



Lawton, Oklahoma 73507

Lawton Public Schools Board of Education
Regular Meeting
May 6, 2019 5:00 PM
Shoemaker Center Auditorium
753 NW Fort Sill Blvd

AGENDA

The Board reserves the right to consider, take up and take action on any agenda item in any order, except as to items 1-4. The Board may discuss, make motions, and vote on all matters appearing on the agenda. Such vote may be to adopt, reject, table, reaffirm, rescind, or to take no action on any item. Any person with a disability who needs special accommodations to attend the Board of Education meeting should notify the Clerk of the Board at least 24 hours, to the extent possible, prior to the scheduled time of the Board meeting. The telephone number is 580-357-6900. At the time and place designated, the Board will consider and act upon the matters set out on the Agenda for this meeting as follows:

1. Call to Order
2. Pledge of Allegiance - Tom Deighan
3. Roll Call
4. Special Guests/Special Recognition - Tom Deighan and Carla Clodfelter
 - a. Excellence in Education - 2019 National Scholarship Merit, Oklahoma Academic Scholar Recognition, Outstanding Performance on the ACT (30+)
5. Architect and Construction Manager at Risk Update
6. Departmental Reports
 - a. Information Item: Update - Business Operations and Educational Services Reports
 - b. Action Item: Consideration and Action regarding the FY18 District Audit - Elizabeth Brown-Hill and Mary Johnson
 - c. Action Item: Consideration and Action regarding inclusion support of Native American Regalia Policy in Student Handbooks - Kelly Trinidad
 - d. Action Item: Proposed Revisions of Policy DEA-R2 Substitute Salary Schedule - Barbara Ellis
 - e. Action Item: Proposed Revisions of Policy DPB Substitute Teachers- Barbara Ellis
 - f. Action Item: Proposed Revisions of Policy DNA-P1 Teacher Performance Evaluation Procedure (Certified Employees Only) - Barbara Ellis
 - g. Action Item: Proposed Revisions of Policy CFBB-E1 Sanctioning of Parent Organizations and Boosters - Barbara Ellis
 - h. Information Item: Transportation, Lawton Area Transit System (LATS) Update - Barbara Ellis

- i. Information Item: Presentation of proposed reorganization of Educational Services - Dr. Jamie Polk
 - j. Information Item: Update regarding Early Assignment of Principals - Brenda Hatch
- 7. Report of the Superintendent
 - a. Superintendent's Announcement(s)
- 8. Consent Agenda
 - a. Item(s) Removed From the Consent Agenda for Separate Action
 - b. Approval of the Balance of the Consent Agenda
 - c. Report of the Purchasing Manager/Encumbrance Clerk - Sheila Relf
 - 1. Increase, Decrease and Issue Purchase Orders
 - 2. Gasoline Tabulation
 - 3. Bids/Quotes
 - 4. Encumbrances/Partial Payments
 - d. Report of the Chief Financial Officer - Elizabeth Brown-Hill
 - 1. Monthly Authorization to Invest
 - e. Report of the Activity Fund Custodian - Kathy Bentley
 - 1. Activity Fund Transfers
 - 2. Request Permission to Establish New Account(s)
 - f. Report of the Clerk - Kathy Bentley
 - 1. Construction Related Contracts/Agreements
 - A. Crossland Construction Company - Edison Safe Room Substantial Completion
 - B. Crossland Construction Company - Safe Rooms Change Order
 - C. Crossland Construction Company - Almor West Safe Room Substantial Completion
 - 2. Contracts / Agreements
 - A. Fidelity Communications
 - B. Herff Jones - EHS Yearbook
 - C. Herff Jones - LHS Yearbook
 - D. Oklahoma School Pictures - EHS Yearbook
 - E. Scantron Technology Solutions
- 9. Proposed Executive Session to Discuss [Authorized by 25 OKLA.STAT. Section 307 (B)(1) of the Oklahoma Open Meeting Act]:
 - a. The employing, promoting, or receiving resignation(s) of individual certified and support salaried personnel as listed on the Certified and Support Personnel Reports
 - b. Discussion of the selection of the Assistant Superintendent of Business Operations
- 10. Vote to Convene in Executive Session
- 11. Vote to Acknowledge Return to Open Session
- 12. Statement of Executive Session Minutes
- 13. Superintendent's Personnel Report / Items Discussed in Executive Session
 - a. Approval of Certified and Support Personnel Reports
- 14. New Business - (refers to any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda) [Authorized by 25 O.S. Section 311(A)(9)]
- 15. The next regular board meeting date is May 16, 2019, at 5:00 p.m., in the Shoemaker Center Auditorium.
- 16. Setting New Board Meeting Dates

17. Board Announcements
18. Adjournment

BUSINESS OPERATIONS
Board Meeting Update
May 6, 2019

Barbara Ellis – Assistant Superintendent

- Family and Medical Leave continued development
- 60-day plan
- Evaluation documentation

Elizabeth Brown-Hill – Finance/Business Office

- No report

David Erwin – Information Systems Absent

- OAAP test scores imported
- Pre-K Signup training completed
- ACA upload completed

Paula Diehl – Payroll

- Submitting all 1st Quarter 2019 Reports – State Unemployment, 941 Tax Return, & State
- Submitting end of the year Employer Retirement Verifications
- Verifying all 2018-19 comp time balances

Jean Hastings – Personnel

- Frontline Central: employee database has been uploaded, LPS forms are being built within the digital system, permissions are being assigned and in two weeks, we will enter the testing phase. Implementation will be completed prior to June 30, and training will begin with supervisors and end users.
- Currently have 39 more certified personnel to hire. Filled 84 positions for this upcoming school year to date considering transfers and outside hires.
- Reviewing evaluations submitted for all 10-month support employees.

Steven Dyer – Child Nutrition

- The “Supper” program continues at Ridgecrest and will be offered daily until May 17th. We are averaging about 60 meals per day. Due to the popularity of the program, we are now serving hot food three times per week. The students really appreciate the additional chance to eat and the variety of food items.
- Planning for Summer feeding continues. We are working with the Lawton’s Parks and Recreations department again this year to place their concession trailer near the entrance of the Elmer Thomas splash pad which helped us serve several hundred extra meals last summer.
- During April, the cafeteria managers meet at Great Plains Technical Center for a presentation on fire extinguisher training and hands on use of their virtual fire extinguisher. Everyone had an opportunity to get a feel of what it might be like to use a real extinguisher in the event of a kitchen fire. Managers were excited to get the training and were fully engaged.

AJ Watson - Information Technology

- Setup the Celebration Ceremony for Teacher of the Year
- Continued working with testing on Chromebooks district wide
- Began demonstration and testing of new firewall

Dave McDermott – Media Operations

- Support personnel evaluations
- Preparing for elementary year book printing
- PAI review of questions asked by USAC for FY 19 Category 1 and Category 2 funding completed

Jeremy Tanner – Facilities Operations/Maintenance

- The facilities summer work project list is being built and prioritized. Will be reviewed by shop supervisors this month.
- All costs since contract start are being reviewed so Sodexo can reconcile this spend back to the District.
- Almor West gym ceiling/structure permanent repair applicable demo completed. Steel has arrived and repair is in progress.
- Bids for proactive repairs for Carriage Hills and Crosby Park are in review.

Trae Koch – Transportation

- Summer School interviewing and hiring
- End of year closeout procedures to drivers
- Salvage of buses for grant completion

EDUCATIONAL SERVICES

Board Meeting Update

May 6, 2019

Brenda Hatch – Professional Development/UVA Shepard

- Conducted a Shepherds' Retreat to plan for the end of this year and begin preparing for next year.
- Developed a new site level Professional Development Plan template and procedure
- Conducted interviews for Assistant Directors of Teaching and Learning

Amy Frazier – Early Childhood / UVA Shepard

- Site visits reflecting on semester action plans and supporting principals in preparing for the April 26th planning day and end of year preparations for a strong start next year.
- Planned and conducted monthly Leadership Academy with new principals focusing on principal competencies, team building, end of year procedures, and OSDE reporting.
- Shepherd's Retreat for goal setting and planning.

Karen Cooksey – Elementary Education / UVA Shepard

- Site Visits working with principals on progress with semester action plan and engaging in collaboration with teachers.
- Planned and conducted monthly Leadership Academy with new principals focusing on principal competencies, team building, end of year procedures, and OSDE reporting.
- Shepherd's Retreat for goal setting and planning.

Kelly Trinidad – Secondary Education/High Schools / UVA Shepard

- Secondary education met with Cameron University leaders to begin planning the details of the recently-approved memorandum of understanding designed to bring concurrent courses directly to LHS for all LPS high school students.
- JROTC Awards were presented to students at Macarthur High School on Wednesday, April 24th
- On April 20th, LHS hosted the biggest night of the school year, Senior Prom, at Lawton the Hilton Garden Inn.

Carol McPhail – Secondary Education/Middle Schools / UVA Shepard

- Shepherds' Retreat
- Conducted Leadership Academy
- Staffing and Professional Development with Principals

Mark Mattingly – Student Services

- Working on SIP Furniture disposal and delivery process
- Preparing ICAP training for high schools
- Writing Carl Perkins grant

Chris Sharkey – Special Services

- Special Services is bringing in Mrs. Elizabeth Stein. She will be presenting a “Co-teaching/Universal Design of Learning” seminar on April 26, 2019. Over 70 teachers are scheduled to attend the training.
- Special Services will be providing an information seminar to Personal Care Assistants (PCAs) on Friday, April 26, 2019.

Teresa Jackson – Curriculum

- End of Year Reading Sufficiency Act Spring Assessment Window April 23 – May 6, 2019
- Complete Oklahoma School Testing Program Grades 3 – 8 May 4, 2019

Gary Dees – Athletics

- 2019-2020 Athletic Physicals
- High school track resurfacing
- End of year final paperwork

Teresa Donahue – Federal Programs

- Title VI Indian Education – Part II of the Tribal Consultation held April 30, 2019
- English Learner Program – Pre-Reporting Data Validation process for WIDA ACCESS
- Title I Improving the Academic Achievement of the Disadvantaged – Title I Annual Program Reviews and Schoolwide Plan revisions for 2019-2020 school year at each Title I site.

David Hornbeck – Campus Police

- No Report

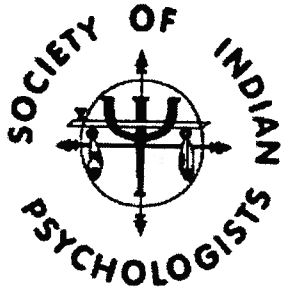
Draft Native American Regalia Policy for Student Handbooks.

An exception to the above stated dress code may be made for student members of Sovereign Native American Tribes/Nations who wish to include regalia for the genuine exercise of religious and/or cultural beliefs. Students may make no alterations to the gown.

Recommended for immediate implementation with final policy to be included in handbooks beginning 2019-2020 school year. This will allow principals more time to confer and collaborate with Native American Council to determine best policy statement for LPS.

Policy Reviewed and Considered by Principals:

An exception to the above stated dress code may be made for student members of Sovereign Native American Tribes/Nations who wish to include regalia such as eagle feathers (on the cap), plumes (on the cap) and traditional footwear for the genuine exercise of religious and/or cultural beliefs. Students may make no alterations to the gown.



Governing Board

Gayle Skawen:nio Morse, PhD President
Iva GreyWolf, PhD President Elect
Art W. Blume, PhD Immediate Past President
Royleen Ross, PhD Secretary
BJ Boyd, PhD Treasurer

Society of Indian Psychologists

Response and Recommendations for the Displaying of Spiritual and Cultural Symbols on
Graduation Regalia for American Indian, Alaska Native and Native Hawaiian Students.

Respectfully Submitted on behalf of the Society of Indian Psychologists

on April 26, 2019 by

Gayle Skawen:nio Morse, Leah M. Rouse, Jukari Davis (community contributor), Iva GreyWolf,
and Art Blume

The First Amendment of the Constitution of the United States promotes freedom of religion and prohibits the restriction of religious practices, and the American Indian Religious Freedom Act reconfirmed that those protections apply to Native American religious practices. Native religious practices, such as possession of sacred objects, traditions and sacred rites are generally accepted as sufficiently religious under the first amendment freedoms. To that end most schools, colleges, and universities who have American Indian, Alaska Native and Native Hawaiian (AIANNH) students allow some form of traditional attire, and/or symbols, stoles, sacred feathers, beadwork attached to or on their graduation regalia. To disallow this is unlawful and disrespectful of AIANNH students.

This disrespect of AIANNH peoples reflects the time when the first immigrants arrived from European countries and who, we remind you, were welcomed. At that time the settlers began efforts to extinguish AIANNH culture and traditions. By 1879, the first formal efforts to "save the man and kill the Indian" were initiated by the educational system in both religious and non-sectarian boarding schools. These schools systematically made efforts to destroy Indian language, culture, spirituality, and family systems. Research conducted with respect to these schools, provides clear and incontrovertible evidence of torture, physical, emotional, and sexual abuse which left a legacy of trauma for AIANNH to overcome. This legacy of trauma continues to trickle through our communities and do damage to our children. The current research suggests that the strength of our people is uniquely tied to our strong spiritual beliefs, cultural traditions, kinship ties, and lifeways. Our communities have begun to heal by preserving our

community languages, maintaining our spiritual beliefs, sustaining our kinship systems, and retaining our stories. In essence we are strengthening our societies via our unique culture. The National Center for Education Statistics notes American Indian/Alaska Native (AI/AN) students particularly, have the lowest high school graduation rates by race, and lag considerably behind for college admissions and graduation in comparison to other groups.

Thus, for AIAN communities and students, graduation is a time for exceptional joy, ceremony, to give thanks and to honor the school personnel's efforts, the student's hard work, the parent's and elder's support, and more importantly to recognize the Creator's hand in the success of all. It is a time when spiritual beliefs are on the forefront of our heartfelt thanks. Schools, colleges, and universities that forbid our students from wearing their religious ceremonial and cultural symbols at graduation continue the long history of disrespect, abuse and continue to do damage to our children and it is, in a word, unlawful.

The Society of Indian Psychologists expresses its support for AIANNH students who wish to wear their sacred feathers, tribal stoles, beaded caps and gowns. We respectfully request that all schools, colleges, and universities respect the student wishes. Just as they allow Christian students to wear crosses, people of Islamic faith to wear head cover, people of Sikh faith to wear turbans and beards, or people of Jewish faith to wear Yarmulkes, our children, young men and women have the right to wear their symbols of spirituality, religion, and tradition. It is our hope that schools, colleges, and universities will continue to support our young people as they earn their degrees, connect with their culture and continue to heal historical wounds. Our young people are brave, smart, generous, thoughtful, respectful and important to the continuation of our healing and culture. They must be supported.

Attachment: Short list of a sample of schools that allow AIANNH traditional accoutrements on their regalia.

School	Location
Arizona State University	Tempe, AZ
Ashland High School	Ashland, WI
Bemidji State University	Bemidji, MN
Bethel Regional High School	Bethel, AK
Campbell University	Buies Creek, NC
Carrington College	Albuquerque, NM
Central New Mexico Community College	Albuquerque, NM
Chinle High School	Chinle, AZ
Columbia University,	NY, NY
Cortez High School	Cortez, CO
East Carolina University	Greenville, NC
East Central University	Ada, OK
Flagstaff High School	Flagstaff, AZ
Fort Lewis College	Durango, CO
Glen Allen High School	Glen Allen, VA
Guilford College	Greensboro, NC
Haliwa-Saponi Tribal School	Hollister, NC
Harvard University	Cambridge, MA
Highland High School	Albuquerque, NM
Holbrook High School	Holbrook, AZ
Hopi High School	Keams Canyon, AZ
Kirtland Central High School	Kirtland, NM
Lawrence University	Appleton, WI
Navajo Technical University	Crownpoint, NM
New Mexico Highlands University	Las Vegas, NM
New Mexico State University	Las Cruces, NM
New Mexico Technical University	Socorro, NM
Northeastern State University	Tahlequah, OK
Oklahoma State University	Stillwater, OK
Page High School	Page, AZ
Pima Community College	Tucson, AZ
Purnell Swett High School	Maxton, NC
Randolph Community College	Asheboro, NC
Sage College	Troy, NY
Santa Fe Indian School	Santa Fe, NM
Shiprock High School	Shiprock, NM
Southern Vermont College	Bennington, VT
Stanford University	Palo Alto, CA
University of Alaska-Anchorage	Anchorage, AK
University of Arizona	Tucson, AZ

University of Miami	Miami, FL
University of New Mexico	Albuquerque, NM
University of North Carolina-Chapel Hill	Chapel Hill, NC
University of North Carolina-Greensboro	Greensboro, NC
University of Oklahoma	Norman, OK
University of South Alabama	Mobile, AL
University of Southern California	Los Angeles, CA
University of Washington-Seattle	Seattle, WA
University of Wisconsin-Madison	Madison, WI
University of Wisconsin-Milwaukee	Milwaukee, WI
Utah State University	Logan, UT
Wheatland Union High School	Wheatland, CA

PUBLIC SCHOOL SYSTEMS

Ada Public School System	Ada, OK
Boone-Apache Public Schools	Boone & Apache, OK
Edmond Public Schools	Edmond, OK
Lawton Public Schools	Lawton, OK
Menominee Indian School District (Public)	Keshena, WI
Norman Public School System	Norman, OK
Shawnee Public School System	Shawnee, OK
Tulsa Public Schools	Tulsa, OK
Vian Public Schools	Vian, OK

Sample statements:

“All cultural heritage adornments and objects of cultural significance are also welcome as approved regalia for ceremonies”

“American Indian students can wear any of several pieces of traditional American Indian regalia including an eagle feather attached to their mortar board representing honesty, truth, courage and wisdom; beadwork representing their tribe; cultural designs on top of the mortar board, or traditional outfits under their gown.

Woven cloths representing traditional patterns and designs signifying a graduate’s cultural heritage may be worn during the commencement ceremony. Hawaiian and Polynesian leis made from flower, vines, or leaves may be worn by students leaving as symbols of good luck, affection and appreciation.”

Draft Native American Regalia Policy for Student Handbooks.

An exception to the above stated dress code may be made for student members of Sovereign Native American Tribes/Nations who wish to include regalia such as eagle feathers (on the cap), plumes (on the cap) and traditional footwear for the genuine exercise of religious and/or cultural beliefs. Students may make no alterations to the gown.

SUBSTITUTE SALARY SCHEDULE
(SUBJECT TO YEARLY REVIEW)

Substitute teachers will receive the following rates of pay per day:

Certified \$65.00-

- 1. Oklahoma Certification \$100 per day
- 2. Out-of-State Certification - \$80 per day
- ~~1. Long Term Special Education Certified - \$135 per day (after OSDE required annual in-service training)~~

Non-certified \$60.00-

- 1. 12 college Hours - \$65 per day
- 2. Long Term Special Education 12 college hours + but non-certified - \$100 per day (after OSDE required annual in-service training)

Classified Substitutes

- ~~1. Any support job such as Custodian, Child Nutrition, Bus Driver, Personal Care Assistant, Teacher Assistant, must have high school completion, GED, or DD214 DEA-R2 pay scale - \$10.29 per hour~~

~~*Special Education- \$100.00 (after OSDE required annual in-service training)~~

Support Substitutes \$7.25 9.21 for hours worked

Requesting and Assigning Substitutes

Substitutes will be requested by the employee, principal or supervisor. Substitutes will be assigned by the substitute center as arranged for by the principal or supervisor.

*Effective July 1, 2019

CROSS-REFERENCES: Policy DPB Substitute Teachers

SUBSTITUTE TEACHERS

The Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. ~~In recognizing that need and to ensure that students receive the maximum hours of instruction, certified substitute teachers shall be paid at the rate of \$65 per teaching day. Noncertified substitute teachers will receive \$60 per teaching day.~~

Substitute teachers are to be approved by the superintendent. All substitutes must attend in-service training provided at no cost to the substitute to be employed and paid by the school system.

No substitute teacher shall be employed for a total period of time in excess of nine (90) school days during a school year: or one hundred (100) school days during the school year if the substitute teacher holds a lapsed or expired certificate or has a bachelors level college degree: or no limit of school days during the school year if the substitute teacher holds a valid certificate with the exception of substitute teachers who teach special education.

The district will provide in-service training for a substitute teacher employed to teach special education for more than 15 consecutive days or 30 total days in the same assignment as prescribed by the Oklahoma State Board of Education. ~~Substitute teachers will be eligible to receive \$100 per day when assigned a special education position after proof of training is submitted annually.~~

A certified substitute teacher may be employed on a monthly or annual basis in accordance with the terms of a written employment contract in the same manner and under the same conditions as regular teachers. Such substitute teachers shall receive the same compensation as regular teachers, at the same salary level, and will be employed pursuant to a temporary employment contract.

REFERENCE: 70 O.S. § 6-105
Atty. Gen. Op. No. 80-112 (June 16, 1980)

TEACHER PERFORMANCE EVALUATION PROCEDURE

1. DEFINITIONS

Teacher - Any licensed or certified employee not filling an administrative position in the school district.

Probationary Teacher - ~~TA~~ teachers employed by ~~the~~ a district prior to the 2017-2018 school year and who have

- has completed fewer than three consecutive, complete years of service and has achieved a district evaluation rating of superior as measured pursuant the TLE or
- has completed fewer than four consecutive complete school years as a teacher in Lawton Public Schools under written continuing or temporary contract, and
- has averaged a district evaluation rating of at least effective as measured pursuant to the TLE for at least the last two years of the four year period, or
- has completed four or more consecutive years in under a written continuing or temporary teaching contract and has not met the requirements for Career Teacher in the Lawton Public School District

or

is employed for the first time by a school district under a written teacher contract during the 2017-2018 school year and thereafter and has not met the requirements for career teacher-

Tenured-Career Teacher – A duly certified person who is employed to serve as a counselor, librarian, or school nurse or in any instructional capacity prior to 2017-2018 school years Teachers employed by the district and who

- hasve more than three consecutive, complete years of service in the Lawton Public School District-

or is employed for the first time during the 2017-2018 school year and thereafter:

- has completed three (3) consecutive years as a teacher in Lawton Public Schools District and has achieved a district evaluation rating of “superior” as measured pursuant to the TLE at least two (2) of the three (3) school years; or
- has completed four (4) consecutive complete school years as a teacher in Lawton Public Schools District under a written continuing or temporary teaching contract, has averaged a district evaluation rating of at least “effective” as measured pursuant to the TLE for the four-year period, and has received district evaluation ratings of at least “effective” for the last two (2) years of the four year period; or
- has completed four (4) or more consecutive complete school years in Lawton Public Schools under a written continuing or temporary teaching contract and has not met the requirements above, only if the principal of the school district at which the teacher is employed submits a petition to the superintendent of Lawton Public Schools requesting that the teacher be granted career status, the superintendent agrees with the petition, and the Lawton Public Schools Board of Education approves the petition

Personal Development Plan (PDP) - Written notice of serious performance deficiencies, which may jeopardize a teacher’s continued employment with the district.

TEACHER PERFORMANCE EVALUATION – PROCEDURES (cont.)

2. GENERAL PROVISIONS

- A. Types of Evaluation** - The teacher evaluation procedure shall be the Oklahoma Teacher and Leader Effectiveness Observation and Evaluation System. For evaluations of teachers conducted during the 2017-2018 school year and each school year thereafter, the “evaluation tool”.
- B. Employee Orientation** - All licensed or certified employees shall be given a copy of the complete evaluation instrument to include the Professional Learning Focus, along with, policies, and procedures. The principal shall meet at the beginning of the year with teachers to establish dates, purposes and to provide a general orientation of the process to be followed.
- C. Observations** – The intentional study and analysis of the teacher’s classroom performance to date and other factors that quantify the impact of the educator in the classroom. The evaluator’s assessment of the two (2) formal observations must be scheduled according to regulated timelines and recorded on an observation summary form.
- D. Conferences** – The **Observation Conference** must be held no more than five (5) instructional days from the date of the observation. The evaluator provides the teacher with all forms and appraisals during **Evaluation Conference** which occurs according to designated timelines specified in policy.
- E. Evaluation** - The evaluator’s overall assessment of the teacher based upon the observations and proficiencies on relevant indicators.

Rating - The rating assigned by evaluator reflects the analysis of the teacher’s performance according to the descriptions in the rubric of the Tulsa Teacher and Leader Effectiveness Observation and Evaluation System.

RATING	SCORE	REQUIREMENTS
Ineffective	1	Requires a PDP
Needs Improvement	2	Requires a PDP
Effective	3	
Highly Effective	4	Requires an Explanation
Superior	5	Requires an Explanation and Supporting Evidence

The Composite Weighted Average for Evaluation is based on the RANGES below:

FROM:	TO:	RANKING:
Less than 1.8		Ineffective
Equal to or greater than 1.8	Less than 2.8	Needs Improvement
Equal to or greater than 2.8	Less than 3.8	Effective
Equal to or greater than 3.8	Less than 4.8	Highly Effective
Equal to or greater than 4.8		Superior

TEACHER PERFORMANCE EVALUATION – PROCEDURES (cont.)

- F. Signature of All Evaluation Documents** - Both the administrator and the teacher being evaluated shall sign evaluation forms and other documents which are to become a part of the official evaluation file. The signature of the person being evaluated shall indicate receipt of copies of such documents only. Within two weeks of the receipt of the completed evaluation or other documents relating to evaluation, the teacher may respond in writing and such response shall be made part of the evaluation record.
- G. Nonclassroom Teachers** - Special staff positions such as counselors, librarians, psychologists, etc., will be evaluated using the evaluation instrument and the official job description.

3. TEACHER AND LEADER EFFECTIVENESS OBSERVATION AND EVALUATION PROGRAM (TLE)

- A. Who Requires Evaluation** - Oklahoma state law requires that every licensed and certified teacher be evaluated according to the schedule established below. Notification of the need for these evaluations must be given by the supervisor to the teacher within the first 10 days to the school year or within the first 10 days of employment.
- 1. Probationary Teachers** - Every probationary teacher shall be evaluated two (2) times per school year utilizing the TLE procedure. The first evaluation shall occur prior to December 10 and the second evaluation shall occur prior to April 30. Any probationary teacher employed by the district on or after December 1 shall be evaluated one time before April 30.
 - 2. Career Teachers** - Every career teacher shall be evaluated once every year utilizing the TLE. Such evaluation shall be completed prior to April 30 of the school year.

Career Teachers receiving a “Superior” or “Highly Effective” rating under the evaluation tool may be evaluated once every three years.

- B. The Observation and Conference Process**- The evaluator will meet with each teacher to be evaluated. During this conference, the date and timelines for observations, conferences and the evaluation conference will be established. There must be a minimum of at least two (2) observations and the scores will reflect the study of the teacher’s classroom performance plus an assessment of all inclusive factors specified in the rubric up to the specific point in time. The evaluator will distribute and explain the following forms:
1. Observation Form
 2. Personal Development Plan. Used whenever a ranking of Ineffective or Needs Improvement is recorded on an evaluation and may be used based upon the evaluator’s assessment of any other situation and context that may jeopardize the teacher’s continued performance with the district.
- C. The Evaluation** - The culminating process used to summarize information gathered through study of the teacher’s classroom performance plus an assessment of all inclusive factors specified in the rubric up to the specific point in time. The evaluator will distribute and explain the following forms:
- 1. Evaluation Form** - The official documentation of performance required by S.B. 2033 and requires summative narrative comments whenever a ranking of Highly Effective and Superior are awarded.

TEACHER PERFORMANCE EVALUATION – PROCEDURES (cont.)

1.2. Professional Learning Focus – Every certified teacher or administrator that is consistent with the qualitative component of TLE shall complete a Professional Learning Focus tailored to a professional goal for the teacher or administrator; addresses a specific area or criteria identified through the qualitative component of TLE; allows the teacher or administrator to engage with learning practices that are evidence-based and research practices that are correlated with increased student achievement; and be supported by resources that are easily available and supplied by the school district and the State Department of Education.

- D. Evaluation Conference** - A private conference shall occur within the timeline following the classroom observations to allow for critical feedback, reflection and discussions regarding the ways in which a teacher needs to improve as well as identify specific strengths. During this conference the evaluator will provide the teacher with a hard copy of the signed evaluation. As noted, a PDP will be written for rankings of Ineffective and Needs Improvement.

On a completely voluntary basis, a teacher may provide the evaluator with additional evidence of professional proficiency for purposes of the evaluation. This is allowed; however such evidence is not required nor suggested by the evaluator.

- E. Signature, Teacher Response and Filing** - At the conclusion of the observation conference, both the teacher and the evaluator will sign the evaluation instrument. If the teacher wishes to respond to this or any other evaluation document, such response must be made in writing within two weeks, and the response will become part of the record. The evaluator may respond in the record to the teacher's written response. The teacher, evaluator, and the Human Resources Department will receive a copy of the completed evaluation record.

4. FOLLOW-UP PROCEDURE - CONSEQUENCES OF NON-REMEDIED DEFICIENCIES

The teacher must meet the PDP's requirements and goals in all respects by the specified deadline. Failure to do so may result in the teacher's dismissal or non-renewal.

REFERENCE: 70 O. S. §6-101.10, et seq



Name: _____

Department: _____

Title of Proposal:

Update of CFBB-E1: Application for Sanctioning of Parent Organizations and Booster Clubs

Reason for Proposal:

To obtain permission allowing minimal changes to the sanctioning application so that the form is user friendly.

Identify Proposal as it Relates to Elementary and/or Secondary Educational Concerns:

All sites are impacted in that all sites have or may have sanctioned organizations.

Estimated Cost Factor to the School District:

The packets are printed yearly for distribution to sanctioned organizations. The number of applications is an estimate, determined annually to keep costs to the district at a minimum. The printing cost would be the same as it would have been with the old form.
*see attached

Action Desired:

Positive outcome for clubs applying for sanctioning. Seeking board approval for necessary changes to the policy CFBB-E1 so there is a better understanding of what is required from Lawton Public Schools PTA/Booster Clubs.

Submitted by: LPS Finance Office: Elizabeth Brown-Hill/Carla Dewberry/Tracy Hargrove

Name of Organization/Group/Superintendent/Individual

Date Submitted: April 26, 2019

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

The board of education shall annually sanction parent organizations and booster clubs (hereinafter referred to as organizations) which exist to promote a positive relationship between the district and the community by assisting and supporting the schools in recognizing and promoting student activities. Close communication will be maintained to ensure that the goals of the organizations are in compliance with the goals and policies of the district. The district shall incur no liability for the acts, errors or omissions of any sanctioned organization. The board will determine whether to sanction an organization by taking action on the recommendation of the superintendent. Sanctioning will be contingent on compliance with the following criteria:

- A. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board. These will differentiate the parent organization or booster club from any student organizations and will provide details of their structure including:
 1. Officers' names and addresses
 2. Details of the process to elect officers and the length of each officer's term
 3. Purpose and goals
 4. Detailed breakdown of the dues structure for the membership and officers
 5. Itemized projection for the use of funds generated by both item and cost
- B. The organization must include one representative from the school faculty as a sponsor.
- C. No fund raising activities will be conducted within the school during school hours by adults or students unless approved by the principal.
- D. The organization may not use school materials in advertising its activities. Requests for the use of school property will comply with district regulations.
- E. All funds raised will be used to achieve the stated purposes and goals of the organization.

The IRS has taken the position that payments to district employees by sanctioned organizations for services or gifts are subject to income and employment taxes as if they had been paid by the district. Therefore,

- Payments for services to Lawton Public Schools employees must be made through the District's payroll system in order to comply with IRS regulations. Any such services must have prior approval by the Director of Human Resources. The organization will reimburse the District the compensation amount plus employer FICA and teacher retirement.

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (cont'd)

- Gifts related to the teacher's or sponsor's employment with the Lawton Public Schools are also considered taxable compensation. The exception is de minimus (value less than \$100) gift of items (not cash or gift cards) that are given occasionally (e.g. holiday gifts).
 - Gifts of de minimus (value less than \$100) of cash or gift cards related to the teacher's or sponsor's employment with the Lawton Public Schools are never excludable from income. The District's Chief Financial Officer must be notified of any instances of such payment.
 - Payment for services to district employees in cash or gift cards are not allowed.
 - District employees may be reimbursed for qualified business expenses without tax consequences. Such expenses must have appropriate receipts to substantiate the business purposes and are to be kept by the organization as the "invoice" for payment.
 - If a sanctioned group wishes to give a teacher a gift card to purchase classroom supplies without it being taxable to the teacher, the card should be donated to the school and kept in the school's financial office. The teacher can then check out the gift card and return the appropriate receipts which substantiate the business purpose of the purchases.
- F. Contributions ~~from~~ to Lawton Public School organizations will not be accepted unless approved by the superintendent or designee and shall comply with Title IX and all other state or federal equity regulations.
- G. The organization must maintain bank and financial records separate from the district and provide to board annually or upon request a complete set of financial records.
- H. The organization will require the president, vice president and treasurer to annually complete the *district's* financial responsibility training. The organization will attach the principal's verification form to the organization's "Application for Sanctioning of Parent Organizations and Booster Club" form at the beginning of each new school year
- I. The organization's financial records must be inspected to see if they comply with the district's established Guidelines for Financial Responsibility. If the gross annual receipts are less than \$10,000.00, this inspection must be completed annually during the months of June, ~~or~~ July and August by an Accountant, Professional Bookkeeper or an inspection committee of not fewer than three (3) members of the organization's general membership (cannot include officers). If gross receipts are greater than or equal to \$10,000.00 Financial Accountability Report and Procedures for Insuring Financial Accountability must be performed by a CPA or entity approved by the Lawton Public Schools finance department, using the procedures prescribed in the Guidelines for Financial Responsibility and agreed upon procedure report

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (cont'd)

issued by the CPA with the results. The results of the inspection, as shown in the Procedures for Insuring Financial Accountability and the Financial

Accountability Report, must be attached to the organization's "Application for Sanctioning of Parent Organizations and Booster Club" form at the beginning of each new school year.

- J. Any plan, project or activity intended to modernize, renovate or render maintenance to school-controlled and/or owned properties shall be presented to the superintendent for consideration, comment, evaluation, approval and sponsorship. This must be done before any public announcement is made.
- K. Board sanctioning does not excuse an organization from complying with all state and federal laws as they pertain to equal opportunity and treatment for all students.
- L. The board reserves the right to revoke the sanctioning of any organization if it is determined that the operation and purpose are not consistent with the policies and procedures adopted by the board.
- M. Any disputes arising out of the enforcement of this policy may be appealed to the superintendent.
- N. All Organizations will be required to obtain a federal Employee Identification Number (EIN).
- O. If the organization is abolished or ceases to exist, all funds remaining after the financial responsibilities are satisfied shall be deposited into the general fund activity account of the school with which the organization was associated or state PTA.
- P. A Sanctioning Packet will be submitted by the last school day of September each year by each organization. The packet included:
 - 1. An "Application for Sanctioning of Parent Organization and Booster Clubs" form
 - 2. A copy of the group's current bylaws and standing rules, (amendments to these by-laws will not take effect until the following school year)
 - 3. The verification form indicating that the group president, vice president and treasurer have viewed the PTA or Booster Club Financial Responsibility Training video
 - 4. A "Procedures for Insuring Financial Accountability" including the "Financial Accountability Report"
 - 5. A copy of the general ledger (~~check~~ transaction register) for the previous year

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (cont'd)

All five (5) of these items must be completed, fastened together and turned in to the site principal. The principal should sign and date the verification form and forward the packet to the Lawton Public Schools Finance Office (Shoemaker Education Center). The sanctioning form will then be sent to the board for approval. The board will not sanction a group until all five items have been completed and turned in to the Shoemaker Center.



Purchase Order
THE BOARD OF EDUCATION
 LAWTON PUBLIC SCHOOLS
 LAWTON, OKLAHOMA

PO# 00190605

DATE: 07/01/18

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 19908

REQ: 00069071

PHONE:

EMAIL:

BUYER: OPERATIONS

SHIP TO: SHOEMAKER EDUCATION CENTER

**OPERATIONS
 753 NW FT SILL BLVD
 LAWTON OK 73507**

**LAWTON AREA TRANSIT SYSTEM
 PO BOX 286
 LAWTON OK 73502**

CONTACT:

SITE: OPERATIONS

SPECIAL INSTRUCTIONS:

BILL TO: Lawton Public Schools
 Attn: Accounts Payable
 P.O. Box 1009
 Lawton, OK 73502-1009
 580-357-6900

Conditions:

1. Invoices must be itemized
2. Exempt from sales tax
3. Invoices greater than \$25,000 require signature of no-kick back statement and notary
4. Adjustments must be approved before sending invoice

No payment will be made until:

1. Itemized invoices are received from vendor
2. No-kick back statement is signed and notarized if required
3. Goods have been delivered and certified as complete by the requisitioning party

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		BD APVD 6-28-18/UNLIMITED ACCESS FOR ALL SECONDARY STUDENTS TO INCLUDE GATEWAY AND ALL LPS STAFF FY19/FIXED BUS ROUTES	70,000.00	70,000.00
		TOTAL:		70,000.00
		***** For LAWTON PUBLIC SCHOOLS use only 9-11-109-52720-513-000-0000-000-051		70,000.00

pd 9/5/18

Authorization for Payment:
 I hereby certify that the merchandise and/or services described above have been satisfactorily received and that this purchase order may be considered for payment.

Signature	<i>Barbara A. Ell</i>
Date	<i>July 6, 2018</i>
Title	<i>Assistant Superintendent</i>

RECEIVING COPY

· Lawton Public Schools
Lawton, Oklahoma

Administrative Services Division
Purchasing Department

PURCHASING SECTION

May 6, 2019

- I. Request permission to increase, issue purchase orders, and to make related encumbrances.
- II. Gasoline Tabulation.
- III. Bids/Quotes. Recommend awarding bids as marked. If deviation is made from awarding to low qualified bidder, a notation is either made below or shown on the bid tabulation.
 - A. Buses - Transportation. Trae Koch.
 - B. Fire Alarm Upgrade - MHS. Barbara Ellis.
- IV. Encumbrance Approval/Partial Payment.

Lawton Public Schools
Lawton, Oklahoma

Administrative Services Division
Purchasing Department

Request to Increase Purchase Orders

May 6, 2019

Request permission to increase the following purchase orders:

Comanche County Excise \$225,000.00 to \$253,982.11	Shoemaker - Brown-Hill Acct. #9-11-100	#190582
--	--	---------

An increase of \$28,982.11 is due to the value of the district's land increasing.

Thomas Amanda \$708.00 to \$1,197.31	Shoemaker - Donahue Acct. #9-11-541	#194535
---	---	---------

An increase of \$489.31 is due to the cost of lodging for the conference was higher than expected.

Blick Art Materials \$494.34 to \$753.09	Lawton High - Jones Acct. #9-33-166	#194671
---	---	---------

An increase of \$258.75 is due to a price increase on the trimmer and shipping increase due to the weight of the trimmer.

Central States Thermo-King \$1,500.00 to \$2,000.00	Child Nutrition - Ellis Acct. #9-11-138	#195477
--	---	---------

An increase of \$500.00 is due to more repairs needed than originally estimated. Purchase order was an estimate only.

**LAWTON PUBLIC SCHOOLS
LAWTON, OKLAHOMA
ADMINISTRATIVE SERVICES DIVISION**

**DIESEL / GASOLINE TABULATION
ALL OR NONE**

Fuel Type:	Quantity Bid:
#2 Ultra Low Sulfur Diesel	7500
Unleaded Gasoline	
BID DATE:	DELIVERY DATE:
4/12/2019	4/12/2019

VENDOR	TIME/DATE	DIESEL	UNLEADED
Glenn Oil Lawton, OK			
Clark Oil Co. Ada, OK			
Carey Johnson Oil Co. Lawton, Ok	4/12/19	\$ 2.1600	
Hooten Oil Co Seminole, Ok			

TABULATION OF ACCEPTED BID			
VENDOR SELECTED - <u>Carey Johnson Oil Co.</u>			
FUEL	BID PRICE	GALLONS	TOTAL
DIESEL	\$ 2.1600	7433	\$16,055.28
UNLEADED			
GRAND TOTAL			\$16,055.28

**LAWTON PUBLIC SCHOOLS
LAWTON, OKLAHOMA
ADMINISTRATIVE SERVICES DIVISION**

**DIESEL / GASOLINE TABULATION
ALL OR NONE**

Fuel Type:	Quantity Bid:
#2 Ultra Low Sulfur Diesel	4000
Unleaded Gasoline	4000
BID DATE:	DELIVERY DATE:
4/17/2019	4/17/2019

VENDOR	TIME/DATE	DIESEL	UNLEADED
Glenn Oil Lawton, OK			
Clark Oil Co. Ada, OK			
Carey Johnson Oil Co. Lawton, Ok	4/17/19	\$ 2.1700	\$ 2.0200
Hooten Oil Co Seminole, Ok			

TABULATION OF ACCEPTED BID			
VENDOR SELECTED ----- <u>Carey Johnson Oil Co.</u>			
FUEL	BID PRICE	GALLONS	TOTAL
DIESEL	\$ 2.1700	3982	\$8,640.94
UNLEADED	\$ 2.0200	4000	\$8,080.00
GRAND TOTAL			\$16,720.94

Lawton Public Schools Purchasing Department

4/18/19

VENDOR RESPONSE STATUS REPORT

Page: 1

BUSES/TRANSPORTATION

Date Released: 4/18/2019 Bid Number:

Bid	MIDWESTBUS	<i>MIDWEST BUS SALES</i>
Bid	ROSSTRANS	<i>ROSS TRANSPORTATION</i>
No Response	NATIONALBUS	<i>NATIONAL BUS SALES INC</i>
No Response	SUMMIT BUS	<i>SUMMIT BUS</i>

Lawton Public Schools Purchasing Department
Bid Selection Report Showing All Items, All Bidding Vendors
BUSES/TRANSPORTATION

<i>Item/Bidder</i>	<i>Price</i>	<i>Brand</i>	<i>Selected (**)</i>	<i>Notes</i>
ITEM # 1. -- 5 EACH 2019 OR 2020 TYPE C 71 PASSENGER LIFT BUS (DIESEL) (4-2019)				
MIDWESTBUS	82,890.00	FREIGHT LINER-THOM		DIESEL ENGINE YEAR 2020 GAS ENGINE NOT APPLICABLE
ROSSTRANS	80,995.00	BLUE BIRD VISION	**	DIESEL ENGINE YEAR 2020
ROSSTRANS	76,921.00	BLUE BIRD VISION		GAS ENGINE YEAR 2020

**Lawton Public Schools
MacArthur High School Fire Alarm Upgrade**

Project #1902

Thursday, April 18, 2019

Contractor	Addenda	Affidavits	Bond	Base Bid	Days	Alternate No.1	Days
Endex of Oklahoma, Inc.	1	X	X	\$179,945.00	170	(\$21,865.00)	-10
High-Tech-Tronics, Inc.	1	X	X	\$180,655.00	75	No Bid	No Bid

**LOW BIDDER

BEGINNING DATE: 4/11/2019
 ENDING DATE: 4/29/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 1

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
FUND 11 GENERAL FUNDS						
PROJECT 101 ADMINISTRATIVE SERVICES						
SITE 350 SUPERINTENDENT_TOM DEIGHAN						
2	LODGING/JUN 4-5, 2019/TOM DEIGHAN	04/16/19	DEIGHAN THOMAS	9-11-101-52573-582-000-0000-000-350	408.00	00195466
1	QUOTES/SURFACE PRO 6	04/16/19	SYMBOLIC INC	9-11-101-52321-653-000-0000-000-350	2,106.00	00195475
1	REG/OSSBA CONF/4-27-19/CARLA CLODFELTER/TULSA	04/18/19	OSSBA	9-11-101-52319-860-000-0000-000-350	112.50	00195491
1	REG/OSSBA CONF/5-4-19/CARLA CLODFELTER/EDMOND	04/18/19	OSSBA	9-11-101-52319-860-000-0000-000-350	112.50	00195491
SITE Total 350 SUPERINTENDENT_TOM					2,739.00	
PROJECT Total 101 ADMINISTRATIVE SERVICES					2,739.00	
PROJECT 103 BUSINESS SERVICES						
SITE 353 BUSINESS OFFICE_ELIZABETH BROWN-HILL						
1	EST EXP/OKASBO SPRING CONF/4-17-19	04/16/19	RELF SHEILA D	9-11-103-52573-582-000-0000-000-353	79.00	00195480
1	REG/OKASBO SPRING CONF/NORMAN/4-17-19/SHEILA RELF/MEMBER	04/16/19	OKLAHOMA ASBO	9-11-103-52573-860-000-0000-000-353	100.00	00195481
SITE Total 353 BUSINESS OFFICE_ELIZABETH					179.00	
PROJECT Total 103 BUSINESS SERVICES					179.00	
PROJECT 105 EDUCATIONAL SERVICES						
SITE 377 EDUC SERVICES_ASST SUPT_JAMIE POLK						
3	REG/STUDENT PREPARATION SUMMER INSTITUTE/AFTON, OK/JUN 10-12, 2019/LATOYA MILLER/ALICIA BRIERTON/GRADIE SHAWN GREEN	04/16/19	OK STATE REGENTS FOR HIGHER EDUCATION	9-11-105-52573-860-000-0000-000-377	1,050.00	00195473
4	LODGING/JUN 18, 2019/JOE WILLIAMS/JERRI SANTOS/KATY SEELEY/JENNIFER HOFFMAN	04/16/19	HOLIDAY INN EXPRESS BRICKTOWN	9-11-105-52573-582-000-0000-000-377	600.00	00195474
1	EST EXP/2019 SUMMER INSTITUTE/OKC/JUN 18-19, 2019	04/16/19	HOFFMAN JENNIFER	9-11-105-52573-582-000-0000-000-377	57.50	00195482
1	EST EXP/2019 SUMMER INSTITUTE/OKC/JUN 18-19, 2019	04/16/19	SANTOS JERRI	9-11-105-52573-582-000-0000-000-377	57.50	00195483
1	EST EXP/2019 SUMMER INSTITUTE/OKC/JUN 18-19, 2019	04/16/19	WILLIAMS JOE	9-11-105-52573-582-000-0000-000-377	57.50	00195484

BEGINNING DATE: 4/11/2019
 ENDING DATE: 4/29/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 2

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
1	EST EXP/2019 SUMMER INSTITUTE/OKC/JUN 18-19, 2019	04/16/19	JACKSON-SEELEY KATHERINE	9-11-105-52573-582-000-0000-000-377	140.10	00195485
1	EST EXP/COUNSELOR INSTITUTE/AFTON, OK/JUN 10-12,2019	04/16/19	GREEN GRADIE SHAWN	9-11-105-52573-582-000-0000-000-377	255.50	00195486
1	EST EXP/CCOSA SUMMER CONF/NORMAN/JUN 4-6, 2019	04/18/19	POLK JAMIE	9-11-105-52573-582-000-0000-000-377	260.00	00195503
SITE Total 377 EDUC SERVICES_ASST					2,478.10	
SITE 389 CAMPUS POLICE_DAVID HORNBECK						
1	ADDING K9 UNIT LETTERING TO UNIT 363	04/16/19	FASTSIGNS	9-11-105-52650-337-000-0000-000-389	85.00	00195469
1	SUPPLIES FOR CANINE UNIT PER ATTACHED	04/16/19	RAY ALLEN MANUFACTURING LLC	9-11-105-52660-657-000-0000-000-389	494.63	00195472
1	SHIPPING	04/16/19	RAY ALLEN MANUFACTURING LLC	9-11-105-52660-657-000-0000-000-389	7.00	00195472
SITE Total 389 CAMPUS POLICE_DAVID					586.63	
SITE 715 MACARTHUR SENIOR HIGH SCHOOL						
1	INSTRUCTIONAL SUPPLIES PER ATTACHED	04/18/19	AMAZON.COM	9-11-105-51000-681-100-5000-000-715	218.51	00195489
SITE Total 715 MACARTHUR SENIOR HIGH					218.51	
PROJECT Total 105 EDUCATIONAL SERVICES					3,283.24	
PROJECT 106 OPERATIONAL SERVCIES						
SITE 387 SAFETY_BARBARA ELLIS						
1	LITHIUM BATTERIES PER ATTACHED	04/23/19	HEARTSMART.COM	9-11-106-52620-618-000-0000-000-387	2,212.00	00195511
40	FIRST RESPONDER BAG/SMALL/EMPTY/RED	04/18/19	MFASCO HEALTH & SAFETY COMPANY	9-11-106-52670-616-000-0000-000-387	480.00	00195502
1	SHIPPING	04/18/19	MFASCO HEALTH & SAFETY COMPANY	9-11-106-52670-616-000-0000-000-387	25.93	00195502
SITE Total 387 SAFETY_BARBARA ELLIS					2,717.93	
PROJECT Total 106 OPERATIONAL SERVCIES					2,717.93	
PROJECT 108 MAINTENANCE SERVICES						
SITE 378 GROUNDS_						
1	GROUNDS PU 350/DIAGNOSTIC TESTING	04/18/19	BILLINGSLEY FORD OF LAWTON INC	9-11-108-52650-430-000-0000-000-378	130.00	00195461

BEGINNING DATE: 4/11/2019
 ENDING DATE: 4/29/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 3

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
1	GROUNDS PU 350/LABOR & MATLS TO INSTALL STEERING WHEEL ROTATION SENSOR	04/18/19	BILLINGSLEY FORD OF LAWTON INC	9-11-108-52650-430-000-0000-000-378	184.50	00195478
SITE Total 378 GROUNDS_					314.50	
PROJECT Total 108 MAINTENANCE SERVICES					314.50	
PROJECT 109 TRANSPORTATION SERVICES						
SITE 381 TRANSPORTATION_TRAE KOCH						
2	PORTACOOOL HARD WATER TREATMENT	04/16/19	O'REILLY AUTO PARTS	9-11-109-52740-612-000-0000-000-381	50.00	00195479
1	SOLE SOURCE/LABOR & MATLS TO REPAIR UNDERGROUND DIESEL FUEL STORAGE TANK/EST ONLY	04/18/19	PETROLEUM MARKETERS EQUIPMENT CO., LLC	9-11-109-52740-430-000-0000-000-381	1,517.36	00195492
20	TIRES/GY 1152.55 MARATHON RSS 16	04/18/19	GOODYEAR COMMERCIAL TIRE & SERVICE CENTE	9-11-109-52740-612-000-0000-000-381	5,180.00	00195493
SITE Total 381 TRANSPORTATION_TRAE KOCH					6,747.36	
PROJECT Total 109 TRANSPORTATION					6,747.36	
PROJECT 138 CHILD NUTRITION						
SITE 392 CHILD NUTRITION_STEVE DYER						
1	SOLE SOURCE/REPAIRS/TRUCK 144/EST ONLY	04/16/19	CENTRAL STATES THERMO-KING INC	9-11-138-53140-430-700-0000-000-392	1,500.00	00195477
3	BD APVD 4-18-19/QUOTES/MMS/EMS/MILK COOLERS PER ATTACHED	04/23/19	OSWALT RESTAURANT SUPPLY INC	9-11-138-53140-651-700-0000-000-392	8,043.30	00195505
1	SHIPPING	04/23/19	OSWALT RESTAURANT SUPPLY INC	9-11-138-53140-651-700-0000-000-392	250.00	00195505
2	BD APVD 4-18-19/QUOTES/REACH IN REFRIGERATOR 2 DOOR	04/23/19	OSWALT RESTAURANT SUPPLY INC	9-11-138-53140-731-700-0000-000-392	15,600.00	00195506
1	BD APVD 4-18-19/QUOTES/REACH IN REFRIGERATOR 1 DOOR	04/23/19	OSWALT RESTAURANT SUPPLY INC	9-11-138-53140-731-700-0000-000-392	5,863.15	00195506
1	SHIPPING	04/23/19	OSWALT RESTAURANT SUPPLY INC	9-11-138-53140-731-700-0000-000-392	225.00	00195506
1	DESK TOP CARD SWIPE	04/18/19	VANCO PAYMENT SOLUTIONS	9-11-138-53140-653-700-0000-000-392	125.00	00195490
1	SHIPPING	04/18/19	VANCO PAYMENT SOLUTIONS	9-11-138-53140-653-700-0000-000-392	12.00	00195490

BEGINNING DATE: 4/11/2019
 ENDING DATE: 4/29/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 4

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
SITE Total 392 CHILD NUTRITION_STEVE DYER					31,618.45	
PROJECT Total 138 CHILD NUTRITION					31,618.45	
PROJECT 561 T VIIA - INDIAN EDUCATION						
SITE 168 PAT HENRY ELEMENTARY						
1	CULTURAL AWARENESS MATERIALS/**ONE TIME PURCHASE**/NTE	04/16/19	HOBBY LOBBY INC	9-11-561-51000-681-429-1130-000-168	200.00	00195468
SITE Total 168 PAT HENRY ELEMENTARY					200.00	
SITE 710 LAWTON SENIOR HIGH SCHOOL						
1	INK CARTRIDGES PER ATTACHED	04/16/19	STAPLES BUSINESS ADVANTAGE	9-11-561-51000-611-429-4400-000-710	1,701.77	00195467
SITE Total 710 LAWTON SENIOR HIGH SCHOOL					1,701.77	
PROJECT Total 561 T VIIA - INDIAN EDUCATION					1,901.77	
PROJECT 572 T III - LIMITED ENGLISH PROF PROGRAM						
SITE 358 FEDERAL PROGRAMS_TERESA DONAHUE						
1	CONSULTANT FEE/MAY 13, 2019/PROF DEV	04/23/19	MIGRANT LEGAL ACTION PROGRAM INC	9-11-572-52213-320-410-1310-000-358	3,100.00	00195510
SITE Total 358 FEDERAL PROGRAMS_TERESA					3,100.00	
PROJECT Total 572 T III - LIMITED ENGLISH					3,100.00	
PROJECT 615 SPECIAL EDUC STAFF DEVELOPMENT						
SITE 368 SPECIAL SERVICES_CHRIS SHARKEY						
1	EST EXP/CRISIS PREVENTION RE-CERTIFICATION/DALLAS, TX/JUN 23-25, 2019	04/23/19	TAYLOR MELISSA	9-11-615-52213-583-239-0000-000-368	785.00	00195514
SITE Total 368 SPECIAL SERVICES_CHRIS					785.00	
PROJECT Total 615 SPECIAL EDUC STAFF					785.00	
PROJECT 621 FLOW THRU, PL 101-476,IDEA/B						
SITE 368 SPECIAL SERVICES_CHRIS SHARKEY						
3	SNEAD STEEL HANGING FOLDER FRAME/LEGAL SIZE	04/16/19	AMAZON.COM	9-11-621-52330-619-239-0000-000-368	31.80	00195471
1	STATE TRAVEL/FY19 STAND/BD APVD 4-18-19/TRANSPORTING STUDENT TO CHICKASHA	04/23/19	GAIL PRENTICE	9-11-621-52740-582-239-1060-000-368	600.00	00195508
1	AT CONSULTANT WORK/STUDENT EVALUATION	04/23/19	OATECA	9-11-621-52213-320-239-0000-000-368	947.44	00195512
1	BANKER BOX FILE STORAGE BOXES	04/23/19	AMAZON.COM	9-11-621-52330-619-239-0000-000-368	64.99	00195513

BEGINNING DATE: 4/11/2019
 ENDING DATE: 4/29/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 5

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
SITE Total 368 SPECIAL SERVICES_CHRIS					1,644.23	
SITE 535 CENTRAL MIDDLE SCHOOL						
1	AIRZONE 48" BAND FITNESS TRAMPOLINE	04/18/19	AMAZON.COM	9-11-621-51000-658-239-1050-000-535	55.27	00195487
SITE Total 535 CENTRAL MIDDLE SCHOOL					55.27	
SITE 715 MACARTHUR SENIOR HIGH SCHOOL						
1	WINDFRESH POWDER LAUNDRY DETERGENT	04/18/19	SAM'S WHOLESALE CLUB	9-11-621-51000-619-239-1060-000-715	16.48	00195488
1	MEMBERS MARK DISH SOAP	04/18/19	SAM'S WHOLESALE CLUB	9-11-621-51000-619-239-1060-000-715	6.98	00195488
SITE Total 715 MACARTHUR SENIOR HIGH					23.46	
PROJECT Total 621 FLOW THRU, PL 101-					1,722.96	
FUND Total 11 GENERAL FUNDS					55,109.21	
FUND 21 BUILDING FUND						
PROJECT 108 MAINTENANCE SERVICES						
SITE 380 MAINTENANCE_BARBARA ELLIS						
2	TRUCK #0243/LABOR & MATLS TO MOUNT TIRES	04/16/19	T & W TIRE	9-21-108-52650-430-000-0000-000-380	354.20	00195414
SITE Total 380 MAINTENANCE_BARBARA ELLIS					354.20	
PROJECT Total 108 MAINTENANCE SERVICES					354.20	
FUND Total 21 BUILDING FUND					354.20	
FUND 32 BOND FUND (2014)						
PROJECT 101 ADMINISTRATIVE SERVICES						
SITE 371 DISTRICT CURRICULUM_TERESA JACKSON						
1	BD APVD 4-18-19/1ST YEAR SOFTWARE SERVICES AND HARDWARE TIPWEB-IM	04/23/19	HAYES SOFTWARE SYSTEMS	9-32-101-51000-337-100-0000-000-371	81,144.00	00195509
1	BD APVD 4-18-19/ONE TIE COST INVENTORY/TAGGING SERVICES	04/23/19	HAYES SOFTWARE SYSTEMS	9-32-101-51000-337-100-0000-000-371	93,114.00	00195509
SITE Total 371 DISTRICT CURRICULUM_TERESA					154,258.00	
PROJECT Total 101 ADMINISTRATIVE SERVICES					154,258.00	
FUND Total 32 BOND FUND (2014)					154,258.00	

BEGINNING DATE: 4/11/2019
 ENDING DATE: 4/29/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 6

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
FUND 33 BOND FUND (2017)						
PROJECT 166 BOND-PROGRAMS EQUIPMENT						
SITE 205 WHITTIER ELEMENTARY						
1	LIBRARY SUPPLIES PER ATTACHED	04/16/19	LITTLEBITS ELECTRONICS INC	9-33-166-52220-681-000-0000-000-205	359.35	00195470
1	SHIPPING	04/16/19	LITTLEBITS ELECTRONICS INC	9-33-166-52220-681-000-0000-000-205	15.00	00195470
SITE Total 205 WHITTIER ELEMENTARY					374.35	
SITE 220 WOODLAND HILLS ELEMENTARY						
3	CHROMEBOOKS	04/16/19	DELL MARKETING	9-33-166-51000-653-100-1050-000-220	694.50	00195476
SITE Total 220 WOODLAND HILLS ELEMENTARY					694.50	
SITE 705 EISENHOWER SENIOR HIGH SCHOOL						
1	BD APVD 4-18-19/FOOTBALL UNIFORMS PER ATTACHED	04/23/19	BSN SPORTS LLC	9-33-166-51000-657-801-3300-000-705	11,040.00	00195504
1	SHIPPING	04/23/19	BSN SPORTS LLC	9-33-166-51000-657-801-3300-000-705	150.00	00195504
SITE Total 705 EISENHOWER SENIOR HIGH					11,190.00	
PROJECT Total 166 BOND-PROGRAMS					12,258.85	
PROJECT 168 BOND-ATHLETIC (TRACKS/FACILITIES)						
SITE 705 EISENHOWER SENIOR HIGH SCHOOL						
1	BID BD APVD 4-1-19/EHS/RESURFACING OF RUNNING TRACK PER ATTACHED SPECS/RED IN COLOR	04/16/19	GENERAL SPORTS SURFACES LLC	9-33-168-52199-450-819-3300-000-705	149,886.00	00195464
SITE Total 705 EISENHOWER SENIOR HIGH					149,886.00	
SITE 710 LAWTON SENIOR HIGH SCHOOL						
1	BID BD APVD 4-1-19/LHS/RESURFACING OF RUNNING TRACK PER ATTACHED SPECS/RED IN COLOR	04/16/19	GENERAL SPORTS SURFACES LLC	9-33-168-52199-450-819-3300-000-710	155,298.00	00195465
SITE Total 710 LAWTON SENIOR HIGH SCHOOL					155,298.00	
SITE 715 MACARTHUR SENIOR HIGH SCHOOL						
1	BID BD APVD 4-1-19/MHS/RESURFACING OF RUNNING TRACK PER ATTACHED SPECS/RED IN COLOR	04/16/19	GENERAL SPORTS SURFACES LLC	9-33-168-52199-450-819-3300-000-715	182,490.00	00195463
SITE Total 715 MACARTHUR SENIOR HIGH					182,490.00	
PROJECT Total 168 BOND-ATHLETIC					487,674.00	

BEGINNING DATE: 4/11/2019
ENDING DATE: 4/29/2019

**LAWTON PUBLIC SCHOOLS
PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 7

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
	PROJECT 170 BOND-DISTRICT EXPENSES					
	SITE 050 DISTRICT WIDE SERVICES					
1	BD APVD 4-18-19/2019 BOND DEBT PAYMENT	04/23/19	BANK OF OKLAHOMA	9-33-170-52317-357-000-0000-000-050	9,521,761.07	00195507
			SITE Total 050 DISTRICT WIDE SERVICES		9,521,761.07	
			PROJECT Total 170 BOND-DISTRICT EXPENSES		9,521,761.07	
			FUND Total 33 BOND FUND (2017)		10,021,693.92	



**DESIGNATION OF
LAWTON PUBLIC SCHOOLS
INVESTMENT ACCOUNT**

The school district treasurer is authorized to establish an investment account for the period of

May 7, 2019 to May 16, 2019.

The treasurer shall first determine which monies, during this period that cannot be used for the purpose for which they are to be expended and then place these monies in this investment account.

The school district treasurer is authorized by the Board of Education to buy and sell from the investment account in accordance with School Laws of Oklahoma, Section 664 at the highest possible rate of interest.

As of the opening date of this period, \$ 4,162,017.60

and the balance in the investment account is \$ 42,937,234.75

Approved at regular meeting of the Board of Education of the Lawton Independent School District No. I-8 at Lawton, Oklahoma on May 6, 2019.

*Elyse Brown-Dee
Treasurer*

Investment Rates:

Operating Accounts

Checking Account	\$ 4,162,017.60	0.10%
Money Market	\$ 1,006,988.22	0.25%
OLAP – Pooled Invests	\$ 41,930,246.53	1.77%
OLAP – Fixed Rates		
General Fund	\$ -	0.3000%
Bond Fund	\$ -	0.0000%
Gift/Endowments	\$ -	0.0000%

**Lawton Public Schools
Business Services**

**Report of Activity Fund Custodian
May 6, 2019**

REQUEST PERMISSION TO MAKE THE FOLLOWING ACTIVITY FUND TRANSFERS:

	<u>Acct. Credited</u>	<u>Acct. Debited</u>	<u>Purpose</u>	<u>Amount</u>
1	LHS Yearbook	LHS Concessions	Worked concession stand	\$2,704.89
2	LHS Yearbook	LHS Student Council	Yearbook Ad	\$175.00

**Lawton Public Schools
Business Services**

**Report of Activity Fund Custodian
May 6, 2019**

REQUEST PERMISSION TO ESTABLISH NEW ACCOUNT:

MacArthur High School

<u>Account Name/Number</u>	<u>Source of Revenue</u>	<u>Approved Expenditures</u>
Graduated Seniors - 980	1. Funds transferred from Senior accounts after graduation	1. Senior Class gifts to school

**Lawton Public Schools
Business Services**

**Report of the Clerk
May 6, 2019**

REQUEST APPROVAL OF THE FOLLOWING CONSTRUCTION-RELATED DOCUMENTS:

Crossland Construction Company Almor West Elementary Safe Room	Certificate of Substantial Completion	2017 Bond (33)
Crossland Construction Company Edison Elementary Safe Room	Certificate of Substantial Completion	2017 Bond (33)
Crossland Construction Company All Safe Rooms	Change Order #4 add exhaust fans at mop sinks	2017 Bond (33) Use \$5,950 from Contingency

REQUEST APPROVAL OF THE FOLLOWING AGREEMENTS/CONTRACTS:

Fidelity Communications	Sale of Certain Assets of Fidelity Communications to Cable One	
Herff Jones Inc EHS Yearbook	Printing Agreement 2019-2020	Activity Fund
Herff Jones Inc LHS Yearbook	Credit Extension Application for 2019 Yearbooks	Activity Fund
Oklahoma School Pictures EHS Yearbook	Photographic Services 2019-2020	Activity Fund
Scantron Technology Solutions Testing Office	Scanner Pre-Inspection Agreement	Gen Fund (11) \$225.00
Scantron Technology Solutions Testing Office	Optical Mark Reader Maintenance Service Agreement Maintenance for May and June, 2019	\$182.50



AIA® Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> Lawton Public Schools - Multiple Safe Room Buildings Lawton, Oklahoma	CONTRACT INFORMATION: Contract For: General Construction Date: January 19, 2018	CERTIFICATE INFORMATION: Certificate Number: 1 Date: April 18, 2019
OWNER: <i>(name and address)</i> Lawton Public Schools 753 Ft. Sill Blvd. Lawton, Oklahoma 73502	ARCHITECT: <i>(name and address)</i> Architects in Partnership, LLC 3220 Marshall Avenue Norman, Oklahoma 73072	CONTRACTOR: <i>(name and address)</i> Crossland Construction Company 408 N.E. 145 th Place Edmond, Oklahoma 73013

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Partial: Edison Elementary School only.

Architects in Partnership, LLC ARCHITECT <i>(Firm Name)</i>	 SIGNATURE	Cory Miller, Senior Project Manager/Associate PRINTED NAME AND TITLE	4/18/2019 DATE OF SUBSTANTIAL COMPLETION
---	---	--	--

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

All warranties.

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Architectural punch list attached. MEP and structural punch lists to follow.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

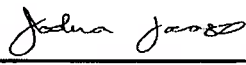
Cost estimate of Work to be completed or corrected: \$57,410.20

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner is responsible for all security, maintenance, heat, utilities, damage to the Work and insurance for the Project.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Crossland Construction Company CONTRACTOR <i>(Firm Name)</i>	 SIGNATURE	Joshua Jacox, Project Manager PRINTED NAME AND TITLE	25 April 2019 DATE
Lawton Public Schools OWNER <i>(Firm Name)</i>	 SIGNATURE	CARLA CLODFELTER, PRESIDENT PRINTED NAME AND TITLE	LAWTON BOARD OF EDUCATION DATE

	A	B	C	D
1			Edison Safe Room	
2				
3				
4			AIP Punch List April 18, 2019	
5	ROOM NUMBER	NAME	DESCRIPTION	Responsibility
6		General	Touch up paint throughout building. Many spots were marked with tape.	
7		General	Install sealant between backsplash and wall in every room.	
8		General	Seal all penetrations in the mechanical closets.	
9		General	Need stops at louver doors	
10		General	Finish Sealant and backer rod at louvers.	
11		General	Finish grading and sod at exterior	
12		General	Cut down all clean outs, install cap and concrete donut/ring	
13		General	Final Clean	
14		General	Pull plastic film from plates	
15		General	Install permanent signs	
16		General	Remove stickers from glazing	
17		General	Erect walkway canopy cover	
18		General	Removed job sign	
19		General	Water road crossing	
20				
21				
22				
23		Corridor	Finish painting door frames.	
24		Corridor	Chip in header (gyp and paint) above Door B107B	
25		Corridor	Fire sealant is needed in the inside corners of the corridor at both ends above exterior doors.	
26		Corridor	Touch up paint on wall near the control joint.	
27		Corridor	Missing one FEC	
28		Corridor	Finish the trim on the electrical panel.	
29		Corridor	Backer rod and sealant around door frames	
30		Corridor	Sealant tile to door frame	
31		Corridor	Place all ceiling tiles	
32		Corridor	Clean grout off of schluter strip	
33		Corridor	Seal around water fountains	
34		Corridor	Paint electrical panel trim to match color of panel door	
35		Corridor	Seal at door thresholds to frames.	
36				
37				

	A	B	C	D
1	Edison Safe Room			
2				
3				
4	AIP Punch List April 18, 2019			
5	ROOM NUMBER	NAME	DESCRIPTION	Responsibilit
38	SR3	Classroom	Touch up gray paint just above the upper cabinets at reveal.	
39	SR3	Classroom	Touch up east wall at lower cabinets.	
40	SR3	Classroom	Fill and finish screw holes below the louver sill.	
41	SR3	Classroom	Hole over receptacle	
42	SR3	Classroom	Screw holes are visible under the window sill.	
43	SR3	Classroom	The over cuts and screw holes are visible at the sides of the sills and below the sills. This need to be refinished.	
44	SR3	Classroom	Use a dust proof strike at the mechanical closet	
45				
46				
47	SR3	Restroom	Clean the top of the cove tile.	
48	SR3	Restroom	Clean grout out of floor drain.	
49	SR3	Restroom	Clean mud and paint off of schluter strip.	
50	SR3	Restroom	No hot water.	
51	SR3	Restroom	Missing paper towel dispenser	
52				
53				
54	SR2	Classroom	Touch up and clean around door frame	
55	SR2	Classroom	Sealant at backsplash to wall	
56	SR2	Classroom	Fill hole at receptacle on East wall	
57	SR2	Classroom	Finish heat detector install in mechanical closet / seal penetrations	
58	SR2	Classroom	Gaps at sides of sill for louver door	
59	SR2	Classroom	Touch up paint around louver	
60	SR2	Classroom	Clean the aluminum window frame	
61	SR2	Classroom	Touch up the walls East and West of the cabinets	
62	SR2	Classroom	Broken closer cover	
63	SR2	Classroom	Dent in shutter / louver door	
64	SR2	Classroom	Bondo holes in shutter door frame	
65				
66				
67	SR2	Restroom	Touch up paint on North wall	
68	SR2	Restroom	Clean wall tile in the SE corner	
69	SR2	Restroom	No hot water	
70	SR2	Restroom	Dirt in carpet tile just outside the restroom	

	A	B	C	D
1	Edison Safe Room			
2				
3				
4	AIP Punch List April 18, 2019			
5	ROOM NUMBER	NAME	DESCRIPTION	Responsibility
71	SR2	Restroom	Loose grab bar	
72				
73				
74	SR1	Classroom	Closer cover is broken / replace	
75	SR1	Classroom	Touch up paint at the end of the upper cabinets	
76	SR1	Classroom	Sealant and paint around the tornado window	
77	SR1	Classroom	Sealant between backsplash and wall	
78	SR1	Classroom	Finish flush bolt installation at mechanical closet.	
79	SR1	Classroom	Damaged gasket on shutter door	
80	SR1	Classroom	Mechanical Closet door damaged	
81	SR1	Classroom	Adjust door /binding	
82				
83				
84	SR1	Restroom	Remove sharp edges on strike	
85	SR1	Restroom	Broken closer cover	
86				
87				
88	D111	Storage	Finish out the storage room	
89	D111	Storage	Seal floor	
90	D111	Storage	Missing light	
91				
92				
93	East	Exterior Façade	Hole in door jamb Door D107a	
94	East	Exterior Façade	Paint peeling on South side of Door D107a	
95	East	Exterior Façade	Clean wall	
96	East	Exterior Façade	Cleanout and donut	
97	East	Exterior Façade	There is something else sticking up above grad in the far SE corner / this needs to be cut to grade and or be protected from mowers etc.	
98				
99				
100	North	Exterior Façade	Doesn't look like there is any back up behind the sealant where the lines penetrate the wall. This will cause the sealant to fail much sooner. This is typical at all the A/C units around this building.	
101	North	Exterior Façade	Paint on receptacle	

	A	B	C	D
1	Edison Safe Room			
2				
3				
4	AIP Punch List April 18, 2019			
5	ROOM NUMBER	NAME	DESCRIPTION	Responsibility
102	North	Exterior Façade	There is a small hole / gap in the sealant at the tornado window, when you push on it wet paint squishes out.	
103				
104				
105	West	Exterior Façade	Paint gas line safety yellow.	
106	West	Exterior Façade	There is brown paint in the teal area	
107	West	Exterior Façade	Cleanout and donut	
108	West	Exterior Façade	Need to seal and paint around the electrical line penetrations	
109				
110				
111	South	Exterior Façade	Brown paint in the teal.	
112				
113				
114	Roof	Roof	Clean and remove debris	
115	Roof	Roof	Clean parapet cap	
116	Roof	Roof	Touch up paint in the NW corner of parapet cap / scratched up	
117	Roof	Roof	SE corner pipe penetrations patch doesn't look as clean as the typical detail. Preformed boots were specified for this project / the pipes at this location were probably too close together for a boot, but this field fabricated boot did not look as clean as others.	
118				
119				
120				
121				
122				
123				
124				
125				
126				
127				
128				
129				
130				
131				

Kathy Bentley

From: Cory Miller <Cory.Miller@aipok.com>
Sent: Friday, April 26, 2019 6:40 AM
To: Kathy Bentley
Cc: Jeremy Tanner; Don McCaig; Barbara Ellis; Peggy Whittington; Tom Deighan; Elizabeth Brown-Hill; Robert Barnett; Joshua Jacox (jjacox@crossland.com)
Subject: LPS Safe Rooms - Change Order #4
Attachments: 1715B - Change Order 4.pdf

Kathy,

I am attaching Change Order #4 for the Multiple Safe Room Buildings project for approval.

This authorizes use of contingency to add exhaust fans at the mop sink closet in each of the seven safe room buildings. During construction the City inspector asserted that he would not agree with our interpretation of the code even if we provided a stamped letter from the engineer, which was the original plan of action. The original permit comments called for these fans due to a requirement to design rooms with mop sinks to prevent the spread of fumes in the case that multiple chemicals were poured down the sink. We explained to him that these rooms were fully contained with walls sealed to the roof deck and that they had no return air to mechanical systems in adjacent spaces. This week the inspector indicated that he would not take exception to his permit requirement even with the letter from the engineer stating our position.

In order to expedite completion of these safe room projects, I recommend that LPS approve this change order to use \$5,950 from contingency to add the exhaust fans in lieu of taking this issue through the City's appeals process.

Page 3 shows a detailed breakdown of changes to the schedule of values that will be reflected in future pay-apps.

We will go ahead and add this exhaust fan to the Whittier Safe Room project to avoid future issues. It will add about \$850 to that project. These exhaust fans are already shown at all mop sink locations in the Eisenhower project due to the mechanical system there returning air from some of those rooms.

If you have any questions, feel free to give me a call.

Thank you,
Cory S. Miller, NCARB
Sr. Project Manager/ Associate



Architects in Partnership

3220 Marshall Avenue | Norman, OK 73072
P: 405.360.1300 x215 | F: 405.360.1431 | C: 405.512.9662
cory.miller@aipok.com
www.aipok.com

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AIA[®] Document G701[™] – 2017

Change Order

PROJECT: *(Name and address)*
Lawton Public Schools - Multiple Safe
Room Buildings
Lawton, Oklahoma

OWNER: *(Name and address)*
Lawton Public Schools
753 NW Ft. Sill Blvd.
Lawton, Oklahoma 73502

CONTRACT INFORMATION:
Contract For: General Construction

Date: January 19, 2018

ARCHITECT: *(Name and address)*
Architects in Partnership, LLC
3220 Marshall Avenue
Norman, Oklahoma 73072

CHANGE ORDER INFORMATION:
Change Order Number: 4

Date: April 25, 2019

CONTRACTOR: *(Name and address)*
Crossland Construction Company
408 N.E. 145th Place
Edmond, Oklahoma 73013

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Contingency Amount: \$266,298.96
Exhaust Fans per city of Lawton requirements: \$5,950.00
Remaining Contingency Amount: \$260,348.96
Net change to Contract Sum: \$0.00

The original Contract Sum was	\$	<u>8,048,529.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>8,048,529.00</u>
The Contract Sum will be unchanged by this Change Order in the amount of	\$	<u>0.00</u>
The new Contract Sum including this Change Order will be	\$	<u>8,048,529.00</u>

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


Architects in Partnershp, LLC
ARCHITECT *(Firm name)*


SIGNATURE

Cory Miller, Senior Project
Manager/Associate
PRINTED NAME AND TITLE

April 25, 2019
DATE

Crossland Construction Company
CONTRACTOR *(Firm name)*


SIGNATURE

Joshua Jacox, Project Manager
PRINTED NAME AND TITLE

April 25, 2019
DATE

Lawton Public Schools
OWNER *(Firm name)*

SIGNATURE

CARLA CLODFELTER, PRESIDENT
PRINTED NAME AND TITLE
LAWTON BOARD OF EDUCATION

DATE

Detailed Description of Changes to Scheduled Values
LPS Multiple Safe Room Buildings - Change Order #4

Almor West

Increase line item 117 HVAC AW by \$850.00.
Reduce line item 129 Contingency AW by \$850.00.
Net Change to Contract Sum = \$0.00.

Hugh Bish

Increase line item 217 HVAC HB by \$850.00.
Reduce line item 229 Contingency HB by \$850.00.
Net Change to Contract Sum = \$0.00.

Crosby Park

Increase line item 317 HVAC CP by \$850.00.
Reduce line item 330 Contingency CP by \$850.00.
Net Change to Contract Sum = \$0.00.

Woodland Hills

Increase line item 419 HVAC WH by \$850.00.
Reduce line item 429 Contingency WH by \$850.00.
Net Change to Contract Sum = \$0.00.

Edison

Increase line item 517 HVAC ED by \$850.00.
Reduce line item 530 Contingency ED by \$850.00.
Net Change to Contract Sum = \$0.00.

Carriage Hills

Increase line item 617 HVAC CH by \$850.00.
Reduce line item 630 Contingency CH by \$850.00.
Net Change to Contract Sum = \$0.00.

Sullivan Village

Increase line item 717 HVAC SV by \$850.00.
Reduce line item 730 Contingency SV by \$850.00.
Net Change to Contract Sum = \$0.00.

Kayser Mechanical, Inc.

Bill Miller & Noble Heating & Air Conditioning
P.O. Box 104; 205 S.E. D Ave.
Lawton, OK. 73502
580-355-1811 or 580-357-4402

TO: Crossland Construction
Lawton Public Schools

We hereby propose the following:

We will provide and install an Exhaust Fan and required duct in the mop sink room at all 7 safe rooms. The price is as follows \$600.00 for labor and \$250.00 for materials per safe room. The total for all 7 safe rooms is \$5,950 (FIVE THOUSAND NINE HUNDRED AND FIFTY DOLLARS)

The following are included:

- Duct
- Hanging Strap
- Sealant
- Fan
- Screws
- Labor

ANY ALTERATION OR DEVIATION FROM SPECIFICATION WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE. OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE. PUBLIC LIABILITY AND WORKER'S COMPENSATION WILL BE PROVIDED BY KAYSER MECHANICAL, INC. ALL AGREEMENTS ARE CONTINGENT UPON STRIKES OR DELAYS BEYOND OUR CONTROL. PROPOSAL MAY BE REVISED OR WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS.

RESPECTFULLY SUBMITTED BY JUSTIN NOBLE



AIA[®] Document G704[™] – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> Lawton Public Schools - Multiple Safe Room Buildings Lawton, Oklahoma	CONTRACT INFORMATION: Contract For: General Construction Date: January 19, 2018	CERTIFICATE INFORMATION: Certificate Number: 1 Date: April 26, 2019
OWNER: <i>(name and address)</i> Lawton Public Schools 753 Ft. Sill Blvd. Lawton, Oklahoma 73502	ARCHITECT: <i>(name and address)</i> Architects in Partnership, LLC 3220 Marshall Avenue Norman, Oklahoma 73072	CONTRACTOR: <i>(name and address)</i> Crossland Construction Company 408 N.E. 145 th Place Edmond, Oklahoma 73013

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Partial: Almor West Elementary School only.

Architects in Partnership, LLC <u>ARCHITECT (Firm Name)</u>	 <u>SIGNATURE</u>	Cory Miller, Senior Project Manager/Associate <u>PRINTED NAME AND TITLE</u>	<u>4/26/2019</u> <u>DATE OF SUBSTANTIAL COMPLETION</u>
---	---	---	---

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

All warranties.

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Architectural punch list attached. MEP and structural punch lists to follow.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.


Cost estimate of Work to be completed or corrected: \$53,730.40

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner is responsible for all security, maintenance, heat, utilities, damage to the Work and insurance for the Project.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Crossland Construction Company <u>CONTRACTOR (Firm Name)</u>	 <u>SIGNATURE</u>	Joshua Jacox Project Manager <u>PRINTED NAME AND TITLE</u>	<u>4/30/2019</u> <u>DATE</u>
Lawton Public Schools <u>OWNER (Firm Name)</u>	<u>SIGNATURE</u>	CARLA CLODFELTER, PRESIDENT LAWTON BOARD OF EDUCATION <u>PRINTED NAME AND TITLE</u>	<u>DATE</u>

C	D	E	F	G	H
Almore West Safe Room					
AIP Punch List April 16, 2019					
DESCRIPTION	Responsibility	DATE GEN	ITEM COMPLETE		
			G.C.	AIP	Owner
Need water		4/26/19			
Touch up on all walls and door frames		4/26/19			
Remove job site sign		4/26/19			
Remove portable restroom		4/26/19			
Provide blinds		4/26/19			
Finish installing millwork hardware		4/26/19			
Need permanent signage		4/26/19			
Finish installing walkway cover		4/26/19			
Remove stickers from windows / clean windows in general paint etc.		4/26/19			
Provide panel schedule		4/26/19			
Provide cleanout covers, trim cleanouts to grade, provide concrete donuts Typical of all louvers there is not a sill flashing installed.		4/26/19			
		4/26/19			
Door 107b finish paint, chip in the sheetrock header & Scratches in door		4/26/19			
Fire sealant on south wall near 107b		4/26/19			
Need trim at electrical panel		4/26/19			
Finish hooking up the water coolers		4/26/19			
Sealant at the top of wainscot gaps		4/26/19			
There is an extra cover plate at water coolers		4/26/19			
Door A107a finish painting		4/26/19			
In the NE corner there is fire sealant on the wall and ceiling grid		4/26/19			
Grout on exterior frame		4/26/19			
Paint on frame		4/26/19			
Touch up wall next to restroom		4/26/19			
Seal penetrations in mechanical closet		4/26/19			
Touch up under window sills		4/26/19			
Touch up around louver		4/26/19			
2nd drawer from left, scratches in wood around key hole		4/26/19			

C	D	E	F	G	H
Almore West Safe Room					
AIP Punch List April 16, 2019		ITEM COMPLETE			
DESCRIPTION	Responsibility	DATE GEN	G.C.	AIP	Owner
Paint on frame		4/26/19			
Access panel		4/26/19			
Sealant needed around light fixture and supply grille / screw holes		4/26/19			
Clean schluter strip		4/26/19			
Touch up door frame		4/26/19			
Hole top of receptacle NW		4/26/19			
Cove base glue on wall NW corner		4/26/19			
Clean window		4/26/19			
Touch up around louver frames		4/26/19			
Door stop at louver (typical)		4/26/19			
Finish up cleanout under mechanical closet (wall)		4/26/19			
Seal penetrations completely in mechanical closet		4/26/19			
Sealant at backsplash		4/26/19			
Closer cover broken		4/26/19			
Finish installing hardware at millwork.		4/26/19			
Install supply grille		4/26/19			
Install access panel		4/26/19			
Finish sealant at ceiling and touch up all paint		4/26/19			
Touch up frame		4/26/19			
Touch up walls (all)		4/26/19			
Screw holes under sills		4/26/19			
Seal all penetrations in mechanical closets		4/26/19			
Cleanout at mechanical closet wall / finish out		4/26/19			
Clean window		4/26/19			
Clean floor		4/26/19			

C	D	E	F	G	H
Almore West Safe Room					
AIP Punch List April 16, 2019					
DESCRIPTION	Responsibility	DATE GEN	ITEM COMPLETE		
			G.C.	AIP	Owner
Sealant at light fixture		4/26/19			
Clean tile and schluter strip		4/26/19			
Seal Concrete Floor		4/26/19			
Need mop holder and access panels		4/26/19			
Touch up frame / finish room		4/26/19			
Touch up gaps in sealant		4/26/19			
Finish sealant at bottom of jamb Door A107b		4/26/19			
Clean up sealant at panel joint south of the door		4/26/19			
Clean up slurry at downspout boot anchors.		4/26/19			
Touch up wall paint at NW corner		4/26/19			
Provide Splash blocks		4/26/19			
Touch up paint on West wall		4/26/19			
Clean up around mechanical penetrations		4/26/19			
Verify window trim is securely snapped in place		4/26/19			
Use colored sealant around louvers		4/26/19			
Clean paint and sealant from louvers for SR2 and SR3		4/26/19			
Clean up around mechanical penetrations		4/26/19			
Verify window trim is securely snapped in place		4/26/19			
Use colored sealant around louvers		4/26/19			
Paint gas line		4/26/19			
Level/roll sod		4/26/19			
Seal bottom of Door A107a jambs		4/26/19			
Clean excess sealant from j-box		4/26/19			



April 16 2019

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Board of Education of Independent School District No. 8, Commanche County, OK
Tom Deighan, Superintendent
753 Fort Sill Blvd
Lawton, OK 73507

Re: Sale of Certain Assets of Fidelity Communications Co.

Dear Mr. Deighan,

We are pleased to announce that pursuant to a Stock Purchase Agreement dated as of March 31, 2019, Cable One, Inc. ("Cable One") has agreed to purchase from Fidelity Communications Co. ("Fidelity") substantially all of Fidelity's assets used in its cable television, internet and voice systems/telephone business, including the subsidiaries of Fidelity engaged in such business (the "Transaction").

Upon the closing of the Transaction, Fidelity intends to assign to Cable One (or a subsidiary of Cable One or a subsidiary of Fidelity being acquired by Cable One pursuant to the Transaction) (the "Assignment") all of Fidelity's rights and obligations arising after the closing under the Lease Agreement with Board of Education of Independent School District No. 8, Commanche County, OK dated April 1, 2000, as amended or supplemented (collectively, the "Agreement").

The purpose of this letter is to notify you of the proposed Assignment and Transaction, as your consent may be required under the Agreement(s). By countersigning below, you consent to, and waive any notice with respect to, the Assignment and Transaction and agree that the consummation of the Assignment and Transaction shall not constitute a violation, breach or default under the Agreement or give rise to any of your remedies thereunder. Except for the express consent contained in this letter, the Agreement will remain in full force and effect, without modification whatsoever.

Please acknowledge your consent and agreement to the Assignment and Transaction by signing and dating this letter below where indicated and returning a copy of the same to me by email at jason.ross@fidelitycommunications.com or the original to me by mail at the address below. A signed copy of this letter delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this letter. Please contact me if you have any questions.

Sincerely,

FIDELITY COMMUNICATIONS CO.

By: *Jason L. Ross*

Jason L. Ross, Senior Vice President & Chief Legal Officer

Acknowledged and agreed:

Board of Education of Independent School District No. 8, Commanche County, OK

By: _____

Name: _____

Title: _____

Date: _____

c: Jarrod Head



Charles Cook
1191 Oxford Rd - Davis, OK 73030-5501
(580) 369-1671 - cwcook@herffjones.com

PRINTING AGREEMENT

Year(s) Covered: 2020 2021 2022 2023 2024
 New Renewal

Date: 12/14/2018

Subject to the terms hereof, the Customer (school) named below hereby engages HERFF JONES, Inc., and Herff Jones agrees, to print and bind the specified publication during the Years Covered (specified above).

School Name: Eisenhower Senior High School

Address: 5202 W GORE BLVD
City/State/Zip: Lawton, OK 73505
Job Number: 14953
Title/Publication:
Current Enrollment: 1387

Specifications

Program: 900 All Color
Trim Size: 8 X 12
Pages: 232
Copies: 310
Submission Method: Web (eDesign)
Cover: Vista Custom Embossed + Vista Litho
Anti-Scuff Matte Lamination (Vista Litho)

Correspond With

Name: Ms. Jennifer Mason
Title: Yearbook Adviser
Address: 5202 W Gore Blvd
City/State/Zip: Lawton, OK 73505
Phone Number: 580-355-9144
Fax Number: 580-585-6329
Email: jmason@lawtonps.org

Binding: Squarebacked
Endsheet: Vibracolor
Four-Color Litho Different Front and Back

Paper: 100# Matte

Proofs: Self Proof (eDesign)

Send Invoice To

Name: Ms. Jennifer Mason
Title: Yearbook Adviser
Address: 5202 W Gore Blvd
City/State/Zip: Lawton, OK 73505
Phone Number: 580-355-9144
Tax Exemption Number:
Pre-Payment Option Desired: Yes No

Base Price: \$23,990.00

Printing Agreement Total: \$23,990.00

Shipping Information

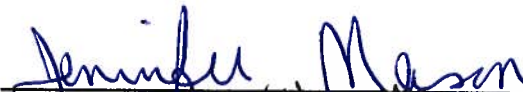
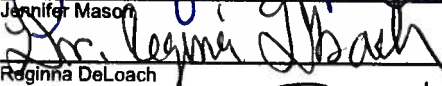

Requested Book Ship Date: May 09, 2020
Ship Book To: Ms. Jennifer Mason
Requested Kit Ship Date: April 27, 2019
Ship Kit To: Ms. Jennifer Mason

If Printing Agreement is for multiple years, annual increase to Printing Agreement Total not to exceed _____ for same specifications.

This agreement is subject to the terms shown on the reverse side and is binding on Herff Jones and the Customer for the Years Covered, subject to such terms.

YEARBOOK PLANT USE

Customer Number _____ Date Received _____


Jennifer Mason Yearbook Adviser

Regina DeLoach Principal

Charles Cook Representing Herff Jones

Terms and Conditions of This Agreement

The "Years Covered" by this contract are shown at the top of the facing page. The Base Specifications on the facing page apply to the publication for the first Year Covered and shall likewise apply to each subsequent Year Covered, as applicable, unless modified specifications for subsequent years are agreed in writing ("Modified Base Specifications"). Modified Base Specifications shall be conclusively authorized by Customer when signed only by an Authorized School Representative named on the facing page (or his or her successor). Base Specifications (or any Modified Base Specifications) shall only become final and binding upon Herff Jones upon written acceptance by the Herff Jones printing facility of such specifications (including price). Herff Jones' printing facility will determine shipment date upon confirmation of specifications for a Year Covered. For each Year Covered after the first year, the deadline for submission of Modified Specifications is October 1 of the prior school year. If Customer has not provided signed Modified Specifications by such date, the Base Specifications on the facing page shall apply to such Year Covered and Herff Jones shall print the publication for such year on such basis. Customer agrees to prepare all copy in strict accordance with instructions and materials furnished by Herff Jones.

If this Agreement covers more than one (1) year, then, Herff Jones shall provide to the Customer fifteen (15) additional copies of each year's publication free of charge for the term of the agreement. If this Printing Agreement covers more than one (1) year, the Customer acknowledges that Herff Jones is relying upon the Customer's commitment herein for the following: To purchase supplies of paper, ink, and cover manufacturing materials; To determine staffing levels based upon expected production demands and timelines, given known capacities; To make financial investments in its programs, processes and technology improvements.

Herff Jones will not be liable for losses or delays as a result of strikes, accidents, acts of God, government restrictions, or any other cause beyond its control and such delays shall not constitute a breach of contract.

Ship Date will be maintained as specified herein, provided that the Submission Deadlines approved and/or published by Herff Jones have been met as specified. Ship Date for subsequent years covered will remain in same week, adjusted for calendar date shift. All Shipments are F.O.B. the printing facility, including extra copies should they be available.

For each year covered, Customer agrees to pay a first deposit equal to 40% of the total contract price at the time of the first copy deadline, and a second deposit equal to 50% of the total contract price at the time of the final copy deadline, bringing the total deposits to 90% of the contract price. All final invoices will be issued upon shipment of the books and are due upon receipt of the invoice. A service charge of 1.5% per month (18% annual percentage rate) will be applied on all unpaid balances after 90 days.

Herff Jones does not knowingly intend to print any material which is in violation of any copyright or proprietary rights, or is tortuous or illegal. Therefore, Herff Jones reserves the right to refuse to print or otherwise prepare for publication any material which, in its opinion, might result in legal liability, and such refusal shall not constitute a breach of contract.

Customer acknowledges and agrees that Herff Jones may use reproduction, samples or copies of Customer's book for educational, recognition, marketing or other promotional purposes without compensation to Customer. Any future sales of the book or other uses of the book may be made by Herff Jones in its sole discretion and without any compensation to Customer.

Customer agrees to indemnify and hold harmless Herff Jones and its agents or employees (even if any of them should be held to be negligent or to have abused any qualified privilege or in any way participated in any wrong) from and against any and all claims, suits, damages, losses, liabilities, costs and expenses, including attorneys' fees, in any manner resulting from or arising out of printing of any material submitted by the Customer or its representative. Customer also agrees upon notice from Herff Jones to defend against any demand, claim, action or proceeding that may be asserted or brought against Herff Jones as a result of its printing of material submitted by the Customer or its representative.

If Customer elects to use Herff Jones' proprietary computer software (eDesign) to submit yearbook copy to Herff Jones ("System"), then customer agrees as follows:

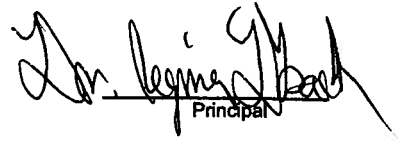
- a) Herff Jones will provide Customer the System User Subscription Agreement and Privacy Agreement;
- b) Customer's acceptance of the System's agreements will bind it;
- c) any Customer violation of the terms of the agreements will constitute a default by Customer of the terms of this printing agreement;

This Agreement and any amendments may be executed in one or more counterparts, all of which shall constitute one and the same instrument. Any such counterpart signature may be delivered by means of an application on a mobile device, attachment to electronic mail or other lawful electronic means and shall be treated in all respects as an original executed counterpart and shall have the same binding legal effect as if it were the original signed and delivered in person.

Initial below


Yearbook Representative


Yearbook Adviser


Principal

CREDIT EXTENSION APPLICATION - YEARBOOK DEPOSITS

As listed within the Terms and Conditions section of your Publication Agreement, 90 % deposits are required by Herff Jones. This application is for an extension of credit in order to allow the current yearbook to ship without receipt of the contractually agreed upon advanced deposits. Herff Jones Inc. is offering this extension with the understanding that it is a one time extension of credit.

CUSTOMER INFORMATION

School: Lawton Senior High School
Account #: 35-2345
Job #: 14916 – 2019 Yearbook

Herff Jones Inc. and the school agree to the following terms and conditions:

TERMS

- | | |
|--|-------------|
| 1. Total deposit amount due for this publication..... | \$14,474.94 |
| 2. Total deposit amount applied toward this publication..... | \$6,750.00 |
| 3. Accompanied with this form is an additional payment of..... | \$0 |
- The remaining deposit balance and all final charges will be invoiced to the school after shipment.
 - The School agrees to pay the balance of the final invoice no later than December 31, 2019.**


CONDITIONS

- The school is responsible for the yearbook invoice. In the event the school's yearbook fund cannot pay the invoice in full, the school will be responsible for and remit any remaining balance due and within the terms outlined above.
- Failure to adhere to the terms of this Deposit Release agreement will negatively affect any future considerations of credit extension requests.
- Starting Oct. 1, 2001, an interest charge will be added to any invoice older than ninety days. The interest amount is to be 1.5% per month or as otherwise dictated by local law.
- This is a one time extension of credit. The school will pay all future deposits in accordance with the deposit due dates.
- All parties must sign below in order for this agreement to be accepted.
- Upon acceptance and completion, a copy of this agreement signed by all parties will be sent to the Principal, Dean or Director of the school for record.

ACCEPTANCE

By signing below you are indicating that you have read and accept each of the aforementioned terms and conditions.

_____/____/_____
(Principal, Dean, Director) (Date)

_____/____/_____
(Yearbook Adviser) (Date)

_____/____/_____
(Herff Jones, Credit Representative) (Date)

Herff Jones will release the product from the plant upon receipt and acceptance of this application accompanied by your payment. In order to help avoid shipment delay, an overnight service is recommended. Send this form and payment to:

Herff Jones, Inc.
ATTN: Kelly Brock
4501 West 62nd St.
Indpls IN 46268
E-mail/ kjbrock@herffjones.com
Phone (800) 943-7335 ext 3466 Fax (800) 643-7339

OKLAHOMA SCHOOL PICTURES

CONTRACT FOR PHOTOGRAPHIC SERVICES

JOB NUMBER _____ DATE 9/17/19

CUSTOMER EisenhowerHighSchool

STREET ADDRESS (PHYSICAL ADDRESS) 5202WestGoreBlvd.Lawton,OK73505

CITY STATE ZIP
Lawton OK 73505

MAILING ADDRESS (IF DIFFERENT) _____

CITY STATE ZIP
Lawton OK 73505

PHONE FAX
580-585-6329

PHOTOGRAPHY CONTACT PERSON TaylorHutton

EMAIL ADDRESS taylor.hutton@lawtonps.org

ALTERNATE CONTACT INFORMATION (FOR EMERGENCY USE ONLY) _____

PRINCIPAL'S NAME Dr.ReginaDeLoach

SECRETARY'S NAME _____

FALL PORTRAIT DATE Sept18th,2019

FALL ABSENTEE DATE Oct24th,2019

SENIOR PORTRAIT DATE June11th+July9th,2019

SENIOR ABSENTEE DATE Oct23rd,2019

ACTIVITY DATE Nov14th,2019

SPRING INDIVIDUAL DATE _____

SPRING GROUPS DATE _____

OTHER _____

OTHER _____

OTHER _____

DATA FOR SORT OPTIONS MUST BE RECEIVED TWO WEEKS PRIOR TO PORTRAIT DATES

PACKAGE SORT OPTIONS

GRADE ALPHA TEACHER EnglishTeacher

ID CARD SORT OPTIONS

GRADE ALPHA TEACHER _____

SENIOR PROOF SORT OPTIONS

ALPHA TEACHER _____

TERM AGREEMENT YEARS (CIRCLE YEARS THAT APPLY)

2017-2018 2018-2019 2019-2020 2020-2021
2019-2020

FALL PREPAY SPRING PREPAY/PROOF SPRING GROUPS

UNDERCLASS COMMISSION 35/25 (PAYS ON ALL PACKAGES SOLD)

GRADES 9-12 ENROLLMENT 1400

YEARBOOK SPONSOR _____

YEARBOOK SERVICES: OSP will photograph all students not wishing to purchase a package at \$_____ per student. These students will be photographed on the dates agreed upon.

DATA FILE CONTACT _____

DATA SOFTWARE _____

DIGITAL SERVICES: OSP will provide a CD of images from all agreed upon portrait days to be delivered to the administration to handle the uploading of images to the school database system. All students photographed will be included.

SENIOR PORTRAITS SENIOR ENROLLMENT _____

NUMBER OF PORTRAITS PER SENIOR _____ SITTING FEE _____

SENIOR COMMISSION _____ (PAYS ON ALL PACKAGES SOLD)

ATTIRE FOR SENIOR MEN _____

ATTIRE FOR SENIOR WOMEN _____

ACTIVITY PORTRAITS

ACTIVITY SERVICES: OSP will provide the school with one activity day to photograph groups or activities of its choice and provide a CD of those images.

ADDITIONAL ACTIVITY DAY (\$125.00 PER PHOTOGRAPHER PER DAY)

NUMBER OF ADDITIONAL ACTIVITY DAYS _____

ID CARDS

OSP will provide custom digital student ID cards for all students/faculty photographed at \$_____ per card.

ID CARD SOFTWARE (\$50.00 PER COMPUTER INSTALLED)

ID CARD CONTACT PERSON _____

OTHER _____

CUSTOMER'S AUTHORIZED SIGNATURE _____ DATE _____

OKLAHOMA SCHOOL PICTURES AUTHORIZED SIGNATURE _____ DATE _____



office: 405.753.6800
3400 N.W. 135th St. OKC, OK 73120
www.okschoolpics.com

SCANNER PRE-INSPECTION + AGREEMENT
***MATERIALS FOR REPAIR STATEMENT**
 SCANTRON TECHNOLOGY SOLUTIONS
 1-800-228-3628

For Office Use Only:	
CUST/LOC _____	_____
TICKET _____	_____

SERIAL # 0605352	TICKET #
Pre-Inspection Fee: \$225.00 Flat Labor	Annual Maintenance Agreement (Attached):
*NOTE: If replacement parts are needed to return the scanner to proper working condition, cost of those parts + shipping will be in addition to the pre-inspection fee and annual maintenance agreement charges.	
PURCHASE ORDER #:	
SEND INVOICE TO: **SAME AS LOCATION SITE**	MACHINE LOCATED AT:
NAME:	NAME: Lawton Public Schools
ADDRESS:	ADDRESS: 753 Fort Sill Blvd.
ADDRESS:	ADDRESS:
CITY: STATE: ZIP:	CITY: Lawton STATE: OK ZIP: 73507
ATTN:	ATTN: Kathy Kennedy
PHONE:	PHONE: 580-357-6900 x2017
FAX:	FAX:
I UNDERSTAND THE ABOVE REQUEST AND ASSOCIATED CHARGES. I AM DULY AUTHORIZED TO MAKE SAID REQUEST FOR SERVICE. THIS CHARGE IS IN ADDITION TO THE MAINTENANCE AGREEMENT.	
SIGNATURE OF REQUESTER	PRINTED NAME AND TITLE

SCANTRON®

OPTICAL MARK READER MAINTENANCE SERVICE AGREEMENT

SERVICE AGREEMENT # _____

Bill to:

Customer #:

Salesperson: Lizbeth Stein

Effective Dates: 5/1/19

Purchase Order #:

Branch: Omaha

Thru: 6/30/19

P. O. Box 45550, Omaha, NE 68145-0550 (800) 228-3628 • FAX (402) 697-3350

Billing Data: **** PLEASE FILL OUT ****		Site Data:		Customer #:
Name:		Name:	Lawton Public Schools	
Address:		Address:	753 Fort Sill Blvd	
City:		City:	Lawton	
State/Zip:		State/Zip:	OK 73507	
Contact:		Contact:	Kathy Kennedy	
Phone #:		Phone #:	580-357-6900 x2017	

Scantron Corporation, hereby offers the customer signing below ("Customer") this Optical Mark Reader ("OMR") Maintenance Service Agreement (the "Agreement") for the equipment listed in the schedule below (the "Equipment") and located at the site addresses set forth herein. This service is intended to aid Customer in keeping the Equipment in good operating condition and in minimizing breakdowns. The service is offered subject to the terms and conditions set forth below in this Agreement. The Equipment to be covered under this Agreement consists of the following:

Model	Serial #	Location (Room, Dept, etc.)	Charge Amount
6/362	0605352	2 month central exchange maintenance agreement	\$182.50
		(Full price -1 year central exchange pricing is \$1092)	
		Pro-rate at customer request to match fiscal year start in July	
		*****duplicate serial number*****	
Total Agreement Amount			\$182.50
Zone:	Service Offerings:: Central Exchange		Initial Term: 2 month

ACCEPTED: CUSTOMER

By: _____

Name: _____

Date: _____

Tax Exempt No.: _____

ACCEPTED: SCANTRON CORPORATION

By: *Lizbeth Stein*

Name: Lizbeth Stein

Date: 3/4/19

Federal ID No.: 95-2767912

OPTICAL MARK READER MAINTENANCE SERVICE AGREEMENT TERMS AND CONDITIONS

1. Scantron Corporation (Scantron), will provide the customer ("Customer") signing this Optical Mark Reader ("OMR") Maintenance Service Agreement (the "Agreement") services to repair or replace parts necessary to keep the equipment listed in the attached schedule (the "Equipment") in proper operating condition and will make necessary adjustments to keep the Equipment in proper operating condition.
2. Customer, by its acceptance signature hereon, agrees to furnish Scantron with quantities, model numbers, and when possible, serial numbers for the Equipment to be covered. Customer also agrees to notify Scantron of modifications to the Equipment inventory.
3. Preventive maintenance and cleaning inspections will be performed according to Scantron published Preventive Maintenance Schedule.
4. Replacement parts will be provided at no charge except for those parts which by their nature are considered consumable (example: ribbons, paper, print bands, organic photo conductor kits). Scantron agrees to maintain at its location the stock of parts it considers adequate to maintain the Equipment.
5. Customer, by its acceptance signature hereon, agrees to notify Scantron by telephone or in writing of all service call requests. Scantron agrees to respond to those calls in a timely manner.
6. Onsite
Service calls will be made at Customer's premises during regular business hours defined as Monday through Friday between 8 A.M. and 5 P.M. except for Scantron's observed holidays. The cost of mileage and labor to affect such service calls will be borne by Scantron.
7. Enhanced Depot
Upon equipment failure, Customer shall notify Scantron during regular business hours. Upon notification, Scantron will ship via next day air a similar/equivalent loaner machine to Customer. Upon receipt, Customer must immediately return failed Equipment via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. Scantron will repair the failed Equipment and return to Customer. Upon receipt of the original Equipment, customer will return the loaner machine back to Scantron via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. In the event Customer fails to return the loaner equipment within ten (10) business days, the customer shall be charged the full retail value of the loaner machine.
8. Central Exchange
In the case of Equipment failure, Customer shall promptly call Scantron Call Center for diagnosis and consultation. Within one (1) working day of the diagnosis, Scantron will ship a replacement for the Equipment. Customer shall install the replacement per Scantron specifications. Within five (5) business days of receipt of the replacement, Customer shall return the original, faulty Equipment to Scantron via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. In the event the customer fails to return the failed Equipment within ten (10) business days, Customer shall be charged the full retail value of the Equipment.
9. Depot
Customer shall ship, at their own expense, failed Equipment to Scantron Depot Service Center. Scantron will restore the equipment to good operating condition. Scantron will then ship the equipment back to the Customer location. The cost of return shipping shall be paid by Scantron.
10. Costs of mileage and labor necessary to make service calls other than during normal business hours will be charged to Customer separately at Scantron's then current rates.
11. Maintenance provided under this Agreement shall extend to service, repairs and replacements made necessary by normal wear and usage of the Equipment. Maintenance provided under this Agreement shall not include any service, repairs or replacements required or made necessary as a result of the use of non-Scantron software, hardware or forms, electrical power failure, fire, theft, software virus, water, casualty, employee negligence, abuse, misuse, inadequate or inappropriate environment, room size, inadequate ventilation, or other external forces.
12. Scantron warrants that the maintenance services provided under this Agreement will be provided in a professional and workmanlike manner. Scantron's responsibility under this Agreement is limited to providing service, replacement or repair, in full satisfaction of all of Customer's claims relating to the maintenance services. SCANTRON DOES NOT WARRANT THAT CUSTOMER'S USE OF THE EQUIPMENT WILL BE SECURE, UNINTERRUPTED, OR ERROR-FREE OR THAT DEFECTS IN THE EQUIPMENT WILL BE CORRECTED. THE WARRANTIES AND REMEDIES SET FORTH IN THIS SECTION 12, ARE EXCLUSIVE AND ARE IN SUBSTITUTION FOR ALL OTHER WARRANTIES, OBLIGATIONS AND LIABILITIES OF Scantron. CUSTOMER HEREBY WAIVES ALL OTHER RIGHTS AND REMEDIES WITH RESPECT TO ANY SERVICE, MAINTENANCE OR OTHER ITEM FURNISHED BY OR ON BEHALF OF SCANTRON UNDER THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
13. Scantron's entire liability, whether in contract, tort (including negligence), product liability, strict liability, or other legal or equitable theory, for any claim arising from or related to this Agreement or any maintenance, services or other items furnished or to be furnished under this Agreement, will in no event exceed the fees paid to Scantron by Customer for such services during the three (3) month period immediately preceding the occurrence of the event giving rise to the cause of action. No action related to this Agreement may be brought more than two (2) years after the occurrence of the event giving rise to the cause of action.

IN NO EVENT WILL Scantron BE LIABLE TO CUSTOMER OR ANY OTHER PERSON OR ENTITY FOR LOST DATA, LOST PROFITS, INTEREST OR COST OF MONEY; OR FOR COVER; OR FOR ANY DIRECT, PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF SCANTRON'S PERFORMANCE OR NONPERFORMANCE OR THE USE OF, INABILITY TO USE OR RESULTS OF USE OF ANY ITEM OF MAINTENANCE OR SERVICES.
14. During the term of the Agreement, and for a period of one (1) year thereafter, neither party shall hire personnel of the other party involved in the efforts performed hereunder, without the express written consent of the other party.
15. Customer further agrees to pay net due invoices rendered by Scantron within thirty (30) days of the invoice date in consideration of the above-described service. Interest will be assessed on all outstanding balances at the rate of 1.5% per month, or the maximum rate allowed by law, whichever is less. Customer agrees that Scantron shall have the right to offset any amounts owed by Scantron to Customer under other contracts, purchase orders, or agreements between the two parties against any non-current, unpaid invoices, claims, or demands for payment owed to Scantron by Customer hereunder.
16. Customer shall pay or reimburse Scantron for any taxes now or hereafter imposed, levied or based on this Agreement, or on the services rendered or parts supplied pursuant to this Agreement, including the sales and use taxes, personal property taxes and excise taxes based on gross revenue.
17. This Agreement shall become effective upon acceptance by Scantron. It shall remain in effect for the period stated and be automatically extended for successive periods of one (1) year unless and until terminated. However, either party may, at any time, terminate this Agreement upon ninety (90) days written notice. If terminated, Scantron will in turn prorate on a basis of 1/12 per month, the unused portion of any fee which has been paid.

HUMAN RESOURCES
Certified Personnel
May 6, 2019

NAME	ASSIGNMENT	DATE
The following resignations are recommended:		
Bienicewicz, Michelle	Teacher, Edison	05-24-2019
Burris, Michael*	Teacher, EHS	05-24-2019
Butler, Sheila	Special Education Teacher, Carriage Hills	05-24-2019
Calderon, Sara	Assistant Principal in Training, Ridgecrest	05-31-2019
Collins, Martha G.	Family and Consumer Science Teacher, EHS	05-24-2019
Flood, Carolyn*	Teacher, EMS	05-24-2019
Henley, Alyssa	Assistant Principal, TMS	05-31-2019
Henley, Ryan Ashley	Teacher, LHS	05-24-2019
McLaren, Roseann	Special Education Teacher, LHS	05-24-2019
Newberry, Jan	Teacher, EMS	05-24-2019
Passmore, Allee	Activities Director, LHS	05-24-2019
Passmore, Brad	Teacher, LHS	05-24-2019
Stentz, Laura	Teacher, Ridgecrest	05-24-2019
Thomas, Amanda	Gifted/Talented Teacher, TMS	05-24-2019
Tomte, Christine M	Teacher, EHS	05-24-2019

*denotes retirements

HUMAN RESOURCES
Support Personnel
May 6, 2019

NAME	ASSIGNMENT	DATE
The following resignations are recommended:		
*Denotes retirement		
Barrero, Bellinda S.	Personal Care Assistant, Pat Henry	04-24-2019
Gentry, Otis	Basketball Coach, MHS	04-23-2019
Guerrero, Jess Gabriela	Personal Care Assistant, EMS	03-05-2019
Johnson, Chutney	Cafeteria Manager, LHS	05-24-2019
Jung, Klaleigh	Special Education Class Assistant, Sullivan Village	05-23-2019
Kuilan Ortiz, Keila	Custodian, Lincoln	02-07-2019
Laffoon, Harold	Bus Driver, Transportation	04-25-2019
Martinez, Melissa	Personal Care Assistant, Woodland Hills	04-30-2019
Morales, Tammy	Officer Manager, EHS	06-07-2019
Murphy, Sarah	Class Size Assistant, Pioneer Park	03-01-2019
Oliver, Aieosha	Personal Care Assistant, Pat Henry	02-25-2019
Overman, Stefanie	Personal Care Assistant, EMS	05-23-2019
Peer, Jennifer	Pre-K Teacher Assistant, Washington	05-23-2019
Ramnauth, Reanna	Title I Paraprofessional, Eisenhower Elementary	05-02-2019
Rinderle, Donald*	Custodian, Woodland Hills	04-30-2019
Sellers, Presley	Personal Care Assistant, Crosby Park	05-23-2019
Smith, Denise*	Secretary 10 month, Sullivan Village	05-31-2019
West, Gerard	Crossing Guard, Freedom	05-03-2019

The following employment is recommended:

Ford, Paul	Custodian, Hugh Bish	04-24-2019
Lowrie, Claudia	Clerk Assistant, Cleveland	04-01-2019
Lyles, Karlisa	Cook Full Time, Ridgecrest	04-23-2019
Tyson, Desiree	Personal Care Assistant, Learning Tree Academy	04-23-2019

The following changes are recommended:

Love, Jamal	From: Custodian, CMS To: Custodian Night Supervisor, EHS	04-24-2019
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The following coaches are recommended for employment:

Hinton, Gregory	Assistant Girls Basketball Coach, EHS	04-26-2019
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