

AGENDA
Sterling Public Schools
Regular Virtual and Physical Meeting
Sterling Public Schools Library
400 S 2nd Street
Sterling, OK 73567
Monday, December 9, 2019 at 7:00 PM

This meeting will be conducted via teleconferencing, via videoconferencing, and at a physical location.

1. Roll call and call to order.
2. Invocation - Shawn Nunley, and Pledge of Allegiance - Candra Turpin.
3. Open meeting law statement as set forth in open meeting act title 25 OSA State Statute 301-314 and Oklahoma HB 2409 sections 301-307.
4. Recognitions - Sterling STAR Awards, High School Softball State Tournament Qualifiers
5. Discussion/Approval Items
 1. Consent agenda: All of the following items, which concern reports and items of a routine nature normally approved, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items the consent agenda consists of the discussion, consideration, and approval of the following items:
 1. Approve minutes of the previous meetings.
 2. Approve financial statements.
 3. Approve transfers within activity account.
 4. Approve purchase orders and warrants for the following funds: general, building, sinking, and any change order list.
 5. Approve activity accounts.
 6. Approve resignations - None
 2. Discussion and possible vote to accept policy DBD.
 3. Discussion and possible vote to approve the 2018-2019 Audit Findings conducted by Sanders, Bledsoe, & Hewett.
6. Administrative reports.
 1. Principal Reports
7. Superintendent report - School Report Cards, Superintendent evaluation, Next Meeting Jan. 14, 2020 at 7:00 pm
8. New business.
9. Vote to adjourn

Board Of Education Agenda- Regular Meeting

Monday, November 11, 2019 8:00 PM

Sterling Public Schools Library, 400 S 2nd Street, Sterling, OK 73567

Attendance Taken at 8:01 PM.

Jeff Milam: Present

Brian Moore: Present

Shawn Nunley: Absent

Candra Turpin: Present

Shannon Wilmeth:

Absent Present: 3, Absent: 2.

1. Roll call and call to order.
2. Invocation and Pledge of Allegiance.
3. Open meeting law statement as set forth in open meeting act title 25 OSA State Statute 301- 314 and Oklahoma HB 2409 sections 301-307.

4. Recognitions - none

5. Discussion/Approval Items

Motion to approve the consent agenda Passed with a motion by Brian Moore and a second by Candra Turpin.

Shawn Nunley: Absent, Shannon Wilmeth: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea

Yea: 3, Nay: 0, Absent: 2

5.1. Consent agenda: All of the following items, which concern reports and items of a routine nature normally approved, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items the consent agenda consists of the discussion, consideration, and approval of the following items:

5.1.1. Approve minutes of the previous meetings.

5.1.2. Approve financial statements.

5.1.3. Approve transfers within activity account.

5.1.4. Approve purchase orders and warrants for the following funds: general, building, sinking, and any change order list.

5.1.5. Approve activity accounts.

5.1.6. Approve resignations.

Shannon Wilmeth arrived at 8:08 pm.

Shawn Nunley arrived at 8:13 pm.

6. Discussion and possible vote to approve the

School Operational Budget and Estimate of Needs for 2019-2020.

Motion to approve the school operational budget and Estimate of Needs for 2019-2020. Passed with a motion by Candra Turpin and a second by Brian Moore.

Shawn Nunley: Yea, Shannon Wilmeth: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea
Yea: 5, Nay: 0

7. Discussion and possible vote to approve policy DAAC, DAAC-E and DBD

Motion to approve policy DAAC, DAAC-E and DBD as amended Passed with a motion by Shannon Wilmeth and a second by Brian Moore.

Shawn Nunley: Yea, Shannon Wilmeth: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea
Yea: 5, Nay: 0

8. Discussion and possible vote to declare iPads, laptops and misc. technology items as surplus. Motion to approve declaring iPads, laptops and misc. technology items as surplus. Passed with a motion by Candra Turpin and a second by Brian Moore.

Shawn Nunley: Yea, Shannon Wilmeth: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea
Yea: 5, Nay: 0

9. Discussion and possible vote to approve Emergency transfers as presented.

Motion to approve Emergency transfers as presented Passed with a motion by Brian Moore and a second by Candra Turpin.

Shawn Nunley: Yea, Shannon Wilmeth: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea
Yea: 5, Nay: 0

10. Administrative reports.

10.1. Principal Reports -ACT Scores and College Readiness

11. Superintendent report.

12. New business.

13. Vote to adjourn

Motion to adjourn at 8:38 pm Passed with a motion by Shawn Nunley and a second by Candra Turpin.

Shawn Nunley: Yea, Shannon Wilmeth: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea
Yea: 5, Nay: 0

Chairperson

Superintendent

**TREASURER'S CASH BALANCES
AS OF NOVEMBER 30, 2019**

FNB OF FLETCHER

CHECKING .40

ACTIVITY FUND	\$105,316.11
GENERAL FUND	\$77,529.96
BUILDING FUND	\$38,400.52
BOND FUND	\$79,086.14
BOND TRANSPORATION FUND	\$0.00
SINKING FUND	\$78,602.38
	\$378,935.11

CD'S

GENERAL FUND (#7713)		
MATURES 12/10/2019 1.25%	\$100,000.00	
GENERAL FUND (#7725)		
MATURES 10/13/2019 1.25%	\$100,000.00	
		<u>\$200,000.00</u>

TOTAL CASH @ FNB OF FLETCHER **\$578,935.11**

TOTAL PLEDGES AS OF 11/30/2019 **\$2,150,000.00**

LIBERTY NATIONAL BANK

GENERAL FUND MATURES (1283) 1/8/2021 2.00%	\$100,001.64
GENERAL FUND	\$377,529.96
BUILDING FUND	\$38,400.52
BOND FUND	\$79,086.14
BOND TRANSPORATION FUND	\$0.00
SINKING FUND	\$78,602.38
ACTIVITY FUND	\$105,316.11
	\$678,935.11

Sterling Schools Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2019

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GEN FUND-FOR OP						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$368,577.48	\$1,566.44	\$367,011.04	\$0.00	0.42%	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$8,400.00	\$5,475.41	\$2,924.59	\$0.00	65.18%	\$892.18
Source - 1290 OTHER TUITION & FEES	\$3,000.00	\$0.00	\$3,000.00	\$0.00	0.00%	\$0.00
Source - 1310 INTEREST EARNINGS	\$5,000.00	\$1,132.85	\$3,867.15	\$0.00	22.66%	\$231.48
Source - 1350 INTEREST ON TAXES	\$0.00	\$9.11	\$0.00	\$9.11	N/A	\$0.00
Source - 1410 RENTAL OF SCHOOL FACILITIES	\$2,000.00	\$250.00	\$1,750.00	\$0.00	12.50%	\$50.00
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL	\$0.00	\$1,676.25	\$0.00	\$1,676.25	N/A	\$700.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$27,000.00	\$16,258.44	\$10,741.56	\$0.00	60.22%	\$9,500.00
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	\$20,000.00	\$4,954.17	\$15,045.83	\$0.00	24.77%	\$0.00
Source - 1710 STUDENTS' LUNCHES	\$53,496.75	\$22,032.15	\$31,464.60	\$0.00	41.18%	\$6,124.95
Source - 1720 ALA CARTE	\$4,187.32	\$2,572.50	\$1,614.82	\$0.00	61.44%	\$557.00
Source - 1730 ADULT LUNCHES/BREAKFASTS	\$6,186.62	\$2,586.70	\$3,599.92	\$0.00	41.81%	\$1,110.90
Series - 1000 Total	\$497,848.17	\$58,514.02	\$441,019.51	\$1,685.36	11.75%	\$19,166.51
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$50,205.93	\$2,706.62	\$47,499.31	\$0.00	5.39%	\$186.18
Source - 2200 COUNTY APPORT. (MORTGAGE TAX)	\$7,635.89	\$4,290.51	\$3,345.38	\$0.00	56.19%	\$966.44
Series - 2000 Total	\$57,841.82	\$6,997.13	\$50,844.69	\$0.00	12.10%	\$1,152.62
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$522.72	\$214.40	\$308.32	\$0.00	41.02%	\$30.74
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$151,030.15	\$59,350.37	\$91,679.78	\$0.00	39.30%	\$11,634.03
Source - 3130 RURAL ELECTRIC COOP.TAX	\$68,395.32	\$30,251.52	\$38,143.80	\$0.00	44.23%	\$6,118.46
Source - 3140 STATE SCHOOL LAND EARNINGS	\$58,739.19	\$18,911.85	\$39,827.34	\$0.00	32.20%	\$3,548.87
Source - 3150 VEHICLE TAX STAMPS	\$392.21	\$160.63	\$231.58	\$0.00	40.96%	\$12.73
Source - 3210 FOUNDATION AND SALARY INCEN.	\$1,567,282.00	\$564,222.00	\$1,003,060.00	\$0.00	36.00%	\$141,056.00
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.	\$313,467.00	\$112,848.86	\$200,618.14	\$0.00	36.00%	\$28,212.22
Source - 3415 READING SUFFICIENCE ACT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0.00%	\$0.00
Source - 3420 STATE TEXTBOOK	\$18,170.00	\$6,545.40	\$11,624.60	\$0.00	36.02%	\$1,636.35
Source - 3440 DRIVER EDUCATION	\$1,000.00	\$1,567.50	\$0.00	\$567.50	156.75%	\$0.00
Source - 3690 MISC. SOURCES OF STATE REVENUE	\$1,700.00	\$0.00	\$1,700.00	\$0.00	0.00%	\$0.00
Source - 3720 STATE MATCHING	\$1,529.93	\$0.00	\$1,529.93	\$0.00	0.00%	\$0.00
Source - 3811 COMP. HS VOC. SALARY REIM.	\$11,200.00	\$1,830.00	\$9,370.00	\$0.00	16.34%	\$0.00
Source - 3812 VOC. PROG. INCENTIVE ASSIST.	\$15,461.00	\$4,950.00	\$10,511.00	\$0.00	32.02%	\$0.00
Series - 3000 Total	\$2,210,889.52	\$800,852.53	\$1,410,604.49	\$567.50	36.22%	\$192,249.40
Series - 4000						
Source - 4130 TITLE VIII-IMPACT AID	\$4,000.00	\$0.00	\$4,000.00	\$0.00	0.00%	\$0.00
Source - 4140 TITLE VII INDIAN EDUCATION	\$12,000.00	\$4,920.99	\$7,079.01	\$0.00	41.01%	\$3,714.20
Source - 4180 TITLE VI SMALL RURAL SCHOOL	\$36,000.00	\$24,401.19	\$11,598.81	\$0.00	67.78%	\$24,401.19

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2019

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 4210 TITLE I-BASIC PROGRAM	\$48,000.00	\$14,133.19	\$33,866.81	\$0.00	29.44%	\$8,159.78
Source - 4271 TITLE II PART A TEACHER/PRIN T	\$15,000.00	\$26,824.29	\$0.00	\$11,824.29	178.83%	\$12,700.21
Source - 4310 INDIV.WITH DISABIL.IDEA --B	\$69,000.00	\$19,610.49	\$49,389.51	\$0.00	28.42%	\$12,190.48
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B	\$0.00	\$1,870.60	\$0.00	\$1,870.60	N/A	\$1,870.60
Source - 4442 TITLE IV LEAS FORMULA	\$15,000.00	\$0.00	\$15,000.00	\$0.00	0.00%	\$0.00
Source - 4689 OTHER MISC. SOURCES OF FED.REV	\$3,300.00	\$0.00	\$3,300.00	\$0.00	0.00%	\$0.00
Source - 4710 LUNCHES	\$65,088.99	\$18,613.95	\$46,475.04	\$0.00	28.60%	\$6,123.67
Source - 4720 BREAKFASTS	\$27,867.89	\$7,706.05	\$20,161.84	\$0.00	27.65%	\$2,587.55
Source - 4821 EQUALIZATION (CARL PERKINS)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$300,256.88	\$118,080.75	\$195,871.02	\$13,694.89	39.33%	\$71,747.68
Series - 5000						
Source - 5100 Return of Assets	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0.00%	\$0.00
Series - 5000 Total	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0.00%	\$0.00
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$424,838.71	\$0.00	\$424,838.71	\$0.00	0.00%	\$0.00
Series - 6000 Total	\$424,838.71	\$0.00	\$424,838.71	\$0.00	0.00%	\$0.00
Fund - 11 GEN FUND-FOR OP Total	\$3,501,675.10	\$984,444.43	\$2,533,178.42	\$15,947.75	28.11%	\$284,316.21

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2019

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 21 Building						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$52,676.70	\$162.34	\$52,514.36	\$0.00	0.31%	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$843.79	\$0.00	\$843.79	N/A	\$127.52
Source - 1310 INTEREST EARNINGS	\$0.00	\$41.49	\$0.00	\$41.49	N/A	\$4.72
Series - 1000 Total	\$52,676.70	\$1,047.62	\$52,514.36	\$885.28	1.99%	\$132.24
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$89,061.12	\$0.00	\$89,061.12	\$0.00	0.00%	\$0.00
Series - 6000 Total	\$89,061.12	\$0.00	\$89,061.12	\$0.00	0.00%	\$0.00
Fund - 21 Building Total	\$141,737.82	\$1,047.62	\$141,575.48	\$885.28	0.74%	\$132.24

Sterling Schools Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2019

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 31 BOND FUND						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$78.29	\$0.00	\$78.29	N/A	\$0.00
Series - 1000 Total	\$0.00	\$78.29	\$0.00	\$78.29	N/A	\$0.00
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$111,442.05	\$0.00	\$111,442.05	\$0.00	0.00%	\$0.00
Series - 6000 Total	\$111,442.05	\$0.00	\$111,442.05	\$0.00	0.00%	\$0.00
Fund - 31 BOND FUND Total	\$111,442.05	\$78.29	\$111,442.05	\$78.29	0.07%	\$0.00

Sterling Schools Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2019

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 32 BOND FUND/ TRANS / 2018						
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$81.11	\$0.00	\$81.11	\$0.00	0.00%	\$0.00
Series - 6000 Total	\$81.11	\$0.00	\$81.11	\$0.00	0.00%	\$0.00
Fund - 32 BOND FUND/ TRANS / 2018 Total	\$81.11	\$0.00	\$81.11	\$0.00	0.00%	\$0.00

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2019

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 41 Sinking						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$0.00	\$253.86	\$0.00	\$253.86	N/A	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$1,305.56	\$0.00	\$1,305.56	N/A	\$185.18
Source - 1310 INTEREST EARNINGS	\$0.00	\$73.33	\$0.00	\$73.33	N/A	\$9.75
Series - 1000 Total	\$0.00	\$1,632.75	\$0.00	\$1,632.75	N/A	\$194.93
Fund - 41 Sinking Total	\$0.00	\$1,632.75	\$0.00	\$1,632.75	N/A	\$194.93

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2019

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 60 SCHOOL ACTIVITY FNDS						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$91.62	\$0.00	\$91.62	N/A	\$18.69
Source - 1530 DAMAGES TO SCHOOL PROPERTY	\$0.00	\$20.00	\$0.00	\$20.00	N/A	\$15.00
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	\$0.00	\$5,829.44	\$0.00	\$5,829.44	N/A	\$835.00
Source - 1810 ADMISSIONS	\$0.00	\$4,722.00	\$0.00	\$4,722.00	N/A	\$3,012.00
Source - 1830 CONCESSIONS	\$0.00	\$8,076.00	\$0.00	\$8,076.00	N/A	\$0.00
Source - 1850 FEES, PENALTIES, AND FINES	\$0.00	\$3,630.00	\$0.00	\$3,630.00	N/A	\$0.00
Source - 1870 STATE PLAY-OFF REVENUE	\$0.00	\$1,249.00	\$0.00	\$1,249.00	N/A	\$0.00
Source - 1880 SUPPLIES & MAT.SOLD TO STUD.	\$0.00	\$985.00	\$0.00	\$985.00	N/A	\$20.00
Source - 1890 OTHER ATHLETIC REVENUE	\$0.00	\$2,220.00	\$0.00	\$2,220.00	N/A	\$800.00
Source - 1910 ADMISSIONS	\$0.00	\$6,513.00	\$0.00	\$6,513.00	N/A	\$340.00
Source - 1920 CONCESSION SALES	\$0.00	\$19,030.03	\$0.00	\$19,030.03	N/A	\$5,690.58
Source - 1950 RESALE MERCH.(NOT STU. STORE)	\$0.00	\$64,027.56	\$0.00	\$64,027.56	N/A	\$7,018.00
Source - 1971 FEES OR DUES	\$0.00	\$6,278.00	\$0.00	\$6,278.00	N/A	\$728.00
Source - 1972 DONATIONS	\$0.00	\$22,969.10	\$0.00	\$22,969.10	N/A	\$650.00
Source - 1990 OTHER SCHOOL ACT.FUND RECEIPTS	\$0.00	\$6,094.26	\$0.00	\$6,094.26	N/A	\$1,932.76
Series - 1000 Total	\$0.00	\$151,735.01	\$0.00	\$151,735.01	N/A	\$21,060.03
Series - 5000						
Source - 5600 CORRECTING ENTRY	\$0.00	\$8.00	\$0.00	\$8.00	N/A	\$0.00
Series - 5000 Total	\$0.00	\$8.00	\$0.00	\$8.00	N/A	\$0.00
Series - 6000						
Source - 6140 ESTOPPED WARRANTS BY STATUTES	\$0.00	\$160.00	\$0.00	\$160.00	N/A	\$0.00
Series - 6000 Total	\$0.00	\$160.00	\$0.00	\$160.00	N/A	\$0.00
Fund - 60 SCHOOL ACTIVITY FNDS Total	\$0.00	\$151,903.01	\$0.00	\$151,903.01	N/A	\$21,060.03

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2019

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Report Total	\$3,754,936.08	\$1,139,106.10	\$2,786,277.06	\$170,447.08	30.34%	\$305,703.41

Board Meeting Date: December 9, 2019

FY 20 GENERAL FUND

Vote to approve purchase orders #176 THROUGH #178 in the amount of \$2390.96

Vote to approve warrants #373 through #488 in the amount of \$263475.68

FY 20 BUILDING FUND

FY 20 BUILDING BOND

FY 19 TRANSPOTATION BOND

Sterling Schools
Encumbrance Register

Options: Year: 2019-2020, Date Range: 7/1/2019 - 6/30/2020, PO Range: 176 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	176	11/18/2019	22523	JOHNSON CONTROLS FIRE PROTECTION LP	BELL SYSTEM REPAIR	1,364.96
11	177	11/21/2019	22339	CPI	2 DAY RENEWAL PROGRAM	989.00
11	178	12/04/2019	22145	ANNETTE COOK	REFUND LUNCH MONEY	37.00
Non-Payroll Total:						\$2,390.96
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$2,390.96

Sterling Schools

Payment Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 11/1/2019 - 11/30/2019, Print Payroll Payments: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2020	11	373	11/07/2019	CHRISSEY ALCORN	PD		11/7/2019			\$0.00
2020	11	374	11/07/2019	GARY B BARRETT	PD		11/7/2019			\$0.00
2020	11	375	11/07/2019	GINA K BARRETT	PD		11/7/2019			\$0.00
2020	11	376	11/07/2019	SHEILA BARTLETT	PD		11/7/2019			\$0.00
2020	11	377	11/07/2019	TAMRA BARTLETT	PD		11/7/2019			\$0.00
2020	11	378	11/07/2019	TIMOTHY BLACK	PD		11/7/2019			\$0.00
2020	11	379	11/07/2019	LETISHA BREAK	PD		11/7/2019			\$0.00
2020	11	380	11/07/2019	KELLEY BRIDGES	PD		11/7/2019			\$0.00
2020	11	381	11/07/2019	RONITA BRIDGES	PD		11/7/2019			\$0.00
2020	11	382	11/07/2019	LISA BYRD	PD		11/7/2019			\$0.00
2020	11	383	11/07/2019	MEGAN COLE	PD		11/7/2019			\$0.00
2020	11	384	11/07/2019	ANNETTE COOK	PD		11/7/2019			\$0.00
2020	11	385	11/07/2019	GEORGIA CROKE	PD		11/7/2019			\$0.00
2020	11	386	11/07/2019	ANNA F CURRY	PD		11/7/2019			\$0.00
2020	11	387	11/07/2019	MARTIN CURRY	PD		11/7/2019			\$0.00
2020	11	388	11/07/2019	MAUDIE ELIZABETH DAVIS	PD		11/7/2019			\$0.00
2020	11	389	11/07/2019	SIERRA DODSON	PD		11/7/2019			\$0.00
2020	11	390	11/07/2019	MARILYN J DUGGER	PN		11/7/2019	11/30/2019	9	\$166.23
2020	11	391	11/07/2019	PENNY FASSETT	PD		11/7/2019			\$0.00
2020	11	392	11/07/2019	CASEY JOHNSON	PD		11/7/2019			\$0.00
2020	11	393	11/07/2019	SANDY FEHRING	PD		11/7/2019			\$0.00
2020	11	394	11/07/2019	TROY FEHRING	PN		11/7/2019	11/30/2019	9	\$138.52
2020	11	395	11/07/2019	ZOE FOREHAND	PD		11/7/2019			\$0.00
2020	11	396	11/07/2019	TASHA GARRETT	PD		11/7/2019			\$0.00
2020	11	397	11/07/2019	ASHLEY HALE	PD		11/7/2019			\$0.00
2020	11	398	11/07/2019	CLAUDIA HERRIN	PN		11/7/2019	11/30/2019	9	\$55.41
2020	11	399	11/07/2019	JOHN B HOLMES	PD		11/7/2019			\$0.00
2020	11	400	11/07/2019	JANIE INGRAM	PD		11/7/2019			\$0.00
2020	11	401	11/07/2019	TIFFANY JOHLE	PD		11/7/2019			\$0.00
2020	11	402	11/07/2019	TONYA JORDAN	PD		11/7/2019			\$0.00
2020	11	403	11/07/2019	ANGELIA KERKHOFF	PD		11/7/2019			\$0.00
2020	11	404	11/07/2019	KIEL ROWAN	PD		11/7/2019			\$0.00
2020	11	405	11/07/2019	LORI A KING	PD		11/7/2019			\$0.00
2020	11	406	11/07/2019	WANDA L KITTELSON	PD		11/7/2019			\$0.00
2020	11	407	11/07/2019	GREGORY K LEMONS	PD		11/7/2019			\$0.00
2020	11	408	11/07/2019	CONNIE LOWE	PD		11/7/2019			\$0.00
2020	11	409	11/07/2019	TERRI MANSEL	PD		11/7/2019			\$0.00
2020	11	410	11/07/2019	ASHLYN MCCLURE	PD		11/7/2019			\$0.00
2020	11	411	11/07/2019	MARANDA MILAM	PD		11/7/2019			\$0.00
2020	11	412	11/07/2019	CHANDRA MONROE	PD		11/7/2019			\$0.00
2020	11	413	11/07/2019	VAN MONROE	PD		11/7/2019			\$0.00
2020	11	414	11/07/2019	KIM MOORE	PD		11/7/2019			\$0.00
2020	11	415	11/07/2019	KATHY R NICKELL	PD		11/7/2019			\$0.00
2020	11	416	11/07/2019	TRENT PARRISH	PD		11/7/2019			\$0.00
2020	11	417	11/07/2019	LISA PAWLOWSKI	PD		11/7/2019			\$0.00
2020	11	418	11/07/2019	MARCELA GAMBOA PUCCIO	PN		11/7/2019	11/30/2019	9	\$52.38
2020	11	419	11/07/2019	LISA QUICKLE	PD		11/7/2019			\$0.00
2020	11	420	11/07/2019	GINGER K SEIBOLD	PD		11/7/2019			\$0.00
2020	11	421	11/07/2019	DANIEL SMART	PD		11/7/2019			\$0.00
2020	11	422	11/07/2019	JESSICA SMART	PD		11/7/2019			\$0.00
2020	11	423	11/07/2019	CHERYL L SMITH	PD		11/7/2019			\$0.00
2020	11	424	11/07/2019	AUSTYN SPARKS	PD		11/7/2019			\$0.00
2020	11	425	11/07/2019	DARRELL STANLEY	PD		11/7/2019			\$0.00

Sterling Schools

Payment Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 11/1/2019 - 11/30/2019, Print Payroll Payments: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2020	11	426	11/07/2019	JENNIFER TAYLOR	PD		11/7/2019			\$0.00
2020	11	427	11/07/2019	SHELDON THORNTON	PD		11/7/2019			\$0.00
2020	11	428	11/07/2019	LINDA SUE WARNER	PD		11/7/2019			\$0.00
2020	11	429	11/07/2019	LUTHER W WOOLBRIGHT	PD		11/7/2019			\$0.00
2020	11	430	11/07/2019	MICHELE WOOLBRIGHT	PD		11/7/2019			\$0.00
2020	11	431	11/07/2019	AMERICAN FIDELITY ASSURANCE CO	R		11/7/2019			\$4,502.71
2020	11	432	11/07/2019	AMERICAN FIDELITY ASSURANCE CO	R		11/7/2019	11/30/2019	9	\$508.32
2020	11	433	11/07/2019	American Fidelity HSA Admin	R		11/7/2019	11/30/2019	9	\$100.00
2020	11	434	11/07/2019	CCOSA	R		11/7/2019	11/30/2019	9	\$61.50
2020	11	435	11/07/2019	INTERNAL REVENUE SERVICE	R		11/7/2019	11/30/2019	9	\$32,907.78
2020	11	436	11/07/2019	FNB OF FLETCHER	R		11/7/2019	11/30/2019	9	\$106,652.76
2020	11	437	11/07/2019	EMPLOYEE DEPOSIT ACCOUNT	R		11/7/2019	11/30/2019	9	\$990.00
2020	11	438	11/07/2019	OMES	R		11/7/2019	11/30/2019	9	\$35,178.78
2020	11	439	11/07/2019	OKLAHOMA TAX COMMISSION	R		11/7/2019	11/30/2019	9	\$4,976.00
2020	11	440	11/07/2019	OK TEACHERS' RETIREMENT SYSTEM	R		11/7/2019	11/30/2019	9	\$24,838.84
2020	11	441	11/07/2019	PROFESSIONAL OK. EDUCATORS FOU	R		11/7/2019	11/30/2019	9	\$168.00
2020	11	442	11/07/2019	STERLING CHILD NUTRITION FUND	R		11/7/2019	11/30/2019	9	\$1,580.25
2020	11	443	11/07/2019	TEXAS LIFE INS COMPANY	R		11/7/2019	11/30/2019	9	\$536.05
2020	11	444	11/07/2019	UNUM Life Insurance	R		11/7/2019	11/30/2019	9	\$160.23
2020	11	445	11/07/2019	ALLIED LAB, INC.			11/7/2019	11/30/2019	9	\$200.00
2020	11	446	11/07/2019	AFC			11/7/2019	11/30/2019	9	\$160.50
2020	11	447	11/07/2019	BEN E KEITH			11/7/2019	11/30/2019	9	\$1,319.90
2020	11	448	11/07/2019	RACHEL BUSH			11/7/2019	11/30/2019	9	\$2,000.00
2020	11	449	11/07/2019	CABLE'S			11/7/2019	11/30/2019	9	\$799.71
2020	11	450	11/07/2019	CENTERPOINT			11/7/2019	11/30/2019	9	\$531.77
2020	11	451	11/07/2019	CHARLES PUCCIO			11/7/2019	11/30/2019	9	\$68.83
2020	11	452	11/07/2019	COMANCHE EXISE			11/7/2019	11/30/2019	9	\$6,031.24
2020	11	453	11/07/2019	DOLLAR GENERAL-REGIONS 410526			11/7/2019	11/30/2019	9	\$63.75
2020	11	454	11/07/2019	FLOOR TECH JANITORIAL			11/7/2019	11/30/2019	9	\$1,132.75
2020	11	455	11/07/2019	HILAND			11/7/2019	11/30/2019	9	\$2,300.97
2020	11	456	11/07/2019	JARED AUTO PARTS			11/7/2019	11/30/2019	9	\$62.90
2020	11	457	11/07/2019	JOHNSON PLUMBING			11/7/2019	11/30/2019	9	\$527.97
2020	11	458	11/07/2019	LAWSON MECHANICAL, LLC			11/7/2019	11/30/2019	9	\$750.00
2020	11	459	11/07/2019	MAS			11/7/2019	11/30/2019	9	\$213.25
2020	11	460	11/07/2019	PERFORMANCE TIRE & LUBE, LLC			11/7/2019	11/30/2019	9	\$398.80
2020	11	461	11/07/2019	POSTMASTER			11/7/2019	11/30/2019	9	\$550.00
2020	11	462	11/07/2019	ROBERTSON THERAPY SERVICES, LLC			11/7/2019	11/30/2019	9	\$840.00
2020	11	463	11/07/2019	SELLERS AIR CONDITIONING, INC.			11/7/2019	11/30/2019	9	\$667.00
2020	11	464	11/07/2019	SOUTHERN HARDLINES, INC.-ELGIN			11/7/2019	11/30/2019	9	\$19.56
2020	11	465	11/07/2019	STERLING PUB. WORKS AUTHORITY			11/7/2019	11/30/2019	9	\$595.17
2020	11	466	11/07/2019	TH ROGERS LUMBER COMPANY			11/7/2019	11/30/2019	9	\$8.78
2020	11	467	11/07/2019	US FOOD SERVICE			11/7/2019	11/30/2019	9	\$2,786.54
2020	11	468	11/07/2019	MIKE WILSON			11/7/2019	11/30/2019	9	\$450.00
2020	11	469	11/07/2019	WINDSTREAM			11/7/2019	11/30/2019	9	\$344.52
2020	11	470	11/14/2019	CARLS REFRIGERATION CO. INC.			11/14/2019	11/30/2019	9	\$325.95
2020	11	471	11/14/2019	CPG, INC			11/14/2019	11/30/2019	9	\$1,230.00
2020	11	472	11/14/2019	GRADY COUNTY TREASURER			11/14/2019	11/30/2019	9	\$348.75
2020	11	473	11/14/2019	HEAVY TRUCK AND TRAILER			11/14/2019	11/30/2019	9	\$32.12
2020	11	474	11/14/2019	INSTITUTIONAL REPLACEMENT HARD			11/14/2019	11/30/2019	9	\$28.08
2020	11	475	11/14/2019	LAWTON CONSTITUTION			11/14/2019	11/30/2019	9	\$3.93
2020	11	476	11/14/2019	LOCKE SUPPLY			11/14/2019	11/30/2019	9	\$16.19
2020	11	477	11/14/2019	PURELAND SUPPLY, LLC			11/14/2019	11/30/2019	9	\$72.22
2020	11	478	11/14/2019	TIGER PAW QUICK MART			11/14/2019	11/30/2019	9	\$3,259.94

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Sterling Schools

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Payment Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 11/1/2019 - 11/30/2019, Print Payroll Payments: True

Year	Fund	No	Date	Vendor	Date Type	Voided	Date Registered	Clearing Date	Clearing No	Amount
2020	11	479	11/14/2019	WILLIAMS DISCOUNT FOODS			11/14/2019	11/30/2019	9	\$66.50
2020	11	480	11/21/2019	SYNCB/AMAZON			11/21/2019	11/30/2019	9	\$1,400.27
2020	11	481	11/21/2019	BENNETT'S			11/21/2019	11/30/2019	9	\$604.35
2020	11	482	11/21/2019	CARDMEMBER SERVICES			11/21/2019	11/30/2019	9	\$256.94
2020	11	483	11/21/2019	THE CENTER FOR EDUCATION LAW, P			11/21/2019			\$42.00
2020	11	484	11/21/2019	CHARLES PUCCIO			11/21/2019	11/30/2019	9	\$60.00
2020	11	485	11/21/2019	PUBLIC SERVICE CO. OF OKLAHOMA			11/21/2019	11/30/2019	9	\$2,060.95
2020	11	486	11/21/2019	SAM'S CLUB/SYNCHRONY BANK			11/21/2019	11/30/2019	9	\$1,093.25
2020	11	487	11/21/2019	CARDMEMBER SERVICES			11/21/2019	11/30/2019	9	\$39.94
2020	11	488	11/21/2019	PUBLIC SERVICE CO. OF OKLAHOMA			11/21/2019	11/30/2019	9	\$44.61
Non-Payroll Total:										\$33,809.90
Payroll Total:										\$213,573.76
Balance Forward:										\$789,662.16
Total:										\$1,037,045.82

Sterling Schools

Cash Balances

Options: Fiscal Years: 2020, Funds: 60, As Of Date: 11/30/2019, Account Types: AC

Cash By Account and Fund

AC 0102	FNB FLETCHER/ACTIVITY FUND			
2020	60	SCHOOL ACTIVITY FNDS		\$105,316.11
			Total AC 0102	\$105,316.11
				<u>\$105,316.11</u>

Cash By Fund

2020	60	SCHOOL ACTIVITY FNDS		\$105,316.11
				<u>\$105,316.11</u>

Sterling Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 11/1/2019 - 11/30/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 GENERAL	\$1,697.13	\$18.69	\$0.00	\$776.26	\$939.56	\$0.00	\$939.56
802 ATHLETICS	\$5,448.01	\$4,859.76	\$0.00	\$4,855.44	\$5,452.33	\$0.00	\$5,452.33
803 FCCLA NATIONAL CONFERENCE	\$2,740.12	\$280.00	\$0.00	\$151.79	\$2,868.33	\$0.00	\$2,868.33
804 FCA	\$245.13	\$33.00	\$0.00	\$15.10	\$263.03	\$0.00	\$263.03
805 FLOWER FUND	\$157.61	\$0.00	\$0.00	\$59.50	\$98.11	\$0.00	\$98.11
806 FFA	\$30,672.53	\$1,445.00	\$0.00	\$2,062.14	\$30,055.39	\$0.00	\$30,055.39
807 FCCLA	\$6,582.49	\$5,554.00	\$0.00	\$9,325.38	\$2,811.11	\$0.00	\$2,811.11
808 ACADEMIC TEAM	\$14.49	\$0.00	\$0.00	\$0.00	\$14.49	\$0.00	\$14.49
809 POOL	\$10,760.51	\$0.00	\$0.00	\$9,500.00	\$1,260.51	\$0.00	\$1,260.51
810 AG SCHOLARSHIP	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00
811 STUDENT COUNCIL	\$1,010.90	\$0.00	\$0.00	\$57.72	\$953.18	\$0.00	\$953.18
813 LIBRARY	\$3,173.05	\$15.00	\$150.00	\$2,335.17	\$1,002.88	\$0.00	\$1,002.88
814 FIT FOR EDUCATION	\$482.52	\$0.00	\$0.00	\$100.00	\$382.52	\$0.00	\$382.52
815 JH & HS CHEERLEADING	\$6,359.40	\$1,385.00	\$0.00	\$3,536.39	\$4,208.01	\$0.00	\$4,208.01
816 YEARBOOK	\$14,575.02	\$200.00	\$0.00	\$2,300.00	\$12,475.02	\$0.00	\$12,475.02
817 PROM	\$2,261.50	\$0.00	\$0.00	\$0.00	\$2,261.50	\$0.00	\$2,261.50
818 ELEMENTARY	\$2,818.25	\$845.30	(\$150.00)	\$846.65	\$2,666.90	\$0.00	\$2,666.90
820 JAMES BRAGG SCHOLARSHIP	\$1,785.18	\$0.00	\$0.00	\$0.00	\$1,785.18	\$0.00	\$1,785.18
830 TEACHER/SUPPORT OF YEAR	\$751.00	\$0.00	\$0.00	\$0.00	\$751.00	\$0.00	\$751.00
842 2020 SENIORS	\$15,899.75	\$1,252.00	\$0.00	\$0.00	\$17,151.75	\$0.00	\$17,151.75
843 2021 SENIORS	\$7,447.34	\$5,025.28	\$0.00	\$859.06	\$11,613.56	\$0.00	\$11,613.56
844 2022 SENIORS	\$3,454.75	\$147.00	\$0.00	\$0.00	\$3,601.75	\$0.00	\$3,601.75
Total	\$121,036.68	\$21,060.03	\$0.00	\$36,780.60	\$105,316.11	\$0.00	\$105,316.11

CONFLICTS OF INTEREST

In order to protect the public trust and maintain confidence in the fairness of public education, conflicts of interest or even the appearance of conflict must be avoided. Therefore, it is the policy of the Sterling Board of Education that school board members and school district personnel shall not engage in any activity that would create a conflict of interest.

Personal property acquired by the district is intended for use by employees of the district within the scope of their employment. Use of school property, including, but not limited to, teaching materials, computer software and hardware, electronic equipment, and other equipment, outside of the scope of the employee's employment is prohibited. Employees that utilize school district owned property for personal use or gain may be subject to disciplinary action which could include possible action to nonrenew or terminate employment.

With regard to any Federal funding, the district will disclose in writing any potential conflicts of interest to the Federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policies and procedures.

No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediately family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards will result in disciplinary action which may include termination of employment.

Contracts and Business Arrangements

1. Contracts with Board Members

Oklahoma law prohibits a school board from entering into a contract in which a board member is directly or indirectly interested. 70 O.S. § 5-124.

2. Disclosure of Other Contracts and Business Arrangements

The board of education believes that certain business and contractual arrangements by employees, although not in violation of state law, create such a potential for conflict of interest that such contracts or relationships should be disclosed to the superintendent. The following contracts or business relationships shall be disclosed in writing to the superintendent:

- A. Any two or more district employees who together enter into any business relationship, including, but not limited to, a partnership, corporation, or lessor/lessee relationship.
- B. Any employee who has a substantial interest, directly or indirectly, in any person or entity that is providing services or sales of equipment or other goods or commodities to the district where such relationship would result in a direct or indirect monetary benefit to the employee.

Any violation of the foregoing reporting requirements will subject the employee or employees involved to possible disciplinary action which could include possible termination or nonrenewal of employment.

CONFLICTS OF INTEREST (Cont.)

3. Contracts or Employment Relationships between Employees

District employees are not permitted to have other employees do personal errands or work for them during normal employment hours for personal gain.

District employees who hire or use the services of other district employees for personal benefit during times other than normal employment hours should do so in such a manner as to avoid the appearance that the work or employment is being done as a condition of employment or is being done during normal employment hours.

4. Other Prohibited Activities

In addition to the foregoing, the board of education prohibits any employee from receiving a monetary benefit as the result of any contract between a non-employee and the district.

Outside Activities of Full-time Employees

It is the express policy of the board of education that full-time employees devote their full efforts to their assigned activities during their normal business hours.

LEGAL REFERENCE: **70 O.S. § 5-124**
 2 C.F.R. § 200.112
 2 C.F.R. § 200.318



SANDERS, BLEDSOE & HEWETT
CERTIFIED PUBLIC ACCOUNTANTS, LLP

Stephen H. Sanders, CPA (ret.)
Eric M. Bledsoe, CPA
Jeffrey D. Hewett, CPA
Christopher P. Gullekson, CPA

P.O. BOX 1310 • 101 N. MAIN ST. • BROKEN ARROW, OK 74013 • (918) 449-9991 • (800) 522-3831 • FAX (918) 449-9779

October 25, 2019

Mr. Kent Lemons, Supt.
Sterling Public Schools
P.O. Box 158
Sterling, Oklahoma 73567

Dear Mr. Lemons:

Listed below are the observations and recommendations from the final audit work we performed for you. Please review them very carefully, along with the review copy of your audit report. If you have questions or desire additional information, please call us so that any discrepancies may be resolved.

No Audit Exceptions

We take this opportunity to thank you and your professional staff for the outstanding cooperation and invaluable assistance you gave us during our recent onsite audit work.

Sincerely,

Eric M. Bledsoe

For

Sanders, Bledsoe & Hewett
Certified Public Accountants, LLP



Sterling Public Schools

P.O. Box 158 400 Tiger Blvd.
Sterling, Ok 73567

Kent Lemons, Superintendent
(580) 365-4307 Fax (580) 365-4705

October 25, 2019

Sanders, Bledsoe & Hewett
Certified Public Accountants, LLP
P.O. Box 1310
Broken Arrow, Oklahoma 74013-1310

This representation letter is provided in connection with your audit of the combined financial statements-regulatory basis of Sterling Public School District No. I-3 (the District), Comanche County, Oklahoma, as of June 30, 2019, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the combined financial statements-regulatory basis present fairly, in all material respects, in accordance with the regulatory requirements of the Oklahoma State Department of Education and accounting principles generally accepted in the United States of America.

October 25, 2019

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatements of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable persons relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 25, 2019, the following representations made to you during your audit:

1. **Financial Statements** of Sterling Public School District No. I-3 (the District), Comanche County, Oklahoma, as of June 30, 2019, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the combined financial statements-regulatory basis present fairly, in all material respects, in accordance with the regulatory requirements of the Oklahoma State Department of Education and accounting principles generally accepted in the United States of America.

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 7, 2019, including our responsibility for the preparation and fair presentation of the financial statements-regulatory basis in accordance with the regulatory requirements of the Oklahoma state Department of Education.

2. The financial statements-regulatory basis referred to above are fairly presented and include all properly classified funds and other financial information of the primary government required by the Oklahoma State Department of Education.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that we are free from material misstatement, whether due to fraud or error.

We are free from material misstatement, whether due to fraud or error.

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 7, 2019, including our responsibility for the preparation and fair presentation of the financial statements-regulatory basis in accordance with the regulatory requirements of the Oklahoma State Department of Education and accounting principles generally accepted in the United States of America.

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Related party relationships and transactions, including revenues, expenditures/expenses, transfers and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
6. Adjustments or disclosures have been made for all events, including instances of non-compliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial.
7. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed if could result in a liability to the District.

Information Provided

8. We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the school district from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the Board of Education meetings and/or summaries of actions of recent meetings for which minutes have not yet been prepared.
9. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
10. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

11. We have no knowledge of any fraud or suspected fraud that affects the school district and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
12. We have no knowledge of any allegations of fraud or suspected fraud affecting the school district's financial statements communicated by employees, former employees, regulators, or others.
13. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
14. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
15. We have disclosed to you the identity of the school district's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

16. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
17. We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us, if any.
18. We have a process to track the status of audit findings and recommendation, if any.
19. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
20. We have provided our views on reported findings, conclusions, and recommendation, as well as our planned corrective actions, for the report, if any.

21. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, and legal and contractual provisions for reporting specific activities in separate funds.
22. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
23. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
24. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
25. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
26. As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services including that we assume all management responsibilities; oversee the services by designating an individual, preferable within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
27. The school district has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
28. The school district has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

- 29. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations, if applicable.
- 30. The financial statements properly classify all funds and activities in accordance with regulatory requirements.
- 31. Components of fund equity (restricted; and unrestricted) are properly classified and, if applicable, approved.
- 32. Investments and land and other real estate held by the District are properly valued.
- 33. Expenditures have been appropriately classified in functions codes in the statement of revenues, expenditures and changes in fund balance.
- 34. Revenues are appropriately classified in the statement of revenues, expenditures and changes in fund balance.
- 35. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 36. Special and extraordinary items are appropriately classified and reported, if any.
- 37. Deposits and investment securities are properly classified as to risk and are properly disclosed.
- 38. Capital assets, including intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 39. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

Signed: _____

Signed: _____

Title: Superintendent

Title: Board President



Sterling Public Schools

P.O. Box 158 400 Tiger Blvd.
Sterling, Ok 73567

Kent Lemons, Superintendent
(580) 365-4307 Fax (580) 365-4705

Marty Curry, High School Principal
(580) 365-4303

Tasha Garrett, Counselor
(580) 365-4303

Sandra Fehring, Elementary Principal
(580) 365-4166

Ronita Bridges, Treasurer
(580) 365-4307

12-5-19

Dear Sterling Public Schools Board of Trustees,

Wow! What a time we have had. Thank you all for your patience during this time.

Our last year has been good for Sterling Public Schools. Our "Team of Six" has done a great job of staying focused on student achievement while we have been managing a loss in funding. In the following review the changes will be discussed and examined, but regardless of how the changes have come about they culminate to make Sterling Public Schools an even greater place to go to school and work.

As a Board you are to be commended for keeping your focus on student achievement despite the lack of funding. Funding for our achievements has come from many different sources and by many people pitching in where they were needed. The work ethic that our students witness from our teachers, staff, and community pitching in are invaluable in helping them to see what it takes to become successful and productive citizens. We have a wonderful group of educators working with our students, and everyone has student achievement as their focus. That is important in making sure we are headed in the right direction as a District.

I am proud to be a part of Sterling Public Schools and am proud of what is going on and where we are headed. Thank you for the opportunity to be a part of our school!

Sincerely,

A handwritten signature in black ink that reads "Kent Lemons". The signature is written in a cursive style.

Kent Lemons

SUPERINTENDENT SELF-APPRAISAL

Date: December 2019

Superintendent: Kent Lemons

Sterling Public Schools.

ACCOMPLISHMENTS AND ACTIONS

❶ Oklahoma State Testing Program (OSTP):

Our scores were higher than the Oklahoma state average in nine of the fourteen exams and we were close in the other five. We will work to improve from this level.

Graduation Rate was greater than 90% in 2018 (Expectation 100%).

❷ Facility improvements:

We continue to make improvements that will add years to the life of our facilities and will make our schools a place students can be proud to attend. Our funding keeps us from tackling big projects, but we do what we can. The maintenance list has become our Facilities Improvement Plan with all items included. Hopefully the Legislature will come through with improved school funding and we can look at some bigger projects in future. What we do now is take problems as they come and make sure we can have school without distraction. We are in the money saving mode, but still try to do the things needed to keep the school safe and running smoothly.

❸ Extracurricular Success:

The 2019-20 school year has been good so far for Sterling Public Schools. Our fall softball team advanced to the State Tournament, and the baseball team played well in the finals of the District Tournament. Basketball looks promising at all levels for the boys and girls. FFA and FCCLA have been active in the fall and are leaders in our area. The remainder of this school year looks to be exciting with many more opportunities for our students to excel. The second semester of the 18-19 school year was very prosperous as well. Softball played in the District finals losing heartbreaker, and baseball competed well in the Regional Tournament. FFA had many students show and compete in contests at a high level and the FCCLA competed in the National Competition.

❹ Bond, Budget Monitoring & Grant Awards:

The proposed bond passed with 85% of those visiting the polls voting for it in February of 2018, and we have almost finished all of the purchasing from that bond. The school has seen improvements from the bond in technology with the purchase of ipads, chromebooks, phones, intercom, security cameras, smart boards, and improved wifi access that has continued through the 18-19 year. Textbooks have been purchased to replace some that were at least ten years old. A new fence is around the playground, and we have a new bus and suv.

Again, this year we were granted the SRSA grant that provided us with much needed funds in the amount over \$33,000 that we applied toward technology in the tech building. We have applied for E-Rate again and will use it to maintain our network equipment, Wi-Fi, and other network expenses. We also receive the Perkins Grant that provides money for career tech issues. The McMahan Foundation Grant that we were awarded is

continuing to add school safety to our schools with new door monitoring.

⑤ Atmosphere, Culture, and Public Relations of our Schools

The overall atmosphere and attitude of the school has been affected by my accident. Everyone has been helpful and so caring during this ordeal. There are some things I try to do to keep moral up.

- Each school day I have the opportunity to walk the halls and greet the students, teachers, and principals in each building.
- Leadership Lunch has been held twice a semester inviting student leaders to lunch where some facet of leadership is discussed.
- The Sterling Star Awards have been issued to recognize students in grades 3-12 each 9 weeks grading period who have the highest GPA, no discipline referrals, no absences, and no tardies.
- Time has been spent visiting the “table of knowledge” with the local coffee drinkers to allow them an opportunity to ask questions or express their opinion and gives me the chance to meet people I would not normally come across. I will hit this more in the second semester.
- Our extracurricular activities have presented an opportunity for me to visit parents and school supporters and to see our students in activities outside the school classroom.
- Weekly updates are sent to all Board members along with any relevant news that comes across my desk. This will start back in the second semester.
- We continue College Mondays, with faculty and staff wearing college attire to keep students focused on the future and their future plans.
- Board meeting notes are sent to the staff after every Board meeting.
- We recognize students at Board meetings who compete above the District level.

⑥ School Safety improved

An emphasis has been placed on school safety and the following steps have been taken to improve Safety at our school.

- Handguns are on campus. Our signs are at the entrances, and we have the handguns either on us or in our office during the school day.
- As administrators we discuss at each meeting the safety of the school and what we could do to make it more secure.
- We have encouraged the students to keep the administrators informed of any unsafe behavior going on. The school is only as safe as the students keep it, since they know when something is in the works that compromises school safety.
- We have improved the inside cameras with bond money and have improved the outside cameras and entrances with grant money.
- We have recruited the police to make daily walkthroughs of the school.
- All local law enforcement officers are aware of our efforts to increase security and are on board with us.

7 Technology

The technology available to the students has more than tripled in the last three years, and more is available to the teachers for their use and instruction. The experience of being exposed to technology is important for our students after high school so they will not be intimidated at college or during their future training.

UPCOMING CONCERNS

What will be the most significant challenges for 2020-21?

BUDGET:

The 2019-2020 budget will be a challenge because we know we have a loss in funding.

These are the factors that have put us in this situation:

- A drop in enrollment 4 years ago has caused us to suffer money cuts from the State. The State looks at three years and uses the highest enrollment. The oldest data drops each year and is replaced with more recent information.
- The State Government has not come up with solid resources for school funding
- The largest portion of our budget goes out in payroll
- We are not able to bring in enough money locally to provide any surplus
- State funding use to allow us to break even, but not any longer

This is the situation we are currently in, but we will continue to do all we can to provide the best education possible for our students. I remain positive that great things are going to happen financially.

TRANSPORTATION FLEET:

We are in great shape when our buses are all up and running, but we often have one or two in the shop. I started taking buses in the summer to Summit in Wichita Falls for routine servicing. This should help prevent breakdowns and keep us up and running through the school year. Right now we try to fix problems as they occur.

FACILITIES REPAIR AND RENOVATION:

We need to continue the improvements and repairs of our facilities so that our buildings will last into the future. The buildings have been well maintained. Money for major renovations is not available, so we will do what we can till we find a source of funding. We continue to refine our facilities improvement plan.

OSTP PREPARATION (STUDENTS AND TEACHERS):

Accountability will continue to increase in difficulty through the State. Each year the standards will increase. We will work to stay ahead of the State in all areas of testing, and Sterling Public Schools will strive for the top rating status from the State.

PERSONNEL RETENTION AND RECRUITMENT:

We have pulled together a well prepared and dedicated faculty and staff, and we will do what we can to retain them. The four day week has brought some great teachers in and this has also helped us find applicants when other schools are having a shortage of interested, qualified applicants. We have a Christmas Dinner planned and I am trying to find a way to have an end of year meeting with the school employees. I work to support our

employees and to get to know them as a person.

CONTINUE IMPROVING SCHOOL SAFETY:

We will continue to monitor school safety to ensure our schools are as safe as they can be. Our school is safer now than it has ever been, but we will continue to find ways to improve.

DEVELOPMENT OF A PLAN THAT SUPPORTS TEAM OF SIX'S VISION:

The only potential new monies for Sterling Public Schools coming from a reduction in personnel and cutting local budgets, so this is a tough situation. Hopefully, the Legislature will come through with more school funding. We are already functioning with a skeleton crew and local budgets have been reduced drastically the past few years. The loss in enrollment may require further cuts.

MAINTAIN OUR PUSH TO EXCEL WITH OUR TECHNOLOGY:

We will continue to provide emerging technology for our teachers and students the best we can. We will encourage teachers to use technology during instruction so our students are prepared for the future training or college.

PERSONNEL HIRES/CHANGES:

Teachers make the difference. The relationships and support that teachers build with students is what makes a lasting impression and influences students after graduation. It is very important for the board and administration to provide a firm, consistent foundation that allows our teachers and staff to function at the highest possible level and establish these positive relationships. This will guarantee continuous improvement of the school system in the future.

With these concerns in mind what support of the board is needed?

- It is important for the Board to understand the financial picture and budget requirements and restraints, as I know you do. We will not use a lack of funds to be an excuse for not providing an excellent education for our students, but we do have some limitations due to funding.
- Maintain your vision as a Board, focused on academic success - student future success.
- Stay updated on legislative issues that will have an effect on Schools.
- Promote Longevity of our quality personnel.
- Continue to support the professional educators as they perform their duties by maintaining the expectation that problems are handled at the lowest level.
- Stay the course on building a culture of professionalism associated with our school.
- Participate in training opportunities to increase knowledge of overall school operations and guidelines
- Stay focused on "charting the district's course." Micromanaging can sidetrack our vision. To maintain focus it is imperative that everyone follows the procedures set in place. Continue to follow our District procedures and Board procedures when problems arise.

Sterling Public Schools

MISSION

Sterling Public Schools will have high expectations of achievement in all areas fostering adequate emotional stability, intellectual understanding, physical development, and social competence for every student, preparing them for success in the future.

VISION

Sterling Public Schools will strive for excellence in all areas of education developing contributing citizens in our society.

GOALS

- Sterling Public Schools will place student success as the priority in all decisions.
- Sterling Public Schools will recruit, develop, train, and support highly motivated staff members who are determined to help students succeed.
- Sterling Public Schools will strive to provide high performing campuses using relevant and effective instruction coupled with high expectations for all students and staff.
- Sterling Public Schools will provide facilities that support an exemplary learning environment.
- Sterling Public Schools will encourage parents to become partners in their student's learning.
- Sterling Public Schools will exercise fiscal responsibility.

SUPERINTENDENT EVALUATION

STERLING INDEPENDENT SCHOOL DISTRICT

Calendar:

January

Summative Evaluation (written) and Conference - Set performance goals that define expectations and set priorities for the Superintendent. - Action to retain or non-renew will be taken annually following the evaluation.

Objectives:

- Provide positive and constructive feedback to the Superintendent that will support and promote the superintendent's professional growth and development;
- Help the Board evaluate their work in planning the educational program in this community;
- Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication.

Evaluation Directions for the Board of Trustees:

- *Board members should individually complete this document and then collaboratively complete the document to be presented to the Superintendent.*
- *The scores and all subsequent comments reported to the Superintendent should reflect the consensus of the board.*
- *Should a score of "below expectations" be awarded for any objective, comments must be provided that clearly specify the reasons for the score with suggestions for improvement.*
- *The Board shall provide the Superintendent with a signed copy of the completed appraisal instrument and discuss the contents with the Superintendent in executive session.*
- *All discussions and the evaluation are confidential.*

Rating Scale:

Exceeds Expectations: Score 3

Well satisfied with this function of the district.

Meets Expectations: Score 2

Acceptable

Below Expectations: Score 1

Not happy with how the district is performing.

SUPERINTENDENT EVALUATION

STERLING INDEPENDENT SCHOOL DISTRICT

School Year: 2019-2020

Superintendent: Kent Lemons

Exceeds Expectations: Score 3

Meets Expectations: Score 2

Below Expectations: Score 1

LEADERSHIP

- _____ Creates a direction for the District
- _____ Takes ownership of actions
- _____ Shows a willingness and an ability to make decisions
- _____ Faces controversy openly
- _____ Remains true to convictions and succeeds in a high-pressure job
- _____ Supports staff development
- _____ Delegates when possible
- _____ Willing to listen and consider different approaches to situations
- _____ Focused on improving the school district
- _____ Provides opportunity for staff to develop potential

- _____ TOTAL FOR LEADERSHIP (10-30)

Comments:

COMMUNICATION

- _____ Writes and speaks effectively
- _____ Is accessible to staff, parents, students, and community members
- _____ Builds relationships among staff, parents, students, and community members
- _____ Listens and is receptive to concerns
- _____ Shares information openly and frequently
- _____ Communicates Board expectations, standards of professional behavior, and areas of growth to staff

- _____ TOTAL FOR COMMUNICATION (6-18)

Comments:

Exceeds Expectations: Score 3

Meets Expectations: Score 2

Below Expectations: Score 1

PUBLIC RELATIONS

- _____ Promotes the District, employees, and students
- _____ Available to the press, staff, and community groups with special or general interests
- _____ Is visible in the community at school and community events

- _____ TOTAL FOR PUBLIC RELATIONS (3-9)

Comments:

MANAGEMENT

- _____ Follows the Board Policies
- _____ Stays current with State and Federal laws and keeps the district in compliance
- _____ Competent in the decision-making process
- _____ Responsive to school problems
- _____ Identifies and analyzes issues
- _____ Effective problem solver
- _____ Competent in curriculum and program planning
- _____ Competent in business management, plant operations and maintenance, and personal administration
- _____ Seeks to foster high morale and cohesiveness among staff
- _____ Recruits and retains high quality staff

- _____ TOTAL FOR MANAGEMENT (10-30)

Comments:

PROFESSIOANLISM

- _____ Participates in professional activities for professional growth
- _____ Exhibits confidence
- _____ Professional appearance
- _____ Promotes integrity and professionalism
- _____ Promotes a climate of excellence among school personnel
- _____ Loyal to the District

- _____ TOTAL FOR PROFESSIONALISM (6-18)

Comments:

SUPERINTENDENT EVALUATION

BOARD SUMMARY

What are the strongest areas of the Superintendent's performance during this past year?

List areas where the Superintendent should place additional time and consideration:

STERLING PUBLIC SCHOOLS BOARD OF TRUSTEES RECOMMENDATION:

- Retain/Recommendation for Contract increase and a year Extension
- Retain/Continue with present Contract and a year Extension
- Retain/Plan of Improvement (may be with or without a year Extension)
- Non-Renewal – no extension

Signature of Board President

Signature of Superintendent

Date

The signature of the Superintendent indicates receipt of the evaluation. The Superintendent has 5 business days to respond to the Board President in the case of a disagreement of findings. The response and the documentation will be attached to the evaluation.

NOTE: The following salary and benefits package should be reviewed and acted upon after completing the Superintendent's annual appraisal.

Salary and Benefits Package

	2019-2020	2020-2021
Contract Length/Type Term Contract with annual action to be taken in January of each year	2 year	2 year
Current Salary - Annual	\$91,762.50 (with raise applied)	\$91,762.50
Cell Phone Allowance	\$50.00 a month	\$50.00 a month
Health Insurance	Health Choice High member premium	Health Choice High member premium
Reimbursement for School Related Expenses	Actual expenses incurred in the performance of duties	Actual expenses incurred in the performance of duties
Professional Dues	CCOSA/OASA	CCOSA/OASA

The above salary and benefits package was developed by consensus and approved by the Sterling Public Schools Board of Trustees.

Board President: _____
(Signature)

Date: _____

Board Vice-President: _____
(Signature)

Date: _____

Board Clerk: _____
(Signature)

Date: _____

Board Member: _____
(Signature)

Date: _____

Board Member: _____
(Signature)

Date: _____