



**WELLSTON BOARD OF EDUCATION
BOARD AGENDA**

Special Meetings, Friday, June 30, 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. Call to Order
2. Roll Call
3. Establishment of a Quorum
4. Possible consideration and vote to approve Agenda
5. Discussion and possible action on approving activity accounts for the 2023-2024 school year.
6. Discussion and possible action on approving purchase orders for general fund FY23.
7. Discussion and possible action on approving purchase orders and blanket PO's for general and building fund for FY24.
8. Discussion and acknowledgment of resignations recieved.
9. Discussion and possible action on contracting with Janpro to strip and wax the floors and carpet cleaning throughout the district.
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)
 - 10.1. Acknowledge the board's return to open session.
 - 10.2. Executive Session Minutes Compliance Announcement.
 - 10.3. Discussion and possible action on the extra duty contracts for personnel as listed on Exhibit A.
11. **Adjournment**

POSTED: WELLSTON SCHOOL ADMINISTRATION BUILDING
DATE: WEDNESDAY, JUNE 28, 2023 AT 3:45 P.M.

POSTED BY: MIKE FRANZ

Unpaid Encumbrances

Options: Year: 2022-2023, Fund: GENERAL, As Of Date: 6/30/2023, PO Range: 410 - 500, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
410	06/01/2023	25	OKLA STATE SCHOOL BOARDS ASSOC	FRANZ WEBINAR	100.00
411	05/01/2023	25	OKLA STATE SCHOOL BOARDS ASSOC	POLICY SERVICES	3,000.00
412	06/28/2023	144	LOWE'S	MAINTENANCE SUPPLIES	508.73
413	06/01/2023	13602	AIR TECHNOLOGIES	HS AC UNIT REPAIR WORK	198.00
414	05/01/2023	13262	B&C BUSINESS PRODUCTS	MONTHLY BILLING	90.54
Non-Payroll Total:					\$3,897.27
Payroll Total:					\$0.00
Report Total:					\$3,897.27

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2023	541	OKLA SCHOOLS INS GROUP	PROPERTY CASUALTY INSURANCE COVERAGE	200,000.00
Non-Payroll Total:						\$200,000.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$200,000.00

Encumbrance Register

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

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2023	821	US FOODS	CNP FOOD AND SUPPLIES	133,000.00
11	2	07/01/2023	355	AT&T	MONTHLY BILLING	6,000.00
11	3	07/01/2023	13302	US CELLULAR	MONTHLY BILLING	4,129.46
11	4	07/01/2023	77	OG&E	MONTHLY BILLING	95,000.00
11	5	07/01/2023	48	ONG	MONTHLY BILLING	24,400.00
11	6	07/01/2023	12417	PRINCIPAL FINANCIAL GROUP	MONTHLY BILLING	4,500.00
11	7	07/01/2023	704	HILAND DAIRY FOODS CO	MONTHLY BILLING	30,000.00
11	8	07/01/2023	13262	B&C BUSINESS PRODUCTS	MONTHLY BILLING	6,200.00
11	9	07/01/2023	772	FLEETCOR TECHNOLOGIES	MONTHLY BILLING	15,072.39
11	10	07/01/2023	12534	R.K. BLACK, INC.	MONTHLY BILLING	5,000.00
11	11	07/01/2023	342	THE HOME DEPOT PRO INSTITUTIONAL	MONTHLY BILLING	50,000.00
11	12	07/01/2023	12024	CLEARWATER ENTERPRISES, LLC	MONTHLY BILLING	14,200.00
11	13	07/01/2023	12945	TOWN OF WELLSTON	WATER/TRASH PICK UP	33,500.00
11	14	07/01/2023	13295	FESLER PEST CONTROL LLC	EXTERMINATOR	1,560.00
11	15	07/01/2023	13145	GREEN'S PROPANE, L.L.C.	PROPANE	25,000.00
11	16	07/01/2023	223	OTA PIKE PASS	PIKEPASS	2,000.00
11	17	07/01/2023	13261	BARLOW ED MANAG SERV	FEDERAL PROGRAM ASSISTANCE	9,292.00
11	18	07/01/2023	13477	EASY ICE, LLC	ICE MACHINE RENTAL	8,292.55
11	19	07/01/2023	12078	AF PLAN SERVE	MONTHLY BILLING	156.00
11	20	07/01/2023	79	US POSTAL SERVICE	POST OFFICE BOX	130.00
11	21	07/01/2023	12366	ALLIED ELEVATOR SER INC	ELEVATOR PHONE SERVICE	240.00
11	22	07/01/2023	392	RENAISSANCE LEARNING INC	ANNUAL BILLING	2,290.00
11	23	07/01/2023	12399	INSURICA	SURETY BONDS	1,095.00
11	24	07/01/2023	731	OKLA SCHOOL ASSURANCE GROUP	WORKER'S COMPENSATION INSURANCE	17,967.50
11	25	07/01/2023	12459	OKLA STATE DEPT OF HEALTH	FOOD SERVICE LICENSE	250.00
11	26	07/01/2023	13126	OPSRC	ANNUAL BILILNG	2,500.00
11	27	07/01/2023	12699	STARFALL EDUCATION FOUNDATION	YEARLY SUBSCRIPTION	355.00
11	28	07/01/2023	159	INTERNAL REVENUE SERVICE	FORM 941	1,072.72
11	29	07/01/2023	144	LOWE'S	MAINTENANCE SUPPLIES	5,000.00
11	30	07/01/2023	90	LINCOLN COUNTY FARM	MAINTENANCE SUPPLIES	5,000.00
11	31	07/01/2023	25	OKLA STATE SCHOOL BOARDS ASSOC	CONTRACT SERVICES	4,445.00
11	32	07/01/2023	160	OFFICE DEPOT INC	SUPPLIES	8,500.00
11	33	07/01/2023	12489	EUREKA WATER CO	MONTHLY BILLING	371.30
11	34	07/01/2023	219	LIBERTY FLAGS	FLAGS	180.70
11	35	07/01/2023	523	AIRGAS	412 PROGRAM	585.79
11	36	07/01/2023	82	PETTY CASH	PETTY CASH START UP FY22	200.00
11	37	07/01/2023	13566	ARVEST - AMAZON	TEAMVIEWER TECH SUBSCRIPTION	1,500.00
11	38	07/01/2023	13129	IXL LEARNING	YEARLY SUBSCRIPTION	5,100.00
11	39	07/01/2023	13130	AMPLIFY EDUCATION, INC	ANNUAL BILLING	4,200.00
11	40	07/01/2023	12271	EDMENTUM	Annual Billing	2,940.00
11	41	07/01/2023	13547	NoRedInk Corp.	YEARLY SUBSCRIPTION	2,319.00

Encumbrance Register

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

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	42	07/01/2023	12414	MOBYMAX	YEARLY SUBSCRIPTION	597.00
11	43	07/01/2023	12569	COAST TO COAST COMPUTER PRODUCTS	TONER	2,569.56
11	44	07/01/2023	13555	STAR2STAR COMMUNICATIONS, LLC	PHONE SYSTEM MONTHLY BILLING & SETUP	8,850.00
11	45	07/01/2023	13268	NAMETAGCOUNTRY	NAME TAGS AND PLATES	450.00
11	46	07/01/2023	157	AUTO-CHLOR SERVICES, LLC.	CNP SUPPLIES	375.00
11	47	07/01/2023	12157	GABBART COMMUNICATION	WEBSITE & NOTIFY	5,454.50
11	48	07/01/2023	13447	SERGEANT LABORATORIES, INC.	ARISTOTLE K12 APPLIANCE/UNIVERSAL AGENT	7,200.00
11	49	07/01/2023	865	RALPH OSBORN	EON 2022-2023	800.00
11	50	07/01/2023	13424	FIRE SAFETY INSPECTIONS	MAINTENANCE	670.00
11	51	07/01/2023	13500	FIRST BANK & TRUST	SAFETY DEPOSIT BOX	40.00
11	52	07/01/2023	37	THE LINCOLN COUNTY NEWS	LEGAL NOTICE - EON	126.00
11	53	07/01/2023	13654	NWEA	Yearly Fee	7,500.00
Non-Payroll Total:						\$568,176.47
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$568,176.47



SPECIAL SERVICES CLEANING

(THIS IS NOT AN INVOICE)

DATE: 6/26/2023

SERVICE LOCATION:

FACILITY: Wellston High School
ADDRESS: 703 Birch St.
Wellston, OK 74881

BILL TO: (if different)

CLIENT: _____
ADDRESS: _____

PHONE: 405-861-2671 Mike Franz

EMAIL: mfranz@wellstonschools.org

APPROVED BY: _____

AMOUNT: **\$750.00**

(Plus Applicable Sales Tax)

SOLD BY: **DANIEL WESTERGAARD**

*JAN-PRO agrees to provide the service indicated under the Cleaning Service Specifications given below.
CLIENT agrees to pay Jan-Pro the amount due, in full, upon receipt of Jan-Pro invoice.*

CLEANING SERVICE SPECIFICATIONS

- High School (Restrooms & Kitchen): Ceramic Tile and Grout Cleaning
- _____
- _____

Are additional service specifications attached? Yes [] No []

CLIENT agrees to verbally notify JAN-PRO of any non-performance **within 24 hours** of completion of special service work.

JAN-PRO WILL NOT BE LIABLE FOR CONDITIONS BEYOND OUR CONTROL. JAN-PRO cannot be held responsible for damage to carpet or floors as a result of pre-existing conditions. Problems may include loose tiles, frayed seams, wrinkling, adhesive failure or delamination (the separation of the two backing layers).

CUSTOMER should be careful in the event the cleaning service specifications include floor care services, as floors may be slippery due to damp conditions.

IMPORTANT NOTE: Please have all computers unplugged and removed from floor prior to service. Please remove from the floor any and all personal items, boxes, small portable furniture or small portable file cabinets, excreta prior to service.

Client: _____
Authorized Signature

Print Name

FRANCHISEE: _____ START DATE: (On or Before) _____

Franchisee agrees to provide the service under the terms of this contract, according to all JAN-PRO standards, procedures and policies.

FRANCHISEE: Signature: _____ Date: _____



SPECIAL SERVICES FOR STRIP & WAX

(THIS IS NOT AN INVOICE)

DATE: 6/14/2023

SERVICE LOCATION:

FACILITY: Wellston Elementary
ADDRESS: 500 Hayes Drive
Wellston, OK (74881)

BILL TO: (if different)

CLIENT: _____
ADDRESS: _____

PHONE: (405) 924-0209 Chris Hunt

EMAIL: chunt@wellstonschools.org

APPROVED BY: _____

AMOUNT: \$2,995.00

(Plus Applicable Sales Tax)

SOLD BY: Daniel Westergaard

*JAN-PRO agrees to provide the service indicated under the Cleaning Service Specifications given below.
CLIENT agrees to pay Jan-Pro the amount due, in full, upon receipt of Jan-Pro invoice.*

SERVICE SPECIFICATIONS

- Thoroughly sweep all hard surface floors
- Thoroughly mop all hard surface floors
- Remove any remaining debris with putty knife.
- Spray all baseboards and edges with Aerosol Stripper, let soak for ten (10) minutes, remove softened wax.
- Thoroughly strip all tile (VCT)
- Apply minimum of five (5) coats of High Industrial floor finish.

Are additional service specifications attached? Yes [] No []

CLIENT agrees to verbally notify **JAN-PRO** of any non-performance **within 24 hours** of completion of special service work.

JAN-PRO WILL NOT BE LIABLE FOR CONDITIONS BEYOND OUR CONTROL. JAN-PRO cannot be held responsible for damage to carpet or floors as a result of pre-existing conditions. Problems may include loose tiles, frayed seams, wrinkling, adhesive failure or delamination (the separation of the two backing layers).

CUSTOMER should be careful in the event the cleaning service specifications include floor care services, as floors may be slippery due to damp conditions.

IMPORTANT NOTE: Please have all computers unplugged and removed from floor prior to service. Please remove from the floor any and all personal items, boxes, small portable furniture or small portable file cabinets, excreta prior to service.

Client: _____
Authorized Signature

Print Name

FRANCHISEE: _____ START DATE: (On or Before) _____

Franchisee agrees to provide the service under the terms of this contract, according to all JAN-PRO standards, procedures and policies.

FRANCHISEE: Signature: _____ Date: _____



SPECIAL SERVICES FOR STRIP & WAX

(THIS IS NOT AN INVOICE)

DATE: 6/26/2023

SERVICE LOCATION:

FACILITY: Wellston High School

ADDRESS: 703 Birch St.

Wellston, OK (74881)

(2 Buildings: Metal / High School)

PHONE: (405) 861-2671 Mike Franz

EMAIL: mfranz@wellstonschools.org

APPROVED BY: _____

BILL TO: (if different)

CLIENT: _____

ADDRESS: _____

AMOUNT: \$7,200.00

(Plus Applicable Sales Tax)

SOLD BY: Daniel Westergaard

JAN-PRO agrees to provide the service indicated under the Cleaning Service Specifications given below. CLIENT agrees to pay Jan-Pro the amount due, in full, upon receipt of Jan-Pro invoice.

SERVICE SPECIFICATIONS

- Thoroughly sweep all hard surface floors
- Thoroughly mop all hard surface floors
- Remove any remaining debris with putty knife.
- Spray all baseboards and edges with Aerosol Stripper, let soak for ten (10) minutes, remove softened wax.
- Thoroughly strip all tile (VCT)
- Apply minimum of five (5) coats of High Industrial floor finish.

MOVING FURNITURE INCLUDED!

Are additional service specifications attached? Yes [] No []

CLIENT agrees to verbally notify JAN-PRO of any non-performance **within 24 hours** of completion of special service work.

JAN-PRO WILL NOT BE LIABLE FOR CONDITIONS BEYOND OUR CONTROL. JAN-PRO cannot be held responsible for damage to carpet or floors as a result of pre-existing conditions. Problems may include loose tiles, frayed seams, wrinkling, adhesive failure or delamination (the separation of the two backing layers).

CUSTOMER should be careful in the event the cleaning service specifications include floor care services, as floors may be slippery due to damp conditions.

IMPORTANT NOTE: Please have all computers unplugged and removed from floor prior to service. Please remove from the floor any and all personal items, boxes, small portable furniture or small portable file cabinets, excreta prior to service.

Client: _____
Authorized Signature

Print Name

FRANCHISEE: _____ START DATE: (On or Before) _____

Franchisee agrees to provide the service under the terms of this contract, according to all JAN-PRO standards, procedures and policies.

FRANCHISEE: Signature: _____ Date: _____



SPECIAL SERVICES FOR CARPET EXTRACTION

(THIS IS NOT AN INVOICE)

DATE: 6/26/2023

SERVICE LOCATION:

FACILITY: Wellston Elementary

ADDRESS: 500 Hayes Drive

Wellston, OK 74881

PHONE: 405-861-2671 Mike Franz

EMAIL: mfranz@wellstonschools.org

APPROVED BY: _____

BILL TO: (if different)

CLIENT: _____

ADDRESS: _____

AMOUNT: **\$3,455.00**

(Plus Applicable Sales Tax)

SOLD BY: **DANIEL WESTERGAARD**

JAN-PRO agrees to provide the service indicated under the Cleaning Service Specifications given below.
CLIENT agrees to pay Jan-Pro the amount due, in full, upon receipt of Jan-Pro invoice.

SERVICE SPECIFICATIONS

- Carpet – Pre-treat all stains
- Extract all carpeting through hot water extractions.
- Pay particular attention in corners, along edges and around furniture.
- Care will be exercised so that baseboards, walls, furniture and other items are not marred or disfigured during these procedures.
- **MOVING FURNITURES INCLUDED!**
- _____

Are additional service specifications attached? Yes [] No []

CLIENT agrees to verbally notify **JAN-PRO** of any non-performance **within 24 hours** of completion of special service work.

JAN-PRO WILL NOT BE LIABLE FOR CONDITIONS BEYOND OUR CONTROL. **JAN-PRO** cannot be held responsible for damage to carpet or floors as a result of pre-existing conditions. Problems may include loose tiles, frayed seams, wrinkling, adhesive failure or delamination (the separation of the two backing layers).

CUSTOMER should be careful in the event the cleaning service specifications include floor care services, as floors may be slippery due to damp conditions.

IMPORTANT NOTE: Please have all computers unplugged and removed from floor prior to service. Please remove from the floor any and all personal items, boxes, small portable furniture or small portable file cabinets, excreta prior to service.

CLIENT: _____
Authorized Signature

Print Name

FRANCHISEE: _____ START DATE: (On or Before) _____

Franchisee agrees to provide the service under the terms of this contract, according to all JAN-PRO standards, procedures and policies.

FRANCHISEE: Signature: _____ Date: _____

Wellston Schools - Exhibit A

Wellston Schools - Exhibit A		
School Year 2023-24	Recommendations - Extra Duty	
Name	Position	
Driskill Sawyer	Head Varsity Baseball Coach	