



Wellston Board of Education Regular Meeting  
Monday, December 6, 2021 7:30 PM Central  
Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Mallory Ebers: Present  
Crystal Hull: Present  
Tucker McConnell: Present  
Justin Rackley: Present  
Brock Terrell: Present  
Present: 5.

**1. ROUTINE ITEMS**

1.1. Call to Order  
At 7:35 p.m.

1.2. Roll Call  
All members present. Also present: Mike Franz - Superintendent and Beth Withrow - Minutes Clerk. Guests present: Alfred Hancock, Todd Beasley, Cody McDonnell, Paul Whitnah, and Marty Coulson.

1.3. Establishment of a Quorum

1.4. Possible consideration and vote to approve Agenda

1.5. Motion to approve agenda. This motion, made by Mallory Ebers and seconded by Justin Rackley, Carried.

1.6. Mallory Ebers:	1.7. Yea
1.8. Crystal Hull:	1.9. Yea
1.10. Tucker McConnell:	1.11. Yea
1.12. Justin Rackley:	1.13. Yea
1.14. Brock Terrell:	1.15. Yea

Yea: 5, Nay: 0

**2. PUBLIC COMMENT** (NOTE: A period of 15 total minutes will be allowed for public participation. A sign up sheet will be available prior to the start of each meeting. The length of presentations will be limited according to the number persons wishing to speak, not to exceed three minutes per speaker). Please be reminded that in this section of the board meeting questions and responses will not be permitted. The hear of of delegates is an opportunity for the public to address the board about ideas or concerns of our school. In addition, please be reminded that during the agenda business of these

meetings, there should be no involvement from the general public unless asked by board members.

Any citizen that wishes to make a presentation to the board concerning an agenda item.  
Any citizen that would like to address the board concerning an item for future consideration.

NONE

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

#### 3.1. Superintendent's Report

Enrollment numbers, inhaler training for each site, seizure safe school training for all staff members, New OSDE report on class sizes completed.

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

FCCLA/FACS and FFA November updates, November middle and high school student of the month and teacher of the month, December upcoming news, and current enrollment numbers.

#### 3.3. Elementary Principal's Report

Enrollment numbers, current attendance percentages, November events at the elementary.

#### 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. - 4.6.

5. Motion to approve Consent Agenda 4.1. - 4.6. This motion, made by Brock Terrell and seconded by Tucker McConnell, Carried.

6. Mallory Ebers: 7. Yea

8. Crystal Hull: 9. Yea

10. Tucker McConnell: 11. Yea

12. Justin Rackley: 13. Yea

14. Brock Terrell: 15. Yea

Yea: 5, Nay: 0

15.1. Approve minutes of the November 8, 2021 board meeting

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

15.3. General Fund Payments PO #'s 207-233 in the amount of \$37,031.09

15.4. Child Nutrition Payments are included with General Fund Payments

15.5. Building Fund Payments

15.6. Bond 31 Payments PO # 8 in the amount of \$1,400

**16. BUSINESS (ACTION) ITEMS**

16.1. Discussion and possible action on the purchase of laptops for MS.

16.2. Motion to approve purchase of 100 laptops from STS Education total of \$49,900.00 using ESSER funding, PO#11-234. This motion, made by Tucker McConnell and seconded by Justin Rackley, Carried.

16.3. Mallory Ebers: 16.4. Yea

16.5. Crystal Hull: 16.6. Yea

16.7. Tucker McConnell: 16.8. Yea

16.9. Justin Rackley: 16.10. Yea

16.11. Brock Terrell: 16.12. Yea

Yea: 5, Nay: 0

16.13. Discussion and possible action on adoption of policies BED (Public Participation), BED-E (Request to Address the Board), and BED-R (Public Participation Regulation).

16.14. Motion to approve the adoption of new policies BED, BED-E, and BED-R. This motion, made by Tucker McConnell and seconded by Brock Terrell, Carried.

16.15. Mallory Ebers: 16.16. Yea

16.17. Crystal Hull: 16.18. Yea

16.19. Tucker McConnell: 16.20. Yea

16.21. Justin Rackley: 16.22. Yea

16.23. Brock Terrell: 16.24. Yea

Yea: 5, Nay: 0

16.25. Discussion and possible action on adoption of policy FNG (Wireless Communication Devices).

16.26. Motion to approve policy FNG with specified revisions. This motion, made by Brock Terrell and seconded by Mallory Ebers, Carried.

16.27. Mallory Ebers: 16.28. Yea

16.29. Crystal Hull: 16.30. Yea

16.31. Tucker McConnell: 16.32. Yea

16.33. Justin Rackley: 16.34. Yea

16.35. Brock Terrell: 16.36. Yea

Yea: 5, Nay: 0

16.37. Discussion and possible action on adoption of policies FE (Student Transfers), FEH (Transfers for Special Education Students), FEF (Transfers for Children of Teachers).

16.38. Motion to adopt policies FE, FEH, and FEF. This motion, made by Tucker McConnell and seconded by Mallory Ebers, Carried.

16.39. Mallory Ebers: 16.40. Yea

16.41. Crystal Hull: 16.42. Yea

16.43. Tucker McConnell: 16.44. Yea

16.45. Justin Rackley: 16.46. Yea

16.47. Brock Terrell: 16.48. Yea

Yea: 5, Nay: 0

16.49. Discussion and possible action on adoption of policy FFACD (Medical Marijuana)

16.50. Motion to adopt policy FFACD. This motion, made by Tucker McConnell and seconded by Justin Rackley, Carried.

16.51. Mallory Ebers: 16.52. Yea

16.53. Crystal Hull: 16.54. Yea

16.55. Tucker McConnell: 16.56. Yea

16.57. Justin Rackley: 16.58. Yea

16.59. Brock Terrell: 16.60. Yea

Yea: 5, Nay: 0

16.61. Discussion and possible action on adoption of policies FOD (Suspension of Students) and FOD-R (Suspension of Students Regulation).

16.62. Motion to adopt new policies FOD and FOD-R. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

16.63. Mallory Ebers: 16.64. Yea

16.65. Crystal Hull: 16.66. Yea

16.67. Tucker McConnell: 16.68. Yea

16.69. Justin Rackley: 16.70. Yea

16.71. Brock Terrell: 16.72. Yea

Yea: 5, Nay: 0

16.73. Discussion and possible action on the school's emergency action plans in accordance with the city of Wellston.

16.74. Motion to grant the city use of two offices in the underground to convert to EOC accessed by Wellston PD and Emergency Management funded by city of Wellston, to be revisited annually. This motion, made by Mallory Ebers and seconded by Crystal Hull, Carried.

16.75. Mallory Ebers: 16.76. Yea

16.77. Crystal Hull: 16.78. Yea

16.79. Tucker McConnell: 16.80. Yea

16.81. Justin Rackley: 16.82. Yea

16.83. Brock Terrell: 16.84. Yea

Yea: 5, Nay: 0

16.85. Discussion and possible action on the approval of contract with Green's Propane.

16.86. Motion to approve a contract with Green's Propane. This motion, made by Justin Rackley and seconded by Tucker McConnell, Carried.

16.87. Mallory Ebers: 16.88. Yea

16.89. Crystal Hull: 16.90. Yea

16.91. Tucker McConnell: 16.92. Yea

16.93. Justin Rackley: 16.94. Yea

16.95. Brock Terrell: 16.96. Yea

Yea: 5, Nay: 0

17. **PERSONNEL** Discuss and vote to go into executive session to discuss personnel, review evaluations and review any applications, discuss resignations, discuss employment of replacements for personnel that have resigned or are resigning. Discuss hiring a support staff position. Review the confidential educational records of a minor student whereby disclosure of any additional information would violate FERPA. 25 O.S. Section 307(B)(1)

Pursuant to Title 25 O.S. Section 307(B)(1) Executive sessions of public bodies will be permitted only for the purpose of: discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee.

18. Motion to enter executive session at 9:53 p.m. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

19. Mallory Ebers: 20. Yea

21. Crystal Hull: 22. Yea

23. Tucker McConnell: 24. Yea

25. Justin Rackley: 26. Yea

27. Brock Terrell: 28. Yea

Yea: 5, Nay: 0

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

Returned to open session at 11:25 p.m.

28.2. Executive Session Minutes Compliance Announcement.

Given by Justin Rackley.

28.3. Discussion and possible action on hiring a teacher's assistant for the elementary.

28.4. Motion to approve hiring Rachel Morley as a teacher's assistant for the remainder of the 2021-2022 school year. This motion, made by Tucker McConnell and seconded by Crystal Hull, Carried.

28.5. Mallory Ebers: 28.6. Yea

- |                         |            |
|-------------------------|------------|
| 28.7. Crystal Hull:     | 28.8. Yea  |
| 28.9. Tucker McConnell: | 28.10. Yea |
| 28.11. Justin Rackley:  | 28.12. Yea |
| 28.13. Brock Terrell:   | 28.14. Yea |
- Yea: 5, Nay: 0

**29. Information to and from the Board**

The next scheduled board meeting is January 6, 2021 at 6:30 p.m.

**30. Adjournment**

31. Motion to adjourn at 11: 29 p.m. This motion, made by Justin Rackley and seconded by Brock Terrell, Carried.
- |                       |         |
|-----------------------|---------|
| 32. Mallory Ebers:    | 33. Yea |
| 34. Crystal Hull:     | 35. Yea |
| 36. Tucker McConnell: | 37. Yea |
| 38. Justin Rackley:   | 39. Yea |
| 40. Brock Terrell:    | 41. Yea |
- Yea: 5, Nay: 0

## **MS/HS Report**

**12/6/2021**

**FCCLA students** participated in the District STAR Event Competition on November 17th in Stillwater.

Emaleigh Tomlin- 2nd Place Repurpose and Redesign (she repurposed a piano bench into a craft table)

Kamber Ohl- 2nd Place freshman FCCLA Creed

Ryan Whitnah- 2nd Place 8th Grade FCCLA Creed

Josie Murray- 1st Place Cake Decorating

All individuals will advance to Regional competition held in February.

FACS just ended their cookie dough fundraiser and sold over \$2,500.

FCCLA Membership has tripled since last year.

Students are currently doing alot of Holiday Baking in class which involves learning how to make homemade pies, cookies, and casseroles.

A member from the Wellston community, Caitlyn Jackson, who is a small business owner of Cait's Cookies, came in November to demonstrate how to decorate a cake. This December she will be returning to demonstrate how to decorate Christmas cookies. Lots of fun and exciting things for both FCCLA and FACS students!

### **Wellston FFA November News;**

1. Several students participated in the Central Area AFR Speech Contest. Kolton Hunt was 1st in Senior AFR, Liddy Hunt was 2nd in Junior AFR , Shaley Barnes was 3rd in senior Natural Resources and Emma Hash was 4th in Junior Agriscience.
2. November 11th, Wellston FFA Officers and members conducted and led the Veterans Day Ceremony. Former Wellston FFA member and alumnus Mr. Brad Pittman spoke to the assembly.
3. On November 15th, the chapter conducted a local Creed and Quiz contest for our members. Wylee Terrell, Kaden James, Kamber Ohl and Kaden Bozeman were all first place winners.
4. On November 17th, Wellston FFA competed in the Central CDE Contest in Marlow. The Land Judging team placed second and Hayden Campbell was 4th overall. The Floriculture team placed fifth and Shaley Barnes was 2nd high individual. Shawn Bays placed 4th individually in the Farm Shop (Welding) contest.
5. On November 19th- Wellston FFA members participated in the CUTS livestock judging contest in Cherokee. The Junior team was 10th out of 39 teams (Contest officials lost Hayden Greens score card or

we could have possibly won the contest). Tate McConnell was first in sheep, 4th in reasons and 3rd high individual overall. The senior team was 14th.

6. Saturday, Kolton and Liddy Hunt participated in the State AFR Speech contest. Kolton placed 4th in the senior AFR division.

7. Wellston FFA Chapter took fifteen (the maximum allowed) 8th, 9th and 10th grade FFA members to MFE (Made for Excellence) Conference in Tulsa and four junior and senior FFA members to ALD (Advanced Leadership Development).

8. Wellston FFA members are currently working on several service learning projects for the community. They have hung Christmas lights on main street, conducting an Angel Tree drive for less fortunate children, hosting a faculty appreciation luncheon, selling Santa Grams at the Elementary and donating the proceeds to the Wellston Senior Citizens Center and volunteering at the Acts of Love Food Pantry.

9. Ms. Roat's Horticulture class is selling Poinsettias. We plan on donating a few Poinsettias to some senior citizens in the community as well.

10. Mr. Coulson's 7th and 8th grade classes are taking ATV safety courses through the ATV Safety Institute and will be completing the driving portion of the course this week.

#### **Building wide:**

#### **Student of the Month for November:**

Congrats to the Student of the Month and Teacher of the month for November, our students and teacher who showed Patriotism/Citizenship are:

**High School Student, Lazaro Chiarez** scored more points than any other student in both High School Civics classes on the U.S. Citizenship, he is a young man how is willing to help others anytime.

**Middle School Student, Ms. Emma Hash** completes her work entirely and on time daily. She seeks out help from her teachers on a daily basis to review her work and clarify any concepts with which she struggles. She is taking her academics seriously and is intentional about asking questions and giving her best effort.

#### **Teacher:**

**Mr. Jones** – he holds students to a high standard and helps all to understand what it is to serve and help our school and community. Thank you for your service to this school and athletics.

#### **December highlights:**

We are doing Elf in the School as a fun Christmas activity for the student body, students are enjoying a little holiday spirit.

Christmas Trees are set up in the front entry way, we are enjoying celebrating this season together.

Fellowship of Christian Athletes meets first and third Wednesday of the month, we have a total of about 25 MS and 10 HS students attend during their lunch time to hear a positive message.

Final Exams are Dec 16<sup>th</sup> and 17<sup>th</sup> - adjusted bell schedule is posted on website. We are following the student handbook in regards to test exemptions for this year.

**Enrollment: 12/16**

MS            119

HS            143

**New**

MS/HS       5

**Withdrawn**

MS/HS       2 (1- moved to Texas, 1 moved to Carney)

## December Board Report – Elementary

### 1. 2021-2022 Elementary Enrollment

<b>CLASS</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV (as of 11/30)</b>
<b>P3 (Speech)</b>	1	1	1	1
<b>PK (AM)</b>	5	6	6	6
<b>PK</b>	27	26	27	27
<b>K</b>	36	36	37	34
<b>1</b>	38	38	39	40
<b>2</b>	53	53	53	52
<b>3</b>	35	35	36	35
<b>4</b>	37	37	36	36
<b>5</b>	40	41	40	40
<b>TOTAL</b>	272	273	275	271

### 2 students CAME IN to the district

- 2 students moved into the district (Forgan, Florida)

### 6 students LEFT the district

- 5 students moved out of the district (Chandler, Edmond, Texas)
- 1 student transferred out of the district (Carney)

### 2. Attendance Concerns

- 93.6% student attendance 8/19/21-11/30/21. Last year, student attendance was 95.5% at the same point in the school year.
- Letters have been mailed home if students missed...
  - ...more than 4 days on 9/21/2021 (26 students)
  - ...more than 5 days on 10/15/2021 (38 students)
  - ...more than 7 days on 11/15/2021 (27 students)
- Letters included number of days missed and school attendance policy (per Wellston Student Handbook). Per policy, if absences exceed 8.5 per semester and 17 per school year, students are identified as being chronically absent by the state department of education, meaning credit can be suspended for the course or grade AND schools will be docked points on state report cards.
- Note: Student absences DO NOT include absences related to COVID.

### 3. Elementary Events

- Veteran's Day Assembly: Mrs. Buckley's and Mrs. Smith's 3rd grade students organized the assembly for more than 80 guests. 1<sup>st</sup> and 2<sup>nd</sup> grade classes performed a song and poem. Mrs. Meyers and Mr. Wilson returned to share their musical talents in the assembly.
- Essay Contest: Wellston Home Community Educators, led by Dawn Kincaid, hosted an essay contest for 4<sup>th</sup> grade students and provided cash prizes for 1<sup>st</sup> through 3<sup>rd</sup> place winners.

### 4. State Requirements

- Teacher Observations continued

**BOOSTER CLUB REPORT:**

School Farm: the ground has been leveled so that we can get the pad poured and the building up. Aaron Hancock will be coming out to verify the ground is good to pour the pad and then he will be taking care of pouring it. I will continue to update you as I have more news.

Thanks,

Sam Jordan

## Athletic Report; December 2021

8<sup>th</sup> grade girls' basketball won the Agra tournament

We are hosting the 6<sup>th</sup> grade basketball tournament this week

Both girls and boys HS basketball will be competing in Agra Tournament at the end of this week

Baseball practice has started

\*\*Hudiburg Ford is making a \$5000 donation to our Athletic Department and will providing banners for us to hang



Wellston Board of Education Regular Meeting  
Monday, November 8, 2021 6:30 PM Central  
Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Mallory Ebers: Present  
Crystal Hull: Present  
Tucker McConnell: Present  
Justin Rackley: Present  
Brock Terrell: Present  
Present: 5.

### 1. ROUTINE ITEMS

#### 1.1. Call to Order

At 6:31 p.m.

#### 1.2. Roll Call

All members present.

#### 1.3. Establishment of a Quorum

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

Motion to approve agenda. This motion, made by Tucker McConnell and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Tucker McConnell: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

**2. PUBLIC COMMENT** (NOTE: A period of 15 total minutes will be allowed for public participation. A sign up sheet will be available prior to the start of each meeting. The length of presentations will be limited according to the number persons wishing to speak, not to exceed three minutes per speaker). Please be reminded that in this section of the board meeting questions and responses will not be permitted. The hear of of delegates is an opportunity for the public to address the board about ideas or concerns of our school. In addition, please be reminded that during the agenda business of these meetings, there should be no involvement from the general public unless asked by board members.

Any citizen that wishes to make a presentation to the board concerning an agenda item.

Any citizen that would like to address the board concerning an item for future consideration.

### 3. REPORTS FROM SCHOOL PERSONNEL AND OTHERS

3.1. Superintendent's Report

October State Reports Updates and Information. October 1 Consolidated Report and Information from enrollment.

3.2. High School/Middle School Principal's Report

Enrollment Numbers; October Updates for FFA, Spanish, FACS; NHS fundraiser, FCA met for the first time this year, Veteran's Day Assembly on 11/11/21 during 3rd hour.

3.3. Elementary Principal's Report

Enrollment Numbers, Special Education Count, Fire Safety Presentation, Canned Food Drive, Sequoyah Day, Pumpkin Patch, October State Reports.

3.4. Booster Club Report

Meeting coming up on November 16, 2021. Discuss getting ready for concrete to be poured.

3.5. Athletic Report

Football season has ended. Basketball season started today for middle school. First basketball game for high school November 19, 2021.

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. - 4.7.

Motion to approve Consent Agenda items 4.1 - 4.7. This motion, made by Brock Terrell and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Tucker McConnell: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

4.1. Approve minutes of the October 11th, 2021 Regular board meeting.

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

4.3. General Fund Payments PO numbers 158-206.

4.4. Child Nutrition Payments are included with General Fund Payments

4.5. Building Fund Payments

4.6. Bond 31 Payments

4.7. Discussion and possible action declaring district inventory as surplus

5. **BUSINESS (ACTION) ITEMS**

5.1. Discussion and possible action to approve 2022 School Board Meeting Calendar.

Motion to approve the 2022 School Board Meeting Calendar with the changes discussed. This motion, made by Justin Rackley and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Yea  
Yea: 5, Nay: 0

5.2. Discussion and possible action on adoption of new policy FE - Student Transfers, as required by state law.

ITEM TABLED

5.3. Discussion and possible action on adoption of new policies as required by state law:  
Motion to approve the adoption of new policies in items 5.3.1 - 5.3.9. This motion, made by Tucker McConnell and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Yea  
Yea: 5, Nay: 0

5.3.1. BBB - BOE Terms Of Office

5.3.2. CHC - Bids and Quotations

5.3.3. EGG -E - Complaint Process Complaint Form

5.3.4. EIED - Graduation Requirements

5.3.5. EK-R1 - Testing Program Student Surveys

5.3.6. FFACDAA - Seizure Safe Schools

5.3.7. FFFD - Vehicle Use and Parking Students

5.3.8. FMAAA - Emergency Action Plan

5.3.9. FMAAA-E2 - Emergency Action Plan Review Form

5.4. Discussion and possible action on activity fundraiser amendments for the 2021-2022 school year.

Motion to approve activity fundraiser amendments for the 2021-2022 school year. This motion, made by Brock Terrell and seconded by Tucker McConnell, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Yea  
Yea: 5, Nay: 0

6. **PERSONNEL** Discuss and vote to go into executive session to discuss, a one-time non-recurring COVID-19 hazard and retention stipend for all Wellston Public Schools employees. Discuss emergency transfers.

Pursuant to Title 25 O.S. Section 307(B)(1), Executive sessions of public bodies will be permitted only for the purpose of: discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee.

Motion to go into Executive Session at 8:01 p.m. This motion, made by Tucker McConnell and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Tucker McConnell: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

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

Returned to Open Session at 9:12 p.m.

6.2. Executive Session Minutes Compliance Announcement.

Given by Justin Rackley.

6.3. Discussion and possible action on a one-time non-recurring COVID-19 hazard and retention stipend for all Wellston Public Schools employees.

MOTION TO APPROVE A ONE TIME NON-RECURRING COVID-19 HAZARD AND RETENTION STIPEND IN THE AMOUNT OF \$1,000 FOR ALL WELLSTON SCHOOLS EMPLOYEES CONTINGENT UPON OSDE FUNDING APPROVAL. This motion, made by Mallory Ebers and seconded by Tucker McConnell, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Tucker McConnell: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

6.4. Discussion and possible action on emergency transfers for the 2021-2022 school year.

Motion to approve emergency transfers for the 2021-2022 school year. This motion, made by Mallory Ebers and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Tucker McConnell: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

## 7. Information to and from the Board

NEXT REGULAR BOARD MEETING IS DECEMBER 6, 2021.

## 8. Adjournment

Motion to adjourn at 9:16 P.M. This motion, made by Justin Rackley and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Tucker McConnell: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

# Wellston Public Schools

## Receipt Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 11/1/2021 - 11/30/2021, Account: All, Status: All

Receipt No	Date		Received From					Amount	Status
	Year	Fund	Acct Type	Acct No	Project	Program	Unit	Amount	
82	11/1/2021		G. Grimmatt					\$550.00	Posted
	2022	21	AR	1420	000	000	050	\$550.00	
						2022	21 Total	\$550.00	
83	11/1/2021		B. Roat					\$550.00	Posted
	2022	21	AR	1420	000	000	050	\$550.00	
						2022	21 Total	\$550.00	
84	11/5/2021		Lincoln County Clerk					\$1,933.89	Posted
	2022	11	AR	2100	000	000	050	\$146.55	
	2022	11	AR	1120	000	000	050	\$112.62	
	2022	11	AR	2200	000	000	050	\$1,572.87	
	2022	11	AR	3150	000	000	050	\$51.94	
	2022	11	AR	1352	000	000	050	\$0.44	
						2022	11 Total	\$1,884.42	
	2022	21	AR	1120	000	000	050	\$16.10	
						2022	21 Total	\$16.10	
	2022	41	AR	1120	000	000	050	\$33.37	
						2022	41 Total	\$33.37	
85	11/9/2021		Oklahoma Tax Commission					\$32,762.52	Posted
	2022	11	AR	3110	000	000	050	\$3,877.84	
	2022	11	AR	3130	000	000	050	\$8,758.41	
	2022	11	AR	3120	000	000	050	\$20,126.27	
						2022	11 Total	\$32,762.52	
86	11/12/2021		OK State Department of Education					\$527.01	Posted
	2022	11	AR	3250	331	000	050	\$527.01	
						2022	11 Total	\$527.01	
87	11/12/2021		OK State Department of Education					\$714.12	Posted
	2022	11	AR	4720	764	700	050	\$714.12	
						2022	11 Total	\$714.12	
88	11/12/2021		OK State Department of Education					\$908.66	Posted
	2022	11	AR	4720	764	700	050	\$908.66	
						2022	11 Total	\$908.66	
89	11/12/2021		OK State Department of Education					\$2,048.65	Posted
	2022	11	AR	3250	332	000	050	\$2,048.65	
						2022	11 Total	\$2,048.65	
90	11/12/2021		OK State Department of Education					\$5,155.09	Posted
	2022	11	AR	4710	763	700	050	\$5,155.09	
						2022	11 Total	\$5,155.09	
91	11/12/2021		OK State Department of Education					\$5,222.96	Posted
	2022	11	AR	4720	764	700	050	\$5,222.96	
						2022	11 Total	\$5,222.96	
92	11/12/2021		OK State Department of Education					\$5,677.51	Posted
	2022	11	AR	4710	763	700	050	\$5,677.51	
						2022	11 Total	\$5,677.51	
93	11/12/2021		OK State Department of Education					\$7,982.07	Posted
	2022	11	AR	3250	335	000	050	\$7,982.07	
						2022	11 Total	\$7,982.07	
94	11/12/2021		OK State Department of Education					\$14,351.37	Posted

# Wellston Public Schools

## Receipt Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 11/1/2021 - 11/30/2021, Account: All, Status: All

Receipt No	Date		Received From				Amount	Status		
	Year	Fund	Acct Type	Acct No	Project	Program	Unit		Amount	
	2022	11	AR	4710	763	700	050	\$14,351.37		
						2022	11 Total	\$14,351.37		
95		11/12/2021	OK State Department of Education						\$23,281.02	Posted
	2022	11	AR	3250	334	000	050	\$23,281.02		
						2022	11 Total	\$23,281.02		
96		11/12/2021	OK State Department of Education						\$169,735.94	Posted
	2022	11	AR	3210	000	000	050	\$169,735.94		
						2022	11 Total	\$169,735.94		
97		11/22/2021	OK State Department of Education						\$2,697.15	Posted
	2022	11	AR	4760	768	700	050	\$2,697.15		
						2022	11 Total	\$2,697.15		
98		11/23/2021	OK Land Commission						\$5,103.81	Posted
	2022	11	AR	3140	000	000	050	\$5,103.81		
						2022	11 Total	\$5,103.81		
99		11/30/2021	SNB Refund on Direct Deposit						\$3,164.22	Posted
	2022	11	AR	1590	000	000	050	\$3,164.22		
						2022	11 Total	\$3,164.22		
100		11/30/2021	SNB Interest Earned						\$64.21	Posted
	2022	11	AR	1310	000	000	050	\$64.21		
						2022	11 Total	\$64.21		
101		11/30/2021	SNB Money Market Interest Earned						\$2.51	Posted
	2022	11	AR	1310	000	000	050	\$2.51		
						2022	11 Total	\$2.51		

**Year and Fund Totals:**

2022	11	\$281,283.24
2022	21	\$1,116.10
2022	41	\$33.37

**Total Receipts Posted =** \$282,432.71

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

## Wellston Public Schools

## Outstanding Payments

Options: As Of Date: 11/30/2021

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2021	11	1285	5/1/2021	5/31/2021	13020	ALYSSA M DANKER	\$64.64
2021	11	1714	6/4/2021	6/30/2021	761	EMPLOYEES GROUP INSURANCE PR	\$28914.90
2021	11	1728	6/29/2021	6/30/2021	12023	DOLLAR GENERAL CHARGE SALES	\$105.01
2021	11	1786	6/30/2021	6/30/2021	13	THOMPSON SCHOOL BOOK DEP	\$34326.77
<b>Total: 2021 11</b>							<b>\$63,411.32</b>
2022	11	37	8/1/2021	8/31/2021	12367	AMERICAN FIDELITY HSA	\$300.00
2022	11	43	8/1/2021	8/31/2021	761	EMPLOYEES GROUP INSURANCE PR	\$5166.06
2022	11	54	8/6/2021	8/31/2021	924	OKACTE	\$915.00
2022	11	72	8/6/2021	8/31/2021	546	DECKER EQUIPMENT	\$147.41
2022	11	74	8/6/2021	8/31/2021	379	ARCHWAY	\$15112.63
2022	11	87	9/1/2021	9/30/2021	161	AMERICAN FIDELITY ANNUITY	\$1150.00
2022	11	99	9/1/2021	9/30/2021	761	EMPLOYEES GROUP INSURANCE PR	\$33301.48
2022	11	182	9/13/2021	9/30/2021	13214	STS - EDUCATION	\$18367.00
2022	11	207	9/13/2021	9/30/2021	375	HOBART	\$398.73
2022	11	234	9/13/2021	9/30/2021	761	EMPLOYEES GROUP INSURANCE PR	\$907.02
2022	11	335	10/1/2021	10/31/2021	13430	DEBBIE STEWART	\$55.41
2022	11	344	10/1/2021	10/31/2021	12013	AMERICAN FIDELITY FLEX DEPT	\$434.16
2022	11	345	10/1/2021	10/31/2021	161	AMERICAN FIDELITY ANNUITY	\$1150.00
2022	11	346	10/1/2021	10/31/2021	162	AMERICAN FIDELITY ASSURANCE	\$3649.56
2022	11	355	10/1/2021	10/31/2021	12417	PRINCIPAL FINANCIAL GROUP	\$213.54
2022	11	357	10/1/2021	10/31/2021	761	EMPLOYEES GROUP INSURANCE PR	\$32731.02
2022	11	360	10/1/2021	10/31/2021	115	WELLSTON EDUCATORS ASSOC	\$234.37
2022	11	378	10/12/2021	10/31/2021	13342	J.W. PEPPER & SON, INC	\$583.00
2022	11	381	10/12/2021	10/31/2021	13437	KESS COLE	\$51.75
2022	11	402	10/12/2021	10/31/2021	12936	TRENT M HUGHES	\$30.00
2022	11	407	11/1/2021	11/30/2021	205	AFLAC	\$612.35
2022	11	408	11/1/2021	11/30/2021	12013	AMERICAN FIDELITY FLEX DEPT	\$434.16
2022	11	409	11/1/2021	11/30/2021	161	AMERICAN FIDELITY ANNUITY	\$1150.00
2022	11	410	11/1/2021	11/30/2021	162	AMERICAN FIDELITY ASSURANCE	\$3649.56
2022	11	411	11/1/2021	11/30/2021	164	CCOSA	\$83.75
2022	11	412	11/1/2021	11/30/2021	12235	EMPLOYER ADMIN SERVICES	\$300.00
2022	11	414	11/1/2021	11/30/2021	12706	JOHN HARDEMAN, TRUSTEE	\$1357.00
2022	11	415	11/1/2021	11/30/2021	824	LIFE INS. COMPANY OF THE SOUTH	\$250.00
2022	11	417	11/1/2021	11/30/2021	661	PROFESSIONAL OKLAHOMA EDUCA	\$679.00
2022	11	418	11/1/2021	11/30/2021	348	PRE PAID LEGAL SERVICE	\$298.90
2022	11	419	11/1/2021	11/30/2021	12417	PRINCIPAL FINANCIAL GROUP	\$213.54
2022	11	421	11/1/2021	11/30/2021	761	EMPLOYEES GROUP INSURANCE PR	\$32958.46
2022	11	424	11/1/2021	11/30/2021	115	WELLSTON EDUCATORS ASSOC	\$227.37
2022	11	447	11/1/2021	11/30/2021	12236	DANIEL STITES	\$41.56
2022	11	509	11/8/2021	11/30/2021	12305	UNITED RENTAL	\$7000.00
2022	11	511	11/8/2021	11/30/2021	13448	IDENTIMETRICS	\$8305.00
2022	11	512	11/8/2021	11/30/2021	13214	STS - EDUCATION	\$7136.00
2022	11	513	11/8/2021	11/30/2021	12141	VIDEO REALITY	\$3949.00
2022	11	522	11/8/2021	11/30/2021	13463	SAXON UNIFORM NETWORK, INC.	\$250.00
2022	11	535	11/8/2021	11/30/2021	25	OKLA STATE SCHOOL BOARDS ASS	\$2000.00
2022	11	546	11/8/2021	11/30/2021	12473	AMAZON CREDITLINE	\$1380.75
2022	11	573	11/16/2021	11/30/2021	12259	REBECCA STEPHENS	\$1000.00
2022	11	581	11/16/2021	11/30/2021	12336	CLANCY RICHARDS	\$1000.00
2022	11	592	11/16/2021	11/30/2021	12400	DILLON ENDECOTT	\$1000.00
2022	11	595	11/16/2021	11/30/2021	12176	ELIZABETH FINNEY	\$1000.00

## Wellston Public Schools

## Outstanding Payments

Options: As Of Date: 11/30/2021

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2022	11	602	11/16/2021	11/30/2021	80071	JACKIE M. WALL	\$1000.00
2022	11	605	11/16/2021	11/30/2021	80180	JESSICA FISH	\$1000.00
2022	11	608	11/16/2021	11/30/2021	13406	Katherine Ann Papera	\$1000.00
2022	11	615	11/16/2021	11/30/2021	80092	LISA M KNOY	\$1000.00
2022	11	618	11/16/2021	11/30/2021	12741	MELISSA WOODS	\$1000.00
2022	11	623	11/16/2021	11/30/2021	80184	RENEE S BUCKLEY	\$1000.00
2022	11	625	11/16/2021	11/30/2021	12450	ROBYN RENEE SMITH	\$1000.00
2022	11	629	11/16/2021	11/30/2021	13412	Melvin Smith	\$1000.00
2022	11	630	11/16/2021	11/30/2021	80165	SUSANNE M. CHAPMAN	\$1000.00
2022	11	638	11/16/2021	11/30/2021	13295	FESLER PEST CONTROL LLC	\$120.00
<b>Total: 2022 11</b>							<b>\$200,294.54</b>
<b>Total Outstanding:</b>							<b>\$263,705.86</b>

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 11/30/2021

## 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	\$520,295.73
11	2022	GENERAL	\$32,575.63
Fund 11 Total			\$552,871.36
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	(\$156,635.48)
Fund 21 Total			\$40,535.82
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	(\$50,814.90)
Fund 31 Total			\$160,210.06

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 11/30/2021

32	2016	BOND FUND		\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2019	TRANSPORTATION BOND		\$0.00
32	2020	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		\$0.00
			<b>Fund 32 Total</b>	<b>\$0.00</b>
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		\$191,324.85
41	2022	SINKING		(\$6,140.44)
			<b>Fund 41 Total</b>	<b>\$185,184.41</b>
60	2017	HS/MS ACTIVITY FUND		\$234,456.04
60	2018	HS/MS ACTIVITY FUND		\$444,083.53
60	2019	HS/MS ACTIVITY FUND		\$530,359.71
60	2020	HS/MS ACTIVITY FUND		\$307,144.88
60	2021	HS/MS ACTIVITY FUND		\$304,689.75
60	2022	HS/MS ACTIVITY FUND		\$212,154.08
			<b>Fund 60 Total</b>	<b>\$2,032,887.99</b>
61	2017	ELEMENTARY ACTIVITY FUND		\$78,565.40
61	2018	ELEMENTARY ACTIVITY FUND		\$83,655.53
61	2019	ELEMENTARY ACTIVITY FUND		\$84,036.71
61	2020	ELEMENTARY ACTIVITY FUND		\$52,772.59
61	2021	ELEMENTARY ACTIVITY FUND		\$61,776.43
61	2022	ELEMENTARY ACTIVITY FUND		\$62,149.04
			<b>Fund 61 Total</b>	<b>\$422,955.70</b>
			<b>Cash Total</b>	<b>\$3,394,645.34</b>
<b>Investments</b>				
11	2017	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
			<b>Fund 11 Total</b>	<b>\$0.00</b>
61	2017	ELEMENTARY ACTIVITY FUND		\$0.00
			<b>Fund 61 Total</b>	<b>\$0.00</b>
			<b>Investments Total</b>	<b>\$0.00</b>
<b>Revenue Receivable</b>				
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		(\$5,054,800.05)
11	2022	GENERAL		(\$1,431,466.28)
			<b>Fund 11 Total</b>	<b>(\$6,486,266.33)</b>

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 11/30/2021

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
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	(\$283,884.76)
21	2022	BUILDING	(\$7,632.52)
Fund 21 Total			(\$291,517.28)
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	(\$245,039.16)
22	2020	CHILD NUTRITION	\$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	(\$565,829.87)
Fund 31 Total			(\$565,829.87)
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	(\$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

**Wellston Public Schools**

**Balance Sheet**

Options: As Of Date: 11/30/2021

41	2021	SINKING		(\$212,179.85)
41	2022	SINKING		(\$4,287.06)
				<hr/>
Fund 41 Total				(\$216,466.91)
60	2017	HS/MS ACTIVITY FUND		(\$234,456.04)
60	2018	HS/MS ACTIVITY FUND		(\$362,614.15)
60	2019	HS/MS ACTIVITY FUND		(\$439,726.29)
60	2020	HS/MS ACTIVITY FUND		(\$233,371.90)
60	2021	HS/MS ACTIVITY FUND		(\$227,256.25)
60	2022	HS/MS ACTIVITY FUND		(\$132,754.72)
				<hr/>
Fund 60 Total				(\$1,630,179.35)
61	2017	ELEMENTARY ACTIVITY FUND		(\$53,288.83)
61	2018	ELEMENTARY ACTIVITY FUND		(\$51,232.30)
61	2019	ELEMENTARY ACTIVITY FUND		(\$48,910.04)
61	2020	ELEMENTARY ACTIVITY FUND		(\$35,699.63)
61	2021	ELEMENTARY ACTIVITY FUND		(\$38,498.43)
61	2022	ELEMENTARY ACTIVITY FUND		(\$32,301.32)
				<hr/>
Fund 61 Total				(\$259,930.55)
Revenue Receivable Total				(\$9,855,229.45)
Assets Total				<u>(\$6,460,584.11)</u>

**Liabilities, Reserves and Fund Balance**

**Outstanding Warrants**

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		\$63,411.32
11	2022	GENERAL		\$200,294.54
				<hr/>
Fund 11 Total				\$263,705.86
12	2017	CO-OP		\$0.00
				<hr/>
Fund 12 Total				\$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		\$0.00
				<hr/>
Fund 21 Total				\$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
				<hr/>
Fund 22 Total				\$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

Wellston Public Schools

Balance Sheet

Options: As Of Date: 11/30/2021

31	2022	BUILDING BOND		\$0.00
			Fund 31 Total	<u>\$0.00</u>
32	2017	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		\$0.00
			Fund 32 Total	<u>\$0.00</u>
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		\$0.00
			Fund 41 Total	<u>\$0.00</u>
			Outstanding Warrants Total	\$263,705.86
<b>Fund Balance</b>				
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		\$0.00
11	2022	GENERAL		\$0.00
				(\$4,597,915.64)
			Fund 11 Total	<u>(\$1,599,185.19)</u>
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
			Fund 12 Total	<u>\$0.00</u>
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		\$0.00
				(\$86,713.46)
			Fund 21 Total	<u>(\$164,268.00)</u>
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
				(\$245,039.16)
				\$0.00

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 11/30/2021

			Fund 22 Total	<u>(\$245,039.16)</u>
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)
			Fund 31 Total	<u>(\$50,814.90)</u>
			Fund 31 Total	<u>(\$405,619.81)</u>
32	2013	BOND FUND		\$0.00
32	2016	BOND FUND		\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		\$0.00
			Fund 32 Total	<u>(\$160,000.00)</u>
			Fund 32 Total	<u>(\$160,000.00)</u>
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)
			Fund 41 Total	<u>(\$10,427.50)</u>
			Fund 41 Total	<u>(\$31,282.50)</u>
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
60	2020	HS/MS ACTIVITY FUND		\$73,772.98
60	2021	HS/MS ACTIVITY FUND		\$77,433.50
60	2022	HS/MS ACTIVITY FUND		\$79,399.36
			Fund 60 Total	<u>\$402,708.64</u>
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		\$29,847.72
			Fund 61 Total	<u>\$163,025.15</u>
			Fund Balance Total	<u>(\$6,724,289.97)</u>
			Liabilities, Reserves and Fund Balance Total	<u>(\$6,460,584.11)</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		
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		
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		
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		
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		
December	503,599.00	400,350.00	319,702.00	363,430.00	520,362.55	387,319.07				
January	796,732.00	361,245.00	1,112,561.68	393,215.17	1,039,362.83	346,747.51				
February	452,902.00	383,445.00	558,701.96	415,885.97	407,749.44	375,031.55				
March	288,151.00	387,706.00	297,240.50	372,678.76	312,947.00	349,244.13				
April	609,362.00	373,951.00	605,463.53	349,665.39	430,744.12	373,310.60				
May	415,857.00	429,819.00	1,222,301.88	325,136.15	405,732.07	415,541.18				
June	347,581.00	1,303,529.00	362,990.39	1,161,198.85	402,400.23	918,721.19				
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	\$1,454,921.00	\$1,906,824.92	\$0.00	\$0.00
over/short		(\$489,007.00)		\$958,877.65		(\$542,711.56)		(\$451,903.92)		\$0.00

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		
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		
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		
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		
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		
December	503,599.00	400,350.00	319,702.00	363,430.00	515,026.42	376,421.52				
January	796,732.00	361,245.00	1,112,561.68	393,215.17	843,635.15	332,497.33				
February	452,902.00	383,445.00	558,701.96	415,885.97	361,403.51	375,031.55				
March	288,151.00	387,706.00	297,240.50	372,678.76	304,549.41	349,244.13				
April	609,362.00	373,951.00	605,463.53	349,665.39	395,237.55	352,455.60				
May	415,857.00	429,819.00	1,222,301.88	325,136.15	388,396.07	415,541.18				
June	347,581.00	1,303,529.00	362,990.39	1,161,198.85	390,849.45	881,721.19				
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	1,443,001.42	1,681,314.52	-	
over/short		(\$489,007.00)		\$958,877.65		(\$231,643.14)		(\$238,313.10)		\$0.00

# November 2021

General #11		Building #21	
\$	591,215.92	Balance Forward	
\$	583,333.66	Warrants	
\$	1,884.42	11/5 Lincoln County Clerk	
\$	32,762.52	11/9 OK Tax Commission	
\$	527.01	11/12 OSDE Certified in Lieu of	
\$	714.12	11/12 OSDE Breakfast Program	
\$	908.66	11/12 OSDE Breakfast Program	
\$	2,048.65	11/12 OSDE Support in Lieu of	
\$	5,155.09	11/12 OSDE Lunch Program	
\$	5,222.96	11/12 OSDE Breakfast Program	
\$	5,677.51	11/12 OSDE Lunch Program	
\$	7,982.07	11/12 OSDE Support Health Allowance	
\$	14,351.37	11/12 OSDE Lunch Program	
\$	23,281.02	11/12 OSDE Certified Health Allowance	
\$	169,735.94	11/12 OSDE Financial Support	
\$	2,697.15	11/22 OSDE Fresh Fruit and Veggies	
\$	5,103.81	11/23 OK Land Commission	
\$	3,164.22	11/30 SNB Direct Deposit Refund	
\$	64.21	11/30 SNB Interest Earned	
\$	2.51	11/30 SNB Money Market Interest	
\$ 289,165.50		Balance	
			Building #21
\$		39,419.72	Balance Forward
			Warrants
\$		550.00	11/1 G.Grimmett
\$		550.00	11/1 B. Roat
\$		16.10	11/5 Lincoln County Clerk
		\$ 40,535.82	Balance
			Building Bond #31
\$		160,210.06	Balance Forward
		\$ 160,210.06	Balance
			Sinking Fund #41
\$		185,151.04	Balance Forward
\$		33.37	11/5 Lincoln County Clerk
		\$ 185,184.41	Balance

#900211

\$	6,106.62	Balance Forward
\$	2.51	Interest earned
<hr/>		
\$	6,109.13	Balance

\$	975,996.74	Balance Forward
\$	282,432.71	Revenue
\$	583,333.66	Expenses
<hr/>		
\$	675,095.79	Balance

\$	932,693.27	Bank Balance
\$	263,705.86	Outstanding Warrants
\$	6,109.13	Money Market
\$	0.75	Bank check for Kelly Curry
<hr/>		
\$	675,095.79	Balance

General

\$	281,283.24	Revenue
\$	583,333.66	Expenses

# Wellston Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 11/1/2021 - 11/30/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ATHLETICS	\$3,969.59	\$4,449.00	\$0.00	\$1,427.50	\$6,991.09	\$0.00	\$6,991.09
802 FFA	\$40,683.23	\$9,020.00	\$0.00	\$37,650.77	\$12,052.46	\$0.00	\$12,052.46
803 CLASS OF 2021	\$2,273.24	\$0.00	\$0.00	\$0.00	\$2,273.24	\$0.00	\$2,273.24
804 CLASS OF 2022	\$2,828.73	\$0.00	\$0.00	\$0.00	\$2,828.73	\$0.00	\$2,828.73
805 CLASS OF 2023	\$359.00	\$2,407.50	\$0.00	\$400.00	\$2,366.50	\$0.00	\$2,366.50
806 CLASS OF 2024	\$212.34	\$0.00	\$0.00	\$0.00	\$212.34	\$0.00	\$212.34
807 WEA	\$2,023.34	\$0.00	\$0.00	\$0.00	\$2,023.34	\$0.00	\$2,023.34
808 H.S. SOFTBALL	\$4,185.87	\$1,451.50	\$0.00	\$0.00	\$5,637.37	\$0.00	\$5,637.37
809 FCCLA	\$1,215.55	\$115.00	\$0.00	\$391.00	\$939.55	\$0.00	\$939.55
811 MURAL FUND	\$489.50	\$0.00	\$0.00	\$0.00	\$489.50	\$0.00	\$489.50
812 ANNUAL	\$24,196.81	\$395.00	\$0.00	\$0.00	\$24,591.81	\$0.00	\$24,591.81
814 H.S. CHEERLEADERS	\$4,316.52	\$283.00	\$0.00	\$0.00	\$4,599.52	\$0.00	\$4,599.52
815 FOOTBALL	\$1,474.39	\$0.00	\$0.00	\$255.69	\$1,218.70	\$0.00	\$1,218.70
818 BAND	\$5,597.24	\$1,833.50	\$0.00	\$0.00	\$7,430.74	\$0.00	\$7,430.74
819 PETTY CASH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
820 COUNSELOR	\$316.00	\$0.00	\$0.00	\$0.00	\$316.00	\$0.00	\$316.00
821 M.S. CHEERLEADERS	\$70.22	\$391.56	\$0.00	\$0.00	\$461.78	\$0.00	\$461.78
823 SPANISH CLUB	\$289.11	\$0.00	\$0.00	\$0.00	\$289.11	\$0.00	\$289.11
824 NATIONAL HONOR SOCIETY	\$483.03	\$400.55	\$0.00	\$0.00	\$883.58	\$0.00	\$883.58
827 SPEECH/DRAMA	\$207.02	\$0.00	\$0.00	\$0.00	\$207.02	\$0.00	\$207.02
828 ART CLASS	\$234.85	\$40.00	\$0.00	\$0.00	\$274.85	\$0.00	\$274.85
831 CLASS OF 2020	\$2,176.15	\$0.00	\$0.00	\$0.00	\$2,176.15	\$0.00	\$2,176.15
832 FELLOWSHIP CHRISTIAN ATHLETES	\$30.34	\$0.00	\$0.00	\$0.00	\$30.34	\$0.00	\$30.34
834 H.S. BASEBALL	\$7,237.27	\$2,678.50	\$0.00	\$0.00	\$9,915.77	\$0.00	\$9,915.77
835 CHILD NUTRITION	\$2,755.04	\$1,783.57	\$0.00	\$0.00	\$4,538.61	\$0.00	\$4,538.61
837 MISCELLANEOUS	\$1,112.55	\$1,266.81	\$0.00	\$0.00	\$2,379.36	\$0.00	\$2,379.36
839 AP	\$103.94	\$0.00	\$0.00	\$0.00	\$103.94	\$0.00	\$103.94
843 LIBRARY	\$620.91	\$31.00	\$0.00	\$88.00	\$563.91	\$0.00	\$563.91
844 GENERAL FUND REFUND	\$1,865.00	\$90.00	\$0.00	\$0.00	\$1,955.00	\$0.00	\$1,955.00
846 SCIENCE CLUB	\$77.51	\$0.00	\$0.00	\$0.00	\$77.51	\$0.00	\$77.51
850 M.S. MISC	\$20,051.87	\$0.00	\$0.00	\$0.00	\$20,051.87	\$0.00	\$20,051.87
851 H.S. MISC	\$825.49	\$0.00	\$0.00	\$2.00	\$823.49	\$0.00	\$823.49
852 GIRLS BASKETBALL	\$1,474.48	\$0.00	\$0.00	\$650.00	\$824.48	\$0.00	\$824.48
853 BOYS BASKETBALL	\$2,300.73	\$925.00	\$0.00	\$0.00	\$3,225.73	\$0.00	\$3,225.73
856 BPA	\$2,294.90	\$140.00	\$0.00	\$0.00	\$2,434.90	\$0.00	\$2,434.90
858 TEACHER OF THE YEAR	\$522.00	\$0.00	\$0.00	\$0.00	\$522.00	\$0.00	\$522.00
859 BILL FORGEY SCHOLARSHIP FUND	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
860 TROY SWAFFORD SCHOLARSHIP	\$875.00	\$0.00	\$0.00	\$0.00	\$875.00	\$0.00	\$875.00
861 APRIL COLLINS POTTERFIELD SCHOLARSHIP	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
<b>Total</b>	<b>\$141,348.76</b>	<b>\$27,701.49</b>	<b>\$0.00</b>	<b>\$40,864.96</b>	<b>\$128,185.29</b>	<b>\$0.00</b>	<b>\$128,185.29</b>

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 207 - 300, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	207	11/18/2021	12489	EUREKA WATER CO	BILLING	176.30
11	208	11/15/2021	13471	SHAWNEE LITTLE THEATRE	GIFTED TALENTED TRIP	150.00
11	209	10/01/2021	12078	AF PLAN SERVE	MONTHLY BILLING	14.00
11	210	11/01/2021	99998	FIRST BANK & TRUST CO.	SAFE DEPOSIT BOX	40.00
11	211	11/01/2021	37	THE LINCOLN COUNTY NEWS	ELECTION NOTICE	13.15
11	212	11/01/2021	13315	LINCOLN COUNTY ASSESSOR	VISUAL INSPECTION BILLING	6,607.56
11	213	11/01/2021	780	OKLA THERAPY CONSULTANTS	OCCUPATIONAL THERAPY	7,647.50
11	214	11/01/2021	13424	FIRE SAFETY INSPECTIONS	REPAIR WORK - KEYPAD	120.00
11	215	11/01/2021	13423	EAGLE MECHANICAL, INC	AC REPAIR WORK	385.00
11	216	11/01/2021	874	WHITNAH PLUMBING	PLUMBING FOR GREENHOUSE	1,000.00
11	217	11/01/2021	60	FOLLET SCHOOL SOLUTIONS INC	LIBRARY SERVICES	611.00
11	218	11/01/2021	157	AUTO-CHLOR SYSTEM	MONTHLY BILLING	275.50
11	219	12/06/2021	13477	ICE-MASTERS	ICE MACHINES SET UP	438.00
11	220	12/06/2021	12366	ALLIED ELEVATOR SER INC	ELEVATOR SERVICE	627.50
11	221	12/06/2021	13010	DICK BLINK ART MATERIALS	ART SUPPLIES	358.31
11	222	11/01/2021	13013	NAPA AUTO PARTS	AUTO PARTS	261.20
11	223	11/01/2021	12009	FLINN SCIENTIFIC INC	SCIENCE	1,096.57
11	224	12/06/2021	12365	PALEN MUSIC	INSTRUMENT REPAIRS	276.00
11	225	10/01/2021	160	OFFICE DEPOT INC	MONTHLY BILLING	727.45
11	226	11/01/2021	12266	KRISTA MOTLEY, MS, CCC-SLP	SPEECH LANGUAGE PATHOLOGY	4,745.00
11	227	10/01/2021	12023	DOLLAR GENERAL CHARGE SALES	MONTHLY BILLING	11.35
11	228	10/01/2021	12376	CAPITAL ONE	MONTHLY BILLING	2,500.00
11	229	10/01/2021	144	LOWE'S	MONTHLY BILLING	406.84
11	230	08/01/2021	12473	AMAZON CREDITLINE	MONTHLY BILLING	7,135.49
11	231	11/01/2021	240	HOME DEPOT CREDIT SERVICES	MONTHLY BILLING	172.70
11	232	09/01/2021	12556	ATWOODS- JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	51.20
11	233	07/01/2021	12434	SUMMIT BUS	BUS PARTS	1,183.47
<b>Non-Payroll Total:</b>						<b>\$37,031.09</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$37,031.09</b>

## Encumbrance Register

**Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 8 - 8, Fund Codes: 31

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
31	8	11/19/2021	13478	ROY DANKER	ROOF REPAIR	1,400.00
<b>Non-Payroll Total:</b>						<b>\$1,400.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,400.00</b>



Company Address	130-A W. Cochran St. Simi Valley, CA 93065 US	Created Date	10/28/2021 9:13 AM
		Expiration Date	11/27/2021
		Quote Number	Q-18064
Prepared By	Jonathan French	Account Name	Wellston Public Schools (OK)
Email	jonathan.french@stseducation-us.com	Contact Name	Joe Clark
Fax	(888) 801-3381	Phone	(405) 356-2533
		Email	jclark@wellston.k12.ok.us
Bill To Name	Wellston Public Schools (OK)	Ship To Name	Wellston Public Schools (OK)
Bill To	PO BOX 60 WELLSTON, OK 74881-0060	Ship To	800 Birch Ave WELLSTON, OK 74881

Quantity	Product Name	Product Description	Sales Price	Calculated Total Price
100	Dell Latitude E7470		\$499.00	\$49,900.00
100	-- E7470 - i5 - WC - R	Dell Latitude E7470 Ultrabook Intel i5-6th Gen (6300U, etc.), 14" WITH Webcam, HDMI, No Optical, A/C Adapter.		
100	-- RAM - 8GB - LT - 2nd Life Sale	RAM - 8GB Total for Laptop		
100	-- 240-256GB SSD	240-256GB SSD		
100	-- Battery - Tested Working	Battery - Tested Working *Second-Life*		
100	-- RRC WIN 10 - COA	Microsoft Windows 10 Professional COA Refurbisher - PC Registered Refurbisher Community		
100	-- STSVP	STS Value Protection Plan Includes: STS Lifetime Parts Guarantee, STS Certification Process, STS Live Phone Support, STS 24-48 HR RMA Process, STS Customer Portal, and STS Free Imaging Service		
100	-- 1yr Battery/Adapter Warranty	1yr Battery and Adapter Warranty		
1	LTL Shipping	LTL Shipping Charge	\$0.00	\$0.00

Total Price	\$49,900.00
Tax	\$0.00
Grand Total	\$49,900.00

**All sales are subject to applicable sales tax at the time of shipment.**

Financing options are available with approved credit.

STS Education stands behind the products and services we provide. For more information on our warranties and guarantees, visit: [stseducation-us.com/resources/customer-support](https://www.stseducation-us.com/resources/customer-support).

<https://www.stseducation-us.com/>

# Wellston Public Schools

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 234 - 234, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	234	12/07/2021	13214	STS - EDUCATION	LAPTOPS	49,900.00
<b>Non-Payroll Total:</b>						<b>\$49,900.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$49,900.00</b>

**BOARD OF EDUCATION MEETING  
PUBLIC PARTICIPATION**

All regular, special, and emergency meetings of the Wellston Board of Education shall be open to the public.

The board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. The board, therefore, directs the superintendent to establish procedures providing for limited participation at school board meetings for the citizens of this district.

**REFERENCE: 70 O.S. §5-118**



**BOARD OF EDUCATION MEETINGS  
PUBLIC PARTICIPATION  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the board of education shall communicate such wish to the superintendent by letter. The letter must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the board. The letter must be received by the superintendent at least 5 days prior to the next regularly scheduled meeting in order to be placed on the agenda. (The agenda must be posted twenty-four business hours prior to the meeting.) The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.
2. The board clerk shall ask all visitors to list their names in the visitor's register.
3. Board members and administrative staff will not respond to questions from the public at the board meeting. Proper questions from members of the public may be referred to the superintendent for later report to the board. The board will not, in most instances, be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.
4. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits, if any established by the board. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individuals will not be allowed.
5. Members of the public shall not be recognized while the board is conducting its official business.
6. The board shall not hear personal complaints unless proper administrative procedures concerning complaints have been followed by meeting with the Superintendent. The board will not tolerate personal attacks on members of the board, teachers, or administrative staff.

**WIRELESS TELECOMMUNICATION DEVICES**

It is the policy of the Wellston Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any wireless telecommunication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

**REFERENCE:** 70 O.S. §24-101.1, et seq.  
70 O.S. §24-102

***THIS POLICY REQUIRED BY LAW.***

**STUDENT TRANSFERS FOR  
CHILDREN OF TEACHERS**

Children or wards of individuals employed as teachers by the school district shall be allowed to transfer into the school district without regard to other transfer policies. A student who enrolls pursuant to this policy shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. Eligibility requirements are governed by the Oklahoma Secondary School Activities Association.

**REFERENCE:** 70 O.S. §8-113  
70 O.S. §8-103.2

**TRANSFERS FOR SPECIAL EDUCATION STUDENTS**

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the child in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the child. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

**REFERENCE: 70 O.S. §13-103**

## **STUDENT TRANSFERS**

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting January 1st. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or 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, or
  - c. 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, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

**TRANSFER POLICY(Cont.)**

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

The district has a capacity of 20 students per grade level teacher in grades K-2<sup>nd</sup>.

The district has a capacity of 25 students per grade level teacher in grades 3<sup>rd</sup> – 5<sup>th</sup>.

The district has a capacity of 50 students per grade level in grades 6<sup>th</sup> -7<sup>th</sup>.

The district has a capacity of 60 students per grade level in grade 8.

The district has a capacity of 50 students per grade level in grades 9<sup>th</sup> – 12<sup>th</sup>.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at the next regular scheduled meeting of the board of education.

**TRANSFER POLICY(Cont.)**

Appeal process choice 1: During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

**REFERENCE:** 70 O.S. §1-114  
70 O.S. §1-113  
70 O.S. §5-117.1  
70 O.S. §8-101, et seq.  
70 O.S. §24-101, et seq.; §24-102  
Family Education Rights and Privacy Act  
Atty. Gen. Op. No. 87-134, April 1, 1988

**LEGAL NOTE:** Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students. Oklahoma law regarding transfers will change again on January 1, 2022. A new sample policy has been created which addresses those changes that are effective with regard to student transfers on January 1, 2022.

***THIS POLICY REQUIRED BY LAW.***

## **MEDICAL MARIJUANA**

The district will not regulate or take any adverse action against an employee for holding a medical marijuana license. The school district may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school or during the hours of employment as per 63 O.S. § 425.

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are not legally permitted to administer medical marijuana to students. All efforts will be made by the district to provide a private location for a caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. The caregiver is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure.

There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances:

- a. Assist students in obtaining or using medical marijuana;
- b. Store medical marijuana for students;
- c. Take and/or use a student's medical marijuana;
- d. Serve as a student's designated caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or nonreemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedent over this policy.

**SUSPENSION OF STUDENTS**

It is the policy of the Wellston Board of Education that the superintendent, principal, or designee may suspend a student for:

- Violations of policy 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.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

**REFERENCE:** 10 O.S. §7005-1.2  
10 O.S. §7303-5.3  
10 O.S. §7307-1.2  
37 O.S. §163.2  
70 O.S. §24-101.3, §24-102, §24-103, et seq.

***THIS POLICY REQUIRED BY LAW.***

## **SUSPENSION OF STUDENTS (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students 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 or regulations
  - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (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 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 may 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 class room 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.

**SUSPENSION OF STUDENTS, REGULATION (Cont.)**Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.
3. Out-of-school suspension.
  - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
  - B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

1. Any student who has been suspended **for ten (10) days or less** under the steps listed above, or the student's parent(s), may appeal the suspension to the Superintendent. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent as soon as possible following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall shall hear the appeal within ten (10) days from the date the notice of intent is filed. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- C. During the hearing of the appeal to the Superintendent, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- D. The Superintendent shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The Superintendent may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the Superintendent shall be final.
2. Any student who has been suspended **for greater than ten (10) days** under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
- A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
- B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

**NOTE:** **70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

***THIS POLICY REQUIRED BY LAW.***

# Wellston Public Schools

## Emergency Underground Shelter Operations Plan



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## **INTRODUCTION**

For the purposes of this document, the term “emergency underground shelter” is a structure that has been designed and constructed to provide life-safety protection of its occupants from multiple hazards including nuclear fallout and severe weather. The focus of this Shelter Operations Plan (SOP) is to provide procedures for opening, managing, and closing the emergency underground shelter in response to a tornado or severe wind storm, or act of terrorism.

### **Purpose of the Emergency Underground Shelter**

The emergency underground shelter is opened when the National Weather Service issues a Tornado Watch for our area, a Tornado Warning for our area, a severe weather event is expected for our area, or an act of terrorism has occurred resulting in the immediate danger of radioactive fallout or other hazardous conditions. The emergency underground shelter is intended to save lives by providing a safe space that has been designed and constructed to resist the wind forces and debris impacts from a storm or event, and mitigate exposure to hazardous radiation. The EUS is equipped to provide only the essentials in order to protect its occupants and to support their intended purpose (e.g., water, basic sanitation, basic first aid, and electricity). Since the purpose is life safety for a minimum specified duration, the EUS does not provide beyond these essentials.

As stated above, the EUS is generally intended to operate for a very limited time. In a scenario involving a tornado, the EUS may function for only a matter of hours. In most instances, evacuees should be able to return to their homes within a short time or relocate to other housing. This shelter is not intended to be used as long-term shelter, (e.g., providing more considerable mass care – meals, showers, and cots to displaced families). This publication is not intended to address long-term sheltering needs or issues.

### **Scope**

This publication is a guide for individuals responsible for opening and operating the Wellston Public School’s Emergency Underground Shelter for the reception and care of students, staff and general population evacuees prior to, during, and immediately after a storm. This SOP is used to orient and familiarize individuals on the procedures and guidelines that govern operations of the EUS. This document shall be reviewed on an annual basis and updated as-needed to meet needs identified by exercises, after action reports, and other means.

### **Shelter Population**

The shelter population will consist of students, staff, and faculty from the school, participants/spectators from the athletic fields or evening activities, Town employees, and community members.

## Training

Wellston Public Schools (WPS), along with the Town of Wellston Office of Emergency Management (WEM), will conduct a minimum of two (2) tornado drills each school year. The tornado drill will be initiated at a predetermined but not widely disseminated day and time. This is to minimize advanced staging outside of the existing plans. When the tornado drill is executed, the school's tornado warning alarm system will be activated. Staff from WEM will notify local emergency responders of the drill via radio and cellular communications. This alerts all students, staff, and emergency responders to proceed to their designated areas. Teachers will use the buddy system moving safely and efficiently to their designated areas. Following the existing WPS tornado guidelines, students will be bussed from the elementary school to the high school and immediately into the EUS. Busses should be escorted by emergency personnel including the Wellston Police Department, Wellston Fire Department, Wellston Office of Emergency Management, and any other emergency services agencies.

Once inside the EUS, teachers will take roll to ensure all students are accounted for. Teachers will use red and green signaling to notify the principal as to the status of their class. Staff assigned to the School Shelter Operations Team will report to their assigned areas once inside the EUS.

Community volunteer training programs will be developed by the Wellston Office of Emergency Management to train volunteers on shelter operations.

## Definitions

### Tornado Watch

A Tornado Watch is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for durations of 4 to 8 hours. Tornado Watches normally are issued well in advance of the actual occurrence of severe weather. During the watch, the Emergency Underground Shelter will be unlocked and prepared for occupancy. People should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches. During non-school hours, citizens may come to the EUS one hour after the Tornado Watch has been issued.

### Tornado Warning

A Tornado Warning is issued by the National Weather Service when a tornado is indicated by radar or sighted by spotters. People in the affected area should seek safe shelter immediately. A Tornado Warning can be issued without a Tornado Watch being already in effect. Tornado Warnings are usually issued for a duration of around 30 minutes. When a Tornado Warning is issued, Wellston tornado sirens will be sounded and the EUS will be unlocked. Residents who are not already in the shelter should immediately shelter in place instead of risking injury by coming to the shelter while a tornado threat is imminent.

## Severe Thunderstorm Watch

A severe thunderstorm watch is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm is a thunderstorm that produces one inch hail or larger in diameter and/or winds equal to or exceeding 58 miles an hour. The size of the watch can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. Severe Thunderstorm Watches are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe thunderstorm safety rules and be prepared to move to a place of safety if threatening weather approaches. The EUS will not be unlocked when a Severe Thunderstorm Watch is issued without a Tornado Watch also being issued.

## Severe Thunderstorm Warning

A Severe Thunderstorm Warning is issued by the National Weather Service when a severe thunderstorm is indicated on radar, or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal to or in excess of 58 miles an hour. Severe thunderstorms can produce tornadoes with little or no advance warning. A Severe Thunderstorm Warning is usually issued for a duration of one hour. They can be issued without a Severe Thunderstorm Watch being already in effect. The EUS will not be opened during a Severe Thunderstorm Warning unless a Tornado Watch is also in effect for our area. In the event a storm is expected to contain winds in excess of 75 MPH, residents should shelter in place and not attempt to come to the EUS.

## Long-Range Missile Attack (LRM) Alert

An LRM Alert may be issued by the United States Government via the Emergency Alert System when a missile strike is imminent. The EUS will be opened as quickly as possible once a LRM Alert has been issued. The EUS was originally designed and built to weather the effects of nuclear fallout. During school hours, the EUS will only be available for school staff, students, and Town personnel.

## School Shelter Operations Team

A team of school district personnel and emergency responders assigned to execute all aspects of the Emergency Underground Shelter Operations Plan during events that occur during school hours.

## Volunteer Shelter Operations Team

A team of community volunteers assigned to execute all aspects of the Emergency Underground Shelter Operations Plan during events that occur during non-school hours.

# PROCEDURES

## Direction and Control

Table 1 illustrates the staffing structure and chain of command for Wellston Public Schools Emergency Underground Shelter during school days and hours.

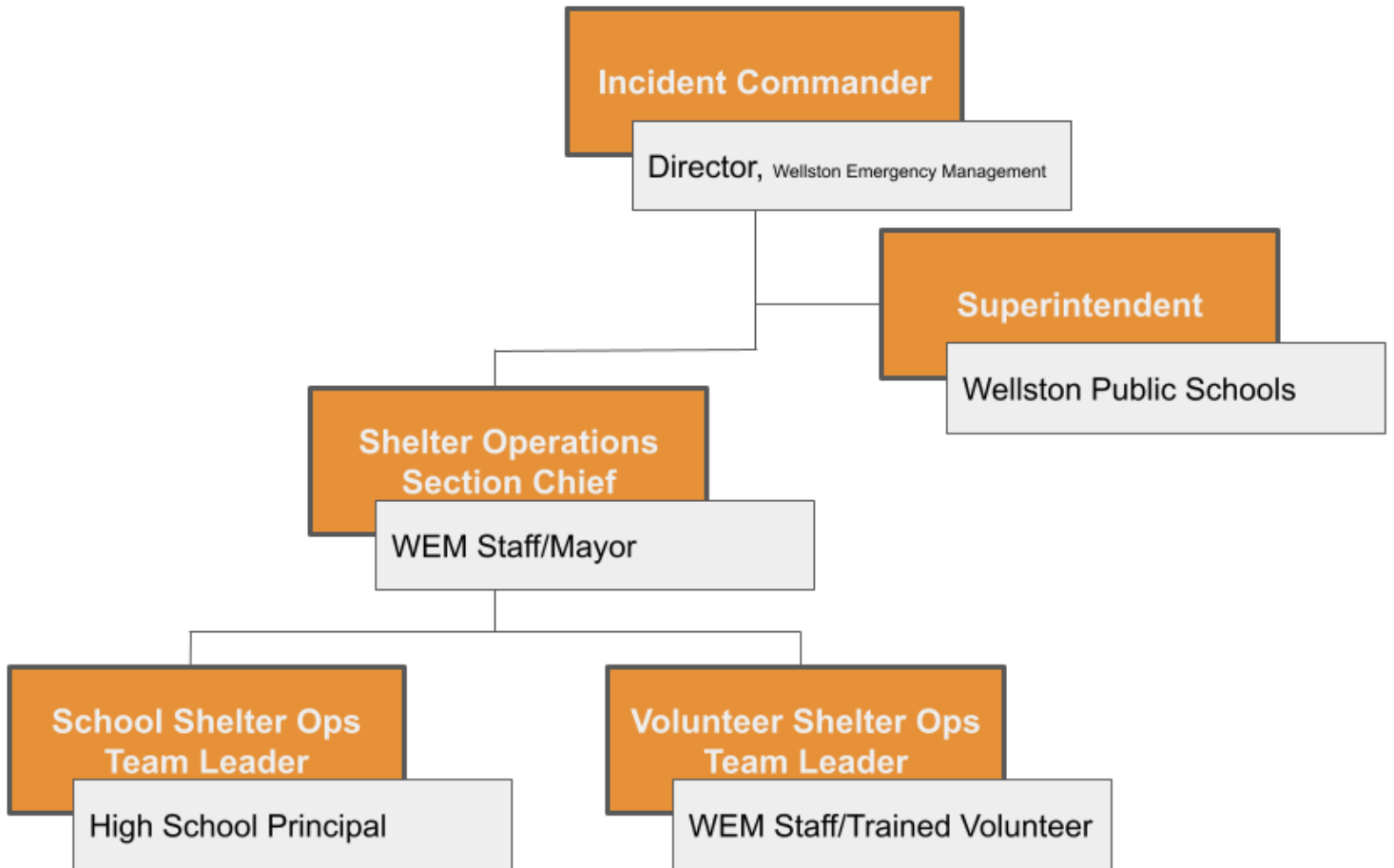


Table 1. Staff Organization for EUS During School Hours

## Roles and Responsibilities

It is important to have personnel assigned to various roles and responsibilities **BEFORE** a severe weather event occurs in order to implement and carry out the Shelter Operations Plan. The Superintendent of Wellston Public Schools should designate a school staff member to be the School Shelter Operations Team (SSOT) Leader. The SSOT should consist of a Team Leader, a hallway monitor, security personnel, first aid personnel, custodial services personnel, alternate members to serve as assistants or backups, and if necessary other personnel designated in order to successfully carry out the Shelter Operation Plan. Personnel will only be assigned to these roles when the Shelter Operations Plan is activated during school hours.

During non-school hours, the Volunteer Shelter Operations Team (VSOT), made up of

community volunteers, will be activated. The VSOT will consist of a Team Leader at a minimum. Ideally, all other roles outlined in the School Shelter Operations Team should be filled on the Volunteer Shelter Operations Team.

Each team member and designated personnel must be able to take on multiple assignments or roles and perform all assigned tasks effectively before, during, and after a severe weather event.

### Wellston Office of Emergency Management:

- Develop and maintain the Emergency Underground Shelter Operations Plan, in cooperation with Wellston Public Schools.
- Develop community volunteer education and training programs for members of the Volunteer Shelter Operations Team who will manage the EUS during non-school hours.
- Coordinate tornado drills and determine the number of drills necessary to prepare for a real event (at least 2 per school year).
- Develop and distribute educational materials to area residents regarding the availability and operational procedures of the shelter.
- Notify school personnel, emergency responders, and other stakeholders when a Tornado Watch has been issued during school hours by the National Weather Service, and advise them to implement the Emergency Underground Shelter Operations Plan.
- Monitor the weather situation from the Emergency Operations Center, located within the EUS
- Establish contact with facility representative(s) and school principals to activate the Tornado Warning Plan when, during school hours,
  - ▶ a Tornado Warning is issued by the National Weather Service for our area, or
  - ▶ is expected for our area, and/or
  - ▶ the local tornado sirens are sounded.
- Monitor the storm via all available means and make a determination on when conditions are favorable for allowing EUS occupants to exit safely
- Notify facility representative(s) and stakeholders when it is clear to exit the EUS.
- Conduct an after action review with the Shelter Operations Team Leader(s) and all other staff involved following activation to determine the need for any changes to the SOP.

### School Shelter Operations Team Leader:

- Organize a School Shelter Operations Team
- Identify at least one alternate person for each team member.
- Determine signage and maps required.
- Post signage, maps, and floor plans at all entrances and other strategic areas.
- Remove any temporary signage at the end of the event.
- Periodically check signage for theft, defacement, or deterioration and repair or replace as necessary.
- Pre-identify building occupants with special needs and medical conditions and arrange

assistance for those occupants needing help to the shelter (all complications should be anticipated and managed prior to the event).

- Remain in contact with the Wellston Office of Emergency Management once a Tornado Watch has been issued.
- Place the School Shelter Operations Team on alert when a Thunderstorm or Tornado Watch is issued so they can prepare to take action if necessary.
- Activate the School Shelter Operations Team and implement the Shelter Operations Plan:
  - ▶ At any time they feel it is necessary
  - ▶ When a tornado warning is issued by the National Weather Service for our area.
  - ▶ When the local tornado sirens are sounded.
- Make sure everyone is safely in the shelter as quickly and safely as possible.
- Make sure the shelter doors are secured at such times as it's deemed necessary for the safety of the occupants.
- Monitor the situation from the Emergency Operations Center located within the EUS to know the status of the storm.
- Ensure students are escorted out of the shelter in a safe, orderly manner when notification that it is safe to leave the shelter is received.
- Replenish supplies and direct any shelter cleaning/maintenance.
- Purchase supplies, maintain storage, keep inventory, and replace outdated supplies in accordance with the equipment and supplies list.
- Conduct evaluations after drills, exercise, or actual emergencies to determine effectiveness of the plan.
- Log all weather events which trigger the use of the EUS
  - ▶ Date and time
  - ▶ Reason for shelter use (i.e. Tornado/Severe Thunderstorm Warning/Watch, etc).
  - ▶ Time the shelter was locked down and unlocked
  - ▶ Comments regarding the event and operation of the plan.

### Volunteer Shelter Operations Team Leader:

- Organize a Volunteer Shelter Operations Team and identify at least one alternate person for each team member.
- Remain in contact with the Wellston Office of Emergency Management once a Tornado Watch has been issued.
- Place the Volunteer Shelter Operations Team on alert when a Thunderstorm or Tornado Watch is issued so they can prepare to take action if necessary.
- Activate the Volunteer Shelter Operations Team and implement the Shelter Operations Plan:
  - ▶ When directed to do so by the Wellston Office of Emergency Management
  - ▶ When a tornado warning is issued by the National Weather Service for our area.
  - ▶ When the local tornado sirens are sounded.
- Deploy to the EUS west entrance to help community members into the EUS in a safe and orderly manner.
- Instruct community members on where to assemble within the EUS as they arrive.

- Document each person entering the EUS on the provided roster form.
- Make sure the shelter doors are secured at such times as it's deemed necessary for the safety of the occupants.
- Monitor the situation from the Emergency Operations Center located within the EUS to know the status of the storm.
- Monitor the EUS occupants to ensure their needs are being met.
- Ensure that EUS occupants are receiving updated information about the storm and all resources available to them.
- Apprise the Incident Commander of any problems that arise.
- Pre-identify building occupants with special needs and medical conditions and arrange assistance for those occupants needing help to the shelter (all complications should be anticipated and managed prior to the event).
- Remove any temporary signage at the end of the event.

### Security:

- Assist the Shelter Operations Team in getting community members into the EUS in a safe and orderly manner.
- Instruct community members on where to assemble within the EUS. Control the movement of people.
- “Lock down” the EUS, ensuring everyone stays within the shelter and does not wander into the school.
- Maintain the integrity of the Shelter.
- Contact the Shelter Operations Section Chief to alert the Medical Unit Leader, or emergency personnel if needed, for the treatment of injured persons.
- Prevent unauthorized entry into hazardous or secured areas.
- Make regular rounds of the interior of the facility.

### Medical Unit Leader:

- Identify building occupants with special needs and medical conditions and arrange assistance for those occupants.
- Work with the Shelter Operations Team Leader in ensuring the security of all medical supplies and equipment.
- Provide basic first aid as needed. Persons should only operate within their scope of practice. (i.e. do not perform medical procedures that you have not been trained on)

### Facilities Unit Leader:

- Assist with unlocking and locking the EUS for occupancy.
- Be able to operate the heating/cooling ventilation systems, and the closure of all shelter openings.
- Periodically inspect the primary shelter room doors for proper operation.
- Inventory, maintain and update EUS equipment as necessary to ensure all equipment will operate properly during an event.

- Be able to operate all shelter equipment.
- Be responsible for the “standard” cleaning of the shelter during normal operations and also after a storm event.

## Operations Plan

### During School Hours

1. When the National Weather Service issues a Severe Thunderstorm Watch or Tornado Watch for our area, the Director of the Wellston Office of Emergency Management (Incident Commander) or his/her designee will notify school staff, public safety leadership, and Town officials about the Watch and will advise them to monitor weather conditions. School administrative staff, principals and other designated individuals will monitor weather conditions via NOAA weather radio, TV, radio, radar, or other methods.
2. When a Tornado Watch is issued by the National Weather Service, the Emergency Underground Shelter (EUS) will be unlocked and readied for occupancy. Surrounding residents will **NOT** be allowed to occupy the EUS when a Tornado Watch is issued during school hours. If a Tornado Watch is issued during non-school hours, the EUS will be open and ready for occupancy within one hour of the Watch being issued. Residents are encouraged to come to the EUS before a warning is issued for their safety.
3. Building principals are free to move students and staff to the EUS at any time they deem necessary, but when a Tornado Warning is issued for our area, or the local tornado sirens are sounded:
  - The EUS will be unlocked (if not already).
  - The School Shelter Operations Team Leader, or their designee, will notify facility representative(s) and will advise them to immediately activate the Shelter Operations Plan.
  - Designated school personnel will alert their staff and students to go to the EUS.
  - Teachers will evacuate their classes to the shelter utilizing the Wellston Public Schools Tornado Guidelines.
4. Five minutes after the school’s storm shelter alert is sounded, the staff and students will all be in the shelter. Teachers will take attendance and use the red and green signaling to notify the principal about the status of their class. Any teacher who is a School Shelter Operations Team member will then turn their students over to an assigned teacher or staff member before assuming their shelter assignment.
5. The EUS doors will remain unlocked to allow school staff, Town employees, and emergency personnel access to the EUS. The EUS doors will be locked by the SSOT Leader or his/her designee when the Incident Commander deems it necessary for the safety of the occupants.
6. The Emergency Operations Center will continue to monitor the status of the storm via

all available methods and will determine when conditions warrant allowing shelter occupants to leave. NOTE: The fact that the sirens have stopped sounding is not an indication that the warning has ended. Sirens may sound several times based on the threat.

7. After the Incident Commander notifies the SSOT Leader that conditions warrant allowing shelter occupants to leave, teachers will be permitted to return to the classroom with their students.
8. After the storm event, the custodial/maintenance staff will check and restock all supplies and clean and perform any necessary maintenance on the facility.

## During Non-School Hours

1. When the National Weather Service forecasts the potential for severe weather for our area, the Director of the Wellston Office of Emergency Management (Incident Commander) or his/her designee will notify school staff, public safety leadership, and Town officials about the Watch and will advise them to monitor weather conditions.
2. When a Tornado Watch is issued by the National Weather Service, the Volunteer Shelter Operations Team (VSOT) Leader will activate the team and the Emergency Underground Shelter (EUS) will be unlocked and readied for occupancy. This action should occur with or without notification from the Incident Commander.
3. Community residents will be allowed to occupy the EUS one hour after a Tornado Watch is issued during non-school hours, or as soon as the VSOT is in place and the shelter is ready for occupancy.
4. When a Tornado Warning is issued for our area, or the local tornado sirens are sounded, members of the VSOT will immediately respond to the west shelter entrance to help get community members into the shelter in a safe and orderly manner.
5. The EUS doors will remain unlocked to allow community members access to the Shelter. The EUS doors will be locked when the Incident Commander deems it necessary for the safety of the occupants.
6. During the storm event, the VSOT will:
  - a. Have a representative inside the Emergency Operations Center monitoring the storm via all available methods
  - b. Control the movements of people within the shelter.
  - c. Contact the EOC or the Medical Unit to activate for the treatment of injured persons.
  - d. Prevent unauthorized entry into hazardous or secured areas.
  - e. Monitor the shelter occupants to ensure their needs are being met.
  - f. Provide updates to the shelter occupants on the current situation with the storm.

7. The Incident Commander will make the decision as to when the community members may safely leave the shelter.
8. The VSOT will help occupants exit in an orderly, safe manner once the all-clear has been given by the EOC.
9. When closing the shelter, the VSOT will ensure all occupants are out of the shelter by performing a thorough sweep of the shelter. All team members will report to the EOC for a debrief prior to leaving the shelter unless permission has been granted to leave by the EOC.

## **Maintaining Security of the Building**

During occupation of the shelter, it is the responsibility of the Incident Commander, Shelter Operations Team Leaders, and security personnel to ensure the building is secure. During the event, doors to the facility must remain closed to ensure the integrity of the building. Internal emergency situations should be reported to the EOC immediately.

## **Basic Shelter Rules**

Shelter occupants are expected to adhere to some basic rules and conduct themselves in an orderly fashion. Basic shelter rules include the following:

- During school hours, community members will not be allowed to occupy the shelter.
- The shelter is open only to the public when a tornado watch, tornado warning is issued for our area during non-school hours, an act of terrorism has been deemed imminent, or a Nuclear Alert has been issued.
- The shelter will remain open only until the watch and/or warning is lifted. When the watch and/or warning expires, the shelter must be evacuated of all non-EOC personnel.
- Weapons are prohibited in the shelter and on all school property. Only persons allowed to carry a firearm on school property, according to all applicable State statutes, may do so, but should check in at the EOC when they arrive at the shelter.
- Smoking, vaping, or the use of tobacco in any form is prohibited in the shelter and on all school property.
- Alcohol and drugs (other than those prescribed by a doctor) are prohibited in the shelter and on all school property. Marijuana should not be smoked or vaped in the shelter. Only persons with a valid Oklahoma Medical Marijuana Authority license may possess marijuana or THC products. Please use discretion when around children.
- Pets are not allowed in the shelter unless they are confined in an owner-provided and airline-approved carrier.
- Radios or music devices may be used only with individual earphones.
- Once ordered to be closed, shelter doors must remain closed until the “all clear” has been issued by the EOC.
- Access to the main school buildings will be off limits except to district staff and emergency responders. Should the west entrance be damaged or unusable, the secondary exit through the school may be used but only at the direction of the Incident

Commander.

Shelter occupants who cannot adhere to the shelter rules or are disruptive to the orderly functioning of the shelter will be referred to security or local law enforcement personnel and may be removed from the facility.

## **Debriefing**

The Incident Commander should schedule a debriefing session (hot wash) with shelter staff within a short time frame after the event to allow for the discussion of their actions and suggest improvements for future activations. Any suggested changes to the Shelter Operations Plan should be forwarded to the Director of the Wellston Office of Emergency Management.

## **Restoration of Facility**

Arrangements must be made for the facility to be cleaned and restored to its original condition as soon as possible. The School Shelter Operations Team Leader will ensure the facility is cleaned and restocked after every event in which the shelter is placed into active service. See the Equipment and Supplies list (attachment 1) for a complete inventory.

## **Facility Survey**

Following a weather event and after the shelter has been vacated, the School Shelter Operations Team Leader, if during school hours, or the Volunteer Shelter Operations Team Leader, if during non-school hours, must complete a survey of the shelter. The survey should document the conditions of the facility at the closing and document any damages or losses to equipment that was utilized during the shelter operation. Completed surveys should be signed and turned into the EOC. In addition, the Director of the Wellston Office of Emergency Management will ensure that a monthly survey of the facility is completed.

## **Regular Maintenance**

Wellston Public Schools is the official owner of the shelter and will be responsible for performing all routine maintenance of the facility.

## Equipment and Supplies List

An inventory of the following supplies must be made once a quarter and after every severe weather event that results in the shelter being placed into active service. This inventory can be completed by any person on any shelter operations team or member of Wellston EM.

The Inventory Checklist (attachment 2) will be used to complete the inventory and any problems or missing equipment/supplies are to be documented. Completed forms should be signed and turned into the EOC.

This inventory list is a working document and should be updated as needs are identified through exercises, after action reports, or other means.

The following equipment and supplies should be stored in the shelter and inventory always maintained.

- 2 Hard copies of the latest version of the Shelter Operations Plan
- Two flashlights for each room
- Two sets of batteries for flashlights
- 2 ABC Fire Extinguishers (mounted in shelter)
- First-Aid Supplies
- Toilet paper (Custodial Closet)
- Paper towels (Custodial Closet)
- Cleaning equipment such as brooms, trash-cans, trash-bags (large and small), soap, towels, buckets, disinfectants, etc. (Custodial Closet)
- Up-to-date volunteer/staff roster (on file at EOC)
- Physical copy of special needs accommodations for each identified student/staff member

# PROPANE SALES AGREEMENT (Fixed Price)

Seller name: Greens Propane, (hereinafter referred to as "Company")

Customer name: Wellston Public Schools, (hereinafter referred to as "Customer")

Billing address(es): 703 Birch St. Phone number: 405-356-2534

City: Wellston      State: OK      ZIP: 74881

The Company and Customer, in consideration of the mutual covenants and agreements contained herein, agree as follows:

**PRICING. The price for propane shall be \$1.99 per gallon for Propane Bus Motor Fuel (Green's Dispenser) during the Term of this Agreement.**

**TERM:** This Agreement will remain in effect from November 01, 2021 through March 31, 2022.

## SALE OF PROPANE:

Company agrees to sell and deliver to Customer and Customer agrees to accept and purchase from Company all of Customer's propane requirements for its own use (no resale) at the location shown above or as otherwise designated by Customer. Payment terms shall be net 30 days from date of delivery. Customer's failure to keep his account current constitutes a default of this Agreement, and if uncured, may at Company's sole option result in pricing of future gas purchases will be at Company's then current daily price.

**DELIVERY.** All deliveries shall be by full bulk truck loads, and Company has no obligation to deliver quantities smaller than a full load for the price stated above. Any change in delivery points must be agreed upon by both parties. Alternate delivery points must be within Company's normal operating area. Customer agrees to pay additional transportation charges if any. Customer agrees to give at least three (3) days' notice before a delivery is required.

**TITLE; RISK OF LOSS.** Title and risk of loss to propane shall pass to Customer upon delivery by Company to the propane tank on Customer's property.

**SPECIFICATIONS; MEASURE.** The propane shall be commercial grade propane as that term is defined in GPA Liquefied Petroleum Gas Specifications (Publication 2140-90 as amended from time to time). The propane delivered hereunder will be odorized by Company at or before delivery by the addition of ethyl mercaptan in the ratio of approximately one and one-half (1.50) pounds per 10,000 gallons. One gallon shall be liquid capacity equal to 231 cubic inches.

**LIABILITY; INDEMNIFICATION; HOLD HARMLESS.** Company shall indemnify and hold harmless Customer from and against any and all claims, losses, damages, causes of action, suits, liabilities, and judgments of every kind and character, including all expenses of litigation, court costs, and reasonable attorneys' fees for injury to or death of any person or for damages to any property the Customer may sustain or be exposed to the extent that such injuries, death, or damages are caused solely by Company. Customer shall indemnify and hold harmless Company and any of Company's subsidiary companies and the officers, agents, and Employees of Company and its subsidiary companies (collectively the Indemnities) from and against any and all claims, losses, damages, causes of action, suits, liabilities, and

judgments of every kind and character, including all expenses of litigation, court costs, and reasonable attorneys' fees for injury to or death of any person or for damages to any property the Indemnities may sustain or be exposed to the extent that such injuries, death, or damages are caused by Customer.

**DEFAULT; REMEDY.** An event of default shall occur if either party fails to perform or observe any covenant, condition, or agreement to be performed or observed hereunder, and such failure continues uncured for fifteen (15) days after written notice thereof, or in the event Customer purchases propane from another supplier. Upon the occurrence of default by Customer, Company may withhold further performance hereunder until such conditions have been complied with or, at its option, immediately terminate and, cancel the Agreement as to further shipments.

**FORCE MAJEURE.** Except with respect to the obligation of Customer to make payment for propane received, each party shall be excused for delay or failure in performance by reason of any cause beyond the party's control, including war, fire, strikes, revolutions, riot, acts of hostility, governmental acts and requests, governmental interference, flood, storm, any act of God, or any other extraordinary cause over which neither party has control, whether or not similar to any of the foregoing, including, but not limited to, pipeline allocations or shortage of product. Upon cessation of the cause or causes for any such failure or delay, performance hereof shall be resumed, but such failure or delay shall not operate to extend the term of this Agreement nor obligate either party to make up deliveries or receipts as the case may be. Nothing herein contained shall excuse Customer from paying Company, when due, any amounts payable hereunder or pursuant hereto. Company shall not be obligated to purchase propane for delivery and sale hereunder from others in order to replace the quantities of propane so curtailed or cut off by reason of circumstances beyond its control. Notice of party's claims of excused performance due to circumstances beyond its control shall be given to the other party as soon as reasonably possible after the occurrence of the cause upon which nonperformance is based. This Agreement is subject to modification or termination by Company upon 15 days' notice under extreme circumstances.

**LIMITATION OF LIABILITY.** Neither party shall be liable to the other for incidental, special or consequential damages for any action based upon this contract or negligence of the parties, except to indemnify the other party pursuant to the indemnification provisions of this agreement for damages paid to third parties.

**SUCCESSORS AND ASSIGNS.** The rights of the Customer shall not be assignable without the prior written consent of Company. This Agreement shall be binding upon the personal representatives and successors. Company shall have the right to assign at any time.

**WAIVER.** No failure or delay in executing any of Company's rights hereunder shall prevent its execution at a later date and neither shall a waiver by Company of any breach by the Customer be deemed a waiver of subsequent breach.

**GENERAL.** This contract shall embody the entire Agreement between Customer and Company on propane pricing. No modification hereof shall be of any effect unless such modification is in writing and executed by the parties hereto. A duplicate of the signed original of this Agreement shall be as binding on Customer as the original.

**CONFIDENTIALITY.** Terms of this Agreement is confidential. It is intended only for the use of Customer. Any disclosure, unauthorized use, distribution, or taking of any action based on this information by any individual or organization other than Customer is strictly prohibited and will constitute default of this Agreement.

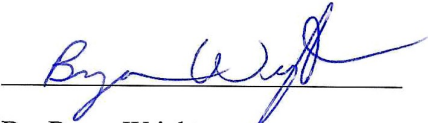
**SAFETY WARNINGS.** Some suggest that the odor of ethyl mercaptan can fade in certain circumstances, which are described in the warning materials Company has provided to Customer. Customer acknowledges receipt of this warning material and understands the important safety information contained in it.

LIMITED WARRANTY; DISCLAIMER. Company warrants that title to the propane delivered hereunder, at the time of its transfer to Customer, shall be good and valid, free from all liens, claims, and encumbrances and that its transfer to Customer shall be rightful. Company makes no other representations or warranties of any kind whatsoever, direct or indirect, express or implied, including, without limitation, none as to the suitability, merchantability, fitness for use, or fitness for a particular purpose of such propane. Company expressly disclaims and excludes all such representations and warranties.

DATED: 11/01/2021

COMPANY

CUSTOMER



\_\_\_\_\_

By: Bryan Wright

By:

Title: President

Title: