



RYAN WALTERS
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Ryan Walters

DATE: August 17, 2023

SUBJECT: Approval of late expenditure reports

1. Pursuant to Oklahoma Administrative Code Rule 210:25-3-7(12), "forms requesting reimbursement against any federal program section of the State Department of Education must be received or postmarked on or before August 1 (one) every year."
2. The school district listed on this memorandum provided a good cause letter of explanation and are in payable form. State Board Approval is requested.

| School District | County-District | Project | Amount | Date Submitted |
|-----------------|-----------------|-------------|-----------|-----------------|
| Washington | 47-1005 | Project 715 | 45,328.00 | August 16, 2023 |



WASHINGTON PUBLIC SCHOOLS

McClain County District I-005 * Chris Reynolds – Superintendent

P.O. Box 98 – Washington, OK 73093

(405) 288-6190 – Office

(405) 288-6214 – Fax

Cindy Swearingen, MEd, CPD

August 16, 2023

Project Director

[Office of School Safety and Security](#)

Oklahoma State Department of Education

2500 N. Lincoln Boulevard

Oklahoma City, OK. 73105

Dear Ms. Swearingen,

Thank you for explaining the process for submitting the late claim for Washington Schools' Stronger Connections grant to Superintendent Walters and the State Board of Education. At Washington Schools we don't operate with excuses, but I would like to present the measures we have taken to ensure a late claim is not received in your office again.

One issue that delayed our work on the final claim was attending a summer training in Multi-Tiered Systems of Support (MTSS) which involved travel reimbursements. Due to our staff being off-contract during the training, we had difficulty in collecting their receipts to complete the claim. In the future, we will have a pre-trip training for all participants on how to file for reimbursement of the travel expenses. Further, one person will be charged with collecting all receipts and reimbursement forms during the return travel on the trip.

Being a small district, we like to put our money into our instructional staff rather than in our administrative office. Therefore, even with the large influx of ESSER funding and acquiring several other competitive grants, like Stronger Connections, we did not hire additional office staff to handle processing the additional purchases, payroll, and claims. Our Financial Specialist also has served as our Human Resources Specialist, and she has done a remarkable job of keeping everything moving for us.

Now we find ourselves with 300 additional students over the past 2 years which is a great thing, and which is requiring us to hire a total of 13 teachers this summer. We realized that we needed to separate the Financial Specialist and Human Resources Specialist into two positions. We have hired a new Human Resources Specialist which will give appropriate relief in our office, but the training is taking some time during the period that we have hired the 13 new teachers and processed the final claims.

Again, we don't operate with excuses, but during July we also experienced about 4 inches of flood water flowing through our main office where all of the files are located for finances, federal programs, payroll, and human resources. We had to relocate for a time while the area was cleaned and repaired by a flooding remediation company, and while insurance claims were filed on the damages.

As Superintendent, I accept responsibility for the late claim. I hope that our response of new procedures for travel reimbursements and our separation of the Finance job and the Human Resources job will restore your trust in our ability to execute the requirements of the grant funds that have been entrusted to Washington Schools. I respectfully submit our claim for consideration of payment upon the approval of the State Board of Education and Superintendent Walters.

Respectfully,

Chris Reynolds, Superintendent
Washington Public Schools

STRONGER CONNECTIONS GRANT

Page 1

Summary Expenditure Report

Code: 47 I005

Fund: 11

County District

FY: 2023

County: McCLAIN

District: WASHINGTON PUBLIC SCHOOLS

Fiscal Year
Budgeted

Project No: 715

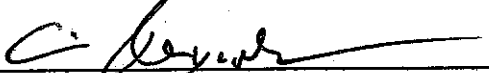
Name: STRONGER CONNECTIONS GRANT

Amount of Approved (Budgeted) Project

\$278,636.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise. 2 CFR 200.415

Signature:


Chief Executive Officer / Authorized Representative

Date:

7/18/2023

Reporting Period: Date Range: 06/01/2023 TO 06/30/2023

Beginning Approved (Budgeted) Balance

\$268,810.54

| Function | Object | Function Code | Object Code | Amount |
|--------------------------------------|--------------------------------------|---------------|-------------|--------------|
| INSTRUCTIONAL STAFF TRAINING SERVI | Other Purchased Services | 2213 | 500 | \$10,779.92 |
| INSTRUCTIONAL STAFF TRAINING SERVI | Other Objects | 2213 | 800 | \$14,231.00 |
| IN-SERVICE TRAINING SERVICES (NON-IN | Other Purchased Services | 2573 | 500 | \$2,210.00 |
| SECURITY SERVICES | Supplies | 2660 | 600 | \$16,869.10 |
| SAFETY | Personnel Services-Salaries | 2670 | 100 | \$1,150.00 |
| SAFETY | Personnel Services-Employee Benefits | 2670 | 200 | \$87.98 |
| Total Claimed | | | | \$45,328.00 |
| Ending Approved Balance | | | | \$223,482.54 |

Detail Expenditure Report

Code: 47 I005

Fund: 11

County District

FY: 2023

County: McCLAIN

District: WASHINGTON PUBLIC SCHOOLS

Fiscal Year

Budgeted

Project No: 715

Name: STRONGER CONNECTIONS GRANT

Amount of Approved (Budgeted) Project

\$278,636.00

Signature:

Chief Executive Officer/ Authorized Representative

Date:

7/18/2023

| Reporting Period: Date Range: 06/01/2023 TO 06/30/2023 | | | | Beginning Approved (Budgeted) Balance | | \$268,810.54 |
|--|------------|-------------------------|------------|---------------------------------------|---------------------------------|--------------|
| Purchase No | Order Date | -----Warrant----- No | Date | Function Object | -----Vendor----- Name | Amount Paid |
| 392 | 05/25/2023 | 2756 | 06/16/2023 | 2213-580 | GENA FLICK | \$400.00 |
| 393 | 05/25/2023 | 2757 | 06/16/2023 | 2213-580 | ALISHA DUNCAN | \$400.00 |
| 394 | 05/25/2023 | 2758 | 06/16/2023 | 2213-580 | MELINDA TAGUE | \$400.00 |
| 395 | 05/25/2023 | 2759 | 06/16/2023 | 2213-580 | F DAWN LANHAM | \$400.00 |
| 398 | 05/25/2023 | 2762 | 06/16/2023 | 2213-580 | JACQUALINE LAWRENCE | \$400.00 |
| 402 | 05/25/2023 | 2766 | 06/16/2023 | 2213-580 | MIRANDA KELLEY | \$400.00 |
| 403 | 05/25/2023 | 2767 | 06/16/2023 | 2213-580 | ASHLEY DABNEY | \$400.00 |
| 404 | 05/25/2023 | 2768 | 06/16/2023 | 2213-580 | CHARITY STUEVER | \$400.00 |
| 405 | 05/25/2023 | 2769 | 06/16/2023 | 2213-580 | MACKENZIE JOHNSON | \$400.00 |
| 407 | 05/25/2023 | 2771 | 06/16/2023 | 2213-580 | DENISE ROBERSON | \$400.00 |
| 136 | 07/01/2022 | 2777 | 06/19/2023 | 2213-580 | HEATHER MANN | \$400.00 |
| 338 | 01/26/2023 | 2779 | 06/19/2023 | 2213-580 | VONNE GILTNER | \$400.00 |
| 389 | 05/25/2023 | 3081 | 06/30/2023 | 2213-580 | T CHRIS REYNOLDS | \$512.42 |
| 362 | 04/11/2023 | 3085 | 06/30/2023 | 2213-580 | LITTLE ROCK MARRIOTT | \$5,467.50 |
| 354 | 03/20/2023 | 2905 | 06/23/2023 | 2213-860 | SOLUTION TREE, INC | \$14,231.00 |
| 365 | 04/13/2023 | 2668 | 06/02/2023 | 2573-580 | OKLAHOMA DARE OFFICER'S ASSOCIA | \$210.00 |
| 389 | 05/25/2023 | 2753 | 06/16/2023 | 2573-580 | T CHRIS REYNOLDS | \$400.00 |
| 390 | 05/25/2023 | 2754 | 06/16/2023 | 2573-580 | TIMOTHY BLANTON | \$400.00 |
| 391 | 05/25/2023 | 2755 | 06/16/2023 | 2573-580 | JOHN HANCOCK | \$400.00 |
| 396 | 05/25/2023 | 2760 | 06/16/2023 | 2573-580 | JUSTIN MANN | \$400.00 |
| 401 | 05/25/2023 | 2765 | 06/16/2023 | 2573-580 | HEATHER BARTON | \$400.00 |
| 372 | 04/21/2023 | 2671 | 06/02/2023 | 2660-653 | UNITED SYSTEMS | \$16,869.10 |
| 50139 | 11/03/2022 | 2838 | 06/20/2023 | 2670-149 | TIMOTHY BLANTON | \$1,150.00 |
| 50139 | 11/03/2022 | 2921 | 06/20/2023 | 2670-241 | MATCH FICA | \$71.30 |
| 50139 | 11/03/2022 | 2921 | 06/20/2023 | 2670-242 | MATCH FICA | \$16.68 |
| Total Claimed | | | | | | \$45,328.00 |
| Ending Approved Balance | | | | | | \$223,482.54 |

#392

Dawn Edwards

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$400.00

----- Forwarded message -----

From: Chris Reynolds <creynolds@wps-isd.com>

Date: Thu, May 25, 2023 at 9:25 AM

Subject: PLC

To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>

Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

MS:

1. Wes Lawrence ✓
2. Jackie Lawrence ✓
3. Jennifer Gay ✓
4. Laura Breshears ✓

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
5. Lacy Wade ✓
6. Denise Roberson ✓

Admin:

Tim Blanton ✓
Justin Mann ✓
John Hancock ✓
Heather Barton ✓
Chris Reynolds ✓

pd. 6/16/2023 #2756 DE

Dawn Edwards

#393

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$400.00

----- Forwarded message -----

From: **Chris Reynolds** <creynolds@wps-isd.com>
Date: Thu, May 25, 2023 at 9:25 AM
Subject: PLC
To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>
Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick✓
2. Alisha Duncan✓
3. Melinda Teague✓
4. Dawn Lanham✓

MS:

1. Wes Lawrence✓
2. Jackie Lawrence✓
3. Jennifer Gay✓
4. Laura Breshears✓

Elem:

1. Miranda Kelly✓
2. Ashley Dabney✓
3. Charity Deason✓
4. Mackenzie Johnson✓
5. Lacy Wade✓
6. Denise Roberson✓

Admin:

Tim Blanton✓
Justin Mann✓
John Hancock✓
Heather Barton✓
Chris Reynolds✓

pd. 6/16/2023 #2757 DE
A. Duncan

Dawn Edwards

#394

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$400.00

----- Forwarded message -----

From: Chris Reynolds <creynolds@wps-isd.com>

Date: Thu, May 25, 2023 at 9:25 AM

Subject: PLC

To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>

Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Tague ✓
4. Dawn Lanham ✓

Melinda Tague

MS:

1. Wes Lawrence ✓
2. Jackie Lawrence ✓
3. Jennifer Gay ✓
4. Laura Breshears ✓

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
5. Lacy Wade ✓
6. Denise Roberson ✓

Admin:

Tim Blanton ✓
Justin Mann ✓
John Hancock ✓
Heather Barton ✓
Chris Reynolds ✓

pd 6/16/2023 #2758 PC

#395

Dawn Edwards

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$100.00

----- Forwarded message -----

From: Chris Reynolds <creynolds@wps-isd.com>

Date: Thu, May 25, 2023 at 9:25 AM

Subject: PLC

To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>

Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

MS:

1. Wes Lawrence ✓
2. Jackie Lawrence ✓
3. Jennifer Gay ✓
4. Laura Breshears ✓

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
5. Lacy Wade ✓
6. Denise Roberson ✓

Admin:

Tim Blanton ✓
Justin Mann ✓
John Hancock ✓
Heather Barton ✓
Chris Reynolds ✓

pd 6/16/2023 #2759
Dawn Edwards DE

#308

Dawn Edwards

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$400.00

----- Forwarded message -----

From: Chris Reynolds <creynolds@wps-isd.com>

Date: Thu, May 25, 2023 at 9:25 AM

Subject: PLC

To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>

Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

MS:

1. Wes Lawrence ✓
2. Jackie Lawrence ✓
3. Jennifer Gay ✓
4. Laura Breshears ✓

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
5. Lacy Wade ✓
6. Denise Roberson ✓

Admin:

Tim Blanton ✓
Justin Mann ✓
John Hancock ✓
Heather Barton ✓
Chris Reynolds ✓

pd. 6/16/2023 #2962
DE

Dawn Edwards

#402

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days. \$400.00

----- Forwarded message -----

From: **Chris Reynolds** <creynolds@wps-isd.com>
Date: Thu, May 25, 2023 at 9:25 AM
Subject: PLC
To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>
Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick✓
2. Alisha Duncan✓
3. Melinda Teague✓
4. Dawn Lanham✓

MS:

1. Wes Lawrence✓
2. Jackie Lawrence✓
3. Jennifer Gay✓
4. Laura Breshears✓

Elem:

1. Miranda Kelly✓
2. Ashley Dabney✓
3. Charity Deason✓
4. Mackenzie Johnson✓
5. Lacy Wade✓
6. Denise Roberson✓

miranda Kelly

Admin:

Tim Blanton✓
Justin Mann✓
John Hancock✓
Heather Barton✓
Chris Reynolds✓

pd. 6/16/2023 #2766
DE

Dawn Edwards

#403

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$400.00

----- Forwarded message -----

From: **Chris Reynolds** <creynolds@wps-isd.com>
Date: Thu, May 25, 2023 at 9:25 AM
Subject: PLC
To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>
Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick✓
2. Alisha Duncan✓
3. Melinda Teague✓
4. Dawn Lanham✓

MS:

1. Wes Lawrence✓
2. Jackie Lawrence✓
3. Jennifer Gay✓
4. Laura Breshears✓

Elem:

1. Miranda Kelly✓
2. Ashley Dabney✓
3. Charity Deason✓
4. Mackenzie Johnson✓
5. Lacy Wade✓
6. Denise Roberson✓

Alisha Dabney

Admin:

Tim Blanton✓
Justin Mann✓
John Hancock✓
Heather Barton✓
Chris Reynolds✓

pd. 6/16/2023 #2767
DE

Edwards

#404

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$400.00

----- Forwarded message -----

From: Chris Reynolds <creynolds@wps-isd.com>

Date: Thu, May 25, 2023 at 9:25 AM

Subject: PLC

To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>

Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick✓
2. Alisha Duncan✓
3. Melinda Teague✓
4. Dawn Lanham✓

MS:

1. Wes Lawrence✓
2. Jackie Lawrence✓
3. Jennifer Gay✓
4. Laura Breshears✓

Elem:

1. Miranda Kelly✓
2. Ashley Dabney✓
3. Charity Deason✓
4. Mackenzie Johnson✓
5. Lacy Wade✓
6. Denise Roberson✓

Admin:

Tim Blanton✓
Justin Mann✓
John Hancock✓
Heather Barton✓
Chris Reynolds✓

Charity Steiner

pd. 6/16/2023 #2768 DE

Dawn Edwards

#405

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$400.00

----- Forwarded message -----

From: **Chris Reynolds** <creynolds@wps-isd.com>

Date: Thu, May 25, 2023 at 9:25 AM

Subject: PLC

To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>

Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

MS:

1. Wes Lawrence ✓
2. Jackie Lawrence ✓
3. Jennifer Gay ✓
4. Laura Breshears ✓

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
5. Lacy Wade ✓
6. Denise Roberson ✓

[Handwritten signature]

Admin:

Tim Blanton ✓
Justin Mann ✓
John Hancock ✓
Heather Barton ✓
Chris Reynolds ✓

pd. 6/16/2023 #2769
DE

#407

Dawn Edwards

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$400.00

----- Forwarded message -----

From: Chris Reynolds <creynolds@wps-isd.com>
Date: Thu, May 25, 2023 at 9:25 AM
Subject: PLC
To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>
Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

MS:

1. Wes Lawrence ✓
2. Jackie Lawrence ✓
3. Jennifer Gay ✓
4. Laura Breshears ✓

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
5. Lacy Wade ✓
6. Denise Roberson ✓

Admin:

Tim Blanton ✓
Justin Mann ✓
John Hancock ✓
Heather Barton ✓
Chris Reynolds ✓

pd. 6/16/2023 #2771 DE
6/20/2023
Dawn Edwards

Per Diem \$400.00
4 days @ \$100.00/day

Rec'd 6/19/2023

#136

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

MS:

1. Jackie Lawrence ✓
- ~~2. Jennifer Gay ✓~~

Elem:

1. Miranda Kelly ✓
 2. Ashley Dabney ✓
 3. Charity Deason ✓
 4. Mackenzie Johnson ✓
 - ~~5. Lacy Wade ✓~~
 6. Denise Roberson ✓
 - ✓ 7. Heather Mann
 - ✓ 8. Vonne Giltner
- gmm*

Admin:

1. Tim Blanton ✓
2. Justin Mann ✓
3. John Hancock ✓
4. Heather Barton ✓
5. Chris Reynolds ✓

pd. 6/19/2023 #2777
DE

Per Diem \$400.00
4 days @ \$100.00/day

Rec'd 6/19/2023

#338

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

MS:

1. Jackie Lawrence ✓
- ~~2. Jennifer Gay ✓~~

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
- ~~5. Lacy Wade ✓~~
6. Denise Roberson ✓
- ✓ = 7. Heather Mann
- ✓ = 8. Vonne Giltner

Admin:

1. Tim Blanton ✓
2. Justin Mann ✓
3. John Hancock ✓
4. Heather Barton ✓
5. Chris Reynolds ✓

Vanne Dillen

pd. 6/19/2023 #27779
DE

TRAVEL EXPENSE REQUEST

NAME: Chris Reynolds

P O #: 389

MEETING ATTENDED: PLC

LOCATION OF MEETING: Little Rock

DATE(S) ATTENDED: 6/20-6/23

OVER NIGHT: YES ☒ NO ☐

REGISTRATION FEE: _____

SCHOOL PAY W/PO: # _____
REIMBURSEMENT: ☒

| | DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 |
|--|--------------------|-------|-------|------------------|-------|
| DATE | 6/20 | 6/21 | 6/22 | 6/23 | |
| MEALS-BREAKFAST | | | | | |
| MEALS-LUNCH | | | | | |
| MEALS-DINNER | | | | | |
| AIR FARE | | | | | |
| CAR RENTAL | | | | | |
| FUEL #219.11 | ✓67.38 ✓63.96 | ✓ | ✓ | ✓42.27 ✓45.50 | |
| TOLLS | | | | | |
| HOTEL | | | | | |
| PARKING #293.31 | 97.77 | 97.77 | 97.77 | | |
| TAXI/BUS FARES | | | | | |
| MILEAGE (personal vehicle only) pd @ current IRS Standard Mileage Rate | | | | | |
| TOTALS | 180.55 \$229.11 | 97.77 | 97.77 | 87.77 | |

TOTAL EXPENSES FOR CLAIM

512.42

Original itemized receipt(s) with vendor name, address & payment information must be turned in with this expense form.

Chris Reynolds

EMPLOYEE SIGNATURE

pd 6/30/2023
#3081
DE



WASHINGTON PUBLIC SCHOOLS
JOHN HANCOCK
PO BOX 98
WASHINGTON

OK 73093

DATE 06/29/23
ACCT# GP 892

PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE \$

| DATE | REFERENCE | CHARGES | CREDITS | BALANCE DUE |
|-------|----------------------|---------|---------|-------------|
| 06/28 | REYNOLDS/CHRIS | 546.75 | | 546.75 |
| 06/28 | GILTNER/VONNE | 546.75 | | 546.75 |
| 06/28 | FLICK/GENA | 546.75 | | 546.75 |
| 06/28 | DEASON/CHARITY | 546.75 | | 546.75 |
| 06/28 | DUNCAN/ALISHA | 546.75 | | 546.75 |
| 06/28 | BRESHEARS/LAURA | 182.25 | | |
| 06/29 | BRESHEARS ADJUSTMENT | | 182.25 | .00 |
| 06/28 | LAWRENCE/JACQUIE | 546.75 | | 546.75 |
| 06/28 | BARTON/HEATHER | 546.75 | | 546.75 |
| 06/28 | MAN/JUSTIN | 546.75 | | 546.75 |
| 06/28 | HANCOCK/JOHN | 546.75 | | 546.75 |
| 06/28 | JOHNSON/DENISE | 546.75 | | 546.75 |
| | | | | 5467.50 |

C. [Signature]

| CURRENT | 30 TO 60 DAYS | 60 TO 90 DAYS | OVER 90 DAYS | TOTAL DUE |
|---------|---------------|---------------|--------------|-----------|
| 5467.50 | .00 | .00 | .00 | 5467.50 |

Payment is due immediately upon receipt of this statement. In the event payment is not made within 25 days after receipt of the original of this statement, the Hotel may immediately impose a LATE PAYMENT CHARGE on the unpaid balance at the rate of the lower of 1.5 % per month (ANNUAL RATE 18 %) or the maximum allowed by law, plus, all reasonable costs of collection, including attorney fees. Please contact the Hotel's Controller's Office if you have any questions regarding this statement.

pd. 6/30/2023 #3008 DE

Solution Tree

555 North Morton Street
Bloomington IN 47404
United States

Phone: 800-733-6786
Fax: 812-336-7790

www.SolutionTree.com

Invoice

#S276930

4/14/2023

Bill To

Washington PS
PO Box 98
Attn: Dawn Edwards
Washington OK 73093
United States

Ship To

Washington PS
PO Box 98
Accounts Payable
Washington OK 73093
United States

AMOUNT DUE

\$14,231.00

Due Date: 5/14/2023

| PO # | Due Date | Terms | Customer ID | Shipping Method |
|---------|-----------|--------|-------------|-----------------|
| 374 354 | 5/14/2023 | Net 30 | 134026 | Not Applicable |

| Item | Unit Price | Quantity | Extension |
|--|------------|----------|-------------|
| CFF740 2023 PLC Institute Little Rock, AR June 21-23 | \$749.00 | 19 | \$14,231.00 |

Invoice reflects US funds.

PLEASE NOTE OUR CANCELLATION POLICY:

Cancellations more than 90 days prior will require a \$75 processing fee per registration. Cancellations between 10 and 90 days prior will require half of the registration fee per registration. No refunds for cancellations less than 10 days prior. We welcome and recommend substitutions for those who cannot attend. Cancellation policy applies to all requested transfers.

ALL CANCELLATIONS AND SUBSTITUTIONS MUST BE SUBMITTED IN WRITING TO Registration@SolutionTree.com. ALL CANCELLATIONS ARE FINAL.

If Solution Tree/Marzano Resources reschedules an On-Site Event, customer's registrations will automatically move to the rescheduled Event. If an On-Site Event changes to a Virtual Event, customer's registrations will automatically move to the Virtual Event. If an On-Site or Virtual Event is cancelled, customer's registrations will be converted to Portable Event Packages.

PLEASE NOTE: CONFIRMATIONS FOR TBD PARTICIPANTS CANNOT BE SENT UNTIL NAMES AND REGISTRATION INFORMATION ARE RECEIVED FOR EACH ATTENDEE.

Please submit names using the MULTIPLE REGISTRATION FORM (MRF) found at <https://www.solutiontree.com/customer-service/faq> and return to registration@solutiontree.com.

CANCELLATION POLICY STILL APPLIES FOR "TO BE DETERMINED" REGISTRATIONS.

To pay for this invoice via credit card, please visit payments.solutiontree.com.

Tracking Number(s):

| Subtotal | Sales Tax Total | Shipping Cost | Total | Amount Paid | Amount Due |
|-------------|-----------------|---------------|-------------|-------------|-------------|
| \$14,231.00 | \$0.00 | \$0.00 | \$14,231.00 | \$0.00 | \$14,231.00 |

pd. 6/23/2023
#2905 DE

INVOICE

#365

TO: Washington Public Schools
FROM: Oklahoma D.A.R.E. Officer's Association
REF: 2022 Oklahoma D.A.R.E. Officer's Conference
DUE DATE: June 7, 2023

The registration fee is due by June 7, 2023 for the 2023 Oklahoma DARE Officer's Conference. The Conference is scheduled for June 7 - 9, 2023 at the Choctaw Casino Resort in Durant, Oklahoma.

Checking in on June 7, 2023 and Checking out on June 9, 2023, room accommodations for two nights per officer. Hotel rate is \$105.00 with tax per night x two nights is \$210.00 per officer.

Registration fee is \$175.00 per officer. I will waive the fee for David Childress

Officer(s):

David Childress

Hotel \$105 w/ tax for two nights = \$210.00

Registration fee - \$ 0.00

Total \$210.00

C M ✓

TOTAL DUE \$210.00

Make checks/money orders payable to **Oklahoma D.A.R.E. Officers Association** mail to:

Oklahoma D.A.R.E. Officer's Association
P.O. Box 10313
Midwest City, OK 73140

If you have any questions, e-mail Lori Swanson at okdaretraining@gmail.com

pd. 6/9/2023 #2668
DE

#389

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$400.00

----- Forwarded message -----

From: **Chris Reynolds** <creynolds@wps-isd.com>
Date: Thu, May 25, 2023 at 9:25 AM
Subject: PLC
To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>
Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

C. Reynolds

MS:

1. Wes Lawrence ✓
2. Jackie Lawrence ✓
3. Jennifer Gay ✓
4. Laura Breshears ✓

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
5. Lacy Wade ✓
6. Denise Roberson ✓

Admin:

Tim Blanton ✓
Justin Mann ✓
John Hancock ✓
Heather Barton ✓
Chris Reynolds ✓

pd. 6/16/2023 #2753
DE

#390

Dawn Edwards

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days. \$100.00

----- Forwarded message -----

From: Chris Reynolds <creynolds@wps-isd.com>

Date: Thu, May 25, 2023 at 9:25 AM

Subject: PLC

To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>

Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick✓
2. Alisha Duncan✓
3. Melinda Teague✓
4. Dawn Lanham✓

MS:

1. Wes Lawrence✓
2. Jackie Lawrence✓
3. Jennifer Gay✓
4. Laura Breshears✓

Elem:

1. Miranda Kelly✓
2. Ashley Dabney✓
3. Charity Deason✓
4. Mackenzie Johnson✓
5. Lacy Wade✓
6. Denise Roberson✓

Admin:

Tim Blanton✓
Justin Mann✓
John Hancock✓
Heather Barton✓
Chris Reynolds✓

[Handwritten signature]
pd. 6/16/2023 #2754
DE

Dawn Edwards

#391

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days. *\$400.00*

----- Forwarded message -----

From: Chris Reynolds <creynolds@wps-isd.com>

Date: Thu, May 25, 2023 at 9:25 AM

Subject: PLC

To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>

Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

MS:

1. Wes Lawrence ✓
2. Jackie Lawrence ✓
3. Jennifer Gay ✓
4. Laura Breshears ✓

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
5. Lacy Wade ✓
6. Denise Roberson ✓

Admin:

Tim Blanton ✓

Justin Mann ✓

John Hancock ✓ *John Hancock*

Heather Barton ✓

Chris Reynolds ✓

pd. 6/16/2023 #2755 DE

Dawn Edwards

#396

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

Please set up approval \$100 for four days.

\$100.00

----- Forwarded message -----

From: **Chris Reynolds** <creynolds@wps-isd.com>
Date: Thu, May 25, 2023 at 9:25 AM
Subject: PLC
To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>
Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

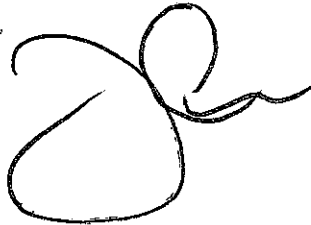
1. Gina Flick✓
2. Alisha Duncan✓
3. Melinda Teague✓
4. Dawn Lanham✓

MS:

1. Wes Lawrence✓
2. Jackie Lawrence✓
3. Jennifer Gay✓
4. Laura Breshears✓

Elem:

1. Miranda Kelly✓
2. Ashley Dabney✓
3. Charity Deason✓
4. Mackenzie Johnson✓
5. Lacy Wade✓
6. Denise Roberson✓



Admin:

Tim Blanton✓
Justin Mann✓
John Hancock✓
Heather Barton✓
Chris Reynolds✓

pd 6/16/2023 #2764 DE

#401

Dawn Edwards

From: Chris Reynolds <creynolds@wps-isd.com>
Sent: Thursday, May 25, 2023 9:39 AM
To: Dawn Edwards
Subject: Fwd: PLC

PLC Trip 4 Days June 20-23

\$400.00

Please set up approval \$100 for four days.

----- Forwarded message -----

From: Chris Reynolds <creynolds@wps-isd.com>

Date: Thu, May 25, 2023 at 9:25 AM

Subject: PLC

To: Justin Mann <jmann@wps-isd.com>, John Hancock <jhancock@wps-isd.com>, Heather Barton <hbarton@wps-isd.com>

Cc: Chris Reynolds <creynolds@wps-isd.com>

HS:

1. Gina Flick ✓
2. Alisha Duncan ✓
3. Melinda Teague ✓
4. Dawn Lanham ✓

MS:

1. Wes Lawrence ✓
2. Jackie Lawrence ✓
3. Jennifer Gay ✓
4. Laura Breshears ✓

Elem:

1. Miranda Kelly ✓
2. Ashley Dabney ✓
3. Charity Deason ✓
4. Mackenzie Johnson ✓
5. Lacy Wade ✓
6. Denise Roberson ✓

Hub

Admin:

Tim Blanton ✓
Justin Mann ✓
John Hancock ✓
Heather Barton ✓
Chris Reynolds ✓

pd 6/16/2023 #2765 DE



United Systems, Inc.
5700 N Portland Ave. Ste. 201
Oklahoma City, OK 73112
(405) 523-2162

| Date | Invoice |
|------------------------------|---------|
| 05/26/2023 | 56306 |
| Account | |
| Washington School District 5 | |

| Bill To: |
|---|
| Washington School District 5 Attn: Dawn Edwards PO Box 98 Washington, OK 73093 |

| Ship To |
|--|
| Washington School District 5 Attn: Chris Reynolds 101 East Kirby Ave Washington, OK 73093 |

| Terms | Due Date | PO or Quote Information | Sales Order |
|------------------|------------|-------------------------|-------------|
| Due Upon Receipt | 05/26/2023 | 372 | Order #6760 |

| Other Charges | Quantity | Price | Amount |
|--|----------|----------|------------|
| Billable Other Charges | | | |
| 5.0C-H6M-D1-IR: 5.0 MP, H6 Mini Dome Camera, WDR, LightCatcher, Day/Night, 2.9mm f/2.0, IR Serial Number(s): 102211156044, 102211238470, 102211253111, 102212028204, 102212159177, 102212159651, 102212159689, 102212159810, 102212159859, 102212169891, 102212169907, 102212218474, 102212218557, 102212218636, 102212218670, 102212218815 | 16.00 | 400.81 | 6,412.96 ✓ |
| 10.0C-H5DH-DO1-IR: 2x 5MP H5A Dual Head Camera. Outdoor camera with built-in IR Serial Number(s): 102204211773, 102204211775, 102204224567 | 3.00 | 1,232.04 | 3,696.12 ✓ |
| 24C-H4A-3MH-270: Avigilon H4 Multisensor Camera 8 Megapixel HD Network Camera - Dome - MJPEG, Smart H.264, Smart H.265 - 3840 x 2160 Fixed Lens - CMOS - In-ceiling, Wall Mount, Pendant Mount, Surface Mount, Ceiling Mount, Pole Mount Serial Number(s): 112305155644 | 1.00 | 1,703.65 | 1,703.65 ✓ |
| IRPTZ-MNT-WALL1: Pedant wVideo mount adapter. For use with H4 IR PTZ or H4A-MH-AD-PEND1 on H4 Multisensor | 2.00 | 77.08 | 154.16 ✓ |
| H4-MT-CRNR1: Corner mount adapter for use with H4A-MT-Wall1, H4-BO-JBOX1, H4SL, H4F, H4 PTZ, H4 IR PTZ and H4 Multisensor cameras | 1.00 | 73.01 | 73.01 ✓ |
| H4AMH-AD-PEND1: Outdoor pendant mount adapter | 2.00 | 129.80 | 259.60 ✓ |
| ACC7-ENT: Avigilon Control Center v. 7.0 Enterprise - License - 1 Camera | 21.00 | 217.60 | 4,569.60 ✓ |
| Total Other Charges: | | | 16,869.10 |

Please make checks payable to United Systems, Inc.

| | |
|-------------------|-----------|
| Invoice Subtotal: | 16,869.10 |
| Sales Tax: | 0.00 |
| Invoice Total: | 16,869.10 |
| Payments: | 0.00 |
| Credits: | 0.00 |
| Balance Due: | 16,869.10 |

"Relationships Through Service"

Thank you for your business!

pd. 6/2/2023 #267
DE

SCHOOL SECURITY SURVEILLANCE CAMERAS

The Washington Board of Education seeks to promote and foster school safety and a safe and effective educational and work environment. After having carefully considered and balanced the individual's right to be free from invasion of privacy with Washington Public Schools' interest and duty to promote the health, welfare and safety of students and staff as well as the health, safety and welfare of members of the general public who have occasion to use school facilities and enhance the protection of school property, Washington Public Schools supports and reserves the right to place and use surveillance cameras, when necessary and appropriate, in its schools, school facilities, school buses and/or on its school grounds.

The primary uses of surveillance cameras are as follows: (i) to promote a safe environment by deterring conduct that violates the law or district policy; and (ii) to record images for future identification of individuals in the event of violations of law, district policy and/or school-based rules; (iii) to aid in search of lost or missing children, and (iv) to assist emergency services personnel. Surveillance camera use is limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure, reasonable expectation of privacy and other applicable laws prohibiting wiretapping and electronic surveillance of aural communications.

Surveillance cameras will be utilized in public areas of schools, school facilities, school buses and school grounds and in areas of schools, school facilities, school buses and school grounds deemed to be at risk for either vandalism or student misconduct. Surveillance cameras will not be used in the private areas of restrooms, showers, locker rooms and dressing rooms and any other area in which there is a reasonable expectation of privacy. Surveillance cameras also will not be used in private offices and classrooms.

Surveillance cameras will not monitor or record sound and will not make audio recordings unless by Court Order and in compliance with wiretap statutes. The use of surveillance cameras and the monitoring of any resultant recordings will be conducted in a professional, ethical, and legal manner and in a manner consistent with all existing policies and state and federal laws and will not be based on a subject's personal characteristics, including race, gender, ethnicity, sexual orientation, disability, or other protected characteristics. Surveillance cameras are not a guarantee of safety but are a tool that helps deter crime and assist in promoting the safety and security of individuals and property.

Surveillance cameras are implemented as a passive system; no school staff will be designated to view live events in real time on a minute by minute basis. Only authorized school personnel, as determined by the Superintendent of Schools or designee, shall be involved with and/or have access to surveillance cameras and any resultant recordings. Additionally, surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplication of recorded information. Furthermore, no surveillance cameras will be installed unless said installation has been approved in advance by the Superintendent of Schools or designee in accordance with the review process set forth below.

Surveillance camera recordings are not considered Directory Information and may be subject to confidentiality restrictions, including but not limited to requirements under the Federal Family Educational Rights Privacy Act. In no instance will surveillance cameras be used to observe and/or evaluate the performance of school district staff or to monitor employees during nonworking time. However, cameras may be used to monitor areas in which an employee works, even if there is only one employee in that area. This policy also does not apply to legitimate academic use of video cameras for educational purposes that have been approved by a school principal or head of upper school.

Implementation, Installation of Surveillance Cameras

To further school safety objectives, Washington Public Schools Safe Schools Committee shall meet as necessary to develop, implement and review both school district and building level safety practices. The Safe Schools Committee

SCHOOL SECURITY SURVEILLANCE CAMERAS (CON'T)

will also make recommendations to the building principal regarding the implementation, installation, and use of surveillance cameras. The Superintendent of Schools or designee shall retain final decision-making authority regarding the recommendations. In determining the most appropriate use and implementation of surveillance cameras in the schools, school facilities, school buses and/or on school grounds, the Safe School Committee's recommendation will be guided by, at a minimum, the following considerations: a) Demonstrated need for the device at designated location(s); b) Appropriateness and effectiveness of proposed protocol(s); c) The use of additional, less intrusive means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms); d) Right to reasonable expectation of privacy and other legal considerations; and e) Expense involved to install and to maintain the use of surveillance cameras at designated location(s), including without limitation, schools, school facilities, school buses and/or on school grounds. Additionally, on an annual basis an audit on the location, use and effectiveness of all authorized surveillance cameras and the results shall be provided to the Superintendent of Schools or designee.

Monitoring employees involved in video monitoring of public areas will perform their duties in accordance with the practices outlined in this policy. Video surveillance monitors shall be located in areas to which access is controlled and shall not be viewable by unauthorized persons. Video recording may only be monitored by staff as authorized by the Superintendent of Schools. No unapproved employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication. Any employee violating this policy may be disciplined, up to and including termination. All staff approved to monitor video or camera images shall receive a copy of this policy and provide written acknowledgment that they have read and understand this policy.

Storage

Any video recording used for surveillance purposes in schools, school facilities, school buses and/or on school grounds shall be the sole property of the Washington Public Schools and stored for no more than one month after which such recordings will be promptly erased unless retained as part of a criminal investigation, court proceeding (criminal or civil), or other bona fide use, as approved by the Superintendent of Schools or designee; and the Superintendent of Schools or designee will be the custodian of such recordings and all such recordings shall be properly protected from unauthorized viewing. A record log will be kept of all instances of access to and use of recorded material.

Release of Information

Requests for viewing a recording must be made in writing to the Superintendent of Schools or designee and all public records requests for recordings that are received will be processed on a case-by-case basis. A determination will need to be made as to whether the information requested is an open record. The request shall identify the individual for whom access is sought, the date(s) and/or time period(s) for which access is sought, and the rationale why access should be granted. If the request is granted, such viewing must occur in the presence of the Superintendent of Schools or designee. Under no circumstances will the Washington Public Schools' video recording be duplicated and/or removed from the Washington Public Schools' premises without the express written authorization of the Superintendent of Schools or designee.

Destruction and/or Tampering with Surveillance Cameras

Any individual who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate disciplinary action as well as possible criminal charges.