

**AGENDA WITH COMMENTARY**

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

**MONDAY  
AUGUST 14, 2017  
7:00 P.M.**

**AGENDA:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Comments to the Board by:**
  - A. Citizens registered to speak to the Board**
  - B. Board Members**
- 7. Superintendent's Reports**
- 8. Consent Agenda.....Pages 6-49**

**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 July 10, 2017**
  - B. Treasurer's Report**
  - C. Activity Fund Fundraisers as per attached list**
  - D. Activity Fund Transfers as per attached list**
  - E. Encumbrances for General Fund #'s 192-282, Building Fund #'s 49-72, Child Nutrition Fund #'s 4-11 and Activity Fund Reports**
  - F. Fuel Bid**

- G. **Out-of-State Trip Requests:**
  - 1. **Clay Drake, Kaitlyn Williams, Ashley Bradbeary and FFA Students-National FFA Convention-Indianapolis, IN-October 23-29, 2017**
  - 2. **Mick Fredrickson, Cameron Campbell and JROTC Students-Top of Texas Military Skills Meet-Wichita Falls, TX-October 7, 2017**

H. **Declare listed items as surplus**

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

- 1. **Contract with Oklahoma Department of Career and Technology for Full-Time Adult Career and Technology Education Programs for 2017-2018** **Pages 45-46**

Commentary:

This is our annual contract with Career Tech to continue to offer their programs for the 2017-2018 school year. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 2. **Agreement with YMCA of Greater Oklahoma City for facility use of Fogarty Elementary for 2017-2018.....Pages 47-49**

Commentary:

This will be the fourth year the YMCA has been in charge of the School Age Care Program. We have already approved an agreement for facility use at Cotteral Elementary and this agreement expands the program for after school care to Fogarty Elementary as well. This agreement allows the District and the YMCA to have this arrangement for one year. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

9. **Business Agenda:**

- A. **Recommendation, consideration and action to calculate the 2017-2018 school year by instructional hours.....Pages 50-56**

Commentary:

We have done this for the last 8 years. This gives us the freedom to adjust the school calendar based on the number of inclement weather days needed to meet the required 1080 hours. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- B. **Recommendation, consideration and action upon Teen Risk Avoidance and Character Education (TRACE) for 9<sup>th</sup> grade students.....Page 57**

Commentary:

This is a program for 9<sup>th</sup> grade students based on Choosing the Best Curriculum. This will be the 5<sup>th</sup> year for the program to be offered. High School Principal Chris LeGrande feels the program is highly effective in promoting goal setting as well as

being instrumental in encouraging students to make good choices. The program is free and is led by Ms. Stephany Cleek of Crossroads Clinic. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- C. Recommendation, consideration and action upon agreements with the City of Guthrie for School Resource Officers for 2017-2018.....Pages 58-61**

Commentary:

Guthrie Public Schools will pay the City of Guthrie for the established cost of two resource officers for the months that school is in session as stated in this agreement.

**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- D. Recommendation, consideration and action upon School Bus Driver's and Monitor's Handbook for 2017-2018.....Pages 62-85**

Commentary:

Deletions in the handbook are noted with a strike through and changes or additions are in red. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- E. Recommendation, consideration and action upon authorizing Ms. Jana Wanzer as Authorized representative for the Child Nutrition Program.....Page 86**

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- F. Agreement with Samantha Betchan to provide Speech Language Pathology Services for Guthrie Public Schools during the 2017-2018 school year..Pages 87-90**

Commentary:

We are required to provide Speech Language Pathology Services to eligible students. Ms. Betchan has agreed to provide these services to our students at a rate of \$58.00 per hour for services and mileage which will be reimbursed at the rate of 53.5 cents per mile. **Angie Smedley will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- G. Sublease with City of Guthrie for Guthrie Public School's use of city owned soccer fields which are leased by Logan County Soccer Club from August 18 through**

**September 30, 2017 and possibly through December 31, 2017 if said lease is approved through that time.....Pages 91-92**

Commentary:

GPS is requesting the use of the soccer fields which are leased to Logan County Soccer Club from the City of Guthrie for 2017. The only costs associated with this lease will be costs associated with striping the fields as stated in the sublease. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- H. Consider and vote to approve a resolution pertaining to the district’s \$3,200,000 Building and Equipment Bonds, Series 2017; including fixing the amount of bonds to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of bonds.....Pages 93-97**
- I. Consider and vote to approve a contract with BancFirst, Oklahoma City, Oklahoma, to serve as registrar and paying agent on the district’s \$3,200,000 Building and Equipment Bonds, Series 2017.....Pages 98-138**
- 10. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignments as listed for 2017-2018, Administrator’s Handbook and Salary Schedule for 2017-2018 and teacher negotiations for 2017-2018, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
  - A. Vote to go into executive session**
  - B. Acknowledge Board’s return to open session**
  - C. Statement of minutes of executive session**
- 11. Vote on action as set out on the Personnel Reports.....Page 139**
- 12. Action upon recommendation of extra-duty assignments as listed for 2017-2018...Page 140**
- 13. Recommendation, consideration and action upon Administrator’s Handbook and Salary Schedule-not including the Superintendent-for 2017-2018.....Pages 141-151**

Commentary:

This handbook was approved at the July School Board meeting. There has since been a correction made to the handbook in red. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

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

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

**16. Adjourn**

**Dr. Mike Simpson  
Superintendent**

**jf**

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
JULY 10, 2017**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JULY 10, 2017**

<b>Board Members Present:</b>	<b>Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts</b>
<b>Board Member Absent:</b>	<b>Terry Pennington</b>
<b>District Level School Officials Present:</b>	<b>Dr. Mike Simpson, Superintendent Doug Ogle, Executive Director of Personnel/Secondary Ed Carmen Walters, Executive Director of Federal Programs/Elementary Ed Michelle Chapple, Chief Financial Officer Angie Smedley, Director of Special Education Cody Thompson, Director of Operations Dee Benson, Director of Technology Jean Watts, Deputy Minutes Clerk</b>

1. The meeting was called to order by President Bennett-Johnson.
2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.  
  
Member Terry Pennington was not present for roll call.
3. A quorum was established.
4. President Bennett-Johnson asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Bennett-Johnson asked everyone present to join her in a Moment of Silence.
- 6A. President Bennett-Johnson asked the Superintendent if there were any citizens registered to speak to the Board.

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

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

There were no comments to the Board by Board members.

7. President Bennett-Johnson called for the Superintendent's Reports.

Superintendent Simpson reported on the following:

Gave a construction update. Stated the work at Central Elementary was complete. Sod will be installed soon and will be purchased through school funds. Dirt work is continuing at Charter Oak Elementary. The crew has been somewhat hampered by the rain we've been receiving.

Engage OK is being held at several locations across Oklahoma. Several administrators in our building attended the conference held at Yukon High School today. Several teachers attended from our District as well. Others will attend the conference this Wednesday at Enid High School.

Work continues with the Logan County District Attorney on refining procedures to improve attendance within our District. The DA's office will sponsor a booth during our Centralized Enrollment in August to communicate to families the seriousness of school attendance.

Gave a budget update. Stated that our carryover for June 30<sup>th</sup>, 2017 was \$2.4 million which includes the \$500,000 in cuts absorbed over the 2016-2017 school year. Last year we carried \$1.9 million. Two years ago our carryover was \$2.6 million. These carryover funds are used to operate until we receive our funds from property tax payments. We weathered the financial storm. Going forward, we will be very cautious. Much of the 2018 state budget is built on revenue generators that are facing legal scrutiny. The most important bill to watch for education funding is HB 2433. This bill added 1.25% sales tax to the sale of an automobile. It's expected to generate almost \$13 million to support the HB 1017 Fund. We are breathing a sigh of relief but doing so with an eye of caution.

8. President Bennett-Johnson called for action on the Consent Agenda.

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

The motion carried with 6 ayes and 0 nays.

- 9A. President Bennett-Johnson called for recommendation, consideration and action to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education.**

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

**The motion carried with 6 ayes and 0 nays.**

- 9B. President Bennett-Johnson called for recommendation, consideration and action to approve Ms. Angie Smedley as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 621, 623, 625, 641 and 642.**

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

**The motion carried with 6 ayes and 0 nays.**

- 9C. President Bennett-Johnson called for recommendation, consideration and action to approve Ms. Michelle Chapple as the authorized representative to implement and administer the Purchasing Card Program for Guthrie Public Schools.**

**A motion was made by Watts and seconded by Smedley to approve Ms. Michelle Chapple as the authorized representative to implement and administer the Purchasing Card Program for Guthrie Public Schools.**

**The motion carried with 6 ayes and 0 nays.**

- 9D. President Bennett-Johnson called for recommendation, consideration and action upon application for conducting cooperative activities program with St. Mary's Catholic School of Guthrie.**

**A motion was made by Smedley and seconded by Watts to approve application for conducting cooperative activities program with St. Mary's Catholic School of Guthrie.**

**The motion carried with 6 ayes and 0 nays.**

- 9E. President Bennett-Johnson called for recommendation, consideration and action upon School Bus Rider's Handbook for 2017-2018.**



A motion was made by Watts and seconded by Smedley to approve the School Bus Rider's Handbook for 2017-2018.

The motion carried with 6 ayes and 0 nays.

- 9F. President Bennett-Johnson called for recommendation, consideration and action upon Activity Fund Handbook for 2017-2018.

Ms. Michelle Chapple asked that the language on page 129 of the board packet, page 6 of the actual document, be amended to read

- All receipts should be totaled and reconciled to the currency, coins & checks received. The total funds received should balance to the daily receipts.
- A Farmers & Merchants Bank deposit slip will be completed and accompany the locked money bag and dropped in the night deposit box at the 1800 E. Oklahoma Avenue branch.

A motion was made by Pierson and seconded by Watts to approve the Activity Fund Handbook for 2017-2018 with the corrected language on page 6 of the handbook to read

- All receipts should be totaled and reconciled to the currency, coins & checks received. The total funds received should balance to the daily receipts.
- A Farmers & Merchants Bank deposit slip will be completed and accompany the locked money bag and dropped in the night deposit box at the 1800 E. Oklahoma Avenue branch.

Discussion followed.

The motion carried with 6 ayes and 0 nays.

- 9G. President Bennett-Johnson called for discussion, consideration and action Jr. High School Student Handbook for 2017-2018.

A motion was made by Watts and seconded by Smedley to approve the Jr. High School Student Handbook for 2017-2018.

The motion carried with 6 ayes and 0 nays.

- 9H. President Bennett-Johnson called for discussion, consideration and action upon Guthrie High School/Faver Alternative School Student Handbook for 2017-2018.

A motion was made by Watts and seconded by Smedley to approve the Guthrie High School/Faver Alternative School Student Handbook for 2017-2018.

Discussion followed.

**The motion carried with 6 ayes and 0 nays.**

- 9I. President Bennett-Johnson called for recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2017-2018.**

**A motion was made by Watts and seconded by Pierson to approve the Guthrie High School Course Description Handbook for 2017-2018.**

**The motion carried with 6 ayes and 0 nays.**

- 9J. President Bennett-Johnson called for recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8<sup>th</sup> grade students for 2017-2018.**

**Discussion followed.**

**A motion was made by Watts and seconded by Smedley to approve the Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8<sup>th</sup> grade students for 2017-2018.**

**The motion carried with 6 ayes and 0 nays.**

- 9K. President Bennett-Johnson called for recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2017-2018.**

**A motion was made by Smedley and seconded by Watts to approve the loan agreement with Child Nutrition Fund for 2017-2018.**

**The motion carried with 6 ayes and 0 nays.**

- 9L. President Bennett-Johnson called for recommendation, consideration and action upon renewal agreement with Great Plains Coca-Cola Bottling Company for 2017-2018.**

**A motion was made by Smedley and seconded by Davis to approve the renewal agreement with Great Plains Coca-Cola Bottling Company for 2017-2018.**

**The motion carried with 6 ayes and 0 nays.**

- 9M. President Bennett-Johnson called for recommendation, consideration and action upon renewal agreement with Imperial Vending for snack vending for 2017-2018.**

**A motion was made by Watts and seconded by Smedley to approve the renewal agreement with Imperial Vending for snack vending for 2017-2018.**

**The motion carried with 6 ayes and 0 nays.**

- 9N. President Bennett-Johnson called for recommendation, consideration and action upon renewing contract with Image Works of Oklahoma, Inc. for District copiers.**

**A motion was made by Pierson and seconded by Watts to renew the contract with Image Works of Oklahoma, Inc. for District copiers.**

**The motion carried with 6 ayes and 0 nays.**

- 9O. President Bennett-Johnson called for recommendation, consideration and action upon approval of agreement with Hilborne and Weidman to serve as Bond Counsel and Disclosure Counsel to Guthrie Public Schools.**

**Mr. Jon Wolff, from Municipal Financial Services, Inc., discussed the changes made in regulations by the SEC in regards to bond sales and the need for bond and disclosure counsel.**

**Discussion followed.**

**A motion was made by Watts and seconded by Pierson to approve the agreement with Hilborne and Weidman to serve as Bond Counsel and Disclosure Counsel to Guthrie Public Schools.**

**The motion carried with 6 ayes and 0 nays.**

- 10. President Bennett-Johnson 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, extra-duty assignments as listed for 2017-2018, Support Personnel Handbook for 2017-2018, Administrator's Handbook and Salary Schedule for 2017-2018 and teacher negotiations for 2017-2018, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**

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

**The motion carried with 6 ayes and 0 nays. Executive session began at 8:15 p.m.**

- 10B. President Bennett-Johnson acknowledged the Board's return to open session at 9:10 p.m.**

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

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

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

**The motion carried with 6 ayes and 0 nays.**

**12. President Bennett-Johnson called for recommendation, consideration and action for Statutory Waiver/Deregulation which allows Mrs. Nicha Henry to be employed as Library Media Specialist at Guthrie Junior High School.**

**A motion was made by Smedley and seconded by Sallee to approve the Statutory Waiver/Deregulation which allows Mrs. Nicha Henry to be employed as Library Media Specialist at Guthrie Junior High School.**

**The motion carried with 6 ayes and 0 nays.**

**13. President Bennett-Johnson called for action upon recommendation of extra-duty assignments as listed for 2017-2018.**

**A motion was made by Smedley and seconded by Sallee to approve extra-duty assignments as listed for 2017-2018.**

**The motion carried with 6 ayes and 0 nays.**

**14. President Bennett-Johnson called for recommendation, consideration and action upon Support Personnel Handbook for 2017-2018.**

**A motion was made by Pierson and seconded by Watts to approve the Support Personnel Handbook for 2017-2018.**

**The motion carried with 6 ayes and 0 nays.**

**15. President Bennett-Johnson called for recommendation, consideration and action upon Administrator's Handbook and Salary Schedule-not including the Superintendent-for 2017-2018.**

**A motion was made by Watts and seconded by Smedley to approve the Administrator's Handbook and Salary Schedule-not including the Superintendent-for 2017-2018.**

**The motion carried with 6 ayes and 0 nays.**

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

**Superintendent Simpson stated he received the resignation of Charleen Brown, 4<sup>th</sup> Grade Teacher, effective immediately.**

**A motion was made by Davis and seconded by Watts to approve the resignation of Charleen Brown effective immediately.**

**The motion carried with 6 ayes and 0 nays.**

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

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

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

**The motion carried with 6 ayes and 0 nays.**

**The meeting adjourned at 9:13 p.m.**

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**Jana Frey, Minutes Clerk**

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**Jennifer Bennett-Johnson, Board President**

**TREASURER'S REPORT  
JULY 31, 2017**

**BANK BALANCES**

**FARMERS & MERCHANTS**

General Fund	\$ 2,645,734.30
Building Fund	620,162.07
Sinking Fund	235,953.59
ILR Fund	62,470.15
G&E Fund	5,715.67
Child Nutrition Fund	215,684.27
Activity Fund	455,533.49
School Age-Care Fund	75,619.14
Bond Fund	<u>2,426,001.00</u>

TOTAL \$ 6,742,873.68

**RECEIPTS**

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**GENERAL FUND:**

Logan County	\$ 60,911.88
State of Oklahoma	11,118.24
Okla. Tax Comm.	198,344.92
School Land Earn.	55,273.95
R.O.T.C.	3,575.58
Federal Programs	261,552.51
Misc Receipts	4,282.12
Correcting Entry(-)	
General Acct. Int.	2,368.07
Minus (-) Bank Fees	<u>103.18</u>
TOTAL	\$ 597,324.09

**SINKING FUND:**

Logan County \$15,110.10

**CHILD NUTRITION FUND:**

Local	
State	
Federal	<u>6,068.23</u>
TOTAL	\$ 6,068.23

**INS.LOSS RECOVERY FUND:**

\$

**BUILDING FUND**

Logan County	\$ 5,416.04
Bldg. for Champs	<u>15,407.00</u>
TOTAL	\$ 20,823.04

**BOND FUND:**

Interest	\$ 1,481.17
Bank Fees	(-) <u>13.38</u>
TOTAL	\$ 1,467.79

**WARRANTS PAID**

**GENERAL FUND:**

2016-2017      \$312,108.40  
2017-2018      \$621,508.91

**GIFTS & ENDOWMENTS FUND:**

2016-2017      \$6,000.00  
2017-2018

**BUILDING FUND:**

2016-2017      \$ 27,452.28  
2017-2018      \$ 23,581.51

**INS. LOSS RECOVERY FUND:**

2016-2017      \$2,955.03  
2017-2018

**CHILD NUTRITION FUND:**

2016-2017      \$25,126.81  
2017-2018      \$ 8,586.22

**BOND FUND:**

2016-2017  
2017-2018      \$6,120.70

**CD/INVESTMENTS:**

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

**TOTAL MONIES IN F&M BANK**      \$6,742,873.68

PLEDGED – FDIC \$250,000.00  
PLEDGED – F&M BANK \$ 17,527,000.00

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

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

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
August 14, 2017**

- |                              |   |
|------------------------------|---|
| <b>a. Band, 859</b>          | Jr High band dues   |
| <b>b. Class of 2018, 862</b> | Class dues  |
| <b>c. Vocal, 902</b>         | Jr High Vocal lab fees  |
| <b>d. Vocal, 902</b>         | Jr High Spring Musical ticket & ad<br>sales & donation solicitation |
| <b>e. Vocal, 902</b>         | High School choir lab fees  |
| <b>f. Vocal, 902</b>         | High School Musical ticket & ad sales<br>& donation solicitation    |



a.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 7/26/2017 Site Name: Band-High School

Acct. Name & #: Band 859 Current Unobligated Account Balance: 9958.75 11,303.37 af

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

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

JH Band Dues - Collection of Band Dues

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

Please supply the following information:

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

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

Purpose for which funds will be used:

T-shirt, Binder, Method Book, Transportation, Music and any other unforeseen expenses.

Name of Vendor: \_\_\_\_\_

Address of Vendor: \_\_\_\_\_

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: \$4,000
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: \$4,000

NOTES:

First day of Fundraiser: Oct. 5, 2017 Last Day of Fundraiser: May 30th, 2018

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

What will happen to any items that are not sold? \_\_\_\_\_

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

Sponsor's Signature: [Signature] Date: 7/26/17

Principal's Signature: [Signature] Date: 7-26-17

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

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

Form: AF Fundraiser Request 4/2016

*[Handwritten signature]*



RECEIVED  
7-20-17

b.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/27/2017 Site Name: GHS

Acct. Name & #: Class of 2018 #862 Current Unobligated Account Balance: ~~6000~~ 7255<sup>20</sup><sub>00</sub>

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

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

Class Dues

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

Please supply the following information:

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

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

**Purpose for which funds will be used:**

Items used for graduation ceremonies and the events surrounding that including but not limited to: Programs, Flowers and Banquet, T-Shirts, Homecoming supplies, Memorials, Awards, subs and bus fees.

Name of Vendor: N/A

Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 7000
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 7000

NOTES:

First day of Fundraiser: 9/28/2017 Last Day of Fundraiser: 5/20/18

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

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

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

Sponsor's Signature: [Signature] Date: 7-20-17

Principal's Signature: [Signature] Date: 7-20-17

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

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

Form: AF Fundraiser Request 4/2016

*[Handwritten signature: mshapple]*



RECEIVED  
7-20-17

C.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/27/2017 Site Name: GJHS

Acct. Name & #: GHS Vocal 902 Current Unobligated Account Balance: 3199.85 ap

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

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

Lab Fees for JHS Choirs

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

Please supply the following information:

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

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

**Purpose for which funds will be used:**

Items used for producing musicals i.e. props, sets, costumes, T-Shirts, Music, sound equipment, subs and busses, awards, uniforms, items necessary for rehearsal and performance of choirs and unforeseen items needed for the vocal music program

Name of Vendor: N/A

Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 1200
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 1200

NOTES:

First day of Fundraiser: 9/28/2017 Last Day of Fundraiser: 5/20/18

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

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

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

Sponsor's Signature: [Signature] Date: 7/20/17

Principal's Signature: [Signature] Date: 7-20-17

[Signature]

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

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

Form: AF Fundraiser Request 4/2016

7-11-17  
RECEIVED



d.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/27/2017 Site Name: GJHS

Acct. Name & #: Vocal 902 Current Unobligated Account Balance: 3998  
\$3025 7/11/17

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

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

JH Spring Musical Ticket Sales, Ad sales and Donations

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

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

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

Purpose for which funds will be used:

Items needed to produce a play i.e. set, costumes, props. Water, Sound items contest fees, subs and busses, awards and any unforeseen items used in the vocal music program

Name of Vendor: TBA

Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser:

Play Materials and Royalties

- a. Estimated INCOME: 3200
- b. Less Estimated EXPENSE: 1200
- c. Estimated PROFIT: 2000

NOTES:

First day of Fundraiser: 4/1/18 Last Day of Fundraiser: 5/20/18

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

What will happen to any items that are not sold? All Returned or Saved

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

Sponsor's Signature: Bill Pur... Date: 6/27/17

Principal's Signature: Chris... Date: 7-10-17

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

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

Form: AF Fundraiser Request 4/2016



RECEIVED  
7-20-17

e.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/27/2017 Site Name: GHS

Acct. Name & #: GHS Vocal 902 Current Unobligated Account Balance: 3199.85 *ap*

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

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

Lab Fees for HS Choirs

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

Please supply the following information:

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

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

**Purpose for which funds will be used:**

Items used for producing musicals i.e. props, sets, costumes, T-Shirts, Music, sound equipment, subs and busses, awards, uniforms, items necessary for rehearsal and performance of choirs and unforeseen items needed for the vocal music program

Name of Vendor: N/A

Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 2000
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 2000

NOTES:

First day of Fundraiser: 9/28/2017 Last Day of Fundraiser: 5/20/18

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

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

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

Sponsor's Signature: Bill King Date: 7-20-17

Principal's Signature: Chris [Signature] Date: 7-20-17

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

*myra chapple*

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

Form: AF Fundraiser Request 4/2016

7-11-17  
RECEIVED



f.

GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/27/2017 Site Name: GHS

Acct. Name & #: Vocal 902 Current Unobligated Account Balance: 3199.85  
\$3025 7-11-17

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

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

HS Spring Musical Ticket Sales, Ad sales and Donations

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

Please supply the following information:

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

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

**Purpose for which funds will be used:**

Items needed to produce a play i.e. set, costumes, props. Water, Sound items contest fees, subs and busses, awards and any unforeseen items used in the vocal music program

Name of Vendor: TBA

Address of Vendor: TBA

**Items to be purchased in order to conduct the fundraiser:**

Play Materials and Royalties

- a. Estimated INCOME: 3200
- b. Less Estimated EXPENSE: 1200
- c. Estimated PROFIT: 2000

NOTES:

First day of Fundraiser: 3/1/18 Last Day of Fundraiser: 4/30/18

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

What will happen to any items that are not sold? All Returned or Saved

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

Sponsor's Signature: Bill [Signature] Date: 6/27/17

Principal's Signature: Chris [Signature] Date: 7-10-17

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

[Signature]

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

Form: AF Fundraiser Request 4/2016

**TRANSFERS FOR BOARD APPROVAL**  
**August 14, 2017**

<b>TO:</b>	<b>FROM:</b>	<b>REASON</b>	<b>\$AMOUNT</b>
Admin. Misc., 940	Banquet Acct., 921	Closing account	.01



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

Amount 0.01 Date Requested 7/26/17

Transfer to: Admin. Misc., #940  
Account Name & Number

Transfer from: Banquet Account, #921  
Account Name & Number

State Reason for Transfer Below

Closing out an unused account

Sponsor's Signature: *Alta Paul* *Y. Schappke*

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

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

Principal's Signature: \_\_\_\_\_

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

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



## Purchase Order Register

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, Date Range: 7/1/2017 - 6/30/2018, PO Range: 192 - 282

PO No	Date	Vendor No	Vendor	Description	Amount
192	07/06/2017	16819	CEV MULTIMEDIA, LTD.	ONLINE CURRICULUM/VOAG	850.00
193	07/06/2017	17940	PROSPERITY BANK	REGISTRATION FOR SUMMER CAREERTECH CONFERENCE/VOAG	1,158.00
194	07/06/2017	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/ VOAG	3,000.00
195	07/06/2017	12394	LOWE'S COMPANIES, INC.	BLANKET FOR TOOLS/SUPPLIES/VOAG	1,000.00
196	07/06/2017	16841	OKACTE	REGISTRATION FOR OKACTE CONFERENCE	80.00
197	07/06/2017	15532	ONENET	INTERNET SERVICES/TECHNOLOGY	10,000.00
198	07/11/2017	10170	BECK IMPLEMENT & TRAILER	MOWER MAINTENANCE/AG	500.00
199	07/11/2017	83966	SCOTT W PETERMAN	REIMBURSEMENT FOR OKACTE REGISTRATION	80.00
200	07/11/2017	16371	TWOTREES TECHNOLOGY, LLC	BLANKET FOR PARTS & SUPPLIES/TECHNOLOGY	240.00
201	07/11/2017	10064	SEAN TIRE SERVICE	TIRE REPAIR/ATHLETICS	150.00
202	07/12/2017	15994	AMAZON CAPITAL SERVICES	\$100 CLASSROOM SUPPLIES/JASON RICE/HS	100.00
203	07/12/2017	12910	OFFICE DEPOT, INC.	\$100 CLASSROOM SUPPLIES/KAITLYN WILLIAMS/HS	100.00
204	07/12/2017	13130	BETROLD ENTERPRISES, INC.	BLANKET FOR SHEET MUSIC/BAND	600.00
205	07/12/2017	17398	EDMOND MUSIC, INC.	BLANKET FOR INSTRUMENTS & REPAIRS/BAND	2,000.00
206	07/12/2017	42456	STILLWATER MILLING COMPANY	FANS FOR SCHOOL FARM	1,100.00
207	07/12/2017	16371	TWOTREES TECHNOLOGY, LLC	FIREWALL AND FILTER REPLACEMENT/TECHNOLOGY	6,500.00
208	07/12/2017	42992	PALEN MUSIC CENTER, INC.	INSTRUMENTS AND REPAIR	2,000.00
209	07/13/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/ANGIE SIMONTON/HS	100.00
210	07/13/2017	42687	CPI	CPI TRAINING MATERIAL	880.00
211	07/13/2017	13655	SLOSSON EDUCATIONAL PUB., INC.	PSYCH TESTING MATERIALS	169.00
212	07/13/2017	16691	PEARSON ASSESSMENTS	PSYCH TESTING MATERIALS	5,057.46
213	07/15/2017	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES/T. DAVENPORT/FOGARTY	96.18
214	07/17/2017	12447	MARDEL, INC.	\$100 CLASSROOM SUPPLIES/M. BALL/GUES	100.00
215	07/17/2017	15926	DELL MARKETING L.P.	COMPUTER AND MONITORS	1,186.85
216	07/17/2017	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/VO-AG/DRAKE/HS	1,000.00
217	07/17/2017	10129	AUTO PARTS & MACHINE	BLANKET FOR SUPPLIES/VO-AG/HS	300.00
218	07/17/2017	15926	DELL MARKETING L.P.	TONER FOR PRINTER	1,010.75
219	07/17/2017	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	WORKSHOP REGISTRATION/VO-AG/DRAKE/HS	120.00
220	07/17/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/ERIC WOODARD/HS	100.00
221	07/18/2017	41201	DOLLAR TREE	\$100/CLASSROOM SUPPLIES/K. WALTERS/GUES	100.00

## Purchase Order Register

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, Date Range: 7/1/2017 - 6/30/2018, PO Range: 192 - 282

PO No	Date	Vendor No	Vendor	Description	Amount
222	07/18/2017	15994	AMAZON CAPITAL SERVICES	\$100 CLASSROOM SUPPLIES/SCOTT MICK/HS	100.00
223	07/19/2017	43981	OkAPP	REGISTRATION/M. CHAPPLE/ADMIN	395.00
224	07/19/2017	15994	AMAZON CAPITAL SERVICES	TITLE VI SUPPLIES	74.34
225	07/19/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/CHAD SANDERS/HS	100.00
226	07/19/2017	14207	WALMART COMMUNITY	\$75 CLASSROOM SUPPLIES/KIM BARRETT/HS	75.00
227	07/19/2017	41974	WALGREEN DRUG STORES	\$25 CLASSROOM SUPPLIES/KIM BARRETT/HS	25.00
228	07/19/2017	43188	KYLE DEAN KARNS	MILEAGE REIMBURSEMNT/K. KARNS/MARZANO TRAINING	150.00
229	07/24/2017	12936	OKLA. ASSOC. FOR PUPIL TRANS.	ONLINE TRAINING/TRANSP.	315.00
230	07/24/2017	13438	ROSS TRANSPORTATION, INC.	INSTALLATION OF NEW BUS LIFT/TRANSPORTATION	5,200.00
231	07/24/2017	43821	TPT HoldCo. LLC	District 100.00 Back to School	93.00
232	07/26/2017	15994	AMAZON CAPITAL SERVICES	\$100 CLASSROOM SUPPLIES/MATT PERRING/HS	100.00
233	07/26/2017	42077	DESHIELDS TRUCK SERVICE, INC.	BUS REPAIR/TRANSPORTATION	4,000.00
234	07/26/2017	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	CDL HOLDER PHYSICALS/TRANSPORTATION	1,700.00
235	07/26/2017	12910	OFFICE DEPOT, INC.	\$100 CLASSROOM SUPPLIES/MONETTA FIELDS/HS	100.00
236	07/26/2017	12910	OFFICE DEPOT, INC.	\$100 CLASSROOM SUPPLIES/MONTE MYERS/HS	100.00
237	07/26/2017	17797	TALK RADIO, LLC	FOR TOWER USAGE	7,050.00
238	07/26/2017	15994	AMAZON CAPITAL SERVICES	BLANKET FOR PARTS & SUPPLIES/TECHNOLOGY	1,000.00
239	07/31/2017	83904	JESSICA N PETTY	REIMBURSEMENT FOR SUMMER CONFERENCE/J. PETTY/JH	100.00
240	07/31/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/LAURA PORTER/HS	100.00
241	07/31/2017	12910	OFFICE DEPOT, INC.	\$100 CLASSROOM SUPPLIES/ASHLEY BRADBEARY/HS	100.00
242	07/31/2017	43792	DEREK JOHNSON	PERCUSSION TECH/BAND/HS	1,200.00
243	07/31/2017	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/BAND/HS	800.00
244	07/31/2017	43236	CDI COMPUTER DEALERS INC.	COMPUTER CART/AG/HS	1,029.00
245	07/31/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/KRISTI BLAKEMORE/HS	100.00
246	07/31/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/TED LAUSEN/HS	100.00
247	07/31/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/AMANDA MOORE/HS	100.00
248	07/31/2017	12910	OFFICE DEPOT, INC.	\$100 CLASSROOM SUPPLY/C. DRAKE/HS	100.00
249	07/31/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/ALLISON LEE/HS	100.00

## Purchase Order Register

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, Date Range: 7/1/2017 - 6/30/2018, PO Range: 192 - 282

PO No	Date	Vendor No	Vendor	Description	Amount
250	07/31/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/TAYLOR PERALTA/HS	100.00
251	08/01/2017	16611	ACT HOLDCO	BLANKET FOR BUS REPAIRS/TRANSP.	8,000.00
252	08/01/2017	15890	BERNARD LEE SHORT	BLANKET FOR REPAIRS OF VEHICLES/TRANSP.	5,000.00
253	08/01/2017	40775	APPLE STORE	COMPUTERS/AG/HS	13,931.00
254	08/01/2017	16669	EDMENTUM, INC	Study Island: ELA Library Program License	1,350.00
255	08/01/2017	13704	BSN SPORTS, INC.	SOFTBALL UNIFORMS/ATHLETICS/HS	1,705.00
256	08/01/2017	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES/FACS/MOORE/HS	3,000.00
257	08/02/2017	43984	SAMANTHA RAE BETCHAN	SPEECH LANGUAGE CONTRACT	84,000.00
258	08/02/2017	14207	WALMART COMMUNITY	\$100/CLASSROOM SUPPLIES/G. JARNAGIN/GUES	100.00
259	08/02/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/STACIE ANDREWS/HS	100.00
260	08/03/2017	12980	OKLAHOMA SECONDARY SCHOOL	BLANKET FOR CONTEST ENTRY FEES/BAND/HS	800.00
261	08/03/2017	13229	QUILL CORPORATION	BLANKET FOR ADM OFFICE SUPPLIES/SPEC ED	500.00
262	08/03/2017	42553	COLE MORGAN WILLIAMS	MARCHING BAND PERCUSSION/BAND/HS	1,000.00
263	08/03/2017	17907	TEACHER INNOVATIONS, INC	PLANBOOKS FOR 2017-18/JH	313.20
264	08/03/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/T. HOPPER/JH	100.00
265	08/03/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/S. LEGRANDE/JH	100.00
266	08/03/2017	15926	DELL MARKETING L.P.	INK CARTRIDGES/ATHLETICS/HS	230.00
267	08/03/2017	16978	ATHLON II ENTERPRISES, INC.	HS- UNIFORMS (GIRLS/BOYS UNIFORMS) BASKETBALL	3,575.00
268	08/03/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLY/GINA VILLALVA/FAVER	100.00
269	08/03/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/CASEY PORTER/HS	100.00
270	08/03/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/MAGGIE WADE/HS	100.00
271	08/03/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLY/A. CHADD/HS	100.00
272	08/03/2017	15994	AMAZON CAPITAL SERVICES	\$100 CLASSROOM SUPPLIES/SETH MORGAN/HS	100.00
273	08/03/2017	15571	STAPLES ADVANTAGE	\$100 CLASSROOM SUPPLIES/J. MICK/FOGARTY	100.00
274	08/04/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLY/C. ADAMSPAYNE/GUES	100.00
275	08/04/2017	13255	RAND MCNALLY & CO.	TEXTBOOKS/JUNIOR HIGH	437.00
276	08/04/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLY/B. WORKMAN/JH	100.00

## Purchase Order Register

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, Date Range: 7/1/2017 - 6/30/2018, PO Range: 192 - 282

PO No	Date	Vendor No	Vendor	Description	Amount
277	08/04/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLY/T. DARCY/JH	100.00
278	08/04/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLY/S. COCHRANE/JH	100.00
279	08/04/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLY/F. CANNING/JH	100.00
280	08/04/2017	10583	OKLAHOMA FFA ASSOCIATION	AFFILIATE DUES/AG/HS	2,625.00
281	08/04/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/CORY SAUSER/HS	100.00
282	08/04/2017	13286	RED ROCK DISTRIBUTING CO.	1000 GAL UNLEADED	1,984.90
<b>Non-Payroll Total:</b>					<b>\$194,235.68</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$194,235.68</b>

## Purchase Order Register

Options: Year: 2017-2018, Fund: Building, Date Range: 7/1/2017 - 6/30/2018, PO Range: 49 - 72

PO No	Date	Vendor No	Vendor	Description	Amount
49	07/06/2017	17447	HUNTER MECHANICAL & CONTROLS, INC.	CHILLER REPAIRS AT JR HIGH	3,000.00
50	07/06/2017	43798	DENSE MECHANICAL	CHILLER REPAIRS AT CENTRAL	4,000.00
51	07/06/2017	12173	LAMPTON WELDING SUPPLY COMPANY, INC	CYLINDER RENTAL	149.90
52	07/06/2017	11626	HOME DEPOT/GEFC	FENCE MATERIAL FOR CHARTER OAK SCHOOL	7,043.10
53	07/11/2017	43975	ALL COMMERCIAL FLOORS, INC.	TILE AND CARPET REPLACEMENT	16,986.73
54	07/11/2017	43976	DEBORAH MELVIN	REPAIR COTTERAL QUAD SIDING	6,800.00
55	07/11/2017	43977	NAFF CONSTRUCTION, LLC	PAINT HALLWAY WALLS AT CENTRAL	3,455.00
56	07/11/2017	17450	ALL COMMERCIAL OPENINGS, INC.	BLANKET FOR DISTRICT DOORS AND HARDWARE	6,000.00
57	07/17/2017	16002	SUPPLY WORKS, INC.	CUSTODIAL SUPPLIES AND PARTS	500.00
58	07/17/2017	11163	H-I-S PAINT MFG. CO, LLC	DISTRICT PAINT AND SUPPLIES	4,000.00
59	07/18/2017	11626	HOME DEPOT/GEFC	RIDGID TABLE SAW FOR OPERATIONS DEPT	499.00
60	07/18/2017	43801	6-L MECHANICAL	REPLACE UNIT AT COTTERAL	2,750.00
61	07/24/2017	11626	HOME DEPOT/GEFC	2 DRUM FANS/MAINT.	368.00
62	07/26/2017	14792	JENKINS AND PRICE, INC.	DISTRICT CUSTODIAL SUPPLIES	1,500.00
63	07/26/2017	43801	6-L MECHANICAL	REPLACE CONDENSING UNITS AT GUES	4,000.00
64	07/26/2017	43801	6-L MECHANICAL	REPLACE BASEBALL PACKAGE UNIT	1,850.00
65	07/26/2017	17387	BRADFORD INDUSTRIAL SUPPLY	HVAC UNIT FOR GUES LIBRARY	2,600.00
66	07/26/2017	43883	UNITED REFRIGERATION, INC.	DISTRICT PARTS AND SUPPLIES	2,500.00
67	07/31/2017	17387	BRADFORD INDUSTRIAL SUPPLY	BASEBALL PACKAGE UNIT/MAINT.	3,000.00
68	08/01/2017	12394	LOWE'S COMPANIES, INC.	HS- PAINT (FIELD MARKING)	1,500.00
69	08/03/2017	43225	RED DIRT SEPTIC & BACKHOE, LLC	SEPTIC CLEANOUT AT SOFTBALL	500.00
70	08/04/2017	43798	DENSE MECHANICAL	AHU REPAIRS AT GUES GYM & CAFE	4,700.00
71	08/04/2017	17387	BRADFORD INDUSTRIAL SUPPLY	BLANKET FOR DISTRICT HVAC PARTS	5,000.00
72	08/04/2017	17719	TKE CORPORATION	DISTRICT ELEVATOR AND LIFT REPAIRS AND SERVICE	4,000.00

<b>Non-Payroll Total:</b>	<b>\$86,701.73</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$86,701.73</b>
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## Purchase Order Register

Options: Year: 2017-2018, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2017 - 6/30/2018, PO Range: 4 - 11

PO No	Date	Vendor No	Vendor	Description	Amount
4	07/31/2017	43694	MIDSTATE RESTAURANT SERVICES, INC	BLANKET FOR REPAIRS/CHILD NUTRITION	5,000.00
5	07/31/2017	15100	KRAUS SERVICE, INC.	BLANKET FOR REPAIRS/CHILD NUTRITION	2,000.00
6	07/31/2017	43982	SODEXO, INC.	BLANKET FOR FOOD SERVICE CONTRACT 2017-18	175,000.00
7	08/04/2017	42264	FARMERS AND MERCHANTS BANK	BLANKET PO FOR START UP MONEY/CHILD NUTRITION	1,300.00
8	08/04/2017	43876	R. K. BLACK, INC.	BLANKET FOR MAINTENANCE FOR 2017-18	600.00
9	08/04/2017	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR SUPPLIES FOR 2017-18	11,500.00
10	08/04/2017	43829	RED RIVER GASKET, LLC	BLANKET FOR REPAIRS/CHILD NUTRITION	550.00
11	08/04/2017	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL FOR 2017-18	4,000.00
<b>Non-Payroll Total:</b>					<b>\$199,950.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$199,950.00</b>

**Change Order Listing**

**Options:** Fund: GEN FUND-FOR OP, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1 - 191, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
14	07/01/2017	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2017-18	290.16
				SUBSCRIPTION FOR 2017-18	
		041-2511-647-000-0000-000-050		07/11/2017	290.16
49	07/01/2017	12335	LOGAN COUNTY TREASURER	RE-VAL FOR 2017-18	67,000.00
				RE-VAL FOR 2017-18	
		049-2518-870-000-0000-000-050		08/01/2017	67,000.00
145	07/01/2017	17549	SCHOOLDUDE.COM, INC.	USE OF TRIP AND MAINTENANCE SYSTEM	2,309.74
				USE OF TRIP AND MAINTENANCE SYSTEM	
		018-2740-653-000-0000-000-070		07/11/2017	2,309.74
157	07/01/2017	17878	OKLAHOMA HEARING SOLUTIONS, LLC	CONTRACT FOR AUDIOLOGICAL SERVICES FOR 2017-18	1,000.00
				CONTRACT FOR AUDIOLOGICAL SERVICES FOR 2017-18	
		044-2153-320-239-0000-000-000		08/02/2017	1,000.00
167	07/01/2017	43966	TINA RAMEY	SPEECH THERAPY FOR JULY ESY	3,405.00
				SPEECH THERAPY FOR JULY ESY	
		044-2152-320-239-0000-000-000		07/31/2017	3,405.00

<b>Non-Payroll Total:</b>	<b>\$74,004.90</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$74,004.90</b>

**Project Totals**

018	TRANSPORTATION	2,309.74
041	ADMINISTRATION	290.16
044	SPECIAL ED. DIR.	4,405.00
049	RE-VALUATIONS	67,000.00

**Unit Totals**

000	ALLOCATIONS	4,405.00
050	DISTRICT WIDE	67,290.16
070	TRANSPORTATION	2,309.74

**Change Order Listing**

**Options:** Fund: Building, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1 - 48, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2017	17549	SCHOOLDUDE.COM, INC.	MAINTENANCE DIRECT AND INVENTORY DIRECT RENEWALS	3,305.00
		MAINTENANCE DIRECT RENEWAL	013-2620-530-000-0000-000-002	07/11/2017	3,305.00
<b>Non-Payroll Total:</b>					<b>\$3,305.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$3,305.00</b>

<b>Project Totals</b>		
013	MAINTENANCE/CUSTODIAL	3,305.00

<b>Unit Totals</b>		
002	MAINTENANCE	3,305.00



**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
8/14/17

**GENERAL LEDGER ACCOUNT**

**BANK RECONCILIATION**

Balance (7/01/17)     \$446,948.23

Balance per bank statement     \$455,533.49  
as of (7/31/17)

Add Receipts             \$ 5,802.61

Add Deposits in Transit             \$        0.00

Less Checks Written     \$ 3,190.39

less O/S Checks                         \$ 5,973.04

Adjustments                 \$

\*Adjustments                         \$  
Bank correction                         \$

Balance per Ledger     \$449,560.45

Balance per Ledger                         \$449,560.45

**Adjustment/Correction explanations:**

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

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

  
\_\_\_\_\_  
Date

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2017 - 7/31/2017

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$0.00	\$0.00	\$156.30	\$0.00	\$156.30	\$0.00	\$156.30
802 CENTRAL ACTIVITY	\$0.00	\$1.47	\$11,635.25	\$0.00	\$11,636.72	\$0.00	\$11,636.72
803 CENTRAL PTO	\$0.00	\$0.00	\$6,436.28	\$0.00	\$6,436.28	\$0.00	\$6,436.28
804 COTTERAL PTO	\$0.00	\$0.00	\$6,423.89	\$0.00	\$6,423.89	\$0.00	\$6,423.89
805 COTTERAL ACTIVITY	\$0.00	\$0.90	\$15,435.95	\$0.00	\$15,436.85	\$0.00	\$15,436.85
806 COTTERAL FACULTY	\$0.00	\$0.00	\$340.97	\$0.00	\$340.97	\$0.00	\$340.97
808 FOGARTY PARENTS ORG.	\$0.00	\$0.00	\$12,332.25	\$0.00	\$12,332.25	\$0.00	\$12,332.25
809 FOGARTY ACTIVITY	\$0.00	\$114.94	\$21,870.68	\$0.00	\$21,985.62	\$7,722.56	\$14,263.06
810 FOGARTY FACULTY	\$0.00	\$0.00	\$526.92	\$0.00	\$526.92	\$0.00	\$526.92
811 Elem Snack Grant	\$0.00	\$0.00	\$893.84	\$0.00	\$893.84	\$0.00	\$893.84
812 GUES ACTIVITY	\$0.00	\$0.32	\$19,944.99	\$0.00	\$19,945.31	\$16,850.00	\$3,095.31
813 GUES FACULTY	\$0.00	\$0.00	\$946.70	\$0.00	\$946.70	\$0.00	\$946.70
815 GUES PARENTS ORG.	\$0.00	\$0.00	\$21,961.18	\$0.00	\$21,961.18	\$0.00	\$21,961.18
816 GHS SPECIAL KIDS	\$0.00	\$0.00	\$338.22	\$0.00	\$338.22	\$0.00	\$338.22
817 ART JUNIOR HIGH	\$0.00	\$0.00	\$309.56	\$0.00	\$309.56	\$0.00	\$309.56
818 JH BUILDERS CLUB	\$0.00	\$0.00	\$454.54	\$0.00	\$454.54	\$0.00	\$454.54
819 ATHLETICS JUNIOR HIGH	\$0.00	\$210.00	\$13,356.14	\$660.00	\$12,906.14	\$2,177.00	\$10,729.14
820 GOLF JUNIOR HIGH	\$0.00	\$0.00	\$2,155.49	\$0.00	\$2,155.49	\$0.00	\$2,155.49
821 FHA JUNIOR HIGH	\$0.00	\$0.00	\$2,055.95	\$0.00	\$2,055.95	\$0.00	\$2,055.95
822 HONOR SOCIETY JR HIGH	\$0.00	\$0.00	\$3,067.10	\$0.00	\$3,067.10	\$0.00	\$3,067.10
823 JR HIGH ACCOUNT	\$0.00	\$0.81	\$9,030.17	\$0.00	\$9,030.98	\$0.00	\$9,030.98
824 JR HIGH FACULTY	\$0.00	\$0.00	\$1,536.45	\$0.00	\$1,536.45	\$0.00	\$1,536.45
825 LIBRARY JR HIGH	\$0.00	\$0.00	\$2,506.55	\$0.00	\$2,506.55	\$0.00	\$2,506.55
826 LEARN 2 LOVE	\$0.00	\$10.00	\$11,698.00	\$0.00	\$11,708.00	\$0.00	\$11,708.00
827 CHEERLEADERS JR HIGH	\$0.00	\$0.00	\$3,949.41	\$0.00	\$3,949.41	\$0.00	\$3,949.41
830 STUCO JH	\$0.00	\$0.00	\$4,362.28	\$0.00	\$4,362.28	\$0.00	\$4,362.28
831 T.S.A. JR HIGH	\$0.00	\$0.00	\$1,599.86	\$0.00	\$1,599.86	\$0.00	\$1,599.86
832 YEARBOOK JR HIGH	\$0.00	\$0.00	\$2,487.24	\$0.00	\$2,487.24	\$0.00	\$2,487.24
834 JR HIGH ACADEMIC TEAM	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$0.00	\$0.00	\$89.70	\$0.00	\$89.70	\$0.00	\$89.70
851 ART CLUB HS	\$0.00	\$25.00	\$6,976.49	\$0.00	\$7,001.49	\$0.00	\$7,001.49
852 ATHLETICS HS	\$0.00	\$445.00	\$40,915.96	\$1,285.00	\$40,075.96	\$10,309.67	\$29,766.29
853 HS CHEER	\$0.00	\$87.77	\$2,442.99	\$0.00	\$2,530.76	\$300.00	\$2,230.76
854 FOOTBALL CAMP	\$0.00	\$0.00	\$4,227.25	\$0.00	\$4,227.25	\$2,823.03	\$1,404.22
855 TENNIS HS	\$0.00	\$0.00	\$9,449.37	\$0.00	\$9,449.37	\$0.00	\$9,449.37
856 GHS LIBRARY	\$0.00	\$0.00	\$1,601.42	\$0.00	\$1,601.42	\$0.00	\$1,601.42
857 YOUTH & GOVERNMENT HS	\$0.00	\$0.00	\$51.94	\$0.00	\$51.94	\$0.00	\$51.94
858 GHS LINK CREW	\$0.00	\$0.00	\$141.99	\$0.00	\$141.99	\$0.00	\$141.99
859 BAND (OPERATING) HS	\$0.00	\$192.00	\$11,111.39	\$0.00	\$11,303.39	\$3,542.85	\$7,760.54
861 CLASS OF 2017 HS	\$0.00	\$0.00	\$1,959.85	\$0.00	\$1,959.85	\$0.00	\$1,959.85
862 CLASS OF 2018 HS	\$0.00	\$0.00	\$7,255.20	\$0.00	\$7,255.20	\$0.00	\$7,255.20
863 CLASS OF 2019 HS	\$0.00	\$0.00	\$4,459.62	\$0.00	\$4,459.62	\$0.00	\$4,459.62
864 GHS ALUMNI ACCOUNT	\$0.00	\$0.00	\$2,499.32	\$0.00	\$2,499.32	\$0.00	\$2,499.32
869 ENGLISH CLUB	\$0.00	\$0.00	\$1,435.95	\$0.00	\$1,435.95	\$0.00	\$1,435.95
870 HS FACULTY/COURTESY ACCOUNT	\$0.00	\$18.70	\$1,317.85	\$0.00	\$1,336.55	\$0.00	\$1,336.55
871 HS STUDENT PANTRY	\$0.00	\$1,500.00	\$1,906.13	\$0.00	\$3,406.13	\$0.00	\$3,406.13
872 CLASS OF 2020	\$0.00	\$0.00	\$870.35	\$0.00	\$870.35	\$0.00	\$870.35
873 SPEECH HS	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$0.00	\$0.00	\$44,195.33	\$500.00	\$43,695.33	\$1,050.00	\$42,645.33
877 FFA HS	\$0.00	\$928.00	\$14,638.28	\$0.00	\$15,566.28	\$5,250.00	\$10,316.28
878 FCCLA (FHA) HS	\$0.00	\$0.00	\$159.85	\$0.00	\$159.85	\$0.00	\$159.85
879 FOREIGN LANGUAGE SPAN HS	\$0.00	\$0.00	\$2,817.13	\$0.00	\$2,817.13	\$0.00	\$2,817.13
882 GUTHRIE RUNNING CLUB HS	\$0.00	\$0.00	\$1,238.02	\$0.00	\$1,238.02	\$0.00	\$1,238.02
883 HERITAGE CLUB HS	\$0.00	\$0.00	\$647.40	\$0.00	\$647.40	\$0.00	\$647.40

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2017 - 7/31/2017

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
884 HIGH SCHOOL ACCOUNT	\$0.00	\$4.36	\$18,241.00	\$0.00	\$18,245.36	\$2,930.00	\$15,315.36
885 STUDENT SUPPORT HS	\$0.00	\$0.00	\$1,039.41	\$0.00	\$1,039.41	\$0.00	\$1,039.41
886 HONOR SOCIETY HS	\$0.00	\$0.00	\$1,463.44	\$0.00	\$1,463.44	\$0.00	\$1,463.44
888 JOURNALISM HS	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$0.00	\$0.00	\$540.67	\$0.00	\$540.67	\$0.00	\$540.67
892 MATH OF FINANCE	\$0.00	\$0.00	\$27.58	\$0.00	\$27.58	\$0.00	\$27.58
893 MU ALPHA THETA HS	\$0.00	\$60.00	\$440.21	\$0.00	\$500.21	\$0.00	\$500.21
895 JROTC HS	\$0.00	\$0.00	\$4,737.72	\$0.00	\$4,737.72	\$0.00	\$4,737.72
896 S.A.D.D. HS	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$0.00	\$0.00	\$2,983.11	\$0.00	\$2,983.11	\$0.00	\$2,983.11
898 SCIENCE CLUB HS	\$0.00	\$0.00	\$5,458.05	\$0.00	\$5,458.05	\$0.00	\$5,458.05
899 STUDENT COUNCIL HS	\$0.00	\$0.00	\$5,262.87	\$0.00	\$5,262.87	\$0.00	\$5,262.87
900 CAMPUS BEAUTIFICATION HS	\$0.00	\$100.00	\$6,936.70	\$0.00	\$7,036.70	\$1,909.65	\$5,127.05
902 VOCAL HS	\$0.00	\$0.00	\$3,199.85	\$0.00	\$3,199.85	\$1,410.00	\$1,789.85
904 YEARBOOK HS	\$0.00	\$0.00	\$2,250.79	\$0.00	\$2,250.79	\$0.00	\$2,250.79
907 HS MEMORIAL FUND	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$0.00	\$0.00	\$7,368.83	\$0.00	\$7,368.83	\$650.00	\$6,718.83
912 GHS BUSINESS PROF OF AMERICA	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$0.00	\$77.00	\$2,508.80	\$0.00	\$2,585.80	\$0.00	\$2,585.80
921 BANQUET ACCOUNT	\$0.00	\$0.00	\$0.01	\$0.00	\$0.01	\$0.00	\$0.01
922 COURTESY COMMITTEE ADMIN	\$0.00	\$0.00	\$218.87	\$0.00	\$218.87	\$300.00	(\$81.13)
925 GENERAL FUND REFUND	\$0.00	\$404.40	\$0.00	\$0.00	\$404.40	\$0.00	\$404.40
927 HALL OF FAME BANQUET	\$0.00	\$0.00	\$828.67	\$0.00	\$828.67	\$0.00	\$828.67
929 SPECIAL OLYMPICS	\$0.00	\$10.00	\$28,001.14	\$600.00	\$27,411.14	\$0.00	\$27,411.14
930 DISTRICT ELEM. PTO	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34	\$0.00	\$175.34
932 SUMMER SCHOOL HS	\$0.00	\$1,225.00	\$200.00	\$0.00	\$1,425.00	\$0.00	\$1,425.00
933 FAVER C&C	\$0.00	\$0.00	\$201.03	\$0.00	\$201.03	\$0.00	\$201.03
934 TRANSPORTATION C&C	\$0.00	\$187.00	\$2,567.70	\$0.00	\$2,754.70	\$2,090.00	\$664.70
935 VENDING MACHINE ADMIN	\$0.00	\$0.00	\$551.79	\$34.69	\$517.10	\$302.81	\$214.29
936 GUES HONOR CHOIR	\$0.00	\$0.00	\$587.93	\$0.00	\$587.93	\$0.00	\$587.93
937 FAVER ACTIVITY	\$0.00	\$0.00	\$156.30	\$0.00	\$156.30	\$0.00	\$156.30
938 NATIVE AMERICAN PARENT COM	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$0.00	\$199.94	\$8,742.95	\$110.70	\$8,832.19	\$199.90	\$8,632.29
942 C.N. CLEARING ACCT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
<b>Total</b>	<b>\$0.00</b>	<b>\$5,802.61</b>	<b>\$446,948.23</b>	<b>\$3,190.39</b>	<b>\$449,560.45</b>	<b>\$69,817.47</b>	<b>\$379,742.98</b>

**Transportation Department  
Fuel Bids  
2017-2018**

DATE: <u>8-7-17</u>	TIME BIDS BEGAN: <u>8:55am</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>9:20am</u>	DIESEL:
		UNLEADED: <u>1000 gal.</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<del>MIT, BRIAN, GODY or HARDIN</del> <u>Sott</u>	1-866-455-3835	<u>23192</u>	
PENLEY OIL COMPANY	<del>MIKE SCOTT</del> or <u>GEORGEANN</u>	235-7553	<u>2.0860</u>	
RED ROCK	<del>JOANNE</del> or <u>TRICHA</u>	677-3373	<u>1.9849</u>	
TRUMAN ARNOLD COMPANIES	CASEY	1-800-808-6500	<u>no bid</u>	

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Red Rock</u>	
UNLEADED FUEL: <u>1000 gal</u>	PRICE PER GALLON: <u>1.9849</u>	TOTAL AMT: <u>1984.90</u>
DIESEL FUEL: <u>∅</u>	PRICE PER GALLON: <u>∅</u>	TOTAL AMT: <u>∅</u>
		TOTAL PURCHASE: <u>1984.90</u>

PER TELEPHONE BIDS RECEIVED BY: <u><i>[Signature]</i></u> <u><i>[Signature]</i></u>	COMMENTS:
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**GUTHRIE PUBLIC SCHOOLS  
FIELD TRIP REQUEST  
Effective 2-08**

Today's Date July 24, 2017 Date of Activity October 23-29  
 Destination Indianapolis, IN  
 Class & Grade Level 9-12  
 Teacher(s) Mr. Drake, Mrs. Williams, Ms. Bradbeary

Names of teacher assistants or other adults attending:  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of students 12-15 Number of sponsors 3  
 Leave Time 4 p.m. Return Time 10 a.m.  
 Event Beginning Time if different Oct 25, 9 a.m. Event Ending Time if different Oct 28, 1 p.m.

Emergency Phone Contact Number (405) 334-1613

Cost to be paid per student \$100 Due when? Oct 1, 2017 Cost to district \$7-8,000

Paid for by Activity Fund  Yes  No  
 Sub needed?  Yes  No (If yes, please complete sub request.)  
 Transportation request completed?  Yes  No

Chris J. Grandu  
Principal Signature

7-25-17  
Date

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

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

\_\_\_\_\_  
Date

Every student must have a signed consent, indemnity and release form on file before going on any activity. List the State Curricular Objectives and the educational objective to be addressed by this field trip:  
 To allow students to network with other FFA members and develop contacts that will be beneficial in future endeavors.  
 To participate and understand the decision making process of the National FFA.  
 To develop leadership skills through workshops and sessions to help improve chapter leadership.



# EMPLOYEE TRIP REQUEST

Check if Out of State

Kaitlyn Williams

July 24, 2017

Name of Employee

Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity National FFA Convention

Location Indianapolis, IN

Date(s) of Conference Oct 25-Oct28

Full Legal Name (for air travel) Kaitlyn Williams

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

Departure Date Oct 23  AM  PM  
(check one)

Return Date Oct 29  AM  PM  
(check one)

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

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

Taking students to participate in decision and policy making of the National FFA organization as well as to participate in leadership workshops, compete in National Band and receive awards such as the American FFA degree.

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

Costs are covered by which fund?  
BE SPECIFIC PLEASE.

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

Travel*	\$	<u>1,300.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>750.00</u>	
Lodging	\$	<u>4,900.00</u>	
Meals	\$	<u>350.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>260.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>7,560.00</u></b>	

Activity FFA Account

Activity FFA account

412 General

412 general

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

Principal's Approval

Chris Williams  
Signature

7-25-17  
Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Ashley Bradbeary

July 24, 2017

Name of Employee

Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity National FFA Convention

Location Indianapolis, IN

Date(s) of Conference Oct 25-Oct28

Full Legal Name (for air travel) Ashley Bradbeary

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

Departure Date Oct 23  AM  PM  
(check one)

Return Date Oct 29  AM  PM  
(check one)

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

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

Taking students to participate in decision and policy making of the National FFA organization as well as to participate in leadership workshops, compete in National Band and receive awards such as the American FFA degree.

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

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

Travel*	\$	<u>1,300.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>750.00</u>	
Lodging	\$	<u>4,900.00</u>	
Meals	\$	<u>350.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>260.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>7,560.00</u></b>	

Activity FFA Account

Activity FFA Account

Activity FFA account

412 General

412 general

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

Principal's Approval Chris [Signature] 7-25-17  
Signature Date

Program Director's Approval \_\_\_\_\_  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Clay Drake  
Name of Employee

July 24, 2017  
Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity National FFA Convention

Location Indianapolis, IN Date(s) of Conference Oct 25-Oct28

Full Legal Name (for air travel) Clay R. Drake

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

Departure Date Oct 23  AM  PM (check one) Return Date Oct 29  AM  PM (check one)

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

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

Taking students to participate in decision and policy making of the National FFA organization as well as to participate in leadership workshops, compete in National Band and receive awards such as the American FFA degree.

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

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

Travel*	\$ 1,300.00	(mileage, air, ground, parking & toll) see below
Registration	\$ 750.00	
Lodging	\$ 4,900.00	
Meals	\$ 350.00	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$ 260.00	(calculate @ \$65 per day)
<b>Total</b>	<b>\$ 7,560.00</b>	

Activity FFA Account  
Activity FFA account  
412 General  
412 general

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

Principal's Approval Chris [Signature] 7-25-17  
Signature Date

Program Director's Approval \_\_\_\_\_  
Signature Date

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

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





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

Today's Date 10 Aug 2017 Date of Activity 7 Oct 17

Destination Wichita Falls, TX

Class & Grade Level JROTC 9-12

Teacher(s) Fredrickson/Campbell

Names of teacher assistants or other adults attending:

Number of students 25 Number of sponsors 2

Leave Time 0800 Return Time 1800

Event Beginning Time if different 1200 Event Ending Time if different 1500

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

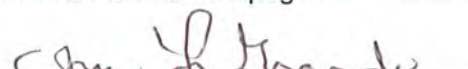
Cost to be paid per student 0 Due when? \_\_\_\_\_ Cost to district 0

Paid for by Activity Fund  Yes  No

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

Transportation request completed?  Yes  No

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

  
Principal Signature

8-10-17  
Date

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

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

\_\_\_\_\_  
Date

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

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

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

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

EMPLOYEE TRIP REQUEST

Check if Out of State

Mick Fredrickson  
Name of Employee

2 Aug 2017  
Date

Employee's Current Assignment High School JROTC Senior Army Instructor

Title of Conference or Activity Top of Texas Drill Meet

Location Wichita Falls, TX Dates of Conference 7 Oct 17

Full Legal Name (for air travel)

Departure Date 7 Oct 17  AM  PM Return Date 7 Oct 17  AM  PM  
(check one) (check one)

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

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

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

Cost for attendance  
(give a close estimate if necessary)

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

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

All costs to be paid by  
Activity Fund #895

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

Principal's Approval Chris [Signature] 8-2-17  
Signature Date

Program Director's Approval \_\_\_\_\_  
Signature Date

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

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

EMPLOYEE TRIP REQUEST

Check if Out of State

Cameron Campbell  
Name of Employee

2 Aug 2017  
Date

Employee's Current Assignment Army Instructor High School

Title of Conference or Activity Top of Texas Military Skills Meet

Location Wichita Falls, TX Dates of Conference 7 Oct 17

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

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

Departure Date 7 Oct 17  AM  PM (check one) Return Date 7 Oct 17  AM  PM (check one)

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

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

Escort various JROTC teams for competition.

Cost for attendance (give a close estimate if necessary)

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

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

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

Principal's Approval *Chris [Signature]* 8-2-17  
Signature Date

Program Director's Approval \_\_\_\_\_  
Signature Date

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

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



Staking A Claim in Our Students' Future

**Cody Thompson**  
*Director of Operations*

**Phone 405-282-5944**  
cody.thompson@guthriepls.net

To: Dr. Mike Simpson and  
Board of Education

Date: July 6, 2017

We would like to declare the following items from AGED surplus:

Fiberglass pickup bed shell  
Cutoff saw  
Scrap metal

Thank you,

A handwritten signature in black ink, appearing to read 'Cody Thompson', with a long horizontal line extending to the right.

Cody Thompson

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
NOTICE OF ALLOCATION  
OF STATE OR FEDERAL AID TO DISTRICTS FOR FY 2018**

MIKE SIMPSON, SUPERINTENDENT  
GUTHRIE SCHOOL SYSTEM  
802 E VILAS  
GUTHRIE OK 73044-5228

Date: 07/07/17

TYPE OF AID	Project Code	Income Code	AMOUNT
Program Assistance Grant	412	3812	
3.0 AG EDUCATION			31,005.00
2.0 FAM & CONSUMER SCIENCES			10,252.00
2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH			15,024.00
Summer Salary	411	3811	
3.0 AG EDUCATION			18,960.00
State Teacher Salary Reimb	411	3811	
3.0 AG EDUCATION			7,200.00
2.0 FAM & CONSUMER SCIENCES			4,000.00
2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH			4,000.00

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

Total: 90,441.00  
=====

I, the Director of Finance of the State Board of Career and Technology Education, hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

*Lisa Batchelder*

Lisa Batchelder, Finance Manager  
Oklahoma Department of Career and Technology Education

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
CONTRACT FOR SECONDARY  
CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2017-18**

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

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, due by September 30, 2017 is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

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

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

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

Programs assistance funds received from ODCTE shall be spent on Careertech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

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

This contract, once signed and completed, should be returned no later than September 30, 2017 to: Angela Jones, Oklahoma Department of Career and Technology Education, 1500 W. Seventh Ave., Stillwater, OK 74074.

Approved:

\_\_\_\_\_  
Marcie Mack, Ed.D., State Director

\_\_\_\_\_  
October 2017

\_\_\_\_\_  
President, Board of Education                      Date

\_\_\_\_\_  
Superintendent of Schools                      Date

\_\_\_\_\_  
District Name (please print)

## FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is entered into as of the 16th day of August, 2017, between INDEPENDENT SCHOOL DISTRICT NO.1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools ("School District") and the YMCA OF GREATER OKLAHOMA CITY ("Licensee")

### RECITALS:

- A. Licensee desires to use a portion of the buildings and improvements located at School District's Fogarty Elementary School (the "Facility") solely to operate an after school program for school aged kids from grades 2<sup>nd</sup> through 6<sup>th</sup> grade (the "Permitted Use").
- B. The School District desire to allow Licensee to use and occupy the Facility at the specific times and for specific purposes set forth herein.

THEREFORE, in consideration of the following mutual promises, covenants and conditions, and intending to be legally bound, the parties agree as follows:

1. The School District agrees to allow Licensee to use and occupy the Facility from August 16, 2017 through May 31, 2018, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on August 1 and end on May 31 of each subsequent year (each "Renewal Term"). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may terminate immediately if either party commits to material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay school District at the rate of Thirty Dollars (\$30) per day for use of Gymnasium, Cafeteria and playground. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee's receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.
5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee's occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee's use and occupancy of the Facility issued by a company or companies authorized to do business in the State of

Oklahoma, naming the School District as an additional insured, and providing coverage in amount not less than the amount required to insure the School District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of certificates of insurance evidencing such coverage shall be furnished to the School District prior to the commencement of the term of this Agreement. The insurance certificates shall require the insurer to provide at least ten (10) days prior written notice to the School District before cancellation of the coverage for any reason, including non-payment of the premium. Nothing contained herein shall be constructed to limit or waive the School District's immunity from liability under laws now in existence, or existing in the future.

6. Licensee warrants and represents that it is authorized to sign the Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
7. The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the School District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior negotiations and agreements.
8. The School District reserves the right to refuse admission, eject or cause to be ejected from the Facility any objectionable person or persons, and neither the School District nor any of its administrators, agents or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.
9. Licensee will use the Facility only for the Permitted Use and will take reasonable precautions to ensure that the Facility and any ancillary equipment of the School District are used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during Licensee's use of the School Districts' Facility.
10. School District shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Licensee's property in the Facility. Licensee assumes the entire risk of the foregoing. Licensee understands that School District does not and will not maintain any casualty or other insurance on Licensee's property. Licensee waives and right of subrogation on behalf of its insurance carrier against School District for any loss of, damage to, destruction or disappearance of Licensee's property in the Facility.
11. The School District shall maintain the facility at its sole cost including, HVAC, plumbing and normal repairs for damages not caused by Licensee usage. School District shall



provide routine cleaning and trash removal of the areas covered under this agreement in accordance with its normal cleaning in the facility.

12. The parties shall, at all times, act and function pursuant to the Agreement and hold themselves out as independent contractors. It is not the intention of the parties to form a joint venture or partnership. This Agreement should not be construed to create a contract of employment or any agency relationship. Licensee is solely responsible for operations, concerning the Permitted Use, for employment of staff, benefits and worker' compensation coverage and for the payment of all taxes, including federal, state and local employment taxes arising out of Licensee's activities hereunder. In no event shall Licensee or its employees, agents or representatives be entitle to benefits or workers' compensation coverage of any kind from School District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

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

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

"SCHOOL DISTRICT"  
YMCA OF GREATER OKLAHOMA CITY

By: Amanda D. Storck  
Name:

500 N. Broadway / Ste 500  
Address:

OKC, OK 73102

Telephone: 405.297.7724

"LICENSEE"



**Staking A Claim in Our Students' Future**

**Doug Ogle**  
Executive Director Personnel/Secondary Ed.

Phone 405-282-8900  
[doug.ogle@guthrieps.net](mailto:doug.ogle@guthrieps.net)  
[www.guthrie.k12.ok.us](http://www.guthrie.k12.ok.us)

## Memo

To: Dr. Mike Simpson & Guthrie Board of Education

From: Doug Ogle, Executive Director of Personnel and  
Secondary Education

Date: July 24, 2017

Re: 2017-18 School Calendar Conversion

---

Guthrie Public Schools has an adopted calendar of 180 days for the 2017-2018 school year. I would like to recommend that Guthrie Public Schools convert to the 1080 hours (days to hours) to be used should unforeseen events cause the cancellation of classes as indicated on the adopted calendar.

### SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
High School - 705

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

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

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

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

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
		0

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1122.08
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

**SCHOOL DAYS/HOURS WORKSHEET**

COUNTY
Logan

DISTRICT
Guthrie

SITE
Junior High - 610

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

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

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

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

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
		0

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1122.08
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

**SCHOOL DAYS/HOURS WORKSHEET**

<b>COUNTY</b>
Logan

<b>DISTRICT</b>
Guthrie

<b>SITE</b>
GUES - 125

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

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

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

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	25	390	173	1124.50

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
		0

**Meets 1080 Requirement**

<b>TOTAL DAYS TAUGHT FOR ASR</b>
175

<b>GRAND TOTAL HOURS</b>	1136.50
--------------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

**SCHOOL DAYS/HOURS WORKSHEET**

<b>COUNTY</b>
Logan

<b>DISTRICT</b>
Guthrie

<b>SITE</b>
Fogarty - 110

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

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

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

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

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
		<b>0</b>

**Meets 1080 Requirement**

<b>TOTAL DAYS TAUGHT FOR ASR</b>
175

<b>GRAND TOTAL HOURS</b>	<b>1122.08</b>
--------------------------	----------------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

### SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
Central - 130

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

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

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

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	25	390	173	1124.50

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
		0

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1136.50
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.





# 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

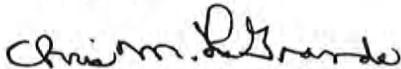
**JON CHAPPELL**  
ATHLETIC DIRECTOR

August 2, 2017,

Dr. Simpson and the Guthrie Board of Education:

The administrative team at Guthrie High School requests that we be allowed to continue the Teen Risk Avoidance and Character Education (TRACE) program for the 2017-2018 school year. The program will once again be offered to incoming freshman via parental permission only. The program will be incorporated into the Oklahoma History classes once a week for approximately 12 weeks. We believe the TRACE program was highly effective in promoting goal setting as well as instrumental in encouraging students to make good choices. Therefore, we respectfully ask that we be granted permission to offer the curriculum a fifth consecutive year.

Sincerely,



Chris M. LeGrande

## **AGREEMENT**

This agreement made and entered into this 15 day of August, 2017 by and between the City of Guthrie, Oklahoma, a municipal corporation, hereinafter referred to as the "City", and the Guthrie School District of Logan County, Oklahoma, hereinafter referred to as "District", WITNESSETH.

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

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

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

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

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

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

### **DUTIES OF SCHOOL RESOURCE OFFICERS:**

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

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

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

Drugs and the law – Adult and juvenile;

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

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

**ACCESS TO EDUCATION RECORDS:**

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

**EMPLOYMENT OF SCHOOL RESOURCE OFFICERS:**

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

**FUNDING:** In consideration for the City's assignment of at least two School Resource Officer in accordance with the program outlined in this agreement, the District agrees to pay the sum of \$32,000.00 per officer, for a total not to exceed \$64,000. This amount represents the nine (9) months school is in session. The costs associated with expected salary and all applicable benefits and premium expenses are based on the 2017 salary and benefit expenses of the SRO. The City

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

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

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

WITNESS OUR HANDS the day and year first above written:

“City of Guthrie”

By:

\_\_\_\_\_  
Steven J. Gentling Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Kim Biggs City Clerk

“Guthrie School District of Logan County”

By:

\_\_\_\_\_  
President, Board of Education  
Guthrie Public Schools

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Clerk of the Board of Education  
Guthrie Public Schools

# **GPS Driver Handbook**

## **School Bus Driver's and Monitor's Handbook**

**Transportation Department  
Guthrie Public Schools**



**2017-2018**

Edited/Updated on August 14, 2017

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**Guthrie Public School District is a Totally Tobacco Free Environment –Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited In or Around Any School Building, School, Grounds, or School Vehicles. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE**



## Aim

To transport students safely and efficiently to and from schools and activities.

## Applicability

The contents of this manual apply to all employees of the Guthrie Public School system, regardless of position or title, who drive a Guthrie Public School bus.

## Requirements for Guthrie Public Schools School Bus Driver

1. Hold a valid Oklahoma School Bus Driver's Certificate and CDL with appropriate endorsements.
2. Demonstrate to the Director of Operations or Route Supervisor, or someone he/she appoints, the ability to operate a school bus to the Director's satisfaction.
3. Have an acceptable moral character.
4. **Be courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.**
5. Be a responsible driver.
6. Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
7. Be willing to accept necessary modifications to assigned routes.
8. Must maintain a standard school bus driver's certification.
9. Attend meetings called by the Director of Operations or Route Supervisor.
10. Show proper care and respect for equipment at all times.
11. Show proper respect for the students.
12. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
13. Fill out all applicable forms completely, accurately, and in a timely manner.
14. **DRESS ATTIRE must** be neat in appearance. ~~courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.~~
  - a. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn. Maintain acceptable dress code standards for drivers.
  - b. Must wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have a closed toe. No open toe shoes for either drivers or monitors are allowed.
  - c. Every driver must wear a shirt. No tank top or sleeveless undershirt on school property. Clothing which reveals undergarments or clothing of a similar nature is unacceptable.
  - d. If shorts are worn, they must be of Bermuda or walking short length (**not more than 3 inches above the knee**). No ripped jeans, shorts or cut offs, unless hemmed, are allowed.
  - e. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
  - f. No halter-tops or tube tops.
  - g. No pajama pant.

## Expected Conduct for Transportation Employees

1. Be on time for work.
2. ~~Drivers~~ **Employees** are expected to **register their time** only for themselves **at the transportation terminal or as the Director of Operations approves.** ~~report to the dispatch office immediately upon arrival for work and register their attendance.~~
3. ~~Drivers will clock in:-~~
  - a. ~~AM: Within 5 minutes of the designated start time listed on your assigned route sheet~~
  - b. ~~PM: No earlier than 2:10 and no later than 2:20pm~~
  - c. ~~Or, as specified by the Route Supervisor or the Director.~~

### **Drivers and Monitors Clock In -**

**At least 30 minutes before your duties start. Otherwise you may be considered late and your duties could possibly be covered by a substitute.**

### **Other Employees Clock In -**

**Are to adhere to their designated work hours.**

4. ~~Drivers will clock out:~~
  - a. ~~AM: Within 5 minutes of exactly 3 hrs after designated start time listed on your assigned route sheet.~~
  - b. ~~PM: No earlier than 5:10 and no later than 5:20pm~~
  - c. ~~Or, as specified by the Route Supervisor or the Director.~~
  - d. ~~Drivers are to register their attendance only for themselves.~~

### **YOU MAY NOT CLOCK ANYONE ELSE IN OR OUT.**

### **Drivers and Monitors Clock Out -**

**Within 5 minutes of exactly 3 hours of start time.**

### **Other Employees Clock Out -**

**Are to adhere to their designated work hours.**

### **NOTES:**

*The use of remote clock in/out will not be allowed or accepted.*

*Times may vary IF unexpected delays occur during drive times (mechanical issues, accidents, etc).*

***There will be NO comp-time without approval first. ALL comp-time should be paid out each pay period for 9 month employees.***

*Time may vary as specified by the Director of Operations, Supervisor or their designee.*

5. A minimum of two (2) hours notification to a Supervisor is required for any absence. If less than two (2) hours is provided, you ~~will~~ **may** be considered a “no-show” unless the absence is considered an approved emergency as determined by the Director **of Operations.**

**REMEMBER: Advance notice does not guarantee time off.**

6. When an emergency arises, contact a Supervisor as soon as possible. Emergency absence approval is at the discretion of the Director. Drivers are placed on their honor to not abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action up to and including termination.
7. The Transportation Office and Maintenance Shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics.
8. **NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE.**
9. Profane, vulgar, or suggestive language is not permitted on the bus, during or around any school activity or on school property.
10. No drivers are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Drivers are not permitted to congregate in the garage. The driver's lounge is provided for drivers' use prior to, and after running, their bus routes.
11. Report all school related injuries that happen either to yourself or to a student, immediately to a supervisor. An accident/incident form is available in the Transportation office.

### **Use of Cellular Phones**

Most drivers carry cellular phones; however, they are not to be used while the bus is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call or text (H.B. 1965 & S.B.183) Driver headsets and/or Bluetooth items are not permitted on a bus.

### **Child Check Procedure**

Before exiting the bus, the driver will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. **LEAVING A CHILD ON A BUS ALONE COULD RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.**

### **Parking**

Parking spaces will be provided for all school bus drivers along the drive Please do not park in the grass alongside the bus lot.

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident.

Personal vehicles are to be parked in the lot on the west side of the football field or the upper parking lot to the east of the garage area. Cars may be parked temporarily in the office parking area while signing in or out in the dispatch office. Cars may not be left in this parking area otherwise. This area is reserved for office personnel and visitors. No double parking. Please Park in the Designated Areas Only.

### **Bus Assignments**

Buses are assigned to routes by the Route Supervisor and are subject to change at any time. Proper care and/or lifespan of any bus are key factors when assigning or changing buses. All drivers are required to maintain their bus in excellent condition including cleanliness (inside and out), pre & post trip inspections, proper fluid and fuel levels at all times and submit work orders for any shop work when needed.

All drivers are required to fully clean their bus (per Directors instructions) at the end of school year and submit it for inspection approval. Drivers will be paid up to 4 hours extra for cleaning their assigned bus at the end of the school year after approval of inspection is obtained.

## Route Assignments

Routes are assigned to drivers by the Route Supervisor and are subject to change at any time. Drivers will be consulted as a part of the change process, but must be willing to gracefully accept any required change in their route.

## Route Openings

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change when deemed necessary. Openings will be posted for three days. At the end of three days, at 5:00pm, the posting will be closed.

1. Drivers desiring an open route will sign the Open Route posting.
2. Selection will be based on attendance history, driving skills, accident record, adherence to District policies, professionalism, legitimate complaints received and student management, though not weighted in that order.
3. The Director of Operations or designee will make the final selection after review.

## Substitute & Trip Drivers

Substitute and Trip drivers carry the same responsibilities as a regular driver and are subject to the same rules and regulations.

There are ~~two~~ **three** categories of substitutes:

1. Full time substitutes - **6 hour AM & PM** drivers who report to the dispatch office at a specific time each day. They will ~~be able to~~ drive any route assigned to them by the dispatch office.
2. **Part-Time substitutes - 3 hour driver who report to transportation at a specific time each day. They can either driver or monitor any route assigned to them by dispatch.**
3. On call substitutes - drivers who are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.

## Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website ([www.guthrieips.net](http://www.guthrieips.net)). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents must complete this form and return it to the transportation office.

## Student Rider Sheets

Every student riding a bus is required to have a "**Student Bus Rider Registration Form**" on file. ~~These~~ **This registration form or a print-out from the Transportation Office** must be carried on the bus during each route and used to verify the rider list and create a bus seating chart. They are returned to the driver's inbox after each trip. **Do not leave them on the bus.**

## Evaluations & Bus Observations & Discipline

All drivers will undergo a written evaluation of their performance annually. The Director of Operations will conduct this written evaluation. Drivers who are found deficient in any area will be put on a plan of improvement. Bus Observations may be conducted by the Director, a Supervisor or their assigns anytime and are used as part of the evaluation process.

Discipline procedures will follow a progressive pattern as follows:

- A. 1<sup>st</sup> Offense, Verbal Warning is issued and documented in Personnel File
- B. 2<sup>nd</sup> Offense, Written warning is issued with possible suspension without pay
- C. 3<sup>rd</sup> Offense, Written warning, corrective action up to and including termination.

## Driving Regular Bus Routes

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All bus routes have a printed schedule with designated stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver and a Supervisor

**Dry runs, (practicing assigned routes on a bus) is mandatory within three (3) days prior to the first day of school. Check directions, timing and stops listed on your route sheet to ensure on-time performance and route information integrity. If edits are required, please see a supervisor immediately to set an appointment for revisions needed.**

## General Information and Requirements

Drivers will follow the designated route **exactly** as printed and will make no changes. Exceptions to this are roadwork/construction areas, accident, weather factors or an emergency as determined by a Supervisor. When this happens, the Transportation Office will be notified immediately and an alternate route may be formulated. When the exception is cleared, the designated route will again be followed.

1. Drivers will make their first stop exactly at the time printed on the route sheet and subsequent stops as printed or a couple of minutes later but never early. Update routes often with a supervisor.
2. Drivers will not arrive at the first school before 7:15 a.m. and will not unload students until an office radio all-call is made to release students at 7:20 AM.
3. In the afternoon, **NO drivers** will leave the bus lot before 3:00PM unless prior approval is obtained from a Supervisor.
4. **No drivers** will leave any school before 3:17pm after an office radio all-call is made authorizing departure for all buses **unless prior approval from is obtained from a Supervisor.**
5. Stop for students to get on or off the bus only at the location designated by the route sheet. **The Transportation Office must approve any exception in advance.** Once departed, Drivers will not go back to schools or stops (AM&PM) without prior approval from a Supervisor. **CALL DISPATCH FOR PERMISSION**
6. Drivers will never pass a waiting bus without prior approval from a Supervisor. **CALL DISPATCH FOR PERMISSION**
7. Seat assignments **are mandatory** on all regular route buses. A seating chart must be provided to the Transportation office , kept on file and up to date as seating charts change.

**NO DRIVER MAY CHANGE A ROUTE ON HIS OR HER OWN. ALL CHANGES WILL BE MADE BY A SUPERVISOR ONLY.**

8. Drivers must wear their seat belts when driving a bus. Cited violations are the driver's responsibility.
9. All students must be seated before moving the bus.
10. Let no student on or off of the bus except at designated stops. The Transportation Office must approve any exception in advance. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.
11. Drivers should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and carried out in a timely manner.
12. Students are never allowed to sit in the driver's seat or operate any of the bus equipment.
13. Drivers do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The District discipline policy will be followed to remove a student from the bus.

**DRIVERS CANNOT DISCHARGE A STUDENT FROM A BUS FOR DISCIPLINARY REASONS. THIS VIOLATION COULD RESULT IN TERMINATION.**

14. All drivers must use extreme caution about touching students. Unless it is absolutely necessary and for safety purposes only, bus drivers should never touch a student.

**a. Document all counseling done with students.**

15. Never swing, point, or throw any object at a student, or threaten to strike a student.
16. Observe all traffic laws.
17. If you exit the bus for any reason, turn the ignition off and take the key with you.
18. Backing a school bus requires prior approval from a Supervisor, except when backing into the bus lot. **CALL DISPATCH FOR PERMISSION**
19. Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. Drivers may only take bottled water on the route with them. Exceptions for students and drivers are for documented medical reasons only that may require food.

## **Traffic Violations**

In addition to the regulations in effect under the State Department of Education and the State Department of Public Safety (which enforces the federal Commercial Driver's License – CDL - regulations), the following policies will be in effect as well:

1. Drivers who receive citations or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a

forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.

2. Drivers who lose their CDL through Department of Public Safety action will immediately be suspended, pending investigation, and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.
4. Drivers must report any citation received, either on or off duty, immediately to their Supervisor. Failure to do so could result in corrective action up to and including termination.

### **Pre-Trip & Post-Trip Also see Addendums H & G**

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

Safety is the most important reason you inspect your vehicle. Safety for yourself and for other road users.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396 Inspection and Repair) Failure to inspect your vehicle, as required by law, could result in corrective action up to and including termination. Federal and state inspectors may also inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

### **Daily Trip Sheets & Work Orders**

1. Fill out a Daily Trip Sheet for your regular routes each day. Complete it fully and place it in the basket located on the dispatcher's counter.
2. If you discover something on your bus that needs immediate attention, write the problem on a work order and notify a mechanic, if a discussion is needed.
3. **NO WORK ORDER = NO REPAIR**

### **Use of Two-Way Radios**

Radios are to be used for school business only; personal use is not only against policy, it is also illegal. Your radio must be turned on with volume up at all times when you're in the bus. Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 Clear".

1. Adjust the volume and squelch on your radio and leave them at that setting.
2. Leave the microphone in its hanger unless you are using it.
3. Do not say anything over the radio that would compromise our position as a school district or that could impact anyone in a negative way. Do not make jokes or wise cracks. Always be professional.

#### **Two-way radios are to be used for the following:**

1. To report heavy traffic congestion.
2. To report vehicle accidents.
3. To report severe discipline problems -- on and off the bus.
4. To report breakdowns.
5. To report difficult or hazardous road conditions.
6. To ask for directions.
7. To report or receive rider information.

8. To report or receive weather conditions.
9. To report an angry patron approaching or attempting to board the bus.
10. To report bus loading zone problems.
11. To report or receive field trip information or problems.
12. To report vandalism.
13. To report medical problems.
14. To report questionable behavior on the part of a patron.
15. To report or receive route information.

These reasons are not all inclusive but should provide parameters by which the driver can properly use the system.

## **Accidents – Driver Accident Procedures**

Drivers are required to know and follow **district accident emergency** procedures.

**The accident procedures, a driver checklist, and a seating assignment chart, should be included in a clipboard or expanding file and carried on each bus or school vehicle at all times during use.**

ANY time a bus or another **school** vehicle is damaged in ANY way, it is considered an accident.

If and when a driver is involved in an accident, these steps are required:

1. Stop and secure the vehicle - Be sure to properly place reflective triangles. Do not let your vehicle become involved in another accident or be the cause of another accident.

### **2. ASK IF THERE ARE ANY INJURIES, ETC.**

3. **Radio/Call into dispatch with location and a brief description of the accident. (fender bender etc.)**

4. **Make sure the students stay where they are seated.**

5. Render aid - first to your students and then to any other injured people.

6. ~~Call 911 immediately when injuries are present. Always notify the Transportation Office ASAP. The Transportation Office will always notify Administration. The school site and law enforcement is notified when deemed necessary.~~

**Fill out Seating Assignments report with the full name of student & grade.**

**AGAIN ask each student individually if they are injured.**

7. Do not leave the students unattended.

8. **Follow all instruction from law-enforcement.**

9. Do not release students to leave the bus **or school vehicle** until released by law enforcement. **and If transferring to another bus or school vehicle take pre-cautions for a safe transfer. If released to their parents (you must have positive identification and approval of the Director or Route Supervisor).**

10. ~~Drivers are required to know and follow emergency procedures.~~

11. ~~Exchange information with the other people involved. Insurance and vehicle information is located in the first aid box.~~



12. Make statements **only** to ~~the police~~ **law-enforcement**, school personnel, or our insurance company.
13. A report **must** be made, in writing, on all accidents no matter how minor the damage.
14. Failure to report an accident will be grounds for dismissal.
15. ~~Be sure to properly place the reflective triangles.~~

### **Mechanical Breakdown**

1. Secure the bus in a safe location, if possible. Let the students know you are having mechanical problems. Place the reflective triangles according to state law. **CALL DISPATCH**. Try to have some idea of the problem and relay that information.
2. Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
3. If the bus is stuck do not allow anyone to attempt to pull it out except school personnel or their designees.
4. Under no circumstance should you leave the location until Transportation personnel have arrived.
5. Do not release students to anyone except their parents or guardians (you must have positive identification and approval of the Director or Route Supervisor).
6. Do not allow students to walk home.
7. Take special care in the transferring of the students from your bus to the replacement bus.

### **Drug Testing**

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Guthrie Public Schools has implemented Drug and Alcohol Testing as of January 1, 1995. Compliance will consist of the following:

1. Pre-employment drug and alcohol testing - every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
2. Random testing - **all district drivers** who hold an Oklahoma Commercial Driver's License will be put into a pool from which the random selections will be made. Selections are computer generated. Once the selection for that particular test is made, those names will go back into the pool this means that it is possible that a driver could be tested two times in a row.

Note: Testing will be conducted without prior notice. As a rule, testing will be conducted at the Transportation Office.

3. Post-accident - under certain conditions, post-accident drug and alcohol testing is required when an accident is involved. Contact the Transportation Office immediately after every accident for further instructions.
4. Reasonable suspicion - Supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

**The Following Offenses could result in corrective action up to and including termination.**

1. Excessive Absenteeism

2. Using a cell phone while driving a bus, includes headsets, Bluetooth and other distracting technology devices.
3. Using tobacco, alcohol or drugs while on school property, whether students are present or not.
4. Giving students cigarettes or tobacco in any form.
5. Knowingly allowing students to use tobacco, alcohol, drugs on school property at any time.
6. Giving students alcohol or drugs in any form.
7. Leaving school sites before the scheduled departure time in the afternoon.
8. Altering bus routes without prior approval, unless the roads are impassable.
9. Excessive accidents.
10. Knowingly letting a student off of or on the bus at any place except their assigned bus stop.
11. Failing to perform driver pre- and post-trip inspections and fluid level checks.
12. Any other offense as addressed by District policy.
13. Failure to report an accident in which the driver is involved.
14. Failure to report any traffic violation, on and off duty, or driver's license suspension.
15. Careless or reckless driving of a school bus.
16. Insubordination

## **Addendum A**

### **Philosophy**

Guthrie Public Schools buses are operated as a service to transport students to and from school, and other Board approved functions safely and efficiently. Were it not for this, there would be no need for buses, drivers, or a Transportation Department.

Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one.

We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances.

The school district intends for all school bus drivers to be treated fairly. Every effort will be made to make the bus driver's job as pleasant as possible. A cooperative effort on the part of the driver, site principals, and Central Office personnel should result in a smooth operation of the Transportation Department.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be adhered to strictly both for the safety of the riders and the functionality of the equipment.

Today, it costs over \$80,000 to purchase one bus. Therefore, we are all responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses enjoy a long and safe life.

## **Addendum B**

### **Beyond Driving**

Few people realize that school bus drivers and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that school will be dismissed if the buses cannot run their routes. Since approximately eighty percent (80%) of Guthrie School students are transported, school bus drivers have a great opportunity to enhance public relations with the district's patrons. Also, those taxpayers who have no children riding the bus come in contact almost daily with school buses on the streets. Because of this,

the Transportation Department, as much or more than any other single department, affects public opinion toward our schools.

School bus drivers should be aware at all times that they are very conspicuous when driving a big, yellow vehicle. Everyone connected with the schools represents the school system. Often, public attitude toward the system is determined by the actions of a single representative, and because school buses have district identification on the sides of them, public opinion may be swayed by the action of one bus. Drivers who are especially courteous create a good image for their school district. Please think before you act. Common sense, courtesy and good judgment will prevent or solve most problems before they develop into a crisis.

The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much greater opportunity for a successful learning experience that day. If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all transportation personnel to make every effort to see that a student's time on the bus is as pleasant as possible.

This handbook is intended to provide Guthrie Public Schools bus drivers with the basic information, rules and regulations necessary to effectively operate and maintain a school bus. The information contained in this book is to be used in conjunction with the District Support Personnel Handbook, School Bus Rider Handbook, Special Transportation Services Parent/Student Rider Handbook, the School Bus Driver Manual published by the State Department of Education and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

## Addendum C

### State Department of Education Requirements for School Bus Drivers in Oklahoma

#### School Bus Driver Certification Standard Certificate

Qualifications of a School Bus Driver

##### **Certification Requirements (Excerpts from OAC 210:30-5-1)**

(I) The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that **each applicant submitted for a Standard Five-Year Certification:**

- (i) Is at least 18 years of age.
- (ii) Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
- (iii) Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with P and S endorsements required by the Department of Public Safety.
- (iv) Has not been convicted, plead guilty or no contest to a felony during the last ten (10) years.
- (v) Has passed a driving record check, and **no certificate shall be issued** to a person who within the preceding three (3) years:
  - (I) Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied Consent Laws at 47 O.S. § 751 et seq.
  - (II) Has a conviction for a violation of 47 O.S. § 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.
  - (III) Has been convicted or plead guilty to a violation of 47 O.S. § 761, operating a motor vehicle while impaired by consumption of alcohol.

- (IV) Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
- (V) Has had four (4) or more traffic violations (excluding parking tickets).

## **Addendum D**

### **Purpose of the Position**

The School Bus Driver is responsible for safely operating the school bus on a regular daily schedule.

### **Scope**

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

The School Bus Driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for School Bus Drivers to operate the School Bus in a safe manner.

Failure to ensure the safe passage of students to and from school may result in serious liabilities for the District. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

### **Knowledge, Skills & Abilities**

(The knowledge, skills and attitudes required for satisfactory job performance)

#### **Knowledge**

The school bus driver must have proficient knowledge in the following areas:

- ✓ knowledge of highway and school bus regulation
- ✓ knowledge of how to deal with children
- ✓ knowledge of how to deal with children with special needs
- ✓ knowledge of scheduling system and procedures
- ✓ knowledge of record keeping system
- ✓ knowledge of equipment inspection standards and procedures

#### **Skills**

The school bus driver must demonstrate the following skills:

- ✓ ability to operate school bus in a safe and responsible manner
- ✓ patron and student service and public interaction skills
- ✓ team building
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to record pickups and maintain daily records
- ✓ stress management skills
- ✓ time management skills

#### **Personal Attributes**

The school bus driver must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

- ✓ deal with the public in a positive, courteous and respectful manner

### **Routine Responsibilities of the Bus Driver**

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
2. Perform and record your pre- and post-trip inspections. If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made:  
Fluid leaks; cracked or broken glass; service door and/or emergency exits not functioning properly; flat tire; separated tread or cords showing; head light, stop light, or turn signal light burned out; load lights not working.
3. When you fuel your bus, **stay with it**. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. **YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTAINENCE NEEDS**
5. Maintain the accuracy of your route sheets, student rider list, route map and seat assignments.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drills or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus at the end of each run and after trips in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 OS 15-109:
  - 1) Start amber warning lights 300-100 feet before the bus stop.
  - 2) Turn on the right directional signal.
  - 3) Pull completely off the road or as far to the right as possible and stop.
  - 4) Set the parking brake and shift to neutral gear.
  - 5) Turn off right directional signal.
  - 6) Visual search.
  - 7) On older buses crack door, start red loading lights, on newer buses flip the appropriate toggle switch to start the red loading lights.
  - 8) Visual search.
  - 9) Open door.
  - 10) Visual search (direct students).
  - 11) Close door.
  - 12) Select gear and release parking brake.
  - 13) Visual search.

- 14) Turn on left directional signal.
- 15) Visual search, then proceed.
14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot **or** the ground. Put it in a trash can!
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/2 full. Do not park a bus with less than 1/2 tank of fuel in it. There is no excuse for running out of fuel on your route.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initial the tag. If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after- hours trip. Regular drivers will have a key to their route bus issued to them, they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPH.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off, and all doors are locked.

## Addendum E

### Prohibited Items and Activities on the Bus

“The Rules”

The violation of any of the following rules will immediately place the student into the bus discipline system.

All rule violations are cumulative and carry over from first semester to second semester.

Please see the School Bus Rider’s Handbook for complete details, including procedures and penalties.

1. Students are expected to be well behaved Student’s behavior is expected to be like in the classroom. Cameras may disturb the driver and others; they are not to be used on the bus.
2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will result in the student’s suspension or expulsion from the bus.
3. A student will sit where he/she is told to sit either permanently or temporarily at the driver’s discretion. **Assigned seating is mandatory.**
4. Students shall ride only their regularly assigned bus and are not permitted to ride to anyone else’s home.
5. When requested by the driver, students must immediately and correctly identify themselves.

6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.
8. Students who live in town are in the “no ride zone” and are assigned to a bus for shuttle purposes therefore; in-town students may not ride a school bus to another person’s address
9. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
10. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
11. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
12. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct, and bullying.
13. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
14. No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. No illegal substances or alcoholic materials or other paraphernalia are allowed on school buses.
15. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, and no other types of food or confectionaries. In hot weather one bottled water is permitted per student. Exceptions to this rule are for documented medical needs only, i.e. diabetic needs. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.
16. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
17. Students will get on and off the bus only at the stop to which they are assigned.
18. If a student does not ride for two (2) consecutive days, the bus will not return or stop until you notify the Transportation Office that the student will again be riding
19. No hats, no hoodies or other garment that makes it difficult to identify the student. is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
22. No animals, reptiles, fish, or fowl are permitted on the bus
23. No teasing, no unacceptable language, no loud talking, shouting or yelling, no horseplay, no standing or moving while on the bus.

**Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from school.**

## Transportation for Special Needs, IEP's, and Other Student Concerns

An orientation for transporting students with special needs, IEP's and other student concerns will be scheduled at the beginning of each school year. The transportation orientation will include ~~special-needs~~ special-needs-student information pertinent to the school bus driver regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs and other concerns.
2. Prior to the first bus run, drivers should be told of students with any type of disability who may require a driver's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
3. The parent (or their designee) is responsible for "door-to-curb," "curb-to-door," and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
4. The bus driver needs to be told of their passengers with autism, allergies, behavior concerns, epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver in case of a medical emergency on the bus.
5. Bus drivers should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
6. **If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver and develop techniques to ensure the daily commute to and from school is safe and successful**
7. **Socialization is necessary for all children. Bus drivers should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, and understanding of each individual's need while under their responsibility to and from school or other school-related activities.**

## Responsibilities of the Monitor

The driver is in charge of the bus at all times. As the monitor, you are there to assist the driver and take care of the needs of the passengers.

Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off of the bus at the correct stops and that they are being released to the correct guardians.

### Duties of the Monitor

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff. They must also make sure that there aren't any children left behind after the bus route is completed and pick up any trash left behind on the buses

1. Make sure your attention is on the children. You will not have time to sleep, read, or do other things that take your attention away from the children.
2. Enforce the bus rules.



- a. Keep feet out of the aisle.
  - b. Make sure students are sitting correctly.
  - c. Eating, drinking, or chewing gum is not allowed, except for documented medical needs.
  - d. No inappropriate language.
  - e. Make sure behavior towards others is not antagonistic.
3. Help students on and off the bus when necessary.
  4. Make yourself available to all students; move about the bus as needed.
  5. Check seats for damage or items left on the bus.
  6. When you return to the lot, lock rear doors and help put up the windows.
  7. The Special Needs monitors need to make sure seat belts are fastened properly and help with the harness.
  8. Help with the tie down on the wheelchairs.

If you need any help or have a question, ask the driver.

You need to be aware of the route pattern and its stops in case you have a substitute driver. You also need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

#### Skills needed to be a Bus Monitor

The skills required to become a bus monitor consist of active listening skills, instructing skills, speaking skills, and oral expression skills. Bus monitors should be able to give full attention to what children, parents or other staff are saying. They should be able to teach children how to do things, like put their seat belts on or sit back and follow procedures. Speaking skills come into play when communicating with children, the bus driver, parents or other staff. Bus monitors have to be able to convey information effectively. Bus monitors should also be able to communicate information that others understand which will be easier with oral expression skills. Bus monitors should also possess social perceptiveness, problem sensitivity, speech clarity and inductive reasoning skills. They need to be able to speak clearly, tell when something is wrong, be aware of others' reactions and understand why they react the way that they do. Being able to combine pieces of information to form general rules or conclusions is of utmost important when caring for children.

#### Knowledge needed to be a Bus Monitor

Bus monitors should have knowledge of the English language, public safety and security policies and procedures, psychology, and personal service. Assessing the needs of children and others around them is important for a bus monitor. Having knowledge of human behavior and performance is imperative in dealing with children and their parents, as well as other staff. Being able to safely and securely carry out safety procedures when it comes to children is the most important thing to consider as a bus monitor. They should have knowledge of relevant equipment, policies, procedures and strategies.

#### Working Conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work part-time and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

## Addendum G new weekly report sheet

### Pre-Trip Inspection

#### Oklahoma SDE Pre-Trip and Post Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. *OAC 210:30-5-1*

These 14-steps are taken from the *SDE Oklahoma School Bus Driver Manual*. If any bus defect is found: (1) Document details on the back of this form; (2) Report defects to the school district's designated supervisor; (3) Keep documentation of completed bus repairs.

~~Initial~~ **A checkmark in each box below to indicate the step has been completed.** In the right column, Indicate with an "X" if a repair is needed. PRE-TRIP **Indicate with an "o" when repair is completed.**

1. Raise the bus hood and check all fluid levels, each belt, and each hose. REPAIR NEEDED \_\_\_\_
  2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage. REPAIR NEEDED \_\_\_\_
  3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus. REPAIR NEEDED \_\_\_\_
  4. Inside Bus: emergency reflectors, fire extinguisher, first-aid kit, bodily fluids clean-up kit (not expired) REPAIR NEEDED \_\_\_\_
  5. Check that each bus seat and cushion is secure and has no tears or protruding metal. REPAIR NEEDED \_\_\_\_
  6. Check that the bus's Emergency Exits open easily and the warning buzzers are operable. REPAIR NEEDED \_\_\_\_
  7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head-lights (d) tail-lights (e) clearance lights (f) reverse lights. REPAIR NEEDED \_\_\_\_
  8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake (e) foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges REPAIR NEEDED \_\_\_\_
  9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt. REPAIR NEEDED \_\_\_\_
- SPECIAL EQUIPMENT (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver. REPAIR NEEDED \_\_\_\_

#### **POST TRIP INSPECTION FORM USED BY DRIVERS**

- ~~10. Inside: The driver must walk the bus aisle front to back and look in each seat for a child left onboard (possibly asleep).~~
- ~~11. Inside: Check each seat cushion for tears, cuts, or protruding metal. REPAIR NEEDED \_\_\_\_~~
- ~~12. Inside: Check each bus window, and the windshield, for any defects and for cleanliness. REPAIR NEEDED \_\_\_\_~~
- ~~13. Outside: Examine each tire for proper inflation and for defects/damage to wheels. REPAIR NEEDED \_\_\_\_~~
- ~~14. Secure the bus according to district policy. Leaving the keys in the bus is strongly discouraged. REPAIR NEEDED \_\_\_\_~~

~~SDE Pre-Trip Post-Trip Weekly Form~~

District \_\_\_\_\_

Dates \_\_\_\_\_ Bus \_\_\_\_\_

Starting Mileage \_\_\_\_\_

Ending Mileage \_\_\_\_\_

Driver \_\_\_\_\_

√ - satisfactory condition

X – repair needed

○ - Repair completed

**Exterior** Cross through days for weekend trips

	mo	tu	we	th	fr
Lights, Lenses and Reflective material					
Windshield					
Windows					
Wipers					
Service Door					
Mirrors					
Bumpers					
Fuel Cap/Door					
Drive Shaft					
Exhaust					
Frame					
Suspension					
Brakes					
Stop Arm					
Battery Box					
Optional equipment					

**Engine Compartment**

Fluids					
Belts and Hoses					
Fuses					
Wiring					
Air compressor					
Alternator					
Water pump					
Steering assembly					
Suspension					

**Wheels**

Tires (CTI)					
Rims/Lugs					
Hubs					

**Inside**

Step well					
Emergency Equipment					
Driver's Seat					
Mirrors					
Windshield					
Wipers					
Switches and gauges					
Lights (dome)					
Exits					
Seats					
Aisles					

**Air Brake Test**

Pressure Retention					
Low pressure warning					
Spring brake test					
Pressure build					
Parking brake hold					
5mph test					

**Hydraulic Brake Test**

Brake hold test (Emergency/Parking)					
Pedal pressure test					
Reserve system test (if equipped)					

**Other Items (If equipped)**

Lift					
Securement Equipment					
Crossing Gates					
A/C					

Comments on defects

Repairs complete by \_\_\_\_\_

Date \_\_\_\_\_

<b>POST TRIP Child Check</b>					
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Date \_\_\_\_\_ Time \_\_\_\_\_ School/District \_\_\_\_\_ Bus Number \_\_\_\_\_

Mileage \_\_\_\_\_ Beginning and ending mileage is recommended.

Driver/Designee Performing this Bus Inspection

(Print) \_\_\_\_\_

## Addendum H

### Post-Trip inspections

A post trip inspection should be conducted at the end of each trip, day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post trip inspection report at the end of each driving day.

1. **POST TRIP**
2. Inside: **The driver must walk the bus isle front-to-back and look in each seat for a child left onboard** (possibly asleep).
3. Inside: Check each seat cushion for tears, cuts, or protruding metal. REPAIR NEEDED \_\_\_\_
4. Inside: Check each bus window, and the windshield, for any defects and for cleanliness. REPAIR NEEDED \_\_\_\_
5. Outside: Examine each tire for proper inflation and for defects/damage to wheels. REPAIR NEEDED \_\_\_\_
6. Secure the bus according to district policy. Leaving **the keys in the bus is strongly discouraged**. REPAIR NEEDED \_\_\_\_

### Post Trip Inspection (A.M. & P.M.)

1. Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off.)
2. Make sure all defects are written down on the daily report sheet.
3. Submit a Work Order for all maintenance needs.
4. Check seats for vandalism and any students left on the bus.
5. Close windows, vents, and lock doors.
6. Return the ignition key (after each trip) to the box. (Drop key in the door slot after hours.)

### Field Trip Pre-Trip and Post Trip Inspection

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre and post trip inspections are exactly the same as for a route bus.

## Addendum I

### Activity Trips

1. Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.
2. **ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet.** Make sure you have all of the required emergency equipment on your bus.
3. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
4. Teachers, coaches, and sponsors are responsible for the discipline of the students on the trips and **for the cleanliness of the bus when the trip is over.** Make sure your sponsor understands what kind of conduct is expected.
5. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.

**Please remember:  
You are hauling the most precious cargo in the world!  
Drive carefully!**

6. If you experience a breakdown, try to contact the Transportation Office or one of its designees. Emergency numbers are located in the first aid box.

**Note: No charges are to be made to the school district except those on a district credit card. Do not expect reimbursement for any other expenditure.**

7. No activity trip is to be made unless there is an adult sponsor on the bus. The site Principal and Route Supervisor may approve certain exceptions.
8. Drivers will take the group only to the destination(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, politely inform him/her that only the destination(s) on the sheet have been approved.
9. Drivers will drive their own buses unless assigned another bus.
10. Close all windows, doors, and top vents after the bus is parked.
11. When more than one bus is assigned to a group, the buses will travel in a caravan. Each bus should stay within sight of the others however; state law requires that you remain at least 300 feet behind the bus in front of you. **DO NOT TAILGATE** In event of a breakdown or other problem, help is readily available.
12. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
13. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency door.
14. Do not back your bus without a spotter.
15. Your time belongs to your sponsor. You are there to help as much as possible. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonably accommodating. Let your sponsor know where you will be and be available if needed in an emergency. **You are not to leave the venue to which you have traveled.**
16. Overnight trips:
  - a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board is to be provided by the sponsoring group.
  - b. Multiple-night trips - Time and mileage will begin at the normal place and time. Mileage will continue until the bus returns to the Transportation Office. Time will begin at the normal time and end that night when the group is settled in at their hotel and no longer require your services. On the day you are to return, time will start when they require your services and end upon your arrival at the Transportation Office. The sponsoring group is responsible for your room and board.
  - c. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.

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

COUNTY DISTRICT CODE 42-1001

COUNTY Logan

SCHOOL FOOD AUTHORITY Jana Wanzer

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

Governing Body Guthrie Public Schools

\_\_\_\_\_  
(President, Clerk, or Other)  
Title: \_\_\_\_\_ Date: \_\_\_\_\_ Title: Jana Wanzer Date: 07-27-17  
(Signature of Authorized Representative)  
SFA

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

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

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

**MEMORANDUM:**

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

**FROM:** Angie Smedley, Director of Special Education

**SUBJECT:** Professional Service Agreement with Samantha Betchan to provide  
Speech Language Pathology Services

**DATE:** July 31, 2017

Attached is an agreement with Samantha Betchan to provide Speech Language Pathology services for Guthrie Public Schools during the 2017-2018 school year. Ms. Betchan will provide this service at a rate of \$58.00 per hour for services and mileage. Mileage will be reimbursed at the Oklahoma State Travel Reimbursement Act rate. The cost of this service will be approximately \$84,000.

Additional Quotes

Today's Therapy Solutions - \$60 - \$65 per hour

Supplemental Health Care - \$65 per hour

TheraCare - \$65 per hour

Career Staff- \$68 - \$70 per hour







**OKLAHOMA BOARD OF EXAMINERS  
FOR SPEECH-LANGUAGE PATHOLOGY  
AND AUDIOLOGY**

This is to certify that

**Samantha Betchan**

LICENSE #4672 IS AUTHORIZED TO .  
PRACTICE SPEECH-LANGUAGE PATHOLOGY  
THROUGH DECEMBER 31, 2017.

A handwritten signature in cursive script, reading "Susan McHugh", written over a horizontal line.

BOARD CHAIR

A handwritten signature in cursive script, reading "Amy Hall", written over a horizontal line.

EXECUTIVE SECRETARY



Association of Professional Speech-Language Pathologists and Audiologists  
1000 15th Street, Suite 1000  
Denver, Colorado 80202  
Phone: 303.733.1234  
www.aspa.org

**Building the future of the professions**

# Samantha Rae Betchan

**Affiliation Status: Member**

**Certification Status: CCC-SLP**

**SIGs:**

**14155055**

**Account Number**

**12/31/2017**

**Valid Through**

*Robert A. Pietrentor*  
**Chief Executive Officer**

## **SUB LEASE**

WHEREAS the LC Soccer Club is Lessee under a lease with the City of Guthrie, Oklahoma, a municipal corporation, Lessor, said lease to expire September 30, 2017 unless renewed or extended; and

WHEREAS the Guthrie Public Schools (GPS) has approached the Lessor and the Lessee about using soccer fields under the LC Soccer Club lease on a limited basis; and

WHEREAS the LC Soccer Club is agreeable to said use and desires to enter into this limited sub lease of the premises;

IT IS AGREED between LC Soccer Club, sub lessor, and the Guthrie Public School District, sub lessee, that LC Soccer Club will allow the Guthrie Public School system to use the property leased by the City of Guthrie to LC Soccer Club from August 18, 2017 to September 30, 2017 and, if the City renews its lease with LC Soccer Club, said sub lease shall run through December 31, 2017. The premises may be used Monday – Friday from 2:30 p.m. to 3:30 p.m. only. Any other use must be by written consent by LC Soccer Club.

1. GPS agrees to pick up all trash from the premises and not to allow littering.
2. GPS shall not move the goals that are in place without written consent of LC Soccer Club.
3. GPS will limit the number of people practicing around the goal mouth in order to better manage the turf in that area and protect it from excessive wear and tear.
4. GPS will pay LC Soccer Club a fee of \$27 for cost of paint plus \$25 for striping the U19 soccer field for the remainder of August and will pay \$54 for cost of paint plus \$50 for striping the U19 soccer field for the month of September. The costs associated with

the paint and application of said paint during the months of October, November, and December will be reviewed by all parties prior to the City's renewal of lease with LC Soccer Club.

4. GPS will provide liability insurance naming the City of Guthrie, Oklahoma as a named insured under the policy.

In the event that any of the terms of this agreement are violated, then either party may terminate the agreement upon ten (10) days written notice of the other party.

EXECUTED this \_\_\_\_\_ day of August, 2017.

LC SOCCER CLUB, Inc.

BY: \_\_\_\_\_  
Address  
Phone Number

GUTHRIE PUBLIC SCHOOLS

BY: \_\_\_\_\_  
Address  
Phone Number

The City of Guthrie, Oklahoma does hereby consent to the above sub lease.

EXECUTED THIS \_\_\_\_\_ day of August, 2017.

\_\_\_\_\_  
Mayor  
City of Guthrie

MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS

PURSUANT TO NOTICE GIVEN UNDER THE OPEN MEETING ACT, THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, STATE OF OKLAHOMA, MET IN REGULAR SESSION AT THE BOARD OF EDUCATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA, IN SAID SCHOOL DISTRICT ON THE 14TH DAY OF AUGUST, 2017, AT 7:00 O'CLOCK P.M.

PRESENT:

ABSENT:

Notice of the schedule of regular meetings of the School District for the calendar year 2017 was given in writing to County Clerk of Logan County, Oklahoma, at 3:20 o'clock p.m. on the 15<sup>th</sup> day of November, 2016, and public notice of this meeting was given in writing, setting forth the date, time, place and agenda was posted at the front entrance to the Board of Education Building in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at o'clock .m. on the \_\_\_<sup>th</sup> day of \_\_\_\_, 2017, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act. Notice of said meeting and agenda have also been posted on the School District's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

Thereupon, \_\_\_\_\_ introduced a Resolution by reading the Title and upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_ said Resolution was adopted by the following vote:

AYE:

NAY:

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District and is as follows:

RESOLUTION

A RESOLUTION FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR; FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD; APPROVING THE PRELIMINARY OFFICIAL STATEMENT AND AUTHORIZING DISTRIBUTION OF SAME; AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW; DESIGNATING A REGISTRAR/PAYING AGENT FOR THE BONDS AND APPROVING OTHER MATTERS RELATED TO THE ISSUANCE OF SAID BONDS.

WHEREAS, the issuance of bonds by Independent School District Number 1 of Logan County, Oklahoma, in the sum of Sixteen Million Two Hundred Thousand Dollars (\$16,200,000) to provide funds for the purpose of (i) repairing, renovating and making improvements to Central Elementary School, Fogarty Elementary School, Guthrie Upper Elementary School, Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, (ii) acquiring classroom technology equipment, including additional computers, software licenses and service agreements at sites district wide, and (iii) constructing, equipping, and furnishing a new elementary school to be located just East of the intersection of Douglas and Charter Oak to accommodate increased student growth in the southern part of the school district which will have a planned capacity of five hundred (500) students and will be approximately 50,000 square feet in size, has been duly authorized at an election held for that purpose and certified by the County Election Board of Logan County, Oklahoma on the 15<sup>th</sup> day of May, 2015; and

WHEREAS, the Board of Education of Independent School District Number 1 of Logan County, Oklahoma previously issued its \$2,000,000 Building Bonds, Series 2015 dated August 1, 2015, consisting of \$2,000,000 for building and facilities; and

WHEREAS, the Board of Education of Independent School District Number 1 of Logan County, Oklahoma previously issued its \$11,000,000 Building Bonds, Series 2016 dated August 1, 2016, consisting of \$11,000,000 for building and facilities; and

WHEREAS, the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, pursuant to Title 62, Oklahoma Statutes 2011, Sections 353 and 354, as amended, has determined to issue at this time \$3,200,000 of the authorized bonds for the purpose of: (i) further construction, equipping and furnishing of a new elementary school to be located just East of the intersection of Douglas and Charter Oak, (ii) repairs, renovations and improvements to Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, and (iii) acquisition of classroom technology equipment, including additional computers, software licenses and service agreement as described in Section 15-106.1 of Title 70 of the Oklahoma Statutes which bonds shall become due within five (5) years from the delivery date, as authorized at an election held on May 12, 2015, for such purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, STATE OF OKLAHOMA:

SECTION 1. That the \$3,200,000 of building and equipment bonds of Independent School District Number 1 of Logan County, Oklahoma, voted on May 12, 2015, shall be offered for sale as authorized by Title 62, Oklahoma Statutes 2011, Sections 353 and 354, as amended, shall be sold at public sale and shall be called "Building and Equipment Bonds, Series 2017".

SECTION 2. That the Building and Equipment Bonds, Series 2017 in the amount of \$3,200,000 of Independent School District Number 1 of Logan County, Oklahoma, voted on May 12, 2015, shall be offered for sale and received in the form of sealed bid, facsimile bid, electronic (Parity®) bid or similar secure electronic bid at the office of the Chief Financial Officer, at the Board of Education Building located at 802 E. Vilas, Guthrie, Oklahoma, on the 14th day of August, 2017, at 11:00 o'clock, A.M., Central Time, and that said Bonds shall become due \$400,000 in two years from their date and \$400,000 annually each year thereafter until paid. The Board of Education intends to convene at 7:00 O'clock, P.M. on said date at the Board of Education Building, 802 E. Vilas, Guthrie, Oklahoma to consider and take action on the bonds.

SECTION 3. That BancFirst, Oklahoma City, Oklahoma, is hereby designated as Registrar /Paying Agent for said Bonds.

SECTION 4. That the Preliminary Official Statement pertaining to the Bonds is deemed by the Board of Education to be "near final" in accordance with the requirements of Rule 15c2-12 of the Securities and Exchange Commission promulgated pursuant to the Securities Exchange Act of 1934. The Board of Education further, authorizes distribution of the Preliminary Official Statement by the Financial Advisor in connection with the sale of the Bonds.

SECTION 5. That the President or Vice President of the Board of Education is hereby authorized and directed to approve and the Clerk or Deputy Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

PASSED AND APPROVED THIS 14TH DAY OF AUGUST, 2017.

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President, Board of Education

ATTEST:

---

Clerk, Board of Education

(SEAL)





NOTICE OF SALE OF BONDS

In accordance with Title 62, Oklahoma Statutes 2011, Sections 353 and 354, as amended, notice is hereby given that the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, will receive bids by sealed bid, facsimile bid, electronic (Parity®) bid or similar secure electronic bid on the 11th day of September, 2017, at 11:00 O'clock, A.M., Central Time, in the office of the Chief Financial Officer at the Board of Education Building, 802 E. Vilas, Guthrie, Oklahoma, for the sale of \$3,200,000 Building and Equipment Bonds, Series 2017 of said School District, which Bonds will mature \$400,000 in two (2) years from their date and \$400,000 annually each year thereafter until paid. The Board of Education intends to convene at 7:00 O'clock P.M. on said date at the Board of Education Building, 802 E. Vilas, Guthrie, Oklahoma to consider and take action to award the Bonds.

Said Bonds shall be sold to the bidder bidding the lowest true interest cost the Bonds shall bear, and agreeing to pay par and accrued interest for the Bonds. The lowest true interest cost will be determined by doubling the semi-annual interest rate necessary to discount the debt service on the Bonds to the price bid for the Bonds. The date from which the annual true interest rate will be calculated is October 1, 2017. Each bidder shall submit with its bid a sum in cash, cashier's or certified check, electronic (wire) transfer or surety bond payable to the treasurer of the District, equal to two (2%) percent of the par amount of the Bonds. The Board reserves the right to reject all bids.

**WITNESS** my official hand and the seal of said School District this 14th day of August, 2017.

\_\_\_\_\_  
Clerk, Board of Education

(SEAL)

## **REGISTRAR AND PAYING AGENT AGREEMENT**

This Registrar and Paying Agent Agreement (“Agreement”) is executed and effective this 14th day of August 2017 , by and between BancFirst, an Oklahoma Banking Corporation with offices in Oklahoma City, Oklahoma (“Bank”) and Guthrie Board of Education, ISD Number 1, Logan County, Oklahoma (“Issuer”).

WHEREAS, Issuer contemplates issuing certain bonds as duly approved by Issuer (“Bonds”) described as follows:

**\$3,200,000 Guthrie Board of Education, ISD Number 1, Logan County, Oklahoma, Building & Equipment Bonds, Series 2017 (Guthrie Board of Education)**

WHEREAS, the Issuer desires that the Bank act as Agent on behalf of Issuer to perform the duties of Registrar and Paying Agent as set forth herein.

WHEREAS, the Bank is willing to act in such capacities solely in accordance with this Agreement and subject to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, Issuer and the Bank agree as follows:

### **ARTICLE I REGISTRAR**

#### **Section 1.01 Acceptance by the Bank as Registrar**

Issuer hereby appoints the Bank to act as Registrar for the purpose of registering the Bonds and transferring Bonds as herein provided, and the Bank hereby agrees to perform the duties of Registrar upon the terms and subject to the conditions of this Agreement.

#### **Section 1.02 Duties of Registrar**

The duties of Registrar shall be:

- a. to authorize by manual signature, prepare and deliver Bonds upon the instructions of Issuer or the Underwriter as Agent for Issuer; and
- b. to keep and maintain the Register complete, current and accurate at all times in accordance with the Bank’s general practices and procedures in effect from time to time; and
- c. to maintain a full and complete accounting of all bonds issued, outstanding, destroyed and in inventory; and

- d. permit the inspection of the Registrar during the Bank's normal business hours by Issuer; and
- e. to cancel any Bond which has been paid, redeemed, transferred, exchanged converted or otherwise required to be cancelled; and
- f. to return, at such reasonable intervals as Bank determines, to the Issuer, Bond certificates in lieu of which or in exchange for which other certificates have been issued or which have been paid; and
- g. to provide information concerning the Bonds and its Register to any party entitled to such information; and
- h. to except during the time set forth in Section 1.04, transfer the ownership on the Register of any Bond when said Bond, which has been duly and properly endorsed in a manner acceptable to the Bank and in relation therewith all things required by law and regulation have been done, is presented for transfer; and
- i. to issue a replacement Bond of like tenor in the name of the designated transferee after performing the duties enumerated in item h. immediately above; and
- j. to issue a replacement Bond of like tenor in lieu of any mutilated, lost, destroyed or stolen Bond upon receipt by the Bank of evidence to its satisfaction of the mutilation, destruction, loss or theft of such Bond and receipt of such security or indemnification as the Bank may reasonably require to hold it and the Issuer harmless from any liability for its issuance of a replacement Bond.

### **Section 1.03 Duties of Issuer**

- a. Issuer agrees to provide or cause the Underwriter to provide to Registrar at the time of initial issuance of the Bonds an accurate and complete list setting forth the following information, all of which shall be in a form acceptable to the Bank;
  - 1. Each bondholder's name as it is to appear on each Bond to be issued, or in the event a Bond is to be registered to a trust or to a minor, then Registrar will be provided with all information necessary to register such Bond in proper legal form; and
  - 2. Each bondholder's address; and
  - 3. Each bondholder's Social Security Number or Federal Tax Identification Number; and
  - 4. The principal amount of each Bond to be issued; and
  - 5. The stated maturity of each Bond to be issued; and
  - 6. The rate of interest applicable to each Bond; and
  - 7. Any other information required by applicable tax or other laws, rules or regulations;
- b. Issuer agrees to provide or cause to be provided the information enumerated under item a. immediately above with sufficient lead-time

to permit the Bank to perform its duties hereunder in an orderly and deliberate manner.

- c. Unless issue is Book-Entry, Issuer agrees to provide a sufficient supply of Bonds, in a form acceptable to Registrar, to enable Registrar to issue Bonds. As long as any Bonds remain outstanding, Issuer agree to provide a sufficient supply of additional unissued Bonds to enable the Bank to perform its duties as set forth under this Article I regarding transfers of ownership as long as any Bonds remain outstanding. All bonds, at the time so provided to the Bank, will be numbered consecutively and will be fully executed by duly authorized representatives of Issuer.

#### **Section 1.04 Record Date**

The Bank shall not be required to transfer or exchange any Bond during the period beginning fifteen (15) days prior to any date fixed for the payment of interest or principal on any of the Bonds.

#### **Section 1.05 Persons Deemed Owners**

The Bank shall treat each person in who so name any Bond is registered on the Register as the owner of such Bond, for all purposes and at all times, both before and after maturity of any Bond, including without limitation, the payment of principal of, premium on, if any, and interest on such Bond and for all other interest and purpose.

## **ARTICLE II PAYING AGENT**

#### **Section 2.01 Acceptance by Bank as Paying Agent**

Issuer hereby appoints the Bank to act as Paying Agent for the Bonds, and Bank hereby accepts appointment as Paying Agent for the Bonds, upon the terms and subject to the conditions of this Agreement.

#### **Section 2.02 Duties of Paying Agent**

The Bank, as Paying Agent, agrees to punctually pay in accordance with the dates specified in the Bond Resolution by bank draft to bondholders of record the principal of, premium, if any, and interest on the Bonds but only to the extent that Issuer has deposited with the Bank sufficient collected funds for such purposes. The Bank agrees to perform necessary and customary duties with respect to any presentation, surrenders, notices, and demands in connection with the Bonds. The Bank agrees to maintain a full and complete accounting of all funds deposited with and disbursed by the Bank under this Agreement, and to furnish Issuer with such periodic reports as it may require with respect thereof.

### **Section 2.03 Limitation of Liability of Bank for Payment**

Notwithstanding any other provision herein, the Bank shall not be obligated to pay any person any claim arising hereunder or under the Bonds in amount in excess of the amount actually on deposit with the Bank in immediately available funds. Under no circumstances shall the Bank be required to advance or pay its own funds to any person claiming any interest on any Bond, nor shall the Bank be liable in any manner for the sufficiency, adequacy, correctness or source of any funds on deposit with the Bank or for any other debts or obligations of Issuer, however arising.

### **Section 2.04 Payment Due on Saturdays, Sundays and Holidays**

In any case where any payments with respect to the Bonds shall fall due on a Saturday, a Sunday, a legal holiday, or a day upon which Banking institutions in the City of Oklahoma City, Oklahoma, or in such other locality as Paying Agent may maintain its offices, are authorized by law to close for business, then said payment need not be made on such date, but shall be made on the next succeeding banking business day with the same force and effect as if made on the day upon which said payments fall due.

### **Section 2.05 Unclaimed Principal or Interest**

Any money deposited with the Bank for payment of the principal, premium (if any) or interest on any Bond and remaining unclaimed for two years after the final maturity of the Bond has become due and payable will be paid by the Bank to the Issuer, and the Holder of such Bond shall thereafter look only to the Issuer for payment thereof, and all liability of the Bank with respect to such monies shall thereupon cease.

## **ARTICLE III FEES**

### **Section 3.01 Bank's Fees and Expenses**

The Bank's fees for the performance of its duties as Registrar and Paying Agent under the terms of this Agreement are a payable of: \$350.00 acceptance fee, payable upon issuance of the Bonds; \$350.00 annually, with the first billing due on October 1, 2018 and then each August 1st thereafter through the final maturity.

In addition to the above stated fee, Issuer also agrees to reimburse the Bank, upon its request for all reasonable expenses, disbursements and advances incurred or made by the Bank in accordance with any of the provisions hereof including the cost of payment of principal, premium, if any, and interest and the reasonable compensation and the expenses and disbursements of its agents and counsel Should the Issuer elect to terminate this Agreement under the provisions of Section 5.01 and appoint a successor Registrar and Paying Agent, the Bank reserves the right to charge and be paid by the Issuer for the

costs of transferring records, notifying bondholders and for any other duties that need to be performed.

## **ARTICLE IV LIABILITY**

### **Section 4.01 Limitations on Liability of Bank**

- a. The Bank shall be protected in acting upon any written notice, request, waiver, consent, receipt or other paper or document furnished to it, not only as to its due execution and the validity and effectiveness of its provision, but also as to the trust and acceptability of any information therein contained, which it in good faith believes to be genuine.
- b. Money held by the Bank hereunder need not be segregated from any other funds provided appropriate accounts are maintained. The Bank shall be under no liability for interest on any money received by it hereunder.
- c. The Bank shall not be liable for any error of judgement, or for any act done or step taken or omitted by it in good faith, or for any mistake of fact or law, or for anything which it may do or refrain from doing in connection herewith, except its own gross negligence or willful misconduct.
- d. The Bank may consult with, and obtain advice from legal counsel of its selection in the event any question as to any of the provisions hereof or its duties hereunder shall arise and it shall incur no liability and shall be fully protected in acting in good faith in accordance with the opinion and instructions of such counsel. The Cost of such services shall be born by Issuer.
- e. The Bank shall have no duties except those which are expressly set forth herein, and it shall not be bound by any notice of a claim or demand with respect thereto, or any waiver, modification, amendment, termination or rescission of this Agreement, unless in writing received by it, and, if its duties or liabilities as set forth herein are affected, unless it shall have given its prior written consent hereto.

## **ARTICLE V TERMINATION**

### **Section 5.01 Termination**

This Agreement shall be terminable by the Issuer without notice at the end of each fiscal year of the Issuer. Termination of compensation to the Bank at the end of a fiscal year shall, without more, operate to terminate this Agreement. This Agreement, unless terminated, shall continue in effect indefinitely, but nothing in this Agreement shall be construed as binding the Issuer to make payments in any future fiscal year until the Issuer

by its actions in a new fiscal year extends the Agreement for a one-year period corresponding to the new fiscal year of the Issuer. Any continued performance of the terms of this Agreement by the Issuer in a new fiscal year shall, without any further necessary act on the Issuers part, be effective as an extension of the term of this Agreement for a one-year period coinciding with the Issuers new fiscal year.

In addition to the provision in the preceding paragraph, this Agreement may be terminated by either party at any time upon sixty (60) days written notice.

## **ARTICLE VI MISCELLANEOUS**

### **Section 6.01 Effect of Headings**

The Article and Section headings herein are for convenience only and shall not affect the construction hereof.

### **Section 6.02 Amendment**

This Agreement may be amended only by an agreement in writing signed by both parties hereof.

### **Section 6.03 Successors and Assigns**

All covenants and agreements contained herein by each of the parties hereto shall bind and inure to the benefit of their successors and assigns whether so expressed or not.

### **Section 6.04 Separability Clause**

In the event any provision of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

### **Section 6.05 Benefits of Agreement**

Nothing herein, expressed or implied, shall give to any Person, other than the parties hereto and their successors hereunder, any benefits or any legal or equitable right, remedy or claim hereunder.

### **Section 6.06 Counterparts**

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute one and the same Agreement.

**Section 6.07 Entire Agreement**

This Agreement and the Bond Resolution constitute the entire agreement between the parties hereto relative to the Bank, acting as Paying Agent/Registrar and if any conflict exists between this Agreement and the Bond Resolution, the Bond Resolution shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**ISSUER:**

**Guthrie Board of Education**  
FEDERAL TAX IDENTIFICATION  
NUMBER **73-6021131**

By \_\_\_\_\_

By \_\_\_\_\_

**REGISTRAR AND PAYING AGENT**

**BANCFIRST**

ATTEST:

\_\_\_\_\_  
Asst. Secretary

By \_\_\_\_\_  
Trust Officer



**NEW ISSUE – Book-Entry Only  
BANK QUALIFIED OBLIGATIONS**

**RATING: Oklahoma No. 1  
Standard & Poor's: (Applied For)**

*In the opinion of Bond Counsel, under existing statutes and court decisions and assuming continuing compliance with certain tax covenants described herein, (i) interest on the Bonds is excluded from gross income for Federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and (ii) interest on the Bonds is not treated as a preference item in calculating the alternative minimum tax imposed on individuals and corporations under the Code; such interest, however, is included in the adjusted current earnings of certain corporations for purposes of calculating the alternative minimum tax imposed on such corporations.. Furthermore, in the opinion of Bond Counsel, under existing law, interest on the Bonds is exempt from Oklahoma income taxation. The Bonds will be designated by the School District as "qualified tax-exempt obligations" within the meaning of Section 265(b) of the Code. See "Tax Matters" herein.*

**\$3,200,000**

**INDEPENDENT SCHOOL DISTRICT NUMBER 1  
LOGAN COUNTY, OKLAHOMA  
(Guthrie Board of Education)  
BUILDING AND EQUIPMENT BONDS, SERIES 2017**

**DATED: October 1, 2017**

**DUE: October 1, as shown below**

The \$3,200,000 Building and Equipment Bonds, Series 2017 (the "Bonds") will be issued in fully registered form and when issued will be registered in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC"), New York, New York. Purchases of the Bonds will be made in book-entry form only, through brokers and dealers who are, or who act through DTC participants. Purchases of the Bonds may be made in the denomination of \$1,000 or multiples thereof. Beneficial owners of the Bonds will not receive physical delivery of Bond certificates so long as DTC or a successor securities depository acts as the securities depository with respect to the Bonds. So long as DTC or its nominee is the registered owner of the Bonds, payment of the principal of, and premium, if any, on the Bonds will be made by BancFirst, Oklahoma City, Oklahoma, as initial Paying Agent/Registrar, directly to DTC or its nominee. Interest on the Bonds is payable April 1 and October 1, commencing April 1, 2019. Disbursement of such payments to DTC participants is the responsibility of DTC and disbursement of such payments to the beneficial owners is the responsibility of DTC participants. (See "DESCRIPTION OF THE BONDS--Book-Entry System" herein.) The Bonds are **not** subject to redemption prior to maturity. (See "DESCRIPTION OF THE BONDS—Redemption Provisions" herein.)

The Bonds constitute direct and general obligations of Independent School District Number 1, Logan County, Oklahoma, payable as to principal and interest from ad valorem taxes which may be levied **WITHOUT LIMITATION AS TO RATE OR AMOUNT** on all taxable property within the School District, excepting homestead exemptions and other applicable exemptions, as prescribed in Article X, Section 26, of the Constitution of the State of Oklahoma. The Bonds are issued pursuant to an election held May 12, 2015, at which the registered, qualified voters approved \$16,200,000 for various building and equipment purposes. Proceeds from the 2017 Bonds will be utilized to fund (i) further construction, equipping and furnishing of a new elementary school to be located just East of the intersection of Douglas and Charter Oak, (ii) repairs, renovations and improvements to Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, and (iii) acquisition of classroom technology equipment, including additional computers, software licenses and service agreements. See "DESCRIPTION OF THE BONDS – Purpose of the Bonds" herein.

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**MATURITY SCHEDULE – See Inside Cover**

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The Bonds are offered when, as and if issued and received by the original purchaser thereof, subject to prior sale, to withdrawal or modifications of the offer without any notice, and to the approval of legality of the Bonds by the Attorney General of the State of Oklahoma and Hilborne & Weidman, a Professional Corporation, Tulsa, Oklahoma, Bond Counsel. It is expected that the Bonds will be available for delivery to the original purchaser on or about October 24, 2017.

**FINANCIAL ADVISOR  
MUNICIPAL FINANCE SERVICES, INC.  
Edmond, Oklahoma**

Official Statement dated \_\_\_\_\_.

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Interest rates, reoffering yields and ratings will be set forth in the Final Official Statement described herein.  
(THIS COVER PAGE CONTAINS CERTAIN INFORMATION FOR QUICK REFERENCE ONLY. IT IS NOT A SUMMARY OF THIS ISSUE. INVESTORS  
MUST READ THE ENTIRE OFFICIAL STATEMENT TO OBTAIN INFORMATION ESSENTIAL TO THE MAKING OF AN INFORMED INVESTMENT DECISION.)

This Preliminary Official Statement and the information contained herein are subject to completion and amendment. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or the solicitation of an offer to buy nor shall there be any sale of these securities in any jurisdiction in which such offer, solicitation or sale would be unlawful prior to the registration or qualification thereof under the laws of such jurisdiction.

**MATURITY SCHEDULE**

**\$3,200,000**

**INDEPENDENT SCHOOL DISTRICT NUMBER 1  
LOGAN COUNTY, OKLAHOMA**

**(Guthrie Board of Education)**

**BUILDING AND EQUIPMENT BONDS, SERIES 2017**

<u>Due</u> <u>October 1</u>	<u>Principal</u> <u>Amount</u>	<u>Interest</u> <u>Rate</u>	<u>Yield/</u> <u>Price</u>	<u>CUSIP*</u>	<u>Due</u> <u>October 1</u>	<u>Principal</u> <u>Amount</u>	<u>Interest</u> <u>Rate</u>	<u>Yield/</u> <u>Price</u>	<u>CUSIP*</u>
2019	\$400,000				2023	\$400,000			
2020	400,000				2024	400,000			
2021	400,000				2025	400,000			
2022	400,000				2026	400,000			

\* CUSIP is a registered trademark of the American Bankers Association. CUSIP numbers have been assigned to the issue by CUSIP Global Services, managed by Standard and Poor's Financial Services, LLC, on behalf of the American Bankers Association, and are included solely for the convenience of the Owners of the Bonds. Neither the School District nor the Underwriters shall be responsible for the selection or correctness of the CUSIP numbers set forth above.

The Bonds are offered only by means of this Official Statement. This Official Statement does not constitute an offering of any security other than the Bonds specifically offered hereby. This Official Statement does not constitute an offer to sell or a solicitation for an offer to buy the Bonds in any state or jurisdiction to any person to whom it is unlawful to make such offer, solicitation or sale, and no dealer, broker, salesman or other person has been authorized to make such unlawful offer, solicitation or sale. No dealer, broker, salesman or other person has been authorized to give any information or to make any representations other than those contained in this Official Statement in connection with the offering of the Bonds and if given or made, such other information or representations must not be relied upon.

In governmental matters with respect to any filing or use of "prospectus" in any state or jurisdiction, this Official Statement may be deemed to be such a prospectus. The Bonds are not registered under the United States Securities Act of 1933, as amended, pursuant to an exemption under Section 3(a) of that Act, and the School District does not intend to list the Bonds on any stock or other securities exchange. The U.S. Securities and Exchange Commission has not passed upon the accuracy or adequacy of this Official Statement. With respect to the various states in which the Bonds may be offered, no Attorney General, other state official, state agency or bureau, or other state or local governmental entity has passed upon the accuracy or adequacy of this Official Statement or passed on or endorsed the merits of this offering of Bonds.

Any statements contained in this Official Statement, including the Exhibits hereto, involving matters of opinion, estimates or projections, whether or not expressly so stated, are intended as such and not as representations of fact. Summaries of documents do not purport to be complete or definitive, and all references made to such documents are qualified in their entirety by reference to the complete document, copies of which are available at the School District. The information contained in this Official Statement has been compiled from sources believed to be reliable but should not be considered as a guaranty or representation by the Underwriter or Financial Advisor. Such information is subject to change and/or correction without notice, and neither the delivery of this Official Statement nor any sale made hereunder shall create any implication that the information contained herein is complete or accurate in its entirety as of any date after the date hereof. This Official Statement is not to be construed as a contract with the purchasers of the Bonds.

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**INDEPENDENT SCHOOL DISTRICT NUMBER 1  
LOGAN COUNTY, OKLAHOMA**

**GUTHRIE BOARD OF EDUCATION**

Ms. Jennifer Bennett-Johnson	President
Mr. Travis Sallee	1 <sup>st</sup> Vice President
Ms. Tina Smedley	2 <sup>nd</sup> Vice President
Ms. Janna Pierson	Board Clerk
Ms. E. Sharon Watts	Deputy Board Clerk
Ms. Gina Davis	Member
Mr. Terry Pennington	Member

**SCHOOL OFFICIALS**

Dr. Mike Simpson	Superintendent
Ms. Michelle Chapple	Chief Financial Officer
Ms. Jana Wanzer	Treasurer

**FINANCIAL ADVISOR**

Municipal Finance Services, Inc.  
Edmond, Oklahoma

**BOND COUNSEL**

Hilborne & Weidman, a Professional Corporation  
Tulsa, Oklahoma

## SUMMARY STATEMENT

*The following information is furnished solely to provide limited introductory information regarding Independent School District Number 1, Logan County, Oklahoma (Guthrie Board of Education) (the "School District"), \$3,200,000 Building and Equipment Bonds, Series 2017 (the "2017 Bonds" or the "Bonds"), and does not purport to be comprehensive. All such information is qualified in its entirety by reference to the more detailed descriptions appearing in this Official Statement.*

Issuer:	Independent School District Number 1, Logan County, Oklahoma (Guthrie Board of Education)
Security:	The Bonds constitute direct and general obligations of the School District, payable as to principal and interest from ad valorem taxes which may be levied <b>WITHOUT LIMITATION AS TO RATE OR AMOUNT</b> on all taxable property within the District, excepting homestead exemptions, as prescribed in Article X, Section 26, of the Constitution of the State of Oklahoma.
Purpose:	Proceeds from the 2017 Bonds will be utilized to fund (i) further construction, equipping and furnishing of a new elementary school to be located just East of the intersection of Douglas and Charter Oak, (ii) repairs, renovations and improvements to Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, and (iii) acquisition of classroom technology equipment, including additional computers, software licenses and service agreements.
Redemption Provisions:	The Bonds are not subject to redemption prior to maturity.
Denominations:	\$1,000 or multiples thereof.
Record Date:	The 15th day preceding any interest payment date.
Interest Payments:	Semi-annually on April 1 and October 1, commencing April 1, 2019, by check, draft or wire of the Paying Agent to the owner as of the record date.
Principal Payments:	Annually commencing October 1, 2019, by check, draft or wire of the Paying Agent to the owner as of the record date.
Tax Matters:	In the opinion of Hilborne & Weidman, a Professional Corporation, Tulsa, Oklahoma, Bond Counsel, under existing statutes and court decisions and assuming continuing compliance with certain tax covenants described herein, (i) interest on the Bonds is excluded from gross income for Federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and (ii) interest on the Bonds is not treated as a preference item in calculating the alternative minimum tax imposed on individuals and corporations under the Code; such interest, however, is included in the adjusted current earnings of certain corporations for purposes of calculating the alternative minimum tax imposed on such corporations. Furthermore, in the opinion of Bond Counsel, under present law, interest on the Bonds is exempt from Oklahoma income taxation. <b>The Bonds will be designated by the School District as "qualified tax-exempt obligations"</b> within the meaning of Section 265(b) of the Code. See "TAX MATTERS" herein.

Legal Matters: Legal matters incident to the authorization and issuance of the Bonds are subject to the approving opinion of the Attorney General of the State of Oklahoma and Hilborne & Weidman, a Professional Corporation, Tulsa, Oklahoma, Bond Counsel. Bond Counsel has not participated in the preparation of this Official Statement.

Authority for Issuance The Bonds are issued under the provisions of Article X, Section 26, of the Constitution of the State of Oklahoma, as amended, and laws of the State of Oklahoma supplementary thereto, including without limitation, Title 70, Article XV of the Oklahoma Statutes 2011, and laws supplementary and amendatory thereto. At an election held May 12, 2015, the qualified electors of the School District approved the issuance of \$16,200,000 for various building and equipment purposes.

Delivery: Expected on or about October 24, 2017, in New York, New York, or as directed by the Purchaser, payable in immediately available funds.

No Other Representations: No dealer, broker, salesman or other person has been authorized by the School District, the Financial Advisor or the Purchaser to give any information or to make any representations other than those contained in this Preliminary Official Statement or the Final Official Statement and, if given or made, such information and representations must not be relied upon as having been authorized by the School District or the Financial Advisor.

Limitations on Offering or Reoffering Securities: Neither this Preliminary Official Statement nor the Final Official Statement constitutes an offer to sell or solicitation of an offer to buy, nor shall there be any sale of the Bonds by any person in any jurisdiction in which it is unlawful for such person to make such offer, solicitation or sale.

No Litigation: There is no litigation now pending or, to the knowledge of School District officials, threatened, which questions the validity of the Bonds or of any proceedings of the School District taken with respect to the issuance or sale thereof.

Questions regarding the Bonds or the Official Statement can be directed to and additional copies of the Official Statement and the School District's audited financial reports may be obtained from Municipal Finance Services, Inc., P.O. Box 747, Edmond, Oklahoma 73083-0747 (405/340-1727), the School District's Financial Advisor, or Ms. Michelle Chapple, CFO, Guthrie Public Schools, 802 E. Vilas, Guthrie, Oklahoma 73044 (405/282-8900).

*Not later than seven business days following the award of the Bonds, the Issuer shall provide copies of the Final Official Statement, as that term is used in the Rule, to the Purchaser of the Bonds. The Purchaser will be supplied with Final Official Statements in a quantity sufficient to meet its request. Up to 25 copies of the Final Official Statement will be furnished without cost.*

## OFFICIAL STATEMENT

relating to

### \$3,200,000 BUILDING AND EQUIPMENT BONDS, SERIES 2017

#### INDEPENDENT SCHOOL DISTRICT NUMBER 1 LOGAN COUNTY, OKLAHOMA (Guthrie Board of Education)

### INTRODUCTION

This Official Statement, including the cover page and Exhibits hereto, is being provided by the Board of Education of Independent School District Number 1, Logan County, Oklahoma, also known as the Guthrie Public School District (the "District"), in connection with the issuance of its \$3,200,000 Building and Equipment Bonds, dated October 1, 2017 (the "2017 Bonds" or the "Bonds"). The Bonds are issued pursuant to the provisions of and in full compliance with the Constitution and Laws of the State of Oklahoma, particularly Article X, Section 26, of the Constitution of Oklahoma and Title 70, Article XV of the Oklahoma Statutes 2011, and laws supplementary and amendatory thereto.

The Bonds were approved by the qualified electors of the District at an election held on May 12, 2015, at which time the voters authorized the issuance of \$16,200,000 in building bonds for various building and equipment purposes and the levying of ad valorem or property taxes each year without limitation as to rate or amount to pay principal and interest on the Bonds - see "DESCRIPTION OF THE BONDS-Security for the Bonds." The District previously issued \$13,000,000 of the authorized amount in 2015 and 2016.

Proceeds from the 2017 Bonds will be utilized to fund (i) further construction, equipping and furnishing of a new elementary school to be located just East of the intersection of Douglas and Charter Oak, (ii) repairs, renovations and improvements to Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, and (iii) acquisition of classroom technology equipment, including additional computers, software licenses and service agreements.

### DESCRIPTION OF THE BONDS

#### The Bonds

The Bonds are dated October 1, 2017, and are issuable in fully registered form without coupons in denominations of \$1,000 or multiples thereof. The Bonds will mature October 1 of the year and in the principal amounts and interest rates shown on the inside cover page of this Official Statement. Interest is payable April 1 and October 1 of each year, commencing April 1, 2019, by check, wire or draft mailed to the registered holders of thereof. Principal and premium, if any, on the Bonds is payable at the principal corporate office of the Paying Agent.

#### Redemption Provisions

The Bonds are not subject to redemption prior to maturity.

#### Book-Entry System

*The following description of the procedures and record-keeping with respect to beneficial ownership interests in the Bonds, payment of principal of, and premium, if any, and interest and other payments with respect to the Bonds to Direct Participants (as defined below) or Beneficial Owners (as defined below), confirmation and transfer of beneficial ownership interests in such Bonds and other related transactions by and among DTC, the Direct Participants and the Beneficial Owners is based solely on information provided by DTC. Accordingly, no representations can be made concerning these matters and neither the Direct Participants nor the Beneficial Owners should rely on the following information with respect to such matters, but should instead confirm the same with DTC or the Direct Participants, as the case may be. Information concerning DTC and the Book-Entry Only System has been obtained from DTC and is not*

*guaranteed as to accuracy or completeness by, and is not to be construed as a representation by, the Underwriter, the School District or the Participants.*

DTC will act as securities depository for the Bonds. The Bonds will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee). One fully-registered bond certificate will be issued for each maturity of the Bonds in the aggregate principal amount of each such maturity and will be deposited with DTC at the office of the Paying Agent on behalf of DTC utilizing the DTC FAST system of registration.

**DTC and its Participants.** DTC, the world's largest depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a Standard & Poor's rating of AA+. The DTC Rules applicable to DTC's Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at [www.dtcc.com](http://www.dtcc.com).

**Purchase of Ownership Interests.** Purchases of the Bonds under the DTC system must be made by or through Direct Participants, which will receive a credit for the Bonds on DTC's records. The ownership interest of each actual purchaser of each Bond ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Bonds are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners (the "Book-Entry-Only System"). Beneficial Owners will not receive certificates representing their ownership interests in Bonds, except in the event that use of the book-entry system for the Bonds is discontinued.

To facilitate subsequent transfers, all Bonds deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co. or such other name as may be requested by an authorized representative of DTC. The deposit of Bonds with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Bonds; DTC's records reflect only the identity of the Direct Participants to whose accounts such Bonds are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

**Notices.** Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time.

Redemption notices shall be sent to DTC. If less than all of the Bonds within a maturity of a series are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such maturity to be redeemed.



Neither DTC nor Cede & Co. (or such other DTC nominee) will consent or vote with respect to the Bonds unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an omnibus proxy to Issuer as soon as possible after the record date. The omnibus proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts the Bonds are credited on the record date (identified in a listing attached to the omnibus proxy).

**Payments of, Principal, Premium, if any, and Interest.** Redemptions proceeds, distributions, and dividend payments on Bonds will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from Issuer or Paying Agent, on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC, Paying Agent or Issuer, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds, distributions, and dividend payments to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of Issuer or Paying Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners shall be responsibility of Direct and Indirect Participants.

DTC may discontinue providing its services as securities depository with respect to any series of the Bonds at any time by giving reasonable notice to the Issuer or Paying Agent. Under such circumstances, in the event that a successor securities depository is not obtained, Bond certificates are required to be printed and delivered.

Issuer may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, Bond certificates will be printed and delivered to DTC.

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that Issuer believes to be reliable, but Issuer takes not responsibility for the accuracy thereof.

THE ISSUER, THE PARTICIPANTS AND THE PAYING AGENT/REGISTRARS CANNOT AND DO NOT GIVE ANY ASSURANCES THAT DTC WILL DISTRIBUTE TO THE DIRECT PARTICIPANTS OR THAT THE DIRECT PARTICIPANTS OR THE INDIRECT PARTICIPANTS WILL DISTRIBUTE TO THE BENEFICIAL OWNERS OF THE BONDS (I) PAYMENTS OF PRINCIPAL OR PREMIUM, IF ANY, OR INTEREST ON THE BONDS, (II) CERTIFICATES REPRESENTING AN OWNERSHIP INTEREST OR OTHER CONFIRMATION OF BENEFICIAL OWNERSHIP INTERESTS IN BONDS OR (III) REDEMPTION OR OTHER NOTICES SENT TO DTC OR CEDE & CO., ITS NOMINEE, AS THE REGISTERED OWNER OF THE BONDS, OR THAT THEY WILL DO SO ON A TIMELY BASIS OR THAT DTC, DIRECT PARTICIPANTS OR INDIRECT PARTICIPANTS WILL SERVE AND ACT IN THE MANNER DESCRIBED IN THIS OFFICIAL STATEMENT.

NEITHER THE ISSUER, THE PARTICIPANTS NOR THE PAYING AGENT/REGISTRARS WILL HAVE ANY RESPONSIBILITY OR OBLIGATIONS TO ANY DIRECT PARTICIPANT, INDIRECT PARTICIPANT OR ANY PERSON CLAIMING A BENEFICIAL OWNERSHIP INTEREST IN THE BONDS UNDER OR THROUGH DTC OR ANY DIRECT PARTICIPANT, OR ANY OTHER PERSON WHO IS NOT SHOWN IN THE REGISTRATION BOOKS OF THE RESPECTIVE AGENCY KEPT BY THE APPLICABLE PAYING AGENT/REGISTRAR AS BEING A BONDHOLDER. THE ISSUER, THE PARTICIPANTS AND THE PAYING AGENT/REGISTRARS SHALL HAVE NO RESPONSIBILITY WITH RESPECT TO (I) ANY OWNERSHIP INTEREST IN THE BONDS; (II) THE PAYMENT BY DTC TO ANY PARTICIPANT OR BY ANY DIRECT OR INDIRECT PARTICIPANT OF ANY AMOUNT DUE TO ANY BENEFICIAL OWNER IN RESPECT OF THE PRINCIPAL OR PREMIUM, IF ANY, OR INTEREST ON THE BONDS; (III) THE DELIVERY TO ANY PARTICIPANT OR ANY BENEFICIAL OWNER OF ANY NOTICE WHICH IS PERMITTED OR REQUIRED TO BE GIVEN TO BONDHOLDERS UNDER THE APPLICABLE INDENTURE; (IV) THE SELECTION BY DTC OR ANY PARTICIPANTS OF ANY PERSON TO RECEIVE PAYMENT IN THE EVENT OF A PARTIAL REDEMPTION OF THE BONDS; OR (V) ANY CONSENT GIVEN OR OTHER ACTION TAKEN BY DTC OR CEDE & CO. AS BONDHOLDER.

SO LONG AS CEDE & CO. IS REGISTERED OWNER OF THE BONDS, AS NOMINEE OF DTC, REFERENCES HEREIN TO THE OWNERS OR REGISTERED OWNERS OF THE BONDS SHALL MEAN CEDE & CO., AS AFORESAID, AND SHALL NOT MEAN THE BENEFICIAL OWNERS OF THE BONDS.

**Transfer Fees.** For every transfer and exchange of Bonds, Owners requesting such transfer or exchange may be charged a sum sufficient to cover any tax, governmental charge or transfer fees that may be imposed in relation thereto, which charge may include transfer fees imposed by such Paying Agent/Registrar, DTC or the DTC Participant in connection with such transfers or exchanges.

**Use of Certain Terms in Other Sections of this Official Statement; Certain Disclaimers.** In reading this Official Statement it should be understood that while the Bonds are in the book-entry-only system, references in other sections of this Official Statement to registered owners should be read to include the person for which the DTC Participant acquires an interest in the Bonds, but (i) all rights of ownership must be exercised through DTC and the book-entry-only system, and (ii) except as described above, notices that are to be given to registered owners under the applicable Resolution will be given only to DTC.

### **Interest Computation**

Interest on the Bonds will be computed on a 360-day year, 30-day month basis. Payments coming due on a non-business day will be paid the following business day.

### **Record Date**

The record date ("Record Date") for the Bonds shall be the close of business on the fifteenth (15th) day preceding any interest payment date.

### **Authorization of the Bonds**

The Bonds are issued pursuant to the provisions of and in full compliance with the Constitution and Laws of the State of Oklahoma, particularly Article X, Section 26, of the Constitution of the State of Oklahoma and Title 70, Article XV of the Oklahoma Statutes 2011, and laws supplementary and amendatory thereto, and a resolution of the Board of Education to be adopted on September 11, 2017.

As previously mentioned, at an election held May 12, 2015, voters authorized the issuance of \$16,200,000 in building bonds for various building and equipment purposes.

### **Purpose of the Bonds**

The District is issuing the 2017 Building and Equipment Bonds in the amount of \$3,200,000 to fund (i) further construction, equipping and furnishing of a new elementary school to be located just East of the intersection of Douglas and Charter Oak, (ii) repairs, renovations and improvements to Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, and (iii) acquisition of classroom technology equipment, including additional computers, software licenses and service agreements.

### **Security for the Bonds**

Under state laws, school districts cannot become indebted beyond one year or for an amount in excess of the income and revenue provided in such year without authorization from the voters. Under Article X, Section 26, school districts may issue obligations in an amount such that the total aggregate net indebtedness (including judicial judgments) shall not exceed ten percent of the net assessed valuation of taxable property within the district upon approval of three-fifths (60 percent) of the voters in an election held for such purpose. The Bonds are secured by ad valorem or property taxes levied annually **Without Limitation As To Rate Or Amount** to pay principal and interest.

Ad valorem taxes for bond payments are deposited into a sinking fund created under Title 70, Oklahoma Statutes 2011, Section 1-119. The tax rate for sinking fund purposes is determined annually by ascertaining the actual revenue required for payment of principal and interest on indebtedness and judgments. Such total amount may then be reduced by any surplus from the prior fiscal year. A reserve for delinquent taxes is then added to the net requirements to derive the actual taxes to be levied. The actual levy amount is then apportioned by the total net assessed valuation to determine the appropriate tax rate for each taxpayer. Under state law, tax collections for a sinking fund cannot be placed in any fund of a school district other than the sinking fund.

### **Tax Levy Collection Process**

Oklahoma statutes require that each year the School District makes an ad valorem tax levy for a sinking fund which shall, with cash and investments in the fund, be sufficient to pay all the bonded indebtedness, interest and one-third of all outstanding judgments coming due in the following year.

After review and approval by the Board of Education, copies of the sinking fund estimates are submitted to the county excise board to determine the ad valorem tax levy appropriations. This submission is required to be made by October 1 of each year. The estimates are for the purposes of determining ad valorem taxes required to fund the sinking fund. The amounts contained in the Estimate of Needs are verified by the county excise board and, upon verification, the levies contained therein are ordered to be certified to the county assessor in order that the county assessor may extend said levies upon the tax rolls for the year for which the Estimate of Needs is being submitted. The county excise board further certifies that the appropriations contained in the Estimate of Needs and the millage rate levies are within the limitations provided by law. In accordance with Title 68, Oklahoma Statutes 2011, Section 3007, the County Excise Board may make adjustments to the Estimate of Needs as deemed appropriate.

State statutes make it mandatory for any unit of local government to annually provide for a tax sufficient to pay the principal and interest as they become due on any outstanding debt. If the proper officer whose duty it is to annually provide the necessary tax for debt service fails to do so, it becomes the duty of the county clerk, who serves as secretary of the county excise board. Failure by either the particular unit of government or the county clerk to levy the necessary taxes for debt service makes it the duty of the state auditor to certify the proper amount to the county treasurer who is then required to make the necessary levy.

The county assessor is required to file a tax roll report on or before October 1 of each year with the county treasurer indicating the net assessed valuation for each governmental entity within the county. This report includes the assessed valuation for all real, personal and public service property (public service property assessed valuations are determined by the Oklahoma Tax Commission). The county treasurer must begin collecting taxes by November. The first half of taxes are due and payable on or before December 31. The second half becomes due and payable on or before March 31. If the first half is not paid by December 31, it all becomes due and payable on January 1.

Ad valorem taxes not paid on or before April 1 are considered delinquent. Interest accrues on delinquent taxes at the rate of one and one-half percent monthly (18 percent annually) to a maximum of 100 percent of the taxes due and owing until such time as the delinquent taxes are paid. The county treasurer shall give notice of delinquent taxes by publication once a week for two (2) consecutive weeks at any time after April 1, but prior to the end of September following the year the taxes were first due and payable, in some newspaper in the county to be designated by the county treasurer. Such notice shall contain a notification that all lands on which the taxes are delinquent and remain due and unpaid now has a tax lien for ad valorem taxes and such property will be sold at a public auction if unpaid for a period of three (3) years or more as of the date such taxes first became due and payable.

## **GUTHRIE PUBLIC SCHOOL DISTRICT**

Independent School District Number 1, Logan County, Oklahoma, also known as the Guthrie Public School District, is located in central Oklahoma in Logan County, approximately 32 miles north of the City of Oklahoma City. The School District, encompasses 225 square miles and serves the City of Guthrie, the County Seat of Logan County, and the surrounding rural area of Logan County.

Early student enrollment figure for the school year 2016/17 was 3,461. Recent enrollment trends are shown in Table 1. Approximately fifty percent (50%) of students are served daily by the District's transportation network, which features 47 buses and various vehicles.

The School District operates four elementary schools, one junior high school and one high school. The School District employs 395 people, of which 207 are certified teachers, 16 administrative personnel, and 172 support personnel.

**Table 1**  
**Historical Enrollment Trends**

<u>School Year</u>	<u>No. of Students Enrolled</u>	<u>Percent Change</u>
2016/17	3,461	(1.93%)
2015/16	3,529	0.71
2014/15	3,504	(0.88)
2013/14	3,535	2.76
2012/13	3,440	3.24
2011/12	3,332	0.15
2010/11	3,327	1.28
2009/10	3,285	(0.30)
2008/09	3,295	1.17
2007/08	3,257	-.-

Source: School District Officials

### Governing Body

The governing body of the District is the Board of Education comprised of seven members elected for four year terms. Current members of the Board and their positions are as follows:

Ms. Jennifer Bennett-Johnson	President
Mr. Travis Sallee	1 <sup>st</sup> Vice-President
Ms. Tina Smedley	2 <sup>nd</sup> Vice President
Ms. Janna Pierson	Clerk
Ms. E. Sharon Watts	Deputy Board Clerk
Ms. Gail Davis	Member
Mr. Terry Pennington	Member

### Administration and Finance

**Mike Simpson Ed. D., Superintendent.** Dr. Simpson became the Superintendent of Guthrie Public Schools on July 1, 2012. He earned his B. S. degree in Social Studies Education from Oklahoma State University in 1991. Dr. Simpson spent two years at Sam Houston State University in Huntsville, TX where he was an Assistant Basketball Coach while earning his M. S. in Kinesiology. Simpson returned to Oklahoma and enjoyed 7 years of teaching and coaching at Apache and Blackwell. Following his teaching career, he served as an Athletic Director in Stillwater and Assistant Superintendent in Ponca City while earning his Ed. D. from Oklahoma State University.

**Michelle Chapple, Chief Financial Officer.** Mrs. Chapple joined Guthrie Public Schools in April 2017. She earned her Accounting degree from the University of Oklahoma (Norman, Oklahoma) and Masters of Business Administration in Finance from Oklahoma City University. She is a Certified Procurement Officer for the State of Oklahoma. Mrs. Chapple has served in many financial arenas including Finance Director at Oklahoma City Public Schools from 2012 to 2017, Accounting Manager for the Oklahoma Department of Wildlife Conservation from 2000 to 2007, and Accounting Manager for Remington Park Racing & Casino (Oklahoma City, Oklahoma) from 1994 to 1999.

## FINANCIAL INFORMATION

### General

The School District follows the accounting practices prescribed by the Oklahoma State Department of Education (OSDE) in its accounting and financial reporting procedures, including the use of the system of accounting as provided by Title 70, Oklahoma Statutes 2011, Section 5-135, which is another comprehensive basis of accounting other than generally accepted accounting principles. Accordingly, the financial statements are not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

The District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain district functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available revenue sources.

**Basis of Accounting.** The District prepares its financial statements in a presentation format that is prescribed by the Oklahoma State Department of Education. This format is essentially the generally accepted form of presentation used by state and local governments prior to the effective date of GASB Statement No. 34, *Basic Financial Statements-Management's Discussion and Analysis-for State and Local Governments*. This format significantly differs from that required by GASB 34. The basic financial statements are essentially prepared on a basis of cash receipts and disbursements modified as required by the regulations of the OSDE as follows:

- Encumbrances represented by purchase orders, contracts and other commitments for the expenditure of monies are recorded as expenditures when approved
- Investments and inventories are recorded as assets when purchased
- Warrants payable are recorded as liabilities when issued
- Long-term debt is recorded when incurred
- Accrued compensation absences are recorded as an expenditure and liability when the obligation is incurred

This regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable, or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred for governmental fund types; and, when revenues are earned and liabilities are incurred for proprietary fund types and trust funds.

### Historical Financial Performance

**General Fund.** The General Fund is created pursuant to Title 70, Oklahoma Statutes 2011, Section 1-117, to receive ad valorem taxes levied pursuant to Article X, Section 9, of the Oklahoma Constitution. The purpose of the General Fund is to pay for operations. School districts are not authorized to use these revenues for capital expenditures as defined in the statutes.

Revenues and expenditures for fiscal years ending June 30, 2013 through 2016 are shown in Table 2. Revenues have decreased from \$20,790,818 in Fiscal Year 2013 to \$20,774,778 in Fiscal Year 2016. Expenditures during the same period have increased from \$21,026,010 to \$21,764,617. The District's General Fund Balance stood at \$2,046,343 as of June 30, 2016.

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**Table 2  
General Fund Activity**

	Fiscal Year Ending June 30			
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<b>Revenues</b>				
Intermediate Sources	\$ 744,184	\$ 752,268	\$ 849,719	\$ 841,000
Local Sources	4,530,522	4,895,117	4,758,920	4,945,125
State Sources	13,836,311	14,369,924	15,047,772	13,397,419
Federal Sources	<u>1,679,801</u>	<u>1,787,055</u>	<u>1,541,225</u>	<u>1,591,234</u>
<b>Total Revenues</b>	\$20,790,818	\$21,804,364	\$22,197,636	\$20,774,778
<b>Expenditures</b>				
Instruction	\$12,241,517	\$12,266,256	\$12,562,366	\$12,207,366
Support Services	8,766,306	9,995,723	9,665,789	9,377,726
Non-Instruction Services	157	118,297	142,643	166,964
Other Expenditures	<u>18,030</u>	<u>18,672</u>	<u>19,810</u>	<u>12,561</u>
<b>Total Expenditures</b>	\$21,026,010	\$22,398,948	\$22,390,608	\$21,764,617
<b>Revenues Over (Under) Expenditures</b>	(235,192)	(594,584)	(192,972)	(989,839)
Adjustments	<u>124,967</u>	<u>234,693</u>	<u>247,094</u>	<u>236,621</u>
<b>Beginning Fund Balance</b>	\$ 3,215,555	\$ 3,105,330	\$ 2,745,439	\$ 2,799,561
<b>Ending Fund Balance</b>	<u><b>\$ 3,105,330</b></u>	<u><b>\$ 2,745,439</b></u>	<u><b>\$ 2,799,561</b></u>	<u><b>\$ 2,046,343</b></u>

Source: Audited Financial Statements

Local sources of funding are derived from ad valorem or property taxes assessed each year within the School District pursuant to provisions of the Constitution of the State of Oklahoma contained in Article X, Section 9. These taxes consist of the following components:

- No less than five mills of a total of 15 mills levied for county, municipal and school district purposes.
- Fifteen mills levied specifically for school district purposes.
- An emergency levy of five mills subject to approval by a majority of the School District voters at an annual election.
- Ten mills for local support subject to approval by a majority of the School District voters at an annual election.

Consequently, the School District generally receives 35 mills levied annually on the net assessed valuation of property within the School District boundaries. A mill is the equivalent of \$1 per \$1,000 of net assessed valuation. School District voters have routinely approved the emergency and local support levies each year. Pursuant to an amendment to the Oklahoma Constitution enabling local school districts to seek voter permanent approval of the 5-mill emergency levy and the 10-mill local support levy, levies were approved and the District no longer has to submit approval of these funding sources to voters on an annual basis. The District submitted such permanent levies to the voters at an election held on February 12, 2002. The intermediate sources primarily represent a four-mill levy assessed on a county-wide basis and distributed to the county school districts based on average daily attendance for the preceding year.

**Building Fund.** Pursuant to Article X, Section 10, the School District collects five mills annually subject to voter approval for deposit to the Building Fund for the purpose of (i) capital projects and improvements; (ii) remodeling or repairing school buildings; and, (iii) for purchasing furniture. Proceeds from this levy are not required to be used during the year the levy is made, but may be accumulated from year to year. Table 3 presents revenues and expenditures for the District's Building Fund for the last four fiscal years. The fund balance of this fund at June 30, 2016 was \$516,752.

**Table 3**  
**Building Fund Activity**

	Fiscal Year Ending June 30			
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<b>Revenues</b>	\$652,221	\$682,934	\$705,180	\$675,689
<b>Expenditures</b>	726,197	722,414	938,142	602,928
<b>Revenues Over (Under) Expenditures</b>	(\$73,976)	(\$39,480)	(\$232,962)	\$ 72,761
Adjustments to Prior Year Encumbrances	<u>12</u>	<u>3,250</u>	<u>-</u>	<u>1,938</u>
<b>Beginning Fund Balance</b>	\$785,209	\$711,245	\$675,015	\$442,053
<b>Ending Fund Balance</b>	<u><b>\$711,245</b></u>	<u><b>\$675,015</b></u>	<u><b>\$442,053</b></u>	<u><b>\$516,752</b></u>

Source: Audited Financial Statements

### Net Assessed Valuation

Since ad valorem taxes are correlated to the value of property within the School District, trends in property valuations are an important economic indicator. The assessed valuation of property within the School District is comprised of three components: real, personal and public service. The county assessor in each county determines the real and personal property values on an annual basis. Public service valuations are compiled annually by the Oklahoma Tax Commission and set by the State Board of Equalization. Once the valuation is determined, an assessment rate is calculated to provide the assessed valuation on which the appropriate tax levy is determined.

In accordance with the Oklahoma Constitution, the assessment rate for real and personal property set by each county must be within a range established by the State Board of Equalization. As a result of passage of State Question No. 675 on November 5, 1996, the Oklahoma Constitution was amended to provide that the allowable range for real property be placed between 11 percent to 13 ½ percent and the range for personal property be set between 10 percent and 15 percent. Beginning January 1, 1997, the percentage at which real or personal property is assessed within a county shall not be increased except upon approval by a majority of the registered voters of the county, voting at an election called for that purpose by a majority of county commissioners, or upon a petition initiated by not less than ten percent (10%) of the registered voters of the county based on the total number of votes cast at the last general election for the county office receiving the highest number votes at the election. In no event shall the percentage be increased by more than one percentage point per year or increase in excess of the aforementioned assessment ranges for personal and real property. The percentage at which real or personal property is assessed within a county may be decreased within the limitations (assessment ranges) without approval of the voters of the county.

Also, as provided by State Question No. 675, all other property (primarily public service property) assessed by the State Board of Equalization shall be assessed at the percentage of its fair cash value, estimated at the price it would bring at a fair voluntary sale, at which it was assessed on January 1, 1996. Consequently, the assessment rates on public service property and on airlines and railroads included in the public service category were set at 22.85% and 11.84%, respectively.

The Constitution of the State of Oklahoma provides exemptions to real and personal property owners based on certain qualifications and guidelines. A residential homeowner is allowed a homestead exemption deduction equal to \$1,000 of net assessed valuation. In addition, qualified veterans or their surviving spouse also receive a deduction on real property valuations. Furthermore, property owners 65 years or older and with head-of-household status within certain income limits are eligible for a Senior Valuation Freeze in property valuation.

An exemption on certain household property taxes was approved by the voters of the state in the form of State Question 648 at an election held November 3, 1992. This exemption applies to "household goods of the heads of families and livestock employed in support of the family." State Question 648 actually authorized each county to hold an election approving the exemption. Logan County voters have approved the household property exemption with the first effective tax year beginning 1997/1998. As a result, the School District's personal property valuation declined. In order to ensure a neutral effect on local government ad valorem tax revenues, State Question 648 provided for an adjustment in the mill levies assessed by counties and schools, which prevented the School District from experiencing a decline in local revenues. The adjusted mill levies for Guthrie School District for the General Fund and Building Fund are 35.84 and 5.12 mills, respectively, in 1997-1998 and will remain at that level moving forward.

Table 4 presents the historical net assessed valuation for the Guthrie Public School District from 2008 to 2017. Net assessed valuation increased 31.6 percent during the period shown. Assessment rates for both real and personal property was 12 percent and 11 percent for real property and personal property respectively for the period shown until FYE 2014. For Fiscal Year 2014/15 and thereafter, the property assessment ratio for real and personal property was reduced from 12% to 11% for real property and from 11% to 10% for business personal property by the Logan County Assessor. The reduction in net assessed valuation in 2014-15 and thereafter reflects this change.

Within the Guthrie Public School District, a Tax Increment Finance District (TIF) was created to foster economic development in qualified areas pursuant to the Oklahoma Local Development Act. In this designated area, upon creation of the TIF, the Logan County Assessor established a base Net Assessed Valuation and tax base. Ad valorem or property taxes accruing from subsequent valuation increases above the base are returned to the TIF to promote infrastructure and economic development within the designated area. Consequently, the School District does not directly benefit from such valuation enhancement. According to the Logan County Assessor, the 2014 (base year) Net Assessed Valuation for real and personal property for tax increment districts located in ISD No. 1 was \$561,674. The valuation of said tax increment district in 2017-18 was \$926,943 an increase of \$365,269. Any property taxes levied on the incremental difference between the base year and subsequent valuations are not available to the School District.

**Table 4**  
**Historical Net Assessed Valuation**

<b>Fiscal Year</b>	<b>Net Real Property</b>	<b>Personal Property</b>	<b>Public Service</b>	<b>Net Assessed Valuation</b>	<b>Percent Change</b>
<b>2017 – 18</b>	119,708,651	11,878,832	14,409,876	145,997,359	5.95%
<b>2016 – 17</b>	111,543,716	11,861,456	14,392,076	137,797,249	5.24%
<b>2015 – 16</b>	105,276,734	11,526,511	14,132,116	130,935,361	3.39%
<b>2014 – 15</b>	101,878,234	10,975,520	13,783,365	126,637,119	-2.63%
<b>2013 – 14</b>	106,745,308	11,384,506	11,927,561	130,057,375	5.25%
<b>2012 – 13</b>	102,715,920	8,143,137	12,709,144	123,568,201	0.93%
<b>2011 – 12</b>	100,181,039	9,429,435	12,820,861	122,431,335	0.75%
<b>2010 – 11</b>	99,263,922	9,393,280	12,857,772	121,514,974	4.03%
<b>2009 – 10</b>	96,060,839	9,145,683	11,602,015	116,808,537	5.29%
<b>2008 – 09</b>	90,926,484	8,636,141	11,376,204	110,938,829	-.--

Source: Logan County Officials

Table 5 shows the trend of the School District's estimated actual market value. In the last ten years, actual market values have increased to over \$1.33 billion, an approximate increase of 43.4 percent over the ten year period shown.



**Table 5**  
**Estimated Actual Market Valuation**

<u>Fiscal Year</u>	<u>Actual Valuation</u>	<u>Percent Change</u>
2017-18	\$1,328,877,889	6.00%
2016-17	1,253,648,730	5.24
2015-16	1,191,280,627	3.29
2014-15	1,153,329,181	5.15
2013-14	1,096,832,251	5.81
2012-13	1,036,603,871	0.63
2011-12	1,030,121,229	2.00
2010-11	1,009,926,683	3.58
2009-10	975,040,372	5.23
2008-09	926,578,565	-.—

Source: Table generated from Historical Net Assessed Valuation data provided by Logan County applying assessment ratios applicable to Logan County by property type to produce estimated market valuation shown

**Largest Ad Valorem Taxpayers.** The ten largest taxpayers in the District for Fiscal Year 2017-18 are shown in Table 6.

**Table 6**  
**Largest Ad Valorem Taxpayers**  
**(Fiscal Year 2017-18)**

<u>NAME</u>	<u>TYPE OF BUSINESS</u>	<u>NET ASSESSED VALUATION</u>	<u>% OF TOTAL NAV*</u>
OG&E	Electric Utility	\$ 4,696,123	3.22%
BNSF Railway Company	Railway	2,135,897	1.46
Southern Hills Pipeline	Petroleum	1,639,189	1.12
DCP Midstream, LP	Petroleum	1,006,088	0.69
ONEOK	Gas Utility	979,646	0.67
ONG	Gas Utility	936,143	0.64
Wal-Mart Stores Inc.	Retail	930,465	0.64
Centurion Pipeline, LP	Petroleum	888,484	0.61
Archrock Partners Leasing, LLC	Natural Gas Compression	861,525	0.59
Phillips 66 Pipeline LLC	Petroleum	<u>771,853</u>	<u>0.53</u>
Totals		\$14,845,413	10.17%

\*Based on Fiscal Year 2017-18 Net Assessed Valuation of \$145,997,359

Source: Logan County Assessor

**Levy History.** Table 7 presents the historical ad valorem tax levies within the School District including all overlapping taxing entities (excludes fire district). The levy has averaged 83.57 mills over the ten year period shown.

**Table 7**  
**Historical Tax Levies\***

<b>Fiscal Year</b>	<b>Logan County</b>	<b>ISD No. 1</b>			<b>Vo-Tech No. 16</b>	<b>EMS</b>	<b>Total Levy</b>
		<b>General</b>	<b>Building</b>	<b>Sinking</b>			
2016-17	16.89	35.84	5.12	14.93	15.37	3.07	91.22
2015-16	16.89	35.84	5.12	0.00	15.37	3.00	76.22
2014-15	16.89	35.84	5.12	0.00	15.37	3.00	76.22
2013-14	16.89	35.84	5.12	0.00	15.37	3.07	76.29
2012-13	16.89	35.84	5.12	0.00	15.37	3.07	76.29
2011-12	16.89	35.84	5.12	1.99	15.37	3.07	78.28
2010-11	16.89	35.84	5.12	7.14	15.37	3.07	83.43
2009-10	16.89	35.84	5.12	13.76	15.37	3.07	90.05
2008-09	16.89	35.84	5.12	14.82	15.37	3.07	91.11
2007-08	16.89	35.84	5.12	20.29	15.37	3.07	96.58
<b>Ten-Year Average</b>							<b>83.57</b>

\* Shown as \$1/\$1000.

Source: Logan County Officials

**Sinking Fund Tax Collection History.** Table 8 presents the dollar amount of ad valorem taxes levied for Sinking Fund purposes on both a net and gross basis and the percentage of collections to total tax levy.

**Table 8**  
**Sinking Fund Tax Collection History**

	<b>Fiscal Year Ended June 30</b>				
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Tax Levy	-	-	-	-	2,057,763
Tax Collections					
Current Year	3,293	-	-	-	1,958,136
Prior Years	<u>20,793</u>	<u>16,330</u>	<u>2,509</u>	<u>663</u>	-
Total Tax Collections	24,086	16,330	2,509	663	1,958,136
Percent of Tax Collections to Total Tax Levy	n/a	n/a	n/a	n/a	95.16%

Source: Guthrie Schools Estimate of Needs

## INDEBTEDNESS

### Payment Record

The School District has no default of record on principal and interest payments of its general obligation bonded indebtedness.

### Existing Indebtedness

As of August 21, 2017, the School District had one General Obligation Bond issue outstanding.

**Table 9**  
**Summary of Existing General Obligation Bonds**

<u>Issue Description</u>	<u>Date of Bonds</u>	<u>Original Amount</u>	<u>Final Maturity</u>	<u>Average Interest Rate</u>	<u>Bonds Outstanding</u>
2016 Building Bonds	08/01/16	<u>11,000,000</u>	08/01/25	2.053%	<u>11,000,000</u>
TOTALS		\$11,000,000			\$11,000,000

Source: District GO Bond Documents

**Table 10**  
**Principal Payments of Existing and Proposed Bonds**

<u>ORIGINAL ISSUE</u>		<u>MATURITIES</u>		<u>Outstanding Balance</u>
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	
8/1/16	11,000,000	08/1/18	1,375,000	11,000,000
		08/1/19	1,375,000	
		08/1/20	1,375,000	
		08/1/21	1,375,000	
		08/1/22	1,375,000	
		08/1/23	1,375,000	
		08/1/25	1,375,000	
		08/1/25	<u>1,375,000</u>	
10/1/17	3,200,000	10/1/19	400,000	<u>3,200,000</u>
		10/1/20	400,000	
		10/1/21	400,000	
		10/1/22	400,000	
		10/1/23	400,000	
		10/1/24	400,000	
		10/1/25	400,000	
		10/1/26	<u>400,000</u>	
TOTALS	\$14,200,000			\$14,200,000

Source: District GO Bond Documents

11. The combined estimated principal and interest levy requirements for the authorized bonds are shown in Table 11.

**Table 11**  
**Estimated Levy Requirements for Existing and Authorized Indebtedness**

<u>Fiscal Year</u>	<u>Principal Levy</u>	<u>Interest Levy*</u>	<u>Total Levy</u>
2017-18	1,375,000	580,078	1,955,078
2018-19	1,775,000	370,957	2,145,957
2019-20	1,775,000	254,757	2,029,757
2020-21	1,775,000	190,257	1,965,257
2021-22	1,775,000	153,966	1,928,966

\*Assumes the 2017 Bonds carry a weighted average interest rate of 2.05%.

Source: Generated from Existing and Proposed District GO Bond Documents applying statutory levy formula for levying principal and interest payments

The following Table 12 presents the School District's compliance with constitutional limitations on net indebtedness as of August 21, 2017.

**Table 12**  
**Statement of General Obligation Bonded Indebtedness**  
(As of August 21, 2017)

2017-2018 Estimated Full Market Valuation		\$1,328,877,889
2017-2018 Assessed Valuation		
Net Real Property (Less \$6,464,281 Homestead Exemption)		\$119,708,651
Personal Property		11,878,832
Public Service		<u>14,409,876</u>
2016-2017 Net Assessed Valuation		\$145,997,359
Existing General Obligation Bonds	11,000,000	
2017 Bonds	<u>3,200,000</u>	14,200,000
Less Sinking Fund Balance (as of August 21, 2017)		<u>(237,285)</u>
Net General Obligation Indebtedness		\$13,962,715
Debt Limitation (10.239%* of \$145,997,359)		\$14,948,669
Excess Legal Debt Margin		\$985,954
Ratio of Net General Obligation Indebtedness to Net Assessed Valuation		9.56%
Per Capita Net Indebtedness (based on estimated 2015 School District population of 25,006)		\$558.37

\*Per Article 10 Section 26 of the Oklahoma Constitution, when a county approves an exemption of household goods of the heads of families and livestock employed in support of the family from ad valorem taxation, the ten percent (10%) limitation on indebtedness for political subdivisions or political corporations located in any such county shall be adjusted by multiplying the ten percent (10%) limit by a millage adjustment factor. The millage adjustment factor, as defined in subsection (b) of Section 8A of Article 10 of the Constitution is computed for each taxing jurisdiction as the net taxable valuation of all property for the year preceding the year in which the exemption of household goods of the heads of families and livestock becomes effective and the net taxable valuation of the household goods of the heads of families and livestock employed in support of the family for the year preceding the year in which the exemption of such property becomes effective. The resulting quotient shall be the millage adjustment factor. Logan County's approved millage adjustment factor is 1.0239, thereby increasing its debt limitation to 10.239%.

Source: Logan County Officials and School Bond Documents, Sinking Fund Indebtedness amounts provided by District Officials

**Net Direct, Underlying and Overlapping General Obligation Bonded Indebtedness**

Direct, underlying and overlapping indebtedness within the School District includes debt of the School District, City of Guthrie, Logan County, and the Vo-Tech District No. 16. Other than the School District, none of these jurisdictions have general obligation or judgment debt outstanding.

**Authorized Indebtedness**

With the issuance of the 2017 Bonds, the District will have no remaining bonds authorized by the May 12, 2015 election.

## ECONOMIC AND DEMOGRAPHIC INFORMATION

### The City of Guthrie

The City of Guthrie, Oklahoma (the “City”) is located in south central Logan County, Oklahoma. The 2010 Census reports the population of the City at 10,191, an increase of 2.7% over the 2000 Census population of 9,925. Guthrie was the territorial and first state capital of Oklahoma. Guthrie originated in 1887 as a railroad station called Deer Creek on the Southern Kansas Railway. The name was later changed to Guthrie, named for jurist John Guthrie of Topeka, Kansas. Guthrie is nationally significant because of its collection of late 19th and early 20th century commercial architecture. Guthrie has two lakes south of it, Liberty Lake and Guthrie Lake. It is home to several museums, including the Oklahoma Territorial Museum, and the Guthrie Scottish Rite Masonic Temple. Guthrie is a home-rule municipality, operating under a City Charter. Guthrie is the county seat of Logan County.

The City Council is comprised of seven members. Six members are elected by the residents of the wards they serve, two for each of the City’s three wards. The seventh member of Council is the Mayor who is elected at-large. The Mayor serves a two-year term and the council members serve four-year terms. The City Manager is responsible for the day-to-day operations of City government. The City Council also serves as Trustees of the Guthrie Public Works Authority with the Mayor as Chairman and the City Clerk as Secretary of the Authority.

The City provides municipal services to its citizens, including police and fire protection, water, sanitary sewer and sanitation services, parks and recreational facilities and other basic services. The City employs approximately 122 full and part time persons to operate City services.

Higher education services in the area (approximately 35 miles Northeast of Guthrie) include Oklahoma State University, an accredited four-year university centrally located in Stillwater, Oklahoma. OSU has an enrollment of approximately 27,000 students offering degrees within eight colleges. OSU is recognized as a top 100-research university. Other higher education institutions include University of Central Oklahoma located in Edmond, Oklahoma (15 miles South of Guthrie), Meridian Technology Center also located in Stillwater, a business and industry training facility and Langston University located in Langston, Oklahoma (10 miles Northeast of Guthrie).

### Population

Table 13 presents historical population figures for the City of Guthrie and Logan County.

**Table 13**  
**Historical Population**

<u>Year</u>	<u>City of Guthrie</u>	<u>Logan County</u>
1970	9,575	19,645
1980	11,382	26,881
1990	10,518	29,011
2000	9,925	33,924
2010	10,191	41,848

Source: Oklahoma Department of Commerce

### Population by Age

Table 14 presents the distribution of population by age for Logan County and the State of Oklahoma for selected years.

**Table 14**  
**Percentage of Population by Age**

<u>YEAR</u>	<u>0-4</u>	<u>5-14</u>	<u>15-44</u>	<u>45-64</u>	<u>65+</u>	<u>TOTAL</u>
1980 (census)						
Logan County	7.8%	15.2%	44.8%	18.1%	14.1%	100.0%
State of Oklahoma	7.7	15.2	45.5	19.2	12.4	100.0
1990 (census)						
Logan County	6.9%	15.6%	45.6%	18.7%	13.2%	100.0%
State of Oklahoma	7.2	15.1	45.1	19.1	13.5	100.0
2000 (census)						
Logan County	6.1%	14.1%	43.7%	23.8%	12.3%	100.0%
State of Oklahoma	6.9	14.5	42.6	22.6	13.4	100.0
2010 (census)						
Logan County	6.7%	14.1%	38.9%	27.6%	12.7%	100.0%
State of Oklahoma	7.0	13.7	40.1	25.8	13.4	100.0

Source: Oklahoma Dept. of Commerce

**Per Capita Income**

Historical per capita income figures for Logan County and the State of Oklahoma are shown in Table 15.

**Table 15**  
**Area Per Capita Income**

<u>Year</u>	<u>Logan County</u>	<u>State of Oklahoma</u>
2015	39,036	45,573
2014	38,511	45,117
2013	37,441	42,673
2012	36,771	41,092
2011	34,469	38,455
2010	32,602	35,911
2009	32,447	34,920
2008	33,785	38,744
2007	30,805	35,133
2006	29,757	34,019

Source: Bureau of Economic Analysis

**Employment Data**

The number of persons in the Logan County labor force and number employed for the years 2007 through 2016 are shown in Table 16. Also, shown is the county unemployment rate compared to state and national averages for the same period.

**Table 16**  
**Employment Statistics**

<u>Year</u>	<u>Labor Force</u>	<u>Number Employed</u>	<u>Unemployment Rate</u>		
			<u>Logan County</u>	<u>OK</u>	<u>U.S.</u>
2016	21,532	20,653	4.1%	4.9%	4.9%
2015	21,512	20,698	3.8	4.2	5.3
2014	20,925	20,085	4.0	4.5	6.2
2013	20,795	19,848	4.6	5.3	7.4
2012	20,619	19,718	4.4	5.2	8.1
2011	20,211	19,228	4.9	5.9	8.9
2010	19,805	18,684	5.7	6.8	9.6
2009	18,107	17,084	5.6	6.4	9.3
2008	17,735	17,096	3.6	3.7	5.8
2007	16,991	16,336	3.9	4.1	4.6

Source: Oklahoma Employment Security Commission

**Sales Tax Collections**

Sales tax collections for the City of Guthrie are shown in Table 17. The City currently levies a three and three-quarter percent (3.75%) local sales tax. The total sales tax rate in the City is nine percent (9.00%) with the State of Oklahoma rate at four and one-half percent (4.50%) and Logan County at three-quarter percent (0.75%). Effective July 1, 2016 the City's sales tax levy increased from three percent to its current rate of three and three-quarter percent (3.75%). The increase was approved by voters on February 9, 2016. The sales tax rate increase will expire on June 30, 2031 with tax to be expended only for capital improvements.

**Table 17**  
**City Sales Tax Collections**

<u>Fiscal Year</u>	<u>Total Collections</u>	<u>One-Cent Generated</u>	<u>Percent Change</u>
2016	4,879,498	1,590,204	3.07%
2015	4,628,629	1,542,876	-2.76
2014	4,760,249	1,586,750	8.53
2013	4,385,950	1,461,983	7.08
2012	4,096,080	1,365,360	8.59
2011	3,772,139	1,257,380	4.46
2010	3,611,194	1,203,731	-6.59
2009	3,866,077	1,288,692	3.59
2008	3,732,000	1,244,000	16.52
2007	3,202,952	1,067,651	2.90
2006	3,112,779	1,037,593	3.73

Source: Oklahoma Tax Commission

**Building Permits**

Table 18 indicates the number of permits issued within the City of Guthrie and estimated value for residential purposes for the years 2011-2016.

**Table 18**  
**Residential Building Permits**

<u>Year</u>	<u>Number</u>	<u>\$ Value</u>
2011	10	1,417,864
2012	45	6,935,000
2013	9	1,590,000
2014	62	11,231,000
2015	35	3,034,500
2016	55	3,901,000

Source: City Records.

### **RATING**

A rating on the Bonds has been applied for from S&P Global Ratings, acting through Standard and Poor's Financial Services, LLC ("S&P"). If assigned, a rating is subject to withdraw at any time; withdrawal of a rating may have an adverse effect on the marketability of the Bonds. For an explanation of the significance of the rating, an investor should communicate with the rating agency directly.

### **TAX MATTERS**

#### **Opinion of Bond Counsel**

In the opinion of Hilborne & Weidman, a Professional Corporation, Tulsa, Oklahoma, Bond Counsel, under existing statutes and court decisions and assuming continuing compliance with certain tax covenants described herein, (i) interest on the Bonds is excluded from gross income for Federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and (ii) interest on the Bonds is not treated as a preference item in calculating the alternative minimum tax imposed on individuals and corporations under the Code; such interest, however, is included in the adjusted current earnings of certain corporations for purposes of calculating the alternative minimum tax imposed on such corporations. In rendering its opinion, Bond Counsel has relied on certain representations, certifications of fact, and statements of reasonable expectations made by the School District and others, in connection with the Bonds, and Bond Counsel has assumed compliance by the School District with certain ongoing covenants to comply with applicable requirements of the Code to assure the exclusion of interest on the Bonds from gross income under Section 103 of the Code.

Bond Counsel has rendered its opinion under existing statutes and court decisions as of the issue date, and assumes no obligation to update their opinions after the issue date to reflect any future action, fact or circumstance, or change in law or interpretation, or otherwise. Bond Counsel expresses no opinion on the effect of any action hereafter taken or not taken in reliance upon an opinion of other counsel on the exclusion from gross income for Federal income tax purposes of interest on the Bonds, or under state and local tax law.

#### **State of Oklahoma Tax Exemption**

Pursuant to Title 68 of the Oklahoma Statutes 2011, Section 2358.5, interest on the Bonds is exempt from Oklahoma income taxation.

#### **Financial Institutions**

The Code provides that commercial banks, thrift institutions and other financial institutions may not deduct the portion of their interest expense allocable to tax-exempt obligations acquired after August 7, 1986 (other than "qualified tax-exempt obligations"). **The Bonds will be designated as "qualified tax-exempt obligations" for this purpose.**



## **Certain Ongoing Federal Tax Requirements and Covenants**

The Code establishes certain ongoing requirements that must be met subsequent to the issuance and delivery of the Bonds in order that interest on the Bonds be and remain excluded from gross income under Section 103 of the Code. These requirements include, but are not limited to, requirements relating to use and expenditure of gross proceeds of the Bonds, yield and other restrictions on investments of gross proceeds, and the arbitrage rebate requirement that certain excess earnings on gross proceeds be rebated to the Federal government. Noncompliance with such requirements may cause interest on the Bonds to become included in gross income for Federal income tax purposes retroactive to their issue date, irrespective of the date on which such noncompliance occurs or is discovered. The School District has covenanted to comply with certain applicable requirements of the Code to assure the exclusion of interest on the Bonds from gross income under Section 103 of the Code.

## **Certain Collateral Federal Tax Consequences**

The following is a brief discussion of certain collateral Federal income tax matters with respect to the Bonds. It does not purport to address all aspects of Federal taxation that may be relevant to a particular owner of a Bond. Prospective investors, particularly those who may be subject to special rules, are advised to consult their own tax advisors regarding the Federal tax consequences of owning and disposing of the Bonds. Prospective owners of the Bonds should be aware that the ownership of such obligations may result in collateral Federal income tax consequences to various categories of persons, such as corporations (including S corporations and foreign corporations), financial institutions, property and casualty and life insurance companies, individual recipients of Social Security and railroad retirement benefits, individuals otherwise eligible for the earned income tax credit, and taxpayers deemed to have incurred or continued indebtedness to purchase or carry obligations the interest on which is excluded from gross income for Federal income tax purposes. Interest on the Bonds may be taken into account in determining the tax liability of foreign corporations subject to the branch profits tax imposed by Section 884 of the Code.

## **Original Issue Discount**

"Original issue discount" ("OID") is the excess of the sum of all amounts payable at the stated maturity of a Bond (excluding certain "qualified stated interest" that is unconditionally payable at least annually at prescribed rates) over the issue price of that maturity. In general, the "issue price" of a maturity means the first price at which a substantial amount of the Bonds of that maturity was sold (excluding sales to bond houses, brokers, or similar persons acting in the capacity as underwriters, placement agents, or wholesalers). In general, the issue price for each maturity of Bonds is expected to be the initial public offering price set forth on the inside cover page of the Official Statement. For any Bonds having OID (a "Discount Bond"), OID that has accrued and is properly allocable to the owners of the Discount Bonds under Section 1288 of the Code is excludable from gross income for Federal income tax purposes to the same extent as other interest on the Bonds.

In general, under Section 1288 of the Code, OID on a Discount Bond accrues under a constant yield method, based on periodic compounding of interest over prescribed accrual periods using a compounding rate determined by reference to the yield on that Discount Bond. An owner's adjusted basis in a Discount Bond is increased by accrued OID for purposes of determining gain or loss on sale, exchange, or other disposition of such Bond. Accrued OID may be taken into account as an increase in the amount of tax-exempt income received or deemed to have been received for purposes of determining various other tax consequences of owning a Discount Bond even though there will not be a corresponding cash payment.

Owners of Discount Bonds should consult their own tax advisors with respect to the treatment of original issue discount for Federal income tax purposes, including various special rules relating thereto, and the state and local tax consequences of acquiring, holding, and disposing of Discount Bonds.

## **Bond Premium**

In general, if an owner acquires a Bond for a purchase price (excluding accrued interest) or otherwise at a tax basis that reflects a premium over the sum of all amounts payable on the Bond after the acquisition date (excluding certain "qualified stated interest" that is unconditionally payable at least annually at prescribed rates), that premium constitutes "bond premium" on that Bond (a "Premium Bond"). In general, under Section 171 of the Code, an owner of a Premium Bond must amortize the bond premium over the remaining term of the Premium Bond, based on the owner's

yield over the remaining term of the Premium Bond determined based on constant yield principles (in certain cases involving a Premium Bond callable prior to its stated maturity, the amortization period and yield may be required to be determined on the basis of an earlier call date that results in the lowest yield on such bond). An owner of a Premium Bond must amortize the bond premium by offsetting the qualified stated interest allocable to each interest accrual period under the owner's regular method of accounting against the bond premium allocable to that period. In the case of a tax-exempt Premium Bond, if the bond premium allocable to an accrual period exceeds the qualified stated interest allocable to that accrual period, the excess is a nondeductible loss. Under certain circumstances, the owner of a Premium Bond may realize a taxable gain upon disposition of the Premium Bond even though it is sold or redeemed for an amount less than or equal to the owner's original acquisition cost. Owners of any Premium Bonds should consult their own tax advisors regarding the treatment of bond premium for Federal income tax purposes, including various special rules relating thereto, and state and local tax consequences, in connection with the acquisition, ownership, amortization of bond premium on, sale, exchange, or other disposition of Premium Bonds.

### **Information Reporting and Backup Withholding**

Information reporting requirements will apply to interest paid after March 31, 2007 on tax-exempt obligations, including the Bonds. In general, such requirements are satisfied if the interest recipient completes, and provides the payor with, a Form W-9, "Request for Taxpayer Identification Number and Certification", or unless the recipient is one of a limited class of exempt recipients, including corporations. A recipient not otherwise exempt from information reporting who fails to satisfy the information reporting requirements will be subject to "backup withholding", which means that the payor is required to deduct and withhold a tax from the interest payment, calculated in the manner set forth in the Code. For the foregoing purpose, a "payor" generally refers to the person or entity from whom a recipient receives its payments of interest or who collects such payments on behalf of the recipient.

If an owner purchasing a Bond through a brokerage account has executed a Form W-9 in connection with the establishment of such account, as generally can be expected, no backup withholding should occur. In any event, backup withholding does not affect the excludability of the interest on the Bonds from gross income for Federal income tax purposes. Any amounts withheld pursuant to backup withholding would be allowed as a refund or a credit against the owner's Federal income tax once the required information is furnished to the Internal Revenue Service.

### **Miscellaneous**

Tax legislation, administrative actions taken by tax authorities, and court decisions, whether at the federal or state level, may adversely affect the tax-exempt status of interest on the Bonds under federal or state law and could affect the market price or marketability of the Bonds.

Prospective purchasers of the Bonds should consult their own tax advisors regarding the foregoing matters.

## **UNDERWRITING**

The Bonds are to be sold at public sale on September 11, 2017. The Purchase Contract provides that the Purchaser will not be obligated to purchase any Bonds if all such Bonds are not available for purchase. The Purchaser may offer to sell Bonds to certain dealers (including dealers depositing Bonds into investment trusts) and others at prices lower than the offering price stated on the cover page hereof. After the initial public offering, the public offering price may be changed from time to time by the Purchaser.

## **FINANCIAL ADVISOR**

Municipal Finance Services, Inc. serves as Financial Advisor to the District in connection with the issuance of the Bonds. The information contained in the Official Statement has been obtained primarily from the District's records and from other sources which are believed reliable, including financial records of the District and other entities which may be subject to interpretation. The Financial Advisor has not been engaged, nor has it undertaken, to audit, authenticate or otherwise verify the information set forth in this Official Statement. No person, therefore, is entitled to

rely upon the participation of the Financial Advisor as an implicit or explicit expression of opinion as to the completeness and accuracy of the information contained in this Official Statement. The Financial Advisor's fee for services rendered with respect to the sale of the Bonds is contingent upon the issuance and delivery of the Bonds and certain financial information included in this Official Statement has been compiled by the Financial Advisor. The Financial Advisor does not engage in the underwriting, selling, or trading of securities. Municipal Finance Services, Inc. is registered with the State of Oklahoma as an Investment Advisor, Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB") as a Municipal Advisor.

## **FINANCIAL STATEMENTS**

Audited financial statements of the School District as of June 30, 2016, are included as Exhibit A.

## **PRELIMINARY OFFICIAL STATEMENT DEEMED FINAL**

The School District hereby deems this Preliminary Official Statement pursuant to as final as of its date except for the omission of information dependent on the pricing of the issue and the completion of the underwriting agreement, such as offering prices, interest rates, selling compensation, aggregate principal amount, delivery dates, and other terms of the securities dependent on the foregoing matters.

## **CONTINUING DISCLOSURE**

In order to assist the Underwriters in complying with Rule 15c2-12 promulgated by the Securities and Exchange Commission (the "SEC"), pursuant to the Securities Exchange Act of 1934 (the "Rule"), the District shall enter into a Continuing Disclosure undertaking for the benefit of the beneficial owners of the Bonds to send certain information annually and to provide notice of certain events to the Municipal Securities Rulemaking Board (the "MSRB"), electronically, or in the manner otherwise prescribed by the MSRB, pursuant to the requirements of Section (b)(5) of Rule. The specific nature of the information to be provided on an annual basis or the notices of material events is summarized under the caption "Exhibit C - Continuing Disclosure Certificate" to this official statement.

In connection with certain of the District's prior obligations under the Rule, the District agreed to provide upon request, to any person, financial information or operating data customarily prepared by the School District and which was publicly available, and to provide, in a timely manner, notice of events specified in paragraph (b)(5)(i)(C) of the Rule. The notices of material events were to be provided by the District to the MSRB and to the appropriate State information depository, if any. The District first became obligated to file financial information and operating data using the MSRB's Electronic Municipal Market Access system (EMMA) at [www.emma.msrb.org](http://www.emma.msrb.org) in connection with the issuance of the Series 2015 Building Bonds. The issuer adopted a Continuing Disclosure Administrative Process intended to ensure compliance with the covenants and provisions of the Continuing Disclosure Certificate. On January 7, 2016, the Audited Financial Statements for Fiscal Year ended June 30, 2015 and the Complete Annual Report were filed with EMMA. On January 23, 2017, the Audited Financial Statements for the Fiscal Year ended June 30, 2016 and the Complete Annual Report were filed with EMMA in accordance with the requirements of the undertaking.

## **CLOSING DOCUMENTS**

Simultaneously with the delivery of and payment for the Bonds by the original purchasers thereof, the School District will furnish to the original purchasers the customary documents in form satisfactory to Bond Counsel.



**EXHIBIT A**

**ANNUAL FINANCIAL REPORT  
INDEPENDENT SCHOOL DISTRICT NO. 1  
GUTHRIE PUBLIC SCHOOL DISTRICT  
LOGAN COUNTY, OKLAHOMA  
JUNE 30, 2016**

**[To Be Provided]**

**EXHIBIT B**  
**FORM OF BOND COUNSEL OPINION**  
**[To Be Provided]**

## EXHIBIT C

### CONTINUING DISCLOSURE CERTIFICATE

This Continuing Disclosure Certificate (the "Disclosure Certificate") is executed and delivered by Independent School District Number 1 of Logan County, Oklahoma (the "School District" or the "Issuer") in connection with the issuance of \$3,200,000 Building and Equipment Bonds, Series 2017 dated October 1, 2017 (the "Bonds"), issued pursuant to a Resolution of the Issuer dated September 11, 2017 ("the Resolution"). Capitalized terms used in this Disclosure Certificate which are not otherwise defined in the Bond Resolution shall have the respective meanings specified below. The Issuer covenants and agrees as follows:

**SECTION 1. Purpose of the Disclosure Certificate.** This Disclosure Certificate shall constitute a written undertaking for the benefit of the holders of the Bonds, and is being executed and delivered solely to assist the Underwriters in complying with the Rule, as defined herein.

**SECTION 2. Definitions.** The following capitalized terms shall have the following meanings:

"**Annual Report**" shall mean any Annual Report provided by the Issuer pursuant to, and as described in, Section 3 and 4 of this Disclosure Certificate.

"**Audited Financial Statements**" shall mean the School District's annual financial statements, prepared on a prescribed basis of accounting that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma, which financial statement shall have been audited by such auditor as shall be then required or permitted by the laws of the State. Revenues are recorded as received in cash, except for revenues susceptible to accrual and material revenues that are not received at then normal time of receipt. Expenditures are recorded in the accounting period in which the fund liability is incurred and encumbered.

"**Dissemination Agent**" shall mean the Issuer, or any successor Dissemination Agent designated in writing by the Issuer and which has filed with the Issuer a written acceptance of such designation.

"**EMMA**" shall mean the Electronic Municipal Market Access system of the MSRB. As of the date of this Disclosure Certificate, information regarding submissions to EMMA is available at [www.emma.msrb.org](http://www.emma.msrb.org).

"**Listed Events**" shall mean any of the events listed in Section 5(a) of this Disclosure Certificate.

"**MSRB**" shall mean the Municipal Securities Rulemaking Board, or any successor thereto.

"**National Repository**" shall mean any Nationally Recognized Municipal Securities Information Repository for purposes of the Rule. Beginning July 1, 2009, the only National Repository approved for such purpose is the MSRB via the Electronic Municipal Market Access ("EMMA") system at [www.emma.msrb.org](http://www.emma.msrb.org).

"**Participating Underwriter**" shall mean any of the original underwriters of the Bonds required to comply with the Rule in connection with the offering of the Bonds.

"**Repository**" shall mean the National Repository.

"**Rule**" shall mean Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

"**State**" shall mean the State of Oklahoma.

"**Underwriter**" shall mean any of the original underwriters of the Bonds required to comply with the Rule in connection with the offering of the Bonds.

### **SECTION 3. Provision of Annual Reports**

(a) The Issuer shall, or shall cause the Dissemination Agent to, not later than two hundred ten (210) days after the end of the fiscal year (as of the date of this Disclosure Certificate, June 30 is the end of the fiscal year), provide annually to the Repository an Annual Report which is consistent with the requirements of Section 4 of this Disclosure Certificate. Not later than fifteen (15) Business Days prior to said date; the Issuer shall provide the Annual Report to the Dissemination Agent (if other than the Issuer). The Annual Report may be submitted as a single document or as separate documents comprising a package, and may cross-reference other information as provided in Section 4 of this Disclosure Certificate; provided that the audited financial statements of the Issuer may be submitted separately from the balance of the Annual Report. The Issuer agrees to transmit the Annual Report with EMMA as the sole Repository (and any voluntary filings will also be accepted by EMMA).

(b) If the Issuer is unable to provide the Repository an Annual Report by the date required in subsection (a), the Issuer shall send a notice to the Repository via EMMA in a timely manner, along with the other parts, if any, of the Financial Information.

**SECTION 4. Content of Annual Reports.** The Issuer's Annual Report shall contain or incorporate by reference the financial information or operating data with respect to the Issuer included in the Final Official Statement under the headings "**FINANCIAL INFORMATION**" AND "**INDEBTEDNESS**". If Audited Financial Statements are not available by the time the Annual Report must be provided, unaudited financial statements will be provided as part of the Annual Report and Audited Financial Statements will be provided, when and if available, to the National Repository via the EMMA system in an electronic format as prescribed by the MSRB.

Any or all of the items listed above may be incorporated by reference from other documents, including official statements of debt issues of the Issuer or related public entities, which have been submitted to the Repository OR the Securities and Exchange Commission. If the document incorporated by reference is a final official statement, it must be available from the Municipal Securities Rulemaking Board via EMMA. The Issuer shall clearly identify each such other document so incorporated by reference.

### **SECTION 5. Reporting of Significant Events.**

(a) This Section shall govern the giving of notices of the occurrence of any of the following events:

1. Principal and interest payment delinquencies;
2. Non-payment related defaults;
3. Unscheduled draws on debt service reserves reflecting financial difficulties;
4. Unscheduled draws on credit enhancements reflecting financial difficulties;
5. Substitution of credit or liquidity providers, or their failure to perform;
6. Adverse tax opinions, the issuance by the IRS of proposed or final determinations of taxability, notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the security or other material events affecting the tax status of the security.
7. Modifications to rights of security holders;
8. Bond calls;
9. Defeasances;
10. Release, substitution, or sale of property securing repayment of the securities;
11. Rating changes;
12. Tender offers/secondary market purchases;
13. Bankruptcy, insolvency, receivership or similar event of the obligation person
14. Consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the normal course of business, the entry into a definitive agreement to undertake such an action or termination of a definitive agreement relating to any such actions, other than pursuant to its terms;
15. Appointment of a successor or additional trustee or the change of name of a trustee.

(b) The Issuer shall file a notice of the occurrence of a Listed Event with the MSRB via EMMA within ten (10) business days after the occurrence of the applicable event. Provided, that any event under subsections (a) (2), (7), (8), (10), (14) or (15) must be filed only if the event is material. Notwithstanding the foregoing, notice of Listed Events described in subsections (a) (8) and (9) need not be given under this subsection any earlier than the notice (if any) of the underlying event is given to holders of affected Bonds pursuant to the Resolution.



**SECTION 6. Termination of Reporting Obligation.** The Issuer's obligation under this Disclosure Certificate shall terminate upon the legal defeasance, prior redemption or payment in full of all of the Bonds.

**SECTION 7. Dissemination Agent.** The Issuer may, from time to time, appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Disclosure Certificate, and may discharge any such Agent, with or without appointing a successor Dissemination Agent. The initial Dissemination Agent shall be the Issuer.

**SECTION 8. Amendment.** Notwithstanding any other provision of this Disclosure Certificate, the Issuer may amend the Disclosure Certificate if such amendment meets the following conditions: (a) the amendment is made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of the Issuer, or type of business conducted; (b) the undertaking, as amended, would have complied with the requirements of the Rule at the time of the primary offering, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; (c) the amendment does not materially impair the interests of the holders, as determined by parties affiliated with the Issuer (such as Paying Agent or Bond Counsel) and (d) the annual financial information containing the amended operating data or financial information shall explain, in narrative form, the reasons for the amendment and the impact of the change in the type of operating data or financial information being provided. Furthermore, if an amendment is made to the undertaking specifying the accounting principles to be followed in preparing financial statements, the annual financial information for the year in which the change is made shall present a comparison between the financial statements or information prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles. A notice of the change in the accounting principles shall be sent to the National Repository.

**SECTION 9. Additional Information.** Nothing in this Disclosure Certificate shall be deemed to prevent the Issuer from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Certificate. If the Issuer chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Disclosure Certificate, the Issuer shall have no obligation under this Disclosure Certificate to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

**SECTION 10. Default.** In the event of a failure of the Issuer to comply with any provision of this Disclosure Certificate, any Bondholder, including beneficial owners, may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the Issuer to comply with its obligations under this Disclosure Certificate. A default under this Disclosure Certificate shall not be deemed an event of default under the Resolution, and the sole remedy under this Disclosure Certificate is the event of any failure of the Issuer to comply with this Disclosure Certificate shall be an action to compel performance.

**SECTION 11. Duties, Immunities and Liabilities of Dissemination Agent.** The Dissemination Agent shall have only such duties as are specifically set forth in this Disclosure Certificate, and the Issuer agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which it may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's negligence or willful misconduct. The obligations of the Issuer under this Section shall survive resignation or removal of the Dissemination Agent and payment of the Bonds.

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**SECTION 12. Beneficiaries.** This Disclosure Certificate shall inure solely to the benefit of the Issuer, the Dissemination Agent, the Underwriters, the Participating Underwriters and owners from time to time of the Bonds, including beneficial owners, and shall create no rights in any other person or entity.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017.

(SEAL)

**INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF  
LOGAN COUNTY, OKLAHOMA**

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



# Board of Education Personnel Reports

## *Employment Request*

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Carnes, Kimberly	High School	Geometry	08/15/17		6	Stephen Hodge
Egan Woods, Kym	Junior High	Title I Math	08/15/17		6	Tricia Dayton
Keith, Carie	High School	Physical Science	08/15/17		6	Tina Bronk
Reece, Lisa	High School	Half Day PE	08/15/17		4	Jordan Hodge
Waggoner, Jennife	GUES	4th Grade	08/15/17		6	Charlene Brown

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Askins, Deborah	Cotteral	Sp Ed Paraprofessional	08/15/17	3	7.5	Melissa Cox
Bickell, Daniqua	Junior High	Cafeteria Worker 6.5 Hrs.	08/15/17	2	6.5	Ash Li Calvert
Garinger, Alexandr	Transportation	Special Needs Driver	08/15/17	13	7.5	Christopher Dysinger
Goad, Betty	Transportation	Sp Needs Bus Monitor	08/15/17	2	6	N/A
Pemberton, Joshua	Junior High	Cafeteria Worker 7.5 Hrs.	08/15/17	2	7.5	Iva Patmon

## *FMLA Request*

**Support:** 1

**Certified:** 1

## *Transfer of Position Report*

Classification					
Certified					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Ogle, Douglas	Executive Dir. Personnel	Assistant Superintendent	N/A	8/14/2017	

Classification					
Support					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Dyer, Lottie	Sp Ed Para GUES	Sp Ed Para Cotteral	N/A	8/15/2017	
Steed, Sharon	Cafeteria Cotteral	Cafeteria Central	N/A	8/15/2017	
Watson, Blake	Sp Ed Para Cotteral	Sp Ed Para High School	N/A	8/15/2017	

## *Separation of Employment*

Classification				
Certified				
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Bronk, Tina	High School	Science	Resigning	7/26/2017
Field, Paige	Cotteral	Kindergarten	Resigning	7/24/2017
Hodge, Jordan	High School	Physical Education 1/2 day	Resigning	7/13/2017

Classification				
Support				
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Allums, James	Transportation	Route Driver	Resigning	7/25/2017
Sweeney, Regina	Fogarty	Sp Ed Paraprofessional	Resigning	8/8/2017
Wright, William	Transportation	Route Driver	Resigning	8/8/2017

**2017-2018 Cottoral Academic Extra Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
COTT	Bus Loading Supervision 1st Semester	\$500.00	unassigned	Rusty Crockett
	Bus Loading Supervision 2nd Semester	\$500.00	unassigned	Rusty Crockett
	Bus Loading Supervision 2nd Semester	\$500.00	unassigned	Tonya Stansbury

**2017-2018 Fogarty Academic Extra Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
FOG	Bus Loading Supervision 1st Semester	\$500.00		

**2017-2018 JH Academic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
JH	Detention (PM)	\$450.00	Ron Gillett	unassigned
	Honor Society - JH	\$300.00	Ron Gillett	unassigned
	Team Leader 7th	\$500.00	Bryan Dearing	Ron Gillett

**2017-2018 JH Athletic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
JH	Cross Country Head Coach 7,8,9 Girls	\$1,100.00	Lisa Reece	Amanda Rife

**2017-2018 HS Academic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
HS	Detention AM	\$450.00	Kim Barrett	unassigned
	Detention PM	\$450.00	Emily Bertels	unassigned
	Detention PM	\$450.00	Kim Barrett	unassigned
	Student Council HS	\$1,500.00	Lisa Reece	Jordan Hodge

**2017-2018 HS Athletic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
HS	Basketball Asst. Coach Girls HS	\$2,700.00	Lisa Reece	unassigned
	Basketball Head Coach 9th Grade Girls	\$1,700.00	Cory Sauser	unassigned

8/7/2017



GUTHRIE PUBLIC SCHOOLS

**ADMINISTRATOR'S HANDBOOK**  
TERMS AND CONDITIONS OF EMPLOYMENT

PUBLISHED 07/10/2017

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## **PURPOSE**

The Guthrie School District Administrator Handbook is furnished to each Administrator for the purpose of informing him/her of the basic terms and conditions of employment with respect to an administrative position.

The Handbook addresses and explains many practices administered by the School District that will assist the administrator in better understanding basic employment matters such as workdays, leave (including sick and vacation) as well as other benefits. You will, undoubtedly, have questions that either need additional interpretation or are not addressed. In these situations, we encourage you to immediately discuss them with your supervisor to insure a clear understanding and resolution of your issue.

The Superintendent and Board of Education continually review Board policies. As a result of this review process, the Handbook's contents and its interpretation can and will be modified when such modification is deemed necessary.

The Handbook is for information purposes only. Neither it nor any other communication may displace applicable law, Board policy or the terms of the **Administrator's contract** with Guthrie Public Schools.

### I. Definition

For purposes of these policies and terms of employment, the term administrator shall mean all personnel in the District who are employed on an administrative contract with the Guthrie Public School District. All policies and procedures herein apply to the Superintendent, Assistant Superintendents, Principals, Assistant Principals and Directors unless an item is limited to a specific employee **position or items are specifically modified in an administrator's contract between** the employee and the Board of Education.

II. Salary Schedule

The Salary Schedule for all administrators will be approved by the Board of Education, upon recommendation of the Superintendent.

## **Administrative Stipend Scale 2017-2018**

**(Base Salary = Years of Service on Teacher Salary Scale)**

Position	Administrative Incentive Above Teacher Salary Scale	Longevity Incentive
<b><i>BUILDING LEVEL</i></b>		
<b><i>ADMINISTRATIVE SCALE</i></b>		
Ass't Elementary Principal	\$11,500.00	+ \$150 per year for <b>each year of "building"</b> level administrative experience (maximum of 29 years)**
Elementary Principal	\$18,000.00	
Ass't JH Principal	\$13,000.00	
JH Principal	\$23,000.00	
Ass't HS Principal	\$20,000.00	
HS Principal	\$30,000.00	
<b><i>DISTRICT LEVEL</i></b>		
<b><i>ADMINISTRATIVE SCALE</i></b>		
Assistant Superintendent	\$37,000.00	+ \$250 per year for <b>each year of "district" level</b> administrative experience (maximum of 29 years)**
Athletic Director	\$20,000.00	
Director of Operations *	\$17,750.00	
Director of Special Education	\$15,250.00	
Director of Technology	\$17,750.00	
Executive Director/Chief Financial Officer	\$34,500.00	
Director of Alternative Education	\$5,000.00	

***\*Base salary will be the years of service on the Bachelor's Salary Scale***



III. Annual Reemployment

The Board of Education will approve all administrators for a one year contract, with the exception of the Superintendent. By law, a Board may enter into a contract with the Superintendent not to exceed three years. All other administrators will be considered for reemployment by the Board of Education in February of each year. The Board, at its discretion, may alter the date for **consideration of an administrator's contract as long as consideration of the contract occurs before the first Monday in June of each school year.**

IV. Dismissal or Non-reemployment of an Administrator

Whenever the Board of Education or the Administrator of a school District shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position with the school district should be effected, the administrator shall be entitled to due process pursuant to Okla. Stat. Tit. 70 6-101- the law applicable to termination of employment of certified administrators.

The procedures and grounds for dismissal or non-reemployment of a non-certified administrator will be the same as for all non-certified employees.

V. VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

A. Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year or 1 day per month.

B. Special Accrual

Current employees, who have previously worked less than 12-month contracts and are changed to 12-month positions, will accrue, one vacation day on the last day of each month remaining in the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all unused vacation days.

C. New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, one vacation day on the last day of each month remaining in the fiscal year.

D. Month of Accrual

Personnel must have reported to work prior to the tenth (10<sup>th</sup>) of the month or have worked through the tenth (10<sup>th</sup>) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

E. Accumulation

Twelve month employees, who accumulate vacation days as a part of their employment contract, may accumulate up to a maximum of thirty-five (35) vacation days. An administrator that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

F. Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at a daily rate equal to a regular day of pay.

VI. Life Insurance

Certified and Non-Certified Administrators will receive the same life insurance benefits as all other full-time employees.

VII. Health & Dental Insurance

Certified Administrators will receive the same health and dental benefits as all other full-time certified employees.

Non-Certified Administrators will receive the same health and dental benefits as all other full-time support employees.

VIII. Workers Compensation Insurance

Administrators who are injured by accident arising out of and in the course of his/her employment, regardless of where such injury occurred, shall be entitled to apply for benefits through workers compensation insurance as provided by the Board of Education.

IX. Sick Leave

- A. Administrators shall be vested one day of sick leave for each month of contract. Days vested for administrators will be by length of contract:

Twelve (12) month administrators = Twelve (12) days  
Eleven (11) month administrators = Eleven (11) days  
Ten (10) month administrators = Ten (10) days

Should an administrator have to be absent from work due to sick leave, he/she must notify their immediate supervisor as soon as possible prior to being absent. Sick leave shall be accumulative to a maximum of one hundred twenty (120) days.

- B. If, after exhausting all sick leave, additional days are required, the administrator shall receive full contract salary less the amount normally paid a certified substitute for an additional period of twenty (20) days. The salary deduction is made regardless of whether the District retains a substitute for the position. In order to receive the additional twenty (20) days, the administrator must present **a doctor's statement to the effect that he/she** is medically unable to return to work. If additional days are needed following the twenty (20) days, the administrator may apply to the appropriate sick leave bank, assuming the administrator is a contributing member.
- C. Upon termination of employment, administrators may choose to transfer the accumulated sick leave between school Districts. The administrator is responsible for obtaining documentation of sick leave to be transferred to the next school District.
- D. Upon retirement through Oklahoma Teacher Retirement System, or resignation after ten years of service to Guthrie Public Schools, administrators shall be paid for all unused sick leave days earned while employed with the district, up to a maximum of one hundred twenty (120) days at the rate of \$50 per day. Sick leave days purchased may, also, be used towards additional experience with the Oklahoma Teachers Retirement System. Those days purchased by Guthrie Public Schools may not be transferred to another school district.

X. Sick Leave Bank

Administrators may participate in the certified or support employee's sick leave bank as applicable. Policies and provisions of use of the sick leave banks can be found in the Policies and Procedures Manual for Guthrie Public Schools.

XI. Personal Leave

A. Administrators shall be granted three (3) days of personal leave with pay each year to conduct personal business that must be conducted during a day under which the administrator is obligated by contract to be at work.

1. Except in emergency situations, administrators who must be absent for reasons of personal leave shall provide the Superintendent with at least forty-eight (48) hours advance notice. In emergencies, the administrator will notify the Superintendent prior to the beginning of the school day and on return to work will complete the necessary documentation.
2. Unused personal leave days shall accumulate as sick leave for the following year. However, administrators who have one hundred ten (110) unused sick leave days accumulated at the close of the school year, may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible administrators must request payment in writing to the payroll office by June 1 each year to receive reimbursement.

XII. Family and Medical Leave

Family and medical leave shall be available to the administrator in accordance with the District's policy governing family and medical leave.

XIII. Bereavement Leave

A. Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an Administrator in the event of a death in the immediate family. Immediate family shall include the following:

Spouse, parents, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, siblings, mother-in-law, father-in-law, grandparents, grandchildren, aunt or uncle, and aunt or uncle-in-law.

- B. For deaths outside of the immediate family, administrators may apply to the Superintendent who is authorized to grant leave chargeable to sick leave, bereavement leave or personal leave by paying the cost of a certified substitute whether or not one is hired.

XIV. Jury Duty or Subpoena Leave

Administrators who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of service. Administrators who must serve in this capacity shall pay over to the District any compensation received for said services.

XV. Leave-of-Absence Without Pay

- A. Administrators may request extended leave-of-absence for not more than one (1) year without pay under any of the circumstances in this section. All requests for such extended leave-of-absence without pay shall be made in writing. All responses to the request shall be in writing. Such application shall be reviewed by the Superintendent before recommending action by the Board of Education. Whether, and under what circumstances, to grant a leave without pay is reserved entirely to the discretion of the Board of Education.
- B. Administrators will be eligible to request a leave-of-absence after two (2) years of continuous administrative service to the District.
- C. Replacement for an administrator granted a leave-of-absence will be on an interim, temporary employment contract. During such interim employment, the administrator employed may apply for positional openings within the District.
- D. Leave-of-absence without pay may be requested for the following reasons:

- 1. If an administrator is unable to work due to personal illness or disability and has exhausted all sick leave available, a medical leave request must be accompanied by a doctor's certificate stating the administrator cannot perform his/her duties.

The administrator may return to duty only upon presentation of appropriate medical evidence stating he/she is able to resume regular work and upon the recommendation of the Superintendent.

- 2. **To care for a sick member of the administrator's immediate family.**

3. To adopt a child. An administrator adopting a child shall be entitled to, upon request, a leave to commence at any time during the first year continuous with adoption after receiving de facto custody of the child, or prior to receiving custody, if necessary to fulfill the requirements for adoption.
4. Military leave-of-absence may be granted by the Board of Education to an administrator in accordance with existing state and federal statutes.
5. Pursuit of advanced degree. An administrator may be granted a leave-of-absence to pursue an advanced degree. An administrator must be able to prove to the Board of Education the advanced degree will benefit the school District. Upon application, the administrator must be no further than one year away from completion of the advanced degree.
6. The administrator's use of a leave-of-absence, or any part of it, for a purpose, which qualifies for family and medical leave under the Family and Medical Leave Act, shall fulfill the District's obligations under the Act.

An administrator on leave-of-absence shall be responsible for health and other insurance premiums, if any, except for that part of the leave which qualifies as family and medical leave.

XVI. Promotion and Transfer

- A. All vacant administrative positions shall be posted for a minimum of three (3) days. A letter of application will be required to demonstrate an interest in the vacancy.
- B. Administrators may request a transfer within the District by filing a letter of intent with the Superintendent.
- C. The Superintendent may involuntarily transfer administrative staff within the District as he/she deems in the best interest of the school district.

XVII. Professional Growth

- A. Professional growth is encouraged for all administrators. Requests to attend conferences and/or seminars, in state, must be submitted in writing to the Superintendent at least two (2) weeks prior to attendance. Any trips outside the state must be approved by the Board of Education. All requests for attendance out of state must be submitted to the Superintendent one week prior to the posting of the Board agenda.
  
- B. All reimbursements for expenses to attend conferences and/or seminars will be approved by the Board at the next regularly scheduled meeting following submitting actual documentation of expenses.

XVIII. Evaluation

Each administrator will receive a formal evaluation conference with the **Superintendent or the Superintendent's designee prior to a recommendation for** renewal or non-renewal of contract for the next school year. The evaluation will be on a Board approved evaluation instrument and will become a part of the administrator's personnel file. Following the evaluation by the Superintendent, the administrator will have ten (10) days to write a response which will be attached and made a part of the evaluation. Administrator evaluations will be viewed by the Board of Education in consideration of any recommendations by the Superintendent pursuant to renewal or non-**renewal of administrator' s** contract for the next school year.

Guthrie Public Schools  
Property Committee Meeting  
August 7, 2017 5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Jennifer Bennett-Johnson, Sharon Watts, Terry Pennington, and Linda Skinner.  
Shawn from Stacy Group was also present.

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

**Expenditure Reports:**

- Summarized the expenses for July
- 66 new Purchase Orders for July

**Completed Projects:**

- 108 Work-Orders completed at Maintenance
- 19 Work-Orders completed at Transportation
- HVAC repairs/upgrades throughout the District (24)
- Plumbing repairs/upgrades throughout the District (16)
- Replaced units in GUES Library and Office
- Repaired chillers at Central, GUES, H.S., and J.H.
- Restriped parking lots at Administration, Central, Faver and GUES
- Repaired deck on north portable at Fogarty
- Replaced the collapsed sidewalk at the H.S.
- Repaired and made safety cuts to level sidewalks at GUES
- Replaced the siding, door and window frames, door over-hangs, and painted the Quad at Cotteral
- Installed new sod on north side of Central
- Installed French drain for the FFA building
- Repaired partition wall between GUES café and gym
- Repaired student lockers at J.H.

**Projects in Progress:**

- Currently have 104 Maintenance Work-Orders in progress
- Currently have 64 Transportation Work-Orders in progress
- Repairing handrails at J.H.
- Replacing air filters at all sites and cleaning coils
- Water leak in the wrestling room shower area
- Inspecting and replacing defective door closures at all sites
- Painting the hall walls in the south section at Central
- Replacing the deck at the Library and Computer Lab at Cotteral
- Continuing roof repairs at Cotteral, Faver, Fogarty, HS, and Jr. High gym
- District HVAC, electrical, and plumbing repairs
- Carpet and tile replacement at Fogarty and H.S.
- Continue repairs to bus fleet
- Repairing water line and replacing bathroom fixtures at Fogarty
- Repairing plaster on walls in Teachers' lounge at Cotteral
- Replacing the HVAC unit in the Baseball locker room



**Future Projects:**

- Continue making repairs/upgrades to facilities and equipment recommended in the Performance Review Report
- Replace the carpet in the 4<sup>th</sup> grade music room at GUES
- Install fence at Charter Oak ES along NW property line to Douglas Blvd
- Continue to make repairs or replace HVAC units at all sites
- Roof repairs throughout the district
- Floor upgrades in classrooms at the HS, Bus Drivers Room, and Fogarty
- Installation of 2 security gates at the H.S. in late August
- Master lock/key system at Jr. High
- Paint north hall walls at Central
- Build a closet for a classroom at Fogarty
- North entry door replacement at Fogarty
- Chiller replacement/repairs at GUES and HS
- Repair/Replace/Paint the siding on the football locker rooms at Faver
- Parking lot repairs to the H.S. and GUES
- Install 18 Smartboards in classrooms at GUES

**Bond Projects Discussion:**

Shawn from Stacy Group discussed the progress at Charter Oak ES

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

**August 8, 2017**

**4:00 P.M.**

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Angie Smedley, Gina Davis, Janna Pierson, Michele Hamby, and Sharon Watts (attending in the absence of Tina Smedley).

**Dr. Simpson** began by speaking on the SRO contract. We will pay the salary of two officers and the city will pay the salary of a third officer.

**Ms. Chapple** opened the meeting informing the committee the first items were routine financial reports.

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

**Comparative Financial Report Through July 31, 2017**

The district has not yet received our Estimate of Needs for FY18, and appropriations have not yet been rolled.

We received our net assessed value today, showing a 6% growth from last year.

**Out-of-state Trips**

JROTC Instructors, Mick Fredrickson and Cameron Campbell plan to travel to Wichita Falls, TX on October 7, 2017 for the Top of Texas Drill Meet.

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

**Activity Student Drug Testing Vendor**

We have a need for a new vendor to provide this service, as the previously used vendor sold their company. Recommends

Coordinated Care Health Solutions as new vendor.

**CareerTech Programs Contract for 2017-2018**

Allocation for program assistance funds for Ag Education, Family and Consumer Sciences, and Science Technology Engineering & Math programs are down approximately 6% from last year.

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

**Speech Pathology Contract: Samantha Betchan**

With no applicants for the posted Speech Language Pathologist position, Ms. Smedley recommends the contract with Samantha Betchan to fulfill the services we are required to provide our students. Contract will be for \$58/hour, plus mileage. Job will continue to be posted on the GPS website.

**Dr. Simpson** spoke on the following:

**YMCA Daycare Facility Contract: Fogarty**

Contract for use of Fogarty for after school care. No change in contract from previous year.