



**WELLSTON BOARD OF EDUCATION  
BOARD AGENDA**

Special Meeting, Thursday, July 20, 2023, at 6:30 PM  
Administration Building  
708 Birch Avenue  
Wellston, Oklahoma 74881

(Note: The Board may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item on the agenda.)

1. **ROUTINE ITEMS**
  - 1.1. Call to Order
  - 1.2. Roll Call
  - 1.3. Establishment of a Quorum
  - 1.4. Possible consideration and vote to approve Agenda
2. **PUBLIC COMMENT** All meetings of the Board of Education shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Any individual wishing to address the board of education must communicate to the superintendent by letter per policy BED-R and BED-E. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED-R. Board members may not respond to speakers' comments. See attachment.
3. **REPORTS FROM SCHOOL PERSONNEL AND OTHERS**
  - 3.1. Superintendent's Report
  - 3.2. High School/Middle School Principal's Report
  - 3.3. Elementary Principal's Report
  - 3.4. Booster Club Report
  - 3.5. Athletic Report
4. **CONSENT AGENDA:** All of the following items, which concern reports and items of 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 vote of items 4.1. - 4.9.
  - 4.1. Approve minutes of the June 15, 2023 regular board meeting
  - 4.2. Approve minutes of the June 30, 2023 special board meeting

- 4.3. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending
- 4.4. General Fund Payments
- 4.5. Child Nutrition Payments are included with General Fund Payments
- 4.6. Building Fund Payments
- 4.7. Bond 31 Payments
- 4.8. Approve Blanket Purchase Orders
- 4.9. Discussion and possible action declaring district inventory as surplus
- 5. **BUSINESS (ACTION) ITEMS**
  - 5.1. Discussion and possible action on updating PreK report card.
  - 5.2. Discussion and possible action on the approval of contracts and handbooks for the 2023-24 school year.
    - 5.2.1. LEA agreement with Kickapoo Head Start
    - 5.2.2. Teacher Handbook
    - 5.2.3. Student Handbook
    - 5.2.4. No Red Ink
    - 5.2.5. School Resource Officer Program MOU with Lincoln County Sheriff's Office
  - 5.3. Discussion and possible action on approving the extension agreement with Edmond Public Schools contract with US Foods.
  - 5.4. Discussion and possible action on approving activity fundraiser requests.
- 6. **PERSONNEL** Discuss and vote to go into executive session to:
  - (a) Discuss employment and appointment of personnel pursuant to 25 O.S. §307 (B) (1)
  - (b) Discuss certified, support, and extra duty salary schedules.
  - (c) Discuss the hiring of district school resource officer.
  - (d) Discuss the hiring of adjunct instructors.
  - (e) Discuss the hiring of an elementary/secondary teacher.
  - 6.1. Acknowledge the board's return to open session.
  - 6.2. Executive Session Minutes Compliance Announcement.
  - 6.3. Discussion and possible action on the Certified Salary Schedule for the 2023-2024 school year.
  - 6.4. Discussion and possible action on the Support Salary schedule for the 2023-2024 school year.
  - 6.5. Discussion and possible action on Extra-Duty salary schedule for the 2023-24 school year.
  - 6.6. Discussion and possible action on hiring a secondary FACS adjunct instructor for the 2023-24 school year.
  - 6.7. Discussion and possible action on hiring an elementary adjunct classroom instructor for the 2023-24 school year.
  - 6.8. Discussion and possible action on hiring a secondary Art adjunct instructor for the 2023-24 school year.
  - 6.9. Discussion and possible action on hiring a School Resource Officer for the 2023-24 school year.
  - 6.10. Discussion and possible action on hiring an elementary/secondary teacher.
  - 6.11. Discussion and possible action on the Superintendent's contract.

7. **Information to and from the Board**
8. **Adjournment**

POSTED: WELLSTON SCHOOL ADMINISTRATION BUILDING  
DATE: July 18, 2023 4:00 pm

POSTED BY: Mike Franz



Wellston Board of Education Regular Meeting  
Thursday, June 15, 2023 6:30 PM Central  
Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Mallory Ebers: Present  
Crystal Hull: Present  
Bradley Pittman: Present  
Justin Rackley: Present  
Brock Terrell: Present  
Present: 5.

## 1. ROUTINE ITEMS

### 1.1. Call to Order

Called to order at 6:30 pm

### 1.2. Roll Call

All members present.

Others present include Mike Franz-superintendent, Greg Grimmet- MS/HS Principal, Susan Wray- ES Principal, Beth Withrow- Minutes Clerk, and Dawn Yates- Treasurer.

Guests present include: Betty Waterson, Chad Hutchison, MacKenzie Webb, Zoey Cobb, Savannah Gaylord, Kiersten Long, Bridgette Townsend, Nikki Allen, Kylie Goodman, Ashley Goodman, Alexis Fowble, Kenzie McDonald, Janetta Goodman, Chance Goodman, Troy Goodman, Gracie Baldwin, Kayla Baldwin, Angie Brewer, and Anna Marie Perdue.

### 1.3. Establishment of a Quorum

Quorum established.

### 1.4. Possible consideration and vote to approve Agenda

Motion to approve agenda. This motion, made by Crystal Hull and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

Motion to move the meeting to the cafeteria at 6:31 p.m. This motion, made by Mallory Ebers and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

Reconvene in the cafeteria at 6:34 p.m.

**2. PUBLIC COMMENT** All meetings of the Board of Education shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Any individual wishing to address the board of education must communicate to the superintendent by letter per policy BED-R and BED-E. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED-R. Board members may not respond to speakers' comments. See attachment.

Mallory Ebers (president) states policies regarding public comment.

Bridgett Townsend speaks regarding the softball program.

Angie Brewer spoke regarding the softball program.

### **3. REPORTS FROM SCHOOL PERSONNEL AND OTHERS**

#### **3.1. Superintendent's Report**

End of the year enrollment numbers, budget update for general and building funds, CCOSA education bill update, and policy review update.

#### **3.2. High School/Middle School Principal's Report**

State reports, working to fill the open teacher positions, final grades are available online, and online enrollment will be live soon.

#### **3.3. Elementary Principal's Report**

Damon Parker and Rachel Morley organized the end of the year field day. Rachel Morley will move into our Pre-K aid position. Only 3 out of 44 students did not pass reading assessment. New reading curriculum and assessment program for next year. GT kids are being serviced weekly. And 1st grade teachers just completed a reading sufficiency professional development. All elementary students will have at least one class of art a week next year. And Darin Hughes will be running our STEM program next year. 3-5 grades will switch teachers halfway through the day for a focus on ELA.

#### **3.4. Booster Club Report**

OG&E has completed their part of the set up and Jackson Electric will complete their final set up next week.

#### **3.5. Athletic Report**

Baseball is playing tonight in Stroud. Girls basketball has been participating in team camps this summer and has one remaining.

**4. CONSENT AGENDA:** All of the following items, which concern reports and items of 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 vote of items 4.1. - 4.8.

4.1.A. Motion to approve minutes of the May 4, 2023 meeting. This motion, made by Justin Rackley and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Bradley Pittman: Yea  
Justin Rackley: Yea  
Brock Terrell: Yea  
Yea: 5, Nay: 0

4.1.B. Motion to approve the minutes of the May 16 meeting. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Bradley Pittman: Abstain (With Conflict)  
Justin Rackley: Abstain (With Conflict)  
Brock Terrell: Yea  
Yea: 3, Nay: 0, Abstain (With Conflict): 2

4.2. – 4.8. Motion to approve 4.2. - 4.8. This motion, made by Mallory Ebers and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Bradley Pittman: Yea  
Justin Rackley: Yea  
Brock Terrell: Yea  
Yea: 5, Nay: 0

4.9. No action

4.1. Approve minutes of the May 4, 2023 regular board meeting and May 16, 2023 special board meeting.

4.2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending

4.3. General Fund Payments

4.4. Child Nutrition Payments are included with General Fund Payments

4.5. Building Fund Payments

4.6. Bond 31 Payments

4.7. Approve Blanket Purchase Orders

4.8. Discussion and possible action declaring district inventory as surplus

4.9. Approve general fund, building fund, and blanket purchase orders for FY24 starting July 1, 2024

## 5. BUSINESS (ACTION) ITEMS

5.1. Discussion and possible action on approving contracts for the 2023-24 school year. Motion to approve contracts in mass, items 5.1.1. - 5.1.8; with the exception of 5.4. This motion, made by Mallory Ebers and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.1.1. APEX Learning

5.1.2. IXL

5.1.3. OSSBA Assemble Meetings

5.1.4. Central Oklahoma School Pictures

5.1.5. Discussion and possible action to authorize the Oklahoma State Department of Education (SDE) to pay Wellston's FY 2023-24 Alternative Education Academy Allocation to Stroud Public Schools.

5.1.6. Discussion and possible action on approving the Alternative Education memorandum of understanding with Stroud Public Schools as our Cooperative District for the 2023-24 school year.

5.1.7. Physical Therapy Contract with Kelly Curry

5.1.8. OPSRC (Oklahoma Public School Resource Center)

5.2. Discussion and possible action on approving extracurricular budgets for the 2023-24 school year.

Motion to approve budgets for the FY24 fiscal year in mass, items 5.2.1. - 5.2.3. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.2.1. Discussion and possible action on a Fall Baseball Budget for the 2023-2024 School year.

5.2.2. Discussion and possible action on a Fast-Pitch Softball Budget for the 2023-2024 school year.

5.2.3. Discussion and possible action on approving a Cheerleading Budget for the 2023-2024 school year.

5.3. Discussion and possible action on capacities starting July 1, 2024 for policy FE. Motion to approve capacities for policy FE as recommended by the superintendent starting July 1, 2023; PK-3rd grade 40 students, 4th - 8th grade and 10th - 12th grade 50 students, 9th grade 60 students. This motion, made by Mallory Ebers and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.4. Discussion and possible action on approving all activity funds for the 2023-2024 school year as listed in exhibit A.

No action.

5.5. Discussion and possible action on activity fund fundraisers for the 2023-2024 school year.

No action.

5.6. Discussion and possible action on Temporary Appropriations for the 2023-2024 school year.

Motion to approve Temporary Appropriations for the 2023-2024 school year. This motion, made by Crystal Hull and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.7. Discussion and possible action on calculating the 2023-2024 school year by hours.

Motion to approve calculating the 2023-2024 school year by hours. This motion, made by Justin Rackley and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.8. Discussion and possible action on a contract for Worker's Compensation Insurance for the 2023-2024 school year.

Motion to approve a contract with OSAG for the 2023-2024 school year for Worker's Compensation Insurance. This motion, made by Brock Terrell and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.9. Discussion and possible action on Property and Fleet Insurance for the 2023-2024 school year.

Motion to approve a contract with OSIG for Property and Fleet insurance for the 2023-2024 school year, for \$229. This motion, made by Justin Rackley and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.10. Discussion and possible action on approving the addition of SylogistPay through Paragon Payment Solutions to the existing Municipal Accounting Systems contract for the 2023-2024 school year.

Motion to approve the addition of SylogistPay through Paragon Payment Solutions to the existing Municipal Accounting Systems contract for the 2023-2024 school year. This motion, made by Brock Terrell and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.11. Discussion and possible action on future plans of the district.

The bond committee has met three times. The possibilities of facilities and what to do with the new bond have been thoroughly discussed with a multitude of ideas and possibilities. The current consideration of the idea is a standard underground tornado safe shelter at the elementary and a (non-tornado safe shelter) small gym and a multi-purpose area for the elementary school. Discussion on what any type of structural addition will require on taxes.

5.12. Discussion and acknowledgement of resignations.

The board (by Mallory Ebers) acknowledges the resignation of Trent Hughes and Brianna Terrell.

5.13. Discussion and possible action on updating the policy regarding school lockdowns.  
Discussion on possible new lockdown procedures.

Motion to adopt the proposed update to our school lockdown procedures as presented. This motion, made by Mallory Ebers and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

## 6. NEW BUSINESS

7. **PERSONNEL** Discuss and vote to go into executive session to:

(a) Discuss employment and appointment of personnel pursuant to 25 O.S. §307 (B) (1).

(b) Discuss the hiring of support staff employee(s) pursuant to 25 O.S. §307 (B) (1).

(c) Discuss the hiring of a secondary teacher(s) pursuant to 25 O.S. §307 (B) (1).

(d) Evaluate the performance and discuss the employment of the superintendent pursuant to 25 O.S. §307 (B) (1).

Motion to go into executive session at 8:17 p.m. This motion, made by Mallory Ebers and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

7.1. Acknowledge the board's return to open session.

Mallory Ebers acknowledged the board's return to open session at 9:47 p.m.

7.2. Executive Session Minutes Compliance Announcement.

Executive session minutes' compliance provided by Mallory Ebers.

7.3. Discussion and possible action on the hiring of support staff employee(s).

Motion to hire Cynthia Hagar as a support staff employee for the 2023-2024 school year. This motion, made by Mallory Ebers and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

7.4. Discussion and possible action on the hiring of a business/career tech teacher.  
Motion to hire Kyle Guyer as a business/career tech teacher for the 2023-2024 school year.  
This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

7.5. Discussion and possible action on the hiring of an agriculture education teacher.  
Motion to hire Justin Boone as an agricultural education teacher for the 2023-2024 school year. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

7.6. Discussion and possible action on the hiring of a secondary teacher.  
Motion to hire Couie Sparks as a secondary teacher for the 2023-2024 school year. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

## **8. Information to and from the Board**

Next regular scheduled board meeting is moved to Thursday July 20, 2023.

Special Meeting will be June 28, 2023 at 6:30 p.m.

## **9. Adjournment**

Motion to adjourn at 9:53 p.m. This motion, made by Justin Rackley and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0



Wellston Board of Education Special Meeting  
Friday, June 30, 2023 6:30 PM Central  
Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Mallory Ebers: Present  
Crystal Hull: Absent  
Bradley Pittman: Absent  
Justin Rackley: Present  
Brock Terrell: Present  
Present: 3, Absent: 2.

1. Call to Order

Called to order at 6:30 p.m.

2. Roll Call

Attendees other than board members: Greg Grimmert, Beth Withrow, and Marvin Bennett.

3. Establishment of a Quorum

Quorum established.

4. Possible consideration and vote to approve Agenda

Motion to approve agenda. This motion, made by Justin Rackley and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea  
Crystal Hull: Absent  
Bradley Pittman: Absent  
Justin Rackley: Yea  
Brock Terrell: Yea  
Yea: 3, Nay: 0, Absent: 2

5. Discussion and possible action on approving activity accounts for the 2023-2024 school year.

Motion to approve activity funds as listed for the 2023-2024 school year. This motion, made by Justin Rackley and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea  
Crystal Hull: Absent  
Bradley Pittman: Absent  
Justin Rackley: Yea  
Brock Terrell: Yea  
Yea: 3, Nay: 0, Absent: 2

6. Discussion and possible action on approving purchase orders for general fund FY23.

Motion to approve purchase orders for general fund FY23. This motion, made by Mallory Ebers and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Absent

Bradley Pittman: Absent

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 3, Nay: 0, Absent: 2

7. Discussion and possible action on approving purchase orders and blanket PO's for general and building fund for FY24.

Motion to approve purchase orders and blanket purchase orders for general fund and building fund for FY24. This motion, made by Brock Terrell and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Absent

Bradley Pittman: Absent

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 3, Nay: 0, Absent: 2

8. Discussion and acknowledgment of resignations recieved.

Mallory Ebers acknowledged the resignations of Dillon Endecott and Nicole Ebers.

9. Discussion and possible action on contracting with Janpro to strip and wax the floors and carpet cleaning throughout the district.

Motion to approve contracting with Janpro to strip and wax the floors and carpet cleaning throughout the district. This motion, made by Brock Terrell and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Absent

Bradley Pittman: Absent

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 3, Nay: 0, Absent: 2

10. **PERSONNEL** Discuss and vote to go into executive session to:

(a) Discuss employment and appointment of personnel pursuant to 25 O.S. §307 (B) (1)

Motion to go into executive session at 6:52 p.m. This motion, made by Mallory Ebers and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Absent

Bradley Pittman: Absent

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 3, Nay: 0, Absent: 2

10.1. Acknowledge the board's return to open session.

Mallory Ebers acknowledged the board's return to open session at 7:07 p.m.

10.2. Executive Session Minutes Compliance Announcement.

Executive session minutes' compliance statement provided by Mallory Ebers.

10.3. Discussion and possible action on the extra duty contracts for personnel as listed on Exhibit A.

Motion to hire Driskill Sawyer as head varsity baseball coach for the 2023-2024 school year.

This motion, made by Mallory Ebers and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Absent

Bradley Pittman: Absent

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 3, Nay: 0, Absent: 2

#### 11. **Adjournment**

Motion to adjourn at 7:08 p.m. This motion, made by Justin Rackley and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea

Crystal Hull: Absent

Bradley Pittman: Absent

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 3, Nay: 0, Absent: 2

# Wellston Public Schools

## Receipt Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 6/1/2023 - 6/30/2023, Account: All, Status: All

| Receipt No | Date      |      | Received From                          |         |         |         | Unit     | Amount       | Status |
|------------|-----------|------|--|---------|---------|---------|----------|--------------|--------|
|            | Year      | Fund | Acct Type                              | Acct No | Project | Program |          |              |        |
| 258        | 6/1/2023  |      | OK State Department of Education       |         |         |         |          | \$389.01     | Posted |
|            | 2023      | 11   | AR                                     | 4271    | 541     | 000     | 050      | \$389.01     |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$389.01     |        |
| 259        | 6/1/2023  |      | OK State Department of Education       |         |         |         |          | \$22,653.97  | Posted |
|            | 2023      | 11   | AR                                     | 4310    | 621     | 000     | 050      | \$22,653.97  |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$22,653.97  |        |
| 260        | 6/1/2023  |      | OK State Department of Education       |         |         |         |          | \$38,949.64  | Posted |
|            | 2023      | 11   | AR                                     | 4210    | 511     | 000     | 050      | \$38,949.64  |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$38,949.64  |        |
| 261        | 6/1/2023  |      | G. Grimmatt                            |         |         |         |          | \$1,100.00   | Posted |
|            | 2023      | 21   | AR                                     | 1420    | 000     | 000     | 050      | \$1,100.00   |        |
|            |           |      |  |         |         | 2023    | 21 Total | \$1,100.00   |        |
| 262        | 6/7/2023  |      | OK State Department of Education       |         |         |         |          | \$40,426.28  | Posted |
|            | 2023      | 11   | AR                                     | 4210    | 511     | 000     | 050      | \$40,426.28  |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$40,426.28  |        |
| 263        | 6/9/2023  |      | OK State Department of Education       |         |         |         |          | \$2,535.44   | Posted |
|            | 2023      | 11   | AR                                     | 4720    | 764     | 700     | 050      | \$2,535.44   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$2,535.44   |        |
| 264        | 6/9/2023  |      | OK State Department of Education       |         |         |         |          | \$8,728.70   | Posted |
|            | 2023      | 11   | AR                                     | 4710    | 763     | 700     | 050      | \$8,728.70   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$8,728.70   |        |
| 265        | 6/12/2023 |      | OK Tax Commission                      |         |         |         |          | \$35,693.70  | Posted |
|            | 2023      | 11   | AR                                     | 3110    | 000     | 000     | 050      | \$3,330.39   |        |
|            | 2023      | 11   | AR                                     | 3120    | 000     | 000     | 050      | \$23,895.49  |        |
|            | 2023      | 11   | AR                                     | 3130    | 000     | 000     | 050      | \$8,467.82   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$35,693.70  |        |
| 266        | 6/13/2023 |      | Lincoln County Clerk                   |         |         |         |          | \$8,830.02   | Posted |
|            | 2023      | 11   | AR                                     | 3160    | 000     | 000     | 050      | \$8.87       |        |
|            | 2023      | 11   | AR                                     | 2100    | 000     | 000     | 050      | \$540.15     |        |
|            | 2023      | 11   | AR                                     | 1110    | 000     | 000     | 050      | \$2,526.58   |        |
|            | 2023      | 11   | AR                                     | 1120    | 000     | 000     | 050      | \$240.18     |        |
|            | 2023      | 11   | AR                                     | 1350    | 000     | 000     | 050      | \$2,755.18   |        |
|            | 2023      | 11   | AR                                     | 2200    | 000     | 000     | 050      | \$1,545.07   |        |
|            | 2023      | 11   | AR                                     | 3150    | 000     | 000     | 050      | \$138.51     |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$7,754.54   |        |
|            | 2023      | 21   | AR                                     | 1110    | 000     | 000     | 050      | \$361.13     |        |
|            | 2023      | 21   | AR                                     | 1120    | 000     | 000     | 050      | \$34.33      |        |
|            |           |      |  |         |         | 2023    | 21 Total | \$395.46     |        |
|            | 2023      | 41   | AR                                     | 1110    | 000     | 000     | 050      | \$608.90     |        |
|            | 2023      | 41   | AR                                     | 1120    | 000     | 000     | 050      | \$71.12      |        |
|            |           |      |  |         |         | 2023    | 41 Total | \$680.02     |        |
| 267        | 6/14/2023 |      | Oklahoma State Department of Education |         |         |         |          | \$133,671.41 | Posted |
|            | 2023      | 11   | AR                                     | 4689    | 795     | 000     | 050      | \$133,671.41 |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$133,671.41 |        |
| 268        | 6/14/2023 |      | OK State Department of Education       |         |         |         |          | \$677.58     | Posted |
|            | 2023      | 11   | AR                                     | 3250    | 331     | 000     | 050      | \$677.58     |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$677.58     |        |

## Wellston Public Schools

## Receipt Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 6/1/2023 - 6/30/2023, Account: All, Status: All

| Receipt No | Date      |      | Received From                              |         |         |         | Unit     | Amount       | Status |
|------------|-----------|------|--|---------|---------|---------|----------|--------------|--------|
|            | Year      | Fund | Acct Type                                  | Acct No | Project | Program |          |              |        |
| 269        | 6/15/2023 |      | OK State Department of Education           |         |         |         |          | \$2,116.94   | Posted |
|            | 2023      | 11   | AR   | 3250    | 332     | 000     | 050      | \$2,116.94   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$2,116.94   |        |
| 270        | 6/15/2023 |      | OK State Department of Education           |         |         |         |          | \$3,084.29   | Posted |
|            | 2023      | 11   | AR   | 3420    | 333     | 000     | 050      | \$3,084.29   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$3,084.29   |        |
| 271        | 6/15/2023 |      | OK State Department of Education           |         |         |         |          | \$10,008.19  | Posted |
|            | 2023      | 11   | AR   | 3250    | 335     | 000     | 050      | \$10,008.19  |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$10,008.19  |        |
| 272        | 6/15/2023 |      | OK State Department of Education           |         |         |         |          | \$20,475.19  | Posted |
|            | 2023      | 11   | AR   | 3250    | 334     | 000     | 050      | \$20,475.19  |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$20,475.19  |        |
| 273        | 6/15/2023 |      | OK State Department of Education           |         |         |         |          | \$163,088.24 | Posted |
|            | 2023      | 11   | AR   | 3210    | 000     | 000     | 050      | \$163,088.24 |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$163,088.24 |        |
| 274        | 6/15/2023 |      | Coyle Public Schools                       |         |         |         |          | \$8,949.00   | Posted |
|            | 2023      | 11   | AR   | 4821    | 421     | 000     | 050      | \$8,949.00   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$8,949.00   |        |
| 275        | 6/16/2023 |      | Arvest CC Cash Back                        |         |         |         |          | \$32.97      | Posted |
|            | 2023      | 11   | AR   | 1590    | 000     | 000     | 050      | \$32.97      |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$32.97      |        |
| 276        | 6/16/2023 |      | OK State Department of Education           |         |         |         |          | \$3,806.46   | Posted |
|            | 2023      | 11   | AR   | 4780    | 791     | 700     | 050      | \$3,806.46   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$3,806.46   |        |
| 277        | 6/21/2023 |      | OK State Department of Education           |         |         |         |          | \$67,677.00  | Posted |
|            | 2023      | 21   | AR   | 4689    | 795     | 700     | 050      | \$67,677.00  |        |
|            |           |      |  |         |         | 2023    | 21 Total | \$67,677.00  |        |
| 278        | 6/22/2023 |      | OK State Department of Education           |         |         |         |          | \$40,601.98  | Posted |
|            | 2023      | 21   | AR   | 3435    | 318     | 000     | 050      | \$40,601.98  |        |
|            |           |      |  |         |         | 2023    | 21 Total | \$40,601.98  |        |
| 279        | 6/23/2023 |      | OK State Department of Education           |         |         |         |          | \$1,017.90   | Posted |
|            | 2023      | 11   | AR   | 4760    | 768     | 700     | 050      | \$1,017.90   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$1,017.90   |        |
| 280        | 6/23/2023 |      | OK State Department of Education           |         |         |         |          | \$2,041.27   | Posted |
|            | 2023      | 11   | AR   | 4760    | 768     | 700     | 050      | \$2,041.27   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$2,041.27   |        |
| 281        | 6/26/2023 |      | OK Land Commission                         |         |         |         |          | \$8,197.75   | Posted |
|            | 2023      | 11   | AR   | 3140    | 000     | 000     | 050      | \$8,197.75   |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$8,197.75   |        |
| 282        | 6/29/2023 |      | Wellston Schools Activity Fund             |         |         |         |          | \$200.00     | Posted |
|            | 2023      | 11   | AR   | 5160    | 000     | 000     | 050      | \$200.00     |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$200.00     |        |
| 283        | 6/29/2023 |      | Wellston Schools Activity Fund             |         |         |         |          | \$531.00     | Posted |
|            | 2023      | 11   | AR   | 5160    | 000     | 000     | 050      | \$531.00     |        |
|            |           |      |  |         |         | 2023    | 11 Total | \$531.00     |        |
| 284        | 6/29/2023 |      | Oklahoma Secondary School Activities Assoc |         |         |         |          | \$1,000.00   | Posted |
|            | 2023      | 11   | AR   | 1590    | 000     | 000     | 050      | \$1,000.00   |        |

# Wellston Public Schools

## Receipt Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 6/1/2023 - 6/30/2023, Account: All, Status: All

| Receipt No | Date      |      | Received From                           |         |         |         | Unit          | Amount      | Status |
|------------|-----------|------|---|---------|---------|---------|---------------|-------------|--------|
|            | Year      | Fund | Acct Type                               | Acct No | Project | Program |               |             |        |
|            |           |      |   |         |         |         | 2023 11 Total | \$1,000.00  |        |
| 285        | 6/29/2023 |      | Wellston Schools Activity Fund          |         |         |         |               | \$30,982.71 | Posted |
|            | 2023      | 11   | AR                                      | 5160    | 000     | 000     | 050           | \$30,982.71 |        |
|            |           |      |   |         |         |         | 2023 11 Total | \$30,982.71 |        |
| 286        | 6/30/2023 |      | Premier Rebates                         |         |         |         |               | \$158.70    | Posted |
|            | 2023      | 11   | AR                                      | 4705    | 759     | 700     | 050           | \$158.70    |        |
|            |           |      |   |         |         |         | 2023 11 Total | \$158.70    |        |
| 287        | 6/30/2023 |      | Premier Healthca                        |         |         |         |               | \$367.19    | Posted |
|            | 2023      | 11   | AR                                      | 1590    | 000     | 000     | 050           | \$367.19    |        |
|            |           |      |   |         |         |         | 2023 11 Total | \$367.19    |        |
| 288        | 6/30/2023 |      | OK State Department of Education        |         |         |         |               | \$6,667.53  | Posted |
|            | 2023      | 11   | AR                                      | 4780    | 791     | 700     | 050           | \$6,667.53  |        |
|            |           |      |   |         |         |         | 2023 11 Total | \$6,667.53  |        |
| 289        | 6/30/2023 |      | OK State Department of Education        |         |         |         |               | \$6,667.53  | Posted |
|            | 2023      | 11   | AR                                      | 4780    | 791     | 700     | 050           | \$6,667.53  |        |
|            |           |      |   |         |         |         | 2023 11 Total | \$6,667.53  |        |
| 290        | 6/30/2023 |      | First Bank and Trust MM Interest Earned |         |         |         |               | \$16.79     | Posted |
|            | 2023      | 11   | AR                                      | 1310    | 000     | 000     | 050           | \$16.79     |        |
|            |           |      |   |         |         |         | 2023 11 Total | \$16.79     |        |
| 291        | 6/30/2023 |      | First Bank and Trust Interest Earned    |         |         |         |               | \$363.66    | Posted |
|            | 2023      | 11   | AR                                      | 1310    | 000     | 000     | 050           | \$363.66    |        |
|            |           |      |   |         |         |         | 2023 11 Total | \$363.66    |        |

**Year and Fund Totals:**

|      |    |              |
|------|----|--------------|
| 2023 | 11 | \$561,253.58 |
| 2023 | 21 | \$109,774.44 |
| 2023 | 41 | \$680.02     |

**Total Receipts Posted =** \$671,708.04

**Total Receipts Not Posted =** \$0.00

## Outstanding Payments

Options: As Of Date: 6/30/2023

| Year                  | Fund | No   | Date       | Reg Date   | Vendor No | Vendor                         | Amount            |
|-----------------------|------|------|------------|------------|-----------|--------------------------------|-------------------|
| 2022                  | 11   | 37   | 8/1/2021   | 8/30/2021  | 12367     | AMERICAN FIDELITY HSA          | \$300.00          |
| 2022                  | 11   | 522  | 11/8/2021  | 11/30/2021 | 13463     | SAXON UNIFORM NETWORK, INC.    | \$250.00          |
| 2022                  | 11   | 625  | 11/16/2021 | 11/30/2021 | 12450     | ROBYN RENEE SMITH              | \$1000.00         |
| 2022                  | 11   | 1327 | 4/1/2022   | 4/30/2022  | 13516     | RAUSCH STURM LLP               | \$250.14          |
| <b>Total: 2022 11</b> |      |      |            |            |           |                                | <b>\$1,800.14</b> |
| 2023                  | 11   | 1522 | 5/1/2023   | 5/31/2023  | 13516     | RAUSCH STURM LLP               | \$183.72          |
| 2023                  | 11   | 1549 | 5/4/2023   | 5/31/2023  | 376       | FOLLETT LIBRARY RESOURCES      | \$732.46          |
| 2023                  | 11   | 1652 | 5/24/2023  | 5/31/2023  | 205       | AFLAC                          | \$346.11          |
| 2023                  | 11   | 1653 | 5/24/2023  | 5/31/2023  | 12013     | AMERICAN FIDELITY FLEX DEPT    | \$617.66          |
| 2023                  | 11   | 1654 | 5/24/2023  | 5/31/2023  | 161       | AMERICAN FIDELITY ANNUITY      | \$150.00          |
| 2023                  | 11   | 1655 | 5/24/2023  | 5/31/2023  | 162       | AMERICAN FIDELITY ASSURANCE    | \$3800.12         |
| 2023                  | 11   | 1656 | 5/24/2023  | 5/31/2023  | 164       | CCOSA                          | \$97.50           |
| 2023                  | 11   | 1657 | 5/24/2023  | 5/31/2023  | 12235     | EMPLOYER ADMIN SERVICES        | \$300.00          |
| 2023                  | 11   | 1660 | 5/24/2023  | 5/31/2023  | 824       | LIFE INS. COMPANY OF THE SOUTH | \$250.00          |
| 2023                  | 11   | 1662 | 5/24/2023  | 5/31/2023  | 661       | PROFESSIONAL OKLAHOMA EDUCA    | \$716.42          |
| 2023                  | 11   | 1663 | 5/24/2023  | 5/31/2023  | 348       | PRE PAID LEGAL SERVICE         | \$268.00          |
| 2023                  | 11   | 1664 | 5/24/2023  | 5/31/2023  | 12417     | PRINCIPAL FINANCIAL GROUP      | \$165.42          |
| 2023                  | 11   | 1665 | 5/24/2023  | 5/31/2023  | 761       | EMPLOYEES GROUP INSURANCE PR   | \$35128.60        |
| 2023                  | 11   | 1666 | 5/24/2023  | 5/31/2023  | 473       | TEACHER RETIREMENT SYSTEM      | \$23967.88        |
| 2023                  | 11   | 1667 | 5/24/2023  | 5/31/2023  | 10        | TEACHER RETIREMENT SYSTEM      | \$13360.93        |
| 2023                  | 11   | 1668 | 5/24/2023  | 5/31/2023  | 115       | WELLSTON EDUCATORS ASSOC       | \$217.00          |
| 2023                  | 11   | 1670 | 5/24/2023  | 5/31/2023  | 205       | AFLAC                          | \$346.11          |
| 2023                  | 11   | 1671 | 5/24/2023  | 5/31/2023  | 12013     | AMERICAN FIDELITY FLEX DEPT    | \$617.66          |
| 2023                  | 11   | 1672 | 5/24/2023  | 5/31/2023  | 161       | AMERICAN FIDELITY ANNUITY      | \$150.00          |
| 2023                  | 11   | 1673 | 5/24/2023  | 5/31/2023  | 162       | AMERICAN FIDELITY ASSURANCE    | \$3800.12         |
| 2023                  | 11   | 1674 | 5/24/2023  | 5/31/2023  | 164       | CCOSA                          | \$97.50           |
| 2023                  | 11   | 1675 | 5/24/2023  | 5/31/2023  | 12235     | EMPLOYER ADMIN SERVICES        | \$300.00          |
| 2023                  | 11   | 1678 | 5/24/2023  | 5/31/2023  | 824       | LIFE INS. COMPANY OF THE SOUTH | \$250.00          |
| 2023                  | 11   | 1680 | 5/24/2023  | 5/31/2023  | 661       | PROFESSIONAL OKLAHOMA EDUCA    | \$690.17          |
| 2023                  | 11   | 1681 | 5/24/2023  | 5/31/2023  | 348       | PRE PAID LEGAL SERVICE         | \$268.00          |
| 2023                  | 11   | 1682 | 5/24/2023  | 5/31/2023  | 12417     | PRINCIPAL FINANCIAL GROUP      | \$165.42          |
| 2023                  | 11   | 1683 | 5/24/2023  | 5/31/2023  | 761       | EMPLOYEES GROUP INSURANCE PR   | \$35128.60        |
| 2023                  | 11   | 1684 | 5/24/2023  | 5/31/2023  | 473       | TEACHER RETIREMENT SYSTEM      | \$23445.77        |
| 2023                  | 11   | 1685 | 5/24/2023  | 5/31/2023  | 10        | TEACHER RETIREMENT SYSTEM      | \$13195.08        |
| 2023                  | 11   | 1686 | 5/24/2023  | 5/31/2023  | 115       | WELLSTON EDUCATORS ASSOC       | \$215.00          |
| 2023                  | 11   | 1742 | 5/24/2023  | 5/31/2023  | 12471     | RACHELLE L WITHROW             | \$872.86          |
| 2023                  | 11   | 1804 | 5/24/2023  | 5/31/2023  | 80060     | RUTH L GREENFIELD              | \$1447.10         |
| 2023                  | 11   | 1813 | 5/24/2023  | 5/31/2023  | 205       | AFLAC                          | \$306.11          |
| 2023                  | 11   | 1814 | 5/24/2023  | 5/31/2023  | 12013     | AMERICAN FIDELITY FLEX DEPT    | \$305.00          |
| 2023                  | 11   | 1815 | 5/24/2023  | 5/31/2023  | 162       | AMERICAN FIDELITY ASSURANCE    | \$2796.98         |
| 2023                  | 11   | 1816 | 5/24/2023  | 5/31/2023  | 12235     | EMPLOYER ADMIN SERVICES        | \$300.00          |
| 2023                  | 11   | 1819 | 5/24/2023  | 5/31/2023  | 824       | LIFE INS. COMPANY OF THE SOUTH | \$250.00          |
| 2023                  | 11   | 1821 | 5/24/2023  | 5/31/2023  | 661       | PROFESSIONAL OKLAHOMA EDUCA    | \$690.17          |
| 2023                  | 11   | 1822 | 5/24/2023  | 5/31/2023  | 348       | PRE PAID LEGAL SERVICE         | \$252.05          |
| 2023                  | 11   | 1823 | 5/24/2023  | 5/31/2023  | 12417     | PRINCIPAL FINANCIAL GROUP      | \$121.64          |
| 2023                  | 11   | 1824 | 5/24/2023  | 5/31/2023  | 761       | EMPLOYEES GROUP INSURANCE PR   | \$28756.44        |
| 2023                  | 11   | 1825 | 5/24/2023  | 5/31/2023  | 473       | TEACHER RETIREMENT SYSTEM      | \$18342.48        |
| 2023                  | 11   | 1826 | 5/24/2023  | 5/31/2023  | 10        | TEACHER RETIREMENT SYSTEM      | \$9891.83         |
| 2023                  | 11   | 1827 | 5/24/2023  | 5/31/2023  | 115       | WELLSTON EDUCATORS ASSOC       | \$197.00          |
| 2023                  | 11   | 1845 | 6/16/2023  | 6/30/2023  | 772       | FLEETCOR TECHNOLOGIES          | \$1445.79         |

# Wellston Public Schools

## Outstanding Payments

Options: As Of Date: 6/30/2023

| Year                      | Fund | No   | Date      | Reg Date  | Vendor No | Vendor                      | Amount              |
|---------------------------|------|------|-----------|-----------|-----------|-----------------------------|---------------------|
| 2023                      | 11   | 1860 | 6/19/2023 | 6/30/2023 | 12673     | OKLAHOMA COACHES ASSOCIATIO | \$1100.00           |
| 2023                      | 11   | 1867 | 6/19/2023 | 6/30/2023 | 13013     | PLANK AUTO SUPPLY           | \$651.96            |
| <b>Total: 2023 11</b>     |      |      |           |           |           |                             | <b>\$226,698.66</b> |
| 2023                      | 21   | 1010 | 5/4/2023  | 5/31/2023 | 75        | JACKSON ELECTRIC            | \$475.00            |
| <b>Total: 2023 21</b>     |      |      |           |           |           |                             | <b>\$475.00</b>     |
| <b>Total Outstanding:</b> |      |      |           |           |           |                             | <b>\$228,973.80</b> |

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 6/30/2023

| Assets |      |                      |               |               |
|--------|------|----------------------|---------------|---------------|
| Cash   |      |                      |               |               |
| 11     | 2013 | GEN FUND-FOR OP      |               | \$0.00        |
| 11     | 2014 | GEN FUND-FOR OP      |               | \$0.00        |
| 11     | 2015 | GEN FUND-FOR OP      |               | \$0.00        |
| 11     | 2016 | GEN FUND-FOR OP      |               | \$0.00        |
| 11     | 2017 | GENERAL              |               | \$0.00        |
| 11     | 2018 | GENERAL              |               | \$0.00        |
| 11     | 2019 | GENERAL              |               | \$0.00        |
| 11     | 2020 | GENERAL              |               | \$0.00        |
| 11     | 2021 | GENERAL              |               | \$456,884.41  |
| 11     | 2022 | GENERAL              |               | \$169,046.51  |
| 11     | 2023 | GENERAL              |               | \$145,151.45  |
|        |      |                      | Fund 11 Total | \$771,082.37  |
| 12     | 2013 | CO-OP FUND-FOR CO-OP |               | \$0.00        |
| 12     | 2014 | CO-OP FUND-FOR CO-OP |               | \$0.00        |
| 12     | 2015 | CO-OP FUND-FOR CO-OP |               | \$0.00        |
| 12     | 2016 | CO-OP FUND-FOR CO-OP |               | \$0.00        |
| 12     | 2017 | CO-OP                |               | \$0.00        |
| 12     | 2018 | CO-OP                |               | \$0.00        |
| 12     | 2019 | CO-OP                |               | \$0.00        |
|        |      |                      | Fund 12 Total | \$0.00        |
| 21     | 2013 | Building             |               | \$0.00        |
| 21     | 2014 | Building             |               | \$0.00        |
| 21     | 2015 | Building             |               | \$0.00        |
| 21     | 2016 | Building             |               | \$0.00        |
| 21     | 2017 | BUILDING             |               | \$0.00        |
| 21     | 2018 | BUILDING             |               | \$0.00        |
| 21     | 2019 | BUILDING             |               | \$0.00        |
| 21     | 2020 | BUILDING             |               | \$0.00        |
| 21     | 2021 | BUILDING             |               | \$197,171.30  |
| 21     | 2022 | BUILDING             |               | (\$46,864.61) |
| 21     | 2023 | BUILDING             |               | \$38,390.75   |
|        |      |                      | Fund 21 Total | \$188,697.44  |
| 22     | 2013 | CHILD NUTRITION      |               | \$0.00        |
| 22     | 2014 | CHILD NUTRITION      |               | \$0.00        |
| 22     | 2015 | CHILD NUTRITION      |               | \$0.00        |
| 22     | 2016 | CHILD NUTRITION      |               | \$0.00        |
| 22     | 2017 | CHILD NUTRITION      |               | \$0.00        |
| 22     | 2018 | CHILD NUTRITION      |               | \$0.00        |
| 22     | 2019 | CHILD NUTRITION      |               | \$0.00        |
| 22     | 2020 | CHILD NUTRITION      |               | \$0.00        |
|        |      |                      | Fund 22 Total | \$0.00        |
| 31     | 2013 | BOND FUND            |               | \$0.00        |
| 31     | 2014 | BOND FUND            |               | \$0.00        |
| 31     | 2016 | BOND FUND            |               | \$0.00        |
| 31     | 2017 | BOND                 |               | \$0.00        |
| 31     | 2018 | BOND                 |               | \$0.00        |
| 31     | 2019 | BOND                 |               | \$0.00        |
| 31     | 2020 | BUILDING BOND        |               | \$0.00        |
| 31     | 2021 | BUILDING BOND        |               | \$211,024.96  |
| 31     | 2022 | BUILDING BOND        |               | (\$55,493.72) |



## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 6/30/2023

|    |      |                      |                      |                          |
|----|------|----------------------|----------------------|--------------------------|
| 11 | 2019 | GENERAL              |                      | \$0.00                   |
| 11 | 2020 | GENERAL              |                      | \$0.00                   |
| 11 | 2021 | GENERAL              |                      | (\$5,054,800.05)         |
| 11 | 2022 | GENERAL              |                      | (\$5,641,983.26)         |
| 11 | 2023 | GENERAL              |                      | (\$5,672,743.41)         |
|    |      |                      | <b>Fund 11 Total</b> | <b>(\$16,369,526.72)</b> |
| 12 | 2013 | CO-OP FUND-FOR CO-OP |                      | \$0.00                   |
| 12 | 2014 | CO-OP FUND-FOR CO-OP |                      | \$0.00                   |
| 12 | 2015 | CO-OP FUND-FOR CO-OP |                      | \$0.00                   |
| 12 | 2016 | CO-OP FUND-FOR CO-OP |                      | \$0.00                   |
| 12 | 2017 | CO-OP                |                      | \$0.00                   |
| 12 | 2018 | CO-OP                |                      | \$0.00                   |
|    |      |                      | <b>Fund 12 Total</b> | <b>\$0.00</b>            |
| 21 | 2013 | Building             |                      | \$0.00                   |
| 21 | 2014 | Building             |                      | \$0.00                   |
| 21 | 2015 | Building             |                      | \$0.00                   |
| 21 | 2016 | Building             |                      | \$0.00                   |
| 21 | 2017 | BUILDING             |                      | \$0.00                   |
| 21 | 2018 | BUILDING             |                      | \$0.00                   |
| 21 | 2019 | BUILDING             |                      | \$0.00                   |
| 21 | 2020 | BUILDING             |                      | \$0.00                   |
| 21 | 2021 | BUILDING             |                      | \$0.00                   |
| 21 | 2022 | BUILDING             |                      | (\$283,884.76)           |
| 21 | 2023 | BUILDING             |                      | (\$314,574.69)           |
|    |      |                      | <b>Fund 21 Total</b> | <b>(\$981,143.75)</b>    |
| 22 | 2013 | CHILD NUTRITION      |                      | \$0.00                   |
| 22 | 2014 | CHILD NUTRITION      |                      | \$0.00                   |
| 22 | 2015 | CHILD NUTRITION      |                      | \$0.00                   |
| 22 | 2016 | CHILD NUTRITION      |                      | \$0.00                   |
| 22 | 2017 | CHILD NUTRITION      |                      | \$0.00                   |
| 22 | 2018 | CHILD NUTRITION      |                      | \$0.00                   |
| 22 | 2019 | CHILD NUTRITION      |                      | \$0.00                   |
| 22 | 2020 | CHILD NUTRITION      |                      | (\$245,039.16)           |
|    |      |                      | <b>Fund 22 Total</b> | <b>(\$245,039.16)</b>    |
| 31 | 2013 | BOND FUND            |                      | \$0.00                   |
| 31 | 2014 | BOND FUND            |                      | \$0.00                   |
| 31 | 2015 | BOND FUND            |                      | \$0.00                   |
| 31 | 2016 | BOND FUND            |                      | \$0.00                   |
| 31 | 2017 | BOND                 |                      | \$0.00                   |
| 31 | 2018 | BOND                 |                      | \$0.00                   |
| 31 | 2019 | BOND                 |                      | \$0.00                   |
| 31 | 2020 | BUILDING BOND        |                      | \$0.00                   |
| 31 | 2021 | BUILDING BOND        |                      | \$0.00                   |
| 31 | 2022 | BUILDING BOND        |                      | (\$565,829.87)           |
| 31 | 2023 | BUILDING BOND        |                      | (\$211,024.96)           |
|    |      |                      | <b>Fund 31 Total</b> | <b>(\$932,386.07)</b>    |
| 32 | 2013 | BOND FUND            |                      | \$0.00                   |
| 32 | 2016 | BOND FUND            |                      | \$0.00                   |
| 32 | 2017 | TRANSPORTATION BOND  |                      | \$0.00                   |
| 32 | 2020 | TRANSPORTATION BOND  |                      | \$0.00                   |
| 32 | 2021 | TRANSPORTATION BOND  |                      | \$0.00                   |
|    |      |                      |                      | <b>(\$160,000.00)</b>    |





## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 6/30/2023

|    |      |                     |               |                |
|----|------|---------------------|---------------|----------------|
| 21 | 2015 | Building            |               |                |
| 21 | 2016 | Building            |               | \$0.00         |
| 21 | 2017 | BUILDING            |               | \$0.00         |
| 21 | 2018 | BUILDING            |               | \$0.00         |
| 21 | 2019 | BUILDING            |               | \$0.00         |
| 21 | 2020 | BUILDING            |               | \$0.00         |
| 21 | 2021 | BUILDING            |               | \$0.00         |
| 21 | 2022 | BUILDING            |               | (\$86,713.46)  |
| 21 | 2023 | BUILDING            |               | (\$361,439.30) |
|    |      |                     |               | (\$344,768.55) |
|    |      |                     | Fund 21 Total | (\$792,921.31) |
| 22 | 2013 | CHILD NUTRITION     |               | \$0.00         |
| 22 | 2014 | CHILD NUTRITION     |               | \$0.00         |
| 22 | 2015 | CHILD NUTRITION     |               | \$0.00         |
| 22 | 2016 | CHILD NUTRITION     |               | \$0.00         |
| 22 | 2017 | CHILD NUTRITION     |               | \$0.00         |
| 22 | 2018 | CHILD NUTRITION     |               | \$0.00         |
| 22 | 2019 | CHILD NUTRITION     |               | \$0.00         |
| 22 | 2020 | CHILD NUTRITION     |               | (\$245,039.16) |
|    |      |                     |               | \$0.00         |
|    |      |                     | Fund 22 Total | (\$245,039.16) |
| 31 | 2013 | BOND FUND           |               | \$0.00         |
| 31 | 2014 | BOND FUND           |               | \$0.00         |
| 31 | 2015 | BOND FUND           |               | \$0.00         |
| 31 | 2016 | BOND FUND           |               | \$0.00         |
| 31 | 2017 | BOND                |               | \$0.00         |
| 31 | 2018 | BOND                |               | \$0.00         |
| 31 | 2019 | BOND                |               | \$0.00         |
| 31 | 2020 | BUILDING BOND       |               | \$0.00         |
| 31 | 2021 | BUILDING BOND       |               | \$0.00         |
| 31 | 2022 | BUILDING BOND       |               | (\$354,804.91) |
| 31 | 2023 | BUILDING BOND       |               | (\$266,518.68) |
|    |      |                     |               | (\$231,575.24) |
|    |      |                     | Fund 31 Total | (\$852,898.83) |
| 32 | 2013 | BOND FUND           |               | \$0.00         |
| 32 | 2016 | BOND FUND           |               | \$0.00         |
| 32 | 2017 | TRANSPORTATION BOND |               | \$0.00         |
| 32 | 2021 | TRANSPORTATION BOND |               | \$0.00         |
|    |      |                     |               | (\$160,000.00) |
|    |      |                     | Fund 32 Total | (\$160,000.00) |
| 41 | 2013 | Sinking             |               | \$0.00         |
| 41 | 2014 | Sinking             |               | \$0.00         |
| 41 | 2015 | Sinking             |               | \$0.00         |
| 41 | 2016 | Sinking             |               | \$0.00         |
| 41 | 2017 | SINKING             |               | \$0.00         |
| 41 | 2018 | SINKING             |               | \$0.00         |
| 41 | 2019 | SINKING             |               | \$0.00         |
| 41 | 2020 | SINKING             |               | \$0.00         |
| 41 | 2021 | SINKING             |               | \$0.00         |
| 41 | 2022 | SINKING             |               | (\$20,855.00)  |
| 41 | 2023 | SINKING             |               | (\$427,179.85) |
|    |      |                     |               | (\$370,342.18) |
|    |      |                     | Fund 41 Total | (\$818,377.03) |
| 60 | 2017 | HS/MS ACTIVITY FUND |               | \$0.00         |
| 60 | 2018 | HS/MS ACTIVITY FUND |               | \$81,469.38    |
| 60 | 2019 | HS/MS ACTIVITY FUND |               | \$90,633.42    |

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 6/30/2023

|    |      |                          |  |                                 |
|----|------|--------------------------|--|---------------------------------|
| 60 | 2020 | HS/MS ACTIVITY FUND      |  |                                 |
| 60 | 2021 | HS/MS ACTIVITY FUND      |  | \$73,772.98                     |
| 60 | 2022 | HS/MS ACTIVITY FUND      |  | \$77,433.50                     |
| 60 | 2023 | HS/MS ACTIVITY FUND      |  | \$79,399.36                     |
|    |      |                          |  | <u>\$109,982.15</u>             |
|    |      |                          | Fund 60 Total                                | \$512,690.79                    |
| 61 | 2017 | ELEMENTARY ACTIVITY FUND |  | \$25,276.57                     |
| 61 | 2018 | ELEMENTARY ACTIVITY FUND |  | \$32,423.23                     |
| 61 | 2019 | ELEMENTARY ACTIVITY FUND |  | \$35,126.67                     |
| 61 | 2020 | ELEMENTARY ACTIVITY FUND |  | \$17,072.96                     |
| 61 | 2021 | ELEMENTARY ACTIVITY FUND |  | \$23,278.00                     |
| 61 | 2022 | ELEMENTARY ACTIVITY FUND |  | \$29,827.72                     |
| 61 | 2023 | ELEMENTARY ACTIVITY FUND |  | \$52,669.61                     |
|    |      |                          | Fund 61 Total                                | <u>\$215,674.76</u>             |
|    |      |                          | Fund Balance Total                           | <u>(\$17,967,813.93)</u>        |
|    |      |                          | Liabilities, Reserves and Fund Balance Total | <u><u>(\$17,738,840.13)</u></u> |

Revenue vs Expense 2018-2023

| Month      | 2018-2019      |                | 2019-2020      |                | 2020-2021      |                | 2021-2022      |                | 2022-2023      |                |
|------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|            | Revenue        | Expenses       | Revenue        | Expenses       | Revenue        | Expenses       | Revenue        | Expenses       | Revenue        | Expenses       |
| July       | 56,624.00      | 157,670.00     | 57,119.00      | 84,055.00      | 65,301.93      | 199,964.59     | 144,777.92     | 239,336.08     | 50,749.41      | 73,001.39      |
| August     | 259,364.00     | 175,205.00     | 234,077.00     | 165,567.00     | 244,556.28     | 209,866.72     | 307,537.94     | 174,525.72     | 264,046.01     | 237,792.96     |
| September  | 300,108.00     | 416,854.00     | 291,462.00     | 423,556.00     | 280,868.41     | 877,489.10     | 424,000.31     | 514,116.06     | 293,770.22     | 904,767.39     |
| October    | 306,205.00     | 396,411.00     | 596,516.00     | 535,536.00     | 273,873.37     | 392,396.57     | 296,172.12     | 395,513.40     | 293,772.73     | 142,823.27     |
| November   | 347,650.00     | 386,957.00     | 269,925.00     | 379,259.00     | 276,524.56     | 357,502.14     | 282,432.71     | 583,333.66     | 268,401.34     | 617,346.48     |
| December   | 503,599.00     | 400,350.00     | 319,702.00     | 363,430.00     | 520,362.55     | 387,319.07     | 384,191.86     | 370,988.92     | 786,725.89     | 447,619.53     |
| January    | 796,732.00     | 361,245.00     | 1,112,561.68   | 393,215.17     | 1,039,362.83   | 346,747.51     | 1,033,658.15   | 408,799.00     | 1,124,303.32   | 402,321.48     |
| February   | 452,902.00     | 383,445.00     | 558,701.96     | 415,885.97     | 407,749.44     | 375,031.55     | 493,638.47     | 468,307.74     | 516,977.28     | 421,003.13     |
| March      | 288,151.00     | 387,706.00     | 297,240.50     | 372,678.76     | 312,947.00     | 349,244.13     | 290,797.46     | 376,783.17     | 349,672.33     | 714,308.55     |
| April      | 609,362.00     | 373,951.00     | 605,463.53     | 349,665.39     | 430,744.12     | 373,310.60     | 663,549.54     | 620,509.44     | 478,381.44     | 342,293.27     |
| May        | 415,857.00     | 429,819.00     | 1,222,301.88   | 325,136.15     | 405,732.07     | 415,541.18     | 641,746.02     | 1,323,932.57   | 382,670.15     | 1,293,769.93   |
| June       | 347,581.00     | 1,303,529.00   | 362,990.39     | 1,161,198.85   | 402,400.23     | 918,721.19     | 554,604.91     | 86,765.69      | 671,708.04     | 56,786.69      |
| Totals     | \$4,684,135.00 | \$5,173,142.00 | \$5,928,060.94 | \$4,969,183.29 | \$4,660,422.79 | \$5,203,134.35 | \$5,517,107.41 | \$5,562,911.45 | \$5,481,178.16 | \$5,653,834.07 |
| over/short |                | (\$489,007.00) |                | \$958,877.65   |                | (\$542,711.56) |                | (\$45,804.04)  |                | (\$172,655.91) |

Notes:

General Fund 11 Only

| Month      | 2018-2019    |                | 2019-2020    |              | 2020-2021    |                | 2021-2022    |              | 2022-2023    |               |
|------------|--------------|----------------|--------------|--------------|--------------|----------------|--------------|--------------|--------------|---------------|
|            | Revenue      | Expenses       | Revenue      | Expenses     | Revenue      | Expenses       | Revenue      | Expenses     | Revenue      | Expenses      |
| July       | 56,624.00    | 157,670.00     | 57,119.00    | 84,055.00    | 53,532.62    | 117,822.18     | 142,211.93   | 143,371.66   | 48,868.96    | 73,001.39     |
| August     | 259,364.00   | 175,205.00     | 234,077.00   | 165,567.00   | 241,884.24   | 199,132.46     | 304,784.09   | 127,405.72   | 262,552.03   | 110,570.22    |
| September  | 300,108.00   | 416,854.00     | 291,462.00   | 423,556.00   | 278,311.64   | 436,127.09     | 421,722.16   | 443,007.58   | 289,383.14   | 902,517.39    |
| October    | 306,205.00   | 396,411.00     | 596,516.00   | 535,536.00   | 270,176.93   | 363,531.50     | 293,000.00   | 384,195.90   | 291,710.71   | 83,959.52     |
| November   | 347,650.00   | 386,957.00     | 269,925.00   | 379,259.00   | 273,503.96   | 348,624.36     | 281,283.24   | 583,333.66   | 266,728.66   | 617,346.48    |
| December   | 503,599.00   | 400,350.00     | 319,702.00   | 363,430.00   | 515,026.42   | 376,421.52     | 375,921.95   | 369,588.92   | 776,849.10   | 444,760.03    |
| January    | 796,732.00   | 361,245.00     | 1,112,561.68 | 393,215.17   | 843,635.15   | 332,497.33     | 864,094.17   | 408,799.00   | 944,085.33   | 402,321.48    |
| February   | 452,902.00   | 383,445.00     | 558,701.96   | 415,885.97   | 361,403.51   | 375,031.55     | 443,327.89   | 468,307.74   | 465,709.94   | 407,767.51    |
| March      | 288,151.00   | 387,706.00     | 297,240.50   | 372,678.76   | 304,549.41   | 349,244.13     | 285,607.00   | 376,783.17   | 345,364.79   | 713,114.80    |
| April      | 609,362.00   | 373,951.00     | 605,463.53   | 349,665.39   | 395,237.55   | 352,455.60     | 628,520.08   | 395,081.94   | 446,348.16   | 71,924.02     |
| May        | 415,857.00   | 429,819.00     | 1,222,301.88 | 325,136.15   | 388,396.07   | 415,541.18     | 623,567.67   | 1,320,653.75 | 363,601.04   | 1,270,329.93  |
| June       | 347,581.00   | 1,303,529.00   | 362,990.39   | 1,161,198.85 | 390,849.45   | 881,721.19     | 551,594.01   | 86,765.69    | 561,253.58   | 54,899.94     |
| Totals     | 4,684,135.00 | 5,173,142.00   | 5,928,060.94 | 4,969,183.29 | 4,316,506.95 | 4,548,150.09   | 5,215,634.19 | 5,107,294.73 | 5,062,455.44 | 5,152,512.71  |
| over/short |              | (\$489,007.00) |              | \$958,877.65 |              | (\$231,643.14) |              | \$108,339.46 |              | (\$90,057.27) |

# June 2023

| General #11   |  | Building #21      |                             |
|---------------|--|-------------------|-----------------------------|
| \$ 36,229.93  | Balance Forward                            | \$ 80,334.75      | Balance Forward             |
| \$ 54,899.94  | Warrants 1835 - 1879                       | \$ 1,886.75       | Warrant 1011                |
|               |  | \$ 1,100.00       | 6/1 G.Grimmett              |
| \$ 389.01     | 6/1 OSDE Title II Part A                   | \$ 395.46         | 6/13 Lincoln County Clerk   |
| \$ 22,653.97  | 6/1 OSDE IDEA-B Flow Thru                  | \$ 40,601.98      | 6/22 OSDE Redbud            |
| \$ 38,949.64  | 6/1 OSDE Title I LEAs                      | \$ 67,677.00      | 6/21 OSDE ARP ESSER III LE. |
| \$ 40,426.28  | 6/7 OSDE Title I LEAs                      | \$ 188,222.44     | Balance                     |
| \$ 2,535.44   | 6/9 OSDE School Breakfast Program          |                   |                             |
| \$ 8,728.70   | 6/9 OSDE School Lunch Program              |                   |                             |
| \$ 35,693.70  | 6/12 OK Tax Commission                     |                   |                             |
| \$ 7,754.54   | 6/13 Lincoln County Clerk                  | Building Bond #31 |                             |
| \$ 133,671.41 | 6/14 OSDE ESSER III                        | \$ 79,487.24      | Balance Forward             |
| \$ 677.58     | 6/14 OSDE Certified in Lieu of             |                   |                             |
| \$ 2,116.94   | 6/15 OSDE Support in Lieu of               |                   |                             |
| \$ 3,084.29   | 6/15 OSDE Purchase of Textbooks            | \$ 79,487.24      | Balance                     |
| \$ 10,008.19  | 6/15 OSDE Support Health Allowance         |                   |                             |
| \$ 20,475.19  | 6/15 OSDE Certified Health Allowance       |                   |                             |
| \$ 163,088.24 | 6/15 OSDE Financial Support                | Sinking Fund #41  |                             |
| \$ 8,949.00   | 6/15 Coyle Public Schools Carl Perkins     | \$ 95,464.68      | Balance Forward             |
| \$ 32.97      | 6/16 Arvest CC Cash Back                   | \$ 680.02         | 6/13 Lincoln County Clerk   |
| \$ 3,806.46   | 6/16 OSDE Equipment Grant                  |                   |                             |
| \$ 1,017.90   | 6/23 OSDE Fresh Fruits and Veggies         | \$ 96,144.70      | Balance                     |
| \$ 2,041.27   | 6/23 OSDE Fresh Fruits and Veggies         |                   |                             |
| \$ 8,197.75   | 6/26 OK Land Commission                    |                   |                             |
| \$ 200.00     | 6/29 Wellston Schools Activity Fund        |                   |                             |
| \$ 531.00     | 6/29 Wellston Schools Activity Fund        |                   |                             |
| \$ 1,000.00   | 6/29 OK Secondary School Activities Assoc. |                   |                             |
| \$ 30,982.71  | 6/29 Wellston Schools Activity Fund        |                   |                             |
| \$ 158.70     | 6/30 Premier Rebates                       |                   |                             |
| \$ 367.19     | 6/30 Premier Healthca                      |                   |                             |
| \$ 6,667.53   | 6/30 OSDE Equipment Grant                  |                   |                             |
| \$ 6,667.53   | 6/30 OSDE Equipment Grant                  |                   |                             |
| \$ 16.79      | 6/30 First Bank & Trust MM Interest        |                   |                             |
| \$ 363.66     | 6/30 First Bank & Trust Interest           |                   |                             |
| \$ 542,583.57 | Balance                                    |                   |                             |

#900211

|       |          |                 |
|-------|----------|-----------------|
| \$    | 6,210.94 | Balance Forward |
| \$    | 16.79    | Interest earned |
| <hr/> |          |                 |
| \$    | 6,227.73 | Balance         |

A's

|       |            |                 |
|-------|------------|-----------------|
| \$    | 291,516.60 | Balance Forward |
| \$    | 671,708.04 | Revenue         |
| \$    | 56,786.69  | Expenses        |
| <hr/> |            |                 |
| \$    | 906,437.95 | Balance         |

|       |              |                        |
|-------|--------------|------------------------|
| \$    | 1,129,184.77 | Bank Balance           |
| \$    | 228,973.80   | Outstanding Warrants   |
| \$    | 6,227.73     | Money Market           |
| \$    | 0.75         | Kelly Curry Bank Check |
| <hr/> |              |                        |
| \$    | 906,437.95   | Balance                |

General

|    |            |          |
|----|------------|----------|
| \$ | 561,253.58 | Revenue  |
| \$ | 54,899.94  | Expenses |

# Wellston Public Schools

## Revenue By Month

Options: Fiscal Year: 2023, Funds: 11-41

| Account | Jul        | Aug          | Sep          | Oct          | Nov          | Dec          | Jan          | Feb          | Mar          | April        | May          | Jun          | Total          |
|---------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|
| AR 0000 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00         |
| AR 1110 | \$3,452.57 | \$2,760.47   | \$0.00       | \$0.00       | \$0.00       | \$30,430.76  | \$640,873.86 | \$180,164.78 | \$9,216.36   | \$110,854.67 | \$64,357.96  | \$3,496.61   | \$1,045,608.04 |
| AR 1120 | \$1,064.64 | \$535.42     | \$11,549.68  | \$3,384.50   | \$2,025.50   | \$1,127.43   | \$4,651.19   | \$571.08     | \$2,211.00   | \$652.64     | \$406.03     | \$345.63     | \$28,524.74    |
| AR 1310 | \$111.78   | \$223.05     | \$210.77     | \$134.56     | \$96.95      | \$204.86     | \$490.65     | \$515.29     | \$542.04     | \$589.30     | \$412.61     | \$380.45     | \$3,912.31     |
| AR 1350 | \$0.00     | \$0.00       | \$79.02      | \$279.19     | \$74.63      | \$72.31      | \$940.01     | \$2,149.36   | \$4,037.89   | \$655.33     | \$1,433.02   | \$2,755.18   | \$12,475.94    |
| AR 1352 | \$32.21    | \$12.91      | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$45.12        |
| AR 1420 | \$1,650.00 | \$550.00     | \$1,100.00   | \$1,100.00   | \$1,100.00   | \$1,100.00   | \$1,100.00   | \$1,100.00   | \$1,100.00   | \$1,100.00   | \$1,100.00   | \$1,100.00   | \$13,200.00    |
| AR 1440 | \$0.00     | \$0.00       | \$3,645.00   | \$0.00       | \$0.00       | \$0.00       | \$2,475.00   | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$6,120.00     |
| AR 1460 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$168.60     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$168.60       |
| AR 1530 | \$100.00   | \$0.00       | \$50.00      | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$150.00       |
| AR 1590 | \$0.00     | \$125.47     | \$500.79     | \$201.01     | \$291.56     | \$418.77     | \$1,040.60   | \$209.56     | \$1,669.75   | \$845.59     | \$116.76     | \$1,400.16   | \$6,820.02     |
| AR 1610 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$316.66     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$316.66       |
| AR 1690 | \$0.00     | \$0.00       | \$1,088.31   | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$1,088.31     |
| AR 2100 | \$445.32   | \$263.78     | \$748.00     | \$429.70     | \$120.83     | \$2,118.91   | \$136,744.48 | \$19,554.76  | \$3,556.94   | \$40,108.71  | \$5,294.25   | \$540.15     | \$209,925.83   |
| AR 2200 | \$2,153.82 | \$2,510.06   | \$1,772.00   | \$1,616.56   | \$1,682.82   | \$1,048.51   | \$1,828.94   | \$1,357.21   | \$2,542.66   | \$1,238.56   | \$1,186.86   | \$1,545.07   | \$20,483.07    |
| AR 2300 | \$7,159.84 | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$7,159.84     |
| AR 3110 | \$6,544.46 | \$7,105.61   | \$8,130.35   | \$7,009.71   | \$7,872.09   | \$6,221.83   | \$5,999.23   | \$4,621.71   | \$4,020.68   | \$4,890.22   | \$2,117.00   | \$3,330.39   | \$67,863.28    |
| AR 3120 | \$4,581.33 | \$20,508.02  | \$21,821.57  | \$20,711.48  | \$18,718.10  | \$18,557.67  | \$19,214.09  | \$20,364.22  | \$18,705.37  | \$22,061.34  | \$18,794.35  | \$23,895.49  | \$227,933.03   |
| AR 3130 | \$7,480.26 | \$8,473.82   | \$9,960.56   | \$10,504.12  | \$9,385.97   | \$8,107.28   | \$7,765.67   | \$9,602.03   | \$9,768.74   | \$9,227.99   | \$8,448.31   | \$8,467.82   | \$107,192.57   |
| AR 3140 | \$7,142.63 | \$4,213.82   | \$5,741.42   | \$6,666.31   | \$5,648.14   | \$5,286.84   | \$10,079.32  | \$9,327.92   | \$6,133.82   | \$6,782.59   | \$5,672.88   | \$8,197.75   | \$80,893.44    |
| AR 3150 | \$55.40    | \$51.94      | \$69.25      | \$51.94      | \$51.94      | \$40.68      | \$69.25      | \$51.94      | \$51.94      | \$78.77      | \$0.00       | \$0.00       | \$711.56       |
| AR 3160 | \$0.00     | \$3.07       | \$3.71       | \$0.00       | \$9.52       | \$13.54      | \$0.00       | \$0.00       | \$9.39       | \$4.26       | \$0.00       | \$8.87       | \$52.36        |
| AR 3210 | \$0.00     | \$160,505.90 | \$160,505.89 | \$160,505.90 | \$160,505.89 | \$160,505.90 | \$189,145.30 | \$165,279.13 | \$165,476.76 | \$165,303.84 | \$183,670.93 | \$163,088.24 | \$1,834,493.68 |
| AR 3250 | \$0.00     | \$33,435.72  | \$33,435.71  | \$33,435.73  | \$31,506.72  | \$32,953.49  | \$32,953.45  | \$35,224.45  | \$33,277.89  | \$33,277.90  | \$36,975.44  | \$33,277.90  | \$369,754.40   |
| AR 3415 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$8,032.80   | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$8,032.80     |
| AR 3420 | \$0.00     | \$3,084.29   | \$3,084.30   | \$3,084.29   | \$3,084.29   | \$3,084.30   | \$3,084.29   | \$3,084.30   | \$3,084.29   | \$3,084.29   | \$3,427.00   | \$3,084.29   | \$34,269.93    |
| AR 3435 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$2,669.80   | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$43,271.78    |
| AR 3620 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$51.81      | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$51.81        |
| AR 3690 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$100.00     | \$0.00       | \$1,000.00   | \$0.00       | \$0.00       | \$2,837.91   | \$0.00       | \$3,937.91     |
| AR 3720 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$1,333.68   | \$0.00       | \$0.00       | \$0.00       | \$1,333.68   | \$0.00       | \$2,667.36     |
| AR 3811 | \$0.00     | \$0.00       | \$3,660.00   | \$0.00       | \$0.00       | \$8,460.00   | \$0.00       | \$0.00       | \$3,660.00   | \$0.00       | \$8,460.00   | \$0.00       | \$24,240.00    |
| AR 3812 | \$0.00     | \$0.00       | \$11,159.00  | \$0.00       | \$0.00       | \$11,159.00  | \$0.00       | \$0.00       | \$11,159.00  | \$0.00       | \$11,167.00  | \$0.00       | \$44,644.00    |
| AR 3892 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$11,080.01  | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$11,080.01    |
| AR 4140 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$13,166.00  | \$0.00       | \$0.00       | \$0.00       | \$13,166.00    |
| AR 4180 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$28,624.83  | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$28,624.83    |
| AR 4210 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$36,589.07  | \$12,948.08  | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$79,375.92  | \$128,913.07   |
| AR 4240 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$800.00     | \$0.00       | \$800.00       |
| AR 4271 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$22,904.18  | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$389.01     | \$23,293.19    |
| AR 4310 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$43,985.98  | \$13,864.21  | \$0.00       | \$0.00       | \$40,117.87  | \$0.00       | \$22,653.97  | \$120,622.03   |
| AR 4340 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$2,853.38   | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$2,853.38     |
| AR 4442 | \$0.00     | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$7,800.00   | \$2,950.00   | \$0.00       | \$0.00       | \$5,250.00   | \$0.00       | \$0.00       | \$16,000.00    |
| AR 4689 | \$0.00     | \$19,682.66  | \$0.00       | \$0.00       | \$0.00       | \$325,988.71 | \$5,917.66   | \$0.00       | \$1,749.00   | \$11,205.82  | \$0.00       | \$201,348.41 | \$565,892.26   |
| AR 4705 | \$0.00     | \$0.00       | \$14,657.24  | \$0.00       | \$0.00       | \$120.39     | \$9,115.29   | \$0.00       | \$115.93     | \$0.00       | \$0.00       | \$158.70     | \$24,167.55    |

# Wellston Public Schools

## Revenue By Month

Options: Fiscal Year: 2023, Funds: 11-41

| Account      | Jul                | Aug                 | Sep                 | Oct                 | Nov                 | Dec                 | Jan                   | Feb                 | Mar                 | April               | May                 | Jun                   | Total                 |
|--------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|
| AR 4706      | \$0.00             | \$0.00              | \$628.00            | \$0.00              | \$0.00              | \$0.00              | \$0.00                | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | \$628.00              |
| AR 4710      | \$0.00             | \$0.00              | \$0.00              | \$33,526.37         | \$0.00              | \$33,079.87         | \$12,067.38           | \$14,232.37         | \$16,622.31         | \$16,511.20         | \$17,841.30         | \$8,728.70            | \$152,609.50          |
| AR 4720      | \$0.00             | \$0.00              | \$0.00              | \$11,131.36         | \$0.00              | \$9,554.28          | \$3,670.15            | \$3,774.62          | \$4,584.59          | \$4,540.55          | \$4,724.16          | \$2,535.44            | \$44,515.15           |
| AR 4760      | \$0.00             | \$0.00              | \$0.00              | \$0.00              | \$4,663.46          | \$1,879.89          | \$3,981.54            | \$1,906.55          | \$1,181.27          | \$0.00              | \$2,092.70          | \$3,059.17            | \$18,764.58           |
| AR 4780      | \$0.00             | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$17,141.52           | \$17,141.52           |
| AR 4821      | \$8,775.15         | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$8,949.00            | \$17,724.15           |
| AR 5160      | \$0.00             | \$0.00              | \$0.00              | \$0.00              | \$16,682.93         | \$0.00              | \$0.00                | \$22,527.51         | \$1,600.00          | \$0.00              | \$0.00              | \$31,713.71           | \$72,524.15           |
| AR 5600      | \$0.00             | \$0.00              | \$0.00              | \$0.00              | \$4,880.00          | \$2,440.00          | \$0.00                | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | \$7,320.00            |
| AR 6110      | \$0.00             | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$0.00                | \$0.00              | \$0.00              | \$0.00              | \$0.00              | \$1,065,258.39        | \$1,065,258.39        |
| <b>Total</b> | <b>\$50,749.41</b> | <b>\$264,046.01</b> | <b>\$293,600.57</b> | <b>\$293,772.73</b> | <b>\$268,401.34</b> | <b>\$786,725.89</b> | <b>\$1,424,303.32</b> | <b>\$510,420.41</b> | <b>\$347,868.45</b> | <b>\$478,381.44</b> | <b>\$382,670.15</b> | <b>\$1,736,966.43</b> | <b>\$6,537,906.15</b> |

# Wellston Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

|                                   | Begin<br>Balance    | Receipts           | Adjusting<br>Entries | Payments           | Cash End<br>Balance | Unpaid POs    | End Balance        |
|-----------------------------------|---------------------|--------------------|----------------------|--------------------|---------------------|---------------|--------------------|
| 801 ATHLETICS                     | \$8,299.21          | \$635.00           | \$0.00               | \$553.43           | \$8,380.78          | \$0.00        | \$8,380.78         |
| 802 FFA                           | \$15,250.12         | \$381.00           | \$0.00               | \$2,961.27         | \$12,669.85         | \$0.00        | \$12,669.85        |
| 804 CLASS OF 2022                 | \$342.05            | \$0.00             | \$0.00               | \$0.00             | \$342.05            | \$0.00        | \$342.05           |
| 805 CLASS OF 2023                 | \$2,317.11          | \$0.00             | (\$805.00)           | \$919.49           | \$592.62            | \$0.00        | \$592.62           |
| 806 CLASS OF 2024                 | \$3,045.78          | \$0.00             | \$0.00               | \$0.00             | \$3,045.78          | \$0.00        | \$3,045.78         |
| 807 WEA                           | \$3,474.24          | \$0.00             | \$0.00               | \$79.96            | \$3,394.28          | \$0.00        | \$3,394.28         |
| 808 H.S. SOFTBALL                 | \$5,395.60          | \$0.00             | \$0.00               | \$60.00            | \$5,335.60          | \$0.00        | \$5,335.60         |
| 809 FCCLA                         | \$3,580.09          | (\$80.00)          | \$0.00               | \$189.82           | \$3,310.27          | \$0.00        | \$3,310.27         |
| 811 MURAL FUND                    | \$489.50            | \$0.00             | \$0.00               | \$0.00             | \$489.50            | \$0.00        | \$489.50           |
| 812 YEARBOOK                      | \$12,958.01         | \$755.00           | \$805.00             | \$0.00             | \$14,518.01         | \$0.00        | \$14,518.01        |
| 814 H.S. CHEERLEADERS             | \$5,922.94          | \$915.00           | \$0.00               | \$4,962.00         | \$1,875.94          | \$0.00        | \$1,875.94         |
| 818 BAND                          | \$1,674.06          | \$0.00             | (\$132.56)           | \$829.58           | \$711.92            | \$0.00        | \$711.92           |
| 819 PETTY CASH                    | \$200.00            | \$0.00             | \$0.00               | \$200.00           | \$0.00              | \$0.00        | \$0.00             |
| 820 COUNSELOR                     | \$256.88            | \$0.00             | \$132.56             | \$0.00             | \$389.44            | \$0.00        | \$389.44           |
| 821 M.S. CHEERLEADERS             | \$3,402.74          | \$3,550.00         | \$0.00               | \$5,042.00         | \$1,910.74          | \$0.00        | \$1,910.74         |
| 823 SPANISH CLUB                  | \$289.11            | \$0.00             | \$0.00               | \$0.00             | \$289.11            | \$0.00        | \$289.11           |
| 824 NATIONAL HONOR SOCIETY        | \$685.68            | \$0.00             | \$0.00               | \$0.00             | \$685.68            | \$0.00        | \$685.68           |
| 826 CLASS OF 2025                 | \$147.00            | \$0.00             | \$0.00               | \$0.00             | \$147.00            | \$0.00        | \$147.00           |
| 827 SPEECH/DRAMA                  | \$207.02            | \$0.00             | \$0.00               | \$0.00             | \$207.02            | \$0.00        | \$207.02           |
| 828 ART CLASS                     | \$112.52            | \$0.00             | \$0.00               | \$0.00             | \$112.52            | \$0.00        | \$112.52           |
| 829 CLASS OF 2026                 | \$199.00            | \$0.00             | \$0.00               | \$0.00             | \$199.00            | \$0.00        | \$199.00           |
| 832 FELLOWSHIP CHRISTIAN ATHLETES | \$30.34             | \$0.00             | \$0.00               | \$0.00             | \$30.34             | \$0.00        | \$30.34            |
| 834 BASEBALL                      | \$6,898.89          | \$1,832.25         | \$0.00               | \$1,962.94         | \$6,768.20          | \$0.00        | \$6,768.20         |
| 835 CHILD NUTRITION               | \$28,948.26         | \$2,034.45         | \$0.00               | \$30,982.71        | \$0.00              | \$0.00        | \$0.00             |
| 836 BETTY WATERSON-CNP            | \$279.87            | \$0.00             | \$0.00               | \$0.00             | \$279.87            | \$0.00        | \$279.87           |
| 837 MISCELLANEOUS                 | \$2,597.71          | \$58.33            | \$0.00               | \$447.92           | \$2,208.12          | \$0.00        | \$2,208.12         |
| 839 AP                            | \$612.98            | \$0.00             | \$0.00               | \$578.00           | \$34.98             | \$0.00        | \$34.98            |
| 843 LIBRARY                       | \$433.58            | \$0.00             | \$0.00               | \$0.00             | \$433.58            | \$0.00        | \$433.58           |
| 844 GENERAL FUND REFUND           | \$531.00            | \$0.00             | \$0.00               | \$531.00           | \$0.00              | \$0.00        | \$0.00             |
| 845 GOLF                          | (\$90.00)           | \$90.00            | \$0.00               | \$0.00             | \$0.00              | \$0.00        | \$0.00             |
| 846 SCIENCE CLUB                  | \$77.51             | \$0.00             | \$0.00               | \$0.00             | \$77.51             | \$0.00        | \$77.51            |
| 850 M.S. MISC                     | \$19,751.87         | \$0.00             | \$0.00               | \$0.00             | \$19,751.87         | \$0.00        | \$19,751.87        |
| 851 H.S. MISC                     | \$60.35             | \$0.00             | \$0.00               | \$0.00             | \$60.35             | \$0.00        | \$60.35            |
| 852 GIRLS BASKETBALL              | \$6,377.43          | \$80.00            | \$0.00               | \$1,628.94         | \$4,828.49          | \$0.00        | \$4,828.49         |
| 853 BOYS BASKETBALL               | \$4,319.41          | \$435.00           | \$0.00               | \$365.00           | \$4,389.41          | \$0.00        | \$4,389.41         |
| 856 BPA                           | \$139.27            | \$59.00            | \$0.00               | \$0.00             | \$198.27            | \$0.00        | \$198.27           |
| 858 TEACHER OF THE YEAR           | \$48.00             | (\$37.00)          | \$0.00               | \$0.00             | \$11.00             | \$0.00        | \$11.00            |
| 859 BILL FORGEY SCHOLARSHIP FUND  | \$500.00            | \$0.00             | \$0.00               | \$0.00             | \$500.00            | \$0.00        | \$500.00           |
| 860 TROY SWAFFORD SCHOLARSHIP     | \$875.00            | \$0.00             | \$0.00               | \$0.00             | \$875.00            | \$0.00        | \$875.00           |
| <b>Total</b>                      | <b>\$140,640.13</b> | <b>\$10,708.03</b> | <b>\$0.00</b>        | <b>\$52,294.06</b> | <b>\$99,054.10</b>  | <b>\$0.00</b> | <b>\$99,054.10</b> |

## Budget Analysis

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Print Detail: False

| Classification         | Appropriation         | Encumbered          | Paid          | Encumbered Balance  | Unencumbered Balance  | % Enc Budget   |
|------------------------|-----------------------|---------------------|---------------|---------------------|-----------------------|----------------|
| 2023-2024              |                       |                     |               |                     |                       |                |
| 11 GENERAL             | 5,240,000.00          | 621,872.97          | 0.00          | 621,872.97          | 4,618,127.03          | 11.87%         |
| <b>Total 2023-2024</b> | <b>\$5,240,000.00</b> | <b>\$621,872.97</b> | <b>\$0.00</b> | <b>\$621,872.97</b> | <b>\$4,618,127.03</b> | <b>11.87 %</b> |
| <b>Report Total</b>    | <b>\$5,240,000.00</b> | <b>\$621,872.97</b> | <b>\$0.00</b> | <b>\$621,872.97</b> | <b>\$4,618,127.03</b> | <b>11.87 %</b> |

Report Request

Date Range: 7/1/2023 - 6/30/2024

Classification Bolding: N/A

Print Detail: No

| Dimension   | Group Order | Total | Bold | Filter |
|-------------|-------------|-------|------|--------|
| Fiscal Year | 1           | Yes   | No   | 2024   |
| Fund        | 2           | No    | No   | 11     |
| Project     | N/A         | N/A   | N/A  |        |
| Function    | N/A         | N/A   | N/A  |        |
| Object      | N/A         | N/A   | N/A  |        |
| Program     | N/A         | N/A   | N/A  |        |
| Subject     | N/A         | N/A   | N/A  |        |
| JobClass    | N/A         | N/A   | N/A  |        |
| Unit        | N/A         | N/A   | N/A  |        |

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 54 - 100, Fund Codes: 11

| Fund | PO No | Date       | Vendor No | Vendor                           | Description                       | Amount    |
|------|-------|------------|-----------|----------------------------------|-----------------------------------|-----------|
| 11   | 54    | 07/11/2023 | 13263     | MNJ Technologies Direct, Inc.    | HEADPHONES                        | 1,000.00  |
| 11   | 55    | 07/11/2023 | 12381     | SCHOOL TECH SUPPLY               | LAPTOPS                           | 25,000.00 |
| 11   | 56    | 07/11/2023 | 12569     | COAST TO COAST COMPUTER PRODUCTS | TONER                             | 4,000.00  |
| 11   | 57    | 07/20/2023 | 13566     | ARVEST - AMAZON                  | Ag Ed Dues, Convention fees       | 452.00    |
| 11   | 58    | 07/20/2023 | 13566     | ARVEST - AMAZON                  | Dues, Ag Ed Fees- Mr. Boone       | 452.00    |
| 11   | 59    | 07/20/2023 | 144       | LOWE'S                           | Paint and Supplies                | 350.00    |
| 11   | 60    | 07/20/2023 | 13543     | SUSAN WRAY                       | Elementary Calendars              | 85.00     |
| 11   | 61    | 07/20/2023 | 13659     | TECH TO SCHOOL                   | CHROMEBOOKS                       | 12,000.00 |
| 11   | 62    | 07/01/2023 | 37        | THE LINCOLN COUNTY NEWS          | CLASSIFIED AD                     | 8.50      |
| 11   | 63    | 07/01/2023 | 12313     | SDI INNOVATIONS                  | GRADEBOOKS AND PLAN BOOKS         | 1,000.00  |
| 11   | 64    | 07/01/2023 | 159       | INTERNAL REVENUE SERVICE         | FORM 941                          | 3,000.00  |
| 11   | 65    | 07/01/2023 | 13566     | ARVEST - AMAZON                  | CATALYST, MYSTERY SCIENCE & MAINT | 2,303.00  |
| 11   | 66    | 07/01/2023 | 13660     | PAYNE EDUCATION CENTER           | RSA KITS                          | 1,100.00  |
| 11   | 67    | 07/05/2023 | 13356     | OSSBA EMPLOYMENT SERVICES        | BOARD MEMBER TRAINING             | 240.00    |
| 11   | 68    | 07/01/2023 | 25        | OKLA STATE SCHOOL BOARDS ASSOC   | POLICY SERVICES                   | 3,000.00  |

|                           |                    |
|---------------------------|--------------------|
| <b>Non-Payroll Total:</b> | <b>\$53,990.50</b> |
| <b>Payroll Total:</b>     | <b>\$0.00</b>      |
| <b>Balance Forward:</b>   | <b>\$0.00</b>      |
| <b>Report Total:</b>      | <b>\$53,990.50</b> |

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 20 - 20, 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                        | 20           | 07/01/2023  | 79               | US POSTAL SERVICE | POST OFFICE BOX    | 146.00          |
| <b>Non-Payroll Total:</b> |              |             |                  |                   |                    | <b>\$146.00</b> |
| <b>Payroll Total:</b>     |              |             |                  |                   |                    | <b>\$0.00</b>   |
| <b>Balance Forward:</b>   |              |             |                  |                   |                    | <b>\$0.00</b>   |
| <b>Report Total:</b>      |              |             |                  |                   |                    | <b>\$146.00</b> |

| <b>Item</b>                       | <b>Quantity</b> | <b>Date Surplused</b> | <b>Date Removed</b> | <b>Notes / Picture</b> |
|-----------------------------------|-----------------|-----------------------|---------------------|------------------------|
| <b>APC UPS</b>                    | <b>1</b>        | <b>7/20/23</b>        |                     |                        |
| <b>Box of batteries</b>           | <b>1</b>        | <b>7/20/23</b>        |                     |                        |
| <b>Lenovo M10 Tablets</b>         | <b>8</b>        | <b>7/20/23</b>        |                     |                        |
| <b>HP Chromebooks</b>             | <b>2</b>        | <b>7/20/23</b>        |                     |                        |
| <b>Microsoft Surface keyboard</b> | <b>1</b>        | <b>7/20/23</b>        |                     |                        |
| <b>Dell Optiplex 7010</b>         | <b>1</b>        | <b>7/20/23</b>        |                     |                        |

PreK REPORT CARD 2023-2024



Student Name:

School:

Teacher:

**3 - Proficient - Student applies grade level skills on a consistent basis, demonstrating thorough understanding of the material.**

**2 - Developing - Student demonstrates partial understanding of grade level skills.**

**1 - Limited - Student is unable to demonstrate ability to apply grade level skills.**

**LITERACY**

| Reading Foundations  | 1st | 2nd | 3rd | 4th |
|--|-----|-----|-----|-----|
| Recognizes spoken words that rhyme   |     |     |     |     |
| Recognizes syllables in spoken words   |     |     |     |     |
| Isolates the common initial sound when given a set of alliterative spoken words (e.g., <i>the puppy pounces</i> )  |     |     |     |     |
| Begins to write some uppercase and lowercase letters including the majority of the letters in their first name with prompting (0-3 letters = 1; 4-8 letters = 2; 8+ letters = 3) |     |     |     |     |
| -Begins to write some uppercase and lowercase letters with prompting   |     |     |     |     |
| -Begins to write the majority of the letters in their first name with prompting  |     |     |     |     |
| Names the letters in their first name  |     |     |     |     |
| Reads their first name in print  |     |     |     |     |

| Reading and Writing Foundations continued  | 1st | 2nd | 3rd | 4th |
|--|-----|-----|-----|-----|
| Students will name a majority of uppercase and lowercase letters (0-5 letters = 1; 6-12 letters = 2; 13+ letters = 3)  |     |     |     |     |
| -Names a majority of uppercase letters   |     |     |     |     |
| -Names a majority of lowercase letters   |     |     |     |     |
| Produces some sounds represented by letters (0-5 letters = 1; 6-12 letters = 2; 13+ letters = 3)   |     |     |     |     |
| Chorally recites familiar texts (e.g., rhymes, songs, poetry, etc.)  |     |     |     |     |
| Reading and Writing Process  | 1st | 2nd | 3rd | 4th |
| Begins to express themselves through drawing and emergent writing  |     |     |     |     |
| Critical Reading and Writing   | 1st | 2nd | 3rd | 4th |
| Answers basic questions (e.g., who, what, where, and when) about texts, photographs, or illustrations during shared reading or other text experiences with prompting |     |     |     |     |

**MATH**

| Numbers & Operations  | 1st | 2nd | 3rd | 4th |
|---|-----|-----|-----|-----|
| Counts aloud forward in sequence by 1s to 20  |     |     |     |     |
| Recognizes and names written numerals 0-10  |     |     |     |     |
| Identifies the number of objects, up to 10, in a row or column                                      |     |     |     |     |
| Understands the last numeral spoken, when counting aloud, tells how many total objects are in a set |     |     |     |     |
| Algebraic Reasoning & Algebra   | 1st | 2nd | 3rd | 4th |

| Geometry & Measurement   | 1st | 2nd | 3rd | 4th |
|--|-----|-----|-----|-----|
| Identifies circles, squares, rectangles, and triangles by pointing to the shape when given the name  |     |     |     |     |
| Identifies measurable attributes of objects. Describes them as little, big, long, short, tall, heavy, light, or other age appropriate vocabulary |     |     |     |     |

|   |  |  |  |  |  |     |     |     |     |
|---|--|--|--|--|--|-----|-----|-----|-----|
| Sorts and groups up to 5 objects into a set based upon characteristics such as color, size, and shape and explains verbally what the objects have in common |  |  |  |  | <b>Data &amp; Probability</b>                      | 1st | 2nd | 3rd | 4th |
|   |  |  |  |  | Uses categorical data to create real-object graphs |     |     |     |     |

**A checkmark will be given as Science and Social Studies standards are taught.**

**Science**

|   | 1st                      | 2nd                      | 3rd                      | 4th                      |  | 1st | 2nd                      | 3rd                      | 4th                      |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--|-----|--------------------------|--------------------------|--------------------------|
| Engages in play to explore the physical and natural world                             |                          | <input type="checkbox"/> |                          |                          | Shares noticings and wonderings about the physical and natural world                             |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Makes observations of the physical and natural world                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          | Asks questions based on curiosity about the physical and natural world                           |     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Notices and describes similarities and differences among plants, animals, and objects |                          | <input type="checkbox"/> |                          | <input type="checkbox"/> | Engages in investigations based on curiosity and wonderings about the physical and natural world |     |                          | <input type="checkbox"/> |                          |

**Social Studies**

|  | 1st                      | 2nd | 3rd                      | 4th |  | 1st                      | 2nd | 3rd                      | 4th |
|--|--------------------------|-----|--------------------------|-----|--|--------------------------|-----|--------------------------|-----|
| Identifies the United States Flag as a symbol of the country | <input type="checkbox"/> |     |                          |     | Describes how we honor people and events of the past | <input type="checkbox"/> |     |                          |     |
| Explains that a map is a drawing of a place                  |                          |     | <input type="checkbox"/> |     | Identifies basic needs all people share              |                          |     | <input type="checkbox"/> |     |

**Social and Personal Growth**

|  | 1st | 2nd | 3rd | 4th |   | 1st | 2nd | 3rd | 4th |
|--|-----|-----|-----|-----|---|-----|-----|-----|-----|
| Listens to and respects authority              |     |     |     |     | Plays and works cooperatively with other children |     |     |     |     |
| Respects the personal space of self and others |     |     |     |     | Separates from caregiver without difficulty       |     |     |     |     |
| Takes care of personal needs                   |     |     |     |     | Listens and participates in group activities      |     |     |     |     |
| Chooses activities without teacher's help      |     |     |     |     | Follows simple one-step oral directions           |     |     |     |     |
| Completes activities in a timely manner        |     |     |     |     | Works respectfully with peers with prompting      |     |     |     |     |
| Follows class rules and routines               |     |     |     |     |   |     |     |     |     |

**Creative & Motor Development**

|   | 1st | 2nd | 3rd | 4th |                                       | 1st | 2nd | 3rd | 4th |
|---|-----|-----|-----|-----|---------------------------------------|-----|-----|-----|-----|
| Participates in group and movement activities |     |     |     |     | Holds pencil correctly when writing   |     |     |     |     |
| Recognizes eight basic colors                 |     |     |     |     | Holds scissors correctly when cutting |     |     |     |     |

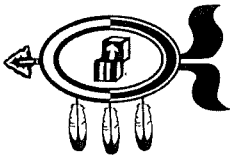
**First Quarter Comments:**

**Third Quarter Comments:**

|                                 |                                 |
|---------------------------------|---------------------------------|
|                                 |                                 |
| <b>Second Quarter Comments:</b> | <b>Fourth Quarter Comments:</b> |
|                                 |                                 |

**For attendance information, please check PowerSchool Parent Portal.**

Revised 7/27/22 sj



# Kickapoo Head Start

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June 13, 2023

Mr. Mike Franz

Superintendent

Wellston School District

700 Birch St.

Wellston, Oklahoma 74881

Dear Mr. Mike Franz,

We need to establish our Interagency Agreements for Special Services between Kickapoo Head Start and the Wellston School District for this year; included with this letter you will find our updated Local Education Agreement (LEA) for the 2023-2024 School Year.

I look forward to working with your Special Services Staff in the upcoming school year. Thank you for the services Jones School District provides for our Head Start children. Please return the signed agreement to the address listed below, as soon as possible. Feel free to contact us with any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Gina Williams". The signature is fluid and cursive, with a long horizontal flourish at the end.

Gina Williams

Kickapoo Head Start

Education/Disabilities Manager

Work Number- (405) 964-4227 EXT: 1506

Fax Number: (405) 964-3417

Email: [gwilliams@ktoheadstart.com](mailto:gwilliams@ktoheadstart.com)

**Special Services Agreement Between  
Head Start and the Local Education Agency**

**2023-2024**

This is a local agreement between Wellston Public School, hereinafter referred to as the local education agency (LEA), and Kickapoo Head Start, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1302). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all parties in the implementation of the Individuals with Disabilities Education Act (IDEA), Head Start Program Performance Standards and the Head Start Re-Authorization Act of 2007.

I. LEA Responsibilities:

- A. The LEA ensures that IDEA Section 619, Part B, funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program are expended in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA). Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual agreements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Manager or designee, the LEA shall provide a multi-disciplinary team evaluation, when appropriate, for determination of the need for special education and related services under IDEA, while enrolled in the Head Start Program.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.
- D. The LEA should provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related

services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/ agency specified for the provision of each service.

- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

## II. Local Head Start Responsibilities:

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Performance Standards 45 CFR 1302.33 & 1302.63, will participate in Child Find activities under IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any Head Start enrolled child who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, implementation of the portions of the IEPs identified for the Head Start Program, and the IEP review, as appropriate.
- D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Disabilities Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. The Head Start will provide the number of children receiving IEP services to the LEA for the child count report prior to October 1, annually.
- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents, as appropriate.

## III. COORDINATION OF COST SHARING:

The local Head Start and the Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that the integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services:

The Wellston Public Schools LEA will provide the Kickapoo Head Start with a speech pathologist to assess children that have been previously screened and failed the screening assessed at Kickapoo Head Start. The Head Start will provide the screening information to the LEA service provider prior to the LEA evaluation of the student. The LEA will conduct all the assessments for children suspected of having a disability. The Kickapoo Head Start will schedule children and assist parents with transportation to and from the Kickapoo Head Start to the LEA for all assessments and services. The LEA will provide direct special services to the qualifying children residing in the Wellston Public School District. The Kickapoo Head Start will provide the least restrictive environment for services if deemed appropriate by the IEP team.

#### IV. Coordination of Required Paperwork:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA. If the LEA makes the referral for evaluation, state consent forms will be used and shared, with any needed assistance of Head Start personnel.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form or Head Start Form.
- C. The Head Start will, with parental consent, release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. The LEA special education program, with parental consent, will release copies of all IDEA State forms, including consent, REDS, MEEGS, IEPs, and any other required special education records and forms for services provided to the Head Start. This also includes a copy of the periodical progress reports that are given to parents.
- F. If appropriate, the LEA will provide copies of written materials and/or suggestions that will assist the Head Start teachers/parents in helping to implement the IEPs in the Head Start classroom.
- G. All information received by the Head Start from the LEA will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to requirements of confidentiality under state and federal laws.

V. Coordination of Screening:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1302.33).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45-calendar daytime line for screening of all children enrolled in the Head Start, as mandated in the Head Start Performance Standards 45 CFR 1302.33.

One or more of the following methods have been considered: (Check one or more as appropriate)

- 1. Joint Screening - Screening will be conducted simultaneously by the Head Start staff and the LEA Special Education staff within the same location.
- 2. Shared Staff - Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- 3. Shared Information - Screening information will be provided for referrals as determined by both entities. A consent for release of information will be obtained at the time of screening.

VI. Coordination of IEP Review:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time may request a meeting. Procedural safeguards for notification will be followed.

VII. Coordination of In-service Training:

The LEA and the Head Start program will agree to coordinate in-service training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities.
2. Overview of Head Start Program requirements.
3. Overview of LEA Special Education Programs and requirements.
4. Identified local training needs.
5. Individual child needs.

VIII. Resolution of Dispute

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will be brought to the attention of the LEA Special Education Director and the Head Start Disabilities Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA Special Education Director or LEA Superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B., then the matter will be submitted in writing to Special Education Services, OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308, the matter will be submitted, in writing, to Office of Head Start, Region XI, American Indian/Alaska Native Programs Branch.

Signatures:

Jaime Lewis  
Head Start Director

6/14/23  
Date

\_\_\_\_\_  
LEA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

# WELLSTON SCHOOLS



2023-24

## Teacher/Support Staff Handbook

Updated 7/20/2023

### **BOARD OF EDUCATION:**

**Mallory Ebers, President**  
**Brock Terrel, Vice President**  
**Crystal Hull, Clerk**  
**Brad Pittman, Member**  
**Justin Rackley, Member**

### **ADMINISTRATION:**

**Mike Franz, Superintendent**  
**Greg Grimmett, Middle/High School Principal**  
**Susan Wray, Elementary Principal**

## FOREWORD

The purpose of this “Teacher/Support Staff Handbook” is to provide the staff with an everyday working guideline. It is not a complete policy manual. All board policies can be found on the district [website](#). If a question arises that is not covered by this handbook it should be referred to the site principal and/or superintendent office.

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## **BOARD OF EDUCATION**

The Wellston Board of Education (hereinafter referred to as the “Board”) is the governing body of the Wellston School District (hereinafter referred to as the “District”). The Board recognizes its responsibilities to the control and management of the schools, but as a lay Board, it is not possible to give personal attention to detailed operation of the program. Therefore, the administration of the schools is delegated to employed personnel. The members of the Board are elected at large by and from the qualified electors of the District. Each member of the Board serves a five-year term. The Board assumes responsibility for adopting policies affecting school operation, selecting personnel, adopting the fiscal budget, approving plans for providing physical plant facilities, approving plans for the instructional program, reviewing reports made by the employed staff, and generally evaluating the effectiveness of the school program.

A person serving on the Board is only another citizen in the District except when the governing Board is in a regular or special meeting for the purpose of transacting business for the District. Any questions that arise during the interim between Board meetings concerning the operation of the District should be referred to the appropriate employed personnel.

## **ADMINISTRATION**

The basic operation of the District during the interim between meetings of the Board is the responsibility of the superintendent. All employed personnel are responsible to their assigned supervisor and/or administrator. All administrators and supervisors are directly responsible to the superintendent.

Employment of personnel is the duty and responsibility of the Board. The Board’s decision on employment will be based on the recommendation of the superintendent in consultation with the appropriate supervisor. Assignment of personnel is the responsibility of the superintendent and other supervisory personnel.

The superintendent, principals, etc. are responsible for the interpretation and implementation of Board policies. The administration is responsible for the development of regulations to implement Board policies.

## **SUPERVISION OF STUDENTS**

The safety of students is the responsibility of all District personnel. While the cornerstone of safety is adequate and appropriate supervision, the foundation is a cooperative effort of all personnel.

Failure of any personnel to bring to the attention of the administration any potential problem or report any inappropriate behavior will weaken the District's ability to provide a safe environment for all students and could result in the termination of the employee.

Supervision of students is primarily the responsibility of certified staff, with the exceptions of bus drivers on regular route trips or other non-certified staff members in certain situations. The principals will be responsible for the assignment of an adequate number of personnel to assure proper supervision of students during school hours and during school activities.

Teachers should position themselves where they can observe both their classroom or area of responsibility and the hall or approaches during class breaks. Personnel who are assigned duties supervising students should not spend this time visiting with other teachers or a small group of students. Non-certified personnel who observe a situation that is a potential problem are responsible to report it immediately to their supervisor and/or certified personnel.

Student activity groups will not be permitted to have practices and/or meetings except when the sponsor is present.

### **EXTRA-CURRICULAR ACTIVITIES**

The Wellston School District provides extra-curricular programs in order to develop the total individual to her/his fullest potential.

#### **SPONSORS**

The District prefers to use volunteer sponsors for all activities, organizations, clubs, etc., except those in which the instructor is the sponsor. Once a faculty member volunteers to sponsor an activity, organization or club he/she will remain as sponsor until the District employs a teacher, or another teacher volunteers who is assigned the activity, organization or club.

Teachers who wish to start student organizations or clubs that are not listed in the current list of student clubs, organizations, etc. must request permission from the Board of Education prior to any discussion with students or parents.

#### **TRIPS**

All out state trips, except those to participate in activities sanctioned by the Oklahoma Secondary Schools Activities Association or vocational student organization activities sanctioned by the Oklahoma Department of Vocational Technical Education, must be approved by the Board in advance. The organization will be responsible for all expenses for out-of-state trips, conventions, parties, etc.

## **BUDGETS**

All requests and/or PO for funds from the general fund must be approved by the Board prior to purchase.

## **FUNDRAISERS**

Each group must present a list of proposed fund raisers and a proposal for how funds will be expended from each fund raiser to the Board for approval prior to raising funds or spending them. All fundraisers and budget plans must be board approved prior to implementation.

## **TEN DAY RULE**

The State Board of Education requires that:

1. The superintendent and Board annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.
2. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten per semester (policy FDC-R1). Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

## **TRANSPORTATION**

All transportation requests must be submitted/requested to the site principal, superintendent, and transportation director at least one week prior to the trip. Due to the limited amount of transportation equipment and drivers, transportation equipment will be assigned, according to requirements and necessity, on a first-come, first-serve basis.

The sponsor of the organization, group, or individual using the transportation equipment is responsible to see that it is returned in the same condition of cleanliness that it was issued. The sponsor is responsible for the behavior of the students, routing, designating leaving time, etc. The driver will not break any laws in order to accommodate a sponsor who has used an inappropriate leaving time, etc. The assigned driver is directly responsible to the designated sponsor.

In order to receive reimbursement for transportation expenses, a request must be made for transportation in advance. If school transportation equipment is not available, then the employee will be reimbursed at the state rate.

## **DISCIPLINE**

Discipline is mainly the responsibility of certified personnel with the exception of bus drivers and assigned seats. All personnel will follow board policy and handbooks when administering discipline.

Documentation of detentions/suspensions will be reported to the superintendent, principal, and parent in writing or email and entered into the student information system.

## **CARE AND CLEANLINESS OF FACILITIES AND GROUNDS**

A clean and safe environment is important in the learning process. This requires a team effort. While the custodial and maintenance personnel are responsible for the actual cleaning and repairs, all staff will assist in keeping our schools clean and safe.

Personnel who observe students throwing or dropping trash any place on the campus or in the facilities should request that the student pick it up and place it in the proper receptacle. When student groups use the facilities after school hours for activities or practice, they are responsible for any excess trash (i.e. do not allow your students to leave pop cans, pop bottles, candy wrappers, etc. laying around).

Personnel will be required to request in writing, for any needed repair or item that needs immediate attention.

## **TELEPHONE**

School telephones are for business use of the District. Personal calls to or from employees or students are not permitted except in either emergency situations or when a group returns from an activity. Use of cell phones during class is discouraged and should only be incorporated for educational purposes.

## ABSENCES FROM WORK

If an employee must be absent from work for any reason, it is the employee's responsibility to notify his/her immediate supervisor as early as possible. The supervisor **and/or designee** is responsible for arranging for substitutes. The supervisor is also responsible to establish a means for the employee to contact either him/her or designated individual.

When the employee returns to work, it will be the responsibility of the employee to complete an **absence report form**. The absence report form should be completed and returned to the supervisor within 24 hours of the employee's return to work.

Absences from work fall into two categories, these are:

### 1. Paid Leave

- a. Sick leave—Each employee is entitled to one day of sick leave a Month contracted during the school year. Certified personnel sick leave is vested at the beginning of each year. Non-certified personnel acquire sick leave on a monthly basis. Sick leave is cumulative to sixty days. If an employee has missed more than 5 consecutive days of school due to illness, then the employee is required to submit a doctor's statement with the absence report.

Employees may transfer sick leave to another employee in accordance with policy DEFA-R1.

- b. Military leave—Any employee who is a member of the Oklahoma National Guard or a Federal armed services reserve will be entitled to paid leave for 30 days if called to active service.
- c. Jury Duty—Each employee who is called to jury will be paid her/his full current salary. All compensation paid to the employee by the court, except travel expenses, will be reimbursed to the District.
- d. Personal leave—Each employee is entitled to three days of paid personal leave per year. Personal leave should be requested in advance by completing and submitting an Absence Report Form. Personal leave may not be taken the day before or the day after a school break, and may not be taken in consecutive days. Exceptions must be approved by the administration in advance. In the case of an emergency, the employee may contact their administrator either by phone or in person and complete the form on Personal Leave when they return. Only three days are allowed for personal leave per year. Any personal leave taken in excess to the district approved days can result in dock of pay.

Unused personal leave will convert to sick leave at the end of each school year.

- e. Vacation—Twelve month employees of the District are entitled to one week of paid vacation after one year and two weeks after two years. Non-certified twelve month employees that are required to work Christmas break, spring break, etc., are entitled to three weeks after ten years.
  - f. Bereavement leave—In the case of a death in the family, the employee will be entitled up to three consecutive work days of leave.
2. Unpaid absences
- a. Leave of absence—An employee may make arrangements with the superintendent to be absent even if the absence is not covered by any other leave. This leave must be requested well in advance of the anticipated absence and will only be granted if it does not conflict with the best interest of the District.
  - b. Uncovered sick leave—Certified employees that have exhausted all sick leave will for the next 20 days have deducted from their salary the amount that the district would pay a certified substitute whether a substitute is employed or not. Each day thereafter the employee will have the amount equal to one day’s pay deducted from her/his salary.

Maternity or paternity leave is governed by district policy.

**PAYMENT FOR UNUSED LEAVE UPON TERMINATION OF EMPLOYMENT WITH WELLSTON SCHOOL DISTRICT**

A full-time employee with at least ten years of service with the Wellston School district upon retirement or leaving employment while in good standing is eligible. Full-time is defined as six (6) hours per day for employees with a minimum of a 10-month yearly contract.

- A. Non-certified employees shall be paid for unused sick leave at the rate of \$30.00 per day for days accumulated (maximum of 100 days) while employed by the Wellston School district.
- B. Certified employees shall be paid for unused sick leave at the rate of \$50.00 per day for days accumulated (maximum of 100 days) while employed by the Wellston School District.

**PURCHASING**

No purchases will be made without an approved “Purchase Order Request”. “Purchase Order Requests” will be submitted online through the student information and accounting system, Wen-Gage. This applies to both appropriated funds and activity funds.

Activity Fund-- Purchase Order Requests will be compared to the account balance and to the purpose of the account before approval. NO Purchase Order Request will be approved for an amount greater than the account balance.

Appropriated Fund-- Purchase Order Request will be evaluated as to need, appropriation balance, and educational value. No Purchase Order Request will be approved that would lower the appropriation balance below 10% of the original appropriation except in the case of a necessity.

The superintendent is responsible for the approval of all Purchase Order Requests. If the request is for appropriated funds, the request must be approved by the superintendent and presented to the Board for approval. If the request is not approved by the superintendent, the employee may appeal the decision to the Board. Under no circumstances will a Purchase Order Request in excess of the appropriation be approved.

### **DRESS CODE**

As educators, the expectation for dress should be professional. It is difficult to write a dress code that will encompass every possibility as to dress by faculty members. What might be appropriate in one setting or area might be completely inappropriate in another area or setting. The following guidelines will establish a reasonable and appropriate manner of dress for the faculty members.

When school is in session, in the regular classroom, office setting, on duty or in the lunchroom eating, the following clothing could be considered inappropriate:

1. Sweats or warm-ups
2. T-Shirts except on Fridays and they must be Wellston School T's
3. Shorts or skirts
4. Too casual of footwear (No flip flops, crocks, or chacos)
5. Clothing that fits so tight that it is suggestive or vulgar in appearance (No leggings, tights, or jeggings, unless a shirt, sweater, or other garment provides appropriate cover)
6. Blue jeans—except on designated days by administration. Any funds collected from these designated days will be used for awards and special events. Jeans cannot be faded, acid washed or have holes in them.

We should always be aware that appearance does count. It makes a good or bad impression on parents, students, guests at our school, etc. It helps to establish the climate of our school and makes a statement that we are professionals and expect to be treated as professionals.

## **PARENT – TEACHER CONFERENCES**

The Wellston Board of Education establishes parent-teacher conferences during the school year (see school calendar in appendix). All faculty members are required to participate in the parent-teacher conferences unless approved by administration. Elementary teachers, grade Pre-Kindergarten through Fifth will make effort and accommodations to schedule meetings with all parents. Secondary teachers, grades six through twelve, will make themselves available during the scheduled dates/times and make necessary accommodations for parents who are unable to attend.

## EXTRA DUTY ASSIGNMENTS

The administration is responsible for organizing and assigning personnel needed to safely run all District-sponsored events. The administration will make all efforts to allow teachers to sign up and work for the activities they would prefer. The Wellston School District will pay for these extra duty assignments at a fixed hourly rate. If other dates become available, the administration will attempt to fill them with personnel that wish to or are willing to work.

## FIELD TRIPS

Field trips should be educational in concept and purpose. They should be planned with the purpose of meeting a specific goal or objective. Field trips should not be designed or used as end-of-year parties. The teacher should work closely with the principal in the scheduling, planning and implementation of educational field trips.

Field trips should be scheduled to leave at the beginning of the school day and return at least 15 minutes prior to the bus loading time at the elementary school. The field trip should be scheduled as an integral part of the class curriculum.

## TEACHER EVALUATION

The main function of teacher evaluation is to improve and enhance the job performance of each teacher. Teacher evaluations will be conducted by the principals. Each principal will hold a faculty meeting to discuss the TLE evaluation procedure prior to October 1<sup>st</sup> each year. Teachers are to be evaluated using the **current** TLE guidelines and procedures.

Career-status educators should be observed twice a year. One observation with actionable feedback should occur in the fall, and one observation with actionable feedback should occur in the spring. The final evaluation with actionable feedback should occur in the spring. Probationary educators should be observed once during the first nine weeks, once during the second nine weeks and again in the third nine weeks. All observations should be followed by a feedback conference. The final evaluation with actionable feedback should be held in the fourth nine weeks.

If the teacher disagrees with his/her evaluation, the teacher may, within ten working days from the receipt of the evaluation, file a written statement disagreeing with the evaluation. The written statement of disagreement will be attached to the evaluation; it will not change the evaluation. The evaluation will be filed in the teacher's permanent file located in the Administrative Office Building.

Any teacher whose evaluation indicates that his/her position with the District might be in jeopardy will be notified of his/her need to improve. The principal and the teacher will develop a plan of improvement.

## **CLASS PARTIES**

### **Elementary School**

Elementary school, grades PreK – 5, will have parties in accordance with the principal's approval.

## **GRIEVANCE PROCEDURE**

Every effort should be made to resolve grievances at the lowest level. The following procedures will be used in order to resolve grievances;

### **Parent or Pupil Grievances**

1. An attempt should be made to settle the grievance at the source of the problem at the building level. Should the problem stem from a classroom situation, the teacher should be consulted first in an attempt to resolve the problem.
2. Should the problem not be solved at the classroom level, the student or parent may appeal to the principal of the school who will attempt to resolve the issue. If the principal is unsuccessful, he/she should advise the parents and students that they may appeal to the superintendent who will, in turn, attempt to solve the problem.
3. Should the superintendent exhaust his/her resources in attempting to resolve the issue, he/she will advise the parents and students that they may direct a letter to the clerk of the Board of Education asking for a hearing before the Board. The Board of Education, through its clerk, will advise the parents and student or students of its decision relative to the request. The Board may,
4. Upon investigation of the matter, grant a hearing if so, will set a time for the hearing within a ten (10) day period of the time the request is received.

## **Teacher Grievances**

1. Teachers must first take the complaint to their immediate supervisor.
2. When a satisfactory solution can not be reached with their immediate supervisor, they will then proceed to the next step in the organizational chart.
3. When all other avenues have been exhausted, the superintendent will receive the complaint in written form, review and investigate the problem, and render a judgment in writing within five (5) days of receiving the written complaint.
4. If the complainant is not satisfied with the outcome of the superintendent's judgment, the complaint may be filed, in writing, with the Board through the Clerk of the Board. The complaint will be placed on the agenda for the next regular board meeting.
5. The board clerk, upon receipt of a written signed statement of grievance and/or request for hearing, will, within 48 hours;
  - a. Notify the superintendent to place the grievance as an agenda item.
  - b. Ask the superintendent to provide the members of the board with written reports from the person lodging the complaint, the person against whom the complaint is lodged and the superintendent prior to the board meeting.
6. The board will review the written statements and may request verbal clarification from all parties involved in the problem.
7. After hearing the facts, the Board will render a decision. The complainant will be notified of the decision within seven (7) days of the date the decision is made. The superintendent will act for the Board in advising the complainant of the Board decision.

## **RELATIONS WITH OTHER EMPLOYEES**

There are five people employed by the Wellston school district in supervisory capacities. These five people are:

1. Superintendent
2. Middle/High School Principal
3. Elementary School Principal
4. Cafeteria Manager
5. Maintenance/Transportation Director

Unless you are employed in one of these five positions you are not responsible for correcting any of the employees of this school district, except yourself.

Harmony is a vital ingredient in the success and well-being of any school district. Harmony exists only when each of the employees are taking care of his/her job function. In the interest of harmony, all problems should initially be handled as informally and at as low a level as possible. Therefore, in the future we will use the following procedure when one employee has a complaint against another employee:

1. If in the performance of your job function you observe something that another employee is doing that is to the school district and the students' best interests, you should discuss what you have observed with the individual's immediate supervisor.
2. If after discussing the adverse behavior with the supervisor, you observe further examples of the same adverse behavior, make a formal written complaint against the individual and present it to the immediate supervisor along with a copy to the superintendent. If the superintendent is the immediate supervisor, the copy should go to the president of the board of education.
3. The immediate supervisor will be required to provide written documentation to the superintendent or the president of the board of education, whichever the case might be, as to their findings concerning the adverse behavior within 10 days of receiving the written complaint.
4. If the superintendent is not the immediate supervisor, the superintendent shall have twenty days from the date of the initial written complaint to provide written documentation to the board of education concerning his findings concerning the adverse behavior.

Step 1 is an informal procedure to try to improve potentially adverse situations before they go too far. Steps 2 through 4 are the necessary steps in a formal manner for problems that cannot be handled in the informal procedure of step 1.

Confrontations between employees when one of them is not a supervisor should be avoided, except in an emergency situation. The emergency situation must have to be documented.

## **GRADING**

Each teacher should communicate to students and parents as to how grades will be determined in his/her class. The information should include details regarding test scores, homework scores, workbooks, reports, etc. The teacher should make every effort to record a minimum number of two grades a week, so that anytime the student's scores are averaged, the score will be representative of the student's work to date.

## **MAKE-UP WORK**

All Wellston students are expected to make up any homework assignments due or made while they are absent. If the absence is deemed excused, the student will be allowed one day for each day they were absent prior to the due date of the assignment up to a maximum of five days. If the absence is deemed unexcused, the assignment will be due when they return to school. If a test was given when a student was absent with an excused absence, the teacher must do one of the following:

1. Give the student a make-up test after allowing the same number of days, maximum of five days, the student was absent prior to the test. The make-up test should be either the same test or one of equivalent difficulty.

If a test was given when a student was absent which is deemed unexcused, the student be given opportunities to take the test with full credit available per school policy FDC-R1. All absences will be defined according to school policy.

## **CONFIDENTIALITY**

Confidentiality of student and teacher records and information is a right that is protected by both Federal and State Statute. It is incumbent on all school employees to provide for the protection of these rights. In order to provide for the protection of these rights, the following guidelines should be used:

1. Individual students or teachers should never be discussed with individuals or groups not employed by the school.
2. Individual students should not be discussed, except with the principal or counselor or with other teachers in a meeting set for that purpose by the principal or counselor.
3. Any information that is personally identifiable with a student or teacher will not be shared with anyone except the principal, counselor, parent or student.

**THE PROTECTION OF CONFIDENTIALITY IS A RESPONSIBILITY OF ALL EMPLOYEES.**

## **USE OF TOBACCO**

Wellston Public Schools is a 24/7 Breath Easy school district. Use of tobacco products and/or vape products are not permitted by employees, visitors, or students at any time at the elementary, middle and high school campuses or facilities.

## **PLANNING PERIODS**

The State Board of Education requires that each teacher be given a minimum of 200 minutes per week of scheduled time for individual planning and/or preparation and consultation. Teachers will use this time for preparation of materials for their classes, developing lesson plans, conducting state assessments, and consulting with experts, parents, other teachers, students or administrators. Due to the fact that the State Department of Education requires that this time be scheduled and specifies the uses for this time, teachers will be as accountable for this time as if they had a class.

## **CAFETERIA PROGRAM**

The Child Nutrition Program is designed for the students and follows the USDA school breakfast and lunch guidelines. The menu is planned and designed to provide the students with a balanced meal. The quantities served are set forth by the Federal Child Nutrition Program. We receive commodities for the student meals and are required to charge a higher rate for the adult meals for the commodities used in the meals, not for larger portions. The extra charge for adult meals is established by the Child Nutrition Program. Students are given a minimum of 20 minutes to eat in a clean and supervised setting.

## **TEACHER RELATIONS WITH STUDENTS**

Teachers are encouraged to take an interest in their students and to be “friendly” to their students. Teachers should not date or “run around” with their students. Teachers should not use students to run personal errands; i.e. go to the store, go to the lunchroom to get them a lunch, return their lunch tray to the lunch room etc.

## **WORK HOURS**

On days when school is in session, teachers are expected to arrive no later than 7:45 a.m. and leave no earlier than 3:30 p.m. except when arrangements are made with administration. Teachers who are given an extra-duty assignment may be required to arrive earlier or stay later. Teachers will be notified of times of arrival and departure on work days and professional days. All employees must notify the appropriate office when leaving campus.

## **FACULTY MEETINGS**

The superintendent and/or principal will hold faculty meetings. Attendance will be required of all faculty members.

## **PROFESSIONAL DEVELOPMENT**

Every certified employee of Wellston School District is required to acquire a minimum of fifteen professional development points annually. These points must be submitted to and approved by the Professional Development Committee. The state of Oklahoma requires that each teacher acquire 75 points during each five-year period in order for his/her teaching certificate to be renewed.

The members of the Professional Development Committee will be approved annually by the Wellston Board of Education.

If school is dismissed early or for the entire day for professional development activities, all faculty members are required to participate.

# WELLSTON SCHOOLS



2023-24

# STUDENT HANDBOOK

**MISSION STATEMENT**

At Wellston Public Schools, we pursue educational excellence for all students. We recognize that students, faculty, staff, and parents share the responsibilities for learning in a safe and developmentally sound environment.

**ADMINISTRATIVE MESSAGE**

All students will have the opportunity to achieve to the best of their abilities. The board of education, administration, faculty, and staff of the Wellston School district are dedicated to providing every student with an opportunity to reach THEIR fullest potential. In order for every student to have an opportunity to achieve, the school district must provide a safe, pleasant, and organized environment conducive to learning. This handbook is designed to help provide necessary guidelines for the establishment of this learning environment. This handbook, while providing general guidelines, cannot necessarily cover every possible contingency. It is always necessary for the student and the parents to remember that the students are responsible for their actions. Board policy will override any discrepancy found in the handbook.

**SCHOOL BEGINS**

Elementary classes begin at 8:00 am and continue until 3:05 pm. Middle and High School classes begin at 8:00 am and continue until 3:10 pm.

**GRADING SCALE**

|                  |   |
|------------------|---|
| 90 – 100.....    | A |
| 80 – 89.....     | B |
| 70 – 79.....     | C |
| 60 – 69.....     | D |
| 59 and below.... | F |

**STATE GRADUATION REQUIREMENTS**

House Bill 3218 amended State law (70 O.S. § 1210.523) to require every student who enters “ninth grade in the 2017-2018 school year... to take the assessments included in the statewide student assessment system in order to graduate with a standard diploma, unless otherwise exempt by law.”

**All students must take the following State of Oklahoma mandated exams:**

- Math
- English
- Science

A minimum of 24 units of organized classroom instruction are required in high school for graduation. Seventeen (17) of the 24 units required will be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

## GRADUATION REQUIREMENTS

The Wellston 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 the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student.

Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

**4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;**

**3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;**

**3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;**

**3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;**

**2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer**

**applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;**

**1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and**

**1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.**

\*Beginning in Fall 2018, SB1380 modifies the required Art credits from 2 to 1 and adds a unit of computer education to graduation requirements. The State of Oklahoma requires an additional credit in one of the four core subject areas (math, science, English, and social studies). 70 O.S. § 11-103.6:OAC 210:35-25-2

## **GRADES**

Progress reports will be handed out to the students at the midpoint of each quarter.

Grades will be issued every midterm by the teacher of each class in which the student is enrolled. If a conference with the teacher is desired by the parent, please schedule through the principals' office. Report cards for grades 6-12 can be picked up in the high school on parent/teacher conference days by the parent/guardian. At the end of school, the report cards may be picked up in the principal's office no later than June 1.

Elementary school parents/guardians can pick up report cards on parent/teacher conference days from the child's teacher. For the first semester only, we will give semester report cards to the student to take home to be signed and returned.

## **SEMESTER TESTS**

### Grades 6-12

The tests are an assessment of progress for the semester. The school day schedule will be arranged in order that a student will take three and 1/2 tests a day. Semester tests will not be given early. If for some reason beyond the student's control he/she is gone on these days, a "0" will be issued. The student will have two days to make up the test, unless extenuating circumstances are approved by the administration. If the student has not made up the test, the zero will become permanent.

### **Semester Test Exemption Guidelines**

1. Students may be exempt from a semester test if they have the following grade and attendance record:
  - a. A = 4 absences or less
  - b. B = 3 absences or less
  - c. C = 2 absences or less
  - d. Every 3rd Tardy in a class equals an Absence

If students are exempt from semester tests in every class, they are not required to attend school on semester test day. These students will receive an Excused Absence for this day. If they must take one or more tests that day, they only must attend for those tests. Students not exempt are required to attend school that day.

A student's discipline record can exclude the student from this privilege. Students who have been suspended for any reason will not be exempt from semester tests. School activity absences do not count towards the absence count.

### **ATTENDANCE**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Regular attendance is one of the most important factors contributing to success in school. Students, with the assistance of parents, are expected to make every effort to be at school. If a student has a fever they need to be kept at home.

### **ABSENCES**

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed.

### **School Activity**

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.
3. Once a student has accumulated 10 activity absences from any one class period, he/she will be reported to administration for consideration for further student activity absences.

### **Unexcused Absence**

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted. Eight unexcused absences may result in that student not receiving credit in that class for the semester.

### **Chronic Absenteeism**

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

### **Non-Productive student**

Any student who will not complete his/her assignment(s), participate in class, and/or attend school on a regular basis, may be placed in an alternative learning environment (i.e. blended, apex or possibly suspension), after the school has made reasonable attempts to intervene and assist the student.

(This is a cumulative event, backed by trips to the office, and documentation from several teachers).

## **MAKE UP WORK**

All arrangements to make up work due to an absence will be made on the first day the student returns to school. **It will be the responsibility of the student to contact the teacher and make arrangements for the make-up work or any test missed. The student is to use non-instruction time to make arrangements. Students will be allowed one day for each day missed to turn in missed work.**

Students must make up all school work missed during absences. Students who are gone for more than five days will have a maximum of five days to make up their work upon returning to school. One school day should elapse after students return before testing. Makeup work for school activities should be pre arranged by the student.

## **TRUANCY**

Students who are absent without consent and/or knowledge of the parent are unexcused or truant. The truant student will not be readmitted to school until there has been school/parent contact. Repeated truancy will be just cause for legal actions to be taken against the parent (violation of compulsory attendance law). The following are examples of truancy:

1. Leaving school without signing out through the Principal's Office.
2. Being absent from school without parental permission (skipping).
3. Arriving at school but not attending class.

NOTE: It should be noted that all school absences will be determined as excused or unexcused by school officials. Such activities as shopping, family vacations, etc., may be unexcused even though approved by parents.

## **HALL PASSES**

No student will leave a classroom during class period without teacher permission.

## **TELEPHONE**

**The telephone in the office is a business phone. Students will not be called to the phone except in the case of an emergency.** If a parent needs to have a message delivered to a student, every effort will be made to see that the message is delivered in a reasonable time. *Students will be allowed to use the telephone in the office. Calls will be limited to 2 minutes or phone privileges will be revoked.*

## **CLOSED CAMPUS**

No student will be allowed to leave campus without permission.

## **VEHICLES**

The Wellston Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking. Students are to observe all Oklahoma traffic laws as well as district and campus specific rules for the safe operation of vehicles.

Students will not park vehicles in the parking lot(s) or space(s) designated for staff and visitors. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. **All efforts will be made by administration and/or local law enforcement to contact the parent(s) and/or guardians(s) of the student prior to any vehicle inspection.**

## **LOADING AND UNLOADING STUDENTS**

Elementary students who live in town will board the bus in front of the high school office at 7:45 a.m. Elementary school students that arrive after 7:45 a.m. will be the responsibility of the parents to transport to the elementary school. Students who live out of town will be picked up and delivered to the elementary school. The front drive at the elementary school is for the pickup and delivery of students by school buses. We request that parents use the drive at the southeast end of the elementary from 7:30 a.m. until 8:00 a.m. from 2:30 p.m. until 3:15 p.m. This will help to ensure safety of the students and parents.

Parents transporting middle or high school students should drop off and pick up in front of the high school in order to alleviate congestion around the buses.

## **BUS RIDER RULES**

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. If students cannot abide by the rules, they will be suspended from the bus. These rules and regulations will apply to all extracurricular trips as well.

A student who rides a bus other than the one to which they are assigned (to another stop on the same bus route) must provide the building principal with a request signed by their parent/guardian. Bus

drivers have been instructed to allow no additional riders unless a note from the principal is presented when boarding the bus.

Each parent will have to sign an agreement that their child will abide by the rules and regulations. If the rules are broken, there will be punishment administered on an increased scale and counseling by the administration. Depending on the violation and number of violations by student, the students could be disciplined with the following:

- Talk with administration.
- Assigned seat.
- Detention.
- Off the bus for a set amount of time.

This will be done at the discretion of the administration. If a student shows an uncontrolled malicious disregard for safety and well-being of the passengers and driver, it is possible that immediate suspension will occur without going through the above procedure.

Bus drivers are there to safely transport students to and from school. They are to report any situation that they feel should be reported, and the administration will decide what punishment should be assigned. However, bus drivers do have the authority to assign seats to any and all students as they deem necessary.

### **BUS RIDING RULES**

Riding a bus is a PRIVILEGE, NOT A RIGHT, and the privilege may be removed for not abiding by the bus rider rules.

#### **Previous to loading, students should:**

1. Be on time at the bus stop—keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. No moving toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting for the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

#### **While on the bus, students should:**

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.

3. Refrain from any use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus clean and safe at all times.
5. Remember that loud talking and laughing are unnecessary confusion that diverts the driver's attention and may result in a serious accident.
6. Treat bus equipment as you would valuable furniture in your own home. Damaged seats or equipment must be paid for by the student.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches or other articles and keep the aisle clean.
9. Help look after the comfort and safety of small children.
10. Not throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from fighting and horseplay on the bus.
13. Be courteous to fellow pupils and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety

**After leaving the bus, student should:**

1. Go at least ten (10) feet in front of the bus stop, check traffic, and wait for the bus driver's signal, cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the comfort and safety of small children.

**EXTRACURRICULAR TRIPS**

1. The above rules and regulations should apply to all trips under school supervision.
2. Sponsors should be appointed by the school officials.
3. It is the sponsor's responsibility to supervise students while on an extra-curricular trip.

**ELIGIBILITY REQUIREMENTS**

To participate in an extracurricular activity, a student must abide by all attendance policy requirements as set forth by the board of education. The following activities would require academic eligibility as prescribed by the Oklahoma Secondary School Activity Association:

- All competitive events sanctioned by OSSAA.
- Cheerleading and Band activities performed at Athletic Activity events.

Other school-related activities which may occur at random times such as school field trips, school talent shows, etc. require scholastic eligibility in which a student must be passing all subjects in which

he or she is enrolled during the week in which the activity occurs. Eligibility will be checked the preceding week the activity is to occur. All scholastic eligibility is based upon the cumulative semester grade, (the grade which would be awarded to the student if the semester would end on the day in which eligibility was checked).

### **Scholastic Eligibility**

#### **I. Semester Grades**

- a. A student must have received a passing grade in any five subjects counted toward graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days (this requirement would be five school credits for the 7<sup>th</sup> and 8<sup>th</sup> grade students).
- b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- c. 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 enrolled in at the end of a six-week period.
- d. 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.

#### **II. 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, they will be placed on probation for the next week period. If a student is still failing one or more classes at the end of their probationary one week period, they will be ineligible to participate during the next one week period. **Eligibility will be run on Thursday and the ineligibility period will begin on Monday and end on Sunday.**
- c. A student who has lost eligibility under this provision must be passing all subjects to regain eligibility. A student regains eligibility with the first class of the new week period (Monday through Sunday).
- d. "Passing grades" means work of such character that credit would be entered on the records if the semester were to close at that time.

#### **III. Special provisions:**

- a. A 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college classes equivalent to four high school units which are accepted by the Oklahoma State Department of Education (Physical education and athletics cannot be included in the four requirements.)
- b. An eligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks (15 school days). A student may regain his/her eligibility by achieving the scholastic standard at the end of a three-week period.
- c. 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 if the incomplete grade was caused by an unavoidable hardship (examples of such hardships will be illness, injury, death in the family, and natural disaster). Board policy allows a maximum of two weeks to apply this exception.
- d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements for the end of spring semester.

#### IV. **Special education:**

Students who are enrolled in special education classes have an Individual Educational Plan and have been certified by the Principal as doing a level of quality work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

#### **SEMESTER ELIGIBILITY FOR 6<sup>th</sup>-12<sup>th</sup> GRADES**

A student must have received a passing grade in any five subjects that he/she was enrolled in during the last semester he/she attended fifteen days or more days, if a student does not meet this minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next

semester. A student may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six-week period.

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the eligibility check. 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 on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

### **LOCKERS**

Lockers will be assigned to grades 6-12 as students enroll. Locks are encouraged. If locks are used, extra keys or the combination must be provided to the office. Lockers should be kept in proper order. Money and/or other valuables should not be kept in lockers that are unlocked. The school will not be responsible for lost or stolen articles.

### **TEXTBOOKS**

All textbooks are loaned to the student during the school year. The student is responsible for seeing that the books are kept clean and in good condition. Lost, damaged or destroyed books will be paid for by the student.

### **SCHOOL DAY**

A school day for the purpose of suspension or eligibility will be defined as a day that academic classes are taught.

### **STUDENT DISCIPLINE**

The goal of any discipline policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

The Wellston Public Schools, in order to provide quality education for all its students, will not tolerate disruptive acts that would interfere with the learning process or endanger the safety of its students. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in a Wellston School, will be under the supervision of and accountable to school personnel while at school, on school transportation, and attendance at a school-sponsored activity involving Wellston Schools.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

### Disruptive or Interfering Behavior

A disruptive or interfering act will be defined as, but not limited to, inciting, encouraging, promoting or participating in activities which interfere with the orderly process of the educational program of the school. The following are examples of behavior that will constitute disruptive activities:

1. Demonstrations (e.g., sit-ins, walkouts, blockages)
2. Group Violence
3. Disrespect to or disobedience of school personnel
4. Harassment and/or intimidation, verbal or physical, of students or school personnel
5. The use of obscene, lewd or profane language (visual and/or auditory)
6. Fighting
7. Disruptive publications
8. Theft or inappropriate use of personnel or school property
9. Possession or use of drugs, alcohol or weapons
10. Possession or use of tobacco by minors, **including vapor devices**
11. Failure to make a reasonable attempt at assignments

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class

4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Cheating

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property

9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension—short or long term
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

#### Discipline and Corporal Punishment

Corporal punishment may be administered, this right is protected by Oklahoma State Law and It must not be administered in the presence of other pupils. A witness must be present. The following steps must be followed by all district administrators when corporal punishment—paddling—is warranted.

1. Every attempt to contact the Parent/Guardian prior to paddling will be made.
2. Explain to the student why he/she is being paddled.
3. It is witnessed by a teacher.
4. No more than three (3) swats will be given, and punishment shall not be given by an administrator who is angry or upset.
5. A discipline report is filled out and kept on file until the end of the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

#### **SUSPENSION FROM SCHOOL**

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

- Violations of policy, handbook, or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Students under suspension (in-school detention or out-of-school detention) will be required to make up the work with no "grace period."

STUDENTS WILL NOT BE ALLOWED TO ATTEND ANY SCHOOL ACTIVITY OR BE ON SCHOOL PROPERTY WHILE UNDER SUSPENSION.

The procedures for suspension are as follows:

**Short-term suspensions (10 days or less) procedures:**

1. Brief the student on the offense, giving the nature of the offense and the intended punishment.
2. Give the student the right to extend his/her defense and tell his/her side of the story.
3. Correspondence with parent/guardian that the student is to be suspended, giving a definite commencement and ending date.
4. If the student denies the violation, an explanation of the evidence should be given.
5. Inform the student and parent that the student will have to make up all work, provided during this missed time, prior to returning to school.
6. Inform the parent/guardian and student that the suspended student has a right to appeal the decision of the principal to the superintendent. The superintendent decision is final. The superintendent will then contact the parent/guardian of the decision.

**Long-term suspensions (exceeding ten (10) days) procedures:**

1. Prior to suspension commencement, correspondence with the student and the parent of the reason for the removal from school and the long-term suspension shall be provided. A written notification will be provided in the form of a letter that states the reasons for the action and the regulations, or laws that apply to the situation. The facts underlying the situation shall be specified.
2. Suspended students will have the right first to appeal the decision of the principal to the superintendent. The superintendent will then contact the parent/guardian of the decision within two school days.
3. Suspended students then have the right to appeal the decision of the superintendent to the board of education. The appeal shall be made within three school days of the principal's original notification. The request for an appeal must be in writing to the superintendent.
4. The superintendent shall provide written notice to the parents within three days of receipt of the request for a hearing. The notice shall give a date, time and place for a hearing on the suspension before the board. At such hearing the student and the student's parents shall be given an opportunity to be present. At such hearing, the following will be provided:

- a. The parents may request that the hearing be conducted in executive or closed session.
  - b. The student shall have the right to be represented by legal counsel or adult representation.
  - c. Statements in support of the charges against the student upon which the hearing is conducted.
  - d. Statements by the student and others in defense of the charges and/or in mitigation or explanation of the student's conduct.
  - e. Opportunity by the student to present witnesses or evidence in his or her behalf and to cross-examine all opposing witnesses.
  - f. Any action by the board will be done in open session.
5. Within twenty-four (24) hours after the hearing, a letter shall be sent to the parents and student which shall include the board's decision.
  6. A written record shall be made demonstrating that the decision was based on evidence presented.
  7. Inform the student and parent that the student will have to make up all work missed prior to returning to school.

#### **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have items which may be hazardous to the safety of others, or which interfere, in some way, with school procedure. Such items will be taken from the student and disciplinary action may result. Such items may include pocket knives, etc. Wellston Schools WILL NOT be responsible for lost items.

##### **Electronic Communication Devices**

According to state law, electronic communication devices are now allowed to be on school campuses, in the possession of students. However, students WILL NOT be allowed to use these devices during the school day unless it is for instructional purposes and supervised by the teacher. HS students only will be allowed to have their phones out during breakfast, lunch, breaks, or an extreme emergency (that the faculty/administration knows about in advance). The device should not be visible during class time or assemblies. Failure to follow these guidelines could result in the loss of this privilege.

#### **DRESS CODE**

We want students to be dressed and groomed appropriately for the occasion. Because of different interpretations of what is or is not appropriate, we reserve the right to ask anyone whose appearance is disruptive or takes away from their learning process, to make the necessary adjustments or they will

be sent home to change. Students will be expected to dress properly at school and all extra-curricular activities.

Shorts that the material covers the fingertips will be allowed. Tight shorts, boxer shorts, and cut-off jeans that are frayed are prohibited for classroom/school wear. Biking shorts (spandex) or similar snug fitting shorts or pants may be worn under loose fitting clothes. **NOTE: IF ABUSED THIS PRIVILEGE WILL BE REVOKED. Holes in jeans or shorts must be mid-thigh or lower.**

Short skirts, thin-strapped blouses or dresses, halter tops, half shirts, tank tops, mesh shirts, shirts with large arm opening (where chest, back or side is exposed), house shoes, etc., are not to be worn.

Sagging will not be permitted. Hats/caps or sunglasses are not to be worn in buildings during the school day unless previously approved by the administration on certain days (i.e. hat day, homecoming week or other special occasion). Clothes with offensive language or pictures are prohibited.

Realizing that we are in the 21<sup>st</sup> century, there are still clothing and words either written or spoken that are not appropriate at school. There are expression-words that are heard on television and in society that are not acceptable at school.

Clothing that is suggestive in nature, uses expressions that make improper reference to body parts, makes reference to state of undress or contains fighting words or expressions are inappropriate at school or school activities.

THE PRINCIPAL WILL HAVE THE FINAL SAY AS TO THE APPROPRIATENESS OF ANY WRITING ON CLOTHING. FURTHERMORE, THE ADMINISTRATOR WILL HAVE THE FINAL SAY ON ANY ISSUE THAT IS DRESS CODE RELATED.

## **WELLSTON PUBLIC SCHOOL BULLYING POLICY**

### HARASSMENT, INTIMIDATION AND BULLYING PROHIBITED

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication

originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying acts can be described as physical, emotional, social, or sexual bullying. Such behavior is specifically prohibited.

**“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.**

**“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.**

#### Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

#### Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involves electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully,

Harassment, intimidation and bullying are specifically prohibited by the WELLSTON SCHOOL DISTRICT. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation and bullying behavior by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. 24-100.

#### **GANG ACTIVITY**

It is the policy of the Wellston School District that membership in secret fraternities or sororities is prohibited. Membership in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The uses of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or a manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community and are forbidden. Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

#### **SUBSTANCE ABUSE**

The Wellston Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other

students of the Wellston Public School District, has adopted a policy for drug testing of students participating in extracurricular activities. The drug testing policy is a separate document and accessible on the school website.

The Wellston Board of Education feels that the abuse of any substance, not just those substances listed as controlled dangerous substances, by a student is inappropriate at school or at any school activity. The Board, therefore, establishes the following definitions, regulations, minimum and maximum punishments, etc. for the use of the Administration in cases concerning substance abuse by students.

**Definitions:**

1. Substance: Any chemical compound, chemical mixture, or any organic compound.
2. Abuse: The use, possession, or handling of any substance in a manner other than that prescribed by the manufacturer. The use, possession, or handling of any substance designed to be used as an inhalant except under the supervision of a teacher or administrator. The use, possession, or handling of any substance that is restricted (prescriptions) except under the supervision of a teacher or administrator.

**Minimum Punishment:**

1. Fifteen (15) days suspension.
2. Not allowed to attend any school activity, function or be on school property while under suspension.
3. Must receive professional substance abuse counseling at the parent's expense.
4. Will be ineligible to participate in any extra-curricular activities for forty-five (45) school days from the beginning of the suspension.

**Maximum Punishment:**

1. Suspension for the remainder of the current semester and the next succeeding semester.
2. Must receive professional substance abuse counseling at the expense of the parent.
3. Will not be allowed to attend any school activity, function, or be on school property while under suspension.
4. Will be ineligible to participate in any extra-curricular activities while under suspension.

**Regulation:**

1. A student will automatically receive the maximum punishment upon the commission of a second offense.

2. A student will automatically receive the maximum punishment if he/she invites, suggests, or entices another student to participate in substance abuse.
3. Any student found guilty of substance abuse as defined in this policy will receive no less than the minimum punishment as set forth in this policy.

The Wellston Board of Education realizes that the punishments set forth in this policy are severe. The Board feels that the severity of the punishment is mild when compared to the problems that may be created by experimentation or involvement with any substances in an inappropriate manner.

This policy does not change or negate the policies concerning controlled dangerous substances, intoxicating or non-intoxicating beverages, or the use or possession of tobacco.

### **TOBACCO and VAPE PRODUCTS**

State law prohibits anyone less than 18 years of age from possessing any form of tobacco, including smokeless tobacco, or any vape products. Possession of cigarettes, smokeless tobacco, or vape products and/or use will not be permitted on school property or at any school activities that involve Wellston students. The products will be confiscated and disciplinary action will occur.

### **DANGEROUS WEAPONS**

It is unlawful for any person, except a peace officer or other person authorized by the board of education of that district or governing body for any public or private school, to have in his possession on any public or private school property or while in any school bus or vehicle used by any school transportation or students or teacher any item considered a dangerous weapon. (O.S. 21-1280.1)

“School property” means any publicly or privately owned property held for purposes of elementary, secondary or vocational-technical education. (O.S. 21-1280)

It will be unlawful for any person to carry or have in their possession any type of firearm, revolver (or replica), dagger, Bowie knife, dirk knife, switchblade knife, spring-type knife, sword, knife having a blade which opens automatically by hand pressure applied on a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon. (O.S. 21-1272)

Any pupil found to be in possession of dangerous weapons will be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Also, any pupil found to have brought a gun to school may be suspended for a calendar year or more. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section. (O.S. 70-24-102)

## **VISITORS**

Visitors must check in through the principal's office. Students will not be allowed to interrupt class to deliver notes, messages and other communications except with a permission note from the office of the principal.

Students will not be allowed to bring visitors to school.

Parents are cordially invited to visit the school at any time, they should check in at the appropriate office BEFORE moving down the hall to see an administrator, teacher, or student. Should questions or misunderstandings arise, parents are urged to contact the teachers and the administration in order that a better understanding and cooperative solution can be reached.

The superintendent or principal of any school shall have the authority to order any person out of school of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

Reference 70 O.S. 24-131 and 21 O.S. 1375, 1376

## **PARENT AND VISITOR CONDUCT**

The education of our students is a collaborative effort between Wellston Public Schools, Parents/Guardians, and other interested parties. A part of the educational process is teaching students how to conduct themselves at ALL times. This includes extra-curricular activities as well as normal school visits. With this in mind, it is imperative that the parents/guardians, visitors, and other interested parties set a good example for the students to see and follow. Proper conduct is required by everyone at all functions of Wellston Public Schools. Parents/guardians and other interested parties need to be a POSITIVE role model for our students.

**AGGRAVATED ASSAULT AND BATTERY OF ANY EMPLOYEE OF THE SCHOOL OR AGENT OF THE SCHOOL (i.e. REFEREE, JUDGE, OFFICIAL, ETC.) IS A FELONY. THIS IS IN ACCORDANCE TO OKLAHOMA STATE LAW TITLE 21-1041. PUNISHABLE BY FINE AND/OR IMPRISONMENT.**

## **ASBESTOS ANNUAL NOTIFICATION FOR PARENTS, TEACHERS, AND EMPLOYEES**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file in the Superintendent's office for public review.

The Wellston Public Schools annually notifies all parents, teachers, and employees by posting this notice in the district handbook and the district website. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting notice, using handout flyers, newspaper public notice statements, and/or posting on the district website.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as required by law.

### **WEATHER-NO SCHOOL**

Before making a decision to cancel school, administration will monitor and review road conditions, temperatures, and precipitation amounts. All efforts will be made to notify staff and the community in a timely manner. In the event school is canceled, an announcement will be made on the Oklahoma Closings website. This announcement will then be broadcast on local news channels. In addition, parents will receive a text, phone call, and/or email.

### **STUDENT WITHDRAWAL FROM SCHOOL**

If a student is withdrawing from Wellston Public Schools, it is necessary for the parent to call the office or send a note to the office the next to the last day of attendance. All textbooks, library books, etc..., belonging to Wellston Public Schools must be returned and all fees paid.

### **SCHOOL DEVICE INSURANCE**

Wellston Public Schools will provide the option to purchase device insurance for student devices. The insurance provides loss and theft coverage, accidental damage coverage, no deductibles, unlimited claims and loaner device coverage. If the Parent/Guardian chooses to opt out of coverage they will be held liable for the full cost of repair including parts and labor. If the device is not able to be repaired the full device cost will be billed.

## **INJURY OR ILLNESS DURING THE DAY**

In case of an illness or injury, the student should report to the person in charge. Our first attempt will be to contact the parent/guardian. There should be a business phone and emergency number listed on every enrollment card. If this changes at any time, please notify the school.

## **FIRE AND STORM ALARM**

The **FIRE ALARM** signal will be a continuous ringing bell with no breaks.

1. Specific instructions are to be posted in each classroom and be reviewed with all students.
2. When outside, students should move to at least 100 feet from the building.
3. Students should not return to the building until they have been instructed to do so by the all clear signal.

The **STORM DRILL** signal will be the emergency management siren.

1. Specific instructions are to be posted in each classroom and to be reviewed with all students.
2. When in the underground building students should stay in their designated areas.
3. Students should not return to class until the all clear signal is given.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (34 CFR Part 99), you as a parent of a currently enrolled student at Wellston Public Schools (or as an eligible student of 18 years of age) have the right to:

1. Impact and review your child's educational records.
2. Request the amendment of your child's educational records that ensure that they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights.
3. Consent to the disclosure of personally identifiable information contained in your child's educational records, except to the extent that the Act and its regulations authorized disclosure without consent.
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the Act.
5. Obtain a copy of the district's policies adopted under the Act. Copies of these policies are located in the superintendent's office at Wellston Public School.
6. Have an explanation of these policies in your own language if it is other than English.
7. The identification, location, and evaluation activities under Child Find are included in the Family Educational Rights and Privacy Act.

## **PROMOTION POLICY**

### **ELEMENTARY**

At Wellston Public Schools, we pursue education excellence for all students. We recognize that students, faculty, staff, and parents share responsibilities for learning in a safe and developmentally sound environment. The Districts promotion policy requires students, and parents/guardians to closely monitor progress and work together to ensure academic success. Students will be promoted regularly from grade to grade upon meeting the state's promotion requirements for the appropriate grade level and by obtaining a teacher recommendation at the end of the school year. Should there be sufficient reason to keep a child in a grade for another school year, the parents will be notified. Special consideration for developmental-level subject content also will be given.

Kindergarten—Students must accomplish items on the Kindergarten Progress Report and the teacher must determine if the child is developmentally appropriate.

First grade—Students must show mastery of reading and math skills as defined by the Oklahoma Academic Standards for Reading and Mathematics.

Second, Third, Fourth, and Fifth grades--Students must pass four of the six following subjects: reading, math, English, spelling, science, and social studies to advance to the next grade.

Third grade—Passage of Senate Bill 346 (70 O.S. Supp. 2010, Section 1210.508C) requires all third grade students to pass an Oklahoma State Education Board approved reading assessment before being promoted to the fourth grade.

### **MIDDLE SCHOOL**

A Middle School student shall pass the entire school year, using a cumulative grade. The subjects that will be looked at are the "Core" classes, Math, English, Social Studies and Science. The student's grade will be figured from the first day of school until the last. A student could pass one semester and fail one semester and still pass the year if the cumulative grade is sixty (60) percent or above. If sixty (60) percent is not reached, the student will have to repeat and pass the first semester of that subject the following year. If the student fails both semesters, they will repeat and pass the first semester of the subject the next year. If the student does not pass the semester that is repeated, they will have to take and pass the second semester. The student can also take and pass "summer school" at their expense to meet this requirement.

If the student fails three or more subjects with a cumulative grade less than sixty (60) percent, they will repeat the entire grade the next year. The student must pass at least five (5) subjects for the entire school year to be promoted to the next grade.

Example:

1<sup>st</sup> Semester.....70%

2<sup>nd</sup> Semester.....50%

Cumulative grade.....60%---Student passes.

1<sup>st</sup> Semester.....70%

2<sup>nd</sup> Semester....40%

Cumulative grade...55%---Student fails and must repeat and pass 1<sup>st</sup> Semester of core class.

**PROMOTION/RETENTION AND FAILING COURSES** Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, and the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card. Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing. Promotion will be determined by successfully

**completed units of instruction to be established by the board of education, the superintendent and the relevant principal.**

### **WELLSTON SCHOOLS CONCURRENT ENROLLMENT**

The concurrent enrollment program allows students to enroll in college courses. A student taking concurrent classes must meet the concurrent college entrance requirements and must have prior approval from the high school counselor and principal. The student is responsible for all fees, books, and any tuition costs or additional lab fees. Specific information regarding the concurrent program is available in the counselor's office of the high school.

Concurrent enrollment courses will be recorded on the students' high school transcripts as either academic or elective credit. Students shall receive high school academic credit if the concurrent course content and objectives align to the state academic content standards taught through the course provided by the school district. If the concurrent course does not align to the state academic content standards, students shall receive elective credit. Grades earned and transcribed as a result of concurrent enrollment will be included in determining a student's official grade point average. The weighted 4.0 grading scale will apply for concurrent course credit only. Students will be enrolled in the college class and a Critical Thinking class to meet the time requirements for the concurrent classes. Students will earn the same grade for Critical Thinking and the concurrent class. The grade for the concurrent class will be weighted while the grade for the Critical Thinking class will not be weighted.

The student has the responsibility of notifying the college and the high school counselor when he/she drops or stops attending the concurrent college course. Students attending concurrent classes on an actual college campus must provide documentation midway through the semester that they are still enrolled. A request for verification can be made by the counselor or principal at any time.

To meet Oklahoma State education accreditation requirements of students attending school for a minimum of six hours a day, students who drop any concurrent course within the first twenty (20) days of the semester will enroll in a Wellston High School course for full credit, either in a traditional classroom or an online course used by the virtual students for the semester. A student that drops a college course after 20 days can be assigned a semester course in the online learning system of Wellston Schools.

Students who are enrolled in concurrent enrollment classes which are held on campus must adhere to Wellston school policies, guidelines, and procedures while attending college courses. If a concurrent enrollment student needs to report a conflict with a university instructor, he/she should contact the university and notify the high school counselor.

If a student should take any summer concurrent class, he/she must meet the concurrent college entrance requirements and is responsible for all fees, and any tuition costs or additional lab fees. Summer classes can be included on the student's transcript at the request of the parent/student. The parent/student must provide a summer transcript from the college to accomplish this.

### **PROMOTION BASED PROFICIENCY TESTING**

The board of education will comply with all laws and State Department of Education regulations concerning promotion options based on attainment of desired levels of competencies. Therefore, based on tests pursuant to Section 1210.508 and State Board of Education regulations, a student may attain high school graduation regardless of course credits earned.

This board will provide opportunities of proficiency-based promotion and will disseminate materials explaining the opportunities available to students and parents each year. Proficiency exams are administered twice each year, generally in August and December. Students must score at least a 90 and meet any other course requirements in order to "CLEP" a course. All course content will be centered on the Oklahoma Academic Standards.

Students who pass a college CLEP test for a course before taking the course will receive the grade of an "A" for that test along with the appropriate course credit for the test. This information will be placed on the student's transcript according to provisions of 210:35-27-2 and 210:35-27-3.

Students who fail a course may retake a course. Students who retake a course lose eligibility to qualify for valedictorian or salutatorian honors.

Reference: State Board of Education, Standards for Accreditation of Oklahoma Schools, 1998, pp. 163 and 180.

### **EARLY GRADUATION**

Early graduation is allowed per policy EIED-R1. Wellston students will be given the opportunity to graduate with honors at the end of the first semester that they met the local 24 credit graduation requirement.

### **NOTICE OF NON-DISCRIMINATION**

The Wellston Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Coordinator for Section 504/Title II (for questions or concerns involving students, patrons, employees and other adults) Coordinator for for Title VI (for questions or complaints based on race, color and national origin), Title IX (for questions or complaints based on sex), and Age Act (for questions or complaints based on age)

Mike Franz  
P.O. Box 60  
700 Birch Avenue  
Wellston, OK 74881  
(405)356-2534

**Customer name:** Wellston Middle High School

**Primary contact name:** Mike Franz

**Primary contact email:** mfranz@wellstonschools.org

**NoRedInk Remittance Address for Checks:**

NoRedInk Corp.  
PO Box 92507  
Las Vegas, NV 89193-2507

**Billing address:** Wellston Public Schools / PO Box 60  
Wellston, Oklahoma 74881  
United States

**Will a PO be required? (If Yes, please provide form)**

**Billing email:**

**Billing contact name:**

**Service start date:** 07-01-2023

**Service end date:** 06-30-2024

**Payment terms:** Upfront

**Billing terms:** Net 30

**SUMMARY**

| PRODUCT                                  | DESCRIPTION   | SALES PRICE | QTY | TOTAL PRICE |
|--|---|-------------|-----|-------------|
| <b>NoRedInk Premium Student Licenses</b> | NoRedInk Premium for designated number of students. | \$17.00     | 260 | \$4,420.00  |
| <b>TOTAL:</b>                            |   |             |     | \$4,420.00  |

- Start date will be as stated or later pending receipt of signatures and any required documents (PO and tax exempt certificates, as applicable).
- End date will be as stated or later to maintain the term length.
- If applicable, all unused Premium training services will expire annually on the service end date.
- Training dates can only be confirmed after order forms are signed by both parties.
- NoRedInk Premium may be unavailable for some portion of July for updates and data archives.
- If applicable, state sales tax will be added to your invoice unless proof of exemption has been received by NoRedInk prior to invoicing.

Please sign and return to: [dawn.glass@noredink.com](mailto:dawn.glass@noredink.com)

**Contract terms:** This Order Form incorporates and is subject to the Master Services Terms — collectively the “Agreement” — and constitutes a binding contract entered into by and between NoRedInk Corp. (“NoRedInk”), a Delaware corporation with its principal place of business at 548 Market Street, PMB 66984, San Francisco, CA 94105, and the entity listed below as client (“Client”). The Master Services Terms are available at: [NoRedInk Master Services Agreement](#). The Data Protection Addendum is available at: [NoRedInk Data Protection Addendum](#)

| NoRedInk Corp. Signature   | Wellston Middle High School Signature  |
|--|--|
| <p><b>Signature:</b></p> <p><b>Name:</b></p> <p><b>Title: Head of Customer Success</b></p> <p><b>Date:</b></p> | <p><b>Signature:</b></p> <p><b>Name:</b></p> <p><b>Title:</b></p> <p><b>Email:</b></p> <p><b>Date:</b></p> |

# School Resource Officer Program

## Memorandum of Understanding (MOU)

This Memorandum of Understanding (hereinafter "MOU"), is made and entered into by and between:

Lincoln County Sheriff's Office  
Wellston Public Schools

Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation, which exists between the participating entities, listed above.

### 1. Purpose of MOU

The MOU formalizes the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement officers and the youth of our community, with the goal of reducing crime committed by juveniles and young adults. This MOU delineates the mission, organizational structure, and procedures of the School Resource Officer Program ("SRO") as a joint effort between the Schools and the Lincoln County Sheriff's Office. The success of this program relies upon the effective communication between the Sheriff's Office employees, the principal of each individual school, and other key staff members of each organization.

### 2. Term

The term of this MOU shall begin on August 1st, 2023 and will end on May 31<sup>st</sup>, 2024, unless terminated earlier as provided herein. The parties may renew this MOU only by separate written agreement or addendum hereto, which must be executed by both parties.

### 3. Mission, Goals, and Objectives

The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for student, teachers and staff. This is accomplished by assigning Law Enforcement Officers ("SRO"), employed by their Agencies, to school facilities on a permanent basis.

Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators and parents. Goals of the SRO Program include:

1. Reduce incidents of school violence and truancy;
2. Reduction of criminal offenses committed by juveniles and young adults;
3. Establish a rapport between the SRO and the student population;
4. Establish rapport between the SRO, parents, faculty, staff and administrators;

Moreover, The SRO will establish a trusting channel of communication with students, parents, and teachers. The SRO will serve as a positive role model to instill in students good

moral standards, good judgement and discretion, respect for other students, and a sincere concern for the school community. The SRO will promote citizen awareness of the law to enable students to become better informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law. The SRO can serve as a confidential source of counseling for students and parents concerning problems they face as well as provide information on community resources available to them.

#### **4. Organizational Structure**

##### **a. Composition**

The Lincoln County Sheriff's Office will assign a law enforcement officer to serve as the SRO in the SRO program. The SRO will be certified by the State of Oklahoma and meet all requirements as set forth by the Council of Law Enforcement Education and Training "CLEET".

##### **b. Supervision**

The day-to-day operation and administrative control of the SRO program will be the responsibility of the Lincoln County Sheriff's Office (hereinafter referred to as LCSO). Responsibility for the conduct of the SRO, both personally and professionally, shall remain with the LCSO. SRO's are employed and are retained by LCSO, and in no event shall any employee of LCSO be considered an employee of the school.

#### **5. Procedures**

##### **a. Selection**

Available SRO positions will be filled per providing agency's directives and selection process. The providing agency will make the final selection of any SRO vacancies.

##### **b. SRO Program Structure**

The SRO is first and foremost a law enforcement officer for the providing agency. The SRO shall be responsible for carrying out duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of the providing agency. All acts of commission or omission shall conform to the guidelines of the providing law enforcement agency's directives. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the code of student conduct is the responsibility of teachers and administrators, The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of the law, except to support staff in maintaining a safe school environment.

SRO's are not formal counselors or educators, and will not act as one. However, SRO's may be used as a resource to assist students, faculty, staff, and all persons involved with the school. SRO's can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. SRO's may use these opportunities to build rapport between students and staff. The agency recognizes, however, that the schools shall maintain full, final, and plenary authority over curriculum and instruction. The parties recognize and agree that classroom instruction is the responsibility of the classroom teacher, not the agency or its employee, and the agency and its employees shall not attempt to control, influence, or interfere with any aspect of the school curriculum or classroom instruction except in emergency situations.

## **6. Duties and Responsibilities**

The responsibilities of the SRO will include but not limited to:

1. Develop and implement a plan to combat Truancy in the schools. Provide training to students, faculty, staff, and parents on the law and consequences of children not attending school.
2. Enforce criminal law and protect the students, staff, and public at large against criminal activity. The SRO shall follow the chain of command as set forth in the policies and procedures manual of the participating law enforcement agency.
3. Complete reports and investigate crimes committed on campus.
4. Coordinate, whenever practical, investigative procedures between law enforcement and school administrators, The SRO shall abide by all applicable legal requirements concerning interviews or searches, should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the schools. The SRO will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the SRO because of exigent circumstances, such as the need for safety or to prevent a fight. Formal investigations and arrest by law enforcement official will be conducted in accordance with applicable legal requirements.
5. Take appropriate enforcement action on criminal matters as necessary. The SRO shall, whenever practical, advise the principal before requesting additional enforcement assistance on campus and inform the principal of any additional law enforcement responsibilities that may need to be undertaken.
6. Wear law enforcement agency issued uniform at all times or other apparel approved by the providing agency.
7. Be highly visible throughout the campus, but to be unpredictable in their movements. For officer safety, SRO's shall not establish a set routine, which allows predictability in their movements and their locations.

8. Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
9. Comply with all laws, regulations and school board policies applicable to employees of the school, including but not limited to laws, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on a school premises, provided that SRO shall under no circumstances be required or expected to act in a manner inconsistent with their duties as law enforcement officers. The use of confidential school records by the SRO shall be done only with the principal's approval and as allowed under the Family Rights and Privacy Act.
10. The SRO shall notify the school principal or his/her designee if it is necessary for the SRO to be off campus during regular school hours for non-emergency situations.
11. Provide information concerning questions about law enforcement topics to students and staff.
12. Provide presentations on drug abuse prevention as requested by school personnel in accordance with the established curriculum.
13. Provide supervised classroom instruction on a variety of law related educational and other topics deemed appropriate and approved by the SRO's agency supervisor and a school administrator.
14. Advise students, staff, and faculty on a limited basis.
15. Attend law enforcement agency in-service training as required. Reasonable attempts will be made to schedule such training such training to minimize his/her absence from school on an instructional day.
16. Attend meeting of parent and faculty groups to solicit their support and understanding of the School Resource Program and to promote awareness of law enforcement functions. Off duty assignments are not included.
17. Be familiar with all community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.

## **7. Enforcement**

Although the SRO has been placed in a formal educational environment, they are not relieved of the official duties as an enforcement officer. The SRO shall intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations shall be issued, and arrests made when appropriate and in accordance with Oklahoma State Law and department policy. The SRO or the providing agency will have the final decision on whether criminal charges shall be filed.

## **8. Invoicing and Payment**

As agreed, Wellston Public Schools will be responsible for 10 months of salary and benefits (Payroll \$36,000, Benefits \$16,400.00, a total of approximately \$52,400.00), LCSO will be responsible for the remaining 2 months and all equipment and supplies needed. Invoices will be

paid on a reimbursement basis. To receive payment, LCSO shall submit to Wellston Public Schools a complete and accurate invoice reflecting activity performed, cost incurred, the period of time in which the services were provided, the Sheriff's FEI number and the assigned Purchase Order number. As agreed to, invoices shall be submitted monthly by email to:

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**9. Termination**

This agreement may be terminated by either party, with or without cause, upon seven (7) days written notice to the other party.

This has been agreed to in cooperation with Wellston Public Schools and the Lincoln County Sheriff's Office. As agreed to and in partnership with:

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Superintendent Wellston Public Schools

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Date



---

Lincoln County Sheriff's Office

---

06/27/2023

---

Date



# EDMOND PUBLIC SCHOOLS

*Empowering all students to succeed in a changing society*

*Dan Lindsey  
Director  
Child Nutrition*

May 25, 2023

TO: Dr. Angela Grunewald

FROM: Dan Lindsey

RE: Recommendation to Renew CN Prime Vendor SY2023-24

Because USDA does not permit percentage-based fee structures, the vendor must make annual inflation-related adjustments. With annual adjustments, the vendor does not have to “overcharge” fees early in the contract to hedge against inflation.

US Foods has proposed a fee increase of \$.89/case for SY2023-24. The proposed increase would raise the estimated average case cost by 3%.

I recommend accepting the proposed fee increase and renewing the CN Prime Vendor contract (RFP# 21-30) with US Foods for the 2023-24 school year.

Please contact me if you have any questions.

Dan Lindsey

US FOODS, Inc.  
10211 N. 1-35 SERVICE RD.  
OKLAHOMA CITY, OK 73131  
(405) 475-4660

## EXTENSION AGREEMENT

**THIS EXTENSION AGREEMENT** is made and entered into by and between the Edmond Public School District, party of the first part, hereinafter termed "EPS", and US FOODS, Inc., party of the second part, hereinafter termed "Vendor."

### WITNESSETH:

WHEREAS, the above named parties have previously executed and entered into a Contract for (RFP# 21-30) CN Prime Vendor with Piggyback Provision, dated: March 23, 2021, with an original term of July 1, 2021 through June 30, 2022; and

WHEREAS, said Contract for CN Prime Vendor with Piggyback Provision provides for annual extensions, and both parties have agreed to an extension; and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follows:

1. The term of this extension agreement shall be for the period July 1, 2023, through June 30, 2024.
2. In consideration for goods and services performed under this Contract for CN Prime Vendor with Piggyback Provision, EPS agrees to pay Vendor the following amount:  
  
Actual cost (actual cost to the Vendor) of product plus a fixed fee for service per each case as per approved Fixed Fee per Case Schedule as stated in the contract and as amended from time to time.
3. Any new school districts or schools joining Campus Smart must be on boarded and approved by US Foods and Campus Smart by May 31st every school year. US Foods reserves the right to either onboard or refuse service to new school districts or schools after May 31, each year.
4. US Foods may only give consideration to stocking new items if no comparable like item is available in inventory, and the product meets the program usage requirements.
5. The terms of the Contract for CN Prime Vendor with Piggyback Provision will remain in full force and effect except as modified above.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in duplicate originals, the day and year first above written.

Party of the First Part

Edmond Public School District  
1001 W. Danforth  
Edmond, OK 73003

By:   
Angela Grunewald, Supt

Date: 06/06/2023

Party of the Second Part

US Foods, Inc.  
10211 N. 1-35 Service Rd.  
Oklahoma City, OK 73131

By:

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

**SECOND AMENDMENT TO PRIME VENDOR AGREEMENT**

The Second Amendment to Prime Vendor Agreement ("the Second Amendment") is made and entered into as of July 01, 2023, between Edmond Public Schools (EPS) and US Foods, Inc. (US Foods) with reference to the following:

RECITALS

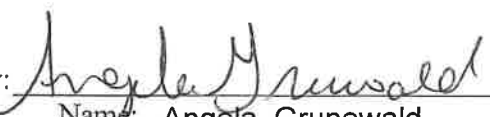
- A. EPS and US Foods entered into a Prime Vendor Agreement (RFP# 21-30) dated July 01, 2021 (the "Agreement").
- B. By means of this instrument, EPS and US Foods desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, EPS and US Foods have agreed, and hereby agree, as follows:

- 1. Revised Fixed Fee per Case Schedule: See attached Fixed Fee per Case Schedule for SY2023-24, effective July 1, 2023.
- 2. Adoption of Agreement: The terms and conditions of the Agreement shall remain unchanged, and the Agreement shall remain in full force and effect, except as modified above.

IN WITNESS WHEREOF, Customer and US Foods have executed the Second Amendment as of the date set forth above.

CUSTOMER: Edmond Public Schools

By:  Date: 06/06/2023  
Name: Angela Grunewald,  
Title: Supt

US FOODS: US Foods, Inc.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

**Premier's K-12 Food Product & Distribution Program:**

| <b>Fee-Per-Case</b>       | <b>2023-2024</b>    |
|---------------------------|---------------------|
| <b>Average Order Size</b> | <b>Fee Per Case</b> |
| Less Than \$2,499         | \$2.98              |
| 2,500 - 2,999             | \$2.80              |
| 3,000 - 3,999             | \$2.72              |
| 4,000 - 5,499             | \$2.65              |
| 5,500 - 6,999             | \$2.61              |
| 7,000 - 10,999            | \$2.48              |
| 11,000 - 15,999           | \$2.44              |
| 16,000+                   | \$2.34              |

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members.*

## ACTIVITY FUND ACCOUNT

SPONSOR'S NAME Driskill Sawyer

CLUB OR ORGANIZATION Baseball

ACCOUNT NAME Baseball

1. Please list all fundraising activities in which you anticipate your club or organization will participate, i.e., sell of jackets, socks, pictures, coke, etc.

Baseball/Softball Halloween Game/Hit A Thon

6th Grade Basketball Tournament

Raffle, Advertisement Signs, JH Baseball Tournament, Concession Stand, Team Store  
Concession stand

2. Please list all areas of anticipated expenditures of your club or organization, i.e., entry fees, jackets, flowers, rewards, etc.

Concession stand supplies

Tournament entry fees

Baseball Uniforms

Warm up gear

Baseball field supplies

Locker room cleaning supplies

Baseball equipment

Flowers and Senior Night supplies

Team Awards/Plaques

ANY FUNDRAISERS OR EXPENDITURES THAT ARE NOT LISTED ON THIS FORM AND APPROVED BY THE BOARD OF EDUCATION WILL NOT BE PERMITTED UNLESS AN UPDATED REQUEST IS PRESENTED TO THE BOARD PRIOR TO THE ACTIVITY.

# **ACTIVITY FUND ACCOUNT**

## **2023-2024**

**Sponsors Name: Marty Coulson, Justin Boone**

**Organization: Wellston FFA Chapter**

**Account Name: FFA**

### **1. All fund raising activities that the FFA Chapter anticipates will participate in include:**

Sale of FFA Jackets, caps, T- shirts, sweatshirts; FFA dues; Sale of Sausage, Bacon, Chicken, Cookie Dough, Sausage Biscuits, Chicken Breast, Hot Links, Steaks, Fajita Meat, Tamales, Pork Patties, hams, turkeys, Pop Machine, Concession items; Shop Projects, Greenhouse Plants, Candles, Poinsettias, Mums, CDE/LDE Contest Entry fees and concession items, FFA socks, Farm supplies, 66 Pig Sale (donation).

### **2. Expected possible expenditures for the Wellston FFA Chapter include:**

Trophies, wood shavings, plaques, banners, ribbons, jackets, membership dues, entry fees, show supplies, vet supplies, flowers, refreshments, judges, advertisement, magazine subscriptions, metal, banquet supplies, banquet dinner, guest speakers, National convention fees, motel fees, rewards, monogramming, caps, shirts, door prizes, greenhouse supplies, alumni camp fees, COLT conference fees, Lead 360 camp fees, other camp fees, food, officer retreat lodging and meals, FFA week activities, cakes, concession supplies, scholarship funds, cleaning supplies, poinsettias, mums, Shop supplies (hardware, paint, etc.) greenhouse plugs and equipment, fuel to National Convention, bus rental for National Convention, degree pins, FFA Ties, FFA Scarf, Angel Tree Gifts.