

AMENDED AGENDA WITH COMMENTARY

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

**MONDAY
JANUARY 14, 2019
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Student Recognition**
- 7. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 8. Superintendent's Reports**
- 9. Consent Agenda.....Pages 5-48**

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 10, 2018**
 - B. Minutes of special meeting held on December 19, 2018**
 - C. Treasurer's Report**
 - D. Activity Fund Fundraisers as per attached list**
 - E. Activity Fund Transfers as per attached list**
 - F. New Activity Fund Account request by Guthrie High School**

- G. Declare listed items as surplus
- H. Encumbrances for General Fund #'s 855-958, Building Fund #'s 261-292, Child Nutrition Fund #15, Building Bond 2017 #19 and listed change orders and Activity Fund Reports
- I. Contracts/Agreements under \$10,000
 - 1. Agreement with Interquest Detection Canines for contraband inspection services.....Page 48

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.

10. Business Agenda:

- A. Discussion, consideration and possible action to award the contract for the Guthrie High School HVAC Project.....Page 49

Commentary:

Bids were opened on January 9, 2019. A spreadsheet has been provided for your review. **Cody Thompson will answer any questions.**

- B. Discussion, consideration and possible action to award the contract for the Intercom/Clocks at Guthrie Upper Elementary School.....Page 50

Commentary:

Bids were opened on January 10, 2019. A spreadsheet has been provided for your review. **Dee Benson will answer any questions.**

- C. Recommendation, consideration and action upon proposed school calendar for 2019-2020.....Pages 51-52

Commentary:

The calendar committee consisted of a staff member from each site, Doug Ogle from the Administration Office, a parent, and a site administrator. You have been provided two options for the 2019-2020 calendar. These calendars are the result of their group effort. **Doug Ogle will answer any questions.**

- D. Recommendation, consideration and action upon new District Policy:
 - C-15A Service Animals Pages 53-55

Commentary:

This policy was tabled at the Special Board Meeting on December 19th. It is now submitted again for consideration. **Dr. Simpson or John Moyer will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon new District Policy:

- **G-14 Advertising**

Page 56-57

Commentary:

This policy was submitted for presentation at the December 19th Special Board Meeting and is now being brought back as an action item. It has been reviewed by our legal counsel. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon agreement with Eduskills LLC for cloud-based software and consulting for 2019.....Pages 58-66

Commentary:

This agreement with help with the reporting requirements for EL and Bilingual students as well as helping teachers and administrators customize curriculum to improve learning for EL students. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration, and action upon revised Support Employee Handbook for 2018-2019.....Pages 67-105

Commentary:

There has been one change made to the handbook on page 10. This change will allow GPS to increase marketability for the Paraprofessional position. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Discussion on future bond projects

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

- A. Vote to go into executive session**

B. Acknowledge Board's return to open session

C. Statement of minutes of executive session

- 12. **Vote on action as set out on the Personnel Reports.....Page 106**
- 13. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
- 14. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
- 15. **Adjourn**

**Dr. Mike Simpson
Superintendent**

jf

Posted by: _____

Date: _____ Time: _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
DECEMBER 10, 2018**

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 10, 2018

Board Members Present: Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Tina Smedley and Sharon Watts

Board Member Absent: Travis Sallee

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Doug Ogle, Assistant Superintendent
Carmen Walters, Executive Director of Federal Programs/Elementary Ed
Michelle Chapple, Chief Financial Officer
Angie Smedley, Director of Special Education
Cody Thompson, Director of Operations
Dee Benson, Director of Technology
Kary Jarred, Deputy Minutes Clerk

1. The meeting was called to order by Vice President Smedley.
2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Tina Smedley and Sharon Watts were present for roll call.

Member Travis Sallee was not present for roll call.
3. A quorum was established.
4. Vice President Smedley asked everyone present to stand and join her in the Pledge of Allegiance.
5. Vice President Smedley asked everyone present to join her in a Moment of Silence.
6. Vice President Smedley called for Student Recognition.

Dr. Simpson introduced Blake Wimsey from Foundation Insurance. Mr. Wimsey introduced the November Student of the Month, Weston Bohard. Mr. Wimsey read

the nomination letter submitted by Ms. Dixie Shaffer, teacher at Charter Oak Elementary. Mr. Wimsey presented Weston with a \$60 Stacy's Place gift card.

- 7A. Vice President Smedley asked the Superintendent if there were any citizens registered to speak to the Board.

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

- 7B. Vice President Smedley called for any comments to the Board by Board members.

There were no comments to the Board by Board members.

8. Vice President Smedley called for the Superintendent's Reports.

Superintendent Simpson reported on the following:

Reported that last week was a very difficult time in our District with the loss of Saul Bernal, an 8th grade student at Guthrie Junior High and the parent of 5 of our students, Tara Lynn. He extended our sympathies to both families.

Gave an update regarding the Board of Education filings. Announced that Mr. Plagg will retain seat #2 for the duration of the term and that an election would take place on April 2, 2019 for seat #5 between Ms. Tina Smedley and Mr. John Donosso. Ms. Smedley currently holds seat #5.

Announced the site teachers of the year as:

Cotteral: Julie Chambers

Charter Oak: Dixie Shaffer

Central: Lyndsey Rollins

Fogarty: Amanda Perring

G.U.E.S.: Sheri Stevenson

G.J.H.S.: Kristen Hooper

G.H.S.: Gloria Salas and Jeff Jordan

Reported that this past Tuesday, Mrs. Christianson's 1st grade students from Central Elementary traveled to the Capitol to participate in the annual tree decorating ceremony. While they were there, they met Governor Fallin and State Superintendent Hofmeister.

Reminded board members that the winter band concert is Thursday night and the vocal concert is next Tuesday. Both concerts will be held at the Masonic Temple beginning at 7:00 p.m.

Announced winter break will begin on Saturday, December 22nd and school will resume on Monday, January 7th.

In an effort to continue to inform the Board on Elementary Transition items, he provided information regarding discipline numbers from last year and this year with respect to discipline at the elementary level.

Reminded Board members about the Special Board Meeting on Wednesday, December 19th at 6:00 p.m.

- 9. Vice President Smedley called for action on the Consent Agenda.**

A motion was made by Pierson and seconded by Bennett-Johnson to approve the Consent Agenda.

The motion carried with 6 ayes and 0 nays.

- 10A. Vice President Smedley called for presentation of 2017-2018 audit by Putnam and Company, LLC.**

Superintendent Simpson called for Mr. Jerry Putnam, from Putnam and Company, LLC, who presented the 2017-2018 audit. The audit contains an executive summary which brings out the highlights of the report. It is not in accordance with generally accepted accounting principles but it is in accordance with everything the State Department of Education requires. The report does include fixed assets. Mr. Putnam discussed the highlights of the audit and the findings it presented.

- 10B. Vice President Smedley called for recommendation, consideration and action upon 2018-2019 Revised Appropriations of State Aid and/or Federal funds for General and Child Nutrition Funds-Form 307.**

A motion was made by Davis and seconded by Pierson to approve the 2018-2019 Revised Appropriations of State Aid and/or Federal funds for General and Child Nutrition Funds-Form 307.

The motion carried with 6 ayes and 0 nays.

- 10C. Vice President Smedley called for recommendation, consideration and action upon appointment of Bill Hodges, Doug Ogle and Michelle Chapple as designated representatives of the Board of Education to conduct employee negotiations for the 2019-2020 school year.**

A motion was made by Pierson and seconded by Watts to approve the appointment of Bill Hodges, Doug Ogle and Michelle Chapple as designated representatives of

the Board of Education to conduct employee negotiations for the 2019-2020 school year.

The motion carried with 6 ayes and 0 nays.

- 10D. Vice President Smedley called for recommendation, consideration and action on agreement with Municipal Finance Services, Inc. for Continuing Disclosure Reporting Assistance Agreement.**

A motion was made by Watts and seconded by Bennett-Johnson to approve the agreement with Municipal Finance Services, Inc. for Continuing Disclosure Reporting Assistance Agreement.

The motion carried with 6 ayes and 0 nays.

- 10E. Vice President Smedley called for recommendation, consideration and action upon Activity Fund Handbook for 2018-2019.**

A motion was made by Davis and seconded by Plagg to approve the Activity Fund Handbook for 2018-2019.

The motion carried with 6 ayes and 0 nays.

- 11. Vice President Smedley 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 extra-duty assignments as listed for 2018-2019, discussion of employment of temporary contract teachers as listed on Schedule A for the second semester of the 2018-2019 school year, discussion of employment of career contract teacher as listed on Schedule B for the second semester of the 2018-2019 school year and periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1 and 7.**

- 11A. A motion was made by Watts and seconded by Bennett-Johnson to go into executive session.**

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

- 11B. Vice President Smedley acknowledged the Board's return to open session at 8:52 p.m.**

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

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

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

The motion carried with 6 ayes and 0 nays.

13. **Vice President Smedley called for action upon recommendation of extra-duty assignments for 2018-2019.**

A motion was made by Watts and seconded by Davis to approve extra-duty assignments as listed for 2018-2019.

The motion carried with 6 ayes and 0 nays.

14. **Vice President Smedley called for recommendation, consideration and action to employ as temporary teachers for the second semester of the 2018-2019 school year the individuals listed on Schedule A of this agenda.**

A motion was made by Watts and seconded by Bennett-Johnson to employ as temporary teachers for the second semester of the 2018-2019 school year the individuals listed on Schedule A of this agenda.

The motion carried with 6 ayes and 0 nays.

15. **Vice President Smedley called for action upon recommendation to employ as career teacher for the second semester of the 2018-2019 school year the individual listed on Schedule B of this agenda.**

A motion was made by Watts and seconded by Bennett-Johnson to employ as career teacher for the second semester of the 2018-2019 school year the individual listed on Schedule B of this agenda.

The motion carried with 6 ayes and 0 nays.

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

Superintendent Simpson stated that no resignations were offered since the posting of the agenda.

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

Superintendent Simpson stated there was no new business.

18. A motion was made by Davis and seconded by Watts to adjourn the meeting.

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 8:55 p.m.

Tina Smedley, Acting Board President

Jana Frey, Minutes Clerk

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
DECEMBER 19, 2018**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 6:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON DECEMBER 19, 2018

Board Members Present:

**Jennifer Bennett-Johnson, Gina Davis,
Janna Pierson, Ron Plagg, Travis Sallee,
Tina Smedley and Sharon Watts**

District Level School Officials Present:

**Dr. Mike Simpson, Superintendent
Doug Ogle, Assistant Superintendent
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Michelle Chapple, Chief Financial Officer
Cody Thompson, Director of Operations
Dee Benson, Director of Technology**

- 1. The meeting was called to order by President Sallee.**
- 2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Tina Smedley and Sharon Watts were 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 asked everyone present to join him in a Moment of Silence.**
- 6. President Sallee called for presentation of proposed new District Policy:**
 - *G-14 Advertising***

Discussion followed.
- 7. President Sallee called for recommendation, consideration and action upon new District Policy:**
 - *C-15A Service Animals***

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

- *C-15A Service Animals*

Discussion followed.

Member Smedley withdrew her original motion and Member Watts withdrew her second.

A motion was made by Pierson and seconded by Watts to table this agenda item approving new District Policy:

- *C-15A Service Animals*

The motion carried with 7 ayes and 0 nays.

- 8. President Sallee called for recommendation, consideration and action upon revision to District Policy:**

- *C-2 Public Gifts to the Schools*

Discussion followed.

A motion was made by Watts and seconded by Plagg to approve revision to District Policy:

- *C-2 Public Gifts to the Schools*

The motion carried with 7 ayes and 0 nays.

- 9. President Sallee called for discussion on Guthrie Public Schools' Long Range Plan.**

Mr. Sean Willis, District architect with The Stacy Group, and Mr. Jon Wolff, District bond counsel with Municipal Finance Services, Inc., were in attendance to answer questions regarding possible upcoming bond election recommendations.

The Board discussed a possible target mill levy of 17 mills, possible bond term measured in years as well as potential bond issue projects.

- 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, 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.**

No action was taken due to lack of a motion being made.

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

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

The motion carried with 7 ayes and 0 nays.

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

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 8:17 p.m.

Jana Frey, Minutes Clerk

Travis Sallee, Board President

TREASURER'S REPORT
December 31, 2018

BANK BALANCES

FARMERS & MERCHANTS

General Fund	\$ 3,409,317.13
Building Fund	623,649.58
Sinking Fund	484,817.33
ILR Fund	48,412.20
G&E Fund	41,932.00
Child Nutrition Fund	239,511.11
Activity Fund	594,811.24
School Age-Care Fund	75,619.14
Bond Fund	<u>1,965,923.75</u>

TOTAL \$ 7,483,993.48

RECEIPTS

GENERAL FUND:

Logan County	\$ 1,179,364.81
State of Oklahoma	1,240,059.14
Okla. Tax Comm.	193,362.81
School Land Earn.	33,978.65
R.O.T.C.	6,080.65
Federal Programs	
Misc Receipts	67,482.62
Correcting Entry(-)	
General Acct. Int.	2,038.76
Minus (-) Bank Fees	<u>92.39</u>
TOTAL	\$2,722,275.05

SINKING FUND:

Logan County \$ 411,663.18

CHILD NUTRITION FUND:

Local	27,621.12
State	22,300.41
Federal	<u>99,681.97</u>
TOTAL	\$149,603.50

INS.LOSS RECOVERY FUND:

BUILDING FUND

Logan County	\$ 149,896.52
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 149,916.52

BOND FUND:

Interest	\$ 459.49
Bank Fees	<u>(-) 11.82</u>
TOTAL	\$ 447.67

WARRANTS PAID

GENERAL FUND:

2017-2018 \$
2018-2019 \$1,866,286.70

GIFTS & ENDOWMENTS FUND:

2017-2018
2018-2019

BUILDING FUND:

2017-2018 \$
2018-2019 \$40,607.92

INS. LOSS RECOVERY FUND:

2017-2018
2018-2019 \$6,717.25

CHILD NUTRITION FUND:

2017-2018 \$
2018-2019 \$134,725.69

BOND FUND:

2017-2018 \$ 191,605.05
2018-2019 \$

CD/INVESTMENTS:

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

TOTAL MONIES IN F&M BANK \$7,483,993.48

PLEGGED – FDIC \$ 250,000.00

PLEGGED – F&M BANK \$10,805,000.00

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
As of 12/31/2018**

- | | |
|--------------------------|--|
| a. Fogarty PTO, 808 | Solicit businesses for playground improvement sponsors |
| b. Fogarty PTO, 808 | Eileen's Cookie Dough fundraiser |
| c. Fogarty PTO, 808 | Spring Fling-Admission, Pizza, Snow Cones & Penny War |
| d. GUES, 812 | Southwest Fundraising-Yankee Candle brochure |
| e. Special Olympics, 929 | Spring Fling Raffle & Dinner w/Silent Auction |
| f. Running Club, 882 | Cookie Dough |
| g. Running Club, 882 | Candy Bars, sports drinks & soda sales |
| h. Running Club, 882 | Popcorn |
| i. JH FHA, 821 | World's Finest Chocolate |
| j. JH FHA, 821 | FCCLA T-shirts |



a.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 12/5/18 Site: Fogarty Unobligated Account Balance: 4,160⁶⁴

Account Name: Fogarty PTO Account Number: 808

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
solicit local businesses for sponsorship for playground improvements

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: _____

Purpose for which funds will be used: New playground equipment, playground maintenance and supplies

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: paper, envelopes, stamps

Estimated INCOME: 5,000-10,000 Fundraiser start date: February 8, 2019
 Less Estimated EXPENSES: 150.00
 Estimated PROFIT: 4850 -9850.00 Fundraiser end date: March 29, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are _____

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: NATHA Date: 12/7/18

Principal's Signature: Marsha Todd Date: 12/7/18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

Fogarty PTO Playground Fundraiser Letter Campaign

Fogarty PTO would like send out letters soliciting corporate sponsorships for playground renovations and purchase of new equipment. The same letter that is sent to businesses will also be sent home with all of the kids so everyone has equally opportunity to contribute.

Sponsorship letters will be mailed January 7th explaining the need for the new equipment and renovations and ask for sponsorships towards this goal. These sponsorships would be tiered based on dollar amount:

\$100-\$250: Bluejay Friend level sponsor

\$250-\$500: Bluejay Advocate level sponsor

\$500-\$750: Bluejay Partner level sponsor

\$750 or more: Bluejay Forever level sponsor.

Any sponsorships donated would be due back to the office by February 1st. After we secure these financial sponsors, we will list all of them (possibly with their logos) and corresponding sponsorship levels on two larger signs to be semi-permanently attached to the playground fences on both Jefferson and Broad Street. We will also have some materials at our sock hop family fun night in the spring recognizing the sponsorships, and lastly, a thank you flyer will be sent home with the kids with all of the sponsors and levels listed.

We acknowledge the partnership between community and education and believe this is a great way to blend the two. We also have big goals for the playground and would love to encourage as much community involvement as possible to help make that happen.

Thank you for consideration.

Fogarty PTO



RECEIVED
12-4-18



b.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 11/27/18 Site: Fogarty Unobligated Account Balance 4,160⁶⁴

Account Name: Fogarty Parents Org. Account Number: 808

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Eilleen's Cookie Dough

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) cookie dough will not be sold during school hours

Manufacturer: Eileen's Cookie Inc.

Purpose for which funds will be used: to purchase playground equipment

Name/Address of Vendor: Eileen's Cookies, 1333 N. Santa Fe, Suite 103, Edmond, OK

Items to be purchased in order to conduct the fundraiser: items are pre-sold and will not need to be pre-purchased.

Estimated INCOME: 6,000 Fundraiser start date: March 1, 2019
Less Estimated EXPENSES: 0.00

Estimated PROFIT: 6,000 Fundraiser end date: April 30, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? items are not pre ordered Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Avery Hudson Date: 11-27-18

Principal's Signature: Marsha K. Todd Date: 11-27-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

Handwritten signature: M. Chapple



RECEIVED
12-4-18



C.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

4,160⁶⁴

Request Date: 11/27/18 Site: Fogarty Unobligated Account Balance: 808
Account Name: Fogarty Parents Org. Account Number: 808

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Spring Fling @ Fogarty, tickets sold to enter the event., pizza, snow cone and Penny Wars will be conducted through the week of the event.

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) pizza, snow cones will not be sold during the school day.

Manufacturer: _____

Purpose for which funds will be used: purchase of playground equipment and materials to update the playground.

Name/Address of Vendor: Wal-Mart, Amazon, Sam's , Oriental Trading / All vendors are current in MAS

Items to be purchased in order to conduct the fundraiser: decorating items, paper products, food items

Estimated INCOME: 2000 Fundraiser start date: February 15, 2019
Less Estimated EXPENSES: 100
Estimated PROFIT: 1900 Fundraiser end date: February 15, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are _____

school district facilities required? _____ if yes a facility use permit must be completed.

Sponsor Signature: Tacey Henderson Date: 11-27-18

Principal's Signature: Marsha K. Jodd Date: 11-27-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Handwritten signature]



d.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

19,983.⁰⁷ op

Request Date: 12/05/2018 Site: 125 / GUES Unobligated Account Balance: _____
Account Name: Activity Account Number: 812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Yankee candles, gift sets, accessories, lunch bags, water bottles, kitchen tools & gadgets, rubbermaid containers, wrapping paper & gift bags, hanging plant kits, flower kits

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: Yankee Candle

Purpose for which funds will be used: Funds will be used to purchase student rewards, computers/software upgrades, supplies, classroom materials, continue ed. for teachers, building and grounds needs, donations, refunds, misc.

Name/Address of Vendor: Southwest Fundraising, PO Box 850239, Yukon, OK 73085

Items to be purchased in order to conduct the fundraiser: None

Estimated INCOME: \$10,000.00 Fundraiser start date: February 04, 2019
 Less Estimated EXPENSES: \$4500.00
 Estimated PROFIT: \$5500.00 Fundraiser end date: February 19, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Only items paid for will be ordered Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: Susan Dawson Date: 12/5/18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017



e.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 12/18/2018 Site: All Unobligated Account Balance: 25,290.46

Account Name: Guthrie Special Olympics Account Number: 929

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Spring Fling: Silent Auction, \$50 Raffle tickets for chance to win one of 15 cash prizes. Tickets are good for two dinners on night of Spring Fling - March 30, 2019

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) The Special Fling dinner is held on Saturday, March 30, 2019 from 5-7 pm. No food items are sold during the school day.

Manufacturer: Chuy's Mexican Resturant.

Purpose for which funds will be used: Special Olympics activities, registration fees, housing, uniforms, meals, equipment, coaches training, travel expenses.
fuel, substitutes, snacks/drinks, toiletries, goody bags, Opening Ceremony items, incidentals, storage unit for supplies/equipment, physical fees for all athletes, supplies, office supplies.

Name/Address of Vendor: Sam's, Wal-Mart, Missy's, Mid-West Publishing

Items to be purchased in order to conduct the fundraiser: Desserts, food items, paper products, drinks, silent auction items, office supplies, tickets printed, incidentals

Estimated INCOME: 16000.00 Fundraiser start date: Jan. 28, 2019
 Less Estimated EXPENSES: 2000.00
 Estimated PROFIT: 14000.00 Fundraiser end date: March 30, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Auction items will be saved for following year Are school district facilities required? yes if yes a facility use permit must be completed.

Sponsor Signature: Raura Benham Date: 12/18/18

Principal's Signature: Susan [unclear] Date: 12/18/18

Athletic Director's Signature (if applicable): [unclear] Date: 12/18/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Handwritten signature in red ink]

Ticket

\$50.00 Donation

GUTHRIE SPECIAL OLYMPICS SPRING FLING

Drawing begins at 5:00, April 14th, 2018 at GUES Cafeteria.

Mexican 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!

1st ticket drawn---- \$500

175th ticket drawn ---\$50

25th ticket drawn---\$50

200th ticket drawn---\$100

50th ticket drawn --\$100

225th ticket drawn---\$50

75th ticket drawn---\$50

250th ticket drawn---\$100

100th ticket drawn -\$100

275th ticket drawn---\$50

125th ticket drawn--\$50

298th ticket drawn---\$300

150th ticket drawn--\$100

299th ticket drawn---\$500

*This ticket is good for two Mexican Dinners at the Guthrie Upper Elementary Cafeteria on April 14th, 2018 from 5:00-7:00. Silent Auction from 5:00-6:00. Keep this stub!

Ticket

\$50.00 Donation

GUTHRIE SPECIAL OLYMPICS SPRING FLING

Drawing begins at 5:00, April 14th, 2018 at GUES Cafeteria.

Need not be present to win.

Checks payable to Guthrie Special Olympics

Return this side of stub for drawing.

Name: _____

Address: _____

City/State: _____

Phone #: _____

Sample



RECEIVED
12-20-18

f.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 12/18/18 Site: HS Unobligated Account Balance: 106682.00
Account Name: Running Club Account Number: 882

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Cookie Dough
Selling cookie dough

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: Adrenaline

Purpose for which funds will be used: Athlete apparel

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: cookie dough

Estimated INCOME:	2500	Fundraiser start date:	Jan 15, 2019
Less Estimated EXPENSES:	1000		
Estimated PROFIT:	1500	Fundraiser end date:	Feb 5, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are

school district facilities required? Yes if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 12/18/18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 12/18/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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12-20-18

9.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 12/18/18 Site: HS Unobligated Account Balance: 1066.82
Account Name: Running Club Account Number: 882

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

Candy Bars/Beverages

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Selling of candy bars, sports beverages, soda

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

candy items, soda, sports beverages

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

Manufacturer: World's best chocolate, Sam's, Wal-Mart

Purpose for which funds will be used: Athlete apparel, team meals

Name/Address of Vendor: candy items, soda, sports beverages

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME:	1500	Fundraiser start date:	Feb 18, 2019
Less Estimated EXPENSES:	500		
Estimated PROFIT:	1000	Fundraiser end date:	March 1, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Sold in a later fundraiser Are

school district facilities required? Yes if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 12/18/18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 12/18/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



12-20-18

h.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 12/18/18 Site: HS Unobligated Account Balance: 1066.82
Account Name: Running Club Account Number: 882

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

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

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Manufacturer: Adraneline

Purpose for which funds will be used: Athlete apparel, team meals

Name/Address of Vendor:

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

Estimated INCOME: 1500 Fundraiser start date: March 25, 2019
Less Estimated EXPENSES: 500
Estimated PROFIT: 1000 Fundraiser end date: April 5, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are

school district facilities required? Yes if yes a facility use permit must be completed.

Sponsor Signature: Date: 12/18/18

Principal's Signature: Date:

Athletic Director's Signature (if applicable): Date: 12/18/18

Board of Education Approval Date:
AF Fundraiser Request 12/2017

Handwritten signature of the Athletic Director.



L.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 12/20/2018 Site: GJHS Unobligated Account Balance: ~~\$2,407.41~~ 1,697.41

Account Name: Activity Fund Account Number: 821

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) World's Finest Chocolate

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Manufacturer: World's Finest Chocolate

Purpose for which funds will be used: FCCLA State Conference and FCCLA Frontier City Fun Night

Name/Address of Vendor: World's Finest Chocolate

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

Estimated INCOME: <u>\$600</u>	Fundraiser start date: <u>02/19/2019</u>
Less Estimated EXPENSES: <u>\$300</u>	
Estimated PROFIT: <u>\$300</u>	Fundraiser end date: <u>03/05/2019</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? To be sold at a later date Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 12-20-18

Principal's Signature: [Signature] Date: 12-20-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



J.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 12/20/2018 Site: GJHS Unobligated Account Balance: ~~\$2,407.41~~ 1697 ⁴¹/₁₀₀

Account Name: Activity Fund Account Number: 821

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) T-Shirts for FCCLA

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

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: Custom Ink or T-Shirt Nerds

Purpose for which funds will be used: FCCLA State Conference and FCCLA Frontier City Fun Night

Name/Address of Vendor: Custom Ink or T-Shirt Nerds

Items to be purchased in order to conduct the fundraiser: T-Shirts

Estimated INCOME: \$300 Fundraiser start date: 03/01/2019
 Less Estimated EXPENSES: \$210
 Estimated PROFIT: \$90 Fundraiser end date: 03/15/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? To be sold at a later date Are _____

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 12-20-18

Principal's Signature: [Signature] Date: 12-20-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]

TRANSFERS FOR BOARD APPROVAL
As of 12/31/2018

TO:	FROM:	REASON	\$AMOUNT
GF Refund, 925	HS Stuco, 899	Santa Gram postage	\$31.96
Fogarty, 809	GUES PTO, 815	Christmas store items	\$20.00



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

Amount \$ 31.96

Date Requested 12-17-18

Transfer to: 925, GF Refund Account
Account Name & Number

Transfer from: 899, HS Stuco
Account Name & Number

State Reason for Transfer Below

Postage for Santa letters.
68 @ .47 each
ap

Sponsor's Signature:

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature:

Transfer # _____

Board Approved _____



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12-20-18



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


Amount 20.00 Date Requested 12/13/2018

Transfer to: Fogarty / 809
Account Name & Number

Transfer from: GUES / 815
Account Name & Number

State Reason for Transfer Below

Purchased left over items (balls) from Christmas Store.

Sponsor's Signature: 

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____



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

Date 12/12/2018

Site High School

Desired Name of new Account STEM Club

Purpose of account To deposit grant funds to be used for the purchasing of materials for hands on activities.

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)
Activity fund operation expenses.

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)
Grants

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

X Monte Myers

Sponsor Signature

X Chris L. Grande

Principal/Administrator Signature

Recommended by _____

Date _____

New Account Name _____

New Account Number _____

Board of Education Approval Date _____



Staking A Claim in Our Students' Future

Cody Thompson
Director of Operations

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

To: Dr. Mike Simpson and
Board of Education

Date: December 12, 2018

We would like to declare surplus the damaged metal lockers in the boys locker rooms at the Jr. High Gym.

Thank you,

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

Cody Thompson

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 855 - 958

PO No	Date	Vendor No	Vendor	Description	Amount
855	01/14/2019	12171	LAKESHORE LEARNING MATERIALS	\$150 CLASSROOM SUPPLIES/K. THOMASON/COTTERAL	0.00
856	01/14/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BRAKE SWITCHES PER QUOTE/TRANSPORTATION	0.00
857	12/04/2018	43489	PIRAINO CONSULTING, INC.	Qball XD Mic Kit/TECHNOLOGY	1,357.00
858	12/04/2018	12967	OKLAHOMA HOME CENTERS, INC.	SUPPLIES FOR CLASSROOM USE/SPED	150.00
859	12/04/2018	12171	LAKESHORE LEARNING MATERIALS	\$150 CLASSROOM SUPPLIES/K. THOMASON/COTTERAL	149.96
860	12/04/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BRAKE SWITCHES PER QUOTE/TRANSPORTATION	238.95
861	12/04/2018	13229	QUILL CORPORATION	SHREDDER FOR SP ED CLASSROOM/HS	119.99
862	12/04/2018	15994	AMAZON CAPITAL SERVICES	\$33 CLASSROOM SUPPLIES/J. WILLIAMS/CHARTER OAK	33.18
863	12/05/2018	42234	CHALK'S TRUCK PARTS, INC.	MIRROR BASES PER QUOTE/TRANSPORTATION	81.00
864	12/05/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	OIL COOLER AND GASKET PER QUOTE/TRANSPORTATION	280.05
865	12/05/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BATTERY TRAYS AND KIT PER QUOTE/TRANSPORTATION	1,624.05
866	12/05/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	TURN SIGNAL PIG TAIL PER QUOTE/TRANSPORTATION	184.64
867	12/05/2018	12682	MIDWEST BUS SALES, INC.	BUS RADIOS PER QUOTE/TRANSPORTATION	951.06
868	12/05/2018	12936	OKLA. ASSOC. FOR PUPIL TRANS.	ONLINE TRAINING FOR DRIVER/TRANSPORTATION	45.00
869	12/05/2018	11933	JOHN VANCE MOTORS, INC.	SENSOR FOR LIFT/TRANSPORTATION	109.00
870	12/05/2018	44186	DOUBLE T ENTERPRISES, LLC	BATTERIES FOR GOLF CART/TRANSPORTATION	707.70
871	12/05/2018	44147	OUTBACK LABS, LLC	SHOW SUPPLIES/DRAKE/AG/HS	100.00
872	12/05/2018	42456	STILLWATER MILLING COMPANY	SHOW & SHOP SUPPLIES/DRAKE/AG/HS	300.00
873	12/05/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	REPAIRS TO BUS/TRANSPORTATION	2,726.22
874	12/06/2018	43821	TEACHER SYNERGY, LLC	\$50 CLASSROOM SUPPLIES/J. PRIVETTE/CENTRAL	48.64
875	12/06/2018	15994	AMAZON CAPITAL SERVICES	\$150.00 CLASSROOM SUPPLIES/R. BOYENGA/CENTRAL	150.00
876	12/06/2018	15994	AMAZON CAPITAL SERVICES	\$150. CLASSROOM SUPPLIES/L. ROLLINS/CENTRAL	150.00
877	12/06/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/R. WISS/GUES	150.00
878	12/06/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/B. WELLMAN/GUES	146.56
879	12/06/2018	42063	TECHMART COMPUTER PRODUCTS, INC.	\$150 CLASSROOM SUPPLIES/A. MOLDER/GUES	147.00

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 855 - 958

PO No	Date	Vendor No	Vendor	Description	Amount
880	12/06/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/S. SCHLEUTER/GUES	150.00
881	12/06/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/R. DAWSON/JH	150.00
882	12/06/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/S. MALTZ/JH	150.00
883	12/06/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/L. OWEN/JH	150.00
884	12/06/2018	15170	THE CRITICAL THINKING COMPANY	SOFTWARE BUNDLE/STEM/DARCY/JH	753.02
885	12/06/2018	15994	AMAZON CAPITAL SERVICES	CLASS SUPPLIES/STEM/PETERMAN/JH	38.58
886	12/06/2018	13183	PITSCO, INC	CLASS SUPPLIES/STEM/PETERMAN/JH	65.00
887	12/06/2018	44110	CDW LLC	PRINTER SUPPLIES/STEM/DARCY/JH	1,532.90
888	12/07/2018	12447	MARDEL, INC.	\$100 CLASSROOM SUPPLIES/G. FRIESE/CENTRAL	100.00
889	12/07/2018	14207	WALMART COMMUNITY	\$50 CLASSROOM SUPPLIES/G. FRIESE/CENTRAL	50.00
890	12/07/2018	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS FOR LIBRARY/HUDSON/HS	2,227.69
891	12/07/2018	12730	MOR-POWER MUFFLER SHOP	CATALYTIC CONVERTER FOR #80 AG TRUCK/TRANSP	750.00
892	12/07/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	EGR VALVE PER QUOTE/TRANSPORTATION	626.67
893	12/07/2018	13229	QUILL CORPORATION	OFFICE SUPPLIES/DRAKE/CHARTER OAK	200.00
894	12/07/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	EGR VALVES/TRANSPORTATION	1,320.66
895	12/07/2018	17336	CUMMINS SOUTHERN PLAINS, LTD	RENEWAL OF INSITE SOFTWARE/TRANSPORTATION	753.26
896	12/07/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/T. YOUNG/HS	150.00
897	12/10/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	EGR COOLER & GASKETS PER QUOTE /TRANSPORTATION	759.49
898	12/10/2018	11642	HOUGHTON MIFFLIN HARCOURT PUB. CO.	SAXON MATH K-5 PRIMARY/TITLE I/ST. MARY'S	12,161.33
899	12/10/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	EGR COOLERS PER QUOTE/TRANSPORTATION	0.00
900	12/10/2018	40791	APPLE, INC.	\$150 CLASSROOM SUPPLIES/L. BROWN/CENTRAL	150.00
901	12/10/2018	16475	PEARSON EDUCATION, INC.	TESTING MATERIALS/SP ED	829.50
902	12/10/2018	10707	COUNTRY FORD MERCURY, INC.	WINDSHIELD WASHER NOZZLES/TRANSPORTATION	15.80
903	12/10/2018	11849	JERRY D. JONES	WRECKER SERVICE/TRANSPORTATION	1,500.00
904	12/12/2018	13809	SUPER DUPER INC.	\$150 CLASSROOM SUPPLIES/C. MCLENDON/GUES	150.00
905	12/12/2018	12910	OFFICE DEPOT, INC.	CLASSROOM SUPPLIES/S. HOSKINS/GUES	71.52

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 855 - 958

PO No	Date	Vendor No	Vendor	Description	Amount
906	12/12/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/B. BRANDON/GUES	150.00
907	12/12/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/T. DEMENT/HS	150.00
908	12/12/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/A. ROSE/JH	150.00
909	12/13/2018	12387	LOWE'S COMPANIES, INC.	SUPPLIES FOR AG SHOP/DRAKE/HS	500.00
910	12/13/2018	13969	THE RAILROAD YARD, INC.	MATERIALS FOR AG SHOP/DRAKE/HS	250.00
911	12/13/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/B. CHRISTIANSON/CENTRAL	150.00
912	12/13/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	DRUM OF TRANSMISSION FLUID/TRANSPORTATION	899.99
913	12/13/2018	44186	DOUBLE T ENTERPRISES, LLC	DISTRICT BATTERIES AND SUPPLIES/TRANSPORTATION	1,500.00
914	12/13/2018	12682	MIDWEST BUS SALES, INC.	CHECK VALVES PER QUOTE/TRANSPORTATION	72.08
915	12/13/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	EGR COOLERS PER QUOTE/TRANSPORTATION	1,705.22
916	12/13/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	DISTRICT FLEET PARTS AND SUPPLIES/TRANSPORTATION	1,000.00
917	12/13/2018	14207	WALMART COMMUNITY	\$50 CLASSROOM SUPPLIES/R. GILLETT/CENTRAL	50.00
918	12/13/2018	12171	LAKESHORE LEARNING MATERIALS	\$100 CLASSROOM SUPPLIES/R. GILLETT/CENTRAL	100.00
919	12/14/2018	17792	ROSETTA STONE,LTD	ROSETTA STONE SEAT/TITLE III	155.00
920	12/14/2018	13183	PITSCO, INC	STEM CLASSROOM ITEMS/GIFTED & TALENTED	1,114.95
921	12/14/2018	44189	CATAPULT LEARNING WEST, LLC	PROFESSIONAL DEVELOPMENT/ST. MARY'S/TITLE I	5,270.00
922	12/14/2018	11333	FUZZELL'S BUSINESS EQUIPMENT	TYPEWRITER REPAIR/ADMIN	100.00
923	12/14/2018	12682	MIDWEST BUS SALES, INC.	WIPER ARMS PER QUOTE/TRANSPORTATION	70.72
924	12/14/2018	44087	GOOLSBEE TIRE SERVICE INC	TIRES FOR FLEET/TRANSPORTATION	3,655.00
925	12/18/2018	10170	BECK IMPLEMENT & TRAILER	MATERIALS FOR LIVESTOCK TRAILER/DRAKE/AG/HS	250.00
926	12/18/2018	40767	NEW ACADEMY HOLDING CO. LLC	\$150 CLASSROOM SUPPLIES/K. HEDGE/HS	150.00
927	12/18/2018	15571	STAPLES CONTRACT & COMMERCIAL, INC.	CHARGING CART FOR CHROMEBOOKS//TITLE I	755.16
928	12/18/2018	43932	TREASURE BAY, INC.	INTERACTIVE LIBRARY BOOKS/RSA/CENTRAL	706.51
929	12/18/2018	12171	LAKESHORE LEARNING MATERIALS	READING/WRITING SUPPLIES/RSA/CENTRAL	721.84
930	12/18/2018	44024	SHI INTERNATIONAL CORP	HEADPHONES/RSA/CENTRAL	1,102.50
931	12/18/2018	13123	KATHERYNE B PAYNE EDUCATION CENTER	TRAINING FOR 2 KINDERGARTEN TEACHERS/RSA	2,250.00

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 855 - 958

PO No	Date	Vendor No	Vendor	Description	Amount
932	12/18/2018	43320	CHICKASAW	PHONE SYSTEM/PHONES/TECHNOLOGY	21,487.20
933	12/18/2018	44266	ToGoElectro, LLC	LAPTOP BATTERIES/TECHNOLOGY	1,489.48
934	12/18/2018	43580	DIGI SECURITY SYSTEMS LLC	CAMERAS/TECHNOLOGY	4,091.50
935	12/18/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/R. GILLETT/JH	148.11
936	12/18/2018	44195	DHE COMPUTER SYSTEMS, LLC	CHROMEBOOKS & CARTS/TITLE I	8,415.00
937	12/18/2018	12682	MIDWEST BUS SALES, INC.	CAMERA SYSTEMS FOR BUSES PER QUOTE/TRANSPORTATION	10,750.00
938	12/18/2018	11933	JOHN VANCE MOTORS, INC.	VEHICLE #93 OIL CHANGE/TRANSPORTATION	100.00
939	12/18/2018	12682	MIDWEST BUS SALES, INC.	EXHAUST TUBE & CLAMP PER QUOTE/TRANSPORTATION	239.18
940	12/18/2018	12682	MIDWEST BUS SALES, INC.	RADIATOR HOSE PER QUOTE/TRANSPORTATION	147.04
941	12/18/2018	12682	MIDWEST BUS SALES, INC.	DUCT MOLD/TRANSPORTATION	1,238.81
942	12/18/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/R. RUDEK/CHARTER OAK	150.00
943	12/18/2018	12171	LAKESHORE LEARNING MATERIALS	\$150 CLASSROOM SUPPLIES/ROSENBACH/CHARTER OAK	150.00
944	12/18/2018	44268	FUTURE HORIZONS, INC.	REGISTRATION FOR AUTISM CONFERENCE/SPED	920.00
945	12/19/2018	12910	OFFICE DEPOT, INC.	\$150 CLASSROOM SUPPLIES/T. STANSBURY/COTTERAL	150.00
946	12/20/2018	83437	ASHLEE MICHELE MARTIN	DIAGNOSIS/TRUCK 74/TRANSPORTATION	500.00
947	12/20/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	OIL TUBE & GASKETS PER QUOTE/TRANSPORTATION	138.74
948	12/20/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/R. HOSKINS/HS	150.00
949	12/20/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/B. STONE/GUES	150.00
950	12/20/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/T. KING/CENTRAL	150.00
951	12/20/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/M. MAYFIELD/CENTRAL	150.00
952	12/20/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/K. SAWYER/GUES	150.00
953	12/20/2018	44267	BLUE BEACON INTERNATIONAL, INC.	ACID WASH FOR LIVESTOCK TRAILERS/DRAKE/AG/HS	100.00
954	12/21/2018	44071	FIREFLY COMPUTERS, LLC	SOUND BOARD/TECHNOLOGY	145.00
955	12/21/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/J. OWENS/FOGARTY	150.00
956	12/21/2018	14693	SCHOLASTIC, INC.	\$150 CLASSROOM SUPPLIES/C. HORN/CHARTER OAK	150.00
957	12/21/2018	12967	OKLAHOMA HOME CENTERS, INC.	ART SUPPLIES FOR ALT ED/BENSON/FAVER	260.00

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 855 - 958

PO No	Date	Vendor No	Vendor	Description	Amount
958	12/21/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/B. BURROUGHS/COTTERAL	79.32
				Non-Payroll Total:	\$109,483.77
				Payroll Total:	\$0.00
				Report Total:	\$109,483.77

Purchase Order Register

Options: Year: 2018-2019, Fund: Building, Date Range: 7/1/2018 - 6/30/2019, PO Range: 261 - 292

PO No	Date	Vendor No	Vendor	Description	Amount
261	01/14/2019	43749	TREAT'S SOLUTIONS, LLC	DISTRICT CUSTODIAL SUPPLIES	0.00
262	01/14/2019	15994	AMAZON CAPITAL SERVICES	THERMAL OVERLOAD ASSEMBLY	0.00
263	01/14/2019	43749	TREAT'S SOLUTIONS, LLC	ICE MELT	0.00
264	12/04/2018	43749	TREAT'S SOLUTIONS, LLC	DISTRICT CUSTODIAL SUPPLIES	1,000.00
265	12/04/2018	15994	AMAZON CAPITAL SERVICES	THERMAL OVERLOAD ASSEMBLY	0.00
266	12/04/2018	43749	TREAT'S SOLUTIONS, LLC	ICE MELT FOR DISTRICT	710.00
267	12/05/2018	44197	ALL HOURS LOCKSMITH, INC.	LOCKS AND CYLINDERS FOR JH INTERIOR DOORS	706.00
268	12/05/2018	43973	CHRISTOPHER CODY HAYES	TREE AND BUSH REMOVAL AT FOGARTY	1,600.00
269	12/05/2018	11619	HOME DEPOT CREDIT SERVICES	DOOR LOCK HOLE SAW SET & VELCRO STRIPS	60.00
270	12/05/2018	42241	SETON IDENTIFICATION PRODUCTS	ONE WAY ONLY SIGNS FOR COTTERAL	57.85
271	12/07/2018	43914	HUGG AND HALL EQUIPMENT COMPANY	FORKLIFT SERVICE	1,000.00
272	12/07/2018	11619	HOME DEPOT CREDIT SERVICES	FRAMING NAILER AND NAILS	245.97
273	12/07/2018	44013	CENTRAL OKLAHOMA WINNELSON	WATER COOLER FOR HS & DRAIN FOR GUES	521.74
274	12/07/2018	44246	PRIME ELECTRIC COMPANY, INC	POWER TO MARQUEE SIGN	8,065.35
275	12/07/2018	15969	SOUTHWEST PAPER, INC - OKC	CUSTODIAL SUPPLIES	253.72
276	12/10/2018	44013	CENTRAL OKLAHOMA WINNELSON	HOSE BIB FOR COTTERAL SINK	28.50
277	12/10/2018	15969	SOUTHWEST PAPER, INC - OKC	HAND SOAP AND DISINFECTANT CLEANER	1,834.14
278	12/13/2018	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS AND SERVICE	1,500.00
279	12/13/2018	17491	ENGINEERED EQUIPMENT, INC.	FILTERS FOR JR HIGH AND GUES	1,137.01
280	12/13/2018	15969	SOUTHWEST PAPER, INC - OKC	DISTRICT CUSTODIAL SUPPLIES	874.08
281	12/13/2018	44013	CENTRAL OKLAHOMA WINNELSON	DISTRICT PLUMBING SUPPLIES	400.23
282	12/14/2018	43749	TREAT'S SOLUTIONS, LLC	CUSTODIAL CLEANING SUPPLIES	1,790.40
283	12/14/2018	15994	AMAZON CAPITAL SERVICES	DOOR CLOSER CYLINDER FOR JH GYM	154.31
284	12/14/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT PARTS AND SUPPLIES	1,000.00
285	12/14/2018	15969	SOUTHWEST PAPER, INC - OKC	BURNISHER AND PADS FOR HIGH SCHOOL	1,337.00
286	12/14/2018	15969	SOUTHWEST PAPER, INC - OKC	METERED AIR FRESHENER DISPENSERS & ODOR DEFENSE	265.60
287	12/14/2018	11453	W. W. GRAINGER	T-STATS, TRANSF, SENSORS, CONTACTOR FOR JELSM	1,947.35
288	12/18/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
289	12/18/2018	11619	HOME DEPOT CREDIT SERVICES	SHELVES FOR GUES CUSTODIAL CLOSETS	73.98
290	12/18/2018	15969	SOUTHWEST PAPER, INC - OKC	CLOROX ELECTROSTATIC SPRAYER AND CLEANER	4,199.99
291	12/20/2018	44086	REID PRINTING, INC	EVAC SITE MAP FOR JR HIGH	0.00
292	12/20/2018	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	1,000.00

Guthrie Public Schools
Purchase Order Register

Options: Year: 2018-2019, Fund: Building, Date Range: 7/1/2018 - 6/30/2019, PO Range: 261 - 292

PO No	Date	Vendor No	Vendor	Description	Amount
				Non-Payroll Total:	\$32,763.22
				Payroll Total:	\$0.00
				Report Total:	\$32,763.22

Purchase Order Register

Options: Year: 2018-2019, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2018 - 6/30/2019, PO Range: 15 - 15

PO No	Date	Vendor No	Vendor	Description	Amount
15	12/04/2018	11619	HOME DEPOT CREDIT SERVICES	CHEST FREEZER PER QUOTE/CENTRAL	750.00
Non-Payroll Total:					\$750.00
Payroll Total:					\$0.00
Report Total:					\$750.00

Purchase Order Register

Options: Year: 2018-2019, Fund: Building Bond 2017, Date Range: 7/1/2018 - 6/30/2019, PO Range: 19 - 19

PO No	Date	Vendor No	Vendor	Description	Amount
19	12/18/2018	43320	CHICKASAW	Phone System	43,601.59
Non-Payroll Total:					\$43,601.59
Payroll Total:					\$0.00
Report Total:					\$43,601.59

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 12/4/2018 - 1/7/2019, PO Range: 1 - 854, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
120	07/01/2018	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS/TECHNOLOGY	27.79
201	07/09/2018	10129	NORTHUP AUTO PARTS & MACHINE	BUS AND VEHICLE PARTS/TRANSPORTATION	-17.47
452	08/29/2018	44186	DOUBLE T ENTERPRISES, LLC	BUS AND MISC BATTERIES/TRANSPORTATION	111.15
497	09/10/2018	11849	JERRY D. JONES	TOWING SERVICES//TRANSPORTATION	151.25
572	09/18/2018	15994	AMAZON CAPITAL SERVICES	\$100 CLASSROOM SUPPLIES/C. GILBERT/GUES	-4.69
596	09/20/2018	44198	KENNETH WOODS	DRUMLINE CLINICIAN/BAND/HS	-350.00
641	09/27/2018	17727	PROJECT LEAD THE WAY, INC.	FLIGHT & SPACE SUPPLIES/PETERMAN/STEM/JH	-505.00
643	09/28/2018	12682	MIDWEST BUS SALES, INC.	MISC BUS PARTS PER QUOTE/TRANSPORTATION	-485.93
671	10/05/2018	41419	NO TEARS LEARNING INC.	SUPPLIES FOR SP ED CLASSROOM	10.38
679	10/10/2018	42456	STILLWATER MILLING COMPANY	LIVESTOCK FAN/DRAKE/AG/HS	-8.00
701	10/17/2018	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS FOR LIBRARY/CREED/CENTRAL	-855.09
710	10/22/2018	15994	AMAZON CAPITAL SERVICES	BOOKS FOR LIBRARY/CHARTER OAK	-10.27
730	10/25/2018	41416	SCHOOL SPECIALTY, INC	\$150 CLASSROOM SUPPLIES/S. DOWNS/CHARTER OAK	-0.79
732	10/25/2018	12682	MIDWEST BUS SALES, INC.	AIR DUCT MOLDING/TRANSPORTATION	-100.00
Non-Payroll Total:					(\$2,036.67)
Payroll Total:					\$0.00
Report Total:					(\$2,036.67)

Change Order Listing

Options: Fund: Building, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 12/4/2018 - 1/7/2019, PO Range: 1 - 260, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
11	07/01/2018	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	1.23
34	07/01/2018	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE SYSTEM INSPECTIONS AND SERVICE	96.90
37	07/01/2018	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS SERVICE AND REPAIRS	1.25
41	07/02/2018	43749	TREAT'S SOLUTIONS, LLC	CUSTODIAL SUPPLIES	-48.38
179	10/10/2018	43801	6-L MECHANICAL	DISTRICT BOILER SERVICE	-650.00
201	10/25/2018	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE SYSTEMS REPAIRS	158.46
208	10/29/2018	15969	SOUTHWEST PAPER, INC - OKC	CUSTODIAL SUPPLIES	13.70
Non-Payroll Total:					(\$426.84)
Payroll Total:					\$0.00
Report Total:					(\$426.84)

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
 As of 12/31/2018

GENERAL LEDGER ACCOUNT

Balance (12/01/18) \$584,324.18

Add Receipts \$ 71,188.44

Less Checks Written \$ 68,920.08

Adjustments \$

Balance per Ledger \$586,592.54

BANK RECONCILIATION

Balance per bank statement \$594,811.24
 As of (12/31/18)

Add Deposits in Transit \$

less O/S Checks \$ 8,218.70

*Adjustments \$

Bank correction \$

Balance per Ledger \$586,892.54

Adjustment/Correction explanations:

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



 Activity Fund Clerk

1-7-2019

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 12/1/2018 - 12/31/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$554.65	\$0.00	\$0.00	\$0.00	\$554.65	\$75.00	\$479.65
802 CENTRAL ACTIVITY	\$17,850.15	\$557.20	\$0.00	\$2,718.78	\$15,688.57	\$1,183.99	\$14,504.58
803 CENTRAL PTO	\$12,129.42	\$2,349.91	\$0.00	\$2,049.95	\$12,429.38	\$847.27	\$11,582.11
804 COTTERAL PTO	\$11,532.42	\$2,713.90	\$0.00	\$1,951.00	\$12,295.32	\$1,103.00	\$11,192.32
805 COTTERAL ACTIVITY	\$16,538.28	\$1,738.90	\$0.00	\$2,201.33	\$16,075.85	\$1,787.95	\$14,287.90
806 COTTERAL FACULTY	\$491.32	\$0.00	\$0.00	\$300.00	\$191.32	\$70.00	\$121.32
808 FOGARTY PARENTS ORG.	\$18,484.53	\$1,496.65	\$0.00	\$2,035.20	\$17,945.98	\$13,785.34	\$4,160.64
809 FOGARTY ACTIVITY	\$19,936.70	\$2,277.90	\$0.00	\$1,523.11	\$20,691.49	\$1,948.00	\$18,743.49
810 FOGARTY FACULTY	\$773.42	\$0.00	\$0.00	\$0.00	\$773.42	\$0.00	\$773.42
811 Elem Snack Grant	\$1,586.89	\$0.00	\$0.00	\$0.00	\$1,586.89	\$0.00	\$1,586.89
812 GUES ACTIVITY	\$28,635.64	\$1,404.00	\$0.00	\$1,681.62	\$28,358.02	\$8,374.95	\$19,983.07
813 GUES FACULTY	\$2,014.85	\$0.00	\$0.00	\$0.00	\$2,014.85	\$0.00	\$2,014.85
814 GUES HONOR CHOIR	\$462.93	\$0.00	\$0.00	\$0.00	\$462.93	\$0.00	\$462.93
815 GUES PARENTS ORG.	\$16,517.97	\$4,159.93	\$0.00	\$1,383.73	\$19,294.17	\$3,337.65	\$15,956.52
816 GHS SPECIAL KIDS	\$361.01	\$0.00	\$0.00	\$0.00	\$361.01	\$0.00	\$361.01
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$317.10	\$10.00	\$0.00	\$0.00	\$327.10	\$0.00	\$327.10
819 ATHLETICS JUNIOR HIGH	\$7,561.39	\$3,004.25	\$0.00	\$3,142.53	\$7,423.11	\$7,630.14	(\$207.03)
820 GOLF JUNIOR HIGH	\$2,483.49	\$0.00	\$0.00	\$0.00	\$2,483.49	\$0.00	\$2,483.49
821 FHA JUNIOR HIGH	\$2,407.41	\$0.00	\$0.00	\$0.00	\$2,407.41	\$710.00	\$1,697.41
822 HONOR SOCIETY JR HIGH	\$2,791.36	\$0.00	\$0.00	\$0.00	\$2,791.36	\$0.00	\$2,791.36
823 JR HIGH ACCOUNT	\$3,633.77	\$6,114.75	\$0.00	\$92.50	\$9,656.02	\$6,424.90	\$3,231.12
824 JR HIGH FACULTY	\$1,965.47	\$0.00	\$0.00	\$0.00	\$1,965.47	\$109.00	\$1,856.47
825 LIBRARY JR HIGH	\$2,050.82	\$0.00	\$0.00	\$0.00	\$2,050.82	\$169.95	\$1,880.87
826 LEARN 2 LOVE	\$21,555.35	\$160.00	\$0.00	\$0.00	\$21,715.35	\$4,900.00	\$16,815.35
827 CHEERLEADERS JR HIGH	\$2,903.32	\$0.00	\$0.00	\$0.00	\$2,903.32	\$0.00	\$2,903.32
830 STUCO JH	\$4,548.72	\$1,514.15	\$0.00	\$51.39	\$6,011.48	\$944.60	\$5,066.88
831 T.S.A. JR HIGH	\$1,481.46	\$0.00	\$0.00	\$0.00	\$1,481.46	\$0.00	\$1,481.46
832 YEARBOOK JR HIGH	\$3,211.32	\$90.00	\$0.00	\$0.00	\$3,301.32	\$5,000.00	(\$1,698.68)
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$16,265.29	\$907.70	\$0.00	\$9,216.66	\$7,956.33	\$2,414.50	\$5,541.83
841 CHARTER OAK PTO	\$6,632.78	\$2,153.99	\$0.00	\$3,317.07	\$5,469.70	\$1,810.30	\$3,659.40
842 CHARTER OAK FACULTY	\$649.00	\$0.00	\$0.00	\$0.00	\$649.00	\$100.00	\$549.00
850 ACADEMIC TEAM HS	\$94.30	\$50.00	\$0.00	\$50.00	\$94.30	\$40.00	\$54.30
851 ART CLUB HS	\$8,377.53	\$0.00	\$0.00	\$0.00	\$8,377.53	\$800.00	\$7,577.53
852 ATHLETICS HS	\$67,727.85	\$9,820.50	\$0.00	\$6,971.75	\$70,576.60	\$32,322.18	\$38,254.42
853 HS CHEER	\$4,188.70	\$0.00	\$0.00	\$282.74	\$3,905.96	\$1,052.83	\$2,853.13
854 FOOTBALL CAMP	\$4,391.83	\$0.00	\$0.00	\$0.00	\$4,391.83	\$0.00	\$4,391.83
855 TENNIS HS	\$12,563.00	\$258.00	\$0.00	\$0.00	\$12,821.00	\$5,336.79	\$7,484.21
856 GHS LIBRARY	\$275.77	\$0.00	\$0.00	\$0.00	\$275.77	\$0.00	\$275.77
858 GHS LINK CREW	\$273.59	\$0.00	\$0.00	\$0.00	\$273.59	\$0.00	\$273.59
859 BAND (OPERATING) HS	\$4,449.17	\$4,915.25	(\$100.00)	\$984.29	\$8,280.13	\$4,162.71	\$4,117.42
860 CLASS OF 2021 HS	\$1,315.71	\$35.00	(\$20.00)	\$0.00	\$1,330.71	\$0.00	\$1,330.71
863 CLASS OF 2019 HS	\$9,908.88	\$0.00	\$0.00	\$672.00	\$9,236.88	\$0.00	\$9,236.88
864 GHS ALUMNI ACCOUNT	\$6,571.89	\$0.00	\$0.00	\$0.00	\$6,571.89	\$0.00	\$6,571.89
865 CLASS OF 2022 HS	\$2,192.24	\$0.00	\$0.00	\$1,056.00	\$1,136.24	\$0.00	\$1,136.24
869 ENGLISH CLUB	\$1,543.83	\$40.00	\$0.00	\$216.55	\$1,367.28	\$330.00	\$1,037.28
870 HS FACULTY/COURTESY ACCOUNT	\$1,933.35	\$445.00	\$0.00	\$695.00	\$1,683.35	\$462.26	\$1,221.09
871 HS STUDENT PANTRY	\$13,073.47	\$0.00	\$0.00	\$150.00	\$12,923.47	\$2,377.39	\$10,546.08
872 CLASS OF 2020	\$3,278.90	\$100.00	\$0.00	\$0.00	\$3,378.90	\$0.00	\$3,378.90
876 FFA 4H BOOSTER CLUB HS	\$51,047.72	\$100.00	\$0.00	\$500.00	\$50,647.72	\$8,065.00	\$42,582.72
877 FFA HS	\$17,999.67	\$806.00	\$0.00	\$3,368.58	\$15,437.09	\$8,145.37	\$7,291.72
878 FCCLA (FHA) HS	\$1,674.95	\$1,397.65	\$0.00	\$134.08	\$2,938.52	\$1,763.52	\$1,175.00
879 FOREIGN LANGUAGE SPAN HS	\$5,382.44	\$905.00	\$0.00	\$372.32	\$5,915.12	\$3,557.68	\$2,357.44

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 12/1/2018 - 12/31/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
880 XC Bluecrew	\$2,425.41	\$390.00	\$0.00	\$0.00	\$2,815.41	\$1,573.99	\$1,241.42
881 Lady Jays Basketball	\$8,199.18	\$230.00	\$0.00	\$1,374.19	\$7,054.99	\$3,779.98	\$3,275.01
882 GUTHRIE RUNNING CLUB HS	\$1,066.76	\$0.00	\$0.00	\$0.00	\$1,066.76	\$0.00	\$1,066.76
883 HERITAGE CLUB HS	\$1,962.96	\$0.00	\$0.00	\$0.00	\$1,962.96	\$373.21	\$1,589.75
884 HIGH SCHOOL ACCOUNT	\$15,009.37	\$617.61	\$0.00	\$440.77	\$15,186.21	\$4,920.29	\$10,265.92
885 STUDENT SUPPORT HS	\$3,154.01	\$296.48	\$0.00	\$0.00	\$3,450.49	\$111.44	\$3,339.05
886 HONOR SOCIETY HS	\$1,966.95	\$0.00	\$0.00	\$0.00	\$1,966.95	\$0.00	\$1,966.95
889 KEY CLUB HS	\$471.28	\$0.00	\$0.00	\$0.00	\$471.28	\$0.00	\$471.28
892 MATH OF FINANCE	\$59.23	\$7.00	\$0.00	\$0.00	\$66.23	\$0.00	\$66.23
893 MU ALPHA THETA HS	\$2,047.84	\$181.00	\$0.00	\$0.00	\$2,228.84	\$577.58	\$1,651.26
895 JROTC HS	\$3,989.64	\$0.00	\$0.00	\$67.67	\$3,921.97	\$250.00	\$3,671.97
897 SOCCER CLUB HS	\$2,828.87	\$0.00	\$0.00	\$56.00	\$2,772.87	\$1,000.00	\$1,772.87
898 SCIENCE CLUB HS	\$9,527.54	\$320.00	\$0.00	\$342.60	\$9,504.94	\$574.30	\$8,930.64
899 STUDENT COUNCIL HS	\$12,582.16	\$2,864.00	\$240.00	\$8,219.50	\$7,466.66	\$2,088.83	\$5,377.83
900 CAMPUS BEAUTIFICATION HS	\$10,042.63	\$0.00	\$0.00	\$45.34	\$9,997.29	\$278.00	\$9,719.29
902 VOCAL HS	\$2,975.52	\$0.00	(\$100.00)	\$148.29	\$2,727.23	\$2,624.71	\$102.52
904 YEARBOOK HS	\$9,625.92	\$3,845.00	\$0.00	\$55.00	\$13,415.92	\$490.00	\$12,925.92
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$3,205.84	\$0.00	\$0.00	\$320.00	\$2,885.84	\$110.46	\$2,775.38
913 DRAMA HS	\$1,205.13	\$880.00	\$0.00	\$247.80	\$1,837.33	\$500.00	\$1,337.33
922 COURTESY COMMITTEE ADMIN	\$79.53	\$0.00	\$0.00	\$0.00	\$79.53	\$75.00	\$4.53
925 GENERAL FUND REFUND	\$2,550.30	\$0.00	\$0.00	\$0.00	\$2,550.30	\$0.00	\$2,550.30
927 HALL OF FAME BANQUET	\$28.97	\$0.00	(\$20.00)	\$0.00	\$8.97	\$0.00	\$8.97
929 DISTRICT SPECIAL OLYMPICS	\$27,287.72	\$0.00	\$0.00	\$478.00	\$26,809.72	\$1,519.26	\$25,290.46
932 SUMMER SCHOOL HS	\$1,515.00	\$0.00	\$0.00	\$0.00	\$1,515.00	\$0.00	\$1,515.00
933 FAVER C&C	\$216.78	\$0.00	\$0.00	\$0.00	\$216.78	\$0.00	\$216.78
934 TRANSPORTATION C&C	\$2,732.81	\$826.60	\$0.00	\$838.84	\$2,720.57	\$408.50	\$2,312.07
935 VENDING MACHINE ADMIN	\$649.88	\$0.00	\$0.00	\$0.00	\$649.88	\$544.95	\$104.93
937 FAVER ACTIVITY	\$72.27	\$0.00	\$0.00	\$0.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$9,654.54	\$254.67	\$0.00	\$0.00	\$9,909.21	\$466.26	\$9,442.95
942 C.N. CLEARING ACCT	\$60.00	\$10,950.45	\$0.00	\$9,167.90	\$1,842.55	\$20,000.00	(\$18,157.45)
Total	\$584,324.18	\$71,188.44	\$0.00	\$68,920.08	\$586,592.54	\$173,409.03	\$413,183.51

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 August 1, 2019 through June 30, 2020. 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:

Printed: _____

Misty Carson
President

DATE: _____

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



BID SUMMARY

Guthrie Public Schools High School HVAC Renovation

Bid Date: Wednesday, January 9, 2019 at 2:00 PM

Bidder	Bid Bond/ Affidavits	Addenda	Base Bid	Alt #1 HVAC Main Gym	Alt #2 HVAC Gym Lockers/ Wrestling	Alt #3 HVAC North Gym and Lockers
Dense Mechanical			No Bid			
Innovative Mechanical	Y	Y	\$1,288,000.00	\$235,000.00	\$157,000.00	\$209,000.00
Jenco Construction	Y	Y	\$1,660,000.00	\$207,000.00	\$255,000.00	\$160,000.00
W.L. McNatt Construction	Y	Y	\$1,496,000.00	\$186,000.00	\$238,000.00	\$168,000.00

GUES Intercom

January 10, 2018

Company	Base Bid	Options
Piraino	82,405.00	
Endex	56,300.00	Clocks – 22,000.00
Advanced Cabling Systems	71,521.00	Clocks – 29,129.00

Guthrie Public Schools

School Calendar 2019-2020

A

August

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

AUGUST
15-16-19 Teacher In-Service
20 - First Day of Classes

January

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

February

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

September

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

SEPTEMBER
2 - Labor Day
23 - Professional Day

OCTOBER
16 - End of First Quarter
17 and 18 Fall Break
22 - P/T Conf (Elementaries)
24 - P/T Conf (GHS and GJHS)
25 - Homecoming (2:10 PM Dismissal)
29 - P/T Conf (All Sites)

March

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

October

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

NOVEMBER
25-29 Thanksgiving Break

DECEMBER
20 - End of 2nd Quarter
Dec 23 - Jan 3 Winter Break

November

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

JANUARY
6 - Classes Resume
20 - Martin Luther King Day
28 and 30 - P/T Conf (Elementaries)

April

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

December

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

FEBRUARY
17 - Professional Day

MARCH
10 and 12 - P/T Conf (GHS and GJHS)
13 - End of 3rd Quarter
16-20 Spring Break

May

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

MAY
22 - Last Day of Classes
25 - Memorial Day
26 - Snow Make-Up Day #1*
27 - Snow Make-Up Day #2*

1st Quarter **40+4**
 2nd Quarter **41**
 3rd Quarter **49+1**
 4th Quarter **45**
 175 Days Taught
 5 Professional Days
 180 Days Total

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

- Professional Day
- Vacation Day
- Parent/Teacher Conferences
(4:00 p.m. - 7:00 p.m.)
- Snow Make-Up Day
(To be used in numbered order if days are needed)

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

Guthrie Public Schools

School Calendar 2019-2020

B

August

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

AUGUST
15-16-19 Teacher In-Service
20 - First Day of Classes

January

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

September

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

SEPTEMBER
2 - Labor Day
23 - Professional Day

February

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

OCTOBER
16 - End of First Quarter
17 and 18 Fall Break
22 - P/T Conf (Elementaries)
24 - P/T Conf (GHS and GJHS)
25 - Homecoming (2:10 PM Dismissal)
29 - P/T Conf (All Sites)

October

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

NOVEMBER
25-29 Thanksgiving Break

March

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

DECEMBER
20 - End of 2nd Quarter
Dec 23 - Jan 3 Winter Break

November

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

JANUARY
6 - Classes Resume
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28 and 30 - P/T Conf (Elementaries)

April

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

December

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

FEBRUARY
17 - Professional Day

MARCH
10 and 12 - P/T Conf (GHS and GJHS)
13 - End of 3rd Quarter
16-20 Spring Break

1st Quarter **40+4**
 2nd Quarter **41**
 3rd Quarter **49+1**
 4th Quarter **40**
 170 Days Taught
 5 Professional Days
 175 Days Total

MAY
15 - Last Day of Classes
18 - Snow Make-Up Day #1*
19 - Snow Make-Up Day #2*
25 - Memorial Day

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
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 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

May

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

- Professional Day
- Vacation Day
- Parent/Teacher Conferences
(4:00 p.m. - 7:00 p.m.)
- Snow Make-Up Day
(To be used in numbered order if days are needed)

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

SERVICE ANIMALSPurpose

The purpose of this policy is to establish procedures for the use of service animals in the district, including school buildings, school vehicles and other school property.

Policy

The district acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by district employees and students with disabilities.

Definitions

“Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

“Employee” is defined as a person who is employed by the district on a part or full-time basis, with or without compensation, and elected or appointed members of the district’s board of education.

“Student” means a child who is currently enrolled at the district, and includes the parents and guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

Procedures/Requirements

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. The employee or student will submit a notification of the intent to use a service animal to the district's Director of Special Services. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).
- B. Notifications for the use of service animals on district property will, whenever possible, be made at least one week prior to the proposed use of the service animal.
- C. As part of the district’s consideration of the use of a service animal, the district may require certification of proper vaccinations verified by a veterinarian.
- D. The district’s review of use of a service animal may include consideration of a student’s IEP or Section 504 records. The district may also request a meeting with the employee or student.

- E. The use of a service animal on district property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the district. The district's approval of the use of a service animal on district property is subject to periodic review, revision, or revocation by district administration.
- F. Service animals will always be on a leash or other form of restraint mechanism. It is recommended that service animals have proper identification. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
- G. Service animals will be allowed in district vehicles when:
1. The inclusion of the service animal is documented as required on district transportation forms; and
 2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.
- H. The responsibility for the care and supervision of the service animal rests solely on the employee or student. The district is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.
- I. Pursuant to federal law, the district retains discretion to exclude or remove a service animal from district property and transportation if:
1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
 2. The service animal is not housebroken;
 3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
 4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

Liability

The employee or student will be responsible for any damage to district or personal property and any injuries to individuals caused by the service animal. The employee or student who uses a service animal on district property will hold the district harmless and indemnify the district from any such damages.

Visitors

Any visitor requiring the accompaniment of a service animal for purposes of this policy is welcome in all areas of district facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).

Appeals and Grievances

Any person dissatisfied with a decision concerning a service animal can file a grievance, using the district's grievance procedures.

Requirements for Service Animals

Vaccination: Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

Licensing: All service dogs must be licensed as may be required by state and/or local law.

Owner ID and Other Tags: Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

Leash: Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.

Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

Under Control: The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.

Cleanup Rule: The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

Grooming: All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

ADVERTISING

Purpose

The Board of Education has adopted this policy to help align advertising in District publications with the District's educational mission. Advertising revenue from businesses and individuals shall be used to advance the educational mission of the District.

The District reserves the right to deny advertising space to any business and/or individual who seeks to promote activities or products contrary to the District's mission. Advertising is prohibited in classrooms and on buses.

In the event of any dispute the Superintendent shall make the final decision.

Advertising in District Publications

District publications include all school-sponsored publications such as, but not limited to, school newspapers, news-magazines, yearbooks, handbooks, and athletic and fine arts event programs. The purposes for accepting commercial advertising in school-sponsored publications are to raise revenue in order to help finance the publications and to teach students journalistic management skills.

Television Advertising

District shall not allow advertising on its public TV channel or offer its TV channel to third parties for commercial purposes unless specifically approved by the Board of Education.

No Public Forum

District-sponsored publications do not create a public forum or a designated public forum available to anyone as an advertising or speech forum. It is the intention of the Board of Education to maintain advertising space in District-sponsored publications as nonpublic forums.

All advertising intended for inclusion in a District publication must be approved by the supervising District administrator prior to its inclusion in, and the printing of, the publication. In the event of a dispute the Superintendent or the Superintendent's designee shall have the final decision making authority.

The following advertisements will NOT be accepted for District publications:

1. Advertisements which are contrary to or inconsistent with the educational mission of the District.
2. Advertisements which can reasonably be construed as pornographic, as defined by local community standards or that are obscene, vulgar, or lewd.
3. Advertisements which are libelous, racially offensive, religiously offensive, or discriminatory, demeaning or harassing on the basis of sex or any other protected category.
4. Advertisements which promote hostility, disorder, or violence.
5. Advertisements which promote, favor, or oppose controversial political or societal issues.
6. Advertisements which promote a partisan position on a candidate for public office or promote a partisan position on a bond or budget issue or any public question to be submitted at any election.
7. Advertisements which proselytize or espouse religious beliefs or exhort affiliation with any religious organization or religious belief. This restriction does not prohibit religious organizations from advertising their name, address and non-proselytizing messages.
8. Advertisements which use any District or school logo without prior approval.
9. Advertisements which are inconsistent with existing District marketing programs, contracts or policies.

Advertisements for any of the following will NOT be accepted:

- a. X-or R-rated movies.
- b. Tobacco products.
- c. Alcoholic beverage products.
- d. Drugs or drug paraphernalia.
- e. Firearms or other dangerous weapons.
- f. Birth control products or information.
- g. Gambling.
- h. Tattoos and body piercings.

Fees

Fees to be charged for commercial advertising in District publications shall be determined by the supervising District administrator.



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: January 7, 2019

Re: EduSkills LLC Agreement

Attached is a copy of the 2019 agreement between Guthrie Public Schools and EduSkills LLC. EduSkills LLC is a cloud-based software and consulting company that helps school districts with the reporting requirements for EL and Bilingual students and helps teachers and administrators customize curriculum to improve learning for EL (English Learner) students.

The cost for the 2019 EduSkills LLC agreement is \$10,890.00. This cost includes one day of implementation onsite training and support with all program users, EL form scanning and processing for identification of EL students on the October 1 consolidated report by scanning and processing HLS (Home Language Surveys) forms for the bilingual audit, and additional support to help teachers and administrators write ELAPS (English Language Academic Plan) and track WIDA (World-Class Instructional Design and Assessment) testing for all EL students. This process will increase efficiency by taking paperwork processing and organization off of educators' hands and should increase additional funding for the district. Teachers and administrators will also be able to generate individual learning plans to track EL students' progress toward English acquisition, and generate parent letters in multiple languages.

Title III, Part A-EL Federal Funds will be utilized to cover the cost of the program.

I recommend approval of the agreement between Guthrie Public Schools and EduSkills LLC.



Eduskills LLC
Cloud-Based Software & Consulting

EL Cloud-Database Quote

Eduskills LLC
 10400 Vineyard Blvd., Suite F
 Oklahoma City, OK 73120
 taylor@eduskills.us

SERVICE PERIOD: SCHOOL YEAR 2019
 12 MONTHS FROM DATE OF PO

() Carmen Walters M.Ed.
 Executive Director of Federal Programs
 802 East Vilas
 Guthrie, OK 73044

DESCRIPTION	QUANTITY	RATE	TOTAL
Data Integration and Setup	1	\$2250	Waived
EL Technical Support (Includes database access and support for a total of 2 district level, 7 site level users)	5.5 (days)	\$2200	\$12,100
TOTAL		\$12,100	
USSA DISCOUNT		\$12,100x.1=\$1,210	
TOTAL W/DISCOUNT		\$10,890	

Please submit this estimate and a purchase order to EduSkills LLC. We will then send an invoice and activate your service.

Accepted by

Date

*We reserve the right to change our pricing structure at any time prior to quote acceptance.

EL Cloud-Database Service Description

EL Technical Support

- EL Form Scanning & Processing: EduSkills will support EL identification and October 1 consolidated report support by scanning and processing HLS forms for bilingual audit. Increases efficiency by taking paperwork processing and organization off of educators' hands and increases funding for districts.
- ELAP Generator: 2 district level and 7 site licenses. Supports federal and state compliance by generating learning plans, tracking students' progress toward English acquisition, and generating parent letters in multiple languages. Supports professional development and saves time on reporting requested data for compliance and standardized testing.
- ELD Admin. Analysis and Reporting: Generate WIDA comparison and state assessment data reports to support district level EL program planning. Provides school administrators with detailed district level ELD data that supports state and federal required reports.
- Onsite implementation training and support- Up to one day of onsite training and support with for program users.

EduSkills Privacy Statement



PLEASE READ THE FOLLOWING CAREFULLY

EduSkills, LLC provides ELL services and solutions under the EduSkills name and is committed to safeguarding the privacy and security of school district and students information. We believe the personal information of our service users, and especially of students, is private, and we treat it confidentially. We have developed this privacy statement for our EduSkills products and services, because we believe it is important for you to understand how we treat information you provide to us, or that we collect or maintain on your behalf.

In General, for our EduSkills solutions:

- We will not ask for or collect personal information unless necessary to deliver our service or respond to a request;
- We will not use or share personal information with anyone except to deliver our services, comply with the law, protect our rights or the safety of our users, or as otherwise directed by our clients and users;
- We do not sell, trade, lease or loan student personal information to any third party for any reason, including for marketing or advertising; and
- We use industry standard measures to help protect personal information against unauthorized access and use.

School Services Privacy Statement:

Our EduSkills School Services Privacy Statement applies to our EduSkills products and services licensed by our educational school districts. This Statement applies to information we collect from, or collect or maintain on behalf of, our school district clients using these services, including the personal information of school employees, parents/guardians, students, etc. We will not sell, trade, lease or loan such student personal information we host or access through our services to any unauthorized third party for any reason, including for marketing or advertising.

We operate as a school service provider, meaning that our customer agreement is with an educational agency or institution ("customer") and not with an individual educator, parent, student or other individual ("user"). As such, we collect and maintain both customer and user personal information, including student personally identifiable information from education records, only acting as authorized by our customer agency/institution to deliver services to and on behalf of the agency/institution. In this role, we are deemed by the school to perform a service or function for which the school would otherwise use its employees.

Student personally identifiable information we obtain from our customer educational agency/institution continues to be the property of, and maintained under the direct control of, the agency/institution. We enable our customer agency/institution to exercise direct control over this student personal information.

By using our product(s) or service(s), you agree to the terms of this Privacy Statement.

We collect and maintain only the information that is necessary to provide the Services to and on behalf of our customer agency/institution, or as otherwise shared with us by the agency/institution..

We use this personal information to verify and provide access to your account, to correspond with you, to deliver our products and services, to resolve problems in service delivery, and as otherwise requested or directed by the agency/institution. We may as necessary also use this personal information to ensure legal or regulatory compliance, to protect the safety of individuals or the security of the service, to take precautions against liability, and as otherwise required or permitted by law. We neither claim nor assert any other rights or licenses to use student personally identifiable information.

More specifically, our services may collect, maintain and/or access the following types of personal information:

- Parent and school staff contact information such as names, language preferences, etc.
- Student information such as name, unique identifier, birth date, etc.
- Account login credentials and session information such as usernames, passwords, email address, etc.

Some of our services may as needed also use other technologies to collect non-identifiable information about service usage such as language preference, Internet Protocol (IP) address, session time and length, and types of platforms used to access our services. This data allows us to simplify login, personalize service delivery, understand usage, and improve service delivery. We use aggregate or anonymous information for other purposes such as to evaluate, develop, improve and market our services.

We do not sell, trade, lease or loan the personal information we collect or maintain to any third party for any reason, including that we do not sell or otherwise share student personal information with direct marketers, advertisers, or data brokers.

We do not knowingly share or disclose student personal information with any other third parties other than as needed to deliver and improve the service, as permitted or required by law or government authorities to ensure legal or regulatory compliance. Access to personal information is limited to our employees and our service providers as needed to deliver the service, to the school customer, and to other third party organizations if enabled by, and as determined by, the school.

We maintain a comprehensive set of security practices that are reasonably designed in accordance with commercial best practices to protect the security, privacy, confidentiality, and integrity of student information against risks – such as unauthorized access or use, or unintended or inappropriate disclosure – through the use of administrative, technological, and physical safeguards appropriate to the sensitivity of the information. Data is located in datacenter facilities using industry standard access control protections.

We limit internal access to student personal information to only those EduSkills employees with a need to access the information to deliver the service. We use reasonable efforts to assist our customers in identifying any known security breach in their systems or processes, but we make no claims or warranties to our customer or to any user for any inability, failure or mistake in connection with such assistance.

We attempt to keep your information complete, current and accurate. The agency/institution on behalf of whom we are collecting or maintaining student personal information has the right to review, correct, have deleted, and/or refuse to permit further collection or use of the information. In general, we will

retain personal information only as necessary to support the authorized purpose, comply with our legal obligations and agreements.

If we are involved in a merger, acquisition, or sale of all or a portion of our assets, including in the case of our bankruptcy, you will be notified via email of any change in ownership. In such a case, a successor entity will adhere to the terms of this privacy statement with regard to the previously collected student personal information.

We reserve the right at our discretion to change, modify, add or remove portions of this Privacy Statement from time to time. We will note any such changes by updating the publication date of this Privacy Statement. If we make significant changes, we will also provide notice to our customer agency/institution by sending an email to the account administrator.

If you are the administrator of an educational agency/institution customer account and have any questions about this statement or if you believe we are not handling your information in accordance with our privacy statement, please contact us per the information below.

If you are otherwise a user of one of our school services, we encourage you to first contact your educational agency/institution with any questions or concerns regarding this privacy statement or our handling of personal information.

**EduSkills LLC
5005 N Pennsylvania
Suite 201
Oklahoma City, OK 73112
Phone: 405-879-9898 ext. 326**

Memorandum of Agreement (MOA)

THIS MEMORANDUM OF AGREEMENT, executed and effective as of the ___ day of _____, 20___, by and between _____, (the "Company"),

and Guthrie Public Schools (**GUTHRIE**), a public school system organized and existing under the laws of the state of Oklahoma (the "School Board"), recites and provides as follows.

Recitals

The Company and the School Board are parties to a certain agreement entitled "_____" hereafter referred to as (the "Agreement"). In connection with the execution and delivery of the Agreement, the parties wish to make this Memorandum of Agreement (also referred to as MOA or Addendum) a part of the original Agreement in order to clarify and/or make certain modifications to the terms and conditions set forth in the original Agreement.

The Company and the School Board agree that the purpose of such terms and conditions is to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and the overall privacy and security of student Personally Identifiable Information (PII) hereafter referred to as student information and/or data, including but not limited to (a) the identification of the Company as an entity acting for the School Board in its performance of functions that a School Board employee otherwise would perform; and (b) the establishment of procedures for the protection of PII, including procedures regarding security and security breaches.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties agree as follows.

Agreement

The following provisions shall be deemed to be include:

Confidentiality Obligations Applicable to Certain Guthrie Student Records. The Company hereby agrees that it shall maintain, in strict confidence and trust, all Guthrie student records containing personally identifiable information (PII) hereafter referred to as "Student Information". Student information will not be shared with any other resource or entity that is outside the intended purpose of the Agreement.

The Company shall cause each officer, director, employee and other representative who shall have access to Guthrie Student Records during the term of the Agreement (collectively, the "Authorized Representatives") to maintain in strict confidence and trust all Guthrie Student Information. The Company shall take all reasonable steps to insure that no Guthrie Student information is disclosed to any person or entity except those who (a) are Authorized Representatives of the Company performing functions for Guthrie under the Agreement and have agreed to be bound by the terms of this Agreement; (b) are authorized representatives of Guthrie, or (c) are entitled to such Guthrie student information from the Company pursuant to federal and/or Oklahoma law. The Company shall use Guthrie student information, and shall take all reasonable steps necessary to ensure that its Authorized Representatives shall use such information, solely for purposes related to and in fulfillment of the performance by the Company of its obligations pursuant to the Agreement.

The Company shall: (a) designate one of its Authorized Representatives to be responsible for ensuring that the Company and its Authorized Representatives maintain the Guthrie student information as confidential; (b) train the other Authorized Representatives with regard to their confidentiality responsibilities hereunder and pursuant to federal and Oklahoma law; (c) maintain at all times a list of Authorized Representatives with access to Guthrie student information.

Memorandum of Agreement (MOA)

Other Security Requirements. The Company shall maintain all technologies, policies, procedures and practices necessary to secure and protect the confidentiality and integrity of Guthrie student information, including procedures to (a) establish user IDs and passwords as necessary to protect such information; (b) protect all such user passwords from detection and unauthorized use; (c) prevent hostile or unauthorized intrusion that could result in data corruption, or deny service; (d) prevent and detect computer viruses from spreading to disks, attachments to e-mail, downloaded files, and documents generated by word processing and spreadsheet programs; (e) minimize system downtime; (f) notify Guthrie of planned system changes that may impact the security of Guthrie data; (g) return or destroy Guthrie data that exceed specified retention schedules; (h) notify Guthrie of any data storage outside the US; (i) in the event of system failure, enable immediate recovery of Guthrie information to the previous business day. The Company should guarantee that Guthrie data will not be sold to, accessed by, or moved by third parties.

In the event of a security breach, the Company shall (a) immediately take action to close the breach; (b) notify Guthrie within 24 hours of Company's first knowledge of the breach, the reasons for or cause of the breach, actions taken to close the breach, and identify the Guthrie student information compromised by the breach; (c) return compromised Guthrie data for review; (d) provide communications on the breach to be shared with affected parties and cooperate with Guthrie's efforts to communicate to affected parties by providing Guthrie with prior review of press releases and any communications to be sent to affected parties; (e) take all legally required, reasonable, and customary measures in working with Guthrie to remediate the breach which may include toll free telephone support with informed customer services staff to address questions by affected parties and/or provide monitoring services if necessary given the nature and scope of the disclosure; (f) cooperate with Guthrie by providing information, records and witnesses needed to respond to any government investigation into the disclosure of such records or litigation concerning the breach; and (g) provide Guthrie with notice within 24 hours of notice or service on Company, whichever occurs first, of any lawsuits resulting from, or government investigations of, the Company's handling of Guthrie data of any kind, failure to follow security requirements and/or failure to safeguard Guthrie's data. The Company's compliance with the standards of this provision is subject to verification by Guthrie personnel or its agent at any time during the term of the Agreement. Said information should only be used for the purposes intended and shall not be shared, sold, or moved to other companies or organizations nor should other companies or organization be allowed access to said information.

Disposition of Guthrie Data upon Termination of Agreement

Upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, the Company agrees that it promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each of its Authorized Representatives promptly to deliver to the School Board, all required Guthrie student data and/or staff data. The Company hereby acknowledges and agrees that, solely for purposes of receiving access to Guthrie data and of fulfilling its obligations pursuant to this provision and for no other purpose (including without limitation, entitlement to compensation and other employee benefits), the Company and its Authorized Representatives shall be deemed to be school officials of the School Board, and shall maintain Guthrie data in accordance with all federal state and local laws, rules and regulations regarding the confidentiality of such records. The non-disclosure obligations of the Company and its Authorized Representatives regarding the information contained in Guthrie data shall survive termination of the Agreement. The Company shall indemnify and hold harmless the School Board from and against any loss, claim, cost (including attorneys' fees) or damage of any nature arising from or in connection with the breach by the Company or any of its officers, directors, employees, agents or representatives of the obligations of the Company or its Authorized Representatives under this provision.

Memorandum of Agreement (MOA)

Certain Representations and Warranties. The Company hereby represents and warrants as follows: (a) the Company has full power and authority to execute the Agreement and this MOA and to perform its obligations hereunder and thereunder; (b) the Agreement and this MOA constitute the valid and binding obligations of the Company, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or similar laws affecting the rights of creditors and general principles of equity; and (c) the Company's execution and delivery of the Agreement and this Addendum and compliance with their respective terms will not violate or constitute a default under, or require the consent of any third party to, any agreement or court order to which the Company is a party or by which it may be bound.

Governing Law; Venue. Notwithstanding any provision contained in the Agreement to the contrary, (a) the Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, without reference to conflict of laws principles; and (b) any dispute hereunder which is not otherwise resolved by the parties hereto shall be decided by a court of competent jurisdiction located in the State of Oklahoma.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed by their duly authorized officers effective as of the date first written above.

[COMPANY NAME]

By: _____

[Name] [Title]

By: _____

Dee Benson, Director of Technology
Guthrie Public Schools

By: _____

Dr. Mike Simpson, Superintendent
Guthrie Public Schools



SUPPORT PERSONNEL HANDBOOK

FOR THE SCHOOL YEAR

2018-2019

ALSO AVAILABLE AT

www.guthrie.k12.ok.us

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SECTION A BOARD OF EDUCATION

SA-1

POLICIES AND PROCEDURES

The Guthrie Public School Board of Education recognizes the need and necessity for all personnel to be informed and have access to all school policies and procedures. Therefore the Board of Education has adopted the Support Personnel Handbook for distribution to all support employees.

A complete copy of the Guthrie Public Schools Policy Book will be kept in each building library and main administrative office. These copies are for employee use and reference.

SECTION B PERSONNEL

SB-1

APPLICATIONS

Applications for positions or promotions with Guthrie Public Schools shall be in the approved format provided by the district.

All applications submitted for employment or promotion becomes the sole property of Guthrie Public Schools. The application, references and other information are confidential and will be reviewed only by the appropriate authorized supervisory personnel.

An applicant's name or other information will not be given to any private business, agency, or institution.

SB-2

NON-DISCRIMINATION

The Guthrie Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business.

The School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Employees may obtain a copy from their building principal, supervisor, or the director in charge of personnel.

SB-3

SEXUAL HARASSMENT

The following are the rules and regulations to be followed by all employees of the Guthrie Public Schools:

1. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of a worker's employment, or (b) is used as a basis for employment decisions affecting that worker or (c) has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment.
2. All employees are strictly prohibited from engaging in any form of sexual harassment of any other employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
3. Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall report all such incidents to the director of personnel or the office of the superintendent. All such reports should be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of the director of personnel or the office of the superintendent. All such reports should state the name of the employee or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
4. Any employee who is subjected to job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Antidiscrimination Act and may report such incidents to the Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

SB-4 CONTRACTS

Support employees will be offered one of the following contracts: regular, duration of need, or part-time.

- A. Regular contracts are issued to employees working a complete contract year.
- B. Duration of need contracts are provided for by state law and are issued for a stated period of time as distinguished from regular contracts. These contracts are temporary agreements, written for a stated period of time, and no expectancy of future employment is implied. The circumstances under which duration of need contracts may be used are within the discretion of the Board of Education. Such circumstances include, but are not limited to the following:
 - 1. Personnel employed for less than a full contract year are to be considered on a “Duration of Need Contract” only.
 - 2. Personnel employed to fill a temporary leave vacancy
 - 3. Other circumstances deemed appropriate by the Superintendent of Schools

SB-5 PAYROLL

- A. Pay day shall be on the 25th day of each month. When that day falls on a weekend or holiday, checks will be issued on the last workday preceding that date. Summer checks will be available on the corresponding day in June.
- B. Guthrie Public Schools provides for electronic deposit of payroll checks to the financial institution of the employee’s choice. Guthrie Public Schools schedules an open enrollment period each year, which will coincide with existing Section 125 deadlines, and allow one additional change per year, per employee except in extenuating legal circumstances. The Business Office will provide employee authorization forms for electronic deposit.

NOTICE: Except as otherwise provided by law, the business office requires that new insurance companies applying for payroll deduction slots have a minimum of ten (10) policies in force and receive approval from the Superintendent of Schools or his designee.

The deadline for initiating Section 125 employee payroll deductions is September 1st each year. New employees are required to designate payroll deductions within thirty (30) days of employment.

SB-6 USE OF TELEPHONE

Employees are not to use the telephone for long distance school calls where the charge would be made to the school telephone without permission of the principal/supervisor.

SB-7 COMMISSIONS

School law prohibits an employee from receiving gratuities or commissions to influence the purchase of material or supplies.

SB-8 PROFESSIONAL CONDUCT OF PERSONNEL

The Board of Education makes no rules and regulations concerning the conduct of employees when not on duty. The Board assumes that each employee's training and good judgment is such that the employee knows what proper conduct is and will govern himself/herself accordingly.

SB-9

DRESS/APPEARANCE

All employees are expected to dress appropriately and to conduct themselves responsibly. The image they portray as a Guthrie Public Schools' employee through the day-to-day contact with the public and with colleagues has a direct bearing on how they judge the effectiveness of our school system. It is important that a positive image be portrayed. Cleanliness and personal grooming are important and expected.

SB-10

FINANCIAL OBLIGATIONS

The board of education expects employees of Guthrie Public Schools to pay all financial obligations promptly.

SB-11

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Should it be necessary to close school because of inclement weather, the three major network stations will announce the closing. Whenever possible, the stations will be informed of any closing in time to announce it on the 10:00 p.m. newscasts. Support personnel on a twelve (12) month contract will report to work at the discretion of the Superintendent.

SB-12

CHILD ABUSE AND NEGLECT

School district employees having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means and the injury appears to have been caused as the result of physical abuse or neglect shall immediately report the matter to the principal of the student's school.

"Physical abuse and neglect" means harm or threatened harm to a child's health or welfare by the child's parent or guardian, or other person with whom the child resides, including nonaccidental physical injury, sexual abuse, or negligent treatment or maltreatment including the failure to provide adequate food, clothing, shelter, or medical care.

The school principal, the reporting employee and any other employees whom the school principal believes may have had opportunity to observe the student shall review the available information and indications of abuse. The school principal shall report the suspected abuse to the county office of the Department of Human Services for the county where the student resides if the school principal determines that there is reason to believe the student has been abused. The school principal shall advise the other employees and the superintendent of the decision.

If any employee involved in the review believes a report should have been made when it was not, or at any point believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of the Department of Human Services, with or without the concurrence of the other employees involved. The employee making the report shall notify the school principal and the superintendent.

If the Department of Human Services office is notified by telephone of suspected abuse, the oral report shall be followed by a written report from the school principal or other employee making the telephone report. The written report should contain the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information.

All information or documents generated by the school district in regard to the matter are confidential; shall not be disclosed except to investigators of the Department of Human Services, the school district's attorneys, or the District Attorney's office or other state or federal officials in connection with the performance of their official duties; and shall be maintained by the school district in a file separate from the student's general file.

At the request of appropriately identified investigators of the Department of Human Services or the district attorney's office, the school principal may permit the investigators access to a student whose suspected abuse has been reported by a school employee. The principal, or a designated counselor or teacher, must be present but shall not participate in the investigators' interview with the students.

Oklahoma law provides that any school employee who in good faith and exercising due care makes a report to the Department of Human Services, or allows access to a child by persons authorized to investigate a report concerning the child, shall not be liable in damages to any person in the event the report is inaccurate.

SB-13

ADMINISTRATIVE CENTER WORK SCHEDULE

The Administrative Center will be open Monday through Friday from 7:45 a.m. until 4:45 p.m. Personnel will alternate schedules, including lunch schedules, to assure that the office is continuously open all day. On days when school is officially closed it will be at the discretion of the Superintendent to determine if 12-month employees will report to work.

SB-14

SUPERVISION OF FAMILY MEMBERS

Employees will not be assigned to serve under the direct supervision of a member of their own family. Any employee presently under the supervision of a family member at the time of the adoption of this policy will be permitted to remain in that specific position.

SB-15

STAFF USE OF TOBACCO PRODUCTS

In order to reinforce the policy, which prohibits the use of tobacco products by students, school employees who are on duty and in the presence of students are prohibited from using tobacco products.

SB-16

WORKER'S COMPENSATION

As required by the law, the Guthrie School District carries Worker's Compensation Insurance. Should any employee who is covered by such insurance be injured while at work, the employee is entitled to the benefits provided by the Worker's Compensation Law. No employee will be awarded both sick leave and Worker's Compensation payments.

SB-17

WORK SCHEDULE, PAY GRADES & SALARY SCHEDULE

The following are guidelines for scheduling and payment purposes. The Superintendent or his/her designee may alter the work schedule in favor of the employee at the Superintendent's discretion.

12-MONTH EMPLOYEES

Included are Central Office Staff, Building Level Secretaries (H.S. only), Maintenance Personnel, Custodial Personnel, Child Nutrition Secretary and Transportation Personnel/Secretary

Contracted days - Minimum of 160 days (which includes holidays)

Holidays include - Independence Day, Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Spring Break, Memorial Day

Starting date - July 1

Ending date June 30

10-MONTH EMPLOYEES

Included are Building Level Secretaries

Contracted days - Minimum of 160 days

Starting date - 10 days before teachers report to start the school year

Ending date - 10 days after the last day teachers work

9-MONTH EMPLOYEES

Route Drivers and Cafeteria Workers

Contracted days - Minimum of 160 days

Included are all Teacher Assistants, Library Assistants and Handicap Bus Drivers

Contracted days - Minimum of 160 days

Starting date - First day teachers report

Ending date - Last day teachers work

Guthrie Public Schools Position Pay Grade Schedule

Position	Pay Grade
<i>Clerical</i>	
Secretary to Superintendent	12
Payroll / Appropriated Funds	11
Activity Fund Clerk	9
Secretary to Assistant Superintendent	9
Treasurer/ School Food Authority (SFA)	9
Secretary to Executive Director	9
Secretary to Director of Special Education	7
High School Financial Secretary	7
Central Office Receptionist	7
High School Registrar	7
Maintenance Clerk	6
Junior High Financial Secretary	4
Site Secretary / Receptionist	4
<i>Technology</i>	
Systems Analyst	10
Computer Support Tech I	8
Data Management Specialist	7
<i>Assistants</i>	
Paraprofessional Certified	3
Paraprofessional with Certifications	6
<i>Maintenance</i>	
Lead Maintenance	11
Full-Time Maintenance	8
Grounds Superintendent	8
Grounds Maintenance	3
Certified HVAC / Electrical Technician - Journeyman	\$23 Hourly
Certified HVAC / Electrical Technician - Contractor	\$26 Hourly
<i>Custodial</i>	
Head Custodian – High School	6
Head Custodian – Junior High / GUES	5
Head Custodian – Cotteral / Charter Oak / Central / Fogarty	4
Custodian	3
<i>Transportation</i>	
Lead Mechanic	12
Mechanic	10
Full Time Special Needs Driver	13
Route Supervisor	13
Route Driver	13
Dispatch Supervisor	6
Monitor	2
<i>Child Nutrition</i>	
Cafeteria Manager	6
Secretary to Child Nutrition Director	4
Cafeteria Worker	2

Full-time Employees that work a minimum of four (4) hours daily will receive the district paid teacher retirement benefit.
 Full-time Employees that work a minimum of six (6) hours daily will qualify to receive all fringe benefits available through the district support employee benefit program.
 Up to 5 years credit may be granted for Military Service on the Support Personnel Salary Schedule.

**GUTHRIE PUBLIC SCHOOLS
SUPPORT SALARY SCALE - FULL TIME EMPLOYEES
FY 2018 - 2019**

	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
Experience													
0	7.25	7.55	8.05	8.55	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	12.50
1	7.25	7.70	8.20	8.70	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	12.65
2	7.25	7.85	8.35	8.85	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.18
3	7.25	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.46
4	7.25	8.15	8.65	9.15	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.62
5	7.25	8.30	8.80	9.30	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.77
6	7.25	8.45	8.95	9.45	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.93
7	7.25	8.60	9.10	9.60	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.08
8	7.25	8.75	9.25	9.75	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.24
9	7.25	8.90	9.40	9.90	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.39
10	7.25	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55
11	7.25	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70
12	7.25	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.86
13	7.25	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.01
14	7.25	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.17
15	7.25	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.32
16	7.25	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.48
17	7.25	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.63
18	7.25	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.79
19	7.25	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.94
20	7.25	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.10
21	7.25	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.20	15.70	16.25
22	7.25	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	15.35	15.85	16.41
23	7.25	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.56
24	7.25	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	15.65	16.15	16.72
25	7.25	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.87
26	7.25	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.03
27	7.25	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.18
28	7.25	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.34
29	7.25	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.49
30	7.25	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	17.64
31	7.25	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	17.79

***In accordance with 70 O.S. § 6-101.40 - HB1026XX, effective July 1, 2018, all full-time support staff will receive a \$1,250 pay increase for the 2018-2019 school year. This additional amount will be reflected on your pay stub spread over a 12-month period.

SB-18 EVALUATION

It is the policy of the Guthrie Board of Education that all Support Employees be evaluated at least once each year prior to May 1. The Support Employee evaluation assignments are as follows:

EMPLOYEE	EVALUATOR
Secretaries	Building Principal
Teacher Assistants	Building Principal - Teacher
Special Ed Teacher Assistants	Building Principal - Teacher - Sp. Ed. Director
Custodians	Building Principal
Maintenance Personnel	Director of Operations
Cafeteria Personnel	Director of Food Services
Transportation Personnel	Director of Operations
Central Office Personnel	Superintendent - Asst. Supt.

ONE OR ALL OF THE DESIGNATED EVALUATORS MAY DO EVALUATIONS AS DEEMED NECESSARY.

Where the Building Principal is designated as the evaluator, an Assistant Principal if so assigned may assume the responsibility.

A copy of the evaluation instrument to be used is included at the back of this handbook.

SB-19 PROFESSIONAL LEAVE

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings.

SB-20 JURY DUTY

Support employees shall be granted leave to serve on a jury or as a subpoenaed witness. An employee serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

SB-21 MATERNITY LEAVE

A Support Employee who is pregnant may continue her duties until, in the opinion of the employee's physician and the employee, she is no longer able to perform her duties. The employee shall give written notice at least fourteen (14) days prior to the time she intends to cease her duties, except in case of an emergency.

The notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. An employee who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the employee shall be assigned to the same position or an equivalent position for which she is qualified, provided she returns the same school year. Up to thirty, (30) days of sick leave with pay can be used for maternity leave. Days requested beyond thirty, (30) must be documented by a physician.

SB-22

PERSONAL LEAVE

Each Support Employee shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request to the employee's building principal or director at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency.
2. Cost of a substitute, if needed, shall be paid by the school system.
3. These days are not cumulative.
4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day.
5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal.
6. No personal leave days will be granted the first or last weeks of class, except in case of emergency and approved by the principal.
7. Unused personal leave days shall accumulate as sick leave for the following year. Those employees who have one hundred ten (110) unused sick leave days accumulated at the end of the school year may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative.

SB-23

BEREAVEMENT LEAVE

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an employee in the event of a death in the immediate family. Immediate family shall include: spouse, parent, stepparent, child, stepchild, foster-child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, aunt or uncle, and aunt or uncle-in-law. (Bereavement leave need not be taken on consecutive days but must be initiated within 15 days and completed within 30 days of the qualifying event.)

SB-24

SICK LEAVE

One day per contract month of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the employee or accidental injury or illness the immediate family. (Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.)

Support Employees who legally retire and are vested in the Oklahoma Teacher's Retirement System shall be paid for accrued sick leave upon written request at the rate of \$50.00 per day. Those employees who have resigned and have been employed by the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of \$50.00 per day. All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement. Written request by the employee prior to the effective date of resignation (but not later than June 15th) shall be required. This can only be done once. (Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30th will not be paid.)

Unused sick leave days shall accumulate to a maximum of 120 days per employee. Personnel who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn additional days when the new school year begins which will be credited to their individual retirement reserve account. Official records of all days accumulated above 120 shall be maintained by the school district for the purpose of teacher retirement.

SB-25

VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year at the rate of 1 day per month.

Special Accrual

Current employees who have previously worked less than 12-month contracts and are changed to 12-month positions will accrue vacation days, on the last day of the first month of 12-month employment and each month thereafter, for the remainder of the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all vacation days.

New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, beginning on the last day of the first month of employment, vacation days at the rate of 1 day per month for each month remaining in the fiscal year.

Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Accumulation

Twelve-month employees who accumulate vacation days as a part of their employment contract may accumulate up to a maximum of thirty-five (35) vacation days. An employee that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at their daily rate.

SB-26

SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION

1) Definitions:

- a) "Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.
- b) "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.
- c) "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B (1), below, or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.
- d) "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.
- e) "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- f) "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- g) "Nonreemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2) Policy on Suspension, Demotion, Termination or Nonreemployment of Full-Time Support Employees.

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or nonreemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3) Cause for Suspension, Demotion, Termination or Nonreemployment.

- a) A support employee may be suspended, demoted, terminated or nonreemployed during the term of his/her contract for any of the following:
 - i) Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or
 - ii) Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

- b) The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or nonreemployment during the term of his/her contract.

4) Procedures For Suspensions Without Pay, Terminations and Demotions.

- a) Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:
 - i) The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii) The superintendent of schools or his designee shall explain to the support employee the evidence against the support employee;
 - iii) The superintendent of schools or his designee shall allow the support employee an opportunity to present his side of the matter.
- b) After the support employee is afforded the above hearing rights, the superintendent of schools or his designee may take any of the following actions:
 - i) Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii) Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;
 - iii) Demotion of the support employee;
 - iv) Termination of the support employee;
 - v) Conclude that no disciplinary action is appropriate.
- c) If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then, within five (5) working days after the effective date of the suspension without pay, such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.A., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.
- d) The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5) Procedures for Nonreemployment.

Prior to being nonreemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

- a) The board of education or the superintendent of schools or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the nonreemployment of the support employee for the subsequent fiscal year;
- b) The written notification shall set out the cause(s) for such action;

- c) The support employee shall have the right to contest his nonreemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6) Procedures for Appeal to the Board of Education.

- a) After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or nonreemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.
- b) All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.
- c) A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or nonreemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a nonreemployment, the board may take final action to nonreemploy the employee without further notice or hearing rights.
- d) Hearing before Board of Education:
 - i) Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
 - ii) At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or nonreemployment. The burden of proof shall be upon the school administration. The support employee shall then have the right to present his/her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.
 - iii) As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to nonreemployment, the board may reemploy or nonreemploy the employee for the subsequent fiscal year.
 - iv) The decision of the Board of Education at the hearing shall be final and non-appealable.

7) Miscellaneous.

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or nonrenewal of support employees.

GUTHRIE PUBLIC SCHOOLS

SUPPORT EMPLOYEE RULES AND REGULATIONS

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules and Regulations:

- (1) Falsification of personnel or other records.
- (2) Unexcused failure to be at work station at starting time.
- (3) Leaving work station without authorization prior to lunch periods, or end of work day.
- (4) Excessive unexcused absenteeism.
- (5) Chronic absenteeism for any reason.
- (6) Chronic tardiness.
- (7) Wasting time or loitering during working hours.
- (8) Leaving work area during work hours, without permission, for any reason.
- (9) Possession of weapons on school premises or in school district vehicles or while on duty.
- (10) Removing school district property or records from school district premises without proper authority.
- (11) Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
- (12) Theft or misappropriation of property of employees, students or of the school district.
- (13) Sabotage.
- (14) Distracting the attention of others.
- (15) Refusal to follow instructions of supervisor.
- (16) Refusal or failure to do work assignment.
- (17) Unauthorized operation of machines, tools, or equipment.
- (18) Threatening, intimidating, coercing or interfering with employees or supervisors.
- (19) The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
- (20) Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
- (21) Creating or contributing to unsanitary conditions.
- (22) Practical jokes injurious to other employees or school district property.
- (23) Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
- (24) Disregard of known safety rules or common safety practices.
- (25) Unsafe operation of motor driven vehicles.

- (26) Operating machines or equipment without using the safety devices provided.
- (27) Gambling, lottery, or any other game of chance on school district property.
- (28) Unauthorized distribution of literature, written or printed matter of any description on school district property.
- (29) Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
- (30) Poor workmanship.
- (31) Immoral conduct or indecency including abusive and/or foul language.
- (32) Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
- (33) Walking off job.
- (34) Clocking in or out another employee's time card or time sheet.
- (35) Use of Tobacco on school property.
- (36) Refusal of job transfer, if the transfer does not result in a demotion.
- (37) Abuse of "breaks" (rest periods) or meal period policies.
- (38) Insubordination of any kind.
- (39) Sexual harassment of an employee, a student or a third party such as a patron.
- (40) Misuse or abuse of any school district leave policy or guidelines.
- (41) When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
- (42) Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for physical inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the illness or injury.

SB-27

SUPPORT PERSONNEL REDUCTION IN FORCE

Procedures for Elimination of Support Personnel Positions:

Guthrie Public Schools may lay off an employee whenever it is necessary because of a shortage of funds or work, or because of a material change in the function of the school.

If normal attrition does not accomplish the necessary staff reduction, the Superintendent will recommend the names of the employees to be laid off based upon all the following criteria:

1. Type of job (skills involved in performance).
2. Length of service to Guthrie Public Schools.
3. Work performance and efficiency.

Each employee to be involved in a lay-off as a result of a Reduction In Force shall be notified in writing by the Superintendent at least two (2) weeks before the effective date.

An employee under RIF shall have the right of re-employment to any vacant position that the school district intends to fill provided such employee meets the qualifications of the position. This right expires one (1) year after the effective date of the RIF. The employee shall be considered in reverse order (i.e., the last dismissed will be the first considered) and shall resume his/her place on the salary schedule as qualified. The employee shall be responsible to keep an up to date address and phone number at the office of the superintendent.

SECTION C

MISCELLANEOUS POLICIES

SC-1

DISTRICT EMPLOYEE PURCHASES

The Guthrie Public School District will no longer accept responsibility for purchases by district employees unless those purchases meet one of the following criteria:

1. Purchase order delivered by employee, purchase order received by mail, or purchase order confirmed verbally via telephone by Purchasing Department.
2. Authorization form for emergency purchases signed by the purchasing manager or designee (this is not a purchase order). This form is for a “one-time” purchase only.

District employees are not authorized to charge purchases in the name of the district. It is the responsibility of the vendor to make sure that no business transaction is negotiated with an employee of the school district unless that transaction meets one of the two criteria mentioned above.

NOTE TO SCHOOL EMPLOYEES: Business transactions conducted during any fiscal year period (July 1-June 30) must have a purchase order typed prior to the end of that period (June 30). State law does not permit the issuance of purchase orders after the end of the fiscal year for expenditures of the prior year. Also, invoices of the prior fiscal year cannot be paid from current year funds. If you submit either of these after the close of the fiscal year, you are liable for the payment.

It is the responsibility of the employee and that of the school or department to see that invoices and requisitions needed for this payment be in the Purchasing Department no later than May 18 of each year.

SC-2

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Guthrie Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee’s blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

SC-3

STAFF SAFETY

All employees of this school district will be covered by Workers' Compensation Insurance for any accident occurring while on official duty on or off school property. Employees will report any accident, however slight in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained.

The supervisor will forward the report to the Assistant Superintendent's office as soon as possible. The Assistant Superintendent will submit an Employee's Report of Industrial Injury to the State Compensation Office.

Employees who have filed for Worker's Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the board.

SC-4

USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989.

With the intent that all employees have notice and knowledge of the ramifications concerning illegal chemical substance use, possession, purchase, sale, or distribution when the employee is on duty or on school property, the Guthrie Board of Education has adopted the following policy and regulations on testing of employees and applicants for employment with regard to use of illegal chemical substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the school board.
2. Employees who are under the influence of an illegal chemical substance when on duty or on school property pose serious safety risks to students and other employees.
3. The use of illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Recent scientific studies demonstrate that the use of illegal chemical substances reduces an employee's ability to perform the job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and by the Constitution of the State of Oklahoma. This policy will not infringe on those rights.
6. Employees who have been identified, as chemically dependent will be referred, on a confidential basis, to a treatment facility or agency.
7. Due to the devastating impact that the use of illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances when on duty or while on school property.
8. This policy will apply to all employees of the school district regardless of position, title or seniority. Violations of this policy will subject the employee to disciplinary action, including termination.
9. The use of intoxicating or non-intoxicating beverages as defined by Oklahoma law (alcohol) is specifically addressed in this policy because alcohol is a legal drug. However, possession or use of alcohol when the employee is on duty or on school property is prohibited. Any employee who is found to be under the influence of alcohol when the employee is on duty or on school property or any employee who possesses or consumes alcohol when the employee is on duty or on school property or while attending a school event will be subject to disciplinary action, including termination.

Employee Drug Use Tests

Employees will be required to submit to drug use testing in the following instances:

1. A drug use test will be a required part of an annual physical examination to determine physical fitness for all new school bus drivers, new school vehicle mechanics, and all other new employees who are required to take an annual physical examination and whose jobs have a direct bearing on the safety of students or other employees. Returning employees will be randomly selected as required by Oklahoma State Law. Each employee who is to be tested for illegal chemical substances as a part of an annual physical examination will be given at least 30 calendar days notice of the date of the physical examination and attendant drug use test.
2. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of an illegal chemical substance will be required to take a drug use test.
3. Any employee who is involved in an otherwise unexplained accident involving school property will be required to take a drug use test. Any employee who refuses to take a drug use test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty, which will be the basis for disciplinary action, including termination.

Applicants for Employment Drug Use Tests

Applicants for employment will be required to submit to drug use testing as follows:

Drug use tests will be included as a part of physical examinations for that class of employees for whom physical examinations are required and only following a conditional offer of employment. If the prospective employee refuses to take the examination, or if the examination discloses drug use, the employment offer will be withdrawn. Applicants for employment will be notified that drug use testing will be a part of the physical examination if a physical examination is required.

Persons Authorized to Order Drug Testing

The following persons have the authority to require drug use testing of employees under this policy:

1. The superintendent of schools;
2. Any employee designated for such purposes by the superintendent or by the school board.

Circulation of Policy

This policy and the accompanying regulations shall be given broad circulation to all employees of the school district, which shall include prominent posting at various places in the district. Each employee and applicant for employment shall be entitled to receive, upon request, a free copy of this policy and the accompanying regulations.

Regulations:

In accordance with the policy of the board of education, the following regulation implements and supports the Use of Illegal Chemical Substances by Employees policy:

Definitions

1. "Illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all pre-prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose.
2. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientifically substantiated drug use screen test and drug use confirm test.
3. "Positive", when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal chemical substance or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
4. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
5. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.
6. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
7. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an individual, and reasonable inferences drawn from those observations in the light of experience.

Determination of Applicants for Employment and Employees Being Under the Influence of an Illegal Chemical Substance

1. Any drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimen, proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible. The test specimen shall be obtained in a manner, which minimizes its intrusiveness. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall; the test monitor shall not observe any employee or applicant while the specimen is being produced, but the test monitor may be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the test monitor has reason to believe or suspect that an employee/applicant is tampering with the specimen, the test monitor may stop the procedure and inform the test coordinator who will then determine if direct observation is required. The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to list any medication he/she has taken or any other legitimate reasons for having been in contact with potentially illegal chemical substances in the preceding 30 days.
2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography mass spectrometry technique. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If the second test is positive for the presence of illegal chemical substances or the metabolites thereof, the applicant for employment or the employee will be furnished with a copy of the test results.
4. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of an illegal chemical substance will be given a reasonable opportunity to rebut the drug use tests results. If the applicant or employee asserts that the positive test results are caused by other than consumption of an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of an illegal chemical substance. The school district will rely on the opinion of the laboratory, which performed the tests in determining whether the positive test result was produced by other than consumption of an illegal chemical substance. The employee or applicant will have a right to have a second gas chromatography/mass spectrometry test performed on the same test specimen at the expense of the employee or applicant if the request for the second test is made within 30 days after the date the first test positive result is communicated to the employee or applicant and subject to the approval by the school district's consulting laboratory of (a) the laboratory selected by the applicant for the second test and (b) the testing methodology used by the laboratory selected by the employee or applicant. A proper chain of custody shall be maintained at all times in transmitting the specimen to and from a second laboratory.
5. The laboratory reports and results of drug use testing will be maintained on a confidential basis except as otherwise required by law; provided however, the results and reports of drug use testing may be given to law enforcement authorities if the drug use test is administered as a result of an employee's involvement in an accident resulting in injury to persons or property. The laboratory performing drug use tests for the school district will not report on or disclose to the school district any physical or psychological condition affecting an employee or employment applicant which may be discovered in the examination of a specimen other than the presence of illegal chemical substances or the metabolites thereof. The use of specimens to test for any other substances will not be permitted.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of an Illegal Chemical Substance

An employee who possesses, uses, distributes, purchases sells or is confirmed by drug use tests to be under the influence of an illegal chemical substance while on duty, while on school property or as a result of drug use tests conducted as part of an annual physical examination will be subject to disciplinary action, including termination.

Applicants Under the Influence of an Illegal Chemical Substance

Any applicant who is confirmed by drug use test to be under the influence of an illegal chemical substance will not be hired.

SC-5

DISPOSAL OF SURPLUS PROPERTY

Obsolete, surplus, worn-out, or unusable school property shall be traded in or exchanged in the acquisition of other property whenever feasible. Otherwise, such property shall be sold at competitive bidding or at public auction, unless, some other disposition of real property or of personal property has been designated by the board. All such sales or other dispositions shall be recorded and reported to the board.

SC-6

FOOD SERVICES

Food services shall participate in the National School Lunch Program on a basis as nearly self-supporting as feasible, while maintaining charges per pupil at the most reasonable rates possible.

The Guthrie Public Schools Foods Service Department cooperates with the National School Lunch Program. Children from families whose income is at or below the levels set by law are eligible for free or reduced-price meals.

Application forms are available at the principal's office in each school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

In certain cases foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals for them, they should contact the school.

In operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

SC-7

MAINTENANCE AND OPERATION OF THE PLANT

The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep facilities, buildings, and equipment attractive and in good repair.

Hazard Communication Standard

The school district shall be in compliance with OSHA hazard Communication Standard "Right-to-Know Laws", and regulations regarding the use and storage of chemicals in the workplaces and classrooms. (Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986)

SC-8

INSURANCE

The school district shall carry the most economical adequate insurance available on buildings against loss from fire, wind, and other perils. The insurance program and its cost shall be continually studied by the administration and periodically reviewed by the board. Insurance programs shall include the following:

- A. The school district shall carry Worker's Compensation Insurance
- B. The school district shall make available the opportunity to participate in a group health insurance policy.
- C. The school district shall furnish a limited loss of time insurance policy.
- D. Student accident insurance may be made available to all students.
- E. As a political subdivision of the state of Oklahoma, the district shall be liable for loss resulting from its torts or the torts of its employees acting within the scope of their employment of duties subject to the limitations specified in State Law. The school district shall carry liability insurance on all employees. Employees involved in on-the-job activities, which could result in legal proceedings, should inform their supervisor as soon as possible. It should be noted that this liability insurance is not valid in cases of criminal negligence.

SC-9

HAZARDOUS MATERIALS COMMUNICATION

Guthrie Public Schools will comply with federal, state and local regulations pertaining to the use and storage of hazardous materials within the school district, including the workers' right-to-know. In an effort to maintain such regulations, Guthrie Public Schools will utilize the following procedures:

- A. Maintain and make available to its employees such chemical hazard information as required
- B. Maintain and make available to its employees such accident and safety reports as required
- C. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request
- D. Work with the local fire authority to identify hazards and placard as required
- E. Maintain proper labeling and storage of containers of hazardous materials
- F. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials
- G. Conduct such training as needed to familiarize each employee with hazards of that employee's position
- H. Provide such training at least annually and as needed for specific situations

NOTICE

ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management Plan for Guthrie Public Schools may be viewed in each site Principal's office. A master copy is available for public inspection at the Guthrie Public Schools' Maintenance Department located at 200 Crooks Drive, Building #4.

SC-10

SMOKE FREE ENVIRONMENT

Smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using the District's facilities, including stadium, and sports complex.

SC-11

MAINTENANCE

Guthrie Public School District I-1 employs a maintenance staff that functions under the Director of Maintenance. Minor equipment and facility repairs are the chief duties of the maintenance staff. All repair and/or work requests shall be submitted on a work order form signed by the building administrator to the Office of the Director of Maintenance. In case of an emergency, report the event by telephone to the Office of the Director of Maintenance. For emergencies, a work order will be completed at the director's office. All work orders will be forwarded to the appropriate maintenance person. No private repair firms should be called without the approval of the director of maintenance.

Major facility alterations and additions are generally scheduled for summer or during extended non-school periods.

SC-12

USE OF SCHOOL VEHICLE

Only district vehicles, which are currently under warranty, will be allowed to be taken on out-of-state trips. The Vo-Ag truck and the newer buses are the only district vehicles that would be allowed to take out-of-state trips under such a policy.

SC-13

COORDINATION OF TRANSPORTATION SERVICES

Information regarding bus routes, bus schedules, and bus assignments or any changes will be prepared in writing by the Transportation Office, and copies will be provided to principals of all schools. The Transportation Director must approve schedules and changes. In the event a bus or buses may be late arriving at a school, the Transportation Office will notify the school affected. The Principal should report unusual delays at a school to the Transportation Office. Principals should notify the Transportation Office if a bus continually arrives at school too early or too late or if potential transportation difficulties are detected at a campus as the result of driver action.

SC-14

ACCIDENTS AND ACCIDENT REPORTING

The following steps should be taken for all accidents:

- A. The bus driver should stop and render aid. The Transportation Office should be called or contacted via the radio immediately. The dispatcher will notify the police.
- B. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
- C. The bus driver should inquire about personal injury. No student should be let off the bus unless there is a threat of fire. If there are injuries, the driver should make a list of those injured and submit the list along with an Accident Report to the Transportation Office. The Transportation Office should notify the principal of the school where those students attend.
- D. The driver should exchange complete information with the other driver involved.

SC-15

OUT-OF-STATE TRAVEL

Oklahoma school buses may not be used for transporting students out-of-state without permission from the State Department of Education. Principals needing this transportation should make a written request, listing reason(s) for this request, to the Administrative Assistant in charge of pupil transportation for the Guthrie Public Schools. This request must be made at least three (3) weeks prior to the activity. The Administrative Assistant, after reviewing the request, may ask that the State Department approve the use of school buses for the activity.

SC-16

BUS DRIVERS

All drivers for the school system must be at least 18 years of age, have a current Chauffeur or Commercial Chauffeur's license, and must be certified by the State Department of Education. Drivers are required to carry their certification card with them when they are driving a bus. New drivers hired after the initial School for Certification is given shall make arrangements to attend a school as soon as one is given in the area. Failure to do so will result in termination. All drivers are required to maintain an acceptable driving record of no more than two (2) moving traffic violations in the last three (3) years, provided no more than one (1) violation occurred in the last two (2) years. Each year a driver must secure and have on file a Motor Vehicle Report in the Transportation Office. A driver can have no DUI or drug-related traffic violations or reckless or careless driving offenses on a Motor Vehicle Report and drive a school bus for the Guthrie Public Schools.

SC-17

COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT

The Guthrie School District will reimburse an employee for his/her initial cost to acquire a Commercial Driver's License (CDL), provided the employee uses a school vehicle in his/her employment. This reimbursement will occur after the third month of employment, upon receipt of the appropriate form submitted by the employee. An employee who has been reimbursed for the cost of the CDL by the district will have that amount charged against his/her last paycheck with the district, if he/she leaves the district before the end of the school year.

**SC-18
FAIR LABOR STANDARDS ACT**

REVISED 10-11-2004

**GUTHRIE SCHOOL DISTRICT POLICY FOR CLASSIFICATION OF EMPLOYEES
AND RIGHTS AND RESPONSIBILITIES INVOLVING NONEXEMPT EMPLOYEES**

It is the policy of Guthrie School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the District and nonexempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties, authority and compensation; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Assistant Superintendents
- Principals and Assistant Principals
- Directors of Computer Programming

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- Non-RN school nurse
- School attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for clarification.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited because it creates monetary liability for the district, even though that result is unintended.**

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should promptly notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

**GUTHRIE SCHOOL DISTRICT
POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS**

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the tests approved by FLSA for executive, administrative or professional positions.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. *Authorized* overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Supervisors may only permit overtime under unusual or extraordinary circumstances and overtime must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance in writing by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including possible termination.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

GUTHRIE SCHOOL DISTRICT COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Guthrie School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a nonexempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including possible termination.

II. Calculation of Compensatory Time

If a non-exempt employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initiated by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operation of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District requires that comp time earned during one pay period must be used during that period or during the next pay period.

IV. Maximum Accrual of Time

Employees may accrue up to 120 hours of comp time. (Because comp time is accumulated at time and one-half, this is 80 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 240 hours of comp time.

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of nonexempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when nonexempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Nonexempt Employees

A copy of this policy will be provided all of the district’s nonexempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt employees of the District.

GUTHRIE SCHOOL DISTRICT
COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the Guthrie School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or, in the District's discretion, providing the employee monetary overtime compensation. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the District's policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Employee Signature

Date

Supervisor Signature

Date

GUTHRIE PUBLIC SCHOOLS
 PERFORMANCE EVALUATION FOR SUPPORT EMPLOYEES

Employee _____ Social Security Number _____

Building/Department _____ Job Title _____

Annual Evaluation _____ 90 Day Evaluation _____ Special Evaluation _____

The Support Personnel Performance Evaluation Program is designed to improve the quality of work in all areas of the support staff by improving the individual on-the-job performance of each employee. It is a cooperative effort between the supervisor and the employee to identify strengths and weaknesses and to prescribe steps for improvement whenever necessary.

CIRCLE THE PROPER RATING FOR EACH PERFORMANCE CRITERION OBSERVED.

Definition of Evaluation Code

- PC- Professionally Competent: Performance is satisfactory
- NI- Needs Improvement: Performance is not as effective as desired
- U - Unsatisfactory: Performance is unacceptable
- NA- Not applicable for this employee

PERFORMANCE EVALUATION FACTORS

PERSONAL CHARACTERISTICS

PERFORMANCE ASSESSMENT

	PC	NI	U
Maintains acceptable attendance record, excluding earned vacation and other leave benefits to which employee is entitled.	PC	NI	U
Arrives on time and maintains reasonably uniform signing or clocking in on time.	PC	NI	U
Maintains a positive outlook, which enhances employee's morale.	PC	NI	U
Uses tact in dealing with the public as well as with other employees.	PC	NI	U
Accepts constructive criticism and suggestions for improvement without resentment.	PC	NI	U
Demonstrates genuine interest in and satisfaction with job assignment.	PC	NI	U
Observes employee dress code, is neat and well groomed in keeping with job assignment	PC	NI	U

PERFORMANCE EVALUATION FACTORS

PERFORMANCE ASSESSMENT

WORK PERFORMANCE

	PC	NI	U
Understands all phases of the job	PC	NI	U
Seeks assistance and/or clarification as needed without hesitation	PC	NI	U
Produces neat, accurate work product which meets acceptable Standards	PC	NI	U
Plans and organizes work in acceptable manner for maximum Efficiency	PC	NI	U
Works well independently without inordinate amount of direct supervision required	PC	NI	U

PROFESSIONAL DEVELOPMENT

	PC	NI	U	NA
Strives to improve in skills required for present job assignment	PC	NI	U	NA
Makes decisions and forms opinions based on sound judgment	PC	NI	U	NA
Uses authority objectively and wisely without favoritism	PC	NI	U	NA
Indicates desire to advance in responsibility and reveals leadership Potential	PC	NI	U	NA

IF NEEDS IMPROVEMENT or UNSATISFACTORY is checked for any area, a PLAN FOR IMPROVEMENT should be developed with the employee, identifying specific steps to be taken to improve performance to a level of competency. THE PLAN FOR IMPROVEMENT should include setting of a specific date at which time a Special Evaluation will be conducted to check progress or completion of the plan. A PLAN FOR IMPROVEMENT should be developed for each area needing improvement. Both the employee and the supervisor should sign the plan at its inception and should initial and date the plan at the time of the special evaluation to check progress.

Supervisor's Comments: _____

Signatures affixed here do not indicate necessarily concurrence with the evaluation, but that the employee and the supervisor have discussed the contents and recommendations.

Employee's Comments: _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Building Site



Board of Education Personnel Reports

Employment Request

Classification						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Green, Lorraine	Junior High	7th/8th Gr. Science	01/07/19		6	Brittnie Paul
Heath, Kary	GUES	6th Grade ELA	01/07/19		6	Jo Ewy

Separation of Employment

Classification					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Ewy, Joy	GUES	6th Gr Lang Arts	Resigning	12/21/2018	

Classification					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Barron, Susan	High School	Registrar	Terminated	12/21/2018	
Hedge, Shelby	Child Nutrition	Site Secretary Child Nutrito	Resigning	1/21/2019	
Spence, Cherie	Charter Oak	Cefeteria Worker	Resigning	1/18/2019	
Vincilione, Raoul	Transportation	Route Driver	Resigning	12/4/2018	

Guthrie Public Schools
Property Committee Meeting
January 7, 2019 5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Janna Pierson, Tina Smedley, Ron Plagg, and Linda Skinner.

Mr. Thompson spoke on the following items:

Expenditure Reports:

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

Completed Projects:

- 207 Work-Orders completed by Maintenance Dept.
- HVAC repairs/upgrades throughout the District including:
 - *Changed all air filters at GUES and the H.S.
 - *Have installed Wi-Fi thermostats on numerous units for monitoring when needed
 - *Energy Audit during Winter Break with good results
- New Marquee and electrical power installation completed at Charter Oak ES
- Custodial floor work at Administration, GUES, and the H.S.
- Removed diseased pear tree, shrubs, and debris from front flower beds at Fogarty
- Have one qualified employee certified for a Class D Wastewater Operator's license for the sewer lagoon system at Charter Oak ES as required by DEQ. Will have 2 more employees apply as well
- Created a new doorway into the breakroom from the hallway at the Administration building
- Upgraded emergency exit maps by adding outside door numbers for each classroom district wide

Projects in Progress & Future Projects:

- Currently have 111 Maintenance Work-Orders in progress
- District HVAC, Electrical and Plumbing repairs
- Replacing air filters at all sites and cleaning coils
- Making needed repairs to our bus fleet
- Continuing roof repairs where needed at all sites:
 - a. Fogarty Quad bldg. and coping stone on main roof
 - b. Central – Kitchen roof and east hallway sections
 - c. Jr. High – Gym & part of the lower main roof
 - d. Administration – Board room and Spec Needs area
- Installing new playground equipment and fencing at Charter Oak ES funded by donations and grants. Fogarty ES new playground equipment is being paid for by the PTO
- Bids for new intercom system at GUES will be opened Jan. 10th
- Extend the existing sidewalk on the north side of the IT building
- Replace one of the compressors on the GUES chiller due to lightning strike and 3 ton unit at Fogarty

- Carpentry/cabinet work in Administration offices to utilize old closet areas

Bond Projects Discussion:

Charter Oak ES – Dr. Simpson discussed the progress on the punch list items. Lagoon passed the final DEQ inspection

J.H. – water proofing, tuck-pointing, sidewalk, front entry stairs, brick and stone repairs are all completed. New entry doors are on order, window blinds are being installed, and last of the windows are being installed.

H.S. – Bids for Phase II of the HVAC project are to be opened Jan. 9th.

Mr. Ogle discussed the proposed 2019-2020 calendars, the Interquest Contract for 2019-2020 school year, and the change on page 10 of the Support Handbook.

Guthrie Public Schools
Finance Committee Meeting

January 8, 2019

4:00 P.M.

In Attendance: Dr. Mike Simpson, Doug Ogle, Carmen Walters, Michelle Chapple, Travis Sallee, Ron Plagg in the absence of Gina Davis, and Michele Hamby

Ms. Chapple opened the meeting informing the committee the first items were routine financial reports, speaking briefly on the Comparative Financial Report, Treasurer's Report Reconciliation, and the Fund Balance Projection.

Ms. Chapple spoke on the following:

Midterm State Aid Allocation

Total amount allocated by the state was \$249,188.00 more than expected and budgeted for.

Mr. Ogle spoke on the following:

2019-2020 Calendar A & B

The calendar committee has submitted two calendar options to be considered for approval.

Approval of Interquest Detection Canines

This is a renewal of our annual agreement with no change in cost .

2018-2019 Support Handbook Change

A proposed change in pay grade for Paraprofessionals with certifications.

Ms. Walters spoke on the following:

Approval of EduSkills Ilc Agreement (software for EL students)

This software agreement would use Title III funds recently received to help identify EL students. This could result in increased funding as well as less paperwork to be completed by staff.

Dr. Simpson spoke on the following:

District Updates

A brief discussion of current and proposed projects.

Curriculum Committee Meeting Minutes

January 8, 2019

5 PM

802 E. Vilas Avenue

In Attendance:

Dr. Simpson, Doug Ogle, Carmen Walters, Travis Sallee, Ron Plagg, Jennifer Bennett-Johnson, and Meghan Norton.

Agenda Items Discussed:

Ms. Walters:

- Teacher of the Year Updates:
Explanation of the video interviews of each teacher candidate.
- Eduskills:
Explanation of services Eduskills offers and impact on District funding as it is paid for with Title III Part A-EL Federal Funds
Discussion of EL requirements such as the Home Language Survey and ELAP (English Learner Academic Plan).
Discussion on benefits of Eduskills for EL students' academic growth.
Discussion of yearly increase in EL enrollment and its impact on the District.

Doug Ogle:

- 2019-2020 District Calendar:
Calendar A & B options.
- Support Handbook Change (page 10 only):
Discussion of change to handbook regarding paraprofessional salary schedule modifications.
Explanation of increased marketability for District to attract quality staff.
- Interquest Contract for 2019-2020 School Year:

Mention of renewal and brief discussion of Interquest service for the coming school year.