



**Lawton Public Schools Board of Education
Regular Meeting
November 4, 2019 5:00 PM
Shoemaker Center Auditorium
753 NW Fort Sill Blvd**

Lawton, Oklahoma 73507

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 - Dr. Tom Thomas
3. Roll Call to Establish Quorum
4. Special Guests/Special Recognition - Dr. Tom Thomas and Carla Clodfelter
5. Architect and Construction Manager at Risk Update
6. Departmental Reports
 - a. Information Item: Update - Business Operations and Educational Services Reports
 - b. Information Item: Fall 2019 College Readiness and Remediation Report - Joan Gabelmann
7. Report of the Superintendent
 - a. Action Item: Bond Oversight Committee Report (Under Separate Cover)
 - b. Action Item: Discussion (Board Feedback) and Possible Action Regarding Priorities for Future Bond Projects
 - c. Action Item: Workman Forensics, LLC - Findings and Recommendations regarding Xcel Office Solutions Audit and District Response
 - d. Action Item: Discussion and possible action regarding the City of Lawton Tax Increment Finance (TIF) Proposal (Skills, Training, Education, Development and Investment Project Plan Draft)
 - e. Superintendent's Announcement(s)
8. Consent Agenda
(The following matters may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request of any Board member, any one or more matters will be removed from the consent agenda)

and acted upon separately. Contracts are approved subject to review by the District's legal counsel. Any or all of the public record items included within the consent agenda, i.e. minutes to be submitted for approval; purchase orders to be submitted for acceptance; financial report; proposed transfer of funds between activity accounts; and fund-raising event listings, may be examined at the Office of the Clerk of the Board of Education at the Shoemaker Center, 753 Fort Sill Blvd., Lawton, OK. An appointment to review records is requested.)

- a. Item(s) Removed from the Consent Agenda for Separate Action
 - b. Approval of the Balance of the Consent Agenda
 - c. Approval of the Minutes of the October 14, 2019 Regular Board Meeting
 - d. Report of the Purchasing Agent/Encumbrance Clerk - Sheila Relf
 1. Increase, Decrease and Issue Purchase Orders
 2. Gasoline Tabulation
 3. Bids/Quotes (MHS HVAC Renovation, Food Service Warehouse Freezer and Cooler Replacement)
 4. Encumbrances/Partial Payments
 - e. Report of the Interim Comptroller - Lance Gibbs
 - f. Report of the Activity Fund Custodian - Nancy McQuaide
 1. Activity Fund Transfers
 2. Establishment of New Account(s)
 - g. Report of the Clerk - Kathy Bentley
 1. Approval of Applications for Sanctioning of Parent Organizations and Booster Clubs
 2. Construction Related Contracts/Agreements
 - A. Architects in Partnership LLC, MHS Fire Alarm Upgrade, Certificate of Substantial Completion
 - B. Endex of Oklahoma Inc, MHS Fire Alarm Upgrade, Change Order #1
 3. Contracts / Agreements
 - A. Cameron University, placement of mobile telephone charging stations in each high school library
 - B. Cindy Elkins, Educational Consultant, Washington Elementary, Reading/Math strategies
 - C. Great Expectations, Crosby Park Elementary, January 8, 2020
 - D. Migrant Legal Action Program, Inc., District-wide English Learners staff, December 9, 2019.
 - E. Oklahoma Department of Securities Invest Ed, EHS - Personal Financial Literacy Class, STARS Program - Student Tracking and Researching the Stock Market
9. Proposed Executive Session to Discuss:
- a. The employing, promoting, or receiving resignation(s) of individual certified and support salaried personnel as listed on the Certified and Support Personnel Reports posted with the Agenda. [Authorized by 25 OKLA.STAT. Section 307 (B)(1) of the Oklahoma Open Meeting Act]:
 - b. Confidential communication between the Board of Education and its attorney concerning a pending claim, the Board having been advised by its attorney that disclosure will seriously impair the ability of the Board to respond to any claim in

the public interest; discussion of the employment of Elizabeth Brown-Hill and possible resolution agreement. [Executive Session Authority 25 Okla. Stat. §307(B)(1), (4) and (7)]

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
 - b. Approval of a Resolution Agreement with Elizabeth Brown-Hill.
14. New Business - This refers to any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda. Okla. Stat. tit. 25 Sec. 311(A)(9)
15. The next regular board meeting date is Thursday, November 21, 2019, at 5:00 p.m., in the Shoemaker Center Auditorium. A special board meeting is scheduled for Tuesday, November 12, 2019, 12:00 p.m. for board members to review applications for the Superintendent's position.
16. Setting New Board Meeting Dates
17. Board Announcements
18. Adjournment

Time of Posting: 3:30 p.m.

Date of Posting: May 14, 2021

Place of Posting: Foyer of Shoemaker Center, 753 NW Fort Sill Blvd.

Posted by: _____
Kevin Hime, Superintendent

BUSINESS OPERATIONS
Board Meeting Update
November 4, 2019

Dr. Ken Baden – Interim Chief Operations Officer

- No Report

Elizabeth Brown-Hill – Finance/Business Office

- No Report

Arthur Hawkins for David Erwin – Information Systems

- Continuing to update our procedures book, and updating student information.
- Flex Benefits Report has been uploaded and signed off by RAO.
- Impact Aid Cards have been sent to schools for verification and will start updating information once received from the Impact Aid work committee.
- Started work on the First Quarter Statistical Report (FQSR).

Paula Diehl – Payroll

- Updating the October 14 board approved raise for \$1220 for all Support Employees on a teacher pay scale. Payroll is processing retroactive payments for November 10 payroll.
- Updating sick leave accruals for Support Employees with two years completed experience due to policy change. Board approved SPPDC proposal on October 14.
- Completing/Submitting Fiscal Year 2018/19 Oklahoma Teacher’s Retirement report due Nov 1.
- Completing/Submitting all 2019 quarterly reports – IRS 941, State, State Unemployment due October 31.

Jean Hastings – Human Resources

- Doing visual checks on employee files.
- Continuing to train on the new Support Electronic Evaluation Systems (SEES).
- Beginning preliminary work on FY21 staffing spreadsheet of data collected during First Quarter Statistical Report, Child Find, and Accreditation Counts.

Steven Dyer – Child Nutrition

- Please join us in welcoming Richmond Smith, Sodexo manager, to our team for an extended assignment. Richmond has many years of Child Nutrition experience. He was previously assigned to the Fort Worth ISD opening.
- On October 24 Verna Alger, attended training from the USDA on how to purchase the right products, procurement and low-income verification. We will be audited on the “**Buy American**” program every three years by the USDA.
- On Wednesday, October 30, administrative staff and Mr. Smith will attend the pre-audit meeting for this year’s administrative review.

AJ Watson - Information Technology

- District opened 1140 work orders - technicians closed 1180.
- Replaced various electronic access controllers throughout the district.
- Our department worked with JAMF to resolve various iPad and Apple Classroom issues.

Dave McDermott – Media Operations

- 2019 United Way Campaign – the district raised \$60,691 for 101% of our annual goal! Several departments and schools increased their donations from last year to achieve this generous amount of funds to give back to our community.
- Republic Paperboard Company, LLC awarded the district a check for \$2,997 for our annual participation in their recycling program. Money will be used to purchase multi-function copy paper to be distributed back to schools and departments.
- Printed and distributed annual Impact Aid Cards.

Jeremy Tanner – Facilities Operations/Maintenance

- Notice of resignation submitted. Thank you BOE for welcoming and supporting me this past year. It is evident that you want the best for this District, including the employees. They are fortunate to have you as leadership, I wish you all the best moving forward! Dr. Thomas and Dr. Baden are working with my District Manager, Elinor Ochoa, at this time to provide support until my role is filled.
- Grounds Crew – Employing staff overtime and contractors has resolved the delay of work for some sites being maintained. Issue RESOLVED.
- Wilson site survey completed - Confirming demolition proposal costs.

Trae Koch – Transportation

- Monitor to driver program showing positive results, two drivers testing for state certification as a bus driver.
- Defensive driving course implemented based on “at fault accidents” and new employees for continued safety training.

EDUCATIONAL SERVICES

Board Meeting Update

November 4, 2019

Brenda Hatch – Elementary Ed. / Professional Development

- Organizing the Teacher and Rookie-of-the-Year nomination process
- Preparing to attend the National Gifted Child Conference in Albuquerque, NM on November 6
- Recruiting Cameron mid-year graduates who are currently student teaching

Karen Cooksey – Elementary Education and Donna Catlin –Elementary Ed. / Early Childhood

- Trained and supported Elementary Principals as they completed their site Accreditation Reports required by OSDE ensuring all 18 sites were able to confirm the report within the deadline.
- Weekly site visits to support principals during collaboration and/or classroom visits.
- Monthly leadership academy for first year LPS elementary principals to increase their skills in discipline reporting

Rick Owens – Secondary Education

- Wrapping up accreditation
- Preparing College Readiness Report
- Preparing Drop out report

Carol McPhail – Middle Schools

- Conducted Site Visits focused on climate & culture
- Met with MS regarding coaches for Tier 3 teachers & Tutors
- Attended textbook training with curriculum – Principal training

Mark Mattingly – Student Services

- Expand career readiness opportunities for Lawton Public Schools students
- Utilize technology to consolidate and maximize efficiency and services
- Communicate districtwide to improve attendance procedures

Chris Sharkey – Special Services

- Over twenty (20) Special Services personnel attended the Oklahoma Dyslexia Conference held in Lawton, on October 24
- Special Services will be sending ten (10) teachers to the Oklahoma Autism Conference on November 22 and 23 in Oklahoma City.

Teresa Jackson – High Schools

- Site Visits to Build Relationships/Provide Support
- Senior Conference October 15
- New Secondary Leadership Academy Oct 23 at Shoemaker

Gary Dees – Athletics

- Continuing work with district football games
- Working on the resurfacing of high school tennis courts
- Wrapping up the paperwork on fall sports

Diana Landoll – Grants

- Grants department is reviewing DoDEA guidance and preparing annual reports.

Dr. Regina DeLoach – Secondary Curriculum

- Coaching teachers in classroom management and effective classroom instruction at MMS, EMS, CMS, MHS, EHS, & LHS.
- Planning for the district MLK program as well as planning the city-wide Black history calendars for January and February.
- Committee work: Trauma Summit (taught 190 teachers, counselors, principals and mental health professionals), Military Child committee (researching the chronic absences) and district calendar committee.

Reagan Hall-Ousley – Secondary Curriculum

- Continued grade level professional development (how to access, implement resources/tools, lesson plan, alignment to curriculum maps) on new curriculum resources (emphasized Assessments & ELL supports).
- Supported (worked directly at schools (elementary, middle and high) to inventory the curriculum resources & corrected errors within initial count) schools in completing their textbook inventory to ensure each school has an accurate inventory of new curriculum purchased.
- Continued to work with the grants director to implement the DoDEA grants and prepare (ensure inventory, financials and tutoring are up to date) for our trip to Houston.

Sharon Havron – Elementary Curriculum

- Campus textbook inventories are coming in and we are closer to getting a District count.
- Feedback from principals and teachers on Interim 1 has been positive regarding close alignment to textbook resources and state blueprints.
- The work toward building Interim 2 assessments for elementary has begun.

Teresa Donahue – Federal Programs

- Title VI & Johnson O'Malley (JOM) Indian Education Program – Holding Part 1 of the Open Meeting/Tribal Consultation, November 5, 6:00 pm Douglass Learning Center cafeteria.
- Federal Programs – Collecting and finalizing the submission of documentation for the 2019-2020 OSDE Federal Programs Consolidated Monitoring
- English Learner Program – Completing the first round of ESSA required monitor checks for former EL students. English Learner students are monitored twice a year for at least two years after they score proficient on the ACCESS test.

Joan Gabelmann – Assessment and Accountability

- Working on calendar committee with Dr. Baden, Mr. Owens, and other directors, as well as helping plan and facilitate senior conference with Mr. Mattingly.
- Working on longitudinal study regarding assessments and true nature of academic growth or interventions for LPS students, ACT/CCRA assessment reports and dropout report.
- Communicating with stakeholders for volunteer opportunities in the district, actively working with legislative committees, attending assessment/accountability/ICAP training, and collaborating with Mrs. Jackson, the high school principals, and the science department chairs regarding the newly-released, spring, 2019 CCRA Science results (this part we are doing on Wednesday of next week, but I wanted it to be included in the report, if that is alright.)

David Hornbeck – Security

- Implementing “Handle with Care”
- Completed District wide assembly discussing “Think Before You Post”
- Bullet Proof vest ordered for all officers

Fall 2019 College Readiness and Remediation Report

As reported last year, the first time 100% of juniors took the ACT portion of the state/federal mandated assessments was during the 2016-2017 school year. Since that time, new OAS standards, revised OAS standards, and new frameworks for academics have been created and utilized by Oklahoma school districts (OKSDE, 2019). As a result, Oklahoma performance fell from 19.4 in 2017 to 19.3 in 2018, then 18.9 in 2019, as seen in Figures 1 & 2 (ACT, 2019)

The ESSA required state and federal mandated prerequisites increased/increases critical thinking skills and text complexity requirements for all Oklahoma students (OSDE, 2019). Additionally, state ACT assessment requirements included online formats for the first time in 2018-2019 (ACT, 2018; OSDE, 2018).

Seen in figures 3 & 4, spring snapshots of academic performance in LPS have fallen over the course of several years (ACT, 2019). While OSTP/CCRA assessments provide a “picture” of failures in the classroom (teachers and students), as well as administration, that “picture,” like all pictures, does not provide a true relation of student/teacher/administrative efforts/outcomes/knowledge.

Figures 4 & 5 verifies that despite the varied issues in climate and learning environment, LPS stopped the downward slide at the high school level on the ACT state assessment (ACT, 2019). While the scores are still lower than they were in 2015 and 2016, we must remember that these scores reflect 100% of juniors and not just those students taking the paid National, paper/pencil ACT on a Saturday at a testing center.

Figure 7 validates the hard work going on in our high schools. The federal and state guidelines for academic growth is .2% (Oklahoma Consolidated State Plan, 2018, p. 168). Our students demonstrated .4 on composite growth for the state-mandated, online ACT. According to ACT, that places LPS at the top for overall performance growth for 2019 (ACT Research, 2019).

There is still work to do, and our students, teachers, and administrators are working to facilitate even further growth. As you are aware, there are no district-mandated assessments for secondary schools this year. However, we are actively working with schools to gain their insight on interim assessments that are relevant to OAS/College Career standards and meet the requirements of OSDE. Also, we are actively sharing free tools like ACT Academy and Opened at all levels K-12, which helps students prepare for college/career readiness, whether it be interventions or enrichment. In addition, we are conducting a longitudinal study regarding student performance to further exemplify a true representation of LPS academic achievement. Moreover, active research and analysis regarding future performance and assessments are taking place.

Student remediation continues to focus on meeting students where they are while improving their performance skills. Some examples:

- LPS alternative education programs offer remediation for students who are identified below grade/performance level.
- All 3 high schools offer ACT prep either during the school schedule or after school.
- All 3 high schools offer credit recovery either built in the schedule or after school for students working at home with requirements for monitored assessment times at designated school sites.

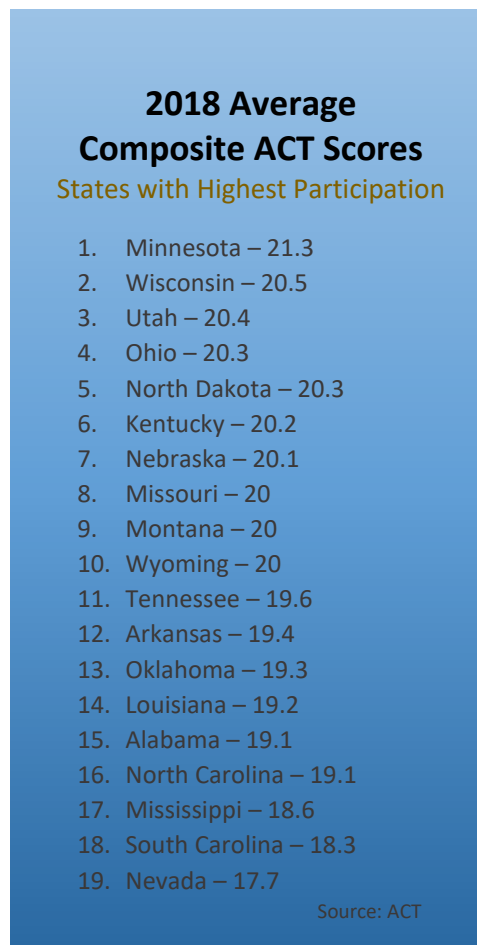
- MacArthur High School offers peer tutoring.
- Lawton High School and Eisenhower High offer math tutoring through math clubs.
- Lawton High School offers reading tutoring through the Reading Café reading club.
- As mentioned above, all teachers at all 3 high schools have access and are learning to utilize ACT Academy for learning interventions AND enrichment.

As a result of these efforts, the number of students taking remedial math courses their college, freshman year have dropped, and two high schools had drops in graduates taking remedial reading courses [Figure 8] (Oklahoma College Board, 2019).

Overall, LPS is on the right track, but it takes time to change mindsets, learn new technologies, learn new resources, implement upgraded pacing guides, and help new personnel, plus keep up with education changes at the state and federal level. With further, relevant professional development, implementation of reliable and valid (make-sense) assessments, positive school cultures, and facilitation of encouraging, meaningful relationships/partnerships, we will/are building hope in our district and will continue to show performance growth, which, as research demonstrates, are all important to student success (Whitaker, 2018; Gwinn & Chan, 2019)



(Figure 1)



(Figure 2)

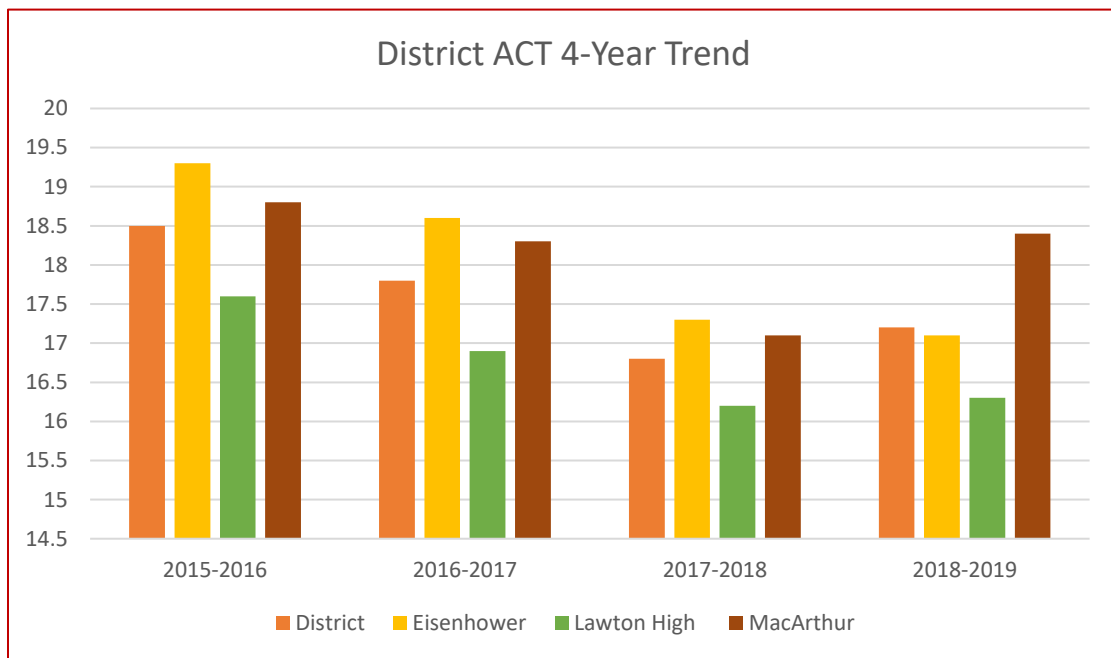
2018-2019 Oklahoma State Testing Program ACT Data

* OSTP (secondary) = ACT ELA and Math

*CCRA (secondary) = Science and U.S. History

Year	District	Eisenhower	Lawton High	MacArthur
2015-2016	18.5	19.3	17.6	18.8
2016-2017	17.8	18.6	16.9	18.3
2017-2018	16.8	17.3	16.2	17.1
2018-2019	17.2	17.1	16.3	18.4

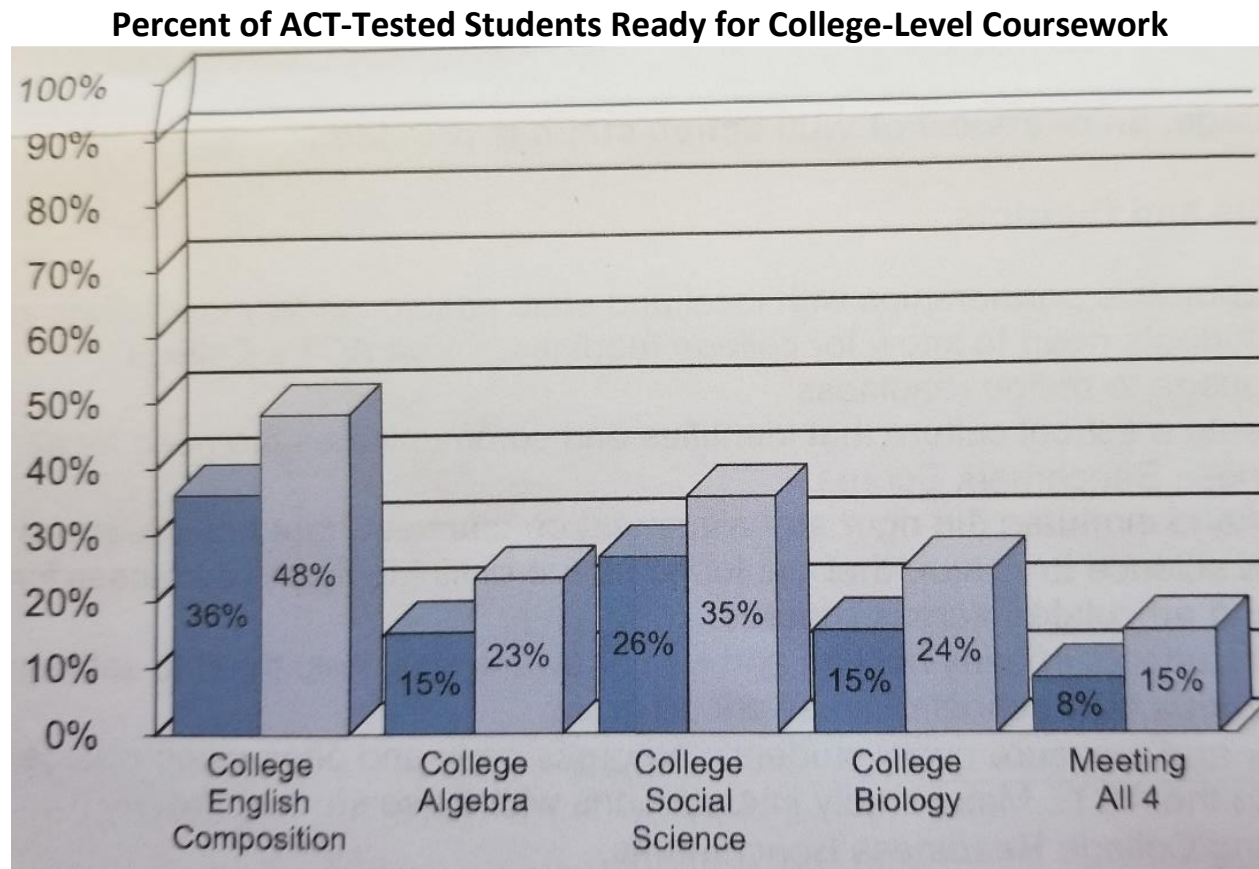
(Figure 3)



(Figure 4)

LPS District/State Five-Year Trend												
Year	Tested		English		Math		Reading		Science		Composite	
	District	State	District	State	District	State	District	State	District	State	District	State
2015	526	30,844	20.2	20.1	20.1	19.8	21.7	21.5	20.9	20.7	20.8	20.7
2016	245	32,854	19.5	19.8	19.3	19.5	20.9	21.3	20.1	20.5	20.1	20.4
2017	799	42,405	17.9	18.5	18.4	18.8	19.6	20.1	19	19.6	18.9	19.4
2018	795	42,388	17	18.4	18	18.8	19.1	20.1	18.5	19.4	18.3	19.3
2019	819	42,234	16.2	18.2	17.2	18.3	17.9	19.6	17.1	19.0	17.2	18.9

(Figure 5)



(Figure 6)

ACT

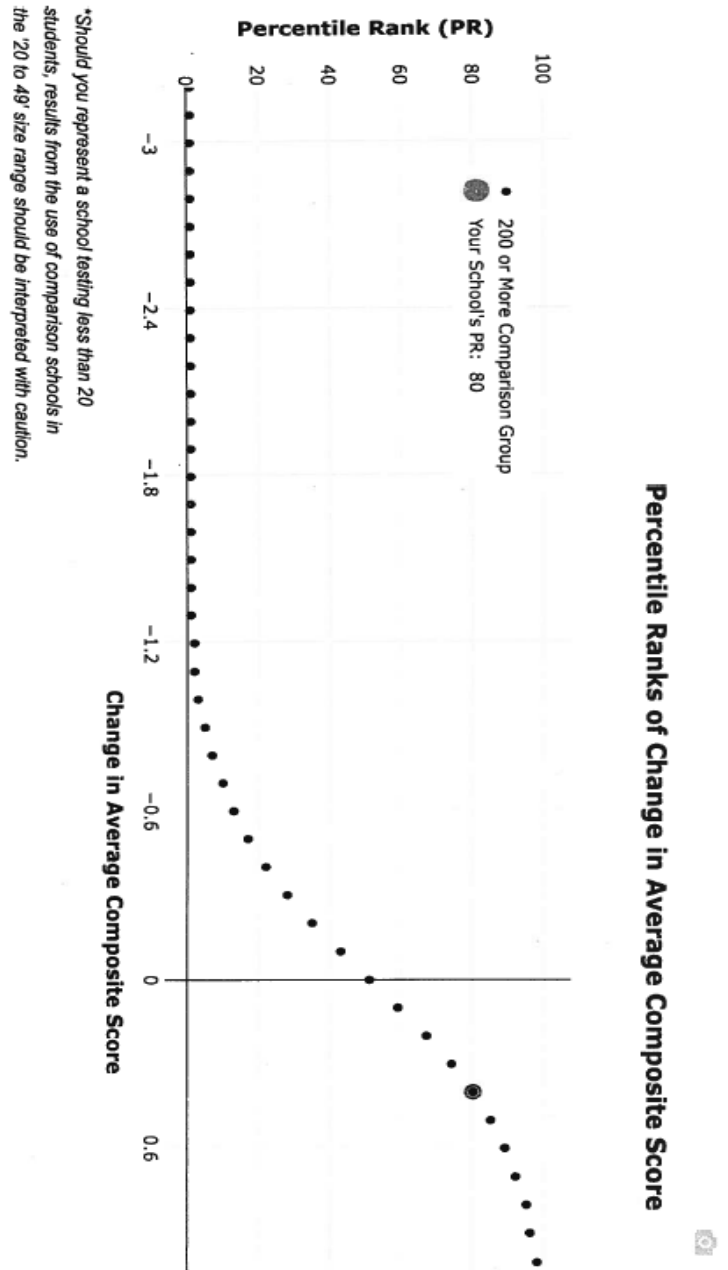
Year-to-Year Change in Average Composite Score: How Does Your School Rank?

Select Your School's Most Recent Number of ACT-Tested Graduates
If less than 20 students, select 20 to 49

200 or More

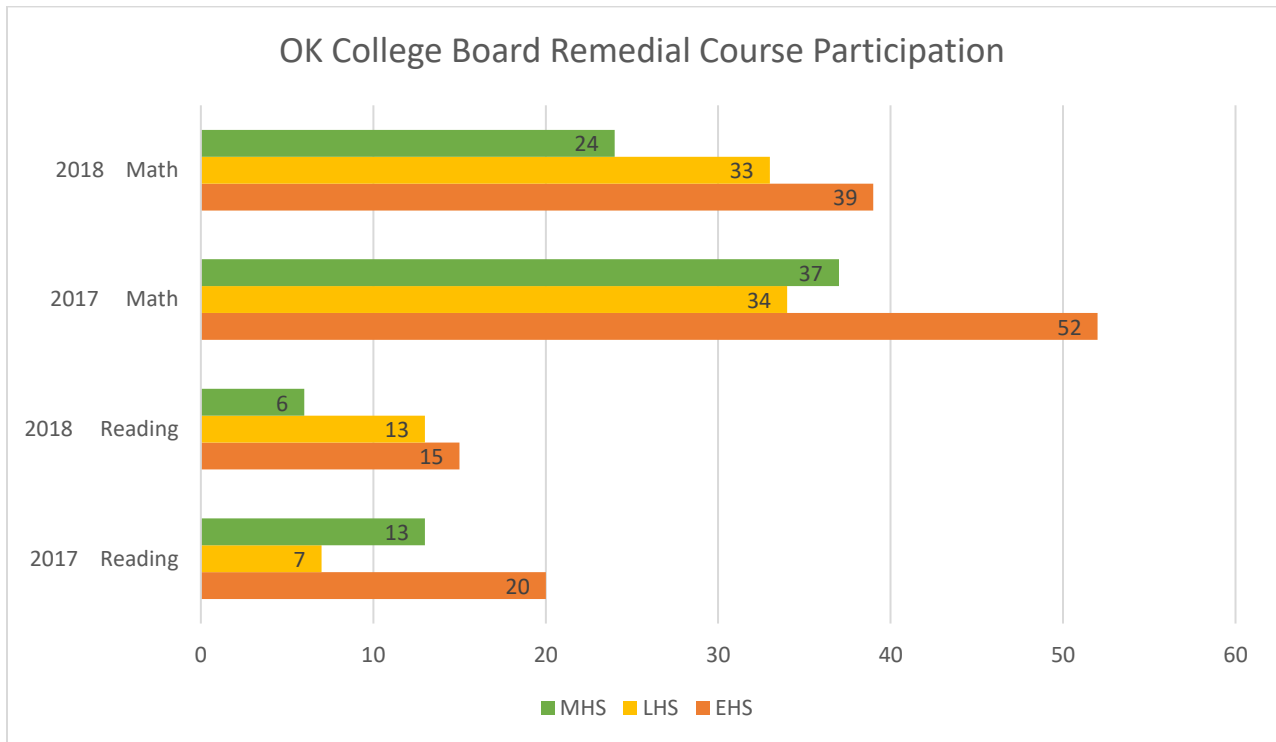
Enter Last Year's Average Composite Score
16.8

Enter This Year's Average Composite Score
17.2



How does your school rank among those testing 200 or more graduates?
 ~Your average Composite score change is: 0.4
 ~Your percentile rank is: 80

(Figure 7)



(Figure 8)

References

- ACT. (2018). ACT regional data. Retrieved from https://www.act.org/content/dam/act/unsecured/documents/cccr2018/P_99_999999_N_S_N00_ACT-GCPR_National.pdf
- . (2019). ACT School Report. Retrieved from <https://www.testadmin.act.org/customer/reporting/published/list.action>
- . (2019). ACT research: Year to year change in average composite score. Retrieved from https://www.research.act.org/change_in_average-composite-score?_ga=2.85231897.1246534418.1571751094-270077126.1564685213
- Gwinn, C. & Hellman, C. (2018). *Hope Rising*. New York: Morgan James
- Oklahoma State Department of Education. (2018). Oklahoma ESSA consolidated state plan appendices. Retrieved from <https://www.indd.adobe.com/view/a4bc2e32-af03-4b31-beaa-c1fd133b42>
- . (2019). Text complexity and Lexile framework. Retrieved from <https://www.sde.ok.gov/lexiles>
- Whitaker, T. (2018). *Leading School Change: How to Overcome Resistance*. New York: Routledge

**Lawton Public Schools Board Meeting
November 4, 2019**

Agenda Item: 7A Action Item: Bond Oversight Committee Report

Background: The bi-annual meeting of the LPS Bond Oversight Committee met at 3:00pm on November 4, 2019 to review past and future bond and sales tax expenditures. The committee report will be provided under separate cover.

Action Requested: Acknowledge receipt of report and approve as presented.

Attachment: November 4, 2019 LPS Bond Oversight Committee Report (provided at Board meeting)

**Lawton Public Schools Board Meeting
November 4, 2019**

Agenda Item: 7B **Discussion and possible action regarding priorities for future bond projects.**

Background: The district has several immediate and future construction projects that may be able to be funded from the revenue from Bonds or Sales Tax dedicated to the district. Each fund has specific allowable uses of these funds and projects that were mentioned in the publicity leading up to the passage of these bonds/tax agreements. The first attachment provides a summary of the ballot language outlining allowable uses for each of the bonds and uses described in the agreements with the City for the receipt of sales taxes.

The second attachment provides a listing of immediate construction needs, future pressing needs and other projects that are not immediate needs but were mentioned in bond information provided to the public. This document also provides an estimated cost for these projects, a listing of potential funding sources, and a priority for initiating these projects developed by Shoemaker Administration. The priorities shown for these projects were developed based on immediacy of need rather than availability of specific, dedicated funds. Our goal would be to use the oldest allowable funding source for each project which has non-dedicated revenue available.

We consider Priority 1 projects as immediate needs that require immediate action.

The Bond Oversight Committee review these projects, potential funding sources and estimated costs. Their recommendations will be delivered under separate cover as their meeting was a 3:00 today.

Proposed Action: We request that the Board approve the priorities established for the projects as provided or provide alternate priorities to guide our actions bringing these projects back to the Board for individual approval as we identify funding sources for each project.

**Lawton Public Schools Board Meeting
November 4, 2019**

Agenda Item: 7C Action Item: Audit of Xcel copier lease agreements.

Background: In response to a complaint about the district-wide and print shop copier leases by a local businessperson, the district engaged Workman Forensics of Tulsa, Oklahoma to analyze the current and past leases between the district and Xcel.

The purpose of the audit was to evaluate the following:

- a) Determine whether or not Xcel contract pricing significantly exceeds approved statewide contract pricing to which LPS is entitled;
- b) Determine whether or not Xcel contracts have repeatedly been refinanced and upgraded early, resulting in exorbitant and unnecessary costs to LPS; and
- c) Determine whether or not Xcel has charged LPS for equipment and/or add-ons that are unnecessary and/or unusable.

The audit is attached. The three recommendations from the audit and our responses are as follows:

Recommendation #1: In order to best predict the actual cost to LPS when considering future contracts or comparing bids, it is recommended that LPS track and retain monthly print volumes for each MFP (multi-function printer) used in the district:

Response: Monthly flash counts are collected and maintained for each MFP in the district. This data will be used when it is time to evaluate future copier contract proposals.

Recommendation #2: In order to accurately compare bids, as well as provide historical reference for future LPS Staff when making purchasing decisions, all contracts should specify add-ons included with each piece of equipment, and any other features or services that could incur additional costs.

Response: In response to the complaints received in awarding the last copier contracts, the district implemented a new policy governing “non regulated purchases,” policy CHCA (attached). When applying this policy, the district will request that potential vendors clearly specify each add-on to each piece of equipment with an associated cost of that add-on, if any. Vendors will also be asked to provide details on any other feature or service which could impact the cost of the contract.

Recommendation #3: Although monthly costs have not increased as a result of the refinancing, LPS was renewing contracts early, with no apparent benefit. Additionally, the refinancing was committing LPS to a longer contract. It is recommended that LPS avoid such early renewals in the future.

Response: While LPS does feel that there was a benefit by renewing early in that newer machines with additional features became available through the renewal, the district does recognize that without renegotiation of the contract after implementation, extra costs were and would continue to have been incurred. In the future, any significant contract (meeting the threshold set in Policy CHCA) will be allowed to run the full term of the agreement unless circumstances arise which would cause the agreement to be terminated and a new agreement sought through the procedures specified in Policy CHCA.

Action Requested: Motion to acknowledge receipt of the Workman Forensics Audit and approve the district responses to recommendations made within the audit.

Attachments:

- 1) Workman Forensics, *Forensic Accounting Procedures Findings and Recommendations Related to Lawton Public Schools' Purchasing*, October 23, 2019
- 2) LPS Policy CHCA, *Competitive Bidding for Non Regulated Purchases*, June 28, 2018



FOLLOWING PATTERNS. FINDING MONEY.

October 23, 2019

Dr. Tom Thomas, Interim Superintendent
Lawton Public Schools
753 NW Fort Sill Blvd.
Lawton, OK 73507

RE: Limited Procedures Related to Lawton Public Schools' Purchasing

Dear Dr. Thomas:

Workman Forensics, LLC was engaged on July 29, 2019 to perform limited procedures as it related to the above matter and issued a report of findings dated October 17, 2019.

The purpose of this letter is to provide additional detail extending the findings in the attached report to the present day, specifically with regard to the refinance charges paid by Lawton Public Schools to Xcel Office Solutions as part of the 2018 district-wide contract.

As stated on page 2 of the report, the monthly base cost of the current 2018 LPS-Xcel district-wide equipment contract is \$31,825.00, which includes refinance charges of \$6,188.19 per month. However, an amendment to this contract approved by the LPS board in August 2018 stipulates that the refinance charges will be waived beginning February 1, 2019. As stated in the report, the monthly base cost to the district excluding these charges is \$25,636.81 which is slightly less than statewide contract pricing for the same equipment.

Sincerely,

WORKMAN FORENSICS, L.L.C.

A handwritten signature in black ink, appearing to read "Leah Wietholter", is written in a cursive style.

Leah Wietholter, MBA, CFE, PI

Enclosure



October 17, 2019

Dr. Tom Thomas, Interim Superintendent
Lawton Public Schools
753 NW Fort Sill Blvd.
Lawton, OK 73507

RE: Limited Procedures Related to Lawton Public Schools' Purchasing

Dear Dr. Thomas:

Workman Forensics, LLC was engaged on July 29, 2019 to perform limited procedures as it related to the above matter.

The findings within this report are based on the examination of contracts between Lawton Public Schools and Xcel Office Solutions for the period 2013 through 2018; Oklahoma-Xerox Statewide Contract DIR-TSO-3043, effective October 30, 2015; reports compiled by former Lawton Public Schools Superintendent Dr. Tom Deighan in May 2018; and current Xerox product documentation.

Based on our examination of the records provided, we have identified our findings within this report. Our procedures do not constitute an audit conducted in accordance with generally accepted auditing standards; we do not express an opinion on the account balances, financial statements, or internal controls of Lawton Public Schools.

Workman Forensics' fees for this engagement are based upon our normal hourly billing rates and are in no way contingent upon the results of our findings. We have no responsibility to update this report or related exhibits for events and circumstances occurring subsequent to the date of this report.

Sincerely,

WORKMAN FORENSICS, L.L.C.

A handwritten signature in black ink, appearing to read "Leah Wietholter".

Leah Wietholter, MBA, CFE, PI

Enclosures (7)

FORENSIC ACCOUNTING PROCEDURES

FINDINGS AND RECOMMENDATIONS

In re: Limited Procedures Related to Lawton Public Schools' Purchasing

BACKGROUND

Lawton Public Schools (“LPS”) has for several years contracted with Xcel Office Solutions (“Xcel”), an Oklahoma City-based Xerox dealer, to lease and service multi-function printer (MFP) equipment in the Media Center Print Shop and throughout the district. Trent Dockstetter, president of High Tech Office Systems, a Lawton-based provider of similar equipment, has alleged that the lack of competitive bidding of these contracts has resulted in significant overpayment by LPS.

Workman Forensics was retained to examine contracts between LPS and Xcel, related statewide contract pricing, and Xerox product documentation in order to evaluate the following:

- Determine whether or not Xcel contract pricing significantly exceeds approved statewide contract pricing to which LPS is entitled;
- Determine whether or not Xcel contracts have repeatedly been refinanced and upgraded early, resulting in exorbitant and unnecessary costs to LPS; and
- Determine whether or not Xcel has charged LPS for equipment and/or add-ons that are unnecessary and/or unusable.

Our findings and recommendations are explained in detail in the following sections.

It should be noted that although this report quantitatively evaluates the items listed above, the nature of the equipment and services contracted is such that non-quantifiable customer services factors which could include, but are not limited to, responsiveness, ease of troubleshooting, and reduced equipment downtime, may have an impact on the value provided by a vendor, and may in some cases justify higher costs.

LPS-XCEL v. STATEWIDE CONTRACT PRICING

Period Examined: 2013 - 2018

The first area evaluated was the allegation that LPS-Xcel contract pricing significantly exceeds pricing to which LPS is entitled under Oklahoma-Xerox Statewide Contract DIR-TSO-3043, effective October 30, 2015 (the “statewide contract”).

Four district-wide contracts and six Media Center Print Shop (“Media Center”) contracts between LPS and Xcel with board approval dates from 2013 through 2018 were examined to identify equipment and services included and the associated cost to LPS. Of these contracts, only the most recent 2018 district-wide contract and the Media Center contracts for the Nuvera DPS144 (“DPS144”) could be compared to the statewide contract; other LPS-Xcel contracts related to equipment not covered under the statewide contract.

Multi-function printer (MFP) lease costs typically consist of a base monthly charge and a per-page “flash” charge component. The flash charges may be for each page printed, or the contract may specify a page allowance under which no flash charges will be incurred.

Base Charges

The current 2018 LPS-Xcel district-wide equipment contract has a monthly base cost of \$31,825.00. Statewide contract monthly base costs for the same equipment¹ total \$25,741.07. The LPS-Xcel monthly base cost includes refinance charges of \$6,188.19 per month² associated with the previous contract, making the monthly base cost excluding these charges \$25,636.81 which is slightly less than the statewide contract.

The current 2018 LPS-Xcel Media Center DPS144 contract has a monthly base cost of \$7,741.59. Statewide contract monthly base costs for the same equipment total \$6,128.01. The LPS-Xcel monthly base cost includes refinance charges of \$1,594.78 per month²³ associated with the previous contract, making the monthly base cost excluding these charges \$6,146.81 which is comparable to the statewide contract.

It was discovered that the 2018 LPS-Xcel DPS144 contract also includes “Analyst Services” while the statewide contract prices “Analyst Support” at \$150 per hour. It is unknown how many hours of support are used by the district each month, so a direct calculation of the value of these services at statewide contract prices could not be made.

Base monthly costs for the district-wide equipment and the Media Center DPS144 under both the LPS-Xcel contract and statewide contract are shown in **Attachment 1A**.

Flash Charges

The current 2018 LPS-Xcel district-wide equipment contract has a monthly print allowance of 2,291,666 pages, with flash charges of \$0.0150 for each page over this allowance. Statewide contract print allowances and flash charges for equivalent equipment vary by model; print allowances total 3,610,000 pages for all equipment included in the LPS-Xcel contract, with flash charges ranging from \$0.0045 to \$0.0149 per page.

The statewide contract offers a higher print allowance and lower per-page flash charges than the LPS-Xcel contract, but without monthly print volume data broken down by equipment model it is impossible to quantify the difference in cost to LPS. Available print volume data is semiannual and is from 2017, when different models of equipment were in use in the district.

The current 2018 LPS-Xcel Media Center DPS144 contract has a monthly print allowance of 200,000 pages, with flash charges of \$0.0046 for each page over this allowance. The statewide contract has no print allowance for this equipment, so each page printed incurs a flash charge of \$0.0038. Based on 2017 Media Center monthly print volume data, flash charges under the LPS-Xcel contract totaled \$1,916.75; under the statewide contract, such charges would have totaled \$6,775.89.

¹ Note: Equipment add-ons included in the district-wide contract were not specified in the Xcel contracts; this information was provided via the first May 2018 Copier-Printer report issued by former LPS superintendent Dr. Tom Deighan. The list in Dr. Deighan’s report erred in including Convenience Stapler add-ons; LPS has subsequently confirmed that these add-ons are not installed, so they have been excluded from the determination of comparable statewide contract pricing

² According to Dr. Deighan’s report.

³ According to Dr. Deighan’s report.

Monthly flash charge calculations based on the 2017 DPS144 print volume data are shown in **Attachment 1B**.

Recommendations:

- In order to best predict the actual cost to LPS when considering future contracts or comparing bids, it is recommended that LPS track and retain monthly print volumes for each MFP used in the district.
- In order to accurately compare bids, as well as provide historical reference for future LPS staff when making purchasing decisions, all contracts should specify the add-ons included with each piece of equipment, and any other features or services that could incur additional costs.

REFINANCE COSTS

Period Examined: 2013 - 2018

The second area evaluated was the allegation that LPS-Xcel contracts have repeatedly been refinanced and upgraded early, resulting in exorbitant and unnecessary costs to LPS.

Contract Renewal Schedule

Examination of the LPS-Xcel contracts identified at least three instances where a contract was renewed early and replaced with an equivalent contract. Renewal occurrences included:

- the renewal of the district-wide contract approximately two months early, approved by the board November 19, 2015;
- the renewal of the district-wide contract approximately nine months early, approved by the board February 15, 2018; and
- the renewal of the Media Center DPS144 contract approximately 26 months early, approved by the board February 15, 2018.

Additional contracts provided for the Media Center did overlap in time but appeared to be for additional different pieces of equipment rather than renewal/replacement with equivalent equipment.

A timeline of the LPS-Xcel contracts examined is provided in **Attachment 2A**.

Contract Refinance Costs

The 2018 district-wide and Media Center DPS144 early contract renewals were analyzed to compare potential and actual refinance costs.

At the time of the 2018 district-wide early renewal and refinance, the outstanding balance of the previous contract was \$286,425.00. It appears that Xcel discounted this outstanding balance by \$63,650.16 and rolled the remaining \$222,774.84 into the new contract, resulting in the \$6,188.19 monthly refinance charge cited in Dr. Deighan's May 2018 report.

At the time of the 2018 Media Center DPS144 early renewal and refinance, the outstanding balance of the previous contract was \$208,519.22. It appears that Xcel discounted this outstanding balance

by \$112,832.42 and rolled the remaining \$95,686.80 into the new contract, resulting in the \$1,594.78 monthly refinance charge cited in Dr. Deighan's May 2018 report.

For both 2018 contracts analyzed (district-wide and Media Center DPS144), refinance costs appear to be discounted from what they could have been; however, it is not clear what formula was used by Xcel to determine the refinance costs. In both cases the refinance costs did not result in an increase in the total monthly cost of the contract to LPS, exclusive of any flash charges. Refinance cost calculations and the impact of these costs on the total monthly cost of the contracts are shown in **Attachment 1A**.

In the case of the district-wide contract, the monthly base cost remained the same after refinancing; the 2018 contract included eight additional pieces of equipment and an overall upgrade of the equipment to newer models. A comparison of the equipment included under each contract is provided in **Attachment 2B**.

In the case of the DPS144 contract, the monthly base cost actually decreased after refinancing; however, this is primarily due to a different, lower-priced set of add-ons being included in the contract, as the equivalent statewide contract price is also lower than the equivalent to the previous contract.

Recommendation:

- Although monthly costs have not increased as a result of the refinancing, LPS was renewing contracts early, with no apparent benefit. Additionally, the refinancing was committing LPS to a longer contract. It is recommended that LPS avoid such early renewals in the future.

UNNECESSARY and/or UNUSABLE EQUIPMENT

Period Examined: n/a

The third area evaluated was the allegation that Xcel has charged LPS for equipment and/or add-ons that are unnecessary and/or unusable. Review of Xerox product documentation, additional input from LPS regarding their installed add-ons, and competitor pricing research were employed to address this allegation.

Three-Hole Punch Add-Ons

It was alleged that the Three-Hole Punch add-ons to AltaLink series MFPs, for which LPS is being charged under the 2018 district-wide contract, are cannot be installed on the equipment as configured. More specifically, the allegation is that the Three-Hole Punch add-on is a component of the Office Finisher add-on and cannot be installed independently, and that the AltaLink equipment in question does not include the Office Finisher add-on.

The AltaLink B8000 Series brochure mentions the hole punch option only as a component of the Office Finisher. This brochure is provided in **Attachment 3A**. Per LPS Media Operations Director Dave McDermott, all AltaLink machines in the district do include the Office Finisher add-on, so there is nothing preventing the hole punch feature from also being installed. These Office Finisher add-ons were not mentioned in Dr. Deighan's first May 2018 report, most likely because there is no associated cost in the statewide contract and presumably the LPS-Xcel contract as well.

Fax Add-Ons

It was alleged that the One-Line Fax add-ons to AltaLink series MFPs for which LPS is being charged under the 2018 district-wide contract are an unnecessary cost and potentially incompatible with LPS' use of fax servers and VoIP.

Xerox product documentation describes the One-Line Fax add-on as providing "walkup fax functionality," including the ability to send outgoing faxes from the equipment and to automatically forward incoming faxes to email. Whether this functionality benefits LPS or constitutes an unnecessary cost is an opinion outside the scope of this report. However, the documentation specifically notes that "Server Fax enablement [is] included," and there is no indication that this add-on is incompatible with VoIP.

The total cost of these fax add-ons to 82 MFPs over the current 36-month term of the district-wide contract is \$32,283.76.

Related Xerox product documentation is provided in **Attachment 3B**.

Convenience Stapler Add-Ons

It was alleged that LPS is being overcharged for Convenience Stapler add-ons to AltaLink series MFPs as part of the 2018 district-wide contract. More specifically, the allegation was that similar equipment could be purchased for \$50.00 per stapler; in comparison, statewide contract pricing for this add-on would total \$267.12 per stapler over a 36-month term.

Although Convenience Stapler add-ons were listed on the initial 2018 district-wide lease pricing proposal, no specific add-ons are noted on the final contract and LPS staff have confirmed that Convenience Staplers are not installed on the equipment. Furthermore, LPS has confirmed with Xcel that they are not being charged for any Convenience Stapler add-ons.

**ATTACHMENT 1A
LPS-Xcel Contract Costs**

For the Period 02/01/13 through 08/06/18

See Attachment 1 Supporting Detail for derivation of equivalent statewide contract pricing and Attachment 2A for contract timeline.

District-Wide

	Monthly Charge		Months	Total	Equivalent Statewide Monthly Charge†
2015 Contract Total Base Cost	31,825.00	x	36	= 1,145,700.00	Unavailable
	<i>Refinanced with 9 months remaining on contract</i>				
Outstanding Contract Balance	31,825.00	x	9	= 286,425.00	
Less Adjustment by Xcel				- 63,650.16	
Balance Rolled Into New Contract*	6,188.19	x	36	= 222,774.84	
	+ 25,636.81				
New Contract Total Base Cost	31,825.00	x	36	= 1,145,700.00	25,741.07
Current Xcel Contract v. Statewide Pricing:	(31,825.00 - 25,741.07) = 6,083.93 per month				

Media Center DPS144

	Monthly Charge		Months	Total	Equivalent Statewide Monthly Charge†
2015 Contract Total Base Cost	8,019.97	x	48	= 384,958.56	7,817.19
	<i>Refinanced with 26 months remaining on contract</i>				
Outstanding Contract Balance	8,019.97	x	26	= 208,519.22	
Less Adjustment by Xcel				- 112,832.42	
Balance Rolled Into New Contract*	1,594.78	x	60	= 95,686.80	
	+ 6,146.81				
New Contract Total Base Cost	7,741.59	x	60	= 464,495.40	6,128.01
Current Xcel Contract v. Statewide Pricing:	(7,741.59 - 6,128.01) = 1,613.58 per month				

*Sources: Lawton Public Schools - Xcel Contracts and Agreements, except *May 2018 Xerox Copier-Print Contract Report and †Oklahoma-Xerox Statewide Contract DIR-TSO-3043 (effective 10/30/15)*

ATTACHMENT 1B
LPS-Xcel Contract Comparison to Statewide Xerox Contract - Flash Pricing
For the Period 02/01/13 through 08/06/18

DPS 144 (Nuvera 144)

Month	No. of Pages Printed	No. of Pages Over Xcel Allowance¹	Xcel Flash Overage Charge	Statewide Contract Flash Overage Charge²
January	235,868	35,868	\$164.99	\$896.30
February	34,434	0	\$0.00	\$130.85
March	148,152	0	\$0.00	\$562.98
April	33,466	0	\$0.00	\$127.17
May	69,190	0	\$0.00	\$262.92
June	64,533	0	\$0.00	\$245.23
July	421,478	221,478	\$1,018.80	\$1,601.62
August	179,983	0	\$0.00	\$683.94
September	359,339	159,339	\$732.96	\$1,365.49
October	149,458	0	\$0.00	\$567.94
November	500	0	\$0.00	\$1.90
December	86,729	0	\$0.00	\$329.57
Total			\$1,916.75	\$6,775.89

Sources: 2017 Media Center Monthly Print Volumes, LPS-Xcel Contracts, Oklahoma-Xerox Statewide Contract DIR-TSO-3043 (effective 10/30/15)

Notes:

1. Per LPS-Xcel contract, current allowance is 200,000 pages/month and flash overage charge is \$0.0046/page.
2. Per statewide contract, allowance is 0 pages/month and flash overage charge is \$0.0038/page.

ATTACHMENT 2A
LPS-Xcel Contract Timeline
For the Period 02/01/13 through 08/06/18

Gray shading indicates current contracts detailed in Attachment 1A.

District-Wide

Agreement Name	Board Approved Date	Requested Install Date	Term Start Date	Term End Date	Contract Type	Lease Term (Months)	Monthly Base Cost	Calculated Lease End Date¹	Date of Next Contract²	Early Renewal (Months)
Services & Solutions Order under Services Contract #7133495-001	01/11/13		02/01/13	01/31/16	District-Wide	36	\$27,747.66	02/01/16	N/A	
Services & Solutions Order under Services Contract #7133495-001	05/08/13		06/01/13	01/31/16	District-Wide	32	\$2,228.50	02/01/16	11/19/15	2
Extension of Equipment Rental Contract #7133495 (with extension of services)	11/19/15				District-Wide	36	\$31,825.00	11/19/18	02/15/18	9
Extension of Equipment Rental Contract (with Extension of Services)	02/15/18				District-Wide	36	\$31,825.00	02/15/21	N/A	

Media Center

Agreement Name	Board Approved Date	Requested Install Date	Term Start Date	Term End Date	Contract Type	Lease Term (Months)	Monthly Base Cost	Calculated Lease End Date¹	Date of Next Contract²	Early Renewal (Months)
Lease Agreement	04/01/13	04/10/13			Media Center Print Shop - J75	72	\$1,486.10	04/10/19	N/A	
Lease Agreement	04/04/16	04/22/16			Media Center Print Shop - D125	72	\$711.81	04/22/22	N/A	
Lease Agreement	04/04/16	04/22/16			Media Center Print Shop - V80	72	\$1,636.92	04/22/22	N/A	
Lease Agreement	04/21/16	05/01/16			Media Center Print Shop - DPS144	48	\$8,019.97	05/01/20	02/18/18	26
Lease Agreement	04/21/16	05/01/16			Media Center Print Shop - FreeFlow MakeReady	48	\$106.48	05/01/20	N/A	
Lease Agreement	02/15/18	02/18/18			Media Center Print Shop - DPS144	60	\$7,741.59	02/18/23	N/A	

Sources: Lawton Public Schools - Xcel Contracts and Agreements

Notes:

1. Where Term Start Date was not available, Requested Install Date was used instead for calculating the end date of the lease. Where neither was available, Board Approved Date was used. Historically, there has been at most a 24-day difference between these dates.
2. Where an equivalent contract that appeared to be a renewal was identified, the date of the renewal contract was noted in this column. In some cases it was unclear whether the next contract was a direct replacement/renewal; in these cases, no date was noted in this column.

ATTACHMENT 2B

Comparison of Equipment Included in Current and Previous District-Wide Contracts

For the Period 11/19/15 through 02/15/18

Contract Board Approved Date	Model Name	No. of Items
02/15/18	Xerox Versalink B405DN with extra tray & stand	21
02/15/18	Xerox Altalink B8045	39
02/15/18	Xerox Altalink B8055	26
02/15/18	Xerox Altalink B8075	4
02/15/18	Xerox Altalink B8090	13
11/19/15	Xerox 3635X1	1
11/19/15	Xerox 5740APT	31
11/19/15	Xerox 5755APT	26
11/19/15	Xerox 5765PT	1
11/19/15	Xerox 5775PT	10
11/19/15	Xerox 5845APT	3
11/19/15	Xerox 5855APT	3
11/19/15	Xerox 5875APT	2
11/19/15	Xerox MFP3635X1	18
	Total Equipment - 2018 Contract	103
	Total Equipment - 2015 Contract	95
	Difference	8

Source: Lawton Public Schools - Xcel Contracts and Agreements

ATTACHMENT 3A
Excerpt from Xerox AltaLink B8000 Series Brochure



**CHOOSE THE CONFIGURATION
THAT MEETS YOUR NEEDS**

1 Single-Pass Duplex Automatic Document Feeder scans documents at up to 200 images per minute.

2 Convenience Stapler (optional) staples up to 50 sheets of 20 lb/75 gsm media.

3 Bypass Tray handles up to 100 sheets of 80 lb Cover/216 gsm.

4 Two 500-sheet universal trays are adjustable up to 11 x 17 in./A3.

5 Envelope Kit (optional — replaces Tray 2) provides trouble-free feeding of up to 50 envelopes.

6 High-Capacity Tandem Tray holds a total of 3,600 sheets of letter/A4-size paper.

7 High-Capacity Feeder (optional) holds 3,300 sheets of paper. This brings the maximum capacity up to 8,000 sheets.

8 Offset Catch Tray (OCT) (optional) holds 400 sheets.

9 Office Finisher (optional with AltaLink B8045/B8055/B8065/B8075) provides 50-sheet multiposition stapling with an optional hole punch.

10 Office Finisher with Booklet Maker (optional with AltaLink B8045/B8055/B8065/B8075) provides all the finishing of the Office Finisher the capability to create 60-page saddle-stitched booklets (2 to 15 sheets).

11 High Volume Finisher (HVF) (optional with AltaLink B8065/B8075; required for AltaLink® B8090) features 100-sheet multiposition stapling and an optional hole punch.

12 High Volume Finisher with Booklet Maker (optional with AltaLink B8065/B8075/B8090) provides all the finishing of the High Volume Finisher with additional saddle-stitch booklet making capabilities (2 to 15 sheets / 60 pages).

13 Keyboard (optional)

14 Xerox® Integrated RFID Card Reader E1.0 (optional) adds card based authentication with support for over 90 access cards.

15 Near Field Communication (NFC) Tap-to-Pair allows users to tap their mobile device to an AltaLink B8000 and the MFP will be added to their device list and instantly allow printing.

Source: Xerox website; retrieved September 12, 2019.

ATTACHMENT 3B
Excerpt from Xerox AltaLink B8045 Option Details

Office Finisher

The Office Finisher provides robust finishing options and allows for the creation of professional looking output in office environments. Offset stacking of up to 2,000 sheets with an additional 250 sheet output tray. Multi-position single/dual 50-sheet variable length stapling. In-line stapling yields high quality stapled sets - saving time and increasing efficiency. Optional 2 and 3 hole punch in North America, 2 and 4 hole punch in Europe and South America; hole punching saves time, cost and space by alleviating the need to store hole-punched paper or to remember to load hole-punched paper. *All finishers require a finisher transport.



Convenience Stapler

Staple up to 50 sheets 24 lb / 90 gsm media (not in-line).



Finisher Transport Module

Interface linking the multifunction printer with the chosen finisher.



Hole Punch

2 hole, 3 hole, 4 hole or Swedish 4 hole punch options available, as appropriate to the region.

1 Line Walk up Fax Kit

Walkup fax functionality with 1 line connection. Includes LAN Fax and Fax Forward to Email. LAN Fax is faxing from a PC that is built inside the Xerox driver. It's just another job type—like normal print or secure print, within our integrated print driver. Fax forward to email allows the device to automatically route faxes to an email inbox, saving paper and streamlining workflows. It's also more secure, as unattended faxes are not left in the output tray. Internet Fax and Server Fax enablement are included as standard through the controller.

Source: Xerox website; retrieved September 12, 2019.

COMPETITIVE BIDDING FOR NON REGULATED PURCHASES

Purchases which are not regulated by State of Oklahoma bidding law or other Lawton Public Schools bidding policy must employ an appropriate competitive process under the following guidelines:

- Purchases above \$50,000 shall employ competitive processes that can include bids, Requests for Proposals (RFP), Requests for Pre-Qualifications (RFPQ), Requests for Information, Invitations to Bid (ITB), or similar open, competitive, and comparative processes.
- Subject Matter Experts (SME) will be responsible for these processes; purchasing department may assist.
- Reasonable efforts must be taken to ensure a broad range of vendors have opportunity to participate.
- Local businesses should be afforded local advantage of 5% when price is the determining factor.
- Purchases between \$25,000 and \$50,000 must include evidence of open, competitive, and comparative processes which can include any of the above as well as quotes, comparisons, or other research to identify best value for the district.
- A one-page comparison sheet shall be included in the Board of Education agenda recommending board action.
- In cases when a competitive process is impractical or disadvantageous for the district, department heads shall document and support rationale for such decisions to be included in the Board of Education agenda when action is taken.

Definitions:

Request for Quotes (RFQ) are used to obtain pricing when the scope of work or the quantities are known and there is no substantive difference in the goods or services that can meet the specifications and the only difference among the responsive bids is unit pricing and time of delivery.

Request for Proposals (RFP) are used when the desired outcome is known but it is unclear as to how the services will be provided or what goods are available to meet the District's need. This method allows the bidder to submit a proposal defining how that particular bidder's goods/services would best serve the District and fulfill the end requirement. (Generally a sealed bid process).

Invitation to Bid (ITB) is a sealed bid process and is primarily used for construction projects exceeding \$50,000 or the purchase of items or services with an individual cost of \$7,500 or more.

Request for Pre-Qualifications (RFPQ) refers to the pre-qualification stage of some procurement processes. Only those proponents who successfully respond to a required RFPQ and meet the qualification criteria will be included in the subsequent Request for Quotes (RFQ) or Request for Proposal (RFP)

Subject Matter Expert (SME) is an individual or group of individuals with a deep understanding of a particular process, function, technology, machine, material or type of equipment. The SME is responsible for developing the components of RFQ's, RFP's, ITB's, and RFPQ's when used. Other documents may also be required of the SME by the Purchasing Department (e.g. verbage for publishing bid specs, etc.).

Bid/Proposal Assessment Worksheet (BPAW) is a document used to assign weights to bid or proposal criteria and specifications that enable SME's to score bids or proposals against each other in the process of selecting a winning bid/proposal. When an RFP is used, a BPAW should be presented in the Board of Education Agenda.



SKILLS TRAINING, EDUCATION, DEVELOPMENT AND INVESTMENT (STEDI) PROJECT PLAN

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SKILLS TRAINING, EDUCATION, DEVELOPMENT AND INVESTMENT (STEDI)
PROJECT PLAN

I. STRATEGIC PROJECT PLAN OVERVIEW

This Skills Training, Education, Development and Investment (STEDI) Project Plan (hereinafter referred to as this “**Project Plan**”) provides critical financial and legal authorizations for the City of Lawton (“**City**”) to undertake and implement a long-range strategy of Skills Training, Education, Development, and Investment (STEDI strategy) in partnership with its Technology Center, its public schools, and Cameron University.

The City Council of the City of Lawton has previously adopted a Non-Retail Business Economic Development Assistance Policy with guidelines for supporting new and expanded non-retail business in the City’s Industrial Parks. Non-retail business as used herein means any business not defined as a retail business by the Oklahoma Tax Code and includes, without limitation, businesses engaged in commerce for profit in the manufacturing, processing, compounding, packaging, assembly, production, treatment, disposal, warehousing, storage, transportation, freighting, trucking, or distribution of goods and materials, including those in both light and heavy industrial sectors, and also includes defense contractors, information technology, energy and engineering sectors, the high-technology industry, innovative businesses, and research, laboratory, and experimental businesses (collectively, “**Non-Retail Business**”). The objectives of the strategies outlined in this Project Plan require the upfront financing and construction of public infrastructure and public improvements to attract and support future Non-Retail Business recruitment, growth and expansion with an accompanying increase in the availability of quality employment opportunities in the community. The Non-Retail Business growth and expansion may include innovative businesses, high-technology businesses, and light industrial as well as manufacturing. Successful quality job growth requires effective skills training and increasing competency of students in STEM subjects.

A principal benefit of this Project Plan is the accelerated pace of new business enterprise, new investment and new jobs, the kind of activities that are most beneficial to the generation of new property taxes outside of increment districts which provide revenues to Great Plains Technology Center and the City’s school districts. Accordingly, the first priority of this strategy must give precedence to the construction and extension of the infrastructure necessary to make possible the growth and development of Non-Retail Business and employment and the provision of necessary incentives and land acquisition required for each development to occur.

The next step, after financing of the critical public infrastructure and incentives to support development, is to allocate future revenue streams to provide funding for skills training, internships, and STEM education through Great Plains Technology Center, and public schools, which will serve the students of families employed at the new and expanding business facilities, and other taxing jurisdictions. This Project Plan reaffirms the community’s commitment to STEM education and skills training.

In summary, successful implementation of this Project Plan requires a steady, consistent strategy applying all tax increment revenues generated by the initial projects to finance the most critical

public infrastructure and improvements and required Project incentives. Thereafter, tax increment allocations will be directed to Great Plains Technology Center, Comanche County, the Comanche County Health Department, and to all public school districts within the city limits of Lawton in proportion to their respective enrollments (as measured by Average Daily Membership or ADM in those public schools, as determined by the State Department of Education (“**Public Schools**”).

The allocations to Great Plains Technology Center and to Public Schools under this Project Plan may be made under partnership grants made in addition to the regular operating budgets. Therefore, these funds may be used to undertake special programs, training, and educational courses, which complement this long-range community development strategy.

II. DESCRIPTION OF PROJECT

Republic Paperboard Company (“**Republic**”) operates an existing manufacturing plant located on approximately 70 acres of real property owned by Republic within the West Side Industrial Park located in the City of Lawton, Oklahoma, where it employs 145 employees, with a core business in manufacturing the face and back paper used to produce annually 310,000 tons of gypsum wallboard, as well as brown and white bag papers, and high-performance linerboard products used in the manufacture of boxes (collectively, the “**Facilities**”). Republic has proposed an expansion of its existing Facilities pursuant to which Republic will: (1) make a capital investment of over \$94 million in real and personal property; and (2) add twenty (20) new, permanent high-quality jobs at its Facilities (“**Expansion**”). Republic’s proposed Expansion of its Facilities will generate significant beneficial community impacts and provides the City the opportunity to initiate its meaningful long-range strategy described in this Project Plan.

This Project Plan is a project plan as defined under the Local Development Act, 62 O.S. § 850, *et seq.* (“**Act**”). Industrial growth has been difficult to achieve in areas of Lawton. However, as a result of actions of the City, Comanche County Industrial Development Authority (“**CCIDA**”), and the Lawton-Ft. Sill Economic Development Corporation (“**LEDC**”), some significant growth has occurred. This Project Plan, in conjunction with the City’s current strategies, will provide for significant future Non-Retail Business development.

The initial objective of this Project Plan is to provide a legal and financial framework for supporting Republic’s expansion of its Facilities, and to initiate implementation of the City’s strategies to grow and expand new Non-Retail Business development in the City of Lawton. Specifically, this Project Plan provides the legal empowerment and financial authorizations needed: (1) to provide assistance in development financing to Republic in support of its Facilities Expansion; (2) to fund the needed public improvements necessary to attract and promote twelve new and expanded private Non-Retail Developments primarily centered around the West Side Industrial Park and within the Airport Industrial Park (collectively, together with Republic’s Facilities Expansion, is referred to herein as the “**Project**”); and (3) to foster renewed partnerships with the Public Schools, Great Plains Technology Center, and Cameron University for STEM education, skills training and internships. The Project is directed at companies that are presently located in Lawton and have a need for new facilities to both expand their product lines, as well as companies that may be attracted to Lawton, thereby generating new employment for the long-term economic health of the community. In order to attract new companies or support the expansion of

existing companies, the City must expand and improve the West Side Industrial Park and the Airport Industrial Park to provide critical infrastructure for these companies' facilities.

A valuable benefit of this Project Plan is the accelerated pace of new business enterprise, new investment and new jobs, the kind of activities that are most beneficial to school district revenues and the generation of new property taxes outside the increment districts. This Project Plan also contemplates a long-term strategy to create direct financial support to the Public Schools and Great Plains Technology Center, making possible enhanced education programs, job skills training, and internship programs.

This Project Plan is a critical element in fostering public-private partnerships to promote and encourage Non-Retail Business development in the City of Lawton. Public assistance is necessary to make available public infrastructure particularly in the West Side Industrial Park. Items such as roads, roadway improvements and amenities, transit, utilities, and rail spurs will be the major budget items.

Expanding the public infrastructure and public facilities in the area will greatly enhance the community's ability to encourage the development of additional Non-Retail Business and increase employment in the near future. The Project envisions new non-retail development, hundreds of new jobs and an expanded job base, several hundred million dollars of new private investment, and enhanced health, safety, and welfare of the citizens of Lawton.

The Project will be financed from a combination of public and private sources, including apportionment of ad valorem tax increments and sales tax increments generated by each of the increment districts established and activated pursuant to this Project Plan.

III. SCOPE OF THE PUBLIC IMPROVEMENTS AND PUBLIC PARTNERSHIPS

The Project requires a wide range of needed public improvements and financial partnerships with Public Schools, Great Plains Technology Center, and other taxing jurisdictions.

A. Public Improvements, Amenities and Infrastructure. Total public improvement costs are estimated to be nearly \$300,000,000, as follows:

Roads, Infrastructure and Improvements:	\$213,900,000
Rail Spurs:	\$ 2,800,000
Gas:	\$ 14,000,000
Electric:	\$ 5,000,000
Water, Sewer (including holding tanks) and Drainage:	\$ 7,100,000
Industrial Sewer Treatment Plant	\$ 50,000,000
Land Acquisition	<u>\$ 1,000,000</u>
Total Project Infrastructure Costs:	\$293,800,000

A little over \$50,000,000 of the public improvement costs may be financed by apportioned tax increments as described in Section X.A below. The remainder of the public improvements will be paid through grants from other sources, including without limitation, the Oklahoma Department of Transportation and other local, state, and federal entities.

B. Public Partnerships. Following the financing of initial public improvement costs, this Project Plan directs the allocation of specific revenues and partnership agreements to support STEM education, skills training and internship programs with the Public Schools, Great Plains Technology Center, Cameron University and community not-for-profit organizations.

IV. PROJECT AREA AND INCREMENT DISTRICT BOUNDARIES

The Project Area is the area in which Project activities will take place. The Project Area is comprised of two non-contiguous areas, one located generally in and around the West Side Industrial Park, and the other in the Airport Industrial Park. The Project Area is shown on the Project Area Boundary Map attached as Exhibit A. The specific legal description of the Project Area boundary is set forth in Exhibit B.

The ad valorem and sales tax increment district areas and boundaries of the increment districts designated as Increment District No. Three, City of Lawton (“**Increment District No. 3**”) for the Republic Expansion, and twelve (12) additional increment districts designated as Increment Districts No. “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J”, “K”, and “L”, City of Lawton, are shown on Exhibit C and are legally described on Exhibit D. Increment Districts No. “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J”, “K”, and “L” may be activated at a later date upon resolution of the City Council of the City of Lawton. Once the commencement date of each of Increment District Nos. “A” through “L” is determined, that Increment District shall be renamed as “Increment District Number ___, City of Lawton,” as appropriate, by assigning the next consecutive number for increment districts of the City of Lawton in accordance with 62 O.S. § 856(3).

V. PROJECT AREA ELIGIBILITY REPORT

The Project Area and Increment Districts are primarily located within an enterprise zone, as defined by Section 853(6) of the Act, and the entire area qualifies as a reinvestment area, as defined in Section 853(17) of the Act.

In addition, the Project Area and Increment Districts have suffered from a condition of stagnant economic development without additional public improvements and are therefore significantly undeveloped or underdeveloped. Public infrastructure is necessary to enhance the industrial parks for use by new companies and existing companies looking to expand. Without such public improvements and public facilities to support the Project, these companies will not have a suitable location for the location and expansion of their facilities.

Therefore, the Project Area and Increment Districts qualify as a reinvestment area in accordance with the provisions of 62 O.S. §853(17) of the Act because public improvements are required to reverse the economic stagnation, to serve as a catalyst for expanding employment, and to retain

and attract new investment in the area. The public investment is necessary to replace the condition of stagnant economic development with new activity. The investment and stimulation of employment opportunities generated by the Project will benefit the community.

VI. OBJECTIVES

The principal objectives of the Project and the Increment Districts are:

- A. To provide funding through apportioned tax increments for the construction of public infrastructure and other public enhancements necessary to support existing business and attract new Non-Retail Business development in the Project Area.
- B. To attract major new Non-Retail Businesses to locate in Lawton;
- C. To serve as a catalyst for retaining or expanding employment.
- D. To reverse economic decline and stagnation.
- E. To provide the authorized development incentives to support specific project developments.
- F. To provide economic development financing enhancement and to defray essential implementation/administrative costs.
- G. To foster partnerships with the Public Schools by allocating funds to offset any impacts, based on school attendance (using the ADM numbers from the State Department of Education), and to Great Plains Technology Center, and other taxing jurisdictions in proportion to their respective annual operating levies (excluding any sinking fund levies).
- H. To affirm the community's commitment to STEM education by authorizing partnership agreements with the Public Schools, Great Plains Technology Center, and Cameron University for skills training, internships, and STEM education.
- I. To preserve and enhance the tax base and make possible investment, development, and economic growth that would otherwise be difficult without the Project and the apportionment of incremental tax revenues.

VII. STATEMENT OF PRINCIPAL ACTIONS

Implementation actions for the Project, including all necessary, appropriate and supportive steps will consist principally of the following:

- A. Construction, maintenance, and repair of public improvements, including without limitation, utilities, water, sewer, sewer holding, storm water detention, gas, electric, roads, roadway improvements and amenities, signage, entry features, landscaping, sidewalks, multi-use trails, rail spurs, public facilities, communications facilities, and other infrastructure and utilities as may be necessary or required for the Project, to be financed in whole or in part by apportioned ad valorem and sales tax increments.

- B. Financing authorized Project Costs in support of development activities and investment to retain, attract and expand quality employment within the Project Area.
- C. Enhancement of existing Non-Retail Businesses and stimulation of new major Non-Retail Business.
- D. Negotiation, preparation, execution, and implementation of development agreements, including agreements for financing and construction by private developers, as authorized by the Act.
- E. Implementation of partnership agreements with Great Plains Technology Center, the Public Schools, and Cameron University.
- F. Distribution of a portion of the ad valorem increment to affected taxing entities, in proportion to their respective annual operating levies (excluding any sinking fund levies).

VIII. ESTABLISHMENT OF TAX INCREMENT DISTRICTS

- A. This Project Plan creates Increment District No. 3, City of Lawton, an ad valorem and sales tax increment district. The increment is the ad valorem revenue in excess of the revenue generated by the base assessed value of the increment district (*i.e.*, the new revenue attributable to increases in the value of the increment district).
- B. The increment of Lawton sales and use taxes generated by investment and development in Increment District No. 3 as determined by a formula to be approved by resolution of the City Council of the City of Lawton (“**City Council**”) in accordance with the Local Development Act, together with state local government matching payments pursuant to the Oklahoma Local Development and Enterprise Zone Incentive Leverage Act, 62 O.S. § 840, *et seq.* (“**Leverage Act**”), may be used to pay Project Costs authorized pursuant to Section X of this Project Plan, for a period not to exceed 25 fiscal years from the effective date of Increment District No. 3 as provided by law, or the period required for payment of the Project Costs authorized pursuant to Section X of this Project Plan, whichever is less.
- C. Increment Districts No. “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J”, “K”, and “L” all of which are ad valorem and sales tax increment districts, are hereby established and shall each be effective upon dates established by resolution of the City Council within ten (10) years following the date of approval of this Project Plan. The Increment Districts shall be implemented in the sequence that development commitments are obtained and shall be sequentially numbered accordingly.
- D. The increment of ad valorem taxes from each of the Increment Districts authorized herein, in excess of the base assessed value of the increment district may be apportioned from time to time to pay Project Costs authorized by Section X of this Project Plan for a period not to exceed twenty-five (25) fiscal years, as provided by law, or the period required for the payment of such Project Costs, whichever is less.

- E. The increment of Lawton sales and use taxes generated by investment and development in Increment Districts No. “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J”, “K”, and “L”, as determined by a formula to be approved by resolution of the City Council in accordance with the Local Development Act, together with state local government matching payments pursuant to the Leverage Act, may be used to pay Project Costs authorized pursuant to Section X of this Project Plan, for a period not to exceed 25 fiscal years from the respective effective dates of each of Increment Districts No. “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J”, “K”, and “L”, as provided by law, or the period required for payment of the Project Costs authorized pursuant to Section X of this Project Plan, whichever is less.
- F. During the period of apportionment, the apportionment fund shall constitute special funds of the City of Lawton, or, at the direction of the City Council, funds of the Lawton Economic Development Authority, a public trust (“LEDA”), and shall not be subject to annual appropriation as a part of the general fund of the City of Lawton.
- G. In the event of any litigation challenging directly or indirectly the validity of this Project Plan, any Increment District authorized hereunder, or challenging directly or indirectly any apportionment of disbursement, the time period for any such Increment District or any apportionment or disbursement shall be tolled for a period of time equal to the pendency of any such litigation as permitted under 62 O.S. § 861(A).

IX. PROJECT AND INCREMENT DISTRICT AUTHORIZATIONS

- A. Principal Entity. The City is designated and authorized as the principal public entity to carry out and administer the provisions of this Project Plan and to exercise all powers necessary or appropriate thereto as provided in Section 854 of the Act.
- B. Delegation of Powers. LEDA or another public entity may be designated and authorized by the City Council from time to time to carry out implementation actions for the Project, including all necessary, appropriate, and supportive steps pursuant to development or redevelopment agreements with private developers and to provide assistance in development financing consistent with the provisions of such development and redevelopment agreements. Such public entity may also be authorized and designated to carry out those provisions of the project related to issuance of bonds or notes as provided in Sections 861(B) and 863 of the Act, subject to approval of the City Council of any specific notes or bonds. As authorized from time to time by the City Council, LEDA may assist in carrying out this Project Plan and to exercise all powers necessary or appropriate thereto pursuant to Section 854 of the Act, except for approval of this Project Plan and those powers enumerated in paragraphs 1, 2, 3, 4, 7, 13 and 16 of Section 854.
- C. Specific Financing and Development Authorizations. LEDA, or another public entity, may be designated and authorized by the City Council from time to time to: (1) issue tax apportionment bonds or notes, or both; (2) pledge revenues from current and future fiscal years to repayment; (3) incur Project Costs pursuant to Section X of this Project Plan; (4) to enter into development, redevelopment, and construction agreements to implement this Project Plan; (5) provide funds to or reimburse the City for the payment of Project Costs and other costs incurred in support of the implementation of the project; (6) advance,

guaranty, loan and repay funding for Project Costs by and between Increment District Nos. 3, “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J”, “K”, and “L”; and (7) incur the cost of issuance of bonds for payment of such costs and to accumulate appropriate reserves, if any, in connection with them. As authorized in Section VIII(D) above, during each respective period of apportionment, the apportionment fund shall constitute funds of LEDA or an alternative entity authorized by the City and shall not constitute a part of the general fund to be appropriated annually by the City Council.

- D. Person in Charge. The City Manager, Michael Cleghorn, his successor in office, or another designee of the City Manager shall be the person in charge of implementation of the Project Plan in accordance with the provisions, authorizations, and respective delegations of responsibilities contained in this Project Plan. The Mayor, his successor in office, or his designee is authorized to empower one or more designees to exercise responsibilities in connection with Project implementation.
- E. Implementation Authorizations. The City and LEDA (as authorized by City Council from time to time) are authorized, to: (1) enter into development and redevelopment agreements to support Non-Retail Business development, (2) enter into partnerships and cooperative arrangements to support the attraction and development of new, growing, and expanding Non-Retail Business with an emphasis on job creation, (3) support, and where appropriate, provide for present and future obligations to redevelop, or commit property for redevelopment, support, implement, or enhance business improvement districts, provide for participation in the activities or developments stimulated by this Project Plan, (4) approve additional financial and investment initiatives to support Project Plan implementation, including public infrastructure improvements, economic development bonds, guaranteed obligation limited tax bonds, and agreements for minimum tax (or minimum payments in lieu of tax) agreements, and (5) create implementation partnerships with public and private institutions present in the community, including Cameron University, Great Plains Technology Center, any of the Public Schools, the Lawton Chamber of Commerce, LEDC, CCIDA, and other public and private not-for-profit entities. The City and LEDA (as authorized by the City Council from time to time) are authorized, to enter into agreements to implement enhanced educational programs, to include, without limitation, the skills training programs, intern programs, workforce development for the new employment to be generated by the Project. Okla. Const. Art. 10, §6C; 62 O.S. §853(9), 14(e), 14(i), and §854(4). The City and LEDA are authorized to enter into agreements with LEDC to assist with the implementation and administration of this Project Plan.
- F. Minor Amendments. The City reserves the right to approve minor amendments as provided in the Oklahoma Local Development Act and intends to consider such amendments where desirable and appropriate to implement and achieve the objectives of this Project Plan.

G. Economic Development Amendment. The City specifically contemplates the addition of an area (not to exceed a five percent (5%) addition) for Non-Retail Business development to enhance quality job growth.

X. BUDGET OF ESTIMATED PROJECT COSTS TO BE FINANCED BY TAXES APPORTIONED FROM THE INCREMENT DISTRICTS.

Five basic categories of Project Costs will be financed by a combination of sources, and only in part by the apportionment of ad valorem and sales tax increments from the Increment Districts, and by state local government matching payments pursuant to the Leverage Act. These categories are described below:

A. Costs for Financing and Construction of Public Infrastructure and Improvements. A portion of the total infrastructure costs necessary for the Project are to be financed by apportioned tax increments as set forth below:

Rail Spurs	\$2,800,000
Revolving Utility Connection Fund	\$6,000,000
Water, Sewer (Including Sewer Holding), and Drainage	\$7,100,000
Roads, Infrastructure and Improvements	\$32,863,147
Contingency	<u>\$1,311,612</u>
Total Infrastructure Costs to be Financed by Tax Increments:	\$50,074,759

These costs will be funded as increment districts are commenced on a priority basis determined first by which costs are critical to a committed development and second by which costs are more likely to generate further business investment and development. As described in Section III.A. above, the remaining public improvement costs for the Project, which are nearly \$300,000,000, are anticipated to be funded by other funding sources.

B. Assistance in Development Financing / Project Support. Assistance in Development Financing Costs consists of public support provided to a private developer pursuant to a legally enforceable development or redevelopment agreement to ensure the delivery of the project or specific portions thereof. Assistance in development financing will be provided only for projects that are determined, in the City's discretion: (1) to meet the City's approved development goals and objectives for the Project Area and (2) to provide adequate consideration and public benefit in return for the public investment. Project support may also include partnership agreements for STEM education, internships and/or skills training with Great Plains Technology Center, Cameron University and community not-for-profit organizations.

C. Economic Development Enhancement Fund / Financing Reserve. Allocation of conditionally available funds to provide credit enhancement for City Council authorized financing by LEDA under the Oklahoma Local Development Act to secure any moral obligation pledge of the City of Lawton.

- D. Implementation and Administration. Implementation and Administration Costs are the cost of implementing and administering this Project Plan incurred or to be incurred by the City, LEDA and/or LEDC, including, but not limited to, payment and/or reimbursement of costs in connection with the preparation and approval of the Project and Project Plan, administrative costs, organizational costs, professional fees, and financing costs and fees to the extent authorized by the City Council.
- E. Specific Revenue Source for Public Entities / Education, Training. In all Increment Districts No. 3, and “A” through “H”, inclusive, after provision for the most critical Project Costs in Category A, (estimated at \$30,000,000) and regardless of the sequence of implementation, up to five percent (5%) of the remaining increment after Project Costs in Categories B, C, and D, may be allocated to discretionary contracts for STEM education, internships, and skills training with the Public Schools, Great Plains Technology Center, Cameron University, and community not-for-profit organizations. The balance of the increment generated shall then be allocated to ensure financial support to (a) Great Plains Technology Center, (b) the Public Schools (defined as all public schools within the Lawton City limits in proportion to their respective enrollments (as measured by average daily membership (ADM) determined by the State Department of Education)), and (c) other affected taxing jurisdictions (the County and its Health Department) in proportion to their respective annual operating levies (excluding any sinking fund levies) as specific revenue sources to these public entities to provide a net financial benefit to each of these taxing jurisdictions.

Estimated Budget of Project Costs:

Category of Project Costs	Increment District No. 3	For <u>EACH</u> of Increment District Nos. “A” – “D”	For <u>EACH</u> of Increment District Nos. “E” – “H”	For <u>EACH</u> of Increment District Nos. “I” – “L”	Project Totals*
A. Public Improvements**	\$6,362,171	\$6,399,147	\$3,129,000	\$1,400,000	\$50,074,759
B. Project Support**	\$4,350,000	\$2,108,029	\$1,900,784	\$988,748	\$24,340,244
C. Financing Reserve	\$229,592	\$601,794	\$601,794	\$162,140	\$5,692,504
D. Implementation/ Administration	\$229,592	\$601,794	\$601,794	\$162,140	\$5,692,504
E. Specific Revenue Source for Public Entities; Ed/Training	—	—	\$5,590,364	\$2,594,237	\$32,738,404
Contingencies	\$560,000	\$550,000	\$500,000	\$400,000	\$6,360,000
Total	\$11,731,355	\$41,043,056	\$49,294,944	\$22,829,060	\$124,898,415

*Plus, financing costs, costs of issuance, necessary or appropriate reserves, and interest on repayment of Project Costs, including, where authorized, interest on assistance in development financing. The budget of estimated Project Costs does not include the specific revenue source apportionments described in Section X.F. below.

**For Increment District Nos. “A” through “I”, inclusive, Project Cost Categories A and B may be combined and allocated as deemed necessary for the Project.

F. Additional Financial Authorizations:

Advances, guaranties, loans, and repayments between any Increment Districts approved by the City of Lawton are authorized under this Project Plan, provided the aggregate budgets for the respective Increment Districts are not exceeded. Project Costs remaining upon the expiration of an Increment District may be paid from increments of any remaining Increment District(s).

Additional costs necessary or appropriate to implement this Project Plan that are to be financed by other than apportioned tax increments may be approved by the City at any time. The provisions of this Section X are not a limitation on project related costs to be financed by sources other than apportioned tax increments.

XI. FINANCING PLAN AND REVENUE SOURCES

- A. Financing Plan. Some Project Costs, in anticipation of private investment, may be financed and funded by the City from apportioned tax increments or from sources other than apportioned tax increments, through the issuance of tax apportionment revenue notes, which may be repaid once increment is generated by the development within an Increment District. Private developers within the Project Area may be required to construct the necessary improvements for specific projects at their initial expense, and the financing of such private developments will be provided by private sources. Other Project Costs incurred in connection with the implementation of this Project Plan will be financed on a pay-as-you-go basis.
- B. Financing Authorizations. The implementation of the Project Plan shall be financed in accordance with financial authorizations, including both fund and asset transfers, authorized from time to time by the City Council.
- C. Financing Revenue Sources. The revenue sources expected to finance Project Costs authorized by Section X are the portion of the increments attributable to investment and development within the Increment District. Project Costs will be paid by the City and/or LEDA, as authorized from time to time by the City Council. Increment generated from within the Increment District will provide the funding of Project Costs to be paid by the City and/or LEDA, as authorized from time to time by the City Council.
- D. Financial Reports and Audits. The development activities undertaken by the City, pursuant to this Project Plan, shall be accounted for and reported by the appropriate and necessary annual fiscal year audits and reports.
- E. Other Necessary and Supporting Costs. LEDA, or another public entity designated by the City, is authorized to issue bonds and notes and to apply for and obtain grants from other sources for costs incurred or to be incurred in connection with the project and the

construction of improvements therein in addition to Project Costs to be financed pursuant to Section X.

XII. PRIVATE AND PUBLIC INVESTMENTS EXPECTED FOR THE PROJECT

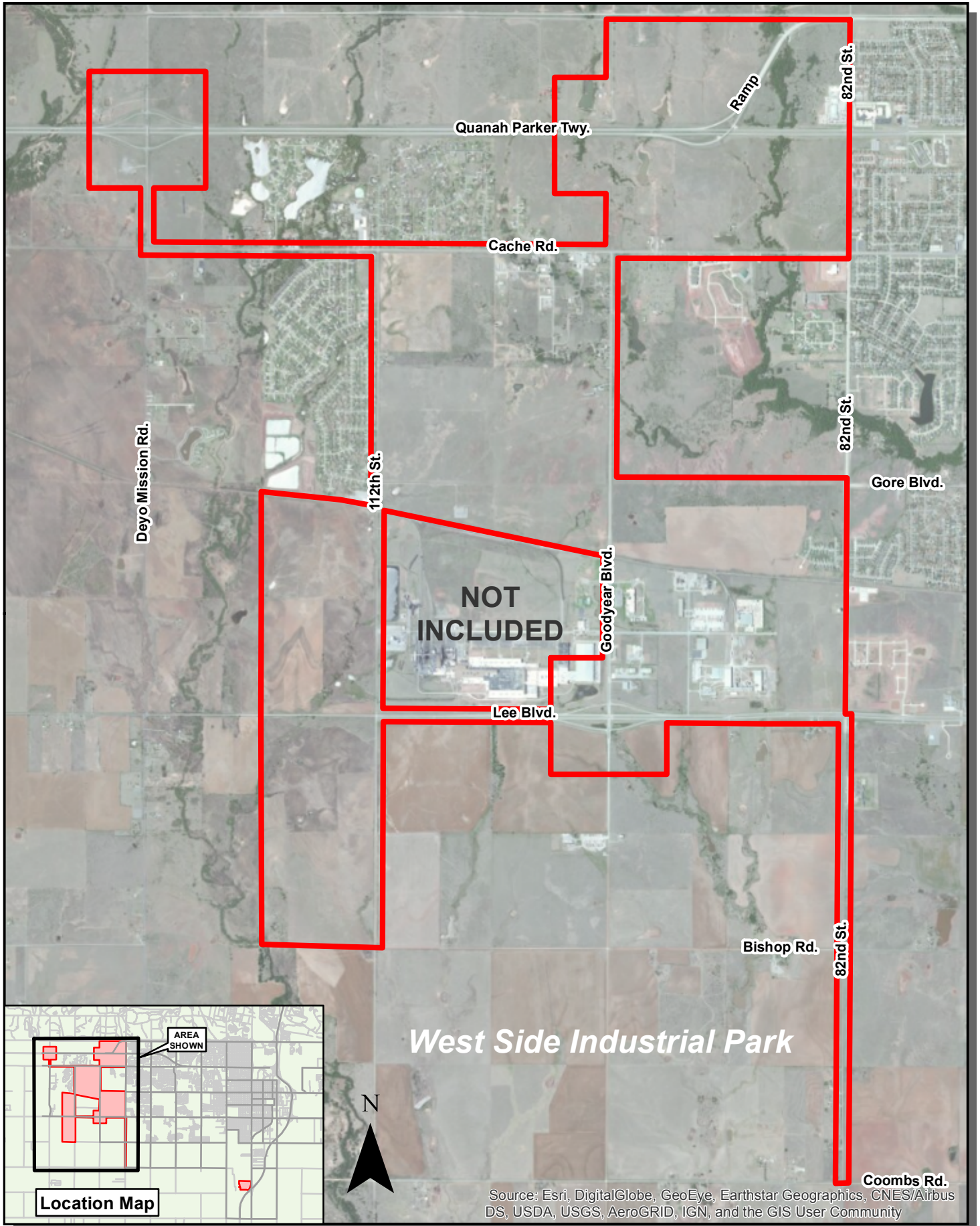
- A. Private and Public Investments Expected from the Project and Increment Districts. Given the scope of the Project objectives, the density of the desired development, and the timeframe for implementation of the Project, the total private investment is anticipated to exceed \$1,000,000,000 over the life of the Project Plan. Additional private investment is anticipated as growth in the area continues. These private investments are in addition to the aggregate public investments which are estimated to exceed \$300,000,000. Public investment will include public improvements (especially roads, roadway improvements and amenities, signage, entry features, landscaping, sidewalks, multi-use trails, transit, infrastructure improvements, rail spurs, and utilities), and development financing assistance to appropriate private projects.
- B. Public Revenue Estimated to Accrue from the Project and Increment Districts. The estimated incremental increases in ad valorem and sales tax revenue, which will serve as the revenue source for financing the Project Costs authorized by Section X, is the public revenue directly attributable to the project defined by establishment of the Increment Districts. Both the City and the State will experience increases in tax revenues generated by developments that are stimulated by the Increment Districts.

Incremental ad valorem tax revenues are estimated to range between \$1,000,000 annually in the near term and \$10,000,000 annually over the longer term. It is also estimated that incremental sales tax revenues will be between \$400,000 annually in the near term and \$2,000,000 annually over the longer term. The development anticipated by the Project may result in a moderate increase in demand for services by or in costs to the affected taxing entities, which tend to be offset by incremental increases in tax revenues generated outside of the Increment Districts. As the strategy matures, increased funding will be available for STEM education and skills training which is an essential element of this strategy. The impacts on business activities within the Increment Districts are positive. The economic benefits of the Project for the City, the affected taxing jurisdictions, and business activities indicate positive financial impacts for the community as a whole. The aggregate impacts on the City from implementation of the Project Plan are positive and include the achievement of the objectives set forth in Section VI.

XIII. LAND USE

Existing uses and conditions of real property in the Project Area are shown on the map attached as Exhibit E. The proposed uses of the real property in the Project Area are shown on Exhibit F to reflect zoning changes that are necessary to accommodate the Project. All necessary zoning changes will proceed according to established re-zoning procedures.

EXHIBIT A PROJECT AREA MAP



**NOT
INCLUDED**

West Side Industrial Park

Location Map

AREA
SHOWN

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

EXHIBIT A (cont'd) PROJECT AREA MAP



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

EXHIBIT B
PROJECT AREA LEGAL DESCRIPTION

(TO BE INSERTED)

EXHIBIT C (cont'd) INCREMENT DISTRICTS

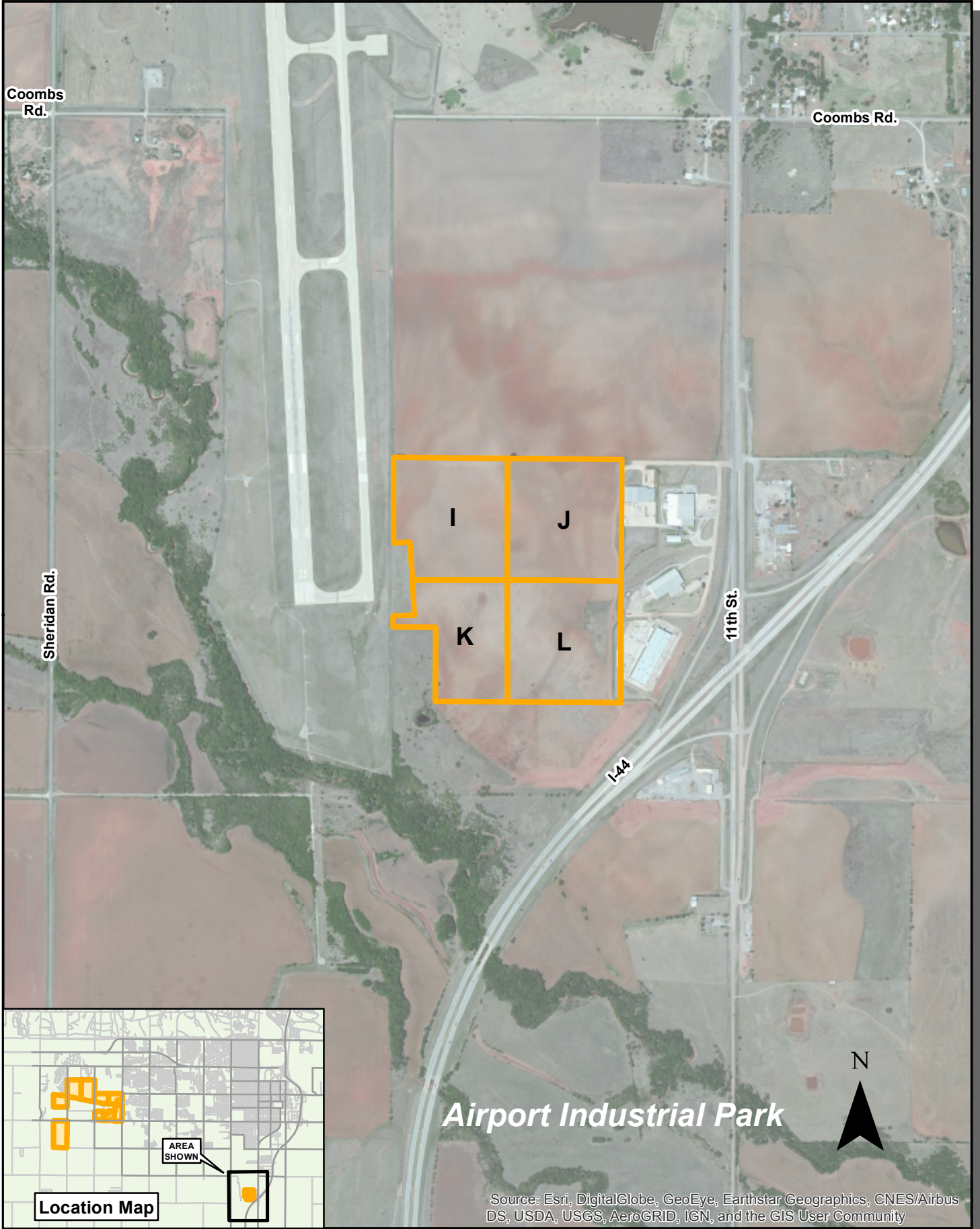


EXHIBIT D
INCREMENT DISTRICT LEGAL DESCRIPTIONS

Legal Description of Increment District No. 3:

Lot 2, Block 2, LAWTON INDUSTRIAL PARK, PART 1, to the City of Lawton, Comanche County, Oklahoma, according to the recorded plat thereof.

AND

A tract of land described as beginning at a point 150.75 feet N00°24'28"E of the Southwest Corner of the Southeast Quarter (SE1/4) of Section Thirty-one (31), Township Two (2) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma, according to the U.S. Government Survey thereof, said point also being the Southeast Corner of Lot 2, Block 2, LAWTON INDUSTRIAL PARK, PART 1, Comanche County, Oklahoma, according to the recorded plat there; Thence N00°24'28"E along the Quarter Section Line, being the East boundary of said LAWTON INDUSTRIAL PARK, PART 1, a distance of 1,808.395 feet; Thence S89°38'38"E a distance of 660.023 feet; Thence S00°24'43"W along the East boundary of the West half of the West Half of the Southeast Quarter of said Section 31, Township 2 North, Range 12 West, a distance of 1,780.543 feet, to a point on the North Right of Way line of Lee Blvd; Thence along said Lee Blvd North Right of Way line in a Southwesterly direction along a curve to the Left, having a radius of 21,615,920 feet, a distance of 49.293 feet; Thence S88°02'35"W along said Lee Blvd North Right of Way line, a distance of 611.230 feet to the Point of Beginning.

AND

A tract of land described as beginning at a point 659.885 feet S89°41'57"E and 177.966 feet N00°24'43"E of the Southwest Corner of the Southeast Quarter (SE1/4) of Section Thirty-one (31), Township Two (2) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma, according to the U.S. Government Survey thereof; Thence N00°24'43"E along the East boundary of the West half of the West half of the Southeast Quarter of said Section 31, Township 2 North, Range 12 West, a distance of 1,780.543 feet; Thence S89°38'38"E a distance of 426.022 feet; Thence S00°24'28"W a distance of 1,757.675 feet to a point on the North Right of Way line of Lee Blvd; Thence along said Lee Blvd North Right of Way line in a Southwesterly direction along a curve to the Left, having a radius of 21,615.920 feet, a distance of 426.789 feet to the Point of Beginning.

Legal Description of Increment District No. "A":

That portion of the City of Lawton lying north of the railroad right-of-way in the Northwest Quarter (NW1/4) of Section Thirty-one (31), Township Two (2) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof.

Legal Description of Increment District No. “B”:

That portion of the City of Lawton lying north of the railroad right-of-way in the Northeast Quarter (NE1/4) of Section Thirty-one (31), Township Two (2) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof.

LESS AND EXCEPT Wyatt Village Addition Part 1 & 2, to the City of Lawton, Comanche County, Oklahoma, according to the recorded plats thereof.

Legal Description of Increment District No. “C”:

That portion of the City of Lawton lying north of the railroad right-of-way in the Northeast Quarter (NE1/4) of Section Thirty-six (36), Township Two (2) North, Range Thirteen (13) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof.

AND

The Southeast Quarter (SE1/4) of Section Twenty-five (25), Township Two (2) North, Range Thirteen (13) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof.

Legal Description of Increment District No. “D”:

That portion of the City of Lawton lying North of the railroad right-of-way in the Northwest Quarter (NW1/4) of Section Thirty-six (36), Township Two (2) North, Range Thirteen (13) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof.

AND

The Southwest Quarter (SW1/4) of Section Twenty-five (25), Township Two (2) North, Range Thirteen (13) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof.

Legal Description of Increment District No. “E”:

That portion of the City of Lawton lying South of the railroad right-of-way in the Southeast Quarter (SE1/4) of the Northeast Quarter (NE1/4) of Section Thirty-one (31), Township Two (2) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof.

AND

Beginning at the Southeast Corner of the Southeast Quarter (SE1/4) of Section Thirty-one (31), Township Two (2) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma,

according to the US Government thereof, Thence West approximately 1,538 feet; Thence North approximately 1,895 feet; Thence East approximately 218 feet; Thence North approximately 746 feet to the North line of the Southeast Quarter; Thence East approximately 1,320 feet to the East line of the Southeast Quarter; Thence South approximately 2,640 feet to the Point of Beginning. LESS AND EXCEPT: Any dedicated street right-of-way of SW 82nd Street and SW Lee Blvd.

Legal Description of Increment District No. "F":

Lots 2A and 2B, Block 1, LAWTON INDUSTRIAL PARK, a replat of Lots 2 & 7, Block 1, to the City of Lawton, Comanche County, Oklahoma, according to the recorded plat thereof.

AND

Lots 1, 3, 4, and 5, Block 1, LAWTON INDUSTRIAL PARK, to the City of Lawton, Comanche County, Oklahoma, according to the recorded plat thereof.

AND

Lots 7A-1, 7B-1, 7B-2, and 7B-3, Block 1, LAWTON INDUSTRIAL PARK, a replat of Lots 2 & 7, Block 1, and a replat of Lots 7A & 7B, Block 1, to the City of Lawton, Comanche County, Oklahoma, according to the recorded plat thereof.

AND

Lots 6A and 6B, Block 1, LAWTON INDUSTRIAL PARK, PART 1, a replat of Lot 6, Block 1, to the City of Lawton, Comanche County, Oklahoma, according to the recorded plat thereof.

Legal Description of Increment District No. "G":

The Northeast Quarter (NE1/4) of Section Thirty-five (35), Township Two (2) North, Range Thirteen (13) West, of the I.M., Comanche County, Oklahoma, according to the U.S. Government Survey thereof; LESS AND EXCEPT a tract of land in the NE 1/4 of Section 35, Township 2 North, Range 13 West of the I.M., Comanche County, Oklahoma, according to the U.S. Government Survey thereof, described as follows: Beginning at the Northeast Corner of the NE 1/4 of Section 35, Township 2 North, Range 13 West of the I.M., Thence S00°03'45"E a distance of 557.42 feet; Thence N78°57'45"W a distance of 570.98 feet; Thence on a curve to the left having a radius of 5,779.58 feet, a distance 554.80 feet; Thence N84°27'45"W a distance of 1,534.30 feet; Thence N00°03'45"W a distance of 208.06 feet; Thence N89°44'15"E a distance of 2,636.00 feet, to the point of beginning.

Legal Description of Increment District No. "H":

That portion of the City of Lawton described as the East Half of Section Two (2), Township One (1) North, Range Thirteen (13) West, I.M., Comanche County, Oklahoma, according to the U.S. Government Survey thereof.

Legal Description of Increment District No. "I":

Beginning at a point 1750.16 feet N89°31'44"W of the Northeast Corner of the Southeast (SE1/4) of Section Thirteen (13), Township One (1) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof; Thence N89°31'44"W a distance of 882.50 feet; Thence S00°06'10"W a distance of 661.10 feet; Thence S87°09'13"E a distance of 129.26 feet; Thence S02°21'31"E a distance of 276.40 feet; Thence S89°31'44"E a distance of 740.00 feet; Thence N00°11'42"E a distance of 942.50 feet to the point of beginning. Contains approximately 18.23 acres.

Legal Description of Increment District No. "J":

Beginning at a point 867.66 feet N89°31'44"W of the Northeast Corner of the Southeast (SE1/4) of Section Thirteen (13), Township One (1) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof; Thence N89°31'44"W a distance of 882.50 feet; Thence S00°11'42"W a distance of 930.32 feet; Thence S89°31'44"E a distance of 882.50 feet; Thence N00°11'42"E a distance of 942.50 feet to the Point of Beginning. Contains approximately 19.09 acres.

Legal Description of Increment District No. "K":

Beginning at a point 2632.66 feet N89°31'44"W of the Northeast Corner of the Southeast (SE1/4) of Section Thirteen (13), Township One (1) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof; Thence S00°06'10"W a distance of 661.10 feet; Thence S87°09'13"E a distance of 129.26 feet; Thence S02°21'31"E a distance of 276.40 feet to the point of beginning; Thence continuing S02°21'31"E a distance of 271.38 feet; Thence S87°38'29"W a distance of 153.46 feet; Thence S00°06'10"W a distance of 87.98 feet; Thence S89°27'45"E a distance of 330.00 feet; Thence S00°11'42"W a distance of 572.11 feet; Thence S89°27'45"E a distance of 559.55 feet; Thence N00°11'42"W a distance of 952.02 feet; Thence S89°31'44"W a distance of 742.03 feet to the Point of Beginning. Contains approximately 13.78 acres.

Legal Description of Increment District No. "L":

Beginning at a point 867.66 feet N89°31'44"W of the Northeast Corner of the Southeast (SE1/4) of Section Thirteen (13), Township One (1) North, Range Twelve (12) West, I.M., Comanche County, Oklahoma, according to the US Government Survey thereof; Thence S00°11'42"W a distance of 942.50 feet to the point of beginning; Thence S00°11'42"W a distance of 280.00 feet to the Northeast Corner of Lot 2, Block 1, Lawton Airport Industrial Park, Part 1; Thence N89°31'44"W a distance of 192.29 feet to the Northwest Corner of Lot 2, Block 1, Lawton Airport Industrial Park, Part 1; Thence S01°10'45"W a distance of 604.28 feet along the West

boundary of Lot 2, Block 1, Lawton Airport Industrial Park, Part 1; Thence continuing S01°10'45"W a distance of 55.00 feet; Thence N89°27'45"W a distance of 670.41 feet; Thence N00°11'42"W a distance of 952.02 feet; Thence S88°39'01"E distance of 880.65 feet to the Point of Beginning.

AND

Lot 2, Block 1, Lawton Airport Industrial Park, Part 1, to the City of Lawton, Comanche County, Oklahoma, according to the recorded plat thereof.

Contains approximately 19.01 acres.

EXHIBIT E EXISTING USES

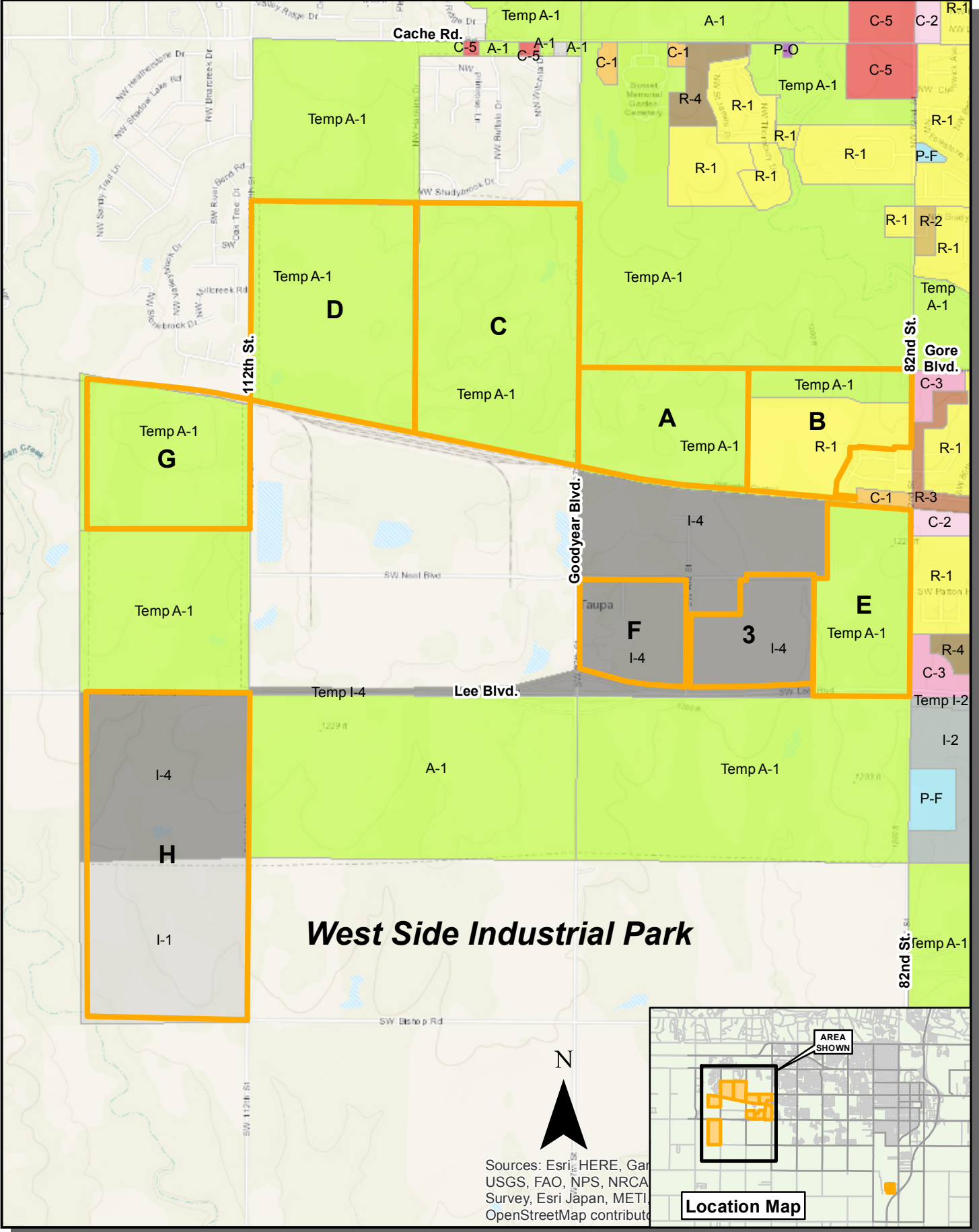
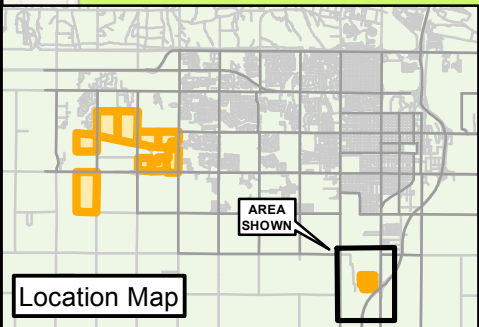
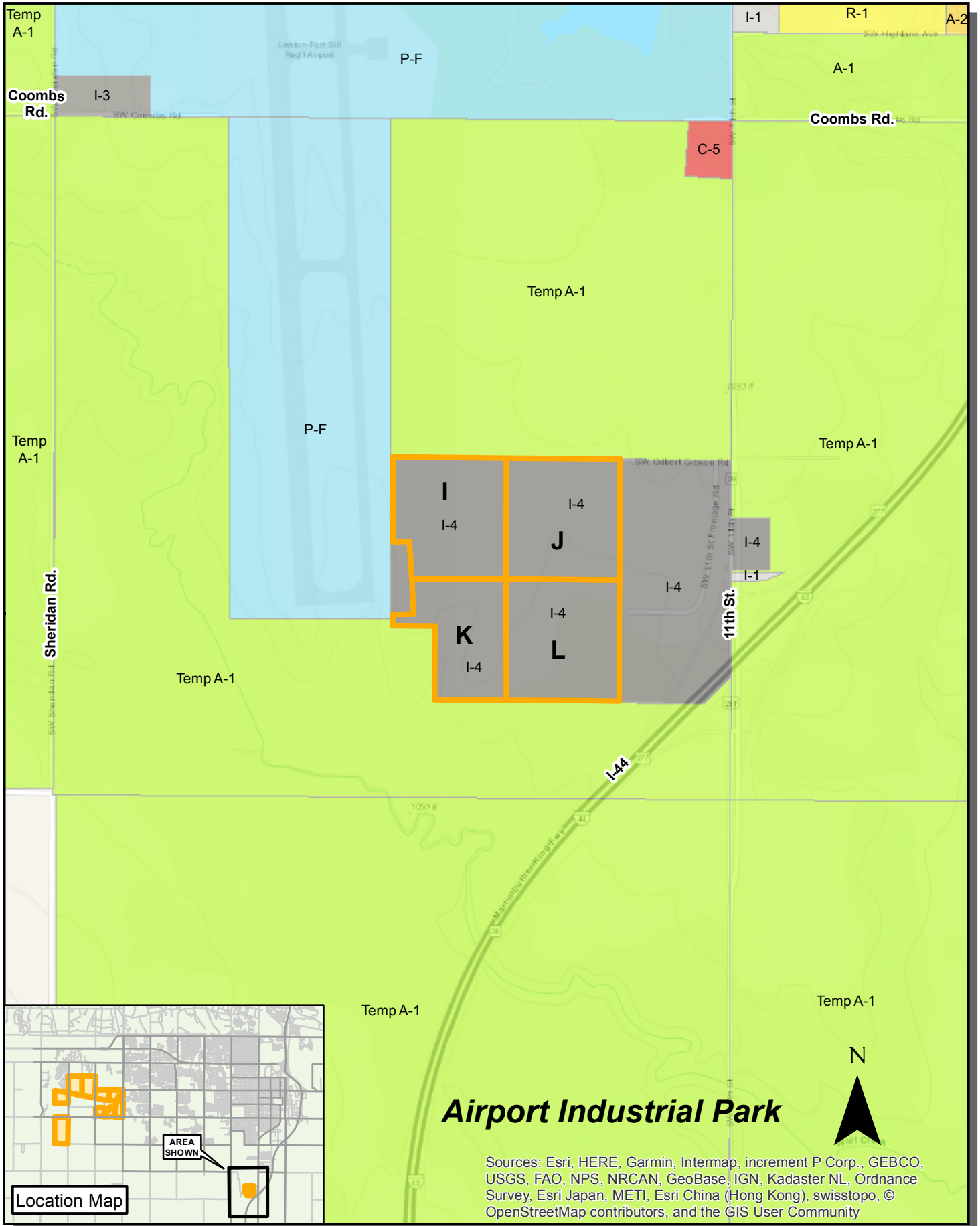


EXHIBIT E (cont'd) EXISTING USES



Airport Industrial Park



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

EXHIBIT F PROPOSED USES

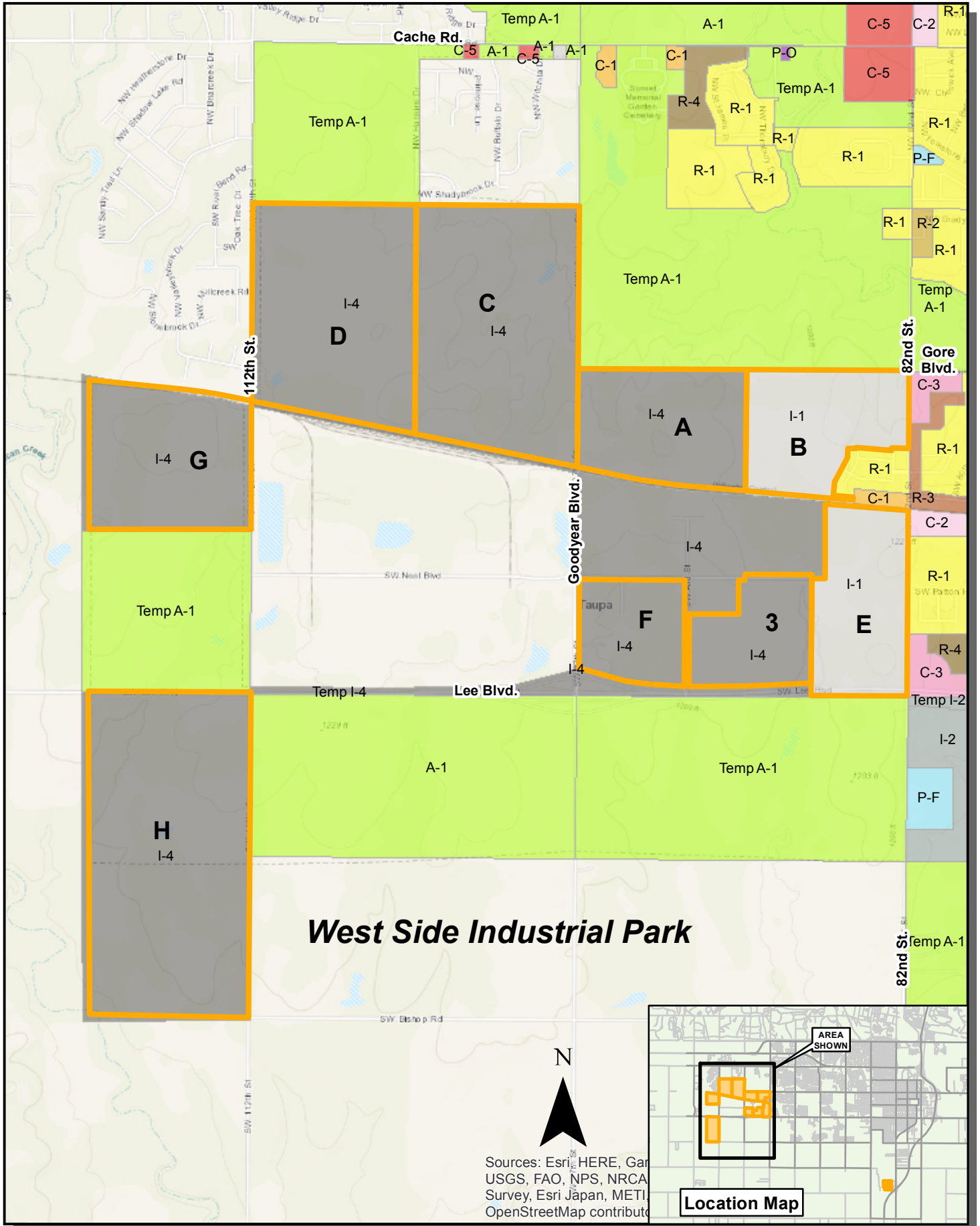
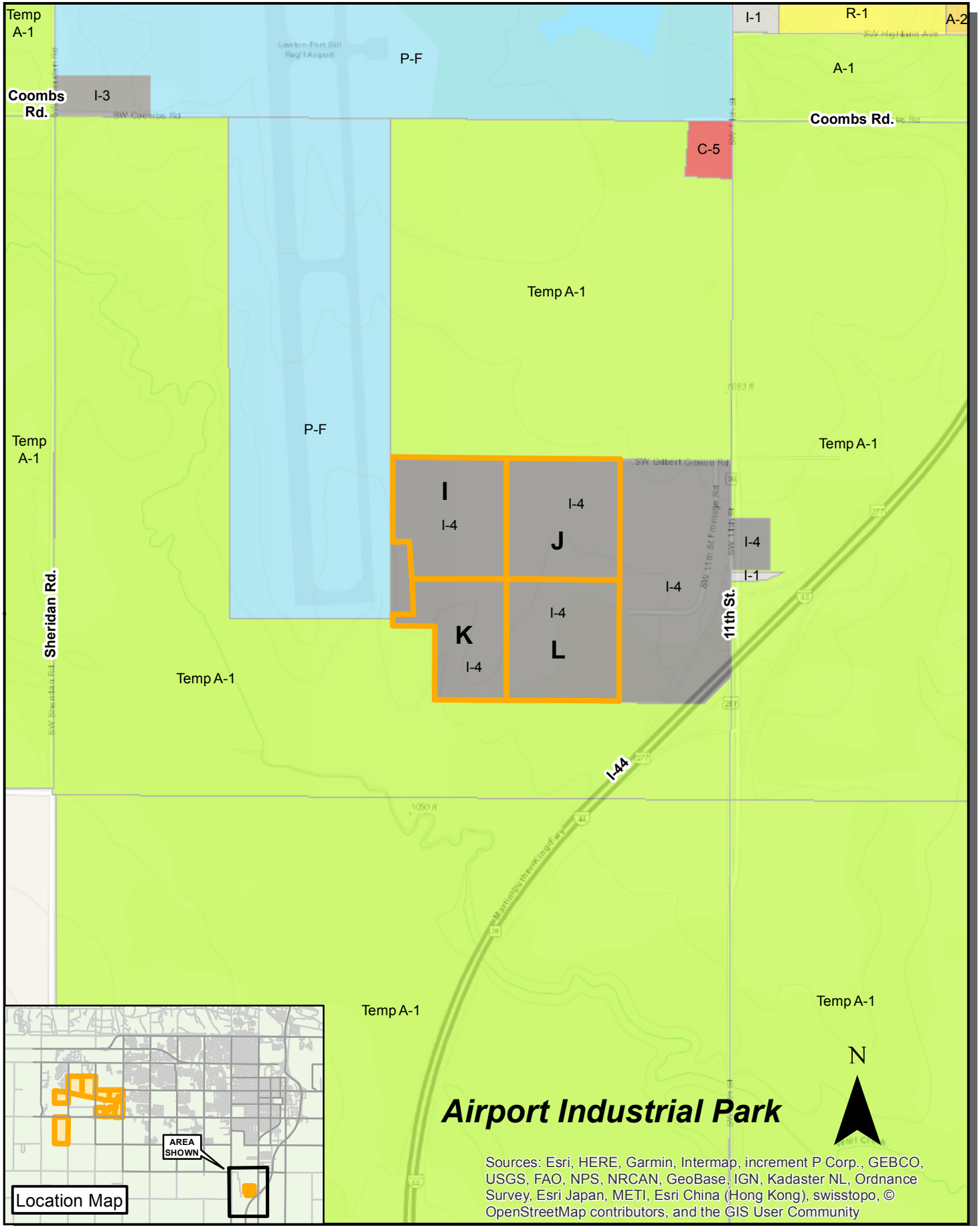


EXHIBIT F (cont'd) PROPOSED USES



**Lawton Public Schools Board Meeting
November 4, 2019**

Agenda Item: 7D **Informational and Possible Action Item: City of Lawton Tax Increment Finance District Proposal**

Background: The City of Lawton has proposed a Tax Increment Finance District to provide infrastructure construction assistance to promote industrial development within the west-side industrial park and at the Lawton-Fort Sill Airport. The plan would divert ad valorem funding away from schools, the county and the county health department to fund these projects for 25 years.

Action Requested: Provide direction to Interim Superintendent on further interactions with the TIF proposal.

Attachment: Skills Training, Education, Development and Investment (STEDI) Project Plan.



**Minutes of the Lawton Public Schools
Board of Education Regular Meeting
Held on Monday, October 14, 2019**

The Board of Education of Independent School District I-8, Comanche County, Oklahoma, met on Monday, October 14, 2019 at 5:00 PM in Shoemaker Center Auditorium, 753 NW Fort Sill Blvd, Lawton, Oklahoma.

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Carla Clodfelter, President, called the meeting to order. Interim Superintendent Tom Thomas led the flag salute. Roll call indicated the following board members were present:

Carla Clodfelter, President
Patty Neuwirth, Vice-President
Kelly Edwards
Mary Bradley
Kent Jester

*Col. Don King, Ex-Officio, was absent

SPECIAL GUESTS/SPECIAL RECOGNITION

Retired LPS Superintendent **Barry Beauchamp**, currently serving this school year as the district's consultant for Impact Aid, presented his first briefing to the board following a trip to the National Association of Federally Impacted Schools' fall conference in Washington D.C. last month.

He noted the two entities in our area that are non-taxable land/structures greatly impacting funding to our local school districts:

- Fort Sill, consisting of 93,600 acres
- Wichita Mountains Wildlife Refuge, consisting of 53,000 acres

Other information he shared included:

- Oklahoma has more impact aide schools (220+) than any other state in the nation
- Lawton Public Schools receives more funding than any other school district in Oklahoma.
- Only 60% of what is authorized is supplemented by the federal government
- The Impact Aid budget is \$1.4 billion, with 1,200 school districts, 10 million students to educate
- Approximately 1.2 million students are impacted by the loss of tax funding, but the other 8.8 million students also lose funding.

He noted how critical it is in to have a great working relationship with congressional members and a relationship with other schools in Oklahoma. He shared information pertaining to current legislation:

H.R. 3647 – Impact Aid Infrastructure Act, to provide a one-time infusion of funds into the Impact Aid Construction Program to address the significant backing of facilities needs at federally impacted school districts.

Education Savings Accounts for Military Families Act of 2019, vouchers – authorized for \$1.2 billion, it would create \$6000 vouchers for military connected children through the country, written to amend Title VII of the Every Student Succeeds Act, the Impact Aid Title. It creates a new line item within Impact Aid for these military vouchers and would likely take money from the Impact Aid program.

ARCHITECT AND CONSTRUCTION MANAGER AT RISK UPDATE

Architect Cory Miller of Architects in Partnership, presented updates on the Eisenhower Middle School construction project and other miscellaneous projects:

- EMS furniture – bid opening held on October 3, recommending Krueger International for Package 1 Base Bid, Package 2 Base Bid and Package 1 Alternate Number 1. School Specialty, Inc. was low bidder for Package 2 Base Bid, however they did not bid a prior-approved manufacturer, recommending rejection of bid as non-responsive. No bids were received for the special education pieces in Package 3 Base Bid, recommending that the SIP furniture committee consider purchasing the six specialty (rocker) chairs and one changing table directly. EMS Change Order #7 on the agenda will reduce the contract sum to free up \$37,018.56 to cover the gap in the budget. (\$704,000 left in contingency)
- Food Service warehouse freezer and refrigerator replacement – Bid opening October 4, recommend to reject the single bid received, advertised for re-bid of the project October 9 showing that the equipment will be owner-furnished, contractor-installed (bid came in high \$950,000). Mandatory pre-bid conference scheduled for October 18, new bid opening October 30.
- MHS fire alarm upgrade – substantial completion achieved October 3, board approval November 4.
- MHS auditorium, gym and admin HVAC – bid advertisement September 30, pre-bid conference October 8, and bid opening scheduled for October 22.
- CMS HVAC repair – contract on agenda today for board approval

Project Manager Joshua Jacox of the Crossland Construction Company also presented the following updates:

- EMS - Status Report (*see Exhibit A*).
- Multiple Safe Rooms - the last two certificates of occupancy are in the final stages (FEMA paperwork).
- Whittier safe room - a short video clip of the progress was presented. The expected date of completion is the end of November. Movement of portable buildings on site will take place during Christmas break.

DEPARTMENTAL REPORTS

As an information item, updated reports from Business Operations and Educational Services were provided to the board, sharing both recent and pending activities in their departments to ensure the board members stay informed about the district functions and initiatives.

Brenda Hatch, Executive Director of Elementary Education and the district’s current Gifted and Talented Coordinator, presented the 2019-2020 Gifted and Talented Advisory Committee Members for approval. All members will serve two-year terms.

Motion Passed: Approval of the committee members passed with a motion by Patty Neuwirth and a second by Kelly Edwards. Roll call was:

Carla Clodfelter	Yes
Patty Neuwirth	Yes

Kelly Edwards	Yes
Mary Bradley	Yes
Kent Jester	Yes

Jean Hastings, Executive Director of Human Resources, presented proposed revisions for the following policies for approval:

- **Policy DAA - Nondiscrimination**
- **Policy DAA-R - For Grievance Procedure Filing, Processing and Resolving Complaints Alleging Discrimination.** Ms. Hastings made note of an oversight and requested the addition of the words “sexual orientation” and “gender expression” to page 1 under the Grievant section following the word “sex”. This was also the proposed revision in Policy DAA – Nondiscrimination. Ms. Hastings stated that after surveying other districts in the state, many have already added the language to current policy. Both policies were reviewed by the Support Professional Policy Development Council (SPPDC) and Professional Policy Development Council (PPDC) and revisions were proposed by the PPDC.
- **Policy DEC - Sick Leave.** The Support Personnel Policy Development Council proposes to change the accrual of sick leave back to the first of the year after the employee completes their second year of employment. During the first two years of experience, leave will be earned and accrued on a month-by-month basis. After that, they will receive all of their sick leave on the first worked day of their contractual year. The number of sick days is dependent on the number of months the employee works. The policy was last revised June 28, 2016 wherein support personnel had to accrue sick leave at a rate of 1 day per month of employment. At that time, support personnel were also required to submit medical documentation and a request for approval before using any extended leave (contingent sick leave) once all accrued leave was exhausted.
- **Policy FE-R1 - Intradistrict Transfers and School Assignment Regulations.** Mark Mattingly, Executive Director of Student Services requested the revisions to align with current district practices. Application forms must be completed in the Student Services department so language in the policy stating they were available online was removed. Also, the principal of the school receiving the student who has had their transfer revoked does not need to be involved in the conference with the Executive Director of Student Services and the parent as part of the process in approval or denial of the principal’s request, so that was struck as well.

Motion Passed: Approval of the policy changes passed with a motion by Kelly Edwards and a second by Patty Neuwirth. Roll call was:

Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kelly Edwards	Yes
Mary Bradley	Yes
Kent Jester	Yes

As an information item, **Jeremy Tanner, Director of Facilities with Sodexo**, presented the final report of the structural inspection of Wilson Elementary School conducted by Engineering Solutions and Architects in Partnership firms, sharing the following excerpts from Chapter 1 of the Executive Summary of the report:

“The inspection was based on the visual observation of readily accessible areas. The team found conditions that do represent an imminent danger to the public. Areas of the room seem subject to failure, and portions of masonry walls, through non-load-bearing, have fallen to the floor. Mildew was observed and mold is probable. It is the team’s recommendation that the school be demolished to eliminate the current danger to the public discussed further in Chapter 2 Structural Engineer’s Report. Repairs would require extensive renovations that would not be economically feasible”.

He also shared the conclusions and recommendations of John Joyce, President of Engineering Solutions:

“If the school were to be repaired it would be necessary to remove and replace all of the existing wood trusses, which represent the vast majority of the roof framing at the main building. It would also be necessary to remove and replace all of the existing concrete floors which have heaving and buckled. Before new floor could be placed it would be necessary to remove and replace of several feet of existing expansive soils with low-volume change material, to prevent heaving of floors in the future. Therefore, it would not be economically feasible to repair the existing school. We recommend that the school be demolished to eliminate the current danger to the school”.

Mr. Tanner stated the district’s maintenance staff also concurred with the recommendations and the cost to the district would be approximately \$90-\$100,000 to demolish the building.

As an informational item, **Rick Owens, Executive Directory of Secondary Education**, shared information regarding LPS Enrollment Trends. Some of the information included the following:

Total District Student Population as of October 1, 2019	13,684
Total District Student Population as of October 1, 2018	<u>13,799</u>
Total Decline in one year	-115
Total Decline over nine years 2012-2019	-1,790

He also shared his collection of data from the Oklahoma Office of Accountability, analyzing LPS enrollment trends, crime, mobility, single parent, academic, and poverty data points by subgroups over a 10-15 time frame. He noted a negative correlation when comparing Lawton population, an increase of approximately 3000 people but a decrease of about the same number of LPS students, during the same time frame of 1997-2015, citing possible reasons of troop movement, lack of jobs, or perhaps Lawton becoming a retirement community. He also provided the board with student counts for the Cache and Elgin school districts for the years 2001-2019 showing Elgin to be up +372 and Cache +237 over the past 8 years. (*See Exhibit B*)

He showed increased poverty rates of 15% in 1997 to a high of 20% in 2015, increased rates of those acquiring high school diplomas from 35% in 1997 to 69% in 2015, increased free/reduced lunch applications from 57% in 2010 to 65.6% in 2015, an increase of single parent households from 28% in 1998 to a high of 47% in 2015, an increase in juvenile offenders from 34.2 in 2011 to a high of 47.7 in 2013 (the increase continues to date), as well as a significant increase of special education students, as teaching staff increased from 1997 to the present with a low of 106 full time educators to a high of 207, almost a 100% increase, citing compassionate assignment for the military. In conclusion, Mr. Owens stated that LPS continues to make accommodations to help students stay in school:

- Flex scheduling
- Gateway Success Center, alternative school
- Lawton Virtual Academy, pilot program with 30 slots, many on the waiting list
- AIM Program – Apprenticeship, Internship, Mentorship
- Child Nutrition Supper Program, free breakfast

Lance Gibbs, Interim Comptroller, and Jean Hastings, Executive Director of Human Resources, presented a proposal to extend the \$1220 pay raise to 66 identified employees who are currently paid on the Teacher Salary Schedule but did not receive the pay raise that was board approved September 3, 2019 for certified employees as was authorized by the Legislature through HB 2765 and SB 1048. Although these employees were not working in the positions as outlined in state law, i.e. teachers, principals, supervisors, administrators, counselors, librarians, or certified or registered nurse, it is proposed to extend to the remaining 66 regardless of their certifications. The extension would be retroactive to July 1, 2019 and would cost the district \$99,039.60 annually.

Motion Passed: Approval of the raise for the additional 66 employees passed with a motion by Kelly Edwards

and a second by Mary Bradley. Roll call was:

Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kelly Edwards	Yes
Mary Bradley	Yes
Kent Jester	Yes

Interim Superintendent Thomas made note that this is the year for “extra duty” pay raises and a proposal will be brought to them for approval at the November 4, 2019 board meeting.

Jean Hastings, Executive Director of Human Resources, also presented corrected Teacher (SPED) Education Salary Schedule (reg.+5%) and the Teacher (Vocational Agriculture) Education Salary Schedule (reg + 20% + \$2400) for 2019-2020. She stated that when preparing the schedules for the September 3, 2019 board meeting, the recent \$1220 pay raise was added but did not allow for the percentage to be reflected in the base causing a reduced amount. The newly revised schedules have the \$1220 added to the base salary and then the additional percentage was calculated.

Motion Passed: Approval of the revised salary schedules passed with a motion by Kelly Edwards and a second by Mary Bradley. Roll call was:

Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kelly Edwards	Yes
Mary Bradley	Yes
Kent Jester	Yes

REPORT OF THE SUPERINTENDENT

Motion Passed: Approval authorizing the following employees as representatives of the district to sign local, state, and federal program/grant applications, reimbursements and/or reporting documents for the 2019-2020 fiscal year passed with a motion by Patty Neuwirth and a second by Kent Jester:

- Lance Gibbs, Interim Comptroller
- Teresa Donahue, Federal Programs Director (Federal Programs Only)

Roll call was:

Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kelly Edwards	Yes
Mary Bradley	Yes
Kent Jester	Yes

As an information item, Dr. Thomas presented the board with information on total expenditures of the 2010 and 2015 sales tax and 2004, 2014, and 2017 bond funds by site as requested by Kelly Edwards, compiled by the district’s Bond Fund Manager, Kathy Bentley. (*See Exhibit C*)

Dr. Thomas reviewed the information he provided the board regarding priorities for future bond projects, estimates of costs, potential funding sources, and a summary of the ballot language outlining allowable uses for the bond funds and agreements with the City of Lawton for the receipt of the sales taxes. He noted that the goal is to use the oldest allowable funding source for each project which has non-dedicated revenue available. He provided them with a revised “Attachment 2 - Major Construction Project Needs”, noting the addition of the Ron Stephens Stadium wall repair project to the list (*see Exhibit D*), as well as the addition of

“Attachment 3 – Proposed Funding Sources for Pending Capital Projects” (*see Exhibit E*) for review. He requested that the board review the information presented along with the list of priorities developed by Shoemaker Administration and provide feedback at the next board meeting for direction on the priority of projects instead of approving at today’s board meeting. He stated he also plans to present the same information to the Bond Oversight Committee at their next meeting scheduled for November 4, 2019 to gain their feedback as well.

Interim Superintendent Thomas stated that the district’s Chief Financial Officer, Elizabeth Brown-Hill, has requested to be relieved of Treasurer duties. He added that there is not a separate job description for Treasurer because it has been the long-time practice of the district for the CFO/Executive Director of Finance to perform the treasurer duties and that the primary duties of the Treasurer are included in the current CFO job description, of which they received a copy of. His recommendation to the board was that Ms. Brown-Hill be required to perform all of the duties association with the CFO job description to include those normally performed in the role of Treasurer. He explained to them that if they were to approve of the change, they would need to make a motion. After no motion was made, Ms. Clodfelter stated there is no action regarding the reassignment of the duties and responsibilities of the district Treasurer.

Dr. Thomas stated he would need a backup due to the fact that Ms. Brown-Hill is out ill and unable to serve at this time, and he recommended that the board take action to appoint Lance Gibbs, Interim Comptroller, as Assistant Treasurer, on her behalf in her absence.

Motion Passed: Approval to appoint Lance Gibbs as Assistant Treasurer passed with a motion by Patty Neuwirth and a second by Mary Bradley. Roll call was:

Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kelly Edwards	Yes
Mary Bradley	Yes
Kent Jester	Yes

SUPERINTENDENT'S ANNOUNCEMENT(S)

- EHS freshman, Veronica Threats and MHS senior, DD Davis, were recently recognized by the Fellowship of Christian Athletes and Academy Sports as the FCA Athletes of the Month for the month of September.
- EHS Football Coach, Eric Gibson, was honored as the Impact Coach of the Month, he and students are recognized for demonstrating integrity, service, teamwork and excellence, on the field, in the classroom, and community.
- LHS Drama, Huey’s Heroes and the Key Club will host the LHS Fall Festival Saturday, November 2, 6:00 – 8:00 p.m., in the parking lot. Admission is a non-perishable food item and proceeds will benefit the Lawton Food Bank.

CONSENT AGENDA

Patty Neuwirth requested the removal of Item 9.h.1., Applications for Sanctioning, from the consent agenda for separate action. Ms. Neuwirth is involved in the review and auditing of the applications and does not wish to participate in the approval of such applications.

Motion Passed: Approval of the balance of the consent agenda passed with a motion by Kent Jester and a second by Kelly Edwards. Roll call was:

Mary Bradley	Yes
Kelly Edwards	Yes

Patty Neuwirth Yes

Carla Clodfelter Yes

Kent Jester Yes

Motion Passed: Approval of Item 9.h.1., Applications for Sanctioning, passed with a motion by Kelly Edwards and a second by Kent Jester. Roll call was:

Kelly Edwards Yes

Patty Neuwirth Abstain

Carla Clodfelter Yes

Mary Bradley Yes

Kent Jester Yes

EXECUTIVE SESSION

Motion Passed: Motion to convene in executive session to discuss the following items passed with a motion by Patty Neuwirth and a second by Kent Jester:

- The employing, promoting, or receiving resignation(s) of individual certified and support salaried personnel as listed on the Certified and Support Personnel Reports
- Matters involving Harper Construction Company, Inc. v. Lawton Public Schools, Case No. 17-CV-555 and Wind River Construction, LLC v. Harper Construction Company, Inc., Case No. 17-CV-599, United States District Court for the Western District of Oklahoma, as authorized by Okla. Stat. tit. 25, § 307(B)(4), the Board having been advised by its attorneys that disclosure of such communications will seriously impair the ability of the Board to process the claim and litigation in the public interest.

The time was 6:10 p.m. Interim Superintendent Thomas stated that LPS School Attorney Chuck Wade and Attorney Bo Rainey, of Rosenstein, Fist & Ringold, will join them in executive session. Roll call was:

Kelly Edwards Yes

Patty Neuwirth Yes

Carla Clodfelter Yes

Mary Bradley Yes

Kent Jester Yes

Motion Passed: Motion to acknowledge return to open session passed with a motion by Kelly Edwards and a second by Mary Bradley. The time was 7:25 p.m. Roll call was:

Carla Clodfelter Yes

Patty Neuwirth Yes

Kelly Edwards Yes

Mary Bradley Yes

Kent Jester Yes

STATEMENT OF EXECUTIVE SESSION MINUTES

STATEMENT OF EXECUTIVE SESSION

The Board of Education went into executive session at 6:10 p.m.

Members present included:

Carla Clodfelter, President

Patty Neuwirth, Vice-President
Kelly Edwards
Mary Bradley
Kent Jester

Others present included:

Dr. Tom Thomas, Interim Superintendent
Dr. Ken Baden, Interim Chief Operating Officer
Chuck Wade, LPS School Attorney
Bo Rainey, Attorney, Rosenstein Fist & Ringold

Items discussed included:

- The employing, promoting, or receiving resignation(s) of individual certified and support salaried personnel as listed on the Certified and Support Personnel Reports
- Matters involving Harper Construction Company, Inc. v. Lawton Public Schools, Case No. 17-CV-555 and Wind River Construction, LLC v. Harper Construction Company, Inc., Case No. 17-CV- 599, United States District Court for the Western District of Oklahoma.

During the executive session, the board discussed these items and no other items, and no action was taken. The board returned to open session at 7:25 p.m.

This constitutes the minutes of the executive session.

SUPERINTENDENT'S PERSONNEL REPORT / ITEMS DISCUSSED IN EXECUTIVE SESSION

Motion Passed: Approval of the Certified and Support Personnel Reports, noting a correction regarding the employment recommendation for Kathryn Thomas, Secretary, at MHS, and not TMS as noted, passed with a motion by Kelly Edwards and a second by Mary Bradley. Roll call was:

Kelly Edwards	Yes
Patty Neuwirth	Yes
Carla Clodfelter	Yes
Mary Bradley	Yes
Kent Jester	Yes

Motion Passed: Approval to authorize **Kent Jester** to attend and participate in a mediation scheduled for November 11, 2019, in Oklahoma City, Oklahoma before mediator Joe Hampton regarding Harper Construction Company, Inc. v. Lawton Public Schools and Wind River Construction, LLC v. Harper Construction Company, Inc., and to have the authority to agree to a tentative mediation agreement consistent with the discussions held in executive session and subject to final approval by the Board passed with a motion by Patty Neuwirth and a second by Kelly Edwards. Roll call was:

Mary Bradley	Yes
Kent Jester	Yes
Patty Neuwirth	Yes
Kelly Edwards	Yes
Carla Clodfelter	Yes

NEW BUSINESS

There was no new business.

FUTURE BOARD MEETING DATES

The next regular board meeting date is Monday, November 4, 2019, at 5:00 p.m., in the Shoemaker Center Auditorium. A special board meeting is scheduled for Tuesday, November 12, 2019, 12:00 p.m. for board members to review applications for the Superintendent’s position. There were no other new board meeting dates set.

BOARD ANNOUNCEMENTS

- Patty Neuwirth shared about the LPS 2nd annual Senior Conference, Lawton First Assembly, Tuesday, October 15, 2019, partnered with the City of Lawton, designed to expose students to opportunities available to them throughout the community following high school.

ADJOURNMENT

Motion Passed: Motion to adjourn the meeting passed with a motion by Kelly Edwards and a second by Kent Jester. The time was 7:28 p.m. Roll call was:

Mary Bradley	Yes
Kent Jester	Yes
Patty Neuwirth	Yes
Kelly Edwards	Yes
Carla Clodfelter	Yes

I, the undersigned clerk of the Board of Education of Lawton Public Schools, District I-8, Comanche County, Oklahoma, do hereby certify that prior notice of this meeting was given to the County Clerk of Comanche County, Oklahoma, listing the time, place, and date of the meeting. I also certify that at least 24 hours prior to the meeting, notice of the time and place and the agenda were posted in prominent view of the location of the meeting and in all respects Title 25, O.S. (Supp.) both inclusive, have been complied with fully.

Witness my hand and seal of the school district this _____ day of ____, 2019.

School Seal:

Kathy Bentley, Clerk of the Board

Denise Duffy, Minutes Clerk

Carla Clodfelter, President

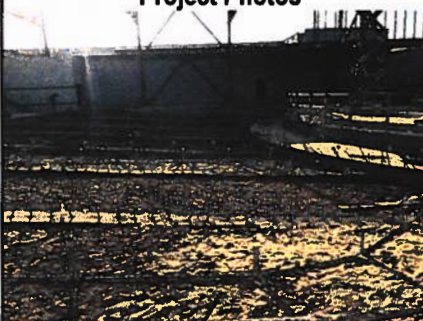
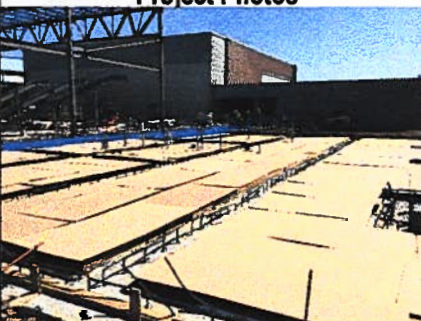

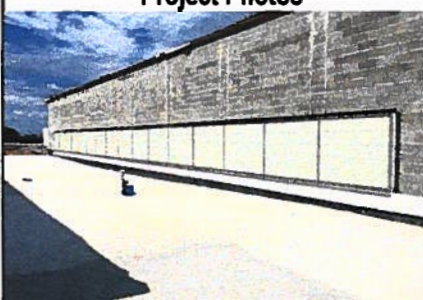

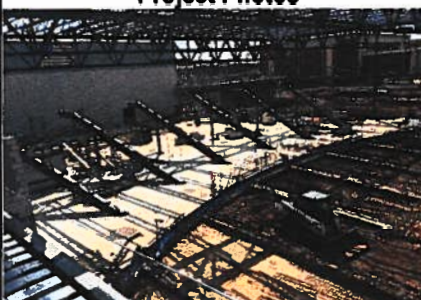
<p align="center">Executive Summary</p> <p><u>Project Highlights</u></p> <ul style="list-style-type: none"> EIFS and Brick Veneer are progressing on East and moving to North side. Admin office slab placed, last slab pour on Thursday, 10/17. Painting walls and ceilings in Gymnasium Interior wall framing in Area B 	<p align="center">Financial Status</p> <p>GMP \$37,973,519</p> <p>Owner Change Orders 7</p> <p>Contract Amount \$37,936,500</p> <p>Original Contingency \$986,050</p> <p>Current Contingency \$704,438</p>	<p align="center">Safety</p> <p>Hours worked since Last Time 3,703,292</p> <p>Days Without Lost Time 559</p> <p>Hours Without an Accident 334,505</p> <p>Previous Record Without Lost Time 1578 Days</p>	<p align="center">Construction Schedule</p> <p align="center"><u>Overall</u></p> <p>Start 9/17/2018</p> <p>Completion 8/25/2020</p> <p>* Overall behind schedule 17 days</p>																						
<p align="center">Targeted Milestone Dates</p> <ul style="list-style-type: none"> Building Dry in 12/15/2019 Start HVAC system 01/31/2020 Classroom punch 04/01/2020 Gym and lockers (2nd) 05/01/2020 Auditorium (final) 06/01/2020 Substantial Completion 07/02/2020 	<p align="center">Percent Complete (Dollars)</p> <p>Current GMP \$ 37,973,519.00</p> <p>Billed to Date \$ 17,382,860.81</p> <p>Percent Complete 46%</p>	<p align="center">Weather Days</p> <table border="0"> <tr><td>2018</td><td align="right">24</td></tr> <tr><td>Jan-19</td><td align="right">6</td></tr> <tr><td>Feb-19</td><td align="right">2</td></tr> <tr><td>Mar-19</td><td align="right">4</td></tr> <tr><td>Apr-19</td><td align="right">8</td></tr> <tr><td>May-19</td><td align="right">14</td></tr> <tr><td>Jun-19</td><td align="right">6</td></tr> <tr><td>Aug-19</td><td align="right">2</td></tr> <tr><td>Sep-19</td><td align="right">0</td></tr> <tr><td>Oct-19</td><td align="right">0</td></tr> <tr><td>Total Job</td><td align="right">66</td></tr> </table>	2018	24	Jan-19	6	Feb-19	2	Mar-19	4	Apr-19	8	May-19	14	Jun-19	6	Aug-19	2	Sep-19	0	Oct-19	0	Total Job	66	<p align="center">Notes</p> <p><u>Upcoming work</u></p> <ul style="list-style-type: none"> Window installation on 10/21/19 Final roof placement on 11/04/19. Auditorium slab 09/16/19 Site work on East side (parking lot and sidewalks) on 11/01/19 Hanging sheetrock on 11/04/19
2018	24																								
Jan-19	6																								
Feb-19	2																								
Mar-19	4																								
Apr-19	8																								
May-19	14																								
Jun-19	6																								
Aug-19	2																								
Sep-19	0																								
Oct-19	0																								
Total Job	66																								
<p align="center">Project Photos</p> 	<p align="center">Project Photos</p> 	<p align="center">Project Photos</p> 	<p align="center">Project Photos</p> 																						
<p align="center">Project Photos</p> 	<p align="center">Project Photos</p> 	<p align="center">Project Photos</p> 	<p align="center">Project Photos</p> 																						

Exhibit A

October 1 Consolidated Report

(Elgin/Cache)

Elgin	Student Count	Cache	Student Count
2011-12	1972	2011-12	1755
2012-13	2085 +113	2012-13	1807 +52
2013-14	2114 +29	2013-14	1791 -16
2014-15	2188 +74	2014-15	1852 +61
2015-16	2267 +79	2015-16	1820 -32
2016-17	2309 +42	2016-17	1950 +130
2017-18	2351 +42	2017-18	1993 +43
2018-19	2344 -7	2018-19	1992 -1

Elgin 8 year trend is +372

Cache 8 year Trend is +237

**Lawton Public Schools
Board Meeting October 14, 2019**

Agenda Item 8B

Sales Tax/Bond Expenditures by Site FY 10 – FY 20

Attachment 1	2010 Sales Tax	Fund 25
Attachment 2	2015 Sales Tax	Fund 26
Attachment 3	2004 Bond	Fund 31
Attachment 4	2014 Bond	Fund 32
Attachment 5	2017 Bond	Fund 33

Attachment 2 Agenda Item 8C -- Major Construction Project Needs (Revised)

<i>Project</i>	<i>Estimated Cost</i>	<i>Priority</i>	<i>Status</i>	<i>Note</i>	<i>Potential Funding Sources</i>
Mac A/C Design	\$44,037	Complete	Design complete (AIP) Pre-Bid Conference 10/8/2019	Actual Cost	33-169
Mac A/C Auditorium	\$850,000	1		800,000-900,000	26, 31
Mac A/C Admin		2			
Mac A/C Gym		2			
Washington/Hugh Bish Gym A/C	\$50,000	2	Quotes en route (Facilities)	Based on 1 proposal	32
Warehouse Roof	\$200,000	1	AIP		31
Freezer/Refrigerator	\$750,000	1	10/3 1 Bid \$935K	Rebid due 10/30/2019 LPS purchase equipment directly and contract installation	32, 33-169
Warehouse Remodel/Offices	\$25,000	2	AIP		26
School Perimeter Fencing	\$500,000	2	CEC - Survey - Initial costs	Place holder estimate	26
Athletic Fencing	\$750,000	1	Site approval finalization		26
Grounds equipment	\$150,000	2	Lease option to consider		26
Delivery Trucks	\$150,000	3	Media Center		26
CMSChiller Design	\$40,000	1	AIP		26, 33-169
CMS Chiller	\$500,000	1	AIP	Pre-proposal_10/3	26, 31 33-169
Douglass Window Replacement	\$800,000	3	Place holder estimate	4 year old estimate	25, 26
Freedom Mechanical Piping Repair	\$25,000	1	Connecting vendor w/Engineer	Place holder estimate	25, 26
Wilson demo	\$100,000	3	Present survey to BOE		21
Transportation Lot Resurface	\$400,000	2	Proposals received	Need to reassess	26
Auditorium Audio LHS,EHS,MHS,TMS, CMS,MMS	\$600,000	2	EMS quote for price estimate		33-167
Ron Stephens Stadium Wall Repair	\$400,000	3	AIP Design	Pre-Con Estimate	26
MMS Security Upgrade for Entrance	\$50,000	1	JT to evaluate options	Place holder estimate	26
Turf @ CU Stadium	\$800,000	1		45-60 day completion	11, 33-168
Total	\$7,184,037				
Priority 1 Total	\$4,009,037		Note: Includes estimates for all alternates for MHS HVAC		
Misc.			Will plan to survey HVAC needs for middle/high schools		

Source of Income	Fund	Project	Project Description
General Fund	11		
Building Fund	21		
Sales Tax 2010	25		
Sales Tax 2015	26		
Bond 2004	31		
Bond 2014	32		
Bond 2015	33	167	Auditorium
	33	168	Athletic Facilities
	33	169	Maintenance/Misc/Contingency

Placeholder estimates only

Attachment 3 Agenda Item 8C -- Proposed Funding Sources for Pending Capital Projects

			Funding Sources								
			11 Gen Fund	21 Bldg Fund	25 2010 ST	26 2015 ST	31 2004 Bond	32 2014 Bond	33-167* 2017 Bond	33-168* 2017 Bond	33-169 2017 Bond
Fund Balance 7/1/2019				\$639,440	\$253,776	\$4,581,387	\$259,987	\$3,812,888	\$700,000	\$1,900,000	
Project	Estimated Cost	Priority									
Mac A/C Design	\$44,037	Complete									\$44,037
Mac A/C Auditorium	\$850,000	1				\$850,000					
Mac A/C Admin		2									
Mac A/C Gym		2									
Washington/Hugh Bish Gym A/C	\$50,000	2						\$50,000			
Warehouse Roof	\$200,000	1					\$200,000				
Freezer/Refrigerator	\$750,000	1						\$750,000			
Warehouse Remodel/Offices	\$25,000	2				\$25,000					
School Perimeter Fencing	\$500,000	2				\$500,000					
Athletic Fencing	\$750,000	1				\$750,000					
Grounds equipment	\$150,000	2				\$150,000					
Delivery Trucks	\$150,000	3				\$150,000					
CMSChiller Design	\$40,000	1				\$40,000					
CMS Chiller	\$500,000	1				\$500,000					
Douglass Window Replacement	\$800,000	3			\$200,000	\$600,000					
Freedom Mechanical Piping Repair	\$25,000	1			\$25,000						
Wilson demo	\$100,000	3		\$100,000							
Transportation Lot Resurface	\$400,000	2				\$400,000					
Auditorium Audio LHS,EHS,MHS,TMS, CMS,MMS	\$600,000	2							\$600,000		
Ron Stephens Stadium Wall Repair	\$400,000	3				\$400,000					
MMS Security Upgrade for Entrance	\$50,000	1				\$50,000					
Turf @ CU Stadium	\$800,000	1								\$800,000	
Total	\$7,184,037		\$0	\$100,000	\$225,000	\$4,415,000	\$200,000	\$800,000	\$600,000	\$800,000	\$44,037
Total Priority 1	\$4,009,037										
Balance			\$0	\$539,440	\$28,776	\$166,387	\$59,987	\$3,012,888	\$100,000	\$1,100,000	-\$44,037

**Annual SIP allocations would need to be adjusted to accommodate these expenditures at this time.*

Lawton Public Schools
Lawton, Oklahoma

Administrative Services Division
Purchasing Department

PURCHASING SECTION

November 4, 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. HVAC Renovation - MHS. Ken Baden.
 - B. Freezer & Cooler Replacement - Food Service Warehouse. Ken Baden
- IV. Encumbrance Approval/Partial Payment.

Lawton Public Schools
Lawton, Oklahoma

Administrative Services Division
Purchasing Department

Request to Increase Purchase Orders

November 4, 2019

Request permission to increase the following purchase orders:

Worksmen Forensics LLC \$5,000.00 to \$7,341.50	Shoemaker - Thomas Acct. #0-11-100	#20003075
--	---------------------------------------	-----------

Please see attached letter from Superintendent's Office.

WasteSolutions LLC \$250.00 to \$500.00	Student Services - M. Mattingly Acct. #0-33-165	#20003230
--	--	-----------

An increase of \$250.00 is due to an additional dump to dispose of furniture for TMS was needed.

November 4, 2019

Re: Request Increase for PO#20003075, Forensic Audit of Xcel Copier Contracts

Because additional items were discovered for which additional analysis was necessary during the audit of the Xcel Copier by Workman Forensics, additional charges were accrued. I am requesting an increase of \$2341.25 over the amount of the original purchase order #20003075 that was board approved September 3, 2019 for the amount of \$5,000.

Sincerely,



Dr. Tom Thomas
Interim Superintendent

Lawton Public Schools
Lawton, Oklahoma

Administrative Services Division
Purchasing Department

Request to Issue Purchase Orders and Make Related Encumbrances

November 4, 2019

Shoemaker - Donahue (General Fund) 0-11-572	Sam's Club
FY20 standing purchase order for supplies for parent involvement for FY20 school year.	\$500.00

Shoemaker - Donahue (General Fund) 0-11-511	Piraino Consulting
11 TruTouch computers for Adams Title I. Quotes taken.	\$13,739.00

Shoemaker - Donahue (General Fund) 0-11-511	Trinity3 Technology
143 Chromebooks for Ridgecrest Title I.	\$41,470.00

Shoemaker - Donahue (General Fund) 0-11-511	Cindy Elkins
Consultant fee for Washington Title I. Jan 7-8, 28-29, Feb 18-19, 27 and Mar 5, 2020.	\$8,800.00

Shoemaker - Watson (Bond Fund) 0-33-163	Dell
500 Creative Cloud software licenses.	\$12,290.00

Shoemaker - Watson (Bond Fund) 0-11-138	Dell
Technology items for e-sports and yearbook for EHS. State contract pricing.	\$10,812.70

Shoemaker - Watson
(General Fund) 0-11-107

Dell

6100 email filter licenses.

\$34,648.00

Child Nutrition - Baden
(General Fund) 0-11-138

Amundsen Commercial Kitchen

Walk-in freezer, cooler and
refrigeration system for Food
Service Warehouse. Quotes taken.

\$225,975.00

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

**DIESEL / GASOLINE TABULATION
ALL OR NONE**

Fuel Type:

Quantity Bid:

#2 Ultra Low Sulfur Diesel

Unleaded Gasoline

7500

BID DATE:

DELIVERY DATE:

10/8/2019

10/8/2019

VENDOR	TIME/DATE	DIESEL	UNLEADED
Glenn Oil Lawton, OK	no response		
Clark Oil Co. Ada, OK			
Carey Johnson Oil Co. Lawton, Ok	10/8/19	\$ 1.9700	\$ -
Hooten Oil Co Seminole, Ok			

TABULATION OF ACCEPTED BID			
VENDOR SELECTED <u>Carey Johnson Oil Co.</u>			
FUEL	BID PRICE	GALLONS	TOTAL
DIESEL	\$ 1.9700	7362	\$14,503.14
UNLEADED	\$ -	0	\$0.00
GRAND TOTAL			\$14,503.14

**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:
<u>10/24/2019</u>	<u>10/24/2019</u>

VENDOR	TIME/DATE	DIESEL	UNLEADED
Glenn Oil Lawton, OK	no response		
Clark Oil Co. Ada, OK			
Carey Johnson Oil Co. Lawton, Ok	10/24/19	\$ 1.9800	\$ 1.7200
Hooten Oil Co Seminole, Ok			

TABULATION OF ACCEPTED BID			
VENDOR SELECT <u>Carey Johnson Oil Co.</u>			
FUEL	BID PRICE	GALLONS	TOTAL
DIESEL	\$ 1.9800	3940	\$7,801.20
UNLEADED	\$ 1.7200	3967	\$6,823.24
GRAND TOTAL			\$14,624.44

**Lawton Public Schools
MacArthur High School HVAC Renovation**

Project #1911
Tuesday, October 22, 2019



Contractor	Addenda	Affidavits	Bond	Base Bid	Alternate #1	Alternate #2	Alternate #3
RCJ Construction, Inc.***	1	X	X	\$340,700.65	\$240,118.25	\$516,373.60**	\$60,624.40**
Cavins Construction Group, LLC	1	X	X	\$666,000.00*	\$230,000.00	\$540,000.00*	\$66,000.00

Contractor	Base Bid Days	Alt. #1 Days	Alt. #2 Days	Alt. #3 Days
RCJ Construction, Inc.***	90	90	120**	30**
Cavins Construction Group, LLC	120	120	120	120

*Numerical amount does not match written amount. Written amount is shown.

**Recommend to reject this alternate.

***Low Bidder

AIP is recommending acceptance of the Base Bid (Auditorium Area) and Alternate #1 (Admin Area) from the apparent low bidder RCJ Construction, Inc.

AIP recommends that Alternate #2 (Gym Area) be rejected and rebid as a separate contract for a later construction date, beginning after 3/2/20.

AIP recommends that Alternate #3 (New Light Fixtures in Admin Area) be rejected and repriced as a Change Order to be considered at the same BOE Meeting as the Contract.

Lawton Public Schools
Food Service Warehouse Freezer & Cooler Replacement

Project #1901B
Wednesday, October 30, 2019



Contractor	Addenda	Affidavits	Bond	Base Bid	Days
** Cavins Construction Group, LLC.	1	X	X	\$563,000.00	180

**LOW BIDDER

BEGINNING DATE: 10/7/2019
 ENDING DATE: 10/28/2019

**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 352 COMMUNICATIONS_LYNN CORDES						
1	EST EXP/OTA CONF/OKC/10-3-19	10/10/19	CORDES LYNN	0-11-101-52573-582-000-0000-000-352	92.60	20003359
1	EST EXP/OTA CONF/OKC/10-4-19	10/10/19	BELLO VAZQUEZ GERARDO	0-11-101-52573-582-000-0000-000-352	92.60	20003360
1	EST EXP/CIRCA RESILIENCE TEAM TRAINING/OKC/10-10-19	10/10/19	CORDES LYNN	0-11-101-52573-582-000-0000-000-352	90.60	20003407
1	EST EXP/FILMING MHS BAND AT COMPETITION/YUKON/10-29-19	10/25/19	BELLO VAZQUEZ GERARDO	0-11-101-52573-582-000-0000-000-352	82.30	20003588
SITE Total 352 COMMUNICATIONS_LYNN					358.10	
PROJECT Total 101 ADMINISTRATIVE SERVICES					358.10	
PROJECT 102 INSTRUCTIONAL SERVICES						
SITE 125 EISENHOWER ELEMENTARY						
1	SMITH OUTLET HEADPHONES	10/25/19	AMAZON.COM	0-11-102-51000-652-100-1050-000-125	395.00	20003558
SITE Total 125 EISENHOWER ELEMENTARY					395.00	
SITE 530 MACARTHUR MIDDLE SCHOOL						
1	INSTRUMENT REPAIRS/FY20 STAND/BD APVD 10-14-19	10/15/19	PHILLIPS MUSIC COMPANY	0-11-102-51000-439-100-1195-000-530	500.00	20003546
SITE Total 530 MACARTHUR MIDDLE SCHOOL					500.00	
SITE 545 EISENHOWER MIDDLE SCHOOL						
1	SUBSCRIPTION TO FLOCABULARY/OCT TO MAY 2020	10/25/19	FLOCABULARY	0-11-102-51000-653-100-1050-000-545	1,166.67	20003577
SITE Total 545 EISENHOWER MIDDLE SCHOOL					1,166.67	
SITE 715 MACARTHUR SENIOR HIGH SCHOOL						
1	EST EXP/ENGAGE OKLA CONF/OKC/11-5-19	10/25/19	PUCCINO LAURA A	0-11-102-52573-582-000-0000-000-715	75.60	20003585
SITE Total 715 MACARTHUR SENIOR HIGH					75.60	
PROJECT Total 102 INSTRUCTIONAL SERVICES					2,137.27	
PROJECT 103 BUSINESS SERVICES						
SITE 353 BUSINESS OFFICE_ELIZABETH BROWN-HILL						
5	TRODAT 5440 DATED STAMP/RED RECEIVED/PAID/DISPOSED/COMPLETED	10/25/19	A-OK RUBBER STAMP CO	0-11-103-52511-619-000-0000-000-353	274.75	20003581

BEGINNING DATE: 10/7/2019
 ENDING DATE: 10/28/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 2

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
1	TRODAT 4913 PLEASE CASH...../RED	10/25/19		0-11-103-52511-619-000-0000-000-353	22.95	20003581
SITE Total 353 BUSINESS OFFICE_ELIZABETH					297.70	
SITE 388 DATA CENTER_DAVID ERWIN						
1	TECHNICAL SERVICES/NTE \$1200	10/10/19	INFINITE CAMPUS INC	0-11-103-52580-342-000-0000-000-388	1,200.00	20003364
8	LEATHER STYLE GAMING CHAIRS/GRAY	10/10/19	AMAZON.COM	0-11-103-52580-651-000-0000-000-388	745.68	20003372
7	DURABEL DESK REFERENCE SYSTEM	10/10/19	AMAZON.COM	0-11-103-52580-619-000-0000-000-388	269.92	20003372
1	REG/ALIO USER CONF 2019/ARTHUR HAWKINS	10/15/19	WEIDENHAMMER SYSTEMS CORPORATION INC	0-11-103-52573-860-000-0000-000-388	599.50	20003556
1	AIRFARE/ROUNDTRIP FROM LAWTON TO MINNEAPOLIS, MN/DEPART: 11-4-19/RETURN: 11-8-19/MICHAEL ANDERSON	10/25/19	ADVENTURE WORLDWIDE TRAVEL SR	0-11-103-52573-583-000-0000-000-388	1,096.00	20003580
1	REG/MASTERING THE CAMPUS DATABASE 1/NOV 5-9, 2019/MICHAEL ANDERSON	10/25/19	INFINITE CAMPUS INC	0-11-103-52573-860-000-0000-000-388	750.00	20003584
1	EST EXP/MASTERING THE CAMPUS DATABASE/BLAINE, MN/NOV 4-8, 2019	10/25/19	ANDERSON MICHAEL D	0-11-103-52573-583-000-0000-000-388	817.38	20003587
SITE Total 388 DATA CENTER_DAVID ERWIN					5,478.48	
PROJECT Total 103 BUSINESS SERVICES					5,776.18	
PROJECT 105 EDUCATIONAL SERVICES						
SITE 365 SECONDARY EDUC_KELLY TRINIDAD						
1	RENTAL OF FACILITY/2020 GRADUATIONS/MAY 20-22, 2020	10/15/19	COMANCHE COUNTY FAIRGROUNDS	0-11-105-52490-443-000-0000-000-365	3,400.00	20003553
SITE Total 365 SECONDARY EDUC_KELLY					3,400.00	
SITE 371 DISTRICT CURRICULUM_TERESA JACKSON						
1	EST EXP/OKLA STATE DEPT OF ED/OKC/10-15-19	10/15/19	DELOACH REGINA MICHELLE	0-11-105-52573-582-000-0000-000-371	82.60	20003419
SITE Total 371 DISTRICT CURRICULUM_TERESA					82.60	
SITE 384 STUDNT ASSESSMENT_FRED ROLOFF						
2	VIVO HEIGHT ADJ STAND UP DESK/BLACK	10/25/19	AMAZON.COM	0-11-105-52340-651-000-0000-000-384	339.96	20003576
SITE Total 384 STUDNT ASSESSMENT_FRED					339.96	

BEGINNING DATE: 10/7/2019
 ENDING DATE: 10/28/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 3

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
SITE 389 CAMPUS POLICE_DAVID HORNBECK						
1	POLICE UNIFORMS PER ATTACHED	10/10/19	COPS PRODUCTS	0-11-105-52660-657-000-0000-000-389	1,295.65	20003379
SITE Total 389 CAMPUS POLICE_DAVID					1,295.65	
PROJECT 106 OPERATIONAL SERVCIES					PROJECT Total 105 EDUCATIONAL SERVICES	5,118.21
SITE 387 SAFETY_BARBARA ELLIS						
1	ADULT DEFIBRILLATION PAD	10/10/19	HEARTSMART.COM	0-11-106-52620-618-000-0000-000-387	62.10	20003402
SITE Total 387 SAFETY_BARBARA ELLIS					62.10	
PROJECT 107 MEDIA/TECHNOLOGY SERVCIES					PROJECT Total 106 OPERATIONAL SERVCIES	62.10
SITE 361 TECHNOLOGY CENTER_AJ WATSON						
2	ESSENTIALS RACING STYLE LEATHER GAMING CHAIRS	10/15/19	AMAZON.COM	0-11-107-52580-651-000-0000-000-361	178.72	20003416
SITE Total 361 TECHNOLOGY CENTER_AJ					178.72	
SITE 393 MEDIA SERVICES_DAVID MCDERMOTT						
2	DYNACLEAR ULTRA CENTERFOLD	10/25/19	PRINT FINISHING SYSTEMS	0-11-107-52520-619-000-0000-000-393	454.00	20003559
1	SHIPPING	10/25/19	PRINT FINISHING SYSTEMS	0-11-107-52520-619-000-0000-000-393	80.00	20003559
SITE Total 393 MEDIA SERVICES_DAVID					534.00	
SITE 399 TECHNOLOGY SERVICES_AJ WATSON						
50	PREMIUM POLY BC LABEL	10/15/19	METALCRAFT INC	0-11-107-52520-619-000-0000-000-399	781.50	20003417
1	SHIPPING	10/15/19	METALCRAFT INC	0-11-107-52520-619-000-0000-000-399	20.00	20003417
SITE Total 399 TECHNOLOGY SERVICES_AJ					801.50	
PROJECT 108 MAINTENANCE SERVICES					PROJECT Total 107 MEDIA/TECHNOLOGY	1,514.22
SITE 380 MAINTENANCE_BARBARA ELLIS						
1	REIMB/JOURNEYMAN LICENSE FEE	10/10/19	HUNTER JACK	0-11-108-52620-810-000-0000-000-380	75.00	20003366
1	NEWSPAPER ADS GENERAL/FY20 STAND/BD APVD 10-14-19	10/15/19	LAWTON PUBLISHING COMPANY	0-11-108-52560-540-000-0000-000-380	550.00	20003552

BEGINNING DATE: 10/7/2019
 ENDING DATE: 10/28/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

PAGE 4

Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
					625.00	
					625.00	
	PROJECT 138 CHILD NUTRITION					
	SITE 392 CHILD NUTRITION_STEVE DYER					
1	CMS/DISPOSER/SALVAJOR MODEL 200/QUOTES	10/10/19	OSWALT RESTAURANT SUPPLY INC	0-11-138-53140-651-700-0000-000-392	1,554.00	20003382
1	SHIPPING	10/10/19	OSWALT RESTAURANT SUPPLY INC	0-11-138-53140-651-700-0000-000-392	60.00	20003382
1	AD/TO INSTALL FREEZER & COOLER AT FOOD SERVICE WAREHOUSE/TO RUN OCT 9 AND 16, 2019	10/15/19	LAWTON PUBLISHING COMPANY	0-11-138-53140-540-700-0000-000-392	228.96	20003361
1	TMS/SOLE SOURCE/LABOR & MATLS TO INSTALL DISHWASHER	10/15/19	HOBART SERVICE	0-11-138-53140-618-700-0000-000-392	3,107.00	20003420
1	DRAIN TEMPERING KIT	10/15/19	HOBART SERVICE	0-11-138-53140-439-700-0000-000-392	600.00	20003420
2	BD APVD 10-14-19/QUOTES/MOBIL HEATED CABINET/RIDGECREST/WOODLAND HILLS	10/15/19	AMUNDSEN FOOD EQUIPMENT	0-11-138-53140-651-700-0000-000-392	6,390.00	20003550
1	BD APVD 10-14-19/MOBIL POOFER CABINET/PIONEER PARK	10/15/19	AMUNDSEN FOOD EQUIPMENT	0-11-138-53140-651-700-0000-000-392	2,195.00	20003550
1	SHIPPING	10/15/19	AMUNDSEN FOOD EQUIPMENT	0-11-138-53140-651-700-0000-000-392	150.00	20003550
1	BD APVD 10-14-19/QUOTES/CONVEYOR TYPE DISHWASHER/TMS	10/15/19	OSWALT RESTAURANT SUPPLY INC	0-11-138-53140-731-700-0000-000-392	23,745.00	20003551
1	SHIPPING	10/15/19	OSWALT RESTAURANT SUPPLY INC	0-11-138-53140-731-700-0000-000-392	250.00	20003551
					38,279.96	
					38,279.96	

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PROJECT 421 SECONDARY						
SITE 396 CARL PERKINS_CYNTHIA WALKER						
1	EST EXP/CARL PERKINS TRAINING/10-21-19/SHAWNEE, OK	10/25/19	RANSON STEVEN	0-11-421-52573-582-333-8400-000-396	108.70	20003560
SITE Total 396 CARL PERKINS_CYNTHIA					108.70	
PROJECT Total 421 SECONDARY					108.70	
PROJECT 456 OJT - DEPT OF REHAB SERVICES						
SITE 715 MACARTHUR SENIOR HIGH SCHOOL						
1	TECHNOLOGY ITEMS PER ATTACHED	10/10/19	SAM'S WHOLESALE CLUB	0-11-456-52330-653-239-1060-000-715	199.96	20003397
1	CARTRIDGES PER ATTACHED	10/10/19	SAM'S WHOLESALE CLUB	0-11-456-52330-611-239-1060-000-715	471.86	20003397
1	SUPPLIES PER ATTACHED	10/10/19	SAM'S WHOLESALE CLUB	0-11-456-52330-619-239-1060-000-715	1,212.32	20003397
SITE Total 715 MACARTHUR SENIOR HIGH					1,884.14	
PROJECT Total 456 OJT - DEPT OF REHAB					1,884.14	
PROJECT 511 T I - BASIC PROGRAM						
SITE 105 ADAMS ELEMENTARY						
1	PARENT INVOLVEMENT MATERIALS PER ATTACHED	10/25/19	REALLY GOOD STUFF LLC	0-11-511-52194-619-494-0000-000-105	3,698.52	20003562
1	SHIPPING	10/25/19	REALLY GOOD STUFF LLC	0-11-511-52194-619-494-0000-000-105	443.76	20003562
1	PARENT INVOLVEMENT MATERIALS PER ATTACHED	10/25/19	REALLY GOOD STUFF LLC	0-11-511-52194-619-494-0000-000-105	4,338.45	20003563
1	SHIPPING	10/25/19	REALLY GOOD STUFF LLC	0-11-511-52194-619-494-0000-000-105	520.61	20003563
1	PEG NUMBER BOARDS	10/25/19	LAKESHORE CURRICULUM MATERIALS	0-11-511-51000-681-494-2204-000-105	36.99	20003564
1	MAGNA TILES-STARTER SET	10/25/19	LAKESHORE CURRICULUM MATERIALS	0-11-511-51000-681-494-2204-000-105	52.99	20003564
1	GIANT TRACING NUMBERS	10/25/19	LAKESHORE CURRICULUM MATERIALS	0-11-511-51000-681-494-2204-000-105	29.99	20003564
1	PLACE VALUE GRAB & PLAY GAME	10/25/19	LAKESHORE CURRICULUM MATERIALS	0-11-511-51000-681-494-2204-000-105	19.99	20003564

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1	SHIPPING	10/25/19	LAKESHORE CURRICULUM MATERIALS	0-11-511-51000-681-494-2204-000-105	20.99	20003564
1	TRU TOUCH 550/650/700 MOBILE STAND	10/25/19	PIRAINO CONSULTING INC	0-11-511-51000-653-494-1132-000-105	449.00	20003566
1	SHIPPING	10/25/19	PIRAINO CONSULTING INC	0-11-511-51000-653-494-1132-000-105	125.00	20003566
2	ELMO TT-121 DOC CAMERA	10/25/19	CDW-G CORPORATE OFFICE	0-11-511-51000-653-494-1132-000-105	1,177.50	20003567
1	SHIPPING	10/25/19	CDW-G CORPORATE OFFICE	0-11-511-51000-653-494-1132-000-105	30.00	20003567
1	INSTRUCTIONAL SUPPLIES PER ATTACHED	10/25/19	LAKESHORE CURRICULUM MATERIALS	0-11-511-51000-681-494-1132-000-105	628.92	20003568
1	SHIPPING	10/25/19	LAKESHORE CURRICULUM MATERIALS	0-11-511-51000-681-494-1132-000-105	94.34	20003568
SITE Total 105 ADAMS ELEMENTARY					11,667.05	
SITE 110 CLEVELAND ELEMENTARY						
4	INK/BLACK	10/10/19	STAPLES BUSINESS ADVANTAGE	0-11-511-51000-611-494-1132-000-110	227.16	20003376
2	INK/CYAN	10/10/19	STAPLES BUSINESS ADVANTAGE	0-11-511-51000-611-494-1132-000-110	114.98	20003376
3	INK/YELLOW	10/10/19	STAPLES BUSINESS ADVANTAGE	0-11-511-51000-611-494-1132-000-110	172.47	20003376
SITE Total 110 CLEVELAND ELEMENTARY					514.61	
SITE 140 RIDGECREST ELEMENTARY						
4	STRUCTURE SERIES 30 DEVICE TABLET CHARGING CART	10/25/19	SCHOOL OUTFITTERS LLC	0-11-511-51000-653-494-1132-000-140	2,323.52	20003565
SITE Total 140 RIDGECREST ELEMENTARY					2,323.52	
SITE 195 WASHINGTON ELEMENTARY						
1	PARENT INVOLVEMENT MATERIALS PER ATTACHED	10/10/19	SCHOLASTIC DISTRICT OFFICE	0-11-511-52194-641-494-0000-000-195	1,508.60	20003368
1	SHIPPING	10/10/19	SCHOLASTIC DISTRICT OFFICE	0-11-511-52194-641-494-0000-000-195	135.77	20003368

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4	ELMER'S 730300 CORRUGATE DISPLAY BOARD	10/10/19	AMAZON.COM	0-11-511-52194-619-494-0000-000-195	263.56	20003369
SITE Total 195 WASHINGTON ELEMENTARY					1,907.93	
SITE 358 FEDERAL PROGRAMS_TERESA DONAHUE						
1	LOCAL TRAVEL/FY20 STAND/BD APVD 6-27-19	10/10/19	BIBY HELEN	0-11-511-52199-581-495-0000-000-358	500.00	20003363
1	REG/READING RECOVERY LITERACY INSTITUTE/DENTON, TX/NOV 4-5, 2019/SUSAN PERRY	10/10/19	FIRST CLASS CONFERENCES	0-11-511-52213-860-495-1132-000-358	250.00	20003371
1	SUPPLIES PER ATTACHED	10/10/19	AMAZON.COM	0-11-511-52213-619-495-0000-000-358	93.28	20003378
1	LOCAL TRAVEL/FY20 STAND/BD APVD 6-27-19	10/10/19	MCDONALD KIM	0-11-511-52199-581-495-0000-000-358	500.00	20003404
1	EST EXP/READING RECOVEY INSTITUTE/DENTON, TX/NOV 3-5, 2019	10/10/19	PERRY SUSAN	0-11-511-52213-583-495-1132-000-358	522.40	20003408
SITE Total 358 FEDERAL PROGRAMS_TERESA					1,865.68	
SITE 367 ST. MARY'S						
1	BOOKS PER ATTACHED	10/10/19	FOLLETT SCHOOL SOLUTIONS INC	0-11-511-55500-641-429-1132-000-367	3,091.49	20003405
SITE Total 367 ST. MARY'S					3,091.49	
PROJECT Total 511 T I - BASIC PROGRAM					21,370.28	
PROJECT 515 T I - SCHOOL SUPPORT						
SITE 710 LAWTON SENIOR HIGH SCHOOL						
1	EST EXP/NALT FORUM OF CHARACTER EDUC/WASHINGTON, DC/OCT 23-27, 2019	10/25/19	BAUMANN MARY	0-11-515-52213-583-494-0000-000-710	832.00	20003561
SITE Total 710 LAWTON SENIOR HIGH SCHOOL					832.00	
PROJECT Total 515 T I - SCHOOL SUPPORT					832.00	
PROJECT 532 PART D, SUBPART2, DEL LOC ED AGEN PRG						
SITE 710 LAWTON SENIOR HIGH SCHOOL						
10	TI CALCULATORS	10/10/19	AMAZON.COM	0-11-532-51000-681-429-2204-000-710	187.50	20003377
SITE Total 710 LAWTON SENIOR HIGH SCHOOL					187.50	
PROJECT Total 532 PART D, SUBPART2, DEL					187.50	
PROJECT 541 T III/A - IMPR TEACHER & PRIN QUALITY						

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Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
SITE 358 FEDERAL PROGRAMS_TERESA DONAHUE						
1	AIRFARE/ROUNDTRIP FROM LAWTON TO ALBUQUERQUE/DEPART: 11-7-19/RETURN: 11-10-19/NAMES PER ATTACHED/ADMIN	10/10/19	ADVENTURE WORLDWIDE TRAVEL SR	0-11-541-52573-583-271-0000-000-358	399.00	20003358
3	AIRFARE/ROUNDTRIP FROM LAWTON TO ALBUQUERQUE/DEPART: 11-7-19/RETURN: 11-10-19/NAMES PER ATTACHED/TEACHERS	10/10/19	ADVENTURE WORLDWIDE TRAVEL SR	0-11-541-52213-583-271-0000-000-358	1,197.00	20003358
1	AIRFARE/ROUNDTRIP FROM LAWTON TO LAS VEGAS, NV/DEPART: 12-9-19/RETURN: 12-12-19/BRANDI ARTER	10/10/19	ADVENTURE WORLDWIDE TRAVEL SR	0-11-541-52213-583-271-0000-000-358	552.00	20003362
4	REG/NATL ASSOCIATION GIFTED CHILDREN CONF/NOV 7-10, 2019/ALBUQUERQUE, NM/NAMES PER ATTACHED	10/10/19	NATIONAL ASSOCIATION FOR GIFTED CHILDREN	0-11-541-52213-860-271-0000-000-358	2,277.00	20003380
4	REG/NATL ASSOCIATION GIFTED CHILDREN CONF/NOV 7-10, 2019/ALBUQUERQUE, NM/NAMES PER ATTACHED	10/10/19	NATIONAL ASSOCIATION FOR GIFTED CHILDREN	0-11-541-52573-860-271-0000-000-358	759.00	20003380
1	REG/WRITING WITH MULTILINGUAL LEARNERS...../DEC 10-11, 2019/LAS VEGAS, NV/BRANDI ARTER	10/10/19	WISCONSIN CENTER FOR RESEARCH	0-11-541-52213-860-271-0000-000-358	575.00	20003381
2	TEACHER GUIDE SET/GRADES 2 & 3	10/10/19	WRITING WITH DESIGN	0-11-541-55500-641-271-0000-000-358	1,000.00	20003403
1	EST EXP/NATL ASSN GIFTED CHILDREN CONF/ALBUQUERQUE, NM/NOV 7-10, 2019	10/10/19	POWELL LAUREN	0-11-541-52213-583-271-0000-000-358	620.00	20003409
1	EST EXP/NATL ASSN GIFTED CHILDREN CONF/ALBUQUERQUE, NM/NOV 7-10, 2019	10/10/19	BRADFORD-ROMEROS AMY	0-11-541-52213-583-271-0000-000-358	620.00	20003410
1	EST EXP/NATL ASSN GIFTED CHILDREN CONF/ALBUQUERQUE, NM/NOV 7-10, 2019	10/10/19	MCKENZIE KESSI	0-11-541-52213-583-271-0000-000-358	620.00	20003411
1	EST EXP/NATL ASSN GIFTED CHILDREN CONF/ALBUQUERQUE, NM/NOV 7-10, 2019	10/10/19	HATCH BRENDA	0-11-541-52573-583-271-0000-000-358	620.00	20003412
1	EST EXP/WRITING WITH MULTILINGUAL...../LAS VEGAS, NV/DEC 9-12, 2019	10/10/19	ARTER BRANDI	0-11-541-52213-583-271-0000-000-358	745.37	20003414
1	ONLINE WEBINAR/BOYS IN CRISIS/OCT 29-30, 2019/REGINA DELOACH	10/15/19	AHA! PROCESS INC	0-11-541-52573-359-271-0000-000-358	199.00	20003544

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Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
1	AIRFARE/ROUNDTRIP FROM LAWTON TO WASHINGTON DC/DEPART: 10-23-19/RETURN: 10-27-19/MARY BAUMANN	10/25/19	ADVENTURE WORLDWIDE TRAVEL SR	0-11-541-52213-583-271-2745-000-358	1,238.00	20003557
SITE Total 358 FEDERAL PROGRAMS_TERESA					11,421.37	
PROJECT Total 541 T I/A - IMPR TEACHER &					11,421.37	
PROJECT 552 PART A-STUDENT SUPPORT AND ACADEMIC ENCUMBRMENT						
SITE 358 FEDERAL PROGRAMS_TERESA DONAHUE						
7	REG/ICEA CONVENTION/FEB 3-7, 2020/AUSTIN, TX/NAMES PER ATTACHED	10/25/19	TCEA	0-11-552-52573-860-498-0000-000-358	2,034.00	20003569
7	REG/ICEA CONVENTION/FEB 3-7, 2020/AUSTIN, TX/NAMES PER ATTACHED	10/25/19	TCEA	0-11-552-52213-860-498-0000-000-358	339.00	20003569
SITE Total 358 FEDERAL PROGRAMS_TERESA					2,373.00	
PROJECT Total 552 PART A-STUDENT SUPPORT					2,373.00	
PROJECT 561 T VII/A - INDIAN EDUCATION						
SITE 358 FEDERAL PROGRAMS_TERESA DONAHUE						
1	EST EXP/FED PROGRAMS SUMMIT/ENGAGE OK CONF/OKC/11-4-19	10/25/19	FODDER PAMELA	0-11-561-52573-582-429-0000-000-358	82.60	20003586
SITE Total 358 FEDERAL PROGRAMS_TERESA					82.60	
SITE 710 LAWTON SENIOR HIGH SCHOOL						
1	LOCAL TRAVEL/FY20 STAND/BD APVD 6-27-19	10/10/19	STRAHAN HEATHER	0-11-561-51000-581-429-4100-000-710	130.00	20003365
SITE Total 710 LAWTON SENIOR HIGH SCHOOL					130.00	
PROJECT Total 561 T VII/A - INDIAN EDUCATION					212.60	
PROJECT 563 JOHNSON-O'MALLEY PROGRAM						
SITE 358 FEDERAL PROGRAMS_TERESA DONAHUE						
1	HP OFFICE JET PRO 8025 WIRELESS COLOR INJET PRINTER	10/10/19	STAPLES BUSINESS ADVANTAGE	0-11-563-52330-653-429-0000-000-358	119.99	20003367
1	4 PACK INK CARTRIDGE	10/10/19	STAPLES BUSINESS ADVANTAGE	0-11-563-52330-611-429-0000-000-358	76.99	20003367
40	ACT PREBILLED REGISTRATION VOUCHERS/NO WRITING	10/25/19	ACT CUSTOMER CARE	0-11-563-52199-810-429-0000-000-358	2,080.00	20003583
SITE Total 358 FEDERAL PROGRAMS_TERESA					2,276.98	
PROJECT Total 563 JOHNSON-O'MALLEY					2,276.98	

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PROJECT 613 SPECIAL EDUC STAFF DEVELOPMENT						
SITE 368 SPECIAL SERVICES_CHRIS SHARKEY						
2	REG/OK AUTISM CONF/OKC/NOV 22-23, 2019/VICKI BLANCHARD/LETICIA MAYS	10/10/19	UNIVERSITY OF OKLAHOMA/HEALTH SCIENCE	0-11-613-52213-860-239-0000-000-368	398.00	20003396
1	EST EXP/AUTISM CONF/OKC/NOV 22-23, 2019	10/10/19	BLANCHARD VICKI	0-11-613-52213-582-239-0000-000-368	168.20	20003413
SITE Total 368 SPECIAL SERVICES_CHRIS					566.20	
PROJECT Total 613 SPECIAL EDUC STAFF					566.20	
PROJECT 621 FLOW THRU, PL 101-476,IDEA/B						
SITE 200 LEARNING TREE ACADEMY						
1	SHOE BOX TASK MOTIVATION SET 17, 25, 27 & 34	10/10/19	CENTERING ON CHILDREN INC	0-11-621-51000-619-239-1050-000-200	166.00	20003406
SITE Total 200 LEARNING TREE ACADEMY					166.00	
SITE 705 EISENHOWER SENIOR HIGH SCHOOL						
1	BD APVD 10-14-19/SUBSCRIPTION TO RENAISSANCE STAR 360	10/15/19	RENAISSANCE LEARNING INC	0-11-621-51000-653-239-1060-000-705	3,430.98	20003548
SITE Total 705 EISENHOWER SENIOR HIGH					3,430.98	
SITE 710 LAWTON SENIOR HIGH SCHOOL						
1	BD APVD 10-14-19/SUBSCRIPTION TO RENAISSANCE STAR 360	10/15/19	RENAISSANCE LEARNING INC	0-11-621-51000-653-239-1060-000-710	3,417.02	20003548
SITE Total 710 LAWTON SENIOR HIGH SCHOOL					3,417.02	
SITE 715 MACARTHUR SENIOR HIGH SCHOOL						
1	BD APVD 10-14-19/SUBSCRIPTION TO RENAISSANCE STAR 360	10/15/19	RENAISSANCE LEARNING INC	0-11-621-51000-653-239-1060-000-715	3,417.00	20003548
SITE Total 715 MACARTHUR SENIOR HIGH					3,417.00	
PROJECT Total 621 FLOW THRU, PL 101-					10,431.00	
PROJECT 777 DOD/MCASP MIDDLE SCHOOL						
SITE 386 GRANT COORDINATOR_MEGAN VELDHIJZEN						
1	BD APVD 10-14-19/CONSULTANT FEE/DATES TO BE ANNOUNCED	10/15/19	CATAPULT LEARNING WEST LLC	0-11-777-52213-320-100-1132-000-386	46,250.00	20003545
1	SHIPPING	10/15/19	CATAPULT LEARNING WEST LLC	0-11-777-52213-320-100-1132-000-386	19.95	20003545
SITE Total 386 GRANT COORDINATOR_MEGAN					46,269.95	
PROJECT Total 777 DOD/MCASP MIDDLE					46,269.95	

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PROJECT 786 CONSOLIDATED ADMINISTRATIVE FUNDS						
SITE 358 FEDERAL PROGRAMS_TERESA DONAHUE						
1	NAME PLATES PER ATTACHED	10/15/19	BUFFALO BUSINESS PRODUCTS LLC	0-11-786-52330-619-494-0000-000-358	247.00	20003421
6	TRODAT PRINTY-DATER 4750/RECEIVED	10/25/19	AMAZON.COM	0-11-786-52330-619-494-0000-000-358	104.88	20003582
SITE Total 358 FEDERAL PROGRAMS_TERESA					351.88	
PROJECT Total 786 CONSOLIDATED					351.88	
FUND Total 11 GENERAL FUNDS					152,156.64	
FUND 21 BUILDING FUND						
PROJECT 108 MAINTENANCE SERVICES						
SITE 380 MAINTENANCE_BARBARA ELLIS						
1	NEWSPAPER ADS LEVY/FY20 STAND/BD APVD 10-14-19	10/15/19	LAWTON PUBLISHING COMPANY	0-21-108-52560-540-000-0000-000-380	1,000.00	20003552
SITE Total 380 MAINTENANCE_BARBARA ELLIS					1,000.00	
PROJECT Total 108 MAINTENANCE SERVICES					1,000.00	
FUND Total 21 BUILDING FUND					1,000.00	
FUND 26 MUNICIPAL TAX FUND (2015)						
PROJECT 183 BLDG REPAIR/RENOVATIONS/HVAC						
SITE 535 CENTRAL MIDDLE SCHOOL						
1	BD APVD 10-14-19/ARCHITECT FEES/CMS HVAC REPAIRS	10/15/19	ARCHITECTS IN PARTNERSHIP, LLC	0-26-183-54400-332-000-0000-000-535	40,000.00	20003554
1	BD APVD 10-14-19/REIMBURSABLE EXPENSES NTE	10/15/19	ARCHITECTS IN PARTNERSHIP, LLC	0-26-183-54400-332-000-0000-000-535	1,500.00	20003554
SITE Total 535 CENTRAL MIDDLE SCHOOL					41,500.00	
PROJECT Total 183 BLDG					41,500.00	
FUND Total 26 MUNICIPAL TAX FUND (2015)					41,500.00	
FUND 31 BOND FUND (2004)						
PROJECT 173 BOND-HVAC						
SITE 380 MAINTENANCE_BARBARA ELLIS						
1	NEWSPAPER ADS BOND FUND 31/FY20 STAND/BD APVD 10-14-19	10/15/19	LAWTON PUBLISHING COMPANY	0-31-173-52560-540-000-0000-000-380	700.00	20003552
SITE Total 380 MAINTENANCE_BARBARA ELLIS					700.00	
PROJECT Total 173 BOND-HVAC					700.00	
FUND Total 31 BOND FUND (2004)					700.00	

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FUND 32 BOND FUND (2014)						
PROJECT 178 BOND-EQUIPMENT/MAINTENANCE						
SITE 380 MAINTENANCE_BARBARA ELLIS						
1	NEWSPAPER ADS BOND FUND 32/FY20 STAND/BD APVD 10-14-19	10/15/19	LAWTON PUBLISHING COMPANY	0-32-178-52560-540-000-0000-000-380	200.00	20003552
SITE Total 380 MAINTENANCE_BARBARA ELLIS					200.00	
PROJECT Total 178 BOND-					200.00	
FUND Total 32 BOND FUND (2014)					200.00	
FUND 33 BOND FUND (2017)						
PROJECT 165 BOND-FURNITURE						
SITE 357 STUDENT SERVICES_MARK MATTINGLY						
1	BD APVD 10-14-19/SOLE SOURCE/LABOR & MATLS TO INSTALL 138 WHITEBOARDS DISTRICTWIDE	10/15/19	MEN @ WORK LABOR SPECIALIST	0-33-165-51000-438-100-1050-000-357	10,000.00	20003549
SITE Total 357 STUDENT SERVICES_MARK					10,000.00	
PROJECT Total 165 BOND-FURNITURE					10,000.00	
PROJECT 166 BOND-PROGRAMS EQUIPMENT						
SITE 106 ALMOR WEST ELEMENTARY						
1	QUOTES/LABOR & MATLS TO INSTALL SOUND WITH MIXING CONSOLE	10/10/19	AUDIO TECH INC	0-33-166-52620-337-000-0000-000-106	3,800.00	20003375
SITE Total 106 ALMOR WEST ELEMENTARY					3,800.00	
SITE 110 CLEVELAND ELEMENTARY						
1	LIBRARY BOOKS PER ATTACHED	10/25/19	KNOWBUDDY RESOURCES	0-33-166-52220-641-000-0000-000-110	1,319.88	20003571
1	LIBRARY SUPPLIES PER ATTACHED	10/25/19	KAPCO	0-33-166-52220-619-000-0000-000-110	253.66	20003572
1	SHIPPING	10/25/19	KAPCO	0-33-166-52220-619-000-0000-000-110	20.03	20003572
1	LIBRARY BOOKS PER ATTACHED	10/25/19	SMART APPLE MEDIA	0-33-166-52220-641-000-0000-000-110	629.22	20003573
1	LIBRARY BOOKS PER ATTACHED	10/25/19	JUNIOR LIBRARY GUILD	0-33-166-52220-641-000-0000-000-110	456.30	20003574
1	LIBRARY BOOKS PER ATTACHED	10/25/19	AMAZON.COM	0-33-166-52220-641-000-0000-000-110	179.36	20003575
SITE Total 110 CLEVELAND ELEMENTARY					2,858.45	

BEGINNING DATE: 10/7/2019
 ENDING DATE: 10/28/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

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Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
SITE 195 WASHINGTON ELEMENTARY						
1	LIBRARY BOOKS PER ATTACHED	10/10/19	AMAZON.COM	0-33-166-52220-641-000-0000-000-195	322.99	20003398
1	LIBRARY BOOKS PER ATTACHED	10/10/19	CAPSTONE/CAPSTONE CLASSROOM	0-33-166-52220-641-000-0000-000-195	1,486.70	20003399
1	6 SHELF MOBILE LITERATURE DISPLAY RACK/MEDIUM	10/10/19	SIGNWORLD AMERICA INC	0-33-166-52220-651-000-0000-000-195	85.00	20003400
1	INSTRUCTIONAL SUPPLIES PER ATTACHED	10/10/19	AMAZON.COM	0-33-166-51000-681-100-1170-000-195	748.52	20003401
1	INSTRUCTIONAL SUPPLIES PER ATTACHED	10/15/19	MUSIC IN MOTION	0-33-166-51000-681-100-1170-000-195	353.90	20003547
SITE Total 195 WASHINGTON ELEMENTARY					2,997.11	
SITE 220 WOODLAND HILLS ELEMENTARY						
1	FOLLETT 6300 CORDLESS SCANNER	10/10/19	FOLLETT SCHOOL SOLUTIONS INC	0-33-166-52220-653-000-0000-000-220	299.00	20003370
1	A BUGZ CHRISTMAS	10/10/19	MUSICIAN'S FRIEND INC	0-33-166-51000-681-100-1170-000-220	76.49	20003373
1	RED MUSIC STAND	10/10/19	MUSICIAN'S FRIEND INC	0-33-166-51000-681-100-1170-000-220	45.90	20003373
1	STAGELINE MS608B MICROPHONE STAND	10/10/19	JERRY'S MUSIC EMPORIUM, INC.	0-33-166-51000-652-100-1170-000-220	37.00	20003374
1	WIRELESS CLIP MH2M	10/10/19	JERRY'S MUSIC EMPORIUM, INC.	0-33-166-51000-652-100-1170-000-220	6.95	20003374
1	CORDLESS MICROPHONE	10/10/19	JERRY'S MUSIC EMPORIUM, INC.	0-33-166-51000-652-100-1170-000-220	179.95	20003374
SITE Total 220 WOODLAND HILLS ELEMENTARY					645.29	
SITE 530 MACARTHUR MIDDLE SCHOOL						
1	PE EQUIPMENT PER ATTACHED	10/25/19	AMAZON.COM	0-33-166-51000-681-100-1360-000-530	498.00	20003570
SITE Total 530 MACARTHUR MIDDLE SCHOOL					498.00	
SITE 540 TOMLINSON MIDDLE SCHOOL						
1	QUOTES/BAND INSTRUMENTS PER ATTACHED	10/10/19	WOODWIND & BRASSWIND	0-33-166-51000-655-100-1195-000-540	1,623.38	20003391

BEGINNING DATE: 10/7/2019
 ENDING DATE: 10/28/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

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Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
1	QUOTES/PE EQUIPMENT PER ATTACHED	10/10/19	MASA SPORTING GOODS	0-33-166-51000-681-100-1360-000-540	2,440.90	20003392
1	SHIPPING	10/10/19	MASA SPORTING GOODS	0-33-166-51000-681-100-1360-000-540	150.00	20003392
1	QUOTES/VERTICAL POWER MODEL 23 GALLON TANK	10/10/19	WATERBOY SPORTS, INC	0-33-166-51000-681-100-1360-000-540	1,600.00	20003393
1	CHARGER	10/10/19	WATERBOY SPORTS, INC	0-33-166-51000-681-100-1360-000-540	75.00	20003393
1	BATTERY	10/10/19	WATERBOY SPORTS, INC	0-33-166-51000-681-100-1360-000-540	65.00	20003393
1	A-FRAME DRINKING TREE	10/10/19	WATERBOY SPORTS, INC	0-33-166-51000-681-100-1360-000-540	600.00	20003393
1	SHIPPING	10/10/19	WATERBOY SPORTS, INC	0-33-166-51000-681-100-1360-000-540	250.00	20003393
1	QUOTES/PERCUSSION WORKSTATION BASIC EVENING TIGRIS	10/10/19	WENGER CORPORATION	0-33-166-51000-651-100-1195-000-540	1,866.00	20003394
1	CONDUCTOR'S CHAIR/BLACK	10/10/19	WENGER CORPORATION	0-33-166-51000-651-100-1195-000-540	712.00	20003394
1	SHIPPING	10/10/19	WENGER CORPORATION	0-33-166-51000-651-100-1195-000-540	465.00	20003394
1	QUOTES/AMATI MODEL 95 4/4 CELLO	10/10/19	INTER CITY VIOLIN STUDIOS LLC	0-33-166-51000-655-100-1197-000-540	1,200.00	20003395
2	LOCKING CABINET	10/15/19	SAM'S WHOLESALE CLUB	0-33-166-51000-651-100-1360-000-540	500.00	20003555
1	SCOTT'S TURF BUILDER SPREADER	10/25/19	AMAZON.COM	0-33-166-51000-681-100-1360-000-540	53.92	20003579
SITE Total 540 TOMLINSON MIDDLE SCHOOL					11,601.20	
SITE 545 EISENHOWER MIDDLE SCHOOL						
1	LIBRARY BOOKS PER ATTACHED	10/25/19	PERMA BOUND HERTZBERG	0-33-166-52220-641-000-0000-000-545	1,539.33	20003578
SITE Total 545 EISENHOWER MIDDLE SCHOOL					1,539.33	

BEGINNING DATE: 10/7/2019
 ENDING DATE: 10/28/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

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Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
SITE 705 EISENHOWER SENIOR HIGH SCHOOL						
1	SOCCER EQUIPMENT PER ATTACHED	10/10/19	SOCCER.COM/EUROSPORT	0-33-166-52199-683-815-3300-000-705	477.04	20003383
1	SHIPPING	10/10/19	SOCCER.COM/EUROSPORT	0-33-166-52199-683-815-3300-000-705	22.64	20003383
2	WIRED KEYBOARD	10/10/19	AMAZON.COM	0-33-166-51000-653-100-4240-000-705	35.98	20003384
2	WIRED COMPUTER MOUSE	10/10/19	AMAZON.COM	0-33-166-51000-653-100-4240-000-705	13.98	20003384
3	16 GB MEMORY CARD	10/10/19	AMAZON.COM	0-33-166-51000-653-100-4240-000-705	17.97	20003384
6	EVO NXT BASKETBALLS	10/10/19	EASTBAY, INC.	0-33-166-51000-681-803-3300-000-705	437.94	20003385
6	F5 HELMET	10/10/19	BSN SPORTS LLC	0-33-166-51000-657-801-3300-000-705	2,010.00	20003389
1	SHIPPING	10/10/19	BSN SPORTS LLC	0-33-166-51000-657-801-3300-000-705	75.00	20003389
1	WRESTLING SHOES PER ATTACHED	10/10/19	AMAZON.COM	0-33-166-51000-657-807-3300-000-705	583.53	20003390
SITE Total 705 EISENHOWER SENIOR HIGH					3,674.08	
SITE 715 MACARTHUR SENIOR HIGH SCHOOL						
1	MAINSTAYS MICROFIBER FUTON/GRAY	10/10/19	WALMART	0-33-166-51000-651-100-2800-000-715	89.00	20003386
2	COLOR PALACE READY TO USE BLACK ONYX FLAT PAINT	10/10/19	WALMART	0-33-166-51000-681-100-2800-000-715	25.68	20003386
1	INSTRUCTIONAL SUPPLIES PER ATTACHED	10/10/19	AMAZON.COM	0-33-166-51000-681-100-2800-000-715	585.96	20003387
1	SHIPPING	10/10/19	AMAZON.COM	0-33-166-51000-681-100-2800-000-715	20.24	20003387
1	WRESTLING UNIFORMS PER ATTACHED	10/10/19	BSN SPORTS LLC	0-33-166-51000-657-807-3300-000-715	1,520.00	20003388

BEGINNING DATE: 10/7/2019
 ENDING DATE: 10/28/2019

**LAWTON PUBLIC SCHOOLS
 PURCHASE ORDER ENCUMBRANCE LIST**

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Qty	DESCRIPTION	PO DATE	VENDOR NAME	ACCOUNT NO	AMOUNT	PO NO
1	SHIPPING	10/10/19	BSN SPORTS LLC	0-33-166-51000-657-807-3300-000-715	75.00	20003388
SITE Total 715 MACARTHUR SENIOR HIGH					2,315.88	
PROJECT Total 166 BOND-PROGRAMS					29,929.34	
PROJECT 168 BOND-ATHLETIC (TRACKS/FACILITIES)						
SITE 380 MAINTENANCE_BARBARA ELLIS						
1	NEWSPAPER ADS BOND FUND 33/FY20 STAND/BD APVD 10-14-19	10/15/19	LAWTON PUBLISHING COMPANY	0-33-168-52560-540-000-0000-000-380	600.00	20003552
SITE Total 380 MAINTENANCE_BARBARA ELLIS					600.00	
PROJECT Total 168 BOND-ATHLETIC					600.00	
FUND Total 33 BOND FUND (2017)					40,529.34	
FUND 81 GIFTS FUNDS						
PROJECT 213 MARKLAND MOTIVATE SCHOLARHIP						
SITE 050 DISTRICT WIDE SERVICES						
1	2018-2019 MARKLAND MOTIVATE SCHOLARSHIP/MARCUS ERVIN 5454 OAKS ROAD #B FORT SILL, OK 73503	10/15/19	CAMERON UNIVERSITY	0-81-213-52199-880-000-0000-000-050	500.00	20003418
SITE Total 050 DISTRICT WIDE SERVICES					500.00	
PROJECT Total 213 MARKLAND MOTIVATE					500.00	
FUND Total 81 GIFTS FUNDS					500.00	

Comptroller Report to the Board of Education: 11/04/2019

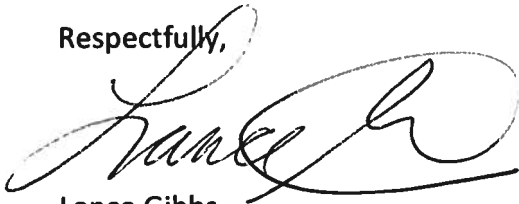
Finance, Payroll, and Human Resources are working together to:

- 1) determine the number of employees with Extra Duty lines in their contracts, the cost of those lines to the district, and the cost to the district of any possible raise for those Extra Duty lines.
- 2) review the Extra Duty descriptions used by the district, any additions that may be needed, and any clarification in the definition/description.
- 3) review pay revision proposals submitted for police officers in the district

Any recommendation will be based on the feasibility of the cost and with the long-term financial impact to the district considered.

We are hopeful that we will be able to submit Treasurer's Reports for June 30, 2018 and June 30, 2019 at the November 21, 2019 board meeting.

Respectfully,

A handwritten signature in black ink, appearing to read "Lance Gibbs", with a large, stylized flourish at the end.

Lance Gibbs
Interim Comptroller

**Lawton Public Schools
Business Operations**

**Report of Activity Fund Custodian
November 4, 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	EHS Boys Basketball	EHS B BB Extras	Help with expenses	\$3,200.00
2	LPS Dist Athletics	MHS Renaissance	Student Admission 9/27/19	\$5.00
3	CMS Academic Team	CMS Concessions	Worked Stand 10/22/19	\$345.00
4	EMS Football	EMS All Sports	Help with expenses	\$320.00
5	Edison Library	Carriage Hills Library	Battle of the Books Entry	\$60.00
6	Edison Library	Cleveland Library	Battle of the Books Entry	\$60.00
7	Edison Library	Crosby Park Library	Battle of the Books Entry	\$60.00
8	Edison Library	Eisenhower Library	Battle of the Books Entry	\$60.00
9	Edison Library	Freedom Library	Battle of the Books Entry	\$60.00
10	Edison Library	Freedom Library	Author visit 10/1/19	\$133.33
11	Edison Library	Hugh Bish Library	Battle of the Books Entry	\$60.00
12	Edison Library	Lincoln Library	Battle of the Books Entry	\$60.00
13	Edison Library	Pat Henry Library	Battle of the Books Entry	\$60.00
14	Edison Library	Pioneer Park Library	Battle of the Books Entry	\$60.00
15	Edison Library	Sullivan Village Library	Battle of the Books Entry	\$60.00
16	Edison Library	Washington Library	Battle of the Books Entry	\$60.00
17	Edison Library	Whittier Library	Battle of the Books Entry	\$60.00
18	Edison Library	Woodland Hills Library	Battle of the Books Entry	\$60.00
19	EHS Commission	District Commission	September Commission	\$875.00
20	LHS Commission	District Commission	September Commission	\$1,025.00
21	MHS Commission	District Commission	September Commission	\$1,043.00
22	CMS Commission	District Commission	September Commission	\$548.00
23	EMS Commission	District Commission	September Commission	\$878.00
24	MMS Commission	District Commission	September Commission	\$648.00
25	TMS Commission	District Commission	September Commission	\$428.00
26	Gateway Success Center	District Commission	September Commission	\$99.00
27	Transportation Center	District Commission	September Commission	\$28.00

**Lawton Public Schools
Business Operations**

**Report of Activity Fund Custodian
November 4, 2019**

REQUEST PERMISSION TO ESTABLISH NEW ACCOUNTS:

<u>Acct Name/Number</u>	<u>Source of Revenue</u>	<u>Approved Expenditures</u>
MacArthur Middle School Sponsor: Zoe Barnard Cooking Club - 878	1. Fundraisers 2. Dues, fees, donations 3. Funds transferred	1. Fundraising expenses 2. Cooking equipment/supplies 3. Instructional/non-instructional supplies, materials, equipment and furniture 4. Funds transferred 5. Reimbursement of expenses

<u>Acct Name/Number</u>	<u>Source of Revenue</u>	<u>Approved Expenditures</u>
Central Middle School Sponsor - Walter Kerrick Native American Club - 911	1. Fundraisers 2. Dues, fees, donations 3. Funds transferred	1. Field trips, conferences 2. Club activities/events/functions 3. Guest speakers 4. Fundraising expenses 5. Funds transferred 6. T-shirts 7. Reimbursement of expenses

Lawton Public Schools
Business Operations

Report of the Clerk
November 4, 2019

REQUEST APPROVAL OF APPLICATIONS FOR SANCTIONING:

The following 4 Applications were on the October 14, 2019 agenda.
They should have been listed (with Probation):

LHS Lady Wolverine Softball Booster Club (with Probation)
MacArthur High School Cheer Parent Association (with Probation)
Hugh Bish Booster Club (with Probation)
Hugh Bish Elementary PTA (with Probation)

Crosby Park PTA
Edison PTA
Eisenhower Stakeholders Group
Ridgecrest Elementary PTA

REQUEST APPROVAL OF THE FOLLOWING CONSTRUCTION-RELATED CONTRACTS:

Architects in Partnership LLC		2004 Bond (31)
MHS Fire Alarm Upgrade	Certificate of Substantial Completion	
Endex of Oklahoma Inc		2004 Bond (31)
MHS Fire Alarm Upgrade	Change Order #1	Return \$5,000 Unused Contingency

REQUEST APPROVAL OF THE FOLLOWING AGREEMENTS/CONTRACTS:

Cameron University		no cost
Placement of Mobile Telephone Charging Stations in each High School Library		
Cindy Elkins, Educational Consultant		Title I (511) Federal
Washington Elementary	Reading/Math strategies	Jan, Feb & Mar 2020
Great Expectations		Bldg Alloc (102) General
Crosby Park Elementary	Instructional Coaching	January 8, 2020
Migrant Legal Action Program Inc		Title III/A (572) Federal
District-wide English Learners staff		Dec 9, 2019
Oklahoma Department of Securities Invest Ed		no cost
EHS - Personal Financial Literacy Class		
STAR (Student Tracking and Researching the Stock Market)		

APPLICATION FOR SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Organization Name LHS LADY WOLVERINE SOFTBALL EIN # 81-252-3859

Organization's Bank Name Arvest BANK Bank Account # 16999 066

Faculty Sponsor's Name Michael Carrillo Phone: 580.999.866 E-mail: mcarrillo@LawtonPS.org

Officer's Name	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY
Name (Print):	<u>Nicole Bruton</u>	<u>Shannon Sadler</u>	<u>Jennifer Rutledge</u>	<u>Springs Garris</u>
Address:	<u>49th St.</u>	<u>2205 Denver Ave</u>	<u>2211 N.W Crosby</u>	<u>48 Pollard</u>
Phone:	<u>580.647.8033</u>	<u>580-647-3143</u>	<u>580 215-2082</u>	<u>580-280-6163</u>
Term Expiration:	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>

Describe how the organization officers are appointed or elected All officer volunteered their time to support the Lady Wolverine softball program and were appointed at the beginning of the year parent meeting

Are dues or fees required to be a member of the organization: Yes No

Explain what amount and what the fees and dues cover _____

Circle One: PTA / Booster

Describe Purpose and Goals of the Organization To support LHS softball program while promoting school spirit. our goals are to raise money to assist w/ upgrades to field equipment and program as a whole

Estimated List of Material / Monetary Contributions Fundraisers 1000.00, Concession 400.00, Camps 1000.00

Estimated List of Expenses balls *100.00, bats 300.00, field upgrades *1000.00, new uniforms 1000.00, senior gifts 125.00

Principal's Recommendation: Approved Denied

Signature of Principal Charlotte Rato Date 10-3-19
 Signature of Organization's Officer Jennifer Rutledge Date Aug 20, 19

Please attach a copy of the Organization's Standing Rules, By-Laws, Financial Responsibility, Training Verification, Audit Procedure Check List & Audit Report to this Application and submit to Principal.

PROBATION CM / 10.3.19
 Finance Dept. Initial Date
 Signature of Clerk of the Board / Date

APPROVED / /
 Finance Dept. Initial Date
 Signature of Clerk of the Board / Date

DENIED / /
 Finance Dept. Initial Date
 Signature of Clerk of the Board / Date

WHITE: Finance Office
 YELLOW: Organization
 PINK: Principal

Reapplication for sanctioning is required annually

SCHOOL YEAR 2019-2020

APPLICATION FOR SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Organization Name MacArthur High School Cheer parent Assn. EIN # 20-1050487

Organization's Bank Name Arvest Bank Bank Account # 28917120

Faculty Sponsor's Name Dawna Schettler Phone 580-355-5230 E-mail: dschettler@lawtonps.org

Officer's Name	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY
Name (Print):	<u>Angel Williams</u>	<u>Maritza McCormick</u>	<u>Cynthia Buster</u>	<u>Tiffany ^mvicker</u>
Address:	<u>71 SE. Surrency</u>	<u>305 NE 51st</u>	<u>226 NE 46th, Lawton</u>	<u>2311 NW 75th</u>
Phone:	<u>580-591-1171</u>	<u>510-678-4634</u>	<u>580-585-0640</u>	<u>580-595-1866</u>
Term Expiration:	<u>6-30-2020</u>	<u>6-30-2020</u>	<u>6-30-2020</u>	<u>6-30-2020</u>

Describe how the organization officers are appointed or elected Officers are elected at cheer Parent Association (Booster) meeting by majority vote.

Are dues or fees required to be a member of the organization: Yes No

Explain what amount and what the fees and dues cover Fees are required to be a member. Membership dues are \$5.00 per individual or \$10.00 per family per year.

Circle One: PTA / Booster

Describe Purpose and Goals of the Organization Our mission is to assist the MHS Cheer Squad with funds, leadership + goodwill which will enable growth within the Squad + bring recognition to MHS

Estimated List of Material / Monetary Contributions _____

Estimated List of Expenses Cheer camp - \$3,400.00 Pink out shirts \$255.00

Principal's Recommendation: Approved Denied

Signature of Principal Dawna Schettler Date _____
Signature of Organization's Officer Angel Williams Date 9/12/2019

Please attach a copy of the Organization's Standing Rules, By-Laws, Financial Responsibility, Training Verification, Audit Procedure Check List & Audit Report to this Application and submit to Principal.

PROBATION CS / 10-3-19
Finance Dept. Initial Date

Signature of Clerk of the Board _____ Date _____

APPROVED _____ / _____
Finance Dept. Initial Date

Signature of Clerk of the Board _____ Date _____

DENIED _____ / _____
Finance Dept. Initial Date

Signature of Clerk of the Board _____ Date _____

WHITE: Finance Office
YELLOW: Organization
PINK: Principal

Reapplication for sanctioning is required annually

SCHOOL YEAR 2019-2020

APPLICATION FOR SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Organization Name Hugh Bush Booster Club EIN # 73-1328037

Organization's Bank Name Arvest Bank Account # 0013638469

Faculty Sponsor's Name Amy Wilcox Phone: 4056644041 E-mail: amy.wilcox@lawtonps.org

Officer's Name	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY
Name (Print):	<u>Aija Deloach McCall</u>	<u>CASLY BUSH</u>	<u>Eddie Rae Jones</u>	<u>Audrey Beard</u>
Address:	<u>5402 NW Sherwood Dr.</u>	<u>2603 NW 41st St.</u>	<u>7012 SW Winchell</u>	<u>6505 SW Oak Cliff Ave. 73505</u>
Phone:	<u>405-313-3406</u>	<u>580-1047-3837</u>	<u>580-354-6503</u>	<u>(580) 512-0281</u>
Term Expiration:	<u>May 2020</u>	<u>April 2020</u>	<u>May 2020</u>	<u>April 2020</u>

Describe how the organization officers are appointed or elected Officers will be elected in April of every year by a vote of the booster club

Are dues or fees required to be a member of the organization: Yes No

Explain what amount and what the fees and dues cover The fees will be \$10⁰⁰ per family for membership. Team fees will be paid by individual players based on cost of registration and uniform equipment

Circle One: PTA / Booster

Describe Purpose and Goals of the Organization The purpose is to support the students by offering team sports. Our goal is to give every student a chance to play on a team

Estimated List of Material / Monetary Contributions Banquet \$150⁰⁰, Trophies \$150, Uniforms \$300

Estimated List of Expenses Team registration \$25-45⁰⁰ per student per sport

Principal's Recommendation: Approved Denied

Signature of Principal [Signature] Date 9/27/19
Signature of Organization's Officer [Signature] Date 9/27/19

Please attach a copy of the Organization's Standing Rules, By-Laws, Financial Responsibility, Training Verification, Audit Procedure Check List & Audit Report to this Application and submit to Principal.

PROBATION [Signature] / 10-4-19
Finance Dept. Initial Date
Signature of Clerk of the Board / Date

APPROVED / /
Finance Dept. Initial Date
Signature of Clerk of the Board / Date

DENIED / /
Finance Dept. Initial Date
Signature of Clerk of the Board / Date

WHITE: Finance Office
YELLOW: Organization
PINK: Principal

Reapplication for sanctioning is required annually

SCHOOL YEAR 2019-2020

APPLICATION FOR SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Organization Name Crosby Park PTA EIN # 23-7431008

Organization's Bank Name Arvest Bank Account # 001680888

Faculty Sponsor's Name Kim Haney Phone: 580-580-353-7107 E-mail: kim.haney@lawtonps.org

Officer's Name	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY
Name (Print):	<u>Mindy Tomah</u>	<u>Kimber Downey</u>	<u>Julie Waldo</u>	<u>Ashley Grayeb</u>
Address:	<u>4 Wall Mountain Tel</u>	<u>6806 NW Oak Dale Dr</u>	<u>POB 43104</u>	<u>7614 NW Willow Creek Dr</u>
Phone:	<u>520-391-0038</u>	<u>580-353-1517</u>	<u>580-215-2005</u>	<u>580-678-3883</u>
Term Expiration:		<u>405-408-5543</u>		

Describe how the organization officers are appointed or elected Volunteers and election incl nomination

Are dues or fees required to be a member of the organization: Yes No

Explain what amount and what the fees and dues cover PTA school fees, Pay Lawton PTA Council / state PTA dues. 8.00 per person

Circle One: PTA / Booster

Describe Purpose and Goals of the Organization to assist and support parents, teachers, and students of Crosby Park Elementary

Estimated List of Material / Monetary Contributions popcorn/pickles - 700⁰⁰, Dances - 2000⁰⁰, membership dues - 600.00, T-shirts - 900.00, popcorn fundraiser - 1000⁰⁰, carnival - 500⁰⁰, donations - 1500⁰⁰, autolog fundraiser - 1500.00

Estimated List of Expenses State PTA dues - 300.00, Lawton PTA dues, 75⁰⁰, Teacher grants 200, PTA reflections - 50⁰⁰, fundraiser expenses - 1200, Hospitality 300.00, paper supplies 200⁰⁰, academic enrichment 2000⁰⁰

Principal's Recommendation: Approved Denied

Signature of Principal Kim Haney Date 10-21-19

Signature of Organization's Officer Kimber Downey Date 10.21.19

Please attach a copy of the Organization's Standing Rules, By-Laws, Financial Responsibility, Training Verification, Audit Procedure Check List & Audit Report to this Application and submit to Principal.

PROBATION _____ / _____
Finance Dept. Initial _____ Date _____

Signature of Clerk of the Board _____ Date _____

APPROVED _____ / _____
Finance Dept. Initial _____ Date _____

Signature of Clerk of the Board _____ Date _____

DENIED _____ / _____
Finance Dept. Initial _____ Date _____

Signature of Clerk of the Board _____ Date _____

WHITE: Finance Office
YELLOW: Organization
PINK: Principal

Reapplication for sanctioning is required annually

SCHOOL YEAR 2019-2020

APPLICATION FOR SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Organization Name Edison PTA EIN # 82-332 6074
 Organization's Bank Name City National Bank Account # 100424086
 Faculty Sponsor's Name Dana Moore Phone: 580-695-3804 E-mail: dmoore@lawtonps.org

Officer's Name	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY
Name (Print):	<u>Amanda Semelka</u>	<u>Jacquelyn Hunter</u>	<u>Jenike Sanborn</u>	<u>Christina Foster</u>
Address:	<u>1107 NW 51st Street Lawton OK 73505</u>	<u>2986 W. NW 34th St Lawton OK 73505</u>	<u>3824 NW Arlington Ave Lawton OK 73505</u>	<u>5842 NW Dearborn Ave Lawton OK 73505</u>
Phone:	<u>580 585-2109</u>	<u>580 483-3181</u>	<u>915 494-8474</u>	<u>580 919-0706</u>
Term Expiration:	<u>June 2020</u>	<u>June 2020</u>	<u>June 2020</u>	<u>June 2020</u>

Describe how the organization officers are appointed or elected we ask for volunteers then we have a meeting and vote. If only one person volunteers for

Are dues or fees required to be a member of the organization: Yes No
 Explain what amount and what the fees and dues cover \$7.00 per membership = 2.25 to state & 2.25 to Council for a total of \$4.50. The remaining \$2.50 goes towards PTA activities

Circle One: PTA / Booster
 Describe Purpose and Goals of the Organization To support teachers, students and parents. Allow voices to be heard, supply a healthy line of communication, get parents involved in our school.

Estimated List of Material / Monetary Contributions memberships \$300, Snack Cart \$4500, Bingo night \$200.00, Valentines Grams \$500.00, Field Day \$1,100.00, Fall Dance \$600.00, Breast Cancer Awareness \$200.00 total of \$7,400.00

Estimated List of Expenses Insurance \$215.00, Conventions PTA \$400.00 Council Fee \$75.00 Member Dues \$200.00, Meetings \$150.00, Cleanup day \$729.00, Back to school \$200.00, Snack Cart \$3000, Grams \$250.00, Graduations \$300, Teacher Appreciation \$500.00, Bingo night \$100, Books \$600.00, Field Day \$600.00, Breast Cancer Awareness \$200.00 total of \$7,105.00
 Principal's Recommendation: Approved Denied

Signature of Principal Dana W. Moore Date 10-7-19
 Signature of Organization's Officer [Signature] Date 10-7-19

Please attach a copy of the Organization's Standing Rules, By-Laws, Financial Responsibility, Training Verification, Audit Procedure Check List & Audit Report to this Application and submit to Principal.

PROBATION
 Finance Dept. Initial _____ Date _____
 Signature of Clerk of the Board _____ Date _____

APPROVED [Signature] 10/22/19
 Finance Dept. Initial _____ Date _____
 Signature of Clerk of the Board _____ Date _____

DENIED
 Finance Dept. Initial _____ Date _____
 Signature of Clerk of the Board _____ Date _____

WHITE: Finance Office
 YELLOW: Organization
 PINK: Principal

Reapplication for sanctioning is required annually

APPLICATION FOR SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Organization Name Eisenhower Stakeholders Group EIN # 46-0725332

Organization's Bank Name Arrest Bank Account # 15342067

Faculty Sponsor's Name Amber Bain Phone: 355-9144 E-mail: abain@lawtonps.org

Officer's Name	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY
Name (Print):	<u>Angela Farmer</u>	<u>Krista Gordon</u>	<u>Shelley Phelps</u>	<u>Leah Terill-VeeSmith</u>
Address:	<u>4103 NW Currell Dr.</u>	<u>7104 NW Taylor</u>	<u>7003 NW Stonegate</u>	<u>6814 Faircloud Dr.</u>
Phone:	<u>580-645-1291</u>	<u>695-2349</u>	<u>583-2675</u>	<u>284-8811</u>
Term Expiration:	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>

Describe how the organization officers are appointed or elected selected annually by May 31. Each officers term is 1 year. The board is appointed by a majority vote of members.

Are dues or fees required to be a member of the organization: Yes No

Explain what amount and what the fees and dues cover \$500 per member. This money goes directly back to EHS via teacher grants, teacher breakfast, and other support to EHS.

Circle One: PTA / Booster

Describe Purpose and Goals of the Organization The purpose of our organization is to raise funds for EHS. These funds provide teacher grants, teacher appreciation breakfast, and Senior student college scholarships.

Estimated List of Material / Monetary Contributions Membership approx \$500, Homecoming approx \$4,000 - 5,000. no other fundraisers

Estimated List of Expenses Teacher Grants \$1,500.00, SR Scholarships \$2,000, Teacher appreciation \$1,000, Homecoming dance \$2,000

Principal's Recommendation: Approved Denied

Signature of Principal Lisa Martinez Date 10/23/19
Signature of Organization's Officer Angela Farmer Date 10/23/19

Please attach a copy of the Organization's Standing Rules, By-Laws, Financial Responsibility, Training Verification, Audit Procedure Check List & Audit Report to this Application and submit to Principal.

PROBATION _____ / _____
Finance Dept. Initial _____ Date _____
Signature of Clerk of the Board _____ Date _____

APPROVED [Signature] 10/25/19
Finance Dept. Initial _____ Date _____
Signature of Clerk of the Board _____ Date _____

DENIED _____ / _____
Finance Dept. Initial _____ Date _____
Signature of Clerk of the Board _____ Date _____

WHITE: Finance Office
YELLOW: Organization
PINK: Principal

Reapplication for sanctioning is required annually

SCHOOL YEAR 2019-2020

APPLICATION FOR SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Organization Name Ridgecrest Elementary PTA EIN # EXM-14852267-02

Organization's Bank Name Arvest Bank Account # 0015342106

Faculty Sponsor's Name Charity Williams Phone: (580)512-5584 E-mail: charity.williams@lawtonps.org

Officer's Name	PRESIDENT	VICE PRESIDENT	TREASURER	SECRETARY
Name (Print):	<u>Bianca Viggiani</u>	<u>Yolanda Price</u>	<u>Mary Kinamore</u>	<u>Nicole Tarpley</u>
Address:	<u>4025 NW Lindy Ave Lawton - OK</u>	<u>115 SE Churchhill Way Lawton - OK 73501</u>	<u>1124 NW Laird Ave Lawton - OK 73507</u>	<u>4501 SW Natchem Rd Lawton - OK 73505</u>
Phone:	<u>(580)730-5953</u>	<u>(580)514-0758</u>	<u>(573)337-4590</u>	<u>(580)704-6031</u>
Term Expiration:	<u>May 2020</u>	<u>May 2020</u>	<u>May 2020</u>	<u>May 2020</u>

Describe how the organization officers are appointed or elected Elected by majority vote during a general membership meeting.

Are dues or fees required to be a member of the organization: Yes No

Explain what amount and what the fees and dues cover \$5 membership fee, dues to cover state, national and LPTA council fees.

Circle One: PTA / Booster

Describe Purpose and Goals of the Organization Advocate and provide a communication bridge between teachers and parents.

Estimated List of Material / Monetary Contributions Capital Pummer
2510 NW 22nd St, Lawton OK 73505
580-695-2603 May 2020

Estimated List of Expenses Graduation

Principal's Recommendation: Approved Denied

Signature of Principal [Signature] Date 6-25-19

Signature of Organization's Officer [Signature] Date 6-25-19

Please attach a copy of the Organization's Standing Rules, By-Laws, Financial Responsibility, Training Verification, Audit Procedure Check List & Audit Report to this Application and submit to Principal.

PROBATION _____ / _____
Finance Dept. Initial Date

Signature of Clerk of the Board _____ Date _____

APPROVED CMW / 10/21/19
Finance Dept. Initial Date

Signature of Clerk of the Board _____ Date _____

DENIED _____ / _____
Finance Dept. Initial Date

Signature of Clerk of the Board _____ Date _____

WHITE: Finance Office
YELLOW: Organization
PINK: Principal

Reapplication for sanctioning is required annually

AIA[®] Document G704[™] – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> #1902 MacArthur High School Fire Alarm Upgrade Lawton, Oklahoma	CONTRACT INFORMATION: Contract For: General Construction Date: 05/16/2019	CERTIFICATE INFORMATION: Certificate Number: 001 Date: 10/3/2019
OWNER: <i>(name and address)</i> Lawton Public Schools 753 NW Ft. Still Blvd. Lawton, Oklahoma 73507	ARCHITECT: <i>(name and address)</i> Architects in Partnership, LLC 3220 Marshall Avenue Norman, Oklahoma 73072	CONTRACTOR: <i>(name and address)</i> Endex of Oklahoma, Inc. 812 SE 83 rd Street Oklahoma City, Oklahoma 73149

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.)
Entire project.

Architects in Partnership, LLC		Cory Miller, Sr. Proj. Mgr.	October 3, 2019
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	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.)
Punch list attached.

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: \$7,654.00

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:

Endex of Oklahoma, Inc.			10/8/19
CONTRACTOR <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE
Lawton Public Schools		CARLA CLODFELTER, PRESIDENT	
OWNER <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE
		LAWTON BOARD OF EDUCATION	

A		B		C		D		E		F		G		H	
LPS MacArthur High School Fire Alarm Upgrade															
1															
2															
3															
4															
5	ROOM NUMBER	NAME	DESCRIPTION				Responsibility	DATE GEN							
6		Gym Locker Rooms (4)	Free-air cable installations under 10' a.f. to be in conduit				GC	10/3/19							
7															
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AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> #1902 LPS-MacArthur High School Fire Alarm Upgrades Lawton, Oklahoma	CONTRACT INFORMATION: Contract For: General Constuction Date: May 16, 2019	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: September 30, 2019
OWNER: <i>(Name and address)</i> Lawton Public Schools P.O. Box 1009 Lawton, OK 73502-1009	ARCHITECT: <i>(Name and address)</i> Architects in Partnership, LLC 3220 Marshall Avenue Norman, OK 73072	CONTRACTOR: <i>(Name and address)</i> Endex of Oklahoma, Inc. 812 SE 83 rd Street Oklahoma City, OK 73149

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.)

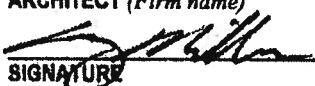
Return unused change order reserve contingency allowance to owner. - \$5,000.00

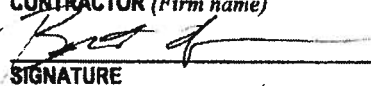
The original Contract Sum was	\$	<u>158,080.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>158,080.00</u>
The Contract Sum will be decreased by this Change Order in the amount of	\$	<u>5,000.00</u>
The new Contract Sum including this Change Order will be	\$	<u>153,080.00</u>

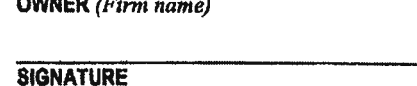
The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 10/31/19

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 Partnership, LLC
ARCHITECT *(Firm name)*

SIGNATURE
Cory Miller Sr. Project Mgr/Associate
PRINTED NAME AND TITLE
September 30, 2019
DATE

Endex of Oklahoma, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE
Beth Eason
PRINTED NAME AND TITLE
10/1/19
DATE

Lawton Public Schools
OWNER *(Firm name)*

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

Agreement for Placement of Mobile Telephone Charging Station

The following agreement, between Cameron University's Office of Public Affairs and Eisenhower, Lawton and MacArthur High Schools, provides for the placement of a tabletop charging station for mobile telephones belonging to students and employees of Eisenhower, Lawton and MacArthur High Schools.

The placement location of the charging station will be mutually agreed upon by representatives of Eisenhower, Lawton and MacArthur High Schools and the CU Office of Public Affairs. The stations will be placed at a location highly visible to the student body, but at one enabling it to be monitored by school staff in order to reduce the opportunity for abuse or misuse by students.

The charging station remains the property of Cameron University, but will be located at Eisenhower, Lawton, and MacArthur High Schools for as long as the agreement remains in effect. For the 2019-2020 academic year, the charging station will be located in the high school library.

There is no cost to the Lawton Public Schools for the placement of the charging station. In return, Cameron University is permitted to place advertising promoting CU on the charging station for the duration of the agreement.

Routine maintenance will be provided by Cameron University. In the event of usability issues, Eisenhower, Lawton, and MacArthur High Schools will notify the CU Office of Public Affairs of the need for maintenance. A representative of Office of Public Affairs will conduct a maintenance visit as soon as is feasible, but no later than five business days after the date of the notification call. All parties understand that school holidays and recognized breaks of EHS, LHS and MHS and Cameron could affect speed of service.

The cost of routine maintenance (such as the replacement of individual charging cords through normal wear and tear, or replacement of the wireless charging unit) is the responsibility of Cameron University. The Office of Public Affairs agrees to minimize the length of time that the charging station will be unavailable due to maintenance, while Eisenhower, Lawton, and MacArthur High Schools understands that the length of time the charging station will be inoperable is dependent upon the availability of replacement parts.

In the event the charging station is damaged beyond repair due to student abuse and/or vandalism, Cameron University will replace the station at no cost to the school district one time. The cost of any subsequent replacements for the same reason will be the responsibility of Eisenhower, Lawton and MacArthur High Schools.

This agreement is renewable annually by the mutual consent of all parties. A new agreement will be signed each year.

Agreed upon this 24th day of September 2019.

Representing Lawton Public Schools:

CARLA CLODFELTER, PRESIDENT
Board of Education of Lawton Public Schools

Representing Cameron University:

Keith Mitchell

Senior Director of Public Affairs, Cameron University

580.581.2211/publicaffairs@cameron.edu

LAWTON PUBLIC SCHOOLS
PO BOX 1009
LAWTON, OKLAHOMA 73502

CONTRACT FOR CONSULTANT SERVICES

LAWTON PUBLIC SCHOOLS (LPS) HEREBY CONTRACTS WITH:

Migrant Legal Action Program, Inc.

TO PROVIDE CONSULTANT SERVICES AS LISTED BELOW:

Roger C. Rosenthal, Esq - Executive Director, Migrant Legal Action Program

CONSULTANT FEE (Fee should be **ALL INCLUSIVE** of all travel expenses and training materials.) \$1220

DATE(S) OF SERVICE: Dec. 9th, 2019

PLACE OF SERVICE: Lawton Public Schools

CONSULTANT'S SPECIAL TERMS OR CONDITIONS: _____

- * LPS SCHOOL DISTRICT PURCHASE ORDER WILL BE ACCEPTED AND PAYMENT WILL BE MADE AFTER SERVICES ARE RENDERED.
- * ALL TRAINING MUST OCCUR WITHIN THE LPS DISTRICT FISCAL YEAR AND COMPLY TO THE LPS BUSINESS OFFICE DEADLINES. STATE AND LOCAL POLICIES DO NOT ALLOW PURCHASE ORDERS TO CROSS OVER FISCAL YEARS.

SPECIFIC CONDITIONS OR EQUIPMENT NEEDS WILL BE DISCUSSED WITH THE CONTACT PERSON BELOW.

LPS CONTACT PERSON		CONSULTANT	
	NAME (Print)		SIGNATURE
<u>Tonya Bond</u>	<u>Roger C. Rosenthal</u>	<u></u>	<u>Roger C. Rosenthal</u>
PHONE <u>580-357-6900 x2055</u>	PHONE <u>202 775 7780</u>		
E-MAIL <u>tbond@lawtonps.org</u>	EMAIL <u>rrosenthal@mlap.org</u>		

BOARD OF EDUCATION APPROVAL

PRESIDENT, LAWTON BOARD OF EDUCATION

DATE OF APPROVAL

Teresa Jackson

From: Andrea Tracy
Sent: Monday, October 7, 2019 4:04 PM
To: Teresa Jackson
Cc: Lisa Martinez
Subject: Fwd: PFL description

Below is the STAR description. Mrs. Ford and Mrs. Graham want to use the program in their PFL classes. Let me know if you need more information. Or you want Mrs. Ford to be at the Board meeting.

Andrea
[Get Outlook for iOS](#)

From: Charmin Ford <charmin.ford@lawtonps.org>
Sent: Monday, October 7, 2019 9:41 AM
To: Andrea Tracy
Subject: RE: PFL description

STARS

Invest Ed® STARS (Students Tracking and Researching the Stock Market) is a program of the Oklahoma Department of Securities that began in 2005 and, to date, has reached over 35,000 students. The STARS program is designed to enhance existing curriculum and promote the financial education of Oklahoma students.

The STARS program has been developed as an investor education and fraud awareness program. The STARS program teaches students to research investments, assess risk, set financial goals, create online stock portfolios, and track results.

STARS differs from other programs because the focus of the stock portfolio project is on long-term investing principles, not short term performance gains. Performance is assessed on what the student learns not the value of the portfolio at the end of the program. In addition, the student portfolio continues to be accessible to the student after leaving the classroom. Consequently, STARS provides students the opportunity to review their portfolios five or ten years later, giving them the ability to truly see the importance of long-term investing, the time value of money, and the compounding of interest.

The Benefit for the Student

Oklahoma students grades 9-12 have the opportunity to write a paper and win a monetary award. The papers should document the students' research process in creating their stock portfolios, explain why they chose particular stocks, describe how their stocks performed, and detail what they learned as a result of the STARS program.

Students interested in the STARS awards can either enter as a part of a participating STARS teacher class or as part of the online learning class taught by Marquita Seifried of the Oklahoma Department of Securities. There are seven \$1,000 awards that will be given once a year at the end of the spring semester.

Charmin Ford
Computer Applications 1 & 2
Personal Financial Literacy

**Oklahoma Department of Securities Invest Ed®
Terms of Service Agreement**

The investedok.org site (the “Site”) is operated by the Oklahoma Department of Securities (“Department”) and is utilized to implement its *Students Tracking and Researching the Stock Market* program (“STARS program”). In connection with the STARS program, the Department supports the processes of managing student, class, and school data, and it is committed to the highest standards of protection for all non-public information and personally identifiable information (“PII”) (collectively, “Data”). Through the execution of this Agreement between the Department and _____ (“School”), the Department is considered to be a “school official”ⁱ for purposes of the Family Education Rights and Privacy Act (“FERPA”), 20 U.S.C. 1232g, *et seq.*, thereby allowing the Department to collect and utilize “education records”ⁱⁱ for purposes of the STARS program.

The Department generally agrees that it shall not collect or use education records for any purpose other than in connection with the implementation of the STARS program. Except as required by law, the Department shall not sell, disclose, or share education records with any third party unless permitted by the terms of this Agreement.

Data Collection and Use

Definition

Data includes, but is not limited to, student data, metadata, and user content.

Data collected, if provided

During the user’s visit to the Site and participation in the STARS program, the following Data may be collected:

1. The user’s email address and contents of any email.
2. Information volunteered in response to a survey.
3. Information volunteered through an online form or educational program that may include, but not be limited to, the following:
 - Name, email address, school, grade level;
 - Education course identification;
 - Risk tolerance assessments and education assessments;

- Message board communications;
- Company and stock research data;
- Selection of securities for an online market portfolio simulation;
- Reports submitted as part of the Invest Ed® STARS high school educational program;
- Registration information for training courses; and
- Contact information including phone number and school mailing address.

The Department must keep all records submitted to it for specified time periods in accordance with records retention schedules required and approved by the State of Oklahoma; these schedules may change from time to time. If a user chooses to provide Data by participating in the STARS program, the Department will store this information in a secure manner.

Modification

The Department will not change how Data is collected, used, or shared under the terms of this Agreement in any way without advance notice to and consent from the School.

Use of Data

Data collected through the Site is used solely to implement the STARS program. The Department may be required to disclose information in response to subpoenas, court orders, or to otherwise comply with the law as described below. The Department also may share Data collected with other entities who will perform services on behalf of the Department in connection with the STARS program (“Service Providers”) and who have agreed to maintain the confidentiality of the education records to the same extent required of the Department under this Agreement.

The Department is prohibited from mining Data for any purposes other than those agreed to by the parties. Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited.

De-Identified Data

The Department may use de-identified Data for product development, research, or other purposes. De-identified Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to, name, ID numbers, demographic information, location information and school ID. Furthermore, the Department agrees not to attempt to re-identify de-identified Data and not to transfer de-identified Data to any party unless that party agrees not to attempt re-identification.

Public Access to Information

The School understands that the Department will rely on one or more Service Providers to perform services under this Agreement. The Department agrees to share the names of these Service Providers with the School upon request. All Service Providers and successor entities will be subject to the terms of this Agreement.

Except as required by law, the Department will ensure that all Data in its possession and in the possession of any Service Providers or agents to which the Department may have transferred Data, is destroyed according to record retention schedules.

In the State of Oklahoma, laws exist to ensure and facilitate the public's right of access to and review of government records. At the same time, there are statutory exceptions to the public's right to access government records in order to protect the privacy interests of individuals. Exceptions are provided by both state and federal laws.

As a public agency, all of the Department's records are governed by the *Oklahoma Open Records Act*, Okla. Stat. tit. 51, §§ 24A.1 – 24A.30, and Section 1-607 of the *Oklahoma Uniform Securities Act of 2004*, Okla. Stat. tit. 71, §§ 1-101 – 1-701. As a result, information collected through use of the Site may be public information and subject to inspection and copying by members of the public if not otherwise protected by federal or state law.

The Department will notify the School within a reasonable period of time upon receipt of a request for access or review of the government records relating to this Agreement.

(B) A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party—

- (1)** Performs an institutional service or function for which the agency or institution would otherwise use employees;
- (2)** Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and
- (3)** Is subject to the requirements of § 99.33(a) governing the use and redisclosure of personally identifiable information from education records.

34 C.F.R. § 99.31

ii (A) ... “Education records” means, except as may be provided otherwise in subparagraph (B), those records, files, documents, and other materials which--

- (i)** contain information directly related to a student; and
- (ii)** are maintained by an educational agency or institution or by a person acting for such agency or institution.

(B) The term “education records” does not include--

- (i)** records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
- (ii)** records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement;
- (iii)** in the case of persons who are employed by an educational agency or institution but who are not in attendance at such agency or institution, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose; or
- (iv)** records on a student who is eighteen years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

20 U.S.C.A. § 1232g(a)(4)

HUMAN RESOURCES
Certified Personnel
November 4, 2019

The following resignations are recommended:

NAME	ASSIGNMENT	END DATE
Cotton, Andrea	Teacher, Eisenhower	11-22-2019
Durham, Judy*	Teacher, Adams	10-01-2019
Dye, Eva	Teacher, Eisenhower	11-26-2019

*Notes Retirement

**Date reflects resignation date; Employee accepted position but never worked

The following employment is recommended for the 2019-2020 school year:

NAME	ASSIGNMENT	START DATE
Channel, Melissa	English Dept Chair, MHS	10-01-2019
Foster, Wendy	Teacher, Ridgecrest	10-01-2019
Garcia, Joshua	Teacher, Almor West	10-01-2019
Smith, Steven	Fine Arts Chair, LHS	10-01-2019
Tate, Cheryl	Title II Teacher Trainer, Lincoln	10-28-2019

The following employments are recommended for duration of need:

NAME	ASSIGNMENT	START DATE
Albert-Maez, Lindsay	DoDEA Tutor, MHS	10-10-2019
Baumann, Mary	DoDEA Tutor, LHS	11-04-2019
Barnard, Zoe	DoDEA Tutor, MMS	09-09-2019
Bocock, Cheryl	DoDEA Tutor, TMS	10-28-2019
Burkey, Deanne	DoDEA Tutor, LHS	11-04-2019
Bussinger, Aadel	DoDEA Tutor, LHS	11-04-2019
Chen, Christina	DoDEA Tutor, LHS	11-04-2019
Chrisman, Joyce	DoDEA Tutor, MMS	09-09-2019
Cook, Donna	DoDEA Tutor, EMS	09-09-2019
Cotton, Rhonda	DoDEA Tutor, EMS	09-09-2019
Cox, Keely	DoDEA Tutor, LHS	11-04-2019
Cullers, Carmen	DoDEA Tutor, MHS	10-10-2019
Durant, Maureen	DoDEA Tutor, LHS	11-04-2019
Durgin, Heather	DoDEA Tutor, Hugh Bish	10-22-2019
Fisher, Sabrina	Stadium Concession	10-01-2019
Gray, Christina	DoDEA Tutor, LHS	11-04-2019
Grooms, Jordan	DoDEA Tutor, LHS	11-04-2019
Harrington, Phillip	DoDEA Tutor, MMS	09-09-2019
Hayes, Kelly	DoDEA Tutor, Sullivan Village	10-07-2019
Hendri, Christina	DoDEA Tutor, Hugh Bish	10-22-2019
Holland, Shannah	DoDEA Tutor, TMS	10-28-2019
Howard, Aimee	DoDEA Tutor, EMS	09-09-2019
Isham, Kathleen	DoDEA Tutor, TMS	10-28-2019
Johnson, Christy	DoDEA Tutor, EMS	09-09-2019

Jones, Kimberly	DoDEA Tutor, MHS	10-10-2019
Keller, Jennifer	DoDEA Tutor, LHS	11-04-2019
Miller, Isaac	DoDEA Tutor, LHS	11-04-2019
Mithlo, Taylor	DoDEA Tutor, MMS	09-09-2019
Rain, June	DoDEA Tutor, TMS	10-28-2019
Ramirez, ShaLeah	DoDEA Tutor, LHS	11-04-2019
Riemer, Theresa	DoDEA Tutor, TMS	10-28-2019
Robertson, Stephen	DoDEA Tutor, LHS	11-04-2019
Rock, Travis	Stadium Gate Worker	10-01-2019
Rouse, Ashley	DoDEA Tutor, Hugh Bish	10-22-2019
Scammahorn, Cheryl	ACTS Teacher, TMS	10-21-2019
Smith, Scott	DoDEA Tutor, LHS	09-03-2019
Spencer-Taylor, Michael	DoDEA Tutor, Sullivan Village	10-07-2019
Thornton, Kimberly	DoDEA Tutor, Hugh Bish	10-22-2019
Ugiomoh, Emake	DoDEA Tutor, MMS	09-09-2019
Underwood, Melissa	DoDEA Tutor, EMS	09-09-2019
Weber, Debra	DoDEA Tutor, TMS	10-28-2019
Williamson, Lindsey	DoDEA Tutor, Sullivan Village	10-07-2019

The following employees are recommended for adjunct positions for the 2019-2020 school year:

NAME	ASSIGNMENT	START DATE
Dawson, Jordan	Physics, MHS	10-08-2019

The following employees have been placed on leave of absence:

NAME	ASSIGNMENT	END DATE
Mizell, Roseanne	Voc Teacher, MMS	12/17/2019

HUMAN RESOURCES
Support Personnel
November 4, 2019

The following resignations are recommended:

**Date reflects resignation date; Employee accepted position but never worked

NAME	ASSIGNMENT	STOP DATE
Adams, Tilton	School Marshall, Lincoln	10-21-2019
Beartrack, Joanna**	Title VI Tutor, LHS	10-14-2019
Broadaway, Elissa	Personal Care Assistant, Hugh Bish	09-13-2019
Carroll, Alejandra	Personal Care Assistant, Freedom	10-25-2019
Fisher, Andrew	Cook, CMS	10-04-2019
Givens, Rodney	Custodian, CMS	09-27-2019
Jacos, Jameel	Computer Clerk, Media Center	10-09-2019
Renneker, Lauren	Special Ed Teacher Assistant, MHS	10-21-2019
Sterling, April	Traveling Food Cook, Child Nutrition	10-08-2019

The following employment is recommended:

NAME	ASSIGNMENT	START DATE
Alsbury, Rebecca	Personal Care Assistant, Learning Tree Academy	10-24-2019
Binder, Jacqueline	Cook, Ridgecrest	09-12-2019
Briley, Dena	Crossing Guard, TMS	10-25-2019
Broadaway, Elissa	Personal Care Assistant, Hugh Bish	09-12-2019
Brown, Cynthia	Secretary, EHS	10-08-2019
Castillo, Eva	Class Size Assistant, Edison	09-09-2019
Cobble, Joseph	Bus Monitor, Transportation	10-02-2019
Cunningham, Caitlin	Class Size Assistant, Whittier	09-09-2019
Gaines, Darryl	Traveling Cook, Child Nutrition	10-23-2019
Harding, Shari	Class Size Assistant, Washington	10-08-2019
Jensen, Ryan	Personal Care Assistant, Pat Henry	10-25-2019
Jessup, Amy	Crossing Guard, MMS	09-30-2019
Jones, Donna	Cook, LHS	09-10-2019
Jones, GinaLoree	Cook, MHS	10-08-2019
Leday, Yumeke	Cafeteria Manager, Washington	10-08-2019
Lovell, Katina	Cook, Almor West	09-16-2019
Mahsetky, Manolito	Weed Crew, Grounds	10-08-2019
McGee, Crystal	LPN, Freedom	10-21-2019
Menifee, Tony	Weed Crew, Duration of Need, Grounds	10-08-2019
Moore, Jason	Campus Police Officer, LHS	09-09-2019
Phillips, Jimmy	Campus Police Officer, LHS	09-19-2019
Scott, Avery	Landscape, Grounds	09-30-2019
Smith, Charles	Custodian, MHS	10-25-2019
Soliz, Rebecca	Class Size Assistant, Edison	09-09-2019
Strobl, Shelby	Custodian, LHS	09-19-2019
Veracruz, Amanda	Class Size Assistant, Eisenhower	09-03-2019

The following changes are recommended:

NAME	ASSIGNMENT	START DATE
Ramirez, Virginia	From: Personal Care Assistant, LTA To: Special Ed TA, Learning Tree Academy	10-15-2019

The following employments are recommended for duration of need:

NAME	ASSIGNMENT	START DATE
McDonald, Kimberly	Title I Homeless Liaison, Federal Programs	10-02-2019

The following employee is recommended for termination:

NAME	ASSIGNMENT	STOP DATE
Hew Len, Stanley	Custodian, Whittier	10-29-2019