

**AGENDA WITH COMMENTARY**

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

**MONDAY  
OCTOBER 14, 2024  
6:30 P.M.**

**AGENDA:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Presentation of Employees and Student of the Month Recognition**
- 7. Comments to the Board by:**
  - A. Citizen's registered to speak to the Board**
  - B. Board Members**
- 8. Superintendent's Reports**
- 9. Crossland Construction Update**
- 10. Consent Agenda.....Pages 6-77**

**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 board meeting held on September 9, 2024**
  - B. Treasurer's Report**
  - C. Activity Fund Fundraisers as per attached list**
  - D. Activity Fund Transfers as per attached list**
  - E. Fuel bid as recommended by bid committee**
  - F. Encumbrances for General Fund #'s 538-685, Building Fund #'s 194-256 and listed change orders and Activity Fund Report- the full register is available online**

- G. Declare listed items as surplus**
- H. Out-of-State Trip Request: Michael Horn, Mat Engle, Jasmine Parks, Curtis Finchum, David Vargas and students, Southern Coast Cup, Foley, AL 04/03/2025-04/06/2025**
- I. Chase Morris Sudden Cardiac Arrest Response Plan for both Guthrie Junior High and Guthrie High School.....Pages 53-66**
- J. Contracts/Agreements under \$10,000**

- 1. Agreement with PeopleFacts for background checks for prospective employees and volunteers for 2024-2025.....Pages 67-71**

**Commentary:**

This is our annual renewal agreement with PeopleFacts for background checks. This is our backup service. All employees must go through an OSBI fingerprint background check. The PeopleFacts service is used when the OSBI report has not been received or has been delayed but is forthcoming. PeopleFacts will verify any convictions that would be attributed to that individual. The cost for this service for 2024-2025 should not exceed \$1,000. **John Hancock will answer any questions.**

**RECOMMENDED ACTION**

The Superintendent recommends approval.

- 2. Agreement between Logan County (LC) Soccer Club and Guthrie Public Schools to lease property from City of Guthrie at the Complex for school-sponsored soccer programs.....Pages 72-74**

**Commentary:**

This agreement between LC Soccer Club and Guthrie Public Schools shall extend from November 1, 2024 through April 30, 2025.

**Dr. Simpson will answer my questions.**

**RECOMMENDED ACTION**

The Superintendent recommends approval.

- 3. Agreement with McDaniel Consulting Group, LLC for 2024-2025.....Pages 75-77**

**Commentary:**

This agreement with McDaniel Consulting Group, LLC replaces Barlow Education Management Services, LLC. McDaniel Consulting Group, LLC will be our chief negotiator in contract negotiations with the Guthrie Teacher's Association. The initial engagement fee rate is \$5,500, plus \$95 for each hour worked and \$50 for each hour traveled. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**11. Business Agenda**

**A. Recommendation, consideration and action upon Contingency Modification #6 for Crossland Construction.....Pages 78-81**

Commentary:

The Contingency Modification #6 is in your packet with detailed information.

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**B. Discussion and possible action regarding the 2024-2025 Operating School Budget.....Pages 82-131**

Commentary:

A copy of the budget is included in your packet. Dr Michelle Chapple will make a presentation to the Board. **Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**C. Recommendation, consideration and action to adopt calendar of regularly scheduled School Board meetings for 2025.....Page 132**

Commentary:

We are required by statute to adopt a calendar of regular meetings and file with the County Clerk's Office prior to December 15<sup>th</sup>.

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

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**D. Discussion and possible board action to approve the 2025 School Election Resolution.....Pages 133-134**

Commentary:

We are required to call for the election of Board Positions prior to Friday, November 1. Board Positions #2, which has a 4-year term, is currently held by Mr. Ron Plagg. Board Position #6, which has a 4-year term, is currently held by Ms. Gail Davis.

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

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**E. Recommendation, consideration and action upon Antenna License Agreement between Guthrie Public Schools and Springs Christian Radio, Inc  
..... Pages 135-138**

Commentary:

Springs Christian Radio, Inc wants to install a FM radio antenna system on Guthrie Public Schools freestanding monopole tower located at Central Elementary School. This agreement will begin on the effective date and extend to June 30, 2025. The agreement may be renewed by additional periods of one-year. Springs Christian Radio, Inc will pay Guthrie Public Schools a fee of \$200 per month.

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

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**F. Recommendation, consideration and action upon agreement with Laura Carter, DBA Reading For All, LLC.....Pages 139-144**

Commentary:

Laura Carter is a reading specialist that will work with our teachers at Guthrie Upper Elementary. She will help the teachers learn and implement many different strategies. The cost for this instructional coach will be paid for by School Improvement 1003 (a) Project 515 Federal Funds. **John Hancock will answer any questions.**

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**G. Recommendation, consideration and action upon request form the Guthrie Tennis Booster Club, LLC to become a sanctioned organization  
.....Pages 145-146**

Commentary:

Included in your packet is an application from the Guthrie Tennis Booster Club, LLC to become a sanctioned organization. It outlines the purpose of the organization, the goals, and membership requirements. **Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**12. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests all as set out on the Personnel Reports, discussion of extra-duty assignments for 2024-2025, discussing negotiations concerning employees and representatives of employee groups, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7.**

**A. Vote to go into executive session**

**B. Acknowledge Board's return to open session**

**C. Statement of minutes of executive session**



13. Vote on action as set out on the Personnel Reports.....Page 147
14. Action upon recommendation of extra-duty assignment as listed for 2024-2025  
.....Page 148
15. Recommendation, consideration and action upon approval for Jeromy Davenport to be  
classified as an Adjunct Teacher for Computer Applications at Guthrie High School  
.....Page 149
16. Recommendation, consideration and action upon approval for Stacy Angeles to be  
classified as an Adjunct Teacher for English Language Learners (ELL) at Charter Oak  
Elementary School.....Page 150
17. Memorandum of Understanding (MOU) between Guthrie Public Schools and the  
Guthrie Association of Classroom Teachers for 2024-2025.
18. Recommendation, consideration and action to accept any resignations offered since the  
posting of the agenda.
19. Discussion and possible action on new business not known about or could not have been  
reasonably foreseen at the time of the agenda posting.
20. Adjourn.

**Dr. Mike Simpson  
Superintendent**

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**Posted by: Samantha Stewart**

**Date: 10-10-2024 Time: 3:30 P.M.**

**Place: Board of Education**

**802 E. Vilas**

**Guthrie, OK 73044**

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
SEPTEMBER 9, 2024**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOL BOARD OF EDUCATION REGULAR MEETING HELD AT 6:30 P.M. IN THE ADMINISTRATION BUILDING, 802 E. VILAS GUTHRIE, OKLAHOMA ON SEPTEMBER 9, 2024.**

**Board Members Present:** Gail Davis, Tina Smedley, Matt Girard, Ben Huskey, S. Janna Pierson, Ron Plagg and Chris Schroder

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
Carmen Walters, Assistant Superintendent  
John Hancock, Executive Director of Personnel and Secondary Ed.  
Dr. Michelle Chapple, CFO  
Kaitlin Smith, Director of Special Services  
Cody Thompson, Director of Operations

1. The meeting was called to order by President Schroder at 6:30 p.m.
2. Members Gail Davis, Matt Girard, Tina Smedley, Ben Huskey, Ron Plagg, S. Janna Pierson and Chris Schroder were present for roll call.
3. A quorum was established.
4. President Schroder asked everyone to stand and join him in the Pledge of Allegiance.
5. President Schroder asked everyone to join him in a Moment of Silence.
6. President Schroder called for Presentation of Employee and Student of the Month recognition.  
Mr. John Hancock gave a presentation of the Employees and Student of the Months  
The September 2024 Support Employee of the Month was not available for picture so we will celebrate them next month. September Certified Employee of the Month was Sherri Stevenson and she was nominated by Jeanne Ambriz. No students were nominated for this month.
- 7A. President Schroder asked the Superintendent if there were any citizens registered to speak to the Board.  
  
Superintendent Simpson stated there was no speaker registered to speak to the Board.
- 7B. President Schroder called for any comments to the Board by Board Members.

**There were no comments to the Board by Board Members.**

**8. President Schroder called for Superintendent's Reports:**

**Superintendent Simpson reported on the following:**

**This has been a very smooth start to the school year. September is National School Attendance Month. We want all families to be aware of the importance of school attendance in the learning process of their children.**

**We currently have 3518 students enrolled in the district which is 12 more than last year 63 more than we had at this time two years ago. We are also expecting some new enrollees that have been accepted on transfers into the district.**

**The OSSBA has a Region 6 meeting scheduled for Thursday, September 26<sup>th</sup> at the OSSBA Conference Center. If you would like to attend, please let Samantha know.**

**I certainly want to thank all GPS voters for their support in our recent \$45 million bond election. You have at your seat some statistics from the election and some historical data.**

**9. Cotteral Elementary Construction Update**

**Lane McMillian with Crossland Construction gave a newsletter containing updates of their progress on Cotteral Elementary.**

**10. A presentation of Guthrie Public Schools annual 7<sup>th</sup>-12<sup>th</sup> grade dropout report and college remediation report for 2022-2023 by Mr. John Hancock, Executive Director of Personnel and Secondary Education.**

**11. President Schroder called for action on the Consent Agenda**

- A. Minutes of regular meeting held on August 12, 2024**
- B. Treasurer's Report**
- C. Activity Fund Fundraisers as per attached list**
- D. Activity Fund Transfer Request**
- E. Fuel bid as recommended by bid committee**
- F. Encumbrances for General Fund #'s 377-537, Building Fund #'s 141-193 and listed change orders and Activity Fund Reports- the full register is available online**
- G. Declare listed items as surplus.**
- H. Out of State Trip Request- Kyle Brede, Cameron Campbell and students, Wichita "Air Capital" Raider Meet, Wichita, KS, 10/12/2024**
- I. Out of State Trip Requests- Dr. Simpson, School Research Nexus Elite Symposium, Orange County, CA, 10/15/2024-10/18/2024**
- J. Out of State Trip Request- Dusty Throckmorton, National FFA Convention, Indianapolis, IN, 10/21/2024-10/26/2024**
- K. Out of State Trip Request- Clay Drake, Dusty Oldenburg and students, National FFA Convention, Indianapolis, IN, 10/22/2024-10/26/2024.**

- L. Out of State Trip Request- Clay Drake, Dusty Oldenburg and students, National Livestock Judging Contest for North America Livestock Exposition, Louisville, KY, 11/17/2024-11/20/2024**
- M. Transportation request from NorthChurch Guthrie for September 25, 2024 to and from NorthChurch OKC in Oklahoma City, Oklahoma for 3 buses.**
- N. Transportation request from First Southern Baptist Church for October 18-19 to and from Falls Creek in Davis, Oklahoma.**
- O. District Policy**
  - 1. E-49 Released Time Course**
  - 2. G-2 Voluntary Prayer**

**A motion was made by Davis and seconded by Girard to approve the Consent Agenda.**

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

- 12A. President Schroder called for recommendation, consideration and action upon Gifted and Talented Committee.**

**A motion was made by Pierson and seconded by Smedley to approve the Gifted and Talented Committee.**

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

- 12B. President Schroder called for recommendation, consideration and action upon Professional Development Committee for 2024-2025**

**A motion was made by Davis and seconded by Girard to approve the Professional Development Committee for 2024-2025.**

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

- 12C. President Schroder called for recommendation, consideration and action upon choosing the ACT as the District's High School Academic Assessment for the 2024-2025 school year.**

**A motion was made by Girard and seconded by Davis to approve the ACT as the District's High School Academic Assessment for the 2024-2025 school year.**

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

- 12D. President Schroder called for recommendation, consideration and action to approve the transcription of math and science credit options taught at Meridian Technology Center.**

**A motion was made by Smedley and seconded by Pierson to approve the transcription of math and science credit options taught at Meridian Technology Center.**

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

- 12E. President Schroder called for recommendation, consideration and action upon Guthrie Jr. High Health Fair for 7<sup>th</sup> grade students on October 11, 2024.**

**A motion was made by Plagg and seconded by Davis to approve the Guthrie Jr. High Health Fair for 7<sup>th</sup> grade students on October 11, 2024.**

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

- 12F. President Schroder called for recommendation, consideration, and action upon 2024-2025 Estimate of Needs as prepared by Putnam & Company, PLLC and 2024-2025 Financial Statement and the authority to publish the same.**

**Dr. Simpson stated the we haven't had Putnam & Company, PLLC for years it is S & B CPA and Associates, PLCC.**

**A motion was made by Smedley and seconded by Davis to approve the 2024-2025 Estimate of Needs as prepared by S & B CPA and Associates, PLCC and 2024-2025 Financial Statement and the authority to publish the same.**

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

- 12G. President Schroder called for recommendation, consideration and action upon agreement between City of Guthrie and Guthrie Public Schools for Information Technology Services.**

**A motion was made by Plagg and seconded by Girard to approve agreement between City of Guthrie and Guthrie Public Schools for Information Technology Services.**

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

- 12H. President Schroder called for recommendation, consideration and action upon Professional Service Agreement with Susan Murray to provide Special Education Support Services for 2024-2025.**

**A motion was made by Davis and seconded by Girard to approve the Professional Service Agreement with Susan Murray to provide Special Education Support Services for 2024-2025.**

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

- 12I. President Schroder called for recommendation, consideration and action upon Antenna License Agreement between Guthrie Public Schools and Springs Christian Radio, Inc.**

**Dr. Simpson stated we did not receive a signed copy from Springs Christian Radio, Inc. and suggested the agreement be pulled to maybe visit next month.**

- 12J. President Schroder called for recommendation, consideration, and action with The Stacy Group, Inc. for architectural services for 2024-2025.**

**A motion was made by Girard and seconded by Davis to approve The Stacy Group, Inc. for architectural services for 2024-2025.**

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

- 12K. President Schroder called for recommendation, consideration and action to ratify the agreement with Cenergistic, LLC for energy management assessment.**

**A motion was made by Pierson and seconded by Smedley to approve to ratify the agreement with Cenergistic, LLC for energy management assessment.**

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

- 12L. President Schroder called for recommendation, consideration and action on District Policy F-5 Transfers Exhibit A.**

**A motion was made by Plagg and seconded by Smedley to approve the District Policy F-5 Transfers Exhibit A.**

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

- 13. President Schroder called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignments as listed for 2024-2025 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.**

- 13A. A motion was made by Smedley and seconded by Pierson to go into executive session.**

**The motion carried with 7 ayes and 0 nays. Executive session began at 7:04 p.m.**

- 13B. President Schroder acknowledged the Board's return to open session at 7:52 p.m.**

- 13C. President Schroder state that in executive session only those items listed in Agenda 13 were discussed and no votes were taken.**

- 14. President Schroder called for vote on action as set out on the Personnel Reports.**

**A motion was made by Plagg and seconded by Pierson to approve the Personnel Reports.**

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

- 15. President Schroder called for action upon recommendation of extra-duty assignments for 2024-2025.**

**A motion was made by Davis and seconded by Girard to approve extra-duty assignments for 2024-2025.**

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

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

**Superintendent Simpson stated there was none.**

- 16. President Schroder 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 none.**

- 17. President Schroder called for the meeting to be adjourned.**

**A motion was made by Smedley and seconded by Girard to adjourn the meeting.**

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

**The meeting adjourned at 7:54 p.m.**

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**Samantha Stewart, Minutes Clerk**

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**Chris Schroder, President**

The agenda was posted at the Guthrie Public School's Administrative Office, 802 E. Vilas, Guthrie, OK on September 6, 2024 at 12:15 p.m. in accordance with the Open Meeting Law and notice of this regular meeting was given to the Logan County Clerk, prior to December 15, 2023. The agenda is also on our website.

Samantha Stewart  
Board Clerk and Minutes Clerk





## **WARRANTS PAID**

### GENERAL FUND:

2023-2024	\$ 428,360.44
2024-2025	\$ 2,297,896.89

### GIFTS & ENDOWMENTS FUND:

2023-2024	\$
2024-2025	\$

### BUILDING FUND:

2023-2024	\$ 39,626.50
2024-2025	\$ 127,948.00

### INS. LOSS RECOVERY FUND:

2023-2024	\$
2024-2025	\$

### CHILD NUTRITION FUND:

2023-2024	\$ 23,521.63
2024-2025	\$ 90,720.74

### BOND FUND:

2023-2024	\$
2024-2025	\$ 1,470,689.05

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**TOTAL MONIES IN F&M BANK** \$8,535,459.07

PLEDGED – FDIC \$ 250,000.00

PLEDGED – F&M BANK \$ 22,640,000.00

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUESTS  
AS OF OCTOBER 1, 2024**



#	CLUB	EVENT
1.)	COTTERAL PTO, # 804	SKIP THE LINE RAFFLE
2.)	FOGARTY PTO, #808	BINGO NIGHT
3.)	FOGARTY ACTIVITY, #809	T-SHIRTS
4.)	GUES ACTIVITY, #812	T-SHIRTS
5.)	HS TENNIS, #855	DONATIONS
6.)	HS FOREIGN LANGUAGE, #879	DUES
7.)	HS KEY CLUB, #889	DUES
8.)	HS STUCO, #899	DONATIONS TO KNIGHTS OF COLOMBUS



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/5/2024 Site: 120 Unobligated Account Balance: \$16,927.11 - 15539.41

Account Name & Number: COTTERAL PTO - 804

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) "SKIP THE LINE" FUNDRAISER RAFFLE - 2 SPOTS

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) N/A

Manufacturer: N/A

Purpose for which funds will be used: FUNDSRAISED WILL GO TOWARDS PLAYGROUND FOR NEW SCHOOL

Name/Address of Vendor: NO VENDOR - DONATIONS ONLY

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

a. Estimated INCOME: 1,700.00	NOTES:
b. Less Estimated EXPENSES: 0.00	
c. Estimated PROFIT: 1,700.00	

First day Fundraiser : OCTOBER 21, 2024

Last Day of Fundraiser: OCTOBER 30, 2024

I understand that when the fundraiser is completed the 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 form must be completed.

Sponsor Signature: Courtney Walton by Rindy Evans Date: 9/5/24

Principal's Signature: Lesley Cotton Date: 9/5/24

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

Child Nutrition Director's Signature (if applicable): Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)

*UnChapple*



2.)



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/20/24 Site: Fogarty Unobligated Account Balance: 5597.19

Account Name & Number: Fogarty PTO 808

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

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

*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) N/A

Manufacturer: N/A

Purpose for which funds will be used: Teacher Classroom supplies, library furniture, shade structure for playground

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: N/A

a. Estimated INCOME: \$1000.00

b. Less Estimated EXPENSES: 0.00

c. Estimated PROFIT: \$1000.00

NOTES: After school hours.

First day Fundraiser : November 16, 2024

Last Day of Fundraiser: November 16, 2024

I understand that when the fundraiser is completed the 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 form must be completed.

Sponsor Signature: C. Alexander Date: 9/20/24

Principal's Signature: Marsha Todd Date: 9/20/24

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

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

Form: AF Fundraiser Request 3/5/2021 (Revised)

mtChapple



3.)



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 01-16-2024 Site: Fogarty Unobligated Account Balance: \$13,550

Account Name & Number: Fogarty Activity 809

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

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

*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: Gandy Ink

Purpose for which funds will be used: Fogarty shirts

Name/Address of Vendor: Gandy Ink 2027 Industrial AVE San Angelo, TX 76904

Items to be purchased in order to conduct the fundraiser: online teacher resources office printer and classroom materials

a. Estimated INCOME: <u>500.00</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>100.00</u>	_____
c. Estimated PROFIT: <u>400.00</u>	_____

First day Fundraiser : 09-16-24 Last Day of Fundraiser: 11-24-24

I understand that when the fundraiser is completed the 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? \_\_\_\_\_

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

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: Marsha Jedd Date: 9.11.24

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

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

Form: AF Fundraiser Request 3/5/2021 (Revised)

*Unkchapple*



4.)



## GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9-9-24 Site: Gves-125 Unobligated Account Balance: \$22,279.62Account Name & Number: Activity-812Select One: ☐ Soliciting in School Only ☒ Soliciting in school & community ☐ Community OnlyDescribe the fundraiser to be conducted (items sold/activity planned, etc.) T-Shirts

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: Empressed COPurpose for which funds will be used: Student incentives, Rewards, Office Supplies, Cont. EP, building & ground needsName/Address of Vendor: Emily Williams, 103 N grand, Crescent, OKItems to be purchased in order to conduct the fundraiser: T-Shirts.

a. Estimated INCOME: \$9,500.00 NOTES: \_\_\_\_\_  
 b. Less Estimated EXPENSES: \$4,850.00 \_\_\_\_\_  
 c. Estimated PROFIT: \$2,650.00 \_\_\_\_\_

First day Fundraiser: 10-22-24 Last Day of Fundraiser: 11-8-24

I understand that when the fundraiser is completed the 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? \_\_\_\_\_

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

Sponsor Signature: Amanda P Date: 9/12/24Principal's Signature: Michelle Adams Date: 9/12/24

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

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

Form: AF Fundraiser Request 3/5/2021 (Revised)

MAChapple  
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# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/30/2024 Site: HS Unobligated Account Balance: 9976.85

Account Name & Number: Tennis #855

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

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

Asking donations to fill a racquet!! I have attached the flyer. We are doing this instead of SnapRaise, where they keep a percent, we will be able to keep all donations!

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: NA

Purpose for which funds will be used: Uniforms, balls, travel expenses, court repairs, equipment

Name/Address of Vendor: NA

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

a. Estimated INCOME: \$1000.00	NOTES:
b. Less Estimated EXPENSES: 0	
c. Estimated PROFIT: \$1,000	

First day Fundraiser : Oct 21, 2024

Last Day of Fundraiser: November 4, 2024

I understand that when the fundraiser is completed the 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?

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

Sponsor Signature: Date:

Principal's Signature: Date: 09/30/2024

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

Child Nutrition Director's Signature (if applicable): Date:

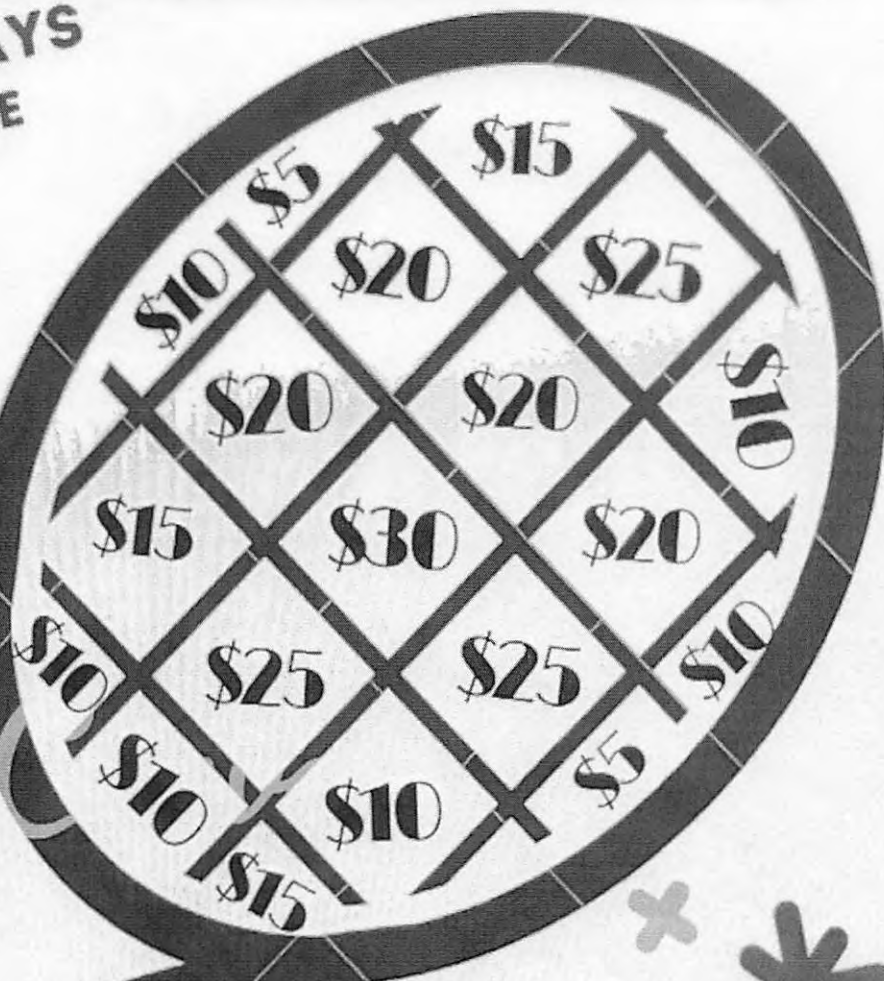
Form: AF Fundraiser Request 3/5/2021 (Revised)

MA Chapple 19

# Fill My Racket

## TENNIS FUNDRAISER

**GUTHRIE BLUEJAYS**  
PLEDGE A SQUARE



**MAKE CHECKS  
PAYABLE TO:  
GUTHRIE TENNIS  
BOOSTER**

*Thank you for  
supporting my season!*





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 09/30/24 Site: High School Unobligated Account Balance: \$3111.64

Account Name & Number: Foreign Language Club #879

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Foreign Language Club Dues \$30.00

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: Pay for shirts, subs, transportation, club expenses.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: T-shirts\_Brandy Hamilton Five Sisters clothing

a. Estimated INCOME: 1500	NOTES:
b. Less Estimated EXPENSES: 1200	
c. Estimated PROFIT: 300	

First day Fundraiser : 10/15/24 Last Day of Fundraiser: 05/25/24

I understand that when the fundraiser is completed the 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? Donated

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

Sponsor Signature: [Signature] Date: 10/07/24

Principal's Signature: [Signature] Date: 10/07/2024

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

Child Nutrition Director's Signature (if applicable): Date:

[Signature] 21





## GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/30/24 Site: high school Unobligated Account Balance: \$119.80Account Name & Number: Key Club #889Select One: ☒ Soliciting in School Only ☐ Soliciting in school & community ☐ Community OnlyDescribe the fundraiser to be conducted (items sold/activity planned, etc.): Key Club Dues \$20.00

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) n/aManufacturer: KiwanisPurpose for which funds will be used: annual dues for district and nationalName/Address of Vendor: n/aItems to be purchased in order to conduct the fundraiser: n/a

a. Estimated INCOME:	<u>\$440</u>	NOTES: <u>extra funds</u>
b. Less Estimated EXPENSES:	<u>\$396</u>	<u>going into club</u>
c. Estimated PROFIT:	<u>\$44</u>	<u>fund</u>

First day Fundraiser: 10/15/24 Last Day of Fundraiser: 11/15/24

I understand that when the fundraiser is completed the 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 form must be completed.Sponsor Signature: Alingail Melsson Date: 9/30/24Principal's Signature: [Signature] Date: 9/30/24

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

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

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/27/24 Site: GHS Unobligated Account Balance: 8,543.00

Account Name & Number: STUCO 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collect funds for Stuff the truck to donate to Knights of Columbus

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) NONE

Manufacturer:

Purpose for which funds will be used: Donation to knights of Columbus

Name/Address of Vendor:

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

a. Estimated INCOME: 0

NOTES:

b. Less Estimated EXPENSES: 0

c. Estimated PROFIT: 0

First day Fundraiser : October 10th, 2024

Last Day of Fundraiser: October 16th, 2024

I understand that when the fundraiser is completed the 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?

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

Sponsor Signature: Monte Myer

Date: 9/27/24

Principal's Signature: [Signature]

Date: 09/27/2024

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable):

Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]

**GUTHRIE PUBLIC SCHOOLS**  
**ACTIVITY FUND TRANSFER REQUEST**  
**As of 10/1/2024**

<b>To</b>	<b>From</b>	<b>Amount</b>
HS STUCO #899	HS SOCCER #897	\$50.00





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



Amount \$50

Date Requested 9/25/24

Transfer to: ~~Soccer~~ HOCO 899  
Account Name & Number

Transfer from: Soccer 897  
Account Name & Number

State Reason for Transfer Below

for Homecoming float

Sponsor's Signature: Michael For

President / Vice-Pres. Signature: [Signature]

Treasurer/Secretary's Signature: Lisa Wash

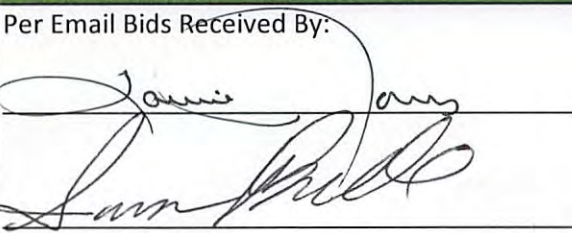
Principal's Signature: [Signature]

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

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

# Transportation Department

## Fuel Bids

		Amount Needed:		
Date: 9/11/24	Time Bid Began: 8:30 am	Clear Diesel: 5000 gal		
PO#: 2025-11-565	Time Bid Closed: 9:30 am	Conv Unleaded: 1100 gal		
Company Name	Contact Person	Phone	Diesel	Unleaded
Fuel Masters	Tanner	866-455-3835	2.21	2.37
Penley Oil	Alan	405-235-7553	2.2795	2.4413
Red Rock	Joanie or Trisha	405-677-3373	2.1821	2.3526
Earnheart	Dustin	405-612-2650	No	Bid
Amount of Fuel Purchased:		Company Bid Awarded To: Red Rock		
Clear Diesel:	Price Per Gallon:	Total Amount:		
5000 gal	2.1821	10,910.50		
Conv Unleaded:	Price Per Gallon:	Total Amount:		
1100 gal	2.3526	2,587.86		
		Total Purchase:		
		13,498.36		
Per Email Bids Received By:		Comments:		
		Earnheart was a "No Bid" - late call		

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 538 - 685, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	538	09/05/2024	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	BEDDING FOR TRAILERS	500.00
11	539	09/05/2024	11441	THE PROPHET CORPORATION	TEACHER \$200/R. CROCKETT/COTTERAL	142.50
11	540	09/05/2024	15994	AMAZON CAPITAL SERVICES	GRAPHING CALCULATORS FOR MATH DEPARTMENT	7,000.00
11	541	09/05/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/R. CROCKETT/COTTERAL	55.48
11	542	09/04/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/GROCE/GUES	200.00
11	543	09/04/2024	42235	OKLAHOMA KENWORTH, INC	REPAIR TO FUSE PANEL BUS 17	2,000.00
11	544	09/03/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/SIMPSON/COTTERAL	200.00
11	545	09/03/2024	15994	AMAZON CAPITAL SERVICES	TEACHE\$200/WHITEHEAD/JH	200.00
11	546	08/28/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/CROCKETT/GUES	198.31
11	547	08/28/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/SIMPSON/GUES	200.00
11	548	09/06/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/DIMMITT/JH	200.00
11	549	09/06/2024	15994	AMAZON CAPITAL SERVICES	MINI IPAD AND ACCESSORIES FOR STUDENT INTERPRETER	650.00
11	550	09/06/2024	15324	OKLAHOMA SOCIETY FOR TECH IN ED INC	CONFERENCE REGISTRATION	400.00
11	551	09/09/2024	15994	AMAZON CAPITAL SERVICES	CONSUMABLES FOR STEM CLASSROOM	60.00
11	552	09/09/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/K.TODD/C.OAK	200.00
11	553	09/10/2024	44110	CDW LLC	BLANKET FOR PO SUPPLIES	2,000.00
11	554	09/10/2024	17961	NCS PEARSON, INC.	SPEECH SUPPLIES	2,835.30
11	555	09/09/2024	12682	MIDWEST BUS SALES, INC.	Z020016164 NOX SENSORS	1,659.94
11	556	09/09/2024	12682	MIDWEST BUS SALES, INC.	CLIP RELEASE PIN	44.00
11	557	09/10/2024	44598	GENERATION GENIUS, INC	CLASSROOM SUBSCRIPTION	299.00
11	558	09/09/2024	10924	DEMCO, INC	TEACHER \$200/AMANDA GWIN/ COTTERAL	120.18
11	559	09/10/2024	15994	AMAZON CAPITAL SERVICES	HORTICULTURE SUPPLIES AND MATERIALS	200.00
11	560	09/09/2024	15994	AMAZON CAPITAL SERVICES	AG SUPPLIES AND MATERIALS	500.00
11	561	09/09/2024	45033	BYTESPEED LLC	OPTOMA BOARDS FOR CLASSROOMS	37,950.00
11	562	09/10/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	BALL JOINT PRESS TOOL	227.62
11	563	09/10/2024	44280	MARTIN AUTOMOTIVE	SERVICE AC FOR TRUCK 74	1,500.00
11	564	09/10/2024	44610	SOUTHWEST BUS SALES, INC.	BLACK 2 POINT SEATBELT	55.40
11	565	09/11/2024	13286	RED ROCK DISTRIBUTING CO.	5000 GALLONS DIESEL 1100 GALLONS UNLEADED	13,498.36
11	566	09/11/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	JH LIBRARY AUDIOBOOKS	444.46
11	567	09/11/2024	13789	SULLIVAN SUPPLY INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	500.00
11	568	09/11/2024	12682	MIDWEST BUS SALES, INC.	DRAIN PLUG,ALLISON Z020016157	16.76
11	569	09/12/2024	44610	SOUTHWEST BUS SALES, INC.	270 REMAN ALTERNATOR REF : PR2409-2281	1,590.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 538 - 685, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	570	09/12/2024	11933	JOHN VANCE MOTORS, INC.	FUEL FILTER AND OIL CHANGE TRUCK 93	600.00
11	571	09/12/2024	42235	OKLAHOMA KENWORTH, INC	REPAIRS TO BUS 17	1,307.72
11	572	09/12/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/ZAHIRI/JH	200.00
11	573	09/12/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/WILKERSON/JH	200.00
11	574	09/12/2024	11933	JOHN VANCE MOTORS, INC.	OIL CHANGE FOR TRUCK 83	300.00
11	575	09/12/2024	44494	LAZEL, INC.	ANNUAL SUBSCRIPTION	400.00
11	576	09/12/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\L. CASEY\HS	200.00
11	577	09/12/2024	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BUS 105 AC REPAIR LABOR	1,869.00
11	578	09/13/2024	12682	MIDWEST BUS SALES, INC.	Z020016189 VARIOUS A/C PARTS	3,089.06
11	579	09/13/2024	12682	MIDWEST BUS SALES, INC.	DRIVER SEATBELT	208.99
11	580	09/16/2024	13021	OSSBA	MINUTES CLERK ACADEMY FALL 2024	150.00
11	581	09/13/2024	15994	AMAZON CAPITAL SERVICES	JH LIBRARY BOOKS	875.00
11	582	09/13/2024	11933	JOHN VANCE MOTORS, INC.	SPRING SHOCK X 2	168.00
11	583	09/05/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/CAROLINE ROBERTS/GUES	191.14
11	584	09/16/2024	14207	WALMART COMMUNITY	TEACHER \$200\C. PLAGENS\HS	200.00
11	585	09/16/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	UPPER, LOWER, BALL JOINTS TIE ROD & FRONT BRAKES	202.69
11	586	09/16/2024	44610	SOUTHWEST BUS SALES, INC.	PR2409-2304 CABIN AIR FILTER	60.00
11	587	09/16/2024	12963	OKLAHOMA DEPT. OF CAREER & TECH ED.	FALL NEW TEACHER ACADEMY REGISTRATION	30.00
11	588	09/16/2024	14207	WALMART COMMUNITY	CLASSROOM, FASHION, AND FOOD LAB SUPPLIES	500.00
11	589	09/12/2024	15994	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	195.00
11	590	09/10/2024	45216	AD ASTRA EDUCATON, LLC	LIBRARY BOOKS	855.75
11	591	09/10/2024	44033	EARNHEART CRESCENT LLC	DIESEL FOR REFERIGERATED UNIT AT HIGHSCHOOL	1,095.00
11	592	09/09/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200.00 / INGLE / FOGARTY	199.58
11	593	09/09/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/HALL/FOGARTY	198.15
11	594	09/05/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200.00 / DEHART / FOGARTY	195.17
11	595	09/18/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/SCROGGINS/JH	200.00
11	596	09/17/2024	12682	MIDWEST BUS SALES, INC.	DRAIN PLUG,ALLISON Z020016157	16.76
11	597	09/18/2024	43510	HOOTEN OIL COMPANY, INC	DIESEL EXHAUST FLUID	522.00
11	598	09/18/2024	44610	SOUTHWEST BUS SALES, INC.	PR2409-2318 CLIP RELEASE PIN	70.36
11	599	09/18/2024	44610	SOUTHWEST BUS SALES, INC.	PR2409-2312 BOSTROM DRIVER SEAT AIR SPRING	252.70
11	600	09/19/2024	45319	COMPUTER POWER SOL OF IL LTD	XDAD SOFTWARE	3,685.00
11	601	09/19/2024	11933	JOHN VANCE MOTORS, INC.	SERPENTINE BELT, AIR FILTR REPLCMENT & DIF CHANGE	839.79
11	602	09/19/2024	17756	VEX ROBOTICS, INC	CARL PERKINS/JR. HIGH STEM/CECIL MIDGETT	6,652.98



## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 538 - 685, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	603	09/19/2024	12783	ARISTOTLE CORPORATION	CARL PERKINS/JR HIGH FACS/ANGELA DOSS	4,531.49
11	604	09/19/2024	16975	GENERAL FUND	MILEAGE FOR FAVER TRIP to UCO for OCEE WORKSHOP	16.80
11	605	09/17/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\C. SANDERS\HS	200.00
11	606	07/01/2024	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	BEST PRACTICES CONFERENCE 2024	229.00
11	607	09/19/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200.00/BRALY/FOGARTY	177.55
11	608	09/19/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/LAURA BEEBY/COTTERAL	200.00
11	609	09/19/2024	15994	AMAZON CAPITAL SERVICES	OFFICE FURNITURE FOR ROUTE SUPERVISORS OFFICE	911.00
11	610	09/19/2024	12682	MIDWEST BUS SALES, INC.	Z020016220 DRUM, 50/50 NITIRITE FREE CLNT	1,333.42
11	611	09/20/2024	44269	VIVACITY TECH PBC	CARL PERKINS/HS AG PROGRAM/CLAY DRAKE	5,700.00
11	612	09/19/2024	12387	LOWES COMPANIES, INC.	CARL PERKINS/HS FACS/KAITLYN ALBRECHT	2,717.57
11	613	09/23/2024	15994	AMAZON CAPITAL SERVICES	\$200/MABREY/CENTRAL	200.00
11	614	09/20/2024	44280	MARTIN AUTOMOTIVE	A/C REPAIR FOR TRUCK 80	1,000.00
11	615	09/19/2024	45107	ARVEST BANK OPERATIONS, INC.	FUEL FOR OUT OF TOWN TRIPS	500.00
11	616	09/19/2024	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	350.00
11	617	09/19/2024	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	150.00
11	618	09/18/2024	10105	SWEETWATER SOUND, INC	HANDHELD MICROPHONES	885.72
11	619	09/23/2024	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	ADDITIONAL WORK TO BUS 65 AC	2,000.00
11	620	09/24/2024	14207	WALMART COMMUNITY	TEACHER 200/VARBEL/JH	72.94
11	621	09/24/2024	10437	TECHNOLOGY STUDENT ASSOCIATION	REGISTRATION FOR TSA CHAPTER DUES	490.00
11	622	09/24/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/MIDGETT/JH	200.00
11	623	09/24/2024	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR CLASSROOM	1,000.00
11	624	09/24/2024	12967	OKLAHOMA HOME CENTERS, INC.	SUPPLIES FOR CLASSROOM	1,000.00
11	625	09/23/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/CARMEN BROWN/COTTERAL	200.00
11	626	09/23/2024	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	750.00
11	627	09/23/2024	43821	TEACHER SYNERGY, LLC	CLASSROOM CURRICULUM	402.98
11	628	09/25/2024	14207	WALMART COMMUNITY	TEACHER \$200\L.REECE\HS	200.00
11	629	09/25/2024	16459	X-CEL BADGE & ENGRAVING CO., INC.	2 DESK PLATES	63.75
11	630	09/25/2024	15994	AMAZON CAPITAL SERVICES	FURNITURE FOR SITE SECRETARY'S OFFICE	1,467.00
11	631	09/24/2024	44186	DOUBLE T ENTERPRISES, LLC	BUS AND FLEET BATTERIES	1,800.00
11	632	09/24/2024	43226	ID SPECIALISTS	BADGE SUPPLIES-TECHNOLOGY	340.00
11	633	09/24/2024	16171	READING RENAISSANCE	AR READING PROGRAM	4,448.50
11	634	09/24/2024	43489	PIRAINO CONSULTING, INC.	SMARTBOARDS	12,031.00
11	635	09/24/2024	15994	AMAZON CAPITAL SERVICES	POSTER PRINTER/PRINTERS	<b>29</b> 5,689.98

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 538 - 685, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	636	09/24/2024	43632	TONY GLOVER dba AJG INC.	SMARTBOARD INSTALLATION	300.00
11	637	09/24/2024	14207	WALMART COMMUNITY	ENRICHMENT SUPPLIES	1,305.26
11	638	09/24/2024	14207	WALMART COMMUNITY	ENRICHMENT SUPPLIES	2,518.40
11	639	08/22/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/CRAWFORD/GUES	200.00
11	640	09/24/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/MEDLOCK/COTTE RAL	110.53
11	641	09/24/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/BETH TAYLOR/COTTERAL	98.53
11	642	09/26/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/BURAL/JH	200.00
11	643	09/26/2024	16975	GENERAL FUND	TRANSPORTATION	50.00
11	644	09/26/2024	45316	UNIVERSAL MEDICAL INC	CLASSROOM USE	2,000.00
11	645	09/26/2024	45325	RJ COOPER & ASSOCIATES INC	CLASSROOM SUPPLY	250.00
11	646	09/26/2024	15994	AMAZON CAPITAL SERVICES	\$200/B BLEWETT/CENTRAL	200.00
11	647	09/27/2024	44610	SOUTHWEST BUS SALES, INC.	CR4OSSOVER MIRROR BRACKETS PR2409-2353	418.00
11	648	09/27/2024	11933	JOHN VANCE MOTORS, INC.	KEYS FOR VAN 88	455.00
11	649	09/27/2024	45326	JAMES BATTLES JR	SECURITY OFFICER FOR ELEMENTARY SITES	5,000.00
11	650	07/01/2024	44269	VIVACITY TECH PBC	CHROMEBOOKS	73,505.70
11	651	09/30/2024	14370	GUTHRIE PUBLIC SCHOOLS -TRS	TRS PAYMENT	146.37
11	652	09/30/2024	14369	GUTHRIE PUBLIC SCHOOLS-IRS	RESERVE FIX	126.24
11	653	10/01/2024	45267	VICTORYVR INC	CARL PERKINS/JR. HIGH STEM/REICHLING	4,360.00
11	654	10/01/2024	45267	VICTORYVR INC	CARL PERKINS/JR. HIGH STEM/REICHLING	1,080.00
11	655	09/30/2024	44610	SOUTHWEST BUS SALES, INC.	HEATED HAWK EYE MIRRORS	719.60
11	656	09/30/2024	12682	MIDWEST BUS SALES, INC.	BRACKET, Z-PLATE	49.30
11	657	09/30/2024	12682	MIDWEST BUS SALES, INC.	QUICK RELEASE VALVE	38.03
11	658	09/30/2024	44888	IMPERIAL SUPPLIES HOLDINGS INC	WIPER BLADES AND BRAKE CLEANER	149.26
11	659	09/30/2024	44033	EARNHEART CRESCENT LLC	DIESEL FOR GENERATOR AT THE HIGH SCHOOL	2,000.00
11	660	09/26/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/WELLS/GUES	200.00
11	661	09/24/2024	14207	WALMART COMMUNITY	ENRICHMENT SUPPLIES	908.16
11	662	09/19/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/WALLIS/GUES	200.00
11	663	09/13/2024	15994	AMAZON CAPITAL SERVICES	\$200 SUPPLIES/K CAMPBELL/CENTRAL	200.00
11	664	10/02/2024	43202	STARFALL EDUCATION FOUNDATION	SUBSCRIPTION FOR STARFALL	750.00
11	665	10/01/2024	16939	CAR PARTS BY TIM	AM/FM RADIO FOR TRUCK 85	40.00
11	666	10/04/2024	14107	UNIFIRST HOLDING INC.	UNIFORMS FOR MECHANICS	2,000.00
11	667	10/01/2024	15994	AMAZON CAPITAL SERVICES	ADMIN SUPPLIES FOR 2024-2025	1,000.00
11	668	09/23/2024	14207	WALMART COMMUNITY	TEACHER \$200/M.GARBARINO/C.OAK	200.00
11	669	10/03/2024	45329	DANIEL JAUCH	SECURITY OFFICER FOR ELEMENTARY SITES	1,000.00
11	670	09/30/2024	15902	AZTEC	CALCULATOR FOR MATH DEPARTMENT	6,036.00

**Guthrie Public Schools**  
**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 538 - 685, Fund Codes: 11

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	671	10/04/2024	43632	TONY GLOVER dba AJG INC.	PARTS & LABOR	2,500.00
11	672	10/03/2024	15994	AMAZON CAPITAL SERVICES	INCENTIVE DAY SUPPLIES FOR BUILDING	125.00
11	673	10/03/2024	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS AND REPAIRS	2,500.00
11	674	10/03/2024	12783	ARISTOTLE CORPORATION	CARL PERKINS/JR HIGH FACS/ANGELA DOSS	4,595.29
11	675	10/03/2024	15994	AMAZON CAPITAL SERVICES	ROOM PARTITIONS FOR OFFICE	150.00
11	676	10/02/2024	44610	SOUTHWEST BUS SALES, INC.	PR2409-2370 BLOWER ASSEMBLY HEATER CORE	923.80
11	677	10/02/2024	15994	AMAZON CAPITAL SERVICES	\$200 SUPPLIES/K HEDGE/CENTRAL	200.00
11	678	10/07/2024	14207	WALMART COMMUNITY	TEACHER 200/DEMENT/JH	200.00
11	679	10/04/2024	14201	WALKER TIRE DTR LLC	TIRES (FRONT)FOR TRUCK 64	613.00
11	680	10/04/2024	44280	MARTIN AUTOMOTIVE	ALIGNMENT FOR TRUCK 64	160.00
11	681	09/26/2024	15994	AMAZON CAPITAL SERVICES	NURSE SUPPLY	119.99
11	682	10/07/2024	44610	SOUTHWEST BUS SALES, INC.	SEATBUS COVERS	979.00
11	683	10/07/2024	15994	AMAZON CAPITAL SERVICES	\$200 TEACHER SUPPLIES/TWALLRAVEN/COTTER AL	199.17
11	684	10/08/2024	15994	AMAZON CAPITAL SERVICES	STEM 3 CLASSROOM SUPPLIES	245.10
11	685	10/07/2024	15994	AMAZON CAPITAL SERVICES	STEM 3 CLASSROOM SUPPLIES	691.42
<b>Non-Payroll Total:</b>						<b>\$274,652.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$274,652.00</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 194 - 256, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	194	09/05/2024	15994	AMAZON CAPITAL SERVICES	HILTI HAMMER DRILL	475.00
21	195	09/06/2024	45001	EXTERIOR SOLUTIONS GROUP, LLC	REPAIR FLASHING ON CENTRAL ROOF	4,900.00
21	196	09/06/2024	44092	INNOVATIVE MECHANICAL LLC	UNIT FOR FOGARTY OFFICE	3,940.00
21	197	09/06/2024	44614	IDN-GLOABL, INC	CORBIN MORTISE LOCK BODY FOR GUES	300.00
21	198	09/06/2024	17330	AMERICAN TIME & SIGNAL CO.	CLOCK MOTOR FOR HS	65.00
21	199	09/10/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	1,000.00
21	200	09/09/2024	44013	CENTRAL OKLAHOMA WINNELSON	BOTTLE FILLER FILTERS FOR CENTRAL	220.00
21	201	09/09/2024	10110	HENKE & WANG PLUMBING	100 GAL WATER HEATER FOR JR HIGH KITCHEN	4,862.55
21	202	09/09/2024	10110	HENKE & WANG PLUMBING	PLUMBING REPAIRS AND SERVICES	1,200.00
21	203	09/09/2024	44635	WAXIE'S ENTERPISES, LLC	DISTRICT RT, TP, HAND SOAP, CANLINERS	7,871.00
21	204	09/11/2024	42241	SETON IDENTIFICATION PRODUCTS	SIGN POSTS FOR DISTRICT	800.00
21	205	09/12/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
21	206	09/11/2024	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	2,500.00
21	207	09/12/2024	44507	JACK CHAPMAN	REPLACE RR DOOR AT HS	2,007.00
21	208	09/13/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS AND SERVICE	1,000.00
21	209	09/13/2024	17921	SCHOOL HEALTH CORPORATION	AED BATTERY FOR HS	500.00
21	210	09/13/2024	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	HS- DRAG- DRAG MOP (SB)	298.00
21	211	09/17/2024	17921	SCHOOL HEALTH CORPORATION	HEARTSTART BATTERIES FOR AED	450.00
21	212	09/18/2024	45241	OSWALT EQUIPMENT COMPANY	REMOVAL OF SPRINKLER HEADS @GUES	3,409.09
21	213	09/18/2024	10234	MAKERS GLASS INC	REPLACEMENT OF DOOR WINDOW AT GUES	232.15
21	214	09/19/2024	15994	AMAZON CAPITAL SERVICES	MA0510A AC MOTOR 1HP FOR AG FARM	153.55
21	215	09/20/2024	43973	CHRISTOPHER CODY HAYES	REMOVE 3 LARGE MAPLES @ SQUIRES FIELD	3,900.00
21	216	09/20/2024	43973	CHRISTOPHER CODY HAYES	STUMP GRINDING AT BALL FIELD	1,500.00
21	217	09/23/2024	44635	WAXIE'S ENTERPISES, LLC	MULTIFOLD, VAC BAGS, OMNICLEAN PADS, POLE,	590.50
21	218	09/23/2024	44635	WAXIE'S ENTERPISES, LLC	DUST MOP FRAMES & WAXED PAPER LINERS	271.66
21	219	09/23/2024	10105	SWEETWATER SOUND, INC	SPEAKERS FOR FOGARTY STAGE	856.02
21	220	09/23/2024	44635	WAXIE'S ENTERPISES, LLC	METERED AIR FRESHENERS AND DISPENSERS	1,936.35
21	221	09/20/2024	10110	HENKE & WANG PLUMBING	REPLACE JH GYM WATER FOUNTAIN	2,292.24
21	222	09/23/2024	45323	K&M DIRT SERVICES LLC	CLEAR TREES AND LAY GRAVEL FOR PARKING AT STADIUM	41,850.00
21	223	09/25/2024	40596	JAMES C. MCGEE	PICK UP AND DELIVER BLEACHERS TO SOFTBALL	1,200.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 194 - 256, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	224	09/25/2024	45322	CHEFS DEPOT INC	RACKS FOR GUES KITCHEN	4,375.90
21	225	09/25/2024	43988	RUSSELL INTERIORS, INC.	INSTALL WINDOW BLINDS JH STEM ROOMS	3,980.00
21	226	09/25/2024	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	RYE SEED FOR FOOTBALL FIELD	4,470.12
21	227	09/25/2024	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	RYE SEED FOR BASEBALL FIELD	2,980.08
21	228	09/24/2024	12324	LOCKE SUPPLY CO.	DISTRICT PARTS AND SUPPLIES	1,000.00
21	229	09/24/2024	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS AND SERVICE	1,000.00
21	230	09/26/2024	42872	PATRICK A. COUNTESS	INSTALL 8 POSTS AT SOFTBALL PARKING AREA	1,600.00
21	231	09/26/2024	42872	PATRICK A. COUNTESS	INSTALL CHAINLINK FENCE AT JELSMA	3,700.00
21	232	09/26/2024	44013	CENTRAL OKLAHOMA WINNELSON	DISTRICT PLUMBING SUPPLIES	1,947.23
21	233	09/26/2024	43749	TREAT'S SOLUTIONS, LLC	JR JUMBO TP FOR CHARTER OAK	622.00
21	234	09/27/2024	45200	BRADY INDUSTRIES OF KANSAS LLC	43X47 CAN LINERS	627.50
21	235	09/27/2024	10110	HENKE & WANG PLUMBING	PLUMBING REPAIRS TO WELL HOUSE AT SCHOOL FARM	1,500.00
21	236	09/27/2024	45200	BRADY INDUSTRIES OF KANSAS LLC	ENVISION TP	88.66
21	237	09/27/2024	17734	PATCO ELECTRIC SERVICES, INC.	ELECTRICAL SERVICES AT HS	2,000.00
21	238	09/27/2024	44635	WAXIE'S ENTERPRISES, LLC	FLOOR PADS, SOLSTA 330, D-VOUR ABSORBENT POWDER	2,292.70
21	239	09/27/2024	44013	CENTRAL OKLAHOMA WINNELSON	PLUMBING PARTS FOR DISTRICT	334.59
21	240	09/30/2024	16626	JOHN HUDSON	DISTRICT MOWING	9,000.00
21	241	09/30/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	2,000.00
21	242	09/27/2024	17249	S. T. BOLDING III	REWIRE FOR NEW GUES COOLER & FREEZER	4,600.63
21	243	10/01/2024	44635	WAXIE'S ENTERPRISES, LLC	HAND SOAP	2,025.60
21	244	10/01/2024	44614	IDN-GLOABL, INC	PADLOCKS & CONTROL KEYS	205.00
21	245	10/01/2024	44916	FOUR STATE JOURNEY	SPRAY WASPS	500.00
21	246	10/01/2024	42501	EARTHSNART CONTROLS, LLC	REPLACE T-STAT IN HS BAND ROOM	1,200.00
21	247	10/01/2024	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT ROLL TOWELS	4,811.50
21	248	10/03/2024	44013	CENTRAL OKLAHOMA WINNELSON	K-40 SNAKE MACHINE WITH CABLES	1,011.69
21	249	10/02/2024	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT CUSTODIAL SUPPLIES	6,961.97
21	250	10/02/2024	17770	UNITED LABS, INC	ECOTRON	796.36
21	251	10/04/2024	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	3,000.00
21	252	10/03/2024	44092	INNOVATIVE MECHANICAL LLC	REPLACE HS WATER BOILER CIRCULATION PUMP	4,290.06
21	253	10/06/2024	44684	PROF. SPRINKLER INSPECTIONS, LLC	CO PUMP HOUSE REPAIRS	2,500.00
21	254	10/08/2024	14189	VOSS ELECTRIC CO.	BULBS FOR GUES	100.00
21	255	10/08/2024	17921	SCHOOL HEALTH CORPORATION	DISTRICT AED PADS AND BATTERIES	1,500.00
21	256	10/07/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00

**Guthrie Public Schools**  
**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 194 - 256, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:						\$169,601.70
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$169,601.70

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 9/1/2024 - 9/30/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
11	07/01/2024	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES 2024-2025	536.65
130	07/01/2024	45010	INSTRUCTIONAL EMPOWERMENT, INC.	I-OBSERVATION TRAINING FOR MICHELLE WILSON-ADAMS	-230.00
192	07/03/2024	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES\HS	82.59
223	07/08/2024	13497	EDMOND SAM'S CLUB #6267	OFFICE SUPPLIES BATTERIES, LABEL MAKER AND RIBBON	-39.36
247	07/11/2024	15994	AMAZON CAPITAL SERVICES	\$200 CLASSROOM SUPPLIES\J.SMITH\HS	-0.12
271	07/15/2024	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	-16.74
279	07/17/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/OLDENBURG/HS	-2.86
294	07/23/2024	45086	SJS HOSPITALITY LLC	HOTEL ROOM FOR SUMMER CONFERENCE IN TULSA	-57.98
317	07/25/2024	43821	TEACHER SYNERGY, LLC	TEACHER \$200/JENEA MIDGETT/FOGARTY	-2.10
340	08/01/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\S.STEVENSON\HS	-3.11
345	08/01/2024	12447	MARDEL, INC.	TEACHER \$200/BETH TAYLOR/COTTERAL	-25.02
353	08/01/2024	12447	MARDEL, INC.	TEACHER \$200/ABIGAIL BALL/COTTERAL	-0.87
355	08/01/2024	45107	ARVEST BANK OPERATIONS, INC.	SMORE ONLINE NEWSLETTER YEARLY - EDUCATOR PRO	-30.00
364	08/05/2024	43981	OKAPP	CPO TRAINING/MEMBERSHIP 2024-2025	-250.00
367	08/06/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/MELISSA WHITE/CENTRAL	-27.16
376	08/05/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200.00/ SUSIE COLLINS/COTTERAL	-2.29
377	08/07/2024	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BUS 32 ELECTRICAL REPAIR FOR LIGHTS	-456.22
384	08/08/2024	11933	JOHN VANCE MOTORS, INC.	ADDITIONAL REPAIRS TO VAN 78	-193.87
386	08/08/2024	44866	JLW ENTERPRISES INC	HS- ICE MAKER YEARLY MAINTANANCE (FB)	7.94
388	08/08/2024	15994	AMAZON CAPITAL SERVICES	\$200/F HEFNER/CENTRAL	-37.74
389	08/08/2024	15994	AMAZON CAPITAL SERVICES	\$200/M CAMPBELL/CENTRAL	-0.09
390	08/08/2024	12171	LAKESHORE LEARNING MATERIALS	\$200/PITTS/CENTRAL	-6.86
401	08/12/2024	15994	AMAZON CAPITAL SERVICES	BLANKET PO FOR FACS CLASSROOM/JH	-4.19
402	08/11/2024	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	-0.90
405	08/09/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	ALTERNATOR FOR TRUCK 63	10.00
409	08/12/2024	15994	AMAZON CAPITAL SERVICES	\$200/COLLIER/CENTRAL	-9.47
410	08/12/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 150/GATES/JH	-4.37
411	08/13/2024	44624	STAPLES, INC	TEACHER \$200\D. METZ\HS	-1.21
414	08/14/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/FRIEND/JH	-1.13
417	08/14/2024	10954	BLICK ART MATERIALS, LLC	SUPPLIES FOR ART CLASSES	25.52
419	08/14/2024	43644	NOREGON SYSTEMS LLC	9 PIN CABLE FOR NOREGON DIAGNOSTIC SYSTEM	-0.02

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 9/1/2024 - 9/30/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
420	08/14/2024	17992	WESTERN GLASS & ATV, INC.	SIDE WINDOW FOR VAN 89	-65.00
421	08/14/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\J. O'NEILL\HS	-1.58
422	08/14/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/K.TYLER/C.OAK	-35.47
428	08/15/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\J.RICE\HS	-10.01
430	08/15/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/VARBEL/JH	-2.89
431	08/15/2024	44380	SCHOOL SAFE ID, LLC	50 CAR TAGS	-40.05
433	08/14/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200 CLASSROOM SUPPLIES / J. PARKS / HS	-0.51
434	08/14/2024	15994	AMAZON CAPITAL SERVICES	\$200/LERNER/CENTRAL	-0.89
436	08/12/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\K.HESTER\HS	-1.71
441	08/16/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200 \B.BALENSEIFEN\HS	-0.32
442	08/15/2024	15994	AMAZON CAPITAL SERVICES	LAMINATION FILM	-4.52
443	08/14/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200.00/MANN/FOGARTY	-0.02
444	08/14/2024	14207	WALMART COMMUNITY	TEACHER \$200.00/MANN/FOGARTY	-7.46
445	08/19/2024	10924	DEMCO, INC	TEACHER \$200/AMANDA GWIN/COTTERAL	-63.95
447	08/16/2024	15994	AMAZON CAPITAL SERVICES	TEACHERS\$200/J.EWY/C.OAK	-0.27
448	08/19/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\T.BENNETT\HS	-2.18
449	08/16/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\L.BENHAM\HS	-1.86
450	08/20/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/THOMASON/JH	-6.68
451	08/19/2024	44033	EARNHEART CRESCENT LLC	TANK FOR HS COOLER GENERATER AND FUEL	-1,324.22
454	08/20/2024	17541	FUEL MASTERS	3000 GAL DIESEL AND 1100 GAL UNLEADED	-121.55
460	08/20/2024	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	CONTINUED REPAIRS TO BUS 52	159.18
461	08/21/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/KCHAPMAN/C.OAK	-2.66
463	08/21/2024	45120	VENTRIS LEARNING	MANUALS	-24.00
464	08/19/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/RANEY/JH	6.99
465	08/19/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/TAMMY BLEWETT/COTTERAL	-2.05
471	08/21/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/AMAN/JH	-25.81
472	08/20/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/MURRAY/JH	0.22
473	08/21/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/CARA HENSON/COTTERAL	-0.08
474	08/23/2024	15994	AMAZON CAPITAL SERVICES	\$200/RENFRO/CENTRAL	-9.43
475	08/23/2024	15994	AMAZON CAPITAL SERVICES	\$200/CREED/CENTRAL	-6.72
477	08/26/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/K.CAREY/C.OAK	-1.61
478	08/26/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	WINDOW SWITCH FOR TRUCK 80	-48.31
480	08/26/2024	45120	VENTRIS LEARNING	12 UFLI CURRICULUM BOOKS	-97.00
484	08/22/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\S.BIGGS\HS	-16.62
486	08/22/2024	12682	MIDWEST BUS SALES, INC.	SENSORS FOR BUSES	-467.50
489	08/26/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\B.RUBIN\HS	-10.38



Guthrie Public Schools  
Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 9/1/2024 - 9/30/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
491	08/26/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\JEROMY DAVENPORT\HS	-8.89
498	08/20/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/BLACK/FOGARTY	-2.55
501	08/26/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200.00/WILLIAMS/FOGARTY	-2.71
513	08/30/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/CAMREN/JH	-11.24
514	08/30/2024	43821	TEACHER SYNERGY, LLC	TEACAHER \$200/C.KEITH/HS	-0.31
520	08/29/2024	10924	DEMCO, INC	JH LIBRARY SUPPLIES	-0.86
522	08/29/2024	15994	AMAZON CAPITAL SERVICES	CLASSROOM SETS OF BOOKS	-1.00
526	08/16/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/ESTES/JH	80.71
527	08/16/2024	44258	FIRST BOOK	TEACHER 200/ESTES/JH	108.17
537	08/26/2024	12967	OKLAHOMA HOME CENTERS, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	350.00
606	07/01/2024	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	BEST PRACTICES CONFERENCE 2024	229.00
639	08/22/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/CRAWFORD/GUES	200.00
650	07/01/2024	44269	VIVACITY TECH PBC	CHROMEBOOKS	-145,418.30
Non-Payroll Total:					(\$147,455.88)
Payroll Total:					\$26,982,839.41
Report Total:					\$26,835,383.53

Change Order Listing

Options: Fund: Building, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 9/1/2024 - 9/30/2024, Include Negative Changes: True


PO No	Date	Vendor No	Vendor	Description	Amount
8	07/01/2024	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	-188.11
18	07/01/2024	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS REPAIRS AND SERVICE	-40.00
101	07/25/2024	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	-17.78
121	07/31/2024	44635	WAXIE'S ENTERPRISES, LLC	TRASH TILT TRUCK, CANS UPRIGHT DUST PANS	-103.91
124	08/02/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	-12.39
141	08/08/2024	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	-182.00
142	08/08/2024	44092	INNOVATIVE MECHANICAL LLC	3TON SPLIT SYSTEM FOR CO PORTABLE	366.00
144	08/08/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	-40.53
147	08/12/2024	44870	REECE SAMUEL WILLIAM	6" CONCRETE PAD FOR HS FREEZER	100.00
149	08/09/2024	42004	ROBERT BROOKE & ASSOCIATES	DOOR HARDWARE FOR DISTRICT	-71.54
152	08/13/2024	10110	HENKE & WANG PLUMBING	REPAIRS TO WATER FOUNTAINS	-200.00
153	08/13/2024	10110	HENKE & WANG PLUMBING	REPAIR SEPTIC PUMP AT SOFTBALL	-2,415.00
156	08/15/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-10.55
157	08/15/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PAINT AND PAINT SUPPLIES	-50.00
158	08/14/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS AND SERVICE	-57.15
162	08/15/2024	10110	HENKE & WANG PLUMBING	REPLACE FOG QUAD WATER HEATER	-500.00
164	08/16/2024	44870	REECE SAMUEL WILLIAM	CONCRETE PAD AT HS	300.00
173	08/21/2024	42241	SETON IDENTIFICATION PRODUCTS	SIGN POSTS FOR BAND LOT	165.30
180	08/27/2024	15994	AMAZON CAPITAL SERVICES	FAN MOTORS FOR GUES	-52.74
181	08/27/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	-60.90
189	08/30/2024	44614	IDN-GLOABL, INC	LOCK CYLINDERS	-20.00
Non-Payroll Total:					(\$3,091.30)
Payroll Total:					\$0.00
Report Total:					(\$3,091.30)

ACTIVITY FUND - FUND 60  
BANK RECONCILIATION - FARMERS & MERCHANT BANK  
AS OF 10/01/2024

GENERAL LEDGER ACCOUNT		BANK RECONCILIATION	
Balance (9/1/2024)	\$ 714,396.80	Balance per bank statement (9/30/2024)	\$ 924,701.52
Add Receipts	\$ 256,855.99	Add Deposits in Transit	\$
Less Checks Written	\$ (85,422.25)	Less O/S Checks	\$ (37,815.16)
Adjustments	\$ 1,055.82	Adjustments	\$
Balance per Ledger	\$ 886,886.36	Balance per Ledger	\$ 886,886.36

Ledger Adjustment details: OCAS Coding Correction  
Bank Adjustment details:

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

	10/1/2024
Stephanie Simmons, Activity Fund Clerk	Date

Guthrie Public Schools  
Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2024 - 9/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$212.94	\$12.00	\$0.00	\$0.00	\$224.94	\$0.00	\$224.94
802 CENTRAL ACTIVITY	\$14,246.13	\$20,000.82	\$0.00	\$1,203.67	\$33,043.28	\$12,672.82	\$20,370.46
803 CENTRAL PTO	\$16,414.73	\$1,048.50	\$0.00	\$1,051.10	\$16,412.13	\$3,361.78	\$13,050.35
804 COTTERAL PTO	\$16,869.14	\$5,474.75	\$0.00	\$2,036.64	\$20,307.25	\$4,767.84	\$15,539.41
805 COTTERAL ACTIVITY	\$24,161.87	\$13,463.00	\$0.00	\$2,475.39	\$35,149.48	\$21,214.94	\$13,934.54
806 COTTERAL FACULTY	\$589.18	\$0.00	\$0.00	\$0.00	\$589.18	\$0.00	\$589.18
808 FOGARTY PARENTS ORG.	\$7,362.19	\$847.00	\$0.00	\$285.94	\$7,923.25	\$2,326.06	\$5,597.19
809 FOGARTY ACTIVITY	\$14,417.10	\$4,123.00	\$0.00	\$1,886.95	\$16,653.15	\$21,986.63	(\$5,333.48)
810 FOGARTY FACULTY	\$251.61	\$0.00	\$0.00	\$0.00	\$251.61	\$0.00	\$251.61
811 ELEM SNACK GRANT	\$903.69	\$0.00	\$0.00	\$0.00	\$903.69	\$0.00	\$903.69
812 GUES ACTIVITY	\$22,756.14	\$1,650.37	\$0.00	\$0.00	\$24,406.51	\$2,226.52	\$22,179.99
813 GUES FACULTY	\$738.29	\$137.25	\$0.00	\$0.00	\$875.54	\$0.00	\$875.54
814 GUES HONOR CHOIR	\$525.83	\$0.00	\$0.00	\$0.00	\$525.83	\$0.00	\$525.83
815 GUES PARENTS ORG.	\$6,235.32	\$1,172.00	\$0.00	\$0.00	\$7,407.32	\$1,980.00	\$5,427.32
816 GHS SPECIAL KIDS	\$8,781.74	\$0.00	\$0.00	\$3,911.18	\$4,870.56	\$0.00	\$4,870.56
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$163.56	\$0.00	\$0.00	\$0.00	\$163.56	\$0.00	\$163.56
819 ATHLETICS JUNIOR HIGH	\$3,735.47	\$0.00	\$0.00	\$0.00	\$3,735.47	\$0.00	\$3,735.47
820 GOLF JUNIOR HIGH	\$4,566.58	\$0.00	\$0.00	\$0.00	\$4,566.58	\$0.00	\$4,566.58
821 FHA JUNIOR HIGH	\$2,784.30	\$505.00	\$0.00	\$145.00	\$3,144.30	\$780.00	\$2,364.30
822 HONOR SOCIETY JR HIGH	\$3,407.36	\$0.00	\$0.00	\$0.00	\$3,407.36	\$0.00	\$3,407.36
823 JR HIGH ACCOUNT	\$1,023.28	\$0.00	\$0.00	\$192.50	\$830.78	\$540.00	\$290.78
824 JR HIGH FACULTY	\$1,510.83	\$337.05	\$0.00	\$0.00	\$1,847.88	\$400.00	\$1,447.88
825 LIBRARY JR HIGH	\$1,745.74	\$0.00	\$0.00	\$0.00	\$1,745.74	\$0.00	\$1,745.74
826 LEARN 2 LOVE	\$10,592.17	\$0.00	\$0.00	\$241.70	\$10,350.47	\$908.30	\$9,442.17
827 CHEERLEADERS JR HIGH	\$4,250.34	\$0.00	\$0.00	\$0.00	\$4,250.34	\$3,054.00	\$1,196.34
828 JH LADY JAYS BBALL	\$570.00	\$0.00	\$0.00	\$0.00	\$570.00	\$0.00	\$570.00
830 STUCO JH	\$3,226.65	\$748.00	\$0.00	\$146.00	\$3,828.65	\$0.00	\$3,828.65
831 T.S.A. JR HIGH	\$397.04	\$0.00	\$0.00	\$0.00	\$397.04	\$0.00	\$397.04
832 YEARBOOK JR HIGH	\$4,826.97	\$60.00	\$0.00	\$217.82	\$4,669.15	\$0.00	\$4,669.15
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$21,356.05	\$10,353.00	\$0.00	\$3,283.86	\$28,425.19	\$22,927.30	\$5,497.89
841 CHARTER OAK PTO	\$21,457.86	\$6,718.74	\$0.00	\$663.00	\$27,513.60	\$1,325.00	\$26,188.60
842 CHARTER OAK FACULTY	\$463.72	\$0.00	\$0.00	\$0.00	\$463.72	\$0.00	\$463.72
850 ACADEMIC TEAM HS	\$125.70	\$0.00	\$0.00	\$0.00	\$125.70	\$0.00	\$125.70
851 ART CLUB HS	\$6,224.06	\$440.00	\$0.00	\$1,680.05	\$4,984.01	\$300.00	\$4,684.01
852 ATHLETICS HS	\$97,102.10	\$37,097.19	\$0.00	\$17,929.92	\$116,269.37	\$97,918.71	\$18,350.66
853 HS CHEER	\$4,734.87	\$1,040.00	\$0.00	\$0.00	\$5,774.87	\$598.00	\$5,176.87
854 FOOTBALL CAMP	\$10,069.96	\$3.00	\$0.00	\$958.00	\$9,114.96	\$2,822.00	\$6,292.96
855 TENNIS HS	\$9,587.85	\$3,110.00	\$0.00	\$0.00	\$12,697.85	\$2,721.00	\$9,976.85
856 GHS LIBRARY	\$86.59	\$0.00	\$0.00	\$0.00	\$86.59	\$0.00	\$86.59
858 GHS LINK CREW	\$505.84	\$0.00	\$150.00	\$0.00	\$655.84	\$0.00	\$655.84
859 BAND (OPERATING) HS	\$15,936.33	\$14,874.20	\$0.00	\$3,810.80	\$26,999.73	\$29,714.83	(\$2,715.10)
862 CLASS OF 2027 HS	\$1,846.67	\$350.00	\$0.00	\$91.96	\$2,104.71	\$458.04	\$1,646.67
864 GHS ALUMNI ACCOUNT	\$15,365.41	\$0.00	\$0.00	\$0.00	\$15,365.41	\$0.00	\$15,365.41
866 CLASS OF 2024 HS	\$1,549.59	\$0.00	\$0.00	\$0.00	\$1,549.59	\$0.00	\$1,549.59
867 CLASS OF 2025 HS	\$7,292.72	\$0.00	\$0.00	\$1,746.50	\$5,546.22	\$1,153.50	\$4,392.72
868 CLASS OF 2026 HS	\$2,613.85	\$400.00	\$0.00	\$0.00	\$3,013.85	\$600.00	\$2,413.85
869 ENGLISH CLUB	\$736.83	\$0.00	\$0.00	\$0.00	\$736.83	\$0.00	\$736.83
870 HS FACULTY/COURTESY ACCOUNT	\$1,840.40	\$60.00	\$0.00	\$0.00	\$1,900.40	\$100.00	\$1,800.40
871 HS STUDENT PANTRY	\$11,086.58	\$0.00	\$0.00	\$0.00	\$11,086.58	\$2,400.00	\$8,686.58
872 CLASS OF 2028	\$2,880.00	\$30.00	\$0.00	\$0.00	\$2,910.00	\$1,158.00	\$1,752.00
876 FFA 4H BOOSTER CLUB HS	\$38,081.54	\$180.00	\$0.00	\$0.00	\$38,261.54	\$11,925.35	\$26,336.19
877 FFA HS	\$10,816.48	\$117,945.00	\$0.00	\$29,045.13	\$99,716.35	\$87,289.44	\$12,426.91
878 FCCLA (FHA) HS	\$5,699.58	\$310.00	\$0.00	\$0.00	\$6,009.58	\$1,375.00	\$4,634.58
879 FOREIGN LANGUAGE SPAN HS	\$3,086.64	\$0.00	\$0.00	\$0.00	\$3,086.64	\$0.00	\$3,086.64
880 XC BLUECREW	\$3,718.95	\$4,921.00	\$0.00	\$2,242.01	\$6,397.94	\$0.00	\$6,397.94

# Guthrie Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 9/1/2024 - 9/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
881 LADY JAYS BASKETBALL	\$432.96	\$0.00	\$0.00	\$0.00	\$432.96	\$0.00	\$432.96
882 GUTHRIE RUNNING CLUB HS	\$1,588.41	\$0.00	\$0.00	\$0.00	\$1,588.41	\$812.70	\$775.71
883 HERITAGE CLUB HS	\$464.67	\$0.00	\$0.00	\$0.00	\$464.67	\$0.00	\$464.67
884 HIGH SCHOOL ACCOUNT	\$7,395.76	\$258.90	\$0.00	\$1,038.81	\$6,615.85	\$8,125.65	(\$1,509.80)
885 STUDENT SUPPORT HS	\$4,112.45	\$454.61	\$0.00	\$0.00	\$4,567.06	\$1,500.00	\$3,067.06
886 HONOR SOCIETY HS	\$6,859.47	\$0.00	\$0.00	\$0.00	\$6,859.47	\$0.00	\$6,859.47
889 KEY CLUB HS	\$119.80	\$0.00	\$0.00	\$0.00	\$119.80	\$0.00	\$119.80
890 SPEECH HS	\$672.63	\$0.00	\$0.00	\$0.00	\$672.63	\$0.00	\$672.63
891 STEM CLUB	\$4.85	\$0.00	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$13,350.54	\$755.50	\$0.00	\$0.00	\$14,106.04	\$380.00	\$13,726.04
894 HS PROM ACCOUNT	\$25,147.10	\$0.00	\$0.00	\$0.00	\$25,147.10	\$100.00	\$25,047.10
895 JROTC HS	\$6,956.97	\$0.00	(\$150.00)	\$310.71	\$6,496.26	\$1,465.35	\$5,030.91
897 SOCCER CLUB HS	\$25,138.63	\$155.00	\$0.00	\$0.00	\$25,293.63	\$7,814.07	\$17,479.56
898 SCIENCE CLUB HS	\$9,304.41	\$685.00	\$0.00	\$0.00	\$9,989.41	\$980.00	\$9,009.41
899 STUDENT COUNCIL HS	\$10,961.64	\$3,229.00	\$0.00	\$1,115.41	\$13,075.23	\$1,814.00	\$11,261.23
900 CAMPUS BEAUTIFICATION HS	\$7,003.59	\$125.00	\$0.00	\$71.98	\$7,056.61	\$949.05	\$6,107.56
902 VOCAL HS	\$7,565.98	\$1,200.00	\$0.00	\$2,278.10	\$6,487.88	\$3,431.90	\$3,055.98
904 YEARBOOK HS	\$52,027.17	\$618.00	\$0.00	\$5,134.85	\$47,510.32	\$4,365.00	\$43,145.32
905 GPS eSPORTS	\$179.73	\$180.00	\$0.00	\$0.00	\$359.73	\$220.00	\$139.73
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	\$1,651.71	\$0.00	\$0.00	\$0.00	\$1,651.71	\$650.00	\$1,001.71
913 DRAMA HS	\$703.74	\$0.00	\$0.00	\$0.00	\$703.74	\$0.00	\$703.74
922 COURTESY COMMITTEE ADMIN	\$84.53	\$0.00	\$0.00	\$0.00	\$84.53	\$65.00	\$19.53
925 GENERAL FUND REFUND	\$2,888.36	\$73.00	\$0.00	\$0.00	\$2,961.36	\$0.00	\$2,961.36
927 HALL OF FAME BANQUET	\$2.07	\$0.00	\$0.00	\$0.00	\$2.07	\$0.00	\$2.07
929 DISTRICT SPECIAL OLYMPICS	\$18,951.84	\$50.00	\$0.00	\$0.00	\$19,001.84	\$1,630.00	\$17,371.84
931 TECHNOLOGY INSURANCE ACCOUNT	\$1,251.99	\$200.00	\$0.00	\$0.00	\$1,451.99	\$0.00	\$1,451.99
932 SUMMER SCHOOL HS	\$22,565.55	\$0.00	\$0.00	\$0.00	\$22,565.55	\$0.00	\$22,565.55
933 FAVER C&C	\$129.63	\$0.00	\$0.00	\$0.00	\$129.63	\$0.00	\$129.63
934 TRANSPORTATION C&C	\$1,394.21	\$17.68	\$0.00	\$49.92	\$1,361.97	\$200.00	\$1,161.97
935 VENDING MACHINE ADMIN	\$838.98	\$19.89	\$0.00	\$22.00	\$836.87	\$578.00	\$258.87
937 FAVER ACTIVITY	\$711.27	\$48.45	\$0.00	\$0.00	\$759.72	\$0.00	\$759.72
940 ADMINISTRATION MISC	\$13,128.22	\$1,375.09	\$0.00	\$155.35	\$14,347.96	\$250.00	\$14,097.96
<b>Total</b>	<b>\$715,452.62</b>	<b>\$256,855.99</b>	<b>\$0.00</b>	<b>\$85,422.25</b>	<b>\$886,886.36</b>	<b>\$376,335.78</b>	<b>\$510,550.58</b>



Staking A Claim in Our Students' Future

**Cody Thompson**  
*Director of Operations*

**Phone 405-282-5944**  
[cody.thompson@guthrieps.net](mailto:cody.thompson@guthrieps.net)

To: Dr. Mike Simpson and  
Board of Education

Date: October 7, 2024

We would like to declare various old iPhones as surplus.

Thank you,

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

Cody Thompson



Linda Skinner <linda.skinner@guthrieips.net>

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## Surplus

1 message

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**Dee Benson** <dee.benson@guthrieips.net>

Sat, Oct 5, 2024 at 12:42 PM

To: Linda Skinner <linda.skinner@guthrieips.net>

I need to declare our old phones as surplus please.

Sent from my iPhone

**Date: 9/25/24**

**Item affiliation: Regarding Guthrie High School Varsity Soccer teams**

**Dear Board of Education,**

**We would like to formally request permission for our boys and girls soccer teams to attend the Southern Coast Cup National soccer tournament in Foley, Alabama from April 3<sup>rd</sup> to April 5<sup>th</sup> 2025. We would like to showcase our varsity soccer athletes in an NFHS-Sponsored national tournament and we believe our players would benefit greatly from the exposure, including getting recognition from collegiate scouts as well as increasing our schools brand on the national stage. Thank you for time and considering our request.**

**Sincerely,**

**Mathew Engle – Head Girls Soccer Coach**

**Michael Horn – Head Boys Soccer Coach**





## EMPLOYEE TRIP REQUEST

Check if Out of State ☒

Michael Horn, Mat Engle, Jasmine Parks,

9/25/24

Name of Employee

Date

Employee's Current Assignment Soccer Coaches

Title of Conference or Activity Southern Coast Cup

Location Foley, Alabama

Date(s) of Conference 4/3-4/6 2025

Full Legal Name (for air travel)

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

Departure Date

4/3/2025



AM



PM

(check one)

Return Date

4/6/2025



AM



PM

(check one)

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

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

It will help our athletes be seen by collegiate scouts and help our team gain national exposure

### Cost for attendance – EMPLOYEE expenses only.

(Give a close estimate, if necessary)

Costs are covered by which fund?

BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development,  
Activity Fund, etc.  
Soccer Activity Fund - 897

Travel*	\$	1,960.00	(mileage, air, ground, parking & toll) see below
Registration	\$	950.00	
Lodging	\$	4,800.00	
Meals	\$	500.00	(overnight stay required; calculated at daily IRS per diem rate in state and out of state)
Substitute	\$	520.00	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b>8,730.00</b>	

Will a substitute be needed?



Yes



No (Remember to complete your sub request)

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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



## EMPLOYEE TRIP REQUEST

Check if Out of State ☒

Mat Engle

9/20/24

Name of Employee

Date

Employee's Current Assignment Teacher Coach

Title of Conference or Activity Southern Coast Cup - Foley, Alabama

Location Foley, Alabama

Date(s) of Conference 4/3-4/6/2025

Full Legal Name (for air travel)

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

Departure Date 4/3/2025 ☒ AM ☐ PM  
(check one)

Return Date 4/6/2025 ☐ AM ☒ PM  
(check one)

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

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

It will help our athletes be seen by collegiate scouts and help our team gain national exposure

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

Costs are covered by which fund?  
BE SPECIFIC PLEASE.

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

Travel\* \$ 1,960.00 (mileage, air, ground, parking & toll) see below

Registration \$ 950.00

Lodging \$ 4,800.00

Meals \$ 500.00 (overnight stay required; calculated at daily IRS per diem rate in state and out of state)

Substitute \$ 130.00 (calculate @ \$65 per day)

Total \$ 8,340.00

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

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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



## EMPLOYEE TRIP REQUEST

Check if Out of State ☐

Michael Horn

9/20/24

Name of Employee

Date

Employee's Current Assignment Teacher & Coach

Title of Conference or Activity Southern Coast Cup

Location Foley, Alabama

Date(s) of Conference 4/3-4/6/2025

Full Legal Name (for air travel)

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

Departure Date 4/3/2025 ☒ AM ☐ PM  
(check one)

Return Date 4/6/2025 ☐ AM ☒ PM  
(check one)

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

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

This will help our athletes be seen by collegiate scouts and help our team gain national exposure

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

Costs are covered by which fund?

BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development,  
897 Activity Fund, etc.

Travel*	\$	1,960.00	(mileage, air, ground, parking & toll) see below
Registration	\$	950.00	
Lodging	\$	4,800.00	
Meals	\$	500.00	(overnight stay required; calculated at daily IRS per diem rate in state and out of state)
Substitute	\$	135.00	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b>8,345.00</b>	

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

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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





## EMPLOYEE TRIP REQUEST

Check if Out of State ☒

Jasmine Parks

9/24/24

Name of Employee

Date

Employee's Current Assignment Teacher/Assistant Girls Soccer Coach

Title of Conference or Activity Southern Coast Cup

Location Foley, Alabama

Date(s) of Conference 4/3-4/6 2025

Full Legal Name (for air travel)

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

Departure Date

4/3/25



AM



PM

(check one)

Return Date

4/6/25



AM



PM

(check one)

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

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

It will help our athletes be seen by collegiate scouts and help our team gain national exposure

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

Costs are covered by which fund?  
BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development,  
Activity Fund, etc.  
Soccer activity fund - 897

Travel\* \$ 1,960.00 (mileage, air, ground,  
parking & toll) *see below*

Registration \$ 950.00

Lodging \$ 4,800.00

Meals \$ 500.00 (overnight stay required;  
calculated at daily IRS per  
diem rate in state and out of  
state)

Substitute \$ 130.00 (calculate @ \$65 per day)

Total \$ 8,340.00

Will a substitute be needed?



Yes



No (Remember to complete your sub request)

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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



## EMPLOYEE TRIP REQUEST

Check if Out of State ☒

Curtis Finchum

9/24/24

Name of Employee

Date

Employee's Current Assignment HS English Teacher - Basketball & Soccer Coach

Title of Conference or Activity Southern Coast Cup

Location Foley, Alabama

Date(s) of Conference 4/3-4/6/2025

Full Legal Name (for air travel)

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

Departure Date 4/3/25



AM



PM

(check one)

Return Date 4/6/25



AM



PM

(check one)

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

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

Assisting Head Soccer Coach; It will help our athletes gain national exposure

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

Costs are covered by which fund?  
BE SPECIFIC PLEASE.

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

Travel\* \$ 1960 (mileage, air, ground,  
parking & toll) see below

Registration \$ 950

Lodging \$ 4800

Meals \$ 500 (overnight stay required;  
calculate at \$30 per day in  
state; \$50 out of state)

Substitute \$ 130 (calculate @ \$65 per day)

Total \$ 8340

Soccer Activity fund - 897

Will a substitute be needed?



Yes



No (Remember to complete your sub request)

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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



## EMPLOYEE TRIP REQUEST

Check if Out of State ☒

David Vargas

9/24/24

Name of Employee

Date

Employee's Current Assignment JH History/ Soccer & Football Coach

Title of Conference or Activity Southern Coast Cup

Location Foley, Alabama

Date(s) of Conference 4/6-4/6/2025

Full Legal Name (for air travel)

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

Departure Date 4/3/25 ☒ AM ☐ PM  
(check one)

Return Date 4/6/25 ☐ AM ☒ PM  
(check one)

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

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

IT WILL HELP OUR ATHLETES BE SEEN BY COLLEGIATE SCOUTS AND HELP OUR TEAM GAIN NATIONAL EXPOSURE

### Cost for attendance – EMPLOYEE expenses only.

(Give a close estimate, if necessary)

Costs are covered by which fund?

BE SPECIFIC PLEASE.

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

Travel\* \$ 1,960.00 (mileage, air, ground, parking & toll) see below

Registration \$ 950.00

Lodging \$ 4,800.00

Meals \$ 500.00 (overnight stay required; calculated at daily IRS per diem rate in state and out of state)

Substitute \$ 130.00 (calculate @ \$65 per day)

Total \$ 8,340.00

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

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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





**GUTHRIE PUBLIC SCHOOLS  
FIELD TRIP REQUEST  
Effective 2-08**

Today's Date 9/20/2024 Date of Activity 4/3-4/6 2025  
Destination Foley, Alabama - Southern Coast Cup  
Class & Grade Level Guthrie High School Varsity Soccer  
Teacher(s) Michael Horn, Mathew Engle, Jasmine Parks, Curtis Finchum

Names of teacher assistants or other adults attending:

David Vargas, Tyler Gann, Elisha Wheeler  
15 Femal soccer players and 15 male soccer players

Number of students 30 Number of sponsors 6  
Leave Time 5 am Return Time 11 pm  
Event Beginning Time if different \_\_\_\_\_ Event Ending Time if different \_\_\_\_\_

Emergency Phone Contact Number 817-739-4067

Cost to be paid per student \$250 Due when? 4/1/25 Cost to district \$0

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

  
Principal Signature

9/30/2024  
Date

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

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

\_\_\_\_\_  
Date

Every student must have a signed consent, indemnity and release form on file before going on any activity. List the State Curricular Objectives and the educational objective to be addressed by this field trip:

# Itinerary

## **Thursday April 3rd.**

- Leave from Guthrie HS @ 5am
- Arrive in Foley Alabama @8 PM
- Curfew 10:00 PM

## **Friday April 4th**

- Breakfast at 8:30 am
- 1 game in afternoon
- Team dinner at 6:30
- In rooms/Curfew at 10:00PM

## **Saturday April 5th**

- Breakfast at 8:30
- 1 game in morning and 1 game in afternoon
- Go to beach after afternoon game
- Team dinner 7:30
- In rooms/Curfew 11:00 PM

## **Saturday April 6th**

- Leave Foley Alabama 5 AM
- Arrive @ Guthrie HS 8 PM





Phone 405-282-8900

Staking A Claim in Our Students' Future

[www.guthrieips.net](http://www.guthrieips.net)

## MEMO

To: Dr. Simpson and Guthrie Board of Education

From: John Hancock, Executive Director of Personnel

Date: October 9, 2024

Re: Chase Morris Act. 70 O.S. 24-156

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Attached, you will find copies of the Chase Morris Sudden Cardiac Arrest Response Plan for both Guthrie Junior High and Guthrie High School. This plan is mandated by the State of Oklahoma and must be reviewed and accepted annually according to Oklahoma State Statute 70 O.S. 24-156.

Thank you,

John Hancock  
Exec. Director of Personnel

# Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

## **Guthrie Public Schools**



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article Article XXIV - Miscellaneous Provisions

#### Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the "Chase Morris Sudden Cardiac Arrest Prevention Act".
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, "athletic activity" means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student's parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student's school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in [Section 3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
  - 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
- 4. Provide for communication and dissemination of the plan throughout the school campus;**
- 5. Require the response team to practice the plan by conducting periodic drills;**
- 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
- 7. Address athletic events and athletic facilities at each middle school and high school site provided:**
  - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
  - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;**
- 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
- 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.**
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.**
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.**

#### ***Historical Data***

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



## Guthrie Junior High School

# CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Guthrie Junior High School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Enter Medical Responder Here** on **Enter Date Here**.

### **SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:**

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Todd Bramwell</i>	<i>GJHS Principal</i>
<i>Shane Robinson</i>	<i>Assistant Principal</i>
<i>Anthony Gibbs</i>	<i>SRO</i>
<i>Shayna Vaughan</i>	<i>School Nurse</i>
<i>Lisa Trask</i>	<i>Secretary</i>
<i>Stephanie Pollard</i>	<i>Secretary</i>
<i>Adam Dement</i>	<i>B floor Teacher/Coach</i>
<i>David Vargas</i>	<i>C floor Teacher/Coach</i>
<i>Ron Gillett</i>	<i>A floor Teacher/Coach</i>



<i>Alex Fields</i>	<i>Gym Teacher/Coach</i>
<i>Jordan Aman</i>	<i>P1 Teacher/Coach</i>
<i>Brice Varbel</i>	<i>P2 Teacher/Coach</i>

# **IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED**

Todd Bramwell   Shane Robinson   Shayna Vaughan   Anthony Gibbs   Jordan Aman   Brice Varbel  
Jay Howard   Ron Gillett   Gregory Scroggins   Adam Dement   Christi Erbar   David Vargas-Ocampo  
Susan Gates   Alex Fields

## **HOW TO ACTIVATE THE TEAM:**

When the adult recognizes the need for emergency care, they will notify the office via radio or cell. Office personnel (Pollard or Trask) will send an email notifying administration or call out on the radio and calling 911. Updates and requests for other team members would come from individuals on-site and disseminated by office personell.

## **HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?**

Email and discussed on a PD day and with Safe school committee

## **DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

**\*\*These drills are NOT required to be entered on the School Security Website**

<i>Date of Drill</i>	<i>Notes</i>
<i>10/21/24</i>	
<i>2/17/25</i>	

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**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA**

**\*\*Example:** Local Ambulance, Fire Department, Police Department, Sheriff Department

**\*\*\*Identify who on your team will contact these providers**

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Guthrie Fire Department</i>	
<i>Guthrie Police Department</i>	
<i>Logan County Sheriff Department</i>	

**LOCATION OF AED’S IN SCHOOL SITE AND MAINTENANCE DATE:**

**\*\*Check with your manufacturer for the recommended maintenance of your AED.**

<i>AED Location</i>	<i>Maintenance Date</i>
<i>GJHS Office</i>	<i>12/16/2024</i>

**LOCATION OF AED’S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE** **\*\*AED** must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)

**\*\*\*Check with your manufacturer for the recommended maintenance of your AED.**

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>GJHS</i>	<i>GYM/Stadium</i>	<i>10/18/25</i>
<i>Favor</i>	<i>Favor Office</i>	
<i>GUES</i>	<i>GUES Gym/Softball</i>	

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

**\*\*Must be updated and reviewed by the school board annually**

Date of update and school board review: \_\_\_\_\_



# ANY OKLAHOMA SCHOOL SITE

## Emergency Operations Site Plan

### Chase Morris Sudden Cardiac Arrest Response Plan

Guthrie High School  
Home of the Bluejays!





# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article XXIV - Miscellaneous Provisions

#### Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the "Chase Morris Sudden Cardiac Arrest Prevention Act".
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, "athletic activity" means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student's parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student's school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:
1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
  2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
  - 2. Activate the team in response to a sudden cardiac arrest;**



3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;
4. Provide for communication and dissemination of the plan throughout the school campus;
5. Require the response team to practice the plan by conducting periodic drills;
6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;
7. Address athletic events and athletic facilities at each middle school and high school site provided:
  - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or
  - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;
8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and
9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

#### ***Historical Data***

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

Guthrie High School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT Guthrie Fire and Rescue EMT on 9/12/2024

### SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team MUST include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Dusty Throckmorton	Principal
Justin Stevens	Assistant Principal
Jeanne Ambriz	Assiatant Principal
Jon Chappell	Athletic Director
Tatum Komlodi	Athletic Trainer
Nathan Pennypacker	Teacher/Coach
Shayna Vaughan	School Nurse
Ric Meshew	Teacher/Coach
Clay Drake	Teacher/Ag Advisor
Ryan Friesen	School Resource Officer

### IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches  
All athletic trainers

All school nurses  
Your team members for response plan at all sites

### HOW TO ACTIVATE THE TEAM:

\*\*Explain how the team will be activated for fastest response time

Staff utilize the school intercom to contact the office. Office staff use 2-way radios and phones to activate the team, and call EMT via 911.



**HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?**

The plan is presented in Faculty Meetings, and shared through Google Classroom and Google Docs.

**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

\*\*These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
8/22/2024	AED Deployment - School Nurse, SRO and Admin.

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA**

\*\*Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

\*\*\*Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
Guthrie Fire Department	405-282-4433 or 911
Guthrie Police Department	405-282-3535 or 911
Logan County Sheriff Department	405-282-4100 or 911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

**\*\*Check with your manufacturer for the recommended maintenance of your AED.**

<i>AED Location</i>	<i>Maintenance Date</i>
High School Cafeteria, outside the Main Office	9/26/2024
HS Main Gym Lobby outside the North Office	9/26/2024

**LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE**

**\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED**

**Could insert your EAP (Emergency Action Plan for athletics here also)**

**\*\*\*Check with your manufacturer for the recommended maintenance of your AED.**

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
HS Gym	Main Gym Lobby	9/26/2024
HS Softball Field	GUEST/Concession Stand	9/26/2024
HS Football/Baseball Field	Concession Stand	9/26/2024
HS Practice Field	Training Room of	9/26/2024

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

**\*\*Must be updated and reviewed by the school board annually**

Date of update and school board review: \_\_\_\_\_





## MASTER SERVICES AGREEMENT

### SCHEDULE F

#### PEOPLEFACTS SCREENING SERVICES

**CUSTOMER'S NAME:** Guthrie Public Schools

**EFFECTIVE DATE:** September 27, 2024

This Schedule ("Schedule") is made by and between Pluto Acquisition Opco, LLC DBA PeopleFacts. ("PeopleFacts") and Customer under a certain Master Agreement for Services dated September 25, 2019 ("Agreement") incorporated by reference. Exhibits or other documents attached to the Agreement and not this Schedule are fully incorporated into and constitute a part of the substantive provisions of this Schedule. Terms not otherwise defined in this Schedule will have the same meaning as set forth in the Agreement.

**1. COMPLIANCE WITH FEDERAL AND STATE LAWS.** The parties agree to comply with the Fair Credit Reporting Act, U.S.C. §1681 et. seq. and other applicable federal and state laws and regulations. Customer shall comply with all applicable laws in the request, preparation, transmission, dissemination and utilization of the Services including but not limited to Title VII of the Civil Rights Act of 1964 (including all amendments thereafter), Equal Employment Opportunity Commission ("EEOC") guidelines and regulations, the Fair Housing Act, the Housing and Urban Development ("HUD") guidelines and regulations, and all other applicable state and local laws prescribing the use of consumer reports and consumer investigative reports.

**California Investigative Consumer Reporting Agencies Act (California Civil Code §1786 et seq).** Customer certifies as follows: (a) that prior to obtaining an investigative consumer report as that term is defined in California Civil Code §1786.2(c) that it has a permissible purpose, as defined in California Civil Code §1786.12; (b) it made clear and conspicuous written disclosure to consumer as required under California Civil Code §1786.16(a)(2) that an investigative consumer report may be obtained, the permissible purpose of the report and that the report may include information on name, address, and telephone number of PeopleFacts and indicate the nature and scope of the investigation, including but not limited to, providing the consumer a means by which the consumer may check a box indicating that the consumer wishes to receive a copy of any investigative consumer report. Customer must notify PeopleFacts of any change in the permissible purpose for which the information will be used. **Vermont Certification.** Customer certifies that it will comply with applicable provisions of the Vermont Fair Credit Reporting Statute, 9 V.S.A. §2480(e) and the applicable regulations in connection with obtaining consumer reporting information on Vermont consumers. Customer further certifies that it will only obtain consumer reporting information only for the purpose consented to by the consumer. **Motor Vehicle Reports.** If Customer purchases motor vehicle records ("MVRs") from PeopleFacts, Customer hereby certifies that MVRs shall only be ordered in strict compliance with the Driver Privacy Protection Act ("DPPA", at 18 U.S.C. §2721 et seq.) and any related state laws. Customer further certifies that no MVRs shall be ordered without first obtaining the written consent of the consumer to obtain "driving records," evidence of which shall be transmitted to PeopleFacts in the form of the consumer's signed release authorization form. Customer also certifies that it will use this information only in the normal course of business to obtain lawful information relating to the holder of a commercial driver's license or to verify information provided by an applicant or employee. Customer shall not transmit any data contained in the resulting MVR via the public internet, electronic mail or any other unsecured means.

**2. CERTIFICATION OF PERMISSIBLE PURPOSE.** Customer shall use a consumer report only when it has permissible purpose as that term is defined under the Fair Credit Reporting Act 15 U.S.C. §1681b (Section 604 of the FCRA) and other applicable federal and state laws. Specifically, the Customer hereby certifies that it will only request and/or use a consumer report from PeopleFacts for employment, residential or license verification purposes. In every situation where customer is certifying to having a permissible employment purpose (evaluating a consumer for employment, promotion, reassignment or retention),



## MASTER SERVICES AGREEMENT

residential (i.e. "tenant screening) purposes (evaluating a consumer for tenancy as a resident of a property owned by Customer who serves as a Landlord, or as a property manager pursuant to a contract with a Landlord, over the same), **Customer agrees specifically with the following conditions for obtaining a report from PeopleFacts:**

**a. Employment Purposes.** Only the Customer's designated representatives will request consumer reports. The Customer will forbid employees from obtaining reports on themselves, associates, or any other person except in the exercise of their official duties. Each time the Customer requests a consumer report for employment purposes it will comply with 15 U.S.C. §1681b (Section 604(b) of the FCRA), namely: (i) the consumer has been given a clear and conspicuous written notice, in advance (in a document that consists solely of the disclosure), that a consumer report may be requested for employment purposes; (ii) the consumer has authorized the Customer, in writing, to procure the report; (iii) the information in the consumer report will not be used in violation of any applicable federal or state equal employment opportunity law or regulation; (iv) before taking adverse action, in whole or in part on the report, Customer will provide the consumer a copy of the report and description of the consumer's rights under the FCRA (FCRA Summary of Rights) located at [peoplefacts.com/sites/default/files/FCRA-Summary-of-Rights.pdf](http://peoplefacts.com/sites/default/files/FCRA-Summary-of-Rights.pdf); and (v) Customer shall base all employment decisions and actions on its own policies and procedures and acknowledges and agrees that PeopleFacts did not make the decision to take any adverse action against the consumer, and that PeopleFacts cannot give specific information for the adverse action taken.

**b. Residential Purposes.** Only the Customer's designated representatives will request consumer reports. The Customer will forbid employees from obtaining reports on themselves, associates, or any other person except in the exercise of their official duties. Each time the Customer requests a consumer report for tenant screening purposes it will comply with the following provisions of the FCRA: Section 604(a)(3)(F) [15 U.S.C. § 1681b(a)(3)(F)], Section 607(a) [15 U.S.C. § 1681e(a)], Section 615(a) [15 U.S.C. § 1681m(a)], and Section 606 [15 U.S.C. § 1681d)], namely: (i) Customer agrees, if required, to undergo a third-party on-site inspection (at Customer's cost) designed to verify the identity and legitimacy of Customer, as may be required by the any one or more of the credit bureaus prior to granting access to credit-related information pertaining to consumers, (ii) Customer certifies that it has a permissible purpose for using the report and in fact uses it for such permissible purpose; (iii) the consumer has authorized the Customer, in writing, to procure the report prior to the Customer requesting the report of PeopleFacts; (iv) the information in the consumer report will not be used in violation of any applicable federal or state law or regulation; (v) at the time of taking any action that may be unfavorable to the consumer (i.e. any "adverse action" as that term is defined in the FCRA and by the FTC), based in whole or even in part on the consumer report, Customer will provide the consumer a copy of the consumer report(s) and description of the consumer's rights under the FCRA (FCRA Summary of Rights) a copy of which is available at [peoplefacts.com/sites/default/files/FCRA-Summary-of-Rights.pdf](http://peoplefacts.com/sites/default/files/FCRA-Summary-of-Rights.pdf); and (vi) Customer shall base all tenant decisions and actions on its own decision criteria, including but not limited to its own policies and procedures, and acknowledges and agrees that PeopleFacts does not and did not make any decision to take any adverse action against the consumer, and that PeopleFacts cannot give specific information for the adverse action taken.

**3. INVESTIGATIVE CONSUMER REPORTS.** With regard to Investigative Consumer Reports, as defined in 15 U.S.C. §1681a(e), Customer will clearly and accurately disclose to the Consumer that an Investigative Consumer Report including information as to his character, general reputation, personal characteristics, and mode of living, whichever are applicable, may be made. The disclosure will be made in writing and mailed or otherwise delivered to the Consumer not later than three (3) days after the date on which the report was first requested and will include a summary of the Consumer's rights provided for under 15 U.S.C.



## MASTER SERVICES AGREEMENT

§1681g(c). The disclosure shall also include a statement informing the Consumer of his/her right to submit a written request for additional information pursuant to 15 U.S.C. §1681d(b), within a reasonable period of time after the receipt by him/her of the foregoing disclosure. Upon receipt of such request, Customer shall disclose in writing the nature and scope of the investigation, which shall be complete and accurate. The disclosure must be mailed or otherwise delivered to the Consumer not later than five (5) days after the date on which the request for additional disclosure was received from the Consumer or the date the Customer first requested the report, whichever is the later. Customer shall also comply with any adverse action obligation.

**4. CRIMINAL RECORDS.** The Customer has access to an online multi-state criminal and sex offender database. This database may not contain applicable county-level records. PeopleFacts recommends that Customer request a manual search for county-level records. Criminal records come from a variety of different sources at the federal, state and local levels, such as court houses and administrative records which may affect the accuracy or availability of the records. Because so many of these sources only provide limited identification information such as a name or date of birth, a record may exist but may not be displayed or a displayed record may not belong to the applicant or employee. Customer should independently verify the public record before it declines the application or otherwise takes adverse action against the applicant. The Services do not include information pertaining to arrest records and/or pending criminal charges against consumers.

**5. INTERNATIONAL CRIMINAL RECORDS SEARCHES.** Customer understands that searches of international background screening will be conducted through the services of a third-party independent contractor. Because of differences in foreign laws, language, and the manner which foreign records are maintained and reported, PeopleFacts cannot be either an insurer or a guarantor of the accuracy of the information reported. Customer therefore releases PeopleFacts and its affiliated companies, officers, agents, employees, and independent contractors from any liability whatsoever in connection with erroneous information received as a result of an international background screening report.

**IDENTIFICATION SERVICES.** Identification Services consist of nonpublic personal identification information such as name, address, social security number and telephone number to be used for one of the permitted uses under the Gramm-Leach-Bliley Act, 15 U.S.C. §6801. *et. seq.* (the "GLB Act"). Specifically, the Customer hereby certified that it will only request and use Identification Services to protect against or prevent actual or potential fraud, unauthorized transactions, claims or other liability. Neither party will use Identification Services for marketing or solicitations of any kind or for direct-to-consumer sales. defined by the Fair Credit Reporting Act (FCRA), 15 U.S.C. §1681a(d) and are not subject to the FCRA. The parties agree that the identification information contained in the Identification Services does not bear on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. In this regard, Customer certifies that the Identification Services will not be used in whole or in part as a factor in determining a consumer's eligibility for credit or insurance to be used primarily for personal or household purposes (including for residential decisions), employment purposes, in connection with the underwriting of insurance involving the consumer; in connection with a determination of the consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial responsibility or status; as a potential investor or servicer, or current insurer, in connection with valuation of, or an assessment of the credit or prepayment risks associated with, an existing credit obligation; when it has a legitimate business need for the information; to review an account to determine whether the consumer continues to meet the terms of the account and for employment purposes. Customer further agrees it will not use the Identification Services to take any "adverse action" as that term is defined in §603(k) of the FCRA [15 U.S.C. §1681a].

**6. QUALIFIED CUSTOMER CERTIFICATION.** Customer certifies that it is not a pawn shop, private detective, detective agency, investigative company, bail bondsman, attorney or law firm (except reports for employment, credit or financial counseling



## MASTER SERVICES AGREEMENT

firm, credit repair clinic, news agency or journalist, dating service, asset location service, nor will Customer resell the credit information or the Services or seek the information for its own personal or non-business use.

**7. WATCH LIST SERVICE.** PeopleFacts provides a service whereby it matches the consumer name to certain government created watch lists for the purposes of determining whether the consumer's name appears on these watch lists ("Watch List Service"). Customer will use the Watch List Service solely in connection with a transaction involving the consumer as to whom such information is sought and will not request or use the Watch List Service for purposes prohibited by law. PeopleFacts periodically updates the information in the Watch List Service but it does not guaranty or ensure the accuracy or reliability of the Watch List Service or the information in the Watch List Service or that the Watch List Service satisfies any of the Customer's legal obligations. A hit or match indicates only that the consumer has similar information to a person in the watch list file. Customer should consult the OFAC brochure located at [peoplefacts.com/sites/default/files/OFAC\\_Regulations.pdf](http://peoplefacts.com/sites/default/files/OFAC_Regulations.pdf) for due diligence steps that should be taken.

**8. OBTAINING INFORMATION UNDER FALSE PRETENSES.** 15 U.S.C. §1681q (Section 619 of the FCRA) provides that any person who knowingly and willingly obtains information on a consumer from a consumer reporting agency under false pretenses shall be fined under Title 18 of the United States Code, or imprisoned not more than two years, or both.

**9. FURNISHING AND INVESTIGATING.** Customer has received and agreed to comply with FCRA Notices to Users, which are accessible at [peoplefacts.com/sites/default/files/Notice-to-Users-and-Furnishers.pdf](http://peoplefacts.com/sites/default/files/Notice-to-Users-and-Furnishers.pdf). Pursuant to this section Customer may furnish consumer information for use in a consumer credit report and for one or more permitted purposes under GLB.

**10. MINIMUM TERMS; TERMINATION.** This Agreement and the Application for Services sets forth the minimum terms and conditions under which PeopleFacts will provide PeopleFacts Services to the Customer. The term of this Agreement shall begin on the Effective Date and shall be in effect for an initial term of 1 year. This Agreement will automatically renew for successive one (1) year terms unless Customer provides written notice of termination to PeopleFacts, by certified mail at least 60 days prior to renewal date.

**11. LIMITATIONS OF LIABILITY.** Because the PeopleFacts Services involve conveying information provided by other sources, including credit repositories neither PeopleFacts nor the credit repositories will, for the fee charged for the Services, be an insurer or guarantor of the accuracy or reliability of the Services, or the data contained therein. **NEITHER PEOPLEFACTS NOR THE CREDIT REPOSITORIES GUARANTEE OR WARRANT THE ACCURACY, TIMELINESS, COMPLETENESS, CURRENTNESS, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE SERVICES, INFORMATION IN THE SERVICES OR MEDIA ON OR THROUGH WHICH THE SERVICES ARE PROVIDED AND SHALL NOT BE LIABLE FOR ANY LOSS OR INJURY ARISING OUT OF OR CAUSED IN WHOLE OR IN PART BY PEOPLEFACTS OR THE CREDIT REPOSITORIES' ACTS OR OMISSIONS, WHETHER NEGLIGENT OR OTHERWISE.**

**12. TERRITORY.** Customer may access, use and store the Services and information obtained from the Services only at or from locations within the territorial boundaries of the United States, Puerto Rico, Guam, the Virgin Islands and Canada (the "Permitted Territory"). Customer may not access, use or store the Services or information obtained from the Services at or from, or send it to any location outside of the Permitted Territory without first obtaining PeopleFacts' written permission. IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the date set forth above.



## MASTER SERVICES AGREEMENT

Pluto Acquisition Opco, LLC.  
DBA

**PeopleFacts:**

**Customer:**

Signature: Aaron Charbonnet

Signature: [Signature]

Name (print): Aaron Charbonnet

Name (print): JOHN HANCOCK

Title: Chief Revenue Officer

Title: EXEC. DIRECTOR OF PERSONNEL

## **JOINT FACILITY USE AGREEMENT**

This Agreement is made and entered on this \_\_\_\_ day of October 2024, by and between **LC SOCCER CLUB** (“Club”), and **INDEPENDENT SCHOOL DISTRICT NO. 1 of LOGAN COUNTY, OKLAHOMA** (“School”).

WHEREAS, the Club and the School are mutually interested in promoting School-sponsored soccer programs and community recreational and competitive league soccer programs in the City of Guthrie, Oklahoma; and

WHEREAS, the Club leases real property from the City of Guthrie, Oklahoma and operates the property as a soccer complex consisting of multiple soccer fields for various age groups (the “Complex”); and

WHEREAS, the School wishes to use the Complex as a practice field for its high school and middle school soccer programs; and

WHEREAS, the Club and the School wish to enter into an agreement providing for non-exclusive use of two fields at the Complex (U12 and U19) for School-sponsored soccer programs.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Club and School do agree as follows:

**1. Term.** The Term of this Agreement shall extend from November 1, 2024, through April 30, 2025.

**2. Association Rights and Responsibilities.** The Club will have use of the Complex at all times not designated for use by the School. The Club will have the responsibility for maintenance of the soccer facilities at the Complex. The Club will provide all utilities for the Complex.

**3. School Rights and Responsibilities.** The School agrees to maintain, at its expense, liability insurance coverage in force and effect during the entire term of this Agreement, in an amount equal to or greater than the liability limits set forth in the Oklahoma Governmental Tort Claims Act. The Club and the City shall be named as additional insureds under the policy. The School shall have access to the U12 and U19 fields at the Complex on Mondays and Wednesdays during the Term of this Agreement between the hours of 2:30pm and 5:00pm.

### **4. Administration.**

Each party shall designate one or more representatives who shall be responsible for coordinating use of the Complex and for the routine administration of this Agreement. Any notice, communication, consent or other writing given regarding this Agreement shall be delivered either personally or by mail, postage prepaid, to the other party through its designated representative, as may be specified by notice in compliance with this section. The names and addresses for parties’ initial designated representatives shall be as follows:



Dr. Mike Simpson, Superintendent  
Guthrie Public Schools  
802 E. Vilas  
Guthrie, Oklahoma 73044  
mike.simpson@guthrieips.net

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## **5. Independent Contractor Relationship**

The Club and School acknowledge that their relationship under this Agreement is that of independent contractors and neither party shall be responsible for the debts, obligations or liabilities of the other. This Agreement does not create a partnership or joint venture between them. Neither party will at any time be, or represent itself as, an agent of the other.

## **6. Miscellaneous**

A. This Agreement shall constitute the entire agreement between the Club and the School. If any terms of this Agreement shall be declared invalid or unenforceable in any court of competent jurisdiction, such terms shall be stricken from this Agreement. Such invalidity or unenforceability shall not extend to any other terms of this Agreement and any remaining terms shall continue in full force and effect, to the extent permitted by law.

B. This Agreement shall not be modified, altered or amended except as agreed to by the Club and School in writing, properly executed by each party's contracting authority.

C. Club and School warrant and represent to the other that each is authorized to sign this Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.

D. School agrees to pick up all trash generated during Monday and Wednesday of each week from 2:30pm-5:00pm. School will not move the goals and will not use the top fields. School will limit practice around goal mound or any one spot in order to maintain the turf. School will paint fields U12 and U19 once a month throughout the Term of this Agreement.

E. If Club determines that it is necessary to shut the fields down to lay down sod, this Agreement will terminate the week of March 17, 2025 (Spring Break). If invoked, School and Club's obligations will terminate as of the week of March 17, 2025.

F. This Agreement shall constitute the entire agreement between the Club and School. If any terms of this Agreement shall be declared invalid or unenforceable in any court of competent jurisdiction, such terms shall be stricken from this Agreement. Such invalidity or unenforceability shall not extend to any other terms of this Agreement and any remaining terms shall continue in full force and effect, to the extent permitted by law.

G. This Agreement shall not be modified, altered or amended except as agreed to by the Club and the School in writing, properly executed by each party's contracting authority.

**DATED** this \_\_\_\_ day of October, 2024.

\_\_\_\_\_  
LC Soccer Club, Inc.  
“Club”

By: \_\_\_\_\_  
President  
INDEPENDENT SCHOOL DISTRICT NO. 1 OF  
LOGAN COUNTY, OKLAHOMA

“School”

**ATTEST:**

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

The City of Guthrie, Oklahoma does hereby consent to the above Joint Facility Use Agreement.

EXECUTED THIS \_\_\_\_\_ day of October, 2024.

By: \_\_\_\_\_  
Mayor, City of Guthrie



## **CONTRACT FOR SERVICES**

THIS AGREEMENT is made by and between Guthrie Independent School District Number One of Logan County, Oklahoma (“School District”) and the McDaniel Consulting Group, LLC (“MCG”).

### **RECITALS:**

- A. The School District has recognized the Guthrie Teachers’ Association (“Association”) as the bargaining representative of the bargaining unit composed of the School District’s classroom teachers.
- B. The School District desires to employ MCG, and MCG desires to be employed by the School District to provide a representative of MCG to serve as chief negotiator of the School District in contract negotiations with the Association.

Wherefore, the School District and MCG covenant and agree to be bound as follows:

- 1. This Agreement shall commence on \_\_\_\_\_ and expire upon the completion of negotiations regarding the 2025-2026 Negotiated Agreement.
- 2. The School District agrees to compensate MCG for services rendered for the provision of a representative to serve as the School District’s chief negotiator at an initial engagement fee rate of Five Thousand Five Hundred Dollars (\$5,500.00), plus Ninety-Five Dollars (\$95.00) for each hour worked and Fifty Dollars (\$50.00) for each hour traveled. There shall be no hourly charges for the initial Board/Administrative planning session(s), telephone consultation throughout negotiations and the post-negotiations Administrative/Board seminar.
  - a. Upon presentation of a written statement, the School District shall compensate MCG at the rate of One Thousand One Hundred Dollars (\$1,100) for the first five (5) months of this Agreement. Hourly fees will be compensated upon a written statement on a monthly basis.

3. A representative of MCG shall be appointed by MCG and shall act as the School District's chief negotiator and perform all such duties as may be assigned by the Board and the Superintendent, including but not limited to:
  - a. Meetings and conference with the Board of Education, individual Board members, members of the administrative staff and School District legal counsel.
  - b. Meetings and conferences with the members of the Board's negotiating team(s).
  - c. All sessions at which negotiations are conducted with the Association.
  - d. All meetings and conferences with members of the Association's negotiating team members or its representatives.
  - e. Meetings and conferences with mediators and fact finding representatives.
  - f. Research and preparation necessary to the negotiating process.
4. The School District agrees to provide direction to MCG and/or the appointed MCG representative on all issues to be negotiated with the Association and MCG and/or the appointed MCG representative agrees to present to the Association only those proposals and counter proposals that are consistent with the direction given by the Board of Education and Administration of the School District.
5. MCG and/or the appointed MCG representative expenses incurred in performing the duties required by this Agreement shall be reimbursed upon presentation of a written statement on the following basis:
  - a. Mileage shall be compensated at the current Internal Revenue Service rate.
  - b. Meals consumed away from the MCG office or the MCG representative's home shall be reimbursed at the actual cost of such meal, not to exceed Fifteen Dollars (\$15.00) per meal.
  - c. Lodging expenses necessary in order to perform the work outlined herein will be reimbursed at the actual cost.
  - d. Copying, duplicating, telephoning, postage, and other normal and reasonable business expenses shall be reimbursed upon presentation of a statement setting forth such expenditures.



GUTHRIE INDEPENDENT SCHOOL DISTRICT  
NUMBER ONE OF LOGAN COUNTY, OKLAHOMA

BY: \_\_\_\_\_

MCDANIEL CONSULTING GROUP, LLC

BY: \_\_\_\_\_

**New Cotteral Elementary - 23OK61-MLA**

**23OK61-MLA**

2001 W. Noble Ave.  
Guthrie, OK 73044

**Date:** 9/9/2024

**Number:** C-MOD 06

**Subject:** Contingency Modification 06

**Source of Funding:** Allowance / Contingency

**Description**

Contingency Modification 6

**Days Requested:** 0

**Change Total:** \$0.00

Item Number	Description	Amount
	Contingency Modification 06	\$(89,088.61)
30	Classroom Expansion RTUs	\$56,369.00
31	Retaining Wall Removal	\$(7,500.00)
32	Headers on Gridline 6	\$5,030.00
33	RFI-51 - Corridor 234 Ceiling Change	\$1,470.00
34	RFI-51 - Corridor 234 Duct Change	\$1,838.00
35	RFI-56 - Upgrade Studs at Wall Mounted Sinks	\$2,615.00
36	City Water Line Tie In	\$5,700.09
37	Cotteral Sign	\$2,900.00
38	RFI-59 - Domestic Water Service	\$5,234.02
39	RFI-60 - Church Storm Water Flume	\$3,500.00
39	RFI-60 - Church Storm Water Flume (Credit for 30" HDPE)	\$(2,650.00)
40	Sidewalk at Detention Pond	\$6,000.00
41	Bathroom Floor Grout Change	\$928.00
42	Trex Board Allowance	\$(10,000.00)
42	Trex Board on Dumpster Gates	\$3,400.00
43	Dumpster Pad Grading	\$3,454.50
43	Dumpster Pad Concrete	\$6,500.00
44	Church Drive Apron	\$2,500.00
44	Insurance Drive Apron	\$1,800.00

The Stacy Group, Inc.  
ARCHITECT

By Sean Willis

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

Crossland Construction Company, Inc.  
CONTRACTOR

By Lane McMillan

Signature *Lane McMillan* \_\_\_\_\_  
Date 10/10/2024 \_\_\_\_\_

Guthrie Public Schools  
OWNER

By Mike Simpson

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

## Guthrie Cottler Elementary

### Contingency Change Log

CC	PCO #	Description	Reason for CC	Sent Date	Amount	Status	Approved	Pending	Anticipated	ARCHITECTURAL APPROVAL DATE	OWNER APPROVAL DATE
1	1	COX Fiber Reroute	Existing Conditions		\$ 1,578.44	Approved	\$ 1,578.44	\$ -	\$ -		
1	2	Buyout for Wheelchair Lift	Buyout		\$ (7,205.00)	Approved	\$ (7,205.00)	\$ -	\$ -		
1	3	Parking Lot Correction	Existing Conditions		\$ 31,880.00	Approved	\$ 31,880.00	\$ -	\$ -		
2	4	Switchgear	Expedite		\$ 23,253.00	Approved	\$ 23,253.00	\$ -	\$ -	3/1/2024	3/11/2024
2	5	Gym Subgrade Correction	Existing Conditions		\$ 7,500.00	Approved	\$ 7,500.00	\$ -	\$ -	3/1/2024	3/11/2024
2	6	08C - Glass and Glazing Buyout	Buyout		\$ 2,800.00	Approved	\$ 2,800.00	\$ -	\$ -	3/1/2024	3/11/2024
2	7	11A - Food Service Equipment Buyout	Buyout		\$ (235,000.00)	Approved	\$ (235,000.00)	\$ -	\$ -	3/1/2024	3/11/2024
2	8	27B - A/V Systems Buyout	Buyout		\$ (100,003.00)	Approved	\$ (100,003.00)	\$ -	\$ -	3/1/2024	3/11/2024
2	9	Added Transitional Piers	Project Add		\$ 15,000.00	Approved	\$ 15,000.00	\$ -	\$ -	3/1/2024	3/11/2024
2	10	Northwest Subgrade Correction	Existing Conditions		\$ 6,200.00	Approved	\$ 6,200.00	\$ -	\$ -	3/1/2024	3/11/2024
3	11	Southwest Subgrade Correction	Existing Conditions		\$ 28,648.00	Approved	\$ 28,648.00	\$ -	\$ -	4/9/2024	4/8/2024
3	12	Additional Southwest Subgrade Correction	Existing Conditions		\$ 8,500.00	Approved	\$ 8,500.00	\$ -	\$ -	4/9/2024	4/8/2024
4	13	RFI-10 - Underground Conduit 90s	Design Change		\$ (4,906.00)	Approved	\$ (4,906.00)	\$ -	\$ -	6/10/2024	6/10/2024
4	14	ASI-05 - Lighting Changes	Design Change		\$ 18,874.00	Approved	\$ 18,874.00	\$ -	\$ -	6/10/2024	6/10/2024
4	15	RFI-11 - Floor Box Removal	Design Change		\$ (3,261.70)	Approved	\$ (3,261.70)	\$ -	\$ -	6/10/2024	6/10/2024
4	16	ONG Gas Line Relocation Cost	Existing Conditions		\$ 2,415.00	Approved	\$ 2,415.00	\$ -	\$ -	6/10/2024	6/10/2024
4	17	Dense Gas Line Relocation Cost	Existing Conditions		\$ 1,600.00	Approved	\$ 1,600.00	\$ -	\$ -	6/10/2024	6/10/2024
4	18	RFI-16 - Credit for Removing Two Doors	Design Change		\$ (2,282.54)	Approved	\$ (2,282.54)	\$ -	\$ -	6/10/2024	6/10/2024
4	19	RFI-12 - Added Rock for Storm Sewer Line	Conflict		\$ 7,866.00	Approved	\$ 7,866.00	\$ -	\$ -	6/10/2024	6/10/2024
5	20	Metal Locker Credit	Value Engineering		\$ (2,760.00)	Approved	\$ (2,760.00)	\$ -	\$ -	8/13/2024	8/12/2024
5	21	ASI-06 Steel Changes	Design Change		\$ 19,614.00	Approved	\$ 19,614.00	\$ -	\$ -	8/13/2024	8/12/2024
5	22	RFI-41 - Classroom 109 and 110	Design Change		\$ 15,899.92	Approved	\$ 15,899.92	\$ -	\$ -	8/13/2024	8/12/2024
5	23	RFI-11 - Data Service Conduit	Design Change		\$ 2,635.00	Approved	\$ 2,635.00	\$ -	\$ -	8/13/2024	8/12/2024
5	24	RFI-43 - Roof Parapet Heights	Design Change		\$ 10,661.00	Approved	\$ 10,661.00	\$ -	\$ -	8/13/2024	8/12/2024
5	25	RFI-45 - Roof Hydrant Locations	Conflict		\$ 13,600.00	Approved	\$ 13,600.00	\$ -	\$ -	8/13/2024	8/12/2024
5	26	RFI-46 - Door 132B Hardware Clarification - Cost covered by Stacy Group	Conflict		\$ 320.00	Approved	\$ 320.00	\$ -	\$ -	8/13/2024	8/12/2024
5	27	Temp Seal Openings	Lead Time Delay		\$ 6,490.00	Approved	\$ 6,490.00	\$ -	\$ -	8/13/2024	8/12/2024
5	28	Extend Concrete at NW Entrance	Alt Proposal		\$ 1,200.00	Approved	\$ 1,200.00	\$ -	\$ -	8/13/2024	8/12/2024
5	29	Level 4 Finish	Alt Proposal		\$ (10,000.00)	Approved	\$ (10,000.00)	\$ -	\$ -	8/13/2024	8/12/2024
6	30	Purchase of RTUs for Classroom Expansion	Other		\$ 56,369.00	Pending	\$ -	\$ 56,369.00	\$ -		
6	31	Retaining Wall Removal	Design Change		\$ (7,500.00)	Pending	\$ -	\$ (7,500.00)	\$ -		
6	32	Headers on Gridline 6	Conflict		\$ 5,030.00	Pending	\$ -	\$ 5,030.00	\$ -		



6	33	RFI-51 - Cooridor 234 Ceiling Height (Framing Cost)	Conflict		\$ 1,470.00	Pending	\$ -	\$ 1,470.00	\$ -		
6	34	RFI-51 - Cooridor 234 Ceiling Height (HVAC Cost)	Conflict		\$ 1,838.00	Pending	\$ -	\$ 1,838.00	\$ -		
6	35	RFI-56 Upgrade Studs at Wall Mounted Sink Locations	Alt. Proposal		\$ 2,615.00	Pending	\$ -	\$ 2,615.00	\$ -		
6	36	City Water Line Tie In	Design Change		\$ 5,700.09	Pending	\$ -	\$ 5,700.09	\$ -		
6	37	Cotteral Sign	Design Change		\$ 2,900.00	Pending	\$ -	\$ 2,900.00	\$ -		
6	38	RFI-59 - Domestic Water Service	Conflict		\$ 5,234.02	Pending	\$ -	\$ 5,234.02	\$ -		
6	39	RFI-60 - Church Storm Water Flume	Alternate Proposal		\$ 850.00	Pending	\$ -	\$ 850.00	\$ -		
6	40	Sidewalk at Detention Pond	Alternate Proposal		\$ 6,000.00	Pending	\$ -	\$ 6,000.00	\$ -		
6	41	Bathroom Floor Grout Change	Alternate Proposal		\$ 928.00	Pending	\$ -	\$ 928.00	\$ -		
6	42	Trex Board Allowance	Buyout		\$ (6,600.00)	Pending	\$ -	\$ (6,600.00)	\$ -		
6	43	RFI-58 - Dumpster Pad Concrete	Alternate Proposal		\$ 9,954.50	Pending	\$ -	\$ 9,954.50	\$ -		
6	44	Church Entrance/Insurance Entrance Replacement	Conflict		\$ 4,300.00	Pending	\$ -	\$ 4,300.00	\$ -		

	Potential/Forthcoming CC's																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							</
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- Pricing Approved
- CM getting pricing
- Pricing Received
- Achitectural Hold / Looking for Options

\*Approval - Wet signature recieved by all parties for CC approval

\*Pending - CC sent out but is awaiting signatures

\*Anticipated - Item is being priced but is not offical

Original Contingency	\$ 430,152.00
Total	\$ 430,152.00
Approved	\$ (138,883.88)
Current Contingency	\$ 569,035.88
Pending Costs	\$ 89,088.61
Anticipated Costs	\$ -
Projected Contingency	\$ 479,947.27

# **2024-2025 BOARD ADOPTED OPERATING BUDGET**

## **GUTHRIE PUBLIC SCHOOLS SCHOOL DISTRICT I001**

**Dr. Mike Simpson  
Superintendent**

**PREPARED BY**

**Dr. Michelle Chapple  
Chief Financial Officer**

**Board of Education Meeting  
October 14, 2024**



## Staking A Claim in Our Students' Future

Mike Simpson, Ed.D.  
Superintendent

Phone 405-282-8900

October 14, 2024

The Honorable Board of Education Guthrie  
Public Schools  
Logan County, Oklahoma Dear

Board Members:

I am recommending, for your approval, the Annual Budget for fiscal year 2024-2025 for the Guthrie Public Schools District. The structure of the budget is based on statutory requirements (Title 70 §5-134.1) using the Oklahoma Cost Accounting System (OCAS) function codes. Additionally, the County Excise Board approved the Estimate of Needs for 2024-2025 and Financial Statement for 2023-2024.

The format of the budget is designed to give readers a better understanding of the financial structure and budgeting process of the school district. The funds included for approval are the General, Building and Child Nutrition. Capital Project Funds (Bond) and Debt Service Funds (Sinking) are included as information because the Capital Projects have been approved by Logan County patrons (bond election) and the Debt Service Fund holds the tax collections, which in turn, pay the bond obligations.

The budget is a communication tool and reference document for the school district. Through this presentation, the financial position, the operations and the fiscal management requirements of the District are disclosed.

The preparation of this document would not have been possible without the diligent efforts of all of our central office staff. Your support and dedication as members of the Board of Education in conducting the financial affairs of the District with integrity and responsibility are appreciated. Thank you for all that you do for the students and the staff of the Guthrie Public Schools District.

Respectfully,

Dr. Mike Simpson  
Superintendent of Schools

**BOARD OF EDUCATION**

The Board of Education is comprised of seven individuals elected by district in an annual election. Board members serve four-year terms. The terms are staggered and commence on the first school board meeting after the date of the annual school election. The following show the current members of the Board of Education, their positions, terms, and election dates.

WARD #1	Mr. Chris Schroder	President
		Term: 2024-2028
WARD #5	Ms. Tina Smedley	1 <sup>st</sup> Vice President
		Term: 2023-2027
WARD #3	Ms. S. Janna Pierson	2 <sup>nd</sup> Vice President
		Term: 2022-2026
WARD #6	Ms. Gail Davis	Board Clerk
		Term: 2021-2025
WARD #4	Mr. Matt Girard	Deputy Board Clerk
		Term: 2022-2026
WARD #7	Mr. Ben Husky	Member
		Term: 2024-2028
WARD #2	Mr. Ron Plagg	Member
		Term: 2021-2025

**SCHOOL OFFICIALS**

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



## MISSION STATEMENT

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

## CENTRAL OFFICE PERSONNEL

Superintendent of Schools	Dr. Mike Simpson
Assistant Superintendent	Ms. Carmen Walters
Executive Director	Mr. John Hancock
Chief Financial Officer	Dr. Michelle Chapple
Director of Special Services	Ms. Kaitlin Sagar Smith
Minutes Clerk	Ms. Samantha Stewart
Deputy Minutes Clerk	Ms. Kary Jarred
Treasurer	Ms. Jana Wanzer
Insurance Coordinator	Ms. Rebecca Jordan
Payroll	Ms. Anita Musgrove
Activity Accounts Clerk	Ms. Stephanie Simmons
Encumbrance Clerk	Ms. Tamie Jones
Federal Programs Assistant	Ms. Pam Etcher
Special Services Assistant	Ms. Lisa Woods
District Nurse	Ms. Shayna Vaughan
RTI Coordinator	Mr. Keith Blackston
ELL Coordinator	Ms. Ana Salas Ocampo

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## BUDGET PHILOSOPHY

A budget is a plan for financial operation made up of proposed expenditures for a given period and the proposed means of financing them. A budget is prepared as a plan to carry the mission of public schools and to ensure that all necessary programs are provided for.

The choice of the appropriate budget method is an important decision. Some budget methods may promote greater board and community understanding of the budget and ultimately, the district's priorities, than others. If the community can see the connection between dollars and educational programs, it is likely that the school board will be more successful in gaining acceptance of the budget from school district patrons. In addition, budget methods which result in better community understanding may result in increased financial support of schools. This will also determine which educational priorities are seen as important to the community.

A benefit of a move toward greater decentralization of financial control may well be that such a move increases the ability of the school principal to effectively direct resources to achieve program goals. Also, budget methods which attempt to direct resources to program needs rather than "across-the-board" approach serve to increase cost effectiveness. One of the drawbacks to decentralization is that curriculum coordination across programs and schools may be difficult. An effective management information system, open lines of communication among staff members, and a concern for equity should alleviate some of these problems, while allowing a school administrator to target resources to students' needs at the same time he or she manages a consistent and coherent educational program.

One of the potential disadvantages of a budget method which does not use an "objective" formula to allocate resources is that politically active groups may be in an advantageous position to lobby for additional funds. When using certain budgeting models that allow for community participation, great care should be taken to effectively guard against undue influence of special interest groups. The degree to which children will receive equal access to educational resources will depend to a large extent on the commitment of school officials to equity and excellence.

# THE DISTRICT ENTITY

The district is legally autonomous.

**School District - Designation and Independent School Districts. Title 70, § 5-101 and 5-102 (Sections 49 and 50 - School Laws)**

All school districts in Oklahoma, now in existence or which may hereafter be created, shall be designated only as independent, elementary or area career tech school districts. Independent school districts, elementary school districts and area career tech school districts shall be under the supervision and the administration of the respective boards of education thereof. All independent school districts in Oklahoma shall be those, which shall have maintained during the previous school year a school offering high school subjects fully accredited by the State Board of Education. The Guthrie Public School District, I001, Logan County, operates as a PK through 12 grade levels, independent school district.

**School District - Body Corporate - Powers Title 70 § 5-105. (Section 54)**

Every school district shall be a body corporate for public purposes...

**Governing Body of School District. Title 70 § 5-106. (Section 55)**

The governing body of each school district in Oklahoma...shall...be known as the board of education of such district... Oklahoma laws give the district the power to levy taxes, the ability to sue and be sued, the ability to contract and hold real and personal property. The district is subject to the requirements of the State Board of Education.

**District Size and Scope**

The District is located in central Oklahoma, Logan County approximately 32 miles north of the city of Oklahoma city and encompasses 225 square miles. The District employs approximately 446 people with a student enrollment count of 3,500.

**The District operates:**

- 1 High School (9-12) with Alternative School Faver
- 1 Junior High School (7-8)
- 1 Upper Elementary School (5-6)
- 4 Elementary School (PK - 4)
- 1 Bluejay Virtual Academy



## HISTORICAL ENROLLMENT SUMMARY 2015-2024

Actual Students:	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24
TOTAL	3,514	3,538	3,461	3,412	3,421	3,495	2,630	3,391	3,465	3496

## HISTORICAL NET ASSESSED VALUATION SUMMARY 2015-2024

Year	Net Assessed	Percent Change
10/15	126,637,119	-2.63%
10/16	130,935,361	3.39%
10/17	137,797,249	5.24%
10/18	145,997,359	5.95%
10/19	153,323,453	5.02%
10/20	160,052,644	4.39%
10/21	170,411,075	6.47%
10/22	179,445,491	5.30%
10/23	197,555,555	9.10%
10/24	213,648,643	9.13%

## **SIGNIFICANT LAWS AFFECTING THIS BUDGET**

The following is a summary of the significant provisions of the laws of the State of Oklahoma applicable to Oklahoma school district budgets. This budget is adopted in compliance with these legal requirements.

### **Title 70 § 5-135.2 Oklahoma Cost Accounting System (OCAS)**

...For the 1992-93 school year and in each subsequent school year, school districts shall report financial transactions for all funds using the Oklahoma Cost Accounting System. Costs shall be reported by curricular subject area where applicable...the State Department of Education shall reduce the monthly payment of a district's State Aid funds if, at the time of such payment, the district is not operating pursuant to the Oklahoma Cost Accounting System...No later than September 1 each year, every school district shall transmit a copy of the income and expenditures data required pursuant to subsection C of this section to the State Department of Education.

### **Title 70 § 5-135.4 School District Transparency Act**

...The State Department of Education shall make school district expenditure data available on its website.

### **Title 68 § 3020 Temporary Appropriations (Section 959 - School Laws)**

The excise boards...may convene at any time after the beginning of any fiscal year...for the purpose of approving temporary appropriations for the counties, cities, school districts and other municipal subdivisions of the state. Warrants may be drawn against such temporary appropriations pending action by the excise board upon the annual estimate of needs and budget of such...school district, for such fiscal year. Any such temporary appropriations so approved by the excise board...shall, when the annual budget for such...school district...is finally approved, be merged in the annual appropriations.

### **Title 68 § 3002 Time for Making Estimates (Section 159 - School Laws) (Estimate of Needs and Financial Statement)**

...make, in writing, a financial statement showing the true fiscal condition of their respective political subdivision as of the close of the previous fiscal year ended June 30<sup>th</sup>, and [prior to September 1,] shall make a written itemized statement of estimated needs and probable income from all sources including ad valorem tax for the current fiscal year. Each financial statement and estimates of needs...shall be published [and]...the financial statements and estimates of all school districts shall be filed with the county excise board on or before September 1 of each year...

### **Carryover (fund balance) Standards**

#### **Title 70 § 18-200.1 State Aid - Foundation Aid, Salary Incentive Aid, Transportation Supplement.**

...a school district shall have its State Aid reduced by an amount equal to the amount of carryover in the district's general fund as of June 30 of the preceding fiscal year, that is in excess of the following standards:

Total amount of General Fund collections

Excluding previous year cash surplus as of June 30

Amount of General Fund Balance Allowable...(see state law for % allowed for your school) Per HB2332 (2004) the General Fund Carryover penalty will not consider Federal Funds.

Per SB531 (2005) the General Fund Carryover Penalty will not be assessed until it has been exceeded two consecutive years.

Carryover penalty will not be assessed to schools: who are at or above 85% bonding capacity, while carryover penalty moratorium is in place, if carryover penalty is the result of increased gross production revenue in previous year, or if penalty is a result of increased foundation aid in last two months of school year.

#### **Warrants Issued and Limit of Authority to Issue**

##### **Title 62 § 476 and 477 - Amount to be issued -Limit of Authority to Issue - Liability of Officers. (Section 206, 210 - School Laws 70-5-182, 70-5-186)**

Warrants...may be issued to the amount of the estimate made and approved by the excise board for the current fiscal year.

It shall be unlawful for any officer (Board of Education members, Treasurer) to issue, approve, sign or attest any warrant...in excess of the estimate of expense made and approved for the current fiscal year...and any such warrant in excess of the estimate made and approved...shall not be a charge against the school district...but may be collected by civil action from any officer...

Further emphasis:

Attorney General Opinion, April 3, 1936, "A school district is not authorized to divert money collected from taxes levied for current expenses to pay existing indebtedness created during a previous fiscal year. Legal warrants for the preceding fiscal year remaining unpaid on account of failure to collect taxes sufficient to retire the same may be paid only under one of the following methods: First, by reducing the warrants to judgment; second, the issuing of funding bonds for their payments."

#### **School District Budget Act\***

##### **Title 70 § 5-150-161 - School District Budget Act (Section 111.1- 111.12 School Laws)**

Section 5-155 Amended by 1999 Legislative (S.B. 636) to require amendment to original budget after June 30 for end of year data, State Aid allocation, and property valuation.

School districts now have an alternative budget procedure, which has the intent to establish standard and sound fiscal procedures; to make available sufficient information to the public; and to assist school districts in the implementation of Governmental Accounting Standards Board (GASB) standards of financial management.

*\*This act is an optional budgeting procedure not used by many schools in the state; requires a resolution of the governing board; takes precedence over other state laws applicable to school budgets; must have budget approved by board within 30 day period preceding the fiscal year; outlines budget information required as a part of this act; defines the funds; and stipulates classifications of revenue and expenditures.*

#### **Funding Formula Change - Elimination of 2<sup>nd</sup> High Year**

##### **HB2078 Effective July 1, 2022**

Changes the basis for state aid funding. Instead of using the highest weighted average daily membership (WADM) from the current year or preceding year, districts initial state aid allocation will be based upon the WADM from the current year completed. The mid-term calculation will be based upon the higher of the initial WADM from the just completed year or the current year WADM based upon the First Quarter Statistical Report.

## 2024-2025 BUDGET TIMETABLE

The budget cycle is a year-round process, beginning with on-going fund balance projections and statutory staffing commitments that are required to be made by the first Monday in June of each year prior to the start of the upcoming fiscal year in July. At any one time the Superintendent is concerned with three fiscal years' budgets; planning for the next fiscal year, administering the current fiscal year, and evaluating the last fiscal year. It is very challenging to manage a public school budget because the major expenditure, salaries and benefits, must, by law, be committed before revenue allocations are known.

The budgeting timetable for this fiscal year is shown below:

June, 2024	Renew Teacher Contracts
June, 2024	Renew Support Personnel Contracts
June, 2024	Approve Temporary Appropriations
July, 2024	Notification of Initial State Aid Allocation
August, 2024	Certify Property Valuations by County Assessor
September, 2024	Board of Education approval of Estimate of Needs
September, 2024	County Excise Board approval of Estimate of Needs
October, 2024	Board of Education Approval of Operating Budget
December, 2024	Notification of Mid-Term Adjustment to State Aid Allocation
If needed.....	Request(s) for Supplemental Appropriations and Amendments to Operating Budget



**2024-2025 BUDGET BY FUNCTION  
AND OBJECT DIMENSIONS**

**GUTHRIE PUBLIC SCHOOLS  
OPERATING BUDGET BY FUNCTION CLASSIFICATION  
FOR THE YEAR ENDED JUNE 30, 2025**

<u>FUNCTION</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS &amp; ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>BOND FUND</u>
1000 - Instruction	\$18,160,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2100 - Support Services, Students	1,800,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2200 - Support Services, Instructional Staff	1,400,000.00	11,500.00	0.00	0.00	0.00	0.00	0.00
2300 - General Administration	700,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2400 - School Administration	1,750,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2500 - Central Services	880,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00
2600 - Operation & Maintenance of Plant	4,000,616.00	1,300,000.00	0.00	0.00	40,000.00	30,000.00	0.00
2700 - Student Transportation	1,525,000.00	0.00	0.00	0.00	0.00	0.00	0.00
3100 - Child Nutrition Program	205,000.00	0.00	1,700,000.00	0.00	0.00	0.00	0.00
3300 - Community Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 - Facility Acquisition & Construction	0.00	187,500.00	323,000.00	0.00	0.00	0.00	12,500,000.00
5100 - Debt Service	0.00	0.00	0.00	4,350,000.00	0.00	0.00	0.00
5200/5300/5600 - Corrections, Clearing & Fund Transfers	30,000.00	0.00	123,000.00	0.00	0.00	0.00	0.00
5500 - Private Non-Profit Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000 - Scholarships, Awards, and Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000 - Repayments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$30,450,616.00</b>	<b>\$1,500,000.00</b>	<b>\$2,146,000.00</b>	<b>\$4,350,000.00</b>	<b>\$40,000.00</b>	<b>\$30,000.00</b>	<b>\$12,500,000.00</b>
=====							

**GUTHRIE PUBLIC SCHOOLS  
OPERATING BUDGET BY OBJECT CLASSIFICATION  
FOR THE YEAR ENDED JUNE 30, 2025**

<u>OBJECT</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS &amp; ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>BOND FUND</u>
100 - Salaries	\$16,300,000.00	\$0.00	\$450,000.00	\$0.00	\$0.00	\$0.00	\$0.00
200 - Employee Benefits	6,784,088.00	0.00	300,000.00	0.00	0.00	0.00	0.00
300 - Professional & Technical	680,000.00	0.00	6,000.00	0.00	0.00	0.00	500,000.00
410 - Utilities	190,000.00	0.00	0.00	0.00	0.00	0.00	0.00
420,430 - Cleaning, Repair, & Maint.	150,000.00	556,000.00	10,000.00	0.00	0.00	30,000.00	0.00
440 - Rental & Leases	10,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00
450 - Construction Services	2,474,430.00	55,000.00	0.00	0.00	30,000.00	0.00	11,700,000.00
510,530-580 - Other Purchased Services	878,500.00	0.00	955,000.00	0.00	0.00	0.00	0.00
520 - Insurance	681,673.00	0.00	0.00	0.00	0.00	0.00	0.00
600 - General Supplies	350,000.00	300,000.00	2,000.00	0.00	10,000.00	0.00	0.00
620 - Energy (Fuel, Electric, Natural Gas)	560,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00
640 - Books & Periodicals	466,925.00	0.00	0.00	0.00	0.00	0.00	0.00
650 - Durable Supplies & Software	610,000.00	65,000.00	0.00	0.00	0.00	0.00	100,000.00
710,720 - Land & Buildings	3,000.00	193,000.00	0.00	0.00	0.00	0.00	0.00
730 - Equipment	92,000.00	325,000.00	300,000.00	0.00	0.00	0.00	0.00
760 - Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800,900 - Other Miscellaneous Expenditures	220,000.00	2,000.00	123,000.00	4,350,000.00	0.00	0.00	200,000.00
	\$30,450,616.00	\$1,500,000.00	\$2,146,000.00	\$4,350,000.00	\$40,000.00	\$30,000.00	\$12,500,000.00

## **2024-2025 GENERAL FUND BUDGET BY PROJECT DIMENSION**

The Project Reporting dimension permits LEAs to accumulate expenditures to meet a variety of specialized management and reporting requirements regardless of whether they are district, state, or federal.



**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND  
2024-2025 PROJECT BUDGET**

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
001	Administrators Salaries	1,985,000
002	Certified Salaries	13,400,000
003	Support Salaries	4,300,000
006	Dues/ Memberships/Regis.	32,000
007	Data Processing	110,000
008	Electricity	500,000
009	Natural Gas	90,000
011	Water/Sewer/Garbage	165,000
012	Telephone	80,000
015	Negotiations	8,000
018	Transportation	375,000
019	Fuel	200,000
021	Insurance/Bonds	750,000
022	Security - SRO	125,000
026	Director of Technology	250,000
027	Printing/Publ./Ads	1,000
028	Legal Services	100,000
029	Postage/Freight	8,000
031	Professional Travel	30,000
033	Child Nutrition	120,000
034	\$150.00 Teacher Supplies	35,000
035	Nursing Services/Medical	2,500
036	Audit Services	16,000
037	Copiers/Duplicators	80,000
039	Elections	10,000
041	Administration Supplies	15,000
042	Testing	47,000
043	Gifted and Talented Program	55,000
044	Special Education Director	500,000
045	Personnel Director	16,000
023	Textbooks - Local	260,000
049	Revaluation	115,000

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
051	Cotteral Budget	5,220
052	Cotteral Library Budget	4,577
054	CREC Grant	1,000
056	Central Budget	4,035
057	Central Library Budget	3,167
061	Guthrie Educ. Found. Grants	35,000
062	Fogarty Budget	6,075
063	Fogarty Library Budget	4,400
067	GUES Budget	8,010
068	GUES Library Budget	5,265
069	Charter Oak Budget	7,035
070	Charter Oak Library Budget	4,955
073	JH Library Budget	5,963
075	Meridian Technology Grant	50,000
076	JH Administration	8,768
084	JH STEM 3	3,500
097	HS Library Budget	8,299
101	HS Administration	16,975
104	HS Language Arts	700
105	HS Math	300
106	HS Science	2,000
107	HS History	300
109	HS Art	425
111	ES SCHOOL SAFE ID	17,195
112	HS Business	500
116	Vocal Music	2,600
118	Band	14,117
119	Athletics	45,000
121	Extra Curricular Drug Testing	8,000
122	ROTC (Local)	80,000
123	Boys Athletics / Extra Duty	200,000
124	Girls Athletics / Extra Duty	100,000

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
125	Alternative Education (local)	240,000
126	Faver Budget	1,400
134	District Equipment Purchases	5,000
136	District Supplies Purchases	40,000
312	National Board Cert. Stipend	10,000
317	Driver Education	5,000
331	Flex Benefit (Certified Salary)	45,000
332	Flex Benefit (Support Salary)	105,000
333	State Textbook Aid	222,993
334	Flex Benefit (Certified Fringe)	1,640,000
335	Flex Benefit (Support Fringe)	920,000
361	ACE Technology	8,000
367	Reading Sufficiency	50,000
388	Alternative Education (State)	50,000
411	Vocational Salary Aid	40,360
412	Vocational Incentive Aid	74,000
421	Carl Perkins Funds	60,000
511	Title I	1,010,000
552	Title IV, Student Support	40,000
561	Title VI, Indian Education	72,000
572	Title III, English Learners	25,000
613	IDEA-B Discretionary	700
615	Spec Ed PD District	4,000
621	IDEA-B Flow through	725,000
623	IDEA-B Early Intervention	14,000
628	ARP IDEA - SPED	8,500
641	IDEA-B Preschool	29,282
771	ROTC (Federal)	82,000
786	Consolidated Admin. Funds	41,500
795	Esser III	448,000
<b>* TOTAL EXPENDITURES</b>		<b>\$30,450,616</b>

## **APPENDIX A**

### **BUDGET GUIDELINES BY FUND**

## **BOARD OF EDUCATION ADMINISTRATIVE REGULATIONS, POLICY AND PROCEDURES**

The following budget policies of the Board of Education and administrative regulations and procedures guide the preparation and administration of the budget.

### **District Budget Policies and Administrative Regulations and Procedures (General Fund, Building Fund, Child Nutrition Fund, Workers' Compensation Fund, Gifts and Endowments Fund, Insurance Fund)**

Funds are budgeted for no more than a twelve-month period of time, which includes a fiscal year from July 1 through June 30. Planning for a period of time greater than one year is desirable and encouraged. The Superintendent administers the school district budget and may delegate the preparation and management. The budget is based on funding within anticipated revenue and the compliance with all state and federal statutes relating to budget management. The budget will provide for adequate allocations to support the instructional programs and operations in the district. An on-line budgetary control system will be maintained to assist in monitoring budget allocations and expenditures in conformance with state law, Board of Education policy and administrative regulations.

A Monthly Financial Report will be prepared. This report includes:

- a) Treasurer's Report for monthly disbursements, balances, investments, encumbrances
- b) Analysis of Collections by fund by source
- c) Analysis of Expenditures by fund
- d) School Activity Fund Summary

### **Fund Balance Policy**

The Board of Education will not budget or negotiate for any purpose, items of revenue, which it cannot reasonably anticipate. It is the intent of the Board of Education to establish in the initial management budget a minimum of 9% surplus with the objective of establishing and maintaining a 12% surplus.

### **Capital Project (Bond Funds) Budget Procedures**

Projects will be budgeted as per the Bond Resolution after the passage. The financial advisor will assist with the preparation of necessary information for full disclosure as required by law.

### **Debt Service (Sinking Fund) Procedures**

All debt service (bond payment) principal and interest obligations will be paid when due.

### **Accounting, Auditing, and Financial Reporting Procedures**

The accounting system will report financial information as required by law. The State Department of Education defines the accounting and financial reporting procedures including the use of the system of accounting as provided by law, the Oklahoma Cost Accounting System (OCAS). Financial information is prepared and reported on the basis of fund accounting. The accounting practices closely resemble generally accepted accounting principles for state and local governments, except in the area of financial reporting. Reporting practices for the state and local governments under generally accepted accounting principles are defined as those principles prescribed by the Governmental Accounting Standards Board.

Generally accepted accounting principles (GAAP) require funds to be combined by fund type and for the financial statements to be prepared on the basis of these combined funds. GAAP also requires that the account groups, which are general fixed assets and general long-term debt, be presented in the combined financial statements. The basic financial statements required by GAAP are: (1) combined balance sheet - all fund types and account groups; (2) combined statement of revenue, expenditures and changes in fund balances - all governmental fund types; and (3) combined statement of revenue, expenditures and changes in fund balance - budget and actual - general and certain special revenue types.

In Oklahoma, although similar in some aspects to the financial statements required under GAAP, the financial statements presented in the school district audit report are not intended to represent GAAP. The financial statements are prepared on a prescribed basis of accounting that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma.

The district operates on a statutory (cash) basis of accounting. School districts operating under the accrual basis of accounting, consistent with GAAP must have approval of the State Department of Education. The Board of Education shall select an independent public accounting firm on an annual basis to perform an annual audit and publicly issue their opinion on the district's financial status.

## 11 GENERAL FUND (FOR OPERATIONS)

The general fund of any school district is hereby defined as a current expense fund and shall consist of all revenue or monies that can legally be expended within a certain specified fiscal year, but shall not be considered as including any money derived from a special Building Fund levy, nor shall it include any monies derived from the sale of bonds. Expenditures from the General Fund shall be non-capital in nature.

### Revenue

Total projected 2023-2024 revenue for the General Fund is \$34,522,031, which includes the \$3,357,654.13 fund balance of 2022-2023. For 2023-2024, the actual working budget amount of \$30,715,000 is below the estimate of needs amount of \$34,064,407 allowed by the independent auditor. The auditor does include the prior year fund balance in the projections, but does limit the actual projected revenues to the 90% level in many categories of funding. Since the estimate of needs is \$3,349,407 over the anticipated working budget total, there should be no reason for a supplemental request this school year.

**The 2023-2024 budget revenue is based on the following:**

1. **Ad valorem property tax collections** - Oklahoma school districts levy millage rates, which are constitutionally authorized and restricted to a maximum levy. One mill is the equivalent of \$1.00 per \$1,000 of assessed value.
  - a) School districts cannot vote additional mills for any appropriated fund, except for bond funds.
  - b) For Guthrie Public Schools, the millage rate for the General Fund is approximately 35 mills. Note, counties that have voted to reduce the Household Property Tax from Personal Property are authorized by the constitution to increase the millage rate above the constitutional rate of 35 mills to make the adjustment revenue neutral.
  - c) The 35 mills are authorized as follows: Local boards of education authorize 15 mills for tax levies. The county apportions 5 mills. The millage rates are multiplied times the net assessed valuation to determine tax collections for the fiscal year. Estimate of Needs level is set at 90% by law for ad valorem collections, county sources, and state dedicated revenue.
  - d) The 2023-2024 net assessed property valuation \$ 213,648,643 remained the same 9.10% from the 2022-2023 valuation which was \$ 195,766,463.
2. **State Aid** - In Oklahoma, school districts receive state funding through an equalized funding formula. The formula requires the district to levy all of the allowable mills to receive the optimum formula monies for the district. Other state dedicated revenues (preceding year collections) are considered as income along with the property tax collections (current year collections) and are "charged" or subtracted from the amount a school district is eligible to receive.

State Aid is allocated based on weighted students using average daily membership, special child count categories, and teacher experience and degree index. Guthrie Public Schools' State Aid is based on last year's (FY23) final weighted average daily membership (WADM) of 5,493.60. State Aid will be recalculated as follows:



- a) State Aid will be **re-calculated in January** to current year ad valorem collections and potentially to current year WADM figures (nine-week attendance and weights) if those numbers result in a WADM that is greater than the previous year.
- b) Prior year state dedicated revenue collections (for chargeable income) will be used.

- 3. **Federal Monies** - Federal programs are primarily reimbursement programs. The district expends and is then reimbursed as claims are filed, on a quarterly basis for Guthrie Public Schools. Most federal programs allow carryover monies. The carryover monies become a part of the next year's budget, available for expenditure.

The district budget for revenue represents a combination of staff projections and Estimate of Needs revenue projections.

The Guthrie School board policy established a fiscal management priority to maintain a general fund balance of 12% or approximately \$2.45 million. Every effort should be made to limit expenditures in any fiscal year to the amount of revenue collected in that year to prevent any material erosion of the fund balance. In the 2023-2024 fiscal year, district collections of \$34,914,813.12 rose above expectations by \$392,781.99. As a result of additional federal funding through the CARES act and growth in net assessed valuation of property in the district, Guthrie Public School's fund balance continues to grow. The current fund balance of \$3,355,153.01 (10%) represents a decrease of \$2,501.12 from the end of the 2023-2024 fiscal year (\$3,357,654.13).

In 2023-2024 local sources of revenue provided 26% of total revenue, county sources 4%, state sources 54%, and federal sources 16%. A comparative revenue report is provided in Appendix C. Upon the state aid formula revision in 1997, we receive a preliminary allocation of funds in July, which is subject to change when a final allocation is made in December. As a result, we are approximately six months into the budget year before we have information to accurately determine state aid. Due to this circumstance, a conservative estimate of state aid revenue is required when making initial projections.

The District's initial state aid allocation for 2024-2025 is \$51,365.13 more than was actually collected in 2023-2024. Textbook aid was also allocated in the amount of \$222,992.69. We anticipate that one of our sources of state revenue, gross production tax, will continue to decline as the economy is showing a decrease in revenue collections thus far in 2024-2025. All things considered, revenue estimates at the state level, which are the basis for our state aid appropriation, are trending towards an increased baseline in the WADM factor. As a result, mid-year revenue allocations will likely increase although our chargeables will offset the increase with our 2024 9.1% growth in NAV. However, the district was allocated \$1,406,850 for Esser III in 2023-2024 in federal Cares Act funds that are reimbursable to the district as expenditures accrue with a remaining balance of \$447,000 available in 2024-2025. With that, we will continue to expedite the allowed expenditures for reimbursement in an effort to maintain a balanced budget.

#### Expenditures

Revenue projections determine the amount of funds available to finance expenditures. Revenue projections are made in the summer after various allocation notices are received by the district. Guthrie Public Schools continues to operate within the revenue collected.

Every school site has two budgets; an instructional budget and a library budget. The library budget is normally based upon State Department of Education accreditation requirements which have been waived until the state aid funding factor increases to \$3,291.60 per weighted student. The requirements for each site are: 500 or fewer students, \$9 per pupil; 500-999 students, \$4,500 for first 500 students and \$5 per student above 500; and 1000-1999 students, \$7000 for first 1000 students and \$4 per student above 1000.

The procedure for making expenditures involves the use of the encumbrance system. An encumbrance is an obligation to pay in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation account, and for which a part of the appropriation is reserved. When an encumbrance is paid, it becomes an expenditure. In this manner, financial officers of the school district are able to distinguish the portion of the budget already expended, the portion encumbered and the portion unencumbered. A Fixed Cost Analysis is provided annually under Appendix C to capture the expenditures.

Title 70-5-134.1 of Oklahoma Statute, enacted in 1994 and since repealed, required a budget by the function expenditure classification to be approved by the Board of Education. Guthrie Public Schools has chosen to continue this practice for the purposes of public information and transparency. The function dimension describes the purpose of the expenditure. The primary purpose is, of course, instruction. Other functions include library services, counseling services, transportation, building operation and maintenance, and school district administration. A brief definition of the function expenditure classifications can be found in Appendix A.

Additionally, the total General Fund District budget is \$33,854,513 (including a carryover of \$3,355,153.01) as provided by the Estimate of Needs. Therefore, we will operate off the working budget of \$30,450,616 with the considerations of the factors below.

1. Employer Teacher Retirement Tax, for Current Year is statutorily set at 9.5% (Title 70-17-108.1)
2. The expenditure budget increased to include the additional monies for salaries and the flexible benefit allowance (FBA) funded by the state to assist employees with health insurance costs. The amounts are as follows for the employee groups:
  - a) Support Personnel (6 hours or more employees) =\$189.69 per month cash in lieu (CIL) or \$ 679.62 per month if taking the State Health Insurance.
  - b) Other Personnel (Certified) = \$69.71 per month (CIL) or \$ 679.62 per month if taking the State Health Insurance.
4. Salary increases are due to the following factors:
  - a) Support raises, administration raises, and extra duty increases.
  - b) Mandated teacher pay raise.
  - c) Unemployment compensation increase due to pay increases.
  - d) Teacher Retirement contribution increase due to step increases.
5. The district budget for total expenditures represents the Estimate of Needs (legal appropriation). However, expenditures will be based upon a working budget with the goal of maintaining a fund balance of 11%. Current general fund balance stands at approximately 10%.

## **21 BUILDING FUND**

The Building Fund of any school district shall consist of all monies derived from the proceeds of a Building Fund levy not to exceed five (5) mills in any year, unless elimination of personal taxes is voted by the patrons of a school district and by LEA Board Resolution. The Building Fund may be used for erecting, remodeling, or repairing school buildings, for purchasing furniture, equipment and computer software, for repairing and maintaining computer systems and equipment, for paying energy and utility costs, for purchasing telecommunications utilities and services, for paying fire and casualty insurance premiums, for purchasing security systems, for paying salaries of security personnel, or for one or more, or all, of such purposes. Proceeds of such levies shall not be required to be used during the year for which a levy is made but may accumulate from year to year until adequate for purposes intended. The Building Fund is classified as a current expense fund, but shall not be considered a part of the General Fund. Fiscal year 2024-2025 yielded a fund balance carry over of \$606,542. This is an increase of \$9,646 from fiscal year 2023-2024.

## **22 CHILD NUTRITION PROGRAMS FUND**

State, federal and local collections of child nutrition monies may be placed in a governmental budget account that will be administered through the school District Treasurer and appropriated separately from all other funds. The beginning fund balance each year, combined with all revenues including collected and estimated revenues must be appropriated before being expended. It is very important that expenditures be limited to the amount of projected revenue available in the Child Nutrition Fund to minimize the need for the General Fund to subsidize child nutrition operations resulting in a reduction in funding available for instructional purposes.

## **31 BOND FUND**

A Bond Fund accounts for proceeds from the sale of bonds, from which all expenditures for bond projects are paid. By law, Guthrie Public Schools shall expend all of the proceeds of such bond issue for the general purposes set out in the proposition voted upon, and shall expend not less than eighty-five percent of the monies allocated to each specific project, unless such project can be completed for a lesser amount of money. Bond Fund titles should include purpose and fiscal year of authorization.

## **41 SINKING FUND (DEBT SERVICE FUND)**

Each school district in Oklahoma is authorized to borrow money up to an amount that does not exceed 10 percent of its total assessed valuation. Money is borrowed through the issuance of bonds after the bond issue has been approved by the voters. The issue does not carry unless 60 percent of those voting in the election vote "yes".

A Sinking Fund levy is determined following the approval of the bond issue to yield enough money to pay the principal and the interest on the bond issue. In other words, the number of mills levied will vary from district to district in terms of the size

of the bond issue, the term of the bonds (how long until they are paid off), and the interest rate.

The Sinking Fund of any district shall consist of all money derived from ad valorem taxes or otherwise as provided by law for the payment of bonds and judgments and interest thereon. Since this fund is for the purpose of debt service only, financial reporting as a part of the operating budget will be minimal. A treasurer's check or EFT is issued for Sinking Fund payments according to a legally authorized amortization schedule until all indebtedness, including interest, is paid.

## **81 GIFTS AND ENDOWMENT FUND**

This is a separately appropriated fund established to account for revenue from a philanthropic foundation, private individual, or private organization for which no repayment or special service to the contributor is expected. In many cases endowment funds allow for income derived from such funds to be expended, but the principal must remain intact.

## **86 CASUALTY/FLOOD INSURANCE RECOVERY FUND**

This fund is established to account for receipt of proceeds from the filing of insurance claims and the subsequent expenditure of funds to replace or repair damaged or stolen property.

**APPENDIX B**

**FUNCTION REVENUE AND EXPENDITURE  
CODE DEFINITIONS**



## MAJOR REVENUE SOURCES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

### Revenue by Source:

The major sources of income are categorized by OCAS codes as follows:

### 1000 DISTRICT SOURCES OF REVENUE

- |      |  |
|------|--|
| 1100 | AD VALOREM-TAXED LEVIED/ASSESSED FOR THE LEA<br>Compulsory charges levied by the LEA to finance services for the common benefit.   |
| 1200 | TUITION AND FEES<br>Revenue from individuals, welfare agencies, private sources and other LEAs for education provided by the LEA.<br><b>These sources include:</b><br>ADULT EDUCATION, STUDENT COMPUTER FEES<br>SUMMER SCHOOL TUITION, TRANSFER FEES<br>SUBSTITUTE BACKGROUND CHECKS<br>STUDENT ACTIVITY FEES<br>DRIVERS EDUCATION   |
| 1300 | EARNINGS ON INVESTMENTS<br>Revenue received as profit on holding in savings or investments.<br><b>These sources include:</b><br>INTEREST EARNINGS<br>ACCRUED INTEREST ON BOND SALES<br>OTHER EARNINGS ON INVESTMENTS   |
| 1400 | RENTALS, DISPOSALS, AND COMMISSIONS<br>Revenue received for the use of school property, sales, and commissions.<br><b>These sources include:</b><br>RENTAL OF SCHOOL FACILITIES<br>SALES OF EQUIPMENT, SERVICES, AND MATERIALS<br>OTHER RENTALS, DISPOSALS, AND COMMISSIONS  |
| 1500 | REIMBURSEMENTS<br>Cash or other assets received as repayment of the cost of work or services performed, or of other expenditures made for or on behalf of another governmental unit, department, individual, firm, or corporation. Child nutrition program reimbursements for the current year should not be coded here but under Source of Revenue 5150.<br><b>These sources include:</b><br>INSURANCE LOSS RECOVERIES<br>LOST TEXTBOOKS<br>DAMAGES TO SCHOOL PROPERTY<br>MISC REIMBURSEMENTS |
| 1600 | OTHER LOCAL SOURCES OF REVENUE<br>Other revenue from local sources not classified above.<br><b>These sources include:</b><br>CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES<br>DISTRICT CONTRACTS<br>MISCELLANEOUS REVENUE FROM DISTRICT SOURCES   |
| 1700 | CHILD NUTRITION PROGRAM<br>Revenue received from food sales to students and adults.<br><b>These sources include:</b><br>STUDENTS' LUNCHES<br>STUDENTS' BREAKFASTS<br>ADULT LUNCHES/BREAKFASTS  |

	EXTRA FOOD/ALA CARTE/EXTRA MILK OTHER DISTRICT REVENUE (CHILD NUTRITION PROGRAMS)
1800	ATHLETIC PORGRAMS Revenue received for all school sponsored athletic activities.
<b>2000</b>	<b>INTERMEDIATE SOURCES OF REVENUE</b> Revenue from intermediate sources is the amount of money from funds collected by an intermediate administrative unit or a political subdivision between the district and the state, and distributed to districts in amounts that differ in proportion to those which were collected within such systems. <b>These sources include:</b> COUNTY 4 MILL AD VALOREM TAX COUNTY APPORTIONMENT (MORTGAGE TAX) RESALE OF PROPERTY FUND DISTRIBUTION OTHER INTERMEDIATE SOURCES OF REVENUE
<b>3000</b>	<b>STATE SOURCES OF REVENUE</b> Revenue from state sources is revenue from funds collected by the state and distributed to LEAs in amounts different proportionately from those which were collected within each LEA.
3100	DEDICATED REVENUE All revenue generated at the state level by taxes, license fees, or other fees that are set aside by the state to be used for the operation of the common schools in the state. <b>These sources include:</b> GROSS PRODUCTION TAX MOTOR VEHICLE COLLECTIONS RURAL ELECTRIC COOPERATIVE TAX STATE SCHOOL LAND EARNING VEHICLE TAX STAMP FARM IMPLEMENT TAX STAMP OTHER DEDICATED REVENUE
3200	STATE AID-GENERAL OPERATIONS- NONCATEGORICAL Revenue appropriated by the Legislature and apportioned to the schools for general operations. <b>These sources include:</b> FOUNDATION AND SALARY INCENTIVE AID MENTOR TEACHER STIPEND EDUCATION FLEXIBLE BENEFIT
3300	STATE AID- COMPETITIVE GRANTS-CATEGORICAL Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives. <b>These sources include:</b> ALTERNATIVE AND HIGH CHALLENGE EDUCATION GRANT COMMUNITY EDUCATION
3400	STATE-CATEGORICAL Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives. <b>These sources include:</b> PROFESSIONAL DEVELOPMENT STATE TEXTBOOK and DRIVER EDUCATION ADULT EDUCATION MATCHING NATIONAL BOARD CERTIFIED BONUS ADVANCED PLACEMENT INCENTIVES READING SUFFICIENCY, ETC...
3500	SPECIAL PROGRAMS

Revenue appropriated for special purposes. Uses and limitations are specified by the legal authority establishing the programs, and the funds cannot be used or diverted to other uses.

**These sources include:**

PROGRAM OF PARENT EDUCATION

3600 OTHER STATE SOURCES OF REVENUE

All state revenue not classified above.

**These sources include:**

OTHER MISC. SOURCES OF STATE REVENUE

3700 CHILD NUTRITION PROGRAMS

Revenue received from the state for food to students and adults.

**These sources include:**

STATE REIMBURSEMENT

STATE MATCHING

3800 STATE VOCATIONAL PROGRAM

**These sources include:**

COMPREHENSIVE CAREER TECH SALARY REIMBURSEMENT

CAREER TECH PROGRAMS INCENTIVE ASSISTANCE GRANTS

FORMULA OPERATIONS

CAPITAL OUTLAY

**4000 FEDERAL SOURCES OF REVENUE**

Revenue collected by the federal government and distributed to state and local education agencies for the purpose of providing financial support for programs, projects, services, and activities which enhance educational opportunities for citizens.

4100 GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT

**These sources include:**

TITLE VI-PART A, INDIAN EDUCATION

TITLE VIII-IMPACT AID

4200 Title I Part A— improving basic programs operated by State and local educational agencies (LEA). EVERY STUDENT SUCCEEDS ACT (ESSA).

4300 TITLE II (PART A) Teacher and Principal Training and Recruiting Fund  
INDIVIDUALS WITH DISABILITIES

Revenue to assure the effective education of disabled children.

**These sources include:**

INDIVIDUALS WITH DISABILITIES, P.L. 105-17, IDEA-Part B

PRESCHOOL AGES 3-5, P.L. 105-17, IDEA-Part B 4400

ESSA of 2015, CONTINUED

**These sources include:**

TITLE IV – 21<sup>st</sup> Century Schools

Safe and Drug Free Schools, Charter Schools, etc...

4500 GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH OTHER STATE  
AND INTERMEDIATE SOURCES

**These sources include:**

JOHNSON-O'MALLEY PROGRAM

MEDICAID RESOURCES

**4600 OTHER FEDERAL SOURCES OF REVENUE THROUGH STATE DEPARTMENT OF  
EDUCATION OR STATE DEPARTMENT OF CAREER AND VOCATIONAL EDUCATION**

**4700 CHILD NUTRITION PROGRAMS** Revenue received from federal sources for provision of child nutrition programs.

**These sources include:**

LUNCHES

BREAKFASTS

SPECIAL MILK

SUMMER FOOD SERVICE PROGRAM  
CHILD & ADULT CARE FOOD PROGRAM

**4800 FEDERAL VOCATIONAL EDUCATION**

Formula grants to extend, improve, and maintain programs of vocational education, to develop new programs, to furnish equal opportunity in vocational programs, and to enable youth in need of earnings to continue their education by providing part-time employment.

**These sources include:**

CARL PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT

**5000 NON-REVENUE RECEIPTS**

Receipts deposited in the fund that are not new revenue to the district, but the return of assets.

5100 BOND SALES and RETURN OF ASSETS  
Return of monies used for investments and financial management procedures.

**These sources include:**

CASH OR CHANGE and PETTY CASH

ACTIVITY FUND REIMBURSEMENT

INSUFFICIENT FUNDS—RETURN CHECKS CORRECTING ENTRY

**6000 BALANCE SHEET ACCOUNTS**

6100 CASH ACCOUNTS

# MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

## Expenditures by Function:

The law requires that the final budget be approved by function codes as defined by the Oklahoma Cost Accounting System (OCAS). The following definitions reflect the categories.

- 1000 INSTRUCTION** Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of teacher assistants of any type (clerks, graders, teaching machines, etc.), which assist, in the instructional process. The activities of tutors, translators, and interpreters would be recorded here. Also, include department chairpersons who teach for any portion of time. Tuition/transfer fees paid to other LEAs would be included here.
- 2000 SUPPORT SERVICES.** Support services provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community, services, and enterprise programs, rather than as entities within themselves.
- 2100 SUPPORT SERVICES-STUDENTS. Activities designed to assess and improve the well-being of students and to supplement the teaching process.
- 2200 SUPPORT SERVICES- INSTRUCTIONAL STAFF. Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.
- 2300 SUPPORT SERVICES-GENERAL ADMINISTRATION. Activities involving the establishment and administration of policy in connection with operating the entire school district. Do not include the chief business official here, but in Support Services-Business, function series 2500.
- 2400 SUPPORT SERVICES-SCHOOL ADMINISTRATION. Activities concerned with overall administrative responsibility for a single school or a group of schools.
- 2500 CENTRAL SERVICES-BUSINESS. Activities that support other administrative and instructional functions, fiscal services, human resources, planning and administrative information technology.
- 2600 OPERATION AND MAINTENANCE OF PLANT SERVICES. Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities which maintain safety in buildings, on the grounds, and in the vicinity of schools are included.
- 2700 STUDENT TRANSPORTATION SERVICES. Activities concerned with the conveyance of students to and from school as provided by state law.  
Included are trips between home and school and trips to school activities.
- 3000 OPERATION OF NONINSTRUCTION SERVICES.** Activities concerned with providing non-instructional services to students, staff or community.
- 3100 CHILD NUTRITION PROGRAMS OPERATIONS. Activities concerned with providing food to students and staff in a school or LEA. This service area includes the preparation and service of regular and incidental meals including breakfasts, lunches, or supplements in connection with school activities, and the delivery of food.
- 3200 OTHER ENTERPRISE SERVICES OPERATION. Activities that are financed and operated in a manner similar to private business enterprises where the stated intent is that the costs are financed or recovered primarily through user charges. Child nutrition programs should not be charged here, but rather to function series



3100. One example could be the LEA bookstore or items purchased through the activity fund for resale.

3300 COMMUNITY SERVICES OPERATIONS. Activities, which are not directly related to the provision of education to students in the LEA. These include services such as community recreation programs, civic activities, public libraries, programs for custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.

**4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES** Consists of activities involved with the acquisition of land and buildings; remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites.

4200 SITE ACQUISITION SERVICES. Activities concerned with the initial acquisition of new sites and improvements thereon.

4300 SITE IMPROVEMENT SERVICES. Activities concerned with improving sites and with maintaining existing site improvements.

4400 ARCHITECTURE AND ENGINEERING SERVICES. The activities of architects and engineers related to acquiring and improving sites and improving buildings. Charges are made to this function only for those preliminary activities which may or may not result in additions to the LEAs property. Otherwise, charge these services to 4200, 4300, 4600 or 4700, as appropriate.

4500 EDUCATIONAL SPECIFICATIONS DEVELOPMENT SERVICES.  
Activities concerned with preparing and interpreting descriptions of specific space requirements for the various learning experiences of pupils to be accommodated in a building. These specifications are interpreted to the architects and engineers in the early stages of blueprint development.

4600 BUILDING ACQUISITION AND CONSTRUCTION SERVICES.  
Activities concerned with building acquisition through purchase or construction.

4700 BUILDING IMPROVEMENTS SERVICE. Those activities concerned with building additions and with initial installation or extension of service systems and other built-in equipment.

**5000 OTHER OUTLAYS.** A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These are classified as other outlays. These include debt service payments (principal and interest) and certain transfers of monies from one fund to another. These accounts are not used with the proprietary funds.

**7000 OTHER USES.** Scholarships, Student Aid, Staff Awards, Workers Comp./Unemployment claims, Tort Liability, Medical care claims, Flexible Benefits, Long-Term disability.

**8000 REPAYMENT.** Checks/warrants issued to outside agencies for refund of restricted revenue previously received for overpayment, non-qualified expenditures, and other refunds from district funds.

# MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

## Expenditures by Object:

This dimension is used to describe the service or commodity obtained as a result of a specific expenditure. There are nine major object categories, each of which is further subdivided. Following are definitions of the object classes and selected subject categories:

- 100 PERSONNEL SERVICES-SALARIES.** Amounts paid to both permanent and temporary LEA employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the LEA.
- 200 PERSONNEL SERVICES- EMPLOYEE BENEFITS.** Amounts paid by the LEA on behalf of employees. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments, and while not paid directly to employees, nevertheless are part of the cost of personal service.
- 300 CONTRACTED SERVICES.** Amounts paid for professional and technical services rendered by personnel who are not on the payroll of the LEA, and other services, which LEA may purchase. These are services, which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
- 400 PURCHASED PROPERTY SERVICE.** Service purchased to operate, repair, maintain, and rent property owned or used by the LEA. These services are performed by persons other than LEA employees. While a product mayor may not result from the transaction, the primary reason for the purchase is the service provided.
- 500 OTHER PURCHASED SERVICES.** Amounts paid for services rendered by organizations or personnel not on the payroll of the LEA (separate from professional and technical services or property services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
- 600 SUPPLIES.** Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substance.
- 700 PROPERTY.** Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; and replacement of equipment.
- 800 OTHER OBJECTS.** Amounts paid for goods and services not otherwise classified above.
- 900 OTHER USES OF FUNDS.** This series of codes is used to classify transactions, which are not properly recorded as expenditures to the LEA, but require budgetary or accounting control. These include redemption of principal and interest on long-term debt, housing authority obligations and fund transfers.

## MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

### Expenditures by Project:

- 000**      **NONCATEGORICAL EXPENDITURES.** Used for expenditures for the LEA has no need or desire to classify as below.
- 001-298**    **CATEGORICAL/SPECIAL BUDGET SERIES.** District expenditures that need to be tracked. Project name and number to be assigned by LEA.
- 299**      **CATEGORICAL-GIFTS/ENDOWMENTS** (district expenditure).
- 301-399**    **STATE PROGRAMS.** Expenditures that require specialized reporting for state categorical funds or competitive grants.
- 401-499**    **VOCATIONAL PROGRAMS-MULTISOURCE-DISTRICT, STATE AND/OR FEDERAL.** Expenditures from restricted funds allocated to the comprehensive high school and the area vocational schools from district, state and/or federal sources.
- 501-799**    **FEDERAL PROGRAMS.** Expenditures for all federal projects funded through grants or allocations from the federal government either directly or indirectly through the State Department of Education.
- 801-998**    **SCHOOL ACTIVITY SUBACCOUNTS (FUND 60 SERIES ONLY).**  
District sub account expenditures that need to be tracked within the school activity fund. Name of sub account and code number to be assigned by LEA.

## **1000 INSTRUCTION**

Instruction includes the activities having direct interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home, and in other learning environments that may involve co-curricular activities. It may also be provided through some other approved medium such as internet, television, radio, telephone, and correspondence. Included are the activities of teacher assistants of any type that assist in the instructional process. The activities of tutors, translators, and interpreters would be recorded here.

## **2100 SUPPORT SERVICES - STUDENTS**

This includes activities designed to assess and improve the well being of students and to supplement the teaching process. This would include counseling services, health services, psychological services, speech pathology and audiology services.

## **2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF**

Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students fall into this classification. This would include staff development, and educational media services.

## **2300 SUPPORT SERVICES - GENERAL ADMINISTRATION**

This includes activities involving the establishment and administration of policy in connection with operating the entire school district. This would include Board of Education services, and Office of the Superintendent services.

## **2400 SUPPORT SERVICES - SCHOOL ADMINISTRATION**

Expenditures for overall administrative responsibility of a single school or a group of schools are given this classification. This would include Office of the Principal services.

## **2500 SUPPORT SERVICES - BUSINESS**

Activities including paying, transporting, exchanging and maintaining goods and services for the LEA are coded to this function. Included are the fiscal and internal services necessary for operating the LEA. This would include budgeting, receiving and disbursing, financial accounting, payroll and internal auditing.

## **2600 OPERATION AND MAINTENANCE OF PLANT SERVICES**

This includes activities revolving around keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities, which maintain safety in buildings, on the grounds, and in the vicinity of schools, are included.

## **2700 STUDENT TRANSPORTATION SERVICES**

This classification provides financial documentation of activities concerned with the conveyance of students to and from school, as provided by state law. Also included is any transportation costs incurred for various school activity trips.

## **3100 CHILD NUTRITION PROGRAMS OPERATIONS**

These are activities providing food to students and staff in a school or LEA. This service includes the preparation and service of regular and incidental meals -- breakfasts, lunches, or supplements -- in connection with school activities, and the delivery of food.

## **3200 OTHER ENTERPRISE SERVICES OPERATIONS**

Activities that are financed and operated in a manner similar to private business enterprises -- where the stated intent is that the costs are financed or recovered primarily through user charges. One example could be the LEA bookstore, or items purchased through the Activity Fund for resale.

## **3300 COMMUNITY SERVICE OPERATIONS**

This classification accounts for activities that are not directly related to the provision of education to students in the LEA. These include services such as community recreation programs, civic activities, public libraries, programs for custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.

## **4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES**

This function classification consists of activities involved with the acquisition of land and buildings, remodeling buildings, the construction of buildings and additions, initial installation or extension of service systems and other built-in equipment, and improvements to sites.

## **5200 FUND TRANSFER/REIMBURSEMENT (CHILD NUTRITION FUND/ACTIVITY FUND/PETTY CASH/CHANGE)**

Transactions that withdraw money from one fund and place it in another without recourse are included in this category.

## **5300 CLEARING ACCOUNT**

This classification is used for recording of expenditures that cannot be charged to a specific function code at the time the expenditure must be made. As an example, this function code would be used for prepayment of workers' compensation premiums.



## **5500 PRIVATE NONPROFIT SCHOOLS**

Expenditure of funds received by the LEA for purchases to benefit students and/or teachers of private nonprofit schools are coded here. It is illegal for these funds to go directly to the private nonprofit schools. The LEA purchases, directly from the provider, supplies or services for the private nonprofit school's use.

## **7000 OTHER USES**

This function classification is used to account for payments made from self-funded workers' compensation, unemployment, medical insurance, and other employee benefit funds.

## **8000 REPAYMENTS**

This would include district payments to outside agencies for refund of restricted revenue previously received for overpayments, nonqualified expenditures, and other refunds to be repaid from district funds.

## **APPENDIX C**

### **GENERAL FUND REVENUE - COMPARATIVE ANALYSIS**

GUTHRIE PUBLIC SCHOOL GENERAL FUND REVENUE ANALYSIS							
REVENUE SOURCES	2022-2023 PROJECTED	2022-2023 ACTUAL	DIFFERENCE	2023-2024 PROJECTED	2023-2024 ACTUAL	DIFFERENCE	2024-2025 PROJECTED
<b>LOCAL SOURCES</b>							
AD VAL TAX LEVY (CUR. YR)	\$ 6,380,000.00	\$ 6,759,788.37	\$ 379,788.37	\$ 7,000,000.00	\$ 7,333,879.88	\$ 333,879.88	\$ 7,200,000.00
AD VAL TAX LEVY (PRIOR YR.)	\$ 220,000.00	\$ 216,680.25	\$ (3,319.75)	\$ 220,000.00	\$ 182,548.38	\$ (37,451.62)	\$ 200,000.00
REVENUE IN LIEU OF TAXES	\$ 16,000.00	\$ 19,211.51	\$ 3,211.51	\$ 18,000.00	\$ 23,320.27	\$ 5,320.27	\$ 18,000.00
INTEREST EARNINGS	\$ 25,000.00	\$ 88,755.52	\$ 63,755.52	\$ 85,000.00	\$ 119,167.78	\$ 34,167.78	\$ 85,000.00
RENTALS/SALES/COMMISSIONS	\$ 30,000.00	\$ 26,371.57	\$ (3,628.43)	\$ 30,000.00	\$ 22,372.69	\$ (7,627.31)	\$ 25,000.00
REIMBURSEMENTS	\$ 55,000.00	\$ 53,361.97	\$ (1,638.03)	\$ 55,000.00	\$ 66,788.25	\$ 11,788.25	\$ 65,000.00
CONTRIBUTIONS / MISC.	\$ 85,000.00	\$ 60,418.25	\$ (24,581.75)	\$ 75,000.00	\$ 60,417.16	\$ (14,582.84)	\$ 60,000.00
<b>TOTAL LOCAL SOURCES</b>	<b>\$ 6,811,000.00</b>	<b>\$ 7,224,587.44</b>	<b>\$ 413,587.44</b>	<b>\$ 7,483,000.00</b>	<b>\$ 7,808,494.41</b>	<b>\$ 325,494.41</b>	<b>\$ 7,653,000.00</b>
<b>INTERMEDIATE SOURCES</b>							
COUNTY 4 MILL AD VAL.	\$ 810,000.00	\$ 865,637.99	\$ 55,637.99	\$ 850,000.00	\$ 934,588.02	\$ 84,588.02	\$ 875,000.00
CO. APPORT. & MISC. INTERMEDIATE	\$ 470,000.00	\$ 370,042.02	\$ (99,957.98)	\$ 375,000.00	\$ 311,949.88	\$ (63,050.12)	\$ 325,000.00
<b>TOTAL INTERMEDIATE SOURCES</b>	<b>\$ 1,280,000.00</b>	<b>\$ 1,235,680.01</b>	<b>\$ (44,319.99)</b>	<b>\$ 1,225,000.00</b>	<b>\$ 1,246,537.90</b>	<b>\$ 21,537.90</b>	<b>\$ 1,200,000.00</b>
<b>STATE SOURCES</b>							
GROSS PRODUCTION TAX	\$ 725,000.00	\$ 838,399.89	\$ 113,399.89	\$ 825,000.00	\$ 480,177.72	\$ (344,822.28)	\$ 500,000.00
MOTOR VEHICLE COLLECTION	\$ 1,285,000.00	\$ 1,420,560.84	\$ 135,560.84	\$ 1,375,000.00	\$ 1,457,330.78	\$ 82,330.78	\$ 1,400,000.00
R.E.A. TAX	\$ 130,000.00	\$ 115,497.98	\$ (14,502.02)	\$ 130,000.00	\$ 115,728.21	\$ (14,271.79)	\$ 125,000.00
ST. SCH. LAND EARNINGS	\$ 430,000.00	\$ 498,187.78	\$ 68,187.78	\$ 475,000.00	\$ 576,333.55	\$ 101,333.55	\$ 525,000.00
VEHICLE/FARM TAX STAMP	\$ 12,500.00	\$ 11,859.63	\$ (640.37)	\$ 12,500.00	\$ 14,397.90	\$ 1,897.90	\$ 12,500.00
FLEXIBLE BENEFIT ALLOW. REIMB.	\$ 2,550,000.00	\$ 2,696,044.85	\$ 146,044.85	\$ 2,670,000.00	\$ 2,720,432.08	\$ 50,432.08	\$ 2,700,000.00
FOUNDATION & SAL INCENT AID	\$ 9,700,000.00	\$ 11,127,757.41	\$ 1,427,757.41	\$ 12,500,000.00	\$ 13,052,485.04	\$ 552,485.04	\$ 12,800,000.00
DRIVER EDUCATION	\$ 4,370.00	\$ 4,372.50	\$ 2.50	\$ 4,200.00	\$ 4,207.50	\$ 7.50	\$ 4,500.00
MISC. STATE SOURCES	\$ 50,000.00	\$ 20,407.34	\$ (29,592.66)	\$ 50,000.00	\$ 121,148.95	\$ 71,148.95	\$ 120,000.00
VOC. SAL. REIMB.	\$ 38,560.00	\$ 38,560.00	\$ -	\$ 40,360.00	\$ 40,360.00	\$ -	\$ 40,360.00
VOC. INCENT ASSIST. REIMB.	\$ 68,882.00	\$ 68,882.00	\$ -	\$ 74,000.00	\$ 74,000.00	\$ -	\$ 74,000.00
READING SUFFIENCY FUNDS	\$ 55,000.00	\$ 75,374.44	\$ 20,374.44	\$ 70,000.00	\$ 72,934.40	\$ 2,934.40	\$ 70,000.00
<b>STATE SOURCES-CONTINUED</b>	<b>2022-2023 PROJECTED</b>	<b>2022-2023 ACTUAL</b>	<b>DIFFERENCE</b>	<b>2023-2024 PROJECTED</b>	<b>2023-2024 ACTUAL</b>	<b>DIFFERENCE</b>	<b>2024-2025 PROJECTED</b>
ALTERNATIVE EDUC./STATEWIDE	\$ 60,535.00	\$ 63,908.23	\$ 3,373.23	\$ 47,994.00	\$ 51,506.02	\$ 3,512.02	\$ 50,000.00
NATIONAL BOARD CERTIFICATION	\$ 20,000.00	\$ 15,000.00	\$ (5,000.00)	\$ 15,000.00	\$ 10,000.00	\$ (5,000.00)	\$ 10,000.00
ACE REMEDIATION & TECHNOLOGY	\$ 8,000.00	\$ -	\$ (8,000.00)	\$ 20,000.00	\$ 26,142.33	\$ 6,142.33	\$ 20,000.00
STATE ADOPTED TEXTBOOKS	\$ 214,340.00	\$ 217,859.66	\$ 3,519.66	\$ 221,344.00	\$ 224,323.65	\$ 2,979.65	\$ 225,000.00
<b>TOTAL STATE SOURCES</b>	<b>\$ 15,352,187.00</b>	<b>\$ 17,212,672.55</b>	<b>\$ 1,860,485.55</b>	<b>\$ 18,530,398.00</b>	<b>\$ 19,041,508.13</b>	<b>\$ 511,110.13</b>	<b>\$ 18,676,360.00</b>
<b>FEDERAL SOURCES</b>							
TITLE I	\$ 1,001,158.00	\$ 606,994.68	\$ (394,163.32)	\$ 1,005,000.00	\$ 984,584.55	\$ (20,415.45)	\$ 1,010,000.00
CARES ACT FUNDS	\$ 4,832,768.44	\$ 3,156,244.94	\$ (1,676,523.50)	\$ 1,500,000.00	\$ 1,105,101.63	\$ (394,898.37)	\$ 600,000.00
IDEA-B, FLOW THROUGH	\$ 812,919.00	\$ 798,697.42	\$ (14,221.58)	\$ 800,000.00	\$ 754,925.32	\$ (45,074.68)	\$ 750,000.00
TITLE III, ENGLISH LANGUAGE	\$ 19,368.00	\$ 17,975.32	\$ (1,392.68)	\$ 25,600.00	\$ 23,930.41	\$ (1,669.59)	\$ 25,000.00
TITLE VII, INDIAN ED	\$ 75,136.00	\$ 67,794.05	\$ (7,341.95)	\$ 72,330.00	\$ 59,170.00	\$ (13,160.00)	\$ 60,000.00
TITLE II, PART A	\$ 125,000.00	\$ 143,579.47	\$ 18,579.47	\$ 140,000.00	\$ 156,124.07	\$ 16,124.07	\$ 140,000.00
TITLE IV, LEAS FORMULA	\$ 29,982.00	\$ 52,521.03	\$ 22,539.03	\$ 29,982.00	\$ 50,958.59	\$ 20,976.59	\$ 30,000.00
ROTC	\$ 70,000.00	\$ 66,848.62	\$ (3,151.38)	\$ 70,000.00	\$ 70,562.10	\$ 562.10	\$ 70,000.00
CARL PERKINS	\$ 45,628.00	\$ 48,653.22	\$ 3,025.22	\$ 58,067.00	\$ 60,317.92	\$ 2,250.92	\$ 60,000.00
<b>TOTAL FEDERAL SOURCES</b>	<b>\$ 7,011,959.44</b>	<b>\$ 4,959,308.75</b>	<b>\$ (2,052,650.69)</b>	<b>\$ 3,700,979.00</b>	<b>\$ 3,265,674.59</b>	<b>\$ (435,304.41)</b>	<b>\$ 2,745,000.00</b>
<b>NON-REVENUE SOURCES</b>							
FUND TRANSFERS	\$ 225,000.00	\$ 224,887.39	\$ (112.61)	\$ 225,000.00	\$ 193,458.02	\$ (31,541.98)	\$ 225,000.00
CORRECTING ENTRY		\$ 4,592.37	\$ 4,592.37		\$ 1,485.94	\$ 1,485.94	
<b>TOTAL NON-REVENUE SOURCES</b>	<b>\$ 225,000.00</b>	<b>\$ 229,479.76</b>	<b>\$ 4,479.76</b>	<b>\$ 225,000.00</b>	<b>\$ 194,943.96</b>	<b>\$ (30,056.04)</b>	<b>\$ 225,000.00</b>
<b>BALANCE SHEET ACCOUNTS</b>							
FUND BALANCE/CASH FORWARD	\$ 2,959,231.56	\$ 2,959,231.56	\$ -	\$ 3,357,654.13	\$ 3,357,654.13	\$ -	\$ 3,355,153.01
<b>TOTAL BALANCE SHEET ACCOUNTS</b>	<b>\$ 2,959,231.56</b>	<b>\$ 2,959,231.56</b>	<b>\$ -</b>	<b>\$ 3,357,654.13</b>	<b>\$ 3,357,654.13</b>	<b>\$ -</b>	<b>\$ 3,355,153.01</b>
<b>TOTAL BALANCE &amp; COLLECTIONS</b>	<b>\$ 33,639,378.00</b>	<b>\$ 33,820,960.07</b>	<b>\$ 181,582.07</b>	<b>\$ 34,522,031.13</b>	<b>\$ 34,914,813.12</b>	<b>\$ 392,781.99</b>	<b>\$ 33,854,513.01</b>
<b>PROJECTED EXPENDITURES FOR 2023-2024</b>							<b>\$ 30,450,616.00</b>
<b>PROJECTED FUND BALANCE FOR 2023-2024</b>							<b>\$ 3,403,897.01</b>

**APPENDIX D**

**GENERAL FUND - FIXED COST ANALYSIS**

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND  
FIXED / DISCRETIONARY COSTS**

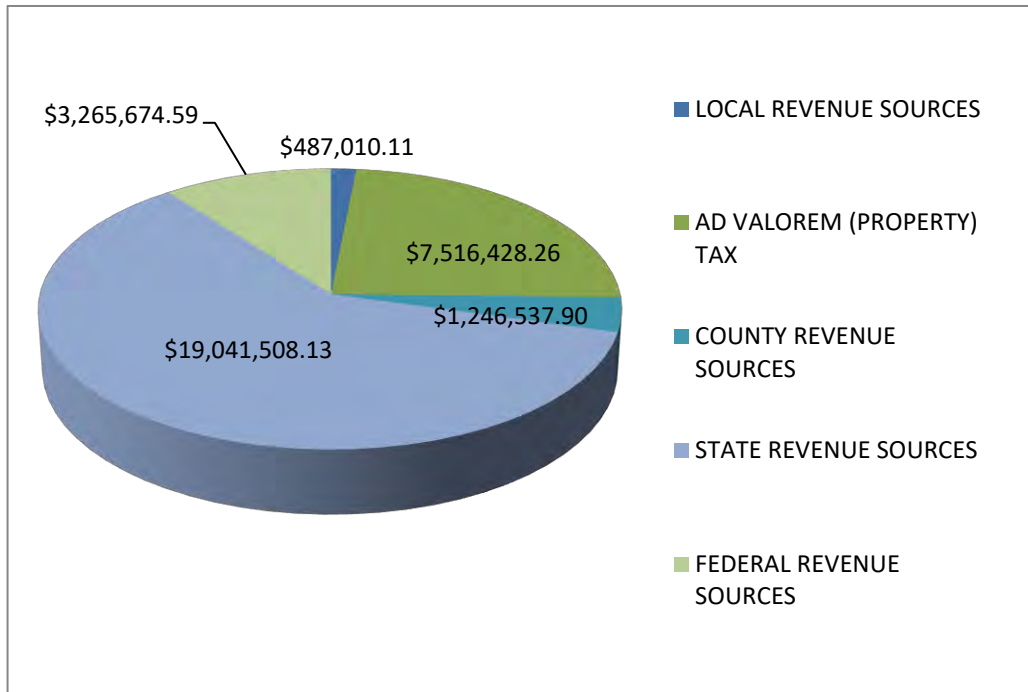
	<b>2023-2024 ACTUAL COST</b>	<b>2023-2024 % OF COST</b>	<b>2024-2025 PROJECTED COST</b>	<b>2024-2025 % OF COST</b>
<b><i>FIXED COSTS</i></b>				
SALARY / BENEFITS	\$25,621,197.33	81.09%	\$25,559,990.00	83.94%
PROFESSIONAL & TECHNICAL SERVICES	252,429.00	0.80%	250,000.00	0.82%
UTILITIES / TELEPHONE	892,726.95	2.83%	860,000.00	2.82%
INSURANCE	681,473.00	2.16%	750,000.00	2.46%
LEASE / PURCHASE & MAINTENANCE AGREEMENTS	81,500.00	0.26%	81,500.00	0.27%
GASOLINE / DIESEL	196,729.00	0.62%	200,000.00	0.66%
COUNTY REVALUATION COST	93,859.71	0.30%	115,000.00	0.38%
EARMARKED STATE AND FEDERAL FUNDS	551,551.51	1.75%	550,000.00	1.81%
CHILD NUTRITION EXPENDITURES (PER LOAN AGREEMENT W/ CNF)	106,454.00	0.34%	120,000.00	0.39%
<b>TOTAL FIXED COSTS</b>	<b>28,477,920.50</b>	<b>90.13%</b>	<b>28,486,490.00</b>	<b>93.55%</b>
<b><i>DISCRETIONARY COSTS</i></b>				
SITE COSTS - TEXTBOOKS, LIBRARIES, FURNITURE, SUPPLIES	559,111.40	1.77%	538,238.00	1.77%
DEPARTMENTAL COSTS - TRANSPORTATION, MAINTENANCE, CUSTODIAL, TECHNOLOGY, OTHER DISTRICT-WIDE COSTS	2,558,393.69	8.10%	1,425,888.00	4.68%
<b>TOTAL DISCRETIONARY COSTS</b>	<b>3,117,505.09</b>	<b>9.87%</b>	<b>1,964,126.00</b>	<b>6.45%</b>
<b>GRAND TOTAL - ALL COSTS</b>	<b>\$31,595,425.59</b>	<b>100.00%</b>	<b>\$30,450,616.00</b>	<b>100.00%</b>



**APPENDIX E**

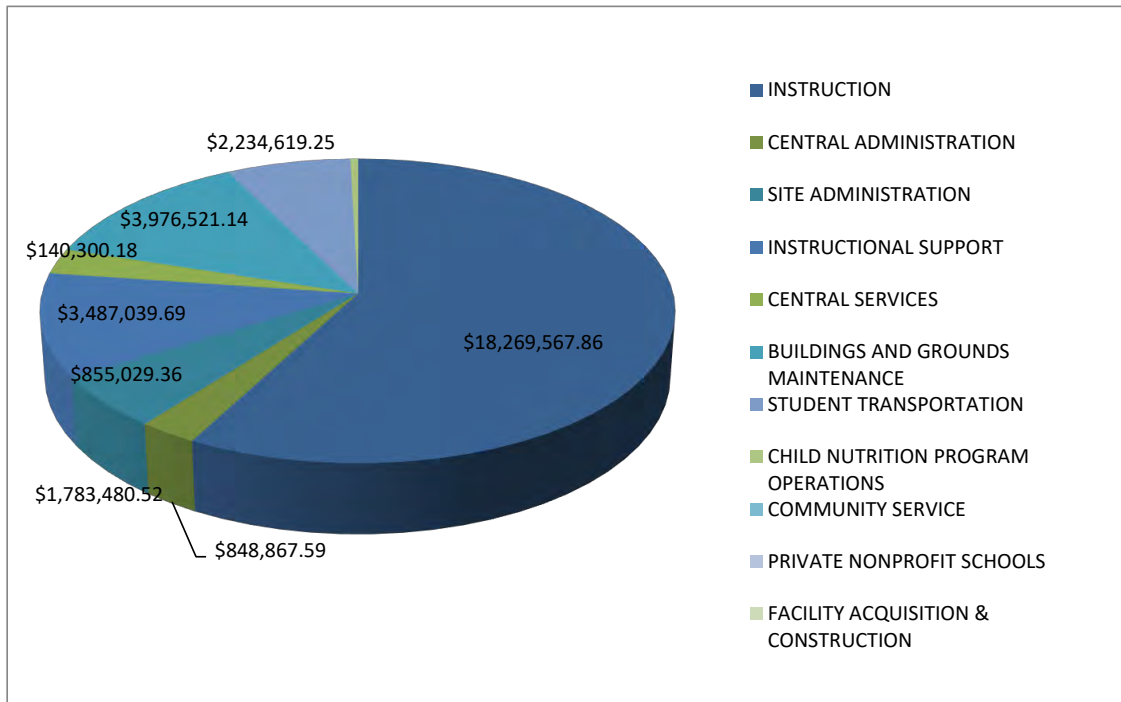
**2023-2024 CONDENSED FINANCIAL INFORMATION**

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2024**



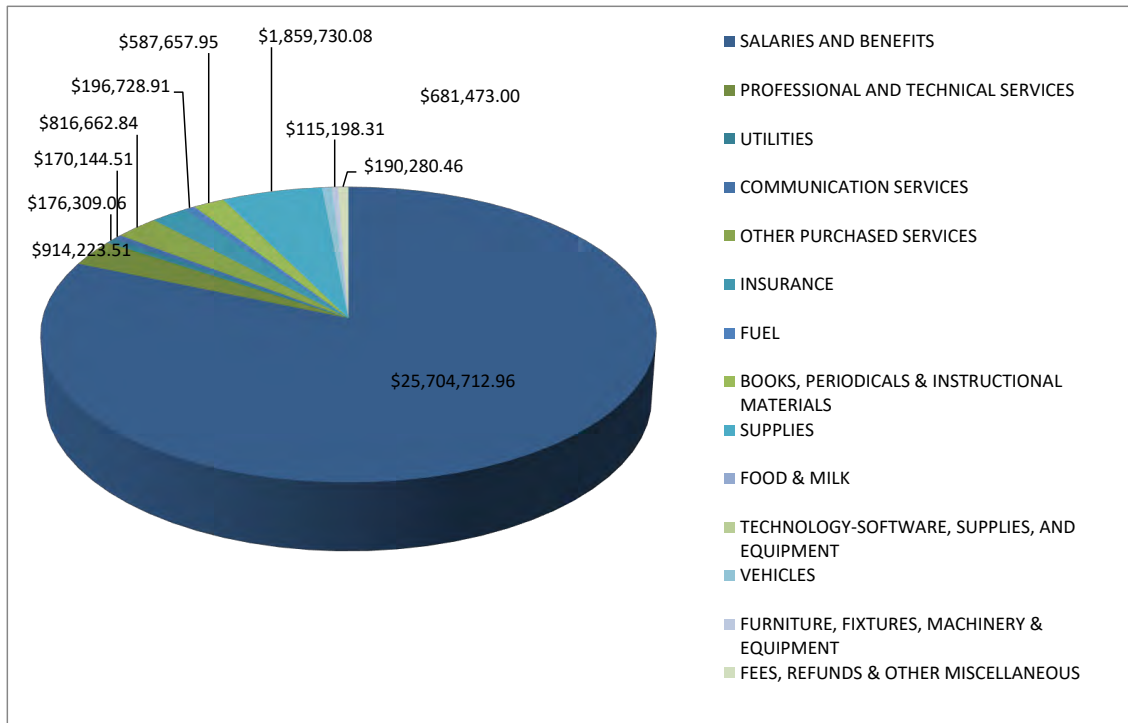
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 487,010.11	1.54%
AD VALOREM (PROPERTY) TAX	\$ 7,516,428.26	23.82%
COUNTY REVENUE SOURCES	\$ 1,246,537.90	3.95%
STATE REVENUE SOURCES	\$ 19,041,508.13	60.34%
FEDERAL REVENUE SOURCES	\$ <u>3,265,674.59</u>	<u>10.35%</u>
TOTAL GENERAL FUND REVENUE	\$ 31,557,158.99	100.00%

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND EXPENDITURES BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2024**



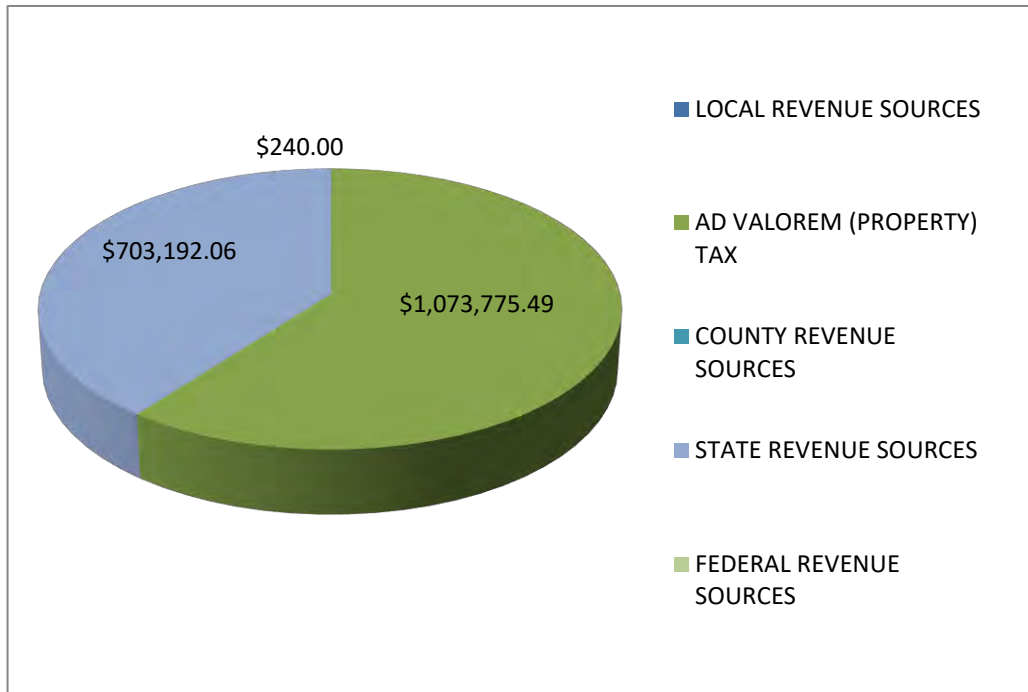
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ 18,269,567.86	57.82%
CENTRAL ADMINISTRATION	\$ 848,867.59	2.69%
SITE ADMINISTRATION	\$ 1,783,480.52	5.64%
INSTRUCTIONAL SUPPORT	\$ 3,487,039.69	11.04%
CENTRAL SERVICES	\$ 855,029.36	2.71%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 3,976,521.14	12.59%
STUDENT TRANSPORTATION	\$ 2,234,619.25	7.07%
CHILD NUTRITION PROGRAM OPERATIONS	\$ 140,300.18	0.44%
COMMUNITY SERVICE	\$ -	0.00%
PRIVATE NONPROFIT SCHOOLS	\$ -	0.00%
FACILITY ACQUISITION & CONSTRUCTION	\$ -	0.00%
TOTAL GENERAL FUND EXPENDITURES BY FUNCTION	\$ 31,595,425.59	100.00%

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2024**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 25,704,712.96	81.36%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 914,223.51	2.89%
UTILITIES	\$ 176,309.06	0.56%
COMMUNICATION SERVICES	\$ 170,144.51	0.54%
OTHER PURCHASED SERVICES	\$ 816,662.84	2.58%
INSURANCE	\$ 681,473.00	2.16%
FUEL	\$ 196,728.91	0.62%
BOOKS, PERIODICALS & INSTRUCTIONAL MATERIALS	\$ 587,657.95	1.86%
SUPPLIES	\$ 1,859,730.08	5.89%
FOOD & MILK	\$ -	0.00%
TECHNOLOGY-SOFTWARE, SUPPLIES, AND EQUIPMENT	\$ -	0.00%
VEHICLES	\$ 182,304.00	0.58%
FURNITURE, FIXTURES, MACHINERY & EQUIPMENT	\$ 115,198.31	0.36%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 190,280.46	0.60%
<b>TOTAL GENERAL FUND EXPENDITURES BY OBJECT</b>	<b>\$ 31,595,425.59</b>	<b>100.00%</b>

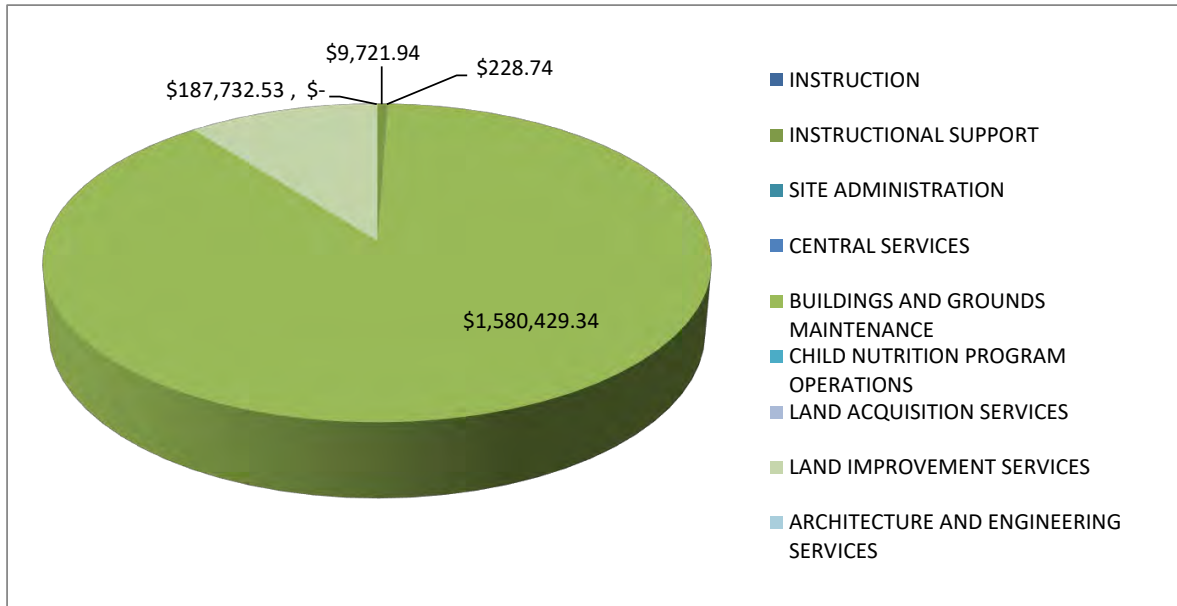
**GUTHRIE PUBLIC SCHOOLS  
BUILDING FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2024**



<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 240.00	0.01%
AD VALOREM (PROPERTY) TAX	\$ 1,073,775.49	60.42%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 703,192.06	39.57%
FEDERAL REVENUE SOURCES	\$ <u>-</u>	<u>0.00%</u>
TOTAL BUILDING FUND REVENUE	\$ 1,777,207.55	100.00%

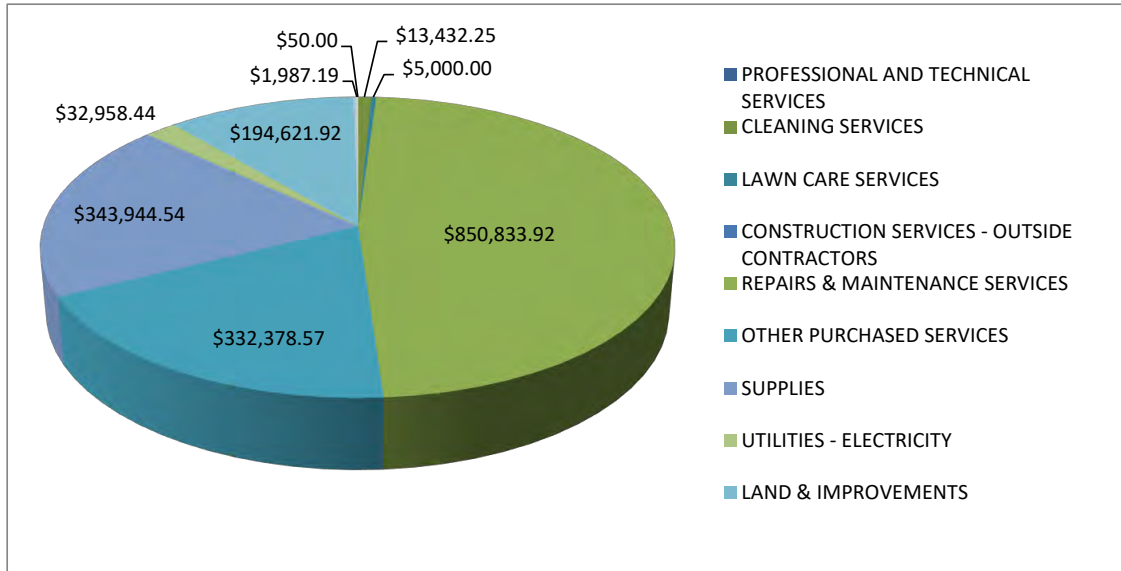


**GUTHRIE PUBLIC SCHOOLS  
BUILDING FUND EXPENDITURES BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2024**



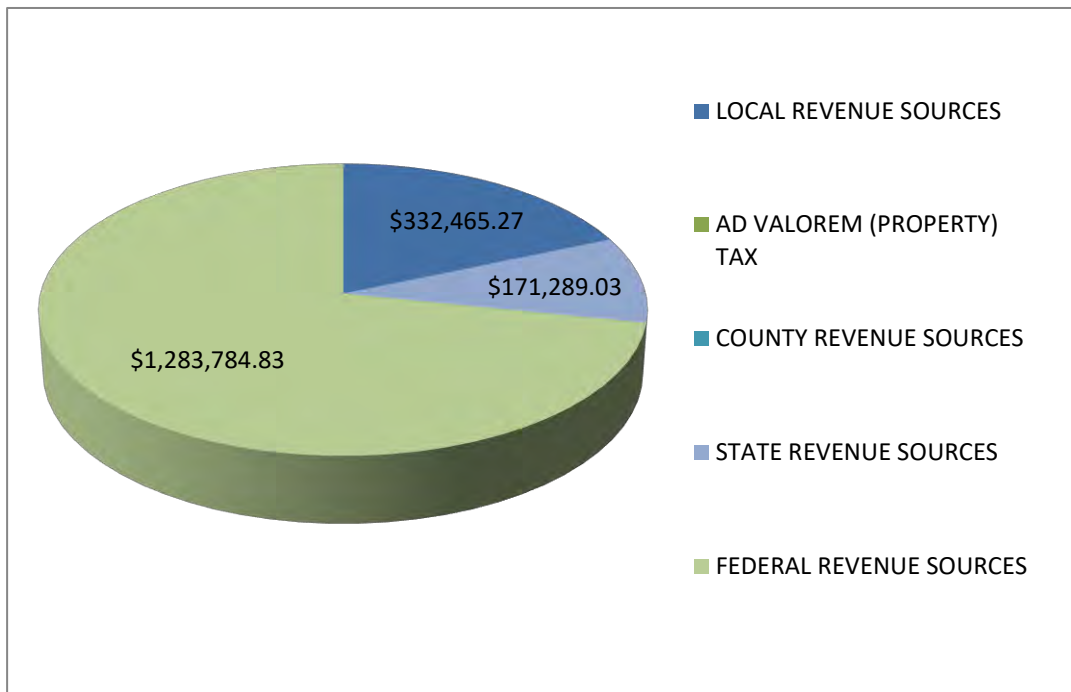
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ -	0.00%
INSTRUCTIONAL SUPPORT	\$ 9,721.94	0.55%
SITE ADMINISTRATION	\$ 50.00	0.00%
CENTRAL SERVICES	\$ 228.74	0.01%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 1,580,429.34	88.88%
CHILD NUTRITION PROGRAM OPERATIONS	\$ -	0.00%
LAND ACQUISITION SERVICES	\$ -	0.00%
LAND IMPROVEMENT SERVICES	\$ 187,732.53	10.56%
ARCHITECTURE AND ENGINEERING SERVICES	\$ -	0.00%
TOTAL BUILDING FUND EXPENDITURES BY FUNCTION	\$ 1,778,162.55	100.00%

**GUTHRIE PUBLIC SCHOOLS  
BUILDING FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2024**



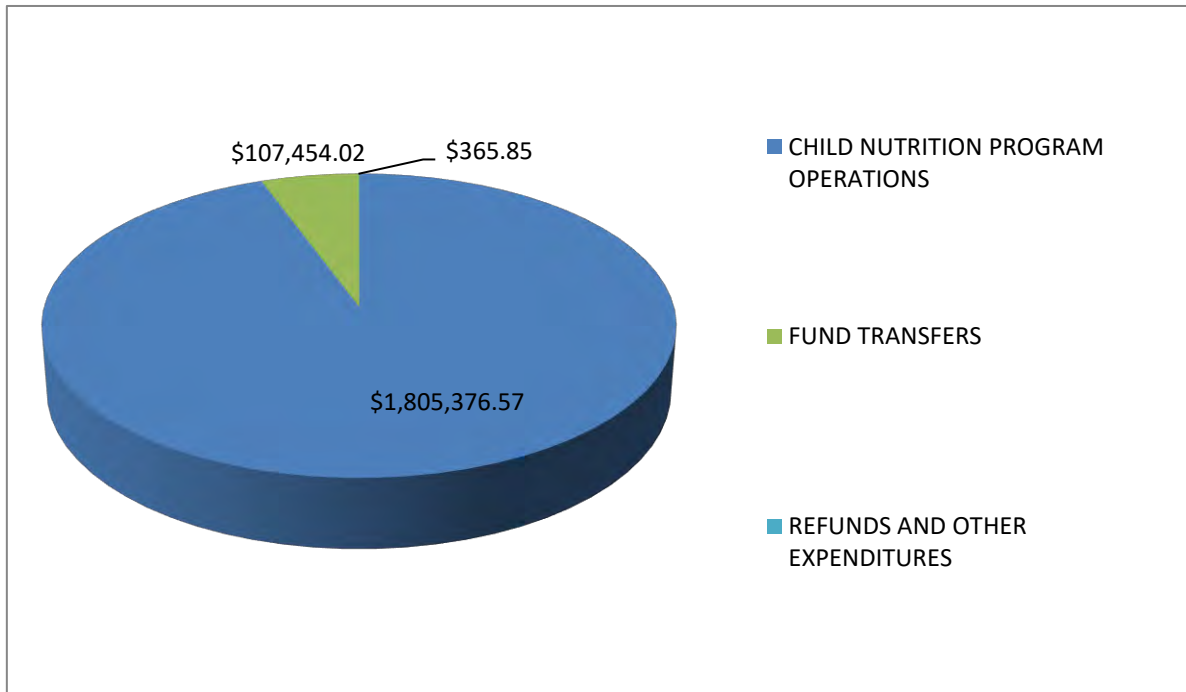
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
PROFESSIONAL AND TECHNICAL SERVICES	\$ 50.00	0.00%
CLEANING SERVICES	\$ 13,432.25	0.76%
LAWN CARE SERVICES	\$ 5,000.00	0.28%
CONSTRUCTION SERVICES - OUTSIDE CONTRACTORS	\$ -	0.00%
REPAIRS & MAINTENANCE SERVICES	\$ 850,833.92	47.85%
OTHER PURCHASED SERVICES	\$ 332,378.57	18.69%
SUPPLIES	\$ 343,944.54	19.34%
UTILITIES - ELECTRICITY	\$ 32,958.44	1.85%
LAND & IMPROVEMENTS	\$ 194,621.92	10.95%
EQUIPMENT	\$ 2,955.72	0.17%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 1,987.19	0.11%
TOTAL BUILDING FUND EXPENDITURES BY OBJECT	\$ 1,778,162.55	100.00%

**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2024**



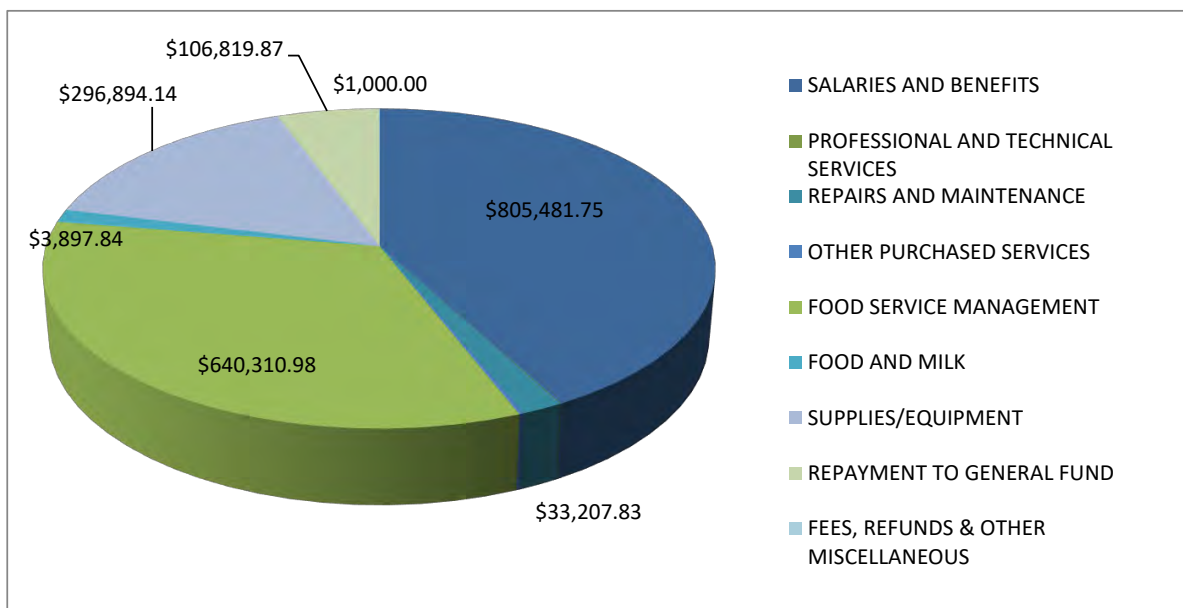
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 332,465.27	18.60%
AD VALOREM (PROPERTY) TAX	\$ -	0.00%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 171,289.03	9.58%
FEDERAL REVENUE SOURCES	\$ <u>1,283,784.83</u>	<u>71.82%</u>
TOTAL CHILD NUTRITION FUND REVENUE	\$ 1,787,539.13	100.00%

**GUTHRIE PUBLIC SCHOOLS**  
**CHILD NUTRITION FUND EXPENDITURES BY FUNCTION**  
**FOR THE YEAR ENDED JUNE 30, 2024**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
CHILD NUTRITION PROGRAM OPERATIONS	\$ 1,805,376.57	94.36%
FUND TRANSFERS	\$ 107,454.02	5.62%
REFUNDS AND OTHER EXPENDITURES	\$ 365.85	0.02%
TOTAL CHILD NUTRITION FUND EXPENDITURES BY FUNCTION	\$ 1,913,196.44	100.00%

**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2024**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 805,481.75	42.10%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 584.03	0.03%
REPAIRS AND MAINTENANCE	\$ 33,207.83	1.74%
OTHER PURCHASED SERVICES	\$ 3,897.84	0.20%
FOOD SERVICE MANAGEMENT	\$ 640,310.98	33.47%
FOOD AND MILK	\$ 25,000.00	1.31%
SUPPLIES/EQUIPMENT	\$ 296,894.14	15.52%
REPAYMENT TO GENERAL FUND	\$ 106,819.87	5.58%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ <u>1,000.00</u>	<u>0.05%</u>
TOTAL CHILD NUTRITION FUND EXPENDITURES BY OBJECT	\$ 1,913,196.44	100.00%





## Staking A Claim in Our Students' Future

**Mike Simpson, Ed.D.**  
Superintendent of Schools

**Phone 405-282-8900**

**October 15, 2024**

**Notice to the County Clerk of Logan County, Oklahoma of the 2025 Regular Meetings of the Guthrie Board of Education, Independent School District I-001 of Logan County to be held at 802 E. Vilas, Guthrie, Oklahoma:**

<b>01-13-25</b>	<b>6:30 p.m.</b>
<b>02-10-25</b>	<b>6:30 p.m.</b>
<b>03-10-25</b>	<b>6:30 p.m.</b>
<b>04-14-25</b>	<b>6:30 p.m.</b>
<b>05-12-25</b>	<b>6:30 p.m.</b>
<b>06-09-25</b>	<b>6:30 p.m.</b>
<b>07-14-25</b>	<b>6:30 p.m.</b>
<b>08-11-25</b>	<b>6:30 p.m.</b>
<b>09-08-25</b>	<b>6:30 p.m.</b>
<b>10-13-25</b>	<b>6:30 p.m.</b>
<b>11-10-25</b>	<b>6:30 p.m.</b>
<b>12-08-25</b>	<b>6:30 p.m.</b>

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**Gail Davis**  
**Board Clerk**

**Person Reporting Dates: Samantha Stewart**

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**Samantha Stewart**  
**Minutes Clerk**

# **BOARD OF EDUCATION ELECTION RESOLUTION**

TO: Logan County Election Board

FROM: The Guthrie Public School District, Independent School  
District I-01 of Logan County, Oklahoma

The Board of Education of the Guthrie Public School District has approved the following resolution calling for an election to be submitted to the voters of the district.

## **Date of the Election:**

A Board of Education Primary Election shall be held on February 11, 2025, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 1, 2025, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

## **Board Member Positions on Ballot:**

The voters shall elect a board member for board position number 2, which has a 4-year term of office and board position number 6, which has a 4-year term of office.

## **Qualifications of Candidates for Office:**

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

**Voters Eligible to Vote:**

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

**Ballot Titles:**

The ballot to be submitted to the voters shall call for the voters to:

1. Select one candidate for Guthrie Public School Board Position No. 2
- and
2. Select one candidate for Guthrie Public School Board Position No. 6

Approved by the Guthrie Public School Board of Education this 14<sup>th</sup> day of October, 2024.

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Clerk of the Board of Education

Filed with the Logan County Election Board this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Secretary  
Logan County Election Board

(SEAL)

## **ANTENNA LICENSE AGREEMENT**

This License Agreement (the "Agreement") is entered into as of the 14 day of October, 2024 (the "Effective Date"), between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, a/k/a GUTHRIE PUBLIC SCHOOLS** ("Licensor"), and **SPRINGS CHRISTIAN RADIO, INC.** ("Licensee").

### **RECITALS:**

A. Licensor is the owner of real property and improvements, including a freestanding monopole tower (the "Tower") located at Central Elementary School, 321 East Noble, Guthrie, Oklahoma (the "Property").

B. Licensee is a not-for-profit Oklahoma corporation. Licensee desires to install an FM radio antenna system consisting of BEXT omni-directional low power (TFC1K) and high power (TFC2K) antennas, cabling and other related and supporting equipment (the "Antenna System") on Licensor's Tower.

C. Licensor has agreed to permit Licensee use of the Tower for the purpose of installing, maintaining and operating the Antenna System.

D. Licensor and Licensee desire to license use of the Tower pursuant to the terms and conditions contained herein.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Licensor and Licensee agree as follows:

1. **Grant of License.** Licensor hereby grants permission to the Licensee to install, reinstall, maintain and operate the Antenna System on the existing Tower on the Property and to make use of a portion of Licensor's server room located on the first floor of the Central Elementary School building for Licensee's supporting equipment (the "License"). The Licensee's access and use of the server room shall be subject to mutual agreement of the parties regarding the specific location and configuration of Licensee's equipment.

2. **Use.** The Licensee shall use the Antenna System solely for the transmission of radio communication signals on authorized frequencies in furtherance of its existing radio programming. Licensee shall be responsible for maintaining all necessary approvals for such use whether from local, state and federal authorities including the Federal Communications Commission.

3. **Term.** This Agreement shall commence on the Effective Date and extend through the end of Licensor's current fiscal year, June 30, 2025 (the "Initial Term"). The Agreement may be extended for additional periods of one-year each commencing on July 1 and

ending on the following June 30 by mutual agreement of the parties (each a “Renewal Term”). The Initial Term and each Renewal Term shall be referred to collectively at the “Term”.

4. **License Fee.** Licensee shall pay Licensor a license fee in the amount of \$200 per month, payable in advance.

5. **Electricity.** Licensor shall provide Licensee with access to standard 110-volt electric power. Licensee acknowledges and agrees that Licensor has no obligation to provide emergency or backup power to the Licensee and that Licensee is solely responsible for the provision of such emergency services. In that regard, Licensor grants to Licensee the right to locate and operate a portable emergency generator to power the Antenna System in the event of a power outage. Such generator shall be located near the Antenna System in an area of Licensor’s Property mutually acceptable to the parties.

6. **Access to Antenna System.** Licensor agrees that Licensee’s authorized representatives shall have access to the Antenna System at all times for the purpose of installing, reinstalling, maintaining, operating and repairing same. Licensee shall provide Licensor with reasonable notice prior to entering the building and shall comply with Licensor’s reasonable rules and regulations regarding such access as may be adopted and amended by Licensor from time to time.

7. **Indemnity.** Licensee shall be liable to Licensor, and any third parties, for losses resulting from Licensee’s negligent acts or omissions and shall indemnify Licensor from any claims or causes of action arising therefrom.

8. **Assignment and Sublicense.** Licensee may not assign this Agreement or its rights or obligations contained herein nor may Licensee grant a sublicense in all or any part thereof except with the prior written consent of the Licensor.

9. **Termination.** Licensee may terminate this Agreement, with or without cause upon reasonable notice to Licensor. Upon Licensee’s material default of any covenant contained in this Agreement, Licensee shall have thirty (30) days after receipt of Licensor’s demand, to cure such default. If Licensee fails to commence to cure the default within the applicable cure period, Licensor may terminate this Agreement upon thirty (30) days’ written notice. If Licensee is actively and satisfactorily pursuing a cure to the default, Licensee shall have such additional time as is reasonably required in which to effect the cure. Upon expiration or termination of this Agreement, for any reason, except for claims that may have arisen prior to such termination or which expressly survive the termination of this Agreement, the Agreement shall be of no further force or effect and neither party shall have any claim against the other.

10. **Notices.** All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered, sent by facsimile or by an overnight courier providing proof of service, or mailed, certified mail, return receipt requested, to the following address:



If to Licensor: Guthrie Public Schools  
ATTN: Superintendent  
802 East Vilas Street  
Guthrie, OK 73044

If to Licensee: Springs Christian Radio  
ATTN: Robert Haines  
13000 North Sara Road  
Yukon, OK 73099

11. **Attorneys' Fees.** In any action filed to recover damages for breach of this Agreement or to enforce the terms and conditions contained herein, the prevailing party shall be entitled to recover from the other party a reasonable attorneys' fee and other reasonable court costs and expenses.

12. **Equipment to Remain Personal Property.** The Antenna System shall remain the personal property of the Licensee notwithstanding the fact that it may be affixed or attached to the Tower or Property. Upon termination of the Agreement, the Antenna System may be removed by the Licensee at Licensee's sole cost and expense or may remain and become sole property of Licensor. Licensee shall repair any damage to the Property caused by such removal.

13. **Entire Agreement.** The terms and conditions contained herein supersede all prior understandings between the parties and constitute the entire agreement between them concerning the subject matter hereof. This Agreement may not be modified or amended except in writing and signed by authorized representatives of the parties.

14. **Governing Law.** The construction, interpretation and performance of this Agreement shall be in accordance with the laws of the State of Oklahoma.

15. **Severability.** If any part of any provision of this Agreement is held invalid or unenforceable under applicable law, that part shall be ineffective to the extent of such invalidity only, and the remainder of this Agreement shall not be affected and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

16. **Relationship of Parties.** Licensor and Licensee acknowledge and agree that the relationship between them is solely that of independent contractors, and nothing shall be construed to constitute the parties as employer/employee, partners, joint venturers, co-owners or otherwise as participants in a joint or common undertaking. Neither party shall have the right, power or authority to act for or on behalf of the other or to create any obligation of the other, express or implied.

17. **Casualty, Insurance and Risk of Loss.** Licensee assumes all risk of loss of and damage to the Antenna System from any cause. Licensee shall be solely responsible for maintaining liability, property damage, theft and comprehensive insurance in such amounts as are reasonably necessary or desirable. Licensee is familiar with the Tower and the Property and

accepts the same "AS IS" and agrees that Licensor is under no obligation to make any improvements or accommodations to make the Property suitable for Licensee's use.

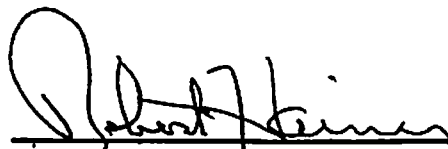
**DATED** as of the date first written above.

**INDEPENDENT SCHOOL DISTRICT NO. 1  
OF LOGAN COUNTY, OKLAHOMA, a/k/a  
GUTHRIE PUBLIC SCHOOLS**

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

"Licensor"

**SPRINGS CHRISTIAN RADIO**

By:  \_\_\_\_\_  
Robert Haines, President

"Licensee"



Phone 405-282-8900

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## MEMO

To: Dr. Simpson and Guthrie Board of Education

From: John Hancock, Executive Director of Personnel

Date: October 7, 2024

Re: Instructional Coach

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Attached is a copy of the 2024-2025 agreement between Guthrie Public Schools and Laura Carter, DBA Reading For All, LLC.

Laura Carter is a reading specialist who will work with our teachers at Guthrie Upper Elementary again. She will help the teachers learn and implement many different reading strategies. Some of these methods are proven strategies. For example, the Science of Reading (SoR) uses the Orton-Gillingham approach for evidence-based instruction, which also incorporates multi-sensory instruction.

The cost for this instructional coach will be paid for out of Project 515 School Improvement Funds.

Therefore, I recommend approving the agreement between Guthrie Public Schools and Laura Carter, DBA Reading For All, LLC. This is a crucial step in enhancing our reading instruction at Guthrie Upper Elementary.

Thank you.

John Hancock  
Exec. Director of Personnel

Reading For



*Structured Literacy Instruction  
and Literacy Consulting*

## Literacy Consultant Agreement

### 1. Parties of the Agreement

Client: Guthrie Public Schools  Guthrie Upper Elementary School 702 N. Crooks Drive Guthrie, OK 73044 (405) 282-5924 Email: carmen.walters@guthrieps.net  Hereafter referred to as "Client"	Consultant: Laura Carter, M.Ed., CALT  Reading For All, LLC 7305 NW 129th Street Oklahoma City, OK 73142 (405) 445-9127 Email: readingforall.llc@gmail.com  Hereafter referred to as "Consultant"
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### 2. Term of Agreement

Start Date: October 2024

End Date: April 2025

### 3. Services to Be Performed

The Consultant will provide Multi-Tiered Systems of Support (MTSS) literacy assistance to Reading Interventionists and Administration at Guthrie Upper Elementary School, using evidence-based Structured Literacy (SL) instructional coaching, implementation strategies, and consultation aligned with the Science of Reading (SoR). MTSS is a school-wide framework for implementing effective instruction that involves targeted instruction that meets the needs of students based on universal screening and diagnostic assessments. The SoR is a vast, interdisciplinary body of scientifically based research about reading and issues related to reading and writing. SL is aligned to the SoR and explicitly teaches systematic word

identification and decoding strategies using multisensory instruction or Multisensory Structured Language Education (MSLE).

**Evidence Based:** SoR is a comprehensive body of research that encompasses years of scientific knowledge and has evolved from a wide span of research designs, experimental methods, participants, and statistical analyses. This conclusive, empirically supported research provides the information needed to gain a deeper understanding of how students learn to read, what skills are involved, how they work together, and which parts of the brain are responsible for reading development. SL is the identification of evidence-based best practice approaches for teaching foundational literacy skills and comes from this research. The SoR offers evidence backed by science to confirm that there is one right way to teach reading and provides vital information to drive the MSLE approach to instruction for all learners. The SoR helps to clarify the cognitive processes that are essential for reading proficiency and has debunked various methods used to teach reading that are not based on scientific evidence. Studies have demonstrated the effectiveness of intensive phonemic awareness and phonic decoding training and opportunities for repeated practice with reading controlled text. Intervention in these skills leads to efficient orthographic mapping with the highest degree of success. Intervention research estimates that the use of evidence-based prevention and intervention approaches in literacy could decrease the number of below-level readers from 30% to 5% (IMSE Jornal, Ordetx).

**Alignment:** SL is an evidence-based, proven strategy that aligns to the SoR through instruction in phonology and phonological awareness, sound-symbol association, syllable instruction, morphology, syntax, and semantics (comprehension). SL incorporates the five essential components of reading: Phonemic Awareness, Phonics, Fluency, Vocabulary, and Comprehension. Students are provided repeated opportunities with decodable text that contain the phonetic elements needed for code-emphasis. SL incorporates instruction that is simultaneously multisensory (Visual, Auditory, Kinesthetic, Tactile), explicit, sequential, systematic, prescriptive, diagnostic, and cumulative. Instruction is assessment-driven and requires continued progress monitoring to measure outcomes and guide differentiation.

The Consultant will provide SL consultation, strategic planning and training through the instructional coaching process to Reading Interventionists to improve tiered literacy interventions and student learning.

The Consultant will provide instructional coaching in The Wilson Reading System to increase reading achievement, with the goals that Reading Interventionists will be able to use The Wilson Reading System and other SL strategies to improve tiered literacy interventions and students will receive instruction that meets their diverse learning needs.

The Consultant will provide coaching to Reading Interventionists to analyze benchmark and formative data using an inquiry process in order to understand and monitor student needs and growth, so they can implement effective MTSS evidence-based practices.

Through a combination of on-site, phone and email support, the Consultant will work collaboratively with Reading Interventionists by providing data analysis and reflection support. The Consultant will assist Reading Interventionists in how to use data to drive decision-making through evidence based practices, in order to improve and increase student achievement and effective instruction.

The Consultant will provide coaching “debriefing” meetings with the Reading Interventionists to share feedback and MTSS strategies needed to support differentiated instruction and progress monitoring.

The Consultant will work remotely to plan customized and flexible services.

The Consultant will maintain records of services provided at the school site and remotely, pursuant to this Agreement, and will provide a copy to the Client upon request.

#### 4. Compensation

The Client will be invoiced monthly by the Consultant, with the total amount not to exceed \$17,280 for the seven months of services. Invoices will include all travel and mileage incurred by the Consultant for delivering agreed services.

Invoices will be emailed at the end of each month. It is requested that payment be due upon receipt. The Client is obliged to pay within thirty (30) days of receipt of each invoice.



## 5. Use of On-Site Materials

Unless otherwise agreed, the Client will provide the materials, supplies, and equipment needed to complete these services.

At the end of the Agreement term, the Consultant is obliged to return all materials, supplies, and equipment delivered by the Client.

All documents prepared by the Consultant in relation to the agreed services will be given to the Client by the end of the Agreement term.

## 6. Cancellation Policy

The Client agrees that it is their responsibility to notify the Consultant when a scheduled meeting in any form is canceled.

The Consultant reserves the right to bill the Client for a missed meeting.

The Consultant will attempt, in good faith, to reschedule the missed meeting.

Should the Client choose to terminate services during the term of this Agreement, thirty (30) days written notice to Reading For All, LLC is required. Should the Consultant choose to terminate services during the term of this Agreement, thirty (30) days written notice to Guthrie Upper Elementary School is required.

Should the Agreement be terminated early on a date that occurs after the first of the month, the Consultant will invoice at the current monthly rate for the month when the written notice is given and for the entirety of the next month. The Client will be obliged to pay within thirty (30) days of receipt of both invoices.

## 7. Confidentiality

All terms and conditions of this Agreement and any materials or documents provided during the term of the Agreement will be kept confidential by the Consultant, unless the disclosure is required pursuant to process of law.

8. Exclusivity

Both Parties agree that this Agreement is not an exclusive arrangement and that the Consultant is entitled to enter into other similar agreements with other clients.

9. Limitation of Liability


The Consultant, hereby, makes no guarantees, representations or warranties of any kind, expressed or implied, with respect to the services negotiated, agreed upon and rendered.

10. Amendments

The Parties agree that any amendments made to this Agreement must be in writing, where they must be signed by both Parties. As such, any amendments made by the Parties will be applied to this Agreement.

11. Signatures

Both Parties confirm that they have read, understood and agree to the terms and conditions set forth in this Agreement. This Agreement is valid when both Parties have signed.

<p>Name: Guthrie Public Schools</p> <p>_____</p> <p>Signature</p> <p>Date: _____</p>	<p>Name: Laura Carter, M.Ed., CALT Reading For All, LLC</p> <p></p> <p>_____</p> <p>Signature</p> <p>Date: <u>09/19/2024</u></p>
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## GPS SANCTIONING APPLICATION



Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code OKLA. STAT. tit. 70, Section 5-129.

I. Please list your statement of purpose:

The purpose of the Guthrie Tennis Booster, LLC is to sustain and grow Guthrie tennis at both the Junior High and High School levels.

II. Please list your goals:

1. Raise funds to support the growth of Guthrie Tennis.
2. Provide opportunities for all athletes to participate.
3. Build a stronger program through a common mission, spirit, and volunteerism.

III. Please list your organizational officers and membership requirements:

President: Caden Hopfer	Membership Requirements:
Vice-President: Beth Mayer	Any parent of a current or future
Secretary: Angie Blevens	GJHS or GHS tennis player or
Treasurer: Mike Mayer	alumni tennis player can join.

IV. Please give a detailed statement of how the School District and its students will benefit if the organization is sanctioned:

If sanctioned the organization will help provide food - drinks for tennis tournament, concession stand @ tournament Guthrie Tennis hosts



hosts, as well as drinks for practice. The organization will help in fundraising efforts to provide needed equipment for tennis courts as well as annual maintenance. The organization will also help increase the team's social media presence which will improve support through our community for Guthrie Tennis.

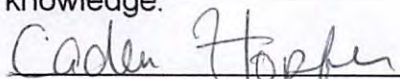
V. Please give a statement of nondiscrimination consistent with all Oklahoma and federal laws:

The organization will not discriminate based on ethnicity, religion, gender, sexuality, or any other factors as outlined in State - Federal laws.

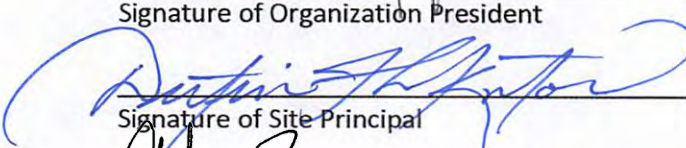
**Please provide a financial report as defined by the Board of Education regulations, which has been performed on such.**

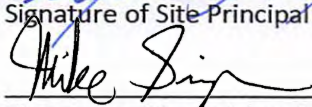
Note: Upon completion of this application, it should be submitted to the Site Principal for preliminary review. The Principal will then forward the application to the Superintendent to make a recommendation to the Board of Education. The Board of Education shall review the application and shall sanction or decline to sanction the applicant. The Board of Education's decision is final and non-appealable.

I certify the information provided on this application is true and correct to the best of my knowledge.



Signature of Organization President

  
Signature of Site Principal

  
Signature of Superintendent

Approved or denied

Date



**Board of Education Personnel Reports  
October 14, 2024**

**Employment Request**

<u>Classification</u> Certified		Teaching	First	Hrs. Per	Replacing
Name	Site	Assignment	Work Day	Day	

<u>Classification</u> Support			First	Pay	Hrs. Per	Replacing
Name	Site	Assignment	Work Day	Grade	Day	
Claridge, Melody	GUES	Site Secretary	10-04-24	4	7.5	Amanda Rose
Musgrove, Anita	Admin	Payroll Clerk	9-30-24	11	8	Linda Campbell

**FMLA Requests**

**Certified:**

**Support:**

**Transfer of Position Report**

<u>Classification</u> Certified	Transferred	Transferred	
Name	From	To	Replacing

<u>Classification</u> Classified	Transferred	Transferred	
Name	From	To	Replacing

**Separation of Employment**

<u>Classification</u> Certified	Teaching	Reason for	
Name	Assignment	Separation	Effective Date

<u>Classification</u> Classified			Reason for	
Name	Site	Position	Separation	Effective Date
Thomason, Brandi	Trans.	Rte. Driver	Resignation	09-27-24



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### REQUEST FOR EXTRA-DUTY POSITION

Dr. Simpson & Guthrie Board of Education:

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

Finchum

Curtis

Last Name

First Name

Middle Initial

Newspaper/Journalism

High School

Extra-Duty Position

Site

If hired by the Board of Education, would this be a replacement? ☒ Yes ☐ No

If yes, whom would this employee replace? Treadaway, Trista

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

Start Date \_\_\_\_\_ Extra-Duty Compensation \$2100

Submitted By: Dusty Throckmorton  
Principal or Program Director

09/25/2024  
Date

John Hancock, Executive Director  
Personnel/Secondary Education

9/25/24  
Date





Phone 405-282-8900

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## MEMO

To: Dr. Simpson and Guthrie Board of Education

From: John Hancock

Date: 10/11/2024

Re: Jeromy Davenport – Adjunct teacher for Guthrie High School

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I recommend that the Guthrie Board of Education approve Jeromy Davenport as an Adjunct Teacher for Computer Applications at Guthrie High School.

Mr. Davenport is progressing toward his alternative certification but will need time to complete the process.

Thank you,

John Hancock  
Exec. Director of Personnel



Phone 405-282-8900

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## MEMO

To: Dr. Simpson and Guthrie Board of Education

From: John Hancock, Executive Director of Personnel

Date: October 7, 2024

Re: Stacy Angeles – Adjunct teacher for Charter Oak Elementary

---

I want to recommend that the Guthrie Board of Education Approve Stacy Angeles as an Adjunct teacher for English Language Learners (ELL) at Charter Oak Elementary School. Your decision is crucial and will greatly impact our school community.

Ms. Angeles is progressing toward her alternative certification but will need time to complete the process.

Thank you,

John Hancock  
Exec. Director of Personnel

Guthrie Public Schools  
Property Committee Meeting  
October 7, 2024 5:00 p.m.

Attending Members: Dr. Mike Simpson, Carmen Walters, John Hancock, Cody Thompson, Janna Pierson, Chris Schroeder, Matt Girard and Linda Skinner. Lane McMillan and Trevor Larson from Crossland Construction Co. were also present.

**Cody Thompson spoke on the following items:**

**Expenditure Reports:**

- Summarized September expenses for Maintenance and Transportation
- Comparison of 2024/25 expenditures to 2023/24

**Current Projects:**

- Completed 242 Maintenance work orders, 36 Transportation work orders, and 77 Activity trips work orders.
- Removed trees and old fence on the 2 Vilas lots and had gravel laid for buses to park during athletic events. Plan is to have asphalt laid next year.
- Installed basketball shot clocks in the HS main gym
- Installed a new commercial cooler and freezer in GUES kitchen
- Replaced a 100-gal water heater in the JH kitchen and the water fountain with a combo fountain/bottle filler in the JH gym foyer
- Replaced the pressure tank and most of the plumbing in the Ag Farm well house
- Picked up 2 sets of donated aluminum bleachers from Edmond Hafer Park
- Repaired and refinished the wood floor in room 4B at Fogarty
- Replaced 3 exterior entry doors on the Practice/Soccer field concession and restroom building
- Delivered new furniture for the portable classroom building at Charter Oak
- Three bus driver resigned this month and 2 more have been placed on the DL list with their return to driving for us uncertain at this time. With the loss of 3 drivers we are now 10 short and with the increase of students in our southern and west side boundaries, it is getting more difficult. We feel it will be necessary to explore other options in the near future.
- Our HVAC team has gone through all of our heat exchangers checking for any issues and found only one which is at the Operations building. All site boilers are ready for the heating season.

**Future Projects:**

- Replace the outside commercial freezer at the High School – Oct. 18th
- Install new LED lighting at Squires Field – mid October
- Replace carpet in HS rm 20 and Linda's office - Fall Break
- Continue the floor work at the HS to the north and south part of the building and the floor work at GUES to the gym and café hallway and all 3 classrooms hallways.
- Do extensive floor work in Fogarty classrooms and gym
- Look at replacing the greenhouse at the HS
- Order new furniture for the new Cottrell building
- HVAC projects:
  - Replace HVAC units as needed

- Install new unit for Central server room
- Replace units to the main stage & south café unit at the HS
- Add heaters to areas that we currently place portable heaters
- Replace carpet in GUES office areas, SRO office at the Jr High, the Library computer room at the HS, the Library and Special Needs room at Fogarty, and the treasury's office at the Administration Building.
- Move the furniture out of Cotteral once we move into the new Cotteral
- Prepare to move the portable buildings at Cotteral once the construction of the new school is completed.

### **District Property Projects:**

**Bond Project – New Cotteral Elementary – The construction of the new Cotteral Elementary continues.**

**Bond Project – ESSER/ARPA Funds**

JH            **Working on final closeout documents**

HS            **Working on final closeout documents**

### **District Projects:**

Central ES	Replacement of chiller and boiler – <b>Completed</b>
High School	Replacement of 3 boilers – <b>Completed</b>
District sites	Parking lot repairs
District Houses	Demo of both Vilas houses – <b>Completed</b>
Squires Field	Upgrades to the field lighting system – <b>In Progress</b>
High School	Girls wrestling restroom upgrades – <b>Completed</b>
Charter Oak	Set 2 portable classrooms in the front yard area – <b>Completed</b>
Transportation	Install new bus radios and GPS system – <b>Completed</b>
Fogarty	Projector project in the Auditorium – <b>Completed</b>
	Replace stage curtains – <b>Completed</b>
Jr High	Replace Auditorium window shades – <b>Completed</b>
Jelsma Stadium	Parking lot for Visitors buses – <b>Completed</b>
Child Nutrition	New outside freezer for the HS – <b>In Progress</b> and new cooler and freezer for GUES - <b>Completed</b>

Lane McMillan gave the progress report on the new Cotteral ES for September. Making good progress in the interior of the building as well as the exterior. He discussed the list of contingency items.

Dr. Simpson discussed the agreement with McDaniel Consulting Group, LLC as well as an agreement with the Soccer Club. There was also discussion regarding a Jr. High History teacher that is planning a trip to Boston for 8<sup>th</sup> graders.

**Guthrie Public Schools**  
**Finance Committee Meeting**  
**October 8, 2024**

In attendance: Mr. Ron Plagg, Ms. Gail Davis, Mr. Matt Girard, Dr. Mike Simpson, Ms. Carmen Walters, Dr. Michelle Chapple, Mr. John Hancock, Ms. Kaitlin Smith, Ms. Tamie Jones

**Dr. Chapple** greeted all in attendance and then presented the following monthly financials:

**Revenues & Expenditures for General, Building and Child Nutrition Funds as of September 30, 2024**

Information was presented

Dr. Chapple also presented the following:

**Approval of 2024-2025 Operating Budget**

Information was presented

**Mr. Hancock** presented the following:

**Approval of Agreement with PeopleFacts for Background Checks for 2024-2025**

Information was presented

**Approval of Agreement with Laura Carter, DBA Reading for All, LLC for 2024-2025**

Information was presented

**Dr. Simpson** presented the following:

**Approval of Agreement with McDaniel Consulting Group, LLC for Negotiations 2024-2025**

Information was presented

**Discussion – JH Summer 2026 Educational Trip**

Information was discussed

## **Curriculum Committee Meeting Minutes**

**October 8, 2024**

**5:00 p.m.**

**GPS Administration Board Room**

**In Attendance:** Dr. Mike Simpson, Carmen Walters, John Hancock, Kaitlin Smith, Gail Davis, Ron Plagg, and Matt Girard sitting in for Tina Smedley

### **Ms. Walters**

Ms. Walters shared with the committee the 2024 OSTP (Oklahoma School Testing Program) scores for grades 3rd-6th in ELA, Math and Science from the State Department of Education. In her discussion she explained the scores in comparison to the state average scores of all Oklahoma students. There was also some discussion as she shared where our students were in comparison to how they scored in 2023. Ms. Walters emphasized that having our students at all of our elementary schools as well as GUES being assessed with Renaissance Star and IXL providing individualized student plans that will help track scores more consistently. She ended her discussion with how the additional professional development days are really helping our sites spend more time assisting and growing our emergency certified and alternatively certified teachers.

### **Mr. Hancock**

Mr. Hancock shared with the committee the 2024 OSTP (Oklahoma School Testing Program) scores for 7th and 8th grade students in ELA, Math and Science from the State Department of Education. In his discussion he explained the scores in comparison to the state average scores of all Oklahoma students. There was also discussion of where our students were in comparison to how they scored in 2023. Mr. Hancock attributed the higher than the state average scores to the STEM programs that have been put in place at the Junior High.

Mr. Hancock then went over the agreement with Laura Carter to provide instructional support and coaching to our staff at GUES. He explained the cost for this will be paid for with the final year of school improvement funds.

Mr. Hancock then discussed Teachers Standards and Performance.

His discussion concluded with him explaining due to new state requirements and regulations he will be bringing to Monday night's board meeting emergency plans for both the Junior High and High School for the board's approval that will include plans for CPR and the use of an AED in emergency situations.



**Dr. Simpson**

Dr. Simpson discussed with the committee the proposed agreement with McDaniel Consulting Group, LLC for teacher negotiations.

District updates were then shared with the committee from Dr. Simpson.

The meeting was adjourned at approximately 5:25 p.m.