

**AGENDA WITH COMMENTARY**

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

**MONDAY  
JANUARY 13, 2020  
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. Student Recognition
7. Comments to the Board by:
  - A. Citizens registered to speak to the Board
  - B. Board Members
8. Superintendent's Reports
9. **Consent Agenda.....Pages 5-39**  
All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:
  - A. Minutes of regular meeting held on December 9, 2019
  - B. Treasurer's Report
  - C. Activity Fund Fundraisers as per attached list
  - D. Fuel bid
  - E. Encumbrances for General Fund #'s 864-983, Building Fund #'s 291-323, Child Nutrition Fund #'s 15-17 and listed change orders and Activity Fund Reports-the full register is available online

- F. Out-of-State Trip Requests:**  
**Tom Arrington, ARETE Throwing Clinic, Dallas, TX-January 17-19, 2020**
- Susan Whitehead, Space Exploration Educators Conference, NASA, Houston, TX-February 5-9, 2020**
- G. Contracts/Agreements under \$10,000**
- 1. Agreement with Interquest Detection Canines for contraband inspection services.....Page 36**
- Commentary:  
 This agreement is for Interquest to provide contraband inspection services utilizing non-aggressive contraband detection canines. We have used this company since 2011. The campuses covered under this agreement are the High School, the Jr. High and GUES. They provide 6 full day visits per school year. Total cost for 6 full visits is \$2,790.00. **Doug Ogle will answer any questions.**
- RECOMMENDED ACTION:**  
 The Superintendent recommends approval.
- 2. Agreement with Oklahoma Environmental Services for monthly fuel tank inspections.....Pages 37-39**
- Commentary:  
 This is the sixth year we have used Oklahoma Environmental Services for our monthly fuel tank inspections. The approximate cost per year is \$500.00. **Michelle Chapple will answer any questions.**
- RECOMMENDATION ACTION:**  
 The Superintendent recommends approval.
- 10. Business Agenda:**
- A. Recommendation, consideration and action upon proposed school calendar for 2020-2021.....Page 40**
- Commentary:  
 The calendar committee consisted of a staff member from each site, Doug Ogle from the Administration Office, a parent, and a site administrator. This calendar is the result of their group effort. **Doug Ogle will answer any questions.**
- B. Recommendation, consideration and action upon agreement with Eduskills LLC for cloud-based software and consulting for 2020.....Pages 41-46**
- Commentary:  
 This agreement will help with the reporting requirements for EL and Bilingual students as well as helping teachers and administrators customize curriculum to improve learning for EL students. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**C. Recommendation, consideration and action upon revision to District Policy:**

- **F-2 Student Attendance**

**Page 47**

Commentary:

This is a recommendation from our legal counsel based on state and federal law.

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**D. Recommendation, consideration and action upon revision to District Policy:**

- **F-13 Administration of Medicine to Students**

**Pages 48-57**

Commentary:

This is a recommendation from our legal counsel based on state and federal law.

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**E. Recommendation, consideration and action upon revision to Activity Fund Handbook for 2019-2020.....Pages 58-93**

Commentary:

The revision on page 65 of your packet concerning gift cards is required based on findings from our 2018-2019 audit as provided by Putnam and Company, LLC.

**Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

11. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of confidential conversations with the Board’s attorney concerning pending claims and litigation, 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, 4 and 7**
  - A. **Vote to go into executive session**
  - B. **Acknowledge Board’s return to open session**
  - C. **Statement of minutes of executive session**
12. **Vote on action as set out on the Personnel Reports.....Pages 94-95**
13. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**

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

15. Adjourn

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

jf

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
DECEMBER 9, 2019**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON DECEMBER 9, 2019**

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

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

1. The meeting was called to order by President Smedley.
2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.
3. A quorum was established.
4. President Smedley asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Smedley asked everyone present to join her in a Moment of Silence.
6. President Smedley called for Student Recognition.

**Dr. Simpson introduced Blake Wimsey from Foundation Insurance. Makayla Braxton was introduced as the November Student of the Month. She was nominated by Faver Alternative School Teacher, Kim Barrett. Mr. Wimsey presented Makayla with a \$60 Stacey's Place gift card.**

7. President Smedley called for presentation by Eskridge Chevrolet.

**Justin Pence from Eskridge Chevrolet presented a \$5000 check to Dani Watson, Principal of Central Elementary School. The money is intended to be put towards the playground revamp fund at Central.**

**8A. President Smedley asked the Superintendent if there were any citizens registered to speak to the Board.**

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

**8B. President Smedley called for any comments to the Board by Board members.**

**Board Member Sharon Watts announced she would not be running for re-election. She thanked everyone for going above and beyond for the District.**

**Board President Tina Smedley thanked Sharon Watts for her 8 years of service to Guthrie Public Schools.**

**9. President Smedley called for the Superintendent's Reports.**

**Superintendent Simpson reported on the following:**

**Gave an update on the Board of Education filings. Ms. Watts has elected not to seek re-election for seat #1. Chris Schroder was the only person to file for that seat. He will be sworn in following the election. There will be an election for seat #7 currently held by Travis Sallee. Mr. Sallee will face Bradley Havenar for seat #7. The election will be held on April 7th.**

**Announced the site teachers of the year:**

**Melanie Ball-3<sup>rd</sup> grade teacher at Cotteral Elementary**

**Sarah Lausen-3<sup>rd</sup> grade teacher at Charter Oak Elementary**

**Calee Lyons-1<sup>st</sup> grade teacher at Fogarty Elementary**

**Karla Pitts-1<sup>st</sup> grade teacher at Central Elementary**

**Samantha Morgan-6<sup>th</sup> grade math teacher at GUES**

**Scott Peterman-Technology Engineering teacher at GJHS**

**Kyri Hester-English teacher at GHS**

**Tyler Young-Computer Applications teacher at GHS**

**Reported that Central Elementary was awarded a TSET grant for \$7,500 which will go towards playground improvements.**

**Explained a new program called "Handle With Care" that is in collaboration with Guthrie Police Department and Logan County Sherriff's Department. Should law enforcement encounter a situation with one of our students who has been through some type of trauma, they will then contact the District to handle that child with care for the next few hours or days to come. That information will then be shared with the principal, teacher and counselor in the building.**

**GPS will be using the RAVE App beginning in January which immediately locates a problem in a building and will notify law enforcement if need be. This app uses geo-**

fencing and can lock down a building if need be as well. The State Department purchased this app for state-wide use for schools.

The winter band concert is Thursday night and the vocal concert is next Tuesday. Both concerts begin at 7:00 p.m. and will be held at the Masonic Temple.

Winter break will begin on Monday, December 23<sup>rd</sup> and school will resume on Monday, January 6<sup>th</sup>.

10. President Smedley called for presentation of 2018-2019 Site Report Cards by Ms. Carmen Walters, Executive Director and Mr. Doug Ogle, Assistant Superintendent.

Ms. Walters and Mr. Ogle presented the 2018-2019 Site Report Cards to the Board of Education.

Discussion followed.

11. President Smedley called for action on the Consent Agenda.

A motion was made by Watts and seconded by Pierson to approve the Consent Agenda excluding item 11A, minutes of regular meeting held on November 11, 2019.

The motion carried with 7 ayes and 0 nays.

A motion was made by Pierson and seconded by Plagg to approve Item 11A, minutes of regular meeting held on November 11, 2019.

The motion carried with 6 ayes and 1 abstention-Member Watts abstaining.

- 12A. President Smedley called for presentation of 2018-2019 audit by Putnam and Company, LLC.

Superintendent Simpson called for Mr. Jerry Putnam from Putnam and Company, LLC, who presented the 2018-2019 audit. The audit contains an executive summary which brings out highlights of the report. It is not in accordance with generally accepted accounting principles but it is in accordance with everything the State Department of Education requires. The report does include fixed assets. Mr. Putnam discussed the highlights of the audit and the findings it presented.

- 12B. President Smedley called for discussion, consideration and vote to accept a Mineral Deed conveying a mineral interest in the W/2 of the NE/4 of Section 28, T15N, R1W, Logan County, Oklahoma from Gail K. Gossett, Trustee of the Ray S. Gossett Irrevocable Family Trust.

**A motion was made by Watts and seconded by Sallee to accept a Mineral Deed conveying a mineral interest in the W/2 of the NE/4 of Section 28, T15N, R1W, Logan County, Oklahoma from Gail K. Gossett, Trustee of the Ray S. Gossett Irrevocable Family Trust.**

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

- 12C. President Smedley called for recommendation, consideration and action upon appointment of Bill Hodges, Doug Ogle and Michelle Chapple as designated representatives of the Board of Education to conduct employee negotiations for the 2020-2021 school year.**

**A motion was made by Pierson and seconded by Watts to approve appointment of Bill Hodges, Doug Ogle and Michelle Chapple as designated representatives of the Board of Education to conduct employee negotiations for the 2020-2021 school year.**

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

- 12D. President Smedley called for recommendation, consideration and action on agreement with Municipal Finance Services, Inc. for Continuing Disclosure Reporting Assistance Agreement**

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

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

- 12E. President Smedley called for recommendation, consideration and action upon change order #2 to Innovative Mechanical LLC on HS HVAC Replacement.**

**A motion was made by Plagg and seconded by Watts to approve change order #2 to Innovative Mechanical LLC on HS HVAC Replacement.**

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

- 13. President Smedley called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of extra-duty assignments for 2019-2020, discussion of employment of temporary contract teachers as listed on Schedule A for the second semester of the 2019-2020 school year, discussion of employment of probationary contract teacher as listed on Schedule B for the second semester of the 2019-2020 school year and periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1 and 7.**

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



The motion carried with 7 ayes and 0 nays. Executive session began at 7:57 p.m.

- 13B. President Smedley acknowledged the Board's return to open session at 9:40 p.m.
- 13C. President Smedley stated that in executive session only those items listed in Agenda Item 13 were discussed and no votes were taken.
- 14. President Smedley called for a vote on action as set out on the Personnel Reports.

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

The motion carried with 7 ayes and 0 nays.

- 15. President Smedley called for action upon recommendation of extra-duty assignments as listed for 2019-2020.

A motion was made by Davis and seconded by Bennett-Johnson to approve extra-duty assignments as listed for 2019-2020.

The motion carried with 7 ayes and 0 nays.

- 16. President Smedley called for action upon recommendation to employ as temporary teachers for the second semester of the 2019-2020 school year the individuals listed on Schedule A of this agenda.

A motion was made by Watts and seconded by Davis to employ as temporary teachers for the second semester of the 2019-2020 school year the individuals listed on Schedule A of this agenda.

The motion carried with 7 ayes and 0 nays.

- 17. President Smedley called for action upon recommendation to employ as probationary contract teacher for the second semester of the 2019-2020 school year the individual listed on Schedule B of this agenda.

A motion was made by Plagg and seconded by Davis to employ as probationary contract teacher for the second semester of the 2019-2020 school year the individual listed on Schedule B of this agenda.

The motion carried with 7 ayes and 0 nays.

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

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

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

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

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

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

**The meeting adjourned at 9:43 p.m.**

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**Jana Frey, Minutes Clerk**

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**Tina Smedley, Board President**

**TREASURER'S REPORT**  
**December 31, 2019**

**BANK BALANCES**

FARMERS & MERCHANTS

General Fund	2,295,956.18
Building Fund	111,771.09
Sinking Fund	86,495.69
ILR Fund	50,154.00
G&E Fund	45,100.60
Child Nutrition Fund	198,762.54
Activity Fund	554,997.00
School Age-Care Fund	75,619.14
Bond Fund	<u>178,082.68</u>

TOTAL \$ 3,596,938.92

**RECEIPTS**

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GENERAL FUND:

Logan County	43,065.09
State of Oklahoma	1,179,014.90
Okla. Tax Comm.	152,494.15
School Land Earn.	32,819.63
R.O.T.C.	6,207.84
Federal Programs	289,959.86
Misc Receipts	18,253.80
Correcting Entry(-)	
General Acct. Int.	1,462.05
Minus (-) Bank Fees	<u>86.01</u>
TOTAL	\$1,723,191.31

BUILDING FUND

Logan County	2,937.47
Bldg. for Champs	<u>20.00</u>
TOTAL	\$2,957.47

SINKING FUND:

Logan County	\$9,300.00
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CHILD NUTRITION FUND:

Local	29,704.75
State	14,820.84
Federal	<u>100,230.57</u>
TOTAL	\$144,756.16

INS.LOSS RECOVERY FUND:

BOND FUND:

Interest	43.12
Bank Fees	<u>(-) 7.90</u>
TOTAL	\$35.22

**WARRANTS PAID**

GENERAL FUND:

2018-2019       \$  
2019-2020       \$2,051,698.18

GIFTS & ENDOWMENTS FUND:

2018-2019  
2019-2020       \$750.00

BUILDING FUND:

2018-2019       \$   15.78  
2019-2020       \$71,665.35

INS. LOSS RECOVERY FUND:

2018-2019  
2019-2020

CHILD NUTRITION FUND:

2018-2019       \$  
2019-2020       \$138,886.61

BOND FUND:

2018-2019   \$38,142.49  
2019-2020   \$ 3,375.00

**CD/INVESTMENTS:**

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

**TOTAL MONIES IN F&M BANK** \$ 3,596,938.92

PLEGGED – FDIC               \$   250,000.00

PLEGGED – F&M BANK       \$ 5,835,000.00

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
As of 12/31/19**

- |                     |                                  |
|---------------------|----------------------------------|
| 1. 815 GUES PTO     | Winter Dance with concessions    |
| 2. 815, GUES PTO    | Valentine Pencil Grams           |
| 3. 830, JH Stuco    | Valentine Dance with concessions |
| 4. 880, XC Bluecrew | Cookie Dough sales               |
| 5. 880, XC Bluecrew | Pop & Candy Sales                |
| 6. 805, Cotteral    | Follett Book Fair                |
| 7. 897, Soccer      | Sonic Discount Card sales        |



RECEIVED  
DEC 18 2019

BY: GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

21,115.56  
B

Request Date: 12/18/2019 Site: GUES Unobligated Account Balance: \$15,000.00  
Account Name: GUES PTO Account Number: 815

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Winter Dance with Concession Stand on February 13, 2020

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) Kona Ice, popcorn, chips, candy,

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

Purpose for which funds will be used: PTO Student Incentives

Name/Address of Vendor: Kona Ice and Sam's club

Items to be purchased in order to conduct the fundraiser: Food and beverage items

Estimated INCOME: \$1000.00 Fundraiser start date: February 1, 2020  
Less Estimated EXPENSES: 500.00  
Estimated PROFIT: \$500.00 Fundraiser end date: February 13, 2020

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

What will happen to any items that are not sold? Used for future incentives/Bluejays of the Month Are school district facilities required? Yes if yes a facility use permit must be completed.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal's Signature: Susan Dawson Date: 12/18/19  
Athletic Director's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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

*mkchapple*





RECEIVED  
DEC 19 2013  
BY: \_\_\_\_\_

2.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 12.18.19 Site: 125 Unobligated Account Balance: 14000.00 21,155.56  
Account Name: GUES PTO Account Number: 815

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) VALENTINE PENCIL GRAMS  
STUDENTS CAN PURCHASE FOR ONE ANOTHER

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: FOUND STOCK OF VALENTINE PENCILS IN PTO STORAGE CLOSET

Purpose for which funds will be used: PTO STUDENT INCENTIVES

Name/Address of Vendor: N/A (these items were purchased in prior years by PTO & we are trying to get rid of them)

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

Estimated INCOME: 500.00 Fundraiser start date: FEB 1  
 Less Estimated EXPENSES: 0.00  
 Estimated PROFIT: 500.00 Fundraiser end date: FEB 14

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

What will happen to any items that are not sold? GO BACK IN CLOSET WHERE WE FOUND THEM Are

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

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal's Signature: [Signature] Date: 12/18/19  
 Athletic Director's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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

[Signature]





3.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

3423.70

Request Date: 12/1/19 Site: GJHS Unobligated Account Balance: \$4651.70

Account Name: JH STUCO Account Number: 830

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Valentines Dance: Selling drinks, small snacks, and tickets (\$3 advance, \$5 at the door)

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) sodas, bottled water, brownies, cookies, cupcakes

Manufacturer: Walmart

Purpose for which funds will be used: Donation to Learn to Love

Name/Address of Vendor: \_\_\_\_\_

Items to be purchased in order to conduct the fundraiser: DJ and decorations (lights, paint, ribbon, etc)

Estimated INCOME: 1000 Fundraiser start date: Feb 10, 2020  
 Less Estimated EXPENSES: 300  
 Estimated PROFIT: 700 Fundraiser end date: Feb 14, 2020

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

What will happen to any items that are not sold? Saved for future STUCO events Are \_\_\_\_\_

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

Sponsor Signature: [Signature] Date: 12/2/19

Principal's Signature: [Signature] Date: 12/2/19

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

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

[Signature]  
16





4.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 12/13/2019 Site: GHS Unobligated Account Balance: \$501.69

Account Name: XC Bluecrew Account Number: 880

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Cookie Dough sales for the High School Track Program.

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

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

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

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

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

Manufacturer: Simply Goodness

Purpose for which funds will be used: Track expenses.

Name/Address of Vendor: Adrenaline Fundraising

Items to be purchased in order to conduct the fundraiser: Cookie Dough

Estimated INCOME: \$6,000 Fundraiser start date: 1/14/2019

Less Estimated EXPENSES: \$3,600

Estimated PROFIT: \$2,400 Fundraiser end date: 1/29/2019

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

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

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

Sponsor Signature: [Signature] Date: 12/13/2019

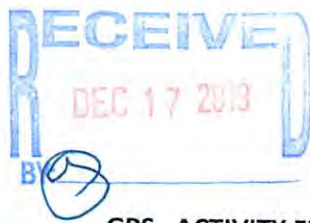
Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature (if applicable): [Signature] Date: 12/13/19

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

[Signature]  
17





5.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 12/13/2019 Site: GHS Unobligated Account Balance: \$501.69

Account Name: XC Bluecrew Account Number: 880

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Pop and Candy sales for the High School Track Program

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/caulculator/>

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) \_\_\_\_\_

Candy and pop.

Manufacturer: Sam's

Purpose for which funds will be used: Track expenses.

Name/Address of Vendor: Sam's

Items to be purchased in order to conduct the fundraiser: Candy and pop.

Estimated INCOME: \$900 Fundraiser start date: 1/14/2019

Less Estimated EXPENSES: \$500

Estimated PROFIT: \$400 Fundraiser end date: 1/29/2019

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

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

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

Sponsor Signature: [Signature] Date: 12/13/2019

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

Athletic Director's Signature (if applicable): [Signature] Date: 12/13/19

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

[Signature]





6.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 11/22/19 Site: Cotteral Unobligated Account Balance: \$ 4,362<sup>16</sup>

Account Name: Cotteral Library Account Number: 805

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Follett Books and Supplies will be sold at a Follett Book Fair

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: Follett

Purpose for which funds will be used: Activity Fund revenue for Books and Technology

Name/Address of Vendor: Follett 1340 Ridgeview Drive — McHenry, Illinois 60050

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

Estimated INCOME: <u>4000</u>	Fundraiser start date: <u>04-06-2020</u>
Less Estimated EXPENSES: <u>2500</u>	
Estimated PROFIT: <u>1500</u>	Fundraiser end date: <u>04-10-2020</u>

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

What will happen to any items that are not sold? Returned to Follett Are

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

Sponsor Signature: [Signature] Date: 11-22-19

Principal's Signature: [Signature] Date: 11/22/19

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

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

[Signature]  
**19**





RECEIVED  
JAN 07 2020  
BY: [Signature]

7

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: Jan. 7, 2020 Site: GHS Unobligated Account Balance: \$800 902<sup>80</sup> - 08

Account Name: Guthrie High School Soccer Account Number: 897

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

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

Sell Sonic discount cards

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: uniforms

Name/Address of Vendor: Sonic

Items to be purchased in order to conduct the fundraiser: Cards are donated - No cost to us

Estimated INCOME: \$1000 Fundraiser start date: 1-14-2020  
Less Estimated EXPENSES: 0

Estimated PROFIT: \$1000 Fundraiser end date: 4-1-2020

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

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

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

Sponsor Signature: Monte Myer Date: 1-7-20

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

Athletic Director's Signature (if applicable): [Signature] Date: 1-7-20

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

[Signature]  
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**Transportation Department  
Fuel Bids  
2019-2020**

DATE: <u>12.16.19</u> PO#:	TIME BIDS BEGAN: <u>8:20am</u> TIME BIDS CLOSED: <u>9:00am</u>	AMOUNT NEEDED: DIESEL: <u>7,000</u> UNLEADED: <u>∅</u>
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COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<u>Eugene</u> KIT, BRIAN, CODY or HARDIN	1-866-455-3835	∅	<u>2,2074</u>
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	∅	<u>1,9859</u>
RED ROCK	JOANIE or <u>TRICHA</u>	677-3373	∅	<u>1,9729</u>
EARNHEART OIL & PROPANE	<u>DUSTIN</u>	405-612-2650	∅	<u>No Bid</u>

AMOUNT OF FUEL PURCHASED: <u>7,000</u>	COMPANY BID AWARDED TO: <u>Red Rock</u>
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UNLEADED FUEL: <u>∅</u>	PRICE PER GALLON: <u>∅</u>	TOTAL AMT: <u>∅</u>
DIESEL FUEL: <u>7,000</u>	PRICE PER GALLON: <u>1.9729</u>	TOTAL AMT: <u>13,810.30</u>
		TOTAL PURCHASE: <u>13,810.30</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Brandi Brown</u> <u>Susan B. Hill</u>	COMMENTS:
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## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 864 - 983

PO No	Date	Vendor No	Vendor	Description	Amount
864	12/04/2019	16942	BETHANY PUBLIC SCHOOLS	SPEECH LANG CONFERENCE	260.00
865	12/04/2019	42099	TULSA UNIVERSITY	CONFERENCE FOR SPEECH PATHS	360.00
866	12/04/2019	11610	HOBBY LOBBY STORES, INC.	Craft items for class	100.00
867	12/04/2019	14207	WALMART COMMUNITY	Classroom supplies	50.00
868	12/04/2019	14207	WALMART COMMUNITY	Teacher allowance	150.00
869	12/04/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	Library books \$500	500.00
870	12/04/2019	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	PROF DEV FOR SP ED STAFF	1,000.00
871	12/04/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	150.00
872	12/04/2019	14207	WALMART COMMUNITY	Classroom Supplies	150.00
873	12/04/2019	14207	WALMART COMMUNITY	School Supplies	28.10
874	12/04/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	Misc parts and shop supplies	1,000.00
875	12/04/2019	12682	MIDWEST BUS SALES, INC.	Seat Base and Seat shock Q9329	793.76
876	12/04/2019	17969	LOVING GUIDANCE	Title IV: Equitable Share ST. Mary 1 yr regis.	388.00
877	12/04/2019	17405	WISCONSIN CENTER FOR EDUCATION	Title III A-EL K Screener Kits X4 & Shipping	884.00
878	12/04/2019	44479	MARISA BERNARD	Title I Equi Share St. Mary Reading Course	1,340.00
879	12/05/2019	15994	AMAZON CAPITAL SERVICES	Classroom Materials	150.00
880	12/05/2019	14207	WALMART COMMUNITY	Classroom Supplies	149.98
881	12/05/2019	11277	FLINN SCIENTIFIC, INC.	Earth Science Lab Supplies	2,736.56
882	12/05/2019	17747	ROBERT L HINER	HS- RECONDITION (GYM) FLOOR	2,200.00
883	12/05/2019	12783	ARISTOTLE CORPORATION	Earth Science Lab Supplies	433.05
884	12/05/2019	17336	CUMMINS SOUTHERN PLAINS, LTD	Insite diagnostic program	770.00
885	12/05/2019	11849	JERRY D. JONES	WRECKER SERVICE	2,500.00
886	12/05/2019	42234	CHALK'S TRUCK PARTS, INC.	Diffusers ( tailpipe area)	598.50
887	12/05/2019	42234	CHALK'S TRUCK PARTS, INC.	Power Steering Pump	451.78
888	12/05/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	High pressure oil pump	900.00
889	12/06/2019	42234	CHALK'S TRUCK PARTS, INC.	Foam Backings Q944534	335.00
890	12/06/2019	15994	AMAZON CAPITAL SERVICES	\$150	150.00
891	12/09/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	150.00
892	12/09/2019	14207	WALMART COMMUNITY	classroom supplies	150.00
893	12/09/2019	15994	AMAZON CAPITAL SERVICES	\$150 Teacher Allowance	150.00
894	12/09/2019	14207	WALMART COMMUNITY	Classroom supplies	150.00
895	12/09/2019	12910	OFFICE DEPOT, INC.	\$150 Teacher Supplies	150.00
896	12/09/2019	13864	AMERICAN EAGLE CO., INC.	\$150 CLASSROOM SUPPLIES/G. SALAS/HS	150.00
897	12/09/2019	15994	AMAZON CAPITAL SERVICES	\$150 classroom supplies	150.00
898	12/09/2019	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES/TERRY BENNETT	150.00
899	12/09/2019	12447	MARDEL, INC.	Curriculum	150.00
900	12/09/2019	15994	AMAZON CAPITAL SERVICES	classroom supplies and instructional materials	150.00
901	12/09/2019	15162	VWR FUNDING, INC/VWR INTERNAT'L, LL	Earth Science Lab Supplies	188.01
902	12/09/2019	10436	CAROLINA BIOLOGICAL SUPPLY CO	Earth Science Lab Supplies	456.40
903	12/09/2019	44159	STATE OF OKLAHOMA OBESPA	SPEECH LANGUAGE PATHOLOGIST LICENSE RENEWAL	0.00

## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 864 - 983

PO No	Date	Vendor No	Vendor	Description	Amount
904	12/09/2019	40775	APPLE STORE	BLANKET FOR SPECIAL ED APPS	500.00
905	12/09/2019	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES/ N COX	150.00
906	12/09/2019	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES FOR CHASE PLAGENS	150.00
907	12/09/2019	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES	150.00
908	12/09/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies GPS \$150	150.00
909	12/09/2019	15994	AMAZON CAPITAL SERVICES	150 classroom	146.57
910	12/09/2019	15994	AMAZON CAPITAL SERVICES	Amazon Order	550.59
911	12/09/2019	43557	EDUSKILLS, LLC	Title III-EL: EduSkills Data Platform for HLS	10,890.00
912	12/03/2019	41958	ACT	ACT TESTS FOR JUNIOR HIGH	3,542.00
913	12/10/2019	12171	LAKESHORE LEARNING MATERIALS	Gillett/Central/\$150	150.00
914	12/10/2019	15994	AMAZON CAPITAL SERVICES	\$150/Privette/Cetnral	144.93
915	12/10/2019	12171	LAKESHORE LEARNING MATERIALS	Siess / \$150 Classroom Supplies / Central	145.94
916	12/10/2019	15994	AMAZON CAPITAL SERVICES	\$150 teacher allowance	150.00
917	12/10/2019	44435	ITSAVVY LLC	Title VI: Mouses for Fogarty	611.60
918	12/10/2019	44195	DHE COMPUTER SYSTEMS, LLC	Title II: 11 ChromeBooks Fogarty	3,084.95
919	12/10/2019	44195	DHE COMPUTER SYSTEMS, LLC	Title I Parent Involvement: ChromeBooks X 12 GUES	3,365.40
920	12/10/2019	44195	DHE COMPUTER SYSTEMS, LLC	Title I Parent Involvement: ChromeBooks X 11 GHS	3,084.95
921	12/10/2019	44195	DHE COMPUTER SYSTEMS, LLC	Title I & II: ChromeBooks X 11 Cotteral	3,084.95
922	12/10/2019	44195	DHE COMPUTER SYSTEMS, LLC	Title I: Chromebooks X 11 Charter Oak	3,084.95
923	12/10/2019	44195	DHE COMPUTER SYSTEMS, LLC	Title I Parent Involvement: ChromeBooks X 11 GJHS	3,084.95
924	12/10/2019	44195	DHE COMPUTER SYSTEMS, LLC	Title I Parent Involve & Title II Chrome Central	3,365.40
925	12/10/2019	44280	MARTIN AUTOMOTIVE	Van 61	430.00
926	12/10/2019	44483	KEVIN L COLLIN	Upholstery for truck 81	215.00
927	12/10/2019	80069	TAMMY L BLEWETT	REIMBURSEMENT OF LICENSURE FOR SLPA	85.00
928	12/12/2019	14207	WALMART COMMUNITY	classroom supplies	150.00
929	12/12/2019	14207	WALMART COMMUNITY	150 - Classroom Supplies	150.00
930	12/12/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	Supplies and parts for Shop	1,000.00
931	12/13/2019	14207	WALMART COMMUNITY	C. Hedge/Central/\$150.00	150.00
932	12/13/2019	14207	WALMART COMMUNITY	K. Hedge/Central/\$150	150.00
933	12/13/2019	15994	AMAZON CAPITAL SERVICES	150 PO	146.80
934	12/13/2019	14207	WALMART COMMUNITY	Classroom materials	150.00
935	12/13/2019	14207	WALMART COMMUNITY	TEACHER \$150 CLASSROOM SUPPLIES	150.00
936	12/13/2019	42374	DISCOVERY EDUCATION, INC.	DISCOVERY EDUCATION STREAMING PLUS K-8 LICENSE	2,600.00
937	12/13/2019	17290	FLEETPRIDE, INC.	New Turbo	3,259.00
938	12/13/2019	17290	FLEETPRIDE, INC.	Turbo for bus	3,259.00
939	12/13/2019	17290	FLEETPRIDE, INC.	Repairs to bus 1	1,800.00



## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 864 - 983

PO No	Date	Vendor No	Vendor	Description	Amount
940	12/13/2019	17290	FLEETPRIDE, INC.	Repairs to bus 15	1,800.00
941	12/13/2019	12682	MIDWEST BUS SALES, INC.	Lugnuts and studs	225.00
942	12/13/2019	10312	ALL AMERICAN SPORTS CORP.	HS- UNIFORMS (FB)	1,086.50
943	12/13/2019	44485	REGISTAR SYSTEMS, LLC	Online Enrollment	11,660.00
944	12/16/2019	17289	A-1 RADIATOR SERVICE, INC.	RADIATORS AND REPAIR	1,000.00
945	12/16/2019	44280	MARTIN AUTOMOTIVE	Transmission for Van 61	2,593.00
946	12/16/2019	42234	CHALK'S TRUCK PARTS, INC.	Heater Cores (stairwell)	199.00
947	12/16/2019	44280	MARTIN AUTOMOTIVE	Repair to 61	707.00
948	12/16/2019	13286	RED ROCK DISTRIBUTING CO.	7000 Gallons Diesel	13,810.30
949	12/17/2019	43651	MUNICIPAL FINANCE SERVICES, INC.	Financial Advisory Services Fee	1,500.00
950	12/17/2019	14122	STATE OF OKLAHOMA	JOB FAIR REGISTRATION	160.00
951	12/17/2019	43580	DIGI SECURITY SYSTEMS LLC	Keypad	2,681.04
952	12/18/2019	15994	AMAZON CAPITAL SERVICES	Classroom / Office Supplies	149.54
953	12/19/2019	44188	ALAN G SMITH	Blades sharpened for show equipment	300.00
954	12/19/2019	42234	CHALK'S TRUCK PARTS, INC.	Oil Pressure Lines	327.00
955	12/18/2019	44280	MARTIN AUTOMOTIVE	HEATER REPAIRS TO #81	22.44
956	12/20/2019	44195	DHE COMPUTER SYSTEMS, LLC	Title VI: ChromeBooks for All Sites	17,107.45
957	12/17/2019	15994	AMAZON CAPITAL SERVICES	Title VI: Dymo Label Printer	79.99
958	12/19/2019	15994	AMAZON CAPITAL SERVICES	Teacher allowance for JESSICA OWENS	150.00
959	12/20/2019	15994	AMAZON CAPITAL SERVICES	Teacher allowance for TISH HURST	150.00
960	12/20/2019	44209	B&K HOTELS LLC	HS- ROOMS (BOYS BB) JANUARY 9 10, 2020	480.00
961	12/20/2019	17762	DUNCAN SUNNY LLC	HS- ROOMS (GIRL BB) DECEMBER 26 28, 2019	400.00
962	12/20/2019	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	Air compressor regulator	100.00
963	12/20/2019	83916	JESSICA LYNN WEST	MILEAGE REIMBURSEMENT	500.00
964	12/20/2019	12171	LAKESHORE LEARNING MATERIALS	CLASSROOM MATERIALS FOR CHRISTY HORN	150.00
965	12/20/2019	15994	AMAZON CAPITAL SERVICES	Classroom fund	150.00
966	12/20/2019	12171	LAKESHORE LEARNING MATERIALS	\$150 CLASSROOM SUPPLY/Rosenbach/ Charter Oak	147.93
967	12/20/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	150.00
968	12/20/2019	14207	WALMART COMMUNITY	\$150 Teacher Allowance	150.00
969	12/20/2019	14207	WALMART COMMUNITY	Classroom Supplies	150.00
970	12/20/2019	15994	AMAZON CAPITAL SERVICES	\$150 Teacher Allowance	147.57
971	12/20/2019	14207	WALMART COMMUNITY	Second Semester Blanket PO	2,000.00
972	12/20/2019	15994	AMAZON CAPITAL SERVICES	New Dishes for Classroom	758.12
973	12/10/2019	15994	AMAZON CAPITAL SERVICES	A Child Called It	29.16
974	12/20/2019	44148	FLITE TEST	Kits for Building our world class	275.85
975	01/06/2020	17792	ROSETTA STONE,LTD	10 licenses for renewal	1,650.00
976	12/20/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	Q248243 EGR Valve	660.33
977	01/06/2020	12899	O'REILLY AUTOMOTIVE STORES, INC.	10 Ton End Lift Part #HW93690	4,306.99
978	01/02/2020	14207	WALMART COMMUNITY	\$150-Central Classroom Supplies, Blewett	150.00



## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 864 - 983

PO No	Date	Vendor No	Vendor	Description	Amount
979	01/06/2020	42234	CHALK'S TRUCK PARTS, INC.	Q951178 Mirror Arm	215.00
980	01/06/2020	12682	MIDWEST BUS SALES, INC.	Carrier Bearing	189.94
981	01/08/2020	43821	TEACHER SYNERGY, LLC	Instructional	149.98
982	01/08/2020	12682	MIDWEST BUS SALES, INC.	Q9403 Dash parts	507.28
983	01/08/2020	44489	INDUSTRIAL TRUCK EQUIPMENT INC	Repair for bus lifts	500.00
<b>Non-Payroll Total:</b>					<b>\$143,581.53</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$143,581.53</b>

## Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 291 - 323

PO No	Date	Vendor No	Vendor	Description	Amount
291	12/04/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE SYSTEM REPAIRS AND SERVICE	1,000.00
292	12/04/2019	17450	ALL COMMERCIAL OPENINGS, INC.	METAL DOOR FOR OPERATIONS BUILDING	240.00
293	12/04/2019	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	1,000.00
294	12/05/2019	11514	H & M CARPET CENTER LLC	REPLACE CARPET JR HIGH AUDITORIUM	4,900.60
295	12/05/2019	44226	SUNSTATE EQUIPMENT CO, LLC	MATERIAL LIFT FOR FOGARTY	300.00
296	12/05/2019	17747	ROBERT L HINER	REFINISH CHARTER OAK GYM FLOOR	2,500.00
297	12/09/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	LABOR FOR FOGARTY FIRE ALARM UPGRADE	4,950.00
298	12/09/2019	13646	CAROLYN BLACK HALLER	STOP SIGNS, ELEVATOR, EXIT ONLY SIGNS	300.00
299	12/09/2019	44013	CENTRAL OKLAHOMA WINNELSON	URINAL AUGER AND HANDLES	279.60
300	12/09/2019	43225	RED DIRT SEPTIC & BACKHOE, LLC	HYDROMATIC PUMP FOR CHARTER OAK	3,243.22
301	12/10/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
302	12/09/2019	15969	SOUTHWEST PAPER, INC - OKC	VAC BAGS AND GROUT IMPREGNATOR	347.00
303	12/12/2019	16370	QUICK SERVICE STEEL	CAPS FOR FAVER FENCING	200.00
304	12/12/2019	15969	SOUTHWEST PAPER, INC - OKC	C3 MACHINE PART	150.00
305	12/12/2019	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS AND SERVICE	1,500.00
306	12/12/2019	15969	SOUTHWEST PAPER, INC - OKC	CANLINERS FOR GUES SANITARY WASTE REPTACLES	114.60
307	12/13/2019	15969	SOUTHWEST PAPER, INC - OKC	CAN LINERS & JUMBO TISSUE	2,324.00
308	12/16/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
309	12/16/2019	12387	LOWE'S COMPANIES, INC.	FENCING MATERIAL FOR CHARTER OAK	200.00
310	12/17/2019	11453	W. W. GRAINGER	CONTACTOR & RELAY FOR GUES FAN	350.00
311	12/20/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
312	12/20/2019	17289	A-1 RADIATOR SERVICE, INC.	REPAIR HEATER COIL FOR GUES	500.00
313	12/20/2019	44197	ALL HOURS LOCKSMITH, INC.	INSTALL HINGE ON FOGARTY FRONT DOORS	765.00
314	12/20/2019	44013	CENTRAL OKLAHOMA WINNELSON	FAUCET & PARTS FOR ADMIN	255.92
315	01/06/2020	10129	NORTHUP AUTO PARTS & MACHINE	COMPRESSOR FOR GUES	1,229.50
316	01/07/2020	44013	CENTRAL OKLAHOMA WINNELSON	DISTRICT PLUMBING SUPPLIES	877.55
317	01/06/2020	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	1,000.00
318	01/06/2020	15994	AMAZON CAPITAL SERVICES	SWING SEATS, CORD REEL, SWIVEL HANGER	341.94
319	01/07/2020	17450	ALL COMMERCIAL OPENINGS, INC.	DOORS AND DOOR HINGES	520.00
320	01/07/2020	44013	CENTRAL OKLAHOMA WINNELSON	PLUMBING PARTS FOR JR HIGH GIRL RESTROOMS	791.06
321	01/08/2020	15969	SOUTHWEST PAPER, INC - OKC	ROLL TOWELS AND URINAL SCREENS	266.36

## Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 291 - 323

PO No	Date	Vendor No	Vendor	Description	Amount
322	01/08/2020	44013	CENTRAL OKLAHOMA WINNELSON	FAUCET, MOUNTING KIT, SPOUT FOR GUES KITCHEN	250.74
323	01/08/2020	43749	TREAT'S SOLUTIONS, LLC	DISTRICT ROLL TOWELS	1,491.50
<b>Non-Payroll Total:</b>					<b>\$35,188.59</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$35,188.59</b>

## Purchase Order Register

Options: Year: 2019-2020, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2019 - 6/30/2020, PO Range: 15 - 17

PO No	Date	Vendor No	Vendor	Description	Amount
15	08/07/2019	14629	HAGAR RESTAURANT SERVICE, INC.	Equipment Bid	200.50
16	12/16/2019	44486	PAGE BUTLER	MEAL REFUND	80.10
17	12/17/2019	44487	JAMIE DRAPER	MEAL REFUND	9.00
<b>Non-Payroll Total:</b>					<b>\$289.60</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$289.60</b>

## Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 12/3/2019 - 1/8/2020, PO Range: 1 - 863, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
6	07/01/2019	10407	A T & T MOBILITY II LLC	CELL PHONES FOR 2019-2020	-20,615.02
70	07/01/2019	17299	LOGAN COUNTY SHERIFF'S OFFICE	SRO OFFICER 2019-2020/CHARTER OAK	-1,126.30
102	07/01/2019	15532	ONENET	INTERNET SERVICES-TECHNOLOGY	-5,000.00
162	07/01/2019	44280	MARTIN AUTOMOTIVE	REPAIRS TO VEH 35/TRANSPORTATION	-500.00
202	07/09/2019	44355	D & R INC	FLATBED FOR 2018 DODGE TRUCK PER QUOTE/TRANSP.	-3,745.00
265	07/25/2019	14207	WALMART COMMUNITY	Beginning of the year Bus supplies	-2.28
410	08/19/2019	15994	AMAZON CAPITAL SERVICES	150.00 Classroom Supplies	-5.83
500	08/30/2019	14207	WALMART COMMUNITY	\$150 Classroom supplies	-2.70
504	08/30/2019	14207	WALMART COMMUNITY	\$150 Teacher Supplies	-2.11
598	09/18/2019	15994	AMAZON CAPITAL SERVICES	\$150/Central/Susan Murray	-2.77
616	09/24/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	Books for faver	-61.59
618	09/24/2019	14207	WALMART COMMUNITY	\$150 teacher allowance	-8.32
658	10/03/2019	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES	-0.26
678	10/09/2019	43821	TEACHER SYNERGY, LLC	\$150/Mayfield/Central	-10.14
691	10/09/2019	44258	FIRST BOOK	80 new release books	-4.54
716	10/15/2019	11350	GARRETT BOOK COMPANY	Library books	-59.13
717	10/15/2019	15994	AMAZON CAPITAL SERVICES	Teacher allowance for Kim Hinkle	-1.05
721	10/21/2019	14207	WALMART COMMUNITY	Classroom Supplies (\$150)	-1.30
722	10/21/2019	14207	WALMART COMMUNITY	\$150 Teacher Supplies - Audra Branson	-8.89
724	10/21/2019	17727	PROJECT LEAD THE WAY, INC.	Pltw supplies for classroom	-10.98
729	10/23/2019	17289	A-1 RADIATOR SERVICE, INC.	Repairs to radiators	-17.00
739	10/23/2019	15994	AMAZON CAPITAL SERVICES	Lerner/\$150/Central	-5.86
742	10/29/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	DISTRICT FLEET PARTS AND SUPPLIES	-45.87
758	10/30/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	library books	-101.21
762	10/31/2019	44456	SHOOT-A-WAY INC	HS- SHOOT A WAY SERIES 6000 (BASKETBALL)	-102.00
764	10/31/2019	14207	WALMART COMMUNITY	classroom \$150 supply funds	-0.84
766	11/01/2019	12910	OFFICE DEPOT, INC.	Class supplies	-5.86
<b>Non-Payroll Total:</b>					<b>(\$31,446.85)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$31,446.85)</b>

## Change Order Listing

**Options:** Fund: Building, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 12/3/2019 - 1/8/2020, PO Range: 1 - 290, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
47	07/08/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE SYSTEM REPAIRS AND SERVICE	-79.08
137	08/15/2019	12387	LOWE'S COMPANIES, INC.	LEAF BLOWER/VACUUM	-10.95
142	08/19/2019	43992	INTEGRITY HEAT & AIR, LLC	DISTRICT HVAC REPAIRS AND SERVICE	-1,500.00
158	08/20/2019	10110	HENKE & WANG PLUMBING	INSTALL BOTTLE FILLER AT CENTRAL	-100.00
163	08/21/2019	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	-62.00
175	08/29/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE SYSTEM REPAIRS	-58.77
220	10/09/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-11.61
223	10/09/2019	44013	CENTRAL OKLAHOMA WINNELSON	DISTRICT PLUMBING PARTS	-21.78
242	10/29/2019	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	-1,500.00
<b>Non-Payroll Total:</b>					<b>(\$3,344.19)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$3,344.19)</b>

**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
**As of 12/31/2019**

**GENERAL LEDGER ACCOUNT**

Balance (12/01/19)    \$545,388.25  
  
 Add Receipts            \$ 64,984.41  
  
 Less Checks Written   \$ 67,014.63  
  
 Adjustments            \$  
  
 Balance per Ledger    \$543,358.03

**BANK RECONCILIATION**

Balance per bank statement    \$554,997.00  
 As of (12/31/19)  
  
 Add Deposits in Transit        \$  
  
 less O/S Checks                 \$ 11,749.06  
  
 \*Adjustments                    \$  
 Bank correction                 \$ +110.09  
  
 Balance per Ledger              \$543,358.03

**Adjustment/Correction explanations:**

\$110.09 Bank charged for deposit slip order. Will be reversed on January statement.

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



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

1-6-20

\_\_\_\_\_  
 Date

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 12/1/2019 - 12/31/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$253.91	\$0.00	\$0.00	\$0.00	\$253.91	\$0.00	\$253.91
802 CENTRAL ACTIVITY	\$9,944.94	\$740.40	\$0.00	\$489.97	\$10,195.37	\$1,095.00	\$9,100.37
803 CENTRAL PTO	\$8,294.18	\$2,569.35	\$0.00	\$1,591.00	\$9,272.53	\$662.00	\$8,610.53
804 COTTERAL PTO	\$12,492.05	\$2,599.05	\$0.00	\$1,430.00	\$13,661.10	\$1,309.10	\$12,352.00
805 COTTERAL ACTIVITY	\$14,604.06	\$1,004.00	\$0.00	\$3,219.68	\$12,388.38	\$4,186.40	\$8,201.98
806 COTTERAL FACULTY	\$236.07	\$58.75	\$0.00	\$0.00	\$294.82	\$0.00	\$294.82
808 FOGARTY PARENTS ORG.	\$10,204.86	\$103.05	\$0.00	\$472.15	\$9,835.76	\$2,960.00	\$6,875.76
809 FOGARTY ACTIVITY	\$16,460.57	\$3,214.00	\$0.00	\$4,067.21	\$15,607.36	\$1,705.41	\$13,901.95
810 FOGARTY FACULTY	\$69.59	\$59.75	\$0.00	\$0.00	\$129.34	\$0.00	\$129.34
811 ELEM SNACK GRANT	\$1,505.89	\$0.00	\$0.00	\$0.00	\$1,505.89	\$250.00	\$1,255.89
812 GUES ACTIVITY	\$17,819.89	\$0.00	\$2,785.00	\$1,352.77	\$19,252.12	\$20,128.51	(\$876.39)
813 GUES FACULTY	\$1,973.25	\$103.25	\$0.00	\$595.64	\$1,480.86	\$325.00	\$1,155.86
814 GUES HONOR CHOIR	\$862.23	\$0.00	\$0.00	\$97.75	\$764.48	\$105.00	\$659.48
815 GUES PARENTS ORG.	\$26,073.47	\$4,701.30	(\$2,785.00)	\$3,251.16	\$24,738.61	\$3,421.24	\$21,317.37
816 GHS SPECIAL KIDS	\$279.13	\$0.00	\$0.00	\$0.00	\$279.13	\$0.00	\$279.13
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$310.60	\$0.00	\$0.00	\$0.00	\$310.60	\$133.50	\$177.10
819 ATHLETICS JUNIOR HIGH	\$6,523.05	\$1,695.00	\$0.00	\$555.00	\$7,663.05	\$3,044.00	\$4,619.05
820 GOLF JUNIOR HIGH	\$2,483.49	\$0.00	\$0.00	\$0.00	\$2,483.49	\$0.00	\$2,483.49
821 FHA JUNIOR HIGH	\$3,489.37	\$0.00	\$0.00	\$396.78	\$3,092.59	\$247.00	\$2,845.59
822 HONOR SOCIETY JR HIGH	\$2,767.54	\$0.00	\$0.00	\$0.00	\$2,767.54	\$0.00	\$2,767.54
823 JR HIGH ACCOUNT	\$5,209.89	\$6,880.00	\$0.00	\$3,554.80	\$8,535.09	\$3,597.00	\$4,938.09
824 JR HIGH FACULTY	\$1,990.15	\$0.00	\$0.00	\$0.00	\$1,990.15	\$499.00	\$1,491.15
825 LIBRARY JR HIGH	\$1,921.07	\$0.00	\$0.00	\$0.00	\$1,921.07	\$0.00	\$1,921.07
826 LEARN 2 LOVE	\$26,650.80	\$2,510.00	\$0.00	\$0.00	\$29,160.80	\$4,460.79	\$24,700.01
827 CHEERLEADERS JR HIGH	\$2,903.32	\$0.00	\$0.00	\$0.00	\$2,903.32	\$0.00	\$2,903.32
830 STUCO JH	\$4,783.21	\$0.00	\$0.00	\$1,227.00	\$3,556.21	\$0.00	\$3,556.21
831 T.S.A. JR HIGH	\$1,030.69	\$0.00	\$0.00	\$0.00	\$1,030.69	\$0.00	\$1,030.69
832 YEARBOOK JR HIGH	\$3,498.61	\$0.00	\$0.00	\$0.00	\$3,498.61	\$0.00	\$3,498.61
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$20,187.86	\$1,150.17	\$0.00	\$2,802.54	\$18,535.49	\$4,565.89	\$13,969.60
841 CHARTER OAK PTO	\$6,899.35	\$3,908.00	\$0.00	\$1,854.45	\$8,952.90	\$1,250.00	\$7,702.90
842 CHARTER OAK FACULTY	\$546.77	\$22.24	\$0.00	\$93.70	\$475.31	\$0.00	\$475.31
850 ACADEMIC TEAM HS	\$140.10	\$0.00	\$0.00	\$0.00	\$140.10	\$60.00	\$80.10
851 ART CLUB HS	\$9,000.24	\$50.00	\$0.00	\$0.00	\$9,050.24	\$122.20	\$8,928.04
852 ATHLETICS HS	\$47,746.99	\$3,468.68	\$0.00	\$9,532.63	\$41,683.04	\$14,663.62	\$27,019.42
853 HS CHEER	\$5,552.91	\$0.00	\$0.00	\$862.83	\$4,690.08	\$700.00	\$3,990.08
854 FOOTBALL CAMP	\$4,678.91	\$0.00	\$0.00	\$0.00	\$4,678.91	\$0.00	\$4,678.91
855 TENNIS HS	\$21,064.85	\$0.00	\$0.00	\$569.30	\$20,495.55	\$5,000.00	\$15,495.55
856 GHS LIBRARY	\$228.57	\$0.00	\$0.00	\$0.00	\$228.57	\$0.00	\$228.57
858 GHS LINK CREW	\$130.97	\$0.00	\$0.00	\$0.00	\$130.97	\$0.00	\$130.97
859 BAND (OPERATING) HS	\$7,342.71	\$1,745.00	\$0.00	\$874.39	\$8,213.32	\$5,408.42	\$2,804.90
860 CLASS OF 2021 HS	\$2,709.90	\$0.00	\$0.00	\$0.00	\$2,709.90	\$0.00	\$2,709.90
861 CLASS OF 2023 HS	\$1,152.69	\$0.00	\$0.00	\$384.33	\$768.36	\$0.00	\$768.36
864 GHS ALUMNI ACCOUNT	\$8,467.96	\$0.00	\$0.00	\$0.00	\$8,467.96	\$0.00	\$8,467.96
865 CLASS OF 2022 HS	\$2,066.08	\$35.00	\$0.00	\$0.00	\$2,101.08	\$0.00	\$2,101.08
869 ENGLISH CLUB	\$1,036.44	\$0.00	\$0.00	\$0.00	\$1,036.44	\$360.00	\$676.44
870 HS FACULTY/COURTESY ACCOUNT	\$1,424.53	\$610.00	\$0.00	\$766.25	\$1,268.28	\$785.00	\$483.28
871 HS STUDENT PANTRY	\$15,381.16	\$2,500.00	\$0.00	\$924.07	\$16,957.09	\$875.93	\$16,081.16
872 CLASS OF 2020	\$8,187.70	\$0.00	\$0.00	\$0.00	\$8,187.70	\$200.00	\$7,987.70
876 FFA 4H BOOSTER CLUB HS	\$36,969.93	\$0.00	\$0.00	\$112.26	\$36,857.67	\$2,980.00	\$33,877.67
877 FFA HS	\$11,622.34	\$5,375.00	\$0.00	\$7,420.86	\$9,576.48	\$6,934.06	\$2,642.42
878 FCCLA (FHA) HS	\$2,808.07	\$0.00	\$0.00	\$0.00	\$2,808.07	\$2,250.00	\$558.07
879 FOREIGN LANGUAGE SPAN HS	\$5,236.11	\$0.00	\$0.00	\$671.95	\$4,564.16	\$0.00	\$4,564.16
880 XC Bluecrew	\$2,322.99	\$430.00	\$0.00	\$485.41	\$2,267.58	\$1,508.10	\$759.48
881 Lady Jays Basketball	\$9,814.66	\$300.00	\$0.00	\$300.00	\$9,814.66	\$6,645.00	\$3,169.66
882 GUTHRIE RUNNING CLUB HS	\$5.80	\$0.00	\$0.00	\$0.00	\$5.80	\$0.00	\$5.80



## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 12/1/2019 - 12/31/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
883 HERITAGE CLUB HS	\$1,841.90	\$0.00	\$0.00	\$166.50	\$1,675.40	\$156.00	\$1,519.40
884 HIGH SCHOOL ACCOUNT	\$14,224.84	\$55.00	\$64.59	\$260.77	\$14,083.66	\$10,133.96	\$3,949.70
885 STUDENT SUPPORT HS	\$2,699.22	\$153.95	\$0.00	\$170.52	\$2,682.65	\$225.94	\$2,456.71
886 HONOR SOCIETY HS	\$2,507.93	\$0.00	\$0.00	\$0.00	\$2,507.93	\$0.00	\$2,507.93
889 KEY CLUB HS	\$691.28	\$47.00	\$0.00	\$0.00	\$738.28	\$300.00	\$438.28
890 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
892 MATH OF FINANCE	\$93.98	\$0.00	\$0.00	\$0.00	\$93.98	\$0.00	\$93.98
893 MU ALPHA THETA HS	\$3,367.22	\$309.00	\$0.00	\$0.00	\$3,676.22	\$260.60	\$3,415.62
895 JROTC HS	\$4,552.31	\$0.00	\$0.00	\$127.95	\$4,424.36	\$215.00	\$4,209.36
897 SOCCER CLUB HS	\$466.86	\$436.00	\$0.00	\$0.00	\$902.86	\$0.00	\$902.86
898 SCIENCE CLUB HS	\$7,043.74	\$40.00	\$0.00	\$0.00	\$7,083.74	\$1,355.22	\$5,728.52
899 STUDENT COUNCIL HS	\$7,577.37	\$2,950.50	\$0.00	\$450.00	\$10,077.87	\$520.82	\$9,557.05
900 CAMPUS BEAUTIFICATION HS	\$9,019.33	\$125.00	\$0.00	\$3,318.64	\$5,825.69	\$972.40	\$4,853.29
902 VOCAL HS	\$2,751.92	\$0.00	\$0.00	\$1,048.72	\$1,703.20	\$1,714.40	(\$11.20)
904 YEARBOOK HS	\$14,746.98	\$2,975.00	(\$64.59)	\$0.00	\$17,657.39	\$1,858.00	\$15,799.39
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	\$2,985.84	\$0.00	\$0.00	\$0.00	\$2,985.84	\$0.00	\$2,985.84
913 DRAMA HS	\$1,208.23	\$236.42	\$0.00	\$0.00	\$1,444.65	\$548.20	\$896.45
922 COURTESY COMMITTEE ADMIN	\$169.53	\$0.00	\$0.00	\$0.00	\$169.53	\$150.00	\$19.53
925 GENERAL FUND REFUND	\$2,752.70	\$28.03	\$0.00	\$0.00	\$2,780.73	\$0.00	\$2,780.73
927 HALL OF FAME BANQUET	\$251.97	\$0.00	\$0.00	\$250.00	\$1.97	\$0.00	\$1.97
929 DISTRICT SPECIAL OLYMPICS	\$26,193.26	\$0.00	\$0.00	\$0.00	\$26,193.26	\$1,796.00	\$24,397.26
932 SUMMER SCHOOL HS	\$1,935.00	\$0.00	\$0.00	\$0.00	\$1,935.00	\$0.00	\$1,935.00
933 FAVER C&C	\$335.61	\$17.00	\$0.00	\$0.00	\$352.61	\$84.48	\$268.13
934 TRANSPORTATION C&C	\$2,142.52	\$562.25	\$0.00	\$0.00	\$2,704.77	\$490.94	\$2,213.83
935 VENDING MACHINE ADMIN	\$741.85	\$13.80	\$0.00	\$35.07	\$720.58	\$473.19	\$247.39
937 FAVER ACTIVITY	\$72.27	\$0.00	\$0.00	\$0.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$13,760.80	\$238.02	\$0.00	\$24.88	\$13,973.94	\$664.75	\$13,309.19
942 C.N. CLEARING ACCT	\$2,850.95	\$10,965.45	\$0.00	\$11,205.70	\$2,610.70	\$16,430.73	(\$13,820.03)
<b>Total</b>	<b>\$545,388.25</b>	<b>\$64,984.41</b>	<b>\$0.00</b>	<b>\$67,014.63</b>	<b>\$543,358.03</b>	<b>\$140,787.80</b>	<b>\$402,570.23</b>



# EMPLOYEE TRIP REQUEST

Check if Out of State

Tom Arrington

Dec 19, 2019

Name of Employee

Date

Employee's Current Assignment Hs- Track

Title of Conference or Activity Coach

Location Dallas, Tx

Date(s) of Conference January 18- 19, 2020

Full Legal Name (for air travel) Tom Arrington

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

Departure Date 1-17- 2020  AM  PM  
(check one)

Return Date 1-19- 2020  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.

Shot and Disc clinic

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

Costs are covered by which fund?  
**BE SPECIFIC PLEASE.**

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

Travel*	\$	<u>250.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$	<u>150.00</u>	
Lodging	\$	<u>0.00</u>	
Meals	\$	<u>0.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>0.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>400.00</u></b>	

Athletic #852

Athletic #852

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

Susan Whitehead  
Name of Employee

December 28, 2019  
Date

Employee's Current Assignment Teacher, 6th Grade Science, GUES

Title of Conference or Activity Space Exploration Educators Conference, NASA

Location NASA Houston Date(s) of Conference February 6-8, 2020

Full Legal Name (for air travel) Susan Diane Whitehead Submit copy of Driver's License for flights - it must match the boarding pass

Departure Date 2/5/2020  AM  PM (check one) Return Date 2/9/2020  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.

Sessions hosted by the actual NASA scientists, astronauts and engineers working on exciting endeavors like the International Space Station and explorations of Mars, as well as educators. Attendees will receive ready to implement cross-curriculum classroom ideas and experience minds-on, hands-on fun, 24 hours of continuing professional education credit.

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.  
Everything was paid personally by Ms. Whitehead

Travel*	\$ _____	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$ _____	
Lodging	\$ _____	
Meals	\$ _____	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$ _____	(calculate @ \$65 per day)
<b>Total</b>	<b>\$ 0.00</b>	

Using Personal Days

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

Principal's Approval *Susan Dawson* 1/7/2020  
Signature Date

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

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

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

Interquest Detection Canines®  
(Oklahoma)

**Guthrie Public Schools**  
(the District)

This shall serve as an agreement by and between Interquest Detection Canines® and the DISTRICT for substance awareness and detection services for the period of August 1, 2020 through June 30, 2021. It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

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

INTERQUEST agrees to provide **6 full day** visits for the contract period. The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. The cost for each visit will be **\$465.00 per team**. Required court testimony on behalf of the DISTRICT will be charged at the same rate. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

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

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

INTERQUEST DETECTION CANINES®

FOR THE SCHOOL:

\_\_\_\_\_

Printed: \_\_\_\_\_

Misty Carson  
President

DATE: \_\_\_\_\_

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



## STORAGE TANK OVERSIGHT PROGRAM (STOP) RETAINERSHIP AGREEMENT

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

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

IV. Fees and Payment

A. Client agrees to pay a monthly maintenance fee based on the fee schedule presented and shall be invoiced and payable quarterly or annually, in advance. The initial quarterly fee shall be prorated based on the effective date of this Agreement. Payments shall be directed to:  
Oklahoma Environmental Services, Inc.  
4415 North Classen Blvd.  
Oklahoma City, OK 73118

V. Indemnification

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

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

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

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

Oklahoma Environmental Services, Inc.

Client Billing Information:

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

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

Name: **Deanna Atkinson, President**

Name: **Dr. Mike Simpson**

Date: 01/09/2020

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

Please Review Your Name and Information  
Correct Invalid Entries

Address: 802 E. Villas

City, State, Zip: Guthrie, OK 73044

Phone: 405-282-8900

Referred by: Pat Fitter

Email/Fax: mike.simpson@guthrie.net

## APPENDIX I

The following identifies the underground storage tank (UST) facilities included in the STOP Retainership

Agreement dated 01/09/2020 between Guthrie Public Schools  
and Oklahoma Environmental Services. (Company name)

**IMPORTANT: PLEASE COMPLETE THE TANK PROFILE FORM AND ATTACH ALL TANK CHARTS IN USE TO VERIFY TANK DIAMETER AND LENGTH, IDENTIFY ANY MANIFOLDED TANKS. INCLUDE ANY AVAILABLE TANK TIGHTNESS TESTS.**

<b><u>Facility Name/Location</u></b>	<b><u>Number of Tanks</u></b>
<u>Guthrie Public Schools</u>	<u>2 on monthly vapor monitoring</u>
<u>520 Crooks Dr, Guthrie, OK</u>	

Acknowledgement:

\_\_\_\_\_  
Client

\_\_\_\_\_  
OES

### Monthly Fee Schedule

Set up Fee	\$25.00 per location
Vapor or GW monitoring of wells:	\$15.00/tank, minimum of \$40/visit
Statistical Inventory Reconciliation (SIR):	\$15.00/tank/month fax, mail service
Statistical Inventory Reconciliation (SIR):	\$11.00/tank/month email, online portal
Statistical Inventory Reconciliation (SIR):	\$9.00/tank/month with > 50 tanks

**Oklahoma Environmental Services**  
**4415 North Classen Blvd. Oklahoma**  
**City, OK 73118**  
**Office: 888-584-3386 ext. 7025**  
**Fax: 405-524-0043**  
**Email: STOP@OEServices.net**  
**[www.OEServices.net](http://www.OEServices.net)**  
**Miranda Lenocker, Program Coordinator**

# Guthrie Public Schools

## School Calendar 2020-2021

**August**

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

**AUGUST**  
**17,18, & 19 Teacher In-Service**  
**20 - First Day of Classes**

**January**

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

**September**

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

**SEPTEMBER**  
**7 - Labor Day**  
**11 - Homecoming (2:10 PM Dismissal)**  
**21 - Teacher In-Service**

**February**

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

**OCTOBER**  
**14 - End of First Quarter**  
**15 and 16 Fall Break**  
**20 - P/T Conf (Elementaries)**  
**22 - P/T Conf (GHS,GJHS, GUES)**  
**27 - P/T Conf (All Sites)**

**October**

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

**NOVEMBER**  
**23-27 Thanksgiving Break**

**March**

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

**DECEMBER**  
**18 - End of 2nd Quarter**  
**Dec 21- Jan 1 Winter Break**

**November**

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

**JANUARY**  
**4 - Classes Resume**  
**18 - Martin Luther King Day**  
**26 and 28 - P/T Conf (Elementaries)**

**April**

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

**FEBRUARY**  
**15 - Teacher In-Service**

**MARCH**  
**12 - End of 3rd Quarter**  
**15-19 Spring Break**  
**23 and 25 - P/T Conf (GHS,GJHS,GUES)**

**December**

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

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

**May**

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

1st Quarter     **38+4**  
 2nd Quarter    **41**  
 3rd Quarter    **48+1**  
 4th Quarter    **48**

175 Days Taught  
 5 Professional Days  
 180 Days Total

\*School will be dismissed  
 if not used for bad weather

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

Professional Day

Vacation Day

Parent/Teacher Conferences  
 (4:00 p.m. - 7:00 p.m.)

Snow Make-Up Day  
 (To be used in numbered order  
 if days are needed)

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





Guthrie Public Schools

**Memo**

**To:** Dr. Simpson and Guthrie Board of Education  
**From:** Carmen Walters, Director of Federal Programs/Elementary Education  
**Date:** January 6, 2020  
**Re:** EduSkills LLC Agreement

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Attached is a copy of the 2020 agreement between Guthrie Public Schools and EduSkills LLC. EduSkills LLC is a cloud-based software and consulting company that helps school districts with the reporting requirements for EL (English Learner) and Bilingual students and helps teachers and administrators customize curriculum to improve learning for EL students.

The cost for the 2020 EduSkills LLC agreement is \$10,890.00, which is not a price increase from the 2019 agreement. This cost includes one day of implementation onsite training and support with all program users, EL form scanning and processing for identification of EL students on the October 1 consolidated report by scanning and processing HLS (Home Language Surveys) forms for the bilingual audit, and additional support to help teachers and administrators write ELAPS (English Language Academic Plan) and track WIDA (World-Class Instructional Design and Assessment) testing for all EL students. This process will increase efficiency by taking paperwork processing and organization out of the educators' hands and should increase additional funding for the district. Teachers and administrators will also be able to generate individual learning plans to track EL students' progress toward English acquisition, and generate parent letters in multiple languages.

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

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



**Eduskills LLC**  
*Cloud-Based Software & Consulting*

## EL Cloud-Database Quote

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

SERVICE PERIOD: SCHOOL YEAR 2020  
 12 MONTHS FROM DATE OF PO

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

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

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

Accepted by

Date

\_\_\_\_\_

\_\_\_\_\_

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

## EL Cloud-Database Service Description

### EL Technical Support

- EL Form Scanning & Processing: EduSkills will support EL identification and October 1 consolidated report support by scanning and processing HLS forms for bilingual audit. Increases efficiency by taking paperwork processing and organization off of educators' hands and increases funding for districts.
- ELAP Generator: 2 district level and 7 site licenses. Supports federal and state compliance by generating learning plans, tracking students' progress toward English acquisition, and generating parent letters in multiple languages. Supports professional development and saves time on reporting requested data for compliance and standardized testing.
- ELD Admin. Analysis and Reporting: Generate WIDA comparison and state assessment data reports to support district level EL program planning. Provides school administrators with detailed district level ELD data that supports state and federal required reports.
- Onsite implementation training and support- Up to ½ a day of onsite training and support with program users.

## Memorandum of Agreement (MOA)

THIS MEMORANDUM OF AGREEMENT, executed and effective as of the 8 day of JANUARY, 2020 by and between EDUSI4US, LLC, (the "Company"),

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

### Recitals

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

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

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

### Agreement

The following provisions shall be deemed to be include:

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

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

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



## Memorandum of Agreement (MOA)

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

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

### **Disposition of Guthrie Data upon Termination of Agreement**

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

## Memorandum of Agreement (MOA)

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

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

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

*POWERS LLC*  
[COMPANY NAME]  
By: \_\_\_\_\_  
[Name] [Title] *J. Taylor Thomas*

By: \_\_\_\_\_  
Dee Benson, Director of Technology  
Guthrie Public Schools

By: \_\_\_\_\_  
Dr. Mike Simpson, Superintendent  
Guthrie Public Schools

***STUDENT ATTENDANCE***

The Guthrie Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, students are required to be in attendance a minimum of 90% ~~each semester~~ **of days school has been in session during any school year** to receive credit for any course in which the student is enrolled. Exception to this requirement will be considered by the board on an individual case by case basis.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.



## **ADMINISTRATION OF MEDICINE TO STUDENTS**

### Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

### Definitions

For purposes of this policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications, opiate antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include "Sunscreen" as defined below.

"Parent" means a parent, a court appointed guardian or a person having legal custody.

"Sunscreen" means a compound topically applied to prevent sunburn.

### Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who



chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen, and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or apply the sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication and application of sunscreen by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.

- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
  - Narcotics;
  - Prescription pain killers;
  - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  - Other medication hereafter designated in writing by the district.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the district's Management of Students with Diabetes policy.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

#### Sunscreen

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for Application.

Nonprescription Medication

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription Medication

**Except for district-wide Epinephrine injectors,** School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;

- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the district;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

#### District-Wide Use of Epinephrine Injectors

The board of education has authorized the superintendent to obtain a prescription for Epinephrine injectors in the name of the school. This prescription will be of a quantity sufficient to provide for two (2) injectors at each site.

The superintendent will designate personnel at each site to:

- be responsible for obtaining and maintaining an adequate supply of injectors from the central office;
- ensure appropriate training on the administration of the injectors for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

No employee, except a school nurse, will be required to agree to be trained in the use of Epinephrine injectors or to administer Epinephrine injections.

District employees are still required to call 911 in the event of an emergency, including any time an Epinephrine injector is used.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Epinephrine injections to any student who appears to be having an anaphylactic reaction if the parent /guardian has given written consent and waived liability related to the good faith use of the injection. No Epinephrine injection shall be given if the proper written consent is not on file with the district.

District-Wide Use of Inhalers

The board of education has authorized the superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each school site.

The superintendent will designate personnel at each school site to:

- be responsible for obtaining and maintaining an adequate supply of inhalers with spaces and holding chambers from the district's central office;
- ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.

School employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhalers to any student who is believed to be experiencing respiratory distress.

The District must also immediately notify a student's parent/guardian after administration of an inhaler.

The parent/guardian must provide written consent and waive liability related to the good-faith use of the inhaler. No inhaler shall be given if the proper written consent from the parent/guardian is not on file with the district.

**Administration of Opiate Antagonists (e.g., Narcan) by District Personnel**

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer an opiate antagonist for a suspected opiate overdose by a student or other individual exhibiting signs of an opiate overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opiate overdose and administering an opiate antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an opiate antagonist are absent, the Superintendent or designee may authorize any person to administer an opiate antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opiate antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opiate overdose, shall be covered by Oklahoma's



Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an opiate antagonist.

Reference: OKLA. STAT. tit. 70 § 1-116.2, 70 § 1-116.3

Okla. Stat. tit. 70 § 1210.199

Okla. Stat. tit. 70 § 1210.242

Okla. Stat. tit. 63 § 1-2506.1

DRAFT

Guthrie Public Schools
Parental Authorization to Administer Medicine or Assist with Application of Sunscreen

TO: \_\_\_\_\_ (Administrator) \_\_\_\_\_ (School)

I am the parent, guardian or legal custodian with legal custody of \_\_\_\_\_, a minor student attending this school.

- Checkboxes for medication administration and sunscreen application, including options for non-prescription and prescription drugs, and self-medication.

I understand that under state law the Board of Education, the School District, or employees of the School District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine or assisting in the application of sunscreen I have hereby authorized.

I agree to abide by all of the terms of the School District's Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request.

\_\_\_\_\_
Date

\_\_\_\_\_
Signature

\_\_\_\_\_
Address

\_\_\_\_\_
Parent with legal custody/guardian

**CONSENT FOR THE ADMINISTRATION OF AN EPINEPHRINE INJECTION**

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_  
\_\_\_\_\_, a minor child and student of \_\_\_\_\_ School, give consent for my child to receive an Epinephrine injection in the event trained school personnel believe my child is having an anaphylactic reaction.

I understand that that the prescription for the Epinephrine injector will be a prescription issued to the school and not to my child individually. I further understand that if an injection is administered, it will be given by a school employee who has received training pursuant to the requirements of Oklahoma law. I understand that no employee of the school will incur any legal liability regarding the decision to administer or not administer an Epinephrine injection to my child. I acknowledge that a full copy of the school’s policy regarding the administration of Epinephrine injections is available upon request.

I have read these terms and conditions and request that my child receive an Epinephrine injection in the event that trained school personnel believe my child is having an anaphylactic reaction.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**CONSENT FOR THE ADMINISTRATION OF AN INHALER**

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_

\_\_\_\_\_, a minor child and student of Guthrie Public Schools, give consent for my child to be administered an inhaler in the event trained school personnel believe my child is exhibiting symptoms of respiratory distress.

I understand that that the prescription for the inhaler will be a prescription issued to the school district and not to my child individually. I further understand that if an inhaler is administered, it will be given by a school employee who has received training pursuant to the requirements of Oklahoma law. I understand that no employee of the school district will incur any legal liability regarding the decision to administer or not administer an inhaler to my child. I acknowledge that a full copy of the district’s policy regarding the administration of inhalers is available upon request.

I have read these terms and conditions and request that my child be administered an inhaler in the event that trained school personnel believe my child is exhibiting symptoms of respiratory distress.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

# **GUTHRIE PUBLIC SCHOOLS**



## **Activity Fund Policies and Procedures Handbook**

**Guthrie Activity Fund Office  
Administration Building  
802 East Vilas**

**Guthrie, OK 73044  
Phone 405-282-8900, Ext. 8947  
Fax 405-282-5904**

**REVISED JULY 2019**



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## **INTRODUCTION**

The information collected in this handbook is provided to the employees and staff of Guthrie Public Schools with the most accurate policies and procedures for use of Activity Fund, as an aid to comply with all State of Oklahoma Law, and State and Local Board of Education policy and procedures.

The information is accumulated from State Law of Oklahoma, under the direction of the State Superintendent of Public Instruction and Oklahoma State Board of Education, along with the policies set forth by the Guthrie Public Schools Board of Education.

All subaccount financial data is a part of the district's final revenue and expenditure as reported to the State Department of Education. The final financial data is also forwarded to federal reporting agencies as applicable.

## ACTIVITY FUND PURCHASING PROCEDURES

- Go to <https://ok.wengage.com/Guthrie> or on the GPS website under Staff Links, WenGage
- Click Purchase Requisition
- Choose Un-submitted
- Select New
- Leave **RQ No Blank**
- Choose the Fund (60 for Activity Fund)
- Choose the Purchase Approval (Technology requests have a separate approval code)
- Choose Location (your site)
- Choose Vendor name by typing the Vendor name and clicking on the correct choice when it appears. Choose carefully because the vendor you choose is the vendor that will be paid.
- Enter a Description
- Click Save
- Click the word Requested
- Click New on the right side
- Enter a Description for the 1<sup>st</sup> item (Be specific, include as much information as possible including if it is for resale)
- Enter a Unit Price
- Optional: Enter the Item Number (Include this if someone other than yourself will be placing the order.)
- Change the Quantity
- Click Add New
- DO NOT Enter anything unless instructed to do so by the Financial Secretary or you know your Project (Account) number.
- Click Save
- Repeat the last 4 steps for each item you are buying
- Click Back to Requests
- Click the “Select “box next to Requisition you entered
- Click Submit
- A detailed description of items to be purchased is required and will assist in the OCAS coding required by the State Department of Education. (Ex. Resale/non-profit, resale fundraiser, instructional, field trip w/date of trip, etc.).
- Include shipping/handling charges in your total amount requested
- Once processed an accounting copy will be emailed to the financial secretary and the purchase order will be emailed to the requesting employee.
- When your purchase order is received you may order or make purchase. Purchase only items listed on purchase order request. If purchase is going to be over the purchase order requested amount due to change in price, request an increase of purchase order prior to making purchase or placing order when possible. This must be done on a “Request PO Increase” **prior to the purchase**. If purchase exceeds 25% of the available balance, you may be required to sign an Acknowledgement of Violation form.

- Packing slips are attached to the purchase order, to verify the purchase was made after the purchase order was issued. Therefore, **DO NOT** order until purchase order is obtained. Regardless of the invoice date, the purchase will be in violation if merchandise is received prior to purchase order date.
- Once the merchandise/services are received, the vendor must submit an itemized, invoice for payment. Itemized means it must have a quantity, price per item, & the total. (Quantity x price = amount due). Invoice must also have the date of service/purchase date.
- No invoice will be paid prior to receipt of goods or services regardless of contract signed by sponsor/principal, as no contract is legally binding unless approved by the BOE. Deposits can be made, but balance will only be paid after goods and/or services are rendered.
- Receipts/invoices must be on computer generated receipt or letterhead with vendor information. If unable to produce such, vendor signature is required.
- Receipts/Invoices should be turned in immediately for payment, but no later than 30 days from purchase.
- Complete an “Activity Fund Pay Request for Purchase Order/Contracts” form and attach to the invoice. Turn into the site financial secretary.
- All blanket purchase orders will automatically close at the end of each nine week period. A new purchase order request will be required at that time as well.
- Technology related purchase order requests must be approved by Technology Director prior to being assigned a purchase order number. Use approval code #1 when requesting to direct to Technology for approval.
- Any employee in violation of these procedures may be required to sign an “Acknowledgement of Violation” which may be placed in their personnel file.

### **ACTIVITY FUND RECEIPTING/DEPOSITING PROCEDURES**

- Sponsor/Teacher shall issue pre-numbered receipts to all individuals who have collected funds on behalf of the activity fund organization.
- Receipts must be issued each time money (\$5 and over) changes hands.
- All pre-numbered receipt books shall be checked out and returned to the Financial Secretary at the end of each school year.
- Multiple collections received of less than \$5.00 per person; the sponsor/teacher shall maintain a list of these collections. The list should include the date, individual’s name, and amount. At the end of the day, the sponsor/teacher shall issue a receipt for the total amount listed. The list shall be maintained with the receipt issued.
- Receipts can be voided by writing “VOID” across the receipt. **DO NOT REMOVE ORIGINALS OF VOIDED RECEIPTS FROM THE BOOK.**
- The receipts issued should reflect the following information:
  1. Date money received
  2. Person from whom the money is received.
  3. Amount received which should reflect the total checks & cash;
  4. Identify the specific fundraiser; and
  5. Identify the account number to which the funds should be credited.
  6. Receipt numbers range from sponsor book. (Ex. 73561-73568)

- A deposit slip shall be prepared documenting the amount received (checks & cash); source of funds, and the account(s) funds should be credited to. The deposit slip, receipt book, and money should be turned into the Financial Secretary for deposit.
- Sponsor/Teacher shall remit **daily** to the Activity Fund Custodian or Site Secretary. There will be a designated employee to take deposits in the absence of the Financial Site Secretary.
- The Site Secretary, in the presence of the Sponsor/Teacher, shall count the funds received, verify the receipt and sequence, the total amount & issue a receipt to the Sponsor/Teacher for the funds received which shall be attached to sponsor/teacher receipt(s). The total checks and cash received shall correspond with the receipts issued. Sponsor receipt numbers shall be noted on financial secretary's receipt.
- The Financial Secretary will drop deposit in bank night deposit when deposit is \$100 or more nightly and no less than once a week if less than \$100.
- All currency should be facing the same direction and clipped as follows:
 

Ones-----	\$25.00
Fives-----	\$100.00
Tens-----	\$200.00
Twenties-----	\$500.00
- All coins should be rolled or bagged. Do not tape the roll ends. Loose change should be sent in a coin bag or plastic baggie. Do not put loose change in the deposit bag.
- Checks should be made out with the correct school site name.
- Do not accept post-dated checks
- All receipts should be totaled and reconciled to the currency, coins & checks received. The total funds received should balance to the daily receipts.
- A Farmers & Merchants Bank deposit slip will be completed and accompany the locked money bag and dropped in the night deposit box at the 1800 E. Oklahoma Avenue branch.
- Put the Activity Fund Account number & activity program number if known on the check. If a check is made out to a teacher/student, etc., it must be endorsed before it is sent to the Activity Fund Custodian.
- Checks should be facing up and clipped together with a calculator tape of checks totaled.
- Donations must be deposited and utilized as stipulated by the donor.
- No sponsor/teacher shall keep money in their possession overnight.
- Sponsor/Teachers collecting money after school hours shall check out a money bag, and keys to the bank night deposit box and a Farmers & Merchants Bank deposit slip to be completed by sponsor/teacher. No money shall be kept overnight. The Activity Fund Custodian will issue a receipt when the bag is picked up from the bank the following business day.
- In the case of stolen money, **immediately** notify your administrator. The police must be called and a report must be filed. Attach a copy of the report to the receipt(s) of the missing money and send a copy to the Activity Fund Custodian.
- Any employee in violation of these procedures will be required to sign an "Acknowledgement of Violation" which may be placed in their personnel file.



## **DISTRICT VISA CREDIT CARD**

- The credit card can be checked out with prior authorization.
- Contact the Activity Fund Clerk in advance to reserve a card.
- When you call to reserve the card you should know your purchase order number and the date you will pick up the card.
- You will be required to turn in the original itemized receipt when the card is returned.
- The district has limited cards so they will be reserved and checked out on a first come first serve basis. To avoid disappointment, reserve early.

## **SAM'S CLUB CARD**

- Sam's Club accepts Visa.
- Request a Purchase Order to Sam's Club-Edmond.
- Call or email the Activity Fund clerk to reserve the Sam's card & VISA or send a shopping list to the Activity Fund clerk to place order online. Include a date & time you want to pick up.
- Sam's will pull the order and you will have 48 hours to pick it up if ordered online.
- Original invoice/receipt must be turned in when returning Sam's card.

## **START CHANGE**

- Complete a purchase order request, indicating purchase request is for start change and event; include date(s) of event.
- The vendor should be the name of the employee responsible for the check/cash.
- Send a check request with the date the change is needed. Checks are processed on Thursday afternoons.
- A check will be processed and sent in interagency mail for the date requested.
- Start change shall be returned at the end of the event along with deposit.

## **INSUFFICIENT FUND CHECKS**

- In the event a check is returned to the District by the bank for insufficient funds, the Activity Fund Clerk will charge the check back to the proper sub-account and forward a receipt to the sponsor. See example on page 34.
- A letter will be sent to the patron notifying patron of returned check and instructions for paying. If there is no response a second letter will be sent after 1 week. If no response after 1 week of the second letter being sent, the check will be forwarded to the District Attorney's office for collection.
- Patrons should be referred to the Activity Fund Clerk with any questions or payments. Please do not collect on site unless instructed to by the Activity Fund Clerk.
- When funds are collected either from patron or the district attorney's office, they will be re-deposited into the sub-account, and a receipt will be forwarded to the sponsor. See example on page 34.

- A list will be sent to each site Financial Secretary periodically. If a check is accepted from a patron already on the “Do Not Accept” list, the check may be forwarded back to the sponsor that accepted the check for collection.
- All fees received from the collection of an insufficient check will be deposited into the Administration Misc. Account.

## **CASH INCENTIVES**

- Monetary incentives are not an allowable expenditure.

## **GRATUITY**

- 18% gratuity is allowable for student activity meals when out of district.

## **GIFT CARDS**

~~Gift Cards are not to be used as incentives or reward to staff/employees. When they are used in this manner, they become taxable income. They can be presented to teachers during the school year for the purchase of class supplies. All gift cards must be signed for on a roster. The roster should then be forwarded to the Activity Fund Office. In addition, individual must return receipts to the Activity Office for items purchased with the gift card.~~

**Gift cards are not allowable purchases under any circumstance.**

## **CONCESSION SALES**

- Money should be counted & recorded on a deposit slip. The money and slip should be signed by two individuals.
- After the collections are counted, the sponsor should issue a pre-numbered receipt.
- If concessions sales are after school hours, the deposit should be made in the same manner as the deposit for the athletic & special event gate sales noted previously.

## **INTERNAL CONTROL PROCEDURES**

### **Receipting & depositing game & event admissions**

- Issue a pre-numbered ticket (available through the Activity Fund Custodian) to each individual attending the event. (The tickets should be a different color for adults, children, senior citizens or other reduced tickets.) Documentation of the beginning ticket numbers should be maintained by the Activity Fund Custodian or Site Secretary.
- If making or purchasing tickets the AF clerk must be informed of the beginning & ending ticket numbers prior to the sale of tickets. Also if any tickets are given away or disposed of in any way a signature by the person accepting/or disposing of the tickets must be obtained on a separate ticket report.
- The admission fee should be collected and tickets issued by one individual and then a second individual should monitor the gate and collect the ticket stubs.

- At the end of the event, the collections should be reconciled to the tickets issued and signed by the individuals involved.
- The collections should be given to the designated individual to be placed in the bank's night depository. This individual should issue a receipt to the gate personnel.

### **TRAVEL/FIELD TRIP GUIDELINES**

- All field trips must have prior approval from Mr. Ogle or Mrs. Chapple unless OSSAA sanctioned.
- All out of state trips must have Board of Education approval.
- All overnight activity trips requiring student payment must be paid in full prior to trip. Those students unable to pay prior will not be allowed to attend. The Activity Fund account responsible for payment of trip expenses must have the funds in the account to cover all expenses of trip, prior to the trip.
- Travel & meal payments for students **must be itemized**. It is your responsibility to verify that the receipt is accurate and no taxes charged before you sign for purchase. Tax cannot be reimbursed. To receive overnight per Diem (\$30 per night in state, \$50 out of state); attach a copy of the trip request to the "Out of District Travel Reimbursement" form.

### **GUIDELINES FOR RAFFLES/TICKET DRAWINGS**

- Pre-numbered tickets must be issued. One ticket stub will be issued to the participant and the school will retain the other ticket stub which must be turned into the Activity Fund clerk with deposit for reconciliation.
- School officials must be actively involved in supervising the drawing of the ticket stub or stubs.
- All funds received in connection with the drawing shall be accounted for in accordance with district activity fund procedures.
- Cash & non-cash prizes may be used as drawing winnings.
- Drawing participants should be notified that the proceeds of the drawing may be considered taxable income for state & federal tax purposes. The fair market value of the winnings must be disclosed. The winning prize for drawings will be limited to a fair market value not to exceed \$5000.00.
- **Tax considerations must be followed.** If the fair market value of the winning cash prize is less than \$600 then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of \$600 or more and under \$5000 the winnings must be reported through the issuance of a 1099 to the IRS and the recipient. **Information such as name, address, and social security number must be obtained from the recipient for winnings greater than \$600.**
- Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

## **TRANSFERS**

Monies from school activity accounts may be transferred to other approved school account after Board approval. Transfers are only done monthly because they require Board approval. A “Request to Transfer” form can be found on the school district website under the heading of “Bluejay Bundle”. Request must be received in the Activity Fund office one week prior to the scheduled Board of Education meeting.

## **CASH ADVANCE FOR TRAVEL**

Cash advance for travel should be requested no later than a week prior to travel. The following forms should be completed:

1. Request for Activity Fund Cash Advance Form, must be completed and signed by the administrator of the account. This form is available on the district website. Please read the form carefully before signing.
2. A Purchase Order Request must be completed. The Vendor should be the name of the person accepting the cash advance.
3. Original receipts must be turned into the Activity Fund clerk documenting travel expenses and unused monies re-deposited in the account immediately after the trip.

## **ACCOUNTS PAYABLE/CHECK PROCESSING**

- Checks are processed every Thursday afternoon during the school year. Check requests for start change/cash advance should be in the Activity Fund office the day prior to processing. **“Please plan ahead”**
- **DO NOT SIGN** contracts agreeing to “payment on receipt” as checks are not cut on demand.

## **STAFF REIMBURSEMENT**

- Staff reimbursements are allowable for approved travel expenses.
- Complete a purchase request in your name prior to the date(s) of travel.
- Turn in all receipts for reimbursement upon return.
- Tax is not an allowable reimbursement.

## **STAFF EXPENDITURES**

- Purchases of personal items for employees must be made from the faculty or PTO accounts only, with at least one non-employee parent PTO officer’s approval.
- Expenditures that provide personal benefit to staff **must** be reasonable in cost.
- Purchase of apparel used in the performance of an employee’s duties are allowable from other accounts but must be inventoried and returned to the school district at the end of useful life or at the end of employment relationship.

## **DONATED EQUIPMENT, SUPPLIES AND MATERIALS**

- All equipment, supplies & materials received through donation become district property and are governed by district policy & procedures
- This requirement also applies to donations received as a result of requests made on social media sites (ex. Donors Choose).
- A fundraiser request is required if donations are solicited either from local individuals and organizations or through social media.

## **SPONSOR RESPONSIBILITIES**

- Obtain an authorized purchase order prior to making order or purchase of merchandise/services.
- Issue receipt for all funds collected.
- Submit receipt book & funds for deposit on a daily basis.
- Submit vendor invoice/receipt for payment immediately.
- Account reconciliation should be done monthly. Report discrepancies immediately.
- Ensure that all state & Board of Education laws & guidelines are followed.
- Do not leave money in your desk overnight or leave unattended in classrooms.
- Turn all money in daily.
- Complete a “Ledger Sheet” monthly. Your balance should be the same as the Activity Fund Clerks balance. If you have had no activity in your account for the month, you can sign off “no activity”. This will help to catch any coding mistakes that have been made.

**The Activity Fund and all subaccounts are included in the district’s annual audit.**

1. Audit citations on specific subaccounts will be the responsibility of the sponsor/coach/parent representative (hereafter referred to only as sponsor) to ensure corrective steps are taken to clear the finding.
2. Repeated failure to adhere to all requirements will result in:
  - \*The sponsor being removed from the activity – or –
  - \*The activity being removed as approved activity of the district.(Decisions will be made based on the situation and cause.)

## **BOOSTER CLUBS (SANCTIONED & UNSANCTIONED)**

A list of all unsanctioned Booster Club/PTO representatives should be forwarded to the Activity Fund Custodian at the beginning of the school year.

- No Account transactions will be processed without the signature of all of the following:
  1. Booster Club representative
  2. Account Sponsor
  3. Site Administrator
- No changes to original purchase order will be made without a change request with Unsanctioned Booster Club representative signature. (Ex. Increase in quantity, change of vendor, increase of dollar amount, etc.)
- Unsanctioned Booster Club representative will not be allowed to set up vendor accounts in their name. All purchases/orders will be done by either the Booster Club sponsor, Site Financial secretary or the Activity Fund Custodian.



- Sanctioning of a GPS Activity Fund account requires Board of Education approval.
- All sanctioned booster clubs shall provide Guthrie Public Schools with contact information of said booster club officers.
- Sanctioned Booster club accounts must be responsible for all expenses incurred by the booster club.
- A financial report of all sanctioned booster clubs must be submitted for Board of Education review for the September board meeting.

## **Types of Allowable Expenditures**

Activity fund operation expenses (checks, purchase order forms, etc.)  
 Appliances (refrigerator, microwave, etc.)  
 Assemblies and speakers  
 Athletic equipment, uniforms, clothing and supplies for student/coach  
 Banquet/reception expenses & supplies  
 Building improvements  
 Camp fee's (cheerleading, student council, etc.)  
 Change (start change)  
 Classroom equipment/improvements  
 Classroom supplies/materials  
 Clothes for the needy  
 Club refreshments and parties (student)  
 Contest entry fees  
 Copier rental fees, repairs & expenses  
 Custodial supplies  
 Donations  
 Dues & fees  
 Expenses relating to competition or shows held for students (science fairs, track meets, band, FFA, etc.)  
 Film and developing expenses  
 Films & videos (rental and/or purchase)  
 First aid supplies  
 Flowers & Plants for student activities  
 Fund raising expenses  
 Graduation expenses  
 Homecoming festivity expenses  
 In-service training & workshop fees (professional development)  
 Incentives/rewards  
 Library books, periodicals, & newspapers  
 Luncheons  
 Maintenance of grounds  
 Marquee  
 Meeting expenses  
 Memorials  
 Office equipment, furniture & supplies

Physical education equipment & supplies  
Postage & freight expenses  
Printing expenses  
Prom expenses  
Refunds  
Registrations  
Reimbursements (Transfers to general fund at year end)  
Rental fees  
Repair & maintenance  
Ribbons, trophies, awards, & plaques  
Scholarships  
School pictures  
Service projects  
Student productions (plays, concerts, etc.)  
Student store, concession stand, supplies  
Student transportation, substitutes & bus drivers  
Student travel & related expenses (lodging, meals w/15% gratuity)  
Student uniforms & accessories  
Student workshops & conventions  
Telephone expenses  
Tests, tutoring  
T-shirt, sweatshirts, hats, book bags, etc. (for resale or uniforms)  
Vending supplies  
Workers at student events (gate, security, officials, concessions, clock, ticket, bus drivers, etc.)

### **ACTIVITY FUND FUNDRAISERS PROCEDURES**

All fundraisers must have the approval of the Board of Education.

The Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the remaining product is either sold or returned for credit. These procedures must include a requirement to account for every item of product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collection or unsold product.

It is a violation of Oklahoma State Law to use cash collections to purchase additional supplies and materials while conducting a school sponsored activity. All funds collected (cash & checks) must be receipted and deposited into a Board approved school activity fund. Also, all items purchased should be expended and coded through the schools' activity fund. You are not allowed to use money collected at an event (such as a car wash or carnival) to purchase additional items that are needed for that event. Although it may equal the same net profit at the end of the process, all funds must still be deposited in and out of the school activity fund in order to have a proper audit trail. It is a good practice for sponsors to prepare a purchase request in their name for misc. reimbursements at the beginning of each semester. Therefore, in the case you are at a school event and additional items are needed, we recommend that a sponsor purchase the items with their personal funds. After the event, the sponsor can submit an original, itemized receipt to obtain

reimbursement from the activity fund. However, we cannot reimburse sales tax. Adhering to this policy protects teachers and sponsors from accusations of theft and/or fraud.

Additional procedures include the following:

- A Fundraiser Request Form can be found on the Bluejay Bundle on the school district website and must be completed and signed by sponsor & site principal.
- All requests must be typed and turned into the Activity Fund Clerk 45 days prior to the date of the fundraiser.
- Request should be received by the Activity Fund Custodian no later than the last Friday of the month prior to each monthly Board Meeting.
- All Fundraisers require an After Sale Accountability Form be completed at the close of the fundraiser. If After Sale Accountability is not received by the Activity Fund Clerk within 30 days from the close of the fundraiser, no future fundraiser requests will be accepted for Board approval until form is received.
- Activity Fund money belongs to the school district and is under their guidelines for disbursement. Money earned through fund raising activities may not be earmarked as belonging to individual students. To allow students to earn money for their personal use through fundraising activities has been determined to be improper by our auditor.

**BOARD OF EDUCATION APPROVAL REQUIRED FOR INCOME PRODUCING ACTIVITIES INCLUDING THE FOLLOWING:**

Advertising (ads, programs, sponsorships)

Bake sales

Banquets (if tickets are sold)

Bazaars

Book fair

Brochure sales

Candy sales

Calendars

Car Wash

Carnivals/Field Days

Compatibility Survey/Matchmakers

Concert (admission)

Concessions (excluding athletic events)

Cookbooks

Dances

Discount vendor cards

Donations (if solicited, including social media request such as **Donors Choose**)

DVD sales Face Painting

Firework Stand

Food sale (if conducted in school cafeteria must have Food Service Director & BOE approval)

Garage Sale/Yard Sale

Golf Tournaments (Unless OSSAA sanctioned)

Holiday grams (Valentine grams, Boo grams)  
Jump Rope/Walk a thons  
Magazine subscription sales  
Newspaper  
Parking permits  
Plant Sales  
Plays/Musicals/Talent Show (Admission)  
PTO Store  
Raffle/Ticket Drawing  
Recycling (Aluminum can, paper &/or ink cartridge collections)  
Resale items with profit  
Sale of student projects  
School Pictures  
Silent Auction  
Snack sales (popcorn/Capri sun, etc.)  
Sports Clinics  
Student ID's  
Student sales to the general public  
Student store  
Supply fees  
T-shirts, sweatshirts, backpacks, hats, etc.  
Ticket sale (plays, musicals, concerts, banquets, dinners, drawings, etc.)  
Trophy Auction/Sponsor  
Vending  
Yearbooks

### **NON PROFIT RESALE GUIDELINES**

The Board of Education does not consider funds collected for non-profit a fundraiser. Therefore, sources of revenue collected for non-profit do not require a fundraiser request to be approved by the Board of Education for the following activities:

Commissions & rebates  
Copy fees  
Donations -Unsolicited  
Entry Fees  
Employee contributions/donations (If other than monetary must provide documentation of donation)  
Facility use fees  
Field trip  
GED fees  
Grants  
Interest  
Library fees  
Lost book fees  
Petty cash (from General Fund)  
Registration fees  
Restitution (bogus checks & fees)

Scholastic Book orders  
Scholarships  
Summer school tuition (transferred to the General Fund)  
Testing fees  
Tutoring

## **SANCTIONING POLICY**

The Board of Education of the Guthrie School District believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. 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.

### **Sanctioning Procedure for Student Achievement Programs And Parent-Teacher Associations and Organizations**

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. An application by a student achievement program or by a parent-teacher organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial report as defined by Board of Education regulations, which has been performed on such.
4. The application shall be submitted to the principal for preliminary review. The principal shall forward the application to the superintendent; the superintendent



- shall 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.
5. The decision of the Board of Education is final and non-appealable. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association by an independent accounting firm at the expense of the sanctioned program, association or organization, on an annual basis, that a financial audit be performed on the program, association, or organization by an independent accounting firm at the expense of the sanctioned program, association, or organization. If required by the superintendent of schools or the Board of Education, the audit shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review the audit submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA.STAT. tit. 70 section 5-129. Otherwise, an annual financial report as defined by Board of Education regulations will be required. The financial report shall be submitted to the superintendent by September 1 of the year following the year of original approval and every year thereafter.
  6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association. Copies of records must be promptly provided upon request of the Board or superintendent.
  7. The Board may, and non-appealable.
  8. The organization may maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
  9. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition at its discretion, withdraw sanctioning at any time it deems it is in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
  10. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

Please let us know if any contact information changes from what was on your application. Anita Paul 282-8900 ext.8947 or [anita.paul@guthrie.net](mailto:anita.paul@guthrie.net) .

### **Recommended Practices**

- Annual election or affirmation of officers.

- Periodic meetings open to the membership
- Full financial disclosure to the membership
- Surety bonds for treasurer and others who handle money  
Officer liability insurance
- System of internal controls over cash, including segregation of duties as much as possible.

### **Segregation of Duties**

Ideally,

- The person who orders/purchases an item should not be the one who pays for it.
- The person making the purchase should not be the one who approves it.
- The person who collects money should not be the one who deposits it.
- The person who reconciles the bank account should not be the one who takes the collections.
- The person who writes the checks should not be the one who reconciles the bank account.

### **Recommended Minimum Internal Controls-Receipts**

- Money kept safe with controlled access
- Collections listed when received
- Money deposited intact by a person other than the one collecting it
- Listed collections verified to deposit total
- Bank account reconciled monthly
- Bank reconciliations reviewed by another

### **Recommended Minimum Internal Controls-Disbursements**

- All purchases approved in advance by someone other than the person making the purchase
- Goods checked to see they are received as ordered.
- Invoice checked to items received and order pricing; signed by person who accepts responsibility
- Signature and countersignature required on checks
- Check signer reviews documentation before signing check
- Cancelled checks listed and accounted for

***Good business practices protect your assets, your officers, and your members!***

### **What is Sanctioning?**

- Allows organization to operate for benefit of students
- Board of Education has complete discretion in the sanctioning of organizations.  
Sanctioning Does NOT Equal control
- Board of Education does not control funds

- Board of Education does not ensure that organization complies with applicable state and federal laws
- Organizations may NOT use school district's tax-free status  
Common Mistakes made by 501(c) 3
- Form 990: Sanctioned Organizations must file IRS Form 990. This is the annual "Return of Organization Exempt Form Income Tax." IRS form 990N may be filed in lieu of form 990 when gross receipts are less than \$25,000.
- Many organizations overlook the need to report compensation of \$600 or more to the IRS. Awards, fees, and similar payments must be reported on Form 1099-MISC, which must be sent to the recipient no later than January 31<sup>st</sup>, and to the IRS, with a Form 1096 transmittal, no later than February 28.  
The IRS may deem payments to District employees by sanctioned organizations to be taxable compensation.
- If your organization would like to make a gift of any amount to a District employee, please contact the District to ensure the gift is processed through the payroll office.

### **Ways to Protect Against Liability**

- Insurance and bonds
- Good procedures
- Written documents to provide club "memory"
- Well thought-out activities and services
- Consider national affiliation (PTA vs. PTO)
- Remain under the control of the school activity fund

### **Additional recommendations**

- Club Treasurer should not be the coach/sponsor of organization
- Treasurer should countersign all checks
- Keep minutes of each club meeting on file

### **Guthrie Public Schools Sanctioned Organizations**

Guthrie Bluejay Boys Basketball Booster Club  
 Guthrie Lady Jays Golf Booster Club  
 Guthrie Hole-In-One Club, Inc.  
 Guthrie Lady Jays Softball Booster Club, Inc.  
 Guthrie Band Boosters Association  
 Guthrie Football Booster Club  
 Guthrie VIP (Vocally Involved Parents)  
 Guthrie Wrestling Booster Club  
 Guthrie Bluejay Summer Baseball  
 Guthrie High School Cheer Booster Club

## OKLAHOMA STATE LAW & DEPARTMENT OF EDUCATION REGULATIONS

The following words and terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise:

“School activities” means cocurricular or extracurricular activities. Cocurricular activities are school-sponsored activities, under the guidance and supervision of LEA staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Activities normally supplement the regular instructional program.

“Extracurricular activities” means all direct & personal services for public school pupils for their enjoyment that are managed & operated under the guidance of an adult or staff member. Extracurricular activities are usually not offered for school credit nor required for graduation; are conducted outside school hours, or a time agreed upon by the participants if partly during school hours and approved by school authorities; and their content of activities is determined primarily by the student participants.

*The board of education of each school district shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular or cocurricular activities conducted in the school district. Such funds shall be deposited to the activity fund. Deposit of funds subject to the requirements of school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars (\$100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which a subaccount was established may be transferred to another subaccount by the custodian.*

*The board of education of each school district may designate that any of the following revenue be deposited for the use of specific student activity subaccount, or to a general activity subaccount, within the school activity fund.*

- 1. admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;*
- 2. sale of student activity tickets;*
- 3. concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education, and cafeteria or lunchroom collections;*

4. *dues, fees and donations to student clubs or other organizations, provided that membership in organizations shall not be mandatory;*
5. *income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district;*
6. *deposit for or collection for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds.*
7. *income collected for use by school personnel and other school-related adult functions.*
8. *all other income, revenue, deposits or collections of any nature, including, but not limited to Indian education support funds (parental cost); laboratory fees; fees for the use of equipment owned or rented by the school district; deposits or assessments for breakage or supplies used in instructional courses; sale, exchange, lease or rent of property, supplies or products originally acquired from funds belonging to the school district or through the management, use or production of property belonging to the school district shall be deposited with the school district treasure in accordance with the provision of 62 O.S. 2001~335.*

*The board of education of such district may establish, by board resolution, a general fund refund subaccount within the school activity fund. The balance in the subaccount shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to, rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, overpayments, and tax refunds. The subaccount may be expended only for the refund of revenues previously received and deposited either into the subaccount or activity fund be financed by depositing all or part of the applicable collections and that all refunds be make from that account. Any remaining balance in the refund subaccount shall be transferred to the school district general fund on or before June 30 each year.*

*The board of education of each district may establish a petty cash account to be used only for the purpose making small expenditures, such as postage, freight or express changes, provided no single expenditure from the petty cash account shall be made in excess of Seventy-five Dollars (\$75.00) and the total expenditures during any one fiscal year shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). The school activity fund custodian shall initiate the petty cash account by filing a purchase order/encumbrance against the general fund of the school district for the authorized amount of the petty cash account which shall not exceed Two hundred Dollars (\$200.00).*

*The general fund warrant issued in payment of said claim shall be deposit in the petty cash account in the school activity fund.*

*All disbursements from the petty cash account shall be made in the same manner as other disbursements from the school activity fund, except no disbursement shall be make from the petty cash account unless a prenumbered, dated receipt be obtained and signed by the person receiving payment. A school board may designate a petty cash custodian to countersign petty cash checks in place of the school activity fund custodian. The school activity fund custodian shall file claims against the general fund of the school district for reimbursement of the petty cash account whenever the need shall arise. Each reimbursement to the petty cash account shall be coded to the appropriate function/object code as appropriate. Such claims shall be itemized in the same manner as other claims filed against the general fund, and shall have attached thereto the receipts covering each of the expenditures claimed for reimbursement. The total of the petty cash account balance and the receipts on hand awaiting reimbursement should equal at all item the authorized amount of the petty cash account.” (70 O.S. Supp 2001m ~5-129)*

*A prenumbered receipt shall be obtained when a check is drawn against the petty cash account, and all such prenumbered receipts shall be accounted for at the end of the fiscal year. If a prenumbered receipt is spoiled it should be marked “void” and attached along with others on which reimbursement is being claimed; the copy or stub should also be marked ‘void’ if one is being used.*

*None of the provisions pertaining to the petty cash account shall be construed to authorize the use of one fiscal year’s funds to pay obligations of another fiscal year. Therefore, any remaining balance in each petty cash account shall be transferred to the general fund on or before June 30 of each year.*

*The State Board of Education shall adopt appropriate rules and regulations and design standard forms for the proper conduct of the various student activity sub-accounts. (70 O.S. Supp. 2001, ~5-129).*

The board of education of each district shall exercise control over all school activity funds except those funds which are collected by organizations chartered by the Oklahoma Congress of Parents and Teacher, Junior Achievement programs, and parent-teacher associations that are incorporated as a nonprofit corporation. Board approval on school activity funds and sub-accounts shall be specific. However, the language for approval for the various methods for raising funds and the purpose for which they are to be expended can be a general nature, the board may delegate authority through a board policy to school administrators to approve specific fund-raising activities during the year to be approved by the board at the next regular board meeting.

Title 70 O.S. Supp. 2001, ~5-129.1 provides: “Those funds which are collected by programs for student achievement and by parent-teacher associations *and organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129 of this title.* Each school district board of education shall adopt policies provisions of this section. The guidelines may include but not be



limited to examinations of financial and performance audits performed on each such organization and association.”

The board of education of each district may appoint a school activity fund custodian for each operational site within the district. If a school elects to have operational site school activity fund custodians, each site school activity fund custodian shall be bonded for no less than One Thousand Dollars (1,000.00). Each school activity fund custodian shall give a surety bond as determined by the board of education, but in no case less than One thousand Dollars (1,000.00). Such bond shall be filed with the clerk of the board of education (70 O.S. Supp. 2001, ~ 5-129).

Disbursements from the school activity fund shall be by check, countersigned by the school activity fund custodian and some other person or persons designated by the board of education. Deposits to or transfers from any account may be authorized by the board of education except the refund subaccount and petty cash accounts. The school activity fund custodian shall not use funds in one account for another purpose unless a transfer is granted as provide by law. Accounts may be established by the board of education of each district by whatever name or style it deems best suited to its needs for the revenue collected.

Purchases from activity funds for material or equipment shall not be paid for unless invoices or delivery tickets are furnished. Receipts for collections shall be given by the school activity fund custodian. Pre-numbered tickets should be used for admissions in order to establish internal control. All tickets not sold by the gatekeeper should be accounted for at the end of each event and a written reconciliation made of tickets sold to actual revenues collected. Reconciliation documents should be filed in date order as part of the documentation for the activity fund.

Standard forms are not prescribed. Many good forms are now in use and each board of education shall determine if its forms meet legal requirements. Sample forms are included in this manual as a reference only.

School districts shall report all school activity financial transactions using the Oklahoma cost Accounting System.

Specific procedures for all activity funds are as follows:

1. Pre-numbered school activity fund receipts shall be issued for every account for each fiscal year.
2. The secretary-treasurer of each organization or subaccount shall issue receipts and keep records of credits, debits and balances.
3. The books of each subaccount must reconcile with the records of the school activity fund.

4. Requisition or purchase request is presented to the school activity fund custodian or their designee.
5. Purchase order is then approved by purchasing agent and the order is placed with the vendor.
6. Checks will be issued only when invoice or supporting document and merchandise have been received.
7. All checks will be issued by the school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.
8. Record of all bad checks shall be kept and charged to proper sub-account.
9. School activity fund (Fund 60) shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable. Reports will be transferred by magnetic media.
10. The school activity fund custodian shall furnish a report to the superintendent and board of education monthly this report shall show previous balance in each sub-account and total school activity fund balance.
11. Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian.
12. The petty cash account is the only one that can be reimbursed from the general fund.
13. A general fund refund sub-account within the school activity fund may be established by board resolution.

(OAC 210:25-5-13)

## **GPS BOARD OF EDUCATION POLICY**

C-20

### **ACTIVITY FUNDS**

The Guthrie Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year and as needed during each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

Every teacher and/or sponsor in the school system should be informed that all money received is to be turned in to the school activity fund custodian. Every teacher and/or sponsor shall receive a Guthrie Public School Activity Fund Procedure Handbook.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and countersigned by the custodian of the activity fund and some other person or persons designated by the board of education. No checks will be issued in excess of a subaccount balance.

All activity monies shall be deposited daily with the activity fund custodian. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds shall be made daily by the activity fund custodian into an interest bearing checking account.

A record of all bad checks will be kept by the activity fund custodian. If the activity fund custodian is unsuccessful in collecting funds, the bad check will be charged back to the proper subaccount.

The activity fund custodian shall keep complete and accurate accounts of all activity funds, and shall see that monthly reports are made available to the activity fund subaccount sponsors. The activity fund custodian shall furnish a report to the superintendent and board of education each month. This report shall show the previous balance in each subaccount and the total district activity fund balance. The activity fund custodian shall reconcile the report to the superintendent and board of education.

The activity fund custodian, upon approval by the board of education, shall establish a petty cash account for each site to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges. This account shall not exceed two hundred dollars (\$200) at one time, and no expenditure shall exceed seventy-five dollars (\$75). The total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2500) per school building.

The activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars (\$1000).

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

The superintendent is directed to establish regulations governing activity funds. Such regulation, when approved by the board of education, shall become policy.

REFERENCE: 70 O.S. SECTION 5-129, SECTION 5-129.1

**70 O.S. SECTION 5-135      Section C      Page 9**  
**GUTHRIE PUBLIC SCHOOLS PROJECT MASTER FILE LISTING**

**ACTIVITY FUND PROJECTS**

<b><u>PROJECT #</u></b>	<b><u>DESCRIPTION</u></b>
801	Central Faculty
802	Central Activity
803	Central PTO
804	Cotteral PTO
805	Cotteral Activity
806	Cotteral Faculty
808	Fogarty Parent Org.
809	Fogarty Activity
810	Fogarty Faculty
811	Elementary Snack Grant
812	GUES Activity
813	GUES Faculty
814	GUES Honor Choir
815	GUES Parents Org.
816	GHS Special Kids
817	JH Art Club
818	JH Builders Club
819	JH Athletics
820	JH Golf
821	JH FCCLA
822	JH Honor Society
823	JH Account
824	JH Faculty
825	JH Library
826	Learn 2 Love
827	JH Cheer
830	JH STUCO
831	JH T.S.A.
832	JH Yearbook
834	JH Academic Team

840	Charter Oak Activity
841	Charter Oak PTO
842	Charter Oak Faculty
850	HS Academic Team
851	HS Art Club
852	HS Athletics
853	HS Cheer
854	Football Camp
855	Tennis
856	HS Library
858	GHS Link Crew
859	Band (Operating)
860	HS Class of 2021
861	HS Class of 2023
863	HS Class of 2019
864	GHS Alumni Account
865	HS Class of 2022
869	English Club
870	HS Faculty Courtesy Committee
871	HS Student Pantry
872	HS Class of 2020
876	FFA 4H Booster Club
877	HS FFA
878	HS FCCLA
879	HS Foreign Language Spanish
880	XC Bluecrew
881	Lady Jays Basketball
882	Guthrie Running Club
883	HS Heritage Club
884	High School Account
885	HS Student Account
886	HS Honor Society
889	HS Key Club
890	HS Speech
891	HS Stem Club
892	Math of Finance
893	HS Mu Alpha Theta
895	HS JROTC
897	HS Soccer Club
898	HS Science Club
899	HS Student Council
900	HS Campus Beautification
902	Vocal
904	HS Yearbook
907	HS Memorial Fund
908	HS Vocal Trip Account

911	FFA Building Fund
913	HS Drama
922	Courtesy Committee Admin
925	General Fund Refund
927	Hall of Fame Banquet
929	District Special Olympics
932	HS Summer School
933	Faver C&C
934	Transportation C&C
935	Vending Machine Administration
937	Faver Activity
938	Native American Parent
940	Administration Miscellaneous
942	C.N. Clearing Account

### PROGRAM LISTING

<u>CODE</u>	<u>DESCRIPTION ATHLETICS PROGRAMS-COMPETITIVE</u>
801	Change/Change Return
802	Baseball
803	Basketball (Boys)
804	Basketball (Girls)
805	Football
806	Girls Golf
807	Soccer (Boys)
808	Soccer (Girls)
809	Tennis (Boys)
810	Track (Boys)
811	Wrestling
812	Cheerleaders
813	Tennis (Girls)
814	Track (Girls)
815	All Sport Passes
816	Golf (Boys)
817	Cross Country (Girls)
818	Playoffs
819	Cross Country (Boys)
820	Cross Country (Boys & Girls)
821	Concessions
822	Misc. Fundraisers
823	Donations
824	Maintenance of Athletic Misc.
825	Vending
826	Advertising
827	Track Girls & Boys
828	All Sports



829	Sports summer camp
830	Basketball (Boys/Girls)
831	Girls Softball
832	Athletic Merchandise sold to students
833	Tennis (Girls & Boys)
834	Soccer (Girls & Boys)
835	Sub-Reimbursement
836	Programs
837	Entry Fees
838	Sports Clinic
839	Game Security
840	Meals
841	Game Officials
842	Tournament Expenses
843	Gate Workers reimbursement
844	Coaches Uniforms
845	Equipment
846	Uniforms
847	Single Sport Passes
848	Student Sport Passes
849	Reserved Seats Passes
850	Athletics Misc.
851	Concession Worker reimbursement
852	Dues
853	Try Out Fee
854	Cross Country
855	Travel Reimbursements
856	Scorekeeper/Clock keeper
857	OSSAA Sport Pass
858	Dues/Fees
859	Golf

<u>CODE</u>	<u>DESCRIPTION NON-ATHLETIC PROGRAMS</u>
901	Sucker/Lollipop/Candy sales
902	Student Incentives/Rewards
903	Book Fair
904	T-Shirts/Sweatshirts Sales
905	Picture Packages (Group/Individual)
906	Spring Fling Fundraiser
907	Postage/Shipping Cost
908	Book Orders
909	Field Trips
910	Mpact 4 Kids (Fundraiser)
911	Snacks (Popcorn/Capri Sun)
912	Field Day
913	ID Badges

914	Vending
915	Yearbook
916	Academic/ACT/PSAT Test
917	Magazine Subscription (Fundraiser)
918	Donations
919	Student Store/PTO Stores
920	Musical/Plays
921	Camp
922	Staff incentives/Awards
923	Weekly Readers/Time/Nat'l Geographic
924	Holiday grams
925	Recycling
926	Student Projects
927	Great American (Fundraiser)
928	Grant Money
929	Lab Fees/Class Dues
930	Peanuts /Pecans (Durham Fundraiser)
931	Discount Cards
932	Scholarships
933	Garage Sales/Yard Sales
934	Fireworks
935	Calendars
936	Cookbooks
937	Carnival
938	Film/Film developing
939	Trophy Sponsor/Auction
940	Pork Chop Dinner
941	Meat sales
942	Leadership Fees
943	Ag Mechanic Projects
944	Horticulture Projects
945	Car Wash
946	Silent Auction
947	Spirit Ribbons
948	Rock Week Fundraiser
949	Special Olympics
950	Talent Show/Follies
951	Misc. Reimbursements
952	Compatibility Survey/Matchmaker
953	PaySchools fee
954	Start Change/Change Return
955	Dance/Prom
956	All State fees/All Region fees
957	Travel Reimbursements
958	DVD's
959	Raffle/Drawings

960	Homecoming (fees, shirts, supplies, etc.)
961	Concessions
962	Brochure/Catalog Fundraiser
963	Library Fines/Lost Library Books
964	Penny War/Coin Collections
965	Balloons
966	Read-a-thon/Spell-a-thon/Walk-a-thon
967	Band/Music Concert
968	Meals/Luncheons/Refreshments
969	Advertising/Program Ads/Yearbook Ads
970	Processing fee
971	Misc. Fundraisers
972	Cookie Dough
973	Plant Sale (Flowers/Bulbs/etc.)
974	Pink Week Fundraiser
975	Registration/Membership Fees
976	Damage to school property
977	Boxtops for Education
978	Parking Permits
979	Sub Reimbursement
980	Petty Cash
981	Interest
982	Insufficient Check Charge
983	Lost Text Books
984	Uniform/Official Dress
985	Copies
986	Supplies
987	Janitorial
988	Central
989	Cotteral
990	Fogarty
991	GUES
992	Misc. Activity
993	Banquet
994	Summer School/Drivers Ed.
995	Graduation expenses
996	Contest Entry Fees

## **SUMMARY**

The goal of this manual is to provide each user of the Guthrie Public Schools Activity Fund a “how-to/hands-on” guide for collecting, depositing, and expending funds gathered for special purposes. The handling of all public funds is a sacred trust and many more audit tracks must be visible than in handling personal funds. The following are reminders to the sub-account sponsor’s for the most crucial procedures to follow:

1. All collections made by sponsors must first be receipted by the sponsor, be turned into the Site Financial Secretary each day and a receipt obtained from the secretary for all such collections.
2. There is no statutory authority for cashing personal checks from available collections, and, as a result, it is not legal to do so. Therefore, all sponsors, student groups and adult organizations who control sub-accounts within the school activity fund must clearly understand that this action is prohibited and do not cash personal checks under any circumstances.
3. Sufficient cash must be on hand to cover all outstanding checks, all unpaid bills, and all new indebtedness before any new debt can be incurred in any sub-account of the Activity Fund. If the sponsor is unsure, they must contact the School Activity Fund Custodian and acquire their net balance in the sub-account before any additional transactions or proposed new debt is incurred.
4. All bills incurred in any given sub-account of the Activity Fund should be promptly paid within one (1) month of the receipt of goods or services.
5. In the event of fund raisers, the Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the last item is either sold or turned back in for credit. These procedures must include a requirement to account for every item or product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collections or unsold product.

The school auditor will scrutinize funds very closely because most of the collections are in cash and most discrepancies that occur in school funds are within the activity fund. Spend a little more time; follow the law and this procedure manual, and fund-raising will be less stressful.

GUTHRIE PUBLIC SCHOOLS Receipt			
Date	Number	Amount	
6/25/2010	5039	\$295.00	
<b>Received From:</b> CHECK WRITER'S NAME NSF CK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5039	845	853	705	\$275.00
2010	50	AR	1690	5039	084	940	705	\$20.00

**SAMPLE**

\*\*\*\*\* Notification of payment of returned check. Funds will be redeposited into project account that they were originally deposited.

GUTHRIE PUBLIC SCHOOLS Receipt			
Date	Number	Amount	
6/18/2010	5019	(\$178.00)	
<b>Received From:</b> CHECK WRITER'S NAME NSF CK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5019	845	853	705	(\$178.00)

**SAMPLE**

\*\*\*\*\* Notification of a returned check. Funds will be deducted from project account that they were originally deposited.

**ACTIVITY FUND FORMS  
FOUND ON GPS WEBSITE UNDER BLUEJAY BUNDLE**

1. AF PO Request
2. Request to Increase PO
3. Activity Fund Deposit Slip
4. Activity Fund Start Change Request
5. Activity Fund Money & Ticket Report
6. Activity Fund Sponsor Ledger Sheet
7. Activity Fund Request for Transfer of Funds
8. Activity Fund Fundraiser Request
9. Activity Fund After Sale Accountability Form
10. Activity Fund Request for New Account
11. Athletic Department Non-Commercial Vendor Claim
12. Parent/Student Refund Form
13. Request for Activity Fund Cash Advance
14. Request to Close/Void PO
15. PaySchools Product Listing Request
16. Non-Commercial Vendor Claim
17. Sponsor Affidavit of Responsibility form
18. Employee Affidavit of Responsibility form



**FINANCIAL REPORT FOR SANCTIONED ORGANIZATIONS**

*(Must cover 12 month period, from July 1 to June 30 or months in existence if new organization)*

	<i>Organization Name</i>	
A. BEGINNING BALANCE as of _____	\$ _____	(A)
B. REVENUES:		
<i>Fund Raiser, Merchandise sales, Etc.:</i>		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<i>Donations:</i>		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<i>Contributions:</i>		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<i>Other:</i>		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total Revenues</b>	<b>\$ _____</b>	
<b>(B)</b>		
C. TOTAL AVAILABLE ( <i>A Plus B</i> )	\$ _____	(C)
D. EXPENDITURES:		
Fundraising Expenses	\$ _____	
Supplies/Materials	\$ _____	
Advertising	\$ _____	
Postage, Mailings, Etc.	\$ _____	
Equipment	\$ _____	
Donations/Contributions	\$ _____	
Other (list):	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total Expenditures</b>	<b>\$ _____</b>	
<b>(D)</b>		
E. ENDING BALANCE AS OF June 30, ( <i>C minus D</i> )	\$ _____	(E)
<i>Year-end bank statement and reconciliation <b>must</b> accompany report.</i>		

**BANK RECONCILIATION FOR SANTIONED ORGANIZATIONS**

Balance per Bank Statement, June 30, 20\_\_\_\_ \$ \_\_\_\_\_  
**(A)**

**ADD:**

Deposits in Transit \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**(B)** Total Deposits in Transit \$ \_\_\_\_\_

**DEDUCT:**

Outstanding Checks \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Total Outstanding Checks \$ \_\_\_\_\_ **(C)**

**OTHER ADJUSTMENTS (+/-)** \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Total Adjustments \$ \_\_\_\_\_ **(D)**

**BALANCE per financial records, June 30, 20\_\_\_\_** \$ \_\_\_\_\_  
 ===== **(E)**

$(A + B - C (+/-) D = E)$



## Board of Education Personnel Reports

### Employment Request

<u>Classification</u> Certified		Teaching	First	Hrs. Per	Replacing
Name	Site	Assignment	Work Day	Day	
Boyd, Julia	JH	Title I Reading	01-06-20	6	Connor Williams
Caughell, Patricia	GUES	6 <sup>th</sup> Gr. ELA	01-06-20	6	Jude Stringfellow
Connolly, Christine	JH	Spec. Ed.	01-06-20	6	Grace Draper
Ewy, Joy	Charter Oak	Reading Int.	01-06-20	6	NP
Holeman, Kayce	Charter Oak	ELL	01-06-20	6	NP
Sarmiento, Heather	Cotteral	Reading Int.	01-06-20	6	NP

<u>Classification</u> Support		Teaching	First	Pay	Hrs. Per	Replacing
Name	Site	Assignment	Work Day	Grade	Day	
Carlile, Rebecca	Trans.	FT Rt. Driver	01-06-20	13	6	Bert Simmons

### FMLA Requests

Certified: 2

Support:

### Transfer of Position Report

<u>Classification</u> Certified		Transferred	Transferred	Replacing
Name		From	To	
Draper, Grace		Spec. Ed. – JH	Spec. Ed. – HS	William Crozier

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

### Separation of Employment

<u>Classification</u> Certified		Teaching	Reason for	Effective Date
Name	Site	Assignment	Separation	
Cox, Norelis	HS	Spanish	Resigned	12-20-19
Knapp, Kristin	Fogarty	Music	Resigned	12-20-19



## Board of Education Personnel Reports

<b>Classification</b>	<b>Classified</b>	<b>Teaching</b>	<b>Reason for</b>	
<b>Name</b>	<b>Site</b>	<b>Assignment</b>	<b>Separation</b>	<b>Effective Date</b>
Murphy, Anna	Cotteral	Paraprofessional	Resigned	01-15-20

Guthrie Public Schools  
Property Committee Meeting  
January 8, 2020 5:00 p.m.

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

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

**Expenditure Reports:**

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

**Completed Projects:**

- 204 Work-Orders completed by Maintenance Dept.
- Winter Break Projects:
  - \*Installed new playground equipment at Central that was purchased through the State Farm Grant
  - \*Installed new carpeting in the Jr. High Auditorium
  - \*Refinished the gym floors at Charter Oak and the HS
  - \*Completed Phase IV of the Fire Alarm Upgrade at Fogarty ES
  - \*Installed and wired in new equipment at the HS kitchen
  - \*Cleaned carpets at the Administration Building
  - \*Painted 3 more restrooms at the Jr. High
- HVAC projects:
  - \*Completed 55 work orders
  - \*GUES kitchen exhaust
  - \*Central ES boiler automatic damper
  - \*HS boiler #3 was cleaned out and running
  - \*JH rooms B5, A1, and A8 new Wi-Fi t-stats
  - \*GUES library heating coil installed
  - \*Fogarty Café furnace was installed
  - \*NW heater in JH gym was repaired
- General Maintenance:
  - \*Completed 41 work orders
  - \*Installed new stop sign on SW corner at the HS
  - \*Replacing stained ceiling tiles District wide
  - \*Insulated around louver box in Charter Oak gym
- Electrical/Lighting:
  - \*Completed 14 work orders
- Plumbing:
  - \*Completed 32 work orders
  - \*Repaired/cleaned out toilets, urinals, and sinks
  - \*Repaired/replaced broken soap, toilet paper, and paper towel dispensers and water fountains

- Door Repairs:
  - \*Completed 24 work orders
  - \*Made repairs to entry and classroom doors that were not opening/closing properly
  - \*Repaired door locks and door handles district wide
- Deliveries/Warehouse:
  - \*Completed 24 work orders
  - \*Delivered classroom books to Charter Oak and Fogarty
  - \*Delivered mail, copy paper and custodial supplies to district sites
  - \*Delivered sample text books to Central, Cotteral, Fogarty, GUES, Jr. High, and the HS
- Installed a security gate to the Charter Oak lagoon driveway
- Installed a water bottle fill station by the office at Central ES
- Replaced the main entry doors at Cotteral and replaced the hinges on the main entry doors at Fogarty ES
- Poured a concrete pad for the dumpsters at Fogarty ES

**Projects in Progress & Future Projects:**

- Currently have 120 Maintenance Work-Orders in progress
- District HVAC, Electrical and Plumbing repairs
- Received playground equipment quotes for Central with installation beginning over the next two months
- Continue to make upgrades to our fire panels and monitoring
- Replace the current choir risers for the music dept. at the JH
- Have installed 3 of the new HVAC units at Fogarty with 11 remaining
- Repair existing outside south steps at the HS
- Replace carpet in Asst Principal and SRO's office and the music room at the Jr. High
- Install several water bottle fill stations at GUES
- Replace air filters and clean coils at each site
- Continue roof repairs where needed at all sites
- Carpentry/Cabinet work in offices at Administration Building
- Continue the upkeep and repairs to our yellow and white fleet

**Bond Projects Discussion:**

Charter Oak ES – Completed

W.L. McNatt will be re-hydroseeding areas of the lagoon next spring

High School HVAC Project:

Phase II Project

A/C – completed

Boiler/Heating installation – completed

BAS Controls – completed

Change Order – completed

Punch List items are being compiled and addressed

Fogarty HVAC Project – scheduling installation of units



### 2019 Bond Issue Projects:

Dr. Simpson discussed the plans for the security vestibules at Central, Fogarty, GUES, Jr. High and the High School which will begin this summer as well as the upgrades to the Auditorium at Fogarty.

He also discussed the challenges faced in upgrading the restrooms at Fogarty.

Doug Ogle discussed the revised school calendar that had one minor change for the 20/21 school year.

Michelle Chapple discussed the comparisons and possible changes to the facility use fees.

**Guthrie Public Schools**  
**Finance Committee meeting**  
**January 9<sup>th</sup>, 2020**

**4:00 P.M.**

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Carmen Walters, Angie Smedley, Sharon Watts, Jennifer Bennett-Johnson, Gina Davis, and Brandi Brown.

**Mrs. Chapple** opened the meeting informing the committee the first items were routine financial reports, speaking briefly on the budget.

**Comparative Financial Report**

Budget information was given and approved.

**Fund Balance Projection Report**

The fund balance report was given and approved.

**Mid-term State Aid Allocation**

Mrs. Chapple presented the Mid-term State Aid Allocation notice was given and approved.

**Approval of Agreement with Oklahoma Environmental Services 2019-2020**

Mrs. Chapple presented the contract with OES. No fee increases and approved.

**Approval of 2019-2020 Activity Fund Handbook Change**

Mrs. Chapple informed the group of no gift card allowed purchases. Change was approved.

**Approval for Facility Use Analysis**

Mrs. Chapple spoke briefly about comparing school district's facilities. Will be increasing the labor of cafeteria, custodians, and SRO hourly rate in line with the other school districts.

**Dr. Simpson & Mr. Ogle** spoke on the following:

**Approval of Agreement with Interquest Detection Canines 2020-2021**

Dr. Simpson presented the contract with no fee increases and approved.

Approval of 2020-2021 School calendar

Dr. Simpson presented the group with minor changes to the school calendar. First day of school beginning August 20<sup>th</sup>, 2020 and last day of school ending May 21<sup>st</sup>. All Breaks will remain the same.

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

**District Updates:** He spoke briefly about the updated policy regarding student truancy policy. Dr. Simpson also presented the group with each school site building construction projects that will need to be updated.

## **Curriculum Committee Meeting**

### **Minutes**

**January 9, 2020**

**5:00 PM**

In attendance: Dr. Simpson, Doug Ogle, Carmen Walters, Angie Smedley, Travis Sallee, Gina Davis, Jennifer Bennett-Johnson, Marsha Todd, and Meghan Norton.

#### **Ms. Walters:**

- Fogarty Principal Marsha Todd presented site initiatives.
- Ms. Walters explained the EduSkills agreement renewal.
- Ms. Walters announced that three new Title I Federally-funded positions were created and filled.

#### **Mr. Ogle:**

- Mr. Ogle explained the 2020-2021 District Calendar.
- Discussion was held of the Interquest Contract renewal for 2010-2021.
- Mr. Ogle gave personnel updates.