

**AGENDA WITH COMMENTARY**

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

**MONDAY  
MARCH 07, 2016  
7:00 P.M.**

**AGENDA:**

1. Call to Order
2. Roll Call
3. Establish a Quorum
4. Pledge of Allegiance
5. Presentation by Mr. Brian Billings from Sonic of East Guthrie
6. Presentation of Certified and Support Employee of the Month
7. Comments to the Board by:
  - A. Citizens registered to speak to the Board
  - B. Board Members
8. Superintendent's Reports
9. **Consent Agenda:.....Pages 5-45**  
All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:
  - A. Minutes of regular meeting held on February 8, 2016
  - B. Minutes of special meeting held on February 24, 2016
  - C. Treasurer's Report

- D. New Activity Fund Account requests by Guthrie High School
- E. Activity Fund Fundraisers as per attached list
- F. Activity Fund Transfers as per attached list
- G. Fuel bid as recommended by bid committee
- H. Encumbrances for General Fund #'s 903-948, Building Fund #'s 111-123, Child Nutrition Fund #'s 32-34 and listed change orders and Activity Fund Reports
- I. Declare listed items as surplus

**10. Business Agenda:**

- A. Recommendation, consideration and action upon contract with Center for Responsive Schools, Inc. for professional development for Elementary Teachers from May 31-June 3, 2016.....Pages 46-50

Commentary:

The cost of this program, \$22,610.00, is fully funded through Title II funds. This program provides a way of teaching that creates a safe, challenging, and joyful classroom and schoolwide climate for all children. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- B. Recommendation, consideration and action upon contract renewal with Municipal Accounting Systems, Inc. for providing software and support for financial accounting, personnel, child nutrition and student information programs including student gradebooks.....Pages 51-56

Commentary:

The District has used Municipal Accounting Systems for over 18 years. Part of the cost is driven by student enrollment. There will be a net increase of \$294.00. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- C. Recommendation, consideration and action upon request for Special Education students to attend State Special Olympics Summer Games May 11-13, 2016.....Page 57

Commentary:

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

**RECOMMENDATION ACTION:**

The Superintendent recommends approval.

**D. Recommendation, consideration and action upon K-8 Remedial Summer School Program.....Page 58**

Commentary:

This is a request to again provide our annual Remedial Summer School Program for students in Kindergarten through 8<sup>th</sup> grade. The program is funded through Reading Sufficiency and Title I funds. There is no cost to the student. Teacher recommendations will be submitted for your approval at the May 2016 Board meeting. **Carmen Walters will answer any questions.**

**RECOMMENDATION ACTION:**

The Superintendent recommends approval.

**E. Presentation of proposed new District Policies:.....Pages 59-69**

- **C-27 Administration of Federal Programs**
- **C-27A Federal Programs Complaint Policy**

Commentary:

These proposed new policies were reviewed by the Superintendent and our legal counsel. This is not an action item. It is for presentation only and will be placed on the April agenda for approval.

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

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

**12. Vote on action as set out on the Personnel Reports.....Page 70**

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

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

**Dr. Mike Simpson  
Superintendent**

**jf**

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
FEBRUARY 8, 2016**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON FEBRUARY 8, 2016**

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

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

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

Superintendent Simpson introduced Mr. Jerry Gammill, Director of Facilities and Mr. H.C. Patel of the Guthrie Kiwanis Club. They introduced GHS student Kaitlyn Reed who was named Sophomore of the Year. She was presented a plaque and a \$250 cash award. Mr. Gammill stated Ms. Reed was selected among several applicants and stood out due to her outstanding community service.

6. President Pennington called for presentation of Certified and Support Employee of the Month.

**Mr. Doug Ogle, Executive Director of Personnel and Secondary Education, announced the award winners for January: Ms. Angie Simonton, GHS English Teacher, as certified employee of the month and Mr. Gary Oliver, Central Elementary Para Professional, as support employee of the month. Nomination letters were read by the staff member who submitted the nominations: Ms. Kim Barrett, GHS U.S. History Teacher, for Ms. Angie Simonton and Mrs. Dani Watson, Central Elementary Principal, for Mr. Gary Oliver.**

**Mr. Ogle presented the award winners a plaque and a \$25.00 Sonic Gift Card donated by the Guthrie Lions Club.**

- 7. President Pennington called for presentation of Guthrie Public Schools' Site Teachers of the Year and District Teacher of the Year for 2016-2017.**

**Dr. Simpson thanked everyone who made a donation for our Teacher of the Year Program and recognized the outstanding partnerships we've developed with local businesses. He acknowledged the community members and businesses who donated gifts for this year's Teacher of the Year selections. He stated that all Site Teachers of the Year would receive a gift from Environmental Management Incorporated. He announced the donated gifts for the Runner-up: a plant from Mary's Flower Shop, a piece of handmade pottery from Gail Davis/Board Member, lunch for 2 and a loaf of lemon-blueberry bread from Missy's Donuts and Bakery, Kendra Scott earrings from Boutique 206, and a tank of gas per week for one month during the summer from Eskridge Chevrolet. For the Winner: a gift basket from AC's Hallmark, a Guthrie ornament from The Heritage Collection, flowers from Furrow Flowers and Gifts, a \$5 gift card from Rick's Fine Chocolates and Coffees, a gift basket from Keller Williams, a picture frame from Vencedora Designs, a Rick's Chocolate gift basket from Interbank, a piece of handmade pottery from Gail Davis/Board Member, a \$15 gift card from Hoboken Coffee, a Dr. Pepper neon sign from Jonas and Charlie Brown, a free meal from Stables Restaurant, a bottle of TIGI shampoo and conditioner from Kellie Henke at Downtown Salon, lunch for 2 and a loaf of lemon blueberry bread from Missy's Donuts and Bakery, 2-\$15 gift cards and 2 refillable cups from Billy Simms Barbecue, a \$50 Chili's/On the Border gift card from Dawna Elmore, a \$75 gift card from Shelton Photography, a handmade Bluejay quilt from Sharon Watts/Board Member, a \$100 Gage's Gift Card from BancFirst, a \$100 check from Edward D. Jones, \$100 from the Terry Pennington Family, a Kendra Scott bracelet from Boutique 206, personal use of a vehicle for the month of August from John Vance Auto Group, and personal use of a vehicle for May, June and July from Eskridge Chevrolet.**

**Dr. Simpson introduced Ms. Carmen Walters, Executive Director of Federal Programs and Elementary Education, and Mr. Doug Ogle, Executive Director of Personnel and Secondary Education. Ms. Walters first explained the process of Teacher of the Year and then recognized the Elementary Site Teachers of the Year-Cotteral: Deanna Davenport and Dawn Reames, Central: Ashley Henderson, Fogarty: Tia Davidson and Kathryn Rosenbach, GUES: Keith Hedge, Kara Walters and Shari Yost. Ms. Walters then announced the 2016 Elementary Teacher of the Year as Ms. Kara Walters. Mr. Ogle recognized the Secondary Site Teachers of the Year-Jr. High: Ron Gillett and Tara Barker, High School: Diana Meek, Lisa Kroth, Lori Lucas and Patricia Johnson. Mr. Ogle then announced the 2016 Secondary Teacher of the Year as Lori Lucas.**

**Dr. Simpson then announced the 2016 Teacher of the Year as Ms. Kara Walters.**

- 8A. President Pennington asked the Superintendent if there were any citizens registered to speak to the Board.**

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

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

**President Pennington addressed the comments that have been made on social media and stated they were not factual comments. Asked to please contact the building administrator if there was truly a question regarding energy cuts or other questions. Confirmed the District is trying to save money wherever appropriate in order to help save jobs.**

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

**Superintendent Simpson reported on the following:**

**Reminded everyone the School Board Election is tomorrow. Those citizens within the Guthrie Public School District boundary are eligible to vote in the election for Seat #1. The candidates for this seat are incumbent Sharon Watts and Mark Schwartzbaugh. The ballot will also include a city sales tax proposal to provide quality of life enhancements for our city. All voters are encouraged to participate tomorrow.**

**Announced Chase Perdue, a 6<sup>th</sup> grader at GUES, finished 3<sup>rd</sup> in the regional Spelling Bee last week.**

**Announced that after the State Excise Board meeting on February 16<sup>th</sup> we will know if the Education Reform Revolving Fund (1017 Fund) will be cut. Mr. Schulz estimates the cuts from this fund could be \$100,000. Soon after that announcement, we will also know if a second revenue failure will occur and if subsequent current year cuts are to come.**

**Addressed our current and upcoming budget situation. Explained we have already begun taking small measures to save money including removal of personal appliances from classrooms, asking staff to turn off lights when classrooms are unoccupied and correctly powering down computers. Stated there have not been any requests to any sites to make changes in building temperatures. He applauded the staff for doing their part as we face one of the greatest financial challenges we have faced in many years.**

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

**Dr. Simpson stated that item G2, Agreement with City of Guthrie for use of Kiwanis Field for GJHS Baseball practice for the 2016 baseball season, has 2 handwritten amendments per our attorney's advice. If the agreement is approved tonight, it will be resent to the City of Guthrie for approval.**

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

**A motion was made by Pierson and seconded by Davis to approve the Consent Agenda as presented with the addition of the handwritten amendments on the City of Guthrie Agreement.**

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

- 11A. President Pennington called for recommendation, consideration and action upon Guthrie High School Driver's Education Summer School 2016.**

**A motion was made by Smedley and seconded by Bennett-Johnson to approve Guthrie High School Driver's Education Summer School 2016.**

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

- 11B. President Pennington called for recommendation, consideration and action upon School Health Profiles Survey for secondary school level sponsored by the Oklahoma State Department of Health and the Oklahoma State Department of Education conducted by the Centers for Disease Control.**

**A motion was made by Watts and seconded by Smedley to approve the School Health Profiles Survey for secondary school level sponsored by the Oklahoma State Department of Health and the Oklahoma State Department of Education conducted by the Centers for Disease Control.**

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

- 11C. President Pennington called for recommendation, consideration and action upon 2016-2017 STEM Academy:Pre-Engineering and Biomedical Sciences Joint Program Agreement with Meridian Technology Center.**

**A motion was made by Watts and seconded by Pierson to approve the 2016-2017 STEM Academy:Pre-Engineering and Biomedical Sciences Joint Program Agreement with Meridian Technology Center.**

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

- 11D. President Pennington called for recommendation, consideration and action upon Memorandum of Understanding between the Oklahoma Department of Career and Technology Education and Guthrie High School for 2015-2016.**

**A motion was made by Watts and seconded by Smedley to approve the Memorandum of Understanding between the Oklahoma Department of Career and Technology Education and Guthrie High School for 2015-2016.**

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

- 11E. President Pennington called for recommendation, consideration and action upon Cooperative Letter of Partnership between Guthrie Junior High School and Oklahoma State University Educational Talent Search Program for September 1, 2016-August 31, 2021.**

**A motion was made by Smedley and seconded by Bennett-Johnson to approve the Cooperative Letter of Partnership between Guthrie Junior High School and Oklahoma State University Educational Talent Search Program for September 1, 2016-August 31, 2021.**



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

- 12. President Pennington called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports and discussion of Superintendent's contract, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1 and 7.**

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

**The motion carried with 7 ayes and 0 nays. Executive session began at 7:40 p.m.**

- 12B. President Pennington acknowledged the Board's return to open session at 8:01 p.m.**

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

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

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

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

- 14. President Pennington called for consideration and action upon the Superintendent's contract.**

**A motion was made by Pierson and seconded by Davis to approve the Superintendent's contract.**

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

**Discussion followed.**

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

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

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

**Superintendent Simpson stated there was no new business.**

- 17. A motion was made by Sallee and seconded by Smedley to adjourn the meeting.**

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

**The meeting adjourned at 8:04 p.m.**

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**Jana Frey, Minutes Clerk**

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**Terry Pennington, Board President**

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
SPECIAL MEETING  
FEBRUARY 24, 2016**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 4:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON FEBRUARY 24, 2016**

**Board Members Present:**

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

**District Level School Officials Present:**

**Dr. Mike Simpson, Superintendent  
Dennis Schulz, Ass't Superintendent  
Doug Ogle, Executive Director of  
Personnel/Secondary Ed  
Eldona Woodruff, Director of Special Education**

- 1. The meeting was called to order by President Pennington.**
- 2. Members Jennifer Bennett-Johnson, Gail Davis, Janna Pierson, Travis Sallee, Tina Smedley, Sharon Watts and Terry Pennington were present for roll call.**
- 3. A quorum was established.**
- 4. President Pennington asked everyone present to stand and join him in the Pledge of Allegiance.**
- 5. President Pennington called for recommendation, consideration and vote on reorganization of the Board including:
  - A. Election of President**
  - B. Election of First Vice-President**
  - C. Election of Second Vice-President**
  - D. Election of Board Clerk**
  - E. Election of Deputy Board Clerk****

**A motion was made by Bennett-Johnson and seconded by Sallee to appoint Sharon Watts as President.**

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

**A motion was made by Watts and seconded by Sallee to appoint Jennifer Bennett-Johnson as First Vice-President.**

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

**A motion was made by Watts and seconded by Bennett-Johnson to appoint Travis Sallee as Second Vice-President.**

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

**A motion was made by Watts and seconded by Pennington to appoint Tina Smedley as Board Clerk.**

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

**A motion was made by Bennett-Johnson and seconded by Smedley to appoint Gail Davis as Deputy Board Clerk.**

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

**Board Members assumed their new positions.**

- 6. President Watts called for proposed executive session for the purpose of discussing the resignation agreement of Patricia Catlin, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1 and 7.**
- 6A. A motion was made by Sallee and seconded by Bennett-Johnson to go into executive session.**

**The motion carried with 7 ayes and 0 nays. Executive session began at 4:05 p.m.**
- 6B. President Watts acknowledged the Board's return to open session at 4:22 p.m.**
- 6C. President Watts stated that in executive session only those items listed in Agenda Item 6 were discussed and no votes were taken.**
- 7. President Watts called for recommendation, consideration and action to enter into the Resignation Agreement with Patricia Catlin and to accept her resignation.**

**A motion was made by Sallee and seconded by Smedley to enter into the Resignation Agreement with Patricia Catlin and to accept her resignation.**

**The motion carried with 7 ayes and 0 nays.**
- 8. A motion was made by Pennington and seconded by Sallee to adjourn the meeting.**

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

**The meeting adjourned at 4:23 p.m.**

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**Jana Frey, Minutes Clerk**

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**E. Sharon Watts, Board President**

**TREASURER'S REPORT  
FEBRUARY 29, 2016**

**BANK BALANCES**

**FARMERS & MERCHANTS**

General Fund	\$ 5,335,414.92
Building Fund	669,616.58
Sinking Fund	84,226.00
ILR Fund	64,419.04
G&E Fund	73.69
Child Nutrition Fund	247,917.97
Activity Fund	576,460.04
School Age-Care Fund	75,619.14
Bond Fund	<u>1,161,427.49</u>

TOTAL	\$ 8,215,174.87
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**RECEIPTS**

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**GENERAL FUND:**

Logan County	\$ 104,339.29
State of Oklahoma	928,508.39
Okla. Tax Comm.	182,599.01
School Land Earn.	38,260.80
R.O.T.C.	5,663.82
Misc Receipts	19,244.45
General Acct. Int.	2,943.67
Minus (-) Bank Fees	<u>157.48</u>

TOTAL	\$ 1,281,401.95
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**BUILDING FUND**

Logan County	\$ 10,907.60
Bldg. for Champs	<u>20.00</u>

TOTAL	\$ 10,927.60
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**SINKING FUND:**

**CHILD NUTRITION FUND:**  
\$156,143.05

**INS.LOSS RECOVERY FUND**

**BOND FUND**

**WARRANTS PAID**

**GENERAL FUND:**

2014-2015                 \$   0.00  
2015-2016                 \$1,934,326.49

**GIFTS & ENDOWMENTS FUND:**

**INS. LOSS RECOVERY FUND:**

**BUILDING FUND:**

2014-2015                 \$           0.00  
2015-2016                 \$   40,333.30

**CHILD NUTRITION FUND:**

2014-2015                 \$           0.00  
2015-2016                 \$  123,914.62

**BOND FUND:**

\$1,597.35

**SCHOLARSHIPS:**

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Smithson – F&M Bank  
  Balance                 \$   745.27  
Keri Fisher – F&M Bank  
  Balance                 \$  4,956.78  
Paula Bearden – F&M Bank  
  Balance                 \$  6,262.44  
Randy Biggs - F&M Bank  
  Balance                 \$  1,711.62  
Original 89ers – F&M Bank  
  C.D.                     \$  7,152.61

Total Monies in F&M Bank	\$ 8,235,258.32	Pledged \$	250,000.00	FDIC
		Pledged \$	10,438,000.00	
		\$	250,000.00	FDIC

FEB 24 REC'D  
Guthrie Public Schools  
ACTIVITY FUND REQUEST FOR NEW ACCOUNT  
Effective 7-2014

Date 2-23-2016

Site High School

Desired Name of new Account Student Pantry

Purpose of account Provide food, toiletries, clothing items, and/or school supplies for at-risk and impoverished students, and storage bins for pantry items.

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)  
Clothes for the needy and donations such as food, toiletries, school supplies and storage bins for pantry items.

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)  
Donations, food sales, talent shows, cookbooks and grant monies

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

 X <u>Jessica Lane</u>	 X <u>Chris L. Brande</u>
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Sponsor Signature

Principal/Administrator Signature

Approved by Dennis Schuch

Date 2/24/16

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

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

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



MAR 01 REC'D

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

Date 2-25-16

Site High School

Desired Name of new Account Math of Finance

Purpose of account to help support Student Store and pay toward Special Ed PFL/Math of Finance classes and activities.

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)  
supply costs, field trips, classroom activities, lab expenses

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)  
grant monies, student store sales, donations

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

X [Signature]

X [Signature]

Sponsor Signature

Principal/Administrator Signature

Approved by [Signature]

Date \_\_\_\_\_

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

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

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

# GUTHRIE HIGH SCHOOL

200 Crooks Drive  
Guthrie, Oklahoma 73044

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

*"Home of Champions"*

**DR. MIKE SIMPSON**  
SUPERINTENDENT

**CHRIS LEGRANDE**  
PRINCIPAL

**BRET STONE**  
ASSISTANT PRINCIPAL

**DUSTIN THROCKMORTON**  
ASSISTANT PRINCIPAL

**JON CHAPPELL**  
ATHLETIC DIRECTOR

February 29, 2016

Dear Board Members,

In an effort to simplify the Activity Fund and make for a more efficient process, we would like to consolidate the Faculty Lounge account and the Courtesy Committee account into one account. These accounts are used for similar purposes, and we feel it would work well to combine the two.

Thank you for your consideration,



Michele Hamby  
Faculty Lounge account sponsor



Jessica Eaves  
Courtesy Committee account sponsor

MAR 01 REC'D

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

Date 2-29-16

Site High School

Desired Name of new Account ~~Bluejay Spirit Crew~~ Faculty Courtesy Account

Purpose of account To send flowers, small gifts, or baskets to staff members who are sick, in the hospital, or had a death in their immediate family. To assist in providing staff members bridal, baby, and adoption showers. Staff appreciation meal/reception food and supplies, and other needs for staff members.

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)  
Activity Fund operation expenses, banquet/reception expenses and supplies, rental fees, flowers, small gifts, baskets, greeting and thank you cards, paper products, refreshments, food, plasticware, plants, donations, awards, and other items.

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)  
donations, commission from faculty lounge Coca-Cola machine, sale of jeans passes

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

X 

X 

Sponsor Signature

Principal/Administrator Signature

Approved by 

Date \_\_\_\_\_

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
March 07, 2016**

- |           |                   |                                 |
|-----------|-------------------|---------------------------------|
| <b>a.</b> | Central PTO, 803  | Penny/Money drive               |
| <b>b.</b> | HS Athletics, 852 | Donation drive                  |
| <b>c.</b> | HS Cheer, 853     | Tipsy Artist Paint Palace       |
| <b>d.</b> | HS Cheer, 853     | Donation request from community |
| <b>e.</b> | Key Club, 889     | \$50 Gas certificate raffle     |
| <b>f.</b> | Drama, 913        | Dessert Theater                 |
| <b>g.</b> | Drama, 913        | Follies                         |
| <b>h.</b> | Math of Finance   | Student store                   |



FEB 0 3 REC'D  
**GUTHRIE PUBLIC SCHOOLS**  
**ACTIVITY FUND**  
**FUNDRAISER REQUEST**

a.

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

Site Name: Central Date of Request: 2/2/16

Account Name & Number: Central PTO 803

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

Central will be having a penny/money drive in order to raise money for our school. Students will be encouraged to bring money and place in it a jar of their choice. These jars will have teacher's names on them and at the end the teacher's jar with the most money will have to kiss a pig in front of the students.

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

Proceeds will be used to help teachers purchase classroom materials, incentives for students, and other items to be used in the classroom as determined by the individual teachers.

Current Unobligated Account Balance (Cash Balance less Open PO's): \$6379.00

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: April 25, 2016 - May 13, 2016

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

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

	<u>2/2/16</u>	<u>Dani Watson</u>
Sponsor's Signature	Date	Sponsor's Name Printed
	<u>2/2/16</u>	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

b.

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

Site Name: HS Athletic

Date of Request: 2- 25- 2015

Account Name & Number: Athletic #852

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

Donations

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

Raising money to purchase new chairbacks in main gym.

Current Unobligated Account Balance (Cash Balance less Open PO's): \$45,368<sup>62</sup>

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: March 21, 2016- March 21, 2017

Profit Prediction	a - b = c	a. Estimated INCOME:	60,000.00	Notes: <b>Community drive to raise fund for new chair backs main gym. existing</b>
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$60,000.00	

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

\_\_\_\_\_  
Sponsor's Signature

Date

\_\_\_\_\_  
Sponsor's Name Printed

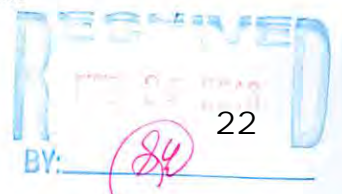
\_\_\_\_\_  
Activity Fund Custodian's Signature

Principal's Signature

Date

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

Board Approval Date





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

FEB 18 REC'D

C.

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

Site Name: High School Date of Request: 2/4/16

Account Name & Number: Cheer #853

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

Tipsy Artist Paint Palace- Will customize a painting dealing with Guthrie Bluejays. All supplies will be furnished by tipsy artist. \$40 per person. \$15 will be donated to the fundraiser.

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

Funds raised will be used for competition, uniforms, and supplies.

Current Unobligated Account Balance (Cash Balance less Open PO's): 4115<sup>04</sup> 2/18/16  
8

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: 4/1/16-4/30/16

Profit Prediction	a - b = c	a. Estimated INCOME:	2,000.00	Notes:
		b. Less Estimated EXPENSE	1,250.00	
		c. Estimated PROFIT:	\$750.00	

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

Pam Johnson Fields 2/4/16  
Sponsor's Signature Date

PAM JOHNSON FIELDS  
Sponsor's Name Printed DS

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

[Signature]  
Activity Fund Custodian's Signature

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

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



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

d.

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

Site Name: High School Date of Request: 2/4/16

Account Name & Number: Cheer #853

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

Donations from the community- The GHS Cheerleaders will car hop at Sonic for tips.

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

Funds raised will be used for competition, uniforms, and supplies.

Current Unobligated Account Balance (Cash Balance less Open PO's): \$4115.04 2/18/16

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: 5/1/16-5/31/16

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

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

Sam Johnson Fields 2/4/16  
Sponsor's Signature Date

Sponsor's Name Printed DS  
Christa Paul  
Activity Fund Custodian's Signature

Principal's Signature Date

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

Board Approval Date





FEB 11 REC'D

# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

e.

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

Site Name: High School Date of Request: 2-9-2016

Account Name & Number: 889 KEY Club

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

Raffle tickets for a 50 dollar Tony's gas cetificate

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

The 50 dollar gift card was donated by Newt Cornwell, all raffle tickets sold will be profit. This money will go into the KEY club account to help pay for club expenses.

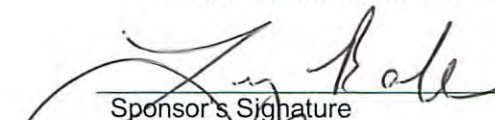
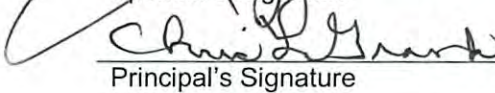
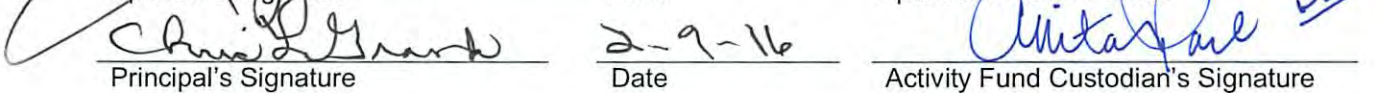
Current Unobligated Account Balance (Cash Balance less Open PO's): 355.67

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: March 25-April 8

Profit Prediction	a - b = c	a. Estimated INCOME:	100.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$100.00	

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

 Sponsor's Signature	<u>2-9-15</u> Date	<u>Lindsey Baker</u> Sponsor's Name Printed
 Principal's Signature	<u>2-9-16</u> Date	 Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND  
FUNDRAISER REQUEST**

FEB 19 REC'D

f.

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

Site Name: GHS Date of Request: 2/16/16

Account Name & Number: Drama 913

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

Dessert Theater in the Cafetorium at the High School

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

Props, gas, costumes, subs, contests, lodging, food, paints, misc. drama supplies, scripts, workshops.

Current Unobligated Account Balance (Cash Balance less Open PO's): \$ 2734.71

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: May 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	800.00	Notes:
		b. Less Estimated EXPENSE	100.00	
		c. Estimated PROFIT:	\$700.00	

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

<i>Shelley Berryman</i>	<u>2/18/16</u>	<i>Shelley Berryman</i>
Sponsor's Signature	Date	Sponsor's Name Printed <span style="float: right;">DS</span>
<i>Chris Grande</i>	<u>2-18-16</u>	<i>Christina</i>
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND  
FUNDRAISER REQUEST**

9.  
FEB 19 REC'D

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

Site Name: GHS Date of Request: 2-16-16

Account Name & Number: 913-Drama

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

Follies: Perform Skits and Improv for High School Students and teachers.

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

Props, gas, costumes, subs, contests, lodging, food, paints, misc. drama supplies, scripts, workshops.

Current Unobligated Account Balance (Cash Balance less Open PO's): \$ 2734.71

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: May 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	200.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$200.00	

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

Shelley Berryman  
Sponsor's Signature

2/18/16  
Date

Shelley Berryman  
Sponsor's Name Printed

Chad [Signature]  
Principal's Signature

2-18-16  
Date

[Signature] DS  
Activity Fund Custodian's Signature

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

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



## GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

h.

MAR 01 REC'D

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

Site Name: Guthrie High School Date of Request: 2/25/16

Account Name & Number: Math of Finance (New Account Pending Approval)

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

Student store that sales pencils, paper, folders and various other items for classroom use.

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

To buy additional supplies for the store. To purchase items for the special education PFL and Math of Finance classrooms.  
This will be a teaching instrument as well for the special education math classes.

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

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: April 1, 2016 to May 10th

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

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

<i>J. Kuriger</i>	<u>2/25/16</u>	TAMARA Kuriger
Sponsor's Signature	Date	Sponsor's Name Printed
<i>Chris Edwards</i>	<u>2-29-16</u>	<i>Chris Edwards DS</i>
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



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

Amount 996.43

Date Requested 3-2-2016

Transfer to: Faculty/Courtesy #870  
Account Name & Number

Transfer from: Faculty Lounge #874  
Account Name & Number

State Reason for Transfer Below

combining accounts into one

Sponsor's Signature:

*Jessica Kay Eaves*

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

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

Principal's Signature:

*Chris [Signature]*

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

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

**Transportation Department  
Fuel Bids  
2015-2016**

DATE: <u>2/18/16</u>	TIME BIDS BEGAN: <u>8:27 A.M.</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>8:50 A.M.</u>	DIESEL: <u>7000</u>
		UNLEADED: <u>-0-</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<u>Steven</u> KIT, BRIAN, CODY or HARDIN	1-866-455-3835	<u>-0-</u>	<u>1.1616</u>
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	<u>-0-</u>	<u>1.1680</u>
RED ROCK	JOANIE or TRICHA	677-3373	<u>-0-</u>	<u>No Bid</u>
TRUMAN ARNOLD COMPANIES	<u>CASEY Luke</u>	1-800-808-6500	<u>-0-</u>	<u>1.2125</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Fuel Masters</u>	
UNLEADED FUEL:  <u>-0-</u>	PRICE PER GALLON:  <u>-0-</u>	TOTAL AMT:  <u>-0-</u>
DIESEL FUEL:  <u>7000</u>	PRICE PER GALLON:  <u>1.1616</u>	TOTAL AMT:  <u>8131.20</u>
		TOTAL PURCHASE:  <u>8131.20</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Steve Colwell</u> <u>Wesley Bessis</u>	COMMENTS:
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## Purchase Order Register

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, Date Range: 7/1/2015 - 6/30/2016, PO Range: 903 - 948

PO No	Date	Vendor No	Vendor	Description	Amount
903	02/03/2016	40123	SUMMIT	BUS REPAIRS/TRANSPORTATION	2,500.00
904	02/08/2016	17996	CHRISTINE E HAYES	SPEECH THERAPY SERVICE CONTRACT	20,000.00
905	02/08/2016	83946	ASHLEY NICHOLE REYNOLDS	MILEAGE REIMBURSEMENT TO TRAINING IN TULSA	85.00
906	02/08/2016	81882	KARA B WALTERS	MILEAGE REIMBURSEMENT FOR HOMEBOUND SERVICES	250.00
907	02/08/2016	10105	SWEETWATER SOUND, INC	BILL PERRING - WIRELESS MICROPHONES	2,600.00
908	02/08/2016	10924	DEMCO, INC	BECCA CREED	164.72
909	02/08/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	BECCA CREED	85.00
910	02/10/2016	11849	JERRY D JONES	BLANKET FOR TOWING SERVICE	3,000.00
911	02/10/2016	10068	LEARNING WRAP-UPS INC.	PARENT RESOURCE CURRICULUM PACKS	440.00
912	02/10/2016	17940	PROSPERITY BANK	PARENT RESOURCE BOOKS	188.22
913	02/11/2016	42347	LDINFO PUBLISHING	TESTING SUPPLIES/SPECIAL ED	89.99
914	02/11/2016	13346	RIVERSIDE PUBLISHING COMPANY	TIER I LICENSE: 2-5 EXAMINERS Y211628863	990.00
915	02/11/2016	12171	LAKESHORE LEARNING MATERIALS	SUPPLIES/SPECIAL ED	4,000.00
916	02/11/2016	43489	PIRAINO CONSULTING, INC.	SMART BOARD/SPECIAL ED/	1,525.00
917	02/11/2016	14207	WALMART COMMUNITY	SUPPLIS/SPECIAL ED/	500.00
918	02/11/2016	17545	CHILD STUDY CENTER	REGISTRATION FOR PARA TRAINING/SPECIAL ED/HS	185.00
919	02/11/2016	43510	HOOTEN OIL COMPANY, INC	SUPPLIES/TRANSPORTATION	362.00
920	02/11/2016	10611	CITY OF GUTHRIE	RENTAL OF KIWANIS FIELD	100.00
921	02/15/2016	12394	LOWE'S COMPANIES, INC.	SUPPLIES/DRAKE/AG/HS	500.00
922	02/15/2016	12910	OFFICE DEPOT, INC.	SUPPLIES/DRAKE/AG/HS	500.00
923	02/15/2016	13960	NIS, INC.	PARENT RESOURCE MATERIALS/TITLE I/HS	85.00
925	02/15/2016	10684	CCH INCORPORATED	PARENT RESOURCE MATERIALS/TITLE I/HS	580.00
926	02/15/2016	42240	PERSONAL COMPUTER SYSTEMS, INC.	OTTERBOXES FOR IPADS /TITLE I/GUES/JR	1,078.00
927	02/15/2016	12332	LOGAN COUNTY HEALTH DEPT	VACCINE FEES/SPECIAL ED	100.00
928	02/16/2016	10707	COUNTRY FORD MERCURY	BLANKET FOR PARTS/TRANSPORTATION	500.00
929	02/16/2016	10707	COUNTRY FORD MERCURY	REPAIRS/TRANSPORTATION	90.00
930	02/16/2016	12899	O'REILLY AUTOMOTIVE INC.	BLANKET FOR PARTS/TRANSPORTATION	5,000.00
931	02/16/2016	12967	OKLAHOMA HOME CENTERS, INC.	BUILDING SUPPLIES/HAMILTON ESTATE/FAVER	200.00
932	02/18/2016	17940	PROSPERITY BANK	ROOMS/NW DIST. LIVESTOCK SHOW/VO-AG/HS	333.00
933	02/18/2016	43580	DIGI SECURITY SYSTEMS LLC	REPARIS/TECHNOLOGY	1,589.00
934	02/18/2016	43489	PIRAINO CONSULTING, INC.	BLANKET FOR PARTS/TECHNOLOGY	1,000.00
935	02/18/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/MICK/JH	380.00

## Purchase Order Register

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, Date Range: 7/1/2015 - 6/30/2016, PO Range: 903 - 948

PO No	Date	Vendor No	Vendor	Description	Amount
936	02/18/2016	17541	FUEL MASTERS	DIESEL FUEL PER BID/TRANSPORTATION	8,131.20
937	02/23/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/FOGARTY	2,571.97
938	02/23/2016	17289	A-1 RADIATOR SERVICE, INC.	BLANKET FOR PART/REPAIRS/TRANSPORTATION	2,000.00
939	02/24/2016	13960	NIS, INC.	SUPPLIES/TITLE I PARENT CENTER/CENTRAL	623.04
940	02/24/2016	43669	WEST IOWA TECHNOLOGY LLC	WIRELESS EQUIPMENT	2,139.00
941	02/24/2016	16105	GUITAR CENTER	SOUND SYSTEM/JH	363.85
942	02/24/2016	15408	SCHOOL SPECIALTY, INC.	OFFICE SUPPLIES/COTTERAL	243.38
943	02/24/2016	16611	ACT HOLDCO/ATC FREIGHTLINER GROUP	DIAGNOSIS FOR BUS 2/TRANSPORTATION	280.00
944	02/24/2016	17336	CUMMINGS SOUTHERN PLAINS, LTD	DIAGNOSIS FOR BUS 2/TRANSPORTATION	286.00
945	02/29/2016	41377	STANLEY'S GRADUATION SERVICE	DIPLOMAS, COVERS, SEALS, ETC.	2,983.50
946	02/29/2016	14207	WALMART COMMUNITY	TOTES/TARGUS CLICKERS/JH	210.24
947	02/29/2016	40791	APPLE, INC.	IPAD/SPECIAL ED/JH	379.00
948	02/29/2016	12910	OFFICE DEPOT, INC.	SUPPLIES/TECH ENG/DARCY/JH	283.20
<b>Non-Payroll Total:</b>					<b>\$69,494.31</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$69,494.31</b>



## Purchase Order Register

Options: Year: 2015-2016, Fund: Building, Date Range: 7/1/2015 - 6/30/2016, PO Range: 111 - 125

PO No	Date	Vendor No	Vendor	Description	Amount
111	02/08/2016	42676	A & A MECHANICAL, INC.	BOILER REPAIRS	2,000.00
112	02/08/2016	14207	WALMART COMMUNITY	SHELVES FOR KITCHEN/FOGARTY	115.65
113	02/10/2016	43695	DURO-LAST, INC	ROOF REPAIRS AT JR HIGH	600.00
114	02/10/2016	42632	AAA PLAYGROUNDS INC.	SWING SEATS/COTTERAL	177.80
115	02/15/2016	11658	HURLEY PLUMBING COMPANY, INC	DISTRICT PLUMBING REPAIRS	3,000.00
116	02/15/2016	17922	ONE BEAT CPR	DISTRICT AED SUPPLIES	600.00
117	02/15/2016	17921	SCHOOL HEALTH CORPORATION	AED PAD FOR JR HIGH	1,206.42
118	02/15/2016	41494	CARDIAC SCIENCE CORPORATON	AED SUPPLIES FOR HIGH SCHOOL	0.00
119	02/18/2016	16934	BRANCH'S HEATING & AIR	REPLACE RTU AT COTTERAL	5,831.00
120	02/23/2016	43699	BURGESS BUILDING CO, LLC	SERVICE/REPAIRS/GUES	1,280.00
121	02/23/2016	42004	ROBERT BROOKE & ASSOCIATES	DISTRICT DOOR STOPS	129.61
122	02/24/2016	43700	WESSELS COMPANY	EXPANSION TANK BLADDER FOR HIGH SCHOOL	766.00
123	02/29/2016	42951	AM SAN	BLANKET FOR DISTRICT CUSTODIAL SUPPLIES	8,000.00
<b>Non-Payroll Total:</b>					<b>\$23,706.48</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$23,706.48</b>

## Purchase Order Register

**Options:** Year: 2015-2016, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2015 - 6/30/2016, PO Range: 32 - 34

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
32	02/11/2016	43694	MIDSTATE RESTAURANT SERVICES, INC	BLANKET FOR REPAIRS	3,500.00
33	02/23/2016	43696	JUSTIN BREWER	MEAL REFUND REQUEST	51.20
34	02/23/2016	43665	ROCHELLE JORDAN	MEAL REFUND REQUEST	10.00
<b>Non-Payroll Total:</b>					<b>\$3,561.20</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$3,561.20</b>

## Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 2/3/2016 - 3/1/2016, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount	
34	07/01/2015	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATION FOR 2015-16	90.00	
				REGISTRATION FOR 2015-16		
		006-2573-860-000-0000-000-050		07/01/2015	03/01/2016	-590.00
		006-2573-860-000-0000-000-050		03/01/2016		680.00
35	07/01/2015	83465	MICHAEL L SIMPSON	EXPENSE REIMB. FOR 2015-16	2,000.00	
				EXPENSE REIMB. FOR 2015-16		
		031-2573-580-000-0000-000-050		07/21/2015	02/16/2016	-16.41
		031-2573-580-000-0000-000-050		02/16/2016		1,891.63
		031-2573-580-000-0000-000-050		02/16/2016		124.78
108	07/01/2015	17363	TRAK-1 TECHNOLOGY	BACKGROUND CHECKS	450.00	
				BLANKET PO FOR BACKGROUND CHECKS 2015-2016		
		045-2571-340-000-0000-000-050		07/01/2015	02/11/2016	-176.00
		045-2571-340-000-0000-000-050		02/11/2016		464.00
		045-2571-340-000-0000-000-050		02/11/2016		162.00
130	07/01/2015	10707	COUNTRY FORD MERCURY	BLANKET FOR SUPPLIES FOR 2015-	188.93	
				BLANKET FOR PARTS AND SUPPLIES FOR 2015-16		
		018-2650-612-000-0000-000-070		07/01/2015	02/24/2016	-233.37
		018-2650-612-000-0000-000-070		02/24/2016		422.30
140	07/01/2015	12682	MIDWEST BUS SALES	BLANKET FOR SUPPLIES FOR 2015-	450.28	
				BLANKET FOR PARTS AND SUPPLIES FOR 2015-16		
		018-2740-612-000-0000-000-070		07/01/2015	02/11/2016	-1,073.59
		018-2740-612-000-0000-000-070		02/11/2016		1,523.87
235	07/10/2015	12173	LAMPTON WELDING SUPPLY COMPANY, INC	BLANKET FOR SUPPLIES/VO-AG/HS	181.68	
				MISCELLANEOUS SUPPLIES AND MATERIALS FOR SHOP AND AG PROGRAM		
		412-1000-681-311-8000-000-705		08/13/2015	02/24/2016	-426.32
		412-1000-681-311-8000-000-705		02/24/2016		608.00
756	10/30/2015	42234	CHALK'S TRUCK PARTS, INC.	BLANKET FOR PARTS/TRANSPORTAT	2.70	
				BLANKET FOR BUS PARTS AND SUPPLIES		
		018-2740-612-000-0000-000-070		10/30/2015	02/11/2016	-1,554.05
		018-2740-612-000-0000-000-070		02/11/2016		1,556.75
764	11/10/2015	12394	LOWE'S COMPANIES, INC.	SUPPLIES;/VO-AG/HS	263.83	
				SUPPLIES AND MATERIALS FOR AG BUILDING AND SHOP		
		412-1000-619-311-8000-000-705		02/09/2016		263.83
795	11/24/2015	40239	JW PEPPER	\$150.00/C. GUSTAFSON/GUES	10.99	
				#10308669 RUDOLPH THE RED NOSED REINDEER TWO PART MUSIC \$1.90#10308670 ACCOMPANIMENT CD \$27.99#10363378 GIDDY-UP ( A SLEIGH RIDE SONG) TWO PART MUSIC \$1.95#10369750 MULTI SONG ACCOMPANIMENT CD \$44.99		
		034-1000-619-100-1050-100-125		11/24/2015	02/11/2016	-76.83
		034-1000-619-100-1050-100-125		02/11/2016		87.82
807	12/03/2015	16611	ACT HOLDCO/ATC FREIGHTLINER GROUP	BUS REPAIRS/TRANSPORTATION	3,720.05	
				REPAIRS TO BUS 5		
		018-2740-430-000-0000-000-070		12/10/2015	02/11/2016	-6,000.00
		018-2740-430-000-0000-000-070		02/11/2016		9,720.05
847	01/07/2016	16691	PEARSON ASSESSMENTS	TESTING SUPPLIES/SP ED/DISTRICT	10.00	
				WASI-II 0158981596		
		621-2140-614-239-0000-000-050		01/07/2016	02/09/2016	-164.90
		621-2140-614-239-0000-000-050		02/09/2016		174.90
850	01/07/2016	82325	KRISTIN DENISE KNAPP	MILEAGE, MEALS AND LODGING/PROF. DEV/FOGARTY	200.56	
				MILEAGE, MEALS AND LODGING		
		311-2213-580-271-0000-000-110		01/07/2016	02/09/2016	-320.00
		311-2213-580-271-0000-000-110		02/09/2016		520.56
882	01/22/2016	12910	OFFICE DEPOT, INC.	CALCULATORS FOR ALGEBRA I CLASS/HS	13.00	
				TEXAS INSTRUMENTS TI-30XS MULTIVIEW SCIENTIFIC		
		105-1000-681-100-4400-000-705		01/22/2016	02/09/2016	-108.48

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 2/3/2016 - 3/1/2016, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
				CALCULATORS. 10 @15.19 EACH = \$151.90 - \$43.42 "GIVE BACK TO SCHOOLS" CERTIFICATE	121.48
886	01/25/2016	16669	EDMENTUM, INC	STUDY ISLAND SOFTWARE/HS	701.00
				STUDY ISLAND OKLA END OF	-351.00
				INSTRUCTION ALGEBRA 1 31-50	1,052.00
				STUDENTS	
887	01/25/2016	16475	PEARSON EDUCATION	READING KIT/FOGARTY	284.48
				GREAT HABITS, GOOD READERS	-3,035.59
				GUIDED READING KIT GRADE 1	3,320.07
891	01/25/2016	17940	PROSPERITY BANK	PARENT RESOURCE MATERIALS	0.09
				THE EXPLOSIVE CHILD: A NEW	-9.21
				APPROACH FOR UNDERSTANDING	
				AND PARENTING EASILY FRUSTRATED,	
				CHRONICALLY INFLEXIBLE CHILDREN	
				FROM CHAOS TO CALM: EFFECTIVE	-11.84
				PARENTING OF CHALLENGING	
				CHILDREN WITH ADHD AND OTHER	
				BEHAVIORAL PROBLEMS	
				1-2-3 MAGIC: EFFECTIVE DISCIPLINE	-9.89
				FOR CHILDREN 2-12	
				HOW TO TALK SO KIDS WILL LISTEN &	-9.32
				LISTEN SO KIDS WILL TALK	
				AMAZON: ANGRY CHILDREN,	-15.82
				WORRIED PARENT: SEVEN STEPS TO	66.85
				HELP FAMILIES MANAGE ANGER	
				THE DEFIANT CHILD: A PARENT'S	-10.68
				GUIDE TO OPPOSITIONAL DEFIANT	
				DISORDER	

<b>Non-Payroll Total:</b>	<b>\$8,567.59</b>
<b>Payroll Total:</b>	<b>\$105,668.16</b>
<b>Report Total:</b>	<b>\$114,235.75</b>

Project Totals	
006	DUES/MEMBERSHIPS/REGIST. 90.00
018	TRANSPORTATION 4,361.96
031	PROFESSIONAL TRAVEL 2,000.00
034	\$150.00 TEACHER SUPPLIES 10.99
045	PERSONNEL DIRECTOR 450.00
105	HS MATH 13.00
311	PROF.DEVELOPMENT ADA 200.56
412	VOC.PROG.INCENTIVE GRANTS 445.51
511	TITLE I BASIC PROGRAM 985.57
621	FLOW THRU P.L. 105-17 IDEA PTB 10.00

Unit Totals	
050	DISTRICT WIDE 2,550.00
070	TRANSPORTATION 4,361.96
110	FOGARTY 485.04
125	GUES 10.99
130	CENTRAL 0.09
705	HIGH SCHOOL 1,159.51

**Change Order Listing**

**Options:** Fund: Building, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 2/3/2016 - 3/1/2016, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount	
33	07/01/2015	43565	INTERLINE BRANDS, INC	BLANKET FOR SUPPLIES FOR 2015-	274.66	
				BLANKET FOR PARTS AND SUPPLIES FOR 2015-16		
		013-2620-618-000-0000-000-050		07/01/2015	02/12/2016	-324.14
		013-2620-618-000-0000-000-050		02/12/2016		598.80
83	10/23/2015	42951	AM SAN	DISTRICT CUSTODIAL SUPPLIES	1,563.20	
				DISTRICT CUSTODIAL SUPPLIES		
		013-2600-618-000-0000-000-050		10/23/2015	02/24/2016	-95.95
		013-2600-618-000-0000-000-050		02/24/2016		1,659.15

<b>Non-Payroll Total:</b>	<b>\$1,837.86</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$1,837.86</b>

Project Totals		
013	MAINTENANCE/CUSTODIAL	1,837.86

Unit Totals		
050	DISTRICT WIDE	1,837.86

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 2/3/2016 - 3/1/2016, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount	
18	07/01/2015	17902	LABATT INSTITIONAL SUPPLY COMPANY	BLANKET FOR FOOD/SUPPLIES FOR	3,739.27	
	BLANKET FOR FOOD AND SUPPLIES FOR 2015-16	763-3140-617-700-0000-000-050		09/11/2015	02/10/2016	-170.03
		763-3140-617-700-0000-000-050		02/10/2016		3,909.30
<b>Non-Payroll Total:</b>					<b>\$3,739.27</b>	
<b>Payroll Total:</b>					<b>\$2,869.54</b>	
<b>Report Total:</b>					<b>\$6,608.81</b>	

Project Totals		
763	LUNCHES	3,739.27

Unit Totals		
050	DISTRICT WIDE	3,739.27

**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
02/29/2016

**GENERAL LEDGER ACCOUNT**

**BANK RECONCILIATION**

Balance (02/01/16)	\$ 538,863.22	Balance per bank statement as of (02/29/16)	\$ 576,460.04
Add Receipts	\$ 95,617.99	Add Deposits in Transit	\$ 4,115.93
Less Checks Written	\$ 85,759.74	less O/S Checks	\$ 31,852.82
Adjustments	\$ +1.68	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$548,723.15	Balance per Ledger	\$548,723.15

**Adjustment/Correction explanations:**

Check #807 Issued to Sam's for \$260.31 but claimed and cleared bank for \$258.63 leaving a \$1.68 adjustment.

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

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

3-1-16  
 \_\_\_\_\_  
 Date

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2016 - 2/29/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$159.55	\$53.75	\$0.00	\$32.20	\$181.10	\$0.00	\$181.10
802 CENTRAL ACTIVITY	\$8,510.00	\$907.00	\$0.00	\$148.53	\$9,268.47	\$4,188.00	\$5,080.47
803 CENTRAL PTO	\$6,923.11	\$800.95	(\$128.00)	\$974.75	\$6,621.31	\$0.00	\$6,621.31
804 COTTERAL PTO	\$8,756.78	\$1,097.25	\$128.00	\$3,435.21	\$6,546.82	\$130.00	\$6,416.82
805 COTTERAL ACTIVITY	\$18,634.01	\$242.51	\$0.00	\$864.82	\$18,011.70	\$2,689.60	\$15,322.10
806 COTTERAL FACULTY	\$199.71	\$66.35	\$0.00	\$0.00	\$266.06	\$0.00	\$266.06
808 FOGARTY PARENTS ORG.	\$11,467.24	\$1,138.41	\$0.00	\$1,009.69	\$11,595.96	\$5,201.00	\$6,394.96
809 FOGARTY ACTIVITY	\$11,053.48	\$479.89	\$0.00	\$2,465.90	\$9,067.47	\$1,112.13	\$7,955.34
810 FOGARTY FACULTY	\$268.27	\$229.75	\$0.00	\$0.00	\$498.02	\$250.00	\$248.02
812 GUES ACTIVITY	\$28,790.93	\$2,004.94	\$297.85	\$5,742.78	\$25,350.94	\$18,986.94	\$6,364.00
813 GUES FACULTY	\$951.05	\$114.75	\$0.00	\$376.09	\$689.71	\$206.40	\$483.31
815 GUES PARENTS ORG.	\$17,806.58	\$9,198.65	\$0.00	\$2,998.86	\$24,006.37	\$1,734.80	\$22,271.57
816 GHS SPECIAL KIDS	\$64.65	\$0.00	\$0.00	\$0.00	\$64.65	\$0.00	\$64.65
817 ART JUNIOR HIGH	\$543.56	\$0.00	\$0.00	\$234.00	\$309.56	\$0.00	\$309.56
818 JH BUILDERS CLUB	\$269.54	\$11.00	\$0.00	\$0.00	\$280.54	\$0.00	\$280.54
819 ATHLETICS JUNIOR HIGH	\$11,802.55	\$1,299.75	\$0.00	\$1,451.79	\$11,650.51	\$9,270.08	\$2,380.43
820 GOLF JUNIOR HIGH	\$1,342.13	\$0.00	\$0.00	\$0.00	\$1,342.13	\$0.00	\$1,342.13
821 FHA JUNIOR HIGH	\$762.58	\$53.50	\$0.00	\$311.21	\$504.87	\$144.00	\$360.87
822 HONOR SOCIETY JR HIGH	\$1,939.22	\$0.00	\$0.00	\$0.00	\$1,939.22	\$848.00	\$1,091.22
823 JR HIGH ACCOUNT	\$16,785.32	\$128.61	\$0.00	\$2,098.10	\$14,815.83	\$0.00	\$14,815.83
824 JR HIGH FACULTY	\$843.12	\$374.80	\$0.00	\$158.46	\$1,059.46	\$35.80	\$1,023.66
825 LIBRARY JR HIGH	\$3,319.08	\$2,048.83	\$0.00	\$0.00	\$5,367.91	\$2,500.00	\$2,867.91
827 CHEERLEADERS JR HIGH	\$4,338.04	\$0.00	\$0.00	\$0.00	\$4,338.04	\$0.00	\$4,338.04
830 STUCO JH	\$5,748.33	\$320.00	\$0.00	\$120.51	\$5,947.82	\$3,800.00	\$2,147.82
831 T.S.A. JR HIGH	\$1,960.45	\$0.00	\$0.00	\$0.00	\$1,960.45	\$100.00	\$1,860.45
832 YEARBOOK JR HIGH	\$1,994.39	\$65.00	\$0.00	\$0.00	\$2,059.39	\$0.00	\$2,059.39
834 JR HIGH ACADEMIC TEAM	\$310.34	\$0.00	\$0.00	\$97.20	\$213.14	\$60.00	\$153.14
850 ACADEMIC TEAM HS	\$197.30	\$0.00	\$0.00	\$127.20	\$70.10	\$30.00	\$40.10
851 ART CLUB HS	\$8,025.42	\$0.00	\$0.00	\$421.05	\$7,604.37	\$823.73	\$6,780.64
852 ATHLETICS HS	\$80,054.63	\$11,715.38	\$205.00	\$12,519.56	\$79,455.45	\$31,455.43	\$48,000.02
853 HS CHEER	\$4,409.04	\$0.00	(\$205.00)	\$0.00	\$4,204.04	\$0.00	\$4,204.04
855 TENNIS HS	\$8,667.24	\$3,354.05	\$0.00	\$154.48	\$11,866.81	\$4,105.79	\$7,761.02
856 GHS LIBRARY	\$1,641.54	\$0.00	\$0.00	\$0.00	\$1,641.54	\$0.00	\$1,641.54
857 YOUTH & GOVERNMENT HS	\$757.85	\$228.31	\$0.00	\$149.22	\$836.94	\$792.20	\$44.74
858 GHS LINK CREW	\$185.99	\$0.00	\$0.00	\$0.00	\$185.99	\$0.00	\$185.99
859 BAND (OPERATING) HS	\$10,566.52	\$461.00	\$0.00	\$1,331.49	\$9,696.03	\$4,704.31	\$4,991.72
860 CLASS OF 2016 HS	\$7,410.31	\$150.00	\$0.00	\$0.00	\$7,560.31	\$0.00	\$7,560.31
861 CLASS OF 2017 HS	\$4,754.70	\$50.00	\$0.00	\$0.00	\$4,804.70	\$425.00	\$4,379.70
862 CLASS OF 2018 HS	\$4,713.76	\$0.00	\$0.00	\$0.00	\$4,713.76	\$0.00	\$4,713.76
863 CLASS OF 2019 HS	\$2,290.95	\$0.00	\$0.00	\$0.00	\$2,290.95	\$0.00	\$2,290.95
867 CLASS OF 2014 HS	\$127.28	\$0.00	\$0.00	\$0.00	\$127.28	\$0.00	\$127.28
868 CLASS OF 2015	\$999.49	\$0.00	\$0.00	\$0.00	\$999.49	\$0.00	\$999.49
869 ENGLISH CLUB	\$1,701.96	\$31.39	\$0.00	\$0.00	\$1,733.35	\$0.00	\$1,733.35
870 COURTESY COMMITTEE HS	\$1,001.95	\$65.00	\$0.00	\$150.00	\$916.95	\$363.00	\$553.95
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$100.00	\$403.25
874 FACULTY LOUNGE HS	\$1,175.88	\$60.25	\$0.00	\$0.00	\$1,236.13	\$0.00	\$1,236.13
876 FFA 4H BOOSTER CLUB HS	\$48,091.23	\$14,578.17	(\$600.00)	\$3,673.20	\$58,396.20	\$9,747.70	\$48,648.50
877 FFA HS	\$22,476.43	\$22,922.79	\$601.68	\$25,671.44	\$20,329.46	\$8,698.41	\$11,631.05
878 FCCLA (FHA) HS	\$3,250.71	\$388.00	\$0.00	\$2,684.43	\$954.28	\$20.39	\$933.89
879 FOREIGN LANGUAGE SPAN HS	\$1,822.55	\$0.00	\$0.00	\$175.32	\$1,647.23	\$496.26	\$1,150.97
882 GUTHRIE RUNNING CLUB HS	\$2,988.78	\$2,766.00	\$0.00	\$837.60	\$4,917.18	\$747.40	\$4,169.78
883 HERITAGE CLUB HS	\$923.77	\$20.00	\$0.00	\$0.00	\$943.77	\$0.00	\$943.77
884 HIGH SCHOOL ACCOUNT	\$14,799.22	\$715.34	\$0.00	\$814.40	\$14,700.16	\$728.72	\$13,971.44
886 HONOR SOCIETY HS	\$2,242.25	\$110.00	\$0.00	\$0.00	\$2,352.25	\$30.00	\$2,322.25



## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2016 - 2/29/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$355.67	\$0.00	\$0.00	\$0.00	\$355.67	\$90.00	\$265.67
893 MU ALPHA THETA HS	\$442.99	\$0.00	\$0.00	\$0.00	\$442.99	\$75.00	\$367.99
895 JROTC HS	\$6,812.02	\$803.07	\$0.00	\$102.20	\$7,512.89	\$325.00	\$7,187.89
896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$5,540.87	\$1,650.37	\$0.00	\$1,588.20	\$5,603.04	\$2,289.78	\$3,313.26
898 SCIENCE CLUB HS	\$9,437.32	\$40.00	\$0.00	\$1,301.92	\$8,175.40	\$2,130.46	\$6,044.94
899 STUDENT COUNCIL HS	\$14,008.30	\$75.00	\$0.00	\$830.06	\$13,253.24	\$2,240.00	\$11,013.24
900 CAMPUS BEAUTIFICATION HS	\$8,046.39	\$210.00	\$0.00	\$62.00	\$8,194.39	\$47.00	\$8,147.39
902 VOCAL HS	\$2,145.12	\$1,468.00	\$0.00	\$606.45	\$3,006.67	\$2,692.55	\$314.12
904 YEARBOOK HS	\$11,800.36	\$1,065.00	\$0.00	\$304.00	\$12,561.36	\$20,220.00	(\$7,658.64)
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
911 FFA BUILDING FUND	\$26,751.50	\$600.00	\$0.00	\$755.69	\$26,595.81	\$25,423.02	\$1,172.79
912 GHS BUSINESS PROF OF AMERICA	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$1,063.48	\$2,500.50	\$0.00	\$846.98	\$2,717.00	\$1,700.00	\$1,017.00
921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
922 COURTESY COMMITTEE ADMIN	\$208.87	\$0.00	\$0.00	\$60.00	\$148.87	\$140.00	\$8.87
925 GENERAL FUND REFUND	\$6,316.55	\$156.00	\$0.00	\$0.00	\$6,472.55	\$0.00	\$6,472.55
927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
929 SPECIAL OLYMPICS	\$25,134.78	\$0.00	(\$297.85)	\$400.60	\$24,436.33	\$940.19	\$23,496.14
930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
932 SUMMER SCHOOL HS	\$1,625.00	\$0.00	\$0.00	\$0.00	\$1,625.00	\$0.00	\$1,625.00
933 FAVER C&C	\$126.18	\$0.00	\$0.00	\$0.00	\$126.18	\$0.00	\$126.18
934 TRANSPORTATION C&C	\$2,638.32	\$1,177.21	\$0.00	\$263.97	\$3,551.56	\$812.94	\$2,738.62
935 VENDING MACHINE ADMIN	\$461.30	\$60.85	\$0.00	\$97.18	\$424.97	\$493.04	(\$68.07)
936 GUES HONOR CHOIR	\$708.87	\$1,021.00	\$0.00	\$990.00	\$739.87	\$100.00	\$639.87
937 FAVER ACTIVITY	\$415.81	\$0.00	\$0.00	\$0.00	\$415.81	\$0.00	\$415.81
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$10,533.65	\$293.02	\$0.00	\$139.40	\$10,687.27	\$609.60	\$10,077.67
942 C.N. CLEARING ACCT	\$0.00	\$6,246.60	\$0.00	\$6,181.60	\$65.00	\$4,282.75	(\$4,217.75)
<b>Total</b>	<b>\$538,863.22</b>	<b>\$95,617.99</b>	<b>\$1.68</b>	<b>\$85,759.74</b>	<b>\$548,723.15</b>	<b>\$179,136.42</b>	<b>\$369,586.73</b>



Staking A Claim in Our Students' Future

**Jerry Gammill**  
*Director of Facilities*

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

To: Dr. Mike Simpson and  
Board of Education

Date: February 24, 2016

We would like to declare the following surplus:

Misc. used furniture items from the District  
Scrap metal from Ag. Building

Thank you,

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

Jerry Gammill

## **Jerry Gammill**

---

**From:** Chris LeGrande  
**Sent:** Monday, February 22, 2016 12:00 PM  
**To:** Clay Drake  
**Cc:** Jerry Gammill  
**Subject:** Re: Scrap Metal

I give my blessing to declare the scrap metal surplus.

On Mon, Feb 22, 2016 at 11:54 AM, Clay Drake <[clay.drake@guthrieaps.net](mailto:clay.drake@guthrieaps.net)> wrote:  
We have accumulated a large pile of scrap metal that I would like to declare surplus so that we can haul it off and clean up the area behind the ag building.

--

Clay Drake  
Guthrie Agriculture Education  
(405) 334-1613  
(405) 260-6372

--

Chris LeGrande  
High School Principal  
282-5906

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## FW: Surplus Items

1 message

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**Jerry Gammill** <jerry.gammill@guthrie.net>  
To: Linda Skinner <linda.skinner@guthrie.net>

Fri, Feb 5, 2016 at 7:54 PM

Lawrence needs to pick this up.

**From:** Marsha Todd [mailto:marsha.todd@guthrie.net]  
**Sent:** Friday, February 05, 2016 6:03 PM  
**To:** Jerry Gammill  
**Subject:** Re: Surplus Items

Thanks Jerry. For these items, we have no more use for them so they can go away forever!

Thanks

Marsha

On Fri, Feb 5, 2016 at 4:25 PM, Jerry Gammill <jerry.gammill@guthrie.net> wrote:

Lesley,

Sorry if this sounds bad but I need any request for surplus to come from the Principal. Marsha can just resend this back. When you say surplus do you mean that you have no further use for them or that you want to store them for later? Thanks.

**From:** Lesley Cotton [mailto:lesley.cotton@guthrie.net]  
**Sent:** Friday, February 05, 2016 4:03 PM  
**To:** Jerry Gammill; Marsha Todd  
**Subject:** Surplus Items

TV on cart

2 printers

2 small desks

long blue rectangular table and chairs

rolling cart

Hi Jerry,

The above items are in the upstairs hallway at Fogarty and need to be taken to surplus. They are sitting outside Ms. Davenport and the interventionist classrooms. Thanks so much, please call if you have any questions.

-

Lesley Cotton

Assistant Principal

Fogarty Elementary

902 N. Wentz

Guthrie, OK 73044

405-282-5932

lesley.cotton@guthrieeps.net

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*Marsha Todd, Principal*

*Fogarty Elementary*

*Guthrie Public Schools*

*902 N. Wentz*

*Guthrie, OK 73044*

*marsha.todd@guthrieeps.net*

*405-282-5932*



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: February 17, 2016

Re: Center for Responsive Schools, Contract

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Attached is the contract between Center for Responsive Schools and Guthrie Public Schools to provide professional development for teachers from each Elementary site. The training will be held May 31, 2016 – June 3, 2016. The Responsive Classroom approach is a way of teaching that creates a safe, challenging, and joyful classroom and schoolwide climate for all children.

Children learn best when they have strong academic and social-emotional skills. That's why teachers using the *Responsive Classroom* approach focus on teaching all the skills needed for academic excellence. They teach children reading, writing, and math skills and also teach them how to take turns, listen respectfully, and work effectively with a partner or group.

The *Responsive Classroom* approach offers practical strategies such as:

- Leading daily Morning Meetings
- Teaching children the specific skills they need to participate successfully
- Treating mistakes in a positive way
- Using positive language
- Teaching in ways that build excitement about learning
- Giving children opportunities to reflect on their learning
- Reaching out to parents

The cost is \$22,610.00. Title II funds will be utilized to pay for the training. Title II is designated for professional development.

I recommend approval of this contract between Responsive Schools and Guthrie Public Schools.

**Center for Responsive Schools, Inc.**

85 Avenue A, PO Box 718  
Turners Falls, MA 01376-0718  
www.responsiveclassroom.org

**Contract to Provide Services**

2/1/2016

Center for Responsive Schools, Inc. hereby agrees to provide consultation/training in the Responsive Classroom® approach and the School/District agrees to accept and pay for said consultation/training as follows:

**Customer Number:** 7CX7EN

**Organization Name:** Guthrie Public Schools

**Address:** Attn: Accts Payable  
802 East Vilas  
Guthrie OK 73044

**Contact:** Mike Simpson

**Total Contract Price:** \$22,610.00

**Notes:** Responsive Classroom package: See attached Service Agreement for a detailed description of the services and resources included in this contract. Price includes all consultant expenses.

Each workshop is limited to 34 participants, maximum.

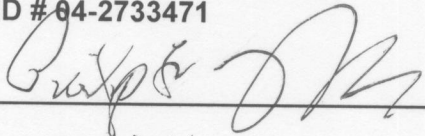
	<b>Begin Date</b>	<b>End Date</b>
<b>GUOK17</b>		
Responsive Classroom Course for Elementary Educators	5/31/16	6/3/16
One-day Workshop TBD	TBD	

Terms: This contract obligates the School/District to full payment for services delineated in this document. The School/District has no right to terminate this obligation once the contract is signed. Work is invoiced as scheduled, with payment due within 30 days after invoicing. Center for Responsive Schools, Inc. reserves the right to terminate ongoing services if payments are not made when due. A rearrangement of dates may be negotiated under extenuating circumstances within the contract year and with prior written approval of Center for Responsive Schools, Inc.

This Agreement and the accompanying Service Agreement represents the entire agreement between the parties and supersedes all prior negotiations or understandings, either written or oral, and may not be modified or amended except by a writing executed by both parties. By signing this contract, the School/District acknowledges that they have received, read and understood the accompanying service agreement and that they agree to be bound by its terms and conditions. In the event that School/District requires additional information or documents in order to pay for the services, School/District must provide notice of such requirements prior to the start of the services contracted for herein. Failure to do so does not relieve School/District of their obligation to pay for services rendered. If you receive this contract via e-mail, please sign and e-mail back the signed copy. Signed e-mail & faxed contracts are fully enforceable obligations of both parties to this contract.

**Center for Responsive Schools, Inc.**  
**Federal ID # 04-2733471**

**Authorized Signature:**



**Date:** 2.3.16

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



**Service Agreement for the *Responsive Classroom Course* Package for Elementary Educators**

We are pleased to be working with you to bring the *Responsive Classroom Course* Package for Elementary Educators to your school. This package includes the following:

- ***Responsive Classroom Course for Elementary Educators***- (4 days, 28 hours of content time) for up to 30 participants
- A conversation guide with videos to introduce *Responsive Classroom* to the educators at your school
- A library of resources for your school, which will be used during the course
- A *Responsive Classroom* Resource Book per participant
- A follow-up day (see details below)
- Monthly Staff Professional Development Resources sent to your email inbox every month, including detailed plans for professional development, handouts, and videos.

Participants in the course should plan on attending all 28 hours. Only those participants who attend the course in its entirety will receive a Certificate of Attendance, which will be emailed to the school after the completion of the course.

**Follow-up options**

The follow-up options included in this package are designed to support and sustain the implementation of *Responsive Classroom* practices. This day needs to be scheduled by March 31, 2017 and completed by May 31, 2017. Your school can choose from the following options:

• <b>Introduction to Responsive Classroom for Elementary Educators</b>	• <b>Responding to Misbehavior</b>
• <b>Responsive Classroom for Support Staff</b>	• <b>Consultant Observation and Feedback visit</b>
• <b>Responsive Classroom for Special Area Teachers</b>	

**Preparing for the Responsive Classroom Course**

Our presenter will contact you to discuss the following details in preparation for the four-day course.

**MEALS**

If you provide morning refreshments, please make them available 30 minutes before the scheduled start of the course. The lunch period is 45 minutes and you will need to make provisions for lunch at your or your participants' expense.



**SPACE**

The workshop space must be large enough to accommodate a circle of 31 adult-sized chairs and a chart stand, as well as a table work space area with 5 - 6 adult-sized tables and chairs (5 - 6 people to a table) and a large screen and a LCD projector. If the workshop space is too small to accommodate both the circle and tables, please assign an adjacent room for the table work space.

**EQUIPMENT and MATERIALS**

**We will provide:**

We will ship the following *Responsive Classroom Course* materials directly to your site, about 2 weeks prior to the course:

- 1 box per section of folders with handouts, registration forms, and nametags
- 4-5 boxes of resources per section, including the following:
  - 30 Course Resource Books
  - 30 copies of *First Six Weeks of School*
  - 15 copies of *Yardsticks*
  - The *Responsive Classroom* Resource Library

Please store all materials in a safe location and have them available the day before the course begins. The presenter will check in with you to confirm that the materials have arrived.

**You will provide:**

- *LCD projector and speakers*
- *Large Projection Screen*
- 2 chart stands with a lip to hold a pad of lined chart paper (see attached Diagram 2)
- Art supplies (see expanded list in chart below)

<i>The following list of art supplies must be provided for each <b>Responsive Classroom Course</b> section.</i>	
(2) pads Post-It chart paper, lined	(8-12) pads post it notes, 3 x 3, assorted colors)
(6) sets of thick markers	(100) index cards, 3 x 5, white, lined
(2) boxes of highlighters	(30) sharpened pencils with erasers
(50) sheets white copy paper, 8.5 x 11	(20) pair of dice
(20) decks of playing cards	

**Participants will need:**

- *Access to internet*
- *Access to a computer/phone/tablet*  
*(These tools are used minimally during the workshop)*

## **SCHEDULE**

### **Responsive Classroom Course**

Each of the four days begins at 8:30 a.m. and ends at 3:30 p.m. Our presenter will need to be in the building from about 7:00 a.m. until about 4:30 p.m. each day and will arrange the exact times with you.

Our presenter will want to set up the classroom on the day before the first day of the course. Please be prepared to make the building accessible during this time. Our presenter will make arrangements with you to have someone open the school for them. Classrooms and gathering spaces should be set up as described above before the presenter arrives. One or two volunteers will be needed to help with set up and distribution of course materials.



# Software Service Order Agreement

Term of Agreement: 2016-2017 Fiscal Year

**Customer:** GUTHRIE PUBLIC SCHOOLS  
**Addr:** 802 EAST VILAS  
 GUTHRIE OK 73044  
**October Membership:** 3538

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

## Re-Occurring Fiscal Year Charges

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

Description	Total
Appropriated Funds/Payroll	\$10,000.00
Treasurer	\$1,769.00
Activity Funds	\$884.50
Personnel	\$1,769.00
Purchase Requisition	\$1,769.00
Fixed Assets	NA

**Total 2016-2017 Fiscal Year Charges: \$16,191.50**

### Terms and Conditions

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

### Software as a Service

- Definitions.
  - Application means the software and other material used by MAS to access, configure, and provide the Services.
  - Charges means the fees payable by Customer pursuant to the Software Service Order Agreement.
  - Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
  - Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
  - Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
  - Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.

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

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

Prepared By:     *Darin Humphrey*    

Date Prepared:     2/28/2016    

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

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

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



# Software Service Order Agreement

Term of Agreement: 2016-2017 Fiscal Year

**Customer:** GUTHRIE PUBLIC SCHOOLS

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

**October Membership:** 3538

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

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

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

**Email:** dhumphrey@wengage.com

## Re-Occurring Fiscal Year Charges

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

Description	Total
Student Information (Includes SIF Agent for SIF 2.0r1 Wave Profile)	\$21,228.00
Gradebook	\$7,076.00
Lunch Room	\$7,076.00
Student Information Horizontal SIF Agent	\$1,769.00
<b>Total 2016-2017 Fiscal Year Charges:</b>	
	<b>\$37,149.00</b>

### Terms and Conditions

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

### Software as a Service

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

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

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

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

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

*Kevin Humphrey*

Date Prepared: 2/28/2016

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

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

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



**MEMORANDUM:**

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

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

**SUBJECT:** State Special Olympics Summer Games

**DATE:** Feb. 29, 2016

For the past several years, some of our Special Education Students with Intellectual Disabilities ages 8 through twelfth grades along with their coaches and volunteers have attended the State Special Olympics Summer Games in Stillwater in May. The cost of this activity is paid from the Guthrie Special Olympics Activity Fund. The younger students and students with significant disabilities attend the day events only and return home to Guthrie each evening. Students in grades 4-12 stay in Stillwater at night to participate in daytime and evening events. Last school year the cost of registration, housing, and food for grades 4-12 was approximately \$6070.00, including the cost of substitutes and transportation.

For the current year, we propose that the younger students (ages 8-4<sup>th</sup> grade) and students with significant multiple disabilities continue to be transported to attend the day events only. Students in grades 4-12 will stay in Stillwater and participate in the evening activities sponsored by Special Olympics. This year all students spending the night will stay in the dorms at the OSU campus with their coaches and chaperones. We have four families that will be staying with their child at the Cimarron Hotel and Suites due to the amount of care needed by their child. The cost for grades 3-12 will be approximately \$5500 for housing, \$300 for registration, and \$1000 for food, for an approximate total of \$6800.00, including costs of substitutes and transportation.

The approximate number of students and adult sponsors attending the May 11<sup>th</sup>-13<sup>th</sup>, 2016 State Special Olympics Summer Games in Stillwater will be:

Cotteral	7 Athletes and 1 Adult
Fogarty	6 Athletes and 2 Adults
GUES	35 Athletes and 5 Adults
Junior High	12 Athletes and 3 Adults
High School	8 Athletes and 2 Adults



## Guthrie Public Schools

Memo

To: Dr. Mike Simpson  
Guthrie School Board

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

Date: February 15, 2016

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

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

- Instruction will include reading for Kindergarten through 8<sup>th</sup> grade and math for Kindergarten through 2<sup>nd</sup> grade and 4<sup>th</sup> through 8<sup>th</sup> grade.
- Students qualify based on Map for Primary Grades (MPG), Measures of Academic Progress (MAP) assessment, Oklahoma Core Curriculum Test scores, benchmark assessments and other informal assessments.
- The program is offered at no cost to the students. However; transportation is the responsibility of the parent or guardian.
- Funding for the program will be funded through Reading Sufficiency and Title I at a total projected cost of \$51,500.00.
- The staff will include approximately 15 teachers, 3 paraprofessionals, 1 RSA coordinator and 1 administrator.
- Teacher pay is \$20 per hour plus up to 5 hours for scheduling and parent contact prior to the beginning of summer school. Paraprofessional pay is \$10 per hour. RSA coordinator and administrator pay is \$25 per hour plus \$500 for preparation.
- All sessions will be held at Guthrie Upper Elementary School.
- Students will attend Monday – Thursday June 6 – June 30, 2016 from 8:30 -11:30 a.m. Teachers will report June 3 – July 1, 2016; 8:00 a.m. – 12 noon(18 days) and the RSA coordinator and administrator will report June 3 – July 1, 2016; 7:30 a.m. – 12:30 p.m. (18 days)
- Teacher recommendations will be submitted for your approval at the May 2016 board meeting.

***ADMINISTRATION OF FEDERAL PROGRAMS***

The district participates in a variety of federal programs and receives funding (“Awards”) through those programs. All district representatives will comply with all regulatory guidance and laws applicable to the individual programs.

The district will regularly monitor its compliance efforts and make appropriate information available to the federal awarding agency (“FAA”), state pass-through entity (“State Entity”), inspectors general, and/or US comptroller. The district will make required performance reports using OMB approved information collections reports.

**Audits**

If the district expends \$750,000 or more in federal awards during the fiscal year, it will have an audit conducted.

**Employee Compensation**

Regardless of the source of the funds, employees are paid pursuant to the district’s salary schedule for all work performed. If personnel costs are paid with Awards, those costs will be calculated as wages and fringe benefits permitted in 2 C.F.R. § 200.431 for services rendered during the relevant time period.

Employees who are paid with Award funds – in whole or in part - must maintain adequate records documenting the time spent performing each set of duties so that their compensation can be correctly allocated to the Award. 2 C.F.R. § 200.430

**Travel and Conference Expenses**

The district will follow its standard travel reimbursement and professional development policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. Any travel, conference / professional development participation and expenses will be reasonable, necessary, and related to the federal program tied to the Award.

**Conflict of Interest / Mandatory Disclosure Regarding Contracting**

The district will make written disclosure of any potential conflict of interest to the FAA or State Entity in accordance with the FAA’s policy.

All members of the board are expected to maintain high ethical standards and use good judgment in conducting school business. Members are also required to follow the same standards of

professional conduct required of all district employees. Board members specifically agree to refrain from using their position for any unfair personal or business advantage or engaging in any action which gives the appearance of such misconduct. Any board member who violates this policy will be referred to the Oklahoma State Ethics Commission.

Business Arrangements and Financial Transactions

All board members are required to familiarize themselves with and comply with all the requirements of OKLA. STAT. tit. 70 § 5-124.

As required by law, the district will not contract with any member of the board or any company, individual or business concern in which any member of the board is directly or indirectly interested. A member of the board is considered to be interested in any contract with a company, individual or business concern if the member of the board or any member of the immediate family (including a partner) of the member of the board owns any substantial interest in the same, or if an organization employs or is about to employ one of these parties. The only exceptions will be those allowed by OKLA. STAT. tit. 70 § 5-124.

If a contract is allowed by an exception listed in OKLA. STAT. tit. 70 § 5-124, then the board will not give special consideration to any company based on its affiliation with a board member or a board member’s family or partner. If the board is seeking to conduct business with a company affiliated with a board member (or a board member’s family member or partner) that member will abstain from the contracting process unless a statutory exception applies.

Gifts

Board members may not seek or accept gifts, payments, services, entertainment, travel, valuable privileges, etc. from individuals or vendors who do business or seek to do business with the district, although board members may accept common courtesies such as meals and promotional items as are customarily exchanged in the normal course of business. These courtesies must be of nominal value only. Board members are expected to use good judgment in accepting such courtesies and must avoid any conflict of interest or even the appearance of impropriety.

Reporting Misconduct

In the event a board member engages in misconduct such as fraud, bribery, or gratuity violations, the board president, or the vice president if the president is the board member engaging in the misconduct, will report the violation to the FAA or State Entity in order to help prevent or prosecute waste, fraud, and abuse.

**Financial Management Procedures**

Internal Controls

The Assistant Superintendent/Chief Financial Officer is responsible for implementing appropriate internal controls over Award funds which are consistent with 2 C.F.R. Part 200 Subpart E. This

includes, but is not limited to, reviewing and comparing Awards, budgets, and allocations to determine whether the Awards are being expended appropriately and in compliance with relevant guidelines. The Director of Federal Programs is responsible for taking prompt action if noncompliance is discovered. The Director of Federal Programs is also required to take reasonable measures to safeguard protected personally identifiable and protected information.

#### General Recordkeeping

The district will expend all Awards and account for those Awards in accordance with all applicable laws and regulations. The Director of Federal Programs is responsible for maintaining appropriate records, documentation, and oversight related to all Awards. This includes, but is not limited to the following:

- information to prepare all required reports
- compliance documentation to establish conformity with federal statutes, regulations, and the specific terms and conditions of an Award
- proof of the appropriate expenditure of Awards
- records of receipt / expenditure of Awards, including the federal program under which the Award was made, any applicable CFDA number, Award identification number and year, name of the FAA, and name of any applicable State Entity
- accurate, current, and complete disclosure of the financial results of all Awards in accordance with current OMB standards and the terms of the Award
- source documents showing the application for funds, authorizations, obligations, unobligated balances, assets, expenditures, and income and interest related to an Award
- evidence that all Award funds, property, and other assets have been safeguarded and are used solely for authorized purposes
- a comparison of Award expenditures and budgets
- the district's written procedures to minimize the elapsed time between the transfer of funds and disbursement by the district, when possible, to receive funds in advance from the FAA
- the district's written procedures for determining the allowability of costs in accordance with 2 CFR part 200 subpart E and the terms and conditions of the Award

Records Retention Timeline

The district will maintain all records pertinent to any Awards it receives. All documents will be maintained a minimum of 3 years from the date of submission of the final expenditure report OR 3 years from the date of the quarterly or annual financial report UNLESS there are pending claims related to project OR the FAA has notified the district the records should be maintained longer OR the records have been transferred to or are maintained by the FAA or State Entity. The district will retain records for real property and equipment maintained for 3 years after final disposition.

Interest

The District Treasurer is responsible for maintaining advance Award payments in an interest bearing account unless:

- the district receives less than \$120,000 in Awards per year
- the district would earn less than \$500 per year in interest on federal cash balances
- the depository would require an unfeasible minimum balance
- the banking system prohibits interest bearing accounts

The Assistant Superintendent/Chief Financial Officer is responsible for retaining up to \$500 per year of interest earned on Awards for the district to utilize for administrative expenses. The Assistant Superintendent/Chief Financial Officer is responsible for remitting any additional earned interest to the Department of Health and Human Services Payment Management System.

Budgeting

The Director of Federal Programs is responsible for regularly reviewing budgets and expenses and making appropriate reports and requests for deviations in the budget or project scope.

Real Property, Equipment, and Supplies

The district will appropriately insure all real property, equipment, and supplies ("Property") acquired or improved with Awards, and will take reasonable steps to safeguard and adequately maintain the Property. All Property will be labeled.

The district will not encumber Property acquired or improved with an Award without prior approval from the FAA.

The district will maintain appropriate records of the Property. These records will include, as applicable, a description, serial/identification number, source of funding (including the Federal Award Identification Number), name of title holder, acquisition date, cost, percentage of federal participation in the project's cost, location, use and condition, disposition data (including date of disposal and sale price).

The district will conduct an inventory of Property at least every 2 years, and will review/update the inventory annually. The district will include the following information on the inventory: fund source, description, serial number, acquisition date, acquisition cost, and location.

The district will use the Property as long as needed, and may make the Property available for other federal projects as long as this will not disrupt the intended use.

Once the Property is no longer needed, it will be disposed of in accordance with current federal standards.

Property purchased for a Title I, Part A Targeted Assistance program will be reserved only for identified students.

**General Procurement Standards and Vendor Selection**

General Standards

The district will follow its standard procurement policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. The Assistant Superintendent/Chief Financial Officer is responsible for overseeing that contractors perform in accordance with the terms of their contracts / purchase orders.

Any employee who has oversight or compliance responsibilities for administering an Award will comply with the district’s stated conflict of interest policy above.

The district will use processes and analysis designed to avoid acquiring unnecessary and duplicative items and will actively attempt to make economical purchases with Award funds. This may include, when appropriate, consideration of leases, shared service agreements, use of federal excess and surplus property, and value engineering clauses in construction contracts.

The district will only award contracts to responsible contractors possessing the ability to successfully perform. In determining whether a contractor is a responsible contractor, the district will consider integrity, compliance with public policy, record of past performance, and financial and technical resources.

The district will maintain adequate records detailing the history of procurement, including the rationale for the procurement method, selection of the contract type, contractor selection or rejection, and the basis for the contract price for all Awards.

In procurement with Awards, the district will only use time and material type contracts after determining that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. If such a contract is used, the district will utilize extra oversight on the project.

The district will utilize good practices and sound business judgment to settle all procurement issues related to Awards, including source evaluations, protests, disputes, and claims.

#### Procurement Methods

For procurement processes with Award funds, the district will make technical specifications on proposed procurements available to the FAA or State Entity if requested.

All contracts connected with an Award will comply with 2 C.F.R. §200.326.

For all procurements using funds from an Award, the district will utilize one of the procurement methods identified below:

- Micro-purchase will be utilized for purchases under \$3,500 (or \$2,000 if the purchase is subject to the Davis-Bacon Act). The district will attempt to distribute these purchases equitably among qualified suppliers, and the district will not solicit competitive quotations if the district believes a purchase price is reasonable.
- Small purchase procedures will be utilized for purchases under the Simplified Acquisition Threshold (\$150,000). When utilizing this procurement method the district will obtain quotes from an adequate number of qualified sources.
- Sealed bids will be utilized when complete, adequate, and realistic specifications are available, multiple bidders are willing and able to compete effectively for the business and the procurement lends itself to a firm fixed price and the successful bidder can be made principally on the basis of price. When utilizing this procurement method, the district will timely and publicly issue the invitation for bids - including adequate information about the project. All the bids will be publicly opened as prescribed in the invitation for bids, and the contract will be awarded in writing to the lowest responsible bidder. If a sealed bid is rejected, the district will document the reason for the rejection.
- Competitive proposals will be utilized when other procurement methods are not appropriate. The first step of the competitive proposal process is getting an independent estimate. When utilizing this procurement method, the district will publicize the evaluation factors and their relative importance to an adequate number of qualified sources and will consider all responses. The district will use an established, written method for conducting technical evaluations of the proposals (including receiving independent estimates before receiving bids or proposals) and award the project to the proposal which is most advantageous to the district.

The district may also use competitive proposals for qualifications-based procurement of architectural/engineering (A/E) services to award proposals to the most qualified competitor – subject to fair and reasonable compensation. The district will not use this type of procurement to purchase other types of services through A/E firms.

- Noncompetitive proposals will be utilized when an item is only available from a single source, there is an urgent situation which precludes the delays associated with competitive



selection, the FAA or State Entity has expressly authorized this method, or solicitation from multiple sources has yielded inadequate competition.

- Negotiating Profit will be negotiated as a separate element of the price for each contract if there is no price competition and in all cases where cost analysis is performed.

For all procurements using funds from an Award, the district:

- will not utilize a cost plus a percentage of cost or percentage of construction cost method of contracting
- will not accept bids or proposals from a contractor that develops or drafts specifications, requirements, statements of work, invitations for bids, or similar documents
- will not unnecessarily restrict bidders to a specific geographic area
- will ensure that if a list of prequalified persons, firms or products are used, that the list is current and includes enough qualified sources to ensure maximum open and free competition
- will take appropriate affirmative steps to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms ("target groups") are included in its contracting process, including:
  - including target groups on the solicitation list and ensure that these target groups are solicited whenever they are potential sources
  - dividing total requirements, if economically feasible, to permit maximum participation by target groups
  - establishing delivery schedules, when possible, which encourage target groups to participate
  - utilizing groups which interface with the target groups (e.g., Small Business Administration, Minority Business Development Agency of the Department of Commerce, etc.)
  - requiring the prime contractor, if using subcontracts, to take these same affirmative steps to include target groups
  - ensuring the district and all its contractors comply with the with § 6002 of the Solid Waste Disposal Act, including procuring only items which contain the highest percentage of recovered materials practicable for purchases over \$10,000, procuring solid waste management services which maximize energy and resource recovery, and establishing an affirmative procurement program for procuring recovered materials identified in EPA guidelines.

***FEDERAL PROGRAMS COMPLAINT POLICY***

The district receives federal funds and the board has established this policy to help ensure compliance with federal grant requirements. Any student, parent, community member or employee who believes the district has violated any regulation connected with the expenditure of federal funds should notify the district using the process outlined in this policy. This policy specifically covers, but is not limited to, complaints related to the following issues:

- Use of Title I funds
- Flexible Learning Program
- Parental involvement
- Private school access to federal funds
- Homeless student enrollment, transportation and barriers to education
- Teacher and principal training and recruiting
- Math and science partnerships
- Enhancing education with technology
- English language acquisition
- Safe and drug free schools
- Community learning centers
- Innovative programs
- Small, rural, and/or low-income school programs

**Definitions*****Grievance Coordinator:***

The person designated to process complaints, moderate and keep records during hearings. The grievance coordinator is:

Director of Federal Programs  
Guthrie Public Schools  
802 East Vilas Avenue  
Guthrie, OK 73044

*Grievant:*

The person making the complaint.

*Respondent:*

The person alleged to be responsible for the improper activity contained in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

*Day:*

Day means a working day when the district’s main administrative offices are open. The calculation of days shall exclude Saturdays, Sundays and legal holidays.

Procedural Steps

*Step 1:*

Address the problem informally. Prior to filing a written complaint, individuals are encouraged to visit with the responsible party or a school administrator and make reasonable efforts to resolve the problem. School employees are required to participate in this process.

*Step 2:*

If the problem was not resolved informally, or if a parent, student or patron believes informal resolution is not advisable, the grievant may submit a complaint to the grievance coordinator on the attached form. The form must contain all the requested information.

The grievance coordinator will conduct an impartial investigation within ten (10) days of receipt of the complaint (or as soon as reasonably possible given the circumstances, but not more than thirty (30) days). The investigation will include, but not be limited to, interviewing the grievant, respondent, and witnesses, and reviewing relevant documents. The grievance coordinator will specifically ask the respondent to confirm or deny facts, accept or reject the grievant’s requested action, and outline alternatives.

After the investigation, the grievance coordinator will prepare a written decision regarding the results of the investigation. The decision will be mailed to the grievant, respondent, and superintendent within five (5) days of the conclusion of the investigation.

*Step 3:*

If either the grievant or respondent are dissatisfied with the step 2 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party’s receipt of the step 2 decision or the matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will refer the matter to the superintendent (or other impartial individual if the superintendent is the respondent).

The superintendent (or other impartial individual if the superintendent is the respondent) will conduct a hearing within ten (10) days of his/her receipt of the appeal. The grievant, respondent and grievance

coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in this process.

At the hearing, the superintendent (or other impartial individual if the superintendent is the respondent) will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he/she deems relevant. The grievance coordinator will make arrangements to audiotape any oral evidence presented.

After the investigation, the superintendent (or other impartial individual if the superintendent is the respondent) will prepare a written decision regarding his/her findings. The decision will be mailed to the grievant, respondent, and grievance coordinator within five (5) days of the conclusion of the appeal hearing.

*Step 4:*

If either the grievant or respondent are dissatisfied with the step 3 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party's receipt of the step 3 decision or the matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will notify the board of education clerk. The board will conduct a hearing within thirty (30) days of the clerk's receipt of the appeal. The grievant, respondent and grievance coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in this process.

At the hearing, the board may ask for oral and written evidence to be presented by both parties. The board clerk will make arrangements to audiotape any oral evidence presented.

After the hearing, the board clerk will prepare a written decision regarding the board's findings. The decision will be mailed to the grievant, respondent, grievance coordinator, and general counsel of the Oklahoma State Department of Education within five (5) days of the conclusion of the appeal hearing. The board's decision may be appealed by submitting a request to the Oklahoma State Department of Education's general counsel within thirty-five (35) days of the board hearing.

General Provisions

*Extension of time:*

Any time limits set by these procedures may be extended by mutual consent of the parties involved, although the total number of days from the date the complaint is filed until the Board of Education issues a final decision shall not exceed one hundred twenty (120) days.

*Confidentiality of Records:*

Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

*Representation:*

The grievant and the respondent may have a representative assist them through the grievance process and accompany them to any hearing.

*Retaliation:*

The district prohibits retaliation, intimidation, threats, or coercion related to any aspect of the grievance process, including but not limited to: making a complaint, testifying, assisting, appealing, or participating in any other proceeding or hearing. The district will take steps to prevent retaliation. These steps include notifying students and employees that they are protected from retaliation, making sure grievants know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

*Basis of Decision:*

At each step in the grievance procedure, the decision maker will take or recommend appropriate measures based on the facts taken as a whole, as revealed by the investigation and hearing, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.



# Board of Education Personnel Reports

## *FMLA Request*

Support: 1

Certified: 3

## *Employees Returning from Leave of Absence.*

Classification	Certified			In Distict Experience	Total Experience	Effective Date:
Name		Site:	Teacher Assignment			
Ice, Kathy		Junior High	8th Grade Science	10	17	8/16/2016

## *Separation of Employment*

Classification	Certified				
Name		Site	Teaching Assignment	Reason for Separation	Effective Date
Cofield, Bobbie		Junior High	7th Reading	Retiring	5/20/2016
Hill, Doug		High School	English	Resigning	5/20/2016
Noe, Brenda		Junior High	Math 7th Grade	Resigning	5/20/2016
Washington, JoAnn		GUES	Title I - 5th & 6th Grade	Retiring	5/20/2016

Guthrie Public Schools  
Property Committee Meeting  
February 29, 2016  
5:00 p.m.

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

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

**Expenditure Reports:**

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

**Completed Projects:**

- 184 Work-Orders completed in February

**Projects in Progress:**

- Currently have 77 Work-Orders in progress
- Smart Boards to install at Fogarty & High School
- Vo-Ag barns construction
- Roofing projects completed with one leak being address
- Performance Review – Risk & Vulnerability study
- Preparing for summer cleaning
- Obtaining quotes to replace paper towel dispensers and towels
- Cotteral RTU replacement for classroom
- Obtaining quotes for mowing and spraying

**Superintendent Discussion:**

- Dr. Simpson gave an update on the Bond projects.

Guthrie Public Schools  
Finance Committee Meeting Minutes  
March 1, 2016  
4:00 P. M.

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

**Mr. Schulz** opened the meeting by informing the committee the first pages were routine financial reports and if they had questions to call or e-mail him.

**Mr. Schulz** also informed the committee that the interest rates are beginning to increase and that he and the treasurer will continue to monitor them.

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

**Responsive Schools Contract**

This would be a new contract for 4 days of training for teachers from each elementary site.

**Summer School**

This is a request to continue with the summer school program for remedial reading. This will be paid for by RSA and Title I.

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

**Lunch Cost Increase**

This is to inform the committee that there will be a 10 cent increase in the lunches for 2016-17.

**Software Renewal**

This is a renewal contract for the Financial and SIS software for 2016-17.

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

**Special Olympics**

This request is for the students to attend Special Olympics in Stillwater, May 11-13, 2016.

**Dr. Simpson** discussed with the committee about the Funding Updates.



**Guthrie Public Schools**  
**Curriculum Committee Meeting**

**March 1, 2016**

**5:00 P.M.**

Members Present: Dr. Mike Simpson, Carmen Walters, Doug Ogle, Eldona Woodruff, Janna Pierson, Gail Davis and Sheryl Miles

Tina Smedley attended in the absence of Travis Sallee

**Discussion Items:**

**Ms. Walters**

- K-8 Remedial Summer School
  - June 6 – June 30, 2016
  - 8:30 – 11:30 a.m.
  - Reading K – 8<sup>th</sup>
  - Math K – 2<sup>nd</sup> and 4<sup>th</sup> -8<sup>th</sup>
- Title II Professional Development
  - Responsive Classroom Professional Development
    - May 31 – June 3, 2016
    - The Responsive Classroom approach is children learn best when they have strong academic and social-emotional skills needed for academic excellence
  - RtI Continued Training (Response to intervention)
    - March 9 – 10, 2016
    - Continued focus on improving and streamlining our intervention process for student mastery of skills

**Ms. Walters / Mr. Ogle / Ms. Woodruff**

- School Designations