	\$0.00	\$1,493.53
922 COURTESY COMMITTEE ADMIN	\$0.00	\$0.00	\$224.53	\$0.00	\$224.53	\$100.00	\$124.53
925 GENERAL FUND REFUND	\$0.00	\$121.55	\$0.00	\$0.00	\$121.55	\$0.00	\$121.55
927 HALL OF FAME BANQUET	\$0.00	\$0.00	\$431.97	\$0.00	\$431.97	\$0.00	\$431.97
929 DISTRICT SPECIAL OLYMPICS	\$0.00	\$0.00	\$24,763.61	\$0.00	\$24,763.61	\$0.00	\$24,763.61
931 TECHNOLOGY INSURANCE ACCOUNT	\$0.00	\$0.00	\$3,174.37	\$0.00	\$3,174.37	\$0.00	\$3,174.37
932 SUMMER SCHOOL HS	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00	\$0.00	\$375.00
933 FAVER C&C	\$0.00	\$0.00	\$407.10	\$0.00	\$407.10	\$0.00	\$407.10
934 TRANSPORTATION C&C	\$0.00	\$237.60	\$2,927.83	\$0.00	\$3,165.43	\$700.00	\$2,465.43
935 VENDING MACHINE ADMIN	\$0.00	\$0.00	\$724.71	\$0.00	\$724.71	\$500.00	\$224.71
937 FAVER ACTIVITY	\$0.00	\$0.00	\$86.27	\$0.00	\$86.27	\$0.00	\$86.27
938 NATIVE AMERICAN PARENT COM	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72	\$205.72	\$0.00
940 ADMINISTRATION MISC	\$0.00	\$2,095.83	\$15,400.48	\$0.00	\$17,496.31	\$500.00	\$16,996.31
Total	\$0.00	\$5,201.76	\$570,534.72	\$3,871.71	\$571,864.77	\$52,011.93	\$519,852.84

**Transportation Department
Fuel Bids**

DATE: 7/11/22	TIME BIDS BEGAN: 8:30 a.m.	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: 9:15 a.m. <i>Cont</i>	DIESEL:
		UNLEADED: 1,000 gal.

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	KIT, BRIAN, CODY or HARDIN	1-866-455-3835		
PENLEY OIL COMPANY	MIKE, SCOTT or GEORGE ANN <i>(Steve)</i>	235-7553	4.97	—
RED ROCK	JOANIE or <i>(TRICHA)</i>	677-3373	4.1498	—
EARNHEART OIL & PROPANE	<i>(DUSTIN)</i>	405-612-2650	4.48	—

AMOUNT OF FUEL PURCHASED: 1,000 gal.	COMPANY BID AWARDED TO: Red Rock
---	-------------------------------------

UNLEADED FUEL: 1,000 gal.	PRICE PER GALLON: \$4.1498	TOTAL AMT: \$4,149.80
DIESEL FUEL: —	PRICE PER GALLON: —	TOTAL AMT: —
		TOTAL PURCHASE: 4,149.80

PER TELEPHONE BIDS RECEIVED BY:

Dannie Jones

Luis Hill

COMMENTS:

RECEIVED

JUL 11 2022

BY: *thj*



Staking A Claim in Our Students' Future

Cody Thompson
Director of Operations

Phone 405-282-5944
cody.thompson@guthrieps.net

To: Dr. Mike Simpson and
Board of Education

Date: August 2, 2022

We would like to declare as surplus the attached list of copiers, numerous file cabinets from the High School and old text books throughout the district.

Thank you,

A handwritten signature in black ink, appearing to read 'Cody Thompson', with a long, sweeping underline.

Cody Thompson

Display name	Host name	Model name	Brand name	Location	Serial number	Asset number
CS 4002i	Transportation	CS 4002i	Copystar	GPS - Transportation	VFC8203435	1104
CS 5002i	Maintenance	CS 5002i	Copystar	GPS - Maintenance	VFB8602395	891
CS 5002i	JJHOffice	CS 5002i	Copystar	GPS - Jr High - Office	VFB8602399	885
TASKalfa 7002i	JHCFloor	TASKalfa 7002i	KYOCERA	GPS - Jr High - C Floor	VAP8601808	1136
TASKalfa 7002i	JHBFloor	TASKalfa 7002i	KYOCERA	GPS - Jr High - B Floor	VAP8601793	1125
TASKalfa 7002i	JHAFloor	TASKalfa 7002i	KYOCERA	GPS - Jr High - A Floor	VAP8601829	886
CS 5052ci	ITColor	CS 5052ci	Copystar	GPS - IT Office	VFF8602082	
CS 5002i	HSNorthOffice	CS 5002i	Copystar	GPS - HS - North Office	VFB8602398	
TASKalfa 7002i	HSNorthHall	TASKalfa 7002i	KYOCERA	GPS - HS - North Hall	VAP8601809	
TASKalfa 7002i	HSMainOffice	TASKalfa 7002i	KYOCERA	GPS - HS - Main Office	VAP8601819	
TASKalfa 7002i	HSLounge	TASKalfa 7002i	KYOCERA	GPS - HS - Lounge	VAP8601807	
CS 5002i	GUESOffice	CS 5002i	Copystar	GPS - GUES - Office	VFB8602389	
TASKalfa 7002i	GUES6th	TASKalfa 7002i	KYOCERA	GPS - GUES - 6th Grade	VAP8601750	1128
TASKalfa 7002i	GUES5th	TASKalfa 7002i	KYOCERA	GPS - GUES - 5th Grade	VAP8601811	1127
TASKalfa 7002i	GUES4th	TASKalfa 7002i	KYOCERA	GPS - GUES - 4th Grade	VAP8601785	
CS 5002i	FogartyUpstairs	CS 5002i	Copystar	GPS - Fogarty Elem - Upper Workr	VFB8602386	1137
TASKalfa 7002i	FogartyOffice	TASKalfa 7002i	KYOCERA	GPS - Fogarty Elem - Office	VAP8601821	1130
TASKalfa 7002i	FogartyDownstairs	TASKalfa 7002i	KYOCERA	GPS - Fogarty Elem - Down Workrm	VAP8601804	893
CS 5002i	Faver	CS 5002i	Copystar	GPS - Faver Alternative - Office	VFB8602377	889
TASKalfa 7002i	CotteralWorkroom	TASKalfa 7002i	KYOCERA	GPS - Cotteral Elem - Workroom	VAP8601795	1131
CS 5002i	CotteralOffice	CS 5002i	Copystar	GPS - Cotteral Elem - Office	VFB8602383	
CS 5002i	CharterOakSHall	CS 5002i	Copystar	GPS - Charter Oak Elem - S Hall	VFB8602397	895
TASKalfa 7002i	CharterOakOffice	TASKalfa 7002i	KYOCERA	GPS - Charter Oak Elem - Wkrm	VAP8601823	894
CS 5002i	CharterOakNHall	CS 5002i	Copystar	GPS - Charter Oak Elem - N Hall	VFB8602381	898
TASKalfa 7002i	CentralWorkroom	TASKalfa 7002i	KYOCERA	GPS - Central Elem - Workroom	VAP8601792	1132
CS 5002i	CentralOffice	CS 5002i	Copystar	GPS - Central Elem - Office	VFB8602370	887
ECOSYS M2540dw	BFC	ECOSYS M2540dw	KYOCERA	BFC FB Office	VCJ9425184	
CS 5002i	AdminMailRoom	CS 5002i	Copystar	GPS - Admin - Mail Room	VFB8602400	
CS 5002i	AdminFinance	CS 5002i	Copystar	GPS - Admin - Finance	VFB8602388	1129
CS 5052ci	AdminColor	CS 5052ci	Copystar	GPS - Admin - Board Room	VFF8602098	

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 23

SUPERINTENDENT
 GUTHRIE SCHOOL SYSTEM
 802 E VILAS
 GUTHRIE, OK, 73044

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
3.00 AG EDUCATION			\$38,226.00
2.00 FAM AND CONSUMER SCIENCES			\$12,454.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$18,202.00
Summer Salary	411	3811	
3.00 AG EDUCATION			\$21,960.00
State Teacher Supplement	411	3811	
3.00 AG EDUCATION			\$7,800.00
2.00 FAM AND CONSUMER SCIENCES			\$4,400.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$4,400.00
Total:			\$107,442.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

Questions regarding this Notice of Allocation should be directed to Valerie McBane at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Lisa Batchelder
 Chief Financial Officer
 Oklahoma Department of Career and Technology Education

7/5/2022 4:45 PM

Date

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2022-2023**

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2022** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs, and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to connie.lewis@careertech.ok.gov **no later than September 30, 2022.**

Approved:

Dr. Lee Denney., Interim State Director Date

President, Board of Education Date

Superintendent of Schools Date

Guthrie School System
District Name (please print)



150 Parkshore Dr, Folsom, CA 95630
 Remit Email: mithu.singh@powerschool.com
 Quote Date: 29-JUL-2022
 Quote #: Q-683916-1

Prepared By: Mithu Singh
 Customer Name: Guthrie Independent School District 1
 Contract Term: 12 Months
 Start Date: 1-OCT-2022
 End Date: 30-SEP-2023
 Billing Frequency: Annually

Customer Contact: Dee Benson
 Title: Director
 Address: 802 E. Vilas
 City: Guthrie
 State/Province: Oklahoma
 Zip Code: 73044
 Phone #:

Product Description	Quantity	Unit	Extended Price
Initial Term 1-OCT-2022 - 30-SEP-2023			
License and Subscription Fees			
Mizuni Integration Suite	1.00	Students	USD 6,552.00
License and Subscription Totals:			USD 6,552.00

Quote Total

Initial Term	1-OCT-2022 - 30-SEP-2023
Payment Total	USD 6,552.00

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Feb2022/, as may be amended.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Guthrie Independent School District 1

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Dee Benson

Title: Chief Financial Officer

Title:

Director of Technology

Date: 29-JUL-2022

Date:

PO Number: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JULY 11, 2022**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION
REGULAR MEETING HELD AT 6:30 P.M. IN THE ADMINISTRATION BUILDING,
802 EAST VILAS, GUTHRIE, OKLAHOMA ON JULY 11, 2022**

Board Members Present: Ron Plagg, Gail Davis, Matt Girard,
Janna Pierson, Tina Smedley and Travis Sallee

Board Members Absent: Chris Schroder

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Cody Thompson, Director of Operations
Dee Benson, Director of Technology
Michelle Chapple, CFO
Angie Young, Director of Special Services
Kary Jarred, Deputy Minutes Clerk

1. The meeting was called to order by President Sallee at 6:30 p.m.
2. Members Ron Plagg, Matt Girard, Janna Pierson, Tina Smedley, Gail Davis and Travis Sallee were present for roll call.

Member Chris Schroder was not present for roll call.

3. A quorum was established.
4. President Sallee asked everyone to stand and join her in the Pledge of Allegiance.
5. President Sallee asked everyone to join her in a Moment of Silence.
- 6A. President Sallee asked the Superintendent if there were any citizens registered to speak to the Board.

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

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

There were no comments to the Board by Board Members.

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

Superintendent Simpson reported on the following:

Dr. Simpson wants to recognize Chief Financial Officer Michelle Chapple for a milestone achievement. On June 24th she officially earned her Ph.D. in Business Administration from Walden University. Congratulations Dr. Chapple!

Summer Project Update-The restroom renovation project at the High School is well underway. The new windows at the Junior High are approximately 70% installed and interior work on sealing and the window sills are ongoing. The reconfiguration of the HVAC in the Junior High is underway. The Junio High Gym project is mostly complete with some fine tuning to occur. The HVAC work at GUES is complete with some fine tuning still to come. We expect demolition of the house along Harrison behind the Junior High to begin soon as the necessary permits and approvals from the utilities have been received. Work at the Junior High and High School will continue through the school year.

Online enrollment had a soft beginning today. The information is on the website. A reminder to parents that we have completely transitioned to our new student database, Infinite Campus. Those enrolling will notice a much more intuitive enrollment experience. With that being said, we are still working out a couple of bugs after going through extensive testing.

We recently were informed that 2022-23 will signal a return to students paying for their meals unless they have completed the free and reduced lunch application and have been approved for the program.

GHS Chris LeGrande is currently attending the NASSP Educational Summit and presenting on advocacy efforts in Oklahoma.

A reminder to board members that the OSSBA/CCOSA Conference is not far away. August 25-28. Please visit with Samantha Stewart for registration.

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

A motion was made by Smedley and seconded by Pierson to approve the Consent Agenda.

The motion carried with 6 ayes and 0 nays.

9. President Sallee called for Minutes of Special meeting held on June 27, 2022.

A motion was made by Plagg and seconded by Girard to approve the minutes of special meeting held on June 27, 2022.

The motion carried with 5 ayes and 1 abstention by Pierson.

- 10A. President Sallee called for recommendation, consideration and action to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education.**

A motion was made by Smedley and seconded by Davis to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education.

The motion carried with 6 ayes and 0 nays.

- 10B. President Sallee called for recommendation, consideration to approve Ms. Angie Young as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 613, 615, 621, 623, 625, 628, 641, 642 and 643.**

A motion was made by Pierson and seconded by Smedley to approve Ms. Angie Young as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 613, 615, 621, 623, 625, 628, 641, 642 and 643.

The motion carried with 6 ayes and 0 nays.

- 10C. President Sallee called for agreement with Betsy Chen, BCBA of BC Behavioral LLC to provide specialized services relating to the provision of educational and behavioral services for students for the 2022-2023 school year.**

A motion was made by Smedley and seconded by Girard to approve the agreement with Betsy Chen, BCBA of BC Behavioral LLC to provide specialized services relating to the provision of educational and behavioral services for students for the 2022-2023 school year.

The motion carried with 6 ayes and 0 nays.

- 10D. President Sallee called for recommendation, consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2022-2023.**

A motion was made by Plagg and seconded by Davis to approve the renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2022-2023.

The motion carried with 6 ayes and 0 nays.

- 10E. President Sallee called for recommendation, consideration and action upon Agreement with University of Oklahoma National Center for Disability Education and Training.**

A motion was made by Smedley and seconded by Girard to approve the agreement with University of Oklahoma National Center for Disability Education and Training.

The motion carried with 6 ayes and 0 nays.

- 10F. Superintendent Simpson stated we need to pull Agenda Item 10F because there were more changes that needed to be made and this item will be brought to the August Board Meeting.**

- 10G. President Sallee called for recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2022-2023.**

A motion was made by Schroder and seconded by Davis to approve Guthrie Upper Elementary Student Handbook for 2022-2023.

The motion carried with 6 ayes and 0 nays.

- 10H. President Sallee called for recommendation, consideration and action upon Jr. High School Student Handbook for 2022-2023.**

Superintendent Simpson stated Board Member Pierson suggested adding counselor after the name Steve Carroll.

A motion was made by Davis and seconded by Pierson to approve Jr. High School Student Handbook for 2022-2023 with recommended changes.

The motion carried with 6 ayes and 0 nays.

- 10I. President Sallee called for recommendation, consideration and action upon Faver Alternative School Student Handbook for 2022-2023.**

A motion was made by Plagg and seconded by Dave to approve Faver Alternative School Student Handbook for 2022-2023 with the change of Chris Schroder's title to 2nd Vice President on page 292.

The motion carried with 6 ayes and 0 nays.

- 10J. President Sallee called for recommendation, consideration and action upon Guthrie High School Student Handbook for 2022-2023.**

A motion was made by Plagge and seconded by Girard to approve Guthrie High School Student Handbook for 2022-2023 with the change of Chris Schroder's title to 2nd Vice President on page 320.

The motion carried with 6 ayes and 0 nays.

- 10K. President Sallee called for recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2022-2023.**

A motion was made by Davis and seconded by Smedley to approve Guthrie High School Course Description Handbook for 2022-2023.

The motion was carried with 6 ayes and 0 nays.

- 10L. President Sallee called for recommendation, consideration and action upon School Bus Rider's Handbook for 2022-2023.**

A motion was made by Davis and seconded by Girard to approve the School Bus Rider's Handbook for 2022-2023.

The motion carried with 6 ayes and 0 nays.

- 10M. President Sallee called for recommendation, consideration and action upon School Bus Driver's and Monitor's Handbook for 2022-2023.**

A motion was made by Smedley and seconded by Davis to approve the School Bus Driver's and Monitor's Handbook for 2022-2023.

The motion carried with 6 ayes and 0 nays.

- 10N. President Sallee called for recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8th grade students for 2022-2023.**

A motion was made by Pierson and seconded by Girard to approve the Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8th grade students for 2022-2023.

The motion carried with 6 ayes and 0 nays.

- 10O. President Sallee called for recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2022-2023**

A motion was made by Smedley and seconded by Plagg to approve the loan agreement with Child Nutrition Fund for 2022-2023.

The motion carried with 6 ayes and 0 nays.

- 10P. President Sallee called for a recommendation, consideration and action upon agreement with Imperial Vending for snack vending for 2022-2023.**

A motion was made by Girard and seconded by Pierson to approve agreement with Imperial Vending for snack vending for 2022-2023

Discussion followed.

The motion carried with 6 ayes and 0 nays.

- 10Q. President Sallee called for recommendation, consideration and action upon agreement with Renaissance Learning, Inc- Star 360.**

A motion was made by Plagg and seconded by Davis to approve agreement with Renaissance Learning, Inc- Star 360.

The motion carried with 6 ayes and 0 nays.

- 10R. President Sallee called for recommendation, consideration and action upon agreement with Renaissance Learning, Inc- Freckle.**

A motion was made by Pierson and seconded by Davis to approve agreement with Renaissance Learning, Inc- Freckle.

The motion carried with 6 ayes and 0 nays.

- 10S. President Sallee called for discussion, consideration and action upon renewal agreement with Northwest Evaluation Association**

A motion was made by Girard and seconded by Smedley to approve the renewal agreement with Northwest Evaluation Association.

The motion carried with 6 ayes and 0 nays.

- 10T. President Sallee called recommendation, consideration and action upon agreement with Edmentum-Exact Path and Courseware for 2022-2023 school year.**

A motion was made by Plagg and seconded by Davis to approve agreement with Edmentum-Exact Path and Courseware for 2022-2023 school year.

The motion carried with 6 ayes and 0 nays.

- 10U. President Sallee called for recommendation, consideration and action upon agreement with IXL Learning for 2022-2023 school year.**

A motion was made by Smedley and seconded by Pierson to approve agreement with IXL Learning for 2022-2023 school year.

The motion carried with 6 ayes and 0 nays.

- 10V. President Sallee called for recommendation, consideration and action of adding E-Sports to the list of Extracurricular Activities offered at Guthrie High School.**

A motion was made by Girard and seconded by Smedley to approve adding E-Sports to the list of Extracurricular Activities offered at Guthrie High School.

Discussion followed.

The motion carried with 6 ayes and 0 nays.

- 10X. President Sallee called for recommendation, consideration and action upon contract with Sodexo, Inc. for 2022-2023 for Child Nutrition Services.**

A motion was made by Smedley and seconded by Pierson to approve contract with Sodexo, Inc. for 2022-2023 for Child Nutrition Services.

The motion carried with 6 ayes and 0 nays.

- 10Y. President Sallee called to receive bids for the purchase of 10,500,000 General Obligation Building Bonds, Series 2022A of the District and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders.**

A motion was made by Smedley and seconded by Davis to award bid to BOK Financial Security.

The motion carried with 6 ayes and 0 nays.

- 10U. President Sallee called to consider and vote on a resolution providing for the issuance of general obligation bonds in the sum of \$10,500,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as “General Obligation Building Bonds, Series 2022A”; providing for the registration thereof; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of and interest on the same; and fixing other details of the issue.**

A motion was made by Plagg and seconded by Girard to accept the resolution providing for the issuance of general obligation bonds in the sum of \$10,500,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as “General Obligation Building Bonds, Series 2022A”; providing for the registration thereof; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of and interest on the same; and fixing other details of the issue

The motion carried with 6 ayes and 0 nays.

- 11. President Sallee called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, teacher negotiations for 2022-2023 disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2, and 7**

- 11A. A motion was made by Smedley and seconded by Davis to go into executive session.**

The motion carried with 6 ayes and 0 nays. Executive session began at 7:16 p.m.

- 11B. President Sallee acknowledged the Board’s return to open session at 7:53 p.m.**

- 11C. President Sallee stated that in executive session only those items listed in Agenda Item 11 were discussed and no votes were taken.**

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

A motion was made by Smedley and seconded by Davis to approve the Personnel Report.

The motion carried with 6 ayes and 0 nays.

- 13. President Sallee called for action upon recommendation of extra-duty assignment for Head Cross Country Coach for 2022-2023.**

A motion was made by Pierson and seconded by Girard to approve Bryce Balenseifen for extra-duty assignment for Head Cross Country Coach.

The motion carried with 6 ayes and 0 nays.

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

Superintendent Simpson stated there was none.

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

Superintendent Simpson stated there was no new business.

- 16. President Sallee called for the meeting to be adjourned.**

A motion was made by Plagg and seconded by Smedley to adjourn.

The motion carried with 6 ayes and 0 nays.

The meeting was adjourned at 7:55 p.m.

Samantha Stewart, Minutes Clerk

Travis Sallee, Board President



Staking A Claim in Our Students' Future

Doug Ogle
Assistant Superintendent

Phone 405-282-8900
doug.ogle@guthrieps.net
www.guthrie.k12.ok.us

Memo

To: Dr. Mike Simpson & Guthrie Board of Education
From: Doug Ogle, Assistant Superintendent
Date: July 25, 2022
Re: 2022-2023 School Calendar Conversion

Guthrie Public Schools has an adopted calendar of 180 days for the 2012-2023 school year. I would like to recommend that Guthrie Public Schools convert to the 1080 hours (days to hours) to be used should unforeseen events cause the cancellation of classes as indicated on the adopted calendar.

Guthrie Public Schools

School Calendar 2022-2023

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st Quarter **38+4**
 2nd Quarter **41**
 3rd Quarter **48+1**
 4th Quarter **48**

175 Days Taught
 5 Professional Days
 180 Days Total

*School will be dismissed
 if not used for bad weather

AUGUST
 15,16, & 17 Teacher In-Service
 18 - First Day of Classes

SEPTEMBER
 5 - Labor Day
 9 - Homecoming (2:10 PM Dismissal)
 19 - Teacher In-Service

OCTOBER
 12 - End of First Quarter
 13 and 14 Fall Break
 20- P/T Conf (All Sites)
 25 - P/T Conf (All Sites)

NOVEMBER
 21-25 Thanksgiving Break

DECEMBER
 16- End of 2nd Quarter
 Dec 19 - Jan. 2 Winter Break

JANUARY
 3 - Classes Resume
 16 - Martin Luther King Day

FEBRUARY
 20 - Teacher In-Service

MARCH
 7 and 9 - P/T Conf (All Sites)
 10 - End of 3rd Quarter
 13-17 Spring Break

April
 7 - Snow Make-Up Day 1*
 21 - Snow Make-Up Day 2*

MAY
 26 - Last Day of Classes
 29 - Memorial Day

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Charter Oak Elementary - 282-5964
 Cottler Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Professional Day
- Vacation Day
- Parent/Teacher Conferences
(4:00 p.m. - 7:00 p.m.)
- Snow Make-Up Day
- First Day Of School

NOTE: Any additional inclement weather days will be made up at the end of the school year

SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
Central - 130

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught*	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0		0	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
--------------------------	---------

Superintendent Signature 

RAO Signature _____

Date 7/25/22

Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
Charter Oak - 135

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year * [Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days]

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught*	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES		0	TOTAL HOURS
						0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature



Date

7/25/22

RAO Signature

Date

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
Cotteral - 120

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught *	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature



Date

7/25/22

RAO Signature

Date

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
Fogarty - 110

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught *	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature



Date

7/25/22

RAO Signature

Date

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
GUES - 125

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days

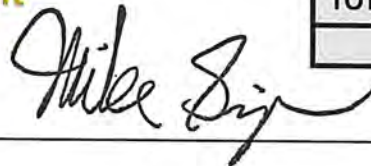
Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature



Date

7/25/22

RAO Signature

Date

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
JH - 610

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught*	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
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Superintendent Signature Mike Siz

Date 7/25/22

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
HS - 705

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year * (Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught *	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

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Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours	
		0		0		0.00	
		0		0		0.00	
		0		0		0.00	
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES		0	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature



Date

7/25/22

RAO Signature

Date

NOTES: Type here to enter a note.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS (CNP)
CERTIFICATE OF AUTHORITY/AUTHORIZED USER FORM

COUNTY DISTRICT CODE 42-1001
COUNTY Logan
SCHOOL FOOD AUTHORITY Jana Wanzler

This is to certify that Jana Wanzler, whose signature appears below, is the designated authorized representative of the governing body shown below and is fully empowered to enter into any agreement with the Oklahoma State Department of Education (OSDE) which may be a prerequisite to the installation and/or operation of a National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), After-School Snack Program (ASSP), Child and Adult Care Food Program (CACFP), and/or Summer Food Service Program for Children (SFSP) in the School Food Authority (SFA) shown above, and may act for the governing body in preparing and signing other documents, reports, and claims for reimbursement pertaining to the installation and operation of the program(s).

Governing Body Guthrie Public Schools

(President, Clerk, or Other)
Title: _____ Date: _____
Jana Wanzler
(Signature of Authorized Representative)
Title: Food Service SFA Date: 8/4/22

MAILING ADDRESS TO BE USED FOR ALL CORRESPONDENCE FROM THIS OFFICE:
802 East Vilas Guthrie, OK 73044
(Street or Box) (State) (Zip Code)

The Authorized Representative signs or electronically transmits and accepts responsibility for the monthly claim for reimbursement and receives all correspondence from this office. The name of this person should appear, typed or printed, at the top of the page; this person should sign on the *Signature of Authorized Representative* line. A member of the Board of Education should sign on the *President, Clerk, or Other* line. A stamped signature is not acceptable unless that signature is registered with the Secretary of State.

Oklahoma State Department of Education
Child Nutrition Programs Section, Room 310
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599



Staking A Claim in Our Students' Future

August 1, 2022

To: Michelle Chapple, Chief Financial Officer

Due to the State Department of Education PLE Tool weighted average price requirement as proposed for Guthrie Public Schools, I am recommending a \$.10 increase for all Paid Student lunch meals as required by USDA.

This will increase PreK-6th Paid Student Breakfast Meals from \$1.60 to **\$1.70**.

This will increase 7th-12th Paid Student Breakfast Meals from \$1.70 to **\$1.80**.

This will increase PreK-3rd Paid Student Lunch Meals from \$2.90 to **\$3.00**.

This will increase 4th-6th Paid Student Lunch Meals from \$3.10 to **\$3.20**.

This will increase 7th-12th Paid Student Lunch Meals from \$3.20 to **\$3.30**.

I am also recommending an increase for all paid Adult meals for District Staff.

This will increase District Staff Breakfast from \$2.15 to **\$2.30**.

This will increase District Staff Lunch from \$4.15 to **\$4.85**.

Sincerely,

A handwritten signature in black ink that reads 'Janette Freyre'. The signature is written in a cursive, flowing style.

Janette Freyre
Child Nutrition Director
Guthrie Public Schools

GUTHRIE PUBLIC SCHOOLS



Activity Fund Policies and Procedures Handbook

**Guthrie Activity Fund Office
Administration Building
802 East Vilas**

**Guthrie, OK 73044
Phone 405-282-8900, Ext. 8947
Fax 405-282-5904**

REVISED JULY ~~2021~~ 2022

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INTRODUCTION

The information collected in this handbook is provided to the employees and staff of Guthrie Public Schools with the most accurate policies and procedures for use of Activity Fund, as an aid to comply with all State of Oklahoma Law, and State and Local Board of Education policy and procedures.

The information is accumulated from State Law of Oklahoma, under the direction of the State Superintendent of Public Instruction and Oklahoma State Board of Education, along with the policies set forth by the Guthrie Public Schools Board of Education.

All subaccount financial data is a part of the district's final revenue and expenditure as reported to the State Department of Education. The final financial data is also forwarded to federal reporting agencies as applicable.

ACTIVITY FUND PURCHASING PROCEDURES

- Go to <https://ok.wengage.com/Guthrie> or on the GPS website under Staff Links, WenGage
- Click Purchase Requisition
- Choose Un-submitted
- Select New
- Leave **RQ No Blank**
- Choose the Fund (60 for Activity Fund)
- Choose the Purchase Approval (Technology requests have a separate approval code)
- Choose Location (your site)
- Choose Vendor name by typing the Vendor name and clicking on the correct choice when it appears. Choose carefully because the vendor you choose is the vendor that will be paid.
- Enter a Description
- Click Save
- Click the word Requested
- Click New on the right side
- Enter a Description for the 1st item (Be specific, include as much information as possible including if it is for resale)
- Enter a Unit Price
- Optional: Enter the Item Number (Include this if someone other than yourself will be placing the order.)
- Change the Quantity
- Click Add New
- DO NOT Enter anything unless instructed to do so by the Financial Secretary or you know your Project (Account) number.
- Click Save
- Repeat the last 4 steps for each item you are buying ● Click Back to Requests
- Click the “Select “box next to Requisition you entered
- Click Submit
- A detailed description of items to be purchased is required and will assist in the OCAS coding required by the State Department of Education. (Ex. Resale/nonprofit, resale fundraiser, instructional, field trip w/date of trip, etc.).
- Include shipping/handling charges in your total amount requested
- Once processed an accounting copy will be emailed to the financial secretary and the purchase order will be emailed to the requesting employee.
- When your purchase order is received you may order or make purchase. Purchase only items listed on purchase order request. If purchase is going to be over the purchase order requested amount due to change in price, request an increase of purchase order prior to making purchase or placing order when possible. This must be done on a “Request PO Increase” **prior to the purchase**. If purchase exceeds 25% of the available balance, you may be required to sign an Acknowledgement of Violation form.

- Packing slips are attached to the purchase order, to verify the purchase was made after the purchase order was issued. Therefore, **DO NOT** order until purchase order is obtained. Regardless of the invoice date, the purchase will be in violation if merchandise is received prior to purchase order date.
- Once the merchandise/services are received, the vendor must submit an itemized, invoice for payment. Itemized means it must have a quantity, price per item, & the total. (Quantity x price = amount due). Invoice must also have the date of service/purchase date.
- No invoice will be paid prior to receipt of goods or services regardless of contract signed by sponsor/principal, as no contract is legally binding unless approved by the BOE. Deposits can be made, but balance will only be paid after goods and/or services are rendered.
- Receipts/invoices must be on computer generated receipt or letterhead with vendor information. If unable to produce such, vendor signature is required.
- Receipts/Invoices should be turned in immediately for payment, but no later than 30 days from purchase.
- Complete an “Activity Fund Pay Request for Purchase Order/Contracts” form and attach to the invoice. Turn into the site financial secretary.
- All blanket purchase orders will automatically close at the end of each nine week period. A new purchase order request will be required at that time as well.
- Technology related purchase order requests must be approved by Technology Director prior to being assigned a purchase order number. Use approval code #1 when requesting to direct to Technology for approval.
- Any employee in violation of these procedures may be required to sign an “Acknowledgement of Violation” which may be placed in their personnel file.

ACTIVITY FUND RECEIPTING/DEPOSITING PROCEDURES

- Sponsor/Teacher shall issue pre-numbered receipts to all individuals who have collected funds on behalf of the activity fund organization.
- Receipts must be issued each time money (\$5 and over) changes hands.
- All pre-numbered receipt books shall be checked out and returned to the Financial Secretary at the end of each school year.
- Multiple collections received of less than \$5.00 per person; the sponsor/teacher shall maintain a list of these collections. The list should include the date, individual’s name, and amount. At the end of the day, the sponsor/teacher shall issue a receipt for the total amount listed. The list shall be maintained with the receipt issued.
- Receipts can be voided by writing “VOID” across the receipt. **DO NOT**

REMOVE ORIGINALS OF VOIDED RECEIPTS FROM THE BOOK.

- The receipts issued should reflect the following information:
 1. Date money received
 2. Person from whom the money is received.
 3. Amount received which should reflect the total checks & cash;

4. Identify the specific fundraiser; and
 5. Identify the account number to which the funds should be credited.
 6. Receipt numbers range from sponsor book. (Ex. 73561-73568)
- A deposit slip shall be prepared documenting the amount received (checks & cash); source of funds, and the account(s) funds should be credited to. The deposit slip, receipt book, and money should be turned into the Financial Secretary for deposit.
 - Sponsor/Teacher shall remit **daily** to the Activity Fund Custodian or Site Secretary. There will be a designated employee to take deposits in the absence of the Financial Site Secretary.
 - The Site Secretary, in the presence of the Sponsor/Teacher, shall count the funds received, verify the receipt and sequence, the total amount & issue a receipt to the Sponsor/Teacher for the funds received which shall be attached to sponsor/teacher receipt(s). The total checks and cash received shall correspond with the receipts issued. Sponsor receipt numbers shall be noted on financial secretary's receipt. ● The Financial Secretary will drop deposit in bank night deposit when deposit is \$100 or more nightly and no less than once a week if less than \$100.
 - All currency should be facing the same direction and clipped as follows:

Ones-----	\$25.00
Fives-----	\$100.00
Tens-----	\$200.00
Twenties-----	\$500.00
 - ~~All coins should be rolled or bagged. Do not tape the roll ends.~~ Loose change should be sent in a coin bag or plastic baggie. Do not put loose change in the deposit bag.
 - Checks should be made out with the correct school site name.
 - Do not accept post-dated checks
 - All receipts should be totaled and reconciled to the currency, coins & checks received. The total funds received should balance to the daily receipts.
 - A Farmers & Merchants Bank deposit slip will be completed and accompany the locked money bag and dropped in the night deposit box at the 1800 E. Oklahoma Avenue branch.
 - Put the Activity Fund Account number & activity program number if known on the check. If a check is made out to a teacher/student, etc., it must be endorsed before it is sent to the Activity Fund Custodian.
 - Checks should be facing up and clipped together with a calculator tape of checks totaled.
 - Donations must be deposited and utilized as stipulated by the donor.
 - No sponsor/teacher shall keep money in their possession overnight.
 - Sponsor/Teachers collecting money after school hours shall check out a money bag, and keys to the bank night deposit box and a Farmers & Merchants Bank deposit slip to be completed by sponsor/teacher. No money shall be kept overnight. The Activity Fund Custodian will issue a receipt when the bag is picked up from the bank the following business day.

- In the case of stolen money, **immediately** notify your administrator. The police must be called and a report must be filed. Attach a copy of the report to the receipt(s) of the missing money and send a copy to the Activity Fund Custodian.
- Any employee in violation of these procedures will be required to sign an “Acknowledgement of Violation” which may be placed in their personnel file.

DISTRICT VISA CREDIT CARD

- The credit card can be checked out with prior authorization.
- Contact the Activity Fund Clerk in advance to reserve a card.
- When you call to reserve the card you should know your purchase order number and the date you will pick up the card.
- You will be required to turn in the original itemized receipt when the card is returned.
- The district has limited cards so they will be reserved and checked out on a first come first serve basis. To avoid disappointment, reserve early.

SAM’S CLUB CARD

- Sam’s Club accepts Visa.
- Request a Purchase Order to Sam’s Club-Edmond.
- Call or email the Activity Fund clerk to reserve the Sam’s card & VISA or send a shopping list to the Activity Fund clerk to place order online. Include a date & time you want to pick up.
- Sam’s will pull the order and you will have 48 hours to pick it up if ordered online. ● Original invoice/receipt must be turned in when returning Sam’s card.

START CHANGE

- Complete a purchase order request, indicating purchase request is for start change and event; include date(s) of event.
- The vendor should be the name of the employee responsible for the check/cash.
- Send a check request with the date the change is needed. Checks are processed on Thursday afternoons.
- A check will be processed and sent in interagency mail for the date requested.
- Start change shall be returned at the end of the event along with deposit.

INSUFFICIENT FUND CHECKS

- In the event a check is returned to the District by the bank for insufficient funds, the Activity Fund Clerk will charge the check back to the proper sub-account and forward a receipt to the sponsor. See example on page 34.

- A letter will be sent to the patron notifying patron of returned check and instructions for paying. If there is no response a second letter will be sent after 1 week. If no response after 1 week of the second letter being sent, the check will be forwarded to the District Attorney's office for collection.
- Patrons should be referred to the Activity Fund Clerk with any questions or payments. Please do not collect on site unless instructed to by the Activity Fund Clerk.
- When funds are collected either from patron or the district attorney's office, they will be re-deposited into the sub-account, and a receipt will be forwarded to the sponsor. See example on page 34.
- A list will be sent to each site Financial Secretary periodically. If a check is accepted from a patron already on the "Do Not Accept" list, the check may be forwarded back to the sponsor that accepted the check for collection.
- All fees received from the collection of an insufficient check will be deposited into the Administration Misc. Account.

CASH INCENTIVES

- Monetary incentives are not an allowable expenditure.

GRATUITY

- 18% gratuity is allowable for student activity meals when out of district.

GIFT CARDS

~~Gift Cards are not to be used as incentives or reward to staff/employees. When they are used in this manner, they become taxable income. They can be presented to teachers during the school year for the purchase of class supplies. All gift cards must be signed for on a roster. The roster should then be forwarded to the Activity Fund Office. In addition, individual must return receipts to the Activity Office for items purchased with the gift card.~~

Gift Cards are not an allowable purchase under any circumstances.

CONCESSION SALES

- Money should be counted & recorded on a deposit slip. The money and slip should be signed by two individuals.
- After the collections are counted, the sponsor should issue a prenumbered receipt.
- If concessions sales are after school hours, the deposit should be made in the same manner as the deposit for the athletic & special event gate sales noted previously.

INTERNAL CONTROL PROCEDURES

Receipting & depositing game & event admissions

- Issue a pre-numbered ticket (available through the Activity Fund Custodian) to each individual attending the event. (The tickets should be a different color for adults, children, senior citizens or other reduced tickets.) Documentation of the beginning ticket numbers should be maintained by the Activity Fund Custodian or Site Secretary.
- If making or purchasing tickets the AF clerk must be informed of the beginning & ending ticket numbers prior to the sale of tickets. Also if any tickets are given away or disposed of in any way a signature by the person accepting/or disposing of the tickets must be obtained on a separate ticket report.
- The admission fee should be collected and tickets issued by one individual and then a second individual should monitor the gate and collect the ticket stubs.
- At the end of the event, the collections should be reconciled to the tickets issued and signed by the individuals involved.
- The collections should be given to the designated individual to be placed in the bank's night depository. This individual should issue a receipt to the gate personnel.

TRAVEL/FIELD TRIP GUIDELINES

- All field trips must have prior approval from Mr. Ogle or Mrs. Chapple unless OSSAA sanctioned.
- All out of state trips must have Board of Education approval.
- All overnight activity trips requiring student payment must be paid in full prior to trip. Those students unable to pay prior will not be allowed to attend. The Activity Fund account responsible for payment of trip expenses must have the funds in the account to cover all expenses of trip, prior to the trip.
- Travel & meal payments for students **must be itemized**. It is your responsibility to verify that the receipt is accurate and no taxes charged before you sign for purchase. Tax cannot be reimbursed. To receive overnight per Diem use the IRS Per Diem Rates @ <https://www.gsa.gov/travel/plan-book/per-diem-rates>; attach a copy of the trip request to the "Out of District Travel Reimbursement" form.

GUIDELINES FOR RAFFLES/TICKET DRAWINGS

- Pre-numbered tickets must be issued. One ticket stub will be issued to the participant and the school will retain the other ticket stub which must be turned into the Activity Fund clerk with deposit for reconciliation.
- School officials must be actively involved in supervising the drawing of the ticket stub or stubs.
- All funds received in connection with the drawing shall be accounted for in accordance with district activity fund procedures.
- Cash & non-cash prizes may be used as drawing winnings.

- Drawing participants should be notified that the proceeds of the drawing may be considered taxable income for state & federal tax purposes. The fair market value of the winnings must be disclosed. The winning prize for drawings will be limited to a fair market value not to exceed \$5000.00.
- **Tax considerations must be followed.** If the fair market value of the winning cash prize is less than \$600 then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of \$600 or more and under \$5000 the winnings must be reported through the issuance of a 1099 to the IRS and the recipient. **Information such as name, address, and social security number must be obtained from the recipient for winnings greater than \$600.**
- Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

TRANSFERS

Monies from school activity accounts may be transferred to other approved school account after Board approval. Transfers are only done monthly because they require Board approval. A “Request to Transfer” form can be found on the school district website under the heading of “Bluejay Bundle”. Request must be received in the Activity Fund office one week prior to the scheduled Board of Education meeting.

CASH ADVANCE FOR TRAVEL

Cash advance for travel should be requested no later than a week prior to travel. The following forms should be completed:

1. Request for Activity Fund Cash Advance Form, must be completed and signed by the administrator of the account. This form is available on the district website. Please read the form carefully before signing.
2. A Purchase Order Request must be completed. The Vendor should be the name of the person accepting the cash advance.
3. Original receipts must be turned into the Activity Fund clerk documenting travel expenses and unused monies re-deposited in the account immediately after the trip.

ACCOUNTS PAYABLE/CHECK PROCESSING

- Checks are processed every Thursday afternoon during the school year. Check requests for start change/cash advance should be in the Activity Fund office the day prior to processing. **“Please plan ahead”**
- **DO NOT SIGN** contracts agreeing to “payment on receipt” as checks are not cut on demand.

STAFF REIMBURSEMENT

- Staff reimbursements are allowable for approved travel expenses.
- Complete a purchase request in your name prior to the date(s) of travel.

- Turn in all receipts for reimbursement upon return. ● Tax is not an allowable reimbursement.

STAFF EXPENDITURES

- Purchases of personal items for employees must be made from the faculty or PTO accounts only, with at least one non-employee parent PTO officer's approval.
- Expenditures that provide personal benefit to staff **must** be reasonable in cost.
- Purchase of apparel used in the performance of an employee's duties are allowable from other accounts but must be inventoried and returned to the school district at the end of useful life or at the end of employment relationship.

DONATED EQUIPMENT, SUPPLIES AND MATERIALS

- All equipment, supplies & materials received through donation become district property and are governed by district policy & procedures
- This requirement also applies to donations received as a result of requests made on social media sites (ex. Donors Choose).
- A fundraiser request is required if donations are solicited either from local individuals and organizations or through social media.

SPONSOR RESPONSIBILITIES

- Obtain an authorized purchase order prior to making order or purchase of merchandise/services.
- Issue receipt for all funds collected.
- Submit receipt book & funds for deposit on a daily basis.
- Submit vendor invoice/receipt for payment immediately.
- Account reconciliation should be done monthly. Report discrepancies immediately.
- Ensure that all state & Board of Education laws & guidelines are followed.
- Do not leave money in your desk overnight or leave unattended in classrooms. ● Turn all money in daily.
- Complete a "Ledger Sheet" monthly. Your balance should be the same as the Activity Fund Clerks balance. If you have had no activity in your account for the month, you can sign off "no activity". This will help to catch any coding mistakes that have been made.

The Activity Fund and all subaccounts are included in the district's annual audit.

1. Audit citations on specific subaccounts will be the responsibility of the sponsor/coach/parent representative (hereafter referred to only as sponsor) to ensure corrective steps are taken to clear the finding.
2. Repeated failure to adhere to all requirements will result in:
 - *The sponsor being removed from the activity – or –
 - *The activity being removed as approved activity of the district.
 (Decisions will be made based on the situation and cause.)

BOOSTER CLUBS (SANCTIONED & UNSANCTIONED)

A list of all unsanctioned Booster Club/PTO representatives should be forwarded to the Activity Fund Custodian at the beginning of the school year.

- No Account transactions will be processed without the signature of all of the following:
 1. Booster Club representative
 2. Account Sponsor
 3. Site Administrator
- No changes to original purchase order will be made without a change request with Unsanctioned Booster Club representative signature. (Ex. Increase in quantity, change of vendor, increase of dollar amount, etc.)
- Unsanctioned Booster Club representative will not be allowed to set up vendor accounts in their name. All purchases/orders will be done by either the Booster Club sponsor, Site Financial secretary or the Activity Fund Custodian.
- Sanctioning of a GPS Activity Fund account requires Board of Education approval.
- All sanctioned booster clubs shall provide Guthrie Public Schools with contact information of said booster club officers.
- Sanctioned Booster club accounts must be responsible for all expenses incurred by the booster club.
- A financial report of all sanctioned booster clubs must be submitted for Board of Education review for the September board meeting.

Types of Allowable Expenditures

Activity fund operation expenses (checks, purchase order forms, etc.)

Appliances (refrigerator, microwave, etc.)

Assemblies and speakers

Athletic equipment, uniforms, clothing and supplies for student/coach

Banquet/reception expenses & supplies

Building improvements

Camp fee's (cheerleading, student council, etc.)

Change (start change)

Classroom equipment/improvements

Classroom supplies/materials

Clothes for the needy

Club refreshments and parties (student)

Contest entry fees

Copier rental fees, repairs & expenses

Custodial supplies

Donations

Dues & fees

Expenses relating to competition or shows held for students (science fairs, track meets, band, FFA, etc.)
Film and developing expenses
Films & videos (rental and/or purchase)
First aid supplies
Flowers & Plants for student activities
Fund raising expenses
Graduation expenses
Homecoming festivity expenses
In-service training & workshop fees (professional development)
Incentives/rewards
Library books, periodicals, & newspapers
Luncheons
Maintenance of grounds
Marquee
Meeting expenses
Memorials
Office equipment, furniture & supplies
Physical education equipment & supplies
Postage & freight expenses
Printing expenses
Prom expenses
Refunds
Registrations
Reimbursements (Transfers to general fund at year end)
Rental fees
Repair & maintenance
Ribbons, trophies, awards, & plaques
Scholarships
School pictures
Service projects
Student productions (plays, concerts, etc.)
Student store, concession stand, supplies
Student transportation, substitutes & bus drivers
Student travel & related expenses (lodging, meals w/15% gratuity)
Student uniforms & accessories
Student workshops & conventions
Telephone expenses
Tests, tutoring
T-shirt, sweatshirts, hats, book bags, etc. (for resale or uniforms)
Vending supplies
Workers at student events (gate, security, officials, concessions, clock, ticket, bus drivers, etc.)

ACTIVITY FUND FUNDRAISERS PROCEDURES

All fundraisers must have the approval of the Board of Education.

The Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the remaining product is either sold or returned for credit. These procedures must include a requirement to account for every item of product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collection or unsold product.

It is a violation of Oklahoma State Law to use cash collections to purchase additional supplies and materials while conducting a school sponsored activity. All funds collected (cash & checks) must be receipted and deposited into a Board approved school activity fund. Also, all items purchased should be expended and coded through the schools' activity fund. You are not allowed to use money collected at an event (such as a car wash or carnival) to purchase additional items that are needed for that event. Although it may equal the same net profit at the end of the process, all funds must still be deposited in and out of the school activity fund in order to have a proper audit trail. It is a good practice for sponsors to prepare a purchase request in their name for misc. reimbursements at the beginning of each semester. Therefore, in the case you are at a school event and additional items are needed, we recommend that a sponsor purchase the items with their personal funds. After the event, the sponsor can submit an original, itemized receipt to obtain reimbursement from the activity fund. However, we cannot reimburse sales tax. Adhering to this policy protects teachers and sponsors from accusations of theft and/or fraud.

Additional procedures include the following:

- A Fundraiser Request Form can be found on the Bluejay Bundle on the school district website and must be completed and signed by sponsor & site principal.
- The Child Nutrition Director must review and sign all food sale fundraiser requests.
- All requests must be typed and turned into the Activity Fund Clerk 45 days prior to the date of the fundraiser.
- Request should be received by the Activity Fund Custodian no later than the last Friday of the month prior to each monthly Board Meeting.
- All Fundraisers require an After Sale Accountability Form be completed at the close of the fundraiser. If After Sale Accountability is not received by the Activity Fund Clerk within 30 days from the close of the fundraiser, no future fundraiser requests will be accepted for Board approval until form is received.
- Activity Fund money belongs to the school district and is under their guidelines for disbursement. Money earned through fund raising activities may not be earmarked as belonging to individual students. To allow students to earn money for their personal use through fundraising activities has been determined to be improper by our auditor.

**BOARD OF EDUCATION APPROVAL REQUIRED FOR INCOME
PRODUCING ACTIVITIES INCLUDING THE FOLLOWING:**

Advertising (ads, programs, sponsorships)
Bake sales
Banquets (if tickets are sold)
Bazaars
Book fair
Brochure sales
Candy sales
Calendars
Car Wash
Carnivals/Field Days
Compatibility Survey/Matchmakers
Concert (admission)
Concessions (excluding athletic events)
Cookbooks
Dances
Discount vendor cards
Donations (if solicited, including social media request such as **Donors Choose**)
DVD sales Face Painting
Firework Stand
Food sale (if conducted in school cafeteria must have Food Service Director & BOE approval)
Garage Sale/Yard Sale
Golf Tournaments (Unless OSSAA sanctioned)
Holiday grams (Valentine grams, Boo grams)
Jump Rope/Walk a thons
Magazine subscription sales
Newspaper
Parking permits
Plant Sales
Plays/Musicals/Talent Show (Admission)
PTO Store
Raffle/Ticket Drawing
Recycling (Aluminum can, paper &/or ink cartridge collections)
Resale items with profit
Sale of student projects
School Pictures
Silent Auction
Snack sales (popcorn/Capri sun, etc.)
Sports Clinics
Student ID's
Student sales to the general public

Student store
Supply fees
T-shirts, sweatshirts, backpacks, hats, etc.
Ticket sale (plays, musicals, concerts, banquets, dinners, drawings, etc.)
Trophy Auction/Sponsor
Vending
Yearbooks

NON PROFIT RESALE GUIDELINES

The Board of Education does not consider funds collected for non-profit a fundraiser. Therefore, sources of revenue collected for non-profit do not require a fundraiser request to be approved by the Board of Education for the following activities:

Commissions & rebates
Copy fees
Donations -Unsolicited
Entry Fees
Employee contributions/donations (If other than monetary must provide documentation of donation)
Facility use fees
Field trip
GED fees
Grants
Interest
Library fees
Lost book fees
Petty cash (from General Fund)
Registration fees
Restitution (bogus checks & fees)
Scholastic Book orders
Scholarships
Summer school tuition (transferred to the General Fund)
Testing fees
Tutoring

SANCTIONING POLICY

The Board of Education of the Guthrie School District believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy

will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code OKLA. STAT.tit.70, Section 5-129.

Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations and Organizations

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. An application by a student achievement program or by a parent-teacher organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial report as defined by Board of Education regulations, which has been performed on such.
4. The application shall be submitted to the principal for preliminary review. The principal shall forward the application to the superintendent; the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the application and shall sanction or decline to sanction the applicant.
5. The decision of the Board of Education is final and non-appealable. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association by an independent accounting firm at the expense of the sanctioned program, association or organization, on an annual basis, that a financial audit be performed on the program, association, or organization by an independent accounting firm at the expense of the sanctioned program, association, or organization. If required by the superintendent of schools or the Board of Education, the audit shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review the audit submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance

with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA.STAT. tit. 70 section 5-129. Otherwise, an annual financial report as defined by Board of Education regulations will be required. The financial report shall be submitted to the superintendent by September 1 of the year following the year of original approval and every year thereafter.

6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association. Copies of records must be promptly provided upon request of the Board or superintendent.
7. The Board may, and non-appealable.
8. The organization may maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
9. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition at its discretion, withdraw sanctioning at any time it deems it is in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
10. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

Please let us know if any contact information changes from what was on your application. Anita Paul 282-8900 ext.8947 or anita.paul@guthrie.net.

Recommended Practices

- Annual election or affirmation of officers.
- Periodic meetings open to the membership
- Full financial disclosure to the membership
- Surety bonds for treasurer and others who handle money Officer liability insurance
- System of internal controls over cash, including segregation of duties as much as possible.

Segregation of Duties

Ideally,

- The person who orders/purchases an item should not be the one who pays for it.
- The person making the purchase should not be the one who approves it.

- The person who collects money should not be the one who deposits it.
- The person who reconciles the bank account should not be the one who takes the collections.
- The person who writes the checks should not be the one who reconciles the bank account.

Recommended Minimum Internal Controls-Receipts

- Money kept safe with controlled access
- Collections listed when received
- Money deposited intact by a person other than the one collecting it
- Listed collections verified to deposit total ● Bank account reconciled monthly
- Bank reconciliations reviewed by another

Recommended Minimum Internal Controls-Disbursements

- All purchases approved in advance by someone other than the person making the purchase
- Goods checked to see they are received as ordered.
- Invoice checked to items received and order pricing; signed by person who accepts responsibility
- Signature and countersignature required on checks
- Check signer reviews documentation before signing check
- Cancelled checks listed and accounted for

Good business practices protect your assets, your officers, and your members!

What is Sanctioning?

- Allows organization to operate for benefit of students
- Board of Education has complete discretion in the sanctioning of organizations. Sanctioning Does NOT Equal control
- Board of Education does not control funds
- Board of Education does not ensure that organization complies with applicable state and federal laws
- Organizations may NOT use school district's tax-free status
Common Mistakes made by 501(c) 3
- Form 990: Sanctioned Organizations must file IRS Form 990. This is the annual "Return of Organization Exempt Form Income Tax." IRS form 990N may be filed in lieu of form 990 when gross receipts are less than \$25,000.
- Many organizations overlook the need to report compensation of \$600 or more to the IRS. Awards, fees, and similar payments must be reported on Form 1099MISC, which must be sent to the recipient no later than January 31st, and to the IRS, with a Form 1096 transmittal, no later than February 28.

The IRS may deem payments to District employees by sanctioned organizations to be taxable compensation.

- If your organization would like to make a gift of any amount to a District employee, please contact the District to ensure the gift is processed through the payroll office.

Ways to Protect Against Liability

- Insurance and bonds
- Good procedures
- Written documents to provide club “memory”
- Well thought-out activities and services
- Consider national affiliation (PTA vs. PTO)
- Remain under the control of the school activity fund

Additional recommendations

- Club Treasurer should not be the coach/sponsor of organization
- Treasurer should countersign all checks
- Keep minutes of each club meeting on file

Guthrie Public Schools Sanctioned Organizations

Guthrie Bluejay Boys Basketball Booster
Club Guthrie Lady Jays Golf Booster Club
Guthrie Hole-In-One Club, Inc.
Guthrie Lady Jays Softball Booster Club, Inc.
Guthrie Band Boosters Association
Guthrie Football Booster Club
Guthrie VIP (Vocally Involved Parents)
Guthrie Wrestling Booster Club
Guthrie Bluejay Summer Baseball Guthrie
High School Cheer Booster Club

OKLAHOMA STATE LAW & DEPARTMENT OF EDUCATION REGULATIONS

The following words and terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise:

“School activities” means cocurricular or extracurricular activities. Cocurricular activities are school-sponsored activities, under the guidance and supervision of LEA staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Activities normally supplement the regular instructional program.

“Extracurricular activities” means all direct & personal services for public school pupils for their enjoyment that are managed & operated under the guidance of an adult or staff member. Extracurricular activities are usually not offered for school credit nor required for graduation; are conducted outside school hours, or a time agreed upon by the participants if partly during school hours and approved by school authorities; and their content of activities is determined primarily by the student participants.

The board of education of each school district shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular or cocurricular activities conducted in the school district. Such funds shall be deposited to the activity fund. Deposit of funds subject to the requirements of school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars (\$100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which a subaccount was established may be transferred to another subaccount by the custodian.

The board of education of each school district may designate that any of the following revenue be deposited for the use of specific student activity subaccount, or to a general activity subaccount, within the school activity fund.

- 1. admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;*
- 2. sale of student activity tickets;*

3. *concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education, and cafeteria or lunchroom collections;*
4. *dues, fees and donations to student clubs or other organizations, provided that membership in organizations shall not be mandatory;*
5. *income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district;*
6. *deposit for or collection for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds.*
7. *income collected for use by school personnel and other school-related adult functions.*
8. *all other income, revenue, deposits or collections of any nature, including, but not limited to Indian education support funds (parental cost); laboratory fees; fees for the use of equipment owned or rented by the school district; deposits or assessments for breakage or supplies used in instructional courses; sale, exchange, lease or rent of property, supplies or products originally acquired from funds belonging to the school district or through the management, use or production of property belonging to the school district shall be deposited with the school district treasure in accordance with the provision of 62 O.S. 2001~335.*

The board of education of such district may establish, by board resolution, a general fund refund subaccount within the school activity fund. The balance in the subaccount shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to, rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, overpayments, and tax refunds. The subaccount may be expended only for the refund of revenues previously received and deposited either into the subaccount or activity fund be financed by depositing all or part of the applicable collections and that all refunds be made from that account. Any remaining balance in the refund subaccount shall be transferred to the school district general fund on or before June 30 each year.

The board of education of each district may establish a petty cash account to be used only for the purpose making small expenditures, such as postage, freight or express charges, provided no single expenditure from the petty cash account shall be made in excess of Seventy-five Dollars (\$75.00) and the total expenditures during any one fiscal

year shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). The school activity fund custodian shall initiate the petty cash account by filing a purchase order/encumbrance against the general fund of the school district for the authorized amount of the petty cash account which shall not exceed Two hundred Dollars (\$200.00). The general fund warrant issued in payment of said claim shall be deposit in the petty cash account in the school activity fund.

All disbursements from the petty cash account shall be made in the same manner as other disbursements from the school activity fund, except no disbursement shall be make from the petty cash account unless a prenumbered, dated receipt be obtained and signed by the person receiving payment. A school board may designate a petty cash custodian to countersign petty cash checks in place of the school activity fund custodian. The school activity fund custodian shall file claims against the general fund of the school district for reimbursement of the petty cash account whenever the need shall arise. Each reimbursement to the petty cash account shall be coded to the appropriate function/object code as appropriate. Such claims shall be itemized in the same manner as other claims filed against the general fund, and shall have attached thereto the receipts covering each of the expenditures claimed for reimbursement. The total of the petty cash account balance and the receipts on hand awaiting reimbursement should equal at all item the authorized amount of the petty cash account.” (70 O.S. Supp 2001m ~5-129)

A prenumbered receipt shall be obtained when a check is drawn against the petty cash account, and all such prenumbered receipts shall be accounted for at the end of the fiscal year. If a prenumbered receipt is spoiled it should be marked “void” and attached along with others on which reimbursement is being claimed; the copy or stub should also be marked ‘void’ if one is being used.

None of the provisions pertaining to the petty cash account shall be construed to authorize the use of one fiscal year’s funds to pay obligations of another fiscal year. Therefore, any remaining balance in each petty cash account shall be transferred to the general fund on or before June 30 of each year.

The State Board of Education shall adopt appropriate rules and regulations and design standard forms for the proper conduct of the various student activity sub-accounts. (70 O.S. Supp. 2001, ~5-129).

The board of education of each district shall exercise control over all school activity funds except those funds which are collected by organizations chartered by the Oklahoma Congress of Parents and Teacher, Junior Achievement programs, and parent-teacher associations that are incorporated as a nonprofit corporation. Board approval on school activity funds and sub-accounts shall be specific. However, the language for approval for the various methods for raising funds and the purpose for which they are to be expended can be a general nature, the board may delegate authority through a board policy to school administrators to approve specific fund-raising activities during the year to be approved by the board at the next regular board meeting.

Title 70 O.S. Supp. 2001, ~5-129.1 provides: “Those funds which are collected by programs for student achievement and by parent-teacher associations *and organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129 of this title.* Each school district board of education shall adopt policies provisions of this section. The guidelines may include but not be limited to examinations of financial and performance audits performed on each such organization and association.”

The board of education of each district may appoint a school activity fund custodian for each operational site within the district. If a school elects to have operational site school activity fund custodians, each site school activity fund custodian shall be bonded for no less than One Thousand Dollars (1,000.00). Each school activity fund custodian shall give a surety bond as determined by the board of education, but in no case less than One thousand Dollars (1,000.00). Such bond shall be filed with the clerk of the board of education (70 O.S. Supp. 2001, ~ 5-129).

Disbursements from the school activity fund shall be by check, countersigned by the school activity fund custodian and some other person or persons designated by the board of education. Deposits to or transfers from any account may be authorized by the board of education except the refund subaccount and petty cash accounts. The school activity fund custodian shall not use funds in one account for another purpose unless a transfer is granted as provide by law. Accounts may be established by the board of education of each district by whatever name or style it deems best suited to its needs for the revenue collected.

Purchases from activity funds for material or equipment shall not be paid for unless invoices or delivery tickets are furnished. Receipts for collections shall be given by the school activity fund custodian. *Pre-numbered tickets should be used for admissions in order to establish internal control. All tickets not sold by the gatekeeper should be accounted for at the end of each event and a written reconciliation made of tickets sold to actual revenues collected.* Reconciliation documents should be filed in date order as part of the documentation for the activity fund.

Standard forms are not prescribed. Many good forms are now in use and each board of education shall determine if its forms meet legal requirements. Sample forms are included in this manual as a reference only.

School districts shall report all school activity financial transactions using the Oklahoma cost Accounting System.

Specific procedures for all activity funds are as follows:

1. Pre-numbered school activity fund receipts shall be issued for every account for each fiscal year.

2. The secretary-treasurer of each organization or subaccount shall issue receipts and keep records of credits, debits and balances.
3. The books of each subaccount must reconcile with the records of the school activity fund.
4. Requisition or purchase request is presented to the school activity fund custodian or their designee.
5. Purchase order is then approved by purchasing agent and the order is placed with the vendor.
6. Checks will be issued only when invoice or supporting document and merchandise have been received.
7. All checks will be issued by the school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.
8. Record of all bad checks shall be kept and charged to proper sub-account.
9. School activity fund (Fund 60) shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable. Reports will be transferred by magnetic media.
10. The school activity fund custodian shall furnish a report to the superintendent and board of education monthly this report shall show previous balance in each subaccount and total school activity fund balance.
11. Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian.
12. The petty cash account is the only one that can be reimbursed from the general fund.
13. A general fund refund sub-account within the school activity fund may be established by board resolution.

(OAC 210:25-5-13)

GPS BOARD OF EDUCATION POLICY

C-20

ACTIVITY FUNDS

The Guthrie Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year and as needed during each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

Every teacher and/or sponsor in the school system should be informed that all money received is to be turned in to the school activity fund custodian. Every teacher and/or sponsor shall receive a Guthrie Public School Activity Fund Procedure Handbook.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and countersigned by the custodian of the activity fund and some other person or persons designated by the board of education. No checks will be issued in excess of a subaccount balance.

All activity monies shall be deposited daily with the activity fund custodian. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds shall be made daily by the activity fund custodian into an interest bearing checking account.

A record of all bad checks will be kept by the activity fund custodian. If the activity fund custodian is unsuccessful in collecting funds, the bad check will be charged back to the proper subaccount.

The activity fund custodian shall keep complete and accurate accounts of all activity funds, and shall see that monthly reports are made available to the activity fund subaccount sponsors. The activity fund custodian shall furnish a report to the superintendent and board of education each month. This report shall show the previous balance in each subaccount and the total district activity fund balance. The activity fund custodian shall reconcile the report to the superintendent and board of education.

The activity fund custodian, upon approval by the board of education, shall establish a petty cash account for each site to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges. This account shall not exceed two hundred dollars (\$200) at one time, and no expenditure shall exceed seventy-five dollars (\$75). The total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2500) per school building.

The activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars (\$1000).

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

The superintendent is directed to establish regulations governing activity funds. Such regulation, when approved by the board of education, shall become policy.

REFERENCE: 70 O.S. SECTION 5-129, SECTION 5-129.1

70 O.S. SECTION 5-135 Section C Page 9

**GUTHRIE PUBLIC SCHOOLS PROJECT MASTER FILE
LISTING**

ACTIVITY FUND PROJECTS

<u>PROJECT #</u>	<u>DESCRIPTION</u>
801	CENTRAL FACULTY
802	CENTRAL ACTIVITY
803	CENTRAL PTO
804	COTTERAL PTO
805	COTTERAL ACTIVITY
806	COTTERAL FACULTY
808	FOGARTY PARENT ORG.
809	FOGARTY ACTIVITY
810	FOGARTY FACULTY
811	ELEM SNACK GRANT
812	GUES ACTIVITY
813	GUES FACULTY
814	GUES HONOR CHOIR
815	GUES PARENTS ORG.
816	GHS SPECIAL KIDS
817	ART JUNIOR HIGH
818	JH BUILDERS CLUB
819	ATHLETICS JUNIOR HIGH
820	GOLF JUNIOR HIGH
821	FHA JUNIOR HIGH
822	HONOR SOCIETY JH
823	JR HIGH ACCOUNT
824	JR HIGH FACULTY
825	LIBRARY JR HIGH
826	LEARN 2 LOVE
827	CHEERLEADERS JH
830	STUCO JH
831	T.S.A. JR HIGH
832	YEARBOOK JR HIGH
834	JH ACADEMIC TEAM
840	CHARTER OAK
841	CHARTER OAK PTO
842	CHARTEROAK FACULTY
850	ACADEMIC TEAM HS
851	ART CLUB HS
852	ATHLETICS HS
853	HS CHEER
854	FOOTBALL CAMP

855 TENNIS HS
856 GHS LIBRARY
858 GHS LINK CREW
859 BAND (OPERATING) HS
860 CLASS OF 2021 HS
861 CLASS OF 2023 HS
863 CLASS OF 2019 HS
864 GHS ALUMNI ACCOUNT
865 CLASS OF 2022 HS
866 CLASS OF 2024 HS
867 CLASS OF 2025
868 CLASS OF 2026 HS
869 ENGLISH CLUB
870 HS FACULTY/COURTESY
871 HS STUDENT PANTRY
~~872 CLASS OF 2020~~
876 FFA/4H BOOSTER CLUB
877 FFA HS
878 FCCLA (FHA) HS
879 FOREIGNLANGUAGE
880 XC BLUECREW
881 LADY JAY BASKETBALL
882 GHS RUNNING CLUB
883 HERITAGE CLUB HS
884 HIGH SCHOOL ACCOUNT
885 STUDENT SUPPORT HS
886 HONOR SOCIETY HS
889 KEY CLUB HS
890 SPEECH HS
891 STEM CLUB
892 MATH OF FINANCE
893 MU ALPHA THETA HS
894 HS PROM ACCOUNT
895 JROTC HS
897 SOCCER CLUB HS
898 SCIENCE CLUB HS
899 STUDENT COUNCIL HS
900 SITE BEAUTIFICATION
902 VOCAL HS
903 VIP
904 YEARBOOK HS
907 HS MEMORIAL FUND
908 VOCAL TRIP ACCOUNT
911 FFA BUILDING FUND
913 DRAMA HS

922 COURTESY COMMITTEE
 925 GENERALFUND REFUND
 927 HALL OF FAME BANQ
 929 DIST SPECIAL OLYMPICS
 931 TECH. INSURANCE ACCT
 932 SUMMER SCHOOL HS
 933 FAVER C&C
 934 TRANSPORTATION C&C
 935 VENDINGMACHINE ADM
 937 FAVER ACTIVITY
 938 NATIVE AM PARENTS
 940 ADMINISTRATION MISC
 942 C.N. CLEARING ACCT

PROGRAM LISTING

<u>CODE</u>	<u>DESCRIPTION ATHLETICS PROGRAMS-COMPETITIVE</u>
801	Change/Change Return
802	Baseball
803	Basketball (Boys)
804	Basketball (Girls)
805	Football
806	Girls Golf
807	Boys Soccer
808	Girls Soccer
809	Boys Tennis
810	Boys Track
811	Wrestling
812	Cheerleaders
813	Girls Tennis
814	Girls Track
815	All Sport Passes
816	Boys Golf
817	Girls Cross Country
818	Playoffs
819	Boys Cross Country
820	Cross Country (Boys & Girls)
821	Concessions

822	Misc. Fundraisers
823	Donations
824	Maintenance to Athl. facilities/equip.
825	Vending
826	Advertising
827	Track Girls & Boys
828	All Sports
829	Sports summer camps
830	Basketball Boys & Girls
831	Girls Softball
832	Athletic Mdse sold to students
833	Tennis Girls & Boys
834	Soccer Girls & Boys
835	Sub Reimbursements
836	Programs
837	Entry Fee
838	Sports Clinic
839	Game Security
840	Meals
841	Game Officials
842	Tournament Expenses
843	Gate Workers
844	Coaches Uniforms
845	Equipment
846	Uniforms
847	Single Sport Pass
848	Student Sport Pass
849	Reserved Seat pass
850	Athl. Misc.
851	Concession Worker
852	Dues
853	Try Out Fee
854	Cross Country
855	Travel Reimbursements
856	Scorekeeper/Clock keeper
857	OSSAA Sport Pass
858	Dues/Fees

859	Golf
860	Awards
861	Volleyball
862	Spirit Wear Fundraiser
863	Free Throw A Thon

SUMMARY

The goal of this manual is to provide each user of the Guthrie Public Schools Activity Fund a “how-to/hands-on” guide for collecting, depositing, and expending funds gathered for special purposes. The handling of all public funds is a sacred trust and many more audit tracks must be visible than in handling personal funds. The following are reminders to the sub-account sponsor’s for the most crucial procedures to follow:

1. All collections made by sponsors must first be receipted by the sponsor, be turned into the Site Financial Secretary each day and a receipt obtained from the secretary for all such collections.
2. There is no statutory authority for cashing personal checks from available collections, and, as a result, it is not legal to do so. Therefore, all sponsors, student groups and adult organizations who control sub-accounts within the school activity fund must clearly understand that this action is prohibited and do not cash personal checks under any circumstances.
3. Sufficient cash must be on hand to cover all outstanding checks, all unpaid bills, and all new indebtedness before any new debt can be incurred in any sub-account of the Activity Fund. If the sponsor is unsure, they must contact the School Activity Fund Custodian and acquire their net balance in the sub-account before any additional transactions or proposed new debt is incurred.
4. All bills incurred in any given sub-account of the Activity Fund should be promptly paid within one (1) month of the receipt of goods or services.
5. In the event of fund raisers, the Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the last item is either sold or turned back in for credit. These procedures must include a requirement to account for every item or product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collections or unsold product.

The school auditor will scrutinize funds very closely because most of the collections are in cash and most discrepancies that occur in school funds are within the activity fund. Spend a little more time; follow the law and this procedure manual, and fund-raising will be less stressful.

GUTHRIE PUBLIC SCHOOLS			
Receipt			
Received From:	Date	Number	Amount
CHECK WRITER'S NAME NSF CK698	6/25/2010	5039	\$295.00

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5039	845	853	705	\$275.00
2010	50	AR	1690	5039	984	940	705	\$20.00

SAMPLE

***** Notification of payment of returned check. Funds will be redeposited into project account that they were originally deposited.

GUTHRIE PUBLIC SCHOOLS			
Receipt			
Received From:	Date	Number	Amount
CHECK WRITER'S NAME NSF CK598	5/18/2010	5019	(\$178.00)

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5019	845	853	705	(\$178.00)

SAMPLE

***** Notification of a returned check. Funds will be deducted from project account that they were originally deposited.

ACTIVITY FUND FORMS
FOUND ON GPS WEBSITE UNDER BLUEJAY BUNDLE

1. AF PO Request
2. Request to Increase PO
3. Activity Fund Deposit Slip
4. Activity Fund Start Change Request
5. Activity Fund Money & Ticket Report
6. Activity Fund Sponsor Ledger Sheet
7. Activity Fund Request for Transfer of Funds
8. Activity Fund Fundraiser Request
9. Activity Fund After Sale Accountability Form
10. Activity Fund Request for New Account
11. Athletic Department Non-Commercial Vendor Claim
12. Parent/Student Refund Form
13. Request for Activity Fund Cash Advance
14. Request to Close/Void PO
15. PaySchools Product Listing Request
16. Non-Commercial Vendor Claim
17. Sponsor Affidavit of Responsibility form
18. Employee Affidavit of Responsibility form

FINANCIAL REPORT FOR SANCTIONED ORGANIZATIONS

(Must cover 12 month period, from July 1 to June 30 or months in existence if new organization)

Organization Name

A. BEGINNING BALANCE as of _____ \$ _____ (A)

B. REVENUES:

Fund Raiser, Merchandise sales, Etc.:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Donations:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Contributions:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Other:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Revenues \$ _____

(B)

C. TOTAL AVAILABLE (*A Plus B*) \$ _____ (C)

D. EXPENDITURES:

Fundraising Expenses \$ _____

Supplies/Materials \$ _____

Advertising \$ _____

Postage, Mailings, Etc. \$ _____

Equipment \$ _____

Donations/Contributions \$ _____

Other (list): \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenditures \$ _____

(C)

E. ENDING BALANCE AS OF June 30, (*C minus D*) \$ _____ (E)

Year-end bank statement and reconciliation **must** accompany report.

BANK RECONCILIATION FOR SANTIONED ORGANIZATIONS

Balance per Bank Statement, June 30, 20____ \$ _____
(A)

ADD:

Deposits in Transit \$ _____
 \$ _____
 \$ _____

Total Deposits in Transit \$ _____

(B)

DEDUCT:

Outstanding Checks \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Outstanding Checks \$ _____ **(C)**

OTHER ADJUSTMENTS (+/-) \$ _____
 \$ _____

Total Adjustments \$ _____ **(D)**

BALANCE per financial records, June 30, 20____ \$ _____
 ===== **(E)**

$(A + B - C (+/-) D = E)$

AGREEMENT FOR SERVICES

This Agreement for Services (“Agreement”) is entered into this _____ day of August, 2022 by and between the **BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY** on behalf of the **LOGAN COUNTY SHERIFF’S OFFICE (“LCSO”)** and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, commonly known as GUTHRIE PUBLIC SCHOOLS (“GPS”)**.

RECITALS:

Pursuant to OKLA. STAT. tit. 74, §§ 360.19, 1008, GPS desires to contract with LCSO for one (1) law enforcement personnel for one (1) GPS school site(s), Charter Oak Elementary (individually referred to as a “School Site” and collectively as the “School Sites), while school is in session.

NOW, THEREFORE, in consideration of the fees provided herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and the mutual covenants and agreements contained herein, the parties agree as follows:

1. SERVICES TO BE PROVIDED BY LCSO

- a. LCSO agrees to provide one CLEET certified, uniformed deputy sheriff to perform the services enumerated on Exhibit “A” at the School Sites during regular school hours, Monday through Friday, when school is in session, and at such other times as GPS may request for after-school activities and events.
- b. LCSO will utilize marked, fully equipped LCSO patrol cars and uniformed deputies on foot patrol. One marked LCSO vehicle will be present at either School Site during the hours designated in this contract.
- c. LCSO deputies shall work with GPS personnel on a cooperative basis.

2. TERM OF THE AGREEMENT

- a. The term of this Agreement shall be for an initial period from August , 2022 to MAY , 2023. After the initial period, this Agreement may be renewed annually by mutual agreement of the Parties.

3. COMPENSATION

- a. As compensation to LCSO for services provided under this Agreement, GPS agrees to pay LCSO a monthly fee of \$2998.17 for a total of \$29,981.70 per year from August , 2022 to May , 2023.
- b. If a deputy is absent during a school day for any reason, the deputy shall be replaced by another deputy qualified to perform the duties in a reasonable amount of time. If a SRO Deputy gets assigned a call for service a priority to release SRO Deputy from the call for service to return to their school as soon as possible. A call for service will not be considered absent from their SRO duties.
- c. Fees under Section 3(a) will be paid no later than the 15th of each month for services rendered during the prior month. All payments shall be credited to the LCSO Sheriff’s Service Fee Account.

4. INDEPENDENT CONTRACTOR

- a. LCSO is and at all times shall be deemed an independent contractor and shall be wholly responsible for the manner in which LCSO performs the services required by the terms of the Agreement. Nothing contained herein shall be construed as creating the relationship of employer and employee, or principal and agent, between LCSO and GPS or any of LCSO’s agents or employees. LCSO assumes exclusive responsibility for the acts of its employees as they relate to the services provided during the course and scope of their employment, including services provided under this Agreement. LCSO, its agents and employees, shall not

be considered in any manner to be a GPS employee or entitled to any rights or privileges of GPS employees.

- b. LCSO and GPS will work cooperatively to provide the best working relationship possible to ensure that the needs of the individual schools, students, principals, school staff, and deputies are met. To facilitate this, LCSO will designate a point of contact for routine questions, scheduling, and day-to-day operational issues. GPS administrators, LCSO's designated representative, and LCSO's deputies assigned to a School Site will meet as needed to facilitate scheduling and operation of the program.
- c. While GPS will not directly supervise LCSO's deputies in the day-to-day performance of duties as a law enforcement officer, GPS may provide input or feedback to LCSO regarding performance. If GPS objects to the assignment of any personnel under this Agreement, GPS will review those objections with the designated representative of LCSO for final resolution of the objections.

5. ADDITIONAL PERSONNEL

- a. Nothing contained in this Agreement shall limit the right of GPS to engage other law enforcement or private security personnel for special events or other school-related activities as GPS deems necessary. In the event GPS elects to engage additional personnel, the services will be coordinated with LCSO.

6. GENERAL DUTIES

- a. A description of general duties for LCSO deputies providing services under this Agreement is attached as Exhibits "A" and "B".
- b. It is anticipated that it may be necessary to amend Exhibits "A" and "B" from time-to-time to better reflect the scope of the general duties. For that reason, the Logan County Sheriff and the Superintendent of GPS are hereby authorized to make written, mutually agreed upon amendments to Exhibits "A" and "B" as needed.

7. INSURANCE

- a. LCSO is self-insured. LCSO shall provide workers' compensation insurance in the amount required by Oklahoma law for all LCSO employees who are performing work under this Agreement.

8. TERMINATION AND ASSIGNMENT

- a. This Agreement may be terminated with or without cause by either party at its sole option and without prejudice by giving sixty (60) days written notice of termination to the other party.
- b. Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this Agreement without the prior written permission of the other party to this Agreement.

9. SEVERABILITY

- a. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

10. ENTIRE AGREEMENT

- a. This Agreement constitutes the entire understanding between the parties. No other agreements, oral or written, pertaining to the performance of this Agreement exists between the parties. Except as provided under Section 6, this Agreement can be modified only by a writing signed by both of the parties.

Executed this _____ day of _____, 2022.

**THE BOARD OF COUNTY COMMISSIONERS
OF LOGAN COUNTY, ON BEHALF OF THE
LOGAN COUNTY SHERIFF'S OFFICE**

**INDEPENDENT SCHOOL DISTRICT NO. 3 OF
LOGAN COUNTY, OKLAHOMA A/K/A
GUTHRIE PUBLIC SCHOOLS**

MARVIN GOODMAN, Chairperson

By: _____
President, Board of Education

MONTY PIERCY, Member

MIKE PEARSON, Member

APPROVED AS TO FORM:

By: _____
Assistant District Attorney

By: _____
Sheriff DAMON DEVEREAUX

Exhibit A
LCSO Deputy Duties

1. The primary function of the LCSO deputies serving as law enforcement personnel under the Agreement shall be to insure the safety of the students and faculty and provide campus security. Specifically, the deputies shall assist in limiting access to the school grounds to authorized persons, provide police protection of school property, personnel and students, investigate criminal acts on school grounds and serve as a liaison between the school, the police department, juvenile officials, probation officials, courts, and other agencies of the juvenile justice system.
2. A GPS school administrator, such as a principal, or designee, shall retain authority regarding all school issues. The LCSO deputies shall determine all law enforcement issues. The deputies shall communicate with the school administration regarding all law enforcement incidents at School Site(s) or at school related activities.
3. The LCSO deputies shall participate in mandatory training under state law and/or LCSO policy. The deputies should also participate in reasonable training programs provided by GPS that directly impact ability and skills as a law enforcement officer at a school.
4. The LCSO deputies shall be available as a resource to provide information on topics on which the officers have special competence due to their law enforcement training. The deputies shall also attempt to identify and counter deviant behavior and any other behavior that would be disruptive or unsafe to the students, faculty or district property.
5. The LCSO deputies shall be visible in a public relations role in order to provide a highly visible crime deterrent on school property in order to effectively promote security and order in the schools.
6. The LCSO deputies shall attempt to provide guidance and direction for students, parents and staff when appropriate, to work with the school administrators to resolve school-police problems, and to work with parents of troubled youth.
7. The LCSO deputies shall not enforce GPS regulations or rules unless the violation of such rule or regulation constitutes a violation of a federal or state law.
8. Nothing in this Agreement shall limit or eliminate the need to utilize the 9-1-1 reporting system, or the use of law enforcement officers to handle or supplement calls for service. Use of 9-1-1 is encouraged for emergency calls even if the LCSO deputy assigned to School Site is also called.
9. Except in an emergency, the LCSO deputies should not be called away from their assigned school to handle incidents, as this may be disruptive to the school environment. The deputies may be contacted and may respond as soon as possible to assist LCSO officers when reasonably necessary to provide public safety.
10. LCSO deputies shall maintain a close liaison with LCSO Deputies who are not assigned to a School Site and other law enforcement officers, as needed, around their assigned schools. They shall exchange information regarding suspects, incidents, and potential problems to ensure reasonably consistent enforcement from officer to officer to the extent permitted by law.

11. The LCSO deputies may be required to meet with school officials and the building level administrators of the school to which he or she is assigned during contract hours to discuss incidents, potential problems, and issues. The primary purpose of these meetings will be to increase the effectiveness of the services provided by the LCSO under this Agreement.
12. LCSO reserves the right to assign deputies to a non-school function or issue in the event of an emergency or situation that dictates a call-up of sheriff personnel as directed in LCSO policy and procedures. An emergency situation may include a tornado, wildfire, etc.

Attachment B
Law Enforcement Personnel and School Discipline

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative agreement on school security and school discipline to guide and define the relationship between GUTHRIE Public Schools (“GPS”) and the Board Of County Commissioners of Logan County, on behalf of the LOGAN COUNTY SHERIFF’S OFFICE (“LCSO”) (collectively referred to as "the Parties") in the role of LCSO law enforcement personnel (“Deputy”) assigned to a School Site pursuant to this Agreement.

The Parties acknowledge that law enforcement plays an essential role in maintaining safety in the community and at GPS. However, the use of arrests and referrals to the criminal justice system for minor or typical school behaviors can adversely affect students and erode confidence in and respect for both the school administration and law enforcement. The Parties have developed this guidance to ensure a consistent approach to law enforcement and school discipline that emphasizes cooperation in the handling of school-based student misbehavior. Emphasis is placed on handling incidents uniformly while ensuring that each case is addressed on an individualized basis. The manner in which each incident is handled is dependent upon many factors unique to each child. This includes, but is not limited to, behavioral history, present circumstances, disciplinary record, academic record, general demeanor and disposition toward others, disability, special education status, and other factors. Accordingly, the Parties concur that students involved in the same incident or similar incidents may receive different and varying responses depending on the factors and needs of each student.

To address these issues and ensure that all students have access to a safe and productive learning environment, the Parties agree that cooperation is essential. Among other benefits, committed cooperation can enhance appropriate responses and use of resources, when responding to school-based misbehavior. For purposes of this MOU, student misbehavior is considered to be breaches of the Code of Student Conduct, disruptions, and other minor infractions or omissions by a student that occurs on school grounds, school transportation or during a school sponsored or related event.

Responding to Student Misbehavior

In the event a student misbehaves, the school principal and their designees will be the primary source of intervention and disciplinary consequences. The Deputy is responsible for criminal law issues—not school discipline issues. The Code of Student Conduct provides detailed information on consequences and interventions and shall guide the response to particular types of misbehavior. In addition, school officials should make reasonable efforts, where applicable, to connect students to school or community-based support services, such as counseling, mentoring, or extra-curricular activities.

Many types of minor student misbehavior may technically meet the statutory requirements for non-violent misdemeanors (e.g. theft, vandalism, disorderly conduct, loitering, incidents relating to alcohol, threats, harassment, etc.), but may be handled outside of the criminal justice system. Absent a real and immediate threat to students, teachers, or public safety, incidents involving public order offenses such as those above and including disturbance/disruption of school or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon, may be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest) as may be appropriate on a case-by-case basis. Behavior that rises to the level of a felony offense is not included within this category.

All individuals involved in school discipline decisions shall consider the surrounding circumstances including the age, history, disability or special education status, and other factors that may have influenced the behavior of the student, the degree of harm caused and the student's genuine willingness to repair the harm and accept responsibility for the student's action.

The Deputy will avoid arresting students at school, where possible, unless the child poses a real and immediate threat to student, teacher, or public safety, or a judicial warrant specifically directs the arrest of the student in a school. The LCSO and GPS building level administrators shall be consulted prior to an arrest of a student where practicable, and the student's parent or guardian shall be notified of a child's arrest as soon as practicable.

Further Incidents

Repeated incidents of non-violent misdemeanors shall result in graduated levels of school-based interventions and consequences by the administrators on campus, according to the Code of Student Conduct, and referral to law enforcement for certain incidents.

Student Rights

Absent a real and immediate threat to student, teacher, or public safety, the Deputy may conduct or participate in a search of a student's person, possessions, or locker only where there is probable cause to believe that the search will reveal evidence that the student has committed or is committing a criminal offense.

- The Deputy shall inform school administrators prior to conducting a probable cause search where practicable.
- The Deputy shall not ask school officials to search a student's person, possessions, or locker in an effort to circumvent these protections.

A school official may conduct a search of a student's person, possessions, or locker only where there is reasonable suspicion to believe that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school, and the search is justified in scope given such suspicion.

- Absent a real and immediate threat to students, teachers, or public safety, a school official shall not ask a Deputy to be present or participate in such a search.

Absent a real and immediate threat to students, teachers, or public safety, a Deputy may question or participate in the questioning of a student about conduct that could expose the child to court-involvement or arrest only after informing the child of Miranda rights and only in the presence of the child's parent or guardian.

It is the policy of LCSO to investigate all complaints against it, or of alleged misconduct by one its officers, to equitably determine whether the allegations are valid or invalid, and take appropriate action. Any student, parent, teacher, and principal or other school administrator may submit a complaint, orally or in writing, of abuses or misconduct by a Deputy to LCSO.

- Parents shall be permitted to submit a complaint in their native language.
- The complaint system must be confidential and protect the identity of the complainant from the Deputy to the extent consistent with the Deputy's due process rights.
- Complaints shall be investigated and resolved, and complainants shall be furnished with a written explanation of the investigation and resolution.

The Deputy shall maintain activity reports and submit monthly summaries of these reports to district-level school

administrators, and the relevant law enforcement agency. The monthly summaries shall include the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring teachers, principals, etc.); student searches; student questioning; tickets, citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests; and other referrals to the juvenile justice system.

Discretion of Law Enforcement

Nothing in this MOU is intended to limit the discretion of law enforcement. Deputies responding to an incident or consulting with school officials are encouraged to use their discretion in determining the best course of action, especially when using alternatives to arrest. While the option to use the criminal justice system is available for many incidents, the totality of the circumstances should be taken into consideration and any less punitive alternatives that ensure the safety of the school community should be considered.

AGREEMENT

This agreement made and entered into this 2nd day of August 2022 by and between the City of Guthrie, Oklahoma, a municipal corporation, hereinafter referred to as the "City", and the Guthrie School District of Logan County, Oklahoma, hereinafter referred to as "District", WITNESSETH.

PURPOSE: The purpose of this agreement is to provide for the increased safety and security of the public schools of the District through the placement of a police officer in said schools.

ADMINISTRATION: This agreement shall be administered by the City Manager and the Chief of Police with input from the District administration. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed by the officer and the resolution of any disputes. The City Manager and the Chief of Police of the City shall receive from the District periodic recommendations and suggestions as to needs of the District. These recommendations shall be submitted by the Superintendent of Schools for the District.

TERM OF AGREEMENT: This agreement shall be in effect as of the date the agreement is signed by both parties for a period of one calendar year and may be renewed on an annual basis.

AGENCY REPRESENTATIVES: The parties will develop procedures for ongoing meetings and will, at least annually, review and if necessary, recommend any changes.

MODIFICATION OF AGREEMENT: Modification of this agreement shall be made only by consent of both parties. Such shall be made with the same formalities as were followed in this agreement and shall include a written document setting forth the modifications signed by the parties.

QUALIFICATIONS: All School Resource Officers shall be a duly certified police officer of the City and shall perform those tasks and duties delineated in the schedule of duties as approved by the administrators. City agrees and guarantees that each School Resource Officer will be, at all times, a certified Peace Officer for the State of Oklahoma and meet all requirements as set forth by the Oklahoma Council on Law Enforcement Education and Training, the City of Guthrie, Oklahoma and as may be required by law. City warrants to District that all School Resource Officers are fully trained in the proper and appropriate law enforcement use of all equipment issued to or allowed by City for use by police officers, including, but not limited to, any weapons or equipment designed to or capable of causing harm to persons or property.

DUTIES OF SCHOOL RESOURCE OFFICERS (SRO):

The SRO's duties will include, but not be limited to, the following:

- A. To be an extension of the principal's office for assignments consistent with this Agreement.

- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus.
- C. To act as the designee of the campus administrator in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers and other public school property.
- D. To provide a classroom resource for law education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- G. To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- H. The SRO will not be involved in ordinary school discipline, UNLESS; it pertains to preventing a potential disruption and/or climate that places students at risk of harm. Disciplining students is a School District responsibility, and only when the principal and the SRO agree that the SRO's assistance is needed to maintain a safe and proper school environment would the principal request SRO involvement.
- I. If the principal believes that in a given situation or incident there is a law violation, the principal may request SRO involvement.
- J. All law enforcement agencies requesting to conduct formal police interviews, interrogations, and arrests of any student should be referred to the campus SRO.
- K. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and delinquency-prone youths and their families. Referrals will be made when necessary.
- L. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- M. The SRO is first and foremost a law enforcement officer. This fact must be constantly reinforced.
- N. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:

Drugs and the law – Adult and juvenile;
Alcohol and the law – Adult and juvenile;
Sexual assault prevention;
Safety programs – Adult and juvenile;
Assistance in other crime prevention programs as assigned.

- O. The SROs will wear approved department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of the school year, the type of school activity or program, and the requests of the school and/or police department. The Chief of Police and the principal shall jointly set expectations and resolve any disputes in this area.
- P. The SROs will wear their department authorized duty weapons in accordance with department policy.

ACCESS TO EDUCATION RECORDS:

- A. School officials shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If confidential student records information is needed by an SRO, the information may be released only as allowed by law.

EMPLOYMENT OF SCHOOL RESOURCE OFFICERS:

- A. The SROs shall be employees of the City of Guthrie Police Department and shall be subject to the administration, supervision and control of the Police Department.
- B. The SROs shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.
- D. A joint committee composed of representatives of the Police Department and the School District shall make recommendations for the SRO positions to the Chief of Police who shall assign such officers. If a principal is dissatisfied with an SRO who has been assigned to that principal's school, then that principal may request that the Chief of Police assign a different officer as the SRO for that school.
- E. The parties shall agree in writing how many SROs will be employed during any school year.

FUNDING: In consideration for the City's assignment of at least two School Resource Officer in accordance with the program outlined in this agreement, the District agrees to pay the sum of \$47,504.13 per officer, for a total not to exceed \$95,008.26. This amount represents the nine (9) months school is in session. The costs associated with expected salary and all applicable benefits

and premium expenses are based on the FY2023 budgeted salary and benefit expenses of the SRO. The City will invoice the District one-half of the annual sum in January and the second half in April. Upon renewal of this agreement funding in successive years shall be an amount as calculated above. Prior to the start of each school year, the City shall calculate the cost for the next year in accordance with this paragraph and provide notice of such to the District 45 days prior to the first day of school. Such amount shall be the new payment amount for the agreement unless the District chooses to terminate this agreement as provided below.

LIABILITY: City agrees that it shall be responsible for any liability arising from the actions of the officer in the same manner and to the same extent as it has liability for the actions of any police officer. Each party shall assume and be responsible for any liability or the costs of litigation arising from actions of its own employees.

TERMINATION: This agreement shall be subject to termination upon written notification by either party upon sixty (60) days notice.

WITNESS OUR HANDS the day and year first above written:

“City of Guthrie”

By:


Steven J. Gentling Mayor

Attest:


Kim Biggs City Clerk


Date

“Guthrie School District of Logan County”

By:

President, Board of Education
Guthrie Public Schools

Date

Attest:

Clerk of the Board of Education
Guthrie Public Schools

Exhibit A- FY2023 SRO Agreement

FY2023 Projected Salary & Benefits

Actual Officers Assigned to SRO Duties

Officer	Rank	Step	Hourly Base Pay	Shift	Cleet	Education	Longevity	Hourly Pay	Annual Pay	Topped Out Lump Sum	Work Comp	FICA	Pension	Uniform Allowance	Health Insurance	Phone Allowance	Total Salary & Benefits	75% of Salary/Benefits
Gibbs, Anthony	Sergeant	S	\$34.98	\$0.00	\$0.42	\$0.55	\$0.55	\$36.50	\$79,716.00	\$5,347.74	\$3,754.62	\$6,507.38	\$11,058.29	\$600.00	\$8,870.52	\$480.00	\$116,334.55	\$87,250.91
Williams, Jonathan	Police Officer	S	\$33.51	\$0.00	\$0.28	\$0.00	\$0.55	\$34.34	\$74,998.56	\$5,123.01	\$3,532.43	\$6,129.30	\$10,415.80	\$600.00	\$8,870.52	\$480.00	\$110,149.63	\$82,612.22
Friesen, Ryan	Police Officer	N	\$30.84	\$0.00	\$0.28	\$0.55	\$0.32	\$31.99	\$69,866.16	\$0.00	\$3,290.70	\$5,344.76	\$9,082.60	\$600.00	\$8,870.52	\$480.00	\$97,534.74	\$73,151.05
Total	3							\$102.83	\$224,580.72	\$10,470.75	\$10,577.75	\$17,981.44	\$30,556.69	\$1,800.00	\$26,611.56	\$1,440.00	\$324,018.91	\$243,014.18

Cost to Replace Officers Assigned to SRO Duties

Officer	Rank	Step	Hourly Base Pay	Shift	Cleet	Education	Longevity	Hourly Pay	Annual Pay	Topped Out Lump Sum	Work Comp	FICA	Pension	Uniform Allowance	Health Insurance	Phone Allowance	Total Salary & Benefits	75% of Salary/Benefits
Gales, Zachery	Sergeant	J	\$27.10	\$1.09	\$0.42	\$0.82	\$0.30	\$29.73	\$64,930.32	\$0.00	\$3,058.22	\$4,967.17	\$8,440.94	\$600.00	\$8,870.52	\$480.00	\$91,347.17	\$68,510.38
Vacant Position	Police Officer	A	\$18.41	\$1.09	\$0.00	\$0.00	\$0.00	\$19.50	\$42,588.00	\$0.00	\$2,005.89	\$3,257.98	\$5,536.44	\$600.00	\$8,870.52	\$480.00	\$63,338.84	\$47,504.13
Vacant Position	Police Officer	A	\$18.41	\$1.09	\$0.00	\$0.00	\$0.00	\$19.50	\$42,588.00	\$0.00	\$2,005.89	\$3,257.98	\$5,536.44	\$600.00	\$8,870.52	\$480.00	\$63,338.84	\$47,504.13
Total	3							\$68.73	\$150,106.32	\$0.00	\$7,070.01	\$11,483.13	\$19,513.82	\$1,800.00	\$26,611.56	\$1,440.00	\$218,024.84	\$163,518.63

Officer	Rank	Step	75% of Salary/Benefits	Option #1 Past Practice Paid by Guthrie School District	Option #2 Paid by Guthrie School District
Gales, Zachery	Sergeant	J	\$68,510.38	\$0.00	\$68,510.38
Entry (Certified)	Police Officer	A	\$47,504.13	\$47,504.13	\$0.00
Entry (Certified)	Police Officer	A	\$47,504.13	\$47,504.13	\$47,504.13
Total			\$163,518.63	\$95,008.26	\$116,014.50



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Executive Director

Date: July 26, 2022

Re: Waterford Reading Academy

Attached is a copy of the 2022-2023 agreement between Guthrie Public Schools and Waterford Reading Academy. This will be the second year renewal for this program.

Waterford Reading Academy is a software program for students enrolled in Pre-K through 2nd grade. The program includes single student licenses for reading, math, science and individual teacher licenses.

The Waterford Reading Academy focuses on a comprehensive reading, math and science curriculum that guides students along their own personalized learning path. The supplemental instruction reinforces concepts and lessons taught in the classroom and helps close achievement gaps. The program can also be used in small group or whole class instruction as well as serving as a virtual instruction as needed. In addition, the program offers Spanish support for English Language Learners.

Included in the price is the Waterford assessment of core skills, a Waterford mentor that serves as a family engagement specialist through their family academy for Pre-K family participants and for K-2nd grade participants. The program also provides a dedicated consultant assigned to just Guthrie through their professional services that includes 150 days of onsite consulting, planning and instructional strategies.

The Waterford Reading Academy is aligned to Oklahoma state standards.

The cost for the 2022-2023 Waterford Reading Academy is \$177,920.00 which is a decrease in price of \$13,810.00 from the previous year and will be paid for from ESSER III American Rescue Plan funds. The program meets the ESSER III (ARP) required 20% set aside of these funds specifically for learning loss.

I recommend approval of the license agreement between Guthrie Public Schools and Waterford Reading Academy.



PO BOX 250
West Jordan, UT
84084-0250

Renewal Quote

Date: 7/26/2022
Quote #: Q00005362
Expiration Date: 9/29/2022
Payment Terms: Net 30
Prepared By: Jodi Sohrt

Bill To: Guthrie Public Schools
Carmen Walters
802 E VILAS AVE
GUTHRIE, OK 73044

Ship To: Guthrie Public Schools
Carmen Walters
802 E Vilas Ave
Guthrie, OK 73044

Start Date: 9/1/2022
Renewal Term:

Item Number	Description	Unit Price	Quantity	Price
WRA01SG	Waterford Reading Academy Single Student License Reading sequence, Math & Science sequence, OR SmartStart sequence, with WACS, Mobile Mentor - single student annual license	\$80.00 (-\$53.00)	960	\$76,800.00 (-\$50,880.00)
WRA01SG	Waterford Reading Academy Single Student License Reading sequence, Math & Science sequence, OR SmartStart sequence, with WACS, Mobile Mentor - single student annual license (licenses at no cost for older students who need additional support)	\$80.00 (-\$80.00)	200	\$16,000.00 (-\$16,000.00)
CA01SG	Classroom Advantage single annual license per teacher	\$250.00 (-\$250.00)	51	\$12,750.00 (-\$12,750.00)
PS150PRM	Professional Services: Premier 150 Up to 150 Onsite or Consulting Prep Days	\$165,000.00 (-\$13,000.00)	1	\$165,000.00 (-\$13,000.00)

Notes:

- This quote includes the following:
- ~960 Waterford Student Licenses (12 month subscription, 2022-2023)
- ~200 Licenses at no cost for older students who will need extra assistance
- ~51 Classroom Advantage Teacher Licenses
- ~Waterford Assessment of Core Skills at no cost
- ~Waterford Mentor at no cost (Family Engagement Component)
- ~Custom professional services plan to meet the needs of Guthrie with a dedicated consultant assigned to Guthrie
- ~Family Academy for PreK family participants and for K-2nd grade participants
- ~Customer Support

List Price: \$270,550.00
Discount: \$92,630.00
Total: \$177,920.00

Please remit purchase order to jodisohrt@waterford.org

This price quotation for the customer's convenience only and not an offer to contract. All quotations are subject to review and final acceptance by a duly authorized representative of Waterford Research Institute. Not responsible for typographical or other errors. Waterford's standard licensing terms and conditions will apply to any order.

All pricing in this quotation is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for such taxes or duties that may apply. **If the customer is tax-exempt, evidence of such tax exemption must be provided or else you will be charged sales tax.**



PO BOX 250
West Jordan, UT
84084-0250

Renewal Quote

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QUOTE NO.	APPLICATION NO.	CONTRACT NO.
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Equipment Rental Agreement

Standley Systems LLC | 528 Iowa Avenue | PO Box 460 | Chickasha, OK 73023 | Phone: 405-224-0819

The words "you" and "your" refer to the customer. The words "Owner," "we," "us" and "our" refer to Standley Systems LLC.

CUSTOMER INFORMATION

FULL LEGAL NAME:
Independent School District #1 of Logan County, OK d/b/a Guthrie Public Schools

BILLING ADDRESS:
802 E Vilas Guthrie, OK 73044

FEDERAL TAX I.D. #:

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE):
As Stated Above

NAME OF PRINCIPAL: _____ PERCENTAGE OWNERSHIP OF BUSINESS: _____
 %

EQUIPMENT DESCRIPTION AND PAYMENT TERMS

QUANTITY	MAKE, MODEL NUMBER, ACCESSORIES AND SERIAL NUMBER	NOT FINANCED UNDER THIS AGREEMENT	MONTHLY IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE (PLUS TAX)	
			MONO	COLOR	MONO	COLOR
18	Kyocera TA 7004i	<input type="checkbox"/>	0	0	.0049	
8	Kyocera TA 5004i	<input type="checkbox"/>	0	0	.0049	
2	Kyocera TA 5054ci	<input type="checkbox"/>	0	0	.0049	.0275
1	Kyocera M3145idn	<input type="checkbox"/>	0	0	.0049	
1	AccuRoute Cloud Fax	<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)						

METER OVERAGE FREQUENCY**: MONTHLY QUARTERLY SEMI-ANNUALLY ANNUALLY (PLUS TAX)
 **IF NONE OF THE BOXES HAVE BEEN CHECKED, FREQUENCY SHALL DEFAULT TO "MONTHLY"

TERM IN MONTHS: 48 MONTHLY BASE PAYMENT AMOUNT*: **\$3,515.40** PURCHASE OPTION*: **\$1.00**

CONTRACT

THIS AGREEMENT IS NON-CANCELABLE AND IRREVOCABLE. IT CANNOT BE TERMINATED. PLEASE READ CAREFULLY BEFORE SIGNING. YOU AGREE THAT THIS AGREEMENT AND ANY CLAIM RELATED TO THIS AGREEMENT SHALL BE GOVERNED BY THE INTERNAL LAWS OF THE STATE IN WHICH OUR (OR, IF WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE'S) PRINCIPAL PLACE OF BUSINESS IS LOCATED AND ANY DISPUTE CONCERNING THIS AGREEMENT WILL BE ADJUDICATED IN A FEDERAL OR STATE COURT IN SUCH STATE. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN SUCH COURTS AND WAIVE TRANSFER OF VENUE. EACH PARTY WAIVES ANY RIGHT TO A JURY TRIAL.

CUSTOMER'S AUTHORIZED SIGNATURE

BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS TWO-PAGE AGREEMENT. THIS AGREEMENT IS BINDING UPON OUR ACCEPTANCE HEREOF.

(As Stated Above)	X	
DATED	CUSTOMER	SIGNATURE
		TITLE

OWNER ACCEPTANCE

Standley Systems LLC		
DATED	OWNER	SIGNATURE
		TITLE

UNCONDITIONAL GUARANTY

The undersigned, jointly and severally if more than one, unconditionally guarantee(s) that the Customer will timely perform all obligations under the Agreement. The undersigned also waive(s) any notification if the Customer is in default and consent(s) to any extensions or modifications granted to the Customer. In the event of default, the undersigned will immediately pay all sums due under the terms of the Agreement without requiring us or our assignee to proceed against Customer or any other party or exercise any rights in the Equipment. The undersigned, as to this guaranty, agree(s) to the designated forum and consent(s) to personal jurisdiction, venue, and choice of law as stated in the Agreement, agree(s) to pay all costs and expenses, including attorney fees, incurred by us or our assignee related to this guaranty and the Agreement, waive(s) a jury trial and transfer of venue, and authorize(s) obtaining credit reports.

SIGNATURE: X	INDIVIDUAL:	DATE:
SIGNATURE: X	INDIVIDUAL:	DATE:

ADDITIONAL TERMS AND CONDITIONS

AGREEMENT. You want us to now provide you the equipment and/or software referenced herein, excluding equipment marked as not financed under this Agreement ("Equipment") and you unconditionally agree to pay us the amounts payable under the terms of this agreement ("Agreement") each period by the due date. This Agreement is binding upon our acceptance hereof and will begin on the date the Equipment is delivered to you or any later date we designate. If we designate a later commencement date, you agree to pay us an additional amount equal to the periodic payments due under this Agreement prorated for the period between the date the Equipment is delivered to you and the commencement date. If any amount payable to us is past due, you will pay a late charge equal to: 1) the greater of ten (10) cents for each dollar overdue or twenty-six dollars (\$26.00); or 2) the highest lawful charge, if less.

NET AGREEMENT. THIS AGREEMENT IS NON-CANCELABLE FOR THE ENTIRE AGREEMENT TERM. YOU AGREE THAT YOU ARE UNCONDITIONALLY OBLIGATED TO PAY ALL AMOUNTS DUE UNDER THIS AGREEMENT FOR THE ENTIRE TERM. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON.

IMAGE CHARGES AND OVERTAGES. You are entitled to make the total number of images shown under the Image Allowances each period during the term of this Agreement. If you make more than the allowed images in any period, you will pay us an additional amount equal to the number of the excess images made during such period multiplied by the applicable Excess Image charge. Regardless of the number of images made in any period, you will never pay less than the Base Payment Amount. You agree to allow us to install a Data Collection Agent ("DCA") to facilitate the processing of meter readings. If a DCA is not installed or is disabled, you will provide us by telephone, email or facsimile with the actual meter readings when we so request. If we request you to provide us with meter readings and you fail to do so within seven days of our request, then we may estimate the number of images made and invoice you accordingly. If three consecutive requests for actual meter readings go unanswered, a technician shall be dispatched to the Equipment to gather the meter readings and a charge of \$25.00 per device will be assessed to you. No retroactive adjustments will be made to the estimated meter readings. You agree that the Base Payment Amount and the Excess Image charges may be proportionately increased at any time if our estimated average page coverage is exceeded. After the end of the first year of this Agreement and not more than once each successive twelve-month period thereafter, the Base Payment Amount and the Excess Image charges (and, at our election, the Base Payment Amount and Excess Image charges under any subsequent agreements between you and us that incorporate the terms hereof) may be increased by a maximum of 15% of the then existing payment or charge. Images made on equipment marked as not financed under this Agreement will be included in determining your image and overage charges.

EQUIPMENT USE. You will keep the Equipment in good working order, use it for business purposes only and not modify or move it from its initial location without our consent. You agree that you will not take the Equipment out of service and have a third party pay (or provide funds to pay) the amounts due hereunder. You will comply with all laws, ordinances, regulations, requirements and rules relating to the use and operation of the Equipment.

SERVICES/SUPPLIES. If we have entered into a separate arrangement with you for maintenance, service, supplies, etc. with respect to the Equipment, payments under this Agreement may include amounts owed under that arrangement, which amounts may be invoiced as one payment for your convenience. You agree that you will look solely to us for performance under any such arrangement and for the delivery of any applicable supplies.

SOFTWARE/DATA. Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason.

LIMITATION OF WARRANTIES. EXCEPT TO THE EXTENT THAT WE HAVE PROVIDED YOU A WARRANTY IN WRITING, WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU CHOSE ANY/ALL THIRD-PARTY SERVICE PROVIDERS BASED ON YOUR JUDGMENT. YOU MAY CONTACT US OR THE MANUFACTURER FOR A STATEMENT OF THE WARRANTIES, IF ANY, THAT THE MANUFACTURER IS PROVIDING. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.

ASSIGNMENT. You may not sell, assign, or sublease the Equipment or this Agreement without our written consent. We may sell or assign this Agreement and our rights in the Equipment, in whole or in part, to a third party without notice to you. You agree that if we do so, our assignee will have our assigned rights under this Agreement but none of our obligations and will not be subject to any claim, defense, or set-off that may be assertable against us or anyone else.

LOSS OR DAMAGE. You are responsible for any damage to or loss of the Equipment. No such loss or damage will relieve you from your payment obligations hereunder. Except for claims, losses, or damages caused by our gross negligence or willful misconduct, you agree to indemnify us and our assignee, if applicable, against any claims, losses, or damages, including attorney fees, in any way relating to the Equipment or data stored on it. In no event will we be liable for any consequential or indirect damages.

INSURANCE. You agree to maintain commercial general liability insurance acceptable to us. You also agree to: 1) keep the Equipment fully insured against loss at its replacement cost, with us named as loss payee; and 2) provide proof of insurance satisfactory to us no later than 30 days following the commencement of this Agreement, and thereafter upon our written request. If you fail to maintain property loss insurance satisfactory to us and/or you fail to timely provide proof of such insurance, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 3% per annum.

OWNERSHIP. You own the Equipment, including any software license rights granted to you, if any, by us or any third party supplier(s). You hereby grant us a security interest in the Equipment to secure your performance under this Agreement, to be released at the end of the term provided you have performed all of your obligations under this Agreement. You authorize us to record UCC financing statements to protect our interests in the Equipment.

TAXES. You will pay when due, either directly or by reimbursing us, all taxes and fees relating to the Equipment and this Agreement. You agree to file any required personal property tax returns. Sales or use tax due upfront will be payable over the term with a finance charge.

DEFAULT/REMEDIES. If a payment becomes 10+ days past due, or if you otherwise breach this Agreement, you will be in default, and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts and 2) all remaining payments for the unexpired term, plus our booked residual, discounted at 3% per annum; and we may disable or repossess the Equipment and use all other legal remedies available to us. You agree to pay all costs and expenses (including reasonable attorney fees) we incur in any dispute with you related to this Agreement. You agree to pay us 1.5% interest per month on all past due amounts.

UCC. If we assign rights in this Agreement for financing purposes, you agree that this Agreement, in the hands of our assignee, is, or shall be treated as, a "Finance Lease" as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). You agree to forgo the rights and remedies provided under sections 507-522 of Article 2A of the UCC.

MISCELLANEOUS. This Agreement is the entire agreement between you and us relating to our providing and your use of the Equipment and supersedes any prior representations or agreements, including any purchase orders. Any reference to a Quote Number on this Agreement is solely for your convenience in the administration of the Agreement and is not in any way intended to alter the terms of this Agreement. Any fees and amounts payable under this Agreement may include a profit to us. The parties agree that the original hereof for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Agreement, and (ii) our original manual signature. If a court finds any provision of this Agreement unenforceable, the remaining terms of this Agreement shall remain in effect. You authorize us to either insert or correct the Agreement number, serial numbers, model numbers, beginning date, and signature date. All other modifications to the Agreement must be in writing signed by each party. To help the government fight the funding of terrorism and money laundering activities, U.S. Federal law requires financial institutions to obtain, verify and record information that identifies each person (individuals or businesses) who opens an account. What this means for you: when you open an account or add any additional service, we will ask for your name, address, federal employer identification number and other information that will allow us to identify you. We may also ask to see other identifying documents.

Non-Solicitation. Customer recognizes that the employees and independent contractors of Owner, and such employees' and independent contractors' loyalty and service to Owner, constitute a valuable asset of Owner. Accordingly, Customer shall not, during the Term and for one (1) year thereafter, make any offer of employment to, nor enter into a consulting relationship with, any person who was employed or retained by Owner during the previous two (2) years. Any violation of this provision constitutes a material breach of this Section, and upon any such breach, Customer shall pay to Owner liquidated damages consisting of the amount of all compensation (e.g., salary, bonuses, fees, etc.) paid or to be paid by Customer to the person during the first twelve (12) months after such person was hired/retained by Customer. Each party acknowledges and agrees that this amount of liquidated damages for a breach of this Section is a good faith estimate of the investment in and costs related to recruiting and training that Owner will lose if a Owner employee or independent contractor is hired or retained by Customer. In the event this Section is deemed unenforceable for any reason, Owner shall nevertheless be entitled to recover its actual damages resulting from Customer's breach of this Section.

APPLICABLE TO GOVERNMENTAL ENTITIES ONLY

You hereby represent and warrant to us that as of the date of the Agreement: (a) the individual who executed the Agreement had full power and authority to execute the Agreement on your behalf; (b) all required procedures necessary to make the Agreement a legal and binding obligation against you have been followed; (c) the Equipment will be operated and controlled by you and will be used for essential government purposes for the entire term of the Agreement; (d) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted, and unencumbered appropriation; (e) you intend to pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so; (f) your obligations to remit amounts under the Agreement constitute a current expense and not a debt under applicable state law; (g) no provision of the Agreement constitutes a pledge of your tax or general revenues; and (h) you will comply with any applicable information reporting requirements of the tax code, which may include 8038-G or 8038-GC Information Returns. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, you shall have the right to return the Equipment and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to you (other than the expense of returning the Equipment to the location designated by us), provided that at least thirty (30) days prior to the start of the fiscal period for which funds were not appropriated, your Chief Executive Officer (or Legal Counsel) delivers to us a certificate (or opinion) certifying that (a) you are a state or a fully constituted political subdivision or agency of the state in which you are located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by you; and (d) you have exhausted all funds legally available for the payment of amounts due under the Agreement. You agree that this paragraph shall only apply if, and to the extent that, state law precludes you from entering into the Agreement if the Agreement constitutes a multi-year unconditional payment obligation.

000455-ZUP03AM(CS)_0622

Amendment

This Amendment amends that certain agreement by and between Standley Systems LLC ("Owner") and Independent School District #1 (ISD-1) of Logan County, Oklahoma DBA Guthrie Public Schools ("Customer") which agreement is identified in the Owner's internal books and records as Agreement No. 1773972 (the "Agreement"). All capitalized terms used in this Amendment, which are not otherwise defined herein, shall have the meanings given to such terms in the Agreement. Owner and Customer have mutually agreed that the following modifications be made to the Agreement.

1. The section entitled "**UNCONDITIONAL GUARANTY**" is hereby deleted in its entirety.
2. The sentence in the section entitled "**IMAGE CHARGES AND OVERAGES**" which reads, "After the end of the first year of this Agreement and not more than once each successive twelve-month period thereafter, the Base Payment Amount and the Excess Image charges (and, at our election, the Base Payment Amount and Excess Image charges under any subsequent agreements between you and us that incorporate the terms hereof) may be increased by a maximum of 15% of the then existing payment or charge," is hereby deleted in its entirety.
3. The sentence in the section entitled "**LOSS OR DAMAGE**" which reads, "Except for claims, losses, or damages caused by our gross negligence or willful misconduct, you agree to indemnify us and our assignee, if applicable, against any claims, losses, or damages, including attorney fees, in any way relating to this Equipment or data stored on it," is hereby deleted and replaced with the following:

"We are not responsible for any loss or injuries caused by the installation or use of the Equipment."

4. The sentence in the section entitled "**OWNERSHIP**" which reads, "You own the Equipment, including any software license rights granted to you, if any, by us or any third party supplier(s)," is hereby deleted in its entirety.
5. The sentence in the section entitled "**OWNERSHIP**" which reads, "You hereby grant us a security interest in the Equipment to secure your performance under this Agreement, to be released at the end of the term provided you have performed all of your obligations under this Agreement," is hereby deleted and replaced with the following:

"If this Agreement is deemed to be a secured transaction, you hereby grant us a security interest in the Equipment to secure your performance under this Agreement, to be released at the end of the term provided you have performed all of your obligations under this Agreement."

6. The sub-section in the section entitled "**DEFAULT/REMEDIES**" which reads, "2) all remaining payments for the unexpired term, plus our booked residual, discounted at 3% per annum; and we may disable or repossess the Equipment and use all other legal remedies available to us," is hereby deleted and replaced with the following:

"2) all remaining payments due to the end of the current fiscal year, discounted at 3% per annum; and we may disable or repossess the Equipment and use all other legal remedies available to us."

7. The sentence in the section entitled "**DEFAULT/REMEDIES**" which reads, "You agree to pay all costs and expenses (including reasonable attorney fees) we incur in any dispute with you related to this Agreement," is hereby deleted in its entirety.
8. The sentence in the section entitled "**DEFAULT/REMEDIES**" which reads, "You agree to pay us 1.5% interest per month on all past due amounts," is hereby deleted and replaced with the following:

"You agree to pay us 10% interest per annum on all past due amounts."

9. The following is hereby added to the Agreement:

"Notwithstanding anything to the contrary in the Agreement, in accordance with Title 62 O.S. Section 430.1 and Title 70 O.S. Section 5-117 of the Oklahoma statutes, continuation of this Agreement beyond Customer's then-current fiscal year, and each fiscal year thereafter, is dependent upon the mutual ratification of the Agreement by the parties. If Customer decides not to ratify the Agreement for any

future fiscal year and provides Owner written notice of such decision at least sixty (60) days prior to the end of Customer's then-current fiscal year, then the Customer shall have the right to return the Equipment and terminate the Agreement on the last day of Customer's then-current fiscal period without penalty or additional expense (other than the expense of returning the Equipment to a location designated by Owner)."

Except as specifically modified by this Amendment, all other terms and conditions of the Agreement remain in full force and effect. If, and to the extent there is a conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall control. A copy of this document containing your original or facsimile signature or other indication of your intent to agree to the terms set forth herein shall be enforceable for all purposes. This Amendment is not binding until accepted by Owner.

<u>Standley Systems LLC</u> Owner	<u>Independent School District #1 (ISD-1) of Logan County, Oklahoma DBA Guthrie Public Schools</u> Customer
By: _____ Signature	By: X _____ Signature
_____ Print Name & Title	_____ Print Name & Title
Date Accepted: _____	Date: _____

BROADCAST AGREEMENT

This Agreement is made and entered into this 8th day of August, 2022, by and between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools** (the “School District”) and **EVANS SPORTS, LLC** (the “Broadcaster”).

RECITALS:

A. The School District desires to cause certain sporting events to be broadcast by way of radio, streaming video or television during the 2022-2023 school year.

B. The Broadcaster wishes to acquire the rights to broadcast such sporting events.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, and intending to be legally bound, the parties agree as follows:

1. **Grant of Broadcast Rights.** The School District hereby grants to the Broadcaster the non-exclusive right to broadcast all regular season home and away games or matches of the Guthrie High School football, basketball and wrestling teams. The right to broadcast such games includes the right to radio, streaming video and television broadcasts including, in whole or in part, by tape delay or rebroadcast. Other events may be broadcast by mutual agreement of both parties.

2. **Costs of Production.** The Broadcaster agrees to pay all expenses and costs of televising the events. The Broadcaster shall indemnify and hold the School District harmless from and against any such expenses and shall defend the School District against any claims or suits brought to recover expenses or other payments relating to the broadcasts.

3. **Indemnity.** The Broadcaster shall indemnify and hold the School District harmless from and against any and all causes of action, claims, damages, liabilities, costs and expenses arising from or related to Broadcaster’s telecast or from the actions or inaction of the Broadcaster’s employees or agents in furtherance of the goals of this Agreement.

4. **Copyright and Compliance with Laws.** The Broadcaster agrees to include, early in each broadcast, the following statement:

“The rights to this broadcast have been granted by Guthrie Public Schools. Any rebroadcast or republication of the programming without the written consent of Guthrie Public Schools is strictly prohibited”.

The Broadcaster agrees that the School District shall own the copyright in all broadcasts permitted under the terms of this Agreement. Notice of the School District’s copyright shall be included as a part of every telecast made pursuant to this Agreement. The notice shall consist of the symbol or word “copyright” followed by the year in which the event is first telecast and the name “Guthrie Public Schools”. The notice shall appear in the opening and closing credits. The Broadcaster agrees to comply, in all material respects, with federal, state and local laws and

regulations concerning the broadcast or televising of such events. The Broadcaster agrees not to expose negative or questionable activity occurring during the event which might detract from the observance of the event itself (e.g., fighting whether on or off the field, negative crowd reactions and criticism of officials' calls).

5. **Broadcast Tape.** The Broadcaster agrees to provide a video and/or audio recording of each event produced for broadcast by the Broadcaster under the terms of this Agreement. The recording shall be delivered, if requested, to the office of the Superintendent of Guthrie Public Schools within ten days following the date of the initial broadcast.

6. **Term of Agreement.** This Agreement shall commence with the School District's 2022-2023 school year and shall continue until terminated by 30-day written notice by either party.

7. **Binding Effect.** This Agreement shall be binding upon all parties, and their respective successors and assigns and may not be amended, changed or altered without the written consent of each party. This Agreement contains the entire agreement and understanding between the parties. The Agreement may not be assigned by the Broadcaster, in whole or in part, without the written consent of the School District.

8. **School District Rules and Regulations.** The Broadcaster agrees to abide by all rules and regulations of the School District while on School District property. The Broadcaster agrees that no agent or employee of the Broadcaster performing services under the terms of this Agreement shall be permitted on School District property if that agent or employee has been convicted of a felony within the previous ten years, or if such employee or agent has ever been convicted of a crime requiring notification under the Sex Offender's Registration Act of this state, under federal law or under any similar law of another state.

Dated this 8th day of August, 2022.

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

By: _____
President, Board of Education

EVANS SPORTS, LLC

By: Chris Evans
EVANS SPORTS, LLC, President



FINAL QUOTE

DATE: 8/1/22
 Quote #: M-GPS-0001
 Expiration: 08/30/22

629 NW 7th St
 Moore, OK 73160
 Phone: 405-794-8114

Signature Area

 Authorized Customer Name Approving Purchase - Printed Date

 Authorized Customer Signature Approving Purchase - Signed Date

Customer	
Guthrie Public Schools	MacMan is pleased to submit the following quote for your review and consideration.
802 E Vilas	
Guthrie, OK 73044	
Dee Benson	
dee.benson@guthrieps.net	

Solution Total:	\$19,190.00
Pricing does <u>not</u> include applicable taxes and freight.	

Line #	Part Number	Description	Qty	Unit Price	Ext. Price
Requested Gear					
1	Americas Site License EDU	FileWave District Site License EDU - Support Period - 1 year	3500	\$4.48	\$15,680.00
2	Hosting Fees	Hosting fee per hosted end point	3500	\$0.46	\$1,610.00
3	FileWaveLL-FileWaveInertia (8Hours)	Filewave Inertia (8 hours)	1	\$1,900.00	\$1,900.00

PROCUREMENT

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposal:

\$5,000 to \$9,999	If possible at least three quotes shall be secured verbally. Purchase order may be approved by the superintendent or superintendent's designee.
\$10,000 to \$49,999	If possible, at least three quotes shall be obtained in written form from the supplier. Purchase order may be approved by the superintendent or the superintendent's designee.
\$50,000 and over	If possible, at least three sealed quotes or formal requests for proposal shall be secured in accordance with specific procedures established by the superintendent. Purchase order or contract must be submitted to the board of education for approval before the award is made.

A summary of quotes and/or proposals will be attached to purchase orders.

Bids

No contract involving an expenditure of more than ~~\$50,000 (\$100,000 after November 1, 2021)~~ **\$100,000 (or any construction management trade contract or subcontract exceeding \$50,000)** for the purpose of constructing a building or making any improvements or repairs to school buildings shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. title 61, sec. 101 et seq. (the Act). No contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act. The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials and the use of the districts' regularly employed staff to provide necessary labor

New transportation equipment shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. title 70, sec 9-109.

Items Exempt From Quotes/Requests for Proposal

Because of the unique nature of some goods and services, the following will be exempt from quotes/requests for proposal requirements. However, every effort will be made to obtain the best quality goods and services at a reasonable cost from a qualified vendor.

1. Professional Services – those services defined by the Oklahoma Cost Accounting System (OCAS) as purchased professional and technical services. Examples include educational services, accounting services, legal services, medical services, etc.
2. Textbooks
3. Utilities

4. State and Local Contracts

Quotes/requests for proposal requirements may be waived for goods and services purchased from a vendor awarded an Oklahoma State Contract. Furthermore, when it is in the district's best interest, the district may purchase from other public contracts or special pricing offers awarded and made to other political sub-divisions. Quotes/requests for proposal requirements shall be waived for procurements made from other public contracts.

5. Single (Sole) Source Selection

Single source selections shall be exempt from quote/proposal requirements provided that said procurements shall meet all three of the following requirements:

1. Goods or services are unique to one manufacturer/supplier and no other similar (equal in function and performance) or like goods or services are available from another supplier.
2. The manufacturer distributes directly or has limited distribution to a single distributor.
3. Manufacturer (not distributor) submits a written letter on company letterhead stating why the goods or services are unique to his company and that distribution is limited to the manufacturer or sole distributor. This letter must be attached to the requisition.

Sole source procurement may also be allowed where compatibility of equipment, accessories, or replacement parts are of paramount consideration. Documentation of such shall be included with requisition.

In the event of emergencies or extenuating circumstances, the superintendent may authorize deviations from this policy provided that any such deviation does not violate the Public Competitive Bidding Act of 1974, Okla. Stat. title 61, sec. 101 et seq.

Federal Funds

All purchases with federal funds will be made in accordance with the specific requirements associated with those funds (i.e., child nutrition, Title I, grants, etc.). These expenditures must be made in accordance with the Uniform Guidance, when applicable.

SICK LEAVE BANK – CERTIFIED PERSONNEL

All new members to the certified staff are afforded the opportunity to participate or not participate in the Sick Leave Bank Program. Employees electing to participate will contribute one (1) day of their accumulated sick leave benefits to the Sick Leave Bank. Any certified employee requesting exemption from the Sick Leave Bank shall not be entitled to receive benefits from the Sick Leave Bank.

New certified employees will not be offered future opportunities to participate in the Sick Leave Bank. New certified staff will be afforded the opportunity to participate in the Sick Leave Bank within 30 days of employment. Thereafter, the employee shall not have the opportunity to participate in the Sick Leave Bank.

Inquiries concerning the Sick Leave Bank Policy should be referred to the Director of Personnel.

WHAT IS A SICK LEAVE BANK?

The Guthrie Public School District has created a Sick Leave Bank for the purpose of permitting certified employees of the school district to voluntarily transfer some of their sick leave to a Sick Leave Bank for the purpose of benefiting other certified employees who may be stricken with a catastrophic illness or accident in the immediate family and who may need additional sick leave because of such illness or accident. The following policies shall apply to the Sick Leave Bank.

Creation and Administration of the Sick Leave Bank

Participation by certified employees in the Sick Leave Bank is voluntary. All certified employees are afforded the opportunity to participate or not participate in the Sick Leave Bank Program. Each certified employee, electing to participate, will be assessed one day of his/her sick leave immediately. Any certified employees requesting exemption from participating in the Sick Leave Bank shall be deemed as non-participants and may not participate in or join the Sick Leave Bank Program at any future date. Non-participants shall not be eligible to receive benefits from the Sick Leave Bank.

The minimum number of sick leave days in the bank at any time shall be 100. When the number of days in the bank falls below 100, certified employees participating in the Sick Leave Bank will be notified. Participating certified employees will be allowed, by written notice to the Personnel Director, to donate up to 5 days to the Sick Leave Bank. If the donation process does not cause the balance of days in the Sick Leave Bank to exceed the minimum, each certified employee participating in the Sick Leave Bank will be assessed one additional day of his/her sick leave balance to be placed in the Sick Leave Bank.

Persons experiencing a catastrophic illness or injury in the immediate family and qualifying to receive transfer of sick leave days from the Sick Leave Bank will not be required to replace these sick leave days except as a regular participating member of the Sick Leave Bank.

Qualifications and Procedures to Receive Sick Leave Days from the Sick Leave Bank Program

1. A certified employee may qualify to receive additional sick leave days from the Sick Leave Bank only if such employee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition in the immediate family which has caused or is likely to cause the employee to take leave without pay or to terminate employment. **Qualification to receive the sick leave bank benefit will begin 365 days following the start of employment with the district.** The Board of Education shall require the employee to submit, prior to approval or disapproval, a medical certification by a licensed physician or health care practitioner verifying the severe or extraordinary nature of the illness and expected duration of the condition.

2. A Sick Leave Bank Screening Committee (hereafter referred to as "Committee") is hereby established as follows. Seven members composed of one member from each building site in the Guthrie Public Schools System as follows:
 1. Cotteral
 2. Fogarty
 3. Guthrie Upper Elementary
 4. Jr. High
 5. High School / Faver
 6. The Director of Personnel Services for the District
 - a. The Committee shall conduct as many meetings as it determines is necessary to review the written request and determine whether the request should be accepted or denied. The date and time of the first meeting will be determined by the Director of Personnel and the date and time of any subsequent meetings will be determined by the Committee.
 - b. After reviewing a request for a transfer from the Sick Leave Bank, the Committee shall determine by a vote of its members whether the request is accepted or rejected. If a majority of the members on the Committee vote in favor of accepting the request for the transfer of sick leave days from the Sick Leave Bank, then the recommendation of the Committee will be communicated to the Superintendent of Schools who will then direct that the days be transferred to the requesting party.
 - c. In the event that a majority of the members of the Committee do not vote to accept the written request, then the request shall be deemed to have been denied and the employee will be so notified in writing.
3. Sick leave days from the Sick Leave Bank shall not be transferred until the employee has exhausted all of his/her sick leave benefits available through the Guthrie Public School System including the twenty (20) days provided by statute to certified staff with the cost of the substitute deducted. Days granted through the Sick Leave Bank shall be awarded without substitute deduction.
4. The maximum number of sick leave days which shall be transferred to an employee as a result of a catastrophic illness or accident in the immediate family from the Sick Leave Bank is 60 days for each such separate catastrophic illness or accident. A participating employee may initially request up to twenty (20) days from the Sick Leave Bank. If needed the employee may apply for additional twenty (20) day periods for a maximum of sixty (60) total days. **This benefit is limited to 180 total days while employed by Guthrie Public Schools. Any employee exhausting this limit will be allowed to withdraw from the sick leave bank.**

Definitions as Used in This Policy:

1. Immediate Family: Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.
2. "Severe" or "Extraordinary" means serious, extreme or life threatening.

SICK LEAVE BANK – SUPPORT PERSONNEL

All new members to the support staff are afforded the opportunity to participate or not participate in the Sick Leave Bank Program. Employees electing to participate will contribute one (1) day of their accumulated sick leave benefits to the Sick Leave Bank. Any support employee requesting exemption from the Sick Leave Bank shall not be entitled to receive benefits from the Sick Leave Bank.

New support employees will not be offered future opportunities to participate in the Sick Leave Bank. New support staff will be afforded the opportunity to participate in the Sick Leave Bank within 30 days of employment. Thereafter, the employee shall not have the opportunity to participate in the Sick Leave Bank.

Inquiries concerning the Sick Leave Bank Policy should be referred to the Director of Personnel.

WHAT IS A SICK LEAVE BANK?

The Guthrie Public School District has created a Sick Leave Bank for the purpose of permitting support employees of the school district to voluntarily transfer some of their sick leave to a Sick Leave Bank for the purpose of benefiting other support employees who may be stricken with a catastrophic illness or accident in the immediate family and who may need additional sick leave because of such illness or accident. The following policies shall apply to the Sick Leave Bank.

Creation and Administration of the Sick Leave Bank

Participation by support employees in the Sick Leave Bank will be voluntary. Each support employee, electing to participate, will be assessed one day of his/her sick leave immediately upon the creation of the Sick Leave Bank. All eligible support employees will be afforded the opportunity to participate or not participate in the Sick Leave Bank Program. Any support employees requesting exemption from participating in the Sick Leave Bank shall be deemed as non-participants and may not participate in or join the Sick Leave Bank Program at any future date. Non-participants shall not be eligible to receive benefits from the Sick Leave Bank.

The minimum number of sick leave days in the bank at any time shall be 75. When the number of days in the bank falls below 75, support employees participating in the Sick Leave Bank will be notified. Participating support employees will be allowed, by written notice to the Personnel Director, to donate up to 5 days to the Sick Leave Bank. If the donation process does not cause the balance of days in the Sick Leave Bank to exceed the minimum, each support employee participating in the Sick Leave Bank will be assessed one additional day of his/her sick leave balance to be placed in the Sick Leave Bank.

Persons experiencing a catastrophic illness or injury in the immediate family and qualifying to receive transfer of sick leave days from the Sick Leave Bank will not be required to replace these sick leave days except as a regular participating member of the Sick Leave Bank.

Qualifications and Procedures to Receive Sick Leave Days from the Sick Leave Bank Program

1. A support employee may qualify to receive additional sick leave days from the Sick Leave Bank only if such employee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition in the immediate family which has caused or is likely to cause the employee to take leave without pay or to terminate employment. **Qualification to receive the sick leave bank benefit will begin 365 days following the start of employment with the district.** The Board of Education shall require the employee to submit, prior to approval or disapproval, a medical certification by a licensed physician or health care practitioner verifying the severe or extraordinary nature of the illness and expected duration of the condition.

2. A Sick Leave Bank Screening Committee (hereafter referred to as “Committee”) is hereby established as follows. Five members composed of one member from each work classification in the Guthrie Public Schools System as follows:
 1. Food Service,
 2. Custodians, / Maintenance, / Transportation
 3. Secretaries, / Central Office Support Staff
 4. Teacher Assistants
 5. The Director of Personnel Services for the District
 - a. The committee shall conduct as many meetings as it determines is necessary to review the written request and determine whether the request should be accepted or denied. The date and time, of the first meeting, will be determined by the Director of Personnel and the date and time of any subsequent meetings will be determined by the Committee.
 - b. After reviewing a request for a transfer from the Sick Leave Bank, the Committee shall determine by a vote of its members whether the request is accepted or rejected. If a majority of the members on the Committee vote in favor of accepting the request for the transfer of sick leave days from the Sick Leave Bank, then the recommendation of the Committee will be communicated to the Superintendent of Schools who will then direct that the days be transferred to the requesting party.
 - c. In the event that majority of the members of the Committee do not vote to accept the written request, then the request shall be deemed to have been denied and the employee will be so notified in writing.
6. Sick leave days from the Sick Leave Bank shall not be transferred until the employee has exhausted all of his/her sick leave benefits available through the Guthrie Public School System. Days granted through the Sick Leave Bank shall be awarded without substitute deduction. Support employees who are not eligible to earn sick leave shall not be eligible to access Sick Leave Bank days.
7. The maximum number of sick leave days which shall be transferred to an employee as a result of a catastrophic illness or accident in the immediate family from the Sick Leave Bank is 30 days for each such separate catastrophic illness or accident. A participating employee may initially request up to ten (10) days from the Sick Leave Bank. If needed, the employee may apply for additional ten (10) day periods for a maximum of thirty (30) total days. **This benefit is limited to 90 total days while employed by Guthrie Public Schools. Any employee exhausting this limit will be allowed to withdraw from the sick leave bank.**

Definitions as Used in This Policy:

1. Immediate Family: Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.
2. “Severe” or “Extraordinary” means serious, extreme or life threatening.

MILITARY AND EMPLOYEE ASSOCIATION LEAVE

Military Leave

The Guthrie Board of Education shall provide leave to teachers who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces, when that teacher is ordered by proper authority to active duty or service. Military leave shall be without loss of status, efficiency rating, pay, or benefits during the first 30 working days of such leave. The term “teachers” includes all certified personnel of the district whose positions require certification. The payment for the 30 working days is a one-time payment. That is, full salary will be paid during the first 30 working days of the military leave of absence.

It is the policy of the district to provide leave for support employees who are a component of the armed forces in the United States including members of the National Guard, when that support employee is ordered by proper authorities to active duty or service. Military leave shall be without loss of status, efficiency rating pay or benefits during the first thirty (30) calendar days or the first thirty (30) regularly scheduled work days for support employees, or not to exceed two hundred forty (240) hours, of such leave of absence in any federal fiscal year. The district will also comply with all other rights guaranteed under state and federal law.

The positions of all employees called to active duty will be held for them by the district. Any replacement employee will be signed to a temporary contract only, with the understanding that the position will be filled by the returning veteran.

Employee Association Leave

An employee may request a leave of absence to hold office as an officer, director, trustee, or agent of a national, statewide, or school district employee association. The employee requesting employee association leave must provide the district superintendent, or their designee, with proof of election and proof of the term of office for the national, statewide, or school district employee association. Proof of election must include certification by the employee association of the date of the election and the results of the election.

The board of education may, in its sole discretion, grant a request for leave of absence under this section, but such leave will be without pay and without benefits granted by the district, regardless of whether the benefit is paid by the employee on leave or the association for which the employee is serving as an officer, director, trustee, or agent. If the request for employee association leave is granted, the board of education will provide definitive beginning and end dates for the approved leave of absence.

During the employee association leave period, the employee’s position with the district will be maintained without advancement on the minimum salary schedule and without accrual of sick leave, personal business leave, or personal leave. Furthermore, the employee on leave will not accumulate service credit within the Teacher’s Retirement System of Oklahoma. Following the conclusion of a leave of absence approved by the board of education under this section, the employee may return to their former position or a comparable position.

During the leave of absence, the employee granted leave will be prohibited from accessing district office space.

**STUDENT PROMOTION AND RETENTION
AND STUDENT PASS/FAILURE OF A COURSE**

Introduction

The Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year, has established the following policy to govern this situation. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the School District, and to establish a uniform procedure to be followed in cases where retention is appropriate.

This policy also establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student at his or her present grade level or to not pass a student in a course.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school in this District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

Retention based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Testing and Procedures Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. To determine the promotion and retention of a third-grade student pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third-grade assessment and shall not use the other language arts scores portions of the test. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading at the third-grade level through a screening instrument for the acquisition of reading skills approved by the State Board of Education shall not be subject to retention. Upon demonstrating the proficiency through the screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that the student has satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention.

If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as not meeting grade level targets on a screening instrument for the acquisition of reading skills approved by the State Board of Education, the school district shall immediately begin a student reading portfolio and shall provide notice to the parent of the student's reading deficiency as described in the school district's Reading Sufficiency Act Testing and Procedures Policy.

If a student has not yet demonstrated proficiency in reading at the third-grade level prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments for the acquisition of reading skills approved by the State Board of Education, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

A student not eligible for automatic promotion and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the third-grade statewide assessment may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The Student Reading Proficiency Team shall be composed of:

1. the parent(s) and/or guardian(s) of the student,
2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. a teacher in reading who teaches in the subsequent grade level,
4. the school principal, and

5. a certified reading specialist.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the school district superintendent and the principal and superintendent

approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria approved by the State Board of Education, for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

Students who do not meet grade-level targets on the reading portion of the statewide third-grade assessment , who are not subject to a good cause exemption, and who do not qualify for promotion or "probationary promotion," shall be retained in the third grade and provided intensive instructional services and supports.

The school district shall annually report the number of probationary promotions to the State Department of Education

Beginning with the 2015-2016 school year, students who score unsatisfactory on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports.

For students who do not meet the academic requirements for promotion, and who are not otherwise promoted pursuant to this policy, the school district may promote the student for good cause only. Good-cause exemptions shall be limited to the following:

1. English language learners who have had less than two (2) years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plan (IEP), consistent with state law, indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide assessment and who have an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program for; ~~and~~
6. Students who have received intensive remediation in reading for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten, kindergarten, first, second, or third grade: ~~and~~
7. Students who have experienced medical emergencies during the district's testing window and have been approved for this exemption through the Oklahoma State Department of Education.

A student who is otherwise promoted pursuant to this policy, or by meeting one of the good cause exemptions, shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for that student until the student meets grade-level targets in reading. The school district shall assist schools and teachers to implement research based reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

Requests to exempt students from retention based on a good-cause exemption (1-7 above) require that a teacher submit documentation consisting only of the alternative assessment results or student portfolio work and the IEP, as applicable, to the school principal indicating that the student meets one of the good-cause exemptions and promotion is appropriate. The principal will review and discuss the documentation with the teacher and, if applicable, the other members of the Student Reading Proficiency Team. If the principal determines the student meets one of the good cause exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the superintendent. The superintendent shall also review the documentation and either accept or reject the recommendation of the principal in writing.

The school district will provide written notice to the parent or guardian of any student who is to be retained due to not meeting the reading proficiency required for promotion and the reasons the student is not eligible for a good-cause exemption. The notice shall contain a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

Mid-Year Promotion of Retained Third Graders

The School District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate **by reasonable expectation** that he or she:

1. is a successful and independent reader, reading at or above grade level; ~~and~~
2. ~~is ready to be promoted to fourth grade~~ **has progressed sufficiently to master appropriate fourth grade reading skills;** and
3. ~~that the student has met the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade assessment, or upon demonstrating proficiency in reading at the third grade level through an approved screening instrument; and~~ **has met any additional requirements, such as satisfactory achievement in other curriculum areas, as determined by the policies of the district.**
4. ~~is showing progress sufficient to master appropriate fourth grade level skills, as determined by the School District.~~

~~Tools that the School District may use, in accordance with rules of the State Board of Education, in reevaluating a retained third grade student may include: subsequent assessments, alternative assessments or portfolio reviews.~~

~~A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal.~~

Standards that provide a reasonable expectation that a student has met the above requirements include demonstration of a level of proficiency required to meet grade-level criteria as established by the Office of Educational Quality and

Accountability (OEQA) on the third-grade assessment and mastery of reading skills, consistent with the month of promotion to fourth grade, as presented in the scope and sequence of the district's core reading program. Evidence of demonstrated mastery shall be shown by the following:

1. Successful completion of portfolio elements that meet state criteria, as outlined in O.A.C. 210: 15-27-3(d); or
2. Satisfactory performance on a subsequent alternative standardized assessment, pursuant to O.A.C. 210: 15-27-3(e).

To promote a student mid-year using a student portfolio there must be evidence of the student demonstrating a level of proficiency required to meet criteria on the Oklahoma state standards as assessed by the reading comprehension and vocabulary portions of the third-grade assessment, and mastery of the Oklahoma Academic Standards as assessed by the reading foundations/processes and vocabulary portions of the fourth-grade assessment, as specified in O.A.C. 210: 15-27-3(b). In addition, the portfolio must also meet the requirements listed in O.A.C. 210: 15-27-3(d).

To promote a student mid-year using an alternative standardized assessment there must be evidence that the student scored at or above grade level on the reading portion of an alternative standardized reading assessment listed in O.A.C. 210: 15-27-2(b)(3)(A), as demonstrated by standard scores or percentiles consistent with the month of promotion to the fourth grade. Alternative assessments administered for the purpose of determining a student's eligibility for mid-year promotion must also comply with any additional requirements such as those mandated by O.A.C. 210: 15-27-2(b)(3) and the district's policy for mid-year promotion, provided that alternative assessments administered for this purpose may be administered until November 1 of the school year.

A mid-year promotion shall only occur upon agreement of the parent or legal guardian of the student, and the school principal. Such decision should be made in consultation with the student's third and fourth grade teachers.

The Individualized Program of Reading Instruction for any retained third grade student who has been promoted mid-year to fourth grade shall be re-evaluated and modified as appropriate to support success in fourth grade, and shall be implemented for the entire academic year.

Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the steps outlined below.

Parents who disagree with the district's decision to promote a student to the next grade may also appeal the decision upon receipt of the student's report card by taking the steps outlined below.

First Level of Appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable.

Second Level of Appeal: The parent may request review of the principal's decision by letter to the superintendent. The superintendent may delegate the review of the decision to a designee. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and nonappealable.

Final Level of Appeal:

The parent may request review of the superintendent's or his/her designee's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's or his/her designee's written notification of their decision, the superintendent's or designee's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record. Prior to retaining a student at the parent's request, the student's parent will be required to sign an acknowledgment form accepting responsibility for any adverse consequences of retaining a student against district recommendations.

Reference: 70 OKLA. STAT. §1210.508C, OAC 210:15-27-3

**NOTIFICATION FORM FOR POSSIBLE STUDENT RETENTION
OR POSSIBLE STUDENT FAILURE OF A COURSE**

TO: _____
[Name of Parent]

FROM: _____
[Name of Administrator or Teacher]

RE: _____
[Name of Student]

DATE: _____

[Check the following items, as appropriate]:

_____ This is to advise you that the above-named student is in danger of being retained in his/her current grade because his/her performance is insufficient.

PLEASE CONTACT ME AS SOON AS POSSIBLE TO DISCUSS THIS ISSUE.

_____ This is to advise you that the above-named student is in danger of being retained in his/her current grade because his/her performance on reading sufficiency tests has demonstrated a reading deficiency.

PLEASE CONTACT ME AS SOON AS POSSIBLE TO DISCUSS THIS ISSUE.

_____ This is to advise you that the above-named student is in danger of failing the following course: _____
[Name of course]

PLEASE CONTACT ME AS SOON AS POSSIBLE TO DISCUSS THIS ISSUE.

INTERNET ACCEPTABLE USE POLICY***ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES***

A. ~~**Purpose Statement.**~~ Independent School District No. 1 of Logan County, Oklahoma (the "District") provides its students and employees with access to the district's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the district's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the district and its patrons.

The Internet has often been described as the information super highway. The Internet consists of a network of servers connecting thousands of computers worldwide, permitting access and communication with millions of individual users. Through the Internet, the district may provide students, faculty and staff access to:

- ~~_____~~ electronic mail providing communication with people throughout the world;
- ~~_____~~ information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA;
- ~~_____~~ public domain software and shareware of all types;
- ~~_____~~ news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the district;
- ~~_____~~ access to university libraries, the Library of Congress and other repositories of information;
- ~~_____~~ World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the district or which is inappropriate for distribution to children. The district has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The district firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a district user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Internet Acceptable Use Policy, understands the policies and agrees to abide by all terms and conditions described in the policy or subsequently implemented by the district's Director of Technical Services. Students' use of the district's system will also be governed by a student code of conduct.

B. ~~Internet Access Terms and Conditions:~~

1) ~~**Acceptable Use.** THE USE OF THE DISTRICT SYSTEM, WHETHER BY STUDENTS, FACULTY OR STAFF, MUST BE IN SUPPORT OF EDUCATION AND CONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT.~~ The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. ~~**THE TRANSMISSION OR RECEIPT OF ANY MATERIAL IN VIOLATION OF ANY UNITED STATES OR STATE LAW OR REGULATION AND THE TRANSMISSION OR RECEIPT OF ANY MATERIAL INCONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT IS PROHIBITED.**~~ This includes, but is not limited to: copyrighted material, threatening, indecent, lewd or obscene material, or material protected by trade secret. Use of the district system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2) ~~**Parental Consent.** In order for a student to gain access to the district system, the student's parent or guardian must be provided a copy of the Internet Acceptable Use Policy and sign the Internet Access Agreement requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. **THERE IS, HOWEVER, A WIDE RANGE OF INFORMATION AVAILABLE THROUGH THE INTERNET WHICH EITHER IS NOT APPROPRIATE FOR ACCESS BY MINORS, HAS NO EDUCATIONAL VALUE OR DOES NOT MEET WITH THE PARTICULAR VALUES OF THE FAMILIES OF THE STUDENT. THE DISTRICT SYSTEM AND INTERNET ACCEPTABLE USE POLICY CONTAIN DEVICES AND RESTRICTIONS ON USE INTENDED TO PREVENT ACCESS TO INAPPROPRIATE MATERIAL OR INFORMATION. IT IS IMPOSSIBLE FOR THE DISTRICT TO GUARANTEE THAT STUDENTS WILL NOT BE EXPOSED TO INAPPROPRIATE MATERIAL THROUGH THEIR USE OF THE INTERNET. THE DISTRICT BELIEVES THAT PARENTS BEAR PRIMARY RESPONSIBILITY FOR COMMUNICATING ACCEPTABLE BEHAVIOR AND FAMILY VALUES TO THEIR CHILDREN. THE DISTRICT ENCOURAGES PARENTS TO DISCUSS WITH THEIR CHILDREN WHAT MATERIAL IS AND IS NOT ACCEPTABLE FOR THEIR CHILDREN TO ACCESS THROUGH THE DISTRICT SYSTEM.**~~

3) ~~**Privilege of Use.** The district system and its Internet access is a privilege afforded to students, staff and employees of the district. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the district's system administrators to be inappropriate under particular facts and circumstances.~~

4) ~~**Inappropriate Use.** Each system user is expected to comply with all district policies governing Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:~~

a) ~~Appropriate language Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.~~

b) ~~Safety Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, district system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.~~

e) ~~Electronic mail~~—Users should be aware that electronic mail (E-Mail) may not be assumed to be a private communication. ~~The district and system administrators do have access to E-Mail. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.~~

d) ~~Network resources~~—System users should not use the network in a way that will disrupt the use of the network by other users. **THE NETWORK SHOULD BE USED FOR EDUCATIONAL, PROFESSIONAL AND CAREER DEVELOPMENT ACTIVITIES ONLY.** System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.

e) ~~Intellectual property~~—Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

5) ~~**Limitation of Liability.**~~ The district makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the district system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The district is not responsible for the accuracy or quality of information obtained through use of the district system or the Internet. The district is not responsible for any financial obligations which may be incurred through use of the district system.

6) ~~**Security.**~~ Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the district system or the Internet, you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the district system or any other computer system may be denied further access.

7) ~~**Vandalism.**~~ Vandalism of district hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the district, of another user or of any other network connected to the Internet or all or any portion of the district's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of the district's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to district policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the district's system.

8) ~~**Inappropriate Material.**~~ Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the district system to access information or to distribute information or material which is:

a) ~~—— Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.~~

b) ~~—— Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.~~

e) ~~—— Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.~~

d) ~~—— Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.~~

e) ~~—— Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender, or disability or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.~~

f) ~~—— Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.~~

9) ~~—— Employee Access. In order for any employee of the district to gain access to the district system, the employee must sign the Employee Internet Access Agreement.~~

10) ~~—— Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each system user. **BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, ANY SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.**~~

C. ~~—— Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the District is educating minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. As part of this education, the following information on Cyber Bullying and Internet Safety is distributed with this Policy to all students and parents for their review prior to signing an Internet Access Agreement to access the Internet:~~

Cyber Bullying and Internet Safety

As young people embrace the Internet and other mobile communication technologies, bullying has manifested itself in a new and potentially more dangerous way—through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones and websites. It is emerging as one of the more challenging issues facing educators, since it has a direct impact on students but often occurs away from school property.

Examples of cyber bullying include, but are not limited to:

- Sending cruel, vicious and sometimes threatening messages;
- Creating websites that contain stories, cartoons, pictures and jokes ridiculing others;
- Posting pictures of classmates on-line with intent to embarrass them;
- Breaking into an e-mail account and sending vicious or embarrassing material to others;
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others; and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

Social Networking Sites

Most teenagers visit websites to communicate with friends and meet new people. **MySpace.com** is a social networking site, one of many that have become increasingly popular with students. MySpace allows students to create a personal website (for free), post pictures, add comments, and use it to meet “on-line friends.” The website often includes their full name, telephone number, address, school name, and a picture.

YouTube is a similar site dedicated to hosting video clips.

About 68 million people reportedly use MySpace and millions more use other social networking sites, such as: friendster.com; livejournal.com; nexopia.com; and facebook.com. According to MySpace, 22% of its users are younger than 18. The danger lies in that the Internet is vast, public and constantly expanding. And, if students have not developed critical thinking skills, are unsupervised or create websites that are not monitored, they can be at risk of unknowingly communicating with predators, spammers or pornographers.

As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. And, parents should conduct frequent reviews of the site to ensure that identifying information or pictures have not been posted.

MySpace will cooperate in shutting down a site created solely to harass another individual.

Internet Safety

No action is foolproof, but there are steps students can take to protect themselves on-line and lessen the chance of becoming the victim of unsolicited messages:

- Never give out personal information, passwords, PIN numbers, etc.
- Remember that personal information includes your name, age, e-mail address, the names of family or friends, your home address, phone number (cell or home) or school name.

- Choose a user name that your friends will recognize but strangers will not recognize (such as a nickname used at school). This will help you to identify yourself to friends and lets you know who is trying to communicate with you.
- Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website.
- Passwords are secret. Never tell anyone your password except your parents or guardians.
- Do not respond to “spam” or unsolicited e-mail.
- Set up e-mail and instant messenger accounts with your parents.
- Do not respond to, or engage in, cyber abuse.

If you are the victim of a cyber bully:

- Do not reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use “call display” or dial *69 to identify the phone number and have it tracked through your cell phone/pager service provider.
- Instant messages (e.g. Yahoo instant messenger; Microsoft Messenger) are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account, such as Hotmail, Yahoo or G-Mail, using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address. Then, inform your Internet Service Provider (ISP).
- If physical threats are made or the bullying escalates, inform your local police.
- Do not erase or delete messages from cyber bullies. You do not have to read them; but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one (1) person at a time.

Suggestions for Parents:

- Make sure your children understand how vast and public the Internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.
- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Inform your ISP or cell phone service provider of any abuse. Although it can take a lot of time and effort to get Providers to respond and deal with your complaints about cyber bullying, it is necessary in order to try to stop it from reoccurring.
- Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms.

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, the district may also provide each student with a Chromebook. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student is required to return the Chromebook at the conclusion of the school year in the same condition the Chromebook was issued to the student, minus normal wear and tear. In the event the Chromebook is damaged, lost or stolen, the student's parent agrees to reimburse the district in accordance with the fee schedule attached to the optional insurance agreement.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The district's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district's privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions.

Acceptable Use - Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of

school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Acceptable Use - Employees. Employees agree to access material in furtherance of educational goals, including research and professional development. Employees are also permitted to judiciously use the district's electronic resources for limited personal use, provided that the use is of no cost to the district, does not preempt business activity, impede productivity, or otherwise interfere with work responsibilities. Electronic or digital communications made using district owned equipment must be professional in nature and cannot be used for the exercise of the employee's free speech rights.

Any electronic or digital communication in which the employee can be identified as an employee of the district – regardless of whether the communication is made with district owned equipment or during work hours - must be a professional communication. Accordingly, if the individual is identifiable as a district employee, electronic or digital communications must not contain sexual, harassing, discriminatory or immoral content. Further, the communication cannot promote the use of tobacco, drugs, alcohol or be otherwise inconsistent with the district's objectives.

Employees are required to maintain appropriate electronic boundaries with students. Such boundaries require that employees refrain from engaging in electronic or digital communications which show an undue interest in select student(s), are of a personal nature, model inappropriate conduct or are otherwise inconsistent with the district's mission and goals. In order to maintain appropriate boundaries, the district encourages employees to:

- Send group texts or emails
- Use separate personal and school electronic accounts
- Obtain written parental permission prior to posting pictures of minors
- Respect individual privacy, including privacy rights granted by FERPA

Employees are expressly forbidden from using electronic or digital communication in a manner inconsistent with their position as a role model for students. Any employee who engages in inappropriate electronic or digital communication with students is acting outside the scope of his/her employment with the district.

Prohibited Use. Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the district's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent. Parents must review this policy with their student and sign the consent form prior to a student being granted Internet access.

Privilege of Use. The district's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district.

Internet Etiquette. All users are required to comply with generally accepted standards for electronic or digital communications, including:

- a. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
- b. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- c. **Safety.** Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.
- d. **Privacy.** Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications which they want to be private.
- e. **System Resources.** Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:
 - install any hardware, software, program or app without approval from the IT department
 - download large files during peak use hours
 - disable security features
 - create or run a program known or intended to be malicious
 - stream music or video for personal entertainment
- f. **Intellectual Property and Copyrights.** Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See www.copyright.gov/fls/fl1102.html). Users agree to ask the media center director for assistance in citing sources as needed.

Limitation of Liability. The district makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the district's technology resources. The district is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

Security. If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others.

If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the district's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

Vandalism. No user may harm or attempt to harm any of the district's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of

the district's electronic resources. Further, no user may use the district's electronic resources to hack vandalize another computer or system.

Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- e. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- f. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are attached to this policy.

Cyber Bullying and Internet Safety Fact Sheet

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying.

Cyber bullies work in lots of ways, but here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people's accounts or read their stuff
- Hack into other people's accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private info
- Send threats

If you're a cyber bully knock it off! Ask your principal/counselor how you can make things right.

If someone is cyber bullying you, there's something you can do about it:

- Don't respond to and don't ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher, counselor or principal.
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff.

You can't always stop people from being mean, but there are ways to help yourself:

- Don't give out your personal info in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pics or recordings (even on your own sites) - bullies love to copy your stuff

Suggestions for Parents:

- Help your child understand the permanent nature of electronic or digital communications
- Talk to your child about understanding, preventing and responding to cyber bullying
- Contact your student's school for help if you suspect your child is being cyber bullied – or if you suspect your child is engaging in cyber bullying

GUTHRIE SCHOOL DISTRICT
STUDENT INTERNET ACCESS AGREEMENT

STUDENT SECTION:

Student Name _____ Grade _____
(Last) (First) (Middle)

School _____

Home Address _____ Home Phone No. _____

I have received a copy of the Internet Acceptable Use Policy and Student Handbook. I have read and agree to abide by their provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

Student's Signature _____ Date _____

SPONSORING PARENT OR GUARDIAN SECTION (Required):

I have read the Internet Acceptable Use Policy and Student Handbook for Guthrie Public Schools. I understand that the School District has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the School District from liability in the event that my child acquires inappropriate material through use of the District's computing resources or the Internet. I hereby request that the District issue an account for my child and certify that the information contained on this form is correct.

Parent's Signature _____ Date _____

Home Address _____ Home Phone No. _____

Student Access Agreement must be renewed each academic year.

GUTHRIE SCHOOL DISTRICT
EMPLOYEE INTERNET ACCESS AGREEMENT

Employee Name: _____
(Last) (First) (Middle)

Position: _____

School or Site: _____

Home Address: _____

Home Phone No.: _____

I have received a copy of the Internet Acceptable Use Policy. I have read and agree to abide by its provisions. I understand that any violation of the use provisions may result in disciplinary action including suspension and/or revocation of network privileges as well as any discipline allowed by law including termination of employment.

Employee's Signature: _____

Date: _____

LIBRARY MEDIA CENTER SELECTION POLICY

The Guthrie School Board hereby declares it is the policy of Guthrie Public Schools to provide a wide range of instructional materials on difficulty levels suitable for children of grades K-12 with diversity of appeal and different points of view. The Board will allow the review of allegedly inappropriate materials through established procedures.

The Board of Education and the library media specialists subscribe in principle to the Library Bill of Rights as approved by the American Association of School Librarians.

Responsibility for selection of Materials to be housed and distributed from the library media centers is as follows: The Board of Education is legally responsible for the selection of instructional materials. Books and other materials for the library media centers are selected by the library media specialists with cooperation of the faculty, the administration, and when appropriate, students and parents.

The primary objective in the selection of materials is to implement, enrich, and support the educational program of the school. Materials should be provided which will enrich and further develop the curriculum, support the educational, civic, and cultural activities of groups and organizations, and encourage wholesome recreation and constructive use of leisure time.

The criteria for selection of materials will include:

- A. Needs of the schools
 - 1. Based on present collection
 - 2. Based on knowledge of curriculum
 - 3. Based on requests from administration, teachers, students and community
- B. Needs of individual students
- C. Provision of a wide range of materials on levels of difficulty and maturity suitable for grades K-12, with diverse appeal and various points of view.
- D. Provision of materials with high artistic and literary quality.
- E. In the selection of materials, recognized reviewing tools are to be used such as: Booklist, Wilson's Children's Catalog, Brodarts' Elementary School Library Collection, School Library Journal, Jr. High Catalog and Sr. High Catalog.

The following specific criteria are considered:

- A. The overall purpose of the material and how well it is accomplished
- B. Reputation of the author.
- C. Timeliness and permanence of the materials.
- D. Importance of subject matter to the collection.
- E. Accuracy of material.
- F. Reputation and standards of the publisher or producer.
- G. Readability and reader appeal.
- H. Quality of writing and illustration.
- I. Price

Gifts are accepted with the understanding that they are judged by the selection criteria. Once accepted, they become the property of the Guthrie School District.

Worn copies of missing standard items are replaced periodically out of date or no longer useful materials are withdrawn from the collection.

Guidelines for Reconsideration of Materials

It is recommended that a student or his/her parent should have the right to reject the use of library resource center materials which seem incompatible with his/her values and beliefs. It is further recommended that classroom assignments involving library resource center materials provide for alternative choices. However, no parent has the right to determine the reading matter for students other than his/her own children.

If an objection to a selection is made by the public, the following procedures will be used:

— Upon receiving a complaint, the library media specialist will hold a conference with the person making the complaint.

— Invite the complainant to file his objections in writing. Use of the attached form is recommended for this purpose.

— Temporarily withdraw the material pending a decision of the media committee.

— The media committee will review the material and by majority vote, recommend placing or not placing the material back on the library shelf. The media committee will be composed of the library media specialist, the principal, two teachers and a member of the community.

— A copy of the committee report will be filed in the school office.

The board of education, which is responsible for all book purchases, recognizes the student's right of free access to many different types of books. The board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools. It is therefore the policy of this district to require the materials used in the school library media program, including print materials, nonprint materials, multimedia resources, equipment, and supplies, selected for our schools be in accord with the following:

1. Books and other reading matter shall be chosen for values and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political or religious views of the writer or of its style and language.
2. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national, local and books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan, doctrinal, approval or disapproval.
3. When acquiring books and other materials, the materials selected shall reflect the district's community standards for the population the library serves, and the materials shall be age-appropriate to the schools in which the materials are made available.
4. Books and other materials shall be selected in a manner ensuring that materials available to students are adequate in quantity and quality to meet the needs of students in all areas of the school library media program.
5. Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

*In accordance with number 3 above, the board has adopted the following policy for dealing with censorship of books and other materials:

- The final decision for controversial reading matter shall rest with the board of education after careful examination and discussion of the book or reading matter with school educators.
 - No parent or group of parents has the right to determine the reading matter for students other than their own children.
 - The board does, however, recognize the right of an individual parent to request that his or her child does not have to read a given book, provided a written request is made to the superintendent.
6. Any parent who wishes to request reconsideration of the use of any book in the school must make such a request in writing on forms available from the superintendent. The statement must be signed and identified so that a reply may be given.
 7. A committee will review the material and by majority vote, recommend placing or not placing the material back on the library shelf. The committee will be composed of the library media specialist, the principal, two teachers and a member of the community. They will submit a report in writing to the superintendent.
 8. If the matter cannot be resolved at this level, then the written criticism along with the committee report and the superintendent's evaluation will be considered by the Board of Education at the next regularly scheduled meeting of the board.

Reference: Okla. Stat. tit. 70, § 11-201 (subject to renumbering due to duplicate sections passed during legislative session), OAC 210:35-3-126, OAC 210:35-3-127

REQUEST FOR RECONSIDERATION OF EDUCATIONAL MEDIA

Name of complainant _____

Address _____

Occupation _____

Title _____ Author or Producer _____

Reason for objection (cite particular sequences and approximate location in media.)

Specific Objections: _____

Any merits noted in this media: _____

Have you read, viewed, and/or auditioned the entire material to which you object? _____

Have you read, viewed, and/or auditioned other media by the author or producer? _____

List titles previously examined: _____

What material on the same subject would you recommend for replacement?

Title _____ Author or Producer _____

Copyright Date _____

Is your alternate selection in our library media center? _____

Signature _____

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan and doctrinal disapproval.
3. Libraries should challenge censorship. The fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

DYSLEXIA/DYSGRAPHIA AWARENESS PROGRAM

The district recognizes that many students suffer from dyslexia and dysgraphia, and may require further assistance in the classroom. Accordingly, starting with the 2020-2021 school year, the district will offer an annual dyslexia awareness program to provide teachers with training and resources on dyslexia and to foster a better learning environment for affected students. Starting with the 2023-2024 school year, the annual program shall include information and training regarding dysgraphia.

Beginning with the 2020-2021 school year, the annual dyslexia awareness program will, at a minimum, include:

1. Training in awareness of dyslexia characteristics in students;
2. Training in effective classroom instruction to meet the needs of students with dyslexia; and
3. Available dyslexia resources for teachers, students and parents.

Beginning with the 2023-2024 school year, the annual dyslexia and dysgraphia awareness program will, at a minimum, include:

1. Training in awareness of dyslexia and dysgraphia characteristics in students;
2. Training in effective classroom instruction to meet the needs of students with dyslexia and dysgraphia; and
3. Available dyslexia and dysgraphia resources for teachers, students and parents.

Reference: 70 O.S. § 6-194 (F)

STUDENT TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy.

A. Transfer Application Requests

Applications for transfer shall be ~~completed by the parent of a student on an application form specified by the State Board of Education~~ **processed in the order in which they are received and must be completed by the parent of a student on a properly completed application form specified by the State Board of Education, which can be downloaded here: <https://sde.ok.gov/student-transfers>**. The term “parent” means the parent of a student or person having custody of the student as provided for in Okla. Stat. tit. 70, § 1-113(A)(1). The application shall be filed with the superintendent of the receiving school district if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

1. Applications for transfer shall be completed by the parent of a student on a properly completed application form specified by the State Board of Education. The term “parent” means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1). Upon receipt of the application, the District shall stamp the application with the time and date on which it was received to ensure that the District can review applications in the order in which they are received. The application shall also be filed with the superintendent of the District if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.
2. Subject to the special considerations applicable to a student on an Individualized Education Program (“IEP”) pursuant to the Individuals with Disabilities Education Act (20 U.S.C. §§ 1400 et seq.) (“IDEA”) as set forth below, a transfer shall be automatically approved if a student’s resident district does not offer the grade level the student is entitled to pursue.
3. A transfer shall be automatically approved if a student’s parent or legal guardian is employed by the District, regardless of District capacity, and so long as the student does not meet one or more of the bases for a transfer denial as set forth in this policy.
4. A transferring student from another school district that offers the grade the student is entitled to pursue may seek a transfer to the same grade offered by the District. The transferring student will be allowed to attend a District school site that has not exceeded its capacity of the transferring student’s grade level. If there are more than one District school sites available for the transferring student, the District retains the sole discretion to determine the school site the transferring student will attend.

5. Any brother or sister of a student who transfers into the District may also attend the District regardless of capacity, so long as the brother or sister of the transferred student does not meet one or more of the bases for a transfer denial as set forth in this policy.
6. Any child in the custody of the Oklahoma Department of Human Services in foster care who is living in the home of a student who transfers, may attend the District of the transferred student as long as the District has capacity and the sibling does not meet a basis for denial as set forth in this policy. Except for a student in the custody of the Oklahoma Department of Human Services in foster care, a student shall not transfer more than two (2) times per school year to one or more school districts in which the student does not reside, provided that the student may always reenroll at any time in his or her school district of residence.
7. A student who is deaf or hearing-impaired and who wishes to transfer to a school district with a specialized deaf education program may submit a transfer application at any time and may transfer to the receiving school district at any time during the school year.
8. In the event the District exceeds its capacity at all school sites for the grade level sought by the transferring student, transfer requests shall be awarded to those students whose properly completed transfer request applications were received by the District in the order in which they were received.
9. A student who has attended the District as a resident student for at least three (3) years prior to then becoming eligible to apply as a transfer student shall be allowed to transfer into the District regardless of capacity, and so long as the student does not meet one or more of the bases for a transfer denial as set forth in this policy.

B. Special Considerations as to Transferring Student on an IEP

Prior to approving an application for a transfer student who is a child with a disability, as defined in 34 C.F.R. § 300.8, the District will establish (a) the availability of the appropriate program, staff, and services for the transferring student, and (b) conduct a joint conference with the IEP team at the transferring student's current school. The purpose of conducting these activities is to determine whether—at the time the transferring student's application is received—the District can provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA. In the event the District exceeds its capacity at all school sites for the grade level of a transferring child with a disability, the District shall "hold" a place for the transferring student in the order in which the transferring student submitted his or her properly completed application, ~~pending the District's determination in this section.~~
In the event an opening occurs, a decision on the transfer will be made after consideration of the factors above.

Transfers made for the purpose of providing a free appropriate public education (FAPE) to special education students pursuant to Okla. Stat. tit. 70, § 18-110(E) and Okla. Stat. tit. 70, § 13-101 are not considered Open Transfers subject to this policy.

C. Special Considerations as to Transferring Student who are Dependent Children of an Active U.S. Military Member

1. For purposes of this Section (C):
 - a. “Active military duty” means full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and
 - b. “Military installation” means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.
2. Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record, shall be approved for transfer into the District regardless of capacity if:
 - a. At least one parent of the student has a Department of Defense-issued identification card;
 - b. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with the official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and
 - c. The student will be residing with a relative of the student who lives in the District or who will be living in the District within six (6) months of the filing of the application for the transfer.
3. A student is in compliance with the residency provisions of this policy if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within Oklahoma while on active military duty pursuant to an official military order. A parent or legal guardian of such student must provide

proof of residency in the District within ten (10) days after the published arrival date provided on official documentation. A parent or legal guardian may use the following addresses as proof of residence:

- a. A temporary on-base billeting facility,
- b. A purchased or leased home or apartment, or
- c. Federal government or public-private venture off-base military housing.

D. Denial of a Transfer Request

1. A transferring student's application may be denied if the transferring student is or has been subject to discipline from the transferring student's current school for any of the acts and reasons outlined in Okla. Stat. tit. 70, § 24-101.3(A)-(C) & (E). A transferring student's application shall be denied for any of the acts and reasons outlined in Okla. Stat. tit. 70, § 24-101.3(F)(1) until such time as the District determines that the transferring student no longer poses a threat to self, other students, or District faculty or employees.
2. A transferring student's application may be denied if the transferring student has ten or more absences in the last full school semester that are not excused due to illness or for the reasons provided for in Okla. Stat. tit. 70, § 10-105(B).
3. An IDEA-qualified transferring student's application will be denied if—as of the time of the transferring student's application is received—the District determines that it cannot provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA.
4. A student may be granted a one-year transfer and may **automatically** continue to attend the District each school year with the approval of the District. At the end of each school year, the District may deny the continued transfer of the student for the reasons outlined in Okla. Stat. tit. 70, § 24-101.3(A)-(C) & (E), or if the student has ten or more absences in one semester that are not excused due to illness or for the reasons provided for in Okla. Stat. tit. 70, § 10-105(B). **Written notice of the District's intention to deny the continued transfer shall be given to the parent or legal guardian of the student no later than July 15.**
5. A transferring student's application will not be considered if incomplete and will be denied if the parent makes a fraudulent, intentional, or material misrepresentation on the application.

6. The denial of a transfer request from a student seeking a transfer shall be communicated in writing to the parent, as defined in Okla. Stat. tit. 70, § 1-113(A)(1). Proof of the date of mailing or transmission of the denial by electronic means shall constitute proof of communication of the denial to the parent.
7. The District shall not accept or deny any transfer application based on the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to be approved for a transfer as set forth in this policy shall not be deemed to be rejection for a discriminatory reason.

E. Transfer Application Request Notifications

1. The District will prominently post on its website the dates on which it will begin accepting transfer applications for the current and upcoming school year.
2. The District shall approve or deny the transfer application and notify the parent or legal guardian of the student within thirty (30) days of receiving an application.
3. If the District accepts a transfer application, the parent or legal guardian of the student must provide written notification to the District that the student will be enrolling within ten (10) days of receiving notice that the transfer application was approved. Failure of the parent or legal guardian to notify the District may result in the loss of the student's right to enroll in the District for that year only. If the parent or legal guardian fails to notify the District that the student will be enrolling, and the District chooses to cancel the transfer, the District shall provide written notice of the cancellation to the parent or legal guardian of the student immediately upon cancellation.
4. If the District receives notice that a student will be transferring, the District shall notify the student's resident school district within ten (10) days of receiving notice of the acceptance of the transfer.

EF. Determination of Grade Level Capacity

The superintendent of schools, or his/her designee, shall determine the criteria to be used in determining grade ~~capacity~~ **capacities** for each school site, **including the capacity for any full-time virtual education program offered by the District**. The District's capacity determinations are attached hereto as Exhibit A. Each school site's grade level capacity **and the capacity of any full-time virtual education program offered by the District** shall be (a)

approved by the board of education prior to the first day of January, April, July and October of each school year, and (b) published in a prominent place on the District's website and reported to the State Department of Education.

FG. District Level Appeal of Denial of Transfer

A parent may appeal the denial of a transfer request so long as the appeal is made within ten (10) calendar days of the notification of the written denial. If a timely appeal is made, the appeal shall be considered by the District's board of education at its next regularly scheduled meeting. The appeal shall be considered by the board of education upon the written submissions of the District and the parent, and a verbal presentation by the District and the parent, each not to exceed ten (10) minutes of length. Any written submissions shall state, at the minimum, the following in a statement not exceeding two pages in length:

- a. The date of the parent's transfer request application;
- b. The reasons for the denial by the District of the transfer request;
- c. The factual reason(s) of the District or parent as to why the transfer request was/was not properly denied; and
- d. The criteria set forth in this policy as to propriety of the denial of the transfer request.

The board of education will meet in executive session to review the appeal and to hear the verbal presentations from the District and the parent to protect the privacy of the student. While the board of education deliberates the appeal, the District and the parent will be excused from the executive session. The board of education will then return to open session to conduct its vote on whether to deny or accept the appeal.

If the District denies the parent's appeal, the parent may appeal the board of education's decision to the Oklahoma State Board of Education within ten (10) calendar days of notification of the denial. The parent shall submit to the State Board of Education and the superintendent of the District a notice of appeal on a form prescribed by the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent and a representative from the District may address the Board. The State Board of Education shall promulgate rules to establish the appeals process authorized by this subsection.

GH. District Reporting to the Oklahoma State Department of Education

1. Prior to the first day of January, April, July and October of each school year, the District shall report to the State Department of Education the capacity of the grade level of each District school site.
2. Prior to the first day of January, April, July and October of each school year, the superintendent of schools of the District shall report to the State Department of Education a statement showing the names of the students granted transfers to the District, the resident school district of the transferred students, and the transfer student's grade level.
3. At the frequency required by the Oklahoma State Department of Education, the District shall also submit to it (a) the number of student transfers approved and denied, and (b) whether each denial was based on capacity, the acts and reasons outlined in Okla. Stat. 70, § 24-101.3, or a history of absences in the last full school semester that were not excused due to illness or for the reasons provided for in Okla. Stat. 70, § 10-105(B).

Athletic and Other Competition

A transfer student granted enrollment in a school district in which the student is not a resident shall not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one (1) year from the first day of attendance at this district, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an open transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Transfer Application Acceptance Date

~~The District will prominently post on its website the dates the District will begin accepting transfer applications for the current and upcoming school year.~~

EXHIBIT A

CAPACITIES TO ACCEPT TRANSFER STUDENTS BY GRADE

The following capacity determinations will be reviewed and approved by the Guthrie Board of Education prior to the first day of January, April, July and October of each school year, published on the district website and reported to the Oklahoma State Department of Education.

For grades PK through grade 6, student capacity is set at 20 students per classroom. These class size limits are set in accordance with 70 O.S. § 18-113.1. The district will multiply those limits times the number of regular classroom teachers employed by the school district at each grade level for each school site. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district’s capacity numbers will reflect a lesser amount based upon that classroom size.

For grades 7-12, capacity is set based on the total number of students who are enrolled for in-person and virtual instruction. To be able to plan for in-district growth, provide adequate staffing, and ensure that teachers do not exceed class size limits set forth in 70 O.S. § 18-113.3, the current capacity of students per grade level is set at 250 students.

SUICIDE AWARENESS, TRAINING, AND PREVENTION

PURPOSE: Suicide is a leading cause of death among young people. The health and well-being of students is of utmost importance to the school district, and the school district is committed to actively preventing suicide through awareness, effective training, outreach, and prevention. This policy outlines strategies, procedures, and resources for preventing suicide, identifying potentially-suicidal students and high-risk behavior, as well as intervention and postvention mechanisms.

SCOPE: This policy is applicable to actions that occur in school district buildings, premises, or property, including vehicles, at school-sponsored functions and activities, and governs the entire school district community, including, but not limited to, staff, students, parents and guardians, and volunteers.

SUICIDE PREVENTION TRAINING: The school district shall provide training and education to all staff members on suicide awareness and prevention on a biennial basis. The training will include evidence-based approaches to suicide prevention or curriculum made available or approved by the Department of Mental Health and Substance Abuse Services, including how to recognize changes in behavior that may be indicative of distress, how to approach students to discuss concerns, and how to refer a parent or student to appropriate resources.

Beginning with the 2022-2023 school year, the school district may provide training to address suicide awareness and prevention to 7th through 12th graders.

Publication and Distribution: The course outline for the training curriculum shall be made available on the school district's website.

NOTIFYING PARENTS AND LEGAL GUARDIANS: Teachers, counselors, principals, administrators and other school personnel, upon determining a student is at risk for attempting suicide, shall notify the parents or legal guardians of the student immediately upon determining such risk exists.

IMMUNITY FROM EMPLOYMENT DISCIPLINE AND CIVIL LIABILITY: Teachers, counselors, principals, administrators and other school personnel shall be immune from employment discipline and any civil liability with respect to the following actions:

1. Calling 911, law enforcement, or the Department of Human Services if they believe a student poses a threat to themselves or others or if a student has committed or been the victim of a violent act or threat of a violent act;
2. Providing referral, emergency medical care or other assistance offered in good faith to a student or other youth; or
3. Communicating information in good faith concerning drug or alcohol abuse or potential safety threat by or to any student to the parents or legal guardians of the student, law enforcement officers or health care providers.

NO SPECIFIC DUTY OF CARE OR CAUSE OF ACTION: The training required by this policy, or lack thereof, shall not be construed to impose any specific duty of care. No person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or resulting from any training, or lack thereof, required by this policy, unless the loss or damage was caused by willful or wanton misconduct.

Community Intervention and Prevention Services: The school district may enter into agreements with designated Youth Services Agencies for the provision of intervention and prevention services.

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex.

“Sex,” for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.

“Multiple occupancy restroom or changing area” is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

“Individual,” for the purposes of this policy is defined as any student or employee of the District.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

If a district employee refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the employee shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee’s position within the District.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.

Reference: Okla. Stat. tit. 70 § 1-125

INTERNET AND TECHNOLOGY SAFETY

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. § 254(h)] and Oklahoma law [Okla. Stat. tit. 70, § 11-201].

Definitions

The determination of what is “inappropriate” for minors shall be determined by the district. It is acknowledged that the determination of such “inappropriate” material may vary depending upon the circumstances of the situation and the age of the students involved in online research and activity.

The terms “minor,” “child pornography,” “harmful to minors,” “obscene,” “technology protection measures,” “sexual act,” and “sexual contact” shall be defined in accordance with the Children’s Internet Protection Act, Oklahoma law, and any other applicable laws/regulations as appropriate and implemented by the district.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

Any individual who uses the district’s resources to access the Internet or engage in any electronic or digital communication is required to participate in the district’s education efforts (undertaken pursuant to the Children’s Internet Protection Act) and comply with the district’s acceptable use policy.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district’s technology policies, the Children’s Internet Protection Act, and Oklahoma law. The district’s IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district’s technology resources in a manner inconsistent with the district’s policies.

Personal Safety

Employees and students shall not use the district’s technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district’s technology policies, including the acceptable use policy which details the district’s safe use standards.

Certification and Verification

The district shall provide certification, pursuant to the requirements of the Children’s Internet Protection Act, to document the district’s adoption and enforcement of its Internet and Technology Safety Policy, including the operation and enforcement of technology protection measures for all district computers with Internet access.

The district shall also obtain verification from any provider of digital or online library database resources that all the resources they provide to the district are in compliance with Oklahoma law and the district's Internet and Technology Safety Policy. If any provider of digital or online library resources fails to comply, the district shall withhold payment, pending verification of compliance. If any provider of digital or online library resources fails to timely verify compliance, the district shall consider the provider's act of noncompliance a breach of contract.

Reporting

No later than December 1 of each year, Oklahoma law provides that libraries shall submit to the Speaker of the Oklahoma House of Representatives and President Pro Tempore of the Oklahoma State Senate an aggregate written report on any issues related to provider compliance with Internet technology measures as required under Oklahoma law.

Employee Liability

Employees of the district shall not be exempt from prosecution for willful violations of state law prohibiting indecent exposure to obscene material or child pornography as provided under Oklahoma law [Okla. Stat. tit. 21, § 1021].

Reference: 47 U.S.C. § 254(h); Okla. Stat. tit. 70, § 11-201; Okla. Stat. tit. 21, § 1021.

STUDENT MENTAL HEALTH CRISIS PROTOCOL

As required by Okla. Stat. tit. 70, § 24-159, the District will develop and maintain a protocol for responding to students in mental health crisis with the goal of preventing student suicide, self-harm, and harm to others.

Provider Partners

The District shall develop, maintain and implement its student mental health crisis protocol (the “Protocol”) in partnership with one or more local mental health treatment providers certified by the Oklahoma Department of Mental Health and Substance Abuse Services (“Provider Partner(s)"). At least one Provider Partner that participates in the Protocol shall meet the following criteria:

- A. The provider must have the ability to serve all school-aged children regardless of insurance status; and
- B. The provider must have the ability and certification to provide mental health crisis services in the region where students attend school.

Contents of Protocol

The District’s Protocol shall:

- A. Provide a definition of mental health crisis involving potential for harm to self or others.
- B. Document how mental health crises may be identified by school administrators, teachers, support employees, and school-based mental health professionals.
- C. Outline nonpunitive steps to safeguard student health and safety in response to an immediate or potential mental health crisis.
- D. Identify local treatment providers and resources available to support students and families in mental health crisis and ensure appropriate referrals to treatment.
- E. Outline a process for ensuring parent and caregiver notification and involvement during an actual or potential mental health crisis. In the event that a student who is under eighteen years of age is identified as being in or at risk of a mental health crisis, the Protocol shall call for District employees to inform the student’s parent or legal guardian and offer the treatment referral information contained in the Protocol. The Protocol shall further provide that parent or legal guardian consent shall be required for any subsequent action taken by the District as part of the protocol except in cases of immediate and life-threatening danger to self or others.
- F. Document how student privacy will be protected in compliance with applicable state and federal laws, including, but not limited to the Health Insurance Portability and Accountability Act (“HIPAA”) and the Family Educational Rights and Privacy Act (“FERPA”).

Working Agreement

The Board of Education and each of the District’s Provider Partner(s) shall enter into a working agreement establishing all obligations of the parties under the established Protocol and a strategy for regularly reviewing its effectiveness using anonymous, nonidentifiable data (the “Working Agreement”).

Review and Updates

Not less than every two years, the District and its Provider Partner(s) shall jointly review the Protocol and Working Agreement and consider whether updates to the Protocol are necessary to better meet the needs of students. This process shall include a review of information gathered from the Oklahoma Prevention Needs Assessment Survey or an alternative survey conducted by the District as provided for in Okla. Stat. tit. 70, § 24-158.

State Agency Review

The District will submit the most recent version of its Protocol and Working Agreement to the Oklahoma State Department of Education, which will in turn submit those documents to the Oklahoma Department of Mental Health

and Substance Abuse Services. These agencies may require revisions to the Protocol in order to ensure compliance with applicable laws/regulations and/or established evidence-based practices.

Access/Training

The District will provide administrators, teachers, support employees and school-based mental health providers with ready access to the Protocol and regular training regarding the Protocol.

Reference: Okla. Stat. tit. 70, §§ 24-158 and 24-159.

MENTAL HEALTH ACCOMMODATIONSPurpose

Pursuant to Okla. Stat. tit. 70, § 3-169, beginning with the 2023-2024 school year, the parent or guardian of a student shall have the option to disclose to the District prior to enrollment that the student has received certain types of mental health treatment so that a meeting can be scheduled to discuss whether the student requires accommodations.

Definition

For purposes of this policy, a “mental health facility” is defined as a public or private hospital or related institution offering or providing inpatient mental health services, a public or private facility accredited as an inpatient or residential psychiatric facility by the Joint Commission on Accreditation of Healthcare Organizations, or a facility operated by the Department of Mental Health and Substance Abuse Services and designated by the Commissioner of the Department of Mental Health and Substance Abuse Services as appropriate for the inpatient evaluation or treatment of minors.

Procedures

The following procedures apply to parent disclosures of mental health treatment and the holding of meetings to discuss accommodations that may be needed as a result of a student’s mental health condition:

- A. Prior to the enrollment of a student who has received inpatient or emergency outpatient services from a mental health facility in the previous twenty-four (24) months, the parent of that student shall have the option (but is not required) to disclose the student’s history of mental health treatment to the District.
- B. If a student’s parent/guardian makes a disclosure to the District as set forth above, the District will schedule a meeting to determine whether the student is in need of any accommodations, including, but not limited to, an individualized education program (“IEP”). The participants in this meeting shall include:
 - 1. The parent or legal guardian of the student.
 - 2. One or more designated District employees, which may include members of the student’s IEP team.
 - 3. One or more representatives of the mental health facility.
- C. The meeting required by this policy may take place in person, via teleconference, or via videoconference.
- D. The meeting shall be conducted in accordance with applicable state and federal laws, including, but not limited to the Health Insurance Portability and Accountability Act (“HIPAA”) and the Family Educational Rights and Privacy Act (“FERPA”).

Reference: Okla. Stat. tit. 70, § 3-169; Okla. Stat. tit. 43A, § 5-502.

SAVE WOMEN'S SPORTS ACT

Pursuant to SB002 (2022), prior to the beginning of each school year, the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If a student is 18 years of age or older and competes on a school athletic team, the student shall sign an affidavit acknowledging his or her biological sex at birth.

If there is any change in the status of the biological sex of a student submitting an affidavit pursuant to this policy, the affiant shall notify the school within 30 days of such change.

School athletic teams shall be expressly designated as one of the following based on biological sex:

1. "Males," "men," or "boys";
2. "Females," "women," or "girls"; or
3. "Coed" or "mixed."

School athletic teams designated for "females," "women," or "girls" shall not be open to students of the male sex.

Reference: Okla. Stat. tit. 70 § 27-106

The Save Women’s Sports Act (Okla. Stat. tit. 70, § 27-106(D)) requires as follows:

Prior to the beginning of each school year, the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If the student is eighteen (18) years of age or older, the student who competes on a school athletic team shall sign an affidavit acknowledging his or her biological sex at birth. If there is any change in the status of the biological sex of the student, the affiant shall notify the school within thirty (30) days of such change.

Section 426 of Title 12 of the Oklahoma States provides that “whenever under any law of this state or under any rule, order or requirement made pursuant to the law of this state, any matter is required or permitted to be supported, evidenced, established or proved by the sworn statement, declaration, verification, certificate, oath or affidavit, in writing of the person making the same, the matter may with like force and effect be supported, evidenced, established or proved by the unsworn statement in writing of the person made and signed under penalty of perjury setting forth the date and place of execution and that it is made under the laws of this state.”

Guthrie Public Schools
Declaration of Biological Sex at Birth

The undersigned, under the penalties of perjury, declares:

1. _____(Name of Student) participates on a Guthrie Public Schools athletic team.
2. The biological sex at birth of the student named herein was (check one):
 Male
 Female
3. I further understand Oklahoma law requires me to notify the school within 30 days of any change in status of the biological sex designated above.
4. I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

(Date and Place)

(Signature)

(Printed Name)

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex.

“Sex,” for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.

“Multiple occupancy restroom or changing area” is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

“Individual,” for the purposes of this policy is defined as any student or employee of the District.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

If a student refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the student shall be disciplined pursuant to the District’s student behavior policy.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.

Reference: Okla. Stat. tit. 70 § 1-125



**Board of Education Personnel Reports
August 8, 2022**

Employment Request

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Hrs. Per Day	Replacing
Parmer, Lisa	GUES	5 th Gr. Soc. Studies	08-15-22	6	DaNena Hays
Vaughan, Shayna	District	Reg. School Nurse	08-15-22	6	April Devereaux

<u>Classification Support</u> Name	Site	Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
McGuire, Whitney	Trans.	Rte. Driver	08-15-22	13	6	Lindsay McDonald
Rice, Elizabeth	GUES	Para - SpEd	08-15-22	6	7.5	Sierra Tharp
Schofield, Jewell	Fogarty	Caf. Worker	08-15-22	2	6	Kellie Downing
Thompson, Jeanie	Central	Para – KG	08-15-22	3	7.5	Sharon Smithson
Stengel, Melissa	Fogarty	Caf. Worker	08-15-22	2	6.5	Linda Bostwick

FMLA Requests

Certified:

Support:

Transfer of Position Report

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
Hays, DaNena	GUES – Soc. Studies	GUES – Reading	Christy Paul

<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
Weeks, Alicia	Fogarty – Caf. 6 hrs.	JH – Caf. 6 hrs.	Makaria Wells

Separation of Employment

<u>Classification Certified</u> Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Paul, Christy	GUES	Reading	resignation	07-25-22

<u>Classification Classified</u> Name	Site	Position	Reason for Separation	Effective Date
Norton, Sandra	HS	Para – SpEd	resignation	07-27-22
Salazar, Maria	HS	Cafeteria – 6.5 hrs.	resignation	08-01-22

STEVENS, JUSTIN	District Google Classroom	050	\$2000.00
BEEBY, LAURA	Web Page Coordinator Fogarty	110	\$300.00
DAVENPORT, DEANNA	Bus Loading 1st Sem Fogarty	110	\$500.00
DAVENPORT, DEANNA	Bus Loading 2nd Sem Fogarty	110	\$500.00
HUGHES, SHAY	Bus Loading 1st Sem Fogarty	110	\$500.00
HUGHES, SHAY	Bus Loading 2nd Sem Fogarty	110	\$500.00
MANN, ELIZABETH	Bus Loading 1st Sem Fogarty	110	\$500.00
MANN, ELIZABETH	Bus Loading 2nd Sem Fogarty	110	\$500.00
WILDA, TAMMIE	Special Education 5% Fogarty	110	\$1846.95
WILLIAMS, ANGELA	Special Education 5% Fogarty	110	\$2372.28
ADAMS PAYNE, CATHERINE	Special Education 5% Cotteral	120	\$2583.79
BEEBY, LAURA	Bus Loading 1st sem Cotteral	120	\$500.00
BEEBY, LAURA	Bus Loading 2nd Sem Cotteral	120	\$500.00
BEEBY, LAURA	Web Page Coordinator Cotteral	120	\$300.00
BLEWETT, TAMMY	Special Education 5% Cotteral	120	\$2682.60
BOHLMAN, PATTI	Special Education 5% Cotteral	120	\$2081.85
DEHNHARDT, DESIREE	Bus Loading 1st sem Cotteral	120	\$500.00
DEHNHARDT, DESIREE	Bus Loading 2nd Sem Cotteral	120	\$500.00
HENSON, CARA	Bus Loading 1st sem Cotteral	120	\$500.00
HENSON, CARA	Bus Loading 2nd Sem Cotteral	120	\$500.00
SARMIENTO, HEATHER	Bus Loading 1st sem Cotteral	120	\$500.00
SARMIENTO, HEATHER	Bus Loading 2nd Sem Cotteral	120	\$500.00
STANSBURY, TONYA	Bus Loading 1st sem Cotteral	120	\$500.00
STANSBURY, TONYA	Bus Loading 2nd Sem Cotteral	120	\$500.00
BLACKSTON, KEITH	Bus Loading 1st Sem GUES	125	\$500.00
BLACKSTON, KEITH	Bus Loading 2nd Sem GUES	125	\$500.00
CARPENTER, EMILY	Intern Assistant Principal	125	\$5000.00
CROCKETT, CORBIN	Bus Loading 1st Sem GUES	125	\$500.00
CROCKETT, CORBIN	Bus Loading 2nd Sem GUES	125	\$500.00
GODDARD, EVANGELINE	Academic Team Coach - GUES	125	\$300.00
GODDARD, EVANGELINE	Bus Loading 1st Sem GUES	125	\$500.00
GODDARD, EVANGELINE	Bus Loading 2nd Sem GUES	125	\$500.00
GROCE, CARI	Special Education 5% GUES	125	\$1891.86
GUIN, BRENDA	Special Education 5% GUES	125	\$1826.56
HURST, LETICIA	Special Education 5% GUES	125	\$2240.05
MCLENDON, CATHRYN	Special Education 5% GUES	125	\$2277.52
METZ, DUSTEN	Special Education 5% GUES	125	\$2171.59
PRIVETTE, COLTON	Honor Choir - GUES	125	\$600.00
SCHLUETER, SARAH	Special Education 5% GUES	125	\$1908.16
SIMPSON, DONNA	Special Education 5% GUES	125	\$1929.85
STONE, BELINDA	Counselor Elem	125	\$600.00
WALLIS, TYLER	Special Education 5% GUES	125	\$1846.95
WOODS, MELODI	Special Education 5% GUES	125	\$1973.00
BLEWETT, BAILEY	Special Education 5% Central	130	\$1867.34
CAMPBELL, MEGAN	Counselor Elem	130	\$600.00
COTTON, LESLEY	Web Page Coordinator Central	130	\$300.00
FOSHEE, STACY	Bus Loading 1st Sem Central	130	\$500.00
FOSHEE, STACY	Bus Loading 2nd Sem Central	130	\$500.00
FRIESE, GREG	Bus Loading 1st Sem Central	130	\$500.00
FRIESE, GREG	Bus Loading 2nd Sem Central	130	\$500.00
LOVATO, HARLEY	Bus Loading 1st Sem Central	130	\$500.00
LOVATO, HARLEY	Bus Loading 2nd Sem Central	130	\$500.00
LOVATO, HARLEY	Special Education 5% Central	130	\$1867.34
PRIVETTE, JENNIFER	Special Education 5% Central	130	\$2347.01

SIMPSON, KELLY	Counselor Elem	130	\$600.00
ANDERSON, CASEY	Web Page Coordinator Charter Oak	135	\$300.00
CAMPBELL, MICHAELA	Special Education 5% Charter Oak	135	\$1912.25
DAVIS, ELIZABETH	Special Education 5% Charter Oak	135	\$2171.59
DRAKE, TARA	Bus Loading 1st Sem Charter Oak	135	\$500.00
DRAKE, TARA	Bus Loading 2nd Sem Charter Oak	135	\$500.00
GOOD, LISA	Bus Loading 1st Sem Charter Oak	135	\$500.00
GOOD, LISA	Bus Loading 2nd Sem Charter Oak	135	\$500.00
KLIEWER, PATRICIA	Special Education 5% Charter Oak	135	\$2654.44
LERNER, ELIZABETH	Honor Choir Central/Charter Oak	135	\$500.00
BALL, TANNER	Basketball Head Coach 7th Gr Boys	610	\$1800.00
BALL, TANNER	Football Asst. Coach 8th Grade	610	\$1800.00
CARROLL, STEVE	Add'l Days (20)- JH Counselor S.C.	610	\$5164.11
CARROLL, STEVE	Counselor JH	610	\$600.00
CLYMER, ZAC	Baseball Asst. Coach 8th Grade	610	\$1100.00
DAVENPORT, JADON	Football Asst. Coach 8th Grade	610	\$1800.00
DAWES, GABRIELLE	Math Counts JH	610	\$300.00
DEARING, BRYAN	Team Leader 8th	610	\$500.00
DEMENT, ADAM	Cross Country Head Coach 7,8,9 Boys	610	\$1100.00
DEMENT, ADAM	Track Head Coach 7th,8th Boys	610	\$1700.00
DEMENT, TIFFANY	Cross Country Head Coach 7,8,9 Girl	610	\$1100.00
DEMENT, TIFFANY	Track Head Coach 7th,8th Girls	610	\$1700.00
DICKINSON, TIFFANY	Academic Team Coach - JH	610	\$375.00
FRIEND, KRISTEN	Cheerleading Asst. (JH)FB, BB, WR	610	\$375.00
GILLETT, RON	Golf Head Coach 7,8,9 Boys	610	\$1300.00
GILLETT, RON	Golf Head Coach 7,8,9 Girls	610	\$1300.00
GILLETT, RON	Honor Society JH	610	\$300.00
GILLETT, RON	Softball Head Coach JH	610	\$1700.00
HOOPER, KRISTEN	Special Education 5% JH	610	\$2049.00
HOOPER, KRISTEN	Team Leader 7th	610	\$500.00
HOWARD, JAY	Art Stars - JH	610	\$300.00
HOWARD, JAY	Wrestling Head Coach 7th,8th,9th	610	\$1700.00
JOHNSON-FIELDS, PAM	Pep Club JH	610	\$200.00
LEGRANDE, SHAROLYN	Honor Society JH	610	\$300.00
LEGRANDE, SHAROLYN	Journailsm JH	610	\$1000.00
LEGRANDE, SHAROLYN	Web Page Coordinator JH	610	\$500.00
LEGRANDE, SHAROLYN	Yearbook Photographer JH	610	\$200.00
MORGAN, SAM	Basketball Head Coach 7th Gr Boys	610	\$1800.00
MORGAN, SAM	Football Asst. Coach 8th Grade	610	\$1800.00
MORGAN, SETH	Baseball Asst. Coach 8th Grade	610	\$1100.00
OGLE, TINA	Team Leader 7th	610	\$500.00
OGLE, TINA	Vocational JH Tech	610	\$2200.00
PETERMAN, SCOTT	Vocational JH Tech	610	\$2200.00
PORTER, CASEY	Football Head Coach 8th Grade	610	\$2550.00
RICHARDSON, BILLY	Band Music Assistant	610	\$4500.00
ROBINSON, SHANE	Athletic Director Coordinator - JH	610	\$5000.00
STEVENS, JUSTIN	Baseball Head Coach 8th Grade	610	\$1800.00
STEVENS, JUSTIN	Football Asst. Coach 8th Grade	610	\$1800.00
STEVENS, JUSTIN	Wrestling Asst Coach 7th,8th,9th	610	\$1400.00
STEVENSON, SHERI	Team Leader 7th	610	\$500.00
STONE, BRAYDEN	Football Head Coach 7th Grade	610	\$3000.00
STONE, BRAYDEN	Tennis Head Coach 7th,8th Boys	610	\$1200.00
VAUGHAN, SCOT	Basketball Head Coach 8th Boys	610	\$1800.00
VAUGHAN, SCOT	Softball Asst. Coach JH	610	\$1100.00

WAY, MICHAEL	Band Music Assistant	610	\$4500.00
WHITEHEAD, SUSAN	Add'l Days (20)- JH Counselor S.W.	610	\$4385.47
WHITEHEAD, SUSAN	Builders Club	610	\$800.00
WHITEHEAD, SUSAN	Bus Loading 2nd Sem JH	610	\$500.00
WHITEHEAD, SUSAN	Counselor JH	610	\$600.00
WILKERSON, RANDY	Basketball Head Coach 7th Gr Girls	610	\$1800.00
WILKERSON, ZACHARY	JH Tennis - Boys	610	\$1200.00
WOODS, BRYAN	Special Education 5% JH	610	\$1994.70
ZAHIRI, SHERRY	Special Education 5% JH	610	\$1867.34
BALENSEIFEN, BRYCE	Cross Country Head Coach HS Boys	705	\$2700.00
BALENSEIFEN, BRYCE	Track Head Coach HS Girls	705	\$3500.00
BEACH, CHRIS	Basketball Assistant Coach Boys HS	705	\$2700.00
BEACH, CHRIS	Basketball Head Coach 9th Gr Boys	705	\$1800.00
BEEBY, KELLY	Football Head Coach Gr. 9-12	705	\$9400.00
BEEBY, KELLY	Powerlifting Head Coach HS	705	\$1000.00
BEEBY, KELLY	Summer Athletic Pride \$2000	705	\$2000.00
BEEBY, KELLY	Track Asst. Coach HS Boys	705	\$1600.00
BENHAM, LAURA	Special Education 5% HS	705	\$2575.39
BENHAM, LAURA	Special Olympics HS	705	\$300.00
BENNETT, TERRY	Baseball Head Coach HS	705	\$5200.00
BENNETT, TERRY	Football Asst. Coach Gr. 9-12	705	\$3600.00
BENNETT, TERRY	Football Special Teams Coord. HS	705	\$750.00
BERRYMAN, SHELLEY	Competitive Drama HS	705	\$2500.00
BERRYMAN, SHELLEY	Drama - HS	705	\$500.00
BERRYMAN, SHELLEY	Tennis Head Coach HS Girls	705	\$2800.00
BLACKBURN, ROB	Band Director	705	\$7000.00
BLACKBURN, ROB	Summer Band Pride \$2000	705	\$2000.00
BLAKEMORE, KRISTI	Add'l Days (20) HS Counselor K.B.	705	\$4626.33
BLAKEMORE, KRISTI	AP Coordinator HS	705	\$500.00
BLAKEMORE, KRISTI	Counselor HS	705	\$600.00
BLAKLEY, BOOKER	Softball Head Coach HS	705	\$5200.00
BLAKLEY, BOOKER	Softball Slow Pitch Coach HS	705	\$2750.00
BLAKLEY, BOOKER	Summer Athletic Pride \$1000	705	\$1000.00
BRANVILLE, AUSHLEANA	Volleyball - HS Asst. Coach	705	\$1000.00
BURNETT, TONNIE	Academic Team Coach - HS	705	\$1500.00
BURROUGHS, BLAKE	Volleyball - HS Head Coach	705	\$1750.00
CARPENTER, PAUL	Foreign Language Club HS	705	\$300.00
CHADD, ANNIE	Add'l Days (20) HS Counselor A.C.	705	\$5785.67
CHADD, ANNIE	AP Coordinator HS	705	\$500.00
CHADD, ANNIE	Counselor HS	705	\$600.00
CHADD, ANNIE	Honor Society - HS	705	\$362.50
CHADD, ANNIE	Senior Class Sponsor	705	\$750.00
CLARK, BRECK	Basketball Head Coach Girls HS	705	\$6000.00
CLARK, BRECK	Summer Athletic Pride \$2000	705	\$2000.00
CLYMER, ZAC	Baseball Head Coach 9th Grade	705	\$2000.00
CROCKETT, CORBIN	Baseball Asst. Coach HS	705	\$2300.00
DAVENPORT, JADON	Summer Athletic Pride \$1000	705	\$1000.00
DAVENPORT, JADON	Wrestling Head Coach HS	705	\$6000.00
DAVENPORT, JEROMY	Wrestling Asst. Coach HS	705	\$2300.00
DAVIS, LUKE	Football Asst. Coach Gr. 9-12	705	\$3600.00
DAVIS, LUKE	Summer Athletic Pride \$1000	705	\$1000.00
DAVIS, LUKE	Track Asst. Coach HS Boys	705	\$1600.00
DEMENT, TIFFANY	Basketball Assistant Coach Girls HS	705	\$2700.00
DEMENT, TIFFANY	Freshman Class Sponsor	705	\$200.00

DEMENT, TIFFANY	Link Crew	705	\$500.00
ENGLE, MATHEW	Soccer Head Coach Girls	705	\$3300.00
FIELDS, MONETTA	Dept Chair - Math HS	705	\$700.00
FIELDS, MONETTA	Journalism HS	705	\$2500.00
FIELDS, MONETTA	Mu Alpha Theta HS	705	\$500.00
GRAVES, HARLEY	Special Ed Supervision 1st Semester	705	\$450.00
GRAVES, HARLEY	Special Ed Supervision 2nd Semester	705	\$450.00
GROCE, CARI	Tennis Head Coach HS Boys	705	\$2800.00
HESTER, KYRI	Detention (PM) HS	705	\$450.00
HORN, MICHAEL	Soccer Head Coach Boys	705	\$3300.00
HOWARD, JAY	Summer Athletic Pride \$1000	705	\$1000.00
HUTCHISON, MEGAN	Art - HS	705	\$2000.00
JENSEN, JAKE	Cross Country Head Coach HS Girls	705	\$2700.00
JOHNSON-FIELDS, PAM	Cheerleading (Freshman) FB,BB,WR	705	\$1425.00
JOHNSON-FIELDS, PAM	Cheerleading (Varsity) FB,BB,WR	705	\$2100.00
JOHNSON-FIELDS, PAM	Heritage Club HS	705	\$300.00
JOHNSON-FIELDS, PAM	Special Education 5% HS	705	\$2110.18
JORDAN, JEFF	Dept Chair - Lang Arts HS	705	\$700.00
KROTH, LISA	Special Education 5% HS	705	\$2380.08
LAHR, MACY	Cheerleading (JH) FB,BB,WR	705	\$750.00
MAKER, JESSICA	Junior Class Sponsor	705	\$750.00
MAKER, JESSICA	Vocational HS FCS	705	\$2200.00
MORGAN, DONALD	Basketball Assistant Coach Boys HS	705	\$2700.00
MORGAN, SAM	Basketball Assistant Coach Girls HS	705	\$2700.00
MORGAN, SEAN	Basketball Head Coach Boys HS	705	\$6000.00
MORGAN, SEAN	Summer Athletic Pride \$2000	705	\$2000.00
MORGAN, SETH	Basketball Assistant Coach Boys HS	705	\$2700.00
MURRAY, JULIE	Special Education 5% HS	705	\$2049.00
MYERS, MONTE	Student Council HS	705	\$1500.00
ONEILL, JENNIFER	Science Club	705	\$500.00
PARKS, JASMINE	Soccer Asst Coach HS Boys	705	\$1500.00
PARKS, JASMINE	Special Education 5% HS	705	\$1867.34
PARKS, JASMINE	SpEd Courseware Supervisor	705	\$1500.00
PARKS, JASMINE	SpEd Courseware Supervisor	705	\$1500.00
PERRING, BILL	Band Marching Assistant	705	\$2300.00
PERRING, BILL	Dept Chair - Fine Arts HS	705	\$700.00
PERRING, BILL	Senior Class Sponsor	705	\$750.00
PERRING, BILL	Vocal Music HS	705	\$5000.00
PLAGENS, CHASE	Football Asst. Coach Gr. 9-12	705	\$3600.00
PLAGENS, CHASE	Special Education 5% HS	705	\$2065.85
PLAGENS, CHASE	Summer Athletic Pride \$1000	705	\$1000.00
PORTER, CASEY	Dept Chair - Social Studies HS	705	\$700.00
PORTER, LAURA	Dept Chair - Special Ed HS	705	\$700.00
PORTER, LAURA	Special Education 5% HS	705	\$2146.45
REDUS, MICHELLE	Dept Chair - Science HS	705	\$700.00
REDUS, MICHELLE	Junior Class Sponsor	705	\$750.00
REDUS, MICHELLE	Science Club	705	\$500.00
REECE, LISA	Cross Country Asst. Coach HS Boys	705	\$1100.00
REECE, LISA	Cross Country Asst. Coach HS Girls	705	\$1100.00
REECE, LISA	Track Asst. Coach HS Girls	705	\$1600.00
REECE, LISA	Track Head Coach 9th Girls	705	\$1000.00
RICE, JASON	Football Asst. Coach Gr. 9-12	705	\$3600.00
RICE, JASON	Football Offensive Coordinator - HS	705	\$2000.00
RICE, JASON	Golf Head Coach HS Girls	705	\$2700.00

RICE, JASON	Summer Athletic Pride \$1000	705	\$1000.00
RICHARDSON, BILLY	Summer Band Pride \$1500	705	\$1500.00
SALAS, GLORIA	Foreign Language Club HS	705	\$300.00
SANDERS, CHAD	Football Asst. Coach Gr. 9-12	705	\$3600.00
SANDERS, CHAD	Track Asst. Coach HS Boys	705	\$1600.00
SANDERS, CHAD	Weightlifting Coach HS	705	\$1000.00
SMITH, JOSHUA	Basketball Assistant Coach Girls HS	705	\$2700.00
SMITH, JOSHUA	Basketball Head Coach 9th Gr Girls	705	\$1800.00
STEVENS, JUSTIN	Dept Chair - Business HS	705	\$700.00
STEVENS, JUSTIN	Online/Virtual Curriculum Coord.	705	\$3000.00
STEVENS, JUSTIN	Web Page Coordinator HS	705	\$1500.00
STONE, BRAYDEN	Sophomore Class Sponsor	705	\$200.00
TARRANT, KARA	Softball Asst. Coach HS	705	\$2300.00
TARRANT, KARA	Softball Asst. Coach HS	705	\$2300.00
TARRANT, KARA	Softball Slow Pitch Asst Coach HS	705	\$1750.00
TARRANT, KARA	Summer Athletic Pride \$1000	705	\$1000.00
WAY, MICHAEL	Summer Band Pride \$1500	705	\$1500.00
WOODARD, ERIC	Football Asst. Coach Gr. 9-12	705	\$3600.00
WOODARD, ERIC	Football Defensive Coordinator - HS	705	\$750.00
YOUNG, TYLER	Detention (AM) HS	705	\$450.00
YOUNG, TYLER	Football Asst Coach Grades 9-12	705	\$4100.00
YOUNG, TYLER	Football Defensive Coordinator - HS	705	\$750.00
YOUNG, TYLER	Football Special Teams Coord. HS	705	\$750.00
YOUNG, TYLER	Summer Athletic Pride \$1000	705	\$1000.00
BARRETT, KIM	Alternative Education 5% 9th month	710	\$2216.89
BARRETT, KIM	Bus Loading 2nd Sem Faver	710	\$500.00
BARRETT, KIM	Noon Duty Faver 1st Sem	710	\$450.00
BENSON, JUANA	Additional Days (20) Faver Director	710	\$5695.23
BENSON, JUANA	Alternative Ed Dire - Faver	710	\$5000.00
BENSON, JUANA	Alternative Education 5% 8th month	710	\$2463.93
RUSSELL, DONNA	Alternative Education 5% 9th month	710	\$2288.37
RUSSELL, DONNA	Noon Duty Faver 2nd Sem	710	\$450.00
WOODARD, ERIC	Alternative Education 5% 8th month	710	\$2575.39
WOODARD, ERIC	Bus Loading 1st Sem Faver	710	\$500.00

Guthrie Public Schools
Property Committee Meeting
August 1, 2022 5:00 p.m.

Attending Members: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Travis Sallee, and Linda Skinner. Tina Smedley and Matt Girard were present for Ron Plagg and Janna Pierson

Cody Thompson spoke on the following items:

Expenditure Reports:

- Summarized July expenses for Maintenance and Transportation
- Comparison of 2021/22 expenditures to 2020/21
- 87 new July Purchase Orders for Maintenance and 65 for Transportation

Completed Projects:

- Completed 91 Maintenance work orders, 24 Transportation work orders and handled 23 Activity trips work orders for the month.
- Poured concrete sidewalks at Central and Faver
- Custodians making good progress with their deep Summer cleaning at all Sites. JH & HS have been a challenge with the construction projects
- All 42 buses have passed the required Federal & State inspections
- Completed the renewal requirements for the DEQ Waste Water Operator License for the Charter Oak lagoon & lift station
- Maintenance & custodial staff did an excellent job in getting Faver School ready for the annual Faver Alumni reunion on July 15th & 16th
- Coils are being cleaned on the chillers at GUES, Fogarty, and the HS
- Painted the concrete hallway floors on the south side and repainted the hallway floors on the north side at Central
- Poured new concrete pads for the dumpsters at GUES and the HS
- Installed the old HS scoreboard in the JH gym
- Replaced carpet in the HS band room
- Replaced two classrooms floor tiles at the JH
- Installed new acoustical wall panels in the HS Little Theater
- Repaired 3 gas leaks at the JH after ONG made repairs to their meter
- The JH ISS house was torn down and debris removed
- Carpets have been cleaned and sanitized at Charter Oak, Central, Cotteral, GUES, and the HS with only a few remaining at Fogarty
- Made repairs to the siding on the south portable at Faver
- Transportation has registered 360 bus riders for the upcoming school year
- Transportation is close to being fully staffed, depending on the status of 3 of our drivers

Future Projects:

- Continue the floor work at the HS to the north and south part of the building and the floor work at GUES to the main and gym hallways
- Install fencing to the HVAC units at the HS Annex & north side
- Replace the sidewalk from the parking lot to the building at Fogarty
- Repair the plaster wall & water line in the JH FACS classroom
- Install the new scoreboard on the east side of the HS main gym

- Make major repairs to the roof drain system on the north side of the HS
- Install plumbing shut-off valves at strategic areas at each school site
- Several HVAC projects at most sites are scheduled for this summer:
 - Temp unit for the Press Box
 - Install 4ton unit for the JH band room, SA1 & SA4
 - Repair a/c in Cotteral gym & N4
 - Repair a/c at Central Server room, rms 15 & 20, NE hall & 1 compressor
 - Repair freon leaks in rooms 103 & 104 at Charter Oak
 - Repair a/c at the HS in rms 4, 6, the stage, kitchen, & south café unit
 - Expecting more to come if this heat dome continues
- Replace the doors to the boy's bb locker room that were vandalized
- Replace carpet in the work room and hall office areas at GUES
- Remove items from the NW portable classroom at Fogarty

District Property Projects:

Bond Project – New Cotteral Elementary – Dr. Simpson will update on the negotiations with Centennial to be our CMAR for this project

Bond Projects – ESSER/ARPA Funds

GUES	Building Automatic System Replacement, replace air handler units, exhaust fans in restrooms and other system controls – need to fabricate duct work for the kitchen unit. Everything else is completed Replace the two boilers – completed
Central	Replace the boiler and chiller
HS	Replace five boilers
Sev. sites	Replace package units
JH Gym	Install new package HVAC units – completed
JH	Tuckpointing to the exterior of the main building – in progress Outside window installation – in progress 2/3 of the new windows have been installed and 2 entry doors on the south side
HS	Restroom Renovations – new men's restroom has been plumbed in, the original replumbed to be converted to a family restroom, and the original women's restroom has been taken out Gym foyer project – work on this project is underway
JH	HVAC Classroom projects – work on this project is underway – the 2 new additional piping has been installed throughout the building and all 3 floors have been air-pressured. Will have cooling/heating and install the new classroom units when they arrive sometime this fall

will

Dr. Simpson discussed the slow progress being made on the High School gym foyer project. Will be meeting with the Project Manager on Tuesday.

Dr. Simpson also discussed the policy changes that were sent to the Board Members, arrangements being made with the City of Guthrie and the Sheriff Dept. for SROs, the redistricting for the Board Members, and the traffic issues at Cotteral and Charter Oak.

There was also discussion of the 9% increase in our net assessment.

Guthrie Public Schools
Finance Committee Meeting

August 2, 2022

In attendance: Ms. Tina Smedley, Ms. Gail Davis, Mr. Chris Schroder, Dr. Mike Simpson, Mr. Doug Ogle, Ms. Carmen Walters, Dr. Michelle Chapple, Ms. Angie Young, Mr. Dee Benson and Ms. Tamie Jones

Dr. Chapple opened the meeting, and welcomed everyone in attendance. She then presented the following information:

Fund Revenues, Expenditures and Balance Projections as of July 31, 2022

Information was presented

Approval of Meal Price increases for 2022-2023

Pricing increases were presented

Approval of 2022-2023 Activity Handbook Revisions

Revisions were presented

Approval of Agreement with Coca-Cola 2022-2023

Information was presented

Mr. Ogle presented the following:

Approval of Renewal MOU with Meridian Technology for Middle School Gateway to Technology programs 2022-2023

Information was presented

Ms. Walters presented the following:

Approval of Renewal Agreement with Waterford Reading Academy 2022-2023

Information was presented

Mr. Benson presented the following:

Approval of Renewal Agreement with Powerschool/Mizuni for licenses 2022-2023

Information was presented

Approval of Agreement with MacMan/Filewave for Device Mgmt Software 2022-2023

Information was presented

Dr. Simpson presented the following updates:

Discussion – Review of Policies for 2022-2023

Updates were discussed

Discussion – Centennial Construction Contract

Updates were discussed

Discussion – SRO Contracts and School Safety Procedures

Updates were discussed

Discussion – Jr. & Sr. High Construction

Updates were discussed

Discussion – District Growth

Updates were discussed

Discussion – Construction at Cotteral

Updates were discussed

Discussion – Future Redistricting

Updates were discussed

Curriculum Committee Meeting Minutes

August 2, 2022

5:00 PM

GPS Administration Board Room

In Attendance:

Dr. Mike Simpson, Doug Ogle, Carmen Walters, Angie Young, Tina Smedley, Gail Davis, Matt Girard, Gina Wright

Agenda Items Discussed:

Ms. Walters:

- Ms. Walters discussed the Waterford Reading Academy Agreement Renewal. This will be year two for our partnership. Waterford Reading Academy is a software program for students enrolled in Pre-K through 2nd grade. The program includes single student licenses for reading, math, science and individual teacher licenses. The cost for the 2022-2023 Waterford Reading Academy is \$177,920.00 which is a decrease in price of \$13,810.00 from the previous year and will be paid for from ESSER III American Rescue Plan funds. The program meets the ESSER III (ARP) required 20% set aside of these funds specifically for learning loss.
- Ms. Walters gave an update on District Online Enrollment with the switch to our new platform Infinite Campus. In person assistance was offered by our staff on July 26th and July 27th at the Guthrie High School cafeteria. We were able to assist a total of 286 families with their online enrollment on these two days. In addition, over 40 EL families were assisted by our District ELL Bilingual Coordinator Ms. Ana Salas-Ocampo. To date 2,236 students have been enrolled. School Based Services Specialists were also available both days to assist families with enrollment and offer assistance for any needs they may have to direct them to the services available to them.

Mr. Ogle:

- Mr. Ogle discussed the Days to Hours. Guthrie Public Schools has an adopted calendar of 180 days for the 2022-2023 school year. He would like to recommend that Guthrie Public Schools convert to the 1080 hours (days to hours) to be used should unforeseen events cause cancellation of classes as indicated on the adopted calendar. Doing this would give the district 8 additional days to use in case of events that were not anticipated.
- Mr. Ogle presented the Career Tech Allocation. This gave a breakdown of the types of aid and the costs. Program Assistance is \$68,882.00, Summer Salary is \$21,960.00 and State Teacher Supplement is \$16600.00. The total for the Career Tech Allocation is \$107,442.00.

- Mr. Ogle talked about the Dropout Report. This report included Guthrie HS and JHS with a breakdown including ages, grades and percentages. The district is at 4.46%, the high school is at 4.86% and the junior high is at 3.67% which is a reduction over the past 5 year period.
- Mr. Ogle also discussed Staffing Updates. To date, all certified positions have been filled, however there are 11 classified positions open which include, paraprofessionals, cafeteria workers, custodians and route drivers. The district school nurse position also has been filled.

Dr. Simpson

- Dr. Simpson shared with the committee many district updates and proposed plans.