

Warren East High School

Site Based Decision Making Council

Meeting Date: June 21, 2016

Warren East High School
6867 Louisville Road
Bowling Green, KY 42101

Warren East High School

School Based Decision Making Council

June 21, 2016

The regular called meeting of the Warren East High School Based Decision Making Council was held on June 21, 2016 at Rafferty's in Bowling Green, KY.

Calling the Meeting to Order

Mrs. Nicole Clark called the meeting to order at 11:13 am.

Members present: Nicole Clark, Laura Cline, Jennifer Cooper, and Don Holland.

Members Absent: Caryn Cook, Melissa Garner, Amy Stillwell, and Kim Wardlow

Guests: Debbie Conway, H.T. Conway, and Christal Raley

I. Opening Business

- a. Agenda Approval: Ms. Clark asked for By-Law Article 2 Membership (1st reading) be removed from the agenda and that Creative Writing Club (1st reading) be added to the agenda. Following additions and subtractions, the agenda was approved by consensus.
- b. Minutes Approval: Following review, the minutes from the May 24, 2016 regular called meeting were approved by consensus.
- c. Good News:
 - i. Ms. Cooper stated that Camp STEAM was going well and there were a lot of bright Warren County students in attendance.
 - ii. Ms. Clark noted that the WE Summer School went well and several recovery credits were earned by students. Results of the Lighthouse Academy Summer School have not been finalized yet.
 - iii. Ms. Cooper said that the District Common Assessment planning meetings were productive. One new addition is a summary sheet that students will be able to utilize for an analysis of their results.
 - iv. Ms. Cline is excited that Agriculture Industry Certifications will be available for our students to use as a tool to become career ready. More information will be shared at the upcoming CTE Conference.
- d. Public Comment:
 - i. Ms. Raley stated it was nice to be included in the meeting and she is looking forward to learning. She is interested in hearing the rationale for the new proposed social studies position and how French is going to be offered this upcoming year.
 - ii. Ms. Conway spoke in concern of French II and hoped that we are doing all that we can to find someone to teach the course. She has a general concern about an overall decline in the number of AP Courses that have been offered since the 2011- 2012 school year. She is worried that our students do not have the same opportunities as other high school students in the district. She would like to see the agenda posted in advance and attachments included in the minutes that are posted to the website.

- iii. Mr. Conway is concerned that lack of AP courses might cause students to seek other enrollment options instead of Warren East.

II. Instructional

- a. New Positions: Ms. Clark presented her rationale for creating a new social studies position and new science position. She also mentioned the posting of a half-time world languages position in French. After discussion the council approved the recommendation by consensus.
- b. 2016 – 2017 Master Schedule: Ms. Clark presented the 2016 – 2017 Master Schedule to members. After review and discussion the master schedule was approved by consensus. See handout A.

III. By-Laws/Procedures/Policies

- a. By-Law Article 2 Membership (1st Reading): Removed from agenda.
- b. Policy 7 Instructional Practices (1st Reading): Ms. Clark presented to council additions to Policy 7 that include an academic information section. After review and discussion Policy 7 changes were tabled until next meeting for a 2nd reading. See handout B.

IV. Miscellaneous

- a. 2016- 2017 Graduation Items/Supplies: Ms. Clark presented the reasoning for deciding to utilize Herff Jones as the supplier for the Class of 2017's graduation items.
- b. 2016- 2017 Emergency Plan: Ms. Clark presented on behalf of Mr. Stoye Young the emergency plan to members. After review and discussion the plan was approved by consensus. See handout C.
- c. Creative Writing Club (1st Reading): Ms. Clark presented on behalf of Ms. Cindy Heers a proposal to create a new club entitled Creative Writing Club. After review the proposal was tabled until next meeting for a 2nd reading. See handout D.

V. Budgets

- a. SBDM 2015- 2016 accounts: Ms. Clark presented to members the year to date expenditures for the 2015 – 2016 school year. See handout E.
- b. School Activity Accounts: The school activity accounts for May were presented and reviewed by the council. See handout F.
- c. Fundraisers/Field Trips: After review and discussion, submitted fundraisers were approved by consensus. See handout G.

VI. Personnel

- a. Consultation for the purpose of filling vacant positions.
- b. Ms. Cline made the motion pursuant to the provisions of KRS 61.801(1)(f) that the council go into closed session for discussion which might lead to the appointment of needed employees. Motion was seconded by Mr. Holland and it was approved by consensus at 12:10 PM.
- c. The council came back into open session at 12:14 PM.
- d. Mrs. Clark informed the council that Mr. Aaron Brooks will be recommended to the superintendent to be employed as an Agriculture teacher for the 2016 - 2017 school year.

Next Meeting

This is the last regular scheduled meeting for the 2015 – 2016 school year. A special meeting will be called in July to establish the regular meeting schedule for 2016- 2017.

Motion to Adjourn

Meeting was adjourned at 12:16 PM by consensus.

Respectfully Submitted,

Matthew D. Bastin

DRAFT

Warren East High School
SBDM Regular Meeting
Tuesday June 21, 2016
5:00pm Library

AGENDA

Call to Order

Roll Call

- I. Opening Business
 - a. Agenda Approval
 - b. Approve May 24, 2016 Meeting Minutes
 - c. Good News
 - d. Public Comment –All presentations shall be limited to 5 minutes.
- II. Instruction
 - a. New Job Postings
 - b. 2016 – 2017 Master Schedule
- III. By-Laws/Procedures/Policies
 - a. By-Law Article 2 Membership (1st Reading)
 - b. Policy 7 Instructional Practices (1st Reading)
- IV. Miscellaneous
 - a. 2016 – 2017 Graduation Items/Supplies
 - b. 2016- 2017 Emergency Plan
- V. Budget
 - a. SBDM Year to Date
 - b. School Activity Accounts May
 - c. Fundraisers/Field Trips
- VI. Personnel
 - a. Agriculture
- VII. Adjourn

Warren East High School
School Based Decision Making Council

May 24, 2016

The regular called meeting of the Warren East High School Based Decision Making Council was held on May 24, 2016 in the Warren East Library.

Calling the Meeting to Order

Ms. Nicole Clark called the meeting to order at 5:01 PM.

Members present: Nicole Clark, Laura Cline, Caryn Cook, Jennifer Cooper (arrived at 5:06), Melissa Garner, Don Holland, and Amy Stillwell

Members Absent: Kim Wardlow

I. Opening Business

- a. Agenda Approval: Following review the agenda was approved by consensus.
- b. Minutes Approval: Following review minutes from the April 26, 2016 regular called meeting were approved by consensus.
- c. Good News:
 - i. Mr. Holland commented on how well testing and end of year activities were going.
 - ii. Ms. Cook noted that several students have recently passed the COMPASS test.
 - iii. Ms. Cline was pleased to announce that so far forty one students have passed the IC3 test.
 - iv. Ms. Stillwell congratulated the choir on earning a distinguished rating at the KMEA state festival in Louisville.
 - v. Ms. Garner said that she has heard lots of discussion and questions about our renovations and construction. She said there is a lot of buzz about it.
- d. Public Comment: None

II. Budgets

- a. SBDM 2015 – 2016 accounts: Ms. Clark presented to members the year to date expenditures for the 2015 – 2016 school year. See handout A.
- b. School Activity Accounts: The school activity accounts for April were presented and reviewed by the council. See handout B.
- c. Fundraisers/Field Trips: After review and discussion, submitted fundraisers and fieldtrips were approved by consensus. See handout C.

III. Personnel

- a. Consultation for the purpose of filling vacant positions.
- b. Ms. Stillwell made the motion pursuant to the provisions of KRS 61.801(1)(f) that the council go into closed session for discussion which might lead to the appointment of needed employees. Ms. Garner seconded the motion. Motion was approved by consensus at 5:13 PM.
- c. The council came back into open session at 5:19 PM.

- d. Mrs. Clark informed the council that Mr. Gary Bloyd will be recommended to the superintendent to be employed as Head Volleyball Coach for the 2016-2017 school year.
- e. Mrs. Clark informed the council that Lt. Col. Todd Alcott will be recommended to the superintendent to be employed as an AFJROTC Instructor for the 2016-17 school year.

Next Meeting

The next meeting of the Warren East High School Site Based Decision Making Council will be held at Rafferty's Restaurant on Scottsville Road June 21, 2016 at 11:00 AM.

Motion to Adjourn

Meeting was adjourned at 5:20 PM by consensus.

Respectfully Submitted,

Matthew D. Bastin

**MASTER SCHEDULE
2016-2017**

Handout A

06/21/2016

		Grab & Go Breakfast			Rifle		
		(8:24-8:29)			(10:28-10:58)		
Teacher	Rm #	1st (7:30-8:24)	2nd (8:31-9:24)	3rd (9:28-10:24)	4th(11:02-12:22)	5th (12:26-1:21)	6th (1:25-2:30)
Language Arts Department							
Furlong	326	Planning	Read 180	Eng III	PAP Eng II	PAP Eng II	Eng III
Keeling	325	Eng IV	English IV (I)	English IV	Eng IV T Collab (Combs)	Eng 101	Planning
Poe	323	AP Lang	Planning	English IV (I)	AP Lang	English IV (T)	English IV (I)
Raley	211	Eng I Collab (Gentry)	Planning	English I	English I	English I	English II
Heers	208	Eng I GLA	English I	English I	Planning	English III	English I
Browning	322/414	English II	English II	English II	Yearbook	Eng 161	Planning
Hendrix	324	English III	English III	Eng III Collab (Combs)	English III	Planning	English III
Schulter	320	Planning	Testing	Testing	Eng II Collab (Gentry)	English II	English II
Holland	210	Span II	Span I	Span II	Span II	Planning	Span I
Isenhower	213	Planning	Span II	Span II	Span II	Span II	Span II
French	212			French II	French II	Planning	
Social Studies							
Marr	300	Planning	World Civ DC	WC Collab (Sanford)	Check & Connect	World Civ DC	Renaissance
Mantlo	306	US Hist Collab (Sanford)	Planning	US History DC	Sociology	US History	US History DC
Chaffin	305	World Civ	US History	US History	US History	US History	Planning
Dickey	302	Civics	Civics (aide)	Civics	Civics	Planning	AP Human Geo
White	303	US History	Civics Collab (Sanford)	Plan	AP Human Geo	US Hist Collab (Sanford)	Civics
Poston	401	Planning	World Civ	AP Psych	WC Collab (Sanford)	World Civ	World Civ
New		US History	US History	US History	Planning	US History	Reel History
Math							
Ford	309	Geometry	PAP Alg II	Planning	Geometry	PAP Algebra II	Geometry
Amos	308	Alg I	Alg I	Alg II	College Alg.	Alg II	Planning
New	313	Pre Cal	Planning	Pre Cal	AP Calc A/B	Pre Cal	AP Calc B/C
Mann	307	Geometry	Geom Collab (Grimes)	Pre AP Geom	Planning	Pre AP Geom	Geometry
Ghee	304	Alg III	Alg III	Planning	Alg III	Geometry	Alg III
Griffing	311	Alg I	Planning	Alg I	Alg I	Alg I	Alg I
Barnes	312	Alg II	Alg II Collab (Martinez)	Geom	Alg II	Planning	Alg II
Science							
Stuckey	315	Physics	Integ Sci (aide)	Physics	Physics	Integ Sci	Planning
Cooper	318	Chemistry	AP Chem	PAP Chem	PAP Chem	Planning	Chemistry
J. Sanford	319	Planning	Biology	Anatomy	Biology Collab (Martinez)	Anatomy	Biology
Drake	321	ICP (aide)	Physics	Planning	ICP	ICP Collab (Grimes)	Physics
Phelps	316	Biology	Planning	Biology	Biology	Biology	Biology
Skaaggs	317	Chemistry	Testing	Testing	Planning	Chemistry	Chemistry
New			Chemistry	Chemistry Collab (Grimes)			
Health and PE							
Henshaw	405	PE II/III	PE II/III	Health/PE	Planning	PE/Health	PE/Health
Peters	402	Health/PE	Health/PE	PE/Health	Health/PE	PE II/III	Planning
Music							
J. Cline	600				Planning	Music App	Band
Marshall	609	Check & Connect	Women's Choir	Planning	Ind. Study	Beginning Choir	Adv Choir
Business							
L. Cline	413	Dig Lit	Dig Lit II	Bus Mgmt	Dig Lit	Planning	Multimedia
Frasier	407	Intro to Bus DC	Intro to Inf Sys DC	Dig Lit	Accounting	Planning	Dig Lit
		Grab & Go Breakfast			Rifle		

**MASTER SCHEDULE
2016-2017**

06/21/2016

		(8:24-8:29)		(10:28-10:58)			
Teacher	Room #	1st (7:30-8:24)	2nd (8:31-9:24)	3rd (9:28-10:24)	4th (11:02-12:22)	5th (12:26-1:21)	6th (1:25-2:30)
JROTC							
Alcott/Bruno	612/613	JROTC I	JROTC II/III	JROTC II/III	Planning/Adv	JROTC I	JROTC IV
and Consumer Science							
Warren	116	FACS Essentials	Princ of Hosp	Planning	Foods	Foods	Adv Foods
New	409	Parenting	Parenting	Planning	Child Dev. Serv	Early Lifespan Dev	FACS Essentials
Agriculture							
Brooks	616	Planning	Agriscience	Ag Construction	Agriscience	Principles of Ag	Principles of Ag
Doyle	615	Planning	Wildlife Resources	Agriscience	Ag Sales & Mkt	Greenhouse	Greenhouse
				Art			
Wallace	614	Art II/III	Planning	Art II/III/IV	Art I	Art I	Photography
				Special Education			
Grimes	314	Planning	Geom Collab (Mann)	Chem Collab (Skaggs)	Geom Resource	ICP Collab (Drake)	Alg I Resource
Martinez	310	Alg II Resource	Alg II Collab (Barnes)	Planning	Bio Collab (Sanford)	Alg III Resource	Alg II Resource
Combs	214	Eng I Resource	Eng III Resource	Eng III Collab (Hendrix)	Eng IV Collab (Keeling)	Eng II Resource	Planning
W. Sanford	215	US Hist Collab (Mantlo)	Civics Collab (White)	World Civ Collab (Marr)	World Civ Collab (Poston)	US His Collab (White)	Planning
Gentry	209	Eng I Collab (Raley)	Planning	Eng III Resource	Eng II Collab (Schulter)	Read 180	Eng IV Resource
Brewer IV/EBD	EBD	EBD	EBD	EBD	EBD	EBD	EBD
Dennison/FMD	119	FMD	FMD	FMD	FMD	FMD	FMD

WARREN EAST HIGH SCHOOL
Warren County School District

POLICY 7

KRS 160.345(2)(i)6

SBDM COUNCIL POLICY **On** **INSTRUCTIONAL PRACTICES**

TOPIC DESCRIPTION

Planning and Resolution of issues regarding instructional practices

POLICY STATEMENT

The Warren East High School SBDM Council is responsible for planning and implementing instructional practices used in curriculum development and instructional practices including writing policies and credit requirements.

The Instructional staff and Council are responsible to stay versed in new instructional practices in order to provide an environment where all students perform up to their potential and are College and Career Ready. Teachers will notify the principal/council in writing of new instructional practices that they wish to use. Principal will meet with department heads to discuss instructional changes and then notify council of new practices that will be implemented.

Teachers will regularly ensure students:

- A. Are actively involved in their own learning
- B. Use writing as a way to learn
- C. Have some ownership over what is being learned
- D. Communicate with peers about what they are learning
- E. Study subjects in a way that shows them applications to real life
- F. Are able to make connections among content areas
- G. Are instructed in way that help all students learn the Kentucky Common Core State Standards, the Quality Core Standards, College Readiness Standards, KOSSA Standards, the Next Generation Science Standards, Program Review Indicators, and the Program of Studies which has been determined for all students to know and be able to do.
- H. Will receive the appropriate and meaningful feedback.
- I. Do hands-on activities
- J. Use calculators as appropriate
- K. Discuss different ways to solve problems
- L. Read and write in all content areas
- M. Do on-demand and constructive response items
- N. Use technology
- O. Perform or create in an area of the arts and humanities.

To ensure that the above items are implemented, every teacher shall:

1. Use a wide variety of student-centered, culturally responsive instructional strategies to address various learning styles.
2. Use activities where all students use higher-order thinking and problem-solving skills.
3. Assign tasks similar to those used for state assessments.
4. Provide opportunities for students to connect their learning to other topics and subjects and real-life experiences.
5. Use technology for appropriate and varied learning activities and to extend the classroom into the community and the world.
6. Use instructional resources that are developmentally appropriate, culturally diverse, and varied.
7. Provide students with opportunities to evaluate their performance and use the feedback to reflect on and improve classroom practice as needed.

ACADEMIC INFORMATION

Grading Policy

- A syllabus will be distributed to students at the beginning of each course.
- Teachers will explain the grading system in each class and describe their policies in regard o cheating, homework, and make-up work.

Grading Scale

- The following grading scale will be used in all regular classes:
 - A=90-100
 - B=80-89
 - C=70-79
 - D=60-69
 - F=0-59

Grade Point Average Calculation

- All regular (non-Advanced Placement “AP”) classes are calculated on a 4.0 scale:
 - A=4.0 points
 - B=3.0 points
 - C=2.0 points
 - D=1.0 points
 - F=0 points
- AP classes are calculated on a 5.0 scale to take into account the degree of difficulty of this level of class:
 - A=5.0 points
 - B=4.0 points
 - C=3.0 points

- D=2.0 points
 - F=0 points
- Both methods of grade point calculation will be used in determining GPA and class rankings.
- If two or more students have all A's and have taken the same number of weighted classes, those students will be recognized as having the same rank in class.
- Grade point averages are calculated quarterly.

Grade Reporting

- Teachers are expected to report grades once per week and communicate with parents of struggling students.
- Students and parents can access grades via the parent portal within the Infinite Campus website.
- Official grades are reported every 9 weeks. Each 9-week average is posted to a student's academic transcript and used for GPA calculation. Final averages are NOT used in GPA calculations.
- Students will receive the 1st midterm grade handout at an open house scheduled in September. Students will personally receive all other midterm grade handouts. Grade reports will be personally given to students for 1st, 2nd, and 3rd quarter. Grade reports for 4th quarter may be picked up at the end of the school year upon the school receiving full payment of any debt incurred by the student during the current or past school year(s).

Warren East High School

EMERGENCY ACTION PLAN



6867 Louisville Road
Bowling Green, KY 42101
(270)781-1277
(270)843-2610

Email: Firstname.lastname@warren.kyschools.us
Twitter: @WEHS2014

Principal: Nicole Clark
Assistant Principal: Matt Bastin
Assistant Principal: Stoye Young

NOTICE: This document is CONFIDENTIAL and FOR INTERNAL USE ONLY. This operational plan is NOT FOR PUBLIC INSPECTION by any person or governmental entity. This is not a federal document; therefore it is not subject to requests under the Freedom of Information Act. Release of this document to unauthorized individuals is strictly prohibited.

ROLES IN THE CASE OF AN EMERGENCY SITUATION

NAME	TITLE	RESPONSIBILITY
Nicole Clark	Principal & media communications	Team Coordinator, media communication, parents
Stoye Young Matt Bastin	Asst. Principal	Security Coordinator and Sweeps
Angie Anderson Edwina Strickler Melanie Morrison	Guidance	Student and Staff Assistance
Mike Waldrop	SRO	Security, law enforcement contact
Tonya Graham	Lead Secretary	Contact Central Office (coordinate with principal), Café (if food will be needed), answer phones*, master keys, portable P.A.
Gretchen Bush	Secretary	Answer phones*, contact nurse, EMS, gather lists, Medication, emergency cards, assist nurse (field trip, absentee, check in/out, bus lists)
Betsy Sparks	Guidance Sec.	Radios distributed, assist guidance counselor, occupancy accounting, office supplies (pens, paper, etc.)
Nancy Simmons	Lead Daytime Custodian	Secure chemicals, assist with utility shut off (after directed to do so by assistant principal), secure building, tables and chairs if needed, caution barriers
Jonathan Vincent	Dean of Students	Traffic, Emergency Vehicles, portable P.A.
Angie Smith	FRYSC	Family Services
Megan Cosby	Library Media	Technology needs
Angie McDaniel	Nurse	Medical needs

*be prepared with standard answers for parents, media, and staff

EMERGENCY CONTACT PHONE LIST

NAME	POSITION/AGENCY	CELL #	WORK #
Nicole Clark	Principal	(270)792-9133	(270)781-1277
Matt Bastin	Assistant Principal	(270)2025787	(270)781-1277
Stoye Young	Assistant Principal	(270)282-3533	(270)781-1277
Edwina Strickler	Guidance Counselor	(270)779-7205	(270)781-1277
Angie Anderson	Guidance Counselor	(270)792-4321	(270)781-1277
Melanie Morrison	Guidance Counselor	(270)792-9393	(270)781-1277
Jonathan Vincent	Dean of Students	(270)202-7857	(270)781-1277
Tonya Graham	Lead Secretary	(270)799-1456	(270)781-1277
James Cole	Maintenance	(270)779-8432	(270)781-1277

Additional Contacts			
Ray Musall	Premiere Building	(865)850-4497	(865)522-7731
District Level			
Rob Clayton	WCPS Superintendent	(502)489-1885	(270) 781-5150
Kathy Goff	WCPS Assistant Superintendent	(270)791-6724	(270) 781-5150
Jay Wilson	WCPS Director of Safety	(270)790-1028	(270) 781-5150
Todd Hazel	WCPS Student Assistance Coordinator	(270)991-8836	(270) 781-5150
Morgan Watson	WCPS Public Relations Coordinator	(270)5354887	(270) 781-5150
Bobby Crooks	WCPS Maintenance Director	(270)779-9308	(270) 842-0702
John Odom	WCPS Transportation Director	(270)779-1320	(270) 843-3703
	WCPS Transportation Area Manager		(270) 842-8311
Law Enforcement	Warren County Sheriff's Department	(270) 842-1633	
Emergency	Bowling Green Police Department		(270) 393-2473
	Kentucky State Police		(270) 782-2010
	Bowling Green Fire Department		(270) 393-3702
	Warren County Emergency Management	(270) 781-8776	
Utilities	Atmos Energy		1-888-954-4321
	Warren Rural Electric Cooperative		(270) 842-6541
	Warren County Water District		(270) 842-0052
Fire Alarm	Comstar	(270)781-7076	(800) 432-1429
Hospitals	Medical Center Hospital		(270) 745-1000
	Greenview Regional Hospital		(270) 793-1000
Miscellaneous	Bowling Green Regional Airport		(270) 842-1101
	Federal Aviation Administration		1-866-TELL-FAA
	ATF		1-800-800-3855
	CSX		1-800-232-0144
	Kentucky Regional Poison Center		1-800-222-1222

LOCATION OF EMERGENCY EQUIPMENT, SUPPLIES

ITEM	LOCATION	CONTACT
Blueprints of building	Records Room	Stoye Young
First Aid Kit	Room 102	Angie McDaniel
Fire Extinguishers	Throughout the building	Stoye Young
Gas Cutoff	Outside back doors to right	Stoye Young
Electric Cutoff	Back mechanical room	Stoye Young
Water Cutoff		Stoye Young
Emergency Cards	Front Office	Gail Barnett
Student Medicines	Room 102	Angie McDaniel
"Go kit"	Room 102	Stoye Young
Radios	Room 100	Stoye Young

Flashlights		
Locker List	Room 103	Gretchen Bush
Master keys	Room 105	Stoye Young
Transportation/bus lists	Room 105	Stoye Young

Emergency Situation Notification List and Procedures

Event description: _____ **Date:** _____

Check box next to those which are contacted:

- ☐ Administration:
 - ☐ Principal
 - ☐ Assistant Principals
 - ☐ Guidance Counselors
- ☐ EMS (911)
- ☐ Classes which are outside (P.E., etc.)
- ☐ Central Office / Superintendent
- ☐ School Resource Officer
- ☐ School Nurse
- ☐ All staff (inform via email or other means if necessary)
- ☐ Parent/guardian(s) of student(s) involved
- ☐ Custodians
- ☐ Cafeteria Staff (to secure their area and make aware, if necessary)
- ☐ Maintenance (if necessary)
- ☐ Transportation office (if necessary)
- ☐ Off-campus sites- Warren East Middle School or Corvette Museum
- ☐ Announcements to students?
- ☐ Meet with staff after school?

CONSIDER:

Will parents need to be notified? If so, determine which means will be used:

- Email
- Twitter
- Automated alert system
- Letter to be taken home by students
- Utilize sample letters at the Ky. Center for School Safety: <http://www.kycss.org>

Will parents begin arriving if word has gotten out? Consider crowd control, check out procedures (contact central office regarding allowing persons not on contact list to check students out).

CRISIS EVENT PLAN

1. In the event of a death of a student, faculty, or staff member the principal or designee will confirm the death with local law enforcement, the coroner's office, or the family. During this confirmation, the principal will obtain factual information surrounding the death in order to help replace any rumors with facts. **(Team Coordinator)**
2. The principal or his designee will contact the superintendent's office. During this contact it will be decided by the principal and the superintendent whether or not to bring in outside resources. **(Team Coordinator)**
3. The principal or designee will notify the school crisis team of the death or deaths and also of when the school crisis team will meet to discuss the situation. Furthermore, the principal will notify any feeder school which might be affected by the death. **(Team Coordinator)**
4. The crisis response team makes a decision based on the available information whether to call an all-staff meeting before school the next day. **(Team Coordinator)**
5. The crisis response team plans whether information should be shared with the entire student body, with a specific class or group, or only with students involved with that particular person. Many times, information should be disseminated to the entire student body to prevent rumors replacing facts. The crisis response team will decide the best way for information to be delivered to students. **(Avoid announcing information over the P.A. system if possible)**
6. The school crisis team also decides how best to contact parents explaining what has happened and what the school is doing. **(FRYSC and Team Coordinator)**
7. The school crisis team and the crisis response team will work together to identify a "safe room" for students and staff who may need emotional support. Specific guidelines for students leaving classes should be explored and set forth. **(Team Coordinator & Security Coordinator)**
8. The crisis response team identifies personnel to be available to: help teachers who may be uncomfortable with making the announcement to students, support students or staff in the "safe room" either in small groups or individually, and/or assist parents who may come to the school seeking information or assurance.
9. In addition to the scripted announcement for phone and emails, the crisis team gathers handout information to share with teachers and parents. This can include information on how to help children process the news, on identifying and helping high risk students on the stages of grief for children, etc. **(Student & Staff Services Coordinators)**
10. The school crisis team will appoint who is to remove personal items of the deceased. The team should also decide how and when to remove these items. **(Team coordinator)**
11. The school crisis team will make plans for an end-of-the-day staff meeting to give staff a chance to process the day, discuss at-risk students, and receive support and validation. This meeting may also be a time when additional information may be shared such as funeral or memorial service arrangements and possible plans for school memorials such as planting a tree, plaque, etc.
12. Following the staff meeting, the school crisis team and the crisis response team discuss the need for additional services to specific students and/or staff. The team takes time to share their own reactions and feelings to support each other.

SCHOOL BUS ACCIDENT (DURING SCHOOL DAY)

1. Driver contacts bus garage by radio or phone to give circumstances and location
2. Bus garage calls 911, superintendent's offices, and transportation director
3. Transportation director calls for another bus to take students to location

4. Principal informs parents of students' safety conditions including those removed to the hospital
5. Superintendent is responsible for all communication with media

SCHOOL BUS ACCIDENT (OUT OF DISTRICT TRIPS)

1. Survey the condition of students for emergency needs. Remove students from the bus only if there is a danger or need.
2. Contact emergency help as soon as possible with one of the chaperones on the bus
3. Contact the transportation director, superintendent, and principal giving location and circumstances
4. Send one chaperone with students going to the hospital
5. Give the police only necessary information and make no statements about the accident
6. When another bus arrives, return the students to the county immediately
7. The principal will contact parents and guardians

DISASTER EVENT PLAN

Disasters can strike quickly and without warning.

While a disaster is frightening for adults, it can be traumatic for children if they don't know what to do.

All adults should help children understand the concept of a disaster:

- Explain that a disaster is when something happens that could hurt people, cause damage or cut off utilities such as water, telephones, or electricity.
- Give examples of several disasters that could happen in our community.
- Talk about typical effects that children can relate to, such as loss of utilities.
- Explain that when people know what to do and practice in advance, everyone is better able to handle emergencies. Both schools and families need to develop disaster plans.

1. The team coordinator or designee should contact the following:
 - a. Appropriate authorities by calling 911
 - b. Notify the superintendent of disaster emergency.
 - c. Contact maintenance if needed
2. Have appropriate staff isolate/secure area (Security Coordinator)
3. Have appropriate staff remind/assure faculty of their focus on student safety repeatedly taking roll and counting students. (Security Coordinator)
4. Determine need to evacuate area/school. (Team Coordinator)
5. Determine need to keep students at school or send home – call transportation if necessary (Team Coordinator)
6. Determine counseling help if needed and requested (Student & Staff Services Coordinator)

DISASTER PHONE NUMBERS

BOWLING GREEN POLICE 782-2010

BOWLING GREEN FIRE 393-4831

WARREN COUNTY SHERIFF 842-1633

WARNING SYSTEM

FIRE- Fire Alarm

TORNADO- Intercom – “Assume the tornado safety position”

EARTHQUAKE- Intercom – “Stop, drop, and hold. Get under desks and tables.”

BOMB THREAT – Intercom – “Everyone evacuate the building at this time.”

INTRUDER(S) – Intercom – “Enter building lockdown. Go into the nearest room. Close and lock your doors and cover your windows.”

HOSTAGE INCIDENT – Intercom – “Enter building lockdown. Go into the nearest room. Close and lock your doors and cover your windows.”

HAZARDOUS CHEMICAL SPILL – Intercom – “Team leaders have someone cover your classes and report to the library at this time please.”

EDUCATIONAL DRILLS AND TRAINING

Fire – 10 times each year (two drills within the first two weeks of school)

Tornado – 2 times each year prior to tornado season

Earthquake – 2 times each year

Bomb Drill – 2 times each year

Lockdown Drill – 2 times each year

Other – Upon principal’s recommendations

FACULTY DUTIES

1. Teachers are to focus on student safety first at all times.
2. Teachers are required to count and take roll repeatedly during all drills and emergencies.
3. Teachers are to continually supervise their students and wait for directions from administration.

FIRE

- IF THERE IS A FIRE OR EXPLOSION, THE SCHOOL FIRE ALARM SHOULD BE SOUNDED IMMEDIATELY AND THE BUILDING EVACUATED
- THE TEAM COORDINATOR WILL CALL THE FIRE DEPARTMENT AND THE SUPERINTENDENT.
- FOLLOW THE EVACUATION PLAN (TAKE ROSTER, CHECK ATTENDANCE, COUNT STUDENTS, NO RUNNING)
- GET TO YOUR DESIGNATED AREA AND REPEAT STUDENT CHECK
- THE DIRECTOR OF EMERGENCY VEHICLES SHOULD DIRECT THE FIRE DEPARTMENT TO THE CLOSEST ENTRANCE.
- ARRANGE FOR TRANSPORTATION OF STUDENTS, IF NEEDED.
- WAIT FOR ALL CLEAR FROM THE ADMINISTRATOR

BOMB THREAT

- WHEN A BOMB THREAT IS RECEIVED, TRY TO DELAY THE PHONE CALL IN AN ATTEMPT TO GET AS MANY FACTS AS POSSIBLE. (USE THE NEXT PAGE TO TAKE NOTES ASAP)
- NOTIFY THE FRONT OFFICE WITH YOUR FACTS.
- FOLLOW THE EVACUATION PLAN USED IN OTHER DRILLS AND REPORT TO THE WEHS FOOTBALL STADIUM (TAKE ROSTER, CHECK ATTENDANCE, COUNT STUDENTS, NO RUNNING)
- THE TEAM COORDINATOR WILL CONTACT THE POLICE AND THE CENTRAL OFFICE
- IF SEARCHING AN AREA, LOOK FOR SUSPICIOUS PACKAGES, BUT DO NOT TOUCH

BOMB THREAT BY TELEPHONE CHECKLIST

Time call received _____ Time call terminated _____
Exact words of the caller _____

QUESTIONS TO ASK

(Be calm, delay caller, ask to have message repeated)

1. What time is the bomb set to explode? _____
2. Where is the bomb located? _____
3. Is it in the open? _____ Disguised _____ Concealed _____
4. What kind of bomb is it? _____
5. Why was it placed? _____
6. How did it get into the school?

DESCRIPTION OF VOICE

	Male		Calm
	Female		Accent
	Young		Slang
	Middle-Aged		Educated
	Old		Frightened

Background noise (type of noise)

In the event of a bomb threat:

1. This announcement will be made: "Teachers, please check your email at this time,"
2. REMAIN CALM
3. DO NOT USE CELL PHONES OR RADIOS DURING A BOMB THREAT. DO NOT TURN ANY LIGHTS ON OR OFF.
4. Continue instruction while you discreetly scan your classroom for anything out of the ordinary.
5. If anything suspicious is found, notify the office IMMEDIATELY via EMAIL.
 1. Make sure classroom door is **UNLOCKED** or **OPEN**.
 2. Have a copy of your class roster ready to take with you if evacuated.
 3. Evacuate ONLY if a member of the response team asks you to do so. If evacuated:
 - a. Move quickly. Take your roster.
 - b. Students **SHOULD** take the belongings they have with them.
 - c. Exit as you would for a fire drill.
 - d. Take students well past the typical fire drill stopping points.
 1. If a teacher near you has a substitute today, please check on them or contact the office as you feel is appropriate.

If you receive the call:

- Prolong the conversation as much as possible
- Identify background noises & voice characteristics
- Engage the caller to give description of bomb, where it is, and when it is due to explode
- Determine the caller's knowledge of the facility
- AVOID HANGING UP THE PHONE (Use another school phone & notify the office for tracing)
- Complete the Bomb Threat - School Report (copy in office)
- Alert the principal or person in charge (without hanging up)

Bomb Threat Email:

Subject:

BOMB THREAT

Message:

THIS IS A DRILL

THIS IS NOT A DRILL

Teachers and Staff:

1. REMAIN CALM
2. DO NOT USE CELL PHONES OR RADIOS DURING A BOMB THREAT. DO NOT TURN ANY LIGHTS ON OR OFF.
3. Continue instruction while you discreetly scan your classroom for anything out of the ordinary.
4. If anything suspicious is found, notify the office **IMMEDIATELY** via EMAIL. **DO NOT TOUCH IT.**
5. Make sure classroom door is **UNLOCKED** or **OPEN**.
6. Have a copy of your class roster ready to take with you if evacuated.
7. Evacuate **ONLY** if a member of the response team asks you to do so. If evacuated:
 - a. Move quickly. Take your roster.
 - b. Students **SHOULD** take the belongings they have with them.
 - c. Exit as you would for a fire drill.
 - d. Take students well past the typical fire drill stopping points (300 ft. from building).

Drills: An "all clear" email will come soon.

Non-drills: Stay put until further notice.

TORNADO

TORNADO WATCH

- THE SITUATION WILL BE MONITORED BY THE SECURITY COORDINATOR
- INTERCOM ANNOUNCEMENT MAY BE MADE IF NEEDED
- ALL OUTSIDE ACTIVITIES WILL CEASE
- ALL OTHER ACTIVITIES CAN CONTINUE UNLESS NOTIFIED BY OFFICE

TORNADO WARNING

- INTERCOM ANNOUNCEMENT WILL BE MADE
- IMMEDIATELY MOVE WITH YOUR STUDENTS TO YOUR DESIGNATED SHELTER AREAS (TAKE ROSTER, CHECK ATTENDANCE, COUNT STUDENTS)
- HAVE STUDENTS "DUCK AND COVER"
- REPEATEDLY CHECK STUDENT ATTENDANCE AND NUMBERS
- WAIT FOR THE ALL CLEAR FROM THE PRINCIPAL

Designated areas for tornado:

Room -- Shelter

115 --115

116 -- Faculty Mailroom

117--117

119--119

Library --201

207 --207

208 --207

209 --209

210 --207, 209

211 --215

212 --Gym Hall

213 --Gym Hall

214 --214

215 --215

S2--S2

300--300

301--301

302--302

303--303

304--304

305--305

306--306

307--307

308--308

309--309

310--310

311--311

312--312

313--313

314--314

315--316

316--316

317--318

318--318

319--320

320--320

321--322

322--322

323--324

324--324

325--326

326--326

403--403

405--405

407--407

409--409

411--411

412--412

413--413

600--Business Hall

609--609

612--612

613--612

614--Business Hall

615--615

616--616

617--616

613--616

Gym--Locker Rooms

Cafeteria--Math/S Hall

EARTHQUAKE

- IF SHAKING IS FELT- STOP, DROP, AND HOLD UNDER TABLES AND DESKS
- TEAM COORDINATOR WILL CONTACT CENTRAL OFFICE AND AUTHORITIES IF NEEDED
- SECURITY COORDINATOR WILL SWEEP THE BUILDING FOR INJURIES
- A PLAN FOR CONTACTING PARENTS WILL COMMENCE
- TRANSPORTATION PLANS MAY BE NEEDED IF THE SCHOOL DAY CANNOT CONTINUE

INTRUDER/LOCKDOWN

- NOTIFY THE OFFICE IMMEDIATELY IF INTRUDER IS SPOTTED
- INTERCOM ANNOUNCEMENT WILL BE MADE TO "ENTER BUILDING LOCKDOWN."
- TEAM COORDINATOR WILL CONTACT AUTHORITIES AND SUPERINTENDENT.
- CLOSE AND LOCK INTERIOR DOORS WITH ANY/ALL STUDENTS INSIDE
- UNLESS OTHERWISE INFORMED, KEEP STUDENTS AWAY FROM WINDOWS AND DOORS.
- TAKE ATTENDANCE AND COUNT STUDENTS.
- IF POSSIBLE, THE SECURITY COORDINATOR WILL SWEEP THE BUILDING
- WAIT FOR THE "ALL CLEAR" ANNOUNCEMENT

HOSTAGE SITUATION

Procedures

Immediate response—

- Initiate Lockdown procedures
- Call 911
- Contact SRO
- Follow police directions
- Contact Central Office
- Goal is to de-escalate situation

- Try not to allow additional hostages to be taken

Utilizing active listening skills is crucial to de-escalating hostage situations.

- Compartmentalize (contain) situation to one area if possible; try not to allow situation to go mobile.
- If possible, immediately cordon off the area where the hostage situation is located.
- Attempt to evacuate everyone (except the hostages) from the immediate area.
- Do not attempt to evacuate everyone if it would create an even more dangerous situation or enhance the chance of injury.

Classroom doors should be locked from the inside, and the occupants should remain there and be as quiet as possible.

Make no attempt to establish contact with the hostage taker. If, however, he/she makes demands, listen carefully and do not attempt to solicit additional information.

Advise the hostage taker that you will pass on the demands to the superintendent. This is a stall tactic: accordingly, you must be calm and convincing.

Take no further action. Await the arrival of the police and their Hostage Negotiation Team.

MISSING/ABDUCTED STUDENT

- NOTIFY THE FRONT OFFICE
- TEAM COORDINATOR WILL NOTIFY THE PARENT/GUARDIAN
- NOTIFY LAW ENFORCEMENT OFFICIALS
- CONTACT SUPERINTENDENT'S OFFICE
- LOCATE STUDENT PHOTOGRAPH FROM RECORD
- OBTAIN DESCRIPTION OF CLOTHING WORN BY STUDENT

POWER OUTAGE

- NOTIFY THE PRINCIPAL UNLESS ENTIRE SCHOOL IS AFFECTED
- TAKE ATTENDANCE AND COUNT STUDENTS REPEATEDLY DURING OUTAGE
- WAIT FOR PRINCIPAL'S DIRECTION

LOCK-OUT PROCEDURES

To be used to prevent unwanted persons from entering building.

- Principal or designee will determine if lock-out is to occur.
- Lock front office door. Anyone who wishes to enter will have to show ID through the door/window and state purpose of visit.
- Place a sign on front door notifying visitors of a lock-out situation
- Notify WCBOE Central office if necessary.
- Custodians and administrators will check all exterior doors and those around auditorium.
- No outside P.E. or other outside activities (notify P.E. teacher).
- Notify staff but not students unless we proceed into a "Lock Down".

Medical Emergencies

Depending on Assistance Needed, Call:

911

School Nurse

SRO

Central Office

Notify High School that an ambulance / police have been called

Procedures

School nurses and/or the designated first aid backup are responsible for rendering emergency care to all students, school employees, and visitors who need first aid and/or emergency care

for health problems during the school day. The school nurse is responsible for reporting to the building administrator any medical emergency and for ensuring completion of the correct documentation and notifications to the appropriate offices.

OFF-SITE EVACUATION, AREA TECHNOLOGY CENTER (ATC)

ON-SITE Building Evacuation - WEHS

Dear parent/guardian:

Your child's safety is our first concern. We simply ask that you patiently follow the instructions on this page in order to ensure that your child and everyone else's are safely and efficiently reunited with the individual who is picking them up.

1. PLEASE BE PREPARED TO SHOW IDENTIFICATION. YOU SHOULD BE LISTED ON THE STUDENT'S EMERGENCY CONTACT LIST. IF YOU ARE NOT LISTED ON THE EMERGENCY CONTACT SHEET, WEHS WILL NOT RELEASE THE STUDENT TO YOU.

2. INSTRUCTIONS:

Determine which category you fall into below. Follow the instructions for that classification.

IF YOU ARE NOT ON THE EMERGENCY CARD:

- Please enter the **LEFT** front doors and proceed down the hallway. For each child's safety, we must try to verify that it is ok for you to pick up a student. Please understand that this may take time to complete and we simply ask that you be patient and understanding. If this area becomes crowded, some may have to temporarily wait outside until the line moves forward.

MIDDLE SCHOOL ENTRY:

- Please enter the **CENTER** front doors and line up inside the entrance. If this area becomes crowded, some may have to temporarily wait outside until the line moves forward.

HIGH SCHOOL:

- Please enter the **RIGHT** front doors and line up on the far side of the lobby. If this area becomes crowded, some may have to temporarily wait outside until the line moves forward.

IF YOU HAVE MIDDLE AND HIGH SCHOOL STUDENTS TO PICK UP:

- Understand that you will have to wait in line twice as long. While this is not ideal for you, it simplifies the process for us. Please get in the middle school line first. Once you have been verified and given your MS child's pickup form, get in the line for the HS pickup verification.

3. PROCESSING:

- Show your identification to the person at the check-in stations in the lobby. They will compare your ID to the child's emergency card and then give you a paper, which will allow you proceed into the main arena. You may pick up your child according to where they are seated (in alphabetical order by section).

4. PICKUP:

- Show your pickup authorization to the person at the top of the stairs by each section. Tell them your child's name and they will locate your child. Take your child and pickup form to the exit.

COMMUNICATION WITH THE MEDIA DURING A CRISIS

1. The primary goal during a crisis should be to keep the public informed while trying to maintain the privacy of students and assure as little interruption of the school's activities as possible
 - a. Provide information as soon as possible and as often as necessary to control and dispel rumors
 - b. Establish a rumor control number
 - c. Keep it simple. Give three or four main points and then stay on message repeating and refining those points.
 - d. Express regret and condolences if appropriate
2. Identify a single spokesperson (A public information officer will usually be designated by the Police/Fire Incident Commander to work with the Head of the Crisis Response Team to determine what information can be released and that information is accurate)
3. When possible, all press releases should be joint releases by Head of the Site Crisis Response Team or main office administrator and the Police or Fire Department Incident Commander
4. As soon as possible, prepare basic facts, clearly and concisely
 - a. Two or three minutes spent writing down some specific points is valuable
 - b. News people want to know: Who, What, When, Where, Why, and How
5. **Be consistent**
 - a. Give the same facts to all media
 - b. Avoid acronyms and technical language
 - c. Prepare an official written statement or news release – Cover three points:
 1. Explain the situation
 2. Describe the steps you have taken to deal with it
 3. List ways family members and the community can help
 - d. Keep a copy of your statement in your file

6. Do not release names of victims/suspects until relatives have been notified and the Incident Commander approves the release
 - a. Premature release of names could jeopardize investigations and/or prosecutions
 - b. Families should be notified prior to the release of names
7.

Keep a media log

 - a. Document who you spoke to, what information you shared, and when you spoke to them
 - b. Use the form provided in this manual
8. Set limits for the media
 - a. Limit time, location, topics
 - b. Decide to whom and under what circumstances you can/will release information
 - c. Weigh the public's right to know and public interest against the individual's right to privacy
 - d. Consider the obligation to provide a safe and non-disruptive environment
9. Be proactive for the school in your communication with students, staff, parents, volunteers and the media
 - a. They can be most helpful in controlling rumors
 - b. Utilize websites and email, text messaging, Face Book, reverse 911 technologies as appropriate. Establish a rumor control unit and publish the phone number or website link
 - c. Verify the media credentials
 - d. Ask for identification and call to verify a reporter's credentials, if appropriate
10. Limit media access to the school, as appropriate, to maintain a safe environment conducive to necessary school activities
 - a. Most media representatives are reasonable when you explain that their presence, under these circumstances, would be disruptive to the school
 - b. Be accommodating when appropriate
 - c. Give a statement on camera outside the facility, if possible
11. Think before you speak
 - a. If you need to buy time, some reasonable responses may be:
 - "I'm still finding out exactly what happened - If you give your name and number,
 - I'll get back to you within _____minutes/hours."
 - Have your secretary indicate you will respond to the media as soon as possible - And do it!
 - "School officials are aware of the situation and are investigating the matter."
 - b. Focus on the facts
 - b. DON'T make judgments or draw conclusions about what happened
 - d. Don't presume to tell a reporter what is or isn't newsworthy
12. Never lie to a reporter
 - a. Tell the bad news quickly, get it over with. It may be your only chance to set the record straight
 - b. Establish the administrator as the best source for information on the crisis

- c. Protect and enhance the school's credibility
 - d. If the media think you're hiding something, they're likely to dig hard for the information from other sources and play the story more sensationally and perhaps less accurately
13. Use a conversational tone of voice or you will inadvertently pitch your voice up sound strained
- a. If you don't understand the question, say so
 - b. Parroting the reporter's question is very dangerous on radio or videotape because the tape can be edited to sound like you concur whether you do or not - Suppose the reporter asks, "How are you handling this terrible shock?" Don't respond, "We are handling this terrible shock by ...", instead, respond in your own words to the effect that, "We are continuing a usual schedule, following a staff meeting where we discussed the situation."
14. Answer each question, and then be silent
- a. Stick with the statement
 - b. Don't embellish and don't respond to media pressure to chat
 - c. You do not have to fill the prolonged silence
 - d. Pauses will be removed in the editing process
15. Don't back up, even though a microphone seems to force that
- a. Plant your feet firmly and stand your ground
 - b. Suggest that everyone sit down if you need "space"
16. Don't let the reporter get you off track or tell you when you've finished your answer
- a. A reporter may interrupt you before you've finished answering a question
 - b. Let the reporter finish and then continue your answer
17. DON'T go off the record
- a. The information you give off the record may be easily verified on the record with another source
 - b. Don't let a reporter's friendly, sympathetic manner disarm you into giving him/her additional information.
18. It is best not to answer a query with "No comment"
- a. It is a red flag to the media and appears evasive
 - b. Say, "I can't share that information with you right now, but I will call you as soon as I can release it." (And do call them)
 - c. Say, "I don't know the answer, but I should have it in an hour."
 - d. If you can't reveal the information at all, tell the reporters why (Examples: The student's family hasn't been notified yet, revealing identity of a witness could jeopardize an investigation, etc.)
19. Reporters are under constant deadlines, but no deadline is so important that it's worth making an inaccurate statement
- a. Ask how long you have to get the information and then try to obtain it within that amount of time, if possible
20. Don't put reporters off

- a. They will only get more insistent and abrasive if you do so
- b. Conflict is news, and reporters often frame their questions to bring out the conflict or emotion in a story

21. Guard your students and staff against intrusions

- a. If the media wants student, staff or community viewpoints, it may be well to arrange for them to talk to specific persons
- b. You have the right to exclude the media from meetings with staff, volunteers, students, and/or their families.

To: Warren East High School SBDM Committee

From: Cindy Robertson-Heers

Date: June 15, 2016

Subject: Creative Writing Club request

Good afternoon. I am interested in starting a writing club at Warren East High School. I feel that there is a population of students who would benefit from a club such as this. Many students are already blogging, writing poetry, and all sorts of social media type writing for personal pleasure. However, they are probably not making these connections to in class writing skills. A group of like-minded students who could share and glean from one another as well as validate the talents each possess could enhance their performances in their classes, but most of all, afford them an outlet in which they could express themselves without risk.

I feel that there are students who are not involved in other extra-curricular activities who would enjoy and benefit from this club.

My goal would be to allow school-appropriate expression and sharing of their crafts in the beginning, but to move to learning writing techniques and ultimately compiling pieces for a publication of these works in the future.

Please consider a writing club for Warren East High School students.

Thank you for your consideration.

Cindy Robertson-Heers

English Teacher – Warren East High School

Cindy.robertson-heers@warren.kyschools.us

ACADEMIC TEAM

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
50266	27-Aug	2201118-0810-SC6X	SCKAC	\$350.00	LEAGUE DUES

ART

		\$1,000.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
56382	5-Feb	2201118-0610-SC6X	NASCO	\$942.27	PAINT AND SUPPLIES

BAND

		\$1,000.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
58915	6-Apr	2201118-0610-SC6X	ROYAL MUSIC CO	\$1,000.00	BAND EQUIPMENT

BASEBALL

		\$450.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
56954	22-Feb	22011025-0610-SC6X	DUKES	\$450.00	SHIRTS

BUSINESS DEPT

		\$1,000.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
56550	10-Feb	2201118-0610-SC6X	BCB	\$791.10	DEPT SUPPLIES
59982	2-May	2201118-0610-SC6X	BCB	\$32.99	IVORY PAPER

\$824.09

GUIDANCE

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
48860	30-Jul	2201031-0610-SC6X	BCB	\$366.81	BETSY AND RACHELLE SUPPLIES
49164	6-Aug	2201031-0610-SC6X	BCB	\$17.49	RETURN ADDRESS LABELS
49976	20-Aug	2201031-0650-SC6X	BCB	\$143.99	TONER FOR BETSY
51031	14-Sep	2201031-0650-SC6X	BCB	\$272.97	(3) TONER FOR RACHELLE
52799	28-Oct	2201031-0338-SC6X	SOUTH CENTRAL COUNSELING ASSOC	\$90.00	MELANIE, ANGIE, EDWINA
53750	19-Nov	2201031-0338-SC6X	SOUTH CENTRAL COUNSELING ASSOC	\$60.00	MELANIE & ANGIE
54661	14-Dec	2201031-0610-SC6X	FANTASTICS	\$275.00	SR COLLEGE SHIRTS
55764	19-Jan	2201031-0610-SC6X	FANTASTICS	\$249.50	SR COLLEGE SHIRTS
57503	3-Mar	2201031-0610-SC6X	BCB	\$21.98	PRINTER LABELS
57433	2-Mar	2201031-0650-SC6X	BCB	\$122.99	TONER FOR BETSY
57207	25-Feb	2201031-0610-SC6X	BCB	\$65.98	ADDRESS LABELS
		2201031-0891-SC6X	JOSTENS	\$945.00	DIPLOMA COVERS
				\$2,631.71	

GOLF

\$1,000.00

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
51254	18-Sep	2201025-0810-SC6X	BOWLING GREEN PARKS AND REC	\$1,000.00	LADY RAIDER INVITATIONAL

LANGUAGE ARTS

\$1,800.00

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
48555	24-Jul	2201118-0610-SC6X	BCB	\$450.11	FURLONG..SUPPLIES
50970	11-Sep	2201118-0643-SC6X	FACE SCHOLASTIC	\$539.10	READ 180 does not count against budget
59287	20-Apr	2201118-0610-SC6X	BCB	33.54	NOTES, PENCIL SHARPENER
58346	28-Mar	2201118-0610-SC6X	BCB	\$329.99	DRY ERASE BOARD
				\$1,352.74	

LIBRARY

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
49756	18-Aug	2201059-0610-SC6X	OFFICE MAX	\$70.98	INK
50179	26-Aug	22011059-0697-SC6X	LOWES	\$1,116.39	DÉCOR/RUGS/CHAIRS
50640	3-Sep	22011059-0697-SC6X	LOWES	\$122.42	DÉCOR
51903	13-Oct	22011059-0610-SC6X	DEMCO	\$146.09	LAMINATOR FILM AND EAR BUDS
51907	13-Oct	22011059-0610-SC6X	BCB	\$61.03	BATTERIES
52565	23-Oct	2201059-0697-SC6X	LOWES	\$29.98	FRAMED ART
52928	29-Oct	2201059-0610-SC6X	DEMCO	\$135.12	LABELS
53247	5-Nov	2201059-0697-SC6X	LOWES	\$18.00	SPRAY PAINT
53588	13-Nov	2201059-0697-SC6X	LOWES	\$239.76	BLACK PIC FRAME
53634	17-Nov	2201059-0610-SC6X	DEMCO	\$17.18	LABELS
53910	23-Nov	2201059-0645-SC6X	FOLLETT	\$59.94	DVD
53919	23-Nov	2201059-0641-SC6X	FOLLETT	\$719.73	STUDENT REQUEST BOOK ORDER
54348	4-Dec	2201059-0610-SC6X	DEMCO	\$17.48	LABELS
54735	15-Dec	2201059-0641-SC6X	FOLLETT	\$16.19	ACT 36 BOOK
55105	1/5/2016	2201059-0645-SC6X	LOWES	\$30.00	LATCH COMBO LOCK
55642	15-Jan	2201059-0641-SC6X	FOLLETT	\$557.64	SPRING 2016 BOOKS
56946	22-Feb	2201059-0641-SC6X	FOLLETT	\$489.64	SPRING 2016 BOOKS
57745	9-Mar	2201059-0610-SC6X	DEMCO	\$111.97	OFFICE SUPPLIES
57739	9-Mar	2201059-0610-SC6X	BCB	\$64.05	OFFICE SUPPLIES
58039	16-Mar	2201059-0643-SC6X	FOLLETT	\$327.72	COLLEGE AND CAREER BOOKS
58696	6-Apr	2201059-0645-SC6X	BCB	\$179.99	WIDE FORMAT TRIPOD BASE PROJECTION SCREEN
58747	12-Apr	2201059-0610-SC6X	BCB	\$79.52	PENCILS, SHARPENER, BATTERIES, ETC
58747	12-Apr	2201059-0650-SC6X	BCB	\$120.68	INK
58756	31-Mar	2201059-0610-SC6X	BCB	\$76.86	LAMINATING FILM
58773	12-Apr	2201059-0734-SC6X	APPLE COMPUTER	\$379.00	IPAD MINI
58780	12-Apr	2201059-0734-SC6X	CDWG	\$215.00	CHROME MGMT
58783	12-Apr	2201059-0650-SC6X	PROMEROY	\$27.00	GOOGLE MGMT LICENSE
				\$5,429.36	

MATH		\$1,800.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
49321	10-Aug	2201118-0610-SC6X	EAI EDUCATION	\$187.90	COMPASS AND CALCULATOR STORAGE
49322	10-Aug	2201118-0610-SC6X	BCB	\$113.10	BASIC SUPPLIES
49403	11-Aug	2201118-0610-SC6X	BCB	\$26.99	FLASH DRIVE
51534	24-Sep	2201118-0610-SC6X	EAI EDUCATION	\$105.53	ALFEBRA I & II SUPPLIES
51732	29-Sep	2201118-0610-SC6X	BATTERIES PLUS	\$344.40	BATTERIES
55552	1/12/2016	2201118-0610-SC6X	BCB	\$372.09	CARD STOCK, PENS, TAPE, DRY ERASE MARKERS
57286	26-Feb	2201118-0610-SC6X	BCB	\$330.88	MATH DEPT SUPPLIES
59119	20-Apr	2201118-0610-SC6X	BCB	\$298.92	PAPER, LAMINATING, MARKERS, PENS
				\$1,779.81	

MISC					
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
48461	22-Jul	2201118-0610-SC6X	LANDSHARK SHREDDING	\$600.00	SERVICES FOR 2015/2016 SCHOOL YR
51211	17-Sep	2201118-0610-SC6X	BCB	\$241.20	DRY ERASE MARKERS AND WIPES
51426	23-Sep	2201118-0610-SC6X	BCB	\$53.98	INDEX TABS AND DIVIDERS
54549	9-Dec	2201118-0650-SC6X	POMEROY	\$328.00	HP LASERJET PRO LASER MULTI PRINTER-COLOR
55223	6-Jan	2201118-0646-SC6X	ACT	\$300.00	WORKKEYS EXAMS FOR RETAKE TEST
56734	16-Feb	2201118-0650-SC6X	COMPLETE PRINTER SERV	\$390.97	TONER FOR LASER PRINTERS
57476	3-Mar	2201077-0432-SC6X	P&P TELECOMMUNICATIONS	\$65.00	CONFERENCE RM PHONE
58003	15-Mar	2201118-0650-SC6X	PRESENTATION SOLUTIONS	\$99.95	COLORPRO INK
56246	2-Feb	2201118-0610-SC6X	BCB	\$359.90	10 Poster Frames
58019	15-Mar	2201118-0695-SC6X	BCB	\$159.99	MRS LINDSEY OFFICE CHAIR
				\$2,598.99	

PAPER		\$8,570.88	
CART/REQUISITION #	DATE	ACCT #	VENDOR
49350	11-Aug	2201118-0610-SC6X	OFFICEMAX
50692	4-Sep	2201118-0610-SC6X	OFFICEMAX
51900	13-Oct	2201118-0610-SC6X	OFFICEMAX
53209	5-Nov	2201118-0610-SC6X	OFFICEMAX
54613	11-Dec	2201118-0610-SC6X	OFFICEMAX
57320	29-Feb	2201118-0610-SC6X	OFFICEMAX
58611	29-Mar	2201118-0610-SC6X	OFFICEMAX
59807	28-Apr	2201118-0610-SC6X	OFFICEMAX
			AMOUNT
			\$1,467.50
			\$1,060.00
			\$1,060.00
			\$1,060.00
			\$1,060.00
			\$1,060.00
			\$1,060.00
			\$1,060.00
			\$1,060.00

\$8,887.50

PBIS-CULTURE		1500	
CART/REQUISITION #	DATE	ACCT #	VENDOR
54680	14-Dec	2201118-0610-SC6X	BCB
56485	8-Feb	2201118-0610-SC6X	PARENT TEACHER
59606	25-Apr	2201118-0616-SC6X	GFS
59607	25-Feb	2201118-0610-SC6X	LOWES
59934	2-May	2201118-0610-SC6X	BCB
59936	2-May	2201118-0610-SC6X	BLUE COTTON
			AMOUNT
			\$250.00
			\$100.00
			\$150.00
			\$100.00
			\$200.00
			\$300.00
			\$1,100.00
			DESCRIPTION
			RAIDER CASH
			SUPPLIES FOR CULTURE & RENAISSANCE
			REWARDS FOR MAY
			TABLE
			RAIDER CASH
			TSHIRTS

PE		\$1,000.00	
CART/REQUISITION #	DATE	ACCT #	VENDOR
54189	2-Dec	2201118-0694-SC6X	BSN SPORTS
57482	3-Mar	2201118-0694-SC6X	GOPHER SPORTS
			AMOUNT
			\$3343.43 doesn't count
			\$976.65
			DESCRIPTION
			TABLE TENNIS AND PADDLES
			PE EQUIPMENT FOR CLASS

PRINCIPALS OFFICE

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
47752	1-Jul	2201077-0610-SC6X	BCB	\$565.50	Tonya Graham/ front office supplies
47768	1-Jul	2201077-0610-SC6X	BCB	\$414.37	BOOKKEEPER SUPPLIES INCLUDING SCANNER
47918	7-Jul	2201077-0531-SC6X	POSTMASTER	\$850.00	STAMPS...POST CARD AND REGULAR
47925	7-Jul	2201077-0559-SC6X	EXPRESS PRINTING	\$154.50	WINDOW ENVELOPES WITH RAIDER PIC, SCHOOL NAME AND ADDRESS IN TOP LEFT
48422	21-Jul	2201077-0650-SC6X	BCB	\$79.99	BOOKKEEPER TONER
48475	22-Jul	2201077-0586-SC6X	GALT HOUSE	\$193.91	STOYE YOUNG, KASA, JULY 15-17, GALT HOUSE, LOUISVILLE
48804	29-Jul	2201077-0650-SC6X	P&P TELLECOMMUNICATIONS	\$235.00	EHall Front Desk Phone and Install
49414	12-Aug	2201077-0338-SC6X	KY ACADEMY FOR SCHOOL EXC	\$349.00	KASA ANNUAL LEADERSHIP INSTITUTE 2015STOYE YOUNG, KASA, JULY 15-17.
49715	17-Aug	2201077-0559-SC6X	EXPRESS PRINTING	\$275.89	VISITOR PASSES, ENVELOPES, LETTER HEAD
49889	19-Aug	2201077-0449-SC6X	CALVERT SPRINGS	\$1,000.00	BLANKET PO FOR WATER..SCHOOL YEAR '15-'16
50377	28-Aug	2201077-0610-SC6X	BCB	\$179.99	BLACK LEATHER OFFICE CHAIR
51448	23-Sep	2201077-0694-SC6X	SAYLOR'S GOLF CARTS	\$2,000.00	GOLF CART (SHARED COST WITH ATHLETICS)
51364	30-Sep	2201077-0650-SC6X	MOBILE COMMUNICATIONS	\$1,535.00	BPR40 450 AND BPR40 450 BATTERIES
52557	23-Oct	2201077-0610-SC6X	EMERSON BUSINESS FORMS	\$308.00	BOOKKEEPER CHECKS AND RECEIPTS
52920	29-Oct	2201077-0610-SC6X	BCB	\$117.47	WATT, GRAHAM, BARNETT SUPPLIES...HOLE PUNCH, PENS, TONER
52921	29-Oct	2201077-0610-SC6X	SCHOOL HEALTH	\$36.30	GRAHAM..BAND-AID FOR FRONT OFFICE
53143	4-Nov	2201077-0610-SC6X	BCB	\$29.99	WATT...30 PAGE HOLE PUNCH
54431	7-Dec	2201077-0695-SC6X	LOWES	\$1,047.10	DÉCOR FOR CONFERENCE RM
53706	18-Nov	2201077-0616-SC6X	RAFFERTYS	\$300.00	12/15 SBDM CHRISTMAS DINNER
54284	3-Dec	2201077-0610-SC6X	BCB	\$321.78	MULTIPLE RECEIPT FORMS
54431	7-Dec	2201077-0695-SC6X	LOWES	\$1,047.10	CONFERENCE ROOM DÉCOR
55255	6-Jan	2201077-0531-SC6X	POSTMASTER	\$850.00	STAMPS...POST CARD AND REGULAR
55393	8-Jan	2201077-0559-SC6X	EXPRESS PRINTING	\$187.24	VISITOR PASSES, SUBSTITUTE PASSES
55517	12-Jan	2201077-0610-SC6X	BCB	\$120.80	STAPLERS, NOTES, PENS, PAID STAMP
55648	14-Jan	2201077-0650-SC6X	BCB	\$79.98	HIGH RISE KEYBOARD AND WIRELESS MOUSE
56722	16-Feb	2201077-0531-SC6X	POSTMASTER	\$350.00	STAMPS...POST CARD AND REGULAR
56379	5-Feb	2201077-0610-SC6X	BCB	\$44.97	BUSINESS ENVELOPE
56247	2-Feb	2201077-0695-SC6X	BCB	\$2,873.00	CONFERENCE ROOM CHAIRS & PRINCIPAL CHAIR
57206	25-Feb	2201077-0338-SC6X	KASA	\$500.00	ANNUAL LEADERSHIP, BASTIN & VINCENT

56991	22-Feb	2201077-0596-SC6X	GALT HOUSE	\$700.00	ROOMS FOR KASA LEADERSHIP CONF.
58949	5-Apr	2201077-0559-SC6X	EXPRESS PRINTING	\$155.50	2000 ENVELOPES
59025	11-Apr	2201077-0531-SC6X	POSTMASTER	\$500.00	STAMPS
59294	20-Apr	2201077-0610-SC6X	BCB	\$42.99	FRONT OFFICE CLOCK
59597	25-Apr	2201077-0616-SC6X	RAFFERTYS	\$250.00	ADMINISTRATIVE PROFESSIONALS DAY
61370	10-Jun	2201077-0338-SC6X	KACTE	\$175.00	ANNUAL CTE SUMMER PROGRAM. YOUNG
61372	10-Jun	2201077-0616-SC6X	RAFFERTYS	\$200.00	PRINCIPALS LUNCH
61374	10-Jun	2201077-0610-SC6X	BCB	\$300.00	LUNCH DETENTION AND ADMIT TO SCHOOL
				\$18,370.37	

RENAISSANCE \$1,000.00

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
48314	17-Jul	2201118-0610-SC6X	PARENT TEACHER STORE	\$100.00	SUPPLIES FOR LEADERSHIP CLASS
49584	14-Aug	2201118-0610-SC6X	BLUE COTTON	\$350.00	TSHIRTS
54279	3-Dec	2201118-0610-SC6X	BCB	\$119.41	CARD STOCK
59082	20-Apr	2201118-0610-SC6X	BCB	\$417.42	PAPER, PENS, MARKERS

\$986.83

SCIENCE \$1,800.00

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
54345	4-Dec	2201118-0533-SC6X	FLINN SCIENTIFIC	\$189.95	ONLINE CHEMVENTORY
54006	24-Nov	2201118-0338-SC6X	COLLEGE BOARD	\$265.00	SANFORD..AP BIOLOGY WORKSHOP
58698	30-Mar	2201118-0610-SC6X	BCB	\$275.06	SKAGGS.. BASIC SUPPLIES
58700	30-Mar	2201118-0650-SC6X	POMROY COMPUTER	\$27.00	COOPER..GOOGLE MGMT LICENSE
58702	30-Mar	2201118-0734-SC6X	CDWG RICROWAREHOUSE	\$183.99	COOPER..HP CHROMEBOOK
58712	30-Mar	2201118-0610-SC6X	FLINN SCIENTIFIC	\$42.68	MAGNESIUM, TEST TUBE, POTASSIUM
58714	30-Mar	2201118-0610-SC6X	BCB	\$42.47	GLUE AND PAPER
58796	31-Mar	2201118-0610-SC6X	BCB	\$251.82	18 SCIENTIFIC CALCULATOR
59812	28-Apr	2201118-0610-SC6X	BCB	\$303.25	SANFORD..CARD STOCK, PAPER, CUPS, PENS, PENCIL, ETC
59854	29-Apr	2201118-0610-SC6X	BCB	\$146.08	PHELPS..MARKER, CUPS, HIGHLIGHTER, PAPER
59855	29-Apr	2201118-0610-SC6X	BCB	\$215.83	STUCKEY..CALCULATOR, BATTERIES

\$1,943.13

does not count against budget
does not count against budget

SOCCER		\$1,000.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
	23-Oct	2201025-0674-SC6X	THOMPSONS TROPHY	\$286.00	SOCCER BANQUET PLAQUE
57974	15-Mar	2201025-0610-SC6X	BSN SPORTS	\$148.45	EQUIPMENT
58809	31-Mar	2201025-0610-SC6X	BSN SPORTS	\$389.99	24 SOCCER BALL
58832	6-Apr	2201025-0610-SC6X	BSN SPORTS	\$150.00	SOCCER EQUIPMENT
				\$974.44	

SOCIAL STUDIES		\$1,800.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
48313	17-Jul	2201118-0610-SC6X	BCB	\$108.66	MARR..BASIC SUPPLIES
49609	14-Aug	2201118-0610-SC6X	BCB	\$195.48	MARR..DIFFERENT COLOR INK CARTRIDGES
52233	14-Oct	2201118-0610-SC6X	BCB	\$72.03	WIRELESS REMOTE, TAPE, PENCILS, PAPER
52965	29-Oct	2201118-0610-SC6X	BCB	\$140.35	EARBUDS, INK., WIRELESS REMOTE, PENCILS, TAPE
54679	14-Dec	2201118-0610-SC6X	BCB	\$151.19	INK CARTRIDGE
55420	9-Jan	2201118-0610-SC6X	BCB	\$42.23	PENCIL SHARPENER AND CHISEL SET
57259	26-Feb	2201118-0610-SC6X	BCB	\$133.32	BASIC SUPPLIES
58335	23-Mar	2201118-0610-SC6X	BCB	\$56.97	BASIC SUPPLIES
58806	31-Mar	2201118-0338-SC6X	TEACHER CURRICULUM	\$300.00	WORLD CONNECTIONS HISTORY ALIVE
59611	25-Apr	2201118-0610-SC6X	BCB	\$52.42	PENCIL, PENS, APPLE LIGHTNING CABLE
59778	27-Apr	2201118-0610-SC6X	BCB	\$234.73	STAMP, CARD STOCK, MARKERS, TONER
59966	2-May	2201118-0650-SC6X	CDWG	\$215.00	CHROMEBOOK
59967	2-May	2201118-0650-SC6X	POMEROY COMPUTER	\$29.00	GOOGLE LICENSE
				\$1,731.38	

SOFTBALL		\$450.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
58774	6-Apr	2201025-0610-SC6X	DUKES	\$449.40	JUGS SOFT TOSS MACHINE, SHIRTS, GAME BALLS

SPECIAL EDU

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
50972	11-Sep	2201121-0643-SC7X	FACE SCHOLASTIC	\$239.60	READ180
50346	28-Aug	2201121-0610-SC7X	MOORE MEDICAL	\$131.80	GLOVES
51363	22-Sep	2201121-0650-SC7X	MOBILE COMMUNICATIONS	\$1,200.00	BPR40 450
53591	13-Nov	2201121-0533-SC7X	CDWG	\$188.00	NEVERWARE CLOUDYREADY LIC 4YR
53592	13-Nov	2201121-0650-SC7X	POMEROY	\$108.00	ACAD GOOGLE CHROME
54545	9-Dec	2201121-0610-SC7X	BCB	\$193.93	MARKERS, PENS, PENCILS, DRY ERASE
54548	9-Dec	2201121-0610-SC7X	BCB	\$91.69	BATTERIES AND PAPER
59869	29-Apr	2201121-0610-SC7X	BCB	\$141.20	FOLDERS, POCKETS, PENCILS, TRAY

TEACHER TRAVEL & PD

CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
51252	17-Sep	2201118-0338-SC6X	KY WORLD LANGUAGE	\$450.00	PD FOR FOREIGN LANGUAGE
		2201118-0581-SC6X	TRAVEL	\$136.50	LEXINGTON. BROWNING
		2201118-0581-SC6X	TRAVEL	\$138.60	PADIACH. BROWNING
		2201118-0581-SC6X	TRAVEL	\$184.80	CINCINNATTI. JESSICA SANFORD
		2201118-0581-SC6X	TRAVEL	\$100.04	LOUISVILLE. HOLLAND
		2201118-0581-SC6X	TRAVEL	\$98.28	LOUISVILLE. ISENHOWER
		2201118-0581-SC6X	TRAVEL	\$121.80	LEXINGTON. BROWNING
		2201118-0581-SC6X	TRAVEL	\$90.72	LOUISVILLE. BREWER IV
		2201118-0585-SC6X	MEAL	\$18.04	LEXINGTON. BROWNING
		2201118-0585-SC6X	MEAL	\$22.00	CINCINNATTI. JESSICA SANFORD
		2201118-0585-SC6X	MEAL	\$57.00	LOUISVILLE. HOLLAND
		2201118-0585-SC6X	MEAL	\$50.23	LOUISVILLE. ISENHOWER
		2201118-0585-SC6X	MEAL	\$23.56	LOUISVILLE. BREWER IV
		2201118-0586-SC6X	HOTEL	\$224.58	LEXINGTON. BROWNING
		2201118-0586-SC6X	HOTEL	\$423.93	LOUISVILLE. JOHNATHAN CLINE
		2201118-0586-SC6X	HOTEL	\$206.83	CINCINNATTI. JESSICA SANFORD
		2201118-0586-SC6X	HOTEL	\$185.60	LOUISVILLE. HOLLAND
		2201118-0586-SC6X	HOTEL	\$176.00	LOUISVILLE. ISENHOWER
		2201118-0586-SC6X	HOTEL	\$258.06	LOUISVILLE. BREWER IV
61373	10-Jun	2201118-0338-SC6X	EDTECHTEAM	\$1,990.00	LEVEL 1 CERTIFICATION BOOTCAMP. 7/22.
					DICKEY, WHITE, POSTON, AMOS, STUCKEY, RALEY, BROWNING, COOPER, PETERS, CLARK
				\$4,956.57	

TENNIS		\$1,000.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
57644	7-Mar	2201025-0610-SC6X	DUKES	\$814.00	UNIFORMS
57806	10-Mar	2201025-0610-SC6X	BSN SPORTS	\$226.50	TENNIS COURT NEEDS
				\$1,040.50	

TRACK		\$1,000.00			
CART/REQUISITION #	DATE	ACCT #	VENDOR	AMOUNT	DESCRIPTION
55766	19-Jan	2201025-0610-SC6X	SPECTRUM ATHLETICS	\$1,051.30	INSTRUCTIONAL SUPPLIES

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 5/1/2016 through 5/31/2016

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
0992 Checking Account	92,576.43	14,672.71	22,515.98		84,733.16
Total Cash Accounts	92,576.43	14,672.71	22,515.98	0.00	84,733.16
Other Accounts					
0100 General Fund	13,043.33	518.57	1,741.10		11,820.80
0200 Due to Student Body	0.00				0.00
0300 Interest Income	325.47	27.90			353.37
0991 Cash on Hand	0.00				0.00
1070 AP Test	90.00				90.00
1075 APEX	0.00				0.00
1128 Costa Rica Trip	0.00				0.00
1170 Enrichment	0.00				0.00
1185 Faculty Vending	2,424.78	316.74			2,741.52
1205 Field Trips	110.00				110.00
1220 Flower Fund	115.00				115.00
1300 Jesse "Sean" Ingram	0.00				0.00
1475 Musical	9,734.76		300.00		9,434.76
1525 Novel Star	0.00				0.00
1715 Smart Cards	184.00				184.00
1720 Student Rewards	906.70	552.00	397.31		1,061.39
1740 Student Government	105.64		75.99		29.65
1825 Textbooks	0.00				0.00
1900 Travel	0.00				0.00
1960 WKU Graduation Video	0.00				0.00
1975 Yearbooks	30.00				30.00
2040 Academic Team Club	564.92	100.00			664.92
2065 Afro American Club	161.69				161.69
2082 Archery Club	1,197.74	160.00			1,357.74
2083 Art Club	1,872.18		685.62		1,186.56
2085 Arts & Humanities Club	0.00				0.00
2110 Band Club	343.00				343.00
2125 BETA Club	1,455.59	129.00	64.04		1,520.55
2195 CEC Club	25.90				25.90
2230 Choir Club	2,167.74	125.00			2,292.74
2265 Warren East Conservation Club	221.60				221.60
2335 FBLA Club	762.15	70.00	210.00		622.15
2345 FCA Club	315.86				315.86
2355 FCCLA Club	(271.86)	831.00	415.00		144.14
2365 FEA Club	2,079.31				2,079.31
2375 FFA Club	7,242.97	1,710.00	2,668.53		6,284.44
2470 International Club	3,962.59				3,962.59
2490 Jr. BETA Club	0.00				0.00
2505 KEY Club	10.00				10.00
2560 Kentucky Youth Assembly Club	5,245.42		3,780.00		1,465.42
2620 Math Club	1,104.49				1,104.49
2660 NHS Club	663.33	135.00	263.00		535.33
2715 PEP Club	193.69				193.69
2770 PRIDE Club	353.67				353.67
2800 Raider Graffiti	147.00	10.00			157.00
2845 Science Club	1,087.00				1,087.00
2880 STLP Club	(47.34)				(47.34)
2920 TSA Club	0.94				0.94
2982 Y Club	0.00				0.00
3010 Athletic Camps	216.48				216.48

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 5/1/2016 through 5/31/2016

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
3020 Athletic Special	4,138.23	1,571.50	3,057.02		2,652.71
3055 Athletic Uniforms	0.00				0.00
3090 Baseball	(368.38)	1,470.00	1,310.00		(208.38)
3100 Tournament	280.00				280.00
3125 Basketball - Boys	1,299.63		139.40		1,160.23
3160 Basketball - Freshman District	0.00				0.00
3195 Basketball - Girls	4,161.77				4,161.77
3196 Bass Fishing	113.85				113.85
3200 Bowling - Boys	865.44	106.00	138.00		833.44
3201 Bowling - Girls	0.00				0.00
3230 Cheerleading	1,959.88	254.00	375.00		1,838.88
3264 Cross Country	(349.12)				(349.12)
3285 Disc Golf	0.00				0.00
3300 Drill Team	190.67				190.67
3335 Football	1,020.23				1,020.23
3370 Football Playoffs	0.00				0.00
3404 Golf	(178.71)				(178.71)
3475 Soccer - Boys	1,768.32				1,768.32
3510 Soccer - Boys District	0.00				0.00
3545 Soccer - Girls	1,831.05				1,831.05
3580 Softball	(467.32)	300.00	515.00		(682.32)
3615 Softball - 4th Region Tourn.	(57.66)	5,285.00	3,410.38		1,816.96
3684 Tennis	522.06	101.00			623.06
3720 Track	(190.00)				(190.00)
3825 Volleyball	695.83				695.83
3860 Volleyball - District Tourn.	0.00				0.00
4005 Class Officers	994.56				994.56
4009 Class of 2009	0.00				0.00
4010 Class of 2010	0.00				0.00
4011 Class of 2011	0.00				0.00
4012 Class of 2012	0.00				0.00
4013 Class of 2013	0.00				0.00
4014 Class of 2014	0.00				0.00
4015 Class of 2015	0.00				0.00
4016 Class of 2016	1,917.26				1,917.26
4017 Class of 2017	9,061.45	525.00	2,420.00		7,166.45
5080 Business Dept.	0.00				0.00
5140 Drama Dept.	0.00				0.00
5250 Freshman Academy Dept.	0.00				0.00
5280 GAT Dept.	0.00				0.00
5285 Global Learning Academy	0.00				0.00
5340 Horticulture Dept.	0.00				0.00
5430 JROTC Dept.	526.98	365.00	94.98		797.00
5470 Language Arts Dept.	0.00				0.00
5490 Library Dept.	0.00				0.00
5700 Science Dept.	0.00				0.00
5765 Special Educ. Dept.	0.00				0.00
5780 Speech Dept.	0.00				0.00
7675 Renaissance - Donations	4,694.67	10.00	455.61		4,249.06
Total Other Accounts	92,576.43	14,672.71	22,515.98	0.00	84,733.16

WEHS Fundraisers

Last Revised 6/10/2016

Date	Activity	Organization	Sponsor	SBDM/BOE Approval
2015-2016 School Yr.	2015 Spirit Items	Volleyball Boosters	Willis	2/3/15
2015-2016 Season	Concessions	Volleyball Boosters	Willis	2/3/15
June 20, 2015	5K Walk/Run	Volleyball Boosters	Willis	2/3/15
2015-2016 Season	Spirit Nights	Volleyball Boosters	Willis	2/3/15
May – Aug 2015	Sponsorship & Donations	Girls Soccer Boosters	Eller	4/28/15
Aug 1 - 15, 2015	Coke Sales	Girls Soccer Boosters	Eller	4/28/15
July 20 – Sept. 1, 15	Smart Card Sales	Band Boosters	J. Cline	6/15/15
Sept. 26, 2015	WE Raider Invitational	Band Boosters	J. Cline	6/15/15
Nov. 2 – 16, 2015	Yankee Candle Sales	Band Boosters	J. Cline	6/15/15
Feb. 29 – March 11, 16	Butter Braid Sales	Band Boosters	J. Cline	6/15/15
April 23, 2016	Car Wash-a-Thon	Band Boosters	J. Cline	6/15/15
July 1, 15 – June 30, 16	Band Donations/Sponsorships	Band Boosters	J. Cline	6/15/15
Aug. 21, 2015 – Mar. 15, 2016	Concessions at Varsity Football/Basketball Games	Band Boosters	J. Cline	6/15/15
July 1, 15 – June 30, 16	Kroger Community Rewards	Band Boosters	J. Cline	6/15/15
July 18, 2015	Volleyball Camp	Volleyball Boosters	Willis	6/15/15
Aug. 29, 15	Raider Twilight Run	Cross Country Boosters	Henshaw	6/15/15
July 11 or 18, 2015	Freedom 5K Road Race	Cross Country Boosters	Henshaw	6/15/15
Oct. 31, 2015	KMEA State Semifinals	Band Boosters	J. Cline	6/15/15
Jan. 4 – 18, 2016	Coke Sales	Band Boosters	J. Cline	6/15/15
Oct. 2015	Faculty/Staff B-ball Game	Class of 2017	Keeling	7/21/15
March 2016	Jr./Sr. Play Day	Class of 2017	Keeling	7/21/15
2015/2016 School Yr.	Renaissance Concessions	Renaissance	Marr	7/21/15
Nov. 24, 2015	Dodge Ball Game	Renaissance	Marr	7/21/15
2015/16 School Yr. Friday's	Jean Days	PBIS Rewards	Marr	7/21/15
2015/2016 School Yr.	WEHS T-Shirts	KY. Youth Assembly	Spinks	7/21/15
Feb. 2016	Leukemia Lymphoma Donations	BETA	Mantlo	7/21/15
Aug 2015 – Feb. 2016	Blow Pops	BETA	Mantlo	7/21/15
Aug. – Dec. 2015	Blow Pops	Academic Team	Mantlo	7/21/15

Aug. 8, 2015	Yard Sale/Bake Sale	Cheerleading Boosters	Durbin	7/21/15
Aug. 8, 2015	Car Wash	Cheerleading Boosters	Durbin	7/21/15
Sept. 18, 2015	Chili Supper/Silent Auction	Volleyball Boosters	Willis	7/21/15
Aug. 25, 2015	Autism Awareness Event	Volleyball Boosters	Willis	7/21/15
Sept. 12, 2015	Volleyball Sand Tourney	Volleyball Boosters	Willis	7/21/15
Sept. 25, 2015	Chili Supper	Boy's Basketball Boosters	Combs	7/21/15
Aug. 20 – Oct. 31, 15	Sponsorships	Quarterback Club	Chaffin	8/18/15
Mar. 1 – 30, 2016	Mulch Sales	Quarterback Club	Chaffin	8/18/15
Aug. 20 – Oct. 28, 15	Concessions JV/9 th Games	Quarterback Club	Chaffin	8/18/15
Aug 19, Sept 16 & Sept. 30, 2015	Spirit Nights at Hardee's	Quarterback Club	Chaffin	8/18/15
Aug. 21 – Sept. 21, 15	Sonic Value Cards	AFJROTC	Echols	8/18/15
Aug. 21 – Sept. 21, 15	Polo Shirts	AFJROTC	Echols	8/18/15
2015-2016 School Yr.	Teacher/Student Planners	FBLA	Frasier	8/18/15
2015-2016 School Yr.	Pencils	Science Dept./Club	Cooper	8/18/15
2015-2016 School Yr.	Packs of Gum	Science Dept./Club	Cooper	8/18/15
Aug. 18 & 24, 2015	Spirit Night Hardees/Griffs	Cheerleading Boosters	Durbin	8/18/15
Sept. 15 – Oct. 15, 15	Mum Sales	FFA	Doyle	8/18/15
Oct. 15 – Nov. 15, 15	Fruit Sales	FFA	Doyle	8/18/15
Aug. 19, 15 – May 31, 16	Meat Stick Sales	FFA	Doyle	8/18/15
April 16 – May 16, 16	Greenhouse Sales	FFA	Doyle	8/18/15
Aug. 27 – Sept. 11, 15	Cookie Dough Sales	FCCLA	Skipper	8/18/15
Oct. 26 – Nov. 11, 15	Flag Sponsorships	AFJROTC	Echols/Bruno	8/18/15
Sept. 14, 2015	Spirit Night at Pizza Hut	Cheerleading Boosters	Durbin	8/18/15
Sept. 19, 2015	Cheer Clinic	Cheerleading Boosters	Durbin	8/18/15
Nov. 19, 2015	Music Revue	Musical	Marshall	9/29/15
April 1 – 2, 2016	Musical Tickets	Musical	Marshall	9/29/15
Sept. 30, 2015 – June 2016	WE Hats and WE Necklaces	FBLA	Frasier/ L. Cline	9/29/15
November 7, 2015	Calendar Girl Pageant	Cheerleading	Durbin	9/29/15

		Boosters		
October 16, 2015	Penn Station Spirit Night	AFJROTC	Echols/Bruno	9/29/15
Oct. 12 – 23, 2015	Dog Tags	AFJROTC	Echols/Bruno	9/29/15
Oct. 12 – Nov. 13, 2015	31 Gifts	Speech Team	Browning	9/29/15
Aug. 29 – Sept.12, 2015	Sponsor Shirts	Cheerleading Boosters	Durbin	9/29/15
Sept. 1 – Oct. 16, 2015	Candy Bars and Beef Jerky	Art Students	Wallace	9/29/15
Oct. 26 – Dec. 18, 2015	Nature's Vision Sales	Conservation Club	Phelps/Poston	10/20/15
Nov. 30 – Dec.11- 2015	Coke Sales	Bowling Team	White/Heers	12/8/15
Dec. 1, 15 – Feb. 28, 16	Stocking Hats	Quarterback Club	Chaffin	12/8/15
Nov. 18, 15 – Feb. 15, 16	Jersey Shirt Sales	Quarterback Club	Chaffin	12/8/15
Nov. 18 – Dec. 1, 15	20/20 Club	Basketball Boosters	Combs	12/8/15
Jan 4 – 25, 16	Candy Bars	AFJROTC	Echols/Bruno	12/8/15
March 3, 16	Auction/BBQ Dinner	Baseball Boosters	W. Sanford	12/8/15
Feb. 15, 16	20/20 Donations	Baseball Boosters	W. Sanford	12/8/15
Dec. 15, 15 – Feb. 28, 16	Hat & T-Shirt Sales	Baseball Boosters	W. Sanford	12/8/15
Jan. 18 – 25, 16	Coke Sales	Baseball Boosters	W. Sanford	12/8/15
Dec. 15,15 – Feb. 28, 16	Bird Seed Sales	Baseball Boosters	W. Sanford	12/8/15
Dec. 7, 15; Jan. 5; Jan. 15; Feb. 5; & Feb. 16, 16	Spirit Night at Hardees	Baseball Boosters	W. Sanford	12/8/15
Feb. 15 – 27, 2016	Sign Sales	Baseball Boosters	W. Sanford	12/8/15
Feb. 1 – 5, 2016	Silent Auction Baskets	Art Club	Wallace	12/8/15
Feb. 1 -15, 2016	Valentine Flower Grahams	Band Boosters	J. Cline	12/8/15
Mar, 5, 2016	Tickets to Dinner & Music	Band Boosters	J. Cline	12/8/15
Dec. 14 – 18, 2015	Candy Cane Grahams	SGA	Dickey	12/8/15
Dec. 7, 15 – Jan. 15, 16	Cady Bars	FCCLA	Skipper	12/8/15
Feb. 5 – 19, 2016	Coke Sales	Girls' Basketball Boosters	Peters	12/8/15
Dec. 16, 15 – Feb. 28, 16	T-Shirt Sales	Girls' Basketball Boosters	Peters	12/8/15
Jan. 20 – Apr. 3, 2016	Pampered Chef	FACS	Warren	1/19/16
Mar. 1-31, 2016	Candy Bars	Musical	Marshall	1/19/16
Mar. 1-15, 2016	T-shirts	Musical	Marshall	1/19/16
Mar. 1-31, 2016	Ads	Musical	Marshall	1/19/16
Jan. 30, 2016	Chili Supper (Cook-Off)	Band Boosters	J. Cline	1/19/16

Jan.-April 2016	Box Lunches 1x per Month	Band Boosters	J. Cline	1/19/16
Jan. 20 – June 30, 2016	Window Decals	Raider Graffiti	Frasier	1/19/16
Jan. 26 – Feb 4, 2016	Coke Sales	Bowling Team	Jones	1/19/16
Jan. 22 – 30, 2016	Ronald McDonald House Donations	NHS	Cooper/Skaggs	2/23/16
April 4, 2016	T-Shirt Sales	Softball Boosters	Milby	2/23/16
May 2 – 19, 2016	Coke Sales	Softball Boosters	Milby	2/23/16
April 29, 2016	BBQ Box Dinners	Softball Boosters	Milby	2/23/16
Feb. 11 – June 4, 16	Electronic Sign Messages	Testing Incentives/Rewards	Cook/Strickler	2/23/16
Mar. 18-20, 2016	Working WGI Regional Tournament	Band Boosters	L. Cline	2/23/16
March/April 2016	Pizza Roll Sales for New Beginnings	Renaissance	Marr	2/23/16
March/April 2016	Donations to New Beginnings	Renaissance	Marr	2/23/16
March 22-May 30, 2016	Strawberries Vouchers	Quarterback Club	Chaffin	4/5/16
April 2016	Spirit Night at Lost River Pizza	Softball Boosters	McKinney	4/5/16
Aug. 5 – 19, 2016	WE Spirit Items	Softball Boosters	McKinney	4/5/16
Mar. 22 – April 5, 2016	Season Passes	Softball Boosters	McKinney	4/5/16
April 29, 2016	5K Color Run	Softball Boosters	McKinney	4/5/16
Mar. 22 – April 22, 2016	Sponsorships	Track Boosters	Henshaw	4/5/16
May 7, 2016	Raider Classic Track Meet @ WKU	Track Boosters	Henshaw	4/5/16
April 2016	Spirit Night at Hardees	Softball Boosters	McKinney	4/5/16
April – Dec. 2016	Class T-Shirt Sales	FBLA	Frasier	4/5/16
May – June 2016	Cookie Dough & Cheesecake	Cheerleading Boosters	Durbin	5/19/16
May 4 – 12, 2016	Uniform Inspection Exemptions	AFJROTC	Echols/Bruno	5/19/16
May 2 – 25, 2016	Tickets to Signing Party	Yearbook	Browning	5/19/16
April 27 – May 31, 16	Box Lunches	Baseball Boosters	W. Sanford	5/19/16
May 23, 2016	Popworks Popsicles	General Fund	Thompson	6/23/16
Oct. 14 - 15, 2016	Choir Camp	Musical	Marshall	6/23/16
Aug. 20, 2016	Car Wash	Musical	Marshall	6/23/16
Sept. 22, 2016	Rock-A-Thon	Musical	Marshall	6/23/16
Nov. 11, 2016	Dinner and Revue	Musical	Marshall	6/23/16
Nov. 14 - 18, 2016	Krispy Kreme	Musical	Marshall	6/23/16
Dec. 5 – 6, 2016	Singing Christmas Grams	Musical	Marshall	6/23/16
Jan. 1 – Feb. 15,	Ad Sales	Musical	Marshall	6/23/16

2017				
Jan. 25 - 27, 2017	Crush Soda Sales	Musical	Marshall	6/23/16
Feb. 8-10 & 14-15, 2017	Singing Valentine Grams	Musical	Marshall	6/23/16
Feb. 15 – Mar. 20, 2017	Candy Bars	Musical	Marshall	6/23/16
Mar. 6 – 10, 2017	Krispy Kreme	Musical	Marshall	6/23/16
Mar. 23 – 25, 2017	Musical Tickets	Musical	Marshall	6/23/16
April 28, 2017	Game Show Night	Musical	Marshall	6/23/16
Oct. 22, 2016	Calendar Girl	Cheerleading	Durbin	6/23/16
Sept. 3, 2016	Yard Sale	Cheerleading	Durbin	6/23/16
June 16, 2016	Mom's Day Out	Cheerleading	Durbin	6/23/16
June – July 2016	Sponsorship/Donations	Girls Soccer Boosters	Eller	6/23/16
May – August (Various Nights)	Spirit Nights	Girls Soccer Boosters	Eller	6/23/16
July 25 – Aug 12, 2016	Coke Sales	Girls Soccer Boosters	Eller	6/23/16
June – Aug 2016	Bracelet Sales	Girls Soccer Boosters	Eller	6/23/16
July – Sept. 2016	WE Cup Sales	Girls Soccer Boosters	Eller	6/23/16
June 7 – 21, 2016	Coke Sales	Volleyball Boosters	Willis/Bloyd	
July 1 – Nov. 10, 2016	Sign Advertisement Sales	Volleyball Boosters	Willis/Bloyd	
July 15 – Nov. 10, 2016	20/20 donation letters	Volleyball Boosters	Willis/Bloyd	
July 15 – Nov. 10, 2016	Concessions	Volleyball Boosters	Willis/Bloyd	
July 15 – Nov. 10, 2016	WEHS Spirit Items	Volleyball Boosters	Willis/Bloyd	
Summer 2016	Car Wash	Volleyball Boosters	Willis/Bloyd	
July 15 – Nov. 10, 2016	Spirit Nights (various restaurants)	Volleyball Boosters	Willis/Bloyd	
July 15 – Nov. 10, 2016	Donations	Volleyball Boosters	Willis/Bloyd	
Sept. 5 – 19, 2016	Mum Sales	Softball Boosters	Milby/Price	
Aug. 1 – 12, 2016	BBQ Meals	Softball Boosters	Milby/Price	
July 11 – 22, 2016	WE Spirit Items	Softball Boosters	Milby/Price	
July 6 – 15, 2016	Krispy Kreme	Softball Boosters	Milby/Price	
July 11 – 22, 2016	Coke Sales	Softball Boosters	Milby/Price	
Aug. 1 – Dec. 16, 2016	Candy Sucker Sales	BETA Club	Mantlo	
Aug. 1 – Jan. 31, 2017	Candy Sucker Sales	Academic Team	Mantlo	
Aug. 1 – Jan. 31, 2017	T-Shirt Sales	BETA Club	Mantlo	
Aug. 27 ,2016	Raider Twilight XC Meet	Cross County Boosters	Henshaw	

TBD July, 2016	5K Run/Walk	Cross Country Boosters	Henshaw	
June 22 – Aug 31, 2016	Sponsorships	Cross Country Boosters	Henshaw	