

**AGENDA WITH COMMENTARY**

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

**MONDAY  
APRIL 11, 2016  
7:00 P.M.**

**AGENDA:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Presentation of Certified and Support Employee of the Month**
- 6. Comments to the Board by:**
  - A. Citizens registered to speak to the Board**
  - B. Board Members**
- 7. Superintendent's Reports**
- 8. Superintendent's Presentation Regarding School Budget Issues**
- 9. Consent Agenda:.....Pages 6-38**

**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 March 7, 2016**
  - B. Treasurer's Report**
  - C. New Activity Fund Account request by Guthrie High School**
  - D. Activity Fund Fundraisers as per attached list**
  - E. Encumbrances for General Fund #'s 949-997, Building Fund #'s 124-129, Child Nutrition Fund # 35, Casualty/Flood Insurance Recovery Fund #4 and listed change orders and Activity Fund Reports**

- F. Fuel Bid as recommended by bid committee
- G. Contracts/Agreements under \$10,000
  - 1. Renewal agreement with Learning Sciences International for 2016-2017

Commentary:

This is a renewal of the iObservation evaluation program being used by all site principals for evaluations of their teaching staff. There is no increase over last year. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**10. Business Agenda:**

- A. Recommendation, consideration and action upon contract for auditing services for 2016-2017 for fiscal year 2015-2016.....Page 39

Commentary:

Putnam & Company, PLLC has been utilized by the District for the past five years for auditing services. Mr. Dennis Schulz recommends renewal of the contract. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- B. Recommendation, consideration and action upon \$.10 increase for all paid student lunch meals.....Pages 40-42

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- C. Recommendation, consideration and action upon 2016 Guthrie High School Summer School and End of Instruction Test Dates.....Page 43

Commentary:

Pursuant to federal and state laws pertaining to Achieving Classroom Excellence (ACE), remediation must be provided to students who failed one or more End of Instruction (EOI) exams during the course of the school year. A breakdown of courses, dates, testing schedules and teachers is included in your packet. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**D. Recommendation, consideration and action upon Growth and Development presentation by Ms. Debbie Blan R.N. for 5<sup>th</sup> grade students at Guthrie Upper Elementary.....Pages 44-45**

Commentary:

Ms. Debbie Blan will present this 5<sup>th</sup> grade puberty class in conjunction with the Logan County Health Department. The lesson deals with the emotional and physical growth and development of early adolescents with an emphasis on personal hygiene practices. A copy of the parent consent form is included in your packet. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**E. Recommendation, consideration and action to approve E-rate Technology Plan for 2016-2019.....Pages 46-60**

Commentary:

E-rate rules require the School District to approve a 3-year Technology Plan each year. That Plan is then approved by the State Department of Education. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**F. Recommendation, consideration and action to approve E-rate contracts for 2016-2017.....Pages 61-79**

Commentary:

The contracts for e-rate purchases must be approved separately from the e-rate application. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**G. Recommendation, consideration and action upon new District Policies:..Pages 80-90**

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

Commentary:

These were submitted for presentation at last month's Board meeting and are now being brought back as an action item. They have been reviewed by our legal counsel. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**H. Recommendation, consideration and action upon contract renewal with Southwest Foodservice Excellence, LLC for 2016-2017.....Page 91**

Commentary:

This is our 5<sup>th</sup> year with Southwest Foodservice. We continue to have increased participation in our breakfast and lunch program. Participants have been happy with the food content. Southwest is very accommodating with administration when dealing with any problems that have arisen. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**I. Recommendation, consideration and action upon ratification of a one year extension of the existing Group Purchasing Participation Agreement with American Purchasing Consortium for 2016-2017.....Pages 92-93**

Commentary:

Southwest Foodservice Excellence partners with American Purchasing Consortium (APC). The primary purpose of APC is to provide substantial savings and best value for participating agencies through established group purchasing practices. The partnership has no out of pocket direct costs associated to the district. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 11. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of all building level administrator’s contracts as listed for 2016-2017, discussion of all district level administrator’s contracts as listed for 2016-2017 and discussion of teacher negotiations for 2016-2017, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
  - A. Vote to go into executive session**
  - B. Acknowledge Board’s return to open session**
  - C. Statement of minutes of executive session**
- 12. Vote on action as set out on the Personnel Reports.....Page 94**
- 13. Recommendation, consideration and action upon building level administrator’s contracts as listed for 2016-2017 without specification for salary or assignment.....Page 95**
- 14. Recommendation, consideration and action upon district level administrator’s contracts as listed for 2016-2017 without specification for salary or assignment.....Page 96**
- 15. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**

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

17. Adjourn

**Dr. Mike Simpson**  
**Superintendent**

jf

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
MARCH 7, 2016**

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

<b>Board Members Present:</b>	<b>Gail Davis, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts</b>
<b>Board Members Absent:</b>	<b>Jennifer Bennett-Johnson and Terry Pennington</b>
<b>District Level School Officials Present:</b>	<b>Dr. Mike Simpson, Superintendent Dennis Schulz, Ass't Superintendent Doug Ogle, Executive Director of Personnel/Secondary Ed Carmen Walters, Executive Director of Federal Programs/Elementary Ed Eldona Woodruff, Director of Special Education Jerry Gammill, Director of Facilities Dee Benson, Director of Technology Steve Cordell, Director of Transportation Jessica Callaway, Director of Child Nutrition Jean Watts, Deputy Minutes Clerk</b>

- 1. The meeting was called to order by President Watts.**
- 2. Members Gail Davis, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.**
- 3. A quorum was established.**
- 4. President Watts asked everyone present to stand and join her in the Pledge of Allegiance.**
- 5. President Watts called for a presentation by Mr. Brian Billings from Sonic of East Guthrie.**

**Mr. Brian Billings from Sonic East presented a check for \$7,000 to Principal Chris LeGrande from Guthrie High School. This is an annual donation made by Mr. Billings for a number of years. In years past, Mr. Billings had donated \$1,000.00 to each site to use where the sites felt most needed. He stated 4 years ago he would like to make one large donation to a site whose name had been randomly selected in a drawing. He felt the larger contribution**

could better be used for a purchase that the school otherwise would not have the funds to do. He thanked Guthrie Schools and stated he hoped to be able to continue the donation for many years. Superintendent Simpson thanked Mr. Billings for his generosity in helping the students of our community.

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

**Mr. Doug Ogle, Executive Director of Personnel and Secondary Education, announced the award winners for February: Ms. Nancy Bradley, GUES 4<sup>th</sup> Grade Teacher, as certified employee of the month and Mrs. Sandra Savory, GPS District Payroll Clerk, as support employee of the month. Nomination letters were read by the staff member who submitted the nominations: Mr. Jeff Ball, GUES Assistant Principal, for Ms. Nancy Bradley and Mr. Dennis Schulz, GPS Assistant Superintendent, for Mrs. Sandra Savory.**

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

**7A. President Watts asked the Superintendent if there were any citizens registered to speak to the Board.**

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

**7B. President Watts called for any comments to the Board by Board members.**

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

**8. President Watts called for the Superintendent's Reports.**

**Superintendent Simpson reported on the following:**

**Recognized that Guthrie Public Schools has received the Silver Award from United Way due to our per capita of participation.**

**Announced that 2 students from Guthrie Upper Elementary School recently placed at the Invention Convention. Those students were Abbie Eichler, 4<sup>th</sup> grade, placing 4<sup>th</sup> with a 'cool helmet liner', and Clark Christian, 5<sup>th</sup> grade, placing 3<sup>rd</sup> with an 'above ground pool guard'.**

**Stated his monthly column which spoke of school safety, was released by the media last night. Encouraged all parents, patrons and community members to read the column. Spoke regarding the protocol followed when addressing a school safety issue.**

**Addressed our current budget situation. To date, the cuts GPS has received this fiscal year from revenue failures and mid-term adjustments total \$636,819. Stated Governor Fallin requested tapping the Rainy Day Fund to help with the impact the State Department of Education is facing due to budget cuts. Mr. Schulz added that in addition to the cuts received during this fiscal year, we also started the year with less collections in State Aid by \$800,000. The total actual loss amount for this year is approximately \$1.8 million just for our District alone. Because we have already obligated salaries, contracts etc. for this fiscal year, we do not have much room to adjust. Even if there were no further cuts next year, if**

the revenues and expenditures stay the same as what they are this year, the fund balance will be nearly gone by the end of next year. Dr. Simpson has been trying to prepare the Board, staff and community for what lies ahead. Some changes implemented since last Board Meeting to save money include passing the actual cost of field trips to that particular group and they must also be approved by Mr. Schulz and Dr. Simpson. Some departments that have not been previously charged for fuel will now be responsible for the actual cost of the fuel used. Going forward, after April 1<sup>st</sup>, only emergency purchase requests will be approved. This is designed so we can reconcile with better accuracy our fund balance through the end of the fiscal year. We are looking at overtime extensively and Mr. Ogle is working on data regarding the cost of personnel by site and department. New job postings are not done without the approval of Dr. Simpson. We are leaving no stone unturned but the reality is this is unprecedented. The saving grace is we have prepared for this but we have limits as to what our budget can tolerate.

**9. President Watts called for action on the Consent Agenda.**

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

A motion was made by Sallee and seconded by Smedley to approve the Consent Agenda as presented.

The motion carried with 5 ayes and 0 nays.

**10A. President Watts called for recommendation, consideration and action upon contract with the Center for Responsive Schools, Inc. for professional development for Elementary Teachers from May 31-June 3, 2016.**

A motion was made by Smedley and seconded by Pierson to approve the contract with the Center for Responsive Schools, Inc. for professional development for Elementary Teachers from May 31-June 3, 2016.

The motion carried with 5 ayes and 0 nays.

**10B. President Watts called for recommendation, consideration and action upon contract renewal with Municipal Accounting Systems, Inc. for providing software and support for financial accounting, personnel, child nutrition and student information programs including student gradebooks.**

A motion was made by Pierson and seconded by Davis to approve the renewal contract with Municipal Accounting Systems, Inc. for providing software and support for financial accounting, personnel, child nutrition and student information programs including student gradebooks.

The motion carried with 5 ayes and 0 nays.

**10C. President Watts called for recommendation, consideration and action upon request for Special Education students to attend State Special Olympics Summer Games May 11-13, 2016.**



**A motion was made by Pierson and seconded by Smedley to approve the request for Special Education students to attend State Special Olympics Summer Games May 11-13, 2016.**

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

- 10D. President Watts called for recommendation, consideration and action upon K-8 Remedial Summer School Program.**

**A motion was made by Smedley and seconded by Davis to approve the K-8 Remedial Summer School Program.**

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

- 10E. President Watts called for the presentation of proposed new District Policies:**

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

**Superintendent Simpson stated this was not an action item. It was for presentation only and would be placed on the April agenda for consideration.**

- 11. President Watts 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, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1 and 7.**

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

**The motion carried with 5 ayes and 0 nays. Executive session began at 7:29 p.m.**

- 11B. President Watts acknowledged the Board's return to open session at 7:57 p.m.**

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

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

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

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

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

**Superintendent Simpson stated we had received the resignation of Naymon Braggs, Custodian at Fogarty Elementary. The resignation is effective March 2, 2016.**

**A motion was made by Smedley and seconded by Sallee to accept the resignation of Naymon Braggs.**

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

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

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

- 15. A motion was made by Smedley and seconded by Davis to adjourn the meeting.**

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

**The meeting adjourned at 7:59 p.m.**

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**Jana Frey, Minutes Clerk**

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**E. Sharon Watts, Board President**



**WARRANTS PAID**

**GENERAL FUND:**

2014-2015 \$ 0.00  
2015-2016 \$1,506,494.23

**GIFTS & ENDOWMENTS FUND:**

**INS. LOSS RECOVERY FUND:**

**BUILDING FUND:**

2014-2015 \$ 0.00  
2015-2016 \$ 18,052.35

**CHILD NUTRITION FUND:**

2014-2015 \$ 0.00  
2015-2016 \$ 121,205.67

**BOND FUND:**

**SCHOLARSHIPS:**

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**Smithson – F&M Bank**

Balance \$ 745.27

**Keri Fisher – F&M Bank**

Balance \$ 4,956.78

**Paula Bearden – F&M Bank**

Balance \$ 6,262.44

**Randy Biggs - F&M Bank**

Balance \$ 1,711.62

**Original 89ers – F&M Bank**

C.D. \$ 7,152.61

**Total Monies in F&M Bank \$ 8,236,049.77**

**Pledged \$ 250,000.00 FDIC**

**Pledged \$ 10,297,000.00**

**\$ 250,000.00 FDIC**

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

Date 4-4-16

Site Guthrie High School

Desired Name of new Account Football Camp

Purpose of account To provide financial support for Guthrie Football

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)  
Dues and Fees, meeting expenses, t-shirts, hats, student travel and related expenses,  
office equipment, football equip

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)  
Bluejay football camp-Fees

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

X *K Beeby*

Sponsor Signature

Approved by \_\_\_\_\_

X *D Chen*

Principal/Administrator Signature

Date \_\_\_\_\_

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

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

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



**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
April 11, 2016**

- a. HS FCCLA, 878      MPact Fundraising-Pretzel rods
- b. Central              Donors Choose Fund request
- c. \*Football Camp      Football Camp Fees

**\*Request for new account**



GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST

MAR 08 REC'D

a.

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

Site Name: Guthrie High School Date of Request: 03/7/16

Account Name & Number: FCCLA 878

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

MPact Fundraising - Chocolate dipped pretzel rods

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

2016-17 Beginning of year expenses; t-shirts, FCCUA district meeting registration, FCCUA district meeting transportation & substitute, FCCUA LEAD conference registration, transportation & substitute, FCCUA open meeting lunch

Current Unobligated Account Balance (Cash Balance less Open PO's): 933.89 of 279.28

Location of Sales: School Facility [ ] Community [x] Both [ ]

Start / End Dates of Fundraiser: April 30, May 7 & 14, 2016

Table with Profit Prediction (a-b=c) and Notes: Pretzels were paid for with last selling. 2408 Pretzels remain unsold

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.

Signatures and dates for Sponsor's Signature, Principal's Signature, and Activity Fund Custodian's Signature

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



**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND  
FUNDRAISER REQUEST**

MAR 31 REC'D

b.

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

Site Name: Central

Date of Request: 3/30/16

Account Name & Number: Central Elementary

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

Donors Choose - attached is project information.

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

Habitat for class Bearded Dragon who is outgrowing his current habitat. Additional information attached.

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

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: April 12, 2016 - August 1, 2016 (until funded)

<b>Profit Prediction</b>	<b>a - b = c</b>	a. Estimated INCOME:	409.45	Notes: all proceeds will be used for the habitat costs
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$409.45	

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

	<u>3/30/16</u>	Emily Avila
Sponsor's Signature	Date	Sponsor's Name Printed
	<u>3/30/16</u>	
Principal's Signature	Date	Activity Fund Custodian's Signature

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

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



### Fundraiser Request for Dez's New Home

I would like to create a Donor Choose fundraiser to help get our classroom pet a new habitat. I was able to get Dez, a bearded dragon, through a grant, "Pets in the Classroom" with PetCo. Through the semester we have incorporated Dez into all our subjects. Every Monday, our class uses their reasoning, predicting, measuring, and graphing skills to determine how much Dez has grown during the week. We have also used Dez in geography by researching his place of origin and many other science subjects.

Dez is an asset to this classroom for many reasons. Having this classroom pet allows students to have new experiences with an animal they normally would not see. The students are able to have a firsthand experience with the science we are studying. It has also helped with classroom management. One of our rules is to "Treat Dez with respect." The students take this very seriously and keep their voices low and their peers accountable.

Since the class first starting measuring Dez, he has grown from eight inches to thirteen and a half inches. To keep him in a comfortable and healthy environment, he must be moved into a larger habitat. All of the items for the Donor Choose be would be used to create a more realistic and comfortable habitat for Dez. Dez has united our classroom and become a class mascot for us. These items would help bring Dez the happiness he brings the students and myself each day.

Items Requested for Donor Choose

Item	Price (On Amazon)
Exo Terra Glass Terrarium 36x18x18	\$249.99
Zoo Med ReptiSand Desert – 25 lbs.	\$21.99
Zoo Med Repto Sand Litter Scoop	\$7.03
Zilla Reptile Terrarium Heat Lamps	\$27.12
Exo Terra Repti-Glo 10.0 Terrarium Lamp	\$14.99
Zoo Med Reptile Lamp Stand (Full Size)	\$25.99
Zoo Med Reptile Basking Spot Lamp- 2 Bulb	\$ 11.99
Zilla Reptile Basking Platform	\$20.99
Etekcitey Lasergrip Digital Infrared Thermometer	\$17.88
Weightmax Digital Scale	\$12.95
1100 Count Live Mealworms	\$13.49
<b>Total:</b>	<b>\$409.45</b>

C.



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS

Date of Request: 4-4-16

Account Name & Number: **NEW account.** Football Camp

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

Football Camp-Fees

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

Provide financial support for guthrie FB 7-12, Dues and Fees, t-shirts, hats, shoes, socks, office equip, FB equip, student travel and related expenses

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

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: \_\_\_\_\_

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

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

K Beeby 4-4-16  
Sponsor's Signature Date

Kelly Beeby  
Sponsor's Name/Printed

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

[Signature]  
Activity Fund Custodian's Signature

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

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



## Purchase Order Register

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, Date Range: 7/1/2015 - 6/30/2016, PO Range: 949 - 997

PO No	Date	Vendor No	Vendor	Description	Amount
949	03/02/2016	43489	PIRAINO CONSULTING, INC.	SMARTBOARD/CREC GRANT/SPECIAL ED/GUES	3,931.00
950	03/02/2016	16667	CDW DIRECT LLC	PRINTER/WOODRUFF/ADMINISTR ATION	692.41
951	03/02/2016	16691	PEARSON ASSESSMENTS	TESTING MATERIALS/SPECIAL ED	108.80
952	03/02/2016	16185	KELVIN TECHNOLOGIES	SUPPLIES/TECH ENG/DARCY/JH	308.61
953	03/02/2016	43705	CHAOS, LLC	SUPPLIES/TECH ENG/DARCY/JH	143.80
954	03/02/2016	43642	CREATIVE NOTEBOOK SOLUTIONS, LLC	SUPPLIES/TECH ENG/DARCY/JH	206.25
955	03/08/2016	12910	OFFICE DEPOT, INC.	TARGUS AMP16US ITEM#443263	65.98
956	03/08/2016	40791	APPLE, INC.	COMPUTERS/CARL PERKINS/VO- AG/DRAKE/HS	1,898.00
957	03/08/2016	11626	HOME DEPOT/GEFC	APPLIANCES/CARL PERKINS/FACS/MOORE/HS	1,874.15
958	03/08/2016	16667	CDW DIRECT LLC	BROADCASTING EQUIPMENT/CARL PERKINS/VO- AG/DRAKE/HS	1,317.98
959	03/08/2016	16105	GITAR CENTER STORES, INC.	BROADCASTING EQUIPMENT/CARL PERKINS/VO- AG/DRAKE/HS	799.99
960	03/08/2016	14207	WALMART COMMUNITY	APPLIANCES/CARL PERKINS/FACS/MOORE/HS	1,015.00
961	03/09/2016	14207	WALMART COMMUNITY	PARENT RESOURCE MATERIALS/ TITLE I/JR HIGH	621.60
962	03/09/2016	13960	NIS, INC.	PARENT RESOURCE MATERIALS/TITLE I/GUES	620.40
963	03/09/2016	11244	FAST SIGNS	SUPPLIES/TRANSPORTATION	38.00
964	03/09/2016	15444	SCHOOL SPECIALTY	CLASSROOM SUPPLIES/GRAHAM/COTTERAL	436.85
965	03/09/2016	43560	CENTER FOR RESPONSIVE SCHOOLS, INC	RESPONSIVE CLASSROOM PROFESSIONAL DEVELOPMENT/ELEM	22,610.00
966	03/21/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/JENSON/COTTER AL	97.46
967	03/21/2016	15444	SCHOOL SPECIALTY	INSTRUCTIONAL MATERIALS/COTTERAL	1,358.75
968	03/21/2016	17336	CUMMINGS SOUTHERN PLAINS, LTD	SUPPLIES/TRANSPORTION	2,831.29
969	03/21/2016	13229	QUILL CORPORATION	COMPUTER CHAIRS/TODD/FOGARTY	709.98
970	03/21/2016	15444	SCHOOL SPECIALTY	SUPPLIES/WATSON/CENTRAL	202.00
971	03/23/2016	17336	CUMMINGS SOUTHERN PLAINS, LTD	REPAIRS/TRANSPORTATION	4,924.28
972	03/24/2016	13286	RED ROCK DISTRIBUTING CO.	FUEL PER BID/TRANSPORTATION	10,670.50
973	03/28/2016	43714	SPEARS TECHNOLOGIES, INC.	SOFTWARE/TECH EN/DARCY/JH	95.70
974	03/28/2016	14207	WALMART COMMUNITY	BLAMKET FOR FOODS/SUPPLIES FOR FACS/HS	1,000.00
975	03/28/2016	10599	OK DEPT OF CAREER & TECH EDUCATION	CURRICULUM MATERIALS/FACS/HS	101.00
976	03/28/2016	17828	MARZANO RESEARCH LABORATORY	Inter-Rater Reliability Training	1,639.00
977	03/28/2016	43380	INSIGHT SYSTEMS EXCHANGE	4 DELL 9010 COMPUTERS	2,384.96

## Purchase Order Register

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, Date Range: 7/1/2015 - 6/30/2016, PO Range: 949 - 997

PO No	Date	Vendor No	Vendor	Description	Amount
978	03/30/2016	13183	PITSCO, INC	SUPPLIES/TECH ENG./DARCY/JH	3,091.70
979	03/30/2016	13229	QUILL CORPORATION	SUPPLIES/TODD/FOGARTY	161.00
980	03/30/2016	17034	LAMINATION DEPOT, INC.	LAMINATION ROLLS/TODD/FOGARTY	274.80
981	03/31/2016	15418	VIRCO INC.	STUDENT DESKS/HS	2,808.25
982	03/31/2016	43719	Best Buy Stores, L.P.	SURFACE 4	4,170.00
983	03/31/2016	17940	PROSPERITY BANK	SUPPLIES/RAINWATER/JH	253.48
984	03/31/2016	17940	PROSPERITY BANK	SUPPLIES/TODD/FOGARTY	370.00
985	03/31/2016	42541	TERESA EWING	PHYSICAL THERAPY	21,000.00
986	04/01/2016	15850	CHUCK KYLE	FOOTING FOR SHED/ATHLETICS	500.00
987	04/01/2016	41853	HOMELAND OUTDOOR PROD. OF LA., INC.	SHEDS/ATHLETICS	3,879.10
988	04/01/2016	17961	NCS PEARSON	TITLE I SUMMER SCHOOL SOFTWARE	5,005.00
989	04/04/2016	12394	LOWE'S COMPANIES, INC.	APPLIANCES/FACS/PETTY/JH	2,000.00
990	04/04/2016	42992	PALEN MUSIC CENTER, INC.	REPARIS/BAND/BLACKBURN/HS	1,000.00
991	04/04/2016	17398	EDMOND MUSIC, INC.	REPARIS/MUSIC/BAND/BLACKBUR N/HS	1,832.35
992	04/04/2016	13123	KATHERYNE B PAYNE EDUCATION CENTER	REGISTRATION PROFESSIONAL DEVELOPMENT / ST. MARY'S	1,196.17
993	04/04/2016	11346	PLAYCORE WISCONSIN, INC	PLAYGROUND EQUIPMENTLEGRANDE/HS	2,071.48
994	04/04/2016	10436	CAROLINA BIOLOGICAL SUPPLY	SUPPLIES/SCIENCE/REDUS/HS	450.00
995	04/04/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/HUDSON/HS	2,043.67
996	04/05/2016	15926	DELL MARKETING L.P.	PRINTER INK/LEGRANDE/HS	265.96
997	04/05/2016	14475	RIVERSIDE SCORING SERVICE	SCORING OF 3RD GRADE COGAT	1,000.00
<b>Non-Payroll Total:</b>					<b>\$116,076.70</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$116,076.70</b>

## Purchase Order Register

Options: Year: 2015-2016, Fund: Building, Date Range: 7/1/2015 - 6/30/2016, PO Range: 124 - 129

PO No	Date	Vendor No	Vendor	Description	Amount
124	03/08/2016	17968	SCOVIL & SIDES HARDWARE COMPANY	CLOSER ARM	200.00
125	03/21/2016	41794	CARRIER CORPORATION	DISTRICT HVAC REPAIRS & SERVICE	2,000.00
126	03/23/2016	42632	AAA PLAYGROUNDS INC.	4 SWING SEATS FOR FOGARTY	149.00
127	03/29/2016	16654	BEN CHADD	MOWING FOR HIGH SCHOOL, GUES, CENTRAL	9,200.00
128	03/30/2016	15969	SOUTHWEST PAPER	DISTRICT CUSTODIAL SUPPLIES	5,000.00
129	03/31/2016	42004	ROBERT BROOKE & ASSOCIATES	LOCKER PARTS	42.16
<b>Non-Payroll Total:</b>					<b>\$16,591.16</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$16,591.16</b>

**Purchase Order Register**

**Options:** Year: 2015-2016, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2015 - 6/30/2016, PO Range: 35 - 35

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
35	03/21/2016	16667	CDW DIRECT LLC	PRINTER INK/CENTRAL.CN	37.50
<b>Non-Payroll Total:</b>					<b>\$37.50</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$37.50</b>

**Purchase Order Register**

**Options:** Year: 2015-2016, Fund: CASUALTY/FLOOD INS. RECOVERY, Date Range: 7/1/2015 - 6/30/2016, PO Range: 4 - 4

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
4	03/09/2016	42077	DESHILDS TRUCK SERVICE, INC.	BUS REPAIRS/TRANSPORTATION	5,485.62
<b>Non-Payroll Total:</b>					<b>\$5,485.62</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$5,485.62</b>



## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 3/2/2016 - 4/4/2016, PO Range: 1 - 948, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
2	07/01/2015	12886	O G & E	ELECTRICAL SERVICE FOR 20105-1	-50,000.00	
				ELECTRICAL SERVICE FOR 2015-16		
		008-2620-624-000-0000-000-050		01/04/2016	03/09/2016	-222,857.73
		008-2620-624-000-0000-000-050		03/09/2016		14,029.83
		008-2620-624-000-0000-000-050		03/09/2016		158,827.90
6	07/01/2015	10407	A T & T MOBILITY	CELL PHONE SERVICE FOR 2015-16	-3,735.59	
				CELL PHONE SERVICE FOR 2015-2016		
		012-2620-530-000-0000-000-050		07/01/2015	03/09/2016	-12,235.59
		012-2620-530-000-0000-000-050		03/09/2016		8,500.00
10	07/01/2015	13181	PITNEY BOWES CREDIT CORP.	POSTAGE MACHINE/SUPPLIES	-2,187.50	
				2015-		
				POSTAGE MACHINE RENTAL FOR 2015		
		029-2511-440-000-0000-000-050		07/01/2015	03/09/2016	-2,510.50
		029-2511-440-000-0000-000-050		03/09/2016		523.00
				SUPPLIES FOR 2015-116		
		029-2511-619-000-0000-000-050		07/01/2015	03/09/2016	-500.00
		029-2511-619-000-0000-000-050		03/09/2016		300.00
14	07/01/2015	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS FOR 2015-16	-273.55	
				ADS FOR 2015-16		
		041-2571-540-000-0000-000-050		07/21/2015	03/09/2016	-281.60
		041-2571-540-000-0000-000-050		03/09/2016		8.05
15	07/01/2015	42573	LOGAN COUNTY COURIER	SUBSCRIPTIONS/ADS/INFO FOR	-360.00	
				20		
				ADS FOR 2015-16		
		041-2571-540-000-0000-000-050		07/01/2015	03/09/2016	-110.00
				INFORMATION SERVICES FOR 2015-		
		041-2560-530-000-0000-000-050		07/01/2015	03/09/2016	-250.00
				16		
16	07/01/2015	14316	AHP OF OKLAHOMA	SUBSCRIPTION/ADS/INFO FOR	-835.30	
				201		
				ADS FOR 2015-16		
		041-2571-540-000-0000-000-050		07/01/2015	03/09/2016	-121.00
				INFORMATION SERVICES FOR 2015-		
		041-2560-530-000-0000-000-050		07/01/2015	03/09/2016	-714.30
				16		
17	07/01/2015	10081	AMERICAN FIDELITY ASSURANCE CO	FICA FOR 2015-16	-1,546.65	
				DISIBILITY FICA FOR 2015-16		
		046-1000-231-100-0000-210-125		12/09/2015	03/09/2016	-2,546.65
		046-1000-231-100-0000-210-125		03/09/2016		153.00
		046-1000-231-100-0000-210-125		03/09/2016		847.00
18	07/01/2015	15661	OKLAHOMA EMPLOYMENT SECURITY	UNEMPLOYMENT FOR 2015-16	-15,520.48	
				COMM		
				UNEMPLOYMENT FOR 2015-16		
		003-2620-281-000-0000-954-050		07/17/2015	03/09/2016	-9,481.90
		002-1000-271-100-0000-210-125		10/21/2015	03/09/2016	-9,038.58
		002-1000-271-100-0000-210-125		03/09/2016		1,500.00
		003-2620-281-000-0000-954-050		03/09/2016		1,500.00
24	07/01/2015	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	LEGAL ASSIST/REGISTRATION FOR	-900.00	
				REGISTRATION FOR 2015-16		
		006-2573-860-000-0000-000-050		07/01/2015	03/09/2016	-3,400.00
		006-2573-860-000-0000-000-050		03/09/2016		2,500.00
28	07/01/2015	13496	G.E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR	-210.00	
				20105-		
				SUPPLIES FOR 2015-16		
		041-2511-619-000-0000-000-050		07/01/2015	03/09/2016	-260.00
		041-2511-619-000-0000-000-050		03/09/2016		50.00
29	07/01/2015	14207	WALMART COMMUNITY	SUPPLIES FOR 2015-16	-200.00	
				SUPPLIES FOR 2015-16		
		041-2511-619-000-0000-000-050		07/01/2015	03/09/2016	-236.84
		041-2511-619-000-0000-000-050		03/09/2016		36.84
30	07/01/2015	12910	OFFICE DEPOT, INC.	SUPPLIES FOR 2015-16	-698.75	
				SUPPLIES FOR 2015-16		
		041-2511-619-000-0000-000-050		08/11/2015	03/09/2016	-1,198.75
		041-2511-619-000-0000-000-050		03/09/2016		500.00
31	07/01/2015	13229	QUILL CORPORATION	SUPPLIES FOR 2015-16	25 -1,000.00	

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 3/2/2016 - 4/4/2016, PO Range: 1 - 948, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
				SUPPLIES FOR 2015-16		
		041-2511-619-000-0000-000-050		09/29/2015	03/09/2016	-1,682.78
		041-2511-619-000-0000-000-050		03/09/2016		682.78
32	07/01/2015	12686	MIDWEST PRINTING & PUBLISHING CO.	PRINTING FOR 2015-16	-2,000.00	
				PRINTING FOR 2015-16		
		041-2530-550-000-0000-000-050		07/01/2015	03/09/2016	-3,000.00
		041-2530-550-000-0000-000-050		03/09/2016		21.95
		041-2530-550-000-0000-000-050		03/09/2016		978.05
33	07/01/2015	17940	PROSPERITY BANK	REGISTRATION/TRAVEL/SUPPLIES	-4,100.00	
				STAFF TRAVEL FOR 2015-16		
		031-2573-580-000-0000-000-050		07/01/2015	03/09/2016	-1,820.83
		031-2573-580-000-0000-000-050		03/09/2016		220.83
				SUPPLIES FOR 2015-16		
		136-2511-619-000-0000-000-050		07/01/2015	03/09/2016	-1,972.02
		136-2511-619-000-0000-000-050		03/09/2016		72.02
				REGISTRATION FOR 2015-16		
		006-2573-580-000-0000-000-050		07/01/2015	03/09/2016	-100.00
		006-2573-580-000-0000-000-050		07/01/2015	03/09/2016	-900.00
		006-2573-580-000-0000-000-050		07/01/2015	03/09/2016	-500.00
		006-2573-860-000-0000-000-050		03/09/2016		300.00
		006-2573-860-000-0000-000-050		03/09/2016		100.00
		006-2573-860-000-0000-000-050		03/09/2016		500.00
38	07/01/2015	83489	CARMEN L WALTERS	EXPENSE REIMB. FOR 2015-16	-771.06	
				EXPENSE REIMB. FOR 2015-16		
		031-2573-580-000-0000-000-050		07/01/2015	03/31/2016	-771.06
41	07/01/2015	81874	JEAN VANISE WATTS-LACINA	EXPENSE REIMB. FOR 2015-16	-61.36	
				EXPENSE REIMB. FOR 2015-16		
		031-2573-580-000-0000-000-050		07/01/2015	03/09/2016	-61.36
42	07/01/2015	80058	VICKI BIGGS	EXPENSE REIMB. FOR 2015-16	-12.34	
				EXPENSE REIMB. FOR 2015-16		
		031-2573-580-000-0000-000-050		07/01/2015	03/09/2016	-12.34
45	07/01/2015	42047	WALKER COMPANY	NOTARY BOND RENEWALS FOR 2015-	-182.50	
				NOTARY BOND RENEWAL FOR 2015-16		
		021-2511-525-000-0000-000-050		07/01/2015	03/29/2016	-182.50
48	07/01/2015	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	ADDITIONAL INSURANCE FOR 2015-	-1,200.00	
				ADDITIONAL INSURANCE FOR 2015-16		
		021-2319-522-000-0000-000-050		07/01/2015	03/09/2016	-1,200.00
50	07/01/2015	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2015-16	35.40	
				ELECTION EXPENSES FOR 2015-16		
		039-2314-340-000-0000-000-050		03/07/2016		35.40
57	07/01/2015	83501	JANA MARIE FREY	EXPENSE RIEMB. FOR 2015-16	-150.00	
				EXPENSE REIMB. FOR 2015-16		
		031-2573-580-000-0000-000-050		07/01/2015	03/09/2016	-150.00
65	07/01/2015	80431	PEGGY JEAN HUGHES	EXPENSE REIMB. FOR 2015-16	-500.00	
				EXPENSE REIMB. FOR 2015-16		
		026-2230-580-000-0000-000-050		07/01/2015	03/29/2016	-500.00
68	07/01/2015	40791	APPLE, INC.	BLANKET FOR PARTS AND SUPPLIES	-449.05	
				BLANKET FOR PARTS AND SUPPLIES		
		026-2230-653-100-0000-000-050		07/01/2015	03/29/2016	-449.05
69	07/01/2015	17249	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS	-2,000.00	
				BLANKET FOR ELECTRICAL REPAIRS		
		026-2620-430-000-0000-000-050		07/01/2015	03/29/2016	-2,000.00
70	07/01/2015	43236	CDI COMPUTER DEALERS INC.	BLANKET FOR PARTS	-3,800.00	
				BLANKET FOR PARTS, SUPPLIES & EQUIPMENT		
		026-2230-653-000-0000-000-050		07/01/2015	03/29/2016	-3,800.00
72	07/01/2015	43320	CHICKASAW	NETWORK SUPPORT FOR 2015-16	-1,148.06	
				ON SITE SUPPORT OF NETWORK		
		026-2230-430-000-0000-000-050		07/01/2015	03/29/2016	-1,648.06
		026-2230-430-000-0000-000-050		03/29/2016		500.00

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 3/2/2016 - 4/4/2016, PO Range: 1 - 948, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
77	07/01/2015	15905	E-FILLIATE, INC.	BLANKET FOR PARTS/TECHNOLOGY	-1,000.00
		026-2230-653-000-0000-000-050		07/01/2015 03/29/2016	-1,000.00
78	07/01/2015	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS/TECH	-1,248.26
		026-2230-430-000-0000-000-050		07/01/2015 03/29/2016	-1,748.26
		026-2230-430-000-0000-000-050		03/29/2016	500.00
80	07/01/2015	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO VISUAL SUPPL	-1,000.00
		026-2230-652-000-0000-000-050		07/01/2015 03/29/2016	-1,000.00
81	07/01/2015	43235	HARMAN PROFESSIONAL	BLANKET FOR EQUIPMENT REPAIRS	-500.00
		026-2640-430-000-0000-000-050		07/01/2015 03/29/2016	-500.00
85	07/01/2015	17472	NETSOLUTIONS	BLANKET FOR PARTS/REPAIRS/TECH	-1,000.00
		026-2640-430-000-0000-000-050		07/01/2015 03/29/2016	-1,000.00
91	07/01/2015	42240	PERSONAL COMPUTER SYSTEMS, INC.	BLANKET FOR PARTS/TECHNOLOGY	-5,700.00
		026-2230-653-000-0000-000-050		07/01/2015 03/29/2016	-6,700.00
		026-2230-653-000-0000-000-050		03/29/2016	1,000.00
93	07/01/2015	13496	G.E. MONEY BANK	BLANKET FOR SUPPLIES/TECHNOLOG	-222.02
		026-2230-619-000-0000-000-050		07/01/2015 03/29/2016	-222.02
97	07/01/2015	43238	SOONER ACOUSTIC MUSIC, INC.	PARTS AND REPAIRS/TECHNOLOGY	-500.00
		026-2230-430-000-0000-000-050		07/01/2015 03/29/2016	-500.00
98	07/01/2015	13832	SYNERGY DATACOM	BLANKET FOR PARTS/TECHNOLOGY	-3,417.36
		026-2230-653-000-0000-000-050		07/01/2015 03/29/2016	-5,417.36
		026-2230-653-000-0000-000-050		03/29/2016	2,000.00
115	07/01/2015	16606	ASCD	INSTITUTIONAL MEM. FOR 2015-16	-985.00
		541-2573-810-000-0000-000-050		07/01/2015 03/29/2016	-985.00
		INSTITUTIONAL MEMBERSHIP; PREMIUM MEMBER - CARMEN WALTERS; ROSTER; DOUG OGLE, SCOT GRAHAM, DANI WATSON, MARSHA TODD, LESLEY COTTON, SUSAN DAVISON, JEFF BALL, ROBBIE RAINWATER, RYAN DAYTON, CHRIS LEGRANDE			
116	07/01/2015	43581	KATHLEEN FAD	PRESENTER FOR RTI TRAINING	-7,000.00
		541-2213-360-000-0000-000-050		07/01/2015 03/29/2016	-7,000.00
117	07/01/2015	16544	PAULA M. ROGERS	PRESENTER FOR RTI TRAINING	-7,000.00
		541-2213-360-000-0000-000-050		07/01/2015 03/29/2016	-7,000.00
182	07/01/2015	12686	MIDWEST PRINTING & PUBLISHING CO.	PRINTING FOR 2015-16/HAMBY/HS	-667.21
		101-2530-550-000-0000-000-705		07/02/2015 03/31/2016	-667.21
		PRINTING COSTS FOR 2015-16 SCHOOL YEAR: STUDENT HANDBOOKS, LETTERHEAD, STAMPS, ETC.			

**Change Order Listing**

**Options:** Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 3/2/2016 - 4/4/2016, PO Range: 1 - 948, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
183	07/01/2015	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/HAMBY/HS	-1,000.00	
		BLANKET FOR SUPPLIES FOR 2015-16	101-2490-619-000-0000-000-705	07/02/2015	03/31/2016	-1,000.00
222	07/10/2015	43240	ENGHOUSE INTERACTIVE	SOFTWARE SUPPORT/TECHNOLOGY	-297.50	
		SOFTWARE SUPPORT/TECHNOLOGY	026-2580-653-000-0000-000-050	07/10/2015	03/29/2016	-297.50
264	07/24/2015	43632	AJG, INC	HARDWARE INSTALLATION	-1,587.32	
		INSTALL HARDWARE	026-2230-430-000-0000-000-120	07/24/2015	03/29/2016	-1,587.32
546	08/27/2015	83882	RUSSELL J GILMORE	MILEAGE REIMB. BETWEEN FAVER/H	-421.60	
		MILEAGE REIMB. BETWEEN FAVER AND HIGH SCHOOL	031-1000-580-430-0000-000-710	08/31/2015	03/09/2016	-521.60
			031-1000-580-430-0000-000-710	03/09/2016		100.00
547	08/27/2015	83499	JAMES COLBY WAGNER	MILEAGE REIMB. BETWEEN FAVER/H	-372.80	
		MILEAGE REIMB. BETWEEN FAVER AND HIGH SCHOOL	031-1000-580-430-0000-000-710	08/31/2015	03/09/2016	-472.80
			031-1000-580-430-0000-000-710	03/09/2016		100.00
548	08/27/2015	81373	PHYLLIS SUZANNE WILSON	MILEAGE REIMB. BETWEEN FAVER/H	-374.08	
		MILEAGE REIMB. BETWEEN FAVER AND HIGH SCHOOL	031-1000-580-430-0000-000-710	08/31/2015	03/09/2016	-474.08
			031-1000-580-430-0000-000-710	03/09/2016		100.00
549	08/27/2015	82313	ERIC N WOODARD	MILEAGE REIMB. BETWEEN FAVER/H	-373.92	
		TRAVEL MILEAGE FAVER/HIGH SCHOOL	031-1000-580-430-2250-000-000	09/18/2015	03/09/2016	-473.92
			031-1000-580-430-2250-000-000	03/09/2016		100.00
550	08/27/2015	83905	TAYLOR FAITH WOODY	MILEAGE REIMB. BETWEEN FAVER/H	-375.04	
		MILEAGE REIMB. BETWEEN FAVER AND HIGH SCHOOL	031-1000-580-430-0000-000-710	08/31/2015	03/09/2016	-475.04
			031-1000-580-430-0000-000-710	03/09/2016		100.00
566	09/02/2015	80486	SHERYL D MILES	MILEAGE REIMB. FOR 2015-16	-102.68	
		MILEAGE REIMB. FOR 2015-16	031-2573-580-000-0000-000-050	09/02/2015	03/31/2016	-102.68
594	09/09/2015	12980	OKLAHOMA SECONDARY SCHOOL	CONTEST ENTRIES/BAND/HS	158.00	
		BLANKET FOR CONTEST ENTRIES FOR 2015-2016 SCHOOL YEAR:REGIONAL MARCHING CONTEST, 10-27-15	118-1000-810-100-3000-000-705	09/09/2015	03/29/2016	-500.00
		DISTRICT SOLO AND ENSEMBLE CONTEST 11-7-15	118-1000-810-100-3000-000-705	04/04/2016		658.00
		DISTRICT CONCERT BAND CONTEST 3-9-16				
		STATE BAND CONTEST 4-13-16				
		STATE SOLO/ENSEMBLE CONTEST 4-19- TO 4-21-16				
647	09/22/2015	14207	WALMART COMMUNITY	\$150.00/J. HODGE/HS	-75.00	
		SUPPLIES	034-1000-619-100-3300-000-705	09/22/2015	03/09/2016	-75.00
658	09/25/2015	83873	TREY DANIEL WILSON	EXPENSE REIMB. FOR 2015-16	-500.00	
		EXPENSE REIMB. FOR 2015-16	026-2230-580-000-0000-000-050	09/25/2015	03/29/2016	-500.00
741	10/26/2015	12337	MERCY HOSPITAL LOGAN COUNTY	DISTRICT MEDICAL TESTS	-52.00	
		MEDICAL TESTS	006-2130-336-000-0000-000-050	10/26/2015	03/09/2016	-52.00
766	11/10/2015	12899	O'REILLY AUTOMOTIVE INC.	BLANKET FOR SUPPLIES/TRANSPORTATION	-384.37	
		BLANKET FOR BUS/ VEHICLE SUPPLIES AND PARTS	018-2650-612-000-0000-000-070	11/10/2015	03/08/2016	-2,208.16
			018-2740-612-000-0000-000-070	11/10/2015	03/08/2016	-743.85
			018-2650-612-000-0000-000-070	03/08/2016		1,152.82

## Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 3/2/2016 - 4/4/2016, PO Range: 1 - 948, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
			018-2740-612-000-0000-000-070	03/08/2016	1,414.82
852	01/07/2016	41079	ROB BLACKBURN	MEAL PER DIEM/PROF. DEV/HS	-90.00
			MEAL PER DIEM/ OMEA JAN 20-23, 2016 TULSA	311-2213-580-271-0000-000-705	01/07/2016 03/30/2016 -90.00
855	01/07/2016	12783	ARISTOTLE CORPORATION	SUPPLIES/FACS/MOORE/HS	14.55
			FOOD DEHYDRATOR	412-1000-619-314-8400-000-705	01/07/2016 03/07/2016 -73.50
			PATTERN TRACING PAPER	412-1000-619-314-8400-000-705	01/07/2016 03/07/2016 -15.90
			COLOR COLLAR	412-1000-619-314-8400-000-705	01/07/2016 03/07/2016 -99.95
			SHIPPING ESTIMATE	412-1000-619-314-8400-000-705	03/07/2016 225.92
				01/07/2016 03/07/2016 -22.02	
859	01/11/2016	17923	SCIENTIFICS DIRECT	SUPPLIES/TECH	-10.50
			ENG/BARKER/CARL PERKINS/JH		
			14 IN 1 EDUCATIONAL SOLAR ROBOT KIT	421-1000-681-331-8700-000-610	01/11/2016 03/07/2016 -1,805.00
			SHIPPING	421-1000-681-331-8700-000-610	03/07/2016 1,859.55
				421-1000-681-331-8700-000-610	01/11/2016 03/07/2016 -95.00
				421-1000-681-331-8700-000-610	03/07/2016 29.95
868	01/12/2016	12897	OKLAHOMA ASSOCIATION FOR THE GIFTED	MEMBERSHIP & REGISTRATION FEES	-15.00
			OAGCT STATE CONFERENCE REGISTRATION FEBRUARY 26, 2016 CHERYL PRATT	043-2213-860-251-1050-000-125	01/12/2016 03/03/2016 -15.00
869	01/12/2016	80555	CHERYL A PRATT	MILEAGE REIMB./G&T WORKSHOP	7.12
			MLG REIMBUR FOR OAGCT CONF 2/26/16 IN TULSA OK	043-2213-580-251-1050-000-050	01/13/2016 03/08/2016 -125.00
				043-2213-580-251-1050-000-050	03/08/2016 132.12
876	01/13/2016	83755	ANNA DANIELLE FREDERICK	MILEAGE REIMB./SPECIAL ED	-66.84
			MILEAGE REIMBURSEMENT FOR COMMUNICATION DISORDERS IIN TULSA, OKMARCH 4, 2016	621-2213-860-239-0000-000-050	01/13/2016 03/09/2016 -150.00
				621-2213-860-239-0000-000-050	03/09/2016 83.16
903	02/03/2016	40123	SUMMIT	BUS REPAIRS/TRANSPORTATION	119.34
			REPAIRS FOR BUS 56	018-2740-430-000-0000-000-070	02/03/2016 03/28/2016 -2,500.00
				018-2740-430-000-0000-000-070	03/28/2016 2,619.34
908	02/08/2016	10924	DEMCO, INC	BECCA CREED	-11.69
			SUPPLIES AS PER ATTACHED	057-2220-619-000-0000-000-130	02/08/2016 03/08/2016 -11.69
909	02/08/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	BECCA CREED	-10.08
			BOOKS AS PER ATTACHED	057-2220-641-000-0000-000-130	02/08/2016 03/08/2016 -10.08
914	02/11/2016	11642	HOUGHTON MIFFLIN HARCOURT PUBLISHIN	TESTING MATERIALS/SPECIAL ED	-122.40
			TESTING MATERIALS AS PER ATTACHED	621-2140-810-239-0000-000-050	02/11/2016 03/03/2016 -990.00
				621-2140-614-239-0000-000-050	03/28/2016 867.60
919	02/11/2016	43510	HOOTEN OIL COMPANY, INC	SUPPLIES/TRANSPORTATION	-72.00
			SUPPLIES/TRANSPORTATION	018-2740-612-000-0000-000-070	02/11/2016 03/08/2016 -72.00
929	02/16/2016	10707	COUNTRY FORD MERCURY	REPAIRS/TRANSPORTATION	-0.05
			REPAIRS TRUCK 83 (ALIGNMENT)	018-2740-430-000-0000-000-070	02/16/2016 03/08/2016 -0.05
931	02/16/2016	12967	OKLAHOMA HOME CENTERS, INC.	BUILDING SUPPLIES/HAMILTON ESTATE/FAVER	-1.75
			Building Supplies	131-2620-618-000-0000-000-710	02/16/2016 03/07/2016 -1.75
936	02/18/2016	17541	FUEL MASTERS	DIESEL FUEL PER BID/TRANSPORTATION	20.91
			7000 GALLONS DIESEL FUEL @1.1616	019-2740-623-000-0000-000-070	02/18/2016 03/08/2016 -8,131.20

**Change Order Listing**

**Options:** Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 3/2/2016 - 4/4/2016, PO Range: 1 - 948, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
		019-2740-623-000-0000-000-070		03/08/2016	8,152.11
939	02/24/2016	13960	NIS, INC.	SUPPLIES/TITLE I PARENT CENTER/CENTRAL	-40.04
		WHY YOUR ATTENDANCE MATTERS 511-2194-641-494-0000-000-120		02/24/2016 03/28/2016	-23.15
		WHY EDUCATION MATTERS 511-2194-641-494-0000-000-120		02/24/2016 03/28/2016	-23.15
		SEVEN HABITS OF HIGHLY RESPONSIBLE STUDENTS 511-2194-641-494-0000-000-120		02/24/2016 03/28/2016	-17.50
		READING: A KEY TO YOUR CHILD'S SUCCESS 511-2194-641-494-0000-000-120		02/24/2016 03/28/2016	-152.24
		511-2194-641-494-0000-000-120		03/28/2016	176.00
946	02/29/2016	14207	WALMART COMMUNITY	TOTES/TARGUS CLICKERS/JH	-95.66
		RAINWATER- Clickers-Targus Wireless Presenters \$33.37 ea. Totes- Modular Stackers 19@ \$9.96 5 Sterilite Modular Stacker 10 Gal. @ \$8.78 076-1000-681-100-1130-000-610		02/29/2016 03/25/2016	-95.66
948	02/29/2016	12910	OFFICE DEPOT, INC.	SUPPLIES/TECH ENG/DARCY/JH	-30.80
		REPLACE SUPPLIES USED IN CLASSES 412-1000-619-317-8803-000-610		02/29/2016 03/08/2016	-30.80

**Non-Payroll Total: (\$130,209.84)**  
**Payroll Total: \$0.00**  
**Report Total: (\$130,209.84)**

**Project Totals**

002	CERTIFIED SALARIES	-7,538.58
003	SUPPORT SALARIES	-7,981.90
006	DUES/MEMBERSHIPS/REGIST.	-1,552.00
008	ELECTRICITY	-50,000.00
012	TELEPHONE	-3,735.59
018	TRANSPORTATION	-337.08
019	FUEL	20.91
021	INSURANCE/BONDS	-1,382.50
026	DIRECTOR OF TECHNOLOGY	-24,869.57
029	POSTAGE/FREIGHT	-2,187.50
031	PROFESSIONAL TRAVEL	-4,614.88
034	\$150.00 TEACHER SUPPLIES	-75.00
039	ELECTIONS	35.40
041	ADMINISTRATION	-5,577.60
043	GIFTED AND TALENTED PROGRAM	-7.88
046	3RD PARTY SICK LEAVE	-1,546.65
057	CENTRAL LIBRARY BUDGET	-21.77
076	JH ADMINISTRATION	-95.66
101	HS ADMINISTRATION	-1,667.21
118	BAND	158.00
131	HAMILTON ESTATE DON/ALT SCH	-1.75
136	SUPPLIES FOR DISTRICT	-1,900.00
311	PROF.DEVELOPMENT ADA	-90.00
412	VOC.PROG.INCENTIVE GRANTS	-16.25
421	SECONDARY	-10.50
511	TITLE I BASIC PROGRAM	-40.04

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 3/2/2016 - 4/4/2016, PO Range: 1 - 948, Include Negative Changes: True

541	TITLE II, PART A/TEACHER TRAIN	-14,985.00
621	FLOW THRU P.L. 105-17 IDEA PTB	-189.24

**Unit Totals**

000	ALLOCATIONS	-373.92
050	DISTRICT WIDE	-115,428.50
070	TRANSPORTATION	-316.17
120	COTTERAL	-1,627.36
125	GUES	-9,100.23
130	CENTRAL	-21.77
610	JR. HIGH	-136.96
705	HIGH SCHOOL	-1,659.66
710	FAVER	-1,545.27

**Change Order Listing**

**Options:** Fund: Building, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 3/2/2016 - 4/4/2016, PO Range: 1 - 123, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
2	07/01/2015	16654	BEN CHADD	BLANKET/MOWING AND SPRAYING	2,257.50	
				BLANKET FOR MOWING AND SPRAYING FOR 2015-16		
		013-2630-426-000-0000-000-050		07/01/2015	03/29/2016	-2,092.50
		013-2630-426-000-0000-000-050		03/29/2016		4,350.00
13	07/01/2015	11658	HURLEY PLUMBING COMPANY, INC	BLANKET/PLUMBING REPAIRS/SUPPL	200.38	
				BLANKET FOR PLUMBING REPAIRS AND SUPPLIES FOR 2015-16		
		013-2620-618-000-0000-000-050		07/01/2015	03/29/2016	-129.67
		013-2620-618-000-0000-000-050		03/29/2016		330.05
41	07/01/2015	14189	VOSS ELECTRIC SUPPLY CO.	BLANKET FOR SUPPLIES FOR 2015-	-384.03	
				BLANKET FOR LIGHT BULBS AND ELECTRICAL SUPPLIESFOR 2015-16		
		013-2620-618-000-0000-000-050		07/01/2015	03/29/2016	-384.03
113	02/10/2016	43695	DURO-LAST, INC	ROOF REPAIRS AT JR HIGH	-42.89	
				ROOF REPAIRS AT JR HIGH		
		013-2620-430-000-0000-000-610		02/10/2016	03/08/2016	-42.89
114	02/10/2016	42632	AAA PLAYGROUNDS INC.	SWING SEATS/COTTERAL	-28.80	
				SWING SEATS FOR CENTRAL		
		013-2620-618-000-0000-000-130		02/10/2016	03/08/2016	-28.80
116	02/15/2016	17922	ONE BEAT CPR	DISTRICT AED SUPPLIES	-198.00	
				DISTRICT AED SUPPLIES		
		013-2640-618-000-0000-000-050		02/15/2016	03/08/2016	-198.00
117	02/15/2016	17921	SCHOOL HEALTH CORPORATION	AED PAD FOR JR HIGH	1.70	
				AED PAD FOR JR HIGH		
		013-2640-618-000-0000-000-610		02/17/2016	03/08/2016	-1,206.42
		013-2640-618-000-0000-000-610		03/08/2016		1,208.12
122	02/24/2016	43700	WESSELS COMPANY	EXPANSION TANK BLADDER FOR HIGH SCHOOL	-20.70	
				EXPANSION TANK BLADDER FOR HIGH SCHOOL		
		013-2640-430-000-0000-000-705		02/24/2016	03/08/2016	-20.70

<b>Non-Payroll Total:</b>	<b>\$1,785.16</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$1,785.16</b>

Project Totals		
013	MAINTENANCE/CUSTODIAL	1,785.16

Unit Totals		
050	DISTRICT WIDE	1,875.85
130	CENTRAL	-28.80
610	JR. HIGH	-41.19
705	HIGH SCHOOL	-20.70



**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
03/31/2016


<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (03/01/16)	\$548,723.15	Balance per bank statement as of (03/31/16)	\$589,847.00
Add Receipts	\$104,795.81	Add Deposits in Transit	\$ 15,203.81
Less Checks Written	\$81,774.24	less O/S Checks	\$ 33,294.28
Adjustments	\$ +11.81	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$571,756.53	Balance per Ledger	\$571,756.53

**Adjustment/Correction explanations:**

Check #939 Issued to Sam's for \$217.57 but claimed and cleared bank for \$205.76 leaving a \$11.81 adjustment.

**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: 3/1/2016 - 3/31/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$181.10	\$13.25	\$0.00	\$0.00	\$194.35	\$0.00	\$194.35
802 CENTRAL ACTIVITY	\$9,268.47	\$14,185.00	\$0.00	\$1,340.94	\$22,112.53	\$11,321.11	\$10,791.42
803 CENTRAL PTO	\$6,621.31	\$551.30	\$0.00	\$535.44	\$6,637.17	\$0.00	\$6,637.17
804 COTTERAL PTO	\$6,546.82	\$551.55	\$0.00	\$67.07	\$7,031.30	\$725.00	\$6,306.30
805 COTTERAL ACTIVITY	\$18,011.70	\$857.25	\$0.00	\$2,006.67	\$16,862.28	\$5,123.74	\$11,738.54
806 COTTERAL FACULTY	\$266.06	\$32.75	\$0.00	\$0.00	\$298.81	\$0.00	\$298.81
808 FOGARTY PARENTS ORG.	\$11,595.96	\$776.34	\$0.00	\$1,000.00	\$11,372.30	\$4,397.33	\$6,974.97
809 FOGARTY ACTIVITY	\$9,067.47	\$5,249.93	\$0.00	\$1,282.53	\$13,034.87	\$5,294.97	\$7,739.90
810 FOGARTY FACULTY	\$498.02	\$51.75	\$0.00	\$201.00	\$348.77	\$0.00	\$348.77
812 GUES ACTIVITY	\$25,350.94	\$8,473.40	\$0.00	\$5,520.58	\$28,303.76	\$13,792.44	\$14,511.32
813 GUES FACULTY	\$689.71	\$92.75	\$0.00	\$212.36	\$570.10	\$0.00	\$570.10
815 GUES PARENTS ORG.	\$24,006.37	\$3,234.17	\$0.00	\$1,575.16	\$25,665.38	\$4,320.39	\$21,344.99
816 GHS SPECIAL KIDS	\$64.65	\$0.00	\$0.00	\$0.00	\$64.65	\$0.00	\$64.65
817 ART JUNIOR HIGH	\$309.56	\$0.00	\$0.00	\$0.00	\$309.56	\$0.00	\$309.56
818 JH BUILDERS CLUB	\$280.54	\$0.00	\$0.00	\$0.00	\$280.54	\$0.00	\$280.54
819 ATHLETICS JUNIOR HIGH	\$11,650.51	\$1,030.00	\$0.00	\$1,566.00	\$11,114.51	\$5,340.00	\$5,774.51
820 GOLF JUNIOR HIGH	\$1,342.13	\$75.00	\$0.00	\$0.00	\$1,417.13	\$211.00	\$1,206.13
821 FHA JUNIOR HIGH	\$504.87	\$3,268.75	\$0.00	\$0.00	\$3,773.62	\$1,602.50	\$2,171.12
822 HONOR SOCIETY JR HIGH	\$1,939.22	\$950.00	\$0.00	\$656.62	\$2,232.60	\$0.00	\$2,232.60
823 JR HIGH ACCOUNT	\$14,815.83	\$155.00	\$0.00	\$0.00	\$14,970.83	\$294.96	\$14,675.87
824 JR HIGH FACULTY	\$1,059.46	\$41.00	\$0.00	\$526.20	\$574.26	\$107.50	\$466.76
825 LIBRARY JR HIGH	\$5,367.91	\$0.00	\$0.00	\$2,145.61	\$3,222.30	\$0.00	\$3,222.30
827 CHEERLEADERS JR HIGH	\$4,338.04	\$0.00	\$0.00	\$0.00	\$4,338.04	\$0.00	\$4,338.04
830 STUCO JH	\$5,947.82	\$1,255.00	\$0.00	\$3,700.00	\$3,502.82	\$0.00	\$3,502.82
831 T.S.A. JR HIGH	\$1,960.45	\$0.00	\$0.00	\$0.00	\$1,960.45	\$0.00	\$1,960.45
832 YEARBOOK JR HIGH	\$2,059.39	\$35.00	\$0.00	\$0.00	\$2,094.39	\$0.00	\$2,094.39
834 JR HIGH ACADEMIC TEAM	\$213.14	\$0.00	\$0.00	\$0.00	\$213.14	\$60.00	\$153.14
850 ACADEMIC TEAM HS	\$70.10	\$0.00	\$0.00	\$0.00	\$70.10	\$30.00	\$40.10
851 ART CLUB HS	\$7,604.37	\$0.00	\$0.00	\$265.73	\$7,338.64	\$950.00	\$6,388.64
852 ATHLETICS HS	\$79,455.45	\$14,799.47	\$0.00	\$18,208.51	\$76,046.41	\$38,683.13	\$37,363.28
853 HS CHEER	\$4,204.04	\$440.00	\$0.00	\$0.00	\$4,644.04	\$200.00	\$4,444.04
855 TENNIS HS	\$11,866.81	\$1,119.00	\$0.00	\$2,290.17	\$10,695.64	\$7,025.79	\$3,669.85
856 GHS LIBRARY	\$1,641.54	\$0.00	\$0.00	\$0.00	\$1,641.54	\$0.00	\$1,641.54
857 YOUTH & GOVERNMENT HS	\$836.94	\$0.00	\$0.00	\$545.00	\$291.94	\$240.00	\$51.94
858 GHS LINK CREW	\$185.99	\$0.00	\$0.00	\$0.00	\$185.99	\$0.00	\$185.99
859 BAND (OPERATING) HS	\$9,696.03	\$134.00	\$0.00	\$1,657.50	\$8,172.53	\$2,098.45	\$6,074.08
860 CLASS OF 2016 HS	\$7,560.31	\$250.00	\$0.00	\$0.00	\$7,810.31	\$0.00	\$7,810.31
861 CLASS OF 2017 HS	\$4,804.70	\$700.00	\$0.00	\$0.00	\$5,504.70	\$425.00	\$5,079.70
862 CLASS OF 2018 HS	\$4,713.76	\$0.00	\$0.00	\$0.00	\$4,713.76	\$0.00	\$4,713.76
863 CLASS OF 2019 HS	\$2,290.95	\$0.00	\$0.00	\$0.00	\$2,290.95	\$0.00	\$2,290.95
867 CLASS OF 2014 HS	\$127.28	\$0.00	\$0.00	\$0.00	\$127.28	\$0.00	\$127.28
868 CLASS OF 2015	\$999.49	\$0.00	\$0.00	\$0.00	\$999.49	\$0.00	\$999.49
869 ENGLISH CLUB	\$1,733.35	\$205.00	\$0.00	\$0.00	\$1,938.35	\$400.00	\$1,538.35
870 HS FACULTY/COURTESY ACCOUNT	\$916.95	\$102.65	\$1,036.38	\$103.87	\$1,952.11	\$438.17	\$1,513.94
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
874 FACULTY LOUNGE HS	\$1,236.13	\$0.00	(\$1,036.38)	\$199.75	\$0.00	\$0.00	\$0.00
876 FFA 4H BOOSTER CLUB HS	\$58,396.20	\$79.50	\$0.00	\$1,217.16	\$57,258.54	\$8,618.56	\$48,639.98
877 FFA HS	\$20,329.46	\$2,353.00	\$0.00	\$4,537.36	\$18,145.10	\$8,233.26	\$9,911.84
878 FCCLA (FHA) HS	\$954.28	\$90.00	\$0.00	\$360.00	\$684.28	\$235.00	\$449.28
879 FOREIGN LANGUAGE SPAN HS	\$1,647.23	\$0.00	\$0.00	\$0.00	\$1,647.23	\$0.00	\$1,647.23
882 GUTHRIE RUNNING CLUB HS	\$4,917.18	\$874.00	\$0.00	\$482.50	\$5,308.68	\$2,539.90	\$2,768.78
883 HERITAGE CLUB HS	\$943.77	\$0.00	\$0.00	\$0.00	\$943.77	\$0.00	\$943.77
884 HIGH SCHOOL ACCOUNT	\$14,700.16	\$7,923.85	\$0.00	\$382.78	\$22,241.23	\$8,478.41	\$13,762.82
886 HONOR SOCIETY HS	\$2,352.25	\$640.00	\$0.00	\$0.00	\$2,992.25	\$120.00	\$2,872.25

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2016 - 3/31/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$355.67	\$70.00	\$0.00	\$0.00	\$425.67	\$0.00	\$425.67
893 MU ALPHA THETA HS	\$442.99	\$0.00	\$0.00	\$60.00	\$382.99	\$0.00	\$382.99
895 JROTC HS	\$7,512.89	\$0.00	\$0.00	\$269.72	\$7,243.17	\$500.00	\$6,743.17
896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$5,603.04	\$1,048.87	\$11.81	\$1,930.55	\$4,733.17	\$622.89	\$4,110.28
898 SCIENCE CLUB HS	\$8,175.40	\$60.00	\$0.00	\$2,058.71	\$6,176.69	\$352.45	\$5,824.24
899 STUDENT COUNCIL HS	\$13,253.24	\$13,958.44	\$0.00	\$2,098.17	\$25,113.51	\$696.83	\$24,416.68
900 CAMPUS BEAUTIFICATION HS	\$8,194.39	\$100.00	\$0.00	\$370.50	\$7,923.89	\$0.00	\$7,923.89
902 VOCAL HS	\$3,006.67	\$3,125.00	\$0.00	\$274.83	\$5,856.84	\$3,345.35	\$2,511.49
904 YEARBOOK HS	\$12,561.36	\$510.00	\$0.00	\$125.00	\$12,946.36	\$20,255.00	(\$7,308.64)
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
911 FFA BUILDING FUND	\$26,595.81	\$2,000.00	\$0.00	\$13,415.85	\$15,179.96	\$11,053.59	\$4,126.37
912 GHS BUSINESS PROF OF AMERICA	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$2,717.00	\$0.00	\$0.00	\$1,556.66	\$1,160.34	\$0.00	\$1,160.34
921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
922 COURTESY COMMITTEE ADMIN	\$148.87	\$0.00	\$0.00	\$0.00	\$148.87	\$40.00	\$108.87
925 GENERAL FUND REFUND	\$6,472.55	\$102.98	\$0.00	\$0.00	\$6,575.53	\$0.00	\$6,575.53
927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
929 SPECIAL OLYMPICS	\$24,436.33	\$4,600.00	\$0.00	\$571.14	\$28,465.19	\$6,405.25	\$22,059.94
930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
932 SUMMER SCHOOL HS	\$1,625.00	\$1,100.00	\$0.00	\$0.00	\$2,725.00	\$0.00	\$2,725.00
933 FAVER C&C	\$126.18	\$28.30	\$0.00	\$0.00	\$154.48	\$0.00	\$154.48
934 TRANSPORTATION C&C	\$3,551.56	\$198.50	\$0.00	\$389.56	\$3,360.50	\$1,600.00	\$1,760.50
935 VENDING MACHINE ADMIN	\$424.97	\$0.00	\$0.00	\$33.76	\$391.21	\$459.28	(\$68.07)
936 GUES HONOR CHOIR	\$739.87	\$0.00	\$0.00	\$110.96	\$628.91	\$0.00	\$628.91
937 FAVER ACTIVITY	\$415.81	\$0.00	\$0.00	\$0.00	\$415.81	\$0.00	\$415.81
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$10,687.27	\$274.21	\$0.00	\$77.47	\$10,884.01	\$2,042.13	\$8,841.88
942 C.N. CLEARING ACCT	\$65.00	\$7,029.85	\$0.00	\$5,844.85	\$1,250.00	\$13,551.20	(\$12,301.20)
<b>Total</b>	<b>\$548,723.15</b>	<b>\$104,795.81</b>	<b>\$11.81</b>	<b>\$81,774.24</b>	<b>\$571,756.53</b>	<b>\$192,230.58</b>	<b>\$379,525.95</b>

**Transportation Department**

**Fuel Bids**  
**201~~4~~-201<sup>5</sup><sub>6</sub>**

DATE: 3-23-16	TIME BIDS BEGAN: <u>8:20</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>8:39</u>	DIESEL: 7000
		UNLEADED: 1000

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	KIT, BRIAN <u>CODY</u> or <u>HARDIN</u>	1-866-455-3835	1.5719	1.3144
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGE AND</u>	235-7553	1.5585	1.3155
RED ROCK	<u>Joanie</u> <u>Tricia</u>	677-3373	1.5467	1.3034
TRUMAN ARNOLD COMPANIES	CASEY <u>Zach</u>	1-800-808-6500	1.612905	1.365405

AMOUNT OF FUEL PURCHASED: 8000	COMPANY BID AWARDED TO: Red Rock
-----------------------------------	-------------------------------------

UNLEADED FUEL: 1000	PRICE PER GALLON: 1.5467	TOTAL AMT: 1546.70
DIESEL FUEL: 7000	PRICE PER GALLON: 1.3034	TOTAL AMT: 9,123.80

TOTAL PURCHASE:  
10,670.50

PER TELEPHONE BIDS RECEIVED BY: <u>Sam Burt</u> <u>[Signature]</u>	COMMENTS:
--	-----------

## Quotation

<b>Company Address</b>	Learning Sciences International 175 Cornell Rd., Suite 18 Blairsville PA 15717 US	<b>Quote Number</b>	Q-05589
		<b>Expiration Date</b>	7/1/2016
<b>Program Partner Phone</b>	Lee Manly (918) 995-1112	<b>Payment Terms</b>	Net 30
<b>Implementation</b>	Evaluation	Make checks payable to: Learning Sciences International	
		Fax Signed Quote to: (724) 299-8133	
<b>Bill To Name</b>	Guthrie Public Schools	<b>Contact Name</b>	Doug Ogle
<b>Bill To</b>	802 E Vilas Ave Guthrie, OK 73044 USA	<b>Phone</b>	(405) 282-8900
		<b>Email</b>	doug.ogle@guthriepps.net

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	DISC (%)	TOTAL PRICE
1.00	Full Package Marzano Protocol + Library	IO300-M1	iObservation renewal for 16/17 school year. Full Package Marzano Protocol + Resource Library. <b>Current subscription term ends 7/30/16.</b>	USD 4,500.00		USD 4,500.00
<b>SUBTOTAL:</b>						USD 4,500.00
<b>TOTAL:</b>						USD 4,500.00

Notes:

## Learning Sciences International Terms & Conditions

### Customer Acknowledgment

Customer acknowledges agreement with these Terms & Conditions of Sale by placement of an order to purchase products or services from Learning Sciences International, LLC.

### Prices

Prices quoted are good for 30 days from the date of proposal or quote, unless otherwise stated in writing. All prices stated in USD unless otherwise noted.

### Payment

Purchase order or payment is required prior to order fulfillment. Make checks payable in USD to "Learning Sciences International" and submit to 175 Cornell Road, Suite 18, Blairsville, PA 15717.

### Purchase Orders

Please reference quote number (shown above) on all purchase orders. Purchase orders should be sent to Learning Sciences International, 175 Cornell Road, Suite 18, Blairsville, PA 15717 or faxed to (724) 299-8133 or emailed to: AccountsReceivable@learningsciences.com

**Terms**

Standard payment terms are net 30 from date of invoice. Seller reserves the right to charge interest at the rate of 0.5% per month on past due balances. Seller also reserves the right to submit invoices greater than 90 days past due to a third party agency for collection.

**Scheduling**

On-site training and professional development sessions requires 30 days advance notice. Purchase order or payment must be received before training dates can be reserved. Trainings scheduled at the Customer's request with less than 30 days advance notice are subject to availability and a \$500 expediting fee.

All training sessions must be scheduled no later than 12 months following receipt of purchase order.

**Cancellation**

On-site training and professional development sessions may be rescheduled prior to 30 days in advance without penalty. Districts who cancel / reschedule within the 30 day window will be charged a \$500 fee + travel expenses incurred (including cancellation and airline booking fees.)

**Shipping and Handling**

Shipping and Handling for print materials shown at standard ground rates. Please allow 7-10 business days for order processing and delivery. Expedited or overnight shipping available for some items. Additional fees may apply.

LSI will fulfill your order based on the quantity of materials shown on your purchase order. Should you request additional copies of materials, you will be invoiced for the materials plus shipping and handling. Expedited or overnight shipping may apply.

**Sales, Use, Value Add and other Taxes**

Customers exempt from sales taxes must provide a copy of their current exemption certificate, if applicable. LSI reserves the right to charge sales, use, and/or value added tax in addition to quoted product prices as required by taxing authorities, if applicable. Actual sales tax billed will be based on Seller's sales tax collection requirements and Customer's current jurisdiction rates in effect on the date of invoice.

**Materials Reprint Licenses**

Professional development sessions and related materials are revised periodically to reflect most current research and provide the best possible experience for the learners. Updates to materials covered under reprint licenses will be provided free of charge upon request during the terms of the license. Customers are advised to print only sufficient quantities to cover their immediate training needs.

**Recording of Presentations**

All audio and video recording is prohibited without written consent from Learning Sciences International, LLC.

**iObservation Terms of Use**

iObservation terms of use can be found at [www.effectiveeducators.com](http://www.effectiveeducators.com).

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

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (Print): \_\_\_\_\_

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

Please sign and return with Purchase Order.

THANK YOU FOR YOUR BUSINESS!

**Joy Hofmeister**  
**State Superintendent of Public Instruction**  
**Oklahoma State Department of Education**  
2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599

**CONTRACT FOR AUDIT OF PUBLIC SCHOOLS**  
**2015 -2016 SCHOOL YEAR**

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual *audit of the financial affairs and transactions* of all funds and activities of the school district specified below. The audit period shall cover the 2015-2016 fiscal year beginning July 1, 2015, and ending June 30, 2016.


This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**ATTEST:**

_____ <b>CLERK</b>		_____ <b>PRESIDENT</b>
Guthrie Public Schools _____ <b>DISTRICT</b>	Logan _____ <b>COUNTY</b>	421001 _____ <b>COUNTY/DISTRICT NO.</b>

APPROVED THIS 4th DAY OF March, 2016.

Putnam & Company, PLLC  
\_\_\_\_\_  
**AUDITING FIRM**



\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM**

**PLEASE EXECUTE THIS FORM IN TRIPLICATE:**

- (1) copy for the school file
- (1) copy for the contracting auditing firm
- (1) copy to be submitted to the State Department of Education

**SEND STATE DEPARTMENT OF EDUCATION COPY TO:**

Nancy Hughes, Executive Director, Financial Accounting  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Suite 420  
Oklahoma City, Oklahoma 73105-4599

**MUST BE FILED NO LATER THAN THURSDAY, JUNE 30, 2016**

Contracts dated prior to January 20, 2016, will **not** be accepted.

Contracts which do not contain **all** of the above provisions **will not** be accepted.



## Guthrie Public School

2000 Gables Drive, Bldg. 5, Galtville, OK 73044

Wednesday, February 24, 2016

To Dennis Schulz,

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

This will increase PreK-3<sup>rd</sup> Paid Student Lunch Meals to \$2.50.

This will increase 4<sup>th</sup>-6<sup>th</sup> Paid Student Lunch Meals to \$2.70.

This will increase 7<sup>th</sup>-12<sup>th</sup> Paid Student Lunch Meals to \$2.80.

Sincerely,

Jessica Callaway  
Director of Dining Services  
Guthrie Public Schools

PHONE  
282.5952

FAX  
282.5963

EMAIL  
jc@jcc.callaway@GuthriePublicSchools.org



SFA NAME: \_\_\_\_\_

## SY 2016-17 Price Adjustment Calculator

[Go to instructions](#)

SY 2016-17 Weighted Average Price Requirement	
Requirement price to the nearest cent:	Optional price requirement <b>ROUNDED DOWN</b> to nearest 5 cent
\$ 2.70	\$ 2.65
Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)	

SY 2015-16 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2015			
Monthly # of Paid lunches	Paid Lunch Price	Monthly Revenue	SY 2015-16 Weighted Average Price
1	2,981 \$ 2.40	\$ 7,154.40	
2	1,798 \$ 2.60	\$ 4,674.80	
3	2,024 \$ 2.70	\$ 5,464.80	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
TOTAL	6,803	\$ 17,294.00	\$ 2.54
Note: SY 2015-16 Weighted Average Price equal to or above \$2.78 are compliant for SY 2016-17. \$2.78 is the difference between the Free and Paid reimbursement rates for SY 2015-16.			

Total Price Increase for SY 2016-17
\$ 0.11

Required price increase for SY 2016-17 (with 10 cent cap)
\$ 2.64

Remaining Increase carried forward to SY 2017-18
\$ 0.01

Remaining credit carried forward to SY 2017-18
\$ -

[Go to SY 2016-2017 Report](#)

## Step 3 (Optional)

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

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. November 2015

SFA NAME: \_\_\_\_\_

## SY 2016-17 Non-Federal Contribution Calculator

[Go to Instructions](#)

SY 2016-17 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price <b>ROUNDED DOWN</b> to nearest 5 cent
\$ 2.70	\$ 2.65
<i>Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)</i>	

Current Weighted Average Paid Price	
Enter in the current weighted average paid lunch price. <i>Note: If SFA did not change the weighted average paid lunch price in SY2011-2012, SY2012-2013, SY2013-14, SY 2014-15, or SY 2015-16 enter the SY2010-11 weighted average price. Otherwise, click the link below.</i>	
\$ 2.54	<a href="#">Click here to determine SY2015-2016 weighted average price</a>

Non-Federal Source Contribution Calculator for SY 2016-17		
Enter the total paid lunch count (for all prices). ** Annual Non-Federal Source funds for SY2016-2017 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY2014-15**	TOTAL Price Increase for SY 2016-17	TOTAL SY 2016-17 Annual Non-Federal Source Contribution
59,451	\$ 0.11	\$ 6,539.61
<i>Note: Total price increase for SY 2016-2017 is based on the difference between the weighted average price entered above and SY 2016-2017 rounded DOWN requirement.</i>		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2015-16	Annual Non-Federal Source Contribution Requirement for SY 2016-17
	\$ 6,539.61

Price Increase Requirement for SY 2016-17 (with 10 cent cap)	SY 2016-17 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ 0.10	\$ 5,945.10

Remaining Annual Non-Federal Source Contribution carried forward to SY 2017-18
\$ 594.51

Remaining Credit carried forward to SY 2017-18
\$ -

[Go to SY 2016-2017 REPORT](#)

Note: This tool is created to allow the user to only enter the annual number of paid lunches and the amount of non-Federal Source funds contributed for SY 2016-17. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect annual non-Federal source contribution. Users should not modify the tool's current functionality.

**TO:** Dr. Simpson and Guthrie Board of Education

**FROM:** Chris LeGrande, High School Principal

**DATE:** April 4, 2016

**SUBJECT:** 2016 GHS Summer School and EOI Test Dates

Pursuant to federal and state laws pertaining to Achieving Classroom Excellence (ACE), the following is a schedule of summer school and EOI test dates. Law requires remediation be provided to students who failed one or more EOI exams during the course of the school year. Instructors will be paid \$20.00 / hour (\$100.00 / day) from funds allocated to the district for ACE remediation purposes.

In addition, I would request that we once again be allowed to offer Algebra I semester II summer school for those students who were enrolled in Pre-Algebra in the fall of 2015 for remediation purposes. The course will be held Monday through Friday June 6- July 1, 2016 from 8:00 a.m. to 12:00 p.m. If successfully completed, these students will enter their sophomore year with the required Algebra I credit.

Boot camps will be held at GHS from 8:00 a.m. to 12:00 p.m. daily (Monday - Friday).

<b>Course</b>	<b>Date</b>	<b>Test</b>	<b>Instructors</b>
Algebra I / Biology	June 6 – 9	June 10	Monetta Fields Sherrie Simek
Geometry / *English III	June 13 – 16	June 17	Michelle Redus Matt Perring
US History / *English II	June 20 – 23	June 24	Casey Porter Lori Lucas

\*English II & III is a two-part exam. The writing test will be given Friday morning and online exam will be given Friday afternoon.



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: April 6, 2016

Re: Growth and Development Presentation

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Please find attached a copy of a permission form from Ms. Debbie Blan R. N., Logan County Health Department, regarding the Fifth Grade Puberty Lesson to be conducted on Wednesday, May 11, 2016 at Guthrie Upper Elementary School. Ms. Blan works closely with Ms. Angie Burris R. N., who has taught this for the past thirteen years.

This is a special lesson concerning the emotional and physical growth and development of early adolescents with an emphasis on personal hygiene practices.

The program is entitled “Always Changing 5<sup>th</sup> grade Puberty Education”. If you would like to preview the content of the program, it can be found at [www.pgschoolprograms.com](http://www.pgschoolprograms.com).

I recommend Guthrie Public Schools approve the Growth and Development Presentation for our 2015 – 2016 Fifth Grade Students.

# Guthrie Upper Elementary School

702 CROOKS DRIVE  
GUTHRIE, OKLAHOMA 73044  
(405) 282-5924  
Fax: (405) 282-5946  
www.guthrie.k12.ok.us

Susan Davison  
Principal

Jeff Ball  
Assistant Principal

Dear Parent or Guardian,

April 21, 2016

This letter is in reference to a special lesson for your child's class concerning the emotional and physical growth and development of early adolescents. The program involves viewing of an educational video followed by classroom discussion.

This lesson provides accurate, factual information about puberty in objective and reassuring terms for pre-adolescents.

I invite any parent or guardian to be present with their child during this lesson, which will be held Wednesday, May 11, 2016, starting at 8:30 in the computer labs.

If you would like to view the materials before the presentation or have any questions or concerns, please let me know and I will be happy to visit with you.

Please sign and return this letter no later than Friday, May 6, 2016, for your child to participate. Thank you for your cooperation and support.

Sincerely,

Debbie Blan, Logan County Health Department  
(405) 282-3485

---

PLEASE PRINT:

\_\_\_\_\_ has my permission to participate in the Puberty presentation.  
(Student's name)

\_\_\_\_\_ does not have my permission to participate.  
(Student's name)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_

802 East Vilas  
Guthrie, OK 73044  
405-282-5959 – Phone  
405-282-5963 - Fax

**Guthrie Public Schools**  
*Technology Department*

# Memo

To: Board of Education

From: Dee Benson 

Date: April 5, 2016

Re: Technology Plan

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Please contact me if you have any questions. My cell number is 405-202-7409 or email [dee.benson@guthrieips.net](mailto:dee.benson@guthrieips.net).

This is the same plan that was approved last year with updated dates and additions of software we are using.

**GUTHRIE  
PUBLIC  
SCHOOLS**

**TECHNOLOGY PLAN**

**2016-2019**

**“Staking a Claim in our Children’s Future”**

## Executive Summary

The effective use of technology in education is paramount to our successful movement into the twenty-first century, making it essential that we provide our students, staff, and community with ample opportunities to integrate technology into their learning experiences. Implementation of technology into the curriculum can help us in this quest by offering many new revolutionary tools that are changing the face of the educational process and the ways we are able to access information. This transformational power of technology, together with the help of parents, staff and administrators, will better equip our graduating seniors to enter the technology-based workplace and to be more responsible, effective, participants in society.

In today's global environment, technological competence parallels the ability to read. Successful integration of technology into the curriculum will result in students with improved achievement and higher test scores; improved student attitude, enthusiasm, and engagement; richer classroom content; improved student retention and job placement rates.

Technology helps teachers improve their classroom practices by expanding their opportunities for training and by fostering interaction with other teachers and professionals. Technology used as an administrative and management tool, enables principals and superintendents to effectively save money, streamline operations, and monitor student progress. Technology offers new and exciting ways for parents to increase their involvement in their children's education.

On the whole, Guthrie Schools are beginning to incorporate technology into the curriculum. Technology purchases are determined by long-term goals, controlled by budget constraints, and made with the direction and guidance of a comprehensive, District-wide technology plan.

The technology plan presents specific recommendations for the development of a comprehensive educational network of information resources. The plan recommends diverse educational technologies and provides wide and equal access for students and staff.



## **Vision Statement**

We envision technology as an effective and necessary tool, capable of enhancing both the communication ability and productivity of our students, staff and parents. Guthrie students must be competitive in an ever-changing world. The opportunity to develop technological proficiency will empower Guthrie Public Schools to:

- Create a global, diverse, and enriched learning experience
- Enable students, parents, and staff to become lifelong learners
- Enable students to become active participants in our information-based society
- Enhance problem solving skills in all areas of the educational environment
- Strengthen the partnership among students, home, school, and community

## **Mission Statement**

“It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between the student, home, school, and community.”

Technology will be utilized to support curriculum, to provide integrated opportunities for learning, and to prepare the student for lifelong global learning in a rapidly changing technological society. Guthrie Public Schools must provide up-to-date technology so that the following Priority Academic Student Skills (PASS) can be effectively addressed.

The student technology objectives are:

- Operation of the computer
- Use of application software as a tool
- Problem-solving and research skills
- Use of telecommunications
- Technology awareness
- Understanding of ethical and legal issues in technology
- Appropriate technology skills necessary for success

Guthrie Public Schools must provide up-to-date technology so teachers and staff can:

- Improve instructional strategies to increase student achievement
- Communicate student progress accurately and efficiently
- Improve professional skills
- Network with other professionals to share skills and resources
- Demonstrate dimensions of technology-based learning to promote student achievement and staff productivity
- Promote parental and community involvement

## **Guthrie Public Schools Technology Priority Goals**

### **Administrative Goals**

- I. All administrators and support staff will have electronic access at any time to available administrative and instructional technologies.
- II. The District will continue to acquire the latest hardware, software, and improved communication technology to enhance administrative efficiency in all schools.
- III. The District will provide professional development to administrators and related support personnel on the implementation of the latest administrative and instructional technologies.

### **Instructional Goals**

- I. The District will provide all students and teachers access at any time from any place in the school to available instructional technologies.
- II. The District will continue to acquire hardware which meets or exceeds state standards for instructional technologies.
- III. The District will continue to acquire instructional software and other media to support the use of instructional technology.

IV. The District will coordinate the involvement of personnel and technology facilities in the community for the purpose of incorporating new technologies into instruction.

V. The District will utilize human resources within the system to support the implementation of instructional technology

VI. The District will acquire improved communication technology to support the instructional process.

VII. The District will acquire improved technology to increase parental involvement and to promote better home/school communication.

VIII. The District will revise curriculum to emphasize the application of technology in all subject areas.

IX. The District will support and collaborate with community service agencies to expand the existing adult literacy programs.

### **Professional Development Technology Goal**

The District will provide professional development to teachers and other staff on the effective implementation of new technology in education.

## **Plans to Evaluate the Successes and/or Failures of Implementation**

- Collect data on usage and technical difficulties in the use of distance learning programs. Adjust professional development and follow-up as needed.
- Assess individual school requests for additional hardware equipment and acquisitions to determine cost effectiveness and consistency with system-wide technology goals.
- Assess acquisitions for hardware that would take into account students with special needs, particularly those who are vision, hearing, orthopedic, mentally, or physically challenged.
- Analyze assessment forms returned from teachers on instructional software currently being used by teachers and adjust professional development accordingly.

- Report to parents and community on instructional software currently being used and assessed by teachers.
- Survey schools as to parental/community involvement in technology currently being implemented at individual school sites.
- Assess individual school programs for the effective and beneficial involvement with business, industry, and other community leaders.
- Assess impact of grants, business, and corporate financial support to instruction in the school system and make recommendations to the Board for the continued solicitation of such funds.
- Review the standards policy for programming on the District's local cable public access channel.
- Assess the curriculum as part of the annual revision process to ensure appropriate application of technology in the total curriculum.
- Assess the effective implementation of the Priority Academic Student Skills (PASS) Instructional Technology guidelines by building-level personnel and suggest appropriate revision.
- Survey teachers to determine how Internet access has impacted the curriculum for their appropriate grade or subject level and revise guidelines for accessing on-line services as needed.
- Complete data collection on how teachers have incorporated word processing applications on the computer as a tool for teaching writing in all curriculum areas and expand the use of computers as a writing tool.
- Appraise the formal technology training offered through Professional Development and its effectiveness in the instructional process.
- Collect data of in-service training by technology specialists to determine building-level emphasis on integrating technology into the school curriculum.
- Survey parents as to the improvement of school/community communication.

## **Impact on Curriculum, Instruction, and Evaluation**

Through the use of advanced computing and telecommunications technology, learning can be qualitatively different. The process of learning in the classroom can become significantly richer as students have access to new and different types of information. Students can then in turn manipulate that information on the computer through graphic displays and can communicate their findings in a variety of media to their teachers, students in the next classroom, or students around the world.

### **The impact of the plan will be observed by:**

#### **1. Increased teacher knowledge and skill in use of technology within curriculum development**

Learning to utilize multimedia technology is an important tool in learning to read and write. Students today receive, and will increasingly receive, information from various types of visual media. Using multimedia as a learning tool is much more than giving students a camera and shooting pictures or operating a computer. Technical applications must be taught as part of an existing subject so students understand how technology can be a tool that makes them a more productive and powerful person in any subject area.

## **2. Renewed teacher commitment and enthusiasm to teaching and instruction**

The plan provides teachers with the necessary knowledge and skills to infuse technology into their classrooms. The most effective and efficient approach to improving instruction is to enhance the skills of the teachers, support them in professional development, and provide them with the necessary tools.

## **3. Expanded knowledge of, and access to, educational resources**

Through planned training, the plan will promote a desire to use technology and provide the tools to meet the need. They will discover techniques for integrating Internet resources into instruction. Teachers will have immediate access to experts and special interest on-line discussion groups. The possibilities of engaging their students in “real world” learning projects and supplementing class lectures with multimedia presentations and online resources will tailor student learning opportunities more specifically to each individual student.

## **4. Improved curriculum and instruction with appropriate student assessment**

Properly used, technology can enhance the achievement of all students. Among the attractions of computer assisted instruction are its ability to individualize instruction and to provide instant feedback. Since students are able to control the pace at which they proceed through their exercises and activities, they are neither held back nor left behind by their peers. Multimedia technology expands the possibilities for more comprehensive student assignments that require students’ active participation and application of knowledge. The use of technology in the classroom improves students’ motivation and attitudes about themselves and about learning. Students are found to be challenged, engaged, and more independent when using technology.

## **5. More relevant curriculum to keep students in school**

Students are no longer restricted to writing paper-and-pencil essays. They can create multimedia presentations using computers to combine text, graphs, charts, digital images, photographs, slides, real-time video, and sound. No longer do class projects have to be static—they can be dynamic through the use of technology. Video and audio technologies bring material to life, enhancing students’ ability to remember and understand what they see and hear. By incorporating pictures, sound, and animation in classroom activities, multimedia significantly enhances student recall of basic facts, as well as their understanding of complex systems.

Technology is particularly valuable in improving student writing. For example, the ease with which students can edit their written work using word-processing, makes them more willing to do so, which in turn improves the quality of their writing.

## **6. Expanded knowledge about teacher-led implementation of technologies and “best-teacher practices”**

The computer must be recognized as an effective teaching tool, which assists the educator, as well as the student. Software offers students individualized learning. While students progress on a subject at their own pace, those who begin to fall behind can receive proper interpersonal attention from the instructor. The computer allows the teacher to concentrate on interaction and individualized assistance. As an assessment tool, technology yields meaningful information, on demand, about students’ progress and accomplishments and provides a medium for its storage.

## **Current environment**

Presently the Guthrie Public School System network is comprised of 13 sites connected by a 1GB fiber WAN. These sites are connected to the Internet by a 500 MB circuit provided by Cox Communications. All District computers have access to the Internet.

The District has consolidated all servers into the one location to save time and money.

100% of classrooms have at least one computer.

Every classroom in the District is wired for connection to the Internet.

### **Technology Goals**

1. Provide at least 1 modern computer for every classroom
2. Continue to provide information to the public and staff through an Internet and an Intranet presence.
3. Provide a mobile lab at the Junior High for teachers to schedule for class use.
4. Provide a mobile lab at each elementary for teachers to schedule for class use.
5. Establish a program of regular technology staff development training for all teachers and administrators in the district.
6. Establish a full schedule of Distance Learning Classes for both students and staff.
7. Establish a schedule for upgrading and replacing computers and servers.
8. Upgrade and replace aging equipment on a regular basis.



## **Minimum Required Components**

### **1. Strategies for improving academic achievement and teacher effectiveness –**

- a. Our students are developing technology skills at an earlier age. Consequently they expect to be taught with technology. In order for this teaching to take place we must provide the infrastructure to support all types of technology. Guthrie has taken the first step by securing a 1GB wide area network connection between all sites. This enables the District to consolidate services in a central location and to provide the highest degree of uptime possible to our users. Once teachers and students learn that the technology is reliable, they are using the skills that they have learned from classroom and professional development to integrate technology into every lesson. Ed Tech funds will be used to constantly expand and upgrade the infrastructure used by the staff and students.

### **2. Goals –**

- a. By 2016, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
  - i. Increase passage rate on 3<sup>rd</sup> grade reading test to 100 percent.
    1. Purchase assessment/screening materials/software to monitor student's progress & drive instruction.
    2. Purchase computers and tablets at school sites.
- b. All Limited English Proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
  - i. Forty percent (40%) of all K-12 limited-English-proficient (LEP) students enrolled will show progress in attaining English proficiency (increasing one or more levels of proficiency established by the state).
  - ii. Ten percent (10%) of all K-12 LEP students enrolled will attain English proficiency (exiting out of ESL program).
  - iii. Ten percent (10%) of K-12 LEP students will be at or above proficient in mathematics on the State's assessment.
    1. Purchase ESL materials or supplemental instructional materials to teach LEP students.

- c. All students will be taught by highly qualified teachers
  - 1. On-line professional development in the core academic content area.
- d. All students will be educated in learning environments that are safe, drug-free, and conducive to learning.
  - 1. Provide all teachers ongoing professional development opportunities on safe and healthy school issues (e.g. Safe and Healthy School Conference, Safe School Summit, monthly video conferences, etc.
- e. All students will graduate from high school.
  - i. Increase graduation rate by 5%.
    - 1. Purchase supplemental instructional software and hardware for summer enrichment programs in reading/language arts/math.

**3. Steps to increase accessibility –**

- a. Guthrie Public Schools is a 21<sup>st</sup> Century Learning Center. Therefore, we provide an after school care program for our students as well as a tutoring and enhancement program. Ed Tech funds will be used to provide materials for both of these programs as well as to provide the availability of technology outside of the regular school day. Both of these programs are used to increase the education of students in the high need and high poverty areas of the District.
- b. Guthrie Public Schools provides a summer school program for all Title I students. The Junior High has implemented a required summer school for all students who have failed a class the previous school year. Students use technology to complete lessons online which will help to bring them up to grade level in all curriculum areas.
- c. Teachers are provided training in the use of technology to assist students and parents in the educational success of all students.

**4. Promotion of curricula and teaching strategies that integrate technology**

- a. All software and materials used in the District must be based on scientifically proven research and methods. Students are assessed and monitored throughout the school year. Students who are not making adequate progress are remediated in order to bring them up to the current standards of performance.

## **5. Professional Development**

- a. Professional development will be offered on both a group and individual basis. All staff will be trained in the use of technology to properly assess and monitor the progress of their students. Technology is an important tool in the management of today's classroom.
- b. Staff will have various opportunities for online training associated with the various software programs used in the District.
- c. Staff Development days will be scheduled to provide staff with ideas and strategies that will help them to effectively integrate technology into their everyday lessons.

## **6. Technology type and costs**

- a. In order to ensure the highest quality and uptime, the Guthrie Public Schools system has adopted a set of hardware standards. These standards help to insure the interoperability of all components within our system.
- b. The District has a technology budget of \$250,000 which funds the upkeep and repair of all current equipment.

## **7. Coordination with other resources**

- a. All technology related purchases in the District must be approved by the Technology Department. This ensures that the equipment is compatible with our existing environment and that we have the equipment and training necessary to use the new technology.

## **8. Integration of technology with curricula and instruction**

- a. Using the strategies outlined under promotion of curricula and teaching strategies that integrate technology and professional development the District will conduct ongoing training for the integration of technology into all areas of curricula and instruction. Training will begin before school starts and continue throughout the school year. All teachers are currently expected to integrate technology into their lessons at every opportunity.

## **9. Innovative delivery strategies**

- a. Students will be offered the opportunity to participate in distance learning classes that will enhance their education. These classes will be offered as both college credit and HS credit courses. Distance learning classes will be expanded to offer opportunities for students and staff to enhance their educational experience without leaving the District.
- b. Students will have the opportunity to participate in virtual learning courses through the Edgenuity program.

## **10. Parental involvement**

- a. Parental involvement will be enhanced through the use of our District web site. All information that is available in printed form will be available for download from the school web site. Teachers are being trained in producing class web pages to aid parents in the support of their child's education.
- b. The District has implemented the School Messenger Suite. This will allow parent communication for those parents who do not have access to the Internet.

## **11. Collaboration with adult literacy service providers**

- a. The Guthrie Public School District is an adult literacy provider. We offer adult literacy courses in the evening as well as through our 21<sup>st</sup> Century program. We work with the community library to provide literacy services to the entire community.

## **12. Accountability measures**

- a. Success of these programs will be monitored through the use of testing scores and the District report card.

## **13. Supporting resources**

- a. NWEA - MAPS
- b. Read Naturally
- c. ALCA
- d. Voyager Learning
- e. Study Island
- f. Edgenuity

802 East Vilas  
Guthrie, OK 73044  
405-282-5959 – Phone  
405-282-5963 – Fax

**Guthrie Public Schools**  
*Technology Department*

# Memo

To: Board of Education  
From: Dee Benson, Director of Technology  
Date: April 5, 2016  
Re: 2016-2017 Erate

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It is time to approve the contracts for next years Erate. Erate will pay 80% of the eligible costs and we are responsible for the ineligible costs and the remaining 20% of the cost. In the case of Internet and WAN cost the OUSF program will cover the 20% not paid by Erate. The district costs are limited to fees and surcharges.

Cost for Internet decreased \$1,704, Wide Area Network cost decreased \$52,560, basic phone costs decreased \$107 per year, and cell phone cost increased \$1,701.48

If you have any questions please feel free to contact me anytime.

Office – 282-5959

Cell – 202-7409

Email – [dee.benson@guthrie.net](mailto:dee.benson@guthrie.net)

<b>Year 19 Erate Contracts - Category 1</b>								
Vendor	Category	Description	Total Cost	Ineligible	Erate Eligible	Erate Paid	OUSF Estimate	District Paid
COX	1	Phone	\$9,534.00	\$4,767.00	\$4,767.00	\$3,813.60		\$5,720.40
		WAN Services	\$159,600.00		\$159,600.00	\$127,680.00	\$31,920.00	\$0.00
		Internet	\$46,296.00		\$46,296.00	\$37,036.80	\$3,931.20	\$5,328.00
AT&T	1	Wireless Phone Service	\$23,400.00	\$11,700.00	\$11,700.00	\$9,360.00		\$14,040.00
							<b>Category 1 Total District Cost</b>	<b>\$25,088.40</b>



**AT&T MOBILITY  
NASPO ValuePoint (Formerly WSCA) ORDER FORM AGREEMENT**

This agreement ("Agreement") is entered into by and between Guthrie Independent School District 1 ("Participant" or "Customer" Name) and AT&T MOBILITY NATIONAL ACCOUNTS LLC ("Service Provider" or "AT&T").

Participant and Service Provider agree that Customer will order commercial mobile radio service, including wireless voice telecommunications service and/or wireless data telecommunications service ("Service") from Service Provider pursuant to the rates, terms and conditions of the Participating Addendum by and between Service Provider and **OKLAHOMA , AGREEMENT #1757492** ("NASPO ValuePoint PA").

Participant agrees to complete and execute the E-Rate Rider Attachment, attached hereto and incorporated herein as Exhibit A, prior to submitting this Agreement to the Service Provider for acceptance.

The Parties agree that this agreement is intended to meet the E-Rate program obligations of memorializing a binding agreement in advance of the Participant's application for E-Rate funding. All representations on the Participant's application (Form 471) are solely the responsibility of the Participant. In the event this agreement or other representations made by the Participant are not in compliance with E-Rate rules and regulations, Participant shall Indemnify AT&T from any liability that may be imposed upon AT&T arising out of such misrepresentations. This indemnification provision supplements and is in addition to any indemnification obligations which may be set forth in the NASPO ValuePoint PA .

Participant further warrants and represents that (a) Participant is authorized to enter into this Agreement and to order Service pursuant to the NASPO ValuePoint PA ; and (b) this Agreement complies with all applicable procurement laws and/or requirements.

This Agreement is effective when executed by Participant and accepted by the Service Provider.

[Guthrie ISD 1 ]

**Accepted by:  
AT&T MOBILITY NATIONAL ACCOUNTS, LLC**

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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

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

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

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

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and is not for general distribution within or outside the companies.*

Version 08-17-15



## E-RATE RIDER

### ATTACHMENT TO INSERT TITLE OF DOCUMENT WITH DATE LAST SIGNED ("Agreement") FOR

#### SERVICES AND/OR PRODUCTS SUBJECT TO UNIVERSAL SERVICES ("E-RATE") FUNDING

This Attachment ("Attachment"), entered into by AT&T Mobility National Accounts, LLC ("AT&T") and Guthrie Independent School District 1 ("Customer") and effective as of the date last signed below ("Effective Date"), is an attachment to the Agreement. This Attachment shall have the same term as the Agreement. If there are any inconsistencies between the Agreement and this Attachment with respect to the Service for which E-rate funding is sought, the terms and conditions of this Attachment shall control.

### TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

Customer may seek funding through the Federal Universal Service Fund program known as "E-Rate" for some or all of the Services or Service Components purchased under the Agreement. E-Rate is administered by the Schools and Libraries Division ("SLD") of the Universal Service Fund Administrative Company ("USAC") (Sometimes collectively or individually referred to herein as "USAC/SLD"). The Federal Communications Commission ("FCC") has promulgated regulations that govern the participation in the E-Rate program. Both Parties agree to adhere to FCC regulations as well as the rules established by SLD and USAC regarding participation in the E-Rate program. The Parties further agree:

1. Reimbursement of USAC/SLD. If USAC/SLD seeks reimbursement from AT&T of E-Rate funds as a result of Customer's failure to comply with the E-Rate rules or regulations, including Customer delays in submitting required forms or contracts; or, if USAC/SLD determines that Services which it had previously approved for discounts are not eligible and funds must be returned (a "ComAd") (other than as the result of AT&T's failure to comply with the E-Rate requirements), then Customer shall reimburse AT&T for any such funds AT&T must return to USAC/SLD within ninety (90) days of notice from USAC/SLD seeking reimbursement. In addition, Customer agrees and acknowledges that a determination of ineligibility does not affect the obligations set forth in the Agreement, including those obligations related to payments and early termination fees.
2. Eligibility of Products and Services. The eligibility or ineligibility of products or services for E-Rate funding is solely the responsibility of the USAC/SLD and/or the FCC. AT&T makes no representations or warranties regarding such eligibility.
3. Service Substitutions. Customer acknowledges that USAC/SLD funding commitments are based upon the products, services and locations set forth in the Form 471 and that any modification to the products and services and/or the locations at which the products or services are to be installed and/or provided, requires Customer to file a service substitution with USAC/SLD, seeking permission to receive alternative service or receive the service to an alternative location. If Customer intends to make any such service substitutions, then Customer agrees to pursue them, and file any and all requisite documentation, diligently. AT&T will provide Services and Service Components only as approved by the SLD and may suspend activities pending approval of service substitution requests.
4. Requested Information. If requested, Customer will promptly provide AT&T with final copies of the following E-Rate-related materials (including all attachments) prepared by or for Customer: (i) Form 471 and Item 21 Attachment; if appropriate, (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and, (vi) Form 472-BEAR. If the Customer issues purchase orders, Customer shall clearly delineate between eligible and non-eligible Services on those orders.
5. Representations, Warranties and Indemnities. Each Party represents and warrants that it has and will comply with all laws and the requirements applicable to the E-Rate Program. In addition to any indemnification obligations set forth in the Agreement and to the extent permitted by law, each Party agrees to indemnify and hold harmless the other Party (its employees, officers, directors and agents, and its parents and affiliates under common control) from and against all third party claims (including FCC or USAC/SLD claims) and related loss, liability, damage and expense (including reasonable attorney's fees) arising out of the indemnifying Party's violation of the E-Rate Requirements or breach of the representations, warranties, and terms contained in this Attachment.

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6. **Non-Appropriations.** By executing the Agreement, Customer warrants that Customer has funds appropriated and available to pay all amounts due hereunder through the end of Customer's current fiscal period. Customer further agrees to request all appropriations and funding necessary to pay for the Services for each subsequent fiscal period through the end of the Agreement Term. In the event Customer is unable to obtain the necessary appropriations or funding for the Services provided under this Attachment, Customer may terminate the Services without liability for the termination charges upon the following conditions: (i) Customer has taken all actions necessary to obtain adequate appropriations or funding; (ii) despite Customer's best efforts funds have not been appropriated and are otherwise unavailable to pay for the Services; and (iii) Customer has negotiated in good faith with AT&T to develop revised terms, an alternative payment schedule or a new agreement to accommodate Customer's budget. Customer must provide AT&T thirty (30) days' written notice of its intent to terminate the Services. Termination of the Services for failure to obtain necessary appropriations or funding shall be effective as of the last day for which funds were appropriated or otherwise made available. If Customer terminates the Services under this Attachment, Customer agrees as follows: (i) it will pay all amounts due for Services incurred through date of termination, and reimburse all unrecovered non-recurring charges; and (ii) it will not contract with any other provider for the same or substantially similar services or equipment for a period equal to the original Agreement Term.

### Customer Must Choose A or B

A.)  [OPTION "A" IS AVAILABLE FOR NEW OR EXISTING SERVICES]

**CUSTOMER DIRECTS AT&T TO COMMENCE OR CONTINUE SERVICES EVEN IF FUNDING COMMITMENT DECISION LETTER ("FCDL") HAS NOT BEEN RECEIVED FROM USAC/SLD. CUSTOMER ACKNOWLEDGES ITS OBLIGATION TO PAY FOR THE SERVICE IF FUNDING IS DENIED OR USAC/SLD COMMITMENT IS NOT RECEIVED.**

1. **Scope:** *Customer desires that Services commence on or about July 1 unless a different date is inserted here INSERT DATE .* Customer intends to seek funding from the USAC/SLD, but acknowledges that it may not receive an FCDL prior to this date and that it is possible that USAC/SLD may not approve funding or may delay its decision.

2. **E-rate Funding Delay or Denial:** CUSTOMER ACKNOWLEDGES THAT THERE IS NO RIGHT TO TERMINATE THE SERVICES OR SERVICE COMPONENTS THAT ARE PROVIDED UNDER THIS ATTACHMENT IF E-RATE FUNDING IS DELAYED OR DENIED.

Customer should refer to the E-Rate Rules and Regulations regarding USAC/SLD payments for eligible services delivered after the beginning of the E-Rate year (July 1st) but before receipt of an FCDL.

B.)  [OPTION "B" IS APPROPRIATE FOR NEW SERVICES]

**SERVICES WILL NOT COMMENCE AND/OR EQUIPMENT WILL NOT SHIP UNTIL AT&T RECEIVES NOTIFICATION THAT E-RATE FUNDS HAVE BEEN COMMITTED; IF E-RATE FUNDING FOR SERVICES AND/OR EQUIPMENT IS DENIED, AGREEMENT WILL TERMINATE AS TO THOSE SERVICES AND/OR EQUIPMENT UNLESS AND UNTIL A NEW ATTACHMENT (REPLACING THIS ATTACHMENT) IS EXECUTED.**

1. **Scope:** Customer agrees to use best efforts to obtain funding from the USAC/SLD AT&T will not begin work related to the Services and/or equipment (including, without limitation, construction, installation or activation activities) until after AT&T receives Customer notification to proceed with the order, and verification of funding approval, and, for Internal Connections (IC), a verification of Form 486 approval by the USAC/SLD. AT&T will commence Service(s) as soon as is practical following the receipt of the appropriate documentation.

2. **Funding Denial Agreement Termination:** if a funding request is denied by the USAC/SLD, the Agreement, with respect to such Service(s) and/or equipment, shall terminate sixty (60) days from the date of the FCDL in which E-Rate funding is denied or on the 30<sup>th</sup> day following the final appeal of such denial, and Customer will not incur termination

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liability. In the event Services and/or equipment are to be provided pursuant to a multi-year arrangement (whether by contract or tariff), this termination right applies only to the first year of the multi-year agreement.

3. IF CUSTOMER WISHES TO CHANGE ITS SELECTION AND WISHES AT&T TO COMMENCE SERVICES REGARDLESS OF FUNDING COMMITMENT FROM THE USAC/SLD, CUSTOMER WILL EXECUTE A NEW (REPLACEMENT) ATTACHMENT, AND AGREE TO THE TERMS SET FORTH IN "A" ABOVE. Upon execution of the Replacement Attachment, the Parties will mutually agree upon a Service Commencement Date.

This provision does not apply to Services that were initially approved for funding and subsequently deemed ineligible by USAC/SLD after commencement of Service

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Customer acknowledges its obligation to designate the method by which it will receive E-Rate discounts. With respect to each discount method, Customer agrees as follows:

**Billed Entity Application Reimbursement ("BEAR") – Form 472:**

Customer agrees to submit to AT&T complete and accurate BEAR – Form 472 requests for certification at least five (5) business days prior to the FCC Invoice Deadline date for the Funding Request Number(s) ("FRN") being submitted on that Form 472. AT&T cannot ensure that the Form 472 will be reviewed prior to the deadline if not received at least five (5) business days prior. Upon receipt of USAC/SLD check in the amount of the certified Form 472, AT&T will remit payment to Customer within twenty (20) business days after receipt of payment from USAC/SLD. It is solely Customer's responsibility to ensure the accuracy of this submission and the amounts sought to be recovered through the E-Rate program.

**Service Provider Invoice form - ("SPI") – Form 474:**

After AT&T has received notification of approved funding, an approved Form 486, and Customer has confirmed the appropriate Billed Accounts to be discounted per Funding Request Number, AT&T will then provide E-rate program discounts and will file a Form 474 SPI. Customer agrees to promptly submit any AT&T or USAC/SLD Forms needed to support requests for payment of Services rendered. In the event SLD denies payment, Customer will be responsible for repayment of all funds provided to Customer by AT&T associated with this process.

**FCC RULES REQUIRE THAT PRIOR TO SUBMISSION OF A FORM 471 APPLICATION FOR FUNDING THE PARTIES MUST HAVE ENTERED INTO A BINDING CONTRACT FOR THE SERVICES MADE THE SUBJECT OF THE APPLICATION. IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT STATE LAW REQUIREMENTS FOR A BINDING CONTRACT HAVE BEEN MET PRIOR TO THE SUBMISSION OF A FORM 471.**

THIS ATTACHMENT REPLACES THE E-RATE RIDER ATTACHMENT BETWEEN THE PARTIES DATED <Date of Original e-Rate Rider Attachment>.

SO AGREED by the Parties' respective authorized signatories:

Insert E-Rate Billed Entity Number (BEN): 139777

Guthrie Independent School District 1	AT&T Mobility National Accounts, LLC ("AT&T")
Customer Signature:	AT&T Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

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<b>Cox Account Rep:</b>	Chris Dykstra - 17245	<b>Cox System Address:</b>	
<b>Phone Number:</b>	405-463-5588		6301 Waterford Blvd, ste 200
<b>Fax Number:</b>	405-286-5355		Oklahoma City, OK 73118

<b>Customer Information</b>		<b>Authorized Customer Representative Information</b>	
<b>Legal Company Name:</b>	guthrie ps - technology	<b>Full Name:</b>	
<b>Street Address:</b>	200 CROOKS DR BLDG FIVE	<b>Billing Contact:</b>	405-282-5959
<b>City/State/Zip:</b>	Guthrie, OK 73044	<b>Fax:</b>	
<b>Billing Address:</b>	create master account	<b>Contact Number:</b>	
<b>City/State/Zip:</b>	ATTN Dee Benson,	<b>Email Address:</b>	
<b>Cox Account #:</b>	131-0640316-01, 131-0643646-01		

Taxes and Fees Not Included

<b>Service Address: 200 CROOKS DR BLDG FIVE, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640316-01, 131-0643646-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Cox Business VoiceManager Essential		4	\$17.00	60	New	\$68.00	
PRI 2-way Trunk Channel	23	23	\$7.50	60	RN	\$172.50	
Expert PRI Facility	1	1	\$160.00	60	RN	\$160.00	
Block of 100 DID Numbers	1	2	\$10.00	60	RN	\$20.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	1	1	\$0.00	M-M	RN	\$0.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	4	4	\$0.00	M-M	RN	\$0.00	
VoiceManager Installation Fee		1	\$0.00				\$0.00
Equipment Description			Quantity		Unit Price		Total Fee
<b>Totals for guthrie ps - technology:</b>			<b>MRC:</b>	\$420.50	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b> \$0.00

<b>Service Address: 802 E VILAS, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640306-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Cox Business VoiceManager Essential		6	\$17.00	60	New	\$102.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	6	6	\$0.00	M-M	RN	\$0.00	
VoiceManager Installation Fee		1	\$0.00				\$0.00
Equipment Description			Quantity		Unit Price		Total Fee
<b>Totals for Guthrie Public Schools:</b>			<b>MRC:</b>	\$102.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b> \$0.00

<b>Service Address: 200 E SPRINGER, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640307-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Cox Business VoiceManager Essential		1	\$17.00	60	New	\$17.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	1	1	\$0.00	M-M	RN	\$0.00	
VoiceManager Installation Fee		1	\$0.00				\$0.00
Equipment Description			Quantity		Unit Price		Total Fee
<b>Totals for Guthrie PS - Baseball:</b>			<b>MRC:</b>	\$17.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b> \$0.00

<b>Service Address: 321 E NOBLE, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640304-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Cox Business VoiceManager Essential		1	\$17.00	60	New	\$17.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	1	1	\$0.00	M-M	RN	\$0.00	
VoiceManager Installation Fee		1	\$25.00				\$25.00
Equipment Description			Quantity		Unit Price		Total Fee
<b>Totals for Guthrie PS - Central:</b>			<b>MRC:</b>	\$17.00	<b>NRC:</b>	\$25.00	<b>Equipment Cost:</b> \$0.00

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Service Address: 2001 W NOBLE, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640303-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Cox Business VoiceManager Essential		1	\$17.00	60	New	\$17.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	1	1	\$0.00	M-M	RN	\$0.00	
VoiceManager Installation Fee		1	\$0.00				\$0.00
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for Guthrie PS - Cottoral:</b>		<b>MRC:</b>	\$17.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 1021 E PERKINS, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640309-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Cox Business VoiceManager Essential		1	\$17.00	60	New	\$17.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	1	1	\$0.00	M-M	RN	\$0.00	
VoiceManager Installation Fee		1	\$0.00				\$0.00
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for Guthrie PS - Faver:</b>		<b>MRC:</b>	\$17.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 902 N WENTZ, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640311-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Cox Business VoiceManager Essential		1	\$17.00	60	New	\$17.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	1	1	\$0.00	M-M	RN	\$0.00	
VoiceManager Installation Fee		1	\$0.00				\$0.00
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for Guthrie PS - Fogarty:</b>		<b>MRC:</b>	\$17.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 200 E HARRISON, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640299-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Cox Business VoiceManager Essential		2	\$17.00	60	New	\$34.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	2	2	\$0.00	M-M	RN	\$0.00	
VoiceManager Installation Fee		1	\$0.00				\$0.00
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for Guthrie PS - football Stadium ( Jelsma):</b>		<b>MRC:</b>	\$34.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 200 CROOKS DR, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640319-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Cox Business VoiceManager Essential		6	\$17.00	60	New	\$102.00	
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	6	6	\$0.00	M-M	RN	\$0.00	
VoiceManager Installation Fee		1	\$0.00				\$0.00
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for guthrie ps - HS:</b>		<b>MRC:</b>	\$102.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

<b>Service Address: 705 E OKLAHOMA AVE, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>		
						<b>Cox Account ID: 131-0640312-01</b>		
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges		
						Monthly Recurring	One Time Activation & Setup Fees	
Cox Business VoiceManager Essential		2	\$17.00	60	New	\$34.00		
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	2	2	\$0.00	M-M	RN	\$0.00		
VoiceManager Installation Fee		1	\$0.00				\$0.00	
Equipment Description			Quantity	Unit Price		Total Fee		
<b>Totals for Guthrie PS - JR HI:</b>			<b>MRC:</b>	\$34.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

<b>Service Address: 702 CROOKS DR, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>		
						<b>Cox Account ID: 131-0640298-01</b>		
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges		
						Monthly Recurring	One Time Activation & Setup Fees	
Cox Business VoiceManager Essential		1	\$17.00	60	New	\$17.00		
Cox Outbound Long Distance - \$0.012 Interstate / \$0.026 Intrastate	1	1	\$0.00	M-M	RN	\$0.00		
VoiceManager Installation Fee		1	\$0.00				\$0.00	
Equipment Description			Quantity	Unit Price		Total Fee		
<b>Totals for Guthrie PS - upper Elementary:</b>			<b>MRC:</b>	\$17.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00
<b>Totals for all Accounts :</b>		<b>MRC:</b>	\$794.50	<b>NRC:</b>	\$25.00	<b>Equipment Cost:</b>	\$0.00	

<b>If you are purchasing Dedicated Service Facilities.</b>							<b>Merge Bill</b>
For Dedicated Service Facilities (e.g. Private Line Type Services, Ethernet Services). By initialing here and signing below, Customer represents that at least 10% of the traffic on the designated circuit(s) is Inter-State in nature or is Internet traffic.							Yes

**Special Conditions**

Contract is for FY July 1, 2016 thru June 30th, 2017. Continuation of this agreement is contingent upon mutual annual ratification by Customer and Cox.  
 Cox Business Services, POC: Chris Dykstra Desk: 405-463-5588 Fax: 877-873-7056, 6301 Waterfor Blvd, OKC, OK 73118, Chris.Dykstra@Cox.com, SPIN 143005575

**Promotion Details**

- Thank you for your business! As a valued Cox Business Customer, we would like to offer additional services to help your business grow. Cox Media consultants provide media solutions to help reach your audience more effectively and efficiently with advanced cable and digital advertising products. Call toll free 1-855-MEDIAMX (1-855-633-4269) or mediamx@coxmedia.com today for more information.

By signing this Agreement, you represent that you are the authorized Customer representative and the information above is true and correct. This Agreement binds Customer to the terms and conditions attached to this Agreement (the "Service Terms") and any other terms and conditions applicable to the Services set forth above, including without limitation, the Cox tariffs, Service Guides, State and Federal regulations, the General Terms located at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, and the Cox Acceptable Use Policy (the "AUP"). Customer acknowledges receipt and acceptance of the Service Terms, the AUP and the General Terms by signing this Agreement. Customer acknowledges and accepts that Customer is solely responsible for protecting its network, equipment and the software through the use of firewalls, anti-virus and other security devices. Customer further acknowledges and accepts that Customer is solely responsible for fraudulent activity and related charges that result from Customer's failure to protect its network, equipment and the software. This Agreement is subject to credit approval and Customer authorizes Cox to check credit. The prices above do not include applicable taxes, fees, assessments or surcharges which are additional and may change. This proposal is valid provided Customer signs and delivers this Agreement to Cox unchanged within thirty (30) days from the date above. In addition to any other termination rights in this Agreement, Cox may terminate this Agreement without liability at any time prior to installation of Services or if Cox determines that Customer's location is not reasonably serviceable according to Cox's standard practices. If Customer terminates or decreases any Service that is part of a bundle offering, the remaining Service(s) shall be subject to price increases for the remaining Term. Each party may use electronic signature to sign this Agreement, provided the electronic signature method used by Customer is acceptable to Cox. "Acceptance" of the Agreement by Cox shall occur upon the earlier of (i) Cox's countersignature of this Agreement or (ii) Cox's installation of Service at Customer's location. If Customer cancels this Agreement prior to installation of Service by Cox, Customer shall be liable for Cox's costs incurred. If Cox Equipment is not returned to Cox after disconnection of Services, Customer shall be liable for the Cox Equipment costs. I acknowledge that I have read and understand the 911 disclosures in Section 2 of the Service Terms. To review Cox's Internet Service Disclosures, please visit [www.cox.com/internetdisclosures](http://www.cox.com/internetdisclosures).

<b>Customer Authorized Signature</b>	<b>CoxCom, LLC., Cox Oklahoma Telcom, LLC Signature</b>
Signature:	Signature:
Print:	Print:
Title Position:	Title Position:
Date:	Date:

## Appendix B: Terms and Conditions

The terms and conditions set forth in Cox's response to the solicitation (the "Cox Proposal") shall also include the terms and conditions (i) on this page, including without limitation all policies and terms incorporated into this page (the "Service Terms"); and (ii) set forth at <http://www2.cox.com/aboutus/policies/business-general-terms> (the "General Terms"). Collectively, the Cox Proposal and incorporated Service Terms and General Terms shall be defined as the "Agreement" and will govern Customer's use of the services identified in the Cox Proposal (each a "Service"). "Customer" shall mean the specific government entity which Cox submits its proposal to in the Cox Response.

**1. Tariffs/Service Guide** If Customer is purchasing any Service that is regulated by the FCC or any State regulatory body ("Regulated Service"), then Customer's use of such Regulated Service is subject to the regulations of the FCC and the regulatory body of the State in which the Customer location receiving the Regulated Service is located (which regulations are subject to change), as well as the rates, terms, and conditions contained in tariffs on file with State and Federal regulatory authorities. For States where the Regulated Service is de-tariffed, the Regulated Service is provided pursuant to the rates, terms and conditions for the Cox Service Guide for that State (the "SG"), which may be found at <http://www2.cox.com/business/voice/regulatory> and which terms are incorporated herein by reference. Cox may amend such tariffs and the SG and the Regulated Service shall be subject to such tariffs, or, if applicable, the SG, as amended. Customer must disclose to Cox if Customer intends to use the Regulated Services with payphone service. The tariffs and the SG contain cancellation or termination fees due in the event of cancellation or termination (including partial termination) of a Regulated Service prior to the Term. Termination fees include, but are not limited to, non-recurring charges, charges paid to third parties on behalf of Customer, and the monthly recurring charges for the balance of the Term.

**2. E911 Services** FOR IMPORTANT INFORMATION ABOUT COX'S 911 PRACTICES, PLEASE REVIEW THE INFORMATION ABOUT E911 SERVICE IN THE GENERAL TERMS AND ON THE WEBSITE <http://www2.cox.com/business/voice/regulatory>. ONLY THE EMTA WILL HAVE BATTERY BACKUP PROVIDED BY COX. CUSTOMER IS RESPONSIBLE FOR BATTERY BACKUP FOR THE IAD, ESBC, ATA AND ALL CUSTOMER EQUIPMENT. IN THE EVENT OF A POWER OUTAGE, CUSTOMER'S TELEPHONE SERVICE USING AN EMTA WILL CONTINUE TO OPERATE AS USUAL FOR UP TO EIGHT HOURS WITH THE BACKUP BATTERY PROVIDED BY COX. THE DURATION OF SERVICE DURING A POWER OUTAGE USING AN IAD, ATA, AND ESBC WILL DEPEND ON CUSTOMER'S BATTERY BACKUP CHOICE. IF THE EMTA, ATA, ESBC OR IAD THAT SUPPLIES YOUR TELEPHONE SERVICE IS DISCONNECTED OR REMOVED AND/OR THE BATTERY IS NOT CHARGED OR IS DAMAGED, SERVICE, INCLUDING ACCESS TO 911 OR E911, WILL NOT BE AVAILABLE. COX SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY FAILURE TO RECEIVE SERVICE OR FOR THE FAILURE OF ANY 911 OR E911 CALL IF CUSTOMER REMOVES OR DISCONNECTS THE EMTA, ATA, ESBC OR IAD OR IF CUSTOMER FAILS TO CHARGE THE BATTERY FOR SAID DEVICES AT ANY TIME DURING THE TERM OF THIS AGREEMENT. COX USES YOUR TELEPHONE SERVICE ADDRESS TO IDENTIFY YOUR LOCATION FOR E911 SERVICE. IF THE EMTA, ATA, ESBC AND/OR IAD IS INSTALLED IN YOUR BUSINESS IS MOVED, THE E911 DISPATCH MAY NOT RECEIVE YOUR CORRECT ADDRESS. PLEASE NOTIFY COX IF YOU WOULD LIKE TO MOVE OR RELOCATE YOUR TELEPHONE SERVICE. IT CAN TAKE UP TO 2 BUSINESS DAYS FOR YOUR NEW ADDRESS TO BE UPDATED.

**3. Service Start Date and Term** This Agreement shall be effective upon (i) execution by the parties of a mutually acceptable final contract or (ii) written acceptance of the Cox Proposal by Customer, whichever occurs first. Any final contract executed by the parties and/or written acceptance of the Cox Proposal by Customer shall automatically be deemed to include all terms of this Agreement. The "Initial Term" shall begin upon installation of Service and shall continue for the applicable Term commitment set forth in the Cox Proposal. However, if Customer delays installation or is not ready to receive Services on the agreed-upon installation date, Cox may begin billing for Services on the date Services would have been installed. Cox shall use reasonable efforts to make the Services available by the requested service date. Cox shall not be liable for damages for delays in meeting service dates due to install delays or reasons beyond Cox's control. If Customer delays installation for more than ninety (90) days after Customer's execution of this Agreement, Cox reserves the right to terminate this Agreement by providing written notice to Customer and Customer shall be liable for Cox's reasonable costs incurred. "Term" shall mean the Initial Term and additional extensions of the Term, if any. Upon notice to Customer, Cox may change the rates for video Services periodically during the Term. Cox may change the rates for telephone Services subject to a Cox tariff or SG periodically during the Term. For the avoidance of doubt, promotional rates and promotional discounts provided to Customer will expire at the end of the Initial Term or earlier as set forth in the promotion language.

**4. Termination** Customer may terminate any Service before the end of the Term provided, however, if Customer terminates any such Service before the end of the Term (except for breach by Cox), unless otherwise expressly stated in the General Terms, Customer will be obligated to pay Cox a termination fee equal to the non-recurring charges (if unpaid) and One Hundred Percent (100%) of the monthly recurring charges for the terminated Service(s) multiplied by the number of full months remaining in the Term. This provision survives termination of the Agreement. If there is signal interference with any Cox Service(s), Cox may terminate this Agreement

without liability if Cox cannot resolve the interference by using commercially reasonable efforts.

**5. Payment** Customer shall pay Cox all monthly recurring charges ("MRCs") and all non-recurring charges ("NRCs"), if any, by the due date on the invoice. Any amount not received by the due date shown on the applicable invoice will be subject to interest or a late charge no greater than the maximum rate allowed by law. If Cox terminates this Agreement due to Customer's breach, or if Customer fails to pay any amounts when due and fails to cure such non-payment upon receipt of written notice of non-payment from Cox, Customer will be deemed to have terminated this Agreement and will be obligated to pay the termination fee described above. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, by pass or other local, State and Federal taxes or charges, and deposits, imposed on the use of the Services. Taxes will be separately stated on Customer's invoice. No interest will be paid on deposits unless required by law.

**6. Service and Installation** Cox shall provide Customer with the awarded Services and may provide related facilities and equipment, the ownership of which shall be retained by Cox (the "Cox Equipment"), or for certain Services, Customer, may purchase equipment from Cox ("Customer Purchased Equipment"). Customer is responsible for damage to any Cox Equipment. Customer may use the Services for any lawful purpose, provided that such purpose: (i) does not interfere or impair the Cox network or Cox Equipment; (ii) complies with the AUP; and (iii) is in accordance with the terms and conditions of this Agreement. Customer shall use the Cox Equipment only for the purpose of receiving the Services. Customer shall use Customer Purchased Equipment in accordance with the terms of this Agreement and any related equipment purchase agreement. Unless provided otherwise herein, Cox shall use commercially reasonable efforts to maintain the Services in accordance with applicable performance standards. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the AUP at <http://www2.cox.com/aboutus/policies/business-policies>, which is incorporated herein by reference. Cox may change the AUP from time to time during the Term. Customer's continued use of the Services following an AUP amendment shall constitute acceptance of the revised AUP.

**7. E-Rate Customers** If Customer is an educational institution, library or other entity that qualifies as an applicant seeking reimbursement under the Federal Universal Service Fund Schools and Libraries Program (collectively, "E-Rate Customers"), the E-Rate provisions of the General Terms will apply, in addition to all other terms and conditions of this Agreement.

**8. General Terms** The General Terms are hereby incorporated into this Agreement by reference. Cox, in its sole discretion, may modify, supplement or remove any of the General Terms from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS.

**9. LIMITATION OF LIABILITY** COX AND/OR ITS AGENTS SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX OR ITS AGENTS BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, ARISING FROM THIS AGREEMENT OR ITS PROVISION OF THE SERVICES.

**10. WARRANTIES** EXCEPT AS PROVIDED IN THIS AGREEMENT, THERE ARE NO OTHER AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. INTERNET AND WIFI SPEEDS WILL VARY. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

**11. Public Performance** If Customer engages in a public performance of any copyrighted material contained in any of the Services, Customer, and not Cox, shall be responsible for obtaining any public performing licenses at Customer's expense. The Video Service that Cox provides under this Agreement does not include a public performance license. Video Service(s) may be provided by an affiliate of Cox.

# Appendix C: Cox Voice SLAs



## Cox Switched Digital/Interconnected VoIP (iVoIP) Voice Services Service Level Agreement

**I. Scope.** This Service Level Agreement ("SLA") is incorporated into the Commercial Services Agreement ("Agreement") by and between Cox Oklahoma Telecom, LLC, d/b/a Cox Business ("Cox") and the undersigned Customer. Cox shall endeavor to meet the performance standards and service levels set forth in this SLA with respect to the Services provided to the undersigned Customer.

Cox Switched Digital/Interconnected VoIP (iVoIP) Voice Services include DSI, Primary Rate Interface ISDN, Session Initiation Protocol, and IP Centrex products.

**A. Network Availability.** The Cox network shall be available for use by Customer with the Services provided under the Agreement at least 99.9% of the available time ("Switch Availability") if provided on fiber or 99.5% if provided on Coax. This parameter is calculated by dividing the number of minutes that the Services are available for Customer's use by the total number of minutes in any consecutive twelve (12) month period and multiplying by 100. In calculating Network Availability, the reasons or causes set forth in Section A3 of this SLA shall not be included in determining whether Cox has met the applicable performance standard for Network Availability. For example, if the Services experience an outage for One (1) day due to a Force Majeure (flood) event, and otherwise experience no other outage or Service Interruption during the applicable month, Cox will be deemed to have met the Network Availability performance standard.

**A.1. Service Interruption.** A Service Interruption or an outage in Services is not a Default under the Agreement, but may entitle Customer to credits as provided in this SLA. A Service Interruption is a loss of Services or a degradation of signal to the Customer that adversely affects the ability of Customer to use the Services. A Service Interruption period begins when Customer makes a Trouble Report (as defined below) to Cox's Network Operations Center (NOC) under the methods and procedures set forth in Section II of this SLA and ends when Cox restores the Services to Customer.

**A.2. Service Interruption Credits for Network Availability.** A credit for Service Interruption is only available on Service Agreements with a term of one year or longer and is effective as of the first day of the second month after installation. A Credit Allowance will be given in any month during the term of the Agreement when there is a Service Interruption that qualifies for a credit allowance. The Credit Allowances will be calculated only with respect to the affected Services and not all charges under the Agreement. The credits listed below will not exceed the MRC of the affected Service. Customer may receive Service Interruption credits for a maximum of four months in any 12 month period. The amount of the Credit Allowances shall be as follows:

### Fiber Transport

Services Length	Interruption	Credit
< 30 minutes, continuous		None
30 minutes to 1 hour, continuous		1/30 of monthly recurring charge (MRC) due for the applicable month

> 1 hour, continuous		1/30 of MRC due for the applicable month for each day or portion thereof
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### Coax Transport

Services Length	Interruption	Credit
> 4 hours, continuous		1/30 of the MRC due for the applicable month for each day or portion thereof

### Tyne II Service

Services Length	Interruption	Credit
< 4 hours, continuous		None
> 4 hours, continuous		1/30 of MRC due for the applicable month for each day or portion thereof

Cox Business shall provide Credit Allowances no later than 60 days from date of Service Interruption.

**A.3. Exceptions to Credit Allowance.** Credit Allowances shall not be provided for Service Interruptions (i) caused by Customer, its employees, agents or subcontractors; (ii) due to failure of power or other equipment provided by Customer or the public utility company supplying power to Cox or Customer; (iii) during any period in which Cox is not allowed access to the premises of Customer to access Cox equipment; (iv) due to scheduled maintenance and repair; (v) caused by or due to violations of the Cox ACC Local Exchange Service Tariff, Section 2.5.6; (vi) caused by a loss of service or failure of the Customer's internal wiring or other customer equipment; or (vii) due to Force Majeure events. For purposes of this SLA, Force Majeure shall mean (i) third party cable cuts, acts of God, fire, flood, or other natural disaster; (ii) laws, orders, rules, regulations, directions, or actions of governmental authorities having jurisdiction over the Services; (iii) any civil or military action including national emergencies, riots, war, civil insurrections or terrorist attacks; (iv) taking by condemnation or eminent domain of a party's facilities or equipment; or (v) delays in obtaining permit or other approvals from governmental authorities for construction or Services provisioning. Credit Allowances for Service Interruptions shall not be provided if: (i) Customer is in breach of its Agreement with Cox; (ii)





## Business\*

Customer has a past due balance with Cox under the Agreement; or (iii) Customer is otherwise not in good financial standing with Cox. In no event shall Customer receive more than one month's MRC as credit for Service Interruptions or outages in any thirty (30) day period regardless of the number of Service Interruptions or outages.

**A.4. Type II Maintenance.** If Service is provided over Type II facilities, Cox will use reasonable efforts to notify Customer of Type II Carrier scheduled maintenance. Because Cox cannot control such maintenance windows, Type II facility maintenance may occur at times that are not always convenient to Customer. Except as provided in this SLA, Cox will not be liable to Customer for outages.

**A.5. Major Outage.** If two (2) times during a thirty (30) consecutive day period, the Services to the Customer experience a Service Interruption for a period greater than twelve (12) consecutive hours, ("Major Outage") other than as a result of the causes set forth in Section I.A.4 and I.A.5 above, Customer may terminate this Agreement without charge or payment of any termination charges otherwise provided in the Agreement; provided Customer complies with the notification process described in this Section I.A.5. Within thirty (30) days of the occurrence of the 2<sup>nd</sup> Major Outage, Customer shall notify Cox in writing of its election to terminate this Agreement and this Agreement shall terminate upon Cox's receipt of such notice. If Customer fails to notify Cox within thirty (30) days of the 2<sup>nd</sup> Major Outage, of its intent to terminate, then Customer shall be deemed to have waived its right to terminate this Agreement under this Section I.A.5 until the occurrence of a subsequent Major Outage, if any. Upon termination under this Section I.A.5, neither party shall have any further rights, obligations or liabilities to the other party, except those accrued through the termination date, and that expressly survive termination of this Agreement. If Service is provided over Type II facilities, a Major Outage is defined as 6 or more outages over any calendar month or more than 48 aggregate hours of outages other than as a result of the causes set forth in Section I.A.3 and I.A.4 above. For Type II Services, Customer must notify Cox, in writing, within forty five (45) days of their intention to terminate the Service.

**II. Trouble Reports.** Cox shall maintain a twenty-four (24) hour, seven (7) day a week point-of-contact for Customers to report Service troubles, outages, or Service Interruptions. Customer shall call Trouble Reports to the ECSC at 1-844-239-2214. A "Trouble Report" means any report made by Customer relating to the Services or the equipment provided by Cox. In the event Cox receives a Trouble Report from Customer, Cox shall respond to the Trouble Report within the following time frames as described below:

**A. Service Response and Resolution.** In the event Cox receives a Trouble Report from Customer, Cox will initiate action to clear the trouble within 30 minutes. If the Trouble Report is the result of an electronic component failure, the maximum restoration time is 4 hours. If the Trouble Report is the result of a coax or fiber optic cable failure, the maximum restoration time is 8 hours. For Type II Services, Service Response and Resolution will be subject to the SLAs provided by the Type II Carrier.

**A.1. Trouble Report Service Level.** Cox will endeavor to achieve at least 95% Trouble Reports Cured Timely per calendar month. This parameter is calculated by dividing the total number of Trouble Reports from Customer within a month that are cured by Cox within the windows set forth above by the total number of Trouble Reports received by Cox from Customer in the month and multiplying by 100. If Cox fails to meet the 95% Trouble Cure Report standard in any month during the term of the Agreement, Customer shall be entitled to One (1) month's MRC for any affected Service. This standard shall not apply to Trouble Reports connected to or due to the following: (i) caused by Customer, its employees, agents or subcontractors; (ii) due to failure of power or other equipment provided by Customer or the public utility company supplying power to Cox or Customer; (iii) during any period in which Cox is not allowed access to the premises of Customer to access Cox Equipment; (iv) caused by fiber optic cable cuts on the Customer's property which are not the fault of Cox; (v) caused by a loss of service or failure of the Customer's internal wiring or other customer equipment; or (vi) due to Force Majeure events.

### III. Service Installation Intervals.

**A. Service Installation and Availability.** Cox shall endeavor to install provision and make the Services available for Customer's use within ten (10) business days of the Committed Service Date set forth in the Customer Service Agreement. Service availability shall mean that Cox has completed its obligations to install the Cox equipment and facilities set forth in the Agreement necessary to provide Customer the Services.

**A.1. Installation Credit.** Cox shall provide Customer with an Installation Delay Credit if the Services are not available for Customer's use within ten (10) business days of the Committed Service Date. In this event, Customer will be entitled to an Installation Delay Credit of an amount equal to the nonrecurring charge (NRC) or one month's MRC of that portion of the Service which was unavailable, whichever is less. Because Cox does not directly control the installation of Type II Services, no Credit Allowance will be issued/allowed for installation delays for Type II Services.

**A.2. Exceptions to Installation Delay Credits.** Installation Delay Credits shall not be provided for Installation Delays (i) caused by or requested by Customer, its employees, agents or subcontractors; (ii) due to inability of Cox to access Customer's premises due to restrictions by Customer's landlord or property owner; (iii) due to the public utility company restricting Cox's access to necessary conduits or wiring in Customer's building or property; or (iv) due to Force Majeure events.

Unless otherwise expressly agreed in writing by an authorized Cox Business representative, the service levels and outage credits set forth in this Service Level Agreement constitute customers' sole and exclusive remedy with respect to any interruption, degradation, or cessation of Service and supersedes any and all prior agreements, promises, understandings, statements, representations or warranties of any kind charges.



**Commercial Services Agreement**  
4/5/2016

<b>Cox Account Rep:</b>	Chris Dykstra - 17245	<b>Cox System Address:</b>	
<b>Phone Number:</b>	405-463-5588		6301 Waterford Blvd, ste 200
<b>Fax Number:</b>	405-286-5355		Oklahoma City, OK 73118
<b>Customer Information</b>		<b>Authorized Customer Representative Information</b>	
<b>Legal Company Name:</b>	guthrie ps - technology	<b>Full Name:</b>	
<b>Street Address:</b>	200 CROOKS DR BLDG FIVE	<b>Billing Contact:</b>	405-282-5959
<b>City/State/Zip:</b>	Guthrie, OK 73044	<b>Fax:</b>	
<b>Billing Address:</b>	create master account	<b>Contact Number:</b>	
<b>City/State/Zip:</b>	ATTN Dee Benson,	<b>Email Address:</b>	
<b>Cox Account #:</b>	131-0640316-01, 131-0643646-01		
<b>Taxes and Fees Not Included</b>			

<b>Service Address: 200 CROOKS DR BLDG FIVE, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640316-01, 131-0643646-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Split Local Loop Service - COI 500Mb	1	1	\$3,121.00	60	Amendment	\$3,121.00	
Equipment Description			Quantity		Unit Price		Total Fee
<b>Totals for guthrie ps - technology:</b>			<b>MRC:</b>	\$3,121.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b> \$0.00

<b>Service Address: 802 E VILAS, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640306-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Split Local Loop Service-Metro E 500Mb Facility		1	\$737.00	60	New	\$737.00	
Equipment Description			Quantity		Unit Price		Total Fee
<b>Totals for Guthrie Public Schools:</b>			<b>MRC:</b>	\$737.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b> \$0.00
<b>Totals for all Accounts :</b>			<b>MRC:</b>	\$3,858.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b> \$0.00

<b>If you are purchasing Dedicated Service Facilities.</b>						<b>Merge Bill</b>	
For Dedicated Service Facilities (e.g. Private Line Type Services, Ethernet Services). By initialing here and signing below, Customer represents that at least 10% of the traffic on the designated circuit(s) is Inter-State in nature or is Internet traffic.						Yes	

**Special Conditions**  
Contract is for FY July 1, 2016 thru June 30th, 2017. Continuation of this agreement is contingent upon mutual annual ratification by Customer and Cox.  
Cox Business Services, POC: Chris Dykstra Desk: 405-463-5588 Fax: 877-873-7056, 6301 Waterford Blvd, OKC, OK 73118, Chris.Dykstra@Cox.com, SPIN 143005575

**Promotion Details**

By signing this Agreement, you represent that you are the authorized Customer representative and the information above is true and correct. This Agreement binds Customer to the terms and conditions attached to this Agreement (the "Service Terms") and any other terms and conditions applicable to the Services set forth above, including without limitation, the Cox tariffs, Service Guides, State and Federal regulations, the General Terms located at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, and the Cox Acceptable Use Policy (the "AUP"). Customer acknowledges receipt and acceptance of the Service Terms, the AUP and the General Terms by signing this Agreement. Customer acknowledges and accepts that Customer is solely responsible for protecting its network, equipment and the software through the use of firewalls, anti-virus and other security devices. Customer further acknowledges and accepts that Customer is solely responsible for fraudulent activity and related charges that result from Customer's failure to protect its network, equipment and the software. This Agreement is subject to credit approval and Customer authorizes Cox to check credit. The prices above do not include applicable taxes, fees, assessments or surcharges which are additional and may change. This proposal is valid provided Customer signs and delivers this Agreement to Cox unchanged within thirty (30) days from the date above. In addition to any other termination rights in this Agreement, Cox may terminate this Agreement without liability at any time prior to installation of Services or if Cox determines that Customer's location is not reasonably serviceable according to Cox's standard practices. If Customer terminates or decreases any Service that is part of a bundle offering, the remaining Service(s) shall be subject to price increases for the remaining Term. Each party may use electronic signature to sign this Agreement, provided the electronic signature method used by Customer is acceptable to Cox. "Acceptance" of the Agreement by Cox shall occur upon the earlier of (i) Cox's countersignature of this Agreement or (ii) Cox's installation of Service at Customer's location. If Customer cancels this Agreement prior to installation of Service by Cox, Customer shall be liable for Cox's costs incurred. If Cox Equipment is not returned to Cox after disconnection of Services, Customer shall be liable for the Cox Equipment costs. I acknowledge that I have read and understand the 911 disclosures in Section 2 of the Service Terms. To review Cox's Internet Service Disclosures, please visit [www.cox.com/internetdisclosures](http://www.cox.com/internetdisclosures).

<b>Customer Authorized Signature</b>	<b>CoxCom, LLC., Cox Oklahoma Telcom, LLC Signature</b>
Signature:	Signature:
Print:	Print:
Title Position:	Title Position:
Date:	Date:

The terms and conditions set forth in Cox's response to the solicitation (the "Cox Proposal") shall also include the terms and conditions (i) on this page, including without limitation all policies and terms incorporated into this page (the "Service Terms"); and (ii) set forth at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox> (the "General Terms"). Collectively, the Cox Proposal and Incorporated Service Terms and General Terms shall be defined as the "Agreement" and will govern Customer's use of the services identified in the Cox Proposal (each a "Service"). "Customer" shall mean the specific government entity which Cox submits its proposal to in the Cox Response.

**1. Tariffs/Service Guide** If Customer is purchasing any Service that is regulated by the FCC or any State regulatory body ("Regulated Service"), then Customer's use of such Regulated Service is subject to the regulations of the FCC and the regulatory body of the State in which the Customer location receiving the Regulated Service is located (which regulations are subject to change), as well as the rates, terms, and conditions contained in tariffs on file with State and Federal regulatory authorities. For States where the Regulated Service is de-tariffed, the Regulated Service is provided pursuant to the rates, terms and conditions for the Cox Service Guide for that State (the "SG"), which may be found at <http://ww2.cox.com/business/voice/regulatory.cox> and which terms are incorporated herein by reference. Cox may amend such tariffs and the SG and the Regulated Service shall be subject to such tariffs, or, if applicable, the SG, as amended. Customer must disclose to Cox if Customer intends to use the Regulated Services with payphone service. The tariffs and the SG contain cancellation or termination fees due in the event of cancellation or termination (including partial termination) of a Regulated Service prior to the Term. Termination fees include, but are not limited to, nonrecurring charges, charges paid to third parties on behalf of Customer, and the monthly recurring charges for the balance of the Term.

**2. E911 Services FOR IMPORTANT INFORMATION ABOUT COX'S 911 PRACTICES, PLEASE REVIEW THE INFORMATION ABOUT E911 SERVICE IN THE GENERAL TERMS AND ON THE WEBSITE <http://ww2.cox.com/business/voice/regulatory.cox>.** ONLY THE EMTA WILL HAVE BATTERY BACKUP PROVIDED BY COX. CUSTOMER IS RESPONSIBLE FOR BATTERY BACKUP FOR THE IAD, ESBC, ATA AND ALL CUSTOMER EQUIPMENT. IN THE EVENT OF A POWER OUTAGE, CUSTOMER'S TELEPHONE SERVICE USING AN EMTA WILL CONTINUE TO OPERATE AS USUAL FOR UP TO EIGHT HOURS WITH THE BACKUP BATTERY PROVIDED BY COX. THE DURATION OF SERVICE DURING A POWER OUTAGE USING AN IAD, ATA, AND ESBC WILL DEPEND ON CUSTOMER'S BATTERY BACKUP CHOICE. IF THE EMTA, ATA, ESBC OR IAD THAT SUPPLIES YOUR TELEPHONE SERVICE IS DISCONNECTED OR REMOVED AND/OR THE BATTERY IS NOT CHARGED OR IS DAMAGED, SERVICE, INCLUDING ACCESS TO 911 OR E911, WILL NOT BE AVAILABLE. COX SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY FAILURE TO RECEIVE SERVICE OR FOR THE FAILURE OF ANY 911 OR E911 CALL IF CUSTOMER REMOVES OR DISCONNECTS THE EMTA, ATA, ESBC OR IAD OR IF CUSTOMER FAILS TO CHARGE THE BATTERY FOR SAID DEVICES AT ANY TIME DURING THE TERM OF THIS AGREEMENT. COX USES YOUR TELEPHONE SERVICE ADDRESS TO IDENTIFY YOUR LOCATION FOR E911 SERVICE. IF THE EMTA, ATA ESBC AND/OR IAD INSTALLED IN YOUR BUSINESS IS MOVED, THE E911 DISPATCH MAY NOT RECEIVE YOUR CORRECT ADDRESS. PLEASE NOTIFY COX IF YOU WOULD LIKE TO MOVE OR RELOCATE YOUR TELEPHONE SERVICE. IT CAN TAKE UP TO 2 BUSINESS DAYS FOR YOUR NEW ADDRESS TO BE UPDATED.

**3. Service Start Date and Term** This Agreement shall be effective upon (i) execution by the parties of a mutually acceptable final contract or (ii) written acceptance of the Cox Proposal by Customer, whichever occurs first. Any final contract executed by the parties and/or written acceptance of the Cox Proposal by Customer shall automatically be deemed to include all terms of this Agreement. The "Initial Term" shall begin upon installation of Service and shall continue for the applicable Term commitment set forth in the Cox Proposal. However, if Customer delays installation or is not ready to receive Services on the agreed-upon installation date, Cox may begin billing for Services on the date Services would have been installed. Cox shall use reasonable efforts to make the Services available by the requested service date. Cox shall not be liable for damages for delays in meeting service dates due to install delays or reasons beyond Cox's control. If Customer delays installation for more than ninety (90) days after Customer's execution of this Agreement, Cox reserves the right to terminate this Agreement by providing written notice to Customer and Customer shall be liable for Cox's reasonable costs incurred. "Term" shall mean the Initial Term and additional extensions of the Term, if any. Upon notice to Customer, Cox may change the rates for video Services periodically during the Term. Cox may change the rates for telephone Service subject to a Cox tariff or SG periodically during the Term. For the avoidance of doubt, promotional rates and promotional discounts provided to Customer will expire at the end of the Initial Term or earlier as set forth in the promotion language.

**4. Termination** Customer may terminate any Service before the end of the Term provided, however, if Customer terminates any such Service before the end of the Term (except for breach by Cox), unless otherwise expressly stated in the General Terms, Customer will be obligated to pay Cox a termination fee equal to the nonrecurring charges (if unpaid) and One Hundred Percent (100%) of the monthly recurring charges for the terminated Service(s) multiplied by the number of full months remaining in

the Term. This provision survives termination of the Agreement. If there is signal interference with any Cox Service(s), Cox may terminate this Agreement without liability if Cox cannot resolve the interference by using commercially reasonable efforts.

**5. Payment** Customer shall pay Cox all monthly recurring charges ("MRCs") and all non-recurring charges ("NRCs"), if any, by the due date on the invoice. Any amount not received by the due date shown on the applicable invoice will be subject to interest or a late charge no greater than the maximum rate allowed by law. If Cox terminates this Agreement due to Customer's breach, or if Customer fails to pay any amounts when due and fails to cure such non-payment upon receipt of written notice of non-payment from Cox, Customer will be deemed to have terminated this Agreement and will be obligated to pay the termination fee described above. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, State and Federal taxes or charges, and deposits, imposed on the use of the Services. Taxes will be separately stated on Customer's invoice. No interest will be paid on deposits unless required by law.

**6. Service and Installation** Cox shall provide Customer with the awarded Services and may provide related facilities and equipment, the ownership of which shall be retained by Cox (the "Cox Equipment"), or for certain Services, Customer, may purchase equipment from Cox ("Customer Purchased Equipment"). Customer is responsible for damage to any Cox Equipment. Customer may use the Services for any lawful purpose, provided that such purpose: (i) does not interfere or impair the Cox network or Cox Equipment; (ii) complies with the AUP; and (iii) is in accordance with the terms and conditions of this Agreement. Customer shall use the Cox Equipment only for the purpose of receiving the Services. Customer shall use Customer Purchased Equipment in accordance with the terms of this Agreement and any related equipment purchase agreement. Unless provided otherwise herein, Cox shall use commercially reasonable efforts to maintain the Services in accordance with applicable performance standards. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the AUP at <http://ww2.cox.com/aboutus/policies/business-policies.cox>, which is incorporated herein by reference. Cox may change the AUP from time to time during the Term. Customer's continued use of the Services following an AUP amendment shall constitute acceptance of the revised AUP.

**7. E-Rate Customers** If Customer is an educational institution, library or other entity that qualifies as an applicant seeking reimbursement under the Federal Universal Service Fund Schools and Libraries Program (collectively, "E-Rate Customers"), the E-Rate provisions of the General Terms will apply, in addition to all other terms and conditions of this Agreement.

**8. General Terms** The General Terms are hereby incorporated into this Agreement by reference. Cox, in its sole discretion, may modify, supplement or remove any of the General Terms from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS.

**9. LIMITATION OF LIABILITY** COX AND/OR ITS AGENTS SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX OR ITS AGENTS BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, ARISING FROM THIS AGREEMENT OR ITS PROVISION OF THE SERVICES.

**10. WARRANTIES** EXCEPT AS PROVIDED IN THIS AGREEMENT, THERE ARE NO OTHER AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. INTERNET AND WIFI SPEEDS WILL VARY. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

**11. Public Performance** If Customer engages in a public performance of any copyrighted material contained in any of the Services, Customer, and not Cox, shall be responsible for obtaining any public performing licenses at Customer's expense. The Video Service that Cox provides under this Agreement does not include a public performance license. Video Service(s) may be provided by an affiliate of Cox.



**Commercial Services Agreement**  
4/5/2016

<b>Cox Account Rep:</b>	Chris Dykstra - 17245	<b>Cox System Address:</b>
<b>Phone Number:</b>	405-463-5588	6301 Waterford Blvd, ste 200
<b>Fax Number:</b>	405-286-5355	Oklahoma City, OK 73118

Customer Information		Authorized Customer Representative Information	
<b>Legal Company Name:</b>	guthrie ps - technology	<b>Full Name:</b>	
<b>Street Address:</b>	200 CROOKS DR BLDG FIVE	<b>Billing Contact:</b>	405-282-5959
<b>City/State/Zip:</b>	Guthrie, OK 73044	<b>Fax:</b>	
<b>Billing Address:</b>	create master account	<b>Contact Number:</b>	
<b>City/State/Zip:</b>	ATTN Dee Benson,	<b>Email Address:</b>	
<b>Cox Account #:</b>	131-0640316-01, 131-0643646-01		

Taxes and Fees Not Included

<b>Service Address: 200 CROOKS DR BLDG FIVE, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640316-01, 131-0643646-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for guthrie ps - technology:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

<b>Service Address: 321 E GRANT, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640313-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for Guthrie PS- Indoor Baseball:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

<b>Service Address: 802 E VILAS, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640306-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for Guthrie Public Schools:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

<b>Service Address: 200 E SPRINGER, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640307-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for Guthrie PS - Baseball:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

<b>Service Address: 321 E NOBLE, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640304-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
<b>Equipment Description</b>		<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>	
<b>Totals for Guthrie PS - Central:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 2001 W NOBLE, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640303-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
Equipment Description		Quantity		Unit Price		Total Fee	
<b>Totals for Guthrie PS - Cottarel:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 4300 E CHARTER OAK RD, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0000000-00	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
Equipment Description		Quantity		Unit Price		Total Fee	
<b>Totals for Guthrie PS - new elementary school:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 1021 E PERKINS, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640309-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
Equipment Description		Quantity		Unit Price		Total Fee	
<b>Totals for Guthrie PS - Faver:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 902 N WENTZ, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640311-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
Equipment Description		Quantity		Unit Price		Total Fee	
<b>Totals for Guthrie PS - Fogarty:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 200 E HARRISON, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640299-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
Equipment Description		Quantity		Unit Price		Total Fee	
<b>Totals for Guthrie PS - football Stadium ( Jelsma):</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 200 CROOKS DR, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640319-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
Equipment Description		Quantity		Unit Price		Total Fee	
<b>Totals for guthrie ps - HS:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

Service Address: 705 E OKLAHOMA AVE, Guthrie, OK, 73044						Phone: 405-282-5959	
						Cox Account ID: 131-0640312-01	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
Equipment Description		Quantity		Unit Price		Total Fee	
<b>Totals for Guthrie PS - JR HI:</b>		<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00

<b>Service Address: 702 CROOKS DR, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640298-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
<b>Equipment Description</b>			<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>
<b>Totals for Guthrie PS - upper Elementary:</b>			<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b> \$0.00
<b>Service Address: 300 CROOKS DR, Guthrie, OK, 73044</b>						<b>Phone: 405-282-5959</b>	
						<b>Cox Account ID: 131-0640308-01</b>	
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Type	Service Charges	
						Monthly Recurring	One Time Activation & Setup Fees
Metro Ethernet Fiber - 1 Gb UNI - Interstate		1	\$950.00	60	New	\$950.00	
<b>Equipment Description</b>			<b>Quantity</b>		<b>Unit Price</b>		<b>Total Fee</b>
<b>Totals for Guthrie PS - BFC:</b>			<b>MRC:</b>	\$950.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b> \$0.00
<b>Totals for all Accounts :</b>		<b>MRC:</b>	\$13,300.00	<b>NRC:</b>	\$0.00	<b>Equipment Cost:</b>	\$0.00
<b>If you are purchasing Dedicated Service Facilities.</b>							<b>Merge Bill</b>
<input type="checkbox"/> For Dedicated Service Facilities (e.g. Private Line Type Services, Ethernet Services). By initialing here and signing below, Customer represents that at least 10% of the traffic on the designated circuit(s) is Inter-State in nature or is Internet traffic.							Yes
<b>Special Conditions</b>							
Contract is for FY July 1, 2016 thru June 30th, 2017. Continuation of this agreement is contingent upon mutual annual ratification by Customer and Cox. Cox Business Services, POC: Chris Dykstra Desk: 405-463-5588 Fax: 877-873-7056, 6301 Waterfor Blvd, OKC, OK 73118, Chris.Dykstra@Cox.com, SPIN 143005575							
<b>Promotion Details</b>							
By signing this Agreement, you represent that you are the authorized Customer representative and the information above is true and correct. This Agreement binds Customer to the terms and conditions attached to this Agreement (the "Service Terms") and any other terms and conditions applicable to the Services set forth above, including without limitation, the Cox tariffs, Service Guides, State and Federal regulations, the General Terms located at <a href="http://ww2.cox.com/aboutus/policies/business-general-terms.cox">http://ww2.cox.com/aboutus/policies/business-general-terms.cox</a> , and the Cox Acceptable Use Policy (the "AUP"). Customer acknowledges receipt and acceptance of the Service Terms, the AUP and the General Terms by signing this Agreement. Customer acknowledges and accepts that Customer is solely responsible for protecting its network, equipment and the software through the use of firewalls, anti-virus and other security devices. Customer further acknowledges and accepts that Customer is solely responsible for fraudulent activity and related charges that result from Customer's failure to protect its network, equipment and the software. This Agreement is subject to credit approval and Customer authorizes Cox to check credit. The prices above do not include applicable taxes, fees, assessments or surcharges which are additional and may change. This proposal is valid provided Customer signs and delivers this Agreement to Cox unchanged within thirty (30) days from the date above. In addition to any other termination rights in this Agreement, Cox may terminate this Agreement without liability at any time prior to installation of Services or if Cox determines that Customer's location is not reasonably serviceable according to Cox's standard practices. If Customer terminates or decreases any Service that is part of a bundle offering, the remaining Service(s) shall be subject to price increases for the remaining Term. Each party may use electronic signature to sign this Agreement, provided the electronic signature method used by Customer is acceptable to Cox. "Acceptance" of the Agreement by Cox shall occur upon the earlier of (i) Cox's countersignature of this Agreement or (ii) Cox's installation of Service at Customer's location. If Customer cancels this Agreement prior to installation of Service by Cox, Customer shall be liable for Cox's costs incurred. If Cox Equipment is not returned to Cox after disconnection of Services, Customer shall be liable for the Cox Equipment costs. I acknowledge that I have read and understand the 911 disclosures in Section 2 of the Service Terms. To review Cox's Internet Service Disclosures, please visit <a href="http://www.cox.com/internetdisclosures">www.cox.com/internetdisclosures</a> .							
<b>Customer Authorized Signature</b>				<b>CoxCom, LLC., Cox Oklahoma Telcom, LLC Signature</b>			
Signature:				Signature:			
Print:				Print:			
Title Position:				Title Position:			
Date:				Date:			

The terms and conditions set forth in Cox's response to the solicitation (the "Cox Proposal") shall also include the terms and conditions (i) on this page, including without limitation all policies and terms incorporated into this page (the "Service Terms"); and (ii) set forth at [http://ww2.cox.com/aboutus/policies/business-general-terms\\_cox](http://ww2.cox.com/aboutus/policies/business-general-terms_cox) (the "General Terms"). Collectively, the Cox Proposal and incorporated Service Terms and General Terms shall be defined as the "Agreement" and will govern Customer's use of the services identified in the Cox Proposal (each a "Service"). "Customer" shall mean the specific government entity which Cox submits its proposal to in the Cox Response.

**1. Tariffs/Service Guide** If Customer is purchasing any Service that is regulated by the FCC or any State regulatory body ("Regulated Service"), then Customer's use of such Regulated Service is subject to the regulations of the FCC and the regulatory body of the State in which the Customer location receiving the Regulated Service is located (which regulations are subject to change), as well as the rates, terms, and conditions contained in tariffs on file with State and Federal regulatory authorities. For States where the Regulated Service is de-tariffed, the Regulated Service is provided pursuant to the rates, terms and conditions for the Cox Service Guide for that State (the "SG"), which may be found at [http://ww2.cox.com/business/voice/regulatory\\_cox](http://ww2.cox.com/business/voice/regulatory_cox) and which terms are incorporated herein by reference. Cox may amend such tariffs and the SG and the Regulated Service shall be subject to such tariffs, or, if applicable, the SG, as amended. Customer must disclose to Cox if Customer intends to use the Regulated Services with payphone service. The tariffs and the SG contain cancellation or termination fees due in the event of cancellation or termination (including partial termination) of a Regulated Service prior to the Term. Termination fees include, but are not limited to, nonrecurring charges, charges paid to third parties on behalf of Customer, and the monthly recurring charges for the balance of the Term.

**2. E911 Services** FOR IMPORTANT INFORMATION ABOUT COX'S 911 PRACTICES, PLEASE REVIEW THE INFORMATION ABOUT E911 SERVICE IN THE GENERAL TERMS AND ON THE WEBSITE [http://ww2.cox.com/business/voice/regulatory\\_cox](http://ww2.cox.com/business/voice/regulatory_cox). ONLY THE EMTA WILL HAVE BATTERY BACKUP PROVIDED BY COX. CUSTOMER IS RESPONSIBLE FOR BATTERY BACKUP FOR THE IAD, ESBC, ATA AND ALL CUSTOMER EQUIPMENT. IN THE EVENT OF A POWER OUTAGE, CUSTOMER'S TELEPHONE SERVICE USING AN EMTA WILL CONTINUE TO OPERATE AS USUAL FOR UP TO EIGHT HOURS WITH THE BATTERY BACKUP PROVIDED BY COX. THE DURATION OF SERVICE DURING A POWER OUTAGE USING AN IAD, ATA, AND ESBC WILL DEPEND ON CUSTOMER'S BATTERY BACKUP CHOICE. IF THE EMTA, ATA, ESBC OR IAD THAT SUPPLIES YOUR TELEPHONE SERVICE IS DISCONNECTED OR REMOVED AND/OR THE BATTERY IS NOT CHARGED OR IS DAMAGED, SERVICE, INCLUDING ACCESS TO 911 OR E911, WILL NOT BE AVAILABLE. COX SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY FAILURE TO RECEIVE SERVICE OR FOR THE FAILURE OF ANY 911 OR E911 CALL IF CUSTOMER REMOVES OR DISCONNECTS THE EMTA, ATA, ESBC OR IAD OR IF CUSTOMER FAILS TO CHARGE THE BATTERY FOR SAID DEVICES AT ANY TIME DURING THE TERM OF THIS AGREEMENT. COX USES YOUR TELEPHONE SERVICE ADDRESS TO IDENTIFY YOUR LOCATION FOR E911 SERVICE. IF THE EMTA, ATA ESBC AND/OR IAD INSTALLED IN YOUR BUSINESS IS MOVED, THE E911 DISPATCH MAY NOT RECEIVE YOUR CORRECT ADDRESS. PLEASE NOTIFY COX IF YOU WOULD LIKE TO MOVE OR RELOCATE YOUR TELEPHONE SERVICE. IT CAN TAKE UP TO 2 BUSINESS DAYS FOR YOUR NEW ADDRESS TO BE UPDATED.

**3. Service Start Date and Term** This Agreement shall be effective upon (i) execution by the parties of a mutually acceptable final contract or (ii) written acceptance of the Cox Proposal by Customer, whichever occurs first. Any final contract executed by the parties and/or written acceptance of the Cox Proposal by Customer shall automatically be deemed to include all terms of this Agreement. The "Initial Term" shall begin upon installation of Service and shall continue for the applicable Term commitment set forth in the Cox Proposal. However, if Customer delays installation or is not ready to receive Services on the agreed-upon installation date, Cox may begin billing for Services on the date Services would have been installed. Cox shall use reasonable efforts to make the Services available by the requested service date. Cox shall not be liable for damages for delays in meeting service dates due to install delays or reasons beyond Cox's control. If Customer delays installation for more than ninety (90) days after Customer's execution of this Agreement, Cox reserves the right to terminate this Agreement by providing written notice to Customer and Customer shall be liable for Cox's reasonable costs incurred. "Term" shall mean the Initial Term and additional extensions of the Term, if any. Upon notice to Customer, Cox may change the rates for video Services periodically during the Term. Cox may change the rates for telephone Service subject to a Cox tariff or SG periodically during the Term. For the avoidance of doubt, promotional rates and promotional discounts provided to Customer will expire at the end of the Initial Term or earlier as set forth in the promotion language.

**4. Termination** Customer may terminate any Service before the end of the Term provided, however, if Customer terminates any such Service before the end of the Term (except for breach by Cox), unless otherwise expressly stated in the General Terms, Customer will be obligated to pay Cox a termination fee equal to the nonrecurring charges (if unpaid) and One Hundred Percent (100%) of the monthly recurring charges for the terminated Service(s) multiplied by the number of full months remaining in

the Term. This provision survives termination of the Agreement. If there is signal interference with any Cox Service(s), Cox may terminate this Agreement without liability if Cox cannot resolve the interference by using commercially reasonable efforts.

**5. Payment** Customer shall pay Cox all monthly recurring charges ("MRCs") and all non-recurring charges ("NRCs"), if any, by the due date on the invoice. Any amount not received by the due date shown on the applicable invoice will be subject to interest or a late charge no greater than the maximum rate allowed by law. If Cox terminates this Agreement due to Customer's breach, or if Customer fails to pay any amounts when due and fails to cure such non-payment upon receipt of written notice of non-payment from Cox, Customer will be deemed to have terminated this Agreement and will be obligated to pay the termination fee described above. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, State and Federal taxes or charges, and deposits, imposed on the use of the Services. Taxes will be separately stated on Customer's invoice. No interest will be paid on deposits unless required by law.

**6. Service and Installation** Cox shall provide Customer with the awarded Services and may provide related facilities and equipment, the ownership of which shall be retained by Cox (the "Cox Equipment"), or for certain Services, Customer, may purchase equipment from Cox ("Customer Purchased Equipment"). Customer is responsible for damage to any Cox Equipment. Customer may use the Services for any lawful purpose, provided that such purpose: (i) does not interfere or impair the Cox network or Cox Equipment; (ii) complies with the AUP; and (iii) is in accordance with the terms and conditions of this Agreement. Customer shall use the Cox Equipment only for the purpose of receiving the Services. Customer shall use Customer Purchased Equipment in accordance with the terms of this Agreement and any related equipment purchase agreement. Unless provided otherwise herein, Cox shall use commercially reasonable efforts to maintain the Services in accordance with applicable performance standards. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the AUP at [http://ww2.cox.com/aboutus/policies/business-policies\\_cox](http://ww2.cox.com/aboutus/policies/business-policies_cox), which is incorporated herein by reference. Cox may change the AUP from time to time during the Term. Customer's continued use of the Services following an AUP amendment shall constitute acceptance of the revised AUP.

**7. E-Rate Customers** If Customer is an educational institution, library or other entity that qualifies as an applicant seeking reimbursement under the Federal Universal Service Fund Schools and Libraries Program (collectively, "E-Rate Customers"), the E-Rate provisions of the General Terms will apply, in addition to all other terms and conditions of this Agreement.

**8. General Terms** The General Terms are hereby incorporated into this Agreement by reference. Cox, in its sole discretion, may modify, supplement or remove any of the General Terms from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS.

**9. LIMITATION OF LIABILITY** COX AND/OR ITS AGENTS SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX OR ITS AGENTS BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, ARISING FROM THIS AGREEMENT OR ITS PROVISION OF THE SERVICES.

**10. WARRANTIES** EXCEPT AS PROVIDED IN THIS AGREEMENT, THERE ARE NO OTHER AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. INTERNET AND WIFI SPEEDS WILL VARY. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

**11. Public Performance** If Customer engages in a public performance of any copyrighted material contained in any of the Services, Customer, and not Cox, shall be responsible for obtaining any public performing licenses at Customer's expense. The Video Service that Cox provides under this Agreement does not include a public performance license. Video Service(s) may be provided by an affiliate of Cox.

***ADMINISTRATION OF FEDERAL PROGRAMS***

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

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

**Audits**

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

**Employee Compensation**

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

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

**Travel and Conference Expenses**

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

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

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

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



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

Business Arrangements and Financial Transactions

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

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

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

Gifts

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

Reporting Misconduct

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

**Financial Management Procedures**

Internal Controls

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

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

#### General Recordkeeping

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

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

Records Retention Timeline

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

Interest

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

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

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

Budgeting

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

Real Property, Equipment, and Supplies

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

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

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

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

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

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

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

**General Procurement Standards and Vendor Selection**

General Standards

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

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

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

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

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

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

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

#### Procurement Methods

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

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

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

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

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

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

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

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

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

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

***FEDERAL PROGRAMS COMPLAINT POLICY***

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

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

Definitions

*Grievance Coordinator:*

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

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

*Grievant:*

The person making the complaint.

*Respondent:*

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

*Day:*

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

Procedural Steps

*Step 1:*

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

*Step 2:*

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

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

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

*Step 3:*

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

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

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



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

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

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

*Step 4:*

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

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

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

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

General Provisions

*Extension of time:*

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

*Confidentiality of Records:*

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

*Representation:*

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

*Retaliation:*

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

*Basis of Decision:*

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

**FOODSERVICE MANAGEMENT COMPANY REQUEST FOR PROPOSAL AND  
CONTRACT BETWEEN GUTHRIE PUBLIC SCHOOLS, SFA, AND SOUTHWEST  
FOODSERVICE EXCELLENCE, FSMC  
FIFTH AMENDMENT**

This Request for Proposal and Contract Amendment is made in consideration of the mutual covenants and Agreements contained herein by and between Guthrie Public School District, School Food Authority (SFA), and Southwest Foodservice Excellence, LLC, Food Service Management Company (FSMC), to amend the Foodservice Management Company Request for Proposal and Contract that was executed by SFA and FSMC and effective on July 1, 2016.

The contract is amended as follows:

1. "Effective Date" shall mean July 1, 2016.
2. All other terms and Conditions of this Contract executed by SFA and FSMC remains the same.
3. This Amendment is valid for the 2016-2017 school year. The contract and this Amendment shall terminate on June 30, 2017, and may be renewed for five (5) additional terms of one (1) year upon mutual agreement of SFA and FSMC.
4. The amount of General and Administrative Expense Fee per Meal/Meal Equivalent is deleted and replaced with NO CHANGE.
5. The amount of Management Fee per Meal/Meal Equivalent is deleted and replaced with NO CHANGE.

The Amendment is executed by the Parties in their capacities as stated below. All parties represent and warrant that the persons signing this Amendment are authorized to bind the respective parties.

Guthrie Public School District

Southwest Foodservice Excellence, LLC



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

\_\_\_\_\_  
By: Mr. Dan Matello

President, SFE

Position: \_\_\_\_\_

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

Date: March 18<sup>th</sup>, 2016

## GROUP PURCHASING PARTICIPATION AGREEMENT

This Group Purchasing Participation Agreement ("Agreement") is entered into by and between Lubbock-Cooper Independent School District, 16302 Loop 493, Lubbock, Texas 79423 ("Lubbock-Cooper") and Guthrie Public Schools 802 East Vilas Guthrie, OK 73044

as of the 1<sup>st</sup> day of July, 2014 ("Participating Agency"). Lead Agency and Participating Agency may be referred to herein individually as "Party" and collectively as "Parties."

1. **Purpose of Agreement.** Lubbock-Cooper will contract with various distributors and/or other contractors ("Contractors") for general food services and related goods and services (collectively "Goods and Services") at agreed upon prices and terms ("Agreed Upon Terms") and in compliance with all applicable laws and regulations. The Participating Agency will have the right (but not the obligation) to purchase Goods and Services directly from the Contractors at the Agreed Upon Terms. Lubbock-Cooper has separately contracted with American Purchasing Consortium, LLC ("APC") to provide procurement services. APC will receive a fee paid by the Contractors. APC will not receive or accept any direct fees or payments from Lubbock-Cooper or the Participating Agency.

2. **Lubbock-Cooper's Duties.** Lubbock-Cooper will:

a. Select, approve, and award contracts to Contractors, in its sole discretion and in consultation with the Participating Agency.

b. Solicit and review comments from the Participating Agency regarding the services provided by Contractors, the quality of Goods and Services, and whether contracts for other Goods and Services are required.

c. Comply with all applicable Federal, State and local laws and regulations pertaining to the subject matter of this Agreement, including the awarding of contracts to Contractors.

3. **Participating Agency's Duties.** The Participating Agency will:

a. Cooperate with the Lead Agency, APC, and all government agencies in all matters related to or arising from this Agreement and comply with any and all rules and regulations pertaining to the purchasing program.

b. Have the right (but not the obligation) to purchase Goods and Services pursuant to the contracts entered into between Lubbock-Cooper and the Contractors. If a Contractor requires the Participating Agency to execute a separate agreement with them, the Participating Agency will negotiate and enter into such agreement in its own discretion, is solely responsible for performing such agreement, and will provide a copy of any such signed agreement to Lubbock-Cooper and APC

c. Timely remit purchase orders and payments directly to Contractors in accordance with the Contractor's terms and conditions for such payments.

d. Appoint a designee to represent the Participating Agency, to receive notices, and to bind the Participating Agency in all matters related to this Agreement, as designated below:

Name and Title of Designee: Dennis Schulz  
Phone No. of Designee: 405-282-8900  
Email Address of Designee: Dennis.Schulz@Guthrieps.net

e. Be solely responsible for making independent investigations of each Contractor, the Agreed Upon Terms, and the Goods and Services prior to purchasing and upon delivery.

f. Comply with all applicable Federal, State and local laws and regulations pertaining to the subject matter of this Agreement, including USDA and State requirements for school nutrition procurement.

4. **Voluntary Participation.** Participation in the purchasing program is voluntary. The Participating Agency is not required to purchase Goods and Services through the purchasing program, may procure like goods and services through other programs, contractors, and services, and may enter similar purchasing program agreements with other entities. Each and every purchase made by the Participating Agency through the purchasing program is for the Participating Agency's own use.

5. **Disclaimer.** Lubbock-Cooper and APC disclaim (1) any representations, warranties (express or implied, including the warranties of merchantability and/or fitness for a particular purpose), and/or guarantees regarding the Contractors and/or the Goods and Services; (2) any liability for claims, damages, losses, costs or expenses incurred as a result of or arising from the Contractors' acts or omissions and/or faults, problems, design flaws, delivery delays and all other matters related to the Goods and Services; and (3) any representations and warranties regarding cost savings.

**Term and Termination.** This Agreement is effective as of July 1<sup>st</sup>, 2014 and shall remain in effect through June 30, 2015 ("Initial Term"). Following the Initial Term, this Agreement will automatically renew for additional twelve (12) month terms beginning July 1 of each year and ending on June 30 of each following year, unless either Party terminates this Agreement as provided herein. Either Party may terminate this Agreement with or without cause, by providing the other Party with ninety (90) days written notice. Additionally, in the event of a default by either Party, the non-defaulting Party shall give a written notice of default to the defaulting Party, after which the defaulting Party shall have thirty (30) calendar days within which to cure the default. If the default is not cured within the thirty (30) calendar day period, the non-defaulting Party may pursue any and all remedies available to it in law or equity and may terminate this Agreement by providing written notice of termination to the defaulting Party.

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

**LUBBOCK-COOPER INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Printed Name:

**PARTICIPATING AGENCY:**

**Guthrie School District**

By:  
Title:  
Printed Name:



# Board of Education Personnel Reports

## *FMLA Request*

Support: 1

Certified: 1

## *Leave of Absence Request*

Classification					
Certified					
Name	Site	Teaching Assignment	Leave of Abs	Effective Date:	Notes
Abbott, Kaylee	Cotteral	Kindergarten	LOA	8/16/2016	

## *Transfer of Position Report*

Classification					
Support					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Morrow, Ruby	Custodian JH	Custodian GUES	Donna Thornton	4/4/2016	

## *Separation of Employment*

Classification					
Certified					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Barker, Tara	Junior High	8th Science	Retiring	5/20/2016	
Cronin, Martha	High School	Science	Retiring	5/20/2016	
Sieber, Joseph	Junior High	Technology Education	Retiring	5/1/2016	
Smith, Ty	Junior High	Creative Writing 8th Grade	Resigning	5/20/2016	
Turney, Melissa	Fogarty	Teacher Interventionist	Resigning	5/20/2016	
Wells, Cameron	Junior High	Band Director	Resigning	5/20/2016	

Classification					
Support					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Bertwell, Kathy	Maintenance	Facilities Assistant	Retiring	6/30/2016	
Miller, Ian	Maintenance	Custodian	Terminated	4/1/2016	
Nephew, Laverne	Central	Custodian	Terminated	3/22/2016	
Robinson, Connie	Junior High	Sp Ed Paraprofessional	Retiring	5/20/2016	
Thornton, Donna	GUES	Custodian	Resigning	3/25/2016	
Thornton, Bill	Maintenance	Maintenance	Resigning	3/25/2016	

## ***Guthrie Public Schools Building Level Administrators***

<b><i>LastName</i></b>	<b><i>FirstName</i></b>	<b><i>Assignment</i></b>	<b><i>Total Experience</i></b>
Ball	Jeffrey	Assistant Principal	20
Davison	Susan	Principal	31
Dayton	Ryan	Assistant Principal	10
Graham	Scot	Principal	16
Hughes	Patrick	Dir. of Alternative Education	28
LeGrande	Chris	Principal	24
Rainwater	Robbie	Principal	12
Stone	Bret	Assistant Principal	32
Throckmorton	Dustin	Assistant Principal	17
Todd	Marsha	Principal	22
Watson	Dani	Principal	12

# ***Guthrie Public Schools District Level Administrators***

<i><b>LastName</b></i>	<i><b>FirstName</b></i>	<i><b>Assignment</b></i>	<i><b>Site</b></i>	<i><b>Total Experience</b></i>
Benson	James	Director of Technology	Technology	27
Gamill	Jerry	Director of Facilities	Maintenance	27
Ogle	Douglas	Ex Dir Personnel/Sec Ed	Administration	19
Schulz	Dennis	Assistant Superintendent	Administration	24
Walters	Carmen	Ex Dir of Fed Prog/Elem Ed	Administration	18
Woodruff	Eldona	Director of Special Ed	Administration	33



Guthrie Public Schools  
Property Committee Meeting  
April 4, 2016  
5:00 p.m.

Members present: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Jerry Gammill, Carmen Walters, Sharon Watts, Jennifer Bennett-Johnson, Terry Pennington, and Linda Skinner.

Also in attendance: Shawn from The Stacy Group and an Engineer.

**Superintendent Discussion:**

- Dr. Simpson discussed the different options available for updating the HVAC at Central

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

**Expenditure Reports:**

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

**Completed Projects:**

- 158 Work-Orders completed in March
- Smart Board installation complete at Fogarty
- Roofing projects
- Cotteral classroom RTU replacement
- Spraying services quote

**Projects in Progress:**

- Currently have 85 Work-Orders in progress
- Smart Boards to install at the High School
- Vo-Ag barns construction
- Performance Review
- Preparing for summer cleaning
- Quotes to replace paper towel dispensers and towels
- Obtaining quotes for mowing services

**New Projects:**

- Lighting Replacement proposal being done to convert to LED lighting

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

**April 5, 2016**

**4:00 P.M.**

In attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Carmen Walters, Eldona Woodruff, Gail Davis, Tina Smedley, Janna Pierson and Jana Frey (filling in for Vicki Biggs)

Absent: Vicki Biggs

**Dr. Simpson** discussed the state of the budget and current projections.

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

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

**Contract with Putnam & Company, PLLC**

This is a contract renewal for auditing services and is the fifth year they will be contracted with the District.

**Lunch Price Increases**

Child Nutrition is required to perform this calculation annually in order for the District to receive federal funds. The calculation resulted in the District needing to raise the cost of student meals by \$.10 which is the minimum required amount to stay in compliance.

**APC Food Service Purchasing Consortium Agreement**

This agreement allows us to use the purchasing consortium to receive volume pricing for our grocery supplies.

**Agreement Renewal with Southwest Foodservice Excellence**

This is the fifth year for this agreement with SFE. They provide foodservice for our District and are self-sufficient.

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

**Learning Sciences International Agreement**

This agreement allows access to software used to perform teacher and administrative evaluations.

**Mr. Schulz** announced there is a copy of an additional new account request and fundraiser that was not received in time for the Finance Committee Packet.

**Dr. Simpson** announced there are copies of the E-rate Technology Plan and E-rate Contracts which were not received in time for the Finance Committee Packet. Mr. Benson notified Dr. Simpson of the recommendation to retain Cox as our internet provider rather than A T & T. The conversion from Cox to A T & T would be a very intense changeover.

**Dr. Simpson** reported on the following:

TransPar has had a change in leadership within our District. They have agreed to reduce the cost of services provided to the District this current year by \$1000. They have also agreed to reduce the cost of next year's services by \$1200 per month should we decide to renew their contract.

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

**April 5, 2016**

**5:00 P.M.**

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

Members Absent: Travis Sallee (filled in for by Tina Smedley)

Ms. Walters

- 5<sup>th</sup> Grade Growth and Development  
A letter will go out April 21, 2016 to parents for them to opt in if they would like for their child to attend the lesson that will be held Wednesday, May 11, 2016. The students will be separated in gender sessions.
  
- RSA Update  
Vocabulary and Comprehension/Critical Literacy are considered to meet RSA requirements on the 3<sup>rd</sup> Grade Reading OCCT state test. Based on SB630, each student will receive one of two statuses: Meets RSA Criteria, Does Not Meet RSA Criteria.

Mrs. Woodruff

- District Data Profile FFY 2014  
A review of the District Data Profile included ten indicators used to make the district determination. The district was identified as needs assistance due to indicator 4A: Students with disabilities with long term suspensions.