

AGENDA WITH COMMENTARY

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

**THURSDAY
JANUARY 15, 2015
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. Consent Agenda:.....Pages 5-42
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 December 08, 2014 and special meeting held on December 30, 2014**
 - B. Treasurer's Report**
 - C. Activity Fund Fundraisers as per attached list**
 - D. Activity Fund Transfers as per attached list**
 - E. Fuel bid as recommended by bid committee**
 - F. Encumbrances for General Fund #'s 776-819 and Building Fund #'s 109-119 and listed change orders and Activity Fund Reports**

G. Contracts/Agreements under \$10,000

1. Agreement with Oklahoma Environmental Services for monthly fuel tank inspections

Commentary:

The individual whose company has been doing the monthly fuel tank inspections for Guthrie Public Schools is retiring. He has recommended Oklahoma Environmental Services. Because both companies use the same Statistical Inventory Reconciliation (SIR) Company to process the reports, he felt this would be an easy transition for the Transportation Department. The approximate cost per year is \$500.00. **Dennis Schulz will answer any questions.**

RECOMMENDATION ACTION:

The Superintendent recommends approval.

2. Agreement with Interquest Detection Canines for contraband inspection services

Commentary:

This agreement is for Interquest to provide contraband inspection services utilizing non-aggressive contraband detection canines. We have used this company since 2011. The campuses covered under this agreement are the High School, the Jr. High and GUES. They provide 6 full day visits per school year. There is no increase in cost. Total cost for 6 full visits is \$2,670.00. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. Business Agenda:

A. Recommendation, consideration and action to approve the transcription of math and science credit options taught at Meridian Technology Center.....Pages 43-44

Commentary:

We take this action every year. This allows 11th and 12th grade students to take a math or science course at Meridian Technology that counts as credit at Guthrie High School. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

B. Recommendation, consideration and action upon contractual agreement with Supplemental Health Care for Speech Therapy.....Pages 45-54

Commentary:

Our 2014-2015 contract for these services was with a private individual who has moved out of state. Supplemental Health Care, who submitted the lowest quote, has agreed to

provide a therapist four days a week for the remainder of the school year. The cost for this service will be approximately \$39,525 plus mileage. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action upon revision to Policy C-18 Naming New Facilities.....Page 55

Commentary:

This is a recommendation from the Superintendent to allow the Board of Education greater latitude with regard to naming facilities.

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon survey request for student dissertation.....Pages 56-58

Commentary:

Kary Dyer is a doctoral student at Oklahoma State University studying Education Administration. Her research study is on exploring the transition from the classroom to the principal’s office. Interviews would be conducted with a first year elementary principal and vice-principal. Ms. Dyer’s study has been reviewed and approved by the Oklahoma State University IRB. A brochure with complete details and a list of questions to be asked are included in your packet. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 10. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of extra-duty assignment for 2014-2015 and discussion of revision to Superintendent’s contract, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1 and 7**
 - A. Vote to go into executive session**
 - B. Acknowledge Board’s return to open session**
 - C. Statement of minutes of executive session**
- 11. Vote on action as set out on the Personnel Reports.....Page 59**
- 12. Action upon recommendation of extra-duty assignment for Tonya Stansbury for 2014-2015.....Page 60**
- 13. Recommendation, consideration and action upon revision to Superintendent’s contract, to comply with the Affordable Care Act**

14. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
15. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
16. **Adjourn**

**Dr. Mike Simpson
Superintendent**

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Posted by: _____

Date: _____ **Time:** _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
DECEMBER 08, 2014**

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 DECEMBER 08, 2014

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

Board Member Absent Tom Holtz

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

1. The meeting was called to order by President Sallee.
2. Members Jennifer Bennett-Johnson, Gail Davis, Terry Pennington, Janna Pierson, Sharon Watts and Travis Sallee were present for roll call.

Member Tom Holtz was not present for roll call.
3. A quorum was established.
4. President Sallee asked everyone present to stand and join him in the Pledge of Allegiance.
5. President Sallee 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 November: Mr. Tyler Young, GHS Computer Apps teacher, as certified employee of the month and Ms. Lynnette Anderson, Special Education Para-Professional at GJHS, as support employee of the month. Nomination letters were read by the staff member

who submitted the nominations: Mr. Justin Stevens, GHS teacher for Mr. Young and Ms. Kathy Ice, GJHS teacher for Ms. Anderson.

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

- 6A. President Sallee asked the Superintendent if there were any citizens registered to speak to the Board.

Superintendent Simpson stated Ms. Sondra Danner had registered to speak to the Board.

Ms. Danner wanted to give accolades to the staff at Cottoral and Central where her grandsons attend school. She, also, wanted everyone to know how impressed she was with the way the District handled the tragedy with the loss of 2 of our teachers from the Jr. High.

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

Member Watts spoke of a recent visit to Willow Creek where she got to see first-hand and experience the daily routine of our Pre-K students and their interaction with residents of Willow Creek. Stated the program was working well and the Pre-K teacher was doing a great job.

Member Pierson spoke of a recent meeting of The Friends of Guthrie Public Schools. The meeting was an open forum which was an opportunity for citizens of our School District to come forward and communicate their feelings about the recent Bond Issue and where they think we should go from here. Stated the meeting was well attended by administration, certified personnel and members of the community. She felt it was a positive meeting and that everyone realizes we have a need and we must be aggressive going forward. She, also, thanked members of the Long Range Planning Committee who had put forth so much time in trying help our school system.

President Sallee stated he, also, was pleased with the turnout. He was appreciative that so many of the school staff was in attendance. Hopes the message of education being a huge issue will continue to be communicated to the community and to those in the southern part of the County. Felt a lot of good came out of the meeting and hopes it continues to grow. He reminded everyone of something Dr. Simpson had said: "We are all in this together".

Member Davis stated she had attended the meeting and, also, felt it was very positive. Stated, as a Board, they need to better communicate and educate the people of Guthrie the needs of the school district. Stated she looks forward to working with everyone and, hopefully, the next Bond Issue will have a favorable outcome.

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

Superintendent Simpson reported on the following:

Congratulated the GHS football team for another outstanding season, wished good luck to the Boys and Girls basketball teams who are 1-0 and the wrestling team who will host their first home dual at 6:00 and 7:00 on Wednesday at the High School.

Expressed appreciation to the Transportation Department for their “Fill the Bus” campaign for supplies that went to the Apartment Fire Victims.

Expressed appreciation to the community of Skiatook for their donation to the Apartment Fire Victims in conjunction with our playoff football game. They donated over \$6,000.00 to the victims.

Expressed appreciation to Mr. Chris Evans for providing video from The Friends of Guthrie Public Schools meeting. The video of the meeting can be seen on guthrienewspage.com. Stated it was a very well attended meeting and included a lot of positives.

We have developed a “Budget Frequently Asked Questions” page which has been posted on the district website. Stated this should answer a lot of questions people might have about school finances in our district.

Spoke of the Kiwanis Christmas Auction which will be held on Saturday, December 13th. All proceeds go to the children of Guthrie.

Stated we would welcome a new Board Member at the March 9th Board Meeting. Ms. Tina Smedley ran unopposed for seat #5 which is currently occupied by Member Tom Holtz.

Informed the Board he had met with the Finance Committee of the Guthrie City Council on November 25th to discuss the possibility of a City Sales Tax dedicated to Guthrie Public Schools. The product of this meeting was the recommendation from the City Manager for him to visit with the Rate and Fee Committee and the possibility of the Joint City Council/School Board Meeting. The proposed date of the meeting would be January 26th sometime in the evening. Stated this was a proposal that needed discussion in the coming days to see who would be available on that date.

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

A motion was made by Pierson and seconded by Davis to approve the Consent Agenda as presented.

The motion carried with 6 ayes and 0 nays.

9A. President Sallee called for recommendation, consideration and action upon appointment of Bill Hodges, Dennis Schulz and Doug Ogle as designated representatives of the Board of Education to conduct employee negotiations for the 2015-2016 school year.

A motion was made by Watts and seconded by Davis to approve appointment of Bill Hodges, Dennis Schulz and Doug Ogle as designated representatives of the Board of Education to conduct employee negotiations for the 2015-2016 school year.

The motion carried with 6 ayes and 0 nays.

9B. President Sallee called for recommendation, consideration and action upon new District Policy D-34B *Evaluation and Student Academic Growth*.

A motion was made by Pierson and seconded by Watts to approve new District Policy

D-34B Evaluation and Student Academic Growth.

The motion carried with 6 ayes and 0 nays.

- 10. President Sallee called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of employment of temporary contract teachers as listed on Schedule A for the second semester of the 2014-2015 school year, discussion of appointment of Interim Guthrie High School Head Baseball Coach, discussion of extra-duty assignments for 2014-2015 and discussion of purchase or appraisal of real property, 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, 3 and 7.**

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

The motion carried with 6 ayes and 0 nays. Executive session began at 7:21 p.m.

- 10B. President Sallee acknowledged the Board's return to open session at 7:55 p.m.**

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

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

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

The motion carried with 6 ayes and 0 nays.

- 12. President Sallee called for action upon recommendation to employ as temporary teachers for the second semester of the 2014-2015 school year the individuals listed on Schedule A to this agenda.**

A motion was made by Watts and seconded by Davis to employ as temporary teachers for the second semester of the 2014-2015 school year the individuals listed on Schedule A to this agenda.

The motion carried with 6 ayes and 0 nays.

- 13. President Sallee called for recommendation, consideration and action to appoint an Interim Guthrie High School Head Baseball Coach.**

Superintendent Simpson recommended the Board amend the extra-duty assignment of Casey Porter to read Interim Guthrie High School Head Baseball Coach.

A motion was made by Pierson and seconded by Watts to appoint Casey Porter as Interim Guthrie High School Head Baseball Coach.

The motion carried with 6 ayes and 0 nays.

- 14. President Sallee called for action upon recommendation of extra-duty assignments as listed for 2014-2015.**

A motion was made by Watts and seconded by Pennington to approve extra-duty assignments as listed for 2014-2015.

The motion carried with 6 ayes and 0 nays.

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

Superintendent Simpson stated there were no new resignations.

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

Superintendent Simpson stated there was no new business.

- 17. A motion was made by Watts and seconded by Davis to adjourn the meeting.**

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 7:59 p.m.

Jean Watts, Deputy Minutes Clerk

Travis Sallee, Board President

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
DECEMBER 30, 2014**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 4:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON DECEMBER 30, 2014

Board Members Present:

Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Janna Pierson, Sharon Watts and Travis Sallee

District Level School Officials Present:

**Dr. Mike Simpson, Superintendent
Doug Ogle, Executive Director of
Personnel/Secondary Ed
Jerry Gammill, Director of Facilities**

- 1. The meeting was called to order by President Sallee.**
- 2. Members Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Janna Pierson, Sharon Watts and Travis Sallee were present for roll call.**
- 3. A quorum was established.**
- 4. President Sallee asked everyone to stand and join him in the Pledge of Allegiance.**
- 5. President Sallee called for proposed executive session for the purpose of discussing the purchase and or appraisal of real property known as the “East Charter Oak Road” property located east of South Douglas Blvd. in Logan County Oklahoma, as authorized by 25 OKLA. STAT. Section 307 (B) 3.**
- 5A. A motion was made by Pennington and seconded by Bennett-Johnson to go into executive session.**

The motion carried with 7 ayes and 0 nays. Executive session began at 4:03 p.m.
- 5B. President Sallee acknowledged the Board’s return to open session at 4:32 p.m.**
- 5C. President Sallee stated only the item listed in Agenda Item 5 was discussed and no votes were taken.**

6. **President Sallee called for recommendation, consideration and action to enter into the contract to purchase the property known as the “East Charter Oak Road” property located east of South Douglas Blvd. subject to a survey of said property.**

Discussion followed.

President Sallee, with no objection from the Board Members, allowed Guthrie School District patron, Ms. Christine Payne, to speak before the Board.

Ms. Payne voiced her concerns of building a school in that area including increased traffic and the possibility of children in the same family going to school in the southern part of the district and, also, in Guthrie proper.

Superintendent Simpson recommended the Board’s approval of the contract with one exception: strike the addendum and enter the addendum the School District is providing to the seller.

A motion was made by Watts and seconded by Bennett-Johnson to enter into the contract to purchase the property known as the “East Charter Oak Road” property located east of South Douglas Blvd. in Logan County Oklahoma, striking the addendum and entering the addendum the School District is providing to the seller, as authorized by 25 OKLA. STAT. Section 307 (B) 3.

The motion carried with 7 ayes and 0 nays.

7. **President Sallee called for recommendation, consideration and action upon Encumbrance #21-120.**

A motion was made by Holtz and seconded by Watts to approve Encumbrance #21-120.

The motion carried with 7 ayes and 0 nays.

8. **A motion was made by Holtz and seconded by Watts to adjourn the meeting.**

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 4:48 p.m.

Kay Gammill, Minutes Clerk

Travis Sallee, Board President

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
January 15, 2015**

- a. Cotteral PTO, 804** Pizza Food Truck selling pizza during P/T Conference in parking lot.

- b. Special Olympics, 929** Spring Fling Dinner/prize drawing & silent auction

- c. Fogarty, 809** All American Catalog Fundraiser

a.



RECEIVED
12-10-14²⁸



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: Cotteral Elementary-120 Date of Request: 12-10-14

Account Name & Number: Cotteral PTO #804

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

BigMouth Foods, L.L.C.-The Pizza Man P.O. Box 260 Depew, OK 74028
Permit Issued from the Oklahoma State Department of Health
Cotteral PTO will be selling pizzas to Guthrie students and families during the Parent/Teacher conferences on January 20 and 22. (food truck in parking lot)

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

Proceeds will help the PTO to fund kindergarten graduation and teacher incentives.

Current Unobligated Account Balance (Cash Balance less Open PO's): \$ 3,895.⁹⁶

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: _____

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>1,000.00</u>	Notes:
		b. Less Estimated EXPENSE	<u>500.00</u>	
		c. Estimated PROFIT:	<u>\$500.00</u>	

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

Sponsor's Signature: [Signature] Date: _____ Sponsor's Name Printed: _____

Principal's Signature: [Signature] Date: 12/2/14 Activity Fund Custodian's Signature: [Signature]

Athletic Director's Signature (if applicable) _____

Board Approval Date _____



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



RECEIVED
1-6-15

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: All sites Date of Request: 01/6/2015

Account Name & Number: 929 Special Olympics

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

300 tickets will be sold at \$50 each for a dinner and drawing of cash prizes. Every 25th ticket wins cash from \$50-\$500. The last ticket drawn wins their choice of a grand prize or \$2000. During the dinner, a silent auction is also held. Please see attached example

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

Registration, Housing, Meals, substitute pay, transportation, uniforms, supplies, prizes, materials for Area and State Special Olympics, goody bags/toiletries, incidentals, printer ink,

Current Unobligated Account Balance (Cash Balance less Open PO's): 19,285.46

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Jan. 20-March 28th.

Profit Prediction	a - b = c	a. Estimated INCOME:	16,000.00	Notes:
		b. Less Estimated EXPENSE	5,000.00	
		c. Estimated PROFIT:	\$11,000.00	

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

<u>Laura Benham</u> Sponsor's Signature	<u>01/05/2015</u> Date	<u>Laura Benham</u> Sponsor's Name Printed
<u>[Signature]</u> Principal's Signature	<u>1/5/2015</u> Date	<u>[Signature]</u> Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

Ticket \$50.00 Donation

Need not be present to win.
Checks payable to Guthrie Special Olympics
Return this side of stub for drawing.

Name: _____
Address: _____
City/State: _____
Phone #: _____

Ticket \$50.00 Donation

Guthrie Special Olympics Spring Fling
Drawing begins at 5:00 March 29th at GUES Cafeteria.
Spaghetti Dinner served from 5:00 to 7:00 pm.
Silent Auction from 5:00 to 6:30

14 cash prizes plus last ticket drawn is Grand Prize Winner!

- | | |
|--|--|
| 1 st ticket drawn---- \$300 | 175 th ticket drawn ---\$50 |
| 25 th ticket drawn---\$50 | 200 th ticket drawn---\$100 |
| 50 th ticket drawn --\$100 | 225 th ticket drawn---\$50 |
| 75 th ticket drawn---\$50 | 250 th ticket drawn---\$100 |
| 100 th ticket drawn --\$100 | 275 th ticket drawn---\$50 |
| 125 th ticket drawn-- \$50 | 298 th ticket drawn---\$300 |
| 150 th ticket drawn-- \$100 | 299 th ticket drawn---\$500 |

300th ticket drawn---Grand Prize - Choice of 3 Prizes:

**Zero Turn John Deere Mower from P&K Equipment,
6x8 Slope Top Storm Shelter by Red Dirt Septic
or \$2000.00 Cash Prize**

This ticket is good for two Spaghetti Dinners at the
Guthrie Upper Elementary Cafeteria on March 29th from
5:00-7:00. Silent Auction from 5:00 to 6:30. *Keep this stub.*



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST



RECEIVED
1-7-15 eg

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: Fogarty Elementary Date of Request: 1/6/2015

Account Name & Number: Fogarty Act 809

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

All American Catalog Fundraiser

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

playground equipment, student incentives, classroom and teaching supplies, non paying students on field trips, upkeep of grounds and classroom games and supplies

Current Unobligated Account Balance (Cash Balance less Open PO's): 7470.40 9179.14

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Feb 23-March 6, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>6,000.00</u>	Notes:
		b. Less Estimated EXPENSE	<u>0.00</u>	
		c. Estimated PROFIT:	<u>\$6,000.00</u>	

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

Sponsor's Signature	<u>1/7/15</u>	Marsha Todd
<u>Marsha K Todd</u>	Date	Sponsor's Name Printed
Principal's Signature	<u>1/7/15</u>	<u>[Signature]</u> DS
	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

ACCOUNT	FUNDRAISER	START DATE	END DATE	EST. PROFIT	PROFIT
878, FCCLA	Throckmortan Rib sale	10/1/2014	10/31/2014		Cancelled
878, FCCLA	Throckmortan Rib sale	2/2/2015	2/20/2015		Cancelled
902, Vocal	2013-14 Spring Musical	2/27/2014	3/11/2014	\$ 500.00	\$ 1,576.17
802, Central	All American Fall Brochure	9/5/2014	10/23/2014	\$ 3,200.00	\$ 5,677.62
812,GUES	Southwest TailGator	8/25/2014	9/9/2014	\$ 12,000.00	\$ 7,927.70
815, GUES PTO	Legend's Restaurant Carnival	8/1/2014	10/1/2014	\$ 4,000.00	\$ 480.22
853, HS Cheer	Community donation request	8/31/2014	12/31/2014	\$ 1,000.00	\$ 537.20
853, HS Cheer	Little Cheer Clinic	9/29/2014	10/3/2014	\$ 600.00	\$ 1,725.50
853, HS Cheer	Glow Scented Candles F/R	10/1/2014	12/1/2014	\$ 1,500.00	\$ 685.00
878, HS FCCLA	Death By Chocolate Boxes	9/29/2014	10/3/2014	\$ 1,500.00	\$ 216.00
878, HS FCCLA	Mpact Fundraising	9/15/2014	9/30/2014	\$ 2,000.00	\$ 1,071.00

**END OF YEAR
TRANSFERS FOR BOARD APPROVAL
January 15, 2015**

TO:	FROM:	REASON	\$AMOUNT
Fogarty PTO, 808	Cotteral PTO, 804	Christmas store product	\$ 232.00
NJHS State Pres. 826	NJHS, 822	Dues/Advisor Mtg lunch	\$ 50.00
JH Account, 823	Admin Misc. 940	Briggs/Wilson donations	\$1,225.00



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

Amount 232.00 Date Requested 12-8-14

Transfer to: Fogarty PTO #808
Account Name & Number

Transfer from: Cotteral PTO #804
Account Name & Number

State Reason for Transfer Below

Cotteral purchased left over items from their (Fogarty) Christmas store to use during Cotteral's Christmas Store.

Sponsor's Signature: *C. Mallam*

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: *Scott Smith*

Transfer # _____

Board Approved _____



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



Amount 50.00 Date Requested 12-3-14

Transfer to: NJHS State President 826
Account Name & Number

Transfer from: NJHS 822
Account Name & Number

State Reason for Transfer Below
2 For lunch Fall Advisor's Meeting
1 NJHS State Dues

Sponsor's Signature: Teresa Barlow

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: [Signature]

Transfer # _____

Board Approved _____



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

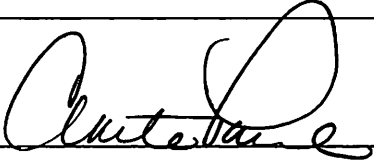
Amount 1,225.00 Date Requested 12/8/14

Transfer to: JH Account, 823
Account Name & Number

Transfer from: Admin. Misc., 940
Account Name & Number

State Reason for Transfer Below

Transfer donations recieved in memory of Ms. Briggs & Ms. Wilson for Junior High

Sponsor's Signature: 

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____

**Transportation Department
Fuel Bids
2014-2015**

DATE: <u>12/11/14</u> PO#:	TIME BIDS BEGAN: <u>8:30 A.M.</u> TIME BIDS CLOSED: <u>9:00 A.M.</u>	AMOUNT NEEDED: DIESEL: <u>7000</u> UNLEADED: <u>1000</u>
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COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	KEF, BRIAN, COBY or HARDIN	1-866-455-3835	1.7950	2.0161
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	1.7936	2.0128
RED ROCK	<u>JOANIE</u> or TRICHA	677-3373	No Bid	
TRUMAN ARNOLD COMPANIES	CASEY <u>Jack</u>	1-800-808-6500	1.82965	2.072205

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Penley Oil</u>		
UNLEADED FUEL: <u>1000</u>	PRICE PER GALLON: <u>1.7936</u>	TOTAL AMT: <u>1,793.60</u>	
DIESEL FUEL: <u>7000</u>	PRICE PER GALLON: <u>2.0128</u>	TOTAL AMT: <u>14,089.60</u>	
			TOTAL PURCHASE: <u>15,883.20</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Steve Correll</u> <u>Vivian Biggs</u>	COMMENTS:
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GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2014-2015

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	11	776	12/02/2014	PROSPERITY BANK	INSTRUCTIONAL MATERIALS	305.00
2015	11	777	12/08/2014	STAPLES ADVANTAGE	\$150.00/B. NOE/JH	150.00
2015	11	778	12/08/2014	OFFICE DEPOT, INC.	\$150.00/B. DEARING/JH	150.00
2015	11	779	12/08/2014	BRENDA WILKINS	REPAIR OF S-10/TRANSPORTATION	140.00
2015	11	780	12/08/2014	CABLE AUTOMOTIVE EQUIPMENT	REPAIR OF AUTOMOTIVE LIFT/TRAN	3,700.00
2015	11	781	12/08/2014	WAL MART COMMUNITY	BLANKET FOR SUPPLIES/VO-AG/HS	500.00
2015	11	782	12/08/2014	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/VO-AG/HS	500.00
2015	11	783	12/08/2014	CDI COMPUTER DEALERS INC.	NETWORK SWITCHES/TECHNOLOGY	4,200.00
2015	11	784	12/08/2014	MARDEL, INC.	\$150.00/J. RAMBO/JH	100.00
2015	11	785	12/08/2014	WAL MART COMMUNITY	\$150.00/J. RAMBO/JH	50.00
2015	11	786	12/08/2014	WAL MART COMMUNITY	\$150.00/C. MITCHELL/GUES	100.00
2015	11	787	12/08/2014	MARDEL, INC.	\$150.00/C. MITCHELL/GUES	50.00
2015	11	788	12/08/2014	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/VO-AG/HS	500.00
2015	11	789	12/08/2014	WAL MART COMMUNITY	\$150.00/C. PRATT/GUES	150.00
2015	11	790	12/08/2014	CONTESSA DAWN WALLRAVEN	MILEAGE REIMB WALLRAVEN/FOG	76.16
2015	11	791	12/11/2014	PEARSON ASSESSMENTS	TESTING MATERIALS/SPECIAL ED	414.75
2015	11	792	12/11/2014	COUGHLAN COMPANIES, INC.	BOOKS/LIBRARY/CREED/JH	1,319.05
2015	11	793	12/11/2014	ABDO PUBLISHING	BOOKS/LIBRARY/CREED/JH	833.58
2015	11	794	12/11/2014	AUDIO ASSOCIATES INC.	\$150.00/D/ VOGT/FOGARTY	150.00
2015	11	795	12/11/2014	WAL MART COMMUNITY	\$150.00/A. CERNIGLIA/GUES	75.00
2015	11	796	12/11/2014	MARDEL, INC.	\$150.00/A. CERNIGLIA/GUES	75.00
2015	11	797	12/11/2014	WAL MART COMMUNITY	\$150.00/K. FINNICUM/GUES	150.00
2015	11	798	12/11/2014	LOGICAL RAM SOLUTIONS, INC	MEMORY UPGRADES/TECHNOLOGY	4,170.00
2015	11	799	12/11/2014	BILL'S WELDING EQUIPMENT REPAIR	SUPPLIES/REPAIRS/TRANSPORTATIO	425.00
2015	11	800	12/11/2014	LAKESHORE LEARNING MATERIALS	SUPPLIES/SPECIAL ED/COTTERAL	4,000.00
2015	11	801	12/11/2014	WAL MART COMMUNITY	SUPPLIES/SPECIAL ED/COTTERAL	500.00
2015	11	802	12/11/2014	PAUL PENLEY OIL COMPANY, INC.	FUEL PER BID/TRANSPORTATION	15,883.20
2015	11	803	12/11/2014	MIDWEST PRINTING & PUBLISHING C	BUSINESS CARDS/TRANSPORTATION	30.00
2015	11	804	12/11/2014	PEARSON EDUCATION	TEXTBOOKS/SPECIAL ED/JH	1,062.04
2015	11	805	12/15/2014	LIGHTSPEED TECHNOLOGIES	REDCAT BATTERIES	90.00
2015	11	806	12/15/2014	WAL MART COMMUNITY	\$150.00/C.BROWN/GUES	150.00
2015	11	807	12/15/2014	SCHOOLWIRES, INC.	WEBSITE UPGRADE/TECHNOLOGY	5,550.00
2015	11	808	12/16/2014	WAL MART COMMUNITY	\$150.00/K. HOOPER/JH	150.00
2015	11	809	12/16/2014	PROSPERITY BANK	ROOMS (BB-GIRLS)/HS	1,180.90
2015	11	810	12/16/2014	WAL MART COMMUNITY	\$150 00/T.DEMENT/ HS	150.00
2015	11	811	12/16/2014	MCGRAW- HILL COMPANIES	TEXTBOOKS/MATH/SP ED/JH	3,267.60
2015	11	812	12/16/2014	PROSPERITY BANK	ROOMS (BB BOYS)/HS	1,200.00
2015	11	813	12/16/2014	MTM RECOGNITION CORPORTATION	LAPEL PINS/SIMPSON/ADMIN.	250.00
2015	11	814	12/17/2014	FOLLETT SCHOOL SOLUTIONS, INC	REPLACEMENT LIBRARY BOOKS/HS	419.26
2015	11	815	12/17/2014	OFFICE DEPOT, INC.	\$150.00/J. GEISER/JH	150.00
2015	11	816	12/19/2014	OLEN WILLIAMS SALES & SERVICE	SCOREBOARD REPAIR	250.00
2015	11	817	12/19/2014	WAL MART COMMUNITY	\$150.00/R. HOSKINS/HS	150.00
2015	11	818	01/05/2015	BSN SPORTS, INC.	HS- BALLS, TEES (BASEBALL)	500.00
2015	11	819	01/05/2015	QUILL & SCROLL	HS- SIGN HOLDERS (BB GYM)	70.00

Report Total :

53,286.54

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
Building 2014-2015

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	21	109	12/08/2014	FENTON OFFICE SUPPLY CO	CHAIR REPAIRS/SIMPSON/ADMIN.	100.00
2015	21	110	12/08/2014	WEDEL DISTRIBUTION, INC.	BATTERY FOR CHARIOT	300.00
2015	21	111	12/08/2014	HOME DEPOT/GECF	WINDOW BLIND	80.00
2015	21	112	12/11/2014	WINNELSON COMPANY	MAINT PARTS & SUPPLIES	2,000.00
2015	21	113	12/15/2014	LAMPTON WELDING SUPPLY COMPAI	WELDING SUPPLIES/MAINTENANCE	300.00
2015	21	114	12/15/2014	HOBART CORPORATION/OKCY BRAN	MOTOR & PROTECTOR FOR GUES	224.32
2015	21	115	12/15/2014	BRANCH'S HEATING & AIR	DISTRICT HEAT & AIR REPAIRS	15,000.00
2015	21	116	12/15/2014	LAMPTON WELDING SUPPLY COMPAI	PLASMA TORCH/VO-AG/HS	2,700.00
2015	21	117	12/15/2014	PLASMA CAM	SOFTWARE UPDATE/VO-AG/HS	2,100.00
2015	21	118	12/17/2014	APC BRANDS, INC	SWING SEATS FOR GUES	163.00
2015	21	119	12/19/2014	OSSBA	REGISTRATION/GAMMILL/MAINT.	100.00
Report Total :						23,067.32

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
51	07/01/2014	LOGAN COUNTY TREASURER	RE-VAL FOR 2014-2015	
		RE-VAL FOR 2014-2015	049-2518-870-000-0000-000-050	-50,000.00
			049-2518-870-000-0000-000-050	70,936.71
			Total Purchase Order	20,936.71
156	07/01/2014	MIDWEST BUS SALES	BLANKET FOR PARTS/REPAIRS/TRAN	
		BLANKET FOR BUS PARTS AND REPAIRS	018-2740-612-000-0000-000-070	-651.17
			018-2740-612-000-0000-000-070	657.47
			Total Purchase Order	6.30
162	07/01/2014	PATRICK M. FITTER	TANK TESTING/TRANSPORTATION	
		TANK TESTING	018-2740-810-000-0000-000-070	-380.00
			Total Purchase Order	-380.00
405	08/18/2014	WAL MART COMMUNITY	\$150.00/R.REYNOLDS/HS	
		CHAIR/STOOL, PENS, PENCILS, HIGHLIGHTERS,	034-1000-619-100-2400-000-705	-150.00
		WHITEBOARD MARKERS AND CLEANER, SCISSORS, PAPER,	034-1000-619-100-2400-000-705	137.76
		DESK SUPPLIES, FABRIC FOR WALL, CLASSROOM DECOR,		
		FACIAL TISSUE, HAND SANITIZER, SANITIZING WIPES,		
		FLASHDRIVES, FLASHLIGHT, FILING SUPPLIES, AND OTHER		
		MISC. SUPPLIES		
			Total Purchase Order	-12.24
478	08/28/2014	BETROLD ENTERPRISES, INC.	MUSIC FOR CHOIRS/VOCAL/HS	
		CONCERT AND CONTEST MUSIC FOR CHOIRS	116-1000-681-100-3000-000-705	-67.50
			116-1000-681-100-3000-000-705	174.25
			Total Purchase Order	106.75
579	09/23/2014	FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS/MANN/FOGARTY	
		QUOTE ID 8021169	063-1000-641-100-1050-000-110	-2,552.82
		CUSTOMER #3500730	063-1000-641-100-1050-000-110	2,314.05
		LIST #11268009		
		LIST NAME FALL 2014		
			Total Purchase Order	-238.77
595	09/25/2014	DONNA A RUSSELL	MILEAGE REIMB. FOR TRAINING	
		MILEAGE REIMBURSEMENT - MATH COLLEGE READINESS	311-2213-580-271-0000-000-705	-104.00
		TRAINING - OCT. 8-9, 2014	311-2213-580-271-0000-000-705	103.60
			Total Purchase Order	-0.40
613	09/30/2014	DUPREE SPORTS EQUIPMENT CO.	UNIFORMS/GOLF/HS	
		GOLF UNIFORMS	119-1000-657-806-0000-000-705	-730.00
		(7) PULLOVERS @ \$60.00= \$420.00	119-1000-657-806-0000-000-705	702.00
		(7) SHIRTS @ \$40.00= 280.00= \$280.00		
		SHIPPING (\$30.00)		
			Total Purchase Order	-28.00
646	10/08/2014	ASHLEY RENEE HENDERSON	MILEAGE REIMB. FOR WORKSHOP	
		MILEAGE - THE BEST CHILDREN'S BOOKS AND POWERFUL	311-2213-580-271-0000-000-130	-40.32
		ACTIVITIES, WEB TOOLS AND APPS TO BUILD YOUR	311-2213-580-271-0000-000-130	39.20
		STUDENTS; LITERACY SKILLS (GRADES K-3) OKC - ASHLEY		
		HENDERSON		
			Total Purchase Order	-1.12
656	10/14/2014	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/JH	
		BOOKS AS PER ATTACHED	073-2220-641-000-0000-000-610	-1,705.52
			073-2220-641-000-0000-000-610	1,651.64
			Total Purchase Order	-53.88

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
668	10/14/2014	PROSPERITY/UNITED AIRLINES	AIRFARE/UVA MIDYEAR RETREAT	
		AIRFARE - UVA MIDYEAR RETREAT, ALBUQUERQUE - JAN 11-14, 2015	511-2213-580-494-0000-000-610	243.00
		MARSHA TODD, JAMIE ALEXANDER, GAIL RITTER, AMANDA PERRING, SUSAN DAVISON, EMILY TURNER, JOAN HAGY, LYNDSEY ROLLINGS, ROBBIE RAINWATER, SHURLYN MALTZ, TIFFANY SIMMSON, TINA WILKERSON, CHRIS LEGRANDE, KIM BARRETT, MONETA FIELDS, DONNA RUSSELL		
Total Purchase Order				243.00
692	10/21/2014	JAMIE LYNN MUNGAI	MILEAGE REIMB. FOR WORKSHOP	
		MILEAGE REIMBURSEMENT TO AUTISM CONFERENCE IN NORMAN OK FOR 2 DAYS FOR JAMIE MUNGAI NOVEMBER 14-15	621-2213-580-239-0000-000-120	-60.00
			621-2213-580-239-0000-000-120	76.16
Total Purchase Order				16.16
696	10/22/2014	LOWE'S COMPANIES, INC.	\$150.00/M.WAY/GUES	
		SUPPLIES FOR MUSICAL INSTRUMENTS	034-1000-619-100-1050-000-125	-10.64
Total Purchase Order				-10.64
702	10/22/2014	UNITED HOLDINGS LLC.	BUS REPAIRS/TRANSPORTATION	
		REPAIRS FOR BUS 55	018-2740-430-000-0000-000-070	-3,000.00
			018-2740-430-000-0000-000-070	2,543.21
Total Purchase Order				-456.79
708	10/27/2014	KATHLEEN ELIZABETH YOUNG	MILEAGE REIMB/YOUNG/COTTERAL	
		MILEAGE REIMBURSEMENT - CREATIVE MATHEMATICS - NOV. 12, 2014 OKC	311-2213-580-271-0000-000-120	-43.68
			311-2213-580-271-0000-000-120	42.56
Total Purchase Order				-1.12
730	11/04/2014	TAMARA KAYE KURIGER	MILEAGE REIMB/KURIGER/HS	
		MILEAGE REIMBURSEMENT - FINANCIAL EDUCATION IN OK CONF. NOV 15, 2014 - MOORE/NORMAN TECH CENTER	311-2213-580-271-0000-000-705	-58.24
			311-2213-580-271-0000-000-705	66.72
Total Purchase Order				8.48
731	11/04/2014	DIANA MEEK	MILEAGE REIMB/MEEK/HS	
		MILEAGE REIMBURSEMENT - NOV 17, 2014 - PASS PLUS ACADEMY ELA - FIRST BAPTIST CHURCH, KINGFISHER OK	311-2213-580-271-0000-000-705	-25.60
Total Purchase Order				-25.60
732	11/05/2014	CONDE' SYSTEMS, INC.	SUPPLIES/BLEVINS/FACS/JH	
		3 JT8511C INK JET TRANSFER PAPER 8.5"X11" (100 SHEETS)	412-1000-619-314-8400-000-610	-200.00
			412-1000-619-314-8400-000-610	217.93
Total Purchase Order				17.93
737	11/05/2014	MARDEL, INC.	\$150.00/C. DURHAM/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-150.00
			034-1000-619-100-1050-000-125	148.85
Total Purchase Order				-1.15
743	11/14/2014	WAL MART COMMUNITY	\$150/CYNTHIA HEDGE/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-150.00
			034-1000-619-100-1050-000-125	149.21
Total Purchase Order				-0.79
744	11/14/2014	DELL MARKETING L.P.	COMPUTERS/CARL PERKINS/AG/HS	
		SHIPPING	421-1000-653-332-8000-000-705	-359.82
		CHROMEBOOK 11 CATALOG #SMCB11001P - DRAKE/HS	421-1000-653-332-8000-000-705	-5,753.34
			421-1000-653-332-8000-000-705	6,072.40

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
744	11/14/2014	DELL MARKETING L.P.	COMPUTERS/CARL PERKINS/AG/HS	
			Total Purchase Order	-40.76
746	11/14/2014	OFFICE DEPOT, INC.	\$150.00/J.BENSON/HS	
		\$150/JUANA BENSON/HIGH SCHOOL CLASSROOM SUPPLIES	034-1000-619-100-2400-000-705	-1.73
			Total Purchase Order	-1.73
752	11/14/2014	READ NATURALLY	\$150.00/C. CRAWFORD/FOGARTY	
		READ NATURALLY ENCORE LEVEL 1.0 EN1010	062-1000-641-100-1050-000-110	-150.00
			062-1000-641-100-1050-000-110	141.90
			Total Purchase Order	-8.10
753	11/14/2014	FOLLETT SCHOOL SOLUTIONS, INC	BARCODES/LIBRARY/MANN/FOGARTY	
		1000 SHEET BARCODES FOR LIBRARY ANSI GRADE A POLY BARCODE	062-2220-619-100-1050-000-110	-80.00
			062-2220-619-100-1050-000-110	74.64
		BARCODE INSCRIPTION FOGARTY ELEMENTARY		
			Total Purchase Order	-5.36
756	11/18/2014	WAL MART COMMUNITY	\$150.00/G. FRIESE/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-75.00
			034-1000-619-100-1050-000-125	74.22
			Total Purchase Order	-0.78
758	11/18/2014	MARDEL, INC.	\$150.00/G FRIES/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-75.00
			034-1000-619-100-1050-000-125	74.92
			Total Purchase Order	-0.08
764	11/21/2014	TRUMAN ARNOLD COMPANY	FUEL PURCHASE/TRANSPORTATION	
		7000 GALLONS DIESEL FUEL @2.5664	019-2740-623-000-0000-000-070	-17,964.80
			019-2740-623-000-0000-000-070	17,952.01
			Total Purchase Order	-12.79
773	12/02/2014	MCGRAW- HILL COMPANIES	TEXTBOOKS/HISTORY/JH	
		SHIPPING	333-1000-644-100-2300-000-610	-284.88
			333-1000-644-100-2300-000-610	234.98
			Total Purchase Order	-49.90
			Total Fund	20,005.33

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
79	08/25/2014	BRANCH'S HEATING & AIR	DISTRICT HVAC REPAIRS	
		DISTRICT HVAC REPAIRS AND SERVICE	013-2640-430-000-0000-000-050	-2,208.76
			013-2640-430-000-0000-000-050	3,312.69
			Total Purchase Order	1,103.93
88	09/17/2014	HOME DEPOT/GECF	WINDOW BLINDS FOR FFA	
		WINDOW BLINDS FOR 3 FFA CLASSROOMS	138-2620-618-000-0000-000-705	-567.76
			138-2620-618-000-0000-000-705	557.11
			Total Purchase Order	-10.65
96	10/22/2014	HOME DEPOT/GECF	SWING BRACKETS FOR GUES	
		BRACKETS FOR SWINGS	013-2640-430-000-0000-000-125	-72.00
			013-2640-430-000-0000-000-125	65.78
			Total Purchase Order	-6.22
102	11/05/2014	A & A MECHANICAL, INC.	INSTALL STORAGE TANK AT HS	
		INSTALLATION OF HOT WATER STORAGE TANK AT HIGH SCHOOL	013-2620-430-000-0000-000-705	-6,500.00
			013-2620-430-000-0000-000-705	7,000.00
			Total Purchase Order	500.00
104	11/11/2014	WEDEL DISTRIBUTION, INC.	HVAC BATTERY/GUES	
		1 BATTERY FOR GUES HVAC	013-2640-618-000-0000-000-125	-21.66
			013-2640-618-000-0000-000-125	19.99
			Total Purchase Order	-1.67
107	11/21/2014	BRANCH'S HEATING & AIR	HVAC REPLACEMENT FOR FOG & JH	
		5 PACKAGE UNITS REPLACEMENT AT FOGARTY	013-2620-734-000-0000-000-110	-25,000.00
			013-2620-734-000-0000-000-110	24,034.25
		2 PACKAGE UNITS REPLACEMENT AT JR. HIGH	013-2620-734-000-0000-000-610	-20,000.00
			013-2620-734-000-0000-000-610	18,940.00
			Total Purchase Order	-2,025.75
109	12/08/2014	FENTON OFFICE SUPPLY CO	CHAIR REPAIRS/SIMPSON/ADMIN.	
		CHAIR REPAIRS	041-2640-430-000-0000-000-050	100.00
			Total Purchase Order	100.00
110	12/08/2014	WEDEL DISTRIBUTION, INC.	BATTERY FOR CHARIOT	
		BATTERY FOR CHARIOT	013-2640-430-000-0000-000-002	300.00
			Total Purchase Order	300.00
111	12/08/2014	HOME DEPOT/GECF	WINDOW BLIND	
		WINDOW BLIND FOR ADMINISTRATION	013-2600-619-000-0000-000-001	80.00
			Total Purchase Order	80.00
112	12/11/2014	WINNELSON COMPANY	MAINT PARTS & SUPPLIES	
		MAINTENANCE PARTS AND SUPPLIES	013-2620-618-000-0000-000-002	2,000.00
			Total Purchase Order	2,000.00
113	12/15/2014	LAMPTON WELDING SUPPLY COMPANY, INC	WELDING SUPPLIES/MAINTENANCE	
		WELDING SUPPLIES	013-2620-618-000-0000-000-002	300.00
			Total Purchase Order	300.00
114	12/15/2014	HOBART CORPORATION/OKCY BRANCH	MOTOR & PROTECTOR FOR GUES	
		MOTOR AND PROTECTOR FOR GUES	013-2640-618-000-0000-000-125	224.32
			Total Purchase Order	224.32
115	12/15/2014	BRANCH'S HEATING & AIR	DISTRICT HEAT & AIR REPAIRS	
		DISTRICT HEAT & AIR REPAIRS AND SERVICE	013-2640-430-000-0000-000-050	15,000.00
			Total Purchase Order	15,000.00
116	12/15/2014	LAMPTON WELDING SUPPLY COMPANY, INC	PLASMA TORCH/VO-AG/HS	

BegPo 1
 EndPo 120
 Since 12/03/2014

Building 2014-2015
 Detail Change Order Listing
 As of 01/06/2015

01/06/2015 8:49:25 AM
 Page 2


<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
116	12/15/2014	LAMPTON WELDING SUPPLY COMPANY, INC HYPERTHERM 65 ALONG WITH CONSUMABLES AND EQUIPMENT	PLASMA TORCH/VO-AG/HS 138-1000-653-311-8000-000-705	2,700.00
			Total Purchase Order	2,700.00
117	12/15/2014	PLASMA CAM SOFTWARE UPDATE FOR THE PLASMA CAM MACHINE	SOFTWARE UPDATE/VO-AG/HS 138-2230-653-311-8000-000-705	2,100.00
			Total Purchase Order	2,100.00
118	12/17/2014	APC BRANDS, INC SWING SEATS FOR GUES	SWING SEATS FOR GUES 013-2640-430-000-0000-000-125	163.00
			Total Purchase Order	163.00
119	12/19/2014	OSSBA REGISTRATION TO "SCHOOL SAFETY WORKSHOP" ON FEB. 13, 2015 FOR JERRY GAMMILL	REGISTRATION/GAMMILL/MAINT. 013-2573-860-000-0000-000-050	100.00
			Total Purchase Order	100.00
120	12/23/2014	LOGAN COUNTY ABSTRACT PURCHASE OF LAND	PURCHASE OF LAND 014-4200-710-000-0000-000-050 014-4200-710-000-0000-000-050	245,000.00 5,000.00
			Total Purchase Order	250,000.00
Total Fund				272,626.96

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
12/31/2014

<u>GENERAL LEDGER ACCOUNT</u>		<u>BALANCE PER BANK STATEMENT</u>	
Balance (12/01/14)	\$518,080.35	Balance as of (12/31/14)	\$514,909.58
Add Receipts	\$ 85,037.09	Add Deposits in Transit	\$ 11,816.44
Less Checks Written	\$100,024.30	less O/S Checks	\$
Adjustments	\$	*Adjustments/ Bank correction	\$ \$
Bank Balance per	\$503,093.14	Bank Balance per	\$503,093.14

Adjustment/Correction explanations:

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



 Activity Fund Clerk

1-5-15

 Date

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 12/2014; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 801 CENTRAL FACULTY	\$387.52	\$28.25	\$0.00	\$0.00	\$415.77	\$148.84	\$266.93
Project 802 CENTRAL ACTIVITY	\$9,841.75	\$1,132.11	\$0.00	\$5,976.95	\$4,996.91	\$499.85	\$4,497.06
Project 803 CENTRAL PTO	\$5,571.82	\$2,429.46	\$0.00	\$2,742.00	\$5,259.28	\$207.86	\$5,051.42
Project 804 COTTERAL PTO	\$5,182.44	\$3,025.90	\$0.00	\$2,694.43	\$5,513.91	\$277.00	\$5,236.91
Project 805 COTTERAL ACTIVITY	\$23,364.52	\$2,764.99	\$0.00	\$7,583.38	\$18,546.13	\$530.08	\$18,016.05
Project 806 COTTERAL FACULTY	\$340.16	\$19.55	\$0.00	\$0.00	\$359.71	\$0.00	\$359.71
Project 808 FOGARTY PARENTS ORG.	\$5,846.63	\$4,770.06	\$0.00	\$776.84	\$9,839.85	\$4,256.48	\$5,583.37
Project 809 FOGARTY ACTIVITY	\$21,432.84	\$2,879.81	\$0.00	\$5,493.10	\$18,819.55	\$10,390.94	\$8,428.61
Project 810 FOGARTY FACULTY	\$634.78	\$48.00	\$0.00	\$0.00	\$682.78	\$200.00	\$482.78
Project 812 GUES ACTIVITY	\$21,543.95	\$2,292.99	\$0.00	\$1,313.96	\$22,522.98	\$12,236.62	\$10,286.36
Project 813 GUES FACULTY	\$1,449.72	\$205.75	\$0.00	\$148.07	\$1,507.40	\$640.52	\$866.88
Project 815 GUES PARENTS ORG.	\$10,975.87	\$6,741.16	\$0.00	\$4,554.32	\$13,162.71	\$1,031.55	\$12,131.16
Project 816 GHS SPECIAL KIDS	\$51.65	\$0.00	\$0.00	\$0.00	\$51.65	\$0.00	\$51.65
Project 817 ART JUNIOR HIGH	\$300.85	\$162.00	\$0.00	\$0.00	\$462.85	\$350.00	\$112.85
Project 818 JH BUILDERS CLUB	\$1,037.26	\$0.00	\$0.00	\$459.72	\$577.54	\$0.00	\$577.54
Project 819 ATHLETICS JUNIOR HIGH	\$15,118.56	\$1,913.85	\$0.00	\$2,937.39	\$14,095.02	\$15,550.77	(\$1,455.75)
Project 820 GOLF JUNIOR HIGH	\$1,687.95	\$0.00	\$0.00	\$0.00	\$1,687.95	\$0.00	\$1,687.95
Project 821 FHA JUNIOR HIGH	\$1,080.26	\$367.87	\$0.00	\$38.40	\$1,409.73	\$262.20	\$1,147.53
Project 822 HONOR SOCIETY JR HIGH	\$2,340.29	\$35.00	(\$980.00)	\$0.00	\$1,395.29	\$0.00	\$1,395.29
Project 823 JR HIGH ACCOUNT	\$2,187.37	\$6,427.00	\$0.00	\$2,428.50	\$6,185.87	\$2,353.20	\$3,832.67
Project 824 JR HIGH FACULTY	\$1,624.06	\$159.10	\$0.00	\$224.45	\$1,558.71	\$2,174.75	(\$616.04)
Project 825 LIBRARY JR HIGH	\$6,475.31	\$0.00	\$0.00	\$2,670.18	\$3,805.13	\$315.90	\$3,489.23
Project 826 NJHS STATE PRESIDENT AC	\$9,225.84	\$2,755.00	\$980.00	\$7,244.05	\$5,716.79	\$729.37	\$4,987.42
Project 827 CHEERLEADERS JR HIGH	\$3,386.63	\$0.00	\$0.00	\$143.90	\$3,242.73	\$798.83	\$2,443.90
Project 830 STUCO JH	\$4,560.06	\$330.00	\$0.00	\$34.00	\$4,856.06	\$350.96	\$4,505.10
Project 831 T.S.A. JR HIGH	\$3,489.87	\$0.00	\$0.00	\$0.00	\$3,489.87	\$0.00	\$3,489.87
Project 832 YEARBOOK JR HIGH	\$2,408.24	\$0.00	\$0.00	\$0.00	\$2,408.24	\$0.00	\$2,408.24
Project 834 JR HIGH ACADEMIC TEAM	\$514.94	\$19.00	\$0.00	\$19.20	\$514.74	\$138.60	\$376.14
Project 850 ACADEMIC TEAM HS	\$205.70	\$0.00	\$0.00	\$18.80	\$186.90	\$0.00	\$186.90
Project 851 ART CLUB HS	\$6,084.93	\$0.00	\$0.00	\$443.33	\$5,641.60	\$320.91	\$5,320.69
Project 852 ATHLETICS HS	\$68,540.66	\$6,832.52	\$0.00	\$10,769.33	\$64,603.85	\$53,391.93	\$11,211.92
Project 853 HS CHEER	\$5,736.58	\$0.00	\$0.00	\$1,320.00	\$4,416.58	\$500.00	\$3,916.58
Project 855 TENNIS HS	\$9,989.19	\$1,455.70	\$0.00	\$4,339.40	\$7,105.49	\$601.14	\$6,504.35
Project 856 GHS LIBRARY	\$1,318.32	\$0.00	\$0.00	\$51.78	\$1,266.54	\$0.00	\$1,266.54
Project 857 YOUTH & GOVERNMENT HS	\$1,426.35	\$70.00	\$0.00	\$0.00	\$1,496.35	\$1,220.00	\$276.35
Project 858 GHS Link Crew	\$186.29	\$0.00	\$0.00	\$0.00	\$186.29	\$0.00	\$186.29
Project 859 BAND (OPERATING) HS	\$27,949.55	\$4,436.20	\$0.00	\$13,206.65	\$19,179.10	\$5,365.49	\$13,813.61
Project 860 CLASS OF 2016 HS	\$3,617.25	\$90.00	\$0.00	\$300.00	\$3,407.25	\$500.00	\$2,907.25
Project 861 CLASS OF 2017 HS	\$3,443.49	\$35.00	\$0.00	\$0.00	\$3,478.49	\$0.00	\$3,478.49
Project 862 CLASS OF 2018 HS	\$2,369.17	\$0.00	\$0.00	\$0.00	\$2,369.17	\$0.00	\$2,369.17
Project 865 CLASS OF 2012 HS	\$1,928.87	\$0.00	\$0.00	\$1,500.00	\$428.87	\$0.00	\$428.87
Project 866 CLASS OF 2013 HS	\$1,169.15	\$0.00	\$0.00	\$0.00	\$1,169.15	\$0.00	\$1,169.15
Project 867 CLASS OF 2014 HS	\$1,709.26	\$0.00	\$0.00	\$1,200.00	\$509.26	\$0.00	\$509.26
Project 868 CLASS OF 2015	\$10,208.36	\$25.00	\$0.00	\$0.00	\$10,233.36	\$0.00	\$10,233.36
Project 869 ENGLISH CLUB	\$2,969.76	\$0.00	\$0.00	\$1,234.86	\$1,734.90	\$106.36	\$1,628.54
Project 870 COURTESY COMMITTEE HS	\$1,142.41	\$0.00	\$0.00	\$86.55	\$1,055.86	\$720.00	\$335.86
Project 873 SPEECH HS	\$348.15	\$0.00	\$0.00	\$0.00	\$348.15	\$0.00	\$348.15
Project 874 FACULTY LOUNGE HS	\$968.16	\$62.25	\$0.00	\$0.00	\$1,030.41	\$0.00	\$1,030.41
Project 876 FFA 4H BOOSTER CLUB HS	\$20,035.54	\$830.00	\$0.00	\$0.00	\$20,865.54	\$9,600.00	\$11,265.54
Project 877 FFA HS	\$17,324.84	\$3,620.25	\$133.36	\$2,169.60	\$18,908.85	\$10,931.93	\$7,976.92
Project 878 FCCLA (FHA) HS	\$2,080.84	\$0.00	\$0.00	\$59.21	\$2,021.63	\$112.00	\$1,909.63
Project 879 FOREIGN LANGUAGE SPAN	\$2,316.64	\$25.00	\$0.00	\$592.50	\$1,749.14	\$280.00	\$1,469.14
Project 882 GUTHRIE RUNNING CLUB H	\$3,867.30	\$130.00	\$0.00	\$0.00	\$3,997.30	\$0.00	\$3,997.30
Project 883 HERITAGE CLUB HS	\$2,078.47	\$412.81	\$0.00	\$1,242.88	\$1,248.40	\$0.00	\$1,248.40
Project 884 HIGH SCHOOL ACCOUNT	\$40,735.47	\$271.28	\$0.00	\$6,600.23	\$34,406.52	\$19,256.93	\$15,149.59
Project 886 HONOR SOCIETY HS	\$1,937.50	\$0.00	\$0.00	\$0.00	\$1,937.50	\$0.00	\$1,937.50
Project 888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
Project 889 KEY CLUB HS	\$512.10	\$0.00	\$0.00	\$145.00	\$367.10	\$79.58	\$287.52
Project 893 MU ALPHA THETA HS	\$792.21	\$20.00	\$0.00	\$66.00	\$746.21	\$175.00	\$571.21
Project 894 JCLC SUMMER CAMP	\$12,165.58	\$0.00	\$0.00	\$0.00	\$12,165.58	\$0.00	\$12,165.58
Project 895 JROTC HS	\$7,617.19	\$48.00	\$0.00	\$0.00	\$7,665.19	\$200.00	\$7,465.19
Project 896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
Project 897 SOCCER CLUB HS	\$1,282.54	\$0.00	\$0.00	\$0.00	\$1,282.54	\$0.00	\$1,282.54

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 12/2014; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 898 SCIENCE CLUB HS	\$7,772.30	\$40.00	\$0.00	\$83.52	\$7,728.78	\$419.79	\$7,308.99
Project 899 STUDENT COUNCIL HS	\$10,645.77	\$1,475.00	(\$133.36)	\$1,047.00	\$10,940.41	\$772.77	\$10,167.64
Project 900 CAMPUS BEAUTIFICATION I	\$10,033.88	\$40.00	\$0.00	\$0.00	\$10,073.88	\$440.06	\$9,633.82
Project 902 VOCAL HS	\$4,009.12	\$0.00	\$0.00	\$328.58	\$3,680.54	\$3,995.81	(\$315.27)
Project 904 YEARBOOK HS	\$11,880.30	\$8,151.12	\$0.00	\$122.62	\$19,908.80	\$667.80	\$19,241.00
Project 907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
Project 908 VOCAL TRIP ACCOUNT HS	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
Project 911 FFA BUILDING FUND	\$3,000.00	\$12,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
Project 912 GHS BUSINESS PROF OF AI	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
Project 913 DRAMA HS	\$573.15	\$0.00	\$0.00	\$75.00	\$498.15	\$419.39	\$78.76
Project 921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
Project 922 COURTESY COMMITTEE AD	\$228.87	\$0.00	\$0.00	\$0.00	\$228.87	\$0.00	\$228.87
Project 925 GENERAL FUND REFUND	\$5,271.29	\$127.12	\$0.00	\$33.29	\$5,365.12	\$11.00	\$5,354.12
Project 927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
Project 929 SPECIAL OLYMPICS	\$20,725.46	\$0.00	\$0.00	\$30.00	\$20,695.46	\$530.00	\$20,165.46
Project 930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
Project 932 SUMMER SCHOOL HS	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Project 933 FAVER C&C	\$438.78	\$10.85	\$0.00	\$0.00	\$449.63	\$0.00	\$449.63
Project 934 TRANSPORTATION C&C	\$3,601.11	\$695.00	\$0.00	\$760.62	\$3,535.49	\$2,057.08	\$1,478.41
Project 935 VENDING MACHINE ADMIN	\$308.32	\$46.55	\$0.00	\$24.37	\$330.50	\$251.07	\$79.43
Project 936 GUES HONOR CHOIR	\$1,100.00	\$348.00	\$0.00	\$1,314.00	\$134.00	\$0.00	\$134.00
Project 937 FAVER ACTIVITY	\$275.00	\$0.00	\$0.00	\$244.20	\$30.80	\$0.00	\$30.80
Project 938 NATIVE AMERICAN PARENT	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
Project 940 ADMINISTRATION MISC	\$7,212.18	\$1,477.94	\$0.00	\$25.94	\$8,664.18	\$224.06	\$8,440.12
Project 942 C.N. CLEARING ACCT	\$420.00	\$3,754.65	\$0.00	\$3,106.20	\$1,068.45	\$5,450.65	(\$4,382.20)
Grand Total	\$518,080.35	\$85,037.09	\$0.00	\$100,024.30	\$503,093.14	\$172,045.07	\$331,048.07

Dear Valued Customer:

As many of you are aware, I intend to retire at the end of this year, 2014. My last site visit will be the first full week in January 2015 to pick up your December 2014 reports or any other 2014 reports that you have not turned in to process. After the reports for December 2014 are completed, I will officially be retired. I have appreciated your business and enjoyed getting to know all of you every month.

I do not want my retirement to cause problems with your SIR reporting, so I am recommending Oklahoma Environmental Services, Inc. (OES) to take over beginning with the January 2015 monthly inventory reports. We both use the same SIR Company to process the reports, so it should be an easy transition. They will give each of you a copy of their contract and tank profile form to set you up as a new customer.

Melanie Waller runs their SIR program and is available on her cell phone at 405-481-6463. She will receive your monthly inventory forms by fax, mail, or email. Her contact information is listed below. Although OES does not pick up your reports, they do provide excellent service at keeping track of your records and making sure that you stay in compliance. If you use the internet, they will post your results on their website, where you can get them anytime through a secure password. They also offer other services including vapor or groundwater well monitoring, cathodic protection testing, sampling for leaking tanks or lines, tank removals, or applications to the Indemnity Fund. Terri Roberts, a former Oklahoma Corporation Commission employee in the Compliance Department, has recently started working for OES and will gladly help with any onsite issues that arise.

If you have any questions, please let me know before January so that your SIR service is not interrupted. I will miss the monthly visits, but hope that your business continues to do well in the future.

Best Regards,



Pat Fitter
PFS, LLC

Melanie Waller
4415 North Classen Blvd.
OKC, OK 73118
Office - 405-605-1720 ext. 7005
Toll Free - 888-584-3386
Cell - 405-481-6463
Fax - 405-524-0043
www.OEServices.net



facebook.com/OklahomaEnvironmental





STORAGE TANK OVERSIGHT PROGRAM (STOP) RETAINERSHIP AGREEMENT

This agreement of retainership sets forth the services to be provided by Oklahoma Environmental Services, Oklahoma City, Oklahoma (OES) to _____ (CLIENT) concerning regulated petroleum storage tank facilities, as identified in Appendix I.

- I. General Purpose It is OES's intent to assist the Client in achieving and maintaining compliance with the Oklahoma Corporation Commission "General Rules and Regulations Governing Underground and Aboveground Storage Tanks in Oklahoma."
- II. Scope of Services
 - A. Notifications
 1. OES shall notify Client in writing of pertinent changes in federal and state underground storage tank (UST) regulations in a timely manner.
 - B. Record Keeping
 1. Client shall establish and maintain on-site document files at each Location identified in Appendix I and assist in compiling all required compliance documentation as required by the above regulations.
 - C. Monthly Site Inspection
 1. Where vapor or groundwater monitoring wells have been installed to fulfill leak detection requirements, OES shall monitor the wells for the presence of hydrocarbon vapors or liquids on a monthly basis and document these findings in the on-site file.
 2. OES shall document any unusual conditions and tank system abnormalities, report the findings to Client and advise Client of Client's reporting and notification obligations under the associated AST/UST regulations. Client remains responsible for the actual notifications and no agency is conferred upon or accepted by OES.
- III. Term of Agreement
 - A. This agreement shall become effective upon signature of authorized representatives of both Client and OES and shall remain in force until terminated in accordance with Section III Part B.
 - B. Either party may terminate this agreement without cause at the end of a calendar quarter with at least 30 days advance notice; or with cause upon written notice. For the purposes of this Agreement, "cause" shall mean: (1) a breach of this Agreement that has not been cured to the satisfaction of the non-breaching party within 15 days after notification; (2) the breaching party's willful misconduct or gross or persistent negligence in the performance of its obligations under this Agreement, or (3) the breaching party's commission of an Act of dishonesty detrimental to the non-breaching party.

C. In the event of termination, OES shall be paid for services performed to the termination date.

IV. Fees and Payment

A. Client agrees to pay a monthly maintenance fee based on the fee schedule presented and shall be invoiced and payable quarterly or annually, in advance. The initial quarterly fee shall be prorated based on the effective date of this Agreement. Payments shall be directed to:

Oklahoma Environmental Services, Inc.
4415 North Classen Blvd.
Oklahoma City, OK 73118

V. Indemnification

A. OES shall save, defend, indemnify, and hold harmless Client and its directors, officers, shareholders, and employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, actual damages, fines, attorneys' fees, in an amount not to exceed the limitation of liability set forth in Section VI, which results from, arises out of, or is in any way connected with (1) breach of any obligation of OES under this Agreement, or (2) damages or injuries to persons or property solely caused by the negligent acts of OES or any of its agents, subcontractors, or employees in performance of the Services.

B. Client shall save, defend, indemnify, and hold harmless OES and its directors, officers, shareholders, and employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, actual damages, fines, punitive damages, losses, costs, liabilities, interest, and attorneys' fees, which (1) exceed the limitation of liability provided for in Section VI, or (2) which results from, arises out of, or is in any way connected with (a) breach of any obligation of Client under this Agreement, or (b) negligent acts, errors, or omissions of Client, or Client's agents, (c) existing conditions, or any aggravation of Existing conditions not solely caused by negligent acts of OES (d) any interpretation, materials furnished, or services provided or performed by Client or a third party in connection with Services, or (e) claims and lawsuits made or filed by any person not a party to this Agreement relating to the Services performed in compliance with this Agreement.

VI. Limitation of Liability All claims for indemnification from OES shall be limited to an amount not to exceed \$5,000.00. Neither party will be responsible for any incidental, indirect, or consequential damages.

IN WITNESS WHEREOF, the authorized representatives of both parties have executed this Agreement, which supersedes any previous STOP Retainership Agreement between the parties.

Oklahoma Environmental Services, Inc.

CLIENT:

By: _____

By: _____

Name: **Deanna Atkinson, President**

Name: _____

Date: _____

Date: _____

Please Review Your Name and Information
And Correct Invalid Entries

Address: _____

City, State, Zip: _____

Phone: _____

Referred by: _____

Email: _____



TOTALSIR TANK PROFILE

Please Fill out One Form Per Location

FACILITY NAME			State ID#:	
TANK LOCATION	Address		Phone	
	City, ST ZIP		Fax	
TANK OWNER	Name		Phone	
	Address		Fax	
	City, ST ZIP		Cell	
SITE MANAGER			Phone	

	Tank 1	Tank 2	Tank 3	Tank 4
Product				
Capacity				
Diameter				
Type	<input type="checkbox"/> Steel <input type="checkbox"/> FG	<input type="checkbox"/> Steel <input type="checkbox"/> FG	<input type="checkbox"/> Steel <input type="checkbox"/> FG	<input type="checkbox"/> Steel <input type="checkbox"/> FG
ATG?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Manifold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Blend?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Tank 5	Tank 6	Tank 7	Tank 8
Product				
Capacity				
Diameter				
Type	<input type="checkbox"/> Steel <input type="checkbox"/> FG	<input type="checkbox"/> Steel <input type="checkbox"/> FG	<input type="checkbox"/> Steel <input type="checkbox"/> FG	<input type="checkbox"/> Steel <input type="checkbox"/> FG
ATG?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Manifold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Blend?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

WHAT WE DO

Established in 2002, Oklahoma Environmental Services is an experienced environmental consulting team. We assist clients in interfacing with regulatory entities to help them interpret and better comply with the rules, regulations and requirements of local, state and federal agencies.

- Environmental Consulting
- Dual-Phase Vacuum Extraction
- Petroleum Storage Tank Services
- Excavation & Tank Removal
- Operation and Maintenance
- Drilling Services
- Soil & Groundwater Sampling
- Oilfield Services
- Soil & Groundwater Remediation
- Patented In-Situ Method
- Disposal
- Government Contracting
- Compliance Management/Audits
- Statistical Inventory Reconciliation
- Environmental Site Assessments
- Asbestos Survey
- Lead-Based Paint Inspections



OKLAHOMA ENVIRONMENTAL SERVICES

ENID ♦ OKLAHOMA CITY ♦ TULSA

4415 N. CLASSEN BLVD.
OKC, OK 73118

Proud member of the following organizations:

PEC Premier

e-Railsafe

State Chamber of Oklahoma

National Groundwater Association

Oklahoma Petroleum Marketers & Convenience
Store Association

Environmental Federation of Oklahoma

Oklahoma Independent Petroleum Association



OKLAHOMA
ENVIRONMENTAL
SERVICES

www.OEServices.net
1-888-584-3386

ENVIRONMENTAL CONSULTING

OES has a professional staff of environmental scientists, geologists, engineers and technicians working to meet your environmental needs. Our goal is to provide common sense and practical solutions that allow our clients to meet their business objectives.

DUAL-PHASE VACUUM EXTRACTION

OES conducts mobile dual-phase vacuum extraction events to remove various combinations of contaminated groundwater, separate-phase petroleum product and hydrocarbon vapor from the subsurface.

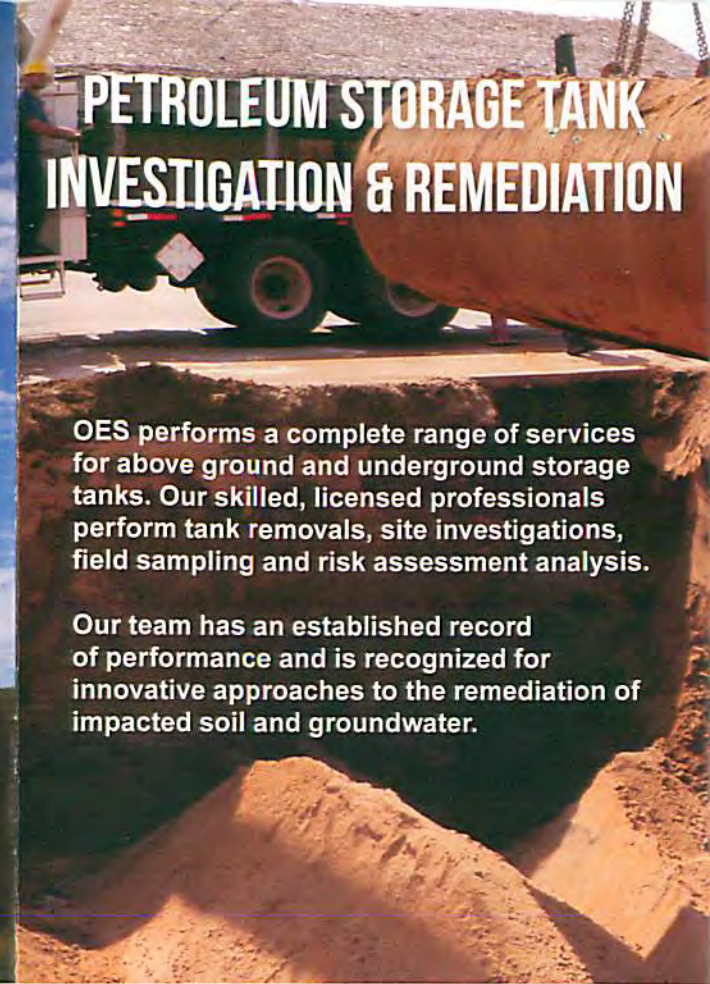
Our patented, in-situ method of washing contaminated soils with surfactant is followed by the mobile dual-phase high vacuum extraction of contaminated groundwater and volatilized petroleum hydrocarbons.



PETROLEUM STORAGE TANK INVESTIGATION & REMEDIATION

OES performs a complete range of services for above ground and underground storage tanks. Our skilled, licensed professionals perform tank removals, site investigations, field sampling and risk assessment analysis.

Our team has an established record of performance and is recognized for innovative approaches to the remediation of impacted soil and groundwater.



OKLAHOMA ENVIRONMENTAL SERVICES

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WWW.OESERVICES.NET

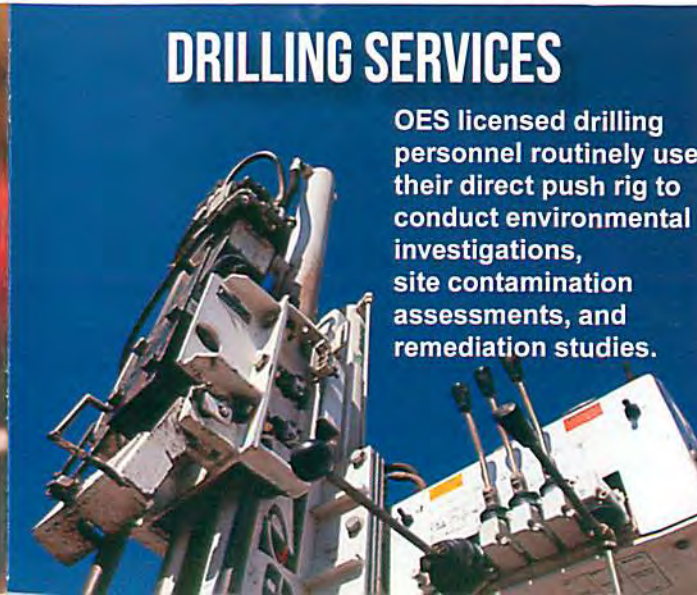
OPERATION & MAINTENANCE

The OES field staff has substantial experience operating and maintaining a wide variety of remediation systems at both private facilities and government installations such as: free product recovery systems, groundwater pump and treat systems, large and small scale air sparge and multi-phase extraction systems, in-situ bioremediation technologies, groundwater treatment facilities, and interceptor collection trenches.



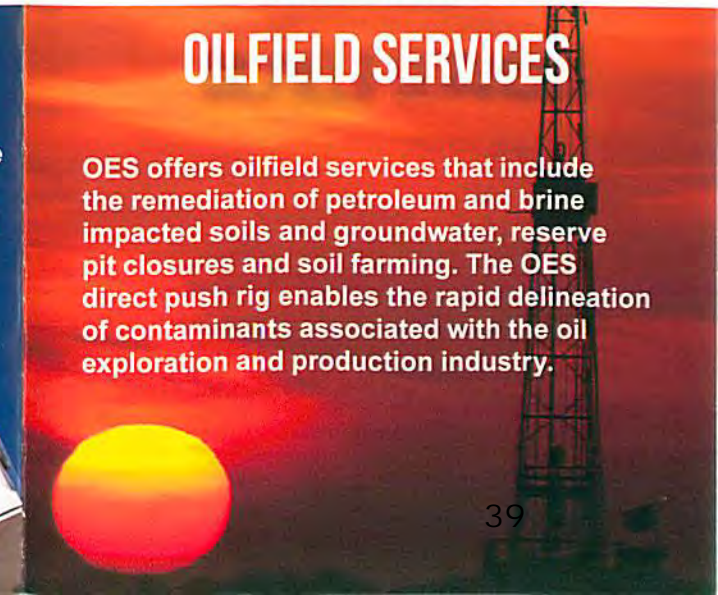
DRILLING SERVICES

OES licensed drilling personnel routinely use their direct push rig to conduct environmental investigations, site contamination assessments, and remediation studies.



OILFIELD SERVICES

OES offers oilfield services that include the remediation of petroleum and brine impacted soils and groundwater, reserve pit closures and soil farming. The OES direct push rig enables the rapid delineation of contaminants associated with the oil exploration and production industry.



Interquest Detection Canines®
(Oklahoma)

Guthrie Public Schools
(the District)

This shall serve as an agreement by and between Interquest Detection Canines® and the DISTRICT for substance awareness and detection services for the period of July, 1 2015 through May 31, 2016. It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections may be conducted on an unannounced basis under the auspices and direction of the DISTRICT administration with INTERQUEST acting as an agent of the DISTRICT while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by DISTRICT officials, shall be subject to inspection. Contraband detected on DISTRICT property is the responsibility of the DISTRICT. Suspected drugs of abuse may be field-tested to provide preliminary or presumptive identification of the drug.

INTERQUEST agrees to provide 6 **Full day** visits for the contract period. The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. The cost for each visit will be \$445.00 per team. Required court testimony on behalf of the DISTRICT will be charged at the same rate. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

INTERQUEST will schedule DISTRICT visits in conjunction with days designated by the DISTRICT as appropriate for visits. The District will provide a school calendar with inappropriate dates for service noted. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits. DISTRICT will be responsible for payment for any visit made on any day other than those days noted as unacceptable on the attached school calendar.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and other state regulatory agencies as required.

INTERQUEST DETECTION CANINES®

FOR THE SCHOOL:


Misty Carson
President

Printed: _____
DATE: _____

Please return one (1) copy of this Agreement and your District calendar in the enclosed envelope. Retain the other copy for school files.

1/2 day GUES + 1/2 day Jr. High = 1 Day
High School = 1 Day



**Recognized as the Nation's
oldest and largest
Contraband Detection Canine
service provider**



ADDITIONAL SERVICES

- Assemblies
- Red Ribbon Week
- Proms
- Dances
- Football/Athletic Events
- School Bus Trips
- Off Campus Functions
- Graduations
- Senior Night
- Summer School



(That's 175 in dog years!)



866-687-6666



Our Detection Canines

Friendly dogs trained to detect a wide variety of substances that pose direct threats to a quality learning environment.



Our program validates the presence or absence of unwanted contraband on campus, thus enhancing the educational environment for all concerned.

Internal studies reflect improvement in daily attendance as a result of fewer suspensions and expulsions associated with drug and contraband issues.

Debbie Farmer, President

Illicit Substances Detected

- Marijuana
- Cocaine
- Heroin
- Methamphetamine



The Interquest Program

- Pro-active
- Preventative
- Proven
- Cost Effective
- Passive Alert Dogs
- Certified Dog and Handler Teams
- Lock Downs Not Required
- Educational Components
- Easily Integrated Into Your Existing Programs
- Functions Under Your Direction and Control



Contraband Items Detected

- Alcoholic Beverages
- Commonly Abused Medications
- Gunpowder-based items / Firearms

Visit us at

www.interquestk9.com



MERIDIAN TECHNOLOGY CENTER

December 9, 2014

Dr. Mike Simpson
Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

Dear Dr. Simpson:

The attached form is a memorandum of understanding with our partner school districts concerning the academic credit options provided at Meridian Technology Center. As a requirement of the Oklahoma State Department of Education's Accreditation Department, Meridian Technology Center is required to have documentation available from the sending schools local board approving mathematics and science courses to be counted for graduation credits.

Please complete the Memorandum of Understanding (MOU) and return the original to me at your earliest convenience.

I hope you are enjoying a successful school year.

Sincerely,

Douglas R. Major, Ed.D.
Superintendent/CEO

Enclosure

1312 South Sangre Road
Stillwater, Oklahoma 74074-1899

Tel: (405) 377-3333
Fax: (405) 377-9604

**Memorandum of Understanding for
Academic Credit Options**

The Guthrie Public Schools Board of Education has approved the transcription of math and science credit options taught at Meridian Technology Center. The Oklahoma Department of Career and Technology Education and the Oklahoma State Department of Education set guidelines for courses that may be used at the technology center for public school academic credit. Meridian Technology Center follows those guidelines as set forth by both agencies. The approval to utilize the academic credit options at Meridian Technology Center for high school graduation credit was approved by the Board of Education on:

_____.

School Official Signature: _____

Position: _____

Date of Signature: _____

Memorandum:

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

From: Eldona Woodruff, Director of Special Education

Subject: Contractual Agreement with Supplemental Health for Speech Therapy

Date: January 7, 2015

Attached is an agreement with a Supplemental Health to provide a Speech Language Therapist four days a week for the remainder of the 2014-2015 school year. Guthrie Public Schools previous contracted with a private individual to provide these services for \$45.00 per hour. The contract was terminated by the therapist with appropriate notice, as agreed. The therapist moved out of state. Supplemental Health has agreed to provide a therapist four days a week for the remainder of the school year. The cost of this service will be approximately \$39,525 plus mileage.

Additional Quotes Received:

Career Staff Unlimited - \$69 per hour plus mileage

Sunbelt Staffing - \$68 per hour plus mileage

Solient Health - \$67 per hour plus mileage

Supplemental Health - \$62 per hour plus mileage

Thank you.

Supplemental  Health CareSM
WORKFORCE SOLUTIONS



School Staffing Services Agreement

THIS AGREEMENT is effective as of this 7th day of January, 2015, by and between SHC Services, Inc. dba Supplemental Health Care (hereinafter "SHC"), with principle offices located at 1640 W. Redstone Center Drive, Suite 200, Park City, Utah 84098 and Guthrie Public Schools, on behalf of itself, its schools and other facilities (hereinafter collectively referred to as the "Client") with its principle offices located at 802 E. Vilas, Guthrie, OK 73044.

RECITALS

WHEREAS, SHC is a Delaware corporation in the business of providing supplemental staffing referral services to its clients on an as needed basis;

WHEREAS, the Client is a State agency with the need to provide health care services to identified students served by the Client;

WHEREAS, Client desires to engage SHC to make available its pools of qualified health care professionals and to act as a referral agent of Nurses, Therapists, Technicians, and/or other ancillary medical personnel ("Health Care Personnel") to supplement its staff; and

WHEREAS, SHC is willing to use its best efforts to recruit licensed and qualified Health Care Personnel to work shifts as described herein and at locations specified by Client;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, Client and SHC agree as follows:

1. SHC OBLIGATIONS:

- a. SHC, upon request by Client, will use its best efforts to locate, recruit and assign Health Care Personnel to Client to supplement Client's existing staff.
- b. SHC shall only provide Health Care Personnel with the experience, education and training requested by Client.
- c. SHC shall maintain a Health Care Personnel file, containing the following:
 - i. A completed application, which includes skills, specialties, and preferences.
 - ii. Documentation of special education or training.
 - iii. A minimum of two references, which reflect satisfactory performance within the job category.
 - iv. Verification of Identity, credentials, and authority to work.
 - v. Copy of current license, Basic Life Support/CPR, registration or certification as required by position.
 - vi. Evidence of health status, including evidence of a current physical (within one year), MMR, PPD, Hepatitis B, and any other immunizations required by Client;
 - vii. Dates of employment and performance evaluations.
 - viii. Confirmation that a criminal background investigation and pre-employment drug screen were completed.
 - ix. Office of Inspector General's List of Excluded Individuals/Entities Search.
- d. SHC shall provide SHC orientation for all new Health Care Personnel, which includes but is not limited to, child and dependent adult abuse reporting obligations and procedures, and may also include Client-specific information upon Client request.
- e. Health Care Personnel, who are assigned to the Client for the first time, shall report to the designated Client contact before beginning work at Client.
- f. SHC will use its best efforts to assign Health Care Personnel who agree to follow the policies adopted by the Client, and provided to SHC, to protect the health and welfare of the Client's students.
- g. SHC will notify Client via written correspondence, fax, email or phone, of the initiation of any action, of which it becomes aware of, commenced for the purpose of suspending, revoking or limiting of any Health Care Personnel's license that is providing services to Client under this Agreement. Written description of SHC Quality Assurance process is available upon request.
- h. SHC will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal Statutory and constitutional non-discrimination provisions

which prohibit discrimination on the basis of sex, age, race, color, national origin, religion, veteran status, sexual orientation, or handicap and/or marital status.

- i. SHC shall maintain continuous compliance with all applicable provisions of federal, state and local laws, rules and regulations. In addition, SHC complies with the guidelines of The Joint Commission and OSHA standards regarding the use of supplemental staffing services.
- j. All Health Care Personnel providing services pursuant to this agreement shall be considered employees of SHC, unless otherwise specified. Should the Client and SHC decide and agree in writing to use subcontractors or independent contractors to provide any of the Health Care Personnel required under this agreement, SHC ensures that all services will be performed under the same terms as defined in this agreement.
- k. SHC shall assume sole and exclusive responsibility for the payment of wages to Health Care Personnel for services performed by them for Client. SHC shall be responsible for all withholdings of federal and state taxes, maintaining worker's compensation insurance coverage in an amount and under such terms as required by state law, benefits (i.e. 401k, health insurance, dental insurance, etc.) and reimbursement of meals and lodging expenses as applicable where SHC and Client are entered into a reimbursement arrangement.
- l. SHC and all Health Care Personnel providing services pursuant to this agreement shall at all times keep confidential student information in accordance with Oklahoma state law and the federal Family Educational Rights and Privacy Act. As well as all applicable Health Insurance Portability and Accountability Act (HIPAA) Privacy laws and regulations regarding HIPAA and HIPAA training.
- m. SHC shall provide certification that all Health Care Personnel providing services pursuant to this agreement who will have direct contact with the Client's students have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse of a child.

2. CLIENT OBLIGATIONS:

- a. Client shall provide sufficient specific information (job order or job profile) to enable SHC to match the job requirements to the skills and experience of Health Care Personnel. Clinical competency will be determined by the appropriate Client administrator or supervisor and may be communicated to the company via written correspondence, fax, email or communicated via phone. However, Client, in its sole discretion, shall determine the suitability of Health Care Personnel to provide services for Client.
- b. Client acknowledges that SHC's ability to fill jobs or shifts is subject to the availability of qualified personnel. Client further acknowledges that the ability to attract and retain qualified Health Care Personnel to fill the positions required by Client is a competitive advantage belonging to SHC, that SHC's database of Health Care Personnel constitute an asset of SHC and is confidential, proprietary and not disclosable to Client, and Client will take all steps necessary to avoid interfering with SHC's ability to attract or retain qualified Health Care Personnel.
- c. Client shall provide direction, supervision, management, and productivity expectations to Health Care Personnel while providing professional services under this Agreement and to the extent Health Care Personnel provide health-related services to Client's student's, will ensure such services comply with all treatment plans and is consistent with Client's students' best interests as determined by Client. Client agrees that SHC is not responsible for Health Care Personnel's productivity while on assignment and therefore Client will pay invoiced amounts in full without regard to productivity requirements placed on Health Care Personnel by Client.
- d. Client will not require Health Care Personnel to perform in a manner other than that which is reasonable and customary within their profession. Health Care Personnel shall not be called upon to perform services outside the general job description provided by Client or the education, licensing, certification, skills or clinical competence of the Health Care Personnel. Health Care Personnel must receive proper orientation to the policy, procedures and patient care area to which they are assigned, floated or reassigned, prior to providing patient care.
- e. Client shall provide and orientation to Health Care Personnel on the specific required information pertaining to the services to be provided to their students as well as training on its policies and procedures on the first day of their assignment. Client is responsible for providing Health Care Personnel with the specific reporting information for any suspected cases of abuse, required by the Client's policies.
- f. Client will immediately notify SHC via written correspondence, fax, email or phone, of the initiation of any licensing issues, clinical and patient care issues, unexpected incidents and errors, suspicious behaviors and any complaints regarding our Health Care Personnel. These include, but are not limited to: risk management actions or concerns; occupational/safety hazards, events or injuries; events or

sentinel events of which Client is aware regarding SHC Health Care Personnel. Written description of SHC Quality Assurance process available upon request. Client will make available appropriate panel for peer review as necessary.

- g. Client will not discriminate in its employment or referral of Health Care Personnel on the basis of sex, age, race, color, national origin, religion, veteran status, sexual orientation, or handicap.
- h. Client agrees not to employ, either directly or indirectly, any Health Care Personnel that was first referred to Client by SHC, for one year after SHC makes its referral unless the conversion provisions set forth in Schedule A have been met.
- i. Client represents that it is not currently in the process of being investigated nor has been or is being indicted by any state or federal agency for violations of the Social Security Act, Medicare or Medicaid laws, or any other programs administered by, through or under any state or federal agency.
- j. Client may request that SHC terminate any Health Care Personnel providing services under this Agreement, who is insubordinate, lacks appropriate licensure, training and experience; or fails to follow Client's policies and procedures, or fails to engage in accepted standards of care. Client will pay for all services performed through the date of termination. Client will provide specific basis for the request for termination, in writing, which will be referred to the Health Care Personnel and reported as required to state professional licensing standards.
- k. Client will not give access to or entrust Health Care Personnel with confidential medical records in violation of HIPAA.
- l. Client acknowledges that SHC provides a valuable service to Client and that it will, pursuant to the terms of this Agreement and/or industry standards or practice, compensate SHC for those services.
- m. In the event any Health Care Personnel are injured in the performance of their duties for Client, Client shall cooperate with SHC in SHC's investigation and response to such claim.

3. COMPENSATION AND BILLING:

- a. SHC will bill Client weekly for its services in accordance with the rate schedule attached as Schedule "A" (Rate Schedule) and shall remain in effect for the term of the Agreement, unless SHC and Client agree in writing to a rate adjustment. SHC reserves the right to request an adjustment to the stated rates, due to increased employment costs, upon thirty (30) days written notice to the Client.
- b. Mileage costs will be invoiced by SHC and paid by Client unless stated in the Rate Schedule.
- c. The rates on Schedule A are inclusive of all costs associated with the specific assignment such as wages, payroll taxes, insurance, and meals and lodging costs for travel assignments authorized by Client, unless otherwise stated. SHC and Client are entered into a reimbursable arrangement and SHC will maintain adequate records or other sufficient evidence to satisfy the substantiation requirements of Internal Revenue Code Section ("IRC") 274(d) and will provide this to the Client on the invoice.
- d. Invoices are due and payable in accordance with the Client's State Prompt Payment Act, if applicable.
- e. Each invoice, or portion thereof, which remains unpaid for thirty (30) days after the invoice date, will bear interest at the rate of 1.5% per month. Client agrees to pay all attorneys' fees and costs incurred by SHC in collecting past due invoices. If Client disputes an invoice for services provided by SHC, Client must notify SHC in writing within fourteen (14) days of the date of the disputed invoice. All invoices that are not disputed in writing within 14 days of receipt are conclusively presumed to be valid and accepted by Client.
- f. Client is obligated to timely pay SHC invoices regardless of Client's ability to bill or collect from third party payors for professional services rendered by Health Care Personnel under this Agreement, this includes any of Client's billing issues based on Health Care Personnel's productivity requirements as defined by Client.

4. **TERM:** The term of this Agreement is twelve (12) months from the date first stated above, unless sooner terminated by either party under this Section. Either Party may terminate this agreement with 30 days written notice to the other party. The non-breaching or non-defaulting party may immediately terminate this Agreement in writing upon the occurrence of any of the following events: failure to timely pay invoices, voluntary or involuntary filing for bankruptcy protection, or any material breach of the Agreement.

5. **RELATIONSHIP OF PARTIES:** Neither party is the agent of the other. Neither party is authorized to bind the other to any responsibility or obligation, without the written consent of the other. SHC and Client are independent contracting entities and do not create a joint venture, partnership or association under federal or state law. Client agrees it will make no payments to SHC's Health Care Personnel, nor promise

to discuss any such payments to or with SHC's Health Care Personnel, without SHC's express written consent.

6. **INSURANCE:** SHC will maintain (at its sole expense) the following coverage's: Commercial General Liability Insurance with a minimum of \$1,000,000 per occurrence limit; \$2,000,000 annual aggregate; Professional Liability insurance in an amount of not less than \$1,000,000 per claim / \$3,000,000 aggregate; Automobile Liability of not less than \$1,000,000. General Liability policy shall name Client as an Additional Insured. SHC shall provide Client with a Certificate of Insurance on or before the commencement of any work under this agreement. The Certificate of Insurance shall include all pertinent endorsement forms, if required.
7. **INDEMNIFICATION:** To the extent permitted by law, each party to this Agreement agrees that they shall hold harmless, indemnify and defend the Client, its shareholders, directors, officers, agents and employees against any and all claims, causes of action, injuries and damages including, but not limited to, personal injury and property damage, to the extent caused by any act or omission on the part of the other party, its agents, contractors or employees. This provision shall include all costs and disbursements, including with limitation court costs and reasonable attorneys' fees, and shall survive the termination of the Agreement. SHC agrees it will indemnify and defend Client against any claims by its Health Care Personnel for unpaid wages or for workers' compensation, subject to SHC's right of subrogation.
8. **ACCESS TO RECORDS:** SHC will maintain accounting records in accordance with generally accepted accounting principles and practices to substantiate all invoiced amounts. SHC shall ensure that such records are available for examination by the Client during SHC's normal business hours. SHC shall maintain such records for a period of three (3) years after the date of the invoice.
9. **COMPLIANCE:** Performance under the Agreement shall be: (a) in accordance with all applicable federal, state, and local laws, rules, ordinances and regulation in force during the term of this Agreement. SHC shall do nothing that would jeopardize the Client's participation in the Medicare and/or Medicaid programs.
10. **NON-APPROPRIATION:** It is understood and agreed between the parties hereto that Client shall be bound and obligated hereunder only to the extent that funds shall have been appropriated and budgeted for the purposes of this agreement. In the event funds are not appropriated and budgeted in any fiscal year for payments due under this agreement, Client shall immediately notify SHC of such occurrence and this agreement shall terminate on the last day of the fiscal year for which an appropriation was received without penalty or expense to Client of any kind whatsoever.
11. **OWNERSHIP OF DOCUMENTS.** All data, specifications, calculations, estimates, plans, drawings, construction documents, photographs, summaries, reports, memoranda, and other documents, instruments, information and material prepared or accumulated by the Health Care Personnel in rendering services hereunder shall be the sole property of the Client who shall have the sole responsibility for maintaining all original documentation. Provided, that the SHC or the Health Care Personnel shall in no way be liable or legally responsible to anyone for the Client's use of any such materials, or following termination.
12. **Contingent Fees Prohibited.** The SHC warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the SHC, to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the SHC any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. In the event of a breach of this provision, the SCHOOL BOARD shall have the right to terminate this Agreement without further liability, and at its discretion, deduct from the contract price, or otherwise recover, the full amount of any such fee, commission, percentage, gift, or consideration paid in breach of this Agreement.
13. **NOTICES:**
 - a) All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when in writing and addressed as follows:

Client:

Attn: Contracting Department
Guthrie Public Schools
802 E. Vias
Guthrie, OK 73044

SHC:

Attn: Contracting
 SHC Services, Inc.
 1640 West Redstone Center Drive, Suite 200
 Park City, UT 84098

- b) All notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States mail, return receipt requested, or (3) sent by Federal Express or other equivalent overnight letter delivery company.
 - c) The effective date of such notices shall be the date personally delivered, or if sent by mail, the date of the postmark, or if sent by overnight letter delivery company, the date the notice was picked up by the overnight delivery company.
 - d) Parties may designate other parties or addresses to which notice shall be sent by notifying, in writing, the other party in a manner designated for the filing of notice hereunder.
- 14. SUSPENSION AND DEBARMENT:** Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signature below the parties certify that they nor any principal of the entity is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 15. MISCELLANEOUS:**
- a) The laws of the State of Oklahoma shall govern this Agreement to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding maybe instituted. Any lawsuit concerning this agreement may be brought only in the County of Logan County, State of Oklahoma.
 - b) Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to the Agreement, whether arising in tort, contract, or otherwise, without the written consent of the other party. These conditions and the entire Agreement are binding on the heirs, successors, and assigns of the parties hereto.
 - c) This Agreement gives no rights or benefits to anyone other than the SHC and the Client.
 - d) This Agreement shall constitute the entire Agreement of the parties. This Agreement also supersedes any and all other agreements or contracts, written or oral, between the parties with respect to the matters addressed herein. This Agreement may be modified at any time by mutual agreement of the parties, providing that such amendment is in writing and executed by both parties hereto.
 - e) In the event that any clause in this Agreement is found to be invalid or unenforceable under the applicable laws, all other clauses are severable and will remain in full force and effect.
 - f) This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which taken together shall constitute one and the same agreement. Furthermore, this Agreement may be executed and delivered by exchange of facsimile copies showing the signatures of the parties hereto, and those signatures of the parties will constitute originally signed copies of the same Agreement requiring no further execution by the parties.
 - g) The parties agree that the terms and conditions of this Agreement are confidential to the extent permitted by law. Neither party shall distribute this Agreement, or any part thereof, to other parties unless required by law or regulation.
 - h) Waiver of a term or condition of this Agreement is not enforceable, unless in writing, signed by the party against whom waiver is advanced. Any waiver shall only constitute waiver of a specific condition and will not operate to waive any other term or condition of the Agreement, or as a continuing waiver of the same condition.
 - i) Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the respective dates under each signature.

**SHC SERVICES, INC. dba
SUPPLEMENTAL HEALTH CARE**

GUTHRIE PUBLIC SCHOOLS

By: _____
Name: Marty Welp
Title: Market Manager

By: _____
Name: _____
Title: _____

SCHEDULE A

Bill Rates:

Specialty	Hourly Rate
SLP	\$62.00

***Travel and local rates (if applicable) should be shown separately**

Billable Mileage or Transportation Costs: In the event that Client requires Health Care Personnel to travel between facilities during any work day, mileage between facilities will be billed to Client at the current IRS approved per mile rate.

Billable Meals and Lodging Costs: rates are inclusive of meals and lodging costs if incurred.

Billable Employment Conversion Costs: Any Health Care Personnel, whose application has been submitted to Client by SHC, may not be employed at Client either directly or through another Agency for one year following the termination of the assignment for any reason. However, any Health Care Personnel may become an employee of the Client with no additional fee following the completion by that individual of 1040 hours of service at the Client facility. If less than 1040 hours of service are completed and Client desires to make a Health Care Personnel a direct employee, Client agrees to pay SHC a conversion fee of \$7,000 for the positions of PT/OT/SLP/RN and \$5,000, for the positions of PTA/COTA/LPN/LVP and \$2,500 for C.N.A.

Billable Shift or Assignment Cancellation Terms:

- a. **Cancellation of Travel Assignments:** Client shall provide SHC with a minimum, of thirty (30) days written notice for the cancellation of any Travel Assignments under this Agreement. SHC shall invoice Client for any costs incurred for travel and lodging that could not be cancelled. If less than thirty (30) days' notice is provided Client shall pay the contracted amount for the Health Care Personnel for the actual time worked as well as the amount outstanding as if they had worked the full thirty (30) day notice.
- b. **Cancellation of Per Diem Assignments:** A Twenty-four (24) hour cancellation of PRN shifts is required; otherwise a four (4) hour minimum billing for PRN Shifts will be assessed.

***All rates include payroll costs, employee benefits, workers' compensation insurance, malpractice insurance, and travel expenses if required.**

Supplemental  Health Care™
WORKFORCE SOLUTIONS

New Client Information Form

SERVICE PROVIDED TO:

Client / Facility Name: _____

Address: _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____

Contact _____ Title _____

Unit / Area / Department _____

BILLING ADDRESS:

Client / Facility Name: _____

Address: _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____

Contact _____ Title _____

ACCOUNTS PAYABLE OFFICE:

Client / Facility Name: _____

Address: _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____

Contact _____ Title _____

Inter Office Use Only:

Staffing Specialist / Recruiter _____

Office _____ Division _____

Estimated Weekly Volume: # of Hours _____ Bill Rate _____

Special Billing Requirements (i.e. VMS, P.O., Discounts): _____

Credit Dept. Approval _____ Credit Limit Assigned _____



Business Credit Application

To help us better understand your business, please complete and return this form to credit@supplementalhealthcare.com.

Legal Name:	_____		
DBA:	_____		
Phone Number:	_____	Fax Number:	_____
Address, City, State & Zip:	_____		
Parent Company:	_____		
Phone Number:	_____	Fax Number:	_____
Address, City, State & Zip:	_____		
Ownership:	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other		
Address, City, State & Zip:	_____		
Owner, Partner, and/or Officers Name(s)	_____	Title(s):	_____
Federal Tax ID #:	_____	DUNS #:	_____
		Years In Business:	_____

Bank Reference:			
Bank Name:	_____	Contact:	_____
Phone Number:	_____	Fax Number:	_____
Bank Account #:	_____	City and State:	_____

Trade References:			
Preferably other staffing firms with whom your company has been granted credit. Do not list: Landlords, credit cards, or utilities. Providing your company's own list of general credit reference information will be accepted in lieu of this credit application as long as the application contains a bank reference, three trade references, additional credit information, and the signature of the client's authorized customer representative.			
Business Name:	_____	Contact:	_____
Account #	_____	Phone # and Fax #	_____ and _____
Business Name:	_____	Contact:	_____
Account #	_____	Phone # and Fax #	_____ and _____
Business Name:	_____	Contact:	_____
Account #	_____	Phone # and Fax #	_____ and _____

Authorization and Acknowledgement

I/we certify the information provided is true and correct. I/we authorize SHC Services Inc. to make such inquiries as may be deemed necessary to investigate the sources pertaining to the establishment of credit and financial responsibility of the applicant. The undersigned authorizes my bank, suppliers, and credit references listed to release information regarding my account(s).

Terms of Payment

Payment is due within 30 days of invoice date, and will be considered past due on the 31st day. Past due accounts will be assessed a late charge of 1.5 % per month on the past due balance. SHC Services Inc. reserves the right to interrupt service on past due accounts or terminate service. I/we agree to pay any legal fees, court cost, interest charges, and attorney's fees if it becomes necessary to enforce collection of any debts owed and/or the filing of a law suit.

Authorized Company Representative's Signature: _____

Print Name: _____

Title: _____

Date: _____

NAMING NEW FACILITIES

The official name of all schools will be approved or altered only by a motion and approval of the Board of Education.

It is the policy of the Guthrie Board of Education that new or existing buildings or structures ~~will~~ **may** be named ~~only~~ after deceased persons **or persons who have been retired for at least three years that who** have made important or noteworthy contributions of service to the country, state, community, or school district.

Buildings and structures are defined as school buildings, administration buildings, gymnasiums, stadiums, athletic fields and playgrounds.

Naming Rights

In some cases, facilities may be named for private donors who make substantial financial contributions to the construction of the facilities.

A naming recognition may be subject to reconsideration by the Board if, in the sole discretion of the board, the prior approval naming may be damaging to the district, the donor has come into disrepute so as to negatively reflect upon the district, or the prior approved naming is no longer in the best interest of the District.

About the Researcher

I am currently a doctoral student at Oklahoma State University studying Education Administration. Through my leadership opportunities in education I have wanted to know what parts of teaching in a classroom have helped or even hindered the position of principal. My Bachelor's degree is in Elementary Education and my Master's degree is in Guidance & Counseling.

Contact Information

If you have any questions about this study or would like to participate, please contact Kari Dyer at (405) 831-9865.

Or by email at:

kari.dyer@okstate.edu

You can contact the researcher by email if you would like to receive a copy at the conclusion of the research project.

This study has been reviewed and approved by the Oklahoma State University IRB.

If you have any questions about your rights as a research participant, you may contact Dr. Hugh Crethar, IRB Chair at 219 Cordell North, Stillwater, OK 74078, 405-744-3377 or irb@okstate.edu.

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Oklahoma State University

Oklahoma State University

MY NAME IS ON THE DOOR: THE TRANSITION FROM THE CLASSROOM TO THE OFFICE

Research Study
On
Principal Transition

Research Investigator
Kari Dyer

Doctoral Candidate
College of Education
Educational Leadership
School Administration
Oklahoma State University
Stillwater, OK

About this Project

During the 2014-2015 school year I will be exploring the transition from the classroom to the principal's office, focusing on individual's who spent the 2013-2014 year as a classroom teacher who are now first year elementary principals and vice principals.

My research will be qualitative and I will be utilizing face-to-face interviews, an online survey and a time of observation in order to examine the transition of an educator from the classroom to the principal or vice principal of an elementary school.

Participant's Role

Participants will be asked to speak about their classroom experience(s) and how it affects their new position of principal.

Two individual interviews will follow a general guideline, but will be open-ended in order to follow discussion topics as they arise during the interview. Interviews will be approximately 30-45 minutes in length, depending on the availability of the participant. The first interview will be given during the fall of the 2014-15 school year and final interview will be given at the conclusion of the school year.

Our interviews will take place in a mutually agreed upon quiet and comfortable location. During the first and final interviews will be audio recorded and transcribed, with permission of the participants.

There will be an online survey given in the middle of the school year during the fall or early winter months. Online surveys will be utilized in order to provide flexibility in time and responses for the participant.

A time will be scheduled for an observation for the late winter/early spring months. This observation will last at least an two hours and will be scheduled at the convenience of the participant.

Confidentiality

All records of observations, tapes of individual interviews and conversations will be kept private and will only be available to my supervisor and supervisory committee. Records and basic demographic information of participants will be used only for research purposes and will be kept in secure storage. I will use pseudonyms in all publications, and no one will be identified by name in this study.

If there are any questions that participants feel uncomfortable answering or that they would prefer not to answer they may skip over that section or stop the interview. Participation in this research is completely voluntary and participants can decide to withdraw from this study at any time.

MY NAME IS ON THE DOOR: THE TRANSITION FROM THE CLASSROOM TO THE OFFICE

A study by Kari Dyer

Interview Questions – Online Survey

1. What are some of the challenges you have experienced in your position as principal/vice-principal?
2. How does your previous teaching experience help or hinder you in your position as a principal?
3. How do you use reflection in order to make future decisions? (Reflection is the act of thinking or meditating on previous experiences.)
4. How do you help teachers/staff meet required objectives?
5. How has the staff transitioned from the previous school year's leader to you?
6. What type of relationship do you have with your principal/vice-principal colleagues?
7. Does your district provide a mentor program to assist with new principal transition?
8. How would you describe your relationship with the parents and patrons of the school community?
 - a. How did you establish relationships with parents and patrons?
9. What are some of the successes you have experienced in your position as principal/vice-principal?
10. What are the most challenging areas of your position?



Board of Education Personnel Reports

Employment Request

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Avila, Emily	Central	1st Grade	01/05/15		6	Cynthia Wunderle
Edwards, Daylon	High School	Environmental Science	01/05/15		6	Lori Allen
Wagner, George	Junior High	Health	01/05/15		6	Jon Chappell

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Heird, Gabriel	Cotteral	Custodian	01/05/15	3	8	Steven Green

FMLA Request

Support: 1

Certified: 0

Transfer of Position Report

Classification					
Support					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Atchison, Shailah	Cafeteria HS 6.5 Hrs	Cafeteria Fogarty 7 Hrs	Linda Beauchamp	1/6/2015	
Bowie, Anthony	Sp Ed Para Central	Sp Ed Teacher JH	Shelli Reding	1/5/2015	
LaFerry, Chad	Custodian District Wide	Custodian Fogarty	Mercedes Martinez	1/5/2015	

Separation of Employment

Classification				
Support				
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Arnold, Claude	High School	ROTC	Retiring	6/30/2015
Beauchamp, Linda	Fogarty	Cooks Helper Fogarty	Resigning	12/11/2014
Heird, Samuel	Maintenance	Custodian Districtwide	Resigning	1/5/2015
Marsh, Whitney	Fogarty	Sp Ed Paraprofessional	Resigning	12/15/2014
Martinez, Mercedes	Fogarty	Custodian	Terminated	12/9/2014
Scheihing, Donna	Administration	Treasurer	Resigning	6/30/2015



REQUEST FOR EXTRA-DUTY POSITION

Dr. Simpson & Guthrie Board of Education:

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

Stansbury Last Name, Tanya First Name, Middle Initial

PM Shuttle Student Monitor Extra-Duty Position, Cottonwood Site

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

If yes, whom would this employee replace? _____

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

Start Date 11/6/13 Extra-Duty Compensation \$500.00

Submitted By: [Signature] Principal or Program Director Date 12/8/14

[Signature] Doug Ogle, Executive Director Personnel/Secondary Education Date 12/8/14

Guthrie Public Schools
Property Committee Meeting
January 5, 2015
5:00 p.m.

Members present: Dr. Mike Simpson, Dennis Schulz, Jerry Gammill, Tom Holtz, Jennifer Bennett-Johnson, and Linda Skinner.

Member absent: Terry Pennington

Mr. Gammill spoke on the following items:

Expenditure Reports:

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

Completed Projects:

- 217 Work Orders in December
- GUES control valves
- HS FFA cabinet doors & mini blinds installation
- Outdoor Classroom canopy
- Cotteral gym heat/air unit replacement
- Surplus items sold totaling \$10,894.00
- 26 Work Orders on Safety inspection

Projects in Progress:

- Currently have 44 Work Orders from December
- High School FFA installation: 1) counter tops - waiting for installation
2) shop insulation - obtaining quotes
- High School ADA playground
- OG&E Energy Efficiency Program
- Surplus items listed to be sold
- 21 Work Orders on Safety inspection
- Cotteral classroom heat/air unit replacement

Dr. Simpson discussed the Vo-Ag Farm Fundraising and Policy C-18 *Naming New Facilities*.

**Guthrie Public Schools
Finance Committee Meeting
Minutes
January 6, 2015
4:00 P.M.**

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

Terry Pennington attended in the absence of Sharon Watts.

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

Mr. Schulz then discussed the following:

Interest Rates

Still receiving best rate in the Demand Deposit accounts at Farmers and Merchants Bank

Surplus Property

Reported that the online auction of surplus property brought in just over \$11,000.00

Oklahoma Environmental Services

This contract is with a new company for tank inspections at the Transportation Department because the previous company is no longer in business

Interquest Detection Canines Contract

This is a renewal for the drug dogs to be used at the High School, Jr. High and GUES

Guthrie Public Schools
Curriculum Committee Minutes

January 6, 2015

5:00 p.m.

In attendance: Dr. Mike Simpson, Carmen Walters, Doug Ogle, Eldona Woodruff, Travis Sallee, Janna Pierson, Gail Davis and Sheryl Miles.

Discussion Items:

Ms. Walters

Professional Development Day January 5, 2015

- EdCamp - is a way of having facilitators (our own teachers) lead discussions on topics of interest. Teachers had four sessions to attend chosen from the scheduled topics.
- Teachers were surveyed on what topics they would be interested in attending
- We have had positive feedback from the day

UVA Midyear Retreat – January 11 – 14, 2015

- Syllabus and Reading Assignments shared and discussed

Mr. Ogle

Teachers will be informed to gather information to complete their VAM, SLO and SOO for the Teacher Evaluation