

**AGENDA WITH COMMENTARY**

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

**MONDAY  
JULY 15, 2024  
6:30 P.M.**

**AGENDA:**

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

**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:.....Pages 6-122**

  - A. Minutes of regular meeting held on June 10, 2024**
  - B. Minutes of special meeting held on June 24, 2024**
  - C. Treasurer's Report**
  - D. New Activity Fundraiser Request**
  - E. Activity Fund Fundraisers as per attached lists**
  - F. Activity Fund End of Year Transfers as per attached list**
  - G. Fundraiser After Sale Accountability Report for 2023-2024 as per attached list**
  - H. Fuel Bid as recommended by bid committee**
  - I. Encumbrances for 2023-2024 General Fund #'s 1340-1343 Building Fund #'s 520-528 and Child Nutrition Fund #20-23, listed change orders and 2024-2025 General Fund #'s 1-232, Building Fund #'s 1-75, and Child Nutrition Fund #'s 1-12, and Activity Fund Reports.**

**J. Contracts/Agreements under \$10,000**

- 1. Renewal agreement with Willow Creek Health Care, LLC for Intergenerational Pre-K classroom for 2024-2025 .....Pages 112-116**

Commentary:

This will be the thirteenth year for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 2. Agreement with Golden Age Nursing Home of Guthrie, LLC for Intergenerational Pre-K classroom for 2024-2025 .....Pages 117-121**

Commentary:

This will be the seventh year for maintaining a Pre-K classroom at Golden Age Nursing Home facility located at 419 East Oklahoma. This is a win-win situation for both parties. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 3. Agreement with SafeRoutz, LLC for bus routing for 2023-2024.....Page 122**

Commentary:

This is the same company we have been using with a new name.

**Cody Thompson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**10. Business Agenda:**

- A. Recommendation, consideration and action to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education .....Page 123**

Commentary:

Federal claims for the State Department of Education must be signed by an approved authorized official who is legally authorized to bind the local education agency.

**Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- B. Recommendation, consideration and action to approve Ms. Kaitlin Sagar-Smith as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 613, 615, 621, 623, 625, 628, 641, 642 and 643.....Page 124**

Commentary:

Federal special education flow through claims for the State Department of Education must be signed by an approved authorized official who is legally authorized to bind the local education agency. **Kaitlin Sagar-Smith will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**C. Recommendation, consideration and action upon contractual agreement with Sherri Fairchild and Morgan Kowalewski for Psychoeducation and Psychological Evaluation Services.....Pages 125-126**

Commentary:

Part time school psychologist is needed to keep in compliance with federal special ed testing timelines. In 2024-2025, three full time school psychologists tested 314 students. We only have two full time psychologists for 2024-2025 and one of them will be on maternity leave in January. **Kaitlin Sagar-Smith will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**D. Recommendation, consideration and action upon Proposed Transition Room at Guthrie High School.....Pages 127-131**

Commentary:

Proposal to turn an empty classroom at the High School into a studio type apartment for students with special needs to practice daily living skills. Project will be funded with state funds and a fundraiser completed by High School STUCO. **Kaitlin Sagar-Smith will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**E. Recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2024-2025.....Page 132**

Commentary:

This loan from the General Fund is necessary to begin a new fiscal year. Monies are not typically carried from one fiscal year to the next which are sufficient to begin that school year. The loan is paid back to the General Fund when balances are sufficient to support repayment and continuation of the program for the remainder of the 2024-2025 school year. **Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**F. Recommendation, consideration and action upon agreement with Imperial Vending for snack vending for 2024-2025.....Pages 133-134**

Commentary:

Imperial Vending will be maintaining the vending machines throughout the District. This agreement is for one year and may be renewed each year for a five-year period. This is the first year of the agreement. In addition to commission on sales, we receive an additional \$1,500.00 annually. **Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**G. Recommendation, consideration and action upon agreement with IXL Learning for the 2024-2025 school year.....Pages 135-136**

Commentary:

IXL Learning is personalized learning with a comprehensive K-12 curriculum that includes individualized guidance and real time analytics that meet the needs of each student. The cost for 2024-2025 IXL Learning is \$60,021.00. Title I federal funds will be used to pay for this program. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**H. Recommendation, consideration and action upon agreement with EduSkills for 2024-2025 school year.....Pages 137-138**

Commentary:

The cost for the 2024-2025 EduSkills, agreement is \$12,760.00 which is a \$660.00 price increase from the 2023-2024 agreement due to enhanced features. The cost includes training and support with all program users, EL form scanning and processing identification of EL students on the October 1 consolidated report. Home Language Surveys forms for the bilingual audit. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**I. Recommendation, consideration and action upon renewal with Infinite Campus, Inc. for Student Information System for 2024-2025.....Pages 139-140**

Commentary:

This is the third year using Infinite Campus for Student Information System. There is an increase from 2023-2024 of \$1,007.15. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**J. Recommendation, consideration and action upon Activity Fund Handbook for 2024-2025.....Pages 141-178**

Commentary:

Deletions to last year's handbook are noted with a strike through and changes or additions are noted in red. **Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**K. Recommendation, consideration and action upon Faver Alternative School Student Handbook for 2024-2025.....Pages 179-207**

Commentary:

Deletions to last year's handbook are noted with a strike through and changes or additions are noted in red. **John Hancock will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**L. Recommendation, consideration and action upon Transportation Department Employee Policy and Procedure Handbook for 2024-2025.....Pages 208-231**

Commentary:

Deletions in the handbook are noted with a strike through and changes or additions are in red. **John Hancock 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 and teacher negotiations for 2024-2025 disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
  - A. Vote to go into executive session**
  - B. Acknowledge Board's return to open session**
  - C. Statement of minutes of executive session**
- 12. Vote on action as set out on the Personnel Reports.....Pages 232-233**
- 13. Action upon recommendation of extra-duty assignment for Head Girls' Basketball Coach for 2024-2025**
- 14. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda.**
- 15. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting.**
- 16. Adjourn**

**Dr. Mike Simpson  
Superintendent**

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
JUNE 10, 2024**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOL BOARD OF EDUCATION REGULAR MEETING HELD AT 6:30 P.M. IN THE ADMINISTRATION BUILDING, 802 E. VILAS GUTHRIE, OKLAHOMA ON JUNE 10, 2024.**

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

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
Carmen Walters, Assistant Superintendent  
John Hancock, Executive Director of Personnel and Secondary Ed.  
Dr. Michelle Chapple, CFO  
Angie Young, Director of Special Services  
Cody Thompson, Director of Operations  
Dee Benson, Director of Technology  
Kary Jarred, Deputy Minutes Clerk

1. The meeting was called to order by President Schroder at 6:30 p.m.
2. Members Gail Davis, Matt Girard, Tina Smedley, Ron Plagg, S. Janna Pierson and Chris Schroder were present for roll call.
3. A quorum was established.
4. President Schroder asked everyone to stand and join him in the Pledge of Allegiance.
5. President Schroder asked everyone to join him in a Moment of Silence.
- 6A. President Schroder asked the Superintendent if there were any citizens registered to speak to the Board.

Superintendent Simpson stated there was no speaker registered to speak to the Board.

- 6B. President Schroder called for any comments to the Board by Board Members.

There were no comments to the Board by Board Members.

7. President Schroder called for Superintendent's Reports:

Superintendent Simpson reported on the following:

We had a tremendous evening for graduation on May 17<sup>th</sup>. Much thanks to our staff for the setup and take down at the stadium.

The legislative session has ended with many policy bills we are still sifting through including a change in graduation requirements which will go into effect for the Class of 2030. Most of the session featured disagreements between the House, Senate and Governor over tax cuts.

Much of the administrative staff will be at the CCOSA Administrative Conference beginning on Wednesday of this week.

**8. Recognition of Superintendent of the Year**

President Schroder called for Representative John Talley. Representative John Talley presented Dr. Simpson with a Citation of Congratulations for 2024 Superintendent of the Year from Senator Chuck Hall, Rep. Collin Duel, Rep. John Talley, and Rep. John Pfeiffer.

**9. Cotteral Elementary Construction Update**

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

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

- A. Minutes of regular meeting held on May 13, 2024
- B. Treasurer's Report
- C. Activity Fund Fundraisers as per attached list
- D. Activity Fund Transfer
- E. Fuel bid as recommended by bid committee
- F. Encumbrances for General Fund #'s 1295-1332, Building Fund #'s 480-519 & 665-666, and listed change orders and Activity Fund Reports-the full register is available online
- G. Out of State Trip Request: Dr. Mike Simpson—AASA Legislative Advocacy Conference, Washington, D.C., 7/8/2024-7/11/2024
- H. Contracts/Agreements under \$10,000
  - 1. Recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2024-2025.
  - 2. Agreement with YMCA of Greater Oklahoma City for facility use for 2024-2025 at Fogarty Elementary.
  - 3. Agreement with YMCA of Greater Oklahoma City for facility use for 2024-2025 at Charter Oak Elementary.
  - 4. Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2024-2025 fiscal year.
  - 5. Contract renewal with Simplified Online Communication System to host the District website for 2024-2025.
  - 6. Agreement with Edmentum-Courseware for the 2024-2025 school year.
  - 7. Special Services Agreement with United Community Action Head Start for 2024-2025.
  - 8. Agreement with the State of Oklahoma, Department of Rehabilitation Services for Transition School-to-Work for 2024-2025.

A motion was made by Davis and seconded by Smedley to approve the Consent Agenda. The motion carried with 7 ayes and 0 nays.

- 11A. President Schroder called for recommendation, consideration and action upon Contingency Modification #4 for Crossland Construction.**

**A motion was made by Smedley and seconded by Girard to approve to the Contingency Modification #4 for Crossland Construction.**

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

- 11B. President Schroder called for recommendation, consideration and action to accept the bid for Central Elementary air-cooled installation and removal.**

**A motion was made by Girard and seconded by Davis to accept the bid from Innovative Mechanical for Central Elementary air-cooled installation and removal.**

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

- 11C. President Schroder called for recommendation, consideration and action to accept the bid for Guthrie High School Boiler removal and installation.**

**A motion was made by Pierson and seconded by Davis to accept the bid from Innovative Mechanical for Guthrie High School Boiler removal and installation.**

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

- 11D. President Schroder called for recommendation, consideration and action to accept bid as listed for Audio and Intercom system for new Cotteral Elementary School.**

**A motion was made by Plagg and seconded by Smedley to accept the bid from Haddock to provide Audio and Intercom for the new Cotteral Elementary School.**

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

- 11E. President Schroder called for recommendation, consideration and action to accept the bid withdrawal from ByteSpeed/Optoma for Interactive Panels for the new Cotteral Elementary School.**

**A motion was made by Smedley and seconded by Pierson to accept the bid withdrawal from ByteSpeed/Optoma for Interactive Panels for the new Cotteral Elementary School.**

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

- 11F. President Schroder called for recommendation, consideration, and action to accept bid for Interactive Panels for new Cotteral Elementary School.**

**A motion was made by Davis and seconded by Girard to approve the bid from Haddock Promethean to provide Interactive Panels for the new Cotteral Elementary.**



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

- 11G. President Schroder called for recommendation, consideration and action to accept bid for Network for the new Cotteral Elementary School.**

**A motion was made by Girard and seconded by Davis to accept the bid from Adept Patriot Services to provide Network cabling for the new Cotteral Elementary School.**

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

- 11H. President Schroder called for recommendation, consideration and action to accept bid for Security for the new Cotteral Elementary School.**

**A motion was made by Smedley and seconded by Girard to approve the bid from United Systems to provide cameras and security for the new Cotteral Elementary School.**

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

- 11I. President Schroder called for recommendation, consideration and action upon agreement with UDT as the best bid for District new phone system.**

**A motion was made by Pierson and seconded by Davis to approve agreement with UDT as the best bid for Guthrie Public School District new phone system.**

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

- 11J. President Schroder called for recommendation, consideration and action upon PCCO #002 for Lambert Construction.**

**A motion was made by Plagg and seconded by Pierson to approve PCCO #002 for Lambert Construction.**

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

- 11K. President Schroder called for recommendation, consideration and action upon Change Order #1 for Innovative Mechanical, LLC.**

**A motion was made by Smedley and seconded by Girard to approve the Change Order #1 for Innovative Mechanical, LLC.**

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

- 11L. President Schroder called for recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2024-2025.**

**A motion was made by Pierson and seconded by Smedley to approve renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2024-2025.**

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

- 11M. President Schroder called for recommendation, consideration and action upon 2023-2024 Revised Appropriations of Red Bud Fund for Building Fund.**

**A motion was made by Smedley and seconded by Pierson to approve 2023-2024 Revised Appropriations of Red Bud Fund for Building Fund.**

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

- 11N. President Schroder called for recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2024-2025.**

**A motion was made by Davis and seconded by Pierson to approve renewal with OSAG for workers' compensation insurance coverage for 2024-2025.**

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

- 11O. President Schroder called for recommendation, consideration and action upon renewal with OSIG for property general liability, fleet vehicle and errors and omissions coverage for 2024-2025.**

**Discussion followed.**

**A motion was made by Plagg and seconded by Pierson to approve renewal with OSIG for property general liability, fleet vehicle and errors and omissions coverage for 2024-2025.**

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

- 11P. President Schroder called for recommendation, consideration and action to approve a 4-year lease agreement with Standley Systems for District copiers.**

**A motion was made by Smedley and seconded by Girard to approve a 4-year lease agreement with Standley Systems for District copiers.**

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

- 11Q. President Schroder called for recommendation, consideration and action upon agreement with Center of Communication and Engagement.**

**A motion was made by Smedley and seconded by Davis to approve the agreement with center of Communication and Engagement.**

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

- 11R. President Schroder called for recommendation, consideration and action upon agreement with the Board of County Commissioners of Logan County for School Resource Officer provided by Logan County Sherriff's Office for 2024-2025.**

**A motion was made by Pierson and seconded by Plagg to approve an agreement with the Board of County Commissioners of Logan County for School Resource Officer provided by Logan County Sherriff's Office for 2024-2025.**

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

- 11S. President Schroder called for recommendation, consideration and action upon agreement with Renaissance Star 360 for 2024-2025.**

**A motion was made by Smedley and seconded by Girard to approve agreement with Renaissance Star 360 for 2024-2025.**

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

- 11T. President Schroder called for recommendation, consideration and action upon agreement with Samantha Betchan to provide Speech Therapy Services for 2024-2025 school year.**

**A motion was made by Davis and seconded by Girard to approve agreement with Samantha Betchan to provide Speech Therapy Services for 2024-2025.**

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

- 11U. President Schroder called for recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8<sup>th</sup> grade students for 2024-2025.**

**A motion was made by Plagg and seconded by Davis to approve Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8<sup>th</sup> grade students for 2024-2025.**

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

- 11V. President Schroder called for recommendation, consideration and action to approve the updated memo for 2024 K-6 Remedial Summer School.**

**A motion was made by Davis and seconded by Girard to approve the updated memo for 2024 K-6 Remedial Summer School.**

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

- 11W. President Schroder called for recommendation, consideration and action upon Elementary Student Handbook for 2024-2025.**

**A motion was made by Girard and seconded by Davis to approve Elementary Student Handbook for 2024-2025.**

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

- 11X. President Schroder called for recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2024-2025.**

**A motion was made by Davis and seconded by Smedley to approve Guthrie Upper Elementary Student Handbook for 2024-2025.**

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

- 11Y. President Schroder called for recommendation, consideration and action upon Jr. High Student Handbook for 2024-2025.**

**A motion was made by Smedley and seconded by Davis to approve Jr. High Student Handbook for 2024-2025.**

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

- 11Z. President Schroder called for recommendation, consideration and action upon Guthrie High School Student Handbook for 2024-2025.**

**A motion was made by Davis and seconded by Girard to approve Guthrie High School Student Handbook for 2024-2025.**

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

- 11AA. President Schroder called for recommendation, consideration and action upon School Bus Riders' Handbook for 2024-2025.**

**A motion was made by Plagg and seconded by Girard to approve School Bus Riders' Handbook for 2024-2025.**

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

- 11BB. President Schroder called for recommendation, consideration and action on the following appointments for 2024-2025:**

- Michelle Chapple – Purchasing Agent**
- Tamie Jones– Encumbrance Clerk**
- Jana Wanzer – Treasurer**

- Stephanie Simmons – Assistant Treasurer
- Samantha Stewart – Clerk of the Board and Minutes Clerk
- Kary Jarred – Deputy Clerk of the Board and Deputy Minutes Clerk

A motion was made by Pierson and seconded by Smedley to approve the following appointment as listed for 2024-2025.

The motion carried with 7 ayes and 0 nays.

**11CC. President Schroder called for recommendation, consideration and action upon District Policy: F-5 Transfers Exhibit A.**

A motion was made by Smedley and seconded by Pierson to approve District Policy: F-5 Transfers Exhibit A.

The motion carried with 7 ayes and 0 nays.

**11DD. President Schroder called for recommendation, consideration and action to modify 2024-2025 School Calendar to move Homecoming early release.**

A motion was made by Girard and seconded by Smedley to approve to modify 2024-2025 School Calendar to move Homecoming early release.

The motion carried with 7 ayes and 0 nays.

**11EE. President Schroder called for motion, discussion and vote to approve or disapprove the assignment of Mrs. Jeana Bateson, RN, and current Meridian Technology Center Health Careers Instructor, as an adjunct instructor for the purpose of teaching Anatomy and Physiology during the 2024-2025 school year for academic credit.**

A motion was made by Plagg and seconded by Girard to approve the assignment of Mrs. Jeana Bateson, RN, and current Meridian Technology Center Health Careers Instructor, as an adjunct instructor for the purpose of teaching Anatomy and Physiology during the 2024-2025 school year for academic credit.

The motion carried with 7 ayes and 0 nays.

**12. President Schroder called for proposed session for purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignment for 2024-2025, support rehire for 2024-2025, teacher negotiations for 2024-2025, periodic evaluation of Dr. Michael Simpson, Superintendent of Schools, confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, disclosure of which information would**

**violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2, 4, and 7**

- 12A. A motion was made by Davis and seconded by Smedley to go into executive session.**

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

- 12B. President Schroder acknowledged the Board's return to open session at 8:43 p.m.**

- 12C. President Schroder stated that in executive session only those items listed in Agenda Item 12 were discussed and no votes were taken.**

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

**A motion was made by Davis and seconded by Girard to approve the Personnel Reports.**

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

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

**A motion was made by Plagg and seconded by Smedley to approve extra-duty assignments as listed for 2024-2025.**

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

- 15. President Schroder called for action upon support rehire for 2024-2025 school year.**

**A motion was made by Smedley and seconded by Girard to approve the support rehire for 2024-2025 school year.**

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

- 16. President Schroder called for recommendation, consideration and action to name a principal for Guthrie Upper Elementary School.**

**A motion was made by Plagg and seconded by Davis to name Ms. Michelle Wilson-Adams as the new principal for Guthrie Upper Elementary School.**

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

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

**Superintendent Simpson stated there was none.**

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

**Superintendent Simpson stated we need to change the title of Jay Benson from Assistant Intern to Assistant Principal.**

**A motion was made by Smedley and seconded by Girard to change title from Assistant Intern to Assistant Principal for Jay Benson.**

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

**19. President Schroder called for the meeting to be adjourned.**

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

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

**The meeting adjourned at 8:47 p.m.**

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**Samantha Stewart, Minutes Clerk**

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**Chris Schroder, President**

The agenda was posted at the Guthrie Public School's Administrative Office, 802 E. Vilas, Guthrie, OK on June 6, 2024 at 4:30 p.m. in accordance with the Open Meeting Law and notice of this regular meeting was given to the Logan County Clerk, prior to December 15, 2023. The agenda is also on our website.

Samantha Stewart  
Board Clerk and Minutes Clerk

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
SPECIAL MEETING  
JUNE 24, 2024**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOL BOARD OF EDUCATION SPECIAL MEETING HELD AT 7:30 A.M. IN THE ADMINISTRATION BUILDING, 802 E. VILAS GUTHRIE, OKLAHOMA ON JUNE 24, 2024.**

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

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
John Hancock, Executive Director of Personnel and Secondary Ed.  
Dr. Michelle Chapple, CFO  
Angie Young, Director of Special Services  
Dee Benson, Director of Technology  
Kary Jarred, Deputy Minutes Clerk

1. The meeting was called to order by President Schroder at 7:30 1.m.
2. Members Gail Davis, Matt Girard, Tina Smedley, Ron Plagg, S. Janna Pierson and Chris Schroder were present for roll call.
3. A quorum was established.
4. President Schroder asked everyone to stand and join him in the Pledge of Allegiance.
5. President Schroder asked everyone to join him in a Moment of Silence.
6. President Schroder called for recommendation, consideration and action to revision to District Policy: *F-5 Transfers*

A motion was made by Pierson and seconded by Davis to approve revision to District Policy: *F-5 Transfers*.

The motion carried with 7 ayes and 0 nays.

7. President Schroder called for recommendation, consideration and action to revision District Policy: *E-41 Acceptable Use of Internet and Electronic and Digital Communication Devices*.

A motion was made by Smedley and seconded by Girard to approve to revision District Policy: *E-41 Acceptable Use of Internet and Electronic and Digital Communications Devices*.

The motion carried with 7 ayes and 0 nays.



8. **President Schroder called for recommendation, consideration and action to revision District Policy: *E-41C Internet and Technology Safety*.**

**A motion was made by Plagg and seconded by Smedley to approve to revision District Policy: *E-41C Internet and Technology Safety*.**

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

9. **President Schroder called for recommendation, consideration and action to new District Policy: *E-41B School Personnel Digital and Electronic Communication with Students*.**

**A motion was made by Smedley and seconded by Pierson to approve new District Policy: *E-41B School Personnel Digital and Electronic Communication with Students*.**

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

10. **President Schroder called for the meeting to be adjourned.**

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

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

**The meeting adjourned at 7:37 a.m.**

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**Samantha Stewart, Minutes Clerk**

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**Chris Schroder, President**

The agenda was posted at the Guthrie Public School's Administrative Office, 802 E. Vilas, Guthrie, OK on June 20, 2024 at 11:45 a.m. in accordance with the Open Meeting Law and notice of this regular meeting was given to the Logan County Clerk, prior to December 15, 2023. The agenda is also on our website.

Samantha Stewart  
Board Clerk and Minutes Clerk

## TREASURER'S REPORT

June 30, 2024

### BANK BALANCES

#### FARMERS & MERCHANTS

General Fund	6,865,437.35
Building Fund	1,073,976.67
Sinking Fund	3,523,210.61
ILR Fund	30,448.45
G&E Fund	76,987.17
Child Nutrition Fund	1,150,719.17
Activity Fund	669,869.50
School Age-Care Fund	75,619.14
Bond Fund	<u>6,766,228.42</u>

TOTAL \$ 20,232,496.48

### RECEIPTS

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#### GENERAL FUND:

Logan County	124,242.97
State of Oklahoma	1,494,257.25
Okla. Tax Comm.	188,255.06
School Land Earn.	84,890.48
R.O.T.C.	6,675.80
Federal Programs	429,342.48
Misc Receipts	129,855.57
Correcting Entry(-)	0.00
General Acct. Int.	14,542.66
Minus (-) Bank Fees	<u>25.00</u>
TOTAL	\$2,472,037.27

#### BUILDING FUND

Local/State	350,626.95
Logan County	12,560.89
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 363,207.84

#### SINKING FUND:

Logan County \$81,275.86

#### CHILD NUTRITION FUND:

Local	736.44
State	15,900.09
Federal	<u>120,364.28</u>
TOTAL	\$ 137,000.81

#### INS.LOSS RECOVERY FUND:

MISC \$ 0.00

#### BOND FUND:

Interest	3,387.96
Bank Fees	<u>(-)7.50</u>
TOTAL	\$3,380.46

**WARRANTS PAID**

GENERAL FUND:

2022-2023 \$  
2023-2024 \$ 2,756,901.90

GIFTS & ENDOWMENTS FUND:

2022-2023 \$  
2023-2024 \$

BUILDING FUND:

2022-2023 \$  
2023-2024 \$99,184.29

INS. LOSS RECOVERY FUND:

2022-2023 \$  
2023-2024 \$

CHILD NUTRITION FUND:

2022-2023 \$  
2023-2024 \$ 238,859.84

BOND FUND:

2022-2023 \$  
2023-2024 \$ 1,557,973.03

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**TOTAL MONIES IN F&M BANK** \$20,232,496.48

PLEDGED – FDIC \$ 250,000.00

PLEDGED – F&M BANK \$ 28,318,000.00



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

Date 06/06/2024

Site Guthrie High School

Desired Name of new Account Class of 2028

Purpose of account Account for graduation class of 2028

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)  
Class t-shirt, homecoming float and supplies and any unforeseen expenditures

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)  
Class dues for students

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

X  
\_\_\_\_\_

Sponsor Signature

Recommended by \_\_\_\_\_

X   
\_\_\_\_\_

Principal/Administrator Signature

Date \_\_\_\_\_

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

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

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

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



<b>#</b>	<b>CLUB</b>	<b>EVENT</b>
1 .)	CENTRAL, ACTIVITY #802	FALL BOOKFAIR
2 .)	CENTRAL, ACTIVITY #802	KONA ICE
3 .)	CENTRAL, ACTIVITY #802	BIG KAHUNA CANDY
4 .)	CENTRAL, ACTIVITY #802	DEANAN POPCORN
5 .)	CENTRAL, PTO #803	SNACK SHACK
6 .)	COTTERAL, PTO #804	KONA ICE
7 .)	COTTERAL, PTO #804	SNACK SHACK
8 .)	COTTERAL, ACTIVITY #805	POPCORN BROCHURE
9 .)	COTTERAL, ACTIVITY #805	BIG KAHUNA CANDY
10 .)	FOGARTY, PTO #808	SNACK SHACK
11 .)	FOGARTY, PTO #808	PENNY WARS
12 .)	FOGARTY, ACTIVITY #809	DONORS CHOOSE
13 .)	FOGARTY, ACTIVITY #809	AMAZON WISH LIST
14 .)	FOGARTY, ACTIVITY #809	SCHOOL STORE
15 .)	FOGARTY, ACTIVITY #809	FALL BOOKFAIR
16 .)	FOGARTY, ACTIVITY #809	SPRING BOOKFAIR
17 .)	CHARTER OAK, ACTIVITY #840	BIG KAHUNA BROCHURE
18 .)	CHARTER OAK, ACTIVITY #840	BIG KAHUNA CANDY
19 .)	CHARTER OAK, PTO #841	HOLIDAY GRAMS
20 .)	CHARTER OAK, PTO #841	KONA ICE
21 .)	CHARTER OAK, PTO #841	SNACK SHACK
22 .)	CHARTER OAK, PTO #841	MUMMY AND ME DANCE
23 .)	JH, NJHS, #822	DUES
24 .)	JH, FACULTY #824	WATER BOTTLES
25 .)	JH, YEARBOOK #832	YEARBOOKS/PICTURES
26 .)	HS, BAND, #859	CANDY BARS
27 .)	HS, BAND, #859	DURHAM ELLIS PECANS/NUTS
28 .)	HS, BAND, #859	FAN PLEDGE
29 .)	HS, BAND, #859	HIGH SCHOOL BAND DUES
30 .)	HS, BAND, #859	JUNIOR HIGH BAND DUES
31 .)	HS, CLASS OF 2028, #TBD	FRESHMAN DUES
32 .)	HS, CLASS OF 2026, #868	CLASS DUES
33 .)	HS, CLASS OF 2025, #867	SENIOR DUES
34 .)	HS, COURTESY FUND, #870	JEANS PASS
35 .)	HS, COURTESY FUND, #870	TRANSCRIPTS
36 .)	HS, FCCLA #878	MEMBERSHIP DUES
37 .)	HS, FCCLA #878	DONATIONS/SPONSORSHIPS
38 .)	HS, MU ALPHA THETA #893	WATER SALES
39 .)	HS, MU ALPHA THETA #893	MEMBERSHIP DUES
40 .)	HS, MU ALPHA THETA #893	CALCULATOR RENTAL
41 .)	HS, PROM #894	PROM TICKETS
42 .)	HS, SCIENCE CLUB #898	LAB FEES/CLUB DUES
43 .)	HS, CAMPUS BEAUTIFICATION, #900	PARKING PASSES
44 .)	HS, VOCAL, #902	JH LAB FEES
45 .)	HS, VOCAL, #902	JH MUSICAL
46 .)	HS, VOCAL, #902	HS LAB FEES
47 .)	HS, VOCAL, #902	HS MUSICAL
48 .)	HS, YEARBOOK #904	CLUB DUES

- 49 .) HS, YEARBOOK #904
- 50 .) HS, YEARBOOK #904
- 51 .) ADMIN, COURTESY COMMITTEE, #922
- 52 .) ADMIN, VENDING, #935

YEARBOOK SALES  
YEARBOOK ADS & SPONSORS  
DONATIONS  
VENDING



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: \$14,589.17

Account Name & Number: Central Activity 802

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

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

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: Will be used for books and supplies for the library

Name/Address of Vendor: Scholastic Book Fair - PO Box 3745, Jefferson City, MO



Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$3000 NOTES:
b. Less Estimated EXPENSES: \$2400
c. Estimated PROFIT: \$600

First day Fundraiser: 10.1.2024 Last Day of Fundraiser: 10.31.2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Dani Watson Date: 6/3/24

Principal's Signature: Dani Watson Date: 6/3/24

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

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

Handwritten signature: M. Chapple



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: \$14,589.17

Account Name & Number: Central Activity 802

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Kona Ice - snow cones and hot chocolate sales one day a month

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 [X] 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.

does not meet

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 snow cones and hot chocolate

Manufacturer:

Purpose for which funds will be used: Will be used for items needed in classroom, teacher and student items, materials, and incentives, playground supplies, first aid supplies.

Name/Address of Vendor: Kona Ice - 12609 SW 24th St, Yukon

Items to be purchased in order to conduct the fundraiser:

Table with 2 columns: Item description and Amount. Row 1: a. Estimated INCOME: \$5000. Row 2: b. Less Estimated EXPENSES: \$3200. Row 3: c. Estimated PROFIT: \$1800.



First day Fundraiser : 8.15.2024 Last Day of Fundraiser: 5.22.2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: [Signature] Date: 6-3-24

Principal's Signature: [Signature] Date: 6-3-24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/6/24

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

[Handwritten signature]



3)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: \$14,589.17

Account Name & Number: Central Activity 802

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Big Kahuna cookie and candy bar sales

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) candy bars and cookies

Manufacturer:

Purpose for which funds will be used: Will be used for items needed in classroom, teacher and student items, materials, and incentives, playground supplies, first aid supplies.

Name/Address of Vendor: Big Kahuna, Brian Martin, 163 Solano Circle, Aledo, TX

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$20000
b. Less Estimated EXPENSES: \$12000
c. Estimated PROFIT: \$8000
NOTES:

First day Fundraiser : 8.28.2024 Last Day of Fundraiser: 9.30.2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: [Signature] Date: 6-3-24

Principal's Signature: [Signature] Date: 6-3-24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/6/24

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



Does not meet

[Handwritten signature]

4.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: \$14,589.17

Account Name & Number: Central Activity 802

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

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

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.

Does not meet

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) Popcorn

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

Purpose for which funds will be used: Will be used for items needed in classroom, teacher and student items, materials, and incentives, playground supplies, first aid supplies.

Name/Address of Vendor: Deanan, 216 Windco Circle, Wylie, TX

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



a. Estimated INCOME: <u>\$7000</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$3500</u>	_____
c. Estimated PROFIT: <u>\$3500</u>	_____

First day Fundraiser : 2.3.2025 Last Day of Fundraiser: 3.28.25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? used for snacks during state testing

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

Sponsor Signature: [Signature] Date: 6-3-24

Principal's Signature: [Signature] Date: 6-3-24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/6/24

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

[Handwritten signature]

5.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: \$9,671.83

Account Name & Number: Central Activity PTO 803

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Snack Shack - food and drink items purchased and sold to students once weekly

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 [X] 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.

Does not meet

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) juice and snack foods

Manufacturer:

Purpose for which funds will be used: Will be used for items needed in classroom, teacher and student items, materials, and incentives, playground supplies, first aid supplies.

Name/Address of Vendor: Powell Investments, Sam's, Walmart, Amazon, Boren Fundraising

Items to be purchased in order to conduct the fundraiser: juice and snacks

a. Estimated INCOME: \$8000
b. Less Estimated EXPENSES: \$3500
c. Estimated PROFIT: \$4500

NOTES:



First day Fundraiser : 8.15.2024 Last Day of Fundraiser: 5.22.2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: [Signature] Date: 6-3-24

Principal's Signature: [Signature] Date: 6-3-24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/6/24

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

Handwritten signature: [Signature]

6.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2024 Site: 120 Unobligated Account Balance: ~~\$15,442.30~~ \$16,454.14

Account Name & Number: Cotteral PTO #804

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Kona Ice - snow cones, hot chocolate, coffee. Sold once per month

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.

Does not meet

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 - snow cones, hot chocolate, coffee.

Manufacturer: N/A

Purpose for which funds will be used: Playground, Teacher Appreciation week, parent teacher conferences, incentives, luncheons.

Name/Address of Vendor: Kona Ice

Items to be purchased in order to conduct the fundraiser: Snow cone, hot chocolate. 5000.00

a. Estimated INCOME: 5000.00 NOTES:
b. Less Estimated EXPENSES: 2300.00
c. Estimated PROFIT: 1700.00

First day Fundraiser : 9/6/2024 Last Day of Fundraiser: 5/16/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: Courtney Welton by Therie Gansen Date: 5-20-24

Principal's Signature: Lesley Cotton Date: 5/30/24

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

Child Nutrition Director's Signature (if applicable): Date: 6/6/24

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

Handwritten signature: ymchapple

7.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2024 Site: 120 Unobligated Account Balance: \$15,472.30

Account Name & Number: Cotteral PTO #804

\$16,454.14

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) To be sold 1 day per week

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 [X] 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.

Does not meet

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) Snacks - chips, cookies,, smart popcorn, 100% juice capri suns, etc.

Manufacturer:

Purpose for which funds will be used: Parent/teacher lunceons, Teacher Appreciation wk. incentives, playground.

Name/Address of Vendor: Sma's Club, Child Nutrition, Guthrie Confectionary

Items to be purchased in order to conduct the fundraiser: Snacks and capri suns

Table with 2 columns: Description and Amount. Row 1: a. Estimated INCOME: 4600.00. Row 2: b. Less Estimated EXPENSES: 3000.00. Row 3: c. Estimated PROFIT: 1600.00.

First day Fundraiser : 9/6/2024 Last Day of Fundraiser: 5/16/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Given to students for end of year snacks.

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

Sponsor Signature: Courteney Teelton by Judie Hansen Date: 5-30-24

Principal's Signature: Wesley Cotton Date: 5/30/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/30/24

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

Does not meet!

Handwritten signature/initials and page number 29

8.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/29/2024 Site: 120 Unobligated Account Balance: ~~21,983.21~~ 24,161.87

Account Name & Number: Cotteral Activity #805

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Jaguar Fundraising Brochure Sales (Popcorn)

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

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

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

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) Popcorn Brochure

Manufacturer:

Purpose for which funds will be used: Help with expenses for a new playground, non-paying field trips for students, incentives.

Name/Address of Vendor: Jaguar Fundraising

Items to be purchased in order to conduct the fundraiser: Popcorn to be sold from brochure.

a. Estimated INCOME: 2000.00 NOTES:
b. Less Estimated EXPENSES: 1400.00
c. Estimated PROFIT: 600.00

First day Fundraiser : 9/9/2024 Last Day of Fundraiser: 9/20/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Returned to vendor.

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

Sponsor Signature: Vickie Lansen Date: 5-30-24

Principal's Signature: Wesley Cotton Date: 5/30/24

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

Child Nutrition Director's Signature (if applicable): Date: 6/6/24

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

Does not meet

Handwritten signature: mchappell

9.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2024 Site: 120/Cotteral Unobligated Account Balance: ~~721,993.21~~

Account Name & Number: Cotteral Activity #805

\$24,161.87

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Big Kahuna - candy and cookie sales

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.

Does Not meet

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 cookies sold by case

Manufacturer:

Purpose for which funds will be used: to help fund with our new playground, non-paying students on field trips, incentives, instructional materials

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$15,000.00
b. Less Estimated EXPENSES: \$7,500.00
c. Estimated PROFIT: \$7,500.00
NOTES:

First day Fundraiser: Feb. 18, 2025

Last Day of Fundraiser: March 7, 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? returned to vendor

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

Sponsor Signature: Vickie Lauser Date: 5-30-24

Principal's Signature: Lesley Cotton Date: 5/30/24

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

Child Nutrition Director's Signature (if applicable): Date: 6/6/24

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

Handwritten signature: mchapple

10.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 06-03-24 Site: 110 - Fogarty Unobligated Account Balance: \$5,385.19

Account Name & Number: Fogarty PTO 808

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Snack Shack Fridays beef sticks popcorn chips capri sun (juice)

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 [X] 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.

does not meet

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) Capri Sun (juice) beef sticks popcorn and chips

Manufacturer: SAM'S Guthrie Confectionary

Purpose for which funds will be used: computer / software upgrades, field trips, classroom materials, online subscriptions

Name/Address of Vendor: Guthrie Confectionary, SAM'S

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



a. Estimated INCOME: 7,000.00 NOTES:
b. Less Estimated EXPENSES: 3,500.00
c. Estimated PROFIT: 3,500.00

First day Fundraiser : 09-27-2024 Last Day of Fundraiser: 05-9-2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? unused items will be handed out to students and teachers on the last day of

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

Sponsor Signature: Michelle Bufford Date:
Principal's Signature: Marsha Jodel Date:

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

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

mtchapple 32





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 06-03-24 Site: 110 - Fogarty Unobligated Account Balance: \$5,385.19

Account Name & Number: Fogarty PTO 808

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

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

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: computer / software upgrades, field trips, classroom materials, online subscriptions

Name/Address of Vendor:

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



a. Estimated INCOME: 4000.00 NOTES:
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: 4000.00

First day Fundraiser : 10-28-24 Last Day of Fundraiser: 10-31-24

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Michelle Bufford Date:

Principal's Signature: Marsha Gold Date:

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

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

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

Handwritten signature in blue ink

12.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/30/29 Site: Fogarty Unobligated Account Balance: \$18,008.91

Account Name & Number: Fogarty Activity 809

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Donor's Choose soliciting BY CERTIFIED STAFF @ FOGARTY TO POST

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

Does the fundraiser have food items? Yes No
\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
This fundraiser will not operate for more than fourteen(14) days in total.
The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

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

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

Manufacturer:

Purpose for which funds will be used: Soliciting by utilizing the opportunity to post a DONORS CHOOSE GRANT by individual classroom needs. SUPPLIES, FURNITURE, MANIPULATIVES

Name/Address of Vendor: DONORSCHOOSE

Items to be purchased in order to conduct the fundraiser: n/a



a. Estimated INCOME: 500.00 NOTES: PROFIT WILL NOT BE MONETARY PROFIT.
b. Less Estimated EXPENSES: 0.00
c. Estimated PROFIT: 500.00

First day Fundraiser : AUGUST 2024 Last Day of Fundraiser: MAY 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: Date:

Principal's Signature: Marsha Todd Date: 5/30/24

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

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

Handwritten signature: mchapple

13.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/30/29 Site: Fogarty Unobligated Account Balance: \$18008.91

Account Name & Number: Fogarty Activity 809

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) REQUEST FOR CERTIFIED STAFF TO POST AMAZON WISH LIST

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

- Does the fundraiser have food items? Yes No
\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

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

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

Manufacturer:

Purpose for which funds will be used: Soliciting by utilizing the opportunity to post a AMAZON WISH LISTS by individual classroom needs. SUPPLIES, FURNITURE, MANIPULATIVES

Name/Address of Vendor: AMAZON

Items to be purchased in order to conduct the fundraiser: n/a



a. Estimated INCOME: 500.00
b. Less Estimated EXPENSES: 0.00
c. Estimated PROFIT: 500.00
NOTES: PROFIT WILL NOT BE MONETARY PROFIT.

First day Fundraiser : AUGUST 2024 Last Day of Fundraiser: MAY 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: Date:

Principal's Signature: Marsha Todd Date: 5/30/24

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

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

Handwritten signature: mChapple

14.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 06-03-24 Site: 110 - Fogarty Unobligated Account Balance: \$18,008.91

Account Name & Number: Fogarty Activity 809

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) School Store parent and student's send emails

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

Does the fundraiser have food items? Yes No

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: computer / software upgrades online subscriptions Study Island Mystery Science

Name/Address of Vendor: School Store 1800 Freedom Ave TN 37129

Items to be purchased in order to conduct the fundraiser:



a. Estimated INCOME: 5000.00 NOTES:
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: 5000.00

First day Fundraiser: 09-16-24 Last Day of Fundraiser: 05-16-2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: Michelle Bufford Date:
Principal's Signature: Marsha Field Date:

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

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

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

Handwritten signature in blue ink

15.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: MAY 20 2024 Site: FOGARTY Unobligated Account Balance: 6000.00 - \$18,008.91

Account Name & Number: FOG. Activity 809

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) BOOKS, ERASERS AND PENCILS ETC... Fall

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 [X]

- \* 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: SCHOLASTIC BOOK FAIRS

Purpose for which funds will be used: NEW LIBRARY BOOKS AND SUPPLIES

Name/Address of Vendor: SCHOLASTIC BOOKFAIR,

Items to be purchased in order to conduct the fundraiser: BOOKS, PENCILS, ERASERS AND TOYS



a. Estimated INCOME: 3500.00 NOTES:
b. Less Estimated EXPENSES:
c. Estimated PROFIT: 3500.00

First day Fundraiser : OCT 7 2024 Last Day of Fundraiser: OCT 16 2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? SEND BACK TO SCHOLASTIC

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

Sponsor Signature: Elizabeth Mann Date: 5-20-24

Principal's Signature: Marsha Todd Date:

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

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

Handwritten signature in blue ink

116.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: MAY 20 2024 Site: FOGARTY Unobligated Account Balance: 6000.00 -\$18,008.91

Account Name & Number: FOG Activity 809

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) BOOKS, ERASERS AND PENCILS ETC... Spring  
BOOKFAIR- 2 FAMILY NIGHTS SELLING THROUGHOUT THE SCHOOL DAYS

*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: SCHOLASTIC BOOK FAIRS

Purpose for which funds will be used: NEW LIBRARY BOOKS AND SUPPLIES

Name/Address of Vendor: SCHOLASTIC BOOKFAIR,

Items to be purchased in order to conduct the fundraiser: BOOKS, PENCILS, ERASERS AND TOYS



a. Estimated INCOME: <u>3500.00</u>	NOTES: _____
b. Less Estimated EXPENSES: _____	_____
c. Estimated PROFIT: <u>3500.00</u>	_____

First day Fundraiser : MARCH 5 2025 Last Day of Fundraiser: MARCH 14 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? SEND BACK TO SCHOLASTIC

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

Sponsor Signature: Elizabeth Murray Date: 5-20-24

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

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

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

*Handwritten signature: mshapple*

17.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-2024 Site: 135-Charter Oak Unobligated Account Balance: \$27,668.36 \$24,751.36

Account Name & Number: 840-Activity

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Big Kahuna Brochure Fundraiser- gift tags, wrapping paper, kitchen gadgets

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.

Does not meet

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) cookies, dips, snacks,
FOOD ITEMS WILL ONLY BE SOLD OUTSIDE OF SCHOOL

Manufacturer: Big Kahuna

Purpose for which funds will be used: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs

Name/Address of Vendor: All addresses correct in mass

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

Table with 2 columns: Item description and Amount. Row 1: a. Estimated INCOME: \$10,000.00. Row 2: b. Less Estimated EXPENSES: \$5,000.00. Row 3: c. Estimated PROFIT: \$5,000.00. Includes a NOTES column.

First day Fundraiser: 8/30/2024 Last Day of Fundraiser: 9/30/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? All will be sold

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

Sponsor Signature: Date:

Principal's Signature: Emily Carpenter Date: 5-29-24

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

Child Nutrition Director's Signature (if applicable): Date: 6/6/24

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

Handwritten signature: mchapple



18.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-2024 Site: 135-Charter Oak Unobligated Account Balance: \$27,668.36

\$24751.36

Account Name & Number: 840-Activity

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

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

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.

Does not meet

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 bars sold outside of school hours

Manufacturer: Big Kahuna

Purpose for which funds will be used: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs

Name/Address of Vendor: All addresses correct in mass

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

a. Estimated INCOME: \$10,000.00	NOTES: _____
b. Less Estimated EXPENSES: \$5,000.00	_____
c. Estimated PROFIT: \$5,000.00	_____

First day Fundraiser : 2/5/2025 Last Day of Fundraiser: 2/28/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? \_\_\_\_\_

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

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

Principal's Signature: Emily Carpenter Date: 5-29-24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/6/24

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

[Handwritten signature]



19.)



RECEIVED  
MAY 30 2024  
BY: [Signature]

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/28/2024 Site: 135-Charter Oak Unobligated Account Balance: \$14,888.64 \$19,283.50

Account Name & Number: 841-PTO

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

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

*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.

Does not meet

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) Individual bags of chips, slim jims, popcorn, cookies

Manufacturer: Walmart, Sams, Amazon,

Purpose for which funds will be used: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs teachers needs/ meals for meetings

Name/Address of Vendor: address correct in mass

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: \$1,000.00 NOTES: \_\_\_\_\_  
b. Less Estimated EXPENSES: \$500.00 \_\_\_\_\_  
c. Estimated PROFIT: \$500.00 \_\_\_\_\_

First day Fundraiser : 10/31/2024, 12/20/2024, 2/14/2025, 4/25/2025 Last Day of Fundraiser: 4/25/2024 5

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? all will be sold

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

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

Principal's Signature: Emily Carpenter Date: 5-29-24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/6/24

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

[Signature]

20.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-2024 Site: 135-Charter Oak Unobligated Account Balance: \$14,888.64 \$19,283.50

Account Name & Number: 841-PTO

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Kona Ice will be held once every quarter

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.

Does not meet

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) Shaved ice

Manufacturer: Kona Ice

Purpose for which funds will be used: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs, teacher needs and meals for conferences, and other uses

Name/Address of Vendor: All addresses correct in mass

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

a. Estimated INCOME: \$2,000.00
b. Less Estimated EXPENSES: \$1,000.00
c. Estimated PROFIT: \$1,000.00
NOTES:

First day Fundraiser : 9/17/2024, 12/10/2024, 3/13/2024, 5/16/2025 Last Day of Fundraiser: 5/16/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Date:

Principal's Signature: Emily Carpenter Date: 5-29-24

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

Child Nutrition Director's Signature (if applicable): Date: 6/6/24

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

Handwritten signature: mchapple



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-2024 Site: 135-Charter Oak Unobligated Account Balance: \$14,888.64 \$19,283.50

Account Name & Number: 841-PTO

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Snack Shack - Sold once per week

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 [X] 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.

Does meet

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) 100% all natural Capri Sun fruit juices, baked chips, cookies smart popcorn

Manufacturer: Guthrie Confectionary, Child Nutrition, Sams

Purpose for which funds will be used: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs, teacher needs and meals for conferances, and other uses

Name/Address of Vendor: All addresses correct in mass

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

Table with 2 columns: Item description and NOTES. Row 1: a. Estimated INCOME: \$7,000.00. Row 2: b. Less Estimated EXPENSES: \$3,500.00. Row 3: c. Estimated PROFIT: \$3,500.00.

First day Fundraiser : 9/13/2024 Last Day of Fundraiser: 5/2/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

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

Principal's Signature: Emily Carpenter Date: 5-29-24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/6/24

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

[Handwritten signature]



### Smart Snacks Product Calculator Results

Brand:  
**Capri Sun**

Product Name:  
**100% juice**

Serving Size:  
**6.00 oz**

Servings Per Container:  
**1**

### Nutrition Facts

Total Volume in Container 6 fluid oz  
Total Calories in Container NA

---

*The person or group responsible for the point of sale to students on campus should verify a product's compliance and print their own Calculator results for documentation intended for compliance purposes. Results from this calculator have been determined by the USDA to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.*

LEADING THE WAY FOR CHILDREN'S HEALTH



22.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/28/2024 Site: 135-Charter Oak Unobligated Account Balance: \$14,888.64 \$19,283.50

Account Name & Number: 841-PTO

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Mummy and me dance  
Concessions sold 11/2 only

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.

Does not meet

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) punch, water, cookies

Manufacturer: Walmart, Sams, Amazon, Oriental Trading

Purpose for which funds will be used: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs teachers needs, meals for teacher appreciation

Name/Address of Vendor: addresses correct in mass

Items to be purchased in order to conduct the fundraiser: decorations, balloons

a. Estimated INCOME:	\$2,000.00	NOTES:	
b. Less Estimated EXPENSES:	\$1,000.00		
c. Estimated PROFIT:	\$1,000.00		

First day Fundraiser : 10/21/2024 Last Day of Fundraiser: 11/9/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? all will be sold

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

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

Principal's Signature: Emily Carpenter Date: 5-29-24

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

Child Nutrition Director's Signature (if applicable): \_\_\_\_\_ Date: 6/6/24

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

Handwritten signature: mchapple



23)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-24-2024 Site: JH Unobligated Account Balance: 3376.54

\$3407.36

Account Name & Number: 822 - NJHS

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Dues for membership which includes a shirt

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 [X]

\* 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: State convention, shirt, drink / snacks, group projects, ceremony certificates,



Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 1300 NOTES:
b. Less Estimated EXPENSES: 1000
c. Estimated PROFIT: 300

First day Fundraiser : January 2025 Last Day of Fundraiser: April 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: [Signature] Date: May 24, 2024

Principal's Signature: [Signature] Date: 6/3/24

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

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

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

[Handwritten signature]



24.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: June 3, 2024 Site: Junior High Unobligated Account Balance: \$832.74 \$1,745.57

Account Name & Number: 824- Junior High Faculty

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Water bottles to be sold to the students. Water will not be sold when the cafeteria is open and serving food to the students.

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.

Does meet

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.

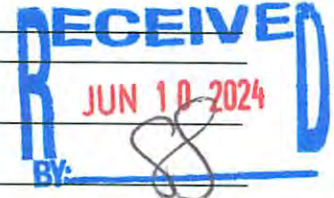
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Water Bottles

Manufacturer: Amazon/Sam's Club

Purpose for which funds will be used: To buy teacher supplies and incentives throuhout the year.

Name/Address of Vendor: Amazon/Sam's Club in Edmond

Items to be purchased in order to conduct the fundraiser: Cases of water



a. Estimated INCOME:	<u>1500.00</u>	NOTES:	
b. Less Estimated EXPENSES:	<u>500.00</u>		
c. Estimated PROFIT:	<u>1000.00</u>		

First day Fundraiser: August 15, 2023

Last Day of Fundraiser: May 22, 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Kept for the following year

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

Sponsor Signature: [Signature] Date: 6/3/24

Principal's Signature: [Signature] Date: 6/3/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/6/24

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

[Signature]  
47



25.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-2024 Site: JH Unobligated Account Balance: ~~8157.13~~ \$8196.13

Account Name & Number: 832 - JH Yearbook

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

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

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: Yearbooks, photography equipment, camera, computer / laptop or equipment, sd cards, flash drives, workshops, training, shirts

Name/Address of Vendor: Jostens 21336 Network Place, Chicago, IL 60673-1213

Items to be purchased in order to conduct the fundraiser: Yearbooks / Pictures

a. Estimated INCOME: 2000.
b. Less Estimated EXPENSES: 1000
c. Estimated PROFIT: 1000

NOTES:



First day Fundraiser : August 2024 Last Day of Fundraiser: May 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: [Signature] Date: May 24, 2024

Principal's Signature: [Signature] Date: 6/3/24

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

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

[Handwritten signature] 48





26.)

### GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 06/03/2024 Site: Band Unobligated Account Balance: \$13917.29

Account Name & Number: Band 859

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

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

*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) Candy Bars with Chocolate and Nuts

Manufacturer: World's Finest Chocolate

Purpose for which funds will be used: Band Trips, Uniform cleaning, music, shirts, instruments, electronics and other band equipment needs

Name/Address of Vendor: World's Finest Chocolate 4801 S Lawndale Chicago, IL 60632

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_



a. Estimated INCOME: <u>\$16,000</u>	NOTES: <u>JH, GUES, and High School</u>
b. Less Estimated EXPENSES: <u>8000</u>	_____
c. Estimated PROFIT: <u>\$8,000</u>	_____

First day Fundraiser : 03/26/2025 Last Day of Fundraiser: 04/09/2024 4-8-25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? will sale

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

Sponsor Signature: [Signature] Date: 6-3-24

Principal's Signature: [Signature] Date: 6/3/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/6/24

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

[Handwritten signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

27.)

\$13917.29

Request Date: 06-03-2024 Site: Band Unobligated Account Balance:

Account Name & Number: Band 859

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Durham Ellis Pecan Nut Sale

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.

Does not meet

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) Nuts Only

Manufacturer: Durham Ellis Pecan

Purpose for which funds will be used: Band trips, Uniform cleaning, music, shirts, instruments, electronics and other band equipment needs

Name/Address of Vendor: Duham Ellis Pecan 308 S Houston ST., TX 76442

Items to be purchased in order to conduct the fundraiser:



a. Estimated INCOME: \$16,000
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: \$7,000
NOTES: GUES/JH/HS

First day Fundraiser : 09-24-2024 Last Day of Fundraiser: 10-08-2024 10-7-24

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Will Sell

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

Sponsor Signature: Date: 6-3-24

Principal's Signature: Date: 6-3-24

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

Child Nutrition Director's Signature (if applicable): Date: 6/6/24

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28.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-03-2024 Site: Band Unobligated Account Balance: \$13,917.29

Account Name & Number: Band 859

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fan Pledge Call-a-thon Fundraiser

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

Does the fundraiser have food items? Yes No

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Band Trips, Uniform cleaning, music, shirts, instruments, electronics and other band equipment needs

Name/Address of Vendor: Fan Pledge 1300 Keller Pkwy, Keller, TX 76248

Items to be purchased in order to conduct the fundraiser:



a. Estimated INCOME: \$15,000
b. Less Estimated EXPENSES: \$2250
c. Estimated PROFIT: \$12750
NOTES: High School

First day Fundraiser : 08/06/2024 Last Day of Fundraiser: 08/20/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Date: 6-3-24

Principal's Signature: Date: 06/03/2024

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

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

Handwritten signature: mchapple



29.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 06/03/2024 Site: Band Unobligated Account Balance: \$13,917.29

Account Name & Number: Band 859

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) HS Band Dues (\$75/student)

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 [X]

\* 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: Band Trips, Uniform cleaning, music, shirts, instruments, electronics and other band equipment needs

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:



a. Estimated INCOME: \$6450 NOTES: High School
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: \$6450

First day Fundraiser : 07/01/2024 Last Day of Fundraiser: 05/23/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: [Signature] Date: 6-3-24

Principal's Signature: [Signature] Date:

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

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

Handwritten signature: mchappelle



30.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 06/03/2024 Site: Band Unobligated Account Balance: \$13917.29

Account Name & Number: Band 859

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) JH Band Dues (\$30/student)

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 [X]
\* 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: Band Trips, Uniform cleaning, music, shirts, instruments, electronics and other band equipment needs

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:



a. Estimated INCOME: \$3150 NOTES: Junior High
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: \$3150

First day Fundraiser : 08/01/2024 Last Day of Fundraiser: 05/23/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: [Signature] Date: 6-3-24

Principal's Signature: [Signature] Date: 6-3-24

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

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

Handwritten signature: mchapple



31.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/18/2024 Site: High School Unobligated Account Balance: \$

Account Name & Number: Freshman Class of 2028

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Class dues \$30

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 [X]

\* 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: Class T-Shirts, Homecoming Activities, and any unforeseen expenses



Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 4000.00 NOTES:
b. Less Estimated EXPENSES: 1500.00
c. Estimated PROFIT: 2500.00

First day Fundraiser : 8/1/24 Last Day of Fundraiser: 5/22/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Date: 6/18/24

Principal's Signature: Date: 6/18/2024

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

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

Handwritten signature: unshapple



32.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/13/24 Site: GHS Unobligated Account Balance: \$2,173.85

Account Name & Number: Class of 2026 868

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collection of \$40 class dues

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 [X]

\* 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: Class shirts, homecoming expenses and any unforeseen expenditure



Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 10,400.00 NOTES:
b. Less Estimated EXPENSES:
c. Estimated PROFIT: 10,400.00

First day Fundraiser : August 2024 Last Day of Fundraiser: May 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Michiello Ruedus Date: 5-29-24

Principal's Signature: [Signature] Date: 05/29/2024

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

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

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33.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/6/2024 Site: GHS Unobligated Account Balance: 2600 *\$2652.72*

Account Name & Number: Class of 2025-867

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

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

Senior Dues

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: Items used for graduation ceremonies and the events surrounding that including but not limited to programs, banquets, decorations, awards. Also t-shirts, Homecoming supplies subs and busses and items unforeseen for Senior Class activities

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 5000	NOTES: _____
b. Less Estimated EXPENSES: 0	_____
c. Estimated PROFIT: 5000	_____

First day Fundraiser : 8/15/2024 Last Day of Fundraiser: 5/22/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: *Bill Perrine* Date: *6/18/24*

Principal's Signature: *[Signature]* Date: *06/18/2024*

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

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

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



*[Handwritten signature]*





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/18/2024 Site: Guthrie High School Unobligated Account Balance: \$1545.40

Account Name & Number: Courtesy Fund #870

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of Jean Passes to GHS Faculty and Staff. Passes allows faculty/staff to wear jeans on Fridays and Dress Up Days during the school year.

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 [X]

\* 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: This fund allows the purchase of flowers and items sent to hospitalized staff or loss of loved ones. It also provides staff luncheons, p/t conference meals and teachers appreciation week and teacher of the year items.

Name/Address of Vendor: Walmart, Sam's Club and Furrow's Flower Shop

Items to be purchased in order to conduct the fundraiser:

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



First day Fundraiser : 8/1/24 Last Day of Fundraiser: 5/22/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Wendy Jones Date: 6/18/24

Principal's Signature: [Signature] Date: 6/18/2024

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

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

[Handwritten signature]



35)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/18/2024 Site: Guthrie High School Unobligated Account Balance: \$1550.40 \$1545.40

Account Name & Number: Courtesy Fund #870

Select One: Soliciting in School Only (selected) Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of Alumni Student Transcripts to colleges or places of employment.

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 (selected)

- \* 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: This fund allows the purchase of flowers and items sent to hospitalized staff or loss of loved ones. It also provides staff luncheons, plt conference meals and teachers appreciation week and teacher of the year items.

Name/Address of Vendor: Parchment Transcripts

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 500.00
b. Less Estimated EXPENSES:
c. Estimated PROFIT: 500.00
NOTES:

First day Fundraiser : 8/1/24 Last Day of Fundraiser: 6/30/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Wendy Jones Date: 6/18/24

Principal's Signature: Date: 6/18/2024

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

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



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36.)



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

\$5069.58

Request Date: 5/23/24 Site: GHS Unobligated Account Balance:

Account Name: HS FCCLA Account Number: 878

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

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

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 [X] 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: n/a

Purpose for which funds will be used: State and national FCCLA events and dues, competition supplies, transportation costs, subs, community service, meeting supplies

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: n/a



Estimated INCOME: 800 Fundraiser start date: 8/1/24
Less Estimated EXPENSES: 0
Estimated PROFIT: 800 Fundraiser end date: 6/1/24 - 6-1-2025

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: 5/23/24

Principal's Signature: [Signature] Date: 05/29/2024

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

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

Handwritten signature: mchapple

37.)



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/24 Site: GHS Unobligated Account Balance: \$5,069.58

Account Name: HS FCCLA Account Number: 878

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

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

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: n/a

Purpose for which funds will be used: State and national FCCLA events

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: n/a

Estimated INCOME: 1000 Fundraiser start date: 8/1/24  
 Less Estimated EXPENSES: 0  
 Estimated PROFIT: 1000 Fundraiser end date: 6/1/24 6-1-2025

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: \_\_\_\_\_ Date: 5/23/24

Principal's Signature: \_\_\_\_\_ Date: 05/29/2024

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

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



*mschapple*



38.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

RECEIVED JUN 4 2024

Request Date: 6/1/24 Site: HS Unobligated Account Balance: \$10,758

\$13,350.54

Account Name & Number: Mu Alpha Theta #893

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

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

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 [X] 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) Water

Manufacturer: Nestle or Cash-Saver or Crest brand filtered/water

Purpose for which funds will be used: Pay yearly membership fees, student t-shirts, club refreshment Substitutes, guest speakers, fuel & transportation for competitions, Clep/AP scholarships

Name/Address of Vendor: Crest, WalMart or Cash-Saver

Items to be purchased in order to conduct the fundraiser: Cases of water (50-75 cases) 24-32 bottles per case

Meets

Table with 2 columns: Item, Amount. Row 1: a. Estimated INCOME: \$800. Row 2: b. Less Estimated EXPENSES: \$225. Row 3: c. Estimated PROFIT: \$575. Notes: All Water will be sold by of the school year

First day Fundraiser : 8/11/24 Last Day of Fundraiser: 5/23/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

Are school district facilities required? No [X] Yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5/24/24

Principal's Signature: [Signature] Date: 05/29/2024

Athletic Director's Signature (if applicable): [Signature] Date: [Blank]

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/30/24

[Handwritten signature]



39.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/1/24 Site: HS Unobligated Account Balance: \$10,758

\$13,350.54

Account Name & Number: Mu Alpha Theta #893

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

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

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

Does the fundraiser have food items? Yes  No

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Pay yearly membership fees, student t-shirts, club refreshmen Substitutes, quest speakers, fuel & transportation for competitions, Clep/AP scholarships

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

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

a. Estimated INCOME: <u>\$500</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$300</u>	_____
c. Estimated PROFIT: <u>\$200</u>	_____

First day Fundraiser : 8/11/24 Last Day of Fundraiser: 5/23/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: [Signature] Date: 5/24/24

Principal's Signature: [Signature] Date: 05/29/2024

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

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

makapple  
62



40.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 6/1/2024 Site: HS Unobligated Account Balance: \$10,758

\$13,350.54

Account Name & Number: Mu Alpha Theta #893

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Calculator Rental - to provide the oppo modern technology for the school year at a reasonable rate

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

Does the fundraiser have food items? Yes  No

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Pay yearly membership fees, student t-shirts, club refreshmen Substitutes, quest speakers, fuel & transportation for competitions, Clep/AP scholarships

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

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

a. Estimated INCOME: <u>\$600</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>0</u>	_____
c. Estimated PROFIT: <u>\$600</u>	_____

First day Fundraiser : 8/11/24 Last Day of Fundraiser: 5/23/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: [Signature] Date: 5/24/24

Principal's Signature: [Signature] Date: 05/29/2024

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

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

[Handwritten Signature]  
63



41.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/28/24 Site: GHS Unobligated Account Balance: 22,866.60 \$25,147.10

Account Name & Number: Prom #894

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

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

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 [X]

\* 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: Prom expenses



Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$10,000.00 NOTES:
b. Less Estimated EXPENSES:
c. Estimated PROFIT: \$10,000.00

First day Fundraiser: August 2023- 2024 Last Day of Fundraiser: April 2024 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Michelle Biedus Date: 5-29-24

Principal's Signature: [Signature] Date: 05/29/2024

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

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

Handwritten signature: Michelle Biedus





42.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/28/24 Site: GHS Unobligated Account Balance: \$8095.90

Account Name & Number: Science Club #898

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collection of \$20 lab fees and \$20 Science Club dues

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 [X]

\* 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: Lab supplies, field trips, gas/substitutes and any unforeseen expenditures

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 3,000.00 NOTES:
b. Less Estimated EXPENSES:
c. Estimated PROFIT: 3,000.00

First day Fundraiser : August 2024 Last Day of Fundraiser: May 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Michelle Bledus Date: 5-29-24

Principal's Signature: [Signature] Date: 05/29/2024

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

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



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43)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/18/2024 Site: High School Unobligated Account Balance: ~~\$5000.04~~ \$5988.04

Account Name & Number: Campus Beautification #900

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of Parking Passes for students for 2024-2025 school year at \$25 each

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: Activity Fund operation expenses, parking permit hang tags, assemblies\speakers\equipment, violation tags, etc. Also furniture, building improvements, maintenance, of grounds\parking lot. awards, trophies and shirts.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: Parking pass hang tags.



a. Estimated INCOME: 4000.00
b. Less Estimated EXPENSES: 500.00
c. Estimated PROFIT: 3500.00
NOTES:

First day Fundraiser : 8/1/24 Last Day of Fundraiser: 5/22/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Wendy Jones Date: 6/18/24

Principal's Signature: [Signature] Date: 6/18/2024

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

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

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44)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/6/2024 Site: GJHS Unobligated Account Balance: 6500 \$7165.98

Account Name & Number: Vocal-902

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Lab fees for JH Choirs

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 [X]

\* 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: Items used for producing choir and musicals i.e. props, costumes sets, music and uniforms, T-Shirts, Sound Equipment Subs and Busses, Awards, unforeseen items needed for the vocal music program

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 650 NOTES:
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: 650

First day Fundraiser: 8/15/2024 Last Day of Fundraiser: 5/22/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Bill Perrung Date: 6/18/24

Principal's Signature: [Signature] Date: 6/6/24

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

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

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



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45.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/6/2024 Site: GJHS Unobligated Account Balance: 6500 \$7,165.98

Account Name & Number: Vocal-902

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

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

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: Items used for producing choir and musicals i.e. props, costumes sets, music and uniforms, T-Shirts, Sound Equipment Subs and Busses, Awards, unforeseen items needed for the vocal music program

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 1600
- b. Less Estimated EXPENSES: 1000
- c. Estimated PROFIT: 600

NOTES:



First day Fundraiser: 1/10/2025 Last Day of Fundraiser: 4/1/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Bill Perring Date: 6/18/24

Principal's Signature: [Signature] Date: 6/6/24

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

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

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

McChapple



46.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/6/2024 Site: GHS Unobligated Account Balance: 6500 \$7165.98

Account Name & Number: Vocal-902

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Lab fees for HS Choirs

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 [X]

\* 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: Items used for producing choir and musicals i.e. props, costumes sets, music and uniforms, T-Shirts, Sound Equipment Subs and Busses, Awards, unforeseen items needed for the vocal music program

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 1000 b. Less Estimated EXPENSES: 0 c. Estimated PROFIT: 1000 NOTES:



First day Fundraiser : 8/15/2024 Last Day of Fundraiser: 5/23/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Bill Perring Date: 6/18/24

Principal's Signature: [Signature] Date: 06/18/2024

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

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

Handwritten signature: mchapple 69



47.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/6/2024 Site: GHS Unobligated Account Balance: 6500 \$7,165.98

Account Name & Number: Vocal-902

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

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

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: Items used for producing choir and musicals i.e. props, costumes sets, music and uniforms, T-Shirts, Sound Equipment Subs and Busses, Awards, unforeseen items needed for the vocal music program

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 5000 NOTES:
b. Less Estimated EXPENSES: 3000
c. Estimated PROFIT: 2000



First day Fundraiser: 1/6/2025 Last Day of Fundraiser: 4/30/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Bill Perrine Date: 6/18/24

Principal's Signature: Danae Johnston Date: 06/18/2024

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

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

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48.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 6/1/2024 Site: HS Unobligated Account Balance: \$51,076.68 BY: [Signature]

\$51,402.17

Account Name & Number: Yearbook #904

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Yearbook dues to cover costs of club t receptions/ finished product celebration

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

Does the fundraiser have food items? Yes  No

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Pay for yearbook printing costs, cameras, fields trips, t-shirts, t receptions & other expenses to included but are not limited to training, Equipment & sup

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

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

a. Estimated INCOME: <u>\$500</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$300</u>	_____
c. Estimated PROFIT: <u>\$200</u>	_____

First day Fundraiser : 8/01/24 Last Day of Fundraiser: 5/23/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: [Signature] Date: 5/24/24

Principal's Signature: [Signature] Date: 05/29/2024

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

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

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49.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/1/2024 Site: HS Unobligated Account Balance: \$51,076.68

\$51,402.17

Account Name & Number: Yearbook #904

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

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

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

Does the fundraiser have food items? Yes  No

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Pay for yearbook printing costs, cameras, fields trips, t-shirts, 1 receptions & other expenses to included but are not limited to training, Equipment & sup

Name/Address of Vendor: Jostens 21336 Network Place Chicago, IL 60673-1213

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

a. Estimated INCOME: <u>\$30000</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>27000</u>	_____
c. Estimated PROFIT: <u>\$3000</u>	_____

First day Fundraiser : 8/01/24 Last Day of Fundraiser: 5/23/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: [Signature] Date: 5/24/24

Principal's Signature: [Signature] Date: 05/29/2024

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

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

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50.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/1/24 Site: HS Unobligated Account Balance: \$51,076.68

Account Name & Number: Yearbook #904

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

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

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

Does the fundraiser have food items? Yes  No

- \* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
  - This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
  - This fundraiser will not operate for more than fourteen(14) days in total.
  - The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

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

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

Manufacturer: N/A

Purpose for which funds will be used: Pay for yearbook printing costs, cameras, fields trips, t-shirts, t receptions & other expenses to included but are not limited to training, Equipment & sup

Name/Address of Vendor: Jostens 21336 Network Place Chicago, IL 60673-1213

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

a. Estimated INCOME: <u>\$10000</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>0</u>	_____
c. Estimated PROFIT: <u>\$10000</u>	_____

First day Fundraiser : 8/01/24 Last Day of Fundraiser: 5/23/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: [Signature] Date: 5/24/24

Principal's Signature: [Signature] Date: 05/29/2024

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

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

[Handwritten Signature]  
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51)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/24/2024 Site: Administration Unobligated Account Balance: \$154.53

Account Name & Number: COURTESY COMMITTEE #922

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) DONATIONS FROM ADMINISTRATION OFFICE STAFF/EMPLOYEES

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 [X]

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: N/A

Name/Address of Vendor: N/A

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

Table with 2 columns: Description and Amount. Rows: a. Estimated INCOME: \$200.00, b. Less Estimated EXPENSES: \$0.00, c. Estimated PROFIT: \$200.00. Includes a NOTES column.

First day Fundraiser : 7/1/2024 Last Day of Fundraiser: 6/30/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: [Signature] Date: 7-2-24

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

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

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

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

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52.)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/24/2024 Site: Administration Unobligated Account Balance: \$ 776.08

Account Name & Number: VENDING MACHINE ADMINISTRATION #935

Select One: [X] Soliciting in School Only [ ] Soliciting in school & community [ ] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) SNACKS AND BEVERAGES FOR RESALE. SOLD ONLY IN THE ADMINISTRATION KITCHEN. Not sold to students

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 [X] 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) CHIPS, COOKIES, CANDY, ETC (SNACK ITEMS). ASSORTED BEVERAGES

Manufacturer: VARIOUS

Purpose for which funds will be used: VENDING EXPENSES AND ANY OTHER ADMINISTRATION NEEDS

Name/Address of Vendor: VARIOUS

Items to be purchased in order to conduct the fundraiser: ASSORTED SNACKS AND BEVERAGES

a. Estimated INCOME: \$300.00 NOTES:
b. Less Estimated EXPENSES: \$200.00
c. Estimated PROFIT: \$100.00

First day Fundraiser : 7/1/2024 Last Day of Fundraiser: 6/30/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: Stephanie Seims Date: 7-2-24

Principal's Signature: Date:

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

Child Nutrition Director's Signature (if applicable): Date: 7/2/24

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

Does not meet

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**GUTHRIE PUBLIC SCHOOLS**  
**ACTIVITY FUND TRANSFER REQUEST**  
**As of 7/1/2024**

<b>To</b>	<b>From</b>	<b>Amount</b>
HS ALUMNI#864	CLASS OF 2023 #861	\$109.12



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



Amount 109.12 Date Requested 6/26/24

Transfer to: High School Alumni Account #864  
Account Name & Number

Transfer from: Class of 2023 #861  
Account Name & Number

State Reason for Transfer Below

The account is no longer needed.

Sponsor's Signature: Wendy Jones

President / Vice-Pres. Signature: \_\_\_\_\_

Treasurer/Secretary's Signature: \_\_\_\_\_

Principal's Signature: [Signature]

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

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

ACCT #	ACCOUNT NAME	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	<input type="checkbox"/>	ASA Report Rec'd	Profit/Loss
802	CENTRAL PTO	BIG KAHUNA COOKIE/CANDY SALES	6/12/2023	\$8,500.00	Y	8/1/2023	10/31/2023	<input checked="" type="checkbox"/>		\$8,129.25
802	CENTRAL PTO	BOOK FAIR	6/12/2023	\$600.00	N	9/22/2023	10/13/2023	<input checked="" type="checkbox"/>		BOOK CREDIT
802	CENTRAL PTO	DEANAN POPCORN SALES	6/12/2023	\$4,000.00	Y	2/1/2024	3/15/2024	<input checked="" type="checkbox"/>		\$3,411.00
802	CENTRAL PTO	KONA ICE SNOW CONES	6/12/2023	\$1,500.00	Y	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>		\$3,183.65
802	CENTRAL PTO	SCHOOLSTORE ONLINE SALES	6/12/2023	\$500.00	N	1/19/2024	5/24/2024	<input checked="" type="checkbox"/>		\$486.88
802	CENTRAL PTO	SPRING BOOK FAIR	11/13/2023	\$600.00	N	4/1/2024	4/20/2024	<input checked="" type="checkbox"/>		BOOK CREDIT
803	CENTRAL PTO	CHRISTMAS STORE	6/12/2023	\$1,000.00	N	11/1/2024	12/15/2023	<input checked="" type="checkbox"/>		\$680.75
803	CENTRAL PTO	PENNY WARS	11/13/2023	\$500.00	N	1/22/2024	1/31/2024	<input checked="" type="checkbox"/>		\$1,437.93
803	CENTRAL PTO	SCHOOL T-SHIRTS	6/12/2023	\$500.00	N	8/1/2023	12/15/2023	<input checked="" type="checkbox"/>		\$247.49
803	CENTRAL PTO	SNACK SHACK	6/12/2023	\$3,000.00	Y	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>		\$4,834.05
803	CENTRAL PTO	SPIRIT STORE	11/13/2023	\$750.00	N	1/3/2024	5/24/2024	<input checked="" type="checkbox"/>		Did not Conduct
804	COTTERAL PTO	BOO GRAMS	7/10/2023	\$150.00	N	10/16/2023	10/30/2023	<input checked="" type="checkbox"/>		\$368.10
804	COTTERAL PTO	CHANGE FOR PINK WEEK	9/11/2023	\$1,000.00	N	9/18/2023	9/25/2023	<input checked="" type="checkbox"/>		\$1,604.60
804	COTTERAL PTO	CHRISTMAS STORE	7/10/2023	\$500.00	N	11/27/2023	12/1/2023	<input checked="" type="checkbox"/>		\$1,333.67
804	COTTERAL PTO	HOLIDAY SNACK SHOP (FRIDAYS)	9/11/2023	\$400.00	Y	10/6/2023	5/17/2024	<input checked="" type="checkbox"/>		\$777.95
804	COTTERAL PTO	KONA ICE SNOW CONES	7/10/2023	\$2,000.00	Y	9/1/2023	5/24/2024	<input checked="" type="checkbox"/>		\$1,758.06
804	COTTERAL PTO	LEVEL UP FUNDRAISER	12/11/2023	\$500.00	N	1/15/2024	1/15/2024	<input checked="" type="checkbox"/>		\$967.00
804	COTTERAL PTO	<u>SCHOOLSTORE.COM</u>	7/10/2023	\$400.00	N	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>		\$326.70
804	COTTERAL PTO	SNACK SHACK	7/10/2023	\$1,700.00	Y	9/1/2023	5/24/2024	<input checked="" type="checkbox"/>		\$1,558.45
804	COTTERAL PTO	T-SHIRTS	9/11/2023	\$100.00	N	9/18/2023	9/29/2023	<input checked="" type="checkbox"/>		\$428.00
804	COTTERAL PTO	VALENTINE GRAMS	7/10/2023	\$200.00	N	11/27/2023	12/1/2023	<input checked="" type="checkbox"/>		\$145.77
805	COTTERAL ACTIVITY	BIG KAHUNA FUNDRAISER FEBRUARY '24	7/10/2023	\$3,600.00	Y	2/20/2024	3/12/2024	<input checked="" type="checkbox"/>		\$7,301.00
805	COTTERAL ACTIVITY	BIG KAHUNA FUNDRAISER SEPTEMBER	7/10/2023	\$2,800.00	Y	9/19/2023	10/3/2023	<input checked="" type="checkbox"/>		\$8,912.30
805	COTTERAL ACTIVITY	BOOK FAIR	11/13/2023	\$1,500.00	N	12/7/2023	12/15/2023	<input checked="" type="checkbox"/>		\$324.82
805	COTTERAL ACTIVITY	BOOK FAIR	2/12/2024	\$1,500.00	N	3/6/2024	3/15/2024	<input checked="" type="checkbox"/>		\$931.23
808	FOGARTY PTO	HOLIDAY SNACK SALES	6/12/2023	\$600.00	Y	9/25/2023	5/23/2024	<input checked="" type="checkbox"/>		-\$294.12
808	FOGARTY PTO	PENNY WARS	7/10/2023	\$4,000.00	N	10/30/2023	11/3/2023	<input checked="" type="checkbox"/>		\$3,135.64
808	FOGARTY PTO	PICK UP LINE RAFFLE	9/11/2023	\$2,000.00	N	10/1/2023	5/26/2024	<input checked="" type="checkbox"/>		Did not Conduct
809	FOGARTY ACTIVITY	AMAZON WISH LIST	9/11/2023	\$2,000.00	N	9/1/2023	4/30/2024	<input checked="" type="checkbox"/>		N/A
809	FOGARTY ACTIVITY	BOOK FAIR MARCH '24	7/10/2023	\$3,000.00	N	3/11/2024	3/15/2024	<input checked="" type="checkbox"/>		\$369.31
809	FOGARTY ACTIVITY	BOOK FAIR OCTOBER	7/10/2023	\$3,000.00	N	10/17/2023	10/27/2023	<input checked="" type="checkbox"/>		\$350.00
809	FOGARTY ACTIVITY	CALENDAR FUNDRAISER	7/10/2023	\$5,000.00	N	9/25/2023	10/31/2023	<input checked="" type="checkbox"/>		\$3,007.25
809	FOGARTY ACTIVITY	DONORS CHOOSE PROJECT	9/11/2023	\$2,000.00	N	9/1/2023	5/1/2024	<input checked="" type="checkbox"/>		Did not Conduct
809	FOGARTY ACTIVITY	FIELD DAY CONCESSION	3/11/2024	\$1,500.00	Y	5/8/2024	5/17/2024	<input checked="" type="checkbox"/>		\$515.06
809	FOGARTY ACTIVITY	FIELD DAY SHIRTS	2/12/2024	\$400.00	N	3/25/2024	4/26/2024	<input checked="" type="checkbox"/>		-\$172.89
809	FOGARTY ACTIVITY	POPI POWER OF PURPOSE	1/8/2024	\$3,000.00	Y	1/19/2024	2/7/2024	<input checked="" type="checkbox"/>		\$664.21
809	FOGARTY ACTIVITY	POPCORN/BEEF JERKY FUNDRAISER	6/12/2023	\$3,000.00	Y	9/25/2023	10/30/2023	<input checked="" type="checkbox"/>		Did not Conduct
809	FOGARTY ACTIVITY	SCHOOL SHIRTS	7/10/2023	\$500.00	N	9/25/2023	10/30/2023	<input checked="" type="checkbox"/>		Did not Conduct
809	FOGARTY ACTIVITY	SCHOOL YEARBOOKS	7/10/2023	\$1,500.00	N	9/25/2023	5/24/2024	<input checked="" type="checkbox"/>		\$545.00
809	FOGARTY ACTIVITY	<u>SCHOOLSTORE.COM</u>	7/10/2023	\$500.00	N	9/5/2023	5/24/2024	<input checked="" type="checkbox"/>		\$1,433.71
812	GUES ACTIVITY	BIG KAHUNA COOKIE/CANDY SALES	8/14/2023	\$5,000.00	Y	9/21/2023	10/12/2023	<input checked="" type="checkbox"/>		\$11,798.61
812	GUES ACTIVITY	KONA ICE SNOW CONES	8/14/2023	\$3,000.00	Y	9/7/2023	5/2/2024	<input checked="" type="checkbox"/>		\$7,082.25
812	GUES ACTIVITY	NOVELTY STORE	8/14/2023	\$500.00	N	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>		\$717.17
812	GUES ACTIVITY	SCHOLASTIC BOOK FAIR	9/11/2023	\$2,500.00	N	10/13/2023	10/20/2023	<input checked="" type="checkbox"/>		BOOK CREDIT
812	GUES ACTIVITY	SCHOLASTIC BOOK FAIR	1/8/2024	\$2,500.00	N	3/7/2024	3/15/2024	<input checked="" type="checkbox"/>		BOOK CREDIT
812	GUES ACTIVITY	SNACK SHACK	8/14/2023	\$3,000.00	Y	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>		\$3,031.72
812	GUES ACTIVITY	T-SHIRTS	8/14/2023	\$500.00	N	11/1/2023	12/14/2023	<input checked="" type="checkbox"/>		Did not Conduct
812	GUES ACTIVITY	YEARBOOKS	8/14/2023	\$1,500.00	N	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>		\$734.70

ACCT #	ACCOUNT NAME	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	<input type="checkbox"/>	ASA Report Rec'd	Profit/Loss
815	GUES PTO	COIN WARS	8/14/2023	\$1,000.00	N	2/5/2024	2/16/2024	<input checked="" type="checkbox"/>	2/21/2024	\$5,163.39
815	GUES PTO	HAT DAY	12/11/2023	\$1,000.00	N	12/15/2023	5/10/2024	<input checked="" type="checkbox"/>	6/4/2024	\$432.08
815	GUES PTO	SPRING DANCE	8/14/2023	\$1,500.00	Y	2/5/2024	2/16/2024	<input checked="" type="checkbox"/>	2/21/2024	\$3,331.28
821	JH FCCLA	AMISH GOODS SALES	10/9/2023	\$400.00	Y	11/7/2023	11/28/2023	<input checked="" type="checkbox"/>	12/14/2023	\$663.00
821	JH FCCLA	CHIP SALES	12/11/2023	\$300.00	Y	1/10/2024	4/17/2024	<input checked="" type="checkbox"/>	5/7/2024	\$1,018.22
821	JH FCCLA	DONATIONS/SPONSORSHIPS	4/8/2024	\$600.00	N	4/11/2024	6/20/2024	<input checked="" type="checkbox"/>	5/10/2024	Did not Conduct
821	JH FCCLA	MEMBERSHIP DUES	8/14/2023	\$120.00	N	9/13/2023	2/29/2024	<input checked="" type="checkbox"/>	4/8/2024	\$540.00
821	JH FCCLA	WORLD'S FINEST CHOCOLATE CANDY BAR SALE	9/11/2023	\$600.00	Y	9/25/2023	10/6/2023	<input checked="" type="checkbox"/>	10/10/2023	\$710.00
822	NJHS	DUES	7/10/2023	\$300.00	N	1/1/2024	4/30/2024	<input checked="" type="checkbox"/>	5/9/2024	\$398.00
824	JUNIOR HIGH FACULTY	WATER SALES	6/12/2023	\$1,000.00	N	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>	5/28/2024	\$1,245.59
825	JH LIBRARY	SPRING BOOK FAIR	10/9/2023	\$1,500.00	N	2/12/2024	2/16/2024	<input checked="" type="checkbox"/>	2/20/2024	\$0.00
830	JH STUCO	BOO GRAMS	10/9/2023	\$250.00	Y	10/16/2023	10/25/2023	<input checked="" type="checkbox"/>	10/25/2023	\$158.72
830	JH STUCO	RACoon NAME	10/9/2023	\$75.00	N	11/1/2023	11/10/2023	<input checked="" type="checkbox"/>	11/29/2023	\$18.00
830	JH STUCO	T-SHIRTS & HOODIES	9/11/2023	\$500.00	N	9/12/2023	9/29/2023	<input checked="" type="checkbox"/>	10/13/2023	\$311.10
830	JH STUCO	VALENTINE GRAMS	10/9/2023	\$230.00	Y	2/5/2024	2/9/2024	<input checked="" type="checkbox"/>	2/12/2024	\$227.50
830	JH STUCO	VOLLEYBALL TOURNAMENT	4/8/2024	\$300.00	N	5/20/2024	5/23/2024	<input checked="" type="checkbox"/>	5/23/2024	\$1,094.50
831	TSA	PIZZA RAFFLE	6/12/2023	\$700.00	N	9/12/2023	5/16/2024	<input checked="" type="checkbox"/>	4/30/2024	\$230.00
831	TSA	SODA SALES	6/12/2023	\$550.00	Y	8/25/2023	5/17/2024	<input checked="" type="checkbox"/>	4/25/2024	\$1,092.63
832	JH YEARBOOK	YEARBOOKS AND SCHOOL PICTURES	7/10/2023	\$2,000.00	N	1/1/2024	4/30/2024	<input checked="" type="checkbox"/>	5/28/2024	\$2,024.82
840	CHARTER OAK ACTIVITY	BIG KAHUNA COOKIE/CANDY SALES	6/12/2023	\$5,000.00	Y	9/1/2023	9/15/2023	<input checked="" type="checkbox"/>	10/30/2023	\$9,670.87
840	CHARTER OAK ACTIVITY	FALL SCHOLASTIC BOOK FAIR	6/12/2023	\$1,500.00	N	10/16/2023	10/27/2023	<input checked="" type="checkbox"/>	2/26/2024	-\$77.93
840	CHARTER OAK ACTIVITY	JAR CHANGE FUNDRAISER	6/12/2023	\$500.00	N	2/15/2024	5/1/2024	<input checked="" type="checkbox"/>	5/30/2024	Did not Conduct
840	CHARTER OAK ACTIVITY	SCHOLASTIC BOOK FAIR	6/12/2023	\$1,500.00	N	3/1/2024	3/15/2024	<input checked="" type="checkbox"/>	5/30/2024	-\$476.56
840	CHARTER OAK ACTIVITY	SCHOOL T-SHIRTS	6/12/2023	\$2,500.00	N	9/1/2023	5/1/2024	<input checked="" type="checkbox"/>	5/30/2024	\$855.37
840	CHARTER OAK ACTIVITY	SCHOOL YEARBOOK	6/12/2023	\$1,000.00	N	9/5/2023	5/1/2024	<input checked="" type="checkbox"/>	5/31/2024	\$757.09
841	CHARTER OAK PTO	CHRISTMAS STORE	6/12/2023	\$1,500.00	N	12/4/2023	12/15/2023	<input checked="" type="checkbox"/>	2/26/2024	Did not Conduct
841	CHARTER OAK PTO	JOG-A-THON	10/9/2023	\$1,500.00	N	3/11/2024	4/5/2024	<input checked="" type="checkbox"/>	5/30/2024	Did not Conduct
841	CHARTER OAK PTO	SCHOOLSTORE ONLINE SALES	6/12/2023	\$2,000.00	N	9/26/2023	5/8/2024	<input checked="" type="checkbox"/>	5/30/2024	\$514.57
841	CHARTER OAK PTO	STUDENT STORE	6/12/2023	\$1,000.00	N	9/5/2023	5/8/2024	<input checked="" type="checkbox"/>	5/30/2024	\$1,256.68
842	CHARTER OAK FACULTY	FLOWER PURCHASES	6/12/2023	\$500.00	N	9/25/2023	10/5/2023	<input checked="" type="checkbox"/>	2/26/2024	Did not Conduct
<b>850</b>	<b>ACADEMIC TEAM</b>	<b>MEMBERSHIP DUES</b>	<b>6/12/2023</b>	<b>\$25.00</b>	<b>N</b>	<b>8/1/2023</b>	<b>5/30/2024</b>	<input type="checkbox"/>	<b>No Report Submitted</b>	
851	ART CLUB	ART CLASSROOM FEES FOR SUPPLIES	6/12/2023	\$2,065.00	N	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>	5/14/2024	\$15.00
851	ART CLUB	ART CLUB DUES	6/12/2023	\$600.00	N	8/16/2023	10/1/2023	<input checked="" type="checkbox"/>	2/6/2024	\$1,755.00
851	ART CLUB	FACE PAINTING AT SPORTS EVENTS	6/12/2023	\$750.00	N	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>	5/14/2024	\$639.00
851	HS ART CLUB	LOCAL ART SALE	4/8/2024	\$500.00	N	04/09/2024	5/24/2024	<input checked="" type="checkbox"/>	5/14/2024	-\$202.28
851	HS ART CLUB	MOTHER'S DAY CARDS	3/11/2024	\$50.00	N	4/1/2024	5/24/2024	<input checked="" type="checkbox"/>	5/2/2024	Did not Conduct
851	HS ART CLUB	SWEATSHIRT SALE	11/13/2023	\$1,000.00	N	11/20/2023	12/8/2023	<input checked="" type="checkbox"/>	01/08/2024	\$468.00
851	ART CLUB	TERRITORIAL CHRISTMAS	11/13/2023	\$500.00	N	11/25/2023	12/9/2023	<input checked="" type="checkbox"/>	12/13/2023	\$16.00
851	HS ART CLUB	VALENTINES DAY FUNDRAISER	1/8/2024	\$227.00	N	1/9/2024	2/20/2024	<input checked="" type="checkbox"/>	2/12/2024	\$107.90
853	HS CHEER	DONATIONS	8/14/2023	\$500.00	N	9/1/2023	12/1/2023	<input checked="" type="checkbox"/>	5/16/2024	\$303.32
853	HS CHEER	LITTLE CHEERLEADER CLINIC	8/14/2023	\$1,500.00	N	10/1/2023	10/31/2023	<input checked="" type="checkbox"/>	10/24/2023	\$2,049.18
853	HS CHEER	WORLD'S FINEST CHOCOLATE CANDY BAR SALE	8/14/2023	\$1,500.00	Y	11/1/2023	11/17/2023	<input checked="" type="checkbox"/>	12/04/2023	\$1,800.09
854	HS FOOTBALL CAMP	FOOTBALL CAMP	5/13/2024	\$3,000.00	N	5/6/2024	5/9/2024	<input checked="" type="checkbox"/>	05/13/2024	\$4,725.00
855	TENNIS	BUTTER BRAIDS	11/13/2023	\$450.00	Y	11/15/2023	11/28/2023	<input checked="" type="checkbox"/>	12/14/2023	\$1,166.00
855	TENNIS	BUTTER BRAIDS	2/12/2024	650	Y	2/14/2024	2/27/2024	<input checked="" type="checkbox"/>	3/27/2024	\$1,321.40
855	TENNIS	FAN PLEDGE	8/14/2023	\$5,000.00	N	9/5/2023	9/22/2023	<input checked="" type="checkbox"/>	2/8/2024	\$3,042.75
855	TENNIS	POLAR BEAR PLUNGE TOURNAMENT	8/14/2023	\$500.00	N	1/14/2024	1/14/2024	<input checked="" type="checkbox"/>	6/12/2024	\$1,010.00
855	TENNIS	SNAPRAISE	11/13/2023	\$5,000.00	N	2/1/2024	2/15/2024	<input checked="" type="checkbox"/>	6/5/24	\$1,443.40

ACCT #	ACCOUNT NAME	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	<input type="checkbox"/>	ASA Report Rec'd	Profit/Loss
855	TENNIS	SWEETHEART TRIPLES TOURNAMENT	2/12/2024	500	N	2/18/2024	2/18/2024	<input checked="" type="checkbox"/>	6/5/2024	Did not conduct
855	TENNIS	TURKEY TROT TOURNAMENT	8/14/2023	\$500.00	N	11/19/2023	11/19/2023	<input checked="" type="checkbox"/>	11/14/2023	Did not conduct
855	TENNIS	UGLY SWEATER TOURNAMENT	8/14/2023	\$500.00	N	12/10/2023	12/10/2023	<input checked="" type="checkbox"/>	12/12/2023	\$484.00
859	BAND	DURHAM ELLIS PECAN NUT SALE	7/10/2023	\$7,000.00	Y	9/19/2023	10/3/2023	<input checked="" type="checkbox"/>	5/29/2024	\$7,445.27
859	BAND	FAN PLEDGE CALL-A-THON	6/12/2023	\$12,750.00	N	8/8/2023	8/29/2023	<input checked="" type="checkbox"/>	10/30/2023	\$10,309.95
859	BAND	HS BAND DUES	6/12/2023	\$6,450.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/29/2024	\$2,150.76
859	BAND	JH BAND DUES	6/12/2023	\$3,150.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/29/2024	\$1,440.00
859	BAND	WORLD'S FINEST CHOCOLATE CANDY BAR SALE	7/10/2023	\$8,000.00	Y	3/28/2024	4/10/2024	<input checked="" type="checkbox"/>	5/29/2024	\$6,495.50
862	CLASS OF 2027	CLASS DUES	6/12/2023	\$4,500.00	N	8/1/2023	5/1/2024	<input checked="" type="checkbox"/>	5/16/2024	\$3,450.00
866	CLASS OF 2024	SENIOR DUES	6/12/2023	\$5,000.00	N	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>	6/19/2024	\$8,340.00
867	CLASS OF 2025	CLASS DUES	6/12/2023	\$10,400.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/30/2024	\$800.00
868	CLASS OF 2026	CLASS DUES	9/11/2023	\$2,000.00	N	9/12/2023	5/1/2024	<input checked="" type="checkbox"/>	5/23/2024	\$380.60
870	COURTESY FUND	SALE OF ALUMNI STUDENT TRANSCRIPTS	7/10/2023	\$500.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/23/2024	\$601.95
870	COURTESY FUND	WEAR JEAN PASSES TO GHS FACULTY/STAFF	7/10/2023	\$700.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/23/2024	\$405.00
871	HS STUDENT PANTRY	DONATIONS	6/12/2023	\$10,000.00	N	7/1/2023	6/30/2024	<input checked="" type="checkbox"/>	5/22/2024	Did Not Conduct
876	FFA BOOSTER	CLUB DUES	6/12/2023	\$1,000.00	N	8/1/2023	5/31/2024	<input checked="" type="checkbox"/>	5/30/2024	\$520.00
876	FFA BOOSTER	CONCESSION STAND SALES	6/12/2023	\$4,000.00	Y	1/1/2024	5/15/2024	<input checked="" type="checkbox"/>	5/23/2024	\$3,014.00
876	FFA BOOSTER	GATOR RAFFLE	6/12/2023	\$13,600.00	N	8/1/2023	12/1/2023	<input checked="" type="checkbox"/>	5/23/2024	\$12,760.00
876	FFA BOOSTER	LOCAL EATERY FOOD NIGHT SALES	6/12/2023	\$1,000.00	Y	8/1/2023	5/15/2024	<input checked="" type="checkbox"/>	6/10/2024	Did not conduct
876	FFA BOOSTER	PORK CHOP DINNER TICKETS	6/12/2023	\$11,500.00	Y	8/1/2023	12/1/2023	<input checked="" type="checkbox"/>	4/9/2024	\$19,450.00
<b>877</b>	<b>FFA</b>	<b>DONATIONS</b>	<b>12/11/2023</b>	<b>\$15,000.00</b>	<b>N</b>	<b>1/1/2024</b>	<b>4/30/2024</b>	<input type="checkbox"/>	<b>No Report Submitted</b>	<b>\$30,000.00</b>
877	FFA	MEAT SALES	6/12/2023	\$40,000.00	Y	8/1/2023	5/15/2024	<input checked="" type="checkbox"/>	5/23/2024	\$29,510.25
877	FFA	METAL SALES	6/12/2023	\$6,000.00	N	8/1/2023	5/15/2024	<input checked="" type="checkbox"/>	5/23/2024	-\$1,800.00
877	FFA	PLANT SALES	6/12/2023	\$6,000.00	N	8/1/2023	5/15/2024	<input checked="" type="checkbox"/>	5/23/2024	\$5,300.00
877	FFA	SPEECH CONTEST	6/12/2023	\$700.00	N	1/1/2024	5/15/2024	<input checked="" type="checkbox"/>	5/23/2024	\$0.00
877	FFA	TRAP SHOOTING EVENT	12/11/2023	\$21,500.00	Y	1/1/2024	4/30/2024	<input checked="" type="checkbox"/>	6/10/2024	Did not conduct
877	FFA	VARIOUS DINNERS	12/11/2023	\$27,500.00	Y	1/1/2024	4/30/2024	<input checked="" type="checkbox"/>	5/23/2024	\$24,300.00
878	HS FCCLA	FASHION SHOW	11/13/2023	\$1,750.00	N	2/1/2024	5/28/2024	<input checked="" type="checkbox"/>	6/5/2024	Did not Conduct
878	HS FCCLA	MEMBERSHIP DUES	8/14/2023	\$2,500.00	N	8/21/2023	5/30/2024	<input checked="" type="checkbox"/>	5/16/2024	\$888.00
878	HS FCCLA	PRETZEL RODS	9/11/2023	\$2,000.00	Y	10/25/2023	11/8/2023	<input checked="" type="checkbox"/>	5/16/2024	\$980.54
878	HS FCCLA	WATER & SUGAR FREE WATER PACKS	9/11/2023	\$300.00	Y	9/12/2023	5/26/2024	<input checked="" type="checkbox"/>	5/16/2024	\$7.00
878	HS FCCLA	PRETZEL RODS	5/13/2024	\$500.00	Y	5/14/2024	5/28/2024	<input checked="" type="checkbox"/>	5/16/2024	\$175.75
878	HS FCCLA	BILLY SIMS NIGHT	5/13/2024	\$300.00	Y	5/14/2024	6/28/2024	<input checked="" type="checkbox"/>	6/5/2024	Did not Conduct
879	FOREIGN LANGUAGE	CLUB DUES	6/12/2023	\$450.00	N	8/20/2023	5/25/2024	<input checked="" type="checkbox"/>	5/20/2024	-\$70.00
<b>880</b>	<b>XC BLUECREW</b>	<b>SUMMER CAMP</b>	<b>6/10/2024</b>	<b>\$1,200.00</b>	<b>NO</b>	<b>6/11/2024</b>	<b>7/12/2024</b>	<input type="checkbox"/>	<b>FUNDRAISER INCOMPLETE</b>	
880	XC BLUE CREW	PROFESSIONAL RECYCLERS	2/13/2023	\$1,500.00	N	3/1/2023	3/1/2024	<input checked="" type="checkbox"/>	2/19/2024	\$1,447.00
<b>880</b>	<b>XC BLUE CREW</b>	<b>PROFESSIONAL RECYCLERS</b>	<b>3/11/2024</b>	<b>\$1,000.00</b>	<b>N</b>	<b>3/15/2024</b>	<b>3/15/2024</b>	<input type="checkbox"/>	<b>No Report Submitted</b>	
880	XC BLUE CREW	TRAEGER RAFFLE	3/11/2024	\$1,918.55	N	4/1/2024	4/30/2024	<input checked="" type="checkbox"/>	2/19/2024	\$2,648.00
<b>881</b>	<b>GUTHRIE GIRLS BASKETBALL KIDS CAMP</b>		<b>6/10/2024</b>	<b>\$2,500.00</b>	<b>NO</b>	<b>6/24/2024</b>	<b>6/26/2024</b>	<input type="checkbox"/>	<b>No Report Submitted</b>	
883	HERITAGE CLUB	APRIL SNACK SALE	3/11/2024	\$500.00	Y	3/31/2024	4/13/2024	<input checked="" type="checkbox"/>	2/23/2024	Did not Conduct
883	HERITAGE CLUB	BAKE SALE	8/14/2023	\$500.00	Y	10/1/2023	10/31/2023	<input checked="" type="checkbox"/>	12/04/2023	\$268.20
883	HERITAGE CLUB	CLUB DUES AND T-SHIRTS	9/11/2023	\$250.00	N	6/12/2023	5/1/2024	<input checked="" type="checkbox"/>	12/12/2023	\$190.30
883	HERITAGE CLUB	DONATIONS	8/14/2023	\$500.00	N	9/1/2023	12/1/2023	<input checked="" type="checkbox"/>	5/14/2024	\$159.00
883	HERITAGE CLUB	MARCH SNACK SALE	3/11/2024	\$500.00	Y	3/12/2024	3/30/2024	<input checked="" type="checkbox"/>	5/14/2024	Did not Conduct
885	STUDENT SUPPORT	SALE OF BOTTLE WATER IN MAIN OFFICE	7/10/2023	\$2,000.00	N	8/16/2023	5/27/2024	<input checked="" type="checkbox"/>	6/5/2024	\$1,665.59
886	NATIONAL HONOR SOCIETY	MEMBERSHIP DUES	6/12/2023	\$2,500.00	N	8/16/2023	5/17/2024	<input checked="" type="checkbox"/>	5/23/2024	\$1,770.00
889	KEY CLUB	T-SHIRTS & STICKER SALES	5/8/2023	\$375.00	N	8/1/2023	10/1/2023	<input checked="" type="checkbox"/>	6/5/2024	Did not Conduct
893	MU ALPHA THETA	CALCULATOR RENTAL	6/12/2023	\$600.00	N	8/11/2023	5/24/2024	<input checked="" type="checkbox"/>	6/6/2024	\$1,490.00



ACCT #	ACCOUNT NAME	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	<input type="checkbox"/>	ASA Report Rec'd	Profit/Loss
893	MU ALPHA THETA	MEMBERSHIP DUES	6/12/2023	\$200.00	N	8/11/2023	5/24/2024	<input checked="" type="checkbox"/>	5/29/2024	\$1,190.00
893	MU ALPHA THETA	WATER SALES	6/12/2023	\$575.00	N	8/11/2023	5/24/2024	<input checked="" type="checkbox"/>	5/29/2024	\$363.12
894	PROM	PROM TICKET SALES	6/12/2023	\$10,000.00	N	8/1/2023	4/30/2024	<input checked="" type="checkbox"/>	5/30/2024	\$13,280.00
895	JROTC	BATAAN MEMORIAL DEATH MARCH	9/11/2023	\$500.00	N	4/1/2024	4/30/2024	<input checked="" type="checkbox"/>	6/6/2024	Did Not Conduct
895	JROTC	BILLY SIMMS FUNDRAISER NIGHT	9/11/2023	\$300.00	Y	9/15/2023	12/15/2023	<input checked="" type="checkbox"/>	12/05/2023	\$265.76
895	JROTC	FIRST IN STATE FUN RUN	8/14/2023	\$5,100.00	N	12/1/2023	4/20/2024	<input checked="" type="checkbox"/>	6/19/2024	\$3,771.44
895	JROTC	HOLIDAY GREENERY SALES	8/14/2023	\$6,000.00	N	9/14/2023	11/6/2023	<input checked="" type="checkbox"/>	12/13/2023	\$2,852.10
895	JROTC	INSTARAISE	12/11/2023	\$3,000.00	N	1/15/2024	2/9/2024	<input checked="" type="checkbox"/>	2/26/2024	\$4,634.00
895	JROTC	TEXLAHOMA BBQ FUNDRAISER NIGHT	9/11/2023	\$400.00	Y	9/15/2023	12/15/2023	<input checked="" type="checkbox"/>	4/25/2024	\$211.00
895	JROTC	TOP SHOT COMPETITION	9/11/2023	\$150.00	N	1/3/2024	5/24/2024	<input checked="" type="checkbox"/>	6/6/2024	Did not Conduct
897	SOCCER BOOSTER	BILLY SIMS NIGHT	3/11/2024	\$600.00	N	3/27/2024	3/24/2024	<input checked="" type="checkbox"/>	6/11/2024	\$301.29
897	SOCCER BOOSTER	BOYS SOCCER CHIPS & SALSA	9/11/2023	\$1,000.00	Y	9/29/2023	10/13/2023	<input checked="" type="checkbox"/>	12/06/2023	\$784.94
897	SOCCER BOOSTER	GIRLS SOCCER CHIPS & SALSA	9/11/2023	\$1,000.00	Y	9/14/2023	9/28/2023	<input checked="" type="checkbox"/>	12/06/2023	\$784.94
897	SOCCER BOOSTER	SOUTHERN LIGHT CANDLE SALES	3/11/2024	\$600.00	N	4/7/2024	4/19/2024	<input checked="" type="checkbox"/>	6/11/2024	\$750.00
897	SOCCER BOOSTER	SPONSOR DONATIONS	6/12/2023	\$4,300.00	N	9/28/2023	5/24/2024	<input checked="" type="checkbox"/>	6/11/2024	\$4,420.00
898	SCIENCE CLUB	CLUB DUES	6/12/2023	\$1,000.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	10/31/2023	\$0.00
898	SCIENCE CLUB	LAB FEES	6/12/2023	\$3,000.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/30/2024	\$5,880.00
899	HS STUDENT COUNCIL	CRUSH GRAMS	6/12/2023	\$250.00	N	2/1/2024	2/29/2024	<input checked="" type="checkbox"/>	6/6/2024	Did not Conduct
899	HS STUDENT COUNCIL	DISTRICT 2 LEADERSHIP	6/12/2023	\$1,000.00	N	10/1/2023	11/1/2023	<input checked="" type="checkbox"/>	6/6/2024	\$825.00
899	HS STUDENT COUNCIL	FIELD DAY	6/12/2023	\$800.00	Y	5/1/2024	5/30/2024	<input checked="" type="checkbox"/>	6/6/2024	Did not Conduct
899	HS STUDENT COUNCIL	FOOTBALL HOMECOMING	6/12/2023	\$4,000.00	N	8/17/2023	9/15/2023	<input checked="" type="checkbox"/>	11/07/2023	\$905.00
899	HS STUDENT COUNCIL	HOMECOMING DANCE	6/12/2023	\$2,000.00	N	8/28/2023	9/22/2023	<input checked="" type="checkbox"/>	11/07/2023	\$2,335.00
899	HS STUDENT COUNCIL	MEMBERSHIP DUES	6/12/2023	\$700.00	N	5/1/2023	9/1/2023	<input checked="" type="checkbox"/>	10/31/2023	-\$40.00
899	HS STUDENT COUNCIL	PINK WEEK	6/12/2023	\$800.00	N	9/7/2023	10/27/2023	<input checked="" type="checkbox"/>	11/07/2023	\$4,072.39
899	HS STUDENT COUNCIL	PUMPKIN PAINTING CONTEST	6/12/2023	\$500.00	N	10/1/2023	11/1/2023	<input checked="" type="checkbox"/>	6/6/2024	Did not Conduct
899	HS STUDENT COUNCIL	RED BRICK NIGHTS BOOTH	6/12/2023	\$250.00	N	6/1/2023	9/30/2023	<input checked="" type="checkbox"/>	6/6/2024	Did not Conduct
899	HS STUDENT COUNCIL	ROCK WEEK T-SHIRTS	6/12/2023	\$0.00	N	4/1/2024	4/30/2024	<input checked="" type="checkbox"/>	5/16/2024	\$5,190.49
899	HS STUDENT COUNCIL	SANTA LETTERS	6/12/2023	\$200.00	N	12/1/2023	12/25/2023	<input checked="" type="checkbox"/>	6/6/2024	Did not Conduct
899	HS STUDENT COUNCIL	THANKSGIVING DONATIONS	6/12/2023	\$0.00	N	11/1/2023	11/17/2023	<input checked="" type="checkbox"/>	6/6/2024	Did not Conduct
899	HS STUDENT COUNCIL	WINTER FORMAL	6/12/2023	\$2,000.00	N	12/1/2023	12/31/2023	<input checked="" type="checkbox"/>	6/6/2024	\$2,266.00
899	HS STUDENT COUNCIL	WINTER HOMECOMING SHIRTS	6/12/2023	\$100.00	N	1/1/2024	2/28/2024	<input checked="" type="checkbox"/>	6/6/2024	-\$727.50
900	CAMPUS BEAUTIFICATION	SALE OF STUDENT PARKING PASSES	7/10/2023	\$3,000.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/23/2024	\$4,135.00
902	VOCAL	HS MUSICAL	9/11/2023	\$200.00	N	1/6/2024	4/30/2024	<input checked="" type="checkbox"/>	6/19/2024	\$1,180.00
902	VOCAL	JH MUSICAL	7/10/2023	\$600.00	N	10/1/2023	12/16/2023	<input checked="" type="checkbox"/>	6/19/2024	\$1,480.00
902	VOCAL	LAB FEES	6/12/2023	\$1,000.00	N	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>	6/19/2024	\$450.00
902	VOCAL	LAB FEES FOR JH CHOIR	7/10/2023	\$650.00	N	8/16/2023	5/24/2024	<input checked="" type="checkbox"/>	6/19/2024	\$170.00
904	YEARBOOK	YEARBOOK ADS/SPONSORS	6/12/2023	\$10,000.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/29/2024	\$10,650.00
904	YEARBOOK	YEARBOOK CLUB DUES	6/12/2023	\$200.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/29/2024	\$150.00
904	YEARBOOK	YEARBOOK SALES	6/12/2023	\$3,000.00	N	8/1/2023	5/24/2024	<input checked="" type="checkbox"/>	5/29/2024	\$3,310.00
905	E-SPORTS	DONATIONS	9/11/2023	\$1,000.00	N	9/12/2023	5/1/2024	<input type="checkbox"/>	No Report Submitted	\$380.00
905	E-SPORTS	MEMBERSHIP DUES	9/11/2023	\$1,000.00	N	9/12/2023	5/1/2024	<input type="checkbox"/>	No Report Submitted	\$440.00
913	DRAMA CLUB	CHRISTMAS PLAYS	9/11/2023	\$900.00	N	12/8/2023	12/9/2023	<input checked="" type="checkbox"/>	5/22/2024	\$964.31
913	DRAMA CLUB	CLUB DUES	9/11/2023	\$800.00	N	9/20/2023	5/1/2024	<input checked="" type="checkbox"/>	5/22/2024	\$555.00
913	DRAMA CLUB	ONE ACT PLAY	9/11/2023	\$800.00	N	10/21/2023	12/1/2023	<input checked="" type="checkbox"/>	5/22/2024	\$158.75
913	DRAMA CLUB	SPRING SHOW	9/11/2023	\$500.00	N	3/1/2024	4/15/2024	<input checked="" type="checkbox"/>	5/22/2024	Did Not Conduct
913	DRAMA CLUB	TALENT SHOW	9/11/2023	\$3,050.00	N	5/10/2024	5/10/2024	<input checked="" type="checkbox"/>	5/22/2024	Did Not Conduct
913	DRAMA CLUB	VALENTINE PAL GROME	9/11/2023	\$250.00	Y	2/8/2024	2/14/2024	<input checked="" type="checkbox"/>	5/22/2024	Did Not Conduct
934	TRANSPORTATION	VENDING	8/14/2023	\$2,000.00	Y	7/20/2023	6/30/2024	<input type="checkbox"/>	No Report Submitted	

## Transportation Department Fuel Bids

		Amount Needed:		
Date: 7/9/24	Time Bid Began: 7/8/24 8:30am	Clear Diesel:		
PO#: 2025-11-227	Time Bid Closed: 7/9/24 9:30am	Conv Unleaded: 993 gal		
Company Name				
Company Name	Contact Person	Phone	Diesel	Unleaded
Fuel Masters	Tanner	866-455-3835		2.699
Penley Oil	Alan	405-235-7553	No	Bid
Red Rock	Joanie or Trisha	405-612-2650		2.6658
Earnheart	Dustin	405-612-2650		2.662
Amount of Fuel Purchased:		Company Bid Awarded To: Earnheart		
Clear Diesel:	Price Per Gallon:	Total Amount:		
Conv Unleaded:	Price Per Gallon:	Total Amount:		
993 gal	3.012	\$2,990.92		
		Total Purchase: \$2,990.92		
Per Email Bids Received By:		Comments:		
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black;"> </div>		<p>There was a price change at delivery.</p> <p>From 2.662 to 3.012</p>		

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1340 - 1343, Fund Codes: 11

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	1340	06/13/2024	14201	WALKER TIRE DTR LLC	REAR TIRES FOR SUV 37	423.80
11	1341	06/13/2024	12682	MIDWEST BUS SALES, INC.	Z020015802 "KIT- BOWL,DRAIN,HEATED,REPLACE	280.26
11	1342	06/13/2024	12682	MIDWEST BUS SALES, INC.	ELEMENT-FUEL FILTER,7MIC Z020015801	295.68
11	1343	06/20/2024	11613	HOIDALE CO INC	COMPLIANCE TESTING FOR PUMPS	800.00
<b>Non-Payroll Total:</b>						<b>\$1,799.74</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,799.74</b>

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 520 - 528, Fund Codes: 21

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	520	06/05/2024	43749	TREAT'S SOLUTIONS, LLC	NUTRA RINSE AND FLOOR MACHINE PARTS	1,951.13
21	521	06/04/2024	43749	TREAT'S SOLUTIONS, LLC	DISTRICT FLOOR PRODUCTS	4,778.96
21	522	06/06/2024	17249	S. T. BOLDING III	INSTALL ELECTRIC TO CO PORTABLES	8,514.00
21	523	06/10/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	1,000.00
21	524	06/11/2024	17249	S. T. BOLDING III	DISCONNECT POWER FOR PROJECTOR @ FOGARTY	150.81
21	525	06/10/2024	13646	CAROLYN BLACK HALLER	FREE ZONE DECALS	100.00
21	526	06/20/2024	45276	COOPER LIGHTING SOLUTIONS	GHS BASEBALL EPHESSUSP LIGHT ENSTALL	114,000.00
21	528	06/28/2024	12967	OKLAHOMA HOME CENTERS, INC.	PAINT FOR HS WRESTLING ROOM	184.99
<b>Non-Payroll Total:</b>						<b>\$130,679.89</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$130,679.89</b>

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 20 - 23, Fund Codes: 22

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22	20	06/27/2024	45241	OSWALT EQUIPMENT COMPANY	KOLPAK WALK IN COOLER, QUOTE 9407	38,705.71
22	21	06/27/2024	45241	OSWALT EQUIPMENT COMPANY	KOLPAK WALK IN COMBO COOLER FREEZER, QUOTE #9408	57,037.76
22	22	06/27/2024	45241	OSWALT EQUIPMENT COMPANY	THERMAL RITE WALK IN COOLER FREEZER, QOUTE #9474	88,748.40
22	23	06/27/2024	45279	SUMMIT MECHANICAL, LLC	DEMO & INSTALL OF THERMAL RITE WALKIN FREEZER	26,773.82
<b>Non-Payroll Total:</b>						<b>\$211,265.69</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$211,265.69</b>

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/1/2024 - 6/30/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2023	10611	CITY OF GUTHRIE	WATER, SEWER, AND GARBAGE FOR 2023-2024	-2,000.19
6	07/01/2023	44400	CELLCO PARTNERSHIP	EQUIPMENT & SERVICES	-29,101.66
9	07/01/2023	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2023-2024	-1,000.00
13	07/01/2023	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2023-2024	-49.56
14	07/01/2023	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2023-2024	-194.00
16	07/01/2023	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2023-2024	-464.45
19	07/01/2023	84543	RONALD JASON PHILLIPS	MILEAGE REIMBURSEMENT	-778.15
20	07/01/2023	84509	ANA LUISA SALAS-OCAMPO	MILEAGE REIMBURSEMENT 2023-2024	-1,290.47
21	07/01/2023	12933	OKLAHOMA ASBO	MEMBERSHIP/REGISTRATIONS FOR 2023-2024	-75.00
22	07/01/2023	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTR. FOR 2023-2024	-554.00
23	07/01/2023	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTR. 2023-2024	-430.24
26	07/01/2023	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2023-2024	-105.00
28	07/01/2023	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2023-2024	-377.27
31	07/01/2023	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2023-2024	-630.02
32	07/01/2023	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2023-2024	-1,123.72
34	07/01/2023	44091	RURAL WATER, SEWER, & WASTE MGMT	WATER SERVICE CHARTER OAK 2023-2024	-90.75
35	07/01/2023	43993	CENTRAL RURAL ELECTRIC COOP	ELECTRIC SERVICE CHARTER OAK 2023-2024	4,981.99
36	07/01/2023	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2023-2024	125.69
38	07/01/2023	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2023-2024	-146.70
39	07/01/2023	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2023-2024	-43.58
40	07/01/2023	83474	KEITH A BLACKSTON	EXPENSE REIMBURSEMENT FOR 2023-2024	-278.86
41	07/01/2023	83452	JANA LYNN WANZER	EXPENSE REIMBURSEMENT FOR 2023-2024	-313.19
42	07/01/2023	84571	TAMARA KAY JONES	EXPENSE REIMBURSEMENT FOR 2023-2024	-86.47
44	07/01/2023	83019	KARY LYN JARRED	EXPENSE REIMBURSEMENT FOR 2023-2024	-78.31
46	07/01/2023	17865	GINA WRIGHT	MILEAGE EXPENSE REIMBURSEMENT 2023-2024	-30.87

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/1/2024 - 6/30/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
47	07/01/2023	10931	GUTHRIE CHAMBER OF COMMERCE	2023 CHAMBER DUES/MEMBERSHIP/LEADERSHIP GUTHRIE	-260.00
53	07/01/2023	44297	JONATHAN BRETT WELLDEN	SECURITY OFFICER FOR ELEMENTARY SITES	-760.00
57	07/01/2023	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2023-2024	-13.41
60	07/01/2023	10272	BODY BILLBOARDS	BLANKET FOR SUPPLIES/ADMIN. 2023-2024	-725.00
70	07/01/2023	15994	AMAZON CAPITAL SERVICES	BLANKET FOR OFFICE SUPPLIES/ADMIN	-15.04
72	07/01/2023	12335	LOGAN COUNTY TREASURER	RE-VALUATION & TAXES 2023-2024	-21,140.29
73	07/01/2023	10117	ASBO INTERNATIONAL	MEMBERSHIP 2023-2024	-275.00
75	07/01/2023	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS	-478.50
77	07/01/2023	44624	STAPLES, INC	ADMIN OFFICE SUPPLIES	-200.00
85	07/01/2023	12336	LOGAN COUNTY COMMUNITY SERVICES	DRUG COUNSELING SERVICES	-1,000.00
86	07/01/2023	16669	EDMENTUM, INC	DISTRICT SOFTWARE LICENSES	-2,399.00
88	07/01/2023	83867	CARLY MARCILLE BLACK	MILEAGE REIMBURSEMENT	-145.01
90	07/01/2023	45056	THERAPY WORKS	JULY 2023 ESY THERAPY	-2,341.12
93	07/01/2023	42795	APRIL NEICHOLE KECK	VI CONTRACT	962.50
98	07/01/2023	80069	TAMMY L BLEWETT	MILEAGE REIMBURSEMENT	-284.95
103	07/01/2023	14207	WALMART COMMUNITY	BLANKET FOR CLASSROOM SUPPLIES	-940.92
104	07/01/2023	84712	BOBBI SUE PADRO VANLEUVEN	MILEAGE REIMBURSEMENT	-187.48
106	07/01/2023	40791	APPLE, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	-787.00
114	07/01/2023	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES-TECHNOLOGY	-304.71
118	07/01/2023	16938	INTERNATIONAL SOCIETY FOR	DUES AND FEES FOR 2023-2024/TECHNOLOGY	-125.00
121	07/01/2023	42330	NEWEGG BUSINESS, INC	BLANKET FOR PARTS-TECHNOLOGY	-3,055.05
123	07/01/2023	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	-99.37
130	07/01/2023	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	-111.25
133	07/01/2023	16371	TWOTREES TECHNOLOGIES, LLC	SOPHOS XG FIREWALL UPGRADE	-8,811.22
134	07/01/2023	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR SUPPORT-TECHNOLOGY	-2,000.00
135	07/01/2023	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2023/2024-TECHNOLOGY	-81.77
136	07/01/2023	44269	VIVACITY TECH PBC	CHROMEBOOK PARTS	-2,014.35
137	07/01/2023	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	-257.66
138	07/01/2023	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	-500.00

## Change Order Listing

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PO No	Date	Vendor No	Vendor	Description	Amount
139	07/01/2023	84339	JOHN WILLIAM WEBB	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	-193.05
140	07/01/2023	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	-250.00
141	07/01/2023	82756	LYNETTE CHRISTINE SARASUA	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	-250.00
153	07/01/2023	14107	UNIFIRST HOLDING INC.	MECHANICS UNIFORMS	412.31
156	07/01/2023	12967	OKLAHOMA HOME CENTERS, INC.	VARIOUS SUPPLIES FOR SHOP	-594.16
157	07/01/2023	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	DEDUCTIBLES FOR ACCIDENTS	-1,000.00
159	07/01/2023	14207	WALMART COMMUNITY	SUPPLIES FOR TRANSPORTATION	-738.78
163	07/01/2023	10129	NORTHUP AUTO PARTS & MACHINE	VARIOUS PARTS	-15.60
179	07/01/2023	44765	CENERGISTIC LLC	MONTHLY ENERGY MANAGEMENT FEES	6,049.98
185	07/03/2023	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	-90.25
191	07/01/2023	44649	TERESA EWING, LLC	PT CONTRACT 2023-2024	-15,356.00
192	07/10/2023	44629	CRIMPED, LTD	VARIOUS HOSES	-100.00
194	07/10/2023	16261	ANNA COFFIN	BUSINESS CARDS FOR HANCOCK & WALTERS	-200.00
197	07/01/2023	16841	OK ASSOC OF CAREER & TECH EDUCATION	OKACTE CONFERENCE REGISTRATION	-185.00
202	07/01/2023	44896	GREYSTONE ENV SERV INC	VAPOR WELL MONITORING FOR FUEL TANKS	-1,200.00
212	07/10/2023	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES/HS	-166.79
213	07/11/2023	14207	WALMART COMMUNITY	OFFICE SUPPLIES/HS	-180.26
214	07/11/2023	13229	QUILL CORPORATION	OFFICE SUPPLIES\HS	-200.27
215	07/11/2023	11966	JOSTENS, INC.	DIPLOMAS PAPER	-100.00
220	07/11/2023	44388	MIDCON DATA SERVICES, LLC	DOCUMENT SHREDDING ADMINISTRATION	-250.00
244	07/01/2023	10023	CHASE AARON BIGGS	SECURITY OFFICER FOR ELEMENTARY SITES	-5,000.00
248	07/17/2023	10011	SOUTHPOINTE VETERINARY CLINIC	MEDICINE AND SUPPLIES FOR AG PROGRAM	-310.00
252	07/17/2023	10312	ALL AMERICAN SPORTS CORP.	HS- RECONDITION HELMETS (FOOTBALL)	-887.45
279	07/24/2023	84587	STEPHANIE ANN SIMMONS	23-24 MILEAGE REIMBURSEMENT	-28.26
280	07/24/2023	45097	HEATH & TRACI SHELTON	2023-2024 BUDGET BOOK BINDING	-75.00
282	07/24/2023	45058	OKLAHOMA THERAPY CONSULTANTS INC	OT CONTRACT	-29,772.58
301	07/26/2023	45088	HIDEAWAY PIZZA	MARZANO CERTIFICATION TRAINING	-300.00
303	07/01/2023	44693	LAMBERT CONSTRUCTION COMPANY	GJHS ENVELOPE PHASE 2 - PROJECT 2104 C/O FY '23	-39,165.00
304	07/01/2023	44693	LAMBERT CONSTRUCTION COMPANY	HS RENOVATION PROJECT 2104 C/O FY '23	-113,663.00
305	07/01/2023	44092	INNOVATIVE MECHANICAL LLC	GUES GJHS RENOVATION (PHASE TWO) C/O FY '23	-148,168.95
310	07/26/2023	17398	EDMOND MUSIC, INC.	BAND EQUIPMENT AND REPAIR	-121.00



## Change Order Listing

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PO No	Date	Vendor No	Vendor	Description	Amount
312	07/25/2023	40887	LISA M HOEL	FLUTE CLINICIAN 2023-2024 YEAR	-1,500.00
314	07/24/2023	15994	AMAZON CAPITAL SERVICES	TEACHER \$150/HORN/CHARTER OAK	-133.36
323	07/27/2023	12682	MIDWEST BUS SALES, INC.	Z020014419 FOOT PEDAL	-34.68
325	07/27/2023	12682	MIDWEST BUS SALES, INC.	SWITCH ROCKER	-335.90
367	08/07/2023	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	-190.42
374	08/07/2023	82665	JENNIFER LYNN PRIVETTE	MILEAGE REIMBURSEMENT	-270.48
414	08/11/2023	13866	TEACHER RETIREMENT	RETIREMENT CALCULATION FEES	-100.07
448	08/21/2023	11613	HOIDALE CO INC	LINE TIGHTNESS AND LEAK TEST	-100.00
475	08/14/2023	84133	WENDY D JONES	23-24 MILEAGE REIMBURSEMENT	3.40
527	09/01/2023	12635	MERIDIAN TECHNOLOGY CENTER	TUITION FOR BUS DRIVERS TRAINING	-951.00
529	09/01/2023	14207	WALMART COMMUNITY	SUPPLIES FOR ADMIN OFFICE 2023-2024	-91.86
530	09/01/2023	16459	X-CEL BADGE & ENGRAVING CO., INC.	NAMEPLATES/SUPPLIES - ADMIN	-200.00
531	09/01/2023	43748	PARENT/STUDENT/STAFF REFUND	STAFF REIMBURSEMENT FOR BACKGROUND CHECKS	-434.50
532	09/01/2023	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2023-2024	-10,000.00
534	09/01/2023	43981	OKAPP	CPO TRAINING/MEMBERSHIP/CHAPPLE 2023-2024	-200.00
538	09/05/2023	84465	SAMANTHA LEE STEWART	EXPENSE REIMBURSEMENT FOR 2023-2024	-21.55
561	09/08/2023	44598	GENERATION GENIUS, INC	MATH AND SCIENCE WEBSITE	-299.00
597	09/18/2023	43632	TONY GLOVER dba AJG INC.	BLANKET FOR TECHNOLOGY SERVICES	-400.00
605	09/20/2023	41958	ACT	PARAPROFESSIONAL TESTING	-62.50
637	09/27/2023	12682	MIDWEST BUS SALES, INC.	Z020014701 ROD GUIDE VANDALOCK	-25.00
640	09/29/2023	45138	TOCH LLC	OKSTE ROOM	-308.00
665	10/04/2023	44610	SOUTHWEST BUS SALES, INC.	SWITCH REF PR2310-1424	-292.24
674	10/10/2023	40791	APPLE, INC.	BLANKET FOR PARTS/SUPPLIES - TECHNOLOGY	6,814.60
688	10/16/2023	13021	OSSBA	BOARD RETREAT TRAINING	-1,000.00
695	10/17/2023	44624	STAPLES, INC	BEN Q PROJECTOR	-624.00
697	10/23/2023	16410	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL,	DRUG TESTING	-140.00
716	10/27/2023	45107	ARVEST BANK OPERATIONS, INC.	FUEL FOR TRAVEL AND EMERGENCIES	-133.00
721	10/27/2023	42047	WALKER COMPANIES	NEW & RENEWAL NOTARY FEES	-350.00
730	10/30/2023	44725	BRENT A. WILLIAMS	SRO	-260.00
739	11/01/2023	12940	OKLAHOMA CORPORATION COMMISSION	DEDUCTIBLE FOR SUSPISION OF FUEL RELEASE	-1,000.00
741	11/01/2023	12682	MIDWEST BUS SALES, INC.	Z020014787 DVR, 6CH W/GPS WIFI HDD	-1,062.60
772	11/10/2023	15994	AMAZON CAPITAL SERVICES	TITLE I PARENTAL INVOLVEMENT	-48.10
793	11/15/2023	44184	MAXIS TECHNOLOGIES INC.	HARDWARE	-951.00

## Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/1/2024 - 6/30/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
804	11/16/2023	45161	LAURA CARTER	READING SPECIALIST CONTRACT FOR GUES THRU 515	-3,840.00
807	11/13/2023	15994	AMAZON CAPITAL SERVICES	SUPPLIES	-403.60
816	11/17/2023	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	-252.43
835	11/28/2023	14207	WALMART COMMUNITY	CLEANING MEDICAL AND HYGIENE SUPPLIES	-275.00
843	11/30/2023	11933	JOHN VANCE MOTORS, INC.	ELECTRICAL ISSUES 64	-1,370.01
847	12/01/2023	15994	AMAZON CAPITAL SERVICES	SUPPLIES	-395.05
872	12/06/2023	44267	BLUE BEACON INTERNATIONAL, INC.	TRUCK AND TRAILER CLEANING	-111.70
875	12/06/2023	14207	WALMART COMMUNITY	TEACHER \$150\T.DICKINDON\HS	-150.00
887	12/05/2023	14207	WALMART COMMUNITY	TITLE I HOMELESS 511/2199/600	-190.61
890	12/08/2023	43843	WIRELESS TECHNOLOGIES, INC	RADIOS, COAX ANTENNAS AND INSTALLATION	-500.00
914	01/03/2024	84799	SHAUGHN KELLY SACKETT	EXPENSE FOR REIMB FOR 2023/2024	-250.00
929	01/10/2024	15994	AMAZON CAPITAL SERVICES	VARIOUS GOODS FOR TRANSPORTATION	-596.53
931	01/09/2024	11966	JOSTENS, INC.	DIPLOMAS, COVERS AND METALS	-260.65
936	01/11/2024	44510	HOWARD INDUSTRIES, INC.	CHROMEBOOK PARTS	-162.00
944	01/12/2024	44280	MARTIN AUTOMOTIVE	REPAIR TO TRUCK 63	-275.89
967	01/25/2024	12682	MIDWEST BUS SALES, INC.	REPAIR CRACK IN FRONT ROOF HEADER BUS 15	105.00
985	02/01/2024	45107	ARVEST BANK OPERATIONS, INC.	ROOM RENTAL FOR OAPT CONFERENCE JUNE 2024	-702.18
1001	02/06/2024	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES	-37.56
1011	02/13/2024	45027	WOODALL EQUIPMENT COMPANY	LIFT INSPECTION, SERVICE AND REPAIR FOR BUS LIFT	-231.87
1015	02/13/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	PARTS AND SUPPLIES	82.95
1022	02/15/2024	44624	STAPLES, INC	BLANKET FOR SUPPLIES	-433.50
1025	02/14/2024	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	BEDDING FOR LIVESTOCK TRAILERS AND BARN	-41.55
1038	02/22/2024	45198	CELL EXPERTS EDMOND LLC	DEVICE REPAIRS	-1,303.00
1050	02/29/2024	12744	SYLOGISTED INC	W-2 FORMS	-75.00
1075	03/07/2024	14207	WALMART COMMUNITY	CLEANING AND MEDICAL SUPPLIES	13.94
1078	03/08/2024	14207	WALMART COMMUNITY	MEDICAL AND CLEANING	-180.00
1088	03/12/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS FOR LIBRARY	-27.14
1092	03/12/2024	44269	VIVACITY TECH PBC	CHROMEBOOK PARTS	-119.98
1099	03/25/2024	41958	ACT	BLANKET FOR PARA TESTS	-250.00
1111	03/29/2024	45227	BEN HUSKEY	EXPENSE REIMBURSEMENT 2023-2024	-500.00
1112	03/29/2024	44864	STONE CREEK INVESTOR OF	NEW SCHOOL BOARD MEMBER WORKSHOP 5/3/2024	-179.71
1118	04/02/2024	43632	TONY GLOVER dba AJG INC.	SMART PANEL INSTALL	-600.00
1119	04/02/2024	45107	ARVEST BANK OPERATIONS, INC.	FUEL	-919.14
1121	04/03/2024	45026	THE CREATIVE COMPANY	BOOKS FOR COUNSELING-- FOUNDATION GRANT	-51.10

## Change Order Listing

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PO No	Date	Vendor No	Vendor	Description	Amount
1128	04/09/2024	43632	TONY GLOVER dba AJG INC.	HDMI CABLES	-334.00
1130	04/09/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS	-841.55
1143	04/10/2024	15994	AMAZON CAPITAL SERVICES	GUTHRIE EDUCATIONAL FOUNDATION GRANT/M BARTON	-1.08
1145	04/10/2024	13173	OKLAHOMA TURNPIKE AUTHORITY	TOLL ROADS	-540.29
1153	04/11/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/CENTRAL/FONDA HEFNER	-13.04
1181	04/15/2024	10924	DEMCO, INC	LIBRARY SUPPLIES	-72.29
1193	04/16/2024	15994	AMAZON CAPITAL SERVICES	BLANKET PO	-29.56
1210	04/18/2024	15994	AMAZON CAPITAL SERVICES	\$500 EDUCATIONAL FOUNDATION GRANT	-51.46
1211	04/16/2024	15994	AMAZON CAPITAL SERVICES	COUNSELING SUPPLIES-GUTHRIE ED FOUNDATION GRANT	-5.54
1225	04/18/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT AMAZON	-6.82
1228	04/23/2024	45249	PYRAMID SEATTLE TENANT LLC	HOTEL 6/28-7/4	-1.28
1230	04/25/2024	45097	HEATH & TRACI SHELTON	BOX OF ENVELOPES	10.00
1234	04/24/2024	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES	-369.70
1235	04/24/2024	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	-197.28
1243	04/24/2024	14207	WALMART COMMUNITY	SUPPLIES FOR TRANSPORTATION	-268.97
1248	04/26/2024	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR GT CLASSROOM	-12.32
1265	05/02/2024	44280	MARTIN AUTOMOTIVE	FRONT END WORK FOR VAN 78	582.42
1272	05/06/2024	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR SCHOOL	-2.40
1274	05/06/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS & PROCESSING	-39.46
1275	05/06/2024	13138	HERTZBERT-NEW METHOD, INC	LIBRARY BOOKS SEQUOYAH 2025	-40.72
1276	05/06/2024	10924	DEMCO, INC	LIBRARY SUPPLIES	-18.50
1277	05/06/2024	45051	MMI-CPR SCHOOL TECH REPAIR LLC	CHROMEBOOK PARTS	-34.99
1282	05/06/2024	15994	AMAZON CAPITAL SERVICES	CLASSROOM MATERIALS	-9.91
1283	05/06/2024	43580	DIGI SECURITY SYSTEMS LLC	CAMERAS	22,151.95
1285	05/06/2024	15994	AMAZON CAPITAL SERVICES	FIELD DAY SUPPLIES	-11.57
1286	05/06/2024	15994	AMAZON CAPITAL SERVICES	EDUCATIONAL FOUNDATION GRANT - SIGNS	-0.15
1288	05/06/2024	15994	AMAZON CAPITAL SERVICES	CHAIRS FOR OFFICE	-23.49
1290	05/06/2024	15994	AMAZON CAPITAL SERVICES	CHAIRS FOR OFFICE	-1.02
1291	05/06/2024	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	-369.06
1293	05/08/2024	15994	AMAZON CAPITAL SERVICES	CYNTHIA HEDGE FOUNDATION GRANT	-1.06
1295	05/08/2024	15994	AMAZON CAPITAL SERVICES	TEACHER SUPPLIES/FOUNDATION GRANT	-153.11
1296	05/08/2024	15994	AMAZON CAPITAL SERVICES	FARRIS FOUNDATION GRANT	-0.34
1297	05/08/2024	44269	VIVACITY TECH PBC	CHROMEBOOKS / TITLE VI	-1,585.00
1299	05/08/2024	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES / TITLE VI	-2.16
1301	05/10/2024	14201	WALKER TIRE DTR LLC	TIRES FOR TRUCK #80	67.60
1303	05/09/2024	16309	PETROLEUM MARKETERS EQUIPMENT CO.	DEF TANK FUEL NOZZLES	-23.40
1304	05/06/2024	15994	AMAZON CAPITAL SERVICES	CLASSROOM/RECESS SUPPLIES	2.34

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/1/2024 - 6/30/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1305	05/08/2024	44361	BETSY CHEN	CONTRACT	-906.61
1306	05/14/2024	45056	THERAPY WORKS	PT CONTRACT FOR JUNE 2024 ESY	-153.62
1307	05/14/2024	84292	NANCY ELIZABETH MCLEAN	OT CONTRACT FOR JUNE 2024 ESY	-1,140.00
1313	05/15/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	PARTS AND SUPPLIES	-882.16
1319	05/20/2024	15994	AMAZON CAPITAL SERVICES	PD SUPPLIES	-76.73
1320	05/21/2024	15994	AMAZON CAPITAL SERVICES	METAL DETECTOR FOR MAIN OFFICE	-160.02
1321	05/28/2024	43510	HOOTEN OIL COMPANY, INC	250 GAL DEF	-34.86
<b>Non-Payroll Total:</b>					<b>(\$449,370.27)</b>
<b>Payroll Total:</b>					<b>(\$54,187.61)</b>
<b>Report Total:</b>					<b>(\$503,557.88)</b>

## Change Order Listing

Options: Fund: Building, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/1/2024 - 6/30/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2023	17890	JOHNSON CONTROLS, INC	GUES CHILLER REPAIRS	-1,000.00
5	07/05/2023	17764	SOONER PEST MANAGEMENT	MONTHLY PEST MANAGEMENT	-280.00
13	07/05/2023	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	PROPANE	-817.85
15	07/05/2023	10234	MAKERS GLASS INC	DISTRICT GLASS REPAIRS AND SERVICE	-251.84
19	07/05/2023	42205	THE PUBLIC GROUP, LLC	ONLINE AUCTION FEES	-1,000.00
23	07/05/2023	41813	OKLAHOMA DEPARTMENT OF LABOR	ANNUAL INSPECTIONS	-825.00
43	07/05/2023	42872	PATRICK A. COUNTESS	INSTALL 750' OF FENCE EAST OF BUS LOT	-3,400.00
58	07/10/2023	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING	-3,388.40
77	07/18/2023	17556	JOHNSON CONTROLS	CHILLER REPAIRS AT GUES	-2,333.00
116	08/07/2023	44408	WILLIAM A. HARRISON, INC	DISTRICT CHILLER REPAIRS AND SERVICE	367.00
140	08/18/2023	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	HS- TIRES (ATHLETIC FIELDS)	-100.00
145	08/23/2023	11169	ENDEX OF OKLAHOMA, INC.	HS INTERCOM	-269.28
171	09/08/2023	44635	WAXIE'S ENTERPRISES, LLC	FLOOR MACHINE REPAIRS	-550.84
196	09/22/2023	42501	EARTHSMART CONTROLS, LLC	T-STATS FOR HIGH SCHOOL	-1,200.00
208	10/02/2023	44689	DIEGO CHAVARRIA	HS- SPRINKLER REPAIR (ATHLETIC FIELDS)	-100.00
227	10/04/2023	44724	HW 2020 PROPERTY LLC	MOWING & CLEARING AT CHARTER OAK	-1,250.00
231	10/17/2023	44507	JACK CHAPMAN	FOGARTY DOOR REPAIRS	-235.00
277	11/30/2023	40596	JAMES C. MCGEE	PARKING LOT MATERIAL AND SPREADING AT MAINT	-1,035.49
295	01/03/2024	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE SYSTEM REPAIRS	-687.50
332	01/26/2024	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	-374.72
335	01/30/2024	14207	WALMART COMMUNITY	DISTRICT PARTS AND SUPPLIES	-351.17
355	02/14/2024	10110	HENKE & WANG PLUMBING	REPLACE CENTRAL WATER HEATER	-149.38
374	02/15/2024	44870	REECE SAMUEL WILLIAM	CONCRETE RAMP FOR BOC	100.00
386	02/26/2024	44684	PROF. SPRINKLER INSPECTIONS, LLC	DISTRICT FIRE SYSTEM REPAIRS AND SERVICE	-1,000.00
393	03/06/2024	45116	NOVALCO INC	HS DOOR REPAIRS	-662.50
397	03/05/2024	43749	TREAT'S SOLUTIONS, LLC	GAMEDAY MOPS	-394.59
406	03/08/2024	11442	GOOCH SMITH ELECTRIC, INC.	DISTRICT ELECTRICAL SERVICE AND REPAIRS	-373.00
420	03/25/2024	44681	FRESH FILTERED AIR, INC	DISTRICT HVAC FILTER CHANGES	-827.99
424	03/26/2024	45200	BRADY INDUSTRIES OF KANSAS LLC	REPAIRS TO FLOOR MACHINES	-73.38
425	03/27/2024	44507	JACK CHAPMAN	HOLLOW METAL DOORS FOR HS & JH	-6.00
435	04/02/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	-57.59
439	04/02/2024	16626	JOHN HUDSON	DISTRICT MOWING FOR APRIL, MAY, & JUNE	4,254.00
441	04/04/2024	44590	BRADFORD SUPPLY	HVAC PARTS AND SUPPLIES	-882.56
455	04/17/2024	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	-227.88

## Change Order Listing

**Options:** Fund: Building, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/1/2024 - 6/30/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
456	04/16/2024	17734	PATCO ELECTRIC SERVICES, INC.	TEST SHOT CLOCK OPERATIONS AT HS	-120.00
464	04/30/2024	17485	MIDWEST WRECKING, CO.	DEMO OF 211 & 213 E VILAS HOUSES	3,750.00
469	05/02/2024	11619	HOME DEPOT CREDIT SERVICES	METAL FOLDING CHAIRS	-876.00
474	05/06/2024	45200	BRADY INDUSTRIES OF KANSAS LLC	CLEANER FOR CARPET EXTRACTOR	-16.05
480	05/09/2024	40596	JAMES C. MCGEE	FOGARTY PARKING LOT REPAIRS	-950.00
481	05/09/2024	10129	NORTHUP AUTO PARTS & MACHINE	HS SUPPLIES (ATHLETIC FIELDS)	-60.00
482	05/10/2024	44013	CENTRAL OKLAHOMA WINNELSON	SINK FAUCETS FOR TRANSPORTATION	-105.70
483	05/10/2024	10110	HENKE & WANG PLUMBING	PLUMBING FOR HS SPED CLASSROOM	-4,600.00
484	05/10/2024	10110	HENKE & WANG PLUMBING	ROUGH IN PLUMBING IN HS WRESTLING	813.03
486	05/13/2024	40596	JAMES C. MCGEE	REPAIRS TO GUES PLAYGROUND BB COURT	-1,200.00
487	05/13/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	-76.19
488	05/10/2024	10110	HENKE & WANG PLUMBING	FINISH OUT PLUMBING FOR HS GIRLS WRESTLING ROOM	-4,000.00
489	05/14/2024	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS SERVICE AND REPAIRS	-233.95
494	05/15/2024	12967	OKLAHOMA HOME CENTERS, INC.	PARTS AND SUPPLIES	-18.25
496	05/16/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT WIFI T-STATS AND GAUGES	-21.21
497	05/17/2024	11619	HOME DEPOT CREDIT SERVICES	DOWNSPOUT SPLASH BLOCKS FOR TECHNOLOGY	10.64
498	05/16/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	-541.00
500	05/21/2024	12324	LOCKE SUPPLY CO.	REFRIGERANT FOR GUES CHILLER	-126.52
501	05/20/2024	42456	STILLWATER MILLING COMPANY	HS- FERTILIZER- CHEMICALS (ATHLETIC FIELDS)	-63.20
504	05/21/2024	11619	HOME DEPOT CREDIT SERVICES	GOOF OFF FOR HS WRESTLING LOCKER ROOM	-14.04
505	05/24/2024	44635	WAXIE'S ENTERPRISES, LLC	FLOOR PADS AND TOILET PAPER	192.00
506	05/23/2024	12910	OFFICE DEPOT, INC.	FILE CABINET AND SHELVING FOR OPERATIONS	-137.81
509	05/23/2024	44590	BRADFORD SUPPLY	EXHAUST FAN FOR GREENHOUSE	-102.37
510	05/23/2024	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	-189.80
511	05/28/2024	10110	HENKE & WANG PLUMBING	UNHOOK GAS LINES TO KITCHEN APPLIANCES	-120.00
513	05/29/2024	44614	IDN-GLOABL, INC	HIGH SCHOOL DOOR HARDWARE	-11.47
514	05/28/2024	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT ROLL TOWELS AND HAND SOAP	264.60
653	12/15/2023	44092	INNOVATIVE MECHANICAL LLC	CONTROLS FOR GREENHOUSES	-2,600.00
665	05/22/2024	11254	FEDERAL CORPORATION	HVAC PARTS FOR CENTRAL	-242.96
666	05/21/2024	44635	WAXIE'S ENTERPRISES, LLC	MAXX DURABLE FLOOR FINISH	253.54

**Change Order Listing**

**Options:** Fund: Building, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/1/2024 - 6/30/2024, Include Negative Changes: True

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
				<b>Non-Payroll Total:</b>	<b>(\$30,526.67)</b>
				<b>Payroll Total:</b>	<b>\$0.00</b>
				<b>Report Total:</b>	<b>(\$30,526.67)</b>

## Change Order Listing

**Options:** Fund: CHILD NUTRITION FUND, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/1/2024 - 6/30/2024,  
Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2023	11609	HOBART CORPORATION/OKCY BRANCH	KITCHEN EQUIPMENT REPAIRS	-4,415.97
3	07/01/2023	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2023-24	-4,745.21
6	07/01/2023	43982	SODEXO, INC. AND AFFILIATES	FOOD SERVICE CONTRACT 2023-24	-364,467.30
7	07/01/2023	43748	PARENT/STUDENT/STAFF REFUND	CHILD NUTRITION MEAL ACCOUNT REFUND	-1,634.15
8	07/01/2023	43801	6-L MECHANICAL LLC	BLANKET FOR REPAIRS 2023-24	-1,505.00
11	07/01/2023	16975	GENERAL FUND	LOAN AGREEMENT REFUND	-13,545.98
12	07/01/2023	10130	AUTO-CHLOR SERVICES, LLC	2023 2024 BLANKET FOR REPAIR SERVICES	-1,656.00
16	04/09/2024	43801	6-L MECHANICAL LLC	EQUIPMENT REPAIRS	-2,209.00
<b>Non-Payroll Total:</b>					<b>(\$394,178.61)</b>
<b>Payroll Total:</b>					<b>(\$306.62)</b>
<b>Report Total:</b>					<b>(\$394,485.23)</b>



## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 232, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2024	10611	CITY OF GUTHRIE	WATER, SEWER, AND GARBAGE FOR 2024-2025	170,000.00
11	2	07/01/2024	12886	OKLAHOMA GAS & ELECTRIC COMPANY	ELECTRIC SERVICE FOR 2024-2025	400,000.00
11	3	07/01/2024	12892	ONE GAS, INC.	NATURAL GAS FOR 2024-2025	60,000.00
11	4	07/01/2024	17419	CLEARWATER ENTERPRISES, LLC	NATURAL GAS FOR 2023-2024	50,000.00
11	5	07/01/2024	10711	COX COMMUNICATIONS SYSTEM	SERVICE FOR 2024-2025	40,000.00
11	6	07/01/2024	44400	CELLCO PARTNERSHIP	EQUIPMENT & SERVICES	65,000.00
11	7	07/01/2024	12744	SYLOGISTED INC	DATA PROCESSING/SUPPLIES FOR 2024-2025	17,759.95
11	8	07/01/2024	45080	S & B CPA's & ASSOCIATES, PLLC	AUDITING SERVICES FOR 2024-2025	16,000.00
11	9	07/01/2024	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2024-2025	6,000.00
11	10	07/01/2024	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER FEES/SUPPLIES FOR 2024-2025	1,723.88
11	11	07/01/2024	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES 2024-2025	10,000.00
11	12	07/01/2024	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2024-2025	100,000.00
11	13	07/01/2024	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2024-2025	800.00
11	14	07/01/2024	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2024-2025	454.00
11	15	07/01/2024	42573	LOGAN COUNTY COURIER	SUBSCRIPTION/LEGAL NOTICES FOR 2024-2025	359.00
11	16	07/01/2024	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2024-2025	589.98
11	17	07/01/2024	15661	OKLAHOMA EMPLOYMENT SECURITY COMM	UNEMPLOYMENT FOR 2024-2025	5,000.00
11	18	07/01/2024	42029	AM FIDELITY ASSURANCE CO., INC.	ADMINISTRATION FEE FOR 2024-2025	11.00
11	19	07/01/2024	84543	RONALD JASON PHILLIPS	MILEAGE REIMBURSEMENT	1,000.00
11	20	07/01/2024	84509	ANA LUISA SALAS-OCAMPO	MILEAGE REIMBURSEMENT 2024-2025	1,000.00
11	21	07/01/2024	12933	OKLAHOMA ASBO	MEMBERSHIP/REGISTRATIONS FOR 2024-2025	2,400.00
11	22	07/01/2024	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTR. FOR 2024-2025	6,970.00
11	23	07/01/2024	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTR. 2024-2025	8,591.00
11	24	07/01/2024	16091	UNITED STATES SUBURBAN ASSOCIATION	MEMBERSHIP FOR 2024-2025	1,450.00
11	25	07/01/2024	45096	SECURLY, INC.	E-PASS CORE SUBSCRIPTION FOR 2024-2025	3,260.00
11	26	07/01/2024	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2024-2025	50.00
11	27	07/01/2024	44224	JOSE ROMAN BOTELLO	SECURITY OFFICER FOR CENTRAL ES SITE	10,000.00
11	28	07/01/2024	45107	ARVEST BANK OPERATIONS, INC.	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2024-2025	2,000.00
11	29	07/01/2024	15132	POSTMASTER	BULK MAIL PO BOX 3100	97 1,600.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 232, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	30	07/01/2024	16626	JOHN HUDSON	SECURITY OFFICER FOR FOGARTY ES SITE	40,000.00
11	31	07/01/2024	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2024-2025	1,000.00
11	32	07/01/2024	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2024-2025	2,000.00
11	33	07/01/2024	44804	LIONS CLUB OF GUTHRIE	QUARTERLY TRAINING MEETINGS	150.00
11	34	07/01/2024	44091	RURAL WATER, SEWER, & WASTE MGMT	WATER SERVICE CHARTER OAK 2024-2025	8,000.00
11	35	07/01/2024	43993	CENTRAL RURAL ELECTRIC COOP	ELECTRIC SERVICE CHARTER OAK 2024-2025	50,000.00
11	36	07/01/2024	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2024-2025	10,000.00
11	37	07/01/2024	45081	JOHN HANCOCK	EXPENSE REIMBURSEMENT FOR 2024-2025	1,000.00
11	38	07/01/2024	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2024-2025	1,000.00
11	39	07/01/2024	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2024-2025	1,000.00
11	40	07/01/2024	83474	KEITH A BLACKSTON	EXPENSE REIMBURSEMENT FOR 2024-2025	1,000.00
11	41	07/01/2024	83452	JANA LYNN WANZER	EXPENSE REIMBURSEMENT FOR 2024-2025	500.00
11	42	07/01/2024	84571	TAMARA KAY JONES	EXPENSE REIMBURSEMENT FOR 2024-2025	250.00
11	43	07/01/2024	84631	SHAYNA RENEE VAUGHAN	EXPENSE REIMBURSEMENT FOR 2024-2025	1,000.00
11	44	07/01/2024	83019	KARY LYN JARRED	EXPENSE REIMBURSEMENT FOR 2024-2025	150.00
11	45	07/01/2024	44308	JOHN ROBERT EVANS	SECURITY OFFICER FOR COTTERAL ES SITE	20,000.00
11	46	07/01/2024	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	SOFTWARE LICENSES 2024-2025	5,994.53
11	47	07/01/2024	84587	STEPHANIE ANN SIMMONS	EXPENSE REIMBURSEMENT 2024-2025	400.00
11	48	07/01/2024	45114	RLI SURETY	POSITION BOND RENEWAL FOR 2024-2025	350.00
11	49	07/01/2024	84465	SAMANTHA LEE STEWART	EXPENSE REIMBURSEMENT 2024-2025	400.00
11	50	07/01/2024	10272	BODY BILLBOARDS	UWLC CAMPAIGN PLAQUES	200.00
11	51	07/01/2024	44805	ROTARY CLUB OF GUTHRIE	QUARTERLY TRAINING MEETINGS	750.00
11	52	07/01/2024	16652	THOMAS KUTAY	SECURITY OFFICER FOR ELEMENTARY SITES	20,000.00
11	53	07/01/2024	44297	JONATHAN BRETT WELLDEN	SECURITY OFFICER FOR ELEMENTARY SITES	3,000.00
11	54	07/01/2024	17520	LOGAN COUNTY ECONOMIC BOARD	MEMBERSHIP FOR 2024-2025	1,000.00
11	55	07/01/2024	16374	OKLAHOMA SCHOOL ASSURANCE GROUP	WORKERS COMP INSURANCE 2024-2025	263,561.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 232, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	56	07/01/2024	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	LIABILITY/PROPERTY/VEHICLE INSURANCE FOR 2024-2025	727,281.00
11	57	07/01/2024	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2024-2025	5,000.00
11	58	07/01/2024	44380	SCHOOL SAFE ID, LLC	CAR TAGS FOR CENTRAL,COTTERAL AND FOGARTY	6,000.00
11	59	07/01/2024	44933	STANDLEY SYSTEMS, LLC	COPIER LEASE/MAINTENANCE 2024-2025	81,500.00
11	60	07/01/2024	45078	FOUNDATION INSURANCE & RISK MGMT	POSITION BOND RENEWALS FOR 2024-2025	4,850.00
11	61	07/01/2024	44693	LAMBERT CONSTRUCTION COMPANY	GJHS ENVELOPE PHASE 2 - PJT 2104 C/O PO#3 FY24	39,165.00
11	62	07/01/2024	44693	LAMBERT CONSTRUCTION COMPANY	HS RENOVATION PROJECT 2104 C/O PO#4 FY24	113,663.00
11	63	07/01/2024	44700	INFINITE CAMPUS, INC	2024-2025 STUDENT INFORMATION LICENSES	88,500.00
11	64	07/01/2024	17895	WILLOW CREEK HEALTH CARE, LLC	LEASE FOR 2024-2025	1.00
11	65	07/01/2024	44174	GOLDEN AGE NURSING HOME, LLC	LEASE FOR 2024-2025	1.00
11	66	07/01/2024	44388	MIDCON DATA SERVICES, LLC	DOCUMENT SHREDDING	750.00
11	67	07/01/2024	41381	YUKON PUBLIC SCHOOLS	MARZANO EVAL TRAINING SPLIT WITH GUTHRIE	1,500.00
11	68	07/01/2024	12335	LOGAN COUNTY TREASURER	RE-VALUATION & TAXES 2024-2025	95,000.00
11	69	07/01/2024	17299	LOGAN COUNTY SHERIFF'S OFFICE	SRO OFFICER 2024-2025 CHARTER OAK	31,480.80
11	70	07/01/2024	43981	OKAPP	CPO TRAINING/MEMBERSHIP 2024-2025	250.00
11	71	07/01/2024	15929	RENAISSANCE LEARNING, INC.	RENAISSANCE STAR & FRECKLE	35,081.09
11	72	07/01/2024	17899	AURORA LEARNING COMMUNITY ASSOC.	2024-2025 ALCA AGREEMENT	4,880.40
11	73	07/01/2024	16199	DEPARTMENT OF HUMAN SERVICES	OKDHS SCHOOL BASED SPECIALISTS	48,000.00
11	74	07/01/2024	10161	BARLOW EDUCATION MGMT SERVICES, LLC	CONTRACT FOR 2024-2025	7,500.00
11	75	07/01/2024	10117	ASBO INTERNATIONAL	MEMBERSHIP 2024-2025	275.00
11	76	07/01/2024	43651	MUNICIPAL FINANCE SERVICES, INC.	FINANCIAL ADVISORY SERVICES FEE	1,500.00
11	77	07/01/2024	44854	NIGP	MEMBERSHIP 2024-2025	100.00
11	78	07/01/2024	40137	COLLEGE BOARD PUBLICATIONS	PRE-AP CLASSES FOR HIGH SCHOOL	9,600.00
11	79	07/01/2024	42120	PROFESSIONAL OKLAHOMA EDUCATORS	POE FINANCE WORKSHOP REGISTRATION	250.00
11	80	07/01/2024	84830	KAITLIN MARY SAGAR SMITH	EXPENSE REIMBURSEMENT	750.00
11	81	07/01/2024	43518	CENTER FOR COMM & ENGAGEMENT	COMMUNICATION SERVICES	6,000.00
11	82	07/01/2024	45097	HEATH & TRACI SHELTON	2024-2025 BUDGET BOOK BINDING	125.00
11	83	07/01/2024	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	ABSENCE,SUBSTITUTE AND TIME MANAGEMENT-TECHNOLOGY	27,590.75

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 232, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	84	07/01/2024	15994	AMAZON CAPITAL SERVICES	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	5,000.00
11	85	07/01/2024	40791	APPLE, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	3,000.00
11	86	07/01/2024	44110	CDW LLC	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	10,000.00
11	87	07/01/2024	45198	CELL EXPERTS EDMOND LLC	DEVICE REPAIRS	2,000.00
11	88	07/01/2024	44342	CHICKASAW PERSONAL COMMUNICATIONS	JPS VIA RENEWAL-TECHNOLOGY	3,300.00
11	89	07/01/2024	17716	CISTERA NETWORKS, INC.,	SUPPORT MAINTENANCE RENEWAL-TECHNOLOGY	8,000.00
11	90	07/01/2024	15926	DELL MARKETING L.P.	BLANKET FOR PARTS, SUPPLIES AND EQUIP-TECHNOLOGY	5,000.00
11	91	07/01/2024	43580	DIGI SECURITY SYSTEMS LLC	BLANKET FOR PARTS AND SUPPLIES-TECHNOLOGY	10,000.00
11	92	07/01/2024	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS AND REPAIRS	1,000.00
11	93	07/01/2024	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES-TECHNOLOGY	800.00
11	94	07/01/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	SOFTWARE SUPPORT-TECHNOLOGY	10,000.00
11	95	07/01/2024	16105	GITAR CENTER STORES, INC.	BLANKET FOR AUDIO/VISUAL SUPPLIES-TECHNOLOGY	1,000.00
11	96	07/01/2024	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES-TECHNOLOGY	2,000.00
11	97	07/01/2024	43845	THE MAC MAN, LLC	SUPPORT AND REPAIRS	1,000.00
11	98	07/01/2024	42330	NEWEGG BUSINESS, INC	BLANKET FOR PARTS-TECHNOLOGY	4,000.00
11	99	07/01/2024	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	1,000.00
11	100	07/01/2024	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	1,000.00
11	101	07/01/2024	15324	OKLAHOMA SOCIETY FOR TECH IN ED INC	DUES AND FEES FOR 2023/2024-TECHNOLOGY	500.00
11	102	07/01/2024	44196	PDQ.COM CORPORATION	SOFTWARE-TECHNOLOGY	1,275.00
11	103	07/01/2024	13496	G. E. MONEY BANK	BLANKET FOR SUPPLIES-TECHNOLOGY	2,500.00
11	104	07/01/2024	44380	SCHOOL SAFE ID, LLC	SCHOOL SAFE ID LICENSE-TECHNOLOGY	4,500.00
11	105	07/01/2024	43787	FOUNDATION FOR ED SERVICES, INC.	ANNUAL WEBSITE HOSTING FOR 2024/2025-TECHNOLOGY	6,500.00
11	106	07/01/2024	44253	SMARTDRAW GROUP, LLC	SOFTWARE-TECHNOLOGY	400.00
11	107	07/01/2024	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	5,000.00
11	108	07/01/2024	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR FIREWALL/SUPPLIES-TECHNOLOGY	8,400.00
11	109	07/01/2024	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR SUPPORT-TECHNOLOGY	2,000.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	110	07/01/2024	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2024/2025-TECHNOLOGY	500.00
11	111	07/01/2024	44269	VIVACITY TECH PBC	CHROMEBOOK PARTS	5,000.00
11	112	07/01/2024	11200	EUREKA WATER CO., INC.	WATER AND MACHINE LEASE	650.00
11	113	07/01/2024	12682	MIDWEST BUS SALES, INC.	INJECTORS FOR BUS 3	3,465.42
11	114	07/01/2024	43489	PIRAINO CONSULTING, INC.	SMART LICENSES	2,180.00
11	115	07/01/2024	11642	HOUGHTON MIFFLIN HARCOURT PUB. CO.	AMIRA LICENCES FOR DISTRICT	20,000.00
11	116	07/01/2024	12993	ARCHWAY TEXTBOOK DEPOSITORY	MATH ADOPTION K-5 FROM CENGAGE "WILL CALL"	246,892.48
11	117	07/01/2024	12993	ARCHWAY TEXTBOOK DEPOSITORY	MATH ADOPTION 6-8 FROM CENGAGE "WILL CALL"	86,435.80
11	118	07/01/2024	12993	ARCHWAY TEXTBOOK DEPOSITORY	MATH ADOPTION ALG1&2 GEOM FROM CENGAGE "WILL CALL"	90,960.60
11	119	07/01/2024	12993	ARCHWAY TEXTBOOK DEPOSITORY	MATH ADOPTION CALC PRECALC CENGAGE "WILL CALL"	18,243.13
11	120	07/01/2024	12336	LOGAN COUNTY COMMUNITY SERVICES	DRUG COUNSELING SERVIES	1,000.00
11	121	07/01/2024	43748	PARENT/STUDENT/STAFF REFUND	STAFF REIMBURSEMENT FOR BACKGROUND CHECKS	1,250.00
11	122	07/01/2024	10931	GUTHRIE CHAMBER OF COMMERCE	2024 CHAMBER DUES/MEMBERSHIP/MEETINGS	2,000.00
11	123	07/01/2024	10272	BODY BILLBOARDS	EMPLOYEE OF THE MONTH PLAQUES FOR 2024-2025	375.00
11	124	07/01/2024	45010	INSTRUCTIONAL EMPOWERMENT, INC.	MARZANO PROTOCOL	5,000.00
11	125	07/01/2024	44170	THOMAS BRENTON MALOY	REPAIRS TO BUS SEATS	4,274.50
11	126	07/01/2024	14122	STATE OF OKLAHOMA	JOB FAIR REGISTRATION	50.00
11	127	07/01/2024	16711	UNIVERSITY OF OKLAHOMA	JOB FAIR REGISTRATION	125.00
11	128	07/01/2024	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS	1,250.00
11	129	07/01/2024	17727	PROJECT LEAD THE WAY, INC.	PARTICIPATION FEE	950.00
11	130	07/01/2024	45010	INSTRUCTIONAL EMPOWERMENT, INC.	I-OBSERVATION TRAINING FOR MICHELLE WILSON-ADAMS	399.00
11	131	07/01/2024	44385	SEVERIN INTERMEDIATE HOLDINGS, LLC	APPLICANT TRACKING	6,342.72
11	132	07/01/2024	15298	SOUTHWESTERN STATIONERY & BANK	STUDENT CUMULATIVE FOLDERS	700.00
11	133	07/01/2024	42721	FORTITUDE DOGS, INC.	CONTRABAND DETECTION SERVICES	3,750.00
11	134	07/01/2024	45079	IMAGINE LEARNING LLC	EDGENUITY LICENSING FOR JH/HS	54,015.00
11	135	07/01/2024	44669	BLUE RIBBON FORMS, INC.	LOGO WINDOW ENVELOPES	714.70
11	136	07/01/2024	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	500.00
11	137	07/01/2024	10087	AMERICAN PLANT PRODUCTS & SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	3,000.00
11	138	07/01/2024	44332	RANDALL FIVE INC	GAS BOTTLE LEASE	1,100.00
11	139	07/01/2024	12963	OKLAHOMA DEPT. OF CAREER & TECH ED.	SUMMER CONFERENCE REGISTRATION	1,300.00

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11	140	07/01/2024	43821	TEACHER SYNERGY, LLC	SUPPLIES AND MATERIALS FOR AG PROGRAM	500.00
11	141	07/01/2024	43912	UNITED DATA TECHNOLOGIES, INC.	DISTRICT PHONE SYSTEM	92,000.00
11	142	07/01/2024	44888	IMPERIAL SUPPLIES HOLDINGS INC	VARIOUS PARTS	325.00
11	143	07/01/2024	12682	MIDWEST BUS SALES, INC.	VALVE COVER	225.19
11	144	07/01/2024	15994	AMAZON CAPITAL SERVICES	PORTACOOOL EVAPORATIVE COOLER	5,755.86
11	145	07/01/2024	14107	UNIFIRST HOLDING INC.	MECHANICS UNIFORM SERVICES	1,200.00
11	146	07/01/2024	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	DEDUCTIBLE FOR ACCIDENTS	3,000.00
11	147	07/01/2024	14201	WALKER TIRE DTR LLC	TIRES FOR WHITE FLEET	1,000.00
11	148	07/01/2024	12173	LAMPTON WELDING SUPPLY COMPANY, INC	BOTTLED GAS	250.00
11	149	07/01/2024	17901	SYN-TECH SYSTEMS, INC.	MAINTENANCE PLAN FOR FUEL SYSTEM	2,650.00
11	150	07/01/2024	12967	OKLAHOMA HOME CENTERS, INC.	VARIOUS PARTS	1,000.00
11	151	07/01/2024	15994	AMAZON CAPITAL SERVICES	VARIOUS PARTS	1,000.00
11	152	07/01/2024	45107	ARVEST BANK OPERATIONS, INC.	FUEL FOR OUT OF TOWN TRIPS	1,000.00
11	153	07/01/2024	44629	CRIMPED, LTD	VARIOUS HOSES	300.00
11	154	07/01/2024	12910	OFFICE DEPOT, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	1,000.00
11	155	07/01/2024	44935	HUB INTERNATIONAL NEW ENGLAND LLC	MECHANICS TOOL INSURANCE	550.00
11	156	07/01/2024	44186	DOUBLE T ENTERPRISES, LLC	BATTERIES FOR BUSES	1,800.00
11	157	07/01/2024	11849	JERRY D. JONES	TOWS FOR BUSES AND WHITE FLEET	3,000.00
11	158	07/01/2024	16410	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL,	DRUG TESTING (ACCIDENT ONLY)	600.00
11	159	07/01/2024	14207	WALMART COMMUNITY	VARIOUS SUPPLIES FOR TRANSPORTATION	1,000.00
11	160	07/01/2024	15994	AMAZON CAPITAL SERVICES	SAW FOR AG SHOP	2,400.00
11	161	07/01/2024	15994	AMAZON CAPITAL SERVICES	BLANKET PO - OFFICE & CLASSROOM SUPPLIES	400.00
11	162	07/01/2024	15644	OTC BRANDS, INC.	BLANKET PO CLASSROOM SUPPLIES	300.00
11	163	07/01/2024	45277	SOUTHERN COMPUTER WAREHOUSE	GOOGLE LICENSES	13,825.00
11	164	07/01/2024	13991	THOMPSON SCHOOL BOOK DEPOSITORY	PRE-K ADOPTION FROM FROG STREET "WILL CALL"	29,168.72
11	165	07/01/2024	42472	ENERGYCAP, LLC	PROFESSIONAL SUBSCRIPTION AGREEMENT RENEWAL	8,900.00
11	166	07/01/2024	44765	CENERGISTIC LLC	MONTHLY ENERGY MANAGEMENT FEES	54,999.96
11	167	07/01/2024	45187	SAFEROUTZ CORP	ROUTING SOFTWARE	6,828.60
11	168	07/01/2024	12967	OKLAHOMA HOME CENTERS, INC.	VARIOUS PARTS	1,000.00
11	169	07/01/2024	15994	AMAZON CAPITAL SERVICES	VARIOUS PARTS	1,000.00
11	170	07/01/2024	45107	ARVEST BANK OPERATIONS, INC.	FUEL FOR TRAVEL AND EMERGENCIES	1,000.00
11	171	07/01/2024	44629	CRIMPED, LTD	VARIOUS HOSES AND PARTS	1,000.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	172	07/01/2024	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	DRIVER PHYSICALS	2,000.00
11	173	07/01/2024	44896	GREYSTONE ENV SERV INC	WELL AND CATHODIC MONITORING	1,200.00
11	174	07/01/2024	10234	MAKERS GLASS INC	GLASS FOR BUSES	700.00
11	175	07/01/2024	10129	NORTHUP AUTO PARTS & MACHINE	VARIOUS PARTS	1,000.00
11	176	07/01/2024	12940	OKLAHOMA CORPORATION	TANK REGISTRATION FEES COMMISSION	50.00
11	177	07/01/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	VARIOUS PARTS	1,000.00
11	178	07/03/2024	13704	BSN SPORTS, INC.	HS- UNIFORMS (SB)	2,100.00
11	179	07/03/2024	13704	BSN SPORTS, INC.	HS- UNIFORMS (VB)	2,099.00
11	180	07/03/2024	13704	BSN SPORTS, INC.	HS- UNIFORMS (FB) GIRDLES, KNEEPAD, ETC	2,538.50
11	181	07/03/2024	10312	ALL AMERICAN SPORTS CORP.	JH- CONDITION HELMETS (FB)	2,943.00
11	182	07/03/2024	13704	BSN SPORTS, INC.	JH- UNIFORMS (FB)	2,321.50
11	183	07/03/2024	10312	ALL AMERICAN SPORTS CORP.	HS- RECONDNITION HELMETS (FB)	3,605.20
11	184	07/03/2024	44621	XENITH LLC	HS- UNIFORMS - HELMETS (FB)	5,750.00
11	185	07/03/2024	44021	AGILE SPORTS TECHNOLOGIES, INC	HS- FILM STORAGE (FB- BB)	4,000.00
11	186	07/03/2024	12980	OKLAHOMA SECONDARY SCHOOL	HS- ENTRY FEES (ALL SPORTS)	1,200.00
11	187	07/03/2024	10536	OKLAHOMA COACHES ASSOCIATION	HS- COAHCES CARDS- MEMBERSHIPS	2,750.00
11	188	07/03/2024	10312	ALL AMERICAN SPORTS CORP.	HS- HELMETS (FB)	2,906.00
11	189	07/03/2024	42550	PERFORMANCE HEALTH SUPPLY, INC.	HS- FIRST AIDE SUPPLIES- MEDICINE, ETC	1,500.00
11	190	07/01/2024	45280	ALCOHOL AND DRUG TESTING INC	STUDENT EXTRACURRICULAR DRUG TESTIING	5,500.00
11	191	07/03/2024	10234	MAKERS GLASS INC	DOOR GLASS FOR BUS 15	350.00
11	192	07/03/2024	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES\HS	1,000.00
11	193	07/03/2024	13229	QUILL CORPORATION	OFFICE SUPPLIES\HS	1,000.00
11	194	07/03/2024	14207	WALMART COMMUNITY	OFFICE SUPPLIES\HS	500.00
11	195	07/03/2024	84133	WENDY D JONES	MILEAGE REIMBURSEMENT	700.00
11	196	07/03/2024	45097	HEATH & TRACI SHELTON	PRINTING SERVICES\HS	1,000.00
11	197	07/01/2024	45059	ALLPLAYERS NETWORK, INC	YEARLY SUBSCRIPTION 24/25	1,000.00
11	198	07/01/2024	17961	NCS PEARSON, INC.	TESTING SUPPLIES	5,000.00
11	199	07/01/2024	41958	ACT	PARAPROFESSIONAL ASSESSMENTS	500.00
11	200	07/01/2024	14230	MANSON WESTERN CORPORATION	TESTING SUPPLIES	500.00
11	201	07/01/2024	44428	RIVERSIDE ASSESSMENTS, LLC	TESTING SUPPLIEES	4,000.00
11	202	07/01/2024	17836	MULTI-HEALTH SYSTEMS, INC.	TESTING SUPPLIES	2,500.00
11	203	07/01/2024	15994	AMAZON CAPITAL SERVICES	SUPPLIES	4,000.00
11	204	07/01/2024	44649	TERESA EWING, LLC	PT CONTRACT	75,000.00
11	205	07/01/2024	14316	AHP OF OKLAHOMA	FERPA PUBLICATION	500.00
11	206	07/01/2024	45056	THERAPY WORKS	ESY JULY 2024	4,000.00
11	207	07/01/2024	84515	MAESYN ALYXANDRIA BARTON	MILEAGE	750.00
11	208	07/01/2024	80069	TAMMY L BLEWETT	MILEAGE REIMBURSEMENT	1,000.00

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11	209	07/01/2024	45118	TIFFANY KEITZ	SPEECH CONTRACT	100,000.00
11	210	07/01/2024	42347	SCOTT L. CROUSE	TESTING LICENSE	99.00
11	211	07/01/2024	16731	OUHSC	CPR CERTIFICATION CARDS	500.00
11	212	07/01/2024	17909	DJC HOLDINGS, LLC	ONLINE CURRICULUM	3,000.00
11	213	07/01/2024	15994	AMAZON CAPITAL SERVICES	SUPPLIES	5,000.00
11	214	07/01/2024	16669	EDMENTUM, INC	ONLINE CURRICULUM	7,700.00
11	215	07/01/2024	11619	HOME DEPOT CREDIT SERVICES	SUPPLIES	772.46
11	216	07/01/2024	40775	APPLE STORE	STUDENT USAGE IPAD	749.00
11	217	07/08/2024	12682	MIDWEST BUS SALES, INC.	BRAKE VALVE	432.39
11	218	07/08/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	AIR FILTERS	2,075.10
11	219	07/08/2024	12682	MIDWEST BUS SALES, INC.	DISC PAD KITS	3,442.25
11	220	07/08/2024	44862	CWHD REPAIR LLC	REPAIRS TO BUS 18	3,796.66
11	221	07/08/2024	42687	CRISIS PREVENTION INSTITUTE, INC.	REGISTRATION/MEMBERSHIP FEE	6,100.00
11	222	07/08/2024	42795	APRIL NEICHOLE KECK	VI CONTRACT	4,500.00
11	223	07/08/2024	13497	EDMOND SAM'S CLUB #6267	OFFICE SUPPLIES BATTERIES, LABEL MAKER AND RIBBON	300.00
11	224	07/08/2024	44994	AUVIK NETWORKS INC	NETWORK MONITORING	13,200.00
11	225	07/01/2024	43809	E3 DIAGNOSTICS, INC	AUDIOMETER CALIBRATION SERVICE	1,200.00
11	226	07/09/2024	43489	PIRAINO CONSULTING, INC.	SMART PANELS	5,134.00
11	227	07/09/2024	44033	EARNHEART CRESCENT LLC	1000 GAL UNLEADED 7000 GAL DIESEL	20,456.00
11	228	07/01/2024	16841	OK ASSOC OF CAREER & TECH EDUCATION	OK SUMMIT CONFERENCE REGISTRATION	300.00
11	229	07/01/2024	11204	DT MANAGEMENT, LLC	HOTEL STAY FOR SUMMIT CONFERENCE	177.00
11	230	07/09/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/WOOD/CHARTER OAK	196.67
11	231	07/09/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/HUTCHISON/HIGHSCHOOL	200.00
11	232	07/08/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/SCHULZ/GUES	200.00
<b>Non-Payroll Total:</b>						<b>\$3,979,888.79</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$3,979,888.79</b>



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1	07/01/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
2	07/01/2024	17764	SOONER PEST MANAGEMENT	DISTRICT PEST CONTROL	3,000.00
3	07/01/2024	16626	JOHN HUDSON	DISTRICT MOWING	34,800.00
4	07/01/2024	44878	TURF SURFERS INC	DISTRICT POST EMERGENT SPRAYING	5,000.00
5	07/01/2024	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	1,000.00
6	07/01/2024	14207	WALMART COMMUNITY	DISTRICT PARTS AND SUPPLIES	1,000.00
7	07/01/2024	44590	BRADFORD SUPPLY	DISTRICT PARTS AND SUPPLIES	1,000.00
8	07/01/2024	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
9	07/01/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	1,000.00
10	07/01/2024	10234	MAKERS GLASS INC	DISTRICT GLASS REPAIRS	1,000.00
11	07/01/2024	44204	PREVENTIVE / PREDICTIVE MAINT SVCS	DISTRICT QUARTERLY BOILER WATER TREATMENTS	1,200.00
12	07/01/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	1,000.00
13	07/01/2024	45235	RENTOKIL NORTH AMERICA INC	ANNUAL TERMITE PLAN RENEWALS	1,128.00
14	07/01/2024	13013	ORKIN, INC.	ANNUAL TERMITE PLAN RENEWALS	4,760.61
15	07/01/2024	44909	CLIFFORD POWER SYSTEMS INC	PLANNED MAINT FOR GENERATOR	560.00
16	07/01/2024	41813	OKLAHOMA DEPARTMENT OF LABOR	STATE INSPECTIONS	1,000.00
17	07/01/2024	42501	EARTHSMART CONTROLS, LLC	ANNAUL DELTA LICENSE RENEWAL AT HS	575.00
18	07/01/2024	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS REPAIRS AND SERVICE	1,000.00
19	07/01/2024	44684	PROF. SPRINKLER INSPECTIONS, LLC	MONTHLY TESTS ON CHARTER OAK PUMP HOUSE	600.00
20	07/01/2024	44684	PROF. SPRINKLER INSPECTIONS, LLC	DISTRICT FIRE ALARM AND SPRINKLER INSPECTIONS	3,150.00
21	07/01/2024	44684	PROF. SPRINKLER INSPECTIONS, LLC	DISTRICT FIRE EXTINGUISHERS AND HOOD INSPECTIONS	2,125.00
22	07/01/2024	44684	PROF. SPRINKLER INSPECTIONS, LLC	DISTRICT FIRE SYSTEM REPAIRS AND SERVICE	1,000.00
23	07/01/2024	44681	FRESH FILTERED AIR, INC	DISTRICT HVAC FILTER CHANGES	2,500.00
24	07/01/2024	44867	ALLIED ELEVATOR SERVICES INC	DISTRICT ELEVATOR & LIFT INSPECTIONS	2,358.00
25	07/01/2024	44867	ALLIED ELEVATOR SERVICES INC	DISTRICT ELEVATOR & LIFT REPAIRS	1,000.00
26	07/01/2024	44065	FIREtrol PROTECTION SYSTEMS, INC.	DISTRICT FIRE ALARM MONITORING	3,420.00
27	07/01/2024	44245	STATE OF OKLAHOMA	RETENTION LAGOON FEE	800.00
28	07/01/2024	44746	ZACHARY W. GOLDEN	ANNUAL LAGOON INSPECTION	1,500.00
29	07/01/2024	12324	LOCKE SUPPLY CO.	DISTRICT PARTS AND SUPPLIES	1,000.00
30	07/01/2024	44696	TED BARBA	FULL SCRUB AND RECOAT HS NORTH U HALL	3,040.00
31	07/01/2024	44696	TED BARBA	SCRUB & RECOAT HS CAFE & ENTRY	2,742.00
32	07/01/2024	44696	TED BARBA	SCRUB AND RECOAT GYM LOBBY	1,421.00

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33	07/01/2024	44696	TED BARBA	STRIP AND WAX 5 COATS ON HS SOUTH HALLWAY	1,270.00
34	07/01/2024	44696	TED BARBA	SCRUB AND RECOAT NORTH OFFICE AND NORTH HALL	1,780.00
35	07/01/2024	44696	TED BARBA	SCRUB AND RECOAT 2 JH CLASSROOMS	800.00
36	07/01/2024	44696	TED BARBA	SCRUB AND RECOAT FOGARTY MAIN HALLWAY	1,581.60
37	07/01/2024	44696	TED BARBA	SCRUB & RECOAT CAFE FLOOR AT GUES	1,480.00
38	07/01/2024	44696	TED BARBA	SCRUB AND RECOAT GUES GYM	1,606.00
39	07/01/2024	44696	TED BARBA	SCRUB & RECOAT GUES ENTRY, OFC HALL, & BREAK ROOM	1,350.00
40	07/01/2024	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	1,000.00
41	07/01/2024	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	1,000.00
42	07/01/2024	12173	LAMPTON WELDING SUPPLY COMPANY, INC	ANNUAL CYLINDER RENT	175.00
43	07/01/2024	11619	HOME DEPOT CREDIT SERVICES	CEILING TILE	1,050.00
44	07/01/2024	13203	PRECISION TESTING LABORATORIES	3 YEAR AHERA INSPECTION	900.00
45	07/01/2024	44157	POPE CONTRACTING, INC.	REPAIR STONE WALL AT JELSMA STADIUM	1,500.00
46	07/01/2024	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT SUPPLIES	3,490.26
47	07/01/2024	43912	UNITED DATA TECHNOLOGIES, INC.	DISTRICT PHONE SYSTEM	18,602.20
48	07/01/2024	40596	JAMES C. MCGEE	GUES PLAYGROUND REPAIRS	1,000.00
49	07/01/2024	44640	FACILITIES MANAGEMENT EXPRESS, LLC	ANNUAL SUBSCRIPTION FEE	9,677.74
50	07/01/2024	13646	CAROLYN BLACK HALLER	NO GUNS NO DRUGS DOOR DECALS	1,000.00
51	07/01/2024	40596	JAMES C. MCGEE	DISTRICT DIRT, GRAVEL, SAND	1,500.00
52	07/01/2024	44157	POPE CONTRACTING, INC.	ADD DOOR AND WALL AT HS WRESTLING ROOM	4,800.00
53	07/01/2024	44562	ANDECO FLOORING & BLINDS	INSTALL VCT IN HS WRESTLING ROOM	4,688.96
54	07/01/2024	44562	ANDECO FLOORING & BLINDS	REPLACE CARPET RM 20 AT HS	2,902.24
55	07/01/2024	44562	ANDECO FLOORING & BLINDS	REPLACE CARPET IN ADMIN FINANCE OFFICE	2,950.16
56	07/01/2024	44562	ANDECO FLOORING & BLINDS	REPLACE CARPET IN ADMIN CHILD NUTRITION OFFICE	1,757.16
57	07/01/2024	44562	ANDECO FLOORING & BLINDS	INSTALL TILE IN MAINT OFFICE	2,830.81
58	07/01/2024	10110	HENKE & WANG PLUMBING	FINISH OUT PLUMBING FOR HS GIRLS WRESTLING	2,500.00
59	07/01/2024	43973	CHRISTOPHER CODY HAYES	REMOVE HEDGES & TRIM TREES AT HS	1,225.00
60	07/01/2024	42501	EARTHSMART CONTROLS, LLC	INSTALL DELTA SENSORS AT THE HIGH SCHOOL	3,356.51
61	07/01/2024	44724	HW 2020 PROPERTY LLC	MOWING & CLEARING AT CHARTER OAK	2,500.00
62	07/01/2024	44724	HW 2020 PROPERTY LLC	MOWING HEATHER ROAD PROPERTY	2,500.00

## Purchase Order Register

Options: Year: 2024-2025, Fund: Building, Date Range: 7/1/2024 - 6/30/2025

PO No	Date	Vendor No	Vendor	Description	Amount
63	07/01/2024	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE SYSTEM REPAIRS AND SERVICE	1,000.00
64	07/01/2024	44870	REECE SAMUEL WILLIAM	INSTALL 12'X20' FLUME AT TENNIS COURT	4,800.00
65	07/03/2024	15994	AMAZON CAPITAL SERVICES	LEAK DETECTOR & FITTING	800.00
66	07/03/2024	44614	IDN-GLOABL, INC	CONTINUOUS HINGES FOR TRACK BUILDING	350.00
67	07/01/2024	42456	STILLWATER MILLING COMPANY	BLANKET - FIELD MAINTENANCE	800.00
68	07/08/2024	12173	LAMPTON WELDING SUPPLY COMPANY, INC	WELDING SUPPLIES	250.00
69	07/08/2024	17152	TIME SPENT LLC	CLEAN CARPET	5,000.00
70	07/08/2024	43973	CHRISTOPHER CODY HAYES	TRIM TREE AT FOGARTY	2,900.00
71	07/03/2024	10110	HENKE & WANG PLUMBING	PLUMBING FOR HS SPED TRANSITION ROOM	4,800.00
72	07/03/2024	40596	JAMES C. MCGEE	DIRT AND SPREAD ON VILAS PROPERTY	1,815.00
73	07/01/2024	44108	DH PACE COMPANY, INC	DOOR FOR HS LOCKER ROOM	1,832.00
74	07/08/2024	11619	HOME DEPOT CREDIT SERVICES	FRP CAPS FOR TRANSPORTATION	12.00
75	07/09/2024	45273	PALOMAR MODULAR BUILDINGS	LANDING STAIRS W/INSTALLATION	3,770.00

<b>Non-Payroll Total:</b>	<b>\$198,582.25</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$198,582.25</b>
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**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 12, Fund Codes: 22

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22	1	07/01/2024	11609	HOBART CORPORATION/OKCY BRANCH	KITCHEN EQUIPMENT REPAIRS	5,000.00
22	2	07/01/2024	42264	FARMERS AND MERCHANTS BANK	START UP MONEY FOR CAFETERIAS	1,000.00
22	3	07/01/2024	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2024- 2025	20,000.00
22	4	07/01/2024	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL 2024-2025	7,300.00
22	5	07/01/2024	43801	6-L MECHANICAL LLC	BLANKET FOR REPAIRS 2024- 2025	7,400.00
22	6	07/01/2024	43982	SODEXO, INC. AND AFFILIATES	FOOD SERVICE CONTRACT 2024- 2025	800,000.00
22	7	07/01/2024	43748	PARENT/STUDENT/STAFF REFUND	CHILD NUTRITION MEAL ACCOUNT REFUND	2,000.00
22	9	07/01/2024	16199	DEPARTMENT OF HUMAN SERVICES	USDA COMMODITY FEES	3,897.84
22	10	07/01/2024	43903	TIM KEITH	GREASE TRAP SERVICE FOR GUES	2,000.00
22	11	07/01/2024	16975	GENERAL FUND	LOAN AGREEMENT REFUND	120,000.00
22	12	07/01/2024	10130	AUTO-CHLOR SERVICES, LLC	2024-2025 BLANKET FOR REPAIR SERVICES	2,000.00

<b>Non-Payroll Total:</b>	<b>\$970,597.84</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$970,597.84</b>

**ACTIVITY FUND - FUND 60**  
**BANK RECONCILIATION - FARMERS & MERCHANT BANK**  
**AS OF 7/01/2024**

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (6/1/2024)	\$ 684,873.18	Balance per bank statement (6/30/2024)	\$ 669,869.50
Add Receipts	\$ 15,649.51	Add Deposits in Transit	\$ -
Less Checks Written	\$ (50,610.62)	Less O/S Checks	\$ (16,273.43)
Adjustments	\$ 3,684.00	Adjustments	\$ -
Balance per Ledger	\$ <b>653,596.07</b>	Balance per Ledger	\$ <b>653,596.07</b>

Ledger Adjustment details: Voided Check and NSF Check Adjustment Clearing  
 Bank Adjustment details:

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

*Stephanie Simmons*

Stephanie Simmons, Activity Fund Clerk

7/1/2024

Date

# Guthrie Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
101 HS ADMINISTRATION	\$16.98	\$0.00	\$0.00	\$0.00	\$16.98	\$0.00	\$16.98
119 ATHLETICS	\$1,200.00	(\$1,200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 CENTRAL FACULTY	\$212.94	\$0.00	\$0.00	\$0.00	\$212.94	\$0.00	\$212.94
802 CENTRAL ACTIVITY	\$15,334.35	\$26.27	\$0.00	\$771.45	\$14,589.17	\$0.00	\$14,589.17
803 CENTRAL PTO	\$10,119.96	\$0.00	\$0.00	\$448.13	\$9,671.83	\$0.00	\$9,671.83
804 COTTERAL PTO	\$16,813.31	\$0.00	\$0.00	\$359.17	\$16,454.14	\$0.00	\$16,454.14
805 COTTERAL ACTIVITY	\$24,905.53	\$0.00	\$0.00	\$743.66	\$24,161.87	\$0.00	\$24,161.87
806 COTTERAL FACULTY	\$722.18	\$0.00	\$0.00	\$0.00	\$722.18	\$0.00	\$722.18
808 FOGARTY PARENTS ORG.	\$6,468.03	\$0.00	\$0.00	\$1,082.84	\$5,385.19	\$0.00	\$5,385.19
809 FOGARTY ACTIVITY	\$18,560.79	\$1.40	\$0.00	\$553.28	\$18,008.91	\$0.00	\$18,008.91
810 FOGARTY FACULTY	\$251.61	\$0.00	\$0.00	\$0.00	\$251.61	\$0.00	\$251.61
811 ELEM SNACK GRANT	\$903.69	\$0.00	\$0.00	\$0.00	\$903.69	\$0.00	\$903.69
812 GUES ACTIVITY	\$37,877.87	\$0.00	\$0.00	\$14,478.25	\$23,399.62	\$0.00	\$23,399.62
813 GUES FACULTY	\$738.29	\$0.00	\$0.00	\$0.00	\$738.29	\$0.00	\$738.29
814 GUES HONOR CHOIR	\$525.83	\$0.00	\$0.00	\$0.00	\$525.83	\$0.00	\$525.83
815 GUES PARENTS ORG.	\$9,521.25	\$0.00	\$0.00	\$1,983.36	\$7,537.89	\$0.00	\$7,537.89
816 GHS SPECIAL KIDS	\$8,781.74	\$0.00	\$0.00	\$0.00	\$8,781.74	\$0.00	\$8,781.74
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$163.56	\$0.00	\$0.00	\$0.00	\$163.56	\$0.00	\$163.56
819 ATHLETICS JUNIOR HIGH	\$5,545.07	\$0.00	\$0.00	\$0.00	\$5,545.07	\$0.00	\$5,545.07
820 GOLF JUNIOR HIGH	\$4,566.58	\$0.00	\$0.00	\$0.00	\$4,566.58	\$0.00	\$4,566.58
821 FHA JUNIOR HIGH	\$2,784.30	\$0.00	\$0.00	\$0.00	\$2,784.30	\$0.00	\$2,784.30
822 HONOR SOCIETY JR HIGH	\$3,471.95	\$0.00	\$0.00	\$64.59	\$3,407.36	\$0.00	\$3,407.36
823 JR HIGH ACCOUNT	\$1,023.28	\$0.00	\$0.00	\$0.00	\$1,023.28	\$0.00	\$1,023.28
824 JR HIGH FACULTY	\$2,567.47	\$0.00	\$0.00	\$821.90	\$1,745.57	\$0.00	\$1,745.57
825 LIBRARY JR HIGH	\$1,745.74	\$0.00	\$0.00	\$0.00	\$1,745.74	\$0.00	\$1,745.74
826 LEARN 2 LOVE	\$10,640.23	\$0.00	\$0.00	\$48.06	\$10,592.17	\$0.00	\$10,592.17
827 CHEERLEADERS JR HIGH	\$2,390.16	\$0.00	\$0.00	\$0.00	\$2,390.16	\$0.00	\$2,390.16
830 STUCO JH	\$3,226.65	\$0.00	\$0.00	\$0.00	\$3,226.65	\$0.00	\$3,226.65
831 T.S.A. JR HIGH	\$397.04	\$0.00	\$0.00	\$0.00	\$397.04	\$0.00	\$397.04
832 YEARBOOK JR HIGH	\$8,196.13	\$0.00	\$0.00	\$0.00	\$8,196.13	\$0.00	\$8,196.13
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$27,364.21	\$0.00	\$0.00	\$2,612.85	\$24,751.36	\$0.00	\$24,751.36
841 CHARTER OAK PTO	\$19,633.51	\$0.00	\$0.00	\$350.01	\$19,283.50	\$0.00	\$19,283.50
842 CHARTER OAK FACULTY	\$463.72	\$0.00	\$0.00	\$0.00	\$463.72	\$0.00	\$463.72
850 ACADEMIC TEAM HS	\$125.70	\$0.00	\$0.00	\$0.00	\$125.70	\$0.00	\$125.70
851 ART CLUB HS	\$5,238.86	\$0.00	\$0.00	\$0.00	\$5,238.86	\$0.00	\$5,238.86
852 ATHLETICS HS	\$45,298.91	\$6,292.29	\$0.00	\$8,351.35	\$43,239.85	\$216.06	\$43,023.79
853 HS CHEER	\$7,017.87	\$1,721.00	\$0.00	\$4,004.00	\$4,734.87	\$0.00	\$4,734.87
854 FOOTBALL CAMP	\$10,104.46	\$0.00	\$0.00	\$34.50	\$10,069.96	\$0.00	\$10,069.96
855 TENNIS HS	\$8,614.80	\$180.00	\$0.00	\$318.95	\$8,475.85	\$0.00	\$8,475.85
856 GHS LIBRARY	\$86.59	\$0.00	\$0.00	\$0.00	\$86.59	\$0.00	\$86.59
858 GHS LINK CREW	\$430.84	\$0.00	\$0.00	\$0.00	\$430.84	\$0.00	\$430.84
859 BAND (OPERATING) HS	\$13,364.49	\$560.00	\$0.00	\$7.20	\$13,917.29	\$0.00	\$13,917.29
861 CLASS OF 2023 HS	\$109.12	\$0.00	\$0.00	\$0.00	\$109.12	\$0.00	\$109.12
862 CLASS OF 2027 HS	\$1,846.67	\$0.00	\$0.00	\$0.00	\$1,846.67	\$0.00	\$1,846.67
864 GHS ALUMNI ACCOUNT	\$15,256.29	\$0.00	\$0.00	\$0.00	\$15,256.29	\$0.00	\$15,256.29
866 CLASS OF 2024 HS	\$1,790.04	\$0.00	\$350.00	\$590.45	\$1,549.59	\$0.00	\$1,549.59
867 CLASS OF 2025 HS	\$2,652.72	\$0.00	\$0.00	\$0.00	\$2,652.72	\$0.00	\$2,652.72
868 CLASS OF 2026 HS	\$2,173.85	\$0.00	\$0.00	\$0.00	\$2,173.85	\$0.00	\$2,173.85
869 ENGLISH CLUB	\$736.83	\$0.00	\$0.00	\$0.00	\$736.83	\$0.00	\$736.83
870 HS FACULTY/COURTESY ACCOUNT	\$1,545.40	\$0.00	\$0.00	\$0.00	\$1,545.40	\$0.00	\$1,545.40
871 HS STUDENT PANTRY	\$11,086.58	\$0.00	\$0.00	\$0.00	\$11,086.58	\$0.00	\$11,086.58
876 FFA 4H BOOSTER CLUB HS	\$38,391.54	\$0.00	\$0.00	\$0.00	\$38,391.54	\$0.00	\$38,391.54
877 FFA HS	\$14,712.75	\$598.00	\$0.00	\$5,424.23	\$9,886.52	\$602.00	\$9,284.52
878 FCCLA (FHA) HS	\$5,913.08	\$0.00	\$0.00	\$0.00	\$5,913.08	\$843.50	\$5,069.58
879 FOREIGN LANGUAGE SPAN HS	\$3,388.47	\$0.00	\$0.00	\$301.83	\$3,086.64	\$0.00	\$3,086.64

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
880 XC BLUECREW	\$4,457.45	\$150.00	\$0.00	\$0.00	\$4,607.45	\$0.00	\$4,607.45
881 LADY JAYS BASKETBALL	\$432.96	\$0.00	\$0.00	\$0.00	\$432.96	\$0.00	\$432.96
882 GUTHRIE RUNNING CLUB HS	\$894.04	\$0.00	\$0.00	\$0.00	\$894.04	\$0.00	\$894.04
883 HERITAGE CLUB HS	\$464.67	\$0.00	\$0.00	\$0.00	\$464.67	\$0.00	\$464.67
884 HIGH SCHOOL ACCOUNT	\$9,304.15	\$222.70	\$0.00	\$109.06	\$9,417.79	\$0.00	\$9,417.79
885 STUDENT SUPPORT HS	\$4,486.95	\$0.00	\$0.00	\$0.00	\$4,486.95	\$0.00	\$4,486.95
886 HONOR SOCIETY HS	\$7,819.46	\$0.00	(\$350.00)	\$609.99	\$6,859.47	\$0.00	\$6,859.47
889 KEY CLUB HS	\$119.80	\$0.00	\$0.00	\$0.00	\$119.80	\$0.00	\$119.80
890 SPEECH HS	\$672.63	\$0.00	\$0.00	\$0.00	\$672.63	\$0.00	\$672.63
891 STEM CLUB	\$4.85	\$0.00	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$15,211.61	\$0.00	\$0.00	\$1,861.07	\$13,350.54	\$0.00	\$13,350.54
894 HS PROM ACCOUNT	\$25,211.63	\$0.00	\$0.00	\$64.53	\$25,147.10	\$100.00	\$25,047.10
895 JROTC HS	\$9,685.25	\$607.46	\$0.00	\$0.00	\$10,292.71	\$252.00	\$10,040.71
897 SOCCER CLUB HS	\$25,250.88	\$75.00	\$0.00	\$187.25	\$25,138.63	\$0.00	\$25,138.63
898 SCIENCE CLUB HS	\$8,259.59	\$160.00	\$0.00	\$323.69	\$8,095.90	\$0.00	\$8,095.90
899 STUDENT COUNCIL HS	\$12,740.80	\$0.00	\$0.00	\$69.16	\$12,671.64	\$0.00	\$12,671.64
900 CAMPUS BEAUTIFICATION HS	\$5,988.04	\$0.00	\$0.00	\$0.00	\$5,988.04	\$0.00	\$5,988.04
902 VOCAL HS	\$7,374.26	\$0.00	\$0.00	\$208.28	\$7,165.98	\$0.00	\$7,165.98
904 YEARBOOK HS	\$51,402.17	\$0.00	\$0.00	\$0.00	\$51,402.17	\$0.00	\$51,402.17
905 GPS eSPORTS	\$179.73	\$0.00	\$0.00	\$0.00	\$179.73	\$0.00	\$179.73
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$1,651.71	\$0.00	\$0.00	\$0.00	\$1,651.71	\$0.00	\$1,651.71
913 DRAMA HS	\$703.74	\$0.00	\$0.00	\$0.00	\$703.74	\$0.00	\$703.74
922 COURTESY COMMITTEE ADMIN	\$144.53	\$10.00	\$0.00	\$0.00	\$154.53	\$0.00	\$154.53
925 GENERAL FUND REFUND	\$2,775.36	\$30.00	\$0.00	\$0.00	\$2,805.36	\$0.00	\$2,805.36
927 HALL OF FAME BANQUET	(\$137.93)	\$140.00	\$0.00	\$0.00	\$2.07	\$0.00	\$2.07
929 DISTRICT SPECIAL OLYMPICS	\$22,442.80	\$0.00	\$0.00	\$3,490.96	\$18,951.84	\$0.00	\$18,951.84
931 TECHNOLOGY INSURANCE ACCOUNT	\$771.99	\$0.00	\$0.00	\$0.00	\$771.99	\$0.00	\$771.99
932 SUMMER SCHOOL HS	\$16,619.55	\$5,946.00	\$0.00	\$0.00	\$22,565.55	\$0.00	\$22,565.55
933 FAVER C&C	\$129.63	\$0.00	\$0.00	\$0.00	\$129.63	\$0.00	\$129.63
934 TRANSPORTATION C&C	\$1,630.10	\$11.75	\$0.00	\$322.61	\$1,319.24	\$0.00	\$1,319.24
935 VENDING MACHINE ADMIN	\$772.53	\$3.55	\$0.00	\$0.00	\$776.08	\$0.00	\$776.08
937 FAVER ACTIVITY	\$711.27	\$0.00	\$0.00	\$0.00	\$711.27	\$0.00	\$711.27
940 ADMINISTRATION MISC	\$13,029.77	\$114.09	\$0.00	\$13.96	\$13,129.90	\$0.00	\$13,129.90
<b>Total</b>	<b>\$688,557.18</b>	<b>\$15,649.51</b>	<b>\$0.00</b>	<b>\$50,610.62</b>	<b>\$653,596.07</b>	<b>\$2,013.56</b>	<b>\$651,582.51</b>



Guthrie Public Schools

**Memo**

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

**From:** Carmen Walters, Assistant Superintendent

**Date:** July 1, 2024

**Re:** Willow Creek Health Care, LLC Agreement

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Attached is a copy of the renewal agreement with Willow Creek Health Care, LLC for maintaining an Intergenerational Pre-K classroom for the 2024-2025 school year. This will be the thirteenth year for a Pre-K classroom at the Willow Creek facility located at 2300 West Noble.

I recommend approval of the agreement between Guthrie Public Schools and Willow Creek Health Care, LLC.



## AGREEMENT

**THIS AGREEMENT**, effective July 1, 2024, is made by and between the **WILLOW CREEK HEALTH CARE, LLC** (“Willow Creek”) and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA** (“District”).

### RECITALS:

A. **WHEREAS**, Willow Creek maintains a residential care facility for senior citizens located at 2300 West Noble in Guthrie, Oklahoma (the “Facility”); and

B. **WHEREAS**, the District operates and maintains early childhood educational programs for four year old children; and

C. **WHEREAS**, Willow Creek and the District wish to establish an “intergenerational” early childhood educational program (the “Program”) whereby Willow Creek’s elderly residents are given the opportunity to interact with and participate in limited aspects of the District’s Program as classroom volunteers; and

D. **WHEREAS**, Willow Creek has space in its Facility suitable for housing the Program, which Willow Creek desires to lease to the District; and

E. **WHEREAS**, the District desires to lease a portion of Willow Creek’s Facility for such purposes in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Willow Creek and the District agree as follows:

1. **Lease of Classroom.** Willow Creek hereby leases to the District, and the District hereby leases from Willow Creek, one classroom located at Willow Creek’s Facility (the “Classroom”). Willow Creek shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2024-2025 school term, as defined by the District’s official school calendar.

2. **Rent.** The District shall pay Willow Creek, as rent for the lease of the Classroom for the 2024-2025 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term.** The term of this Agreement shall be from the effective date set forth above, through June 30, 2025, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Willow Creek in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

4. **Use of Classroom.** The District shall use the Classroom solely for the operation of an early childhood program for four year old students. The Program will incorporate collaborative activities for both students and adults to specifically include, but not be limited to, "reading time". The District shall be solely responsible for furnishing the Classroom and providing all equipment and supplies necessary to conduct its Program. The District's child care staff, including certified teachers and teacher assistants and all operations of the District's Program will meet the requirements of the Oklahoma Department of Education. The District's child care staff shall be employees of the District and shall be subject to the exclusive supervision and control of the District. The District shall provide worker's compensation insurance covering its employees while providing services on Willow Creek's premises.

5. **Alterations.** Willow Creek will provide, at its sole cost and expense, all alterations and modifications reasonably necessary to adapt the Classroom for use as an early childhood classroom. Willow Creek agrees to furnish, in or near the Classroom, an age appropriate restroom for access by four year old children. The District may make no alterations to the Classroom without the prior written consent of Willow Creek. All alterations, whether made by Willow Creek or by the District with the consent of Willow Creek, shall conform with state and local laws, ordinances and regulations including, without limitation, any local building code and fire prevention code.

6. **Utilities.** Willow Creek shall provide all utilities or services to the Classroom as may be necessary for the District's use and occupancy for the permitted purpose. Such utilities shall include water, heat, air conditioning, sewer and electricity. Willow Creek shall not be obligated to provide telephone service to the Classroom.

7. **Indemnification and Insurance.** The District, to the extent permitted by law, agrees to save, indemnify and hold harmless from injury or damages that may result to any person or property by or from any act or omission to act by the District or District's agents, employees or invitees from any cause or causes whatsoever from or concerned with the District's use and occupancy of the Classroom under the terms of this Agreement to the extent of the District's maximum liability under the provisions of the Oklahoma Governmental Tort Claims Act.

Willow Creek agrees to save, indemnify and hold harmless from injury or damage that may result to any person or property by or from any act or omission to act by Willow Creek or Willow Creek's agents, employees or invitees from any cause or causes whatsoever arising from or concerned with Willow Creek's use, operation and control of its Facility, or from Willow Creek's performance under the terms of this Agreement.

The District shall furnish Willow Creek, prior to its occupancy of the Classroom, a certificate of public liability insurance naming Willow Creek as an additional named insured, in the amount of \$25,000 for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident or occurrence, \$125,000 to any claimant for any loss arising out of a single act, accident or occurrence, and \$1,000,000 for any number of claims arising out of a single occurrence or accident. The District further agrees to furnish evidence of

worker's compensation coverage to the extent required by Oklahoma law. The District's insurance shall be primary over Willow Creek's insurance.


8. **Student Safety.** The District and Willow Creek agree that student safety is a top priority. In an effort to protect students' safety, Willow Creek agrees that it will not employ or place any person, whether an employee, volunteer or otherwise in a position where they will have contact with students of the District if that person has been convicted of a felony, is required to be registered as a sex offender, or has been convicted of a crime involving violence or moral turpitude. Prior to commencement of the Program, Willow Creek shall obtain a criminal arrest record maintained by the Oklahoma State Bureau of Investigation and background check including pre-employment checks with OSCN for pending criminal charges, Oklahoma Department of Corrections for Sexual Crimes and Violent offenders History, OSDH Nurse Aide Registry for any allegation of abuse, OIG for medical fraud history, Social Security Business Services for verification of right to work in U.S, 2 work history references and 2 personal references. If any of these background checks result in negative outcomes that person will receive offer of employment at Willow Creek Health Care.

9. **No Agency or Joint Venture.** The District and Willow Creek understand and agree that no staff member or volunteer of Willow Creek shall in any way or for any purpose be deemed to be an employee or agent of the District. Neither the District nor Willow Creek nor its employees or agents shall represent themselves in any way as the agents or employees of the other party. Neither the District nor Willow Creek intend to create, and nothing in this Agreement shall be construed as creating, a joint venture or partnership between the parties with respect to the operation of the Program or otherwise. Subject to the indemnification obligations set forth herein, each party assumes full responsibility for the supervision, daily direction and control, payment of salary, worker's compensation, disability benefits and like requirements and obligations for its own employees.

10. **Early Termination.** Either party may terminate this Agreement at any time, without cause, upon sixty (60) days' prior written notice to the other party.

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

**WILLOW CREEK HEALTH CARE, LLC**

By:   
Name: Candie Hastings  
Title: President

**"WILLOW CREEK"**

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

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

**“DISTRICT”**



Guthrie Public Schools

**Memo**

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

**From:** Carmen Walters, Assistant Superintendent

**Date:** July 1, 2024

**Re:** Golden Age Nursing Home Agreement

---

Attached is a copy of the renewal agreement with Golden Age Nursing Home for maintaining an Intergenerational Pre-K classroom for the 2024-2025 school year. This will be the seventh year for a Pre-K classroom at the Golden Age facility located at 419 East Oklahoma Avenue.

I recommend approval of the agreement between Guthrie Public Schools and Golden Age Nursing Home.

## AGREEMENT

**THIS AGREEMENT**, effective July 1, 2024, is made by and between the **GOLDEN AGE NURSING HOME OF GUTHRIE, LLC** (“Golden Age”) and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA** (“District”).

### RECITALS:

A. **WHEREAS**, Golden Age maintains a residential care facility for senior citizens located at 419 E. Oklahoma Ave. in Guthrie, Oklahoma (the “Facility”); and

B. **WHEREAS**, the District operates and maintains early childhood educational programs for four-year old children; and

C. **WHEREAS**, Golden Age and the District wish to establish an “intergenerational” early childhood educational program (the “Program”) whereby Golden Age’s elderly residents are given the opportunity to interact with and participate in limited aspects of the District’s Program as classroom volunteers; and

D. **WHEREAS**, Golden Age has space in its Facility suitable for housing the Program, which Golden Age desires to lease to the District; and

E. **WHEREAS**, the District desires to lease a portion of Golden Age’s Facility for such purposes in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Golden Age and the District agree as follows:

1. **Lease of Classroom**. Golden Age hereby leases to the District, and the District hereby leases from Golden Age, one classroom located at Golden Age’s Facility (the “Classroom”). Golden Age shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2024-2025 school term, as defined by the District’s official school calendar.

2. **Rent**. The District shall pay Golden Age, as rent for the lease of the Classroom for the 2024-2025 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term**. The term of this Agreement shall be from the effective date set forth above, through June 30, 2025, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Golden Age in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

4. **Use of Classroom.** The District shall use the Classroom solely for the operation of an early childhood program for four year old students. The Program will incorporate collaborative activities for both students and adults to specifically include, but not be limited to, "reading time". The District shall be solely responsible for furnishing the Classroom and providing all equipment and supplies necessary to conduct its Program. The District's child care staff, including certified teachers and teacher assistants and all operations of the District's Program will meet the requirements of the Oklahoma Department of Education. The District's child care staff shall be employees of the District and shall be subject to the exclusive supervision and control of the District. The District shall provide worker's compensation insurance covering its employees while providing services on Golden Age's premises.

5. **Alterations.** Golden Age will provide, at its sole cost and expense, all alterations and modifications reasonably necessary to adapt the Classroom for use as an early childhood classroom. Golden Age agrees to furnish, in or near the Classroom, an age appropriate restroom for access by four year old children. The District may make no alterations to the Classroom without the prior written consent of Golden Age. All alterations, whether made by Golden Age or by the District with the consent of Golden Age, shall conform with state and local laws, ordinances and regulations including, without limitation, any local building code and fire prevention code.

6. **Utilities.** Golden Age shall provide all utilities or services to the Classroom as may be necessary for the District's use and occupancy for the permitted purpose. Such utilities shall include water, heat, air conditioning, sewer and electricity. Golden Age shall not be obligated to provide telephone service to the Classroom.

7. **Indemnification and Insurance.** The District, to the extent permitted by law, agrees to save, indemnify and hold harmless from injury or damages that may result to any person or property by or from any act or omission to act by the District or District's agents, employees or invitees from any cause or causes whatsoever from or concerned with the District's use and occupancy of the Classroom under the terms of this Agreement to the extent of the District's maximum liability under the provisions of the Oklahoma Governmental Tort Claims Act.

Golden Age agrees to save, indemnify and hold harmless from injury or damage that may result to any person or property by or from any act or omission to act by Golden Age or Golden Age's agents, employees or invitees from any cause or causes whatsoever arising from or concerned with Golden Age's use, operation and control of its Facility, or from Golden Age's performance under the terms of this Agreement.

The District shall furnish Golden Age, prior to its occupancy of the Classroom, a certificate of public liability insurance naming Golden Age as an additional named insured, in the amount of \$25,000 for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident or occurrence, \$125,000 to any claimant for any loss arising out of a single act, accident or occurrence, and \$1,000,000 for any number of claims arising out of a single occurrence or accident. The District further agrees to furnish evidence of

worker's compensation coverage to the extent required by Oklahoma law. The District's insurance shall be primary over Golden Age's insurance.

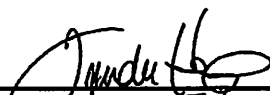
8. **Student Safety.** The District and Golden Age agree that student safety is a top priority. In an effort to protect students' safety, Golden Age agrees that it will not employ or place any person, whether an employee, volunteer or otherwise in a position where they will have contact with students of the District if that person has been convicted of a felony, is required to be registered as a sex offender, or has been convicted of a crime involving violence or moral turpitude. Prior to commencement of the Program, Golden Age shall obtain a criminal arrest record maintained by the Oklahoma State Bureau of Investigation and background check including pre-employment checks with OSCN for pending criminal charges, Oklahoma Department of Corrections for Sexual Crimes and Violent offenders History, OSDH Nurse Aide Registry for any allegation of abuse, OIG for medical fraud history, Social Security Business Services for verification of right to work in U.S, 2 work history references and 2 personal references. If any of these background checks result in negative outcomes that person will receive offer of employment at Golden Age Health Care.

9. **No Agency or Joint Venture.** The District and Golden Age understand and agree that no staff member or volunteer of Golden Age shall in any way or for any purpose be deemed to be an employee or agent of the District. Neither the District nor Golden Age nor its employees or agents shall represent themselves in any way as the agents or employees of the other party. Neither the District nor Golden Age intend to create, and nothing in this Agreement shall be construed as creating, a joint venture or partnership between the parties with respect to the operation of the Program or otherwise. Subject to the indemnification obligations set forth herein, each party assumes full responsibility for the supervision, daily direction and control, payment of salary, worker's compensation, disability benefits and like requirements and obligations for its own employees.

10. **Early Termination.** Either party may terminate this Agreement at any time, without cause, upon sixty (60) days' prior written notice to the other party.

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

**GOLDEN AGE NURSING HOME OF  
GUTHRIE, LLC**

By:   
Name: Jandie Hastings  
Title: President

**"GOLDEN AGE"**



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

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

**“DISTRICT”**

# INVOICE

**SafeRoutz**  
1251 N Eddy St Suite 200  
South Bend, IN 46617

dale@saferoutz.com  
+1 (574) 367-2000  
saferoutz.com



## Guthrie Public Schools

**Bill to**  
Susan Birdwell  
Guthrie Public Schools  
802 E Vilas  
Guthrie, OK 73044

**Ship to**  
Susan Birdwell  
Guthrie Public Schools  
802 E Vilas  
Guthrie, OK 73044

### Invoice details

Invoice no.: 456  
Terms: Net 30  
Invoice date: 07/01/2024  
Due date: 07/31/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	07/01/2024	<b>SafeRoutz Class C Annual Subscription</b>	Class C Subscription includes all Class A features, plus SIS nightly data sync and Live Chat Support M-F during business hours.	12	\$599.00	\$7,188.00

Subtotal \$7,188.00

**Total \$6,828.60**

## Ways to pay

BANK

Checks or ACH accepted. Please make check payable and mail to;  
SafeRoutz, 1251 N Eddy St. Suite 200, South Bend, IN 46617

### Note to customer

Thank you for your business!

Pay invoice



Guthrie Public Schools

**Memo**

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

**From:** Carmen Walters, Assistant Superintendent

**Date:** June 25, 2024

**Re:** FY25 Federal Claims

---

Federal claims for the State Department of Education must be signed by an approved authorized official who is legally authorized to bind the local education agency. I am asking the Board of Education to approve me as the authorized official. As the authorized official, I would be signing all federal claims for reimbursement from the State Department of Education.



**Staking A Claim in Our Students' Future**

**Kaitlin Sagar-Smith**  
Director of Special Education

**Telephone 405-282-8900**  
kaitlin.smith@guthrieips.net

**Memorandum:**

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

**FROM:** Kaitlin Sagar-Smith, Director of Special Education

**SUBJECT:** Federal Claims

**DATE:** June 27, 2024

Special Education federal flow through claims for the State Department of Education must be signed by an authorized official. As the Director of Special Education, I am seeking permission for authorization to sign special education reimbursement claims for Project 613, 615, 618, 621, 623, 625, 641, and 642.

Thank you.

**MEMORANDUM:**

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

**FROM:** Kaitlin Sagar-Smith, Director of Special Education

**SUBJECT:** Contractual Agreement with Sherri Fairchild and Morgan Kowalewski for  
Psychoeducational and Psychological Evaluation Services

**DATE:** June 28, 2024

Attached is an agreement with Sherri Fairchild and Morgan Kowalewski to provide Special Education evaluations for the 2024-2025 school year. Federal and state policies require that evaluations and eligibility meetings must be completed within 45 school days of parent permission for testing. This contract with Ms. Fairchild and Ms. Kowalewski will supplement services provided by our school psychologists. During the school year, anytime the number of assessment referrals exceeds the amount our school psychologists can complete in a 45-day period, the additional assessments will be completed by Ms. Fairchild or Ms. Kowalewski.

Ms. Fairchild and Ms. Kowalewski have agreed to provide services for Guthrie Public Schools during the 2024-2024 school year for \$400.00 per test battery (including a written psycho-educational report). They will not charge mileage. These services will be approximately \$30,000.00.

**PSYCHOEDUCATIONAL AND PSYCHOLOGICAL EVALUATIONS  
CONTRACT AGREEMENT 2024-25**

The following agreement is between Guthrie Public Schools and Sherri Fairchild, M. Ed., Certified School Psychologist and Morgan Kowalewski, Ed. S., Nationally Certified School Psychologist. The terms of this agreement are as follows:

1. Provider will conduct psychoeducational and psychological evaluations as well as test kits, protocols, and testing items.
2. Provider will send a written report and will participate in the eligibility process and meetings.
3. Provider will interpret and will participate in any eligibility meeting in which an outside provider has done the evaluation.
4. Guthrie Public Schools will contract on a per referral basis to include the following fee schedule.

-Evaluations for Specific Learning Disability, Intellectual Disability, Developmental Delay \$400

-Dyslexia specific evaluations \$500

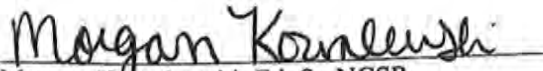
-Cognitive or achievement only \$250

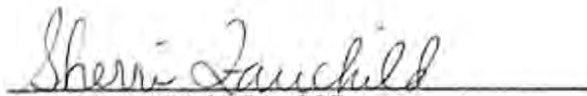
-Psychological evaluation for ADHD/ADD, Autism, or Emotional Disturbance \$550

-Psychological only (not including a cognitive/ achievement) \$300

-Autism only \$300 (Autism rating scales and ADOS-2 or CARS2-HF/ST)

-Outside Evaluation MEEGS- \$100 (in person or teleconference)

  
Morgan Kowalewski, Ed. S., NCSP  
Nationally Certified School Psychologist

  
Sherri Fairchild, M. Ed., CSP  
Certified School Psychologist

\_\_\_\_\_  
Director of Special Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**MEMORANDUM:**

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

**FROM:** Kaitlin Sagar-Smith, Director of Special Education

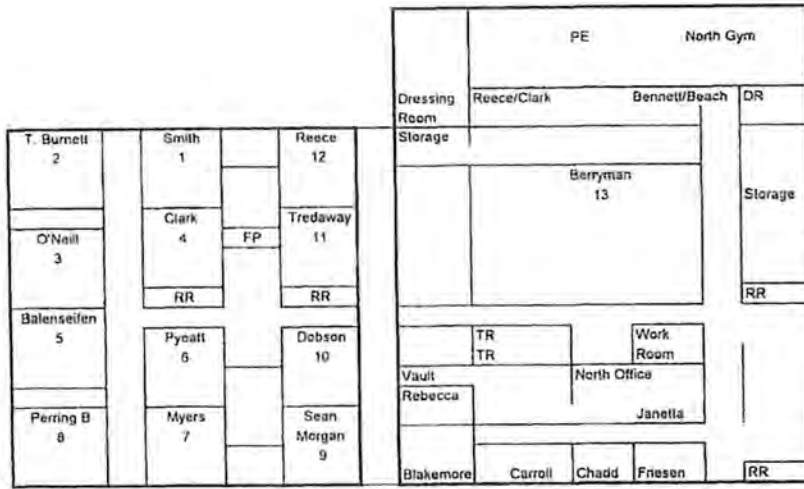
**SUBJECT:** Proposed Transition Room at Guthrie High School

**DATE:** June 28, 2024

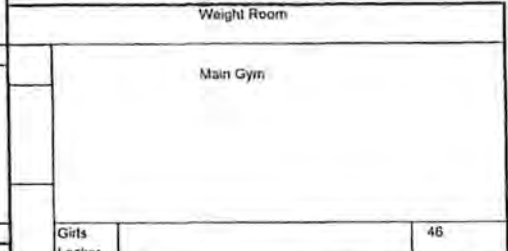
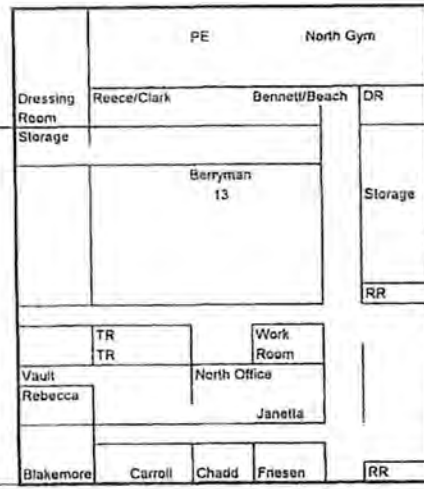
Some students with special needs require direct instruction and support with regard to daily living skills. The development of a transition room at the high school would provide a structured setting for students to learn life skills such as cooking, cleaning, doing laundry, and making a bed, to name just a few. Classroom 16B would be turned in to an efficiency apartment space. The state department allocated \$2,201.44 through Project 618 to be spent on transition services for students. In addition, GHS STUCO raised \$9,024.74 for high school special needs students.

The estimated cost for this project:

Plumbing: \$4,800  
Sink, cabinets, appliances: \$3,284.12

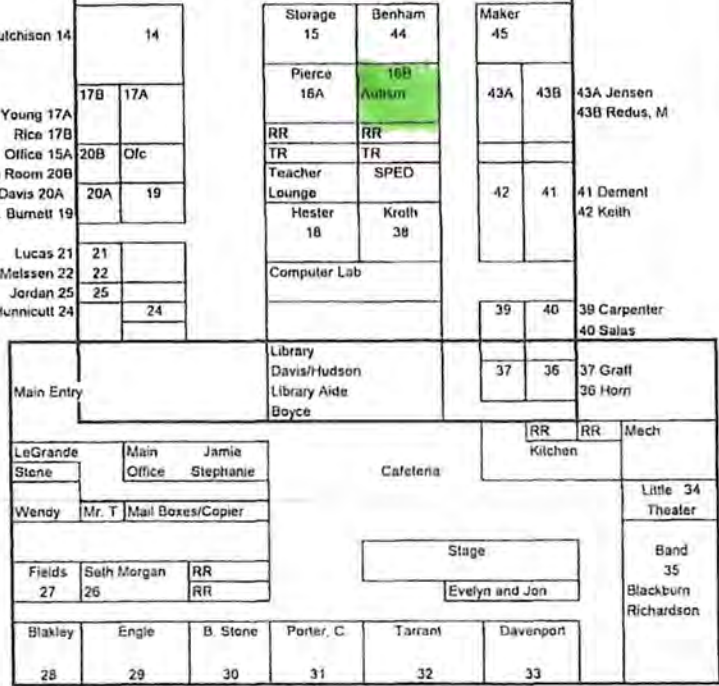


# GUTHRIE HIGH SCHOOL 2022-2023



Darsow 47B	Drake 47	Ag Shop
Rennick 47A	Ag Ofc.	FFA

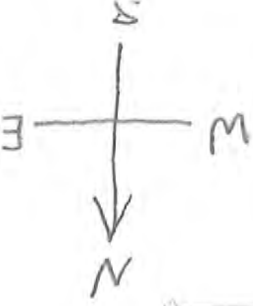
- Hutchison 14
- Young 17A
- Rice 17B
- Office 15A
- Open Room 20B
- Davis 20A
- M. Burnett 19
- Lucas 21
- Melissen 22
- Jordan 25
- Hunnicutt 24



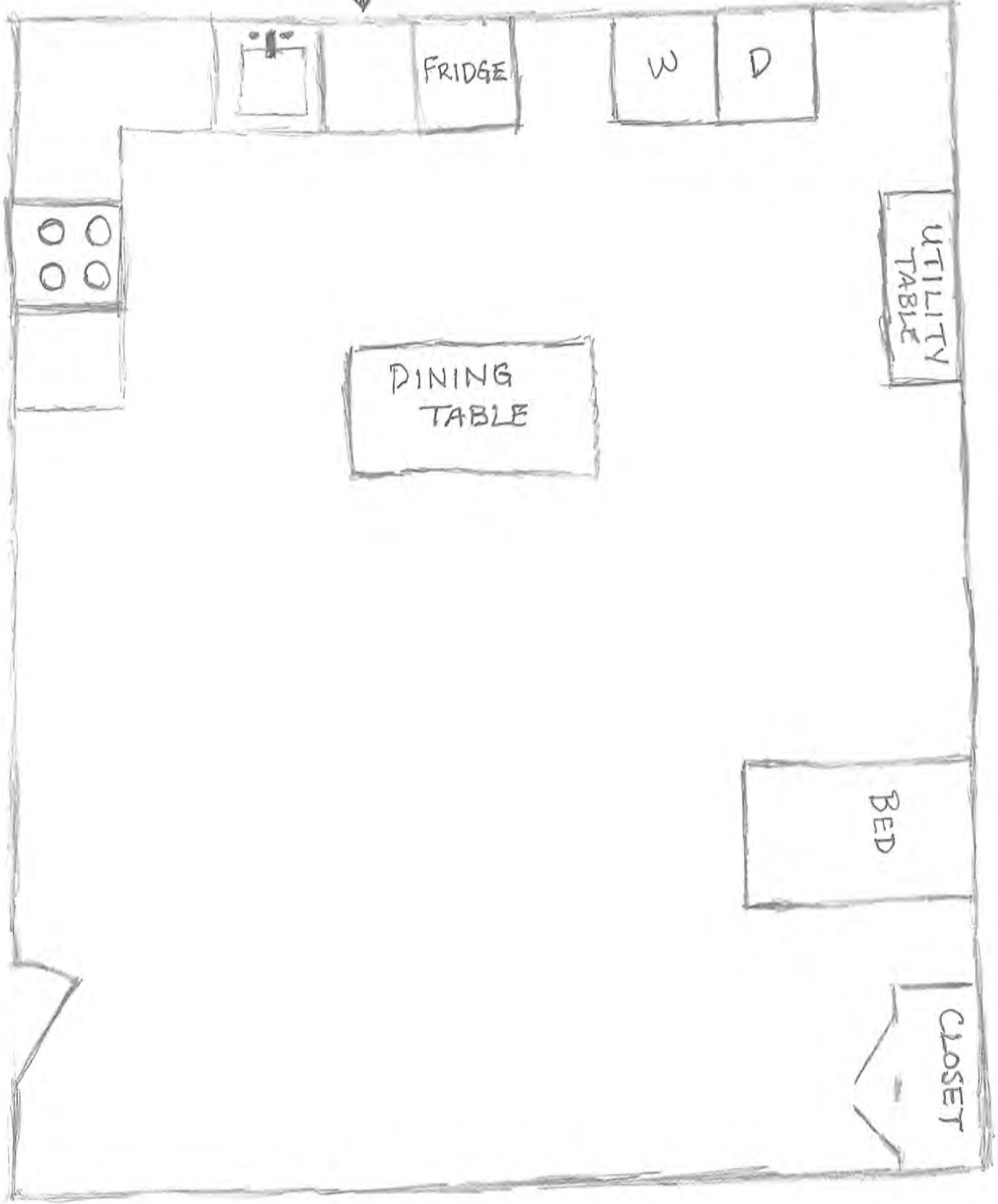
JROTC 48	JROTC 48
JROTC 48	JROTC 48
Campbell Bredo	
Shop Storage	
Stevens 49	Johnson-Fields 51
Beeby 50	
Sanders 52	
Parks 53	56
Porter, L 54	Band Storage
Murray 58	Plagens 57

Updated 8/9/22

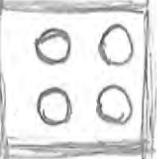




\* DISHWASHER



STOVE  
OVEN



FRIDGE

W

D

DINING  
TABLE

UTILITY  
TABLE

BED

CLOSET



Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

## Checkout

Sign in for fast checkout or continue as a guest

Sign In

### Contact Information

Email\*

Phone Number\*







By providing the phone number above, you consent to receive automated text messages from Lowe's about your order and delivery. Messages and data rates may apply. Number of messages depends on order details. See Lowe's SMS Terms and Privacy Statement.

- 1 Pickup Details  
 Complete the steps above
- 2 Delivery Address  
 Complete the steps above
- 3 Delivery Details  
 Complete the steps above
- 4 Payment  
 Complete the steps above

## Order Summary

<b>Item Subtotal (10)</b>	<b>\$2,923.93</b>
<b>Pickup (4)</b>	
 Elkay Dayton Drop-In 33-in x 22-in Stainless Steel Double Equal Bowl 4-Hole Kitchen Sink Qty: 1	\$79.00
 Project Source 60-in W x 35-in H x 23.75-in D Natural Unfinished Oak Sink Base Fully Assembled Cabinet (Flat Panel Square Style) Qty: 1	\$209.00
 Project Source Brice Stainless Steel Double Handle High-arc Kitchen Faucet (Deck Plate and Side Spray Included) Qty: 1	\$59.98
 VT Dimensions Formica 6-ft x 25-in x 4.5-in White Bardiglio, Matte Laminate Countertop with Integrated Backsplash Qty: 1	\$109.00
<b>Shipping (4)</b>	



	Equator Advanced Appliances Front Control 18-in Built-In Dishwasher (White) ENERGY STAR. 51-DBA Qty: 1	\$479.00
	Danby 4.7-cu ft Mini Fridge with Freezer (Black Stainless) ENERGY STAR Qty: 1	\$439.99
	Utilitech Appliance Power Cord 6-ft 4-Prong Black Range Appliance Power Cord Qty: 1	\$39.98
	Equator Advanced Appliances Built-In / Freestanding 1.6-cu ft Capacity White Ventless All-in-One Washer/Dryer Combo Qty: 1	\$999.00
<b>Delivery (2)</b>		
	Hotpoint 30-in 4 Burners 5-cu ft Freestanding Electric Range (White) Qty: 1	\$469.00
	Utilitech Appliance Power Cord 6-ft 4-Prong Black Range Appliance Power Cord Qty: 1	\$39.98
<a href="#">^ See Less (7)</a>		
Estimated Tax		\$252.19
v Delivery		\$108.00
Promo Code		v
Promo(s) Applied		
v Savings		-\$720.00
<b>Estimated Total</b>		<b>\$3,284.12</b>

Final Order

By placing an order, I agree to Lowe's [Terms](#) and [Privacy Statement](#)

[Terms](#)  
 [Privacy Statement](#)  
 [Interest-Based Ads](#)  
 [Your CA Privacy Rights](#)  
 [Do Not Sell/Share My Personal Information](#)  
 [Limit the Use of My Sensitive Personal Information](#)  
[Notice of Financial Incentive/Loyalty Programs](#)

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**LOAN AGREEMENT FOR CHILD NUTRITION FUND DEFICITS**

This contract and agreement, made and entered into the 15th day of July, 2024 by and between the General Fund, hereinafter referred to as First Party, and the Child Nutrition account, hereinafter referred to as Second Party, of Guthrie School District, witness:

The First Party contracts and agrees to furnish the Second Party the cost of an amount not to exceed \$120,000.00 as a contingent liability subject to repayment as funds become available from the party of the Second Party. This loan agreement must ensure that the party of the Second Party will use these funds only for the operation and improvement of the nonprofit Child Nutrition Fund for children. This loan agreement may include items such as utilities, indirect costs/overhead, and the coverage of end-of-year shortfalls (i.e., salaries, supplies, etc.).\*

The Second Party agrees to the loan and to pay as specified the costs of the same shown on the agreement on or before June 30, 2025.

It is further mutually agreed between the parties hereto, as follows:

- 1. Any change in services or cost of services shall be made only by mutual agreement of each of the parties hereto in writing by attaching a copy of such change or changes to this contract as an addendum thereto.
- 2. Rights and obligations of the parties hereto shall be governed by Federal and State Laws.
- 3. This contract and all provisions hereto shall be binding upon the successors and assigns of the parties hereto insofar as the parties may bind their successors and assigns under the laws of the State of Oklahoma.

Witness our hands the day and year first above written.

\_\_\_\_\_  
President/Board of Education

\_\_\_\_\_  
Child Nutrition Program Director

\_\_\_\_\_  
Clerk/Board of Education

Subscribed and  
Sworn to before me \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\* If utilities and indirect costs/overhead are to be paid from the Child Nutrition account, it must be part of this contract.



**IMPERIAL**  
VENDING ★ FOODSERVICE ★ COFFEE

### **Vending Service Agreement**

This Agreement is made this 1st day of July 2024 by and between Guthrie Public School district and Imperial, LLC.

1. The Client agrees to allow Imperial to provide vending machines upon Client's business premises subject to the terms and conditions of this agreement.
2. Imperial shall be responsible for installing and maintaining vending and coffee equipment which reasonably meets the location's needs.
3. Client grants Imperial the exclusive rights to provide snack products as limited to vending services. Imperial will provide merchandise through its vending machines that is reasonably priced and offered in reasonably sized portions. Any change in the wholesale price may result in a change in the selling price. Vending Prices and Products will be determined by Imperial as agreed upon by Client.
4. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available on request.
5. Imperial agrees to obtain and display all applicable Federal, State and local licenses.
6. Imperial's personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.
7. Either party may terminate this agreement with cause upon (60) days written notice to the other party.
8. This (5) Year Agreement will become effective July 1, 2024. Unless canceled by written notice at least 60 days prior to termination date, this agreement is deemed to be automatically renewed for additional periods of one year thereafter upon the same terms as set out herein. If during the first year of the agreement, the location desires to change price or commission structures, they must notify Imperial in writing 60 days prior to contract date. Imperial retains the right of first refusal and will respond to counter to competitive proposals within ten (10) business days.
9. Client agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow, labor hours, holiday employment or special functions.
10. Should the Client feel that Imperial failed to provide proposed service levels, Client will notify Imperial in writing of failure to supply service. Service failures will be limited to equipment or service levels. If within thirty (30) days of the notice of service failure the problem has not been corrected, the Client may cancel the agreement.

11. Imperial will operate and maintain all vending machines and other equipment in a clean, sanitary condition in accordance with recognized standards for such machines and in accordance with all applicable laws and regulations.
12. This agreement will be made and construed in accordance with the Laws of the State of Oklahoma.
13. The Parties agree to negotiate the removal or relocation of *underperforming machine(s)*. For the purpose of this Agreement, an *underperforming machine* shall be defined as a machine which has gross sales of less than \$250.00 per month.
14. The Parties agree to add additional vending machines without requiring an amendment to the Agreement.
15. Pricing and support funding:

Healthy Set:

Chips	\$1.50
Pastry - mandated product	\$1.85

Fundraiser:

Large Single Serve Chips	\$1.75
Candy	\$2.25
Pastry	\$2.50

ALL PRICING ABOVE IS GUARANTEED UNTIL JULY 2025

16. Commission:  
Student access and Fundraiser snack machines 10%

Imperial, LLC.

Guthrie Public School District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Guthrie Public Schools

**Memo**

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

**From:** Carmen Walters, Assistant Superintendent

**Date:** July 1, 2024

**Re:** Agreement with IXL Learning

---

Attached is a copy of the 2024-2025 agreement between Guthrie Public Schools and IXL Learning. IXL Learning is personalized learning with a comprehensive K-12 curriculum that includes individualized guidance and real time analytics that meet the needs of each student learner. Through this online program students can gain fluency and confidence with essential math, language arts and science skills through fun and interactive questions that provide built-in support.

The cost for the 2024-2025 IXL Learning agreement is \$60,021.00.

Title I federal funds will be utilized to cover the cost of the program.

I recommend approval of the agreement between Guthrie Public Schools and IXL Learning.



IXL Learning  
 777 Mariners Island Blvd., Suite 600  
 San Mateo, CA 94404

# QUOTE

QUOTE # 1401318-2  
 DATE: JULY 1, 2024

**TO:**  
 Carmen Walters  
 Guthrie Public Schools  
 802 E Vilas Ave  
 Guthrie, OK 73044

**COMMENTS OR SPECIAL INSTRUCTIONS**

1-year subscription for students in grades K-12 to be consolidated into one district account for Guthrie Public Schools.

This quote also includes the consolidation of 3 existing individual accounts into one large Guthrie Public Schools.

The following site(s) and their existing data will be merged:

A24-5296647 Charter Oak Elementary School

A17-1855324 Guthrie Junior High

A23-5028692 Guthrie Senior High School

The site(s) and their data will remain separated to keep confusion at a minimum. No official merging will take place until PO is received or sales agreement is signed.

SALESPERSON	TERMS	SUBSCRIPTION DURATION	QUOTE VALID UNTIL
Annie Mills		1 year	August 1, 2024

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license (Grades K-12: 3,300 students) Subjects: Math, ELA, and Science  <i>K-8 math licenses include complimentary access to IXL's universal screener</i>	\$72,600.00	\$72,600.00
1	Volume discount	-\$4,950.00	-\$4,950.00
1	Professional Development: IXL Starter PD Package	\$1,995.00	\$1,995.00
1	Credit from existing subscription A17-1855324 (Guthrie Junior High)	-\$2,874.00	-\$2,874.00
1	Credit from existing subscription A23-5028692 (Guthrie Senior High School)  <i>Unlimited instructor accounts included</i>	-\$6,750.00	-\$6,750.00
SUBTOTAL			\$60,021.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$60,021.00





Guthrie Public Schools

**Memo**

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

**From:** Carmen Walters, Assistant Superintendent

**Date:** July 1, 2024

**Re:** EduSkills Agreement

---

Attached is a copy of the 2024-2025 agreement between Guthrie Public Schools and EduSkills. EduSkills is a cloud-based software and consulting company that assists 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 2024-2025 EduSkills agreement is \$12,760.00 which is a price increase from the 2023-2024 agreement of \$660.00 due to enhanced features. This cost includes training and support with all program users, EL form scanning and processing identification of EL students on the October 1 consolidated report by scanning and processing HLS (Home Language Surveys) forms for the bilingual audit. In addition, the agreement provides additional support to help teachers and administrators write ELAPS (English Language Academic Plans), and track WIDA (World-Class Instructional Design and Assessment) testing for all EL students. This process has proven to increase efficiency by taking paperwork processing and organization out of the educators' hands. 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.



## RENEWAL OF SERVICES NOTICE FOR EDUSKILLS

Dear Carmen Walters, M.Ed

As we approach the end of this school year, I want to thank you personally for your continued partnership with EduSkills in our joint effort to enhance and strengthen the education of your EL students.

Some of the significant benefits of this collaboration our clients have shared are:

- Maximize funding for most districts using the HLS service.
- Easy automation of required learning plans and instructional guidance.
- Classroom Instructional Coach for teacher reporting related to former EL progress monitoring.
- Actionable and accessible Title III program data at your fingertips.
- And much more!

In the coming 2024-25 school year we will be enhancing our services in many ways, here are a few:

- Newly designed reporting features: **generate parent letters and OKSDE in one report.**
- **Updated OKSDE ELAP:** easily add the state's "Understanding the ELAP" in English and Spanish.
- Family Engagement Portal
- Enhanced filter options: **search for Bilingual Status in Title III/LIEP.**
- **Thursday, July 25th, 2024 Kick-off Update and Training:** professional development meetings prior to the start of the 2024-25 school year

The following is a summary of your Renewal of Services based on the services that your district received during the 2023-24 school year. If you would like to add new services, please call us, and we will send you an updated quote. We will accept PO's issued before or after June 30, 2024 and will initiate billing for the service period after receiving an updated PO.

### 2024-25 Service Fee Estimate

\$12,760

Thank you for being such a great partner! We look forward to working with you and your district next year. Have a great Summer!

If you have any questions or would like to discuss this notice or new and additional services, feel free to call me at (405) 315-8268.

Taylor

President, EduSkills

04/10/2024

Infinite Campus  
 NW 6022  
 PO Box 1450  
 Minneapolis MN 55485-1450

Invoice	ANNUAL045820
Date	5/1/2024
Page	1

**Bill To:**

Guthrie Public Schools Attn: Accounts Payable 802 E Villas Guthrie OK 73044
--

**Ship To:**

Guthrie Public Schools Attn: Accounts Payable 802 E Villas Guthrie OK 73044
--

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.	
-		GUTHRIE001			Net 60	5/1/2024	0	
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price	
3,511	3,511	0	0027	License: SIS (7/24-6/25)	\$0.00	\$6.00	\$21,066.00	
3,511	3,511	0	0029	License: Messenger (7/24-6/25)	\$0.00	\$0.90	\$3,159.90	
3,511	3,511	0	0028	License: Food Service (7/24-6/25)	\$0.00	\$2.00	\$7,022.00	
3,511	3,511	0	0102	License: Campus Learning (7/24-6/25)	\$0.00	\$2.00	\$7,022.00	
1	1	0	0052	Support: SIS (7/24-6/25)	\$0.00	\$10,000.00	\$10,000.00	
3,511	3,511	0	0054	Support: Messenger (7/24-6/25)	\$0.00	\$0.25	\$877.75	
3,511	3,511	0	0053	Support: Food Service (7/24-6/25)	\$0.00	\$0.40	\$1,404.40	
3,511	3,511	0	0015	Cloud Choice Application Hosting: (7/24-6/25)	\$0.00	\$1.00	\$3,511.00	
1	1	0	0005	Data Change Tracker (7/24-6/25)	\$0.00	\$1,000.00	\$1,000.00	
3,511	3,511	0	0005	Data Change Tracker: 3 Years (7/24-6/25)	\$0.00	\$0.10	\$351.10	
3,511	3,511	0	0086	Campus Passport (7/24-6/25)	\$0.00	\$0.50	\$1,755.50	
1	1	0	0120	Yearly Event Series (7/24-6/25)	\$0.00	\$2,750.00	\$2,750.00	
3,511	3,511	0	0105	Campus Analytics (7/24-6/25)	\$0.00	\$2.00	\$7,022.00	
1	1	0	125	Online Registration Prime: (7/24-6/25)	\$0.00	\$7,500.00	\$7,500.00	
3,511	3,511	0	0104	Campus Workflow (7/24-6/25)	\$0.00	\$2.00	\$7,022.00	
1	1	0	115	Multi-Language Editor Tool (7/24-6/25)	\$0.00	\$1,500.00	\$1,500.00	
12	12	0	0115	Telecom Annual Fee: Messenger (7/24-6/25)	\$0.00	\$345.00	\$4,140.00	

Infinite Campus  
 NW 6022  
 PO Box 1450  
 Minneapolis MN 55485-1450

Invoice	ANNUAL045820
Date	5/1/2024
Page	2

**Bill To:**

Guthrie Public Schools Attn: Accounts Payable 802 E Villas Guthrie OK 73044
--

**Ship To:**

Guthrie Public Schools Attn: Accounts Payable 802 E Villas Guthrie OK 73044
--

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.	
-		GUTHRIE001			Net 60	5/1/2024	0	
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price	
1.00	1.00	0.00	0118	OK Eligibility Report (7/24-6/25)	\$0.00	\$500.00	\$500.00	
3,465	3,465	0	171	CDR Allocated Free Usage - 1MB Per Student (Based on last year's student count)	\$0.00	\$0.00	\$0.00	
30	30	0	172	CDR Usage Cost: Total Average Usage 33.12 GB	\$0.00	\$2.50	\$75.00	

If you would like to pay this invoice and future ones by ACH please e-mail  
 accountspayable@infinitecampus.com

<b>Subtotal</b>	\$87,678.65
<b>Misc</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Trade Discount</b>	\$0.00
<b>Total</b>	\$87,678.65

# **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, 2023~~ JULY, 2024**

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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/nonprofit, 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
  - 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 an allowable purchase 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 prenumbered 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 use the IRS Per Diem Rates @ <https://www.gsa.gov/travel/plan-book/per-diem-rates>; 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 by 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.
  - An itemized financial report of all sanctioned booster clubs must be submitted for Board of Education review by August 31, XX, copy of bank information form, and updated officers list 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.
- The Child Nutrition Director must review and sign all food sale fundraiser requests.
- 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; (4) an itemized financial report as defined by Board of Education regulations, which has been performed on such; and a copy of the most recent 990 form filed or tax returns.
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 itemized financial records or detailed treasurer's report, copy of bank information form, and an updated officers contact list.
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 1099MISC, 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  
 Guthrie Girls Basketball Booster  
 Guthrie Volleyball Booster

## **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 made 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 times 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 subaccount 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	ELEM SNACK GRANT
812	GUES ACTIVITY
813	GUES FACULTY
814	GUES HONOR CHOIR
815	GUES PARENTS ORG.
816	GHS SPECIAL KIDS
817	ART JUNIOR HIGH

818 JH BUILDERS CLUB  
819 ATHLETICS JUNIOR HIGH  
820 GOLF JUNIOR HIGH  
821 FHA JUNIOR HIGH  
822 HONOR SOCIETY JH  
823 JR HIGH ACCOUNT  
824 JR HIGH FACULTY  
825 LIBRARY JR HIGH  
826 LEARN 2 LOVE  
827 CHEERLEADERS JH  
828 JH LADY JAYS BBALL  
830 STUCO JH  
831 T.S.A. JR HIGH  
832 YEARBOOK JR HIGH  
834 JH ACADEMIC TEAM  
840 CHARTER OAK  
841 CHARTER OAK PTO  
842 CHARTEROAK FACULTY  
850 ACADEMIC TEAM HS  
851 ART CLUB HS  
852 ATHLETICS HS  
853 HS CHEER  
854 FOOTBALL CAMP  
855 TENNIS HS  
856 GHS LIBRARY  
858 GHS LINK CREW  
859 BAND (OPERATING) HS  
860 CLASS OF 2021 HS  
861 CLASS OF 2023 HS  
862 CLASS OF 2027 HS  
863 CLASS OF 2019 HS  
864 GHS ALUMNI ACCOUNT  
865 CLASS OF 2022 HS  
866 CLASS OF 2024 HS  
867 CLASS OF 2025  
868 CLASS OF 2026 HS  
872 CLASS OF 2028 HS  
869 ENGLISH CLUB  
870 HS FACULTY/COURTESY  
871 HS STUDENT PANTRY  
876 FFA/4H BOOSTER CLUB  
877 FFA HS  
878 FCCLA (FHA) HS  
879 FOREIGNLANGUAGE XC  
880 BLUECREW  
881 LADY JAY BASKETBALL  
882 GHS RUNNING CLUB



883 HERITAGE CLUB HS  
 884 HIGH SCHOOL ACCOUNT  
 885 STUDENT SUPPORT HS  
 886 HONOR SOCIETY HS  
 889 KEY CLUB HS  
 890 SPEECH HS  
 891 STEM CLUB  
 892 MATH OF FINANCE  
 893 MU ALPHA THETA HS  
 894 HS PROM ACCOUNT  
 895 JROTC HS  
 897 SOCCER CLUB HS  
 898 SCIENCE CLUB HS  
 899 STUDENT COUNCIL HS  
 900 SITE BEAUTIFICATION  
 902 VOCAL HS  
 903 VIP  
 904 YEARBOOK HS  
 907 HS MEMORIAL FUND  
 908 VOCAL TRIP ACCOUNT  
 911 FFA BUILDING FUND  
 913 DRAMA HS  
 922 COURTESY COMMITTEE  
 925 GENERALFUND REFUND  
 927 HALLOF FAME BANQ.  
 929 DIST SPECIAL OLYMPICS  
 931 TECH. INSURANCE ACCT  
 932 SUMMER SCHOOL HS  
 933 FAVER C&C  
 934 TRANSPORTATION C&C  
 935 VENDINGMACHINE ADM  
 937 FAVER ACTIVITY  
 938 NATIVE AM PARENTS  
 940 ADMINISTRATION MISC  
 942 C.N. CLEARING ACCT

## 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	Boys Soccer
808	Girls Soccer
809	Boys Tennis
810	Boys Track
811	Wrestling
812	Cheerleaders
813	Girls Tennis
814	Girls Track
815	All Sport Passes
816	Boys Golf
817	Girls Cross Country
818	Playoffs
819	Boys Cross Country
820	Cross Country (Boys & Girls)
821	Concessions
822	Misc. Fundraisers
823	Donations
824	Maintenance to Athl. facilities/equip.
825	Vending
826	Advertising
827	Track Girls & Boys
828	All Sports
829	Sports summer camps
830	Basketball Boys & Girls
831	Girls Softball
832	Athletic Mdse sold to students
833	Tennis Girls & Boys
834	Soccer Girls & Boys
835	Sub Reimbursements
836	Programs
837	Entry Fee
838	Sports Clinic
839	Game Security
840	Meals
841	Game Officials

842	Tournament Expenses
843	Gate Workers
844	Coaches Uniforms
845	Equipment
846	Uniforms
847	Single Sport Pass
848	Student Sport Pass
849	Reserved Seat pass
850	Athl. Misc.
851	Concession Worker
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
860	AWARDS
861	VOLLEYBALL
862	SPIRIT WEAR FUNDRAISER
863	FREE THROW A THON

## **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			
Received From:	Date	Number	Amount
CHECK WRITER'S NAME NSF CK698	6/25/2010	5039	\$295.00

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5039	845	853	705	\$275.00
2010	50	AR	1690	5039	984	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			
Received From:	Date	Number	Amount
CHECK WRITER'S NAME NSF CK598	5/18/2010	5019	(\$178.00)

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. Infinite Campus 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)

---

*Organization Name*

A. BEGINNING BALANCE as of \_\_\_\_\_ \$ \_\_\_\_\_ (A)

B. REVENUES:

*Fund Raiser, Merchandise sales, Etc.:*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

*Donations:*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

*Contributions:*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

*Other:*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Revenues** \$ \_\_\_\_\_

(B) \$ \_\_\_\_\_ (C)

C. TOTAL AVAILABLE (A Plus B) \$ \_\_\_\_\_

D. EXPENDITURES:

Fundraising Expenses \$ \_\_\_\_\_

Supplies/Materials \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_

Postage, Mailings, Etc. \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Donations/Contributions \$ \_\_\_\_\_

Other (list): \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenditures** \$ \_\_\_\_\_

(C) E. ENDING BALANCE AS OF June 30, (C minus D) \$ \_\_\_\_\_ (E)

Year-end bank statement and reconciliation **must** accompany report.  
A detailed Cash Flow Statement or excel spreadsheet must accompany this report. See Exhibit A.

**BANK RECONCILIATION FOR SANTIONED ORGANIZATIONS**

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

**ADD:**

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

\$ \_\_\_\_\_

\$ \_\_\_\_\_

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

**(B)**

**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)*



EXHIBIT A.

Guthrie Public Schools Booster Club  
July 1, 202X - June 30, 202X

Checking account balance as of July 1, 202X \$ 65,000.00

Income:

5K Fundraiser	\$ 9,000.00
Christmas Bags	\$ 3,000.00
Concessions	\$ 10,000.00
GPS Madness Event	\$ 200.00
GPS T-shirts	\$ 3,500.00
Miscellaneous Donations	\$ 500.00
Volunteer Grant	\$ 2,500.00

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Total Income \$ 28,700.00

Expenses:

5K Run	\$ 8,500.00
Academic Awards Lunch	\$ 5,000.00
Bank Expenses	\$ 500.00
Battle of the Books	\$ 1,000.00
Christmas Bags	\$ 2,800.00
Classified Personnel Door Prizes	\$ 500.00
Clothes Closet	\$ 5,000.00
Concessions	\$ 8,000.00
Day of Caring - United Way	\$ 1,000.00
Geography Bee	\$ 500.00
Math Counts	\$ 500.00
Backpack Donations	\$ 1,000.00
Last Day of School party	\$ 500.00
Sam's Membership	\$ 200.00
Science Fair	\$ 2,000.00
Spelling Bee	\$ 500.00
Tax Preparation Fee	\$ 500.00
Teacher Appreciation Gifts	\$ 1,000.00
Teacher Requests	\$ 2,000.00
Walk to School Day	\$ 500.00
Writing Contest	\$ 500.00
Library	\$ 3,000.00

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Total Expenses \$ 45,000.00

Net Income/(Loss) \$ (16,300.00)

Checking account balance as of June 30, 202X \$ 50,102.00

XXX

Checking account balance as of June 30, 202X \$ 50,102.00

Beginning Balance + Income - Expenses \$ 48,700.00

Difference \$ 1,402.00

Reconcile: 2 Outstanding checks

12035 Follette books \$ 1,000.00

12036 YMCA \$ 402.00

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\$ 1,402.00

### Bank Information:

Name of Bank and Account Number*:
Account Name:
<b>Check Authorization requires at least two signatures.</b>
List <b>ALL</b> signers authorized to sign on the account or has debit card use privileges.
Signer 1:
Signer 2:
Signer 3:
Signer 4:
Signer 5:
Signer 6:
* Account should not be interest-bearing unless organization agrees to file applicable tax forms to applicable agency.

1. Does the organization hold a 501(c)3 status with the IRS? Y or N (Circle One)
2. Is the organization sales tax exempt with the Oklahoma Tax Commission? Y or N (Circle One)

### **Information that must be attached with the itemized Financial Report:**

1. Copy of bank statement as outlined on the Financial Report for sanctioned organizations (ending balance must match ending balance on financial statement).
2. Copy of Officers List.
3. PTA Organizations or 501c3 must include a copy of their completed 990 form showing it has been submitted to the IRS.
4. Copies of any 1099s filed with the IRS for calendar year 20XX.



**FAVER ALTERNATIVE SCHOOL**  
**1002 EAST PERKINS**

**2024-2025**~~2023-2024~~ Parent - Student Handbook

**ADMINISTRATION**  
*BOARD OF EDUCATION*

~~Chris Schroder~~ ~~Ron Plagg~~, President  
~~Tina Smedley~~ ~~Chris Schroder~~, 1<sup>st</sup> Vice President  
~~S. Janna Pierson~~ ~~Tina Smedley~~, 2nd Vice President  
~~Gail Davis~~ ~~S. Janna Pierson~~, Board Clerk  
~~Matt Girard~~ ~~Gail Davis~~, Deputy Board Clerk  
~~Ron Plagg~~ ~~Matt Girard~~, Member  
~~Ben Huskey~~ ~~Travis Sallee~~, Member

**DISTRICT OFFICE: 282-8900**

Dr. Mike Simpson, Superintendent of Schools  
Ms. Carmen Walters, Assistant Superintendent  
Mr. John Hancock, Executive Director of Personnel  
and Secondary Education  
Dr. Michelle Chapple, Chief Financial Officer

**FAVER SCHOOL OFFICE**

Main Office – Juana Benson, Director of Alternative Education 282-5941

**HIGH SCHOOL OFFICES**

Main & South Office	282-5906
North Office (Attendance)	282-5913
Dusty Throckmorton, Principal	282-5906
Jeanne Ambriz, Assistant Principal	282-5906
Justin Stevens, Dean of Students	282-5941
Juana Benson, Director of Alternative Education	282-5906
Jon Chappell, Athletic Director	282-5941
Kristi Blakemore, Junior Class M-Z & Sophomore Class Counselor	282-5906
Annie Chadd, Senior Class & Junior Class A-L Counselor	282-5913
Steve Carroll, Freshman Counselor	282-5913

## **GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT**

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

### **EXIT OUTCOMES**

#### **Our Vision of a Well-Educated Student:**

- Have positive self-esteem. Be effective communicators.
- Have a strong knowledge base. Be creative and complex thinkers.
- Show concern for the welfare of others.
- Be problem solvers.
- Be self-directed, lifelong learners.
- Be cooperative learners and workers.
- Be productive members of society.

## **GUTHRIE HIGH SCHOOL / FAVER SCHOOL PARENT-STUDENT-TEACHER COMPACT**

We at Guthrie High School and Faver Alternative School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional, and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working toward that end. This compact is a voluntary agreement and a promise of commitment to help *your student* progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

### **AS A STUDENT I AGREE TO:**

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework. • Know and follow the school and class rules.
- Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school. • Respect the school, classmates, staff, and families.

### **AS A PARENT I AGREE TO:**

- Provide a quiet time and place for homework and monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as decision making, volunteering, and/or attending parent-teacher conferences.
  - Communicate the importance of education and learning to my child. • Respect the school, staff, students, and families.

### **AS A TEACHER I AGREE TO:**

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and communities.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.

*AS A TEAM, WE CAN WORK TOGETHER TO CARRY THIS OUT!*



Dear Parents and Guardians:

In accordance with the *Every Student Succeeds Act* PARENTS' RIGHT-TO-KNOW, this is a notification from Guthrie Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
  - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - The teachers baccalaureate degree major, graduate certification, and field of discipline; and
  - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)]
- c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact your student's Principal.

Sincerely,

Mike Simpson, Ed. D.  
Superintendent of Schools

## **ACTIVITIES / SPORTS**

Numerous extra-curricular activities are offered at Guthrie High School.

Requirements for membership in these organizations can be obtained from the sponsors / coaches. Students are encouraged to participate in activities in which they can excel because of special interests, talent, and/or ability.

The maximum number of absences for activities, whether sponsored by the school or an outside agency / organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are qualifying / state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. Students participating in school activities will not be allowed to participate in these activities after missing class, or a portion of class, during the day of the activity except for documented reasons or administrative approval.

## **ATTENDANCE**

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS & Faver are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

### **Definition of an absence:**

An absence is defined as any time a student misses more than 10% of a Faver school day. Continuing absences & tardies will require time to be made up after Faver's regular school day is complete.

### *Notification of an absence by parents:*

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done as early as possible on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via an automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior.

### **Unauthorized Absence:**

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

### *Examples of but not limited to:*

- Leaving campus and not checking out and receiving an early dismissal slip;
- Presenting an unacceptable verification or note for an excused absence; (see Excused Absence) • Failing to have parent/guardian authorization;
- Oversleeping;
- Missing the bus or having car trouble.

**Any unexcused absence becomes an Unexcused Truancy if it is not cleared within 48 hours by parent or documentation.**

### **Absences for Extracurricular Activity:**

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

### **College Visits:**

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or college enrollment. This absence does not count against the ten-day rule, administrative failure, or semester test exemptions. Documentation from the school visited may be required upon the student's return. **Parent-Verified Absence:**

- A parent must notify the Attendance office.
- A parent notifying the office does not make the absence a documented absence (see below).

### **Documented Absence**

A documented absence can be defined as:

- a doctor's note (document must be original; faxes must be received directly from the doctor's office);
- a court document;
- funeral information (immediate family).

The Attendance Office must have this documentation; if not, the absence will count as an unexcused absence, which counts towards administrative failure.

- Documentation must be turned in within five days of the absence or it will not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.
- The principal will make the final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

### **Attendance Reports:**

High School students may request an attendance report from the Office. A parent may come in and pick up an attendance report at any time in the Office.

*Attendance Codes:*

The following is a list of attendance codes as they pertain to student absences.

AB – personal business. If appropriate documentation is submitted, this will be changed to an AD. AC – college day. Seniors may use two college days per year.

AD – documented absence. This does not count against the student's nine (9) allowable absences.

AM – medical. If appropriate documentation is submitted, this will be changed to an AD.

AR – vo-tech absence. Attendance taken at vo-tech is turned in to GHS for attendance recording.

AU – unaccounted for. Student is absent and was not called in by a parent.

EG – testing. This is not counted as an absence.

EI – in school suspension. This is not counted as an absence.

TU – tardy.

EC, ED, EE, EF, EL, EN, EO, ES, EX – these codes are on- or off-campus student activities and are not counted as an absence.

### **BEFORE AND AFTER SCHOOL**

Building hours will be posted outside the Office. No student will be in the building before or after these hours unless requested by a teacher or participating in a supervised activity.

### **CAFETERIA**

Students are expected to behave in an appropriate manner regard to meal area & distributions. Students are responsible for maintaining their school, table, the area around their table, and for disposing all trays, plates, and trash in the designated cans. Meal Area / Distribution Guidelines:

- Students will be required to present ID numbers to purchase meals.
- There will be no charging of meals in the cafeteria.
- Students may deposit additional money to their account balance when the serving line is open.
- Checks will be accepted for the full amount only. No change can be given.
- Payment can be made anytime online via the PaySchools link on the Guthrie Public Schools' website.
- Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
- Ala Carte and extra items are CASH only.
- Cashiers are not allowed to make change without a purchase.
- Federal and state laws govern reimbursable meals to the following:
  - Breakfast must be 3 or 4 items; Lunch must be 3 to 5 items.
- Infractions of cafeteria rules (i.e., leaving your tray/plate on the table, leaving your table dirty, throwing objects, taking the food of others, etc.) will result in the appropriate disciplinary action.
- No food deliveries will be allowed on campus during the school day with the exception of parents delivering food to the office for their own student at the beginning of the lunch period.



## **CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES**

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoiP, iPhones, smart phones, smart watches, internet phones, or similar devices.

Students will keep cellular telephones turned off and out of sight during scheduled class time and during all school or school-related activities. During these times, students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web surfing, accessing social networking sites, or using any features or applications installed on communication devices.

Students may only use cellular telephones before and after school and at break. Likewise, students may use cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Due to safety concerns, the use or display of earbuds or headphones while on campus, with the exception of use during online coursework, is prohibited. The use of earbuds or headphones during extra-curricular activities is up to the discretion of the activity sponsor.

### **Disciplinary Actions:**

- 1<sup>st</sup> Offense: phone or ear device is confiscated. The phone will be returned at the END of the session.
- Subsequent Offenses: device confiscated and the Office will administer additional discipline ranging from community service to out-of-school suspension.

*Failure to surrender a device upon request will result in a three (3) day out-of-school suspension.*

## **CHANGE OF ADDRESS**

Any change of address or telephone number should be reported to the Office. Any phone number changes for the School Messenger / Remind system should be turned in immediately to the Office.

## **CHEATING / PLAGIARISM**

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or test or to answer by fraudulent means.

### **Consequences:**

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher / administrator discretion.

Plagiarism is the intention or accidental use of another’s ideas, words, or writing as one’s own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

### **Faver Disciplinary Action:**

- 1<sup>st</sup> Offense: parents will be notified and a grade of “0” for the assignment or test will be given.
- 2<sup>nd</sup> Offense: above consequences apply plus a 1-day suspension
- 3<sup>rd</sup> Offense: grade of “0” for assignment or test plus a 3-day suspension ● 4<sup>th</sup> Offense: loss of credit in the respective class for the semester.

## **CHECKING OUT PROCEDURE**

If it is necessary for a student to leave school, notification to the Office by the parent/guardian is required before the student will be allowed to check out. Students must sign out in the Office before leaving campus. Upon returning to school, the student is required to check back in at the Office. Failure to comply with this procedure may result in disciplinary actions.

**Faver Alternative School operates under a closed campus policy.** Leaving campus without permission will result in disciplinary action from the Office

## **CONCURRENT ENROLLMENT**

A junior or senior enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained by the principal and is subject to current Oklahoma State Department of Education regulations. See the Course Selection Handbook for complete information.

## **DANCES**

Dances will be held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom who do not attend Guthrie Schools must be pre-approved by the principal.

Any student attending a school-sponsored dance, including the Junior-Senior Prom, may be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

## **DRESS CODE AND APPEARANCE**

The educational process includes preparing students to deal with rules and laws outside the school setting. By recognizing that appropriate dress is an issue which is addressed in the "real world" by workplace requirements or professional standards and expectations, students have an opportunity to learn that what is acceptable and appropriate in one situation is not acceptable in other situations. Clothing that may be fun or appropriate on the weekend may not be appropriate for school. Standards of dress are provided so clothing does not distract from the educational process. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and parent to adhere to these guidelines.

### **APPEARANCE:**

- All students are required to wear shoes. House shoes, house slippers, cleated shoes, or wheeled shoes are not permissible in the school building.
- Skirts, dresses, and shorts should be no shorter than the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Leggings and other stretchy clothing are allowed but should be covered by an outer garment that reaches the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Headwear is not to be worn in the building. This includes, but is not limited to, hats, bandanas, earmuffs, and hair picks.
- The principal may make exceptions for spirit days or special activities.

Examples of inappropriate attire are, but are not limited to:

1. Clothing that inappropriately exposes the body.
  - a. Clothing that allows undergarments to be visible.
  - b. Pants with holes/rips/tears above the longest fingertip point of the thigh.
  - c. Clothing that exposes the midriff.
  - d. Shirts not long enough to be tucked in or to drop two (2) inches below the waistline without tugging or stretching the shirt.
  - e. Sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width.
  - f. Sleeveless shirts, blouses, and dresses not fitted under the arm.
  - g. Shirts not worn on both shoulders.
  - h. Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath.
  - i. Pants below the waistline. Pants, sweats, skirts, or shorts rolled at the waist.
2. Sunglasses (including when worn as headwear.)
3. Bandanas.
4. Gang related attire or paraphernalia.
5. Clothing, badges, jewelry, or other items advertising drugs, alcohol, tobacco products or practices. Clothing, badges, jewelry, or other items reflecting messages of a suggestive, immoral, derogatory, hateful, or vulgar nature.
6. Apparel identifying a student as "security," "staff," "police," or comparable position.
7. Onesie pajamas.
8. Blankets used as coats.
9. Chains or "spikes" on clothing, attached to wallets, or worn as a necklace or bracelet.
10. Clothing not worn in accordance with the design (such as both straps being worn on overalls, or legs on pants being worn at their full length.)
11. Clothing that is excessively baggy or long, including trench coats.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

#### **DRESS CODE POLICY:**

When a student has worn inappropriate clothing to school, the parent(s) of the student will be contacted. The student will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parent(s) are unavailable, the student will be assigned to in-school supervision. Time missed in procuring appropriate clothing will count as an unexcused tardy or absence in accordance with the attendance policy.

#### **DRUGS AND ALCOHOL**

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a/an narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any CBD that has any percentage of THC, or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a moodaltering effect are included as controlled substances. Illicit drugs include steroids, and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions, on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy, and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parent's expense. Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

#### **CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY**

A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester. B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol: Students suspected of being under the influence may be subject to a field sobriety test conducted by a member of law enforcement. Failure to comply will result in first offense disciplinary action.

1. **First Offense:** Ninety (90) day out-of-school suspension (1 semester equivalency)
  - A. A thirty (30)-day suspension may be granted if the student and the parents/guardians agree to the following:
    - (a) to meet with the District Counseling Service representative;
    - (b) to obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

### *REPORTING STUDENT SUBSTANCE ABUSE*

A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statute tit. 70§24-138.

B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

### **DUE PROCESS**

#### **A. SUSPENSION OF TEN DAYS OR LESS**

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

#### **B. SUSPENSION IN EXCESS OF TEN DAYS:**

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days from the parent or student, the principal's decision will be final.
4. The Superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

### **EARLY GRADUATION**

Students enrolled through Guthrie Public Schools are afforded the opportunity to graduate early via online coursework, the BlueJay Academy, or Faver Alternative School. If the required coursework is completed prior to commencement exercises in May, diplomas will be issued in early June with the other members of the current academic year's graduating class.

### **FIELD TRIPS**

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year.

Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities.

Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity. During any trip, major inappropriate behavior (such as curfew being broken) may result in the student: • Being sent home at his/her own expense.

- Suspension from school for an appropriate amount of time.
- Loss of the privilege to go on any future school trips.

### **FIGHTING / ASSAULT**

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which there is participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortuous, that threatens physical harm to a person, whether or not actual harm is done. Disciplinary action will be taken by the administrator if either person involved fit the above definition. Parents of a student that has been suspended out of school must attend a conference with the principal before the student is allowed to return to his/her regular classes. If a student participates in a fight, the following may apply, and Administration reserves the right to modify any discipline consequences.

### **FIGHTING / ASSAULT**

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### **Disciplinary Action**

#### **FIGHTING**

- 1<sup>st</sup> Offense: suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2<sup>nd</sup> Offense: suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3<sup>rd</sup> Offense: suspension from school for the remainder of the semester.

#### **ASSAULT**

- 1<sup>st</sup> Offense: suspension from school for fifteen (15) days. (See Suspension Policy.)
- 2<sup>nd</sup> Offense: suspension from school for forty-five (45) days. (See Suspension Policy.)
- 3<sup>rd</sup> Offense: suspension from school for the remainder of the year. (See Suspension Policy.)

Students who film a fight at school and promote the video online or on Social Media may be disciplined under both policies as the administrator deems appropriate.

Any student who engages in a fight may be subject to review and/or fine by a local law enforcement official.

### **FINANCIAL OBLIGATION**

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science lab fees, elective classes, etc.)

### **FIREWORKS**

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

### **FOOD AND DRINK**

No glass bottles are allowed in the building at any time. Only sealable bottles are allowed in the classrooms.

### **GAMBLING**

No gambling in any form will be allowed at Faver School at any time. Infractions may result in administrative disciplinary action.

### **GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS**

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

- Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is a gang or an organization that is not sanctioned (approved of) by the school administration. ● Students will not be permitted to wear pants below the waistline (sagging and bagging.)
- The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandanas, handkerchiefs, shoestrings, or any other item associated with gang-related behavior.
- Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
- Participation in any act that may further the interest of such an organization, including but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

### **GRADE CLASSIFICATION**

Students who are enrolled as regular high school students are classified as follows:

Freshmen: have completed less than 4 units/credits

Sophomores: must have successfully completed four (4) units/credits

Juniors: must have successfully completed eleven (11) units

Seniors: must have successfully completed seventeen (17) units and have attended high school for six semesters.

### **GRADING SYSTEM**

Progress can be checked at any time through the Edgenuity Family Portal.

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 or Below

NC – No Credit (attendance non-compliance)

Pre AP, AP, and College Concurrent courses will be weighted on a 5.0 scale.

Mid-term and semester finals will not count for more than 20% of a student's grade.

### **GUIDANCE SERVICES**

Guidance services will be available for all students. The principals, counselors, and teachers are ready to provide personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The pass must contain the student's name, the date, destination, time, and staff member's signature.

### **HEALTH & MEDICATION**

If a student is injured or becomes ill at school, he/she should report to the Office and a parent/guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a student by school employees.

#### *ILLNESS AND MEDICATION*

We request you adjust your student's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a student to use medication during the school day, the following procedure will be followed:

- All medication, appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name, and prescription date, is to be brought to the Main Office secretary upon arrival at school.
- A Medication Authorization form dated and signed by the parent/guardian, must accompany the medication giving the student's name, dosage amounts, specific dosage times, and other instructions if necessary. This form is available on the district's website under Departments, Health Information and Forms, Medications at School or at the school's office. This form must be signed by a physician before medication can be administered by school staff.
- Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

- If you do not wish to send a large bottle of medication to school, we suggest you ask your pharmacist to label an additional, smaller container for use at school.
- A log of the student's medication will be kept at the school office.

*NON-PRESCRIPTION MEDICATION* is NOT allowed at school unless a Medication Authorization Form is completed and on file in the office. Students are not to keep medications with them unless medication is an inhaler per the above guidelines.

### **HOMEBOUND POLICY**

Teachers are responsible for assigning adequate work for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed. Work being sent will be contingent upon work being returned weekly. A variety of learning platforms will be available to assist with individual needs.

### **HONOR ROLLS**

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.5 – 3.99 average or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll. Honor rolls are based on semester unweighted grade point averages.

### **INTERSCHOLASTIC SPORTS**

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross country, eSports, golf, football, soccer, fast-pitch and slow-pitch softball, tennis, track, and wrestling. Physicals and insurance or insurance waivers are required.

### **INTIMIDATION / HARASSMENT (No-Bully Law)**

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

### **Bullying will not be tolerated.**

**Please refer to the GPS Policy Manual Section F-31: Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors.**

Disciplinary Action:

- 1<sup>st</sup> Offense: parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Policy.)
- 2<sup>nd</sup> Offense: parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 3<sup>rd</sup> Offense: Suspension for the remainder of the semester and the following semester. (See Suspension Policy.)

### **LEWD AND/OR IMMORAL BEHAVIOR**

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action. Examples of inappropriate behavior are, but are not limited to:

- Writings
- Drawings
- Pictures
- Magazines
- Images in electronic format

### **MERIDIAN TECHNOLOGY CENTER**

Juniors and seniors (and sophomores for qualifying programs) may enroll at Meridian Technology Center. Students enrolled at Meridian Tech will receive a maximum of four (4) units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in the a.m. and p.m. classes. Students who drop classes at Meridian Tech will lose those credits.

High School students attending Meridian Technology Center are provided transportation. Students will not be allowed to drive private vehicles to and from Meridian Technology Center. If students must drive to Meridian due to an extenuating circumstance, approval must be granted by the (high school) principal.

## **NATIONAL HONOR SOCIETY**

To be a member of the National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0, unweighted, scale. For the high school NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester of the sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, including leadership, service, and character.

## **OFF LIMITS AREAS**

Off limits areas will be outlined during a student's first day of class. Infractions will be dealt with in the Office.

## **OKLAHOMA STATUTES**

Action(s) defined as crimes under OKLAHOMA STATUTES may result in suspension if the student commits the acts while in attendance at school, en route to / from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm.) For example:
  - a. Knives
  - b. Firearms and/or facsimiles (including cap guns)
  - c. Explosives
  - d. Metal objects (chains, brass knuckles, etc.)
  - e. Clubs
  - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

## **PARENT MEETINGS WITH TEACHERS**

Parent Conferences are arranged through a teacher, counselor, or administrator. Parents should phone or email to avoid conflicting appointments.

## **PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM**

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

## **PROFANITY**

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities. Disciplinary Action:

- 1<sup>st</sup> Offense: before or after school community service
- 2<sup>nd</sup> & Subsequent Offenses: parent contact and possible student suspension

Profanity used while in conversation with a staff member will result in community service assignment.

If the profanity is directed toward a staff member, it will be classified as a verbal assault. (See Oklahoma Statutes in Policy Section.)

## **PROFICIENCY-BASED PROMOTION**

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.



Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in Title 70 O.S. §11-103.6

Core areas are as follows:

Social Studies, Language Arts, Mathematics, Science, Languages, and the Arts.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside, Edgenuity online final exams, or with district approved, teacher-created criterion referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion E-22A found on the district's website or from the site principal.

### **PUBLIC / PERSONAL DISPLAY OF AFFECTION**

Personal Displays of Affection will not be tolerated. Infractions may result in disciplinary action and counseling.

### **RACIAL SLURS**

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

Disciplinary Action:

- 1<sup>st</sup> Offense: Three (3) consecutive days suspension. (See Suspension Section.)
- 2<sup>nd</sup> Offense: Five (5) consecutive days suspension. (See Suspension Section.)
- 3<sup>rd</sup> Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

### **RESTROOM BEHAVIOR**

Because a restroom stall is designed for personal and privacy care, no more than one student will be allowed in any one stall at any given time.

Disciplinary Action:

- 1<sup>st</sup> Offense: Parent/Guardian Contact
- 2<sup>nd</sup> Offense: One day suspension
- 3<sup>rd</sup> Offense: Referral to School Resource Officer

### **SCHOOL ACTIVITIES**

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

### **SECURITY**

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

### **SEXUAL HARASSMENT**

Sexual harassment is any type of verbal / physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand / body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester. Also see Unwanted Touching section.

### **SIGNS**

All signs posted in Faver School must be approved by the Administration. Any signs posted improperly will be removed.

### **SOLICITING**

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

### **STUDENT ID BADGES**

Student ID badges will be issued upon request. If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements through the Office to have a replacement badge made.

## **STUDENT SEARCH**

School personnel have the authority to detain and search, or authorize the search of, any student upon suspicion the student is in violation of District policy. Pursuant to Title 70 O.S. 1987 §24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

## **STUDENT WELFARE / CHILD ABUSE**

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

## **SUBSTITUTE TEACHER POLICY**

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

## **SUSPENSIONS**

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action suspending said student in the best interest of the school as a whole.

**Out-of-school suspensions shall be served on consecutive school days until completed.**

**A student will not be allowed to participate in any school activity during the time of the suspension and until the day following the last day of the suspension.**

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or allowed to attend or participate in any school-sponsored activity. If this policy is violated, a suspension of three (3) days, the remainder of the current semester, and/or the following semester may be added to the current suspension.

While suspended or in "In-School Supervision" (ISS) a student may not take part in any school activity including extracurricular practices.

## **TARDIES**

Any time missed from class is to be made up. A tardy is defined as not being in the classroom when class begins.

## **TELEPHONE USAGE**

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

## **TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS**

When a student transfers in from home or non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home or non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

- Testing is by appointment only.
- Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript. • If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
- Placement testing is given only once per subject.
- If no testing is requested, the student will be placed at the ninth-grade entry level or at the level indicated by their last state accredited school transcript.
- Testing will be scheduled through a guidance counselor.

## **TESTING OUT OF CLASSES**

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselor's Office.
2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.
4. Tests will cover:
  - a. the entire course content;
  - b. Oklahoma Academic Standards;
  - c. the subject matter taught at Guthrie High School.
5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
7. Failure to demonstrate proficiency will not be noted on the transcript.

## **THROWING OBJECTS**

Due to obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting; the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.

## **TOBACCO**

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.

- 1<sup>st</sup> Offense: Parent conference / phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2<sup>nd</sup> Offense: Parent conference / phone contact and suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3<sup>rd</sup> Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Policy.)

## **TRANSCRIPTS**

Transcripts will be provided free of charge to transferring students and up to one year after your graduation date. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will be available beginning June 15.

## **TRANSPORTATION**

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Guthrie Public Schools Transportation Department. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The Transportation Department must approve any changes. Misbehavior endangers the safety of the riders and the driver.

*Since school transportation is a PRIVILEGE, a student may be required to walk or provide their own transportation.*

## **TEN-DAY DROP:**

After the 10<sup>th</sup> consecutive day of unauthorized absence, students will be dropped from attendance rolls.

## **TRUANCY LAW:**

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the appropriate authorities. Penalties may be assessed by a truancy officer.

**UNAUTHORIZED ABSENCE:**

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

**UNWANTED TOUCHING**

Any situation in which one student makes aggressive contact in any manner on another student.

- 1<sup>st</sup> Offense: three (3) day suspension
- 2<sup>nd</sup> Offense: five (5) day suspension
- 3<sup>rd</sup> Offense: ten (10) day suspension Also see Sexual Harassment Section.

**UNWRITTEN REGULATIONS**

Each year, there are a few things including some “fads” that appear on our campus. We are not listing these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

**VALEDICTORIAN AND RANK IN CLASS**

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian status, students must be enrolled at Guthrie High School at the beginning of their senior year.

Candidates for valedictorian may not have a grade below an A in any non-weighted class and must not have a grade below a B in any Advanced Placement (AP) or college concurrent course.

Candidates for Valedictorian must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC’s (No Credit) on their transcript.

8th grade courses transcribed for high school credit shall be calculated in overall GPA.

In order to be considered for Valedictorian, students must have taken at least one AP or college concurrent enrollment course, or the highest-level core class for which they are eligible, from each of the four core subject areas (English, Math, Science, and Social Studies.) Coursework to be considered must be transcribed before second semester of a student’s senior year, unless exception has been granted in advance by the high school principal.

PreAP, AP, and approved college concurrent enrollment courses will be scored on a 5.0 grading scale. Students maintaining a 4.0 GPA will be recognized as a valedictorian for scholarship purposes. The students with the highest and second highest GPAs in the graduating class will speak at commencement exercises.

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his/her recognition of said academic distinction.

**VANDALISM, THEFT, AND OTHER OFFENSES**

Any student committing an act of vandalism, theft, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from three (3) days, to ten (10) days, to the remainder of the semester and the following semester, and/or appropriate civil action.

**VEHICLES – FAVER SCHOOL CAMPUS SPEED LIMIT IS 5 M.P.H.**

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver’s license. No one is to be parked in any fire lane. A vehicle registration form with a copy of driver’s license is to be completed and filed with the school office.

Parking will be on a first come, first serve basis, and students must park in the lot west of the main building. Failure to comply may result in disciplinary action.

Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

If a student drives on a dirt/grassed area, parks somewhere other than the student parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, he/she may be subject disciplinary measures.

Students are not allowed in the parking lot or in parked cars during the school day.

Each vehicle is to be registered with the Faver Office by the student. Students must hold a current driver's license.

**Any towing fee will be at the car owner's expense.**

### **VENDING MACHINES**

Vending machines are provided for your convenience. They are to be used only at the appropriate times and not during class time. All vending machines are "use at your own risk."

### **VISITORS**

All visitors must report to the Office, sign in with a valid ID through the SchoolSafeID kiosk and receive a visitor badge while in the building. We cannot accommodate student visitors during the school day. Parents, if you need to talk with your student, report to the Office for assistance. Visitors with infants must remain in the Office.

### **WEAPONS**

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property.

The following instruments may be considered weapons:

- Knives
- Firearms and/or facsimiles including cap guns, etc.
- Explosives and/or facsimiles
- Metal Objects (chains, brass knuckles, etc.)
- Clubs
- Sharp or pointed instruments
- Stun guns
- Chemical sprays

Violations of this policy will result in administrative action. See the Oklahoma State Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

### **WEATHER**

In the event school is closed due to inclement weather, parents are asked to tune in to local media outlets or local television stations. When possible, the District's website will also be updated to include the latest information.

If weather conditions deteriorate during the school day please do not phone the school to inquire about closing or dismissal information.

### **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the Faver Office then the GHS Registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24-hour turnaround time to receive grades and clearance from teachers. Students will not be cleared for withdrawal until a parent or guardian has contacted the registrar and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, the library, and the cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

## **DISTRICT, STATE, & FEDERAL POLICIES AIDS PREVENTION EDUCATION**

- A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education at the option of the local school district:
1. a minimum of once during the period from grade five through grade six;
  2. a minimum of once during the period from grade seven through grade nine; and
  3. a minimum of once during the period from grade ten through grade twelve.
- B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.
- C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with the factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.
- D. AIDS prevention education shall specifically teach students that:
1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
  2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
  3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high-risk category for developing AIDS.
- E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.
- F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

### **ASBESTOS MANAGEMENT PLAN**

In accordance with federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday through Friday, by contacting the Director of Operations at the Maintenance Department, located at 200 Crooks Drive, Bldg #4, Guthrie, OK.

### **CELEBRATE FREEDOM WEEK**

Act 682 of 2003 created "Celebrate Freedom week" in public schools the week in which November 11 falls. This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During "Celebrate Freedom Week" all social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district. In an effort to assist educators and curriculum coordinators with program and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and school are encouraged to select their own creative ideas for "Celebrate Freedom Week." To view the wording of the law, please refer teachers in your district to: <http://arkedu.state.ar.us/commemos/customer.cig>.

## **CIVIL RIGHTS COMPLIANCE AND ASSURANCES NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its program and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. Procedural Requirements  
Title VI, Title IX, Section 504, ADA July 2000.

### **AVISO DE DECLARACION NO-DESCRIMINATORIA**

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contrators o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Eduacativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre / Titulo: Superintendente de las Escuelas  
Publicas de Guthrie

Direccion de Oficina: 802 E. Vilas, Guthrie, OK  
73044 Numero Telefono (correo (405) 282-  
8900 de voz / TDD

M-F 8:00 – 12:00 & 1:00 – 4:30

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

### **COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

1. Internet-related systems (including but not limited to: computer equipment, software, operating systems, network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which service the interests of the school district, our students, and patrons during the course of normal operations.
2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: the district reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the District or other users, or for any other reasonable purpose.
4. Personal use: personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the school district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network, or the internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.

8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another users account.
13. The network may not be used for political activities.
14. The use of chain letters, "spam" or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the principal's office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the internet.
19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with District funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

## **DIABETES MANAGEMENT**

Guthrie Public Schools provides nursing services that promote a student's ability to learn.

Our goals are to: • assist students in learning how to take care of their health.

- ensure a safe school environment.
- promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

**As a reminder, each year we need to have the following information for your child:**

- **written diabetes management plan from your health care provider.**
- **signed authorization by parent/guardian for medication and treatment at school.**
- **completed Diabetes Questionnaire filled out by parent/guardian/student.**

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school: • snacks or glucose tablets to treat low blood sugar

- medications
- blood glucose meter, strips, and supplies
- ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

## **ELIGIBILITY**

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

### **A. ATTENDANCE REGULATIONS**



1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

## B. SCHOLASTIC ELIGIBILITY

(Information taken from OSSAA RULES AND REGULATIONS)

### Section 1: Semester Grades

- a) A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

### Section 2: Student Eligibility during a Semester

- a) Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d) "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### Section 3. Special Provisions

- a) An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b) Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family, and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception.)
- c) Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

### Section 4. Special Education Students

- a) Students who are enrolled in special education class, have an Individual Educational Plan, and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

## ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

All students **MUST PROVIDE** two Proofs of Residence. These can be in the form of a copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established a legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students **MUST PROVIDE:**

1. Two Proofs of Residence

- a) A copy of a current utility bill, renter's agreement, real estate contract, etc.
- b) An Enrollment Declaration form certified by the Guthrie Public Schools' Transportation Department.
2. Immunizations Records
3. Copy of Birth Certificate
4. The name, address, phone and fax number of the previous school attended
5. CDIB (Certified Degree of Indian Blood), if applicable
6. Official withdrawal form from previous school if enrolling after the start of school
7. Transcripts from previous school attended (high school students only)
8. Social Security Number, if available
9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education  
600 Independence Avenue SW  
Washington, D.C. 20202-4605

### **FIRE, TORNADO, AND EMERGENCY SITUATIONS**

All emergency drills will be performed in accordance with the State Department of Education accreditation regulations. FIRE --- The alert for fire will be the fire alarm.

TORNADO--The alert for a tornado will be an announcement via intercom.

EARTHQUAKE – The alert for earthquake will be an announcement via intercom.

LOCK DOWN-- The alert for Lock Down will be announcement via intercom..

LOCK OUT– The alert for Lock Out will be an announcement via the intercom.

TRAIN DERAILMENT – The alert for Train Derailment will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

## **GRADUATION POLICY**

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. *Note:*

*Twenty-four units (credits) are required to participate in graduation exercises.*

To ensure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and entitled to a high school diploma whenever that student has:
  - a. Successfully completed the minimum number of credits established by the District for graduation; and
  - b. if the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy.
2. Any student who elects to participate in graduation exercises will still be considered a student of this District until such ceremonies have been completed. The graduation process is “completed” after the graduation program and the last student has exited the premises.
3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institution.
4. All students participating in graduation ceremonies will be required to abide by school relations as outlined in the Student-Parent Handbook. In addition, students shall not engage in the following conduct during graduation exercises:
  - a. throwing objects into the air;
  - b. engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals;
  - c. using or possessing air horns and similar items;
  - d. wearing decorated mortar boards or clothing outside of academic recognition.

Please refer to the Graduation Compliance Letter issued in May for graduation dress code specifics.

5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described above shall be subject to discipline. Such discipline may include, but is not limited to, suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.

## **GRADUATION: STATE, LOCAL, and NCAA REQUIREMENTS**

This section is for general information only. Each individual is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning athletic eligibility through the NCAA Clearinghouse. This should begin during the student's freshman year and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units/credits and have a reasonable expectation of completing the twenty-five (25) units/credits required for graduation by the end of the summer term immediately following the current school year.

The Guthrie Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty-five (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) credits must be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

- Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.
- A student may not be enrolled in more than two English classes in a semester.
- At least three of the last five units completed must be in attendance at Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma State Law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one credit unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.

- Concurrent college enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Example: two art classes, two drama classes, two ag classes, etc.)

See College / Work Ready & Core Curriculum Requirements on next page.

Student Full Name \_\_\_\_\_

Career Goal \_\_\_\_\_

**25 units or sets of competencies are required to meet state graduation requirements.**

70 O.S. § 11-103.6; OAC 210:35-25-2

Mark beside each course upon successful completion of required unit or set of competencies as each semester credit for course is earned. Refer to the most recent [Subject Codes list](#) for approved courses in each area, and the [OSDE's Instruction page](#) for more information regarding each subject area.

## Coursework Requirements

### English (4)

- English I
- English II
- English III
- English IV
- Other Approved Course

### Mathematics (3)

**3 are required in grades 9-12.**

- Algebra I
- Geometry
- Algebra II
- Other Approved Math Course
- Approved Computer Science Course
- OR** 3-hour Approved CTE Program
- Contextual Math Course That Enhances Technology Preparation
- Approved STEM Block Course (grades 10-12)

### Laboratory Science (3)

- Biology I
- Other Life Sciences Course
- Physical Sciences Course
- Earth/Space Sciences Course
- Principles of Technology
- Qualified Agriculture Course
- Approved STEM Block Course (grades 10-12)
- OR** Contextual Science Course That Enhances Technology Preparation

Students must take Biology 1 and then two additional sciences at or above the rigor of Biology 1 competencies.

### History & Citizenship (3)

- 1/2 Oklahoma History
- 1/2 Government
- U.S. History
- Other Approved Course

### World Language OR Computer Technology (1)

- World Language
  - Computer Technology
- Excludes keyboarding or typing courses.**

### Fine Arts (1)

- Music, Art, Dance, or Drama
- Humanities

### Electives (8)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

It is highly recommended that Electives include 2 units of the same World Language and 2 units of Physical/Health Education.

**23 units or sets of competencies are required to meet state graduation requirements.**

Total Units Upon Final Check must match Total Units Earned on Page 2.

Total Units Upon Final Check:

## **IMMUNIZATION**

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

### *Free Clinics*

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

<u>Site</u>	<u>Hours</u>
Logan County Health Dept. Fairgrounds Road 73044 405-282-3485	Daily Monday thru Friday 8:00 a.m. – 11:00 a.m. & 1:00 p.m. – 4:00 p.m. Guthrie, OK

## **INSURANCE**

Insurance is required for all students participating in extracurricular activities before they take part in any practice, scheduled contest, or class.

Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject.* **NO EXCEPTIONS!**

## **TITLE IX**

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public Schools Administration Building, 802 East Vilas, Guthrie, OK, 73044; telephone (405) 282-8900.

## **DISCLAIMER**

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy **F-30 through F-41**, can be viewed on the Guthrie Public Schools website at [www.guthrieps.net](http://www.guthrieps.net).

## **ASVAB TESTING AND STUDENT ACCESS TO MILITARY RECRUITERS**

It is the policy of the board of education to take part in testing programs with the aim of providing all students with information designed to help them recognize their talents and to assist them in planning their education and career paths. Therefore, the district will provide students in grades ten through twelve (10-12) an opportunity to take the Armed Services Vocational Aptitude Battery test (ASVAB), or an alternative assessment as provided below, and to consult with a military recruiter.

The ASVAB or alternative assessment will be scheduled during normal school day hours and at a time that limits conflicts with extracurricular activities. The district will provide to students and their parents or legal guardians in grades ten through twelve (10-12) the date, time, and location of the scheduled administration of the ASVAB or alternative assessment.

At the discretion of the board of education, the district may administer an alternative assessment in lieu of the ASVAB, provided the alternative assessment meets the following criteria:

1. it assesses a student's aptitude for success in a career field other than a career field that requires postsecondary education;
2. is free to administer;
3. requires minimal training and support of school faculty and staff to administer the test; and
4. provides each student with a professional interpretation of the test results that allows the student to explore occupations that are consistent with each student's interests and skills and to develop strategies to attain career goals.

Regardless of whether the district offers the ASVAB or an alternative assessment, the district will permit each student taking the assessment with an opportunity to consult with a military recruiter. Individual student meetings with recruiters will be permitted on dates and times approved by the building principal or the principal's designee, which will be advertised to students and their parents and legal guardians.

Reference: OKLA. STAT. tit. 70, § 1210.508-5.

# **Guthrie Public Schools**

## **Transportation**

### **Department**

Employee Policy & Procedure  
Handbook

~~2023-2024~~ **2024-2025**

BOE approved ~~7-10-2023~~



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**Guthrie Public School District is a Totally Tobacco Free Environment —Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited in or Around Any School Building, School, Grounds, or School Vehicles.**

**THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE**

## Aim

To transport students safely and efficiently to and from schools and activities.

## Philosophy

Guthrie Public Schools' buses and school vehicles are operated as a service to transport students to and from school and other Board-approved functions safely and efficiently. Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one. We will attempt, within our capabilities and resources, to treat everyone equally. The school district intends for all employees to be treated fairly. Every effort will be made to make the employee's job as pleasant as possible. A cooperative effort on the part of the employee, site principals, and Central Office personnel should result in the smooth operation of the Transportation Department.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be strictly adhered to both for the safety of the riders and the functionality of the equipment.

This handbook is intended to provide Guthrie Public Schools' transportation employees with the basic information, rules and regulation necessary to effectively operate and maintain the department. The information contained in this book is to be used in conjunction with the GPS Policy Manual, District Support Personnel Handbook, Parent/Student Bus Rider Handbook, the School Bus Driver Manual published by the State Department of Education, and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

## Applicability

The contents of this manual apply to all employees of the Guthrie Public School system, regardless of position or title, who drive a Guthrie Public School bus or school activity vehicle.

## Requirements for Guthrie Public Schools School Bus Drivers

- Hold a valid Oklahoma CDL with appropriate endorsements.
- Demonstrate to the **satisfaction of the** Director of Operations or Route Supervisor, or ~~someone he/she appoints~~ **his/her designee**, the ability to operate a school bus ~~to the Director's satisfaction~~.
- Be a responsible driver.
- Must maintain an Oklahoma School Bus Driver's Certificate from the State Department of Education.

## Expectations for Transportation Employees

1. **Be honest and trustworthy.** ~~Have an acceptable moral character.~~
2. Be courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.
3. Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
4. Be willing to accept necessary modifications to assigned routes.

5. Attend meetings called by the Director of Operations or Route Supervisor.
6. Show proper care and respect for equipment at all times.
7. All drivers and/or monitors are required to maintain their bus in excellent condition including cleanliness (inside and out), pre-trip & post-trip inspections, proper fluid and fuel levels at all time, and submit work orders for any shop work when needed.
8. All drivers and monitors are required to fully clean their bus (per Director's instructions) at the end of school year and submit it for inspection approval.
9. **At the end of the year, buses must be cleaned and inspected before check-out.** IF necessary, employees will be paid up to 4 hours extra for cleaning their assigned bus ~~the end of the school year~~ after approval of inspection is obtained.
10. Show proper respect for the students.
11. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately, and in a timely manner.
13. DRESS ATTIRE must be neat in appearance:
  - a. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn.
  - b. Must wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have a closed toe. No open-toe shoes for either drivers or monitors are allowed.
  - c. Every driver must wear a shirt. No tank tops or sleeveless undershirts on school property. Clothing that reveals undergarments or clothing of a similar nature is unacceptable.
  - d. If shorts are worn, they must be of Bermuda or walking-short length (not more than 3 inches above the knee). No ripped jeans, shorts or cut-offs – unless hemmed, are allowed.
  - e. Tight-fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
  - f. No halter-tops or tube tops.
  - g. No pajama pants.

### **Be on time for work.**

- Employees are expected to **clock in** ~~register their time only for themselves~~ at the transportation terminal or as the Director of Operations approves. **YOU MAY NOT CLOCK ANYONE ELSE IN OR OUT.**
- Full-Time drivers and monitors:
  - Clock-In 45 minutes before your route starts. Otherwise you may be considered late and your duties could possibly be covered by a substitute.
  - Clock-Out within 5 minutes of a 6-hour or 7.5-hour day, depending on contract hours.
- Hourly drivers and monitors:
  - Clock-In 45 minutes before your assigned route starts.
  - Clock-Out 20 minutes after your assigned route ends.

The use of remote clock-in/-out will not be allowed or accepted. Times may vary IF unexpected delays occur during drive times (mechanical issues, accidents, etc.). There will be NO comp-time without approval first. ALL comp-time should be paid out each pay period for 9-month employees. Time may vary as specified by the Director of Operation, Supervisor, or their designee.

- A minimum of 2 hours notification to a supervisor is required for any absence. If less than 2 hours is provided, you may be considered a “no-show” unless the absence is considered an approved emergency as determined by the Director of Operations.
- When an emergency arises, contact a Supervisor as soon as possible. Emergency absence approval is at the discretion of the Director. Drivers are placed in their honor not to abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action up to and including termination.
- The Transportation Office and Maintenance shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics.
- NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE.
- Profane, vulgar, or suggestive language is not permitted on the bus, during or around any school activity or on school property. This includes the transportation complex.
- No drivers or monitors are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Employees are not permitted to congregate in the garage. The transportation lounge is provided for your use prior to and after running bus routes.
- Report all school-related injuries that happen either to yourself or a student, immediately to a supervisor. An accident/incident form is available in the Transportation office.

### Use of Cellular Phones

Most drivers and monitors carry a cell phone. If you so choose they may be used to keep in contact with parents/guardians by text or call.

~~Most drivers carry cellular phones; however, they~~ Cell phones are not to be used while the bus or district vehicle is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus or district vehicle, then make the call or text (HB 1965 & SB 183). Driver headsets and/or Bluetooth items are not permitted on a bus.

### Child Check Procedure

Before exiting the bus, the driver and/or monitor will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. LEAVING A CHILD ON A BUS ALONE COULD RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

### Parking – Buses and Personal Vehicles

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident.

Personal vehicles are to be parked in the lot on the west side of the practice football field, or the area west of the bus lot, **do not park north of the maintenance parking sign** ~~between the pavement and the maintenance dumpster~~, or in the upper parking lot to the east of the garage area (GUES). Personal vehicles may be parked temporarily in the office parking area while signing in or out in the dispatch office. **Vehicles may not be left in this parking area**

**otherwise.** This area is reserved for office personnel and visitors. No double-parking. ~~Please park in the designated areas only.~~

### **Bus Assignments**

~~Buses are assigned to routes by the Director of Operations, Route Supervisor and Route Coordinator and are subject to change at any time.~~

~~Proper care and/or lifespan of any bus are key factors when assigning or changing buses.~~

### **Bus and Route Assignments**

**Buses and R**outes are assigned to drivers and monitors by the Director of Operations, Route Supervisor and Route Coordinator, **and** are subject to change at any time. Drivers and monitors may be consulted as a part of the change process, but must be willing to gracefully accept any required change in their route assignment.

**Proper care and/or lifespan of any bus are key factors when assigning or changing buses.**

### **Route Openings**

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change when deemed necessary. Openings will be posted for three days **before being filled with a qualified applicant.** ~~At the end of three days, at 5:00 pm, the posting will be closed.~~

- Drivers desiring an open route will apply for the open route posting.
- Selection will be based on attendance history, driving skills, accident record, adherence to District policies, professionalism, legitimate complaints received and student management, ~~though not weighed in that order.~~
- The Director of Operations or his/her designee will make the final selection after review.

### **Substitutes, Coaches and Trip Drivers**

Substitutes, coaches, and trip drivers carry the same responsibilities and expectations as a regular driver and are subject to the same rules and regulations.

- Full-time substitutes – 6-hour AM and PM drivers or monitors who report to the dispatch office at a specific time each day. They will drive or monitor any route assigned to them by the dispatch office. Check with the office to determine the AM and PM time to arrive.
- On-call substitutes – drivers or monitors who are used on an “as needed” basis, for a specific route as assigned by the dispatch office.

### **Bus Evaluations, Bus Observations and Discipline**

All employees will undergo a written evaluation of their performance annually. The director of Operations, or another supervisor will conduct this written evaluation. Employees who are found deficient in any area will be put on a plan of improvement. Bus observations may be conducted by the Director, a supervisor, or their designee.

Discipline procedures will follow a progressive pattern as follows:

- 1<sup>st</sup> Offence – verbal warning is issued and documented in personnel file.
- 2<sup>nd</sup> Offence – written warning is issued with possible suspension without pay.
- 3<sup>rd</sup> Offence – written warning, corrective action up to and including termination.

### **Driving Regular Bus Routes**

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All bus routes have a printed schedule with designated stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver and a supervisor.

Dry runs (practicing assigned routes on a bus) ~~is~~ **are** mandatory within 3 days prior to the first day of school. Check directions, timing and stops listed on your route sheet to ensure on-time performance and route information integrity. If edits are required, please see a supervisor immediately to set an appointment for revisions. ~~needed.~~

## **State Department of Education Requirements for School Bus Drivers in Oklahoma School Bus Driver Certification Standard Certificate**

Qualifications of a school bus driver

Certification Requirement (Excerpts from OAC 210:30-5-1\_\_

The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that each applicant submitted for a Standard Five-Year Certification:

- Is at least 18 years of age.
- Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
- Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with P and S endorsements required by the Department of Public Safety.
- Has not been convicted of, or pled guilty or no contest to a felony during the last ten (10) years.
- Has passed a driving record check; and no certificate shall be issued to a person who within the preceding three (3) years:
  - Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied consent Laws at 47 O.S. Sec. 751.
  - Has a conviction for a violation of 47 O.S. S 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.
  - Has been convicted or pled guilty to a violation of 47 O.S. S 761, operating a motor vehicle while impaired by the consumption of alcohol.
  - Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
  - Has had four (4) or more traffic violations (excluding parking tickets).

### **Transportation for Special Needs, IEPs, and other student concerns Responsibilities of the driver and/or monitor**

An orientation for transporting students with special needs, IEPs and other student concerns will be scheduled at the beginning of each school year. The transportation orientation will include student information pertinent to the school bus driver and monitor regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

- A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs and other concerns.
- Prior to the first bus run, drivers should be told of students with any type of disability who may require a monitor's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
- The parent (or their designee) is responsible for "door-to-curb", "curb-to-door" and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
- The bus driver and monitor needs to be told of their passengers with autism, allergies, behavior concerns, epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver and monitor in case of a medical emergency on the bus.
- Bus drivers and monitors should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
- If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver and monitor and develop techniques to ensure the daily commute to and from school is safe and successful.
- Socialization is necessary for all children. Bus drivers and monitors should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, an understanding of each individual's need while under their responsibility to and from school or other school-related activities.
- CPI Training – before you are allowed to touch or restrain a student.
- Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off the bus at the correct stops and that they are being released to the correct guardians.

## **BUS DRIVER INFORMATION**

### **Routine Responsibilities of the Bus Driver**

**KEEP BUS WASHED & CLEAN! A dirty bus reflects poorly on the district.**

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.
2. Perform and record your pre-and post-trip inspections. (All lights and reflectors must be kept clean) If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made: fluid leaks, cracked or broken glass, service door and/or emergency exits not functioning properly, flat tire, separated tread or cords showing, head light, stop light or turn signal light burned out; loads not working.
3. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. **YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTENANCE NEEDS**



5. Maintain the accuracy of your route sheets, student rider list, route map and seat assignments.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustments(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drill or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. At the end of each run and after trips, park your bus ~~at the end of each run and after trips~~ in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 O.S. 15-109:
  - Start amber warning lights 300-100 feet before the bus stop. Turn on the right directional signal.
  - Pull completely off the road or as far to the right as possible and stop.
  - Set the parking brake and shift to neutral gear.
  - Turn of the right directional signal.
  - Visual search,
  - On older buses crack door, start red loading lights; on newer buses flip the appropriate toggle switch to start the red loading lights.
  - Visual search.
  - Open door.
  - Visual search (direct students).
  - Close the door.
  - Select gear and release the parking brake.
  - Visual search.
  - Turn on left directional signal.
  - Visual search, then proceed.
14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot or the ground. Put it in a trash can!
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads ½ full. Do not park a bus with less than ½ tank of fuel in it. There is no excuse for running out of fuel on your route.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean-up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.

19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, ~~if it is initially the tag.~~ If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after-hours trip. Regular drivers will have a key to their route bus issued to them; they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPS.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off and all doors are locked.

## General Information and Requirements

Drivers will follow the designated route exactly as printed and will make no changes. Exceptions to this are roadwork/constructions areas, accidents, weather factors or an emergency as determined by a supervisor. When this happens, the transportation office will be notified immediately and an alternate route may be formulated. When the exception is cleared, the designated route will again be followed.

- Drivers will make their first stop **and subsequent stops** exactly at the time printed on the route sheet ~~and subsequent stops~~ or a couple of minutes later but never early. Update routes often with a supervisor.
- No driver will arrive at the first school before **7:20 am** and will not unload students until an office radio all-call is made to release students at **7:30 am**.
- **Idle time is a max. of 15 minutes! Turn the key to accessory position and listen for radio traffic.**
- In the afternoon, NO DRIVERS will be at their first school before 3:00 pm except those traveling to Charter Oak Elementary.
- No driver will leave any school before **3:17 pm** after an office radio all-call is made authorizing departure for all buses unless prior approval is obtained from a supervisor.
- Stop for students to get on or off the bus only at the location designated by the route sheet.
- The transportation office must approve any exception in advance. Once departed, drivers will not go back to schools or stops (AM & PM) without prior approval from a supervisor. CALL DISPATCH FOR PERMISSION
- Drivers will never pass a waiting bus without prior approval from a supervisor. CALL DISPATCH FOR PERMISSION
- Seat assignments are ~~mandatory~~ **encouraged** either by name, grade or both on all regular route buses. ~~A seating chart must be provided to the transportation office, kept on file and up to date as seating charts change.~~ (This is required information when an incident and/or accident occurs.)
- Drivers must wear their seat belts when driving a bus. Cited violations are the driver's responsibility.
- All students must be seated before moving the bus.
- Let no student on or off of the bus except at designated stops. The transportation office must approve any exception in advance. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.

- Drivers/monitors should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and reported in a timely matter.
- **Students are never allowed to sit in the driver's seat or operate any of the bus equipment.**
- Drivers/monitors do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The district discipline policy will be followed to remove a student from the bus.
- **All drivers/monitors must use extreme caution about touching students, unless it is absolutely necessary and for safety purposes only.**
- Document all ~~counseling~~ **disciplinary conversations** with students, **even if a write-up does not occur.**
- Never swing, point, or throw any object at a student, or threaten to strike a student.
- Observe all traffic laws.
- If you exit the bus for any reason, turn the ignition off and take the key with you.
- Backing a school bus requires prior approval from a supervisor, except when it is a necessary turn-around on route or backing into the bus lot. **CALL DISPATCH FOR PERMISSION**
- Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. Drivers may only take bottled water on the route with them. Exceptions for students and drivers **that may require food** are for documented medical reasons only ~~that may require food.~~

## Traffic Violations

In addition to the regulation in effect under the State Department of Education and the State Department of Public Safety, which enforces the federal Commercial Driver's License (CDL) regulations, the following policies will be in effect as well:

- Drivers who receive citations or ~~failure~~ to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified formal complaints of the same will merit the same ~~treatment~~ **consequences.**
- Drivers who lose their CDL through Department of Public Safety action will immediately be suspended pending investigation, and are subject to dismissal.
- All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.
- Drivers must report any citation received, either on- or off-duty, immediately to their supervisor. Failure to do so could result in corrective action up to and including termination.

## Pre-Trip and Post-Trip (Also See Addendums **A, B, & C H&G**)

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

Safety **for yourself and for other road users** is the most important reason you inspect your vehicle. ~~Safety for yourself and for other road users.~~

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396: Inspection and Repair) Failure to inspect your vehicle as required by law could result in corrective action up to and including termination. Federal and state inspectors may also inspect your vehicles. If they judged ~~the vehicle~~ to be unsafe, ~~they will put it~~ **the vehicle** will be "out of service" until it is fixed.

## Daily Trip Sheets and Work Orders

- Fill out a daily trip Sheet for your regular routes each day. Complete it fully and place it in the basket located on the dispatcher's counter.
- If you discover something on your bus that needs immediate attention, write the problem on the daily trip sheet. If the mechanic has a question they will come to you.
- Drivers ~~you will be using our~~ **will use the** FMX work order system ~~and will be putting in your own~~ **to enter work orders**. NO WORK ORDER EQUALS NO REPAIR.

## Proper Use of Two-Way Radios

Radios are to be used for school business only; personal use is not only against policy, it is also illegal. Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 clear".

- Adjust the volume on your radio and leave them at that setting.
- Leave the microphone in its hanger unless you are using it.
- Do not say anything over the radio that would compromise our position as a school district or that could impact anyone in a negative way. Do not make jokes or wisecracks. Always be professional.

### Two-way radios are to be used for the following:

- To report heavy traffic congestion.
- To report vehicle accidents.
- To report severe discipline problems on and off the bus.
- To report breakdowns.
- To report difficult or hazardous road conditions.
- To ask for directions.
- To report or receive rider information.
- To report or receive weather conditions.
- To report an angry patron approaching or attempting to board the bus.
- To report bus loading zone problems.
- To report or receive field trip information or problems.
- To report vandalism.
- To report medical problems.
- To report questionable behavior on the part of a patron.
- To report or receive route information.

**These reasons are not all-inclusive, but should provide parameters by which the driver can properly use the system.**

## Driver Accident Procedures

Drivers are required to know and follow district accident procedures.

The accident procedures, a driver checklist, and a **blank** seating assignment chart should be included in a clipboard or expanding file and carried on each bus or school district vehicle at all times during use.

ANY time a bus or another district vehicle is damaged in ANY way, it is considered an accident. If and when a driver is involved in an accident, these steps are required:

- Stop and secure the vehicle – be sure to properly place reflective triangles. Do not let your vehicle become involved in **or the cause of** another accident ~~or be the cause of another accident~~.

- ASK IF THERE ARE ANY INJURIES, ETC.
- Radio/call into dispatch with location and a brief description of the accident.
- Make sure the students stay where they are seated.
- Render aid – first to your students and then to any other injured people.
- Fill out the seating assignments report with the **student's** full name ~~of student~~ and grade.  
\*AGAIN, ask each student individually if they are injured.
- Do not leave the students unattended **for longer than absolutely necessary to perform safety obligations.**
- Follow all instructions from law enforcement.
- Do not release students to leave the bus or school vehicle until released by law enforcement. If transferring to another bus or school vehicle take precautions for a safe transfer. If released to their parents, you must have positive identification and approval of the Director of Operations of Route Supervisor.
- Make statements only to law enforcement, school personnel, or our insurance company. DO NOT make any assumptions.
- A report must be made in writing on all accidents, no matter how minor the damage.
- Failure to report an accident will be grounds for dismissal.
- **If you feel the other vehicle is about to move or drive off before a district supervisor arrives, take pictures of the scene (panoramic, point of impact, tag number if possible, etc.) even if it is through the bus windows.**

### **Mechanical breakdown**

- Secure the bus or district vehicle in a safe location, if possible. Place the reflective triangles according to state law. CALL DISPATCH. Try to have some idea of the problem and relay that information.
- Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
- If the bus is stuck, do not allow anyone to attempt to pull it out except school personnel or their designees.
- Under no circumstance should you leave the location until transportation personnel have arrived.
- Let the students know you are having mechanical problems
- Do not release students to anyone except their parents or guardians. You must have positive identification and approval of the Director of Operations or Route Supervisor.
- Do not allow students to walk home.
- Take special care in the transferring of the students from your bus to the replacement.

### **Drug Testing GPS Policy Manual – Section D-9, and D-9: A-B**

In compliance with the Omnibus Transportation Employee Testing Act of 1991, Guthrie Public Schools has implemented drug and alcohol testing as of January 1, 1995. Compliance will consist of the following:

- Pre-employment drug and alcohol testing – every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.

- Random testing – all district drivers who hold an Oklahoma Commercial Driver’s License will be put into a pool from which the random selections will be made. Selections are computer-generated. Once the selection for that particular test is made, those names will go back into the pool; this means that it is possible that a driver could be tested two or more times in a row.
- Testing will be conducted without prior notice. As a rule, testing will be conducted at the Maintenance Office.
- Post-accident – under certain conditions, post-accident drug and alcohol testing is required when an accident occurs is involved. Contact the Transportation Office immediately after every accident for further instructions.
- Reasonable suspicion – supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

**The following offenses could result in corrective action up to and including termination:**

- Excessive absenteeism.
- Using a cell phone while driving a bus or other school vehicle – includes headsets, Bluetooth, and other distracting technology devices.
- Using tobacco, alcohol or drugs while on school property, whether students are present or not.
- Giving students cigarettes or tobacco in any form.
- Knowingly allowing students to use tobacco, alcohol or drugs on school property at any time.
- Giving students alcohol or drugs in any form.
- Leaving school sites before the scheduled departure time in the afternoon.
- Altering bus routes without prior approval, unless the roads are impassable. Notify dispatch if this is the case.
- Excessive accidents.
- Knowingly letting a student off or on the bus at any place except their assigned bus stop.
- Failure to perform driver pre-and post-trip inspections and fluid level checks.
- Failure to report an accident in which the driver is involved.
- Failure to report any traffic violation, on and off duty, or driver’s license suspension.
- Careless or reckless driving of a school bus.
- Insubordination.
- Any other offense as addressed by district policy.

**Responsibilities of the Monitor**

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff. Monitors must also make sure that there aren’t any children left behind after the bus route is completed and pick up any trash left behind on the buses.

Need to be aware of the route pattern and its stops in case you have a substitute driver. Need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

## Working conditions

Bus monitors' hours and work schedules are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work full-time (6 hours) and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

## **Addendum A Philosophy**

Guthrie Public Schools' buses are operated as a service to transport students to and from school and other Board-approved functions safely and efficiently. Were it not for this, there would be no need for buses, drivers, or a Transportation Department. Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one. We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances. The school district intends for all employees to be treated fairly. Every effort will be made to make the bus employee's job as pleasant as possible. A cooperative effort on the part of the employee, site principals, and Central Office personnel should result in a smooth operation of the Transportation Department. All the rules and regulation concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be adhered to strictly both for the safety of the riders and the functionality of the equipment.

Today, it costs over \$80,000 to purchase one bus. Therefore, we are all responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses enjoy a long and safe life.

## **Addendum B Beyond Driving**

Few people realize that ALL employees and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that schools will be dismissed if the buses cannot run their routes. Since approximately 80% of Guthrie Public School students are transported, school bus drivers and monitors have a great opportunity to enhance public relations with the district's patrons. Also, those taxpayers who have no children riding the bus come in contact almost daily with school buses on the streets. Because of this the Transportation Department, as much or more than any other single department, affects public opinion toward our schools. School bus drivers should be aware at all times that they are very conspicuous when driving a big yellow vehicle. Everyone connected with the schools represents the school system. Often, public attitude toward the system is determined by the actions of a single representative, and because school buses have district identification of the sides of them, public opinion may be swayed by the action of one bus. Drivers who are especially courteous create a good image for their school district. Please think before you act. Common sense, courtesy and good judgement will prevent or solve most problems before they develop into a crisis. The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much greater opportunity for a successful learning experience that day. If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all transportation personnel to make every effort to see that a student's time on the bus is as pleasant and possible.

This handbook is intended to provide Guthrie Public Schools' transportation employees with the basic information, rules and regulation necessary to effectively operate and maintain the department. The information contained in this book is to be used in conjunction with the District Support Personnel Handbook, Parent/Student Bus Rider Handbook, the School Bus Driver Manual published by the State Department of Education, and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

## **Addendum C — State Department of Education Requirements for School Bus Drivers in Oklahoma School Bus Driver Certification Standard Certificate**

### Qualifications of a school bus driver

Certification Requirement (Excerpts from OAC 210:30-5-1)

The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that each applicant submitted for a Standard Five-Year Certification:

- Is at least 18 years of age.
- Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
- Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with P and S endorsements required by the Department of Public Safety.
- Has not been convicted of, or pled guilty or no contest to a felony during the last ten (10) years.
- Has passed a driving record check; and no certificate shall be issued to a person who within the preceding three (3) years:
  - Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied consent Laws at 47 O.S. Sec. 751.
  - Has a conviction for a violation of 47 O.S. S 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.
  - Has been convicted or pled guilty to a violation of 47 O.S. S 761, operating a motor vehicle while impaired by the consumption of alcohol.
  - Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
  - Has had four (4) or more traffic violations (excluding parking tickets).

## **Addendum D — Purpose of the Position**

The school bus driver is responsible for safely operating the school bus on a regular daily schedule.

### **Scope**

The school bus driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintaining order and security on the bus and obey all laws, regulations and rules of conduct.



The school bus driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This include receiving complaints about schedules and levels and quality of service. The school bus driver must make note of and report on any complaints and respond in a courteous and respectful manner.

It is critical for school bus drivers to operate the school bus in a safe manner.

Failure to ensure the safe passage of students to and from school may result in serious liabilities for the district. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

## **Knowledge, Skills & Abilities**

(The knowledge, skills and attitudes required for satisfactory job performance)

**Knowledge**—The school bus driver must have proficient knowledge in the following areas:

- Knowledge of highway and school bus regulation
- Knowledge of how to deal with children.
- Knowledge of how to deal with children with special needs
- Knowledge of scheduling system and procedures
- Knowledge of record keeping system
- Knowledge of equipment inspection standards and procedures

**Skills**—The school bus driver must demonstrate the following skills:

- Ability to operate school bus in a safe and responsible manner
- Patron and student service and public interaction skills
- Team building
- Analytical and problem-solving skills
- Decision-making skills
- Effective verbal and listening communications skills
- Ability to read and write to record pickups and maintain daily records
- Stress management skills
- Time management skills

**Personal Attributes**—The school employees must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Deal with the public in a positive, courteous and respectful manner

## **Routine Responsibilities of the Bus Driver**

**KEEP BUS WASHED & CLEAN! A dirty bus reflects poorly on the district.**

24. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.

25. Perform and record your pre and post trip inspections. (All lights and reflectors must be kept clean) If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made: fluid leaks, cracked or broken glass, service door and/or emergency exits not functioning properly, flat tire, separated tread or cords showing, head light, stop light or turn signal light burned out; loads not working.

26. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
27. ~~YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTENANCE NEEDS~~
28. Maintain the accuracy of your route sheets, student rider list, route map and seat assignments.
29. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustments(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
30. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
31. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drill or in the event of a real emergency.
32. No one other than your normal route students will be allowed on your bus.
33. No buses are to be parked in the office area, including in front of the garage, except when fueling. At the end of each run and after trips, park your bus at the end of each run and after trips in its assigned parking area only.
34. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
35. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
36. Follow the prescribed 15-step loading/unloading procedure as per state law 47 O.S. 15-109:
- Start amber warning lights 300-100 feet before the bus stop. Turn on the right directional signal.
  - Pull completely off the road or as far to the right as possible and stop.
  - Set the parking brake and shift to neutral gear.
  - Turn off the right directional signal.
  - Visual search;
  - On older buses crack door, start red loading lights; on newer buses flip the appropriate toggle switch to start the red loading lights.
  - Visual search.
  - Open door.
  - Visual search (direct students).
  - Close the door.
  - Select gear and release the parking brake.
  - Visual search.
  - Turn on left directional signal.
  - Visual search, then proceed.
37. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
38. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
39. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot or the ground. Put it in a trash can!

40. If it is not necessary for you to fuel your bus each day, please fuel it when it reads ½ full. Do not park a bus with less than ½ tank of fuel in it. There is no excuse for running out of fuel on your route.
41. Make certain your bus has a fire extinguisher, first-aid kit, clean-up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
42. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initially the tag. If the fire extinguisher is not charged notify a mechanic.
43. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
44. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after-hours trip. Regular drivers will have a key to their route bus issued to them; they are responsible for bringing and keeping the bus key.
45. The speed limit around the bus complex is 5 MPS.
46. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off and all doors are locked.

### **Addendum E – Transportation for Special Needs, IEPs, and other student concerns Responsibilities of the driver and/or monitor**

An orientation for transporting students with special needs, IEPs and other student concerns will be scheduled at the beginning of each school year. The transportation orientation will include student information pertinent to the school bus driver and monitor regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students:

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

- A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs and other concerns.
- Prior to the first bus run, drivers should be told of students with any type of disability who may require a monitor's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
- The parent (or their designee) is responsible for "door-to-curb", "curb-to-door" and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
- The bus driver and monitor needs to be told of their passengers with autism, allergies, behavior concerns, epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver and monitor in case of a medical emergency on the bus.
- Bus drivers and monitors should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
- If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver and monitor and develop techniques to ensure the daily commute to and from school is safe and successful.

- Socialization is necessary for all children. Bus drivers and monitors should share in the responsibility of assisting children and youth with disabilities to remain as “normalized” as possible with other students by developing a posture of expectation, kindness, an understanding of each individual’s need while under their responsibility to and from school or other school-related activities.
- CPI Training—before you are allowed to touch or restrain a student.
- Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off the bus at the correct stops and that they are being released to the correct guardians.

### **Additional Responsibilities of the Monitor**

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff. Monitors must also make sure that there aren’t any children left behind after the bus route is completed and pick up any trash left behind on the buses.

Need to be aware of the route pattern and its stops in case you have a substitute driver.

Need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

#### Skills needed to be a Bus Monitor

The skills required to become a bus monitor consist of active listening skills, instructing skills, speaking skills, and oral expression skills. Bus monitors should be able to give full attention to what children, parents or other staff are saying. They should be able to teach children how to do things, like put their seat belts on or sit back and follow procedures. Speaking skills come into play when communicating with children, the bus driver, parents or other staff. Bus monitors have to be able to convey information effectively. Bus monitors should also be able to communicate information that others understand which will be easier with oral expression skills. Bus monitors should also possess social perceptiveness, problem sensitivity, speech clarity and inductive reasoning skills. They need to be able to speak clearly, tell when something is wrong, be aware of others’ reactions and understanding why they react the way that they do. Being able to combine pieces of information to form general rules or conclusions is of utmost important when caring for children.

#### Knowledge needed to be a Bus Monitor

Bus monitors should have knowledge of the English language, public safety and security policies and procedures, psychology, and personal service. Assessing the needs of children and other around them is important for a bus monitor. Having knowledge of human behavior and performance is imperative in dealing with children and their parents, as well as other staff. Being able to safely and securely carry out safety procedures when it comes to children is the most important thing to consider as a bus monitor. They should have knowledge of relevant equipment, policies, procedures and strategies.

#### Working conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work full-time (6 hours) and sometimes on a

~~seasonal basis, as they only work when school is in session. They usually are off on the holidays.~~

### **Addendum A F – New Weekly report sheet Pre-Trip Inspection**

#### Oklahoma SDE Pre-Trip and Post-Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. OAC 210:30 5-1

These 14 steps are taken from the SDE Oklahoma School Bus Driver Manual. If any bus defect is found: (1) Document details on the back of this form; (2) Report defects to the school district's designated supervisor; (3) Keep documentation of completed bus repairs.

A checkmark in each box below to indicate the step have been completed. In the right column, indicate with an "X" if a repair is needed. PRE-TRIP Indicate with an "0" when repair is completed.

1. Raise the bus hood and check all fluid levels, each belt, and each hose
2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage.
3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus.
4. Inside Bus: emergency reflectors, fire extinguishers, first-aid kit, bodily fluids clean-up kit (not expired)
5. Check that each bus seat and cushion is secure and has no tears or protruding metal.
6. Check that the bus's Emergency Exits open easily and the warning buzzers are operable.
7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head lights (d) tail lights (e) clearance lights (f) reverse lights.
8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake (e) foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges
9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt.

**SPECIAL EQUIPMENT** (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver. **REPAIR NEEDED**

## **Addendum B G – Post-Trip Instructions**

A post-trip inspection should be conducted at the end of each trip **and** day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post-trip inspection report at the end of each driving day. POST TRIP

1. Inside: The driver must walk the bus aisle front-to-back and look in each seat for a child left on board (possibly asleep).
2. Inside: Check each seat cushion for tears, cuts or protruding metal REPAIR NEEDED
3. Inside: Check each bus window and the windshield for any defects and for cleanliness REPAIR NEEDED

Outside: Examine each tire for proper inflation and for defects/damage to wheels. REPAIR NEEDED

1. Secure the bus according to district policy. Leaving the keys in the bus is strongly discouraged. REPAIR NEEDED

## **Post-Trip Inspection (AM & PM)**

1. Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off).
2. Make sure all defects are written down on the daily report sheet.
3. Submit a work order for all maintenance needs.
4. Check seats for vandalism and any students left on the bus.
5. Close window and vents, and lock doors.
6. Return the ignition key (after each trip) to the box. (Drop key in the door slot after hours.)

## **Field Trip Re-Trip and Post-Trip Inspections**

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre-and post-trip inspections are exactly the same as for a route bus.

## **Addendum C H – Activity Trips**

1. Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.
2. ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet. Make sure you have all of the required emergency equipment on your bus.
3. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
4. Teachers, coaches and sponsors are responsible for the discipline of the students on the trips and for the cleanliness of the bus when the trip is over. Make sure your sponsor understands what kind of conduct is expected.

5. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.
6. Each driver is required to carry a cell with them at ALL times. Make sure you and your sponsor(s) exchange cell numbers.  
If on a class activity trip during school hours. Make sure your sponsor(s) know that you must be back at the school site no later than 2pm.  
If you experience a breakdown, try to contact the Transportation Office or one of its designees.  
Emergency numbers are located in the first aid box.  
Note: No charges are to be made to the school district except those on a district credit card.  
Do not expect reimbursement for any other expenditure.
7. No activity trip is to be made unless there is an adult sponsor on the bus. The site principal and Route Supervisor may approve certain exceptions.
  - a. Drivers will take the group only to the destinations(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, please inform transportation of the request.
  - b. Drivers will drive their own buses unless assigned another bus.
  - c. Close all windows, doors, and top vents after the bus is parked.
  - d. When more than one bus is assigned to a group, the buses will travel in a caravan
  - e. Each bus should stay within sight of the others. However, state law requires that you remain at least 300 feet behind the bus in front of you. DO NOT TAILGATE. In the event of a breakdown or other problem, help is readily available.
  - f. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
  - g. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency doors.
  - h. Do not back your bus without a spotter.
8. Your time belongs to your sponsor. You are there to help as much as possible.
9. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonable accommodating.
10. Let your sponsor know where you will be and be available if needed in an emergency.
11. You are not to leave the venue to which you have traveled; certain exemptions may apply; however, you need to get approval from the transportation office and trip sponsor.
12. Overnight trips:
  - a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board are to be provided to the sponsoring group.
  - b. Multiple-night trips: Time and mileage will begin at the normal place and time. Mileage will continue until the bus returns to the Transportation Office. Time will begin at the normal time and end that night when the group is settled in at their hotel and no longer require your services. On the day you are to return, time will start when they require your services and end upon your arrival at the Transportation Office. The sponsoring group is responsible for your room and board.
  - c. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.



**Board of Education Personnel Reports  
July 15, 2024**

**Employment Request**

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Hrs. Per Day	Replacing
Anaya, Vanessa	JH/HS	Counselor	07-29-24	6	Steve Carroll
Dean, Karrah	HS	Fine Arts/Speech	08-12-24	6	Teri McCarthy
Evans, Ashten	Charter Oak	3 <sup>rd</sup> Grade	08-12-24	6	Lauren Cady
Harris, Derek	GUES	5 <sup>th</sup> Gr. Science	08-12-24	6	Michele Roach
Kisner, Brandon	Charter Oak	4 <sup>th</sup> Grade	08-12-24	6	NP
Litsch, Brittan	HS	English III/IV	08-12-24	6	Kimberly Graff
Mann, Kristen	Charter Oak	4 <sup>th</sup> Grade	08-12-24	6	Dayla Salas
Price, Ellery	GUES	6 <sup>th</sup> Gr. Geography	08-12-24	6	Jennifer Cyphers
Scroggins, Gregory	JH	7 <sup>th</sup> Gr. Science	08-12-24	6	Stacey Blake
Skinner, Alex	GUES	5 <sup>th</sup> Gr. Science	08-12-24	6	Rachel Gibson
Torres, Jessica	HS	Biology	08-12-24	6	Tiffany Dement
Varbel, Brice	JH	Geography	08-12-24	6	Easton Maxwell

<u>Classification Support</u> Name	Site	Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
Burdick, Kim	Central	Caf. Worker	08-12-24	2	7	Melva Stevenson
Chennault, Joel	JH	Caf. Worker	08-12-24	2	7.5	Patricia Smith
Montgomery, Amanda	HS	Site Secretary	07-29-24	4	7.5	Pati Lopez
Rios, Iris	Fogarty	SpEd Para	08-12-24	3	7.5	Brenna Woods

**FMLA Requests**

**Certified:**

**Support:**

**Transfer of Position Report**

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
Dement, Tiffany	HS – Biology	HS – Physical Science	Tonnie Burnett

<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
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**Board of Education Personnel Reports  
July 15, 2024**

**Separation of Employment**

<u>Classification Certified</u>		<b>Teaching Assignment</b>	<b>Reason for Separation</b>	<b>Effective Date</b>
<b>Name</b>	<b>Site</b>			
Burnett, Tonnie	HS	Physical Science	resignation	06-12-24
Graff, Kimberly	HS	English IV	resignation	06-16-24
Todd, Olivia	Fogarty	3 <sup>rd</sup> Grade	resignation	07-01-24
West, Jessica	District	Psychologist	resignation	07-03-24

<u>Classification Classified</u>		<b>Position</b>	<b>Reason for Separation</b>	<b>Effective Date</b>
<b>Name</b>	<b>Site</b>			
McLemore, KK	GUES	SpEd Para	resignation	08-07-24
Sackett, Shaughn	Technology	Tech I	resignation	06-17-24

Guthrie Public Schools  
Property Committee Meeting  
July 2, 2024 5:00 p.m.

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

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

**Expenditure Reports:**

- Summarized June expenses for Maintenance and Transportation
- Comparison of 2023/24 expenditures to 2022/23

**Current Projects:**

- Completed 151 Maintenance work orders and 28 Activity trips work orders.
- The 2 District owned houses on Vilas were demolished
- The bus mechanics are working on the annual mandatory bus inspections and have completed 12 of our fleet of 40 buses.
- Our Maintenance and Custodial staff prepared Faver for the Faver Alumni Reunion.
- Painted Fogarty Quad floors, Faver locker room, 4 classrooms at Charter Oak, High School band room and JROTC.
- Replaced the middle portion of sod for the practice football/soccer field.
- Installed new stoves and ovens at the HS, Fogarty, GUES, and JH.
- Purchased and had infield dirt delivered for the Softball field. Coach Tarrant and her helpers are spreading it for the upcoming season.
- Replaced many ceiling tiles at the HS, Fogarty, Cotteral, and Central
- Our HVAC team is going through all of the mechanical systems changing filters & cleaning coils on each unit, chillers and air handlers.
- Custodial staff at all sites are making progress and getting the schools ready for the start of the school year.

**Future Projects:**

- Replace existing bus communications to include radios, base stations, and GPS tracking system - Completed
- Replace stage curtains at Fogarty
- Install and move the sound and new projector to the back of the Auditorium at Fogarty
- Continue floor work to the north and south part of the HS and to the gym and café hallway along with the 3 classroom hallways at GUES
- Do extensive floor work in Fogarty classrooms and gym
- Demolish the houses located at 211 & 231 E. Vilas - Completed
- Setup 2 portable classrooms at Charter Oak. Will move the one from GUES and purchase an additional building.
- HVAC projects:
  - Replace HVAC units as needed
  - Install new unit for Central server room
  - Replace units to the main stage & south café unit at the HS
  - Add heaters to areas that we currently place portable heaters
- Replace carpet in GUES office areas, SRO office at the Jr High, the

- Library computer room at the HS, the Library and Special Needs room at Fogarty, and the treasury's office at the Administration Building.
- Replace current carpet in the HS wrestling dressing room with tile, repair the walls, and repaint the dressing room and restroom areas – In progress
- Prepare to move the portable buildings at Cotteral once the construction of the new school is completed.

**District Property Projects:**

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

**Bond Project – ESSER/ARPA Funds**

JH           **Working on final closeout documents**

HS           **Working on final closeout documents**

**District Projects:**

Central ES	Replacement of chiller – <b>Project is underway and will be completed before the start of school in August</b>
High School	Replacement of 3 boilers – <b>Project is in progress</b>
District sites	Parking lot repairs
District Houses	Demo of both Vilas houses – <b>Completed</b>
Squires Field	Upgrades to the field lighting system – <b>Premier Lighting is scheduling this project</b>
High School	Upgrades to the restroom for the girls wrestling program – <b>underway</b>
Charter Oak	Set 2 portable classroom buildings in the front yard area
Transportation	Install new bus radios and GPS system – <b>Completed</b>
Fogarty	Projector project in the Auditorium
	Replace stage curtains – <b>on order</b>
Jr High	Replace Auditorium window shades – <b>Completed</b>

Lane McMillan gave the progress report for June. All slabs have been poured, roofing material is being delivered, and interior classroom walls are being put up. Project is going very well and ahead of schedule. There was discussion regarding the move in date for the teachers.

Dr. Simpson and Mr. Thompson discussed the request to add a Transition Room for SPED at the High School. All Boards Members agreed with the proposal.

Dr. Simpson discussed the mandated change to the communications between teacher, parent, and student.

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

**July 3, 2024**

In attendance: Mr. Ron Plagg, Mr. Ben Huskey, Ms. Gail David, Dr. Mike Simpson, Ms. Carmen Walters, Dr. Michelle Chapple, Mr. John Hancock, Ms. Kaitlin Sagar-Smith, Ms. Tamie Jones

**Dr. Chapple** greeted the committee, and presented the following financials:

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

Information was presented

**Comparison Reports for Year 2023 and Year 2024**

Information was presented

**Fund Balance Report for Year End 2024**

Information was presented

**Dr. Chapple** presented the following:

**Approval of Activity Fund Handbook 2024-2025**

Information was presented

**Approval of Child Nutrition Loan 2024-2025**

Information was presented

**Approval of Renewal Agreement with Imperial Vending 2024-2025**

Information was presented

**Ms. Walters** presented the following:

**Approval of Renewal Agreement with IXL Learning for 2024-2025**

Information was presented

**Approval of Renewal Agreement with EduSkills, LLC for 2024-2025**

Information was presented

**Approval of Renewal Agreement with Golden Age Nursing Home for 2024-2025**

Information was presented

**Approval of Renewal Agreement with Willow Creek Health Care for 2024-2025**

Information was presented

**Approval to Sign Federal Reimbursement Claims for 2024-2025**

Information was presented

**Mr. Hancock** presented the following:

**Approval of Transportation Handbook 2024-2025**

Information was presented

**Ms. Sagar-Smith** presented the following:

**Approval to Sign Special Ed Federal Reimbursement Claims for 2024-2025**

Information was presented

**Approval of Agreement with Sherri Fairchild and Morgan Kowalewski for Psychoeducational/Psychological Evaluation Services 2024-2025**

Information was presented

**Approval of Proposed Transition Room at GHS for SPED Students 204-2025**

Information was presented

**Dr. Simpson** presented the following:

**Discussion – Cotteral Construction Update**

Information was discussed

**Discussion – Parent Square Platform for Communication between Staff and Students**

Information was discussed

# Curriculum Committee Meeting Minutes

July 3, 2024

5:00 p.m.

GPS Administration Board Room

## In Attendance:

Dr. Mike Simpson, Carmen Walters, John Hancock, Kaitlin Sagar-Smith, Gail Davis, Ron Plagg, Matt Girard

## Ms. Walters

- **Agreement with Willow Creek Health Care, LLC for 2024-2025**
  - Ms. Walters presented the renewal agreement with Willow Creek Health Care, LLC for the Inter-Generational Pre-K program for 2024-2025 and explained it will be the thirteenth year to have a Pre-K classroom there.
  
- **Agreement with Golden Age Nursing Home for 2024-2025**
  - Ms. Walters presented the renewal agreement with Golden Age Nursing Home for Inter-Generational Pre-K program for 2024-2025 and explained it will be the seventh year to have a Pre-K classroom there.
  
- **FY25 Federal Claims Authorized Official**
  - Ms. Walters explained that federal claims for the state department of education must be signed by an approved authorized official who is legally authorized to bind the local education agency and asked that she be approved as that authorized official.
  
- **Agreement with IXL Learning for 2024-2025**
  - Ms. Walters presented the agreement with IXL Learning for 2024-2025 and explained it will include grades kindergarten through twelfth grade. She went on to explain it is an online program that students can gain skills in math, language arts and science through fun and interactive questions that provide individualized instruction with built-in support.
  
- **Agreement with EduSkills for 2024-2025**
  - Ms. Walters presented the renewal agreement with EduSkills for 2024-2025 and explained they have used it for several years. She explained that EduSkills is a cloud-based program that assists the district with reporting requirements for EL and Bilingual students and helps teachers and administrators customize learning for EL students.
  
- **Yearly Breakdown of DHS Referrals**
  - Ms. Walters shared the number of DHS referrals for 2023-2024 by grade and site as well as comparative data for 2014-2024.

**Mr. Hancock**

- **Transportation Department Employee Policy & Procedure Handbook**
  - Mr. Hancock presented proposed changes to the Transportation Department Employee Policy & Procedure Handbook for 2024-2025.

**Mrs. Sagar-Smith**

- **FY25 Special Education Federal Claims Authorized Official**
  - Mrs. Sagar-Smith explained that special education claims for the state department of education must be signed by an approved authorized official who is legally authorized to bind the local education agency and asked that she be approved as that authorized official.
  
- **Contractual Agreements with Sherri Fairchild and Morgan Kowalewski for Psychoeducational and Psychological Evaluation Services**
  - Mrs. Sagar-Smith explained the agreement between Sherri Fairchild and Morgan Kowalewski to provide special education evaluations for the 2024-2025 school year.
  
- **Proposed Transition Room at Guthrie High School**
  - Mrs. Sagar-Smith informed the committee about a proposed transition room to be housed at Guthrie High School to assist students with special needs with daily living skills.

**Dr. Simpson**

- Dr. Simpson shared district updates around the district with the committee members.