



## AGENDA

Board of Education Special Meeting

Tuesday, January 21, 2014 at 5:30 PM

Mustang Administration Office , 909 S. Mustang Rd., Mustang, OK 73064

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District Number I-069 of Canadian County, Oklahoma will hold a Board of Education Special Meeting on Tuesday, January 21, 2014 at 5:30 PM. The place and street of the meeting will be Mustang Administration Office , 909 S. Mustang Rd., Mustang, OK 73064.

The Board of Education may discuss, make motions, and vote upon all matters appearing on this agenda. Such votes may be to approve, reject, table, reaffirm, rescind, or take no action on any agenda matter.

### A. Roll Call (may be silent)

### B. Consent Agenda

#### 1. Approval of revisions to following Policy and Procedures:

- a. #5005 Transfer Policy
- b. #5010 In District Transfer Policy

#### 2. Out-of-District Overnight Travel:

#### 3. Approval of MHS DECA students and sponsors to attend the DECA State Career Development Conference on February 10-12, 2014 in Tulsa, OK.

### C. Business

1. The Board will consider and may vote to approve the OG&E Easement for Prairie View Elementary.
2. The Board will consider and may vote to approve MA Architecture's design development phase for Event Center and move forward to construction drawing phase to bid project.
3. The Board will consider and may vote to approve Timberlake Construction's design development budget for Mustang Public Schools Event Center.
4. The Board will consider and may vote to approve the MA Architecture's design development of Mustang Elementary gymnasium and move forward to construction

drawing phase to bid project.

5. The Board will consider and may vote to approve Timberlake Construction's design development budget for Mustang Elementary gym.

D. Adjournment.

## TRANSFER POLICY

It is the policy of the Mustang Board of Education that an application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Written application for any transfer shall be made by the parent(s) of the student. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having legal custody of the student **or a competent student having reached the age of majority.**

The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

For consideration of a transfer request, parent/guardian must provide documentation of active enrollment, attendance, and discipline; whereas; the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others.

Mustang Public Schools offers three (3) transfer options to attend a district school:

1. In-District Transfers (Resident Students)
2. Open Transfers (Non-Resident Students)
3. Emergency Transfers (Non-Resident Students)

**PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.**

Siblings of students granted transfers may apply to attend the same said school system.

Parent may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and to the office of the Deputy Superintendent.

**All transfer applications will be considered for approval or denial based on the following criteria:**

1. Availability of Programs
2. Staffing Availability  
*If accepting the transfer will require the addition of personnel, transfer application will be denied.*
3. Space Availability  
*Schools may not accept transfers after classroom capacities have been met or exceeded.*
4. Disciplinary Record and Attendance History  
*Discipline and **attendance records** of students transferring to Mustang Public Schools shall be requested as part of the student's records. It shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and attendance records, as to whether a transfer shall be approved or denied. **As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district. Students who are currently on a suspension from another school or district shall not be permitted a transfer.***
5. *Adjudication as a Juvenile Sex Offender will be denied.*

The following information must be provided and attached to the transfer application in order for the application to be considered complete for processing:

1. Two proofs of residence in another school district (utility bills, lease agreements or property title)
2. Immunization Record
3. Most recent grade report or grade transcript
4. Attendance Records
5. Discipline Records
6. If the student is in special education, most recent IEP and MEEGS forms; an IEP meeting must be held with representatives of both districts prior to approval of the transfer request.
7. If certain elective courses or programs are desired, they must be noted.
8. The same documentation is required for each sibling to be considered for a transfer.
9. Listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

### **IN-DISTRICT TRANSFER**

A request to transfer to another school in the Mustang district can be submitted any time after January 1 for the following school year. All requests must be submitted at the school of residence. Forms for request of transfer are available at all elementary, intermediate and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer.

Parents will be notified three (3) business days before the first day of school if the transfer request is approved or denied.

An in-district transfer may be revoked at any time for disciplinary reasons.

### **OPEN TRANSFER**

An open transfer application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the Mustang Public Schools **beginning January 1 and ending the first Monday in June for the following school year.**

**By the first Monday in June,** the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than **within thirty (30) days of receipt of the completed transfer application.** **Within 10 days receiving approval,** the parents of the student shall notify Mustang Public Schools that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in Mustang Public Schools for that year. The Mustang Board of Education in executive session shall review transfer applications in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session.

**Upon Mustang Board of Education approval,** a student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

No student shall be permitted an open transfer more than once in any school year.

Completed applications for open transfers will be accepted after January 1 of each year. Any application received after **the first Monday of June** will be considered emergency status only.

On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

### **EMERGENCY TRANSFER**

On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer, subject to approval by the State Board of Education.

An emergency transfer shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a pupil desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfers;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, or disorder or injury which as a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years;
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying a defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
  - i. The student has been the victim of harassment, intimidation or bullying; and
  - ii. The sending school district was notified of the incidents or incidents prior to the filing of the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Beginning July 1, 2008, the transfer of a child with disabilities for three (3) years creates an automatic and permanent transfer to this school district.

### **TRANSFER FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS**

Mustang Public Schools shall allow the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and for students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record shall be approved if:

1. At least one parent of the student has a Department of Defense-issued identification card;
2. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than (30) consecutive days; and
3. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer. (70 O. S. §8-103.1)

Requests for transfer shall be evaluated on an annual basis. Should the Mustang Administration and/or Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for the cancellation is applicable.

Adopted: 12-99  
 Revised: 10-01  
 Revised: 08-03  
 Revised: 08-04  
 Revised: 07-06  
 Revised: 07-11-11  
 Revised: 01-09-14

## IN-DISTRICT TRANSFER

A request to transfer to another school in the Mustang district can be submitted anytime after January 1 for the following school year. All requests must be submitted at the school of residence. ~~and will be considered on a first-come, first-served basis. No transfer will be granted at the elementary level if the class size would exceed nineteen (19) students and at the middle school level if any teacher's class would exceed one hundred thirty eight (138) students in a subject that must meet the one hundred forty (140) maximum requirement.~~ Forms for request of transfer are available at all elementary and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer. ~~No transfer request for a student who is under disciplinary action will be considered. The receiving school, as part of the transfer consideration process, will examine disciplinary and attendance records. Students found to exhibit violent or disruptive behavior or excessive absences may not be granted transfers.~~ A transfer may be revoked at any time for disciplinary reasons.

Parents will be notified of the approval/disapproval of the transfer request three (3) business days before the first day of school.

~~Transportation of transferred students will be the responsibility of the parents unless required by law.~~

Since the policy 5005 and 5010 are transfer policies, I combined the three (3) transfers into one policy.

Adopted: 12-99

Revised: 06-00

Revised: 08-03



# Memo

**To:** Tracy Skinner, Director of Secondary Schools  
**From:** Teresa Wilkerson, Principal of Mustang High School *TW JK RB*  
**Date:** January 15, 2014  
**Re:** Consideration of DECA students to attend the State Career Conference

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Please discuss, consider, and/or act upon this request to allow the Mustang High School DECA students to attend the DECA State Career Development Conference on February 10-12, 2014, in Tulsa, OK. The parameters of the event require that selected students stay overnight to participate. Additional information including the itinerary is attached. Thank you for your consideration.

## MEMORANDUM

TO: Teresa Wilkerson, MHS Principal  
FROM: Michael Rachlin, MHS DECA Advisor  
DATE: January 15, 2014  
RE: Trip Request – DECA State & State Officer Candidates

I would like to request approval for the DECA advisor, one to two additional teacher chaperones, and fourteen students to attend the DECA State Career Development Conference to be held in Tulsa, Oklahoma, February 10-12, 2014. Our mode of transportation will be School Activity Bus. We will need to spend two nights at the Tulsa Marriott Southern Hills hotel. The teachers and students will miss three (3) school days. Students and their parents will pay all expenses of the trip. Chaperone(s) meal reimbursement will be provided through DECA Activity Account #864. Advisor meal reimbursement will be provided through Marketing Incentive funds #412.

Thank you for reviewing this request.

# MUSTANG PUBLIC SCHOOLS

## OUT OF DISTRICT OVERNIGHT TRAVEL OR OUT OF STATE TRAVEL REQUEST FORM

Date of Request: 12/17/13 Site: Mustang HS  
 Staff Member Making Request: Michael Rachlin  
 Name of Activity: DECA STATE CAREER DEVELOPMENT Conference  
 Date/Dates of Activity: Feb. 10, 2014 - Feb. 12, 2014  
 Location of Activity: Tulsa Marriott Southern Hills  
 Number of Days Students Will Miss School: 3  
 Number of Students Attending Activity: 14  
 Number and Name(s) of Sponsor(s) Attending Activity: Michael Rachlin,  
Andy Casey

### Estimate of Expenses for Trip:

Fund # Estimated Cost

Type of Transportation <u>Activity BUS</u>	Paid by: _____	<u>400<sup>00</sup></u>
Registration Fee <u>\$40<sup>00</sup></u>	Paid by: <u>864</u>	<u>640<sup>00</sup></u>
Meal Expense for Students <u>N/A</u>	Paid by: _____	_____
Meal Expense for Sponsors <u>N/A</u>	Paid by: _____	_____
Room Rate for Students <u>87<sup>00</sup></u>		
Number of Rooms <u>5</u> x Number of Nights = <u>10</u>	Paid by: <u>864</u>	<u>870<sup>00</sup></u>
Room Rate for Sponsors <u>87<sup>00</sup></u>		
Number of Rooms <u>2</u> x Number of Nights = <u>4</u>	Paid by: <u>412</u>	<u>348<sup>00</sup></u>
Number of Days Substitute Will Be Required: <u>3</u>	Paid by: _____	_____
# of days <u>3</u> x \$65.00 = <u>195<sup>00</sup></u> x # of sponsors <u>390<sup>00</sup></u> =		<u>390<sup>00</sup></u>
	Estimated Total Costs:	<u>\$2648<sup>00</sup></u>

Sponsor Signature: Michael Rachlin 12/17/13  
(Date)

Approved by Principal \_\_\_\_\_ (Date)  
 Approved by District Athletic Director (if applicable) \_\_\_\_\_ (Date)  
 Approved by Deputy Superintendent John Berg 1/17/14  
(Date)



**HOTEL ACCOMMODATIONS** – Marriott at Southern Hills  
1902 East 71st Street  
Tulsa, OK 74136  
**PHONE #** - 918-493-7000

**CONTACT INFORMATION** – DECA Advisor – Michael Rachlin – 405-317-8268  
Chaperone/Bus Driver – Andrew Casey – 405-863-8134

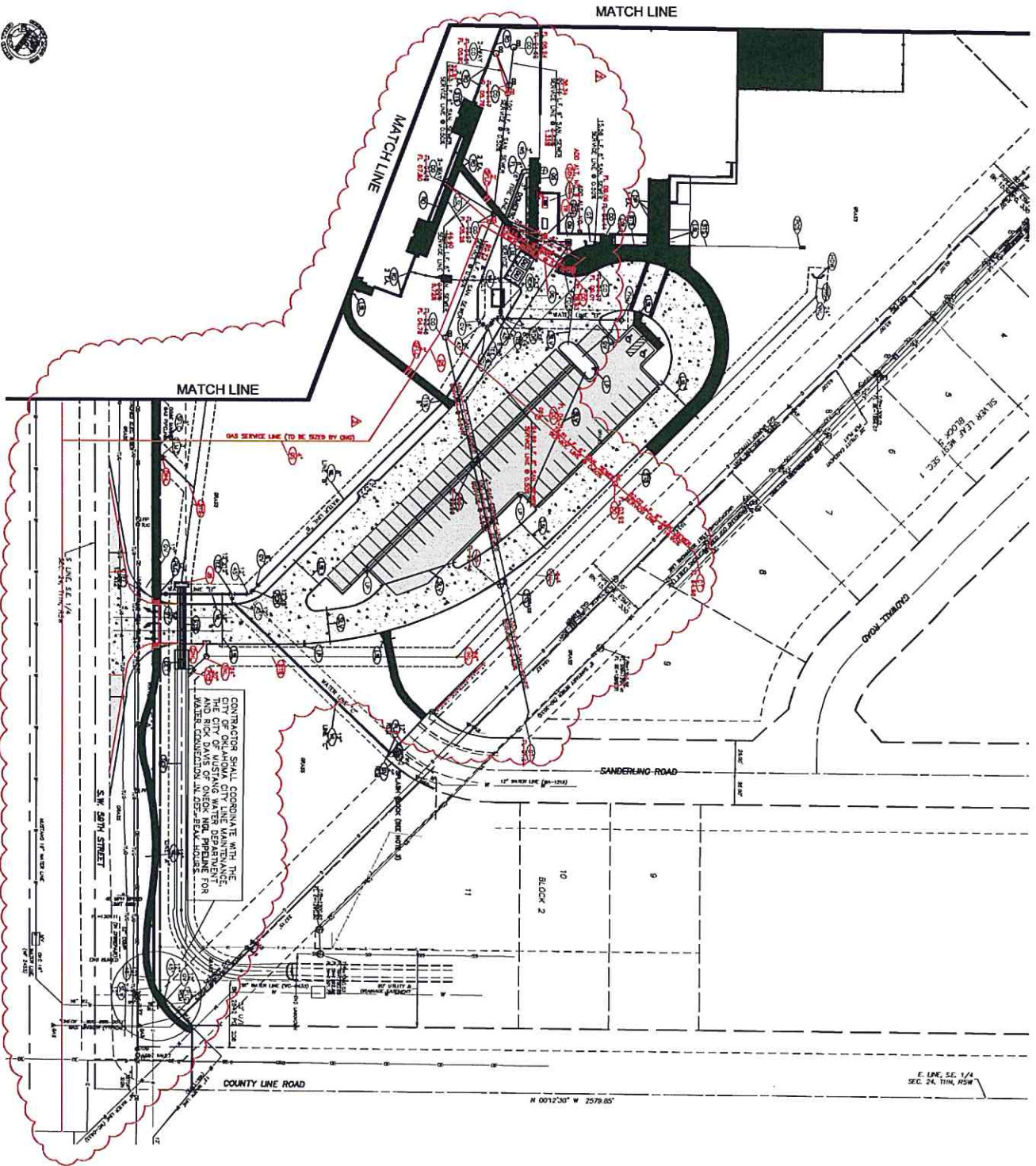
MUSTANG DECA  
STATE 2014  
FEBRUARY 10-12, 2014

Ake, Chandler  
Fletcher, Channah  
Hampton, Chasity  
Hulsey, Savannah  
May, Stephanie  
Morrison, Ali  
Perry, Breanna  
Siuta, Katarzyna  
Sosa, Alexandra  
Torres, Lisa  
Vera, Kevin  
Webster, Kevin (Wriley)  
Wilson, Madison  
Woddward, Mackenzie

MEMO

To: Sean McDaniel, Superintendent  
From: Jeff Woodard, Director of Bonds/Construction  
Date: January 15, 2014  
Re: Approval of OG&E Easement for ~~County Line~~ Elementary  
Prairie View

Respectfully request that the Board discuss, consider, and/or act upon approval of the OG&E Easement for County Line Elementary provided by Oklahoma Gas and Electric Company.



CONTRACTOR SHALL COORDINATE WITH THE CITY OF OKLAHOMA CITY LINE MAINTENANCE DIVISION FOR ANY AND ALL PERMITS FOR WATER CONNECTIONS AND FOR GAS SERVICE.

- NOTES:
1. REFER TO SHEET C4.1 FOR GENERAL NOTES.
  2. SEE LAYOUT PLAN FOR SIZES.
  3. PROVIDER CONTRACT SHALL BE BOOK 1174, PAGE 27.

- UTILITY LAYOUT LEGEND:
- 1. 11" RIB
  - 2. UTILITY SERVICE LINE CAP
  - 3. UTILITY SERVICE LINE PUG
  - 4. 2" BLOW-OFF VALVE
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AFTER RECORDING RETURN TO:  
OGE ELECTRIC SERVICES  
ATTN: DANNIE WEST, R/W AGENT  
PO BOX 321 M/C WW52  
OKLAHOMA CITY, OK 73101-0321  
Work Order #7345499

**EASEMENT**

KNOW ALL MEN BY THESE PRESENTS: THAT **MUSTANG PUBLIC SCHOOLS**, Grantor, in consideration of the sum of Ten or more dollars in hand paid, the receipt of which is hereby acknowledged, and other good and valuable consideration, does hereby grant and warrant unto **OKLAHOMA GAS AND ELECTRIC COMPANY**, an Oklahoma corporation, Grantee, its successors and assigns, the right, privilege and authority to enter upon and install, erect, construct, operate, maintain, and reconstruct underground and/or above ground a system of poles, anchors, guy wires, conduits, wires, cables, vaults, junction boxes, switches, fuses, transformers, service connection boxes and other fixtures for the transmission and distribution of electrical current and communication messages, including the right of ingress and egress to and from said system across adjoining lands of Grantor, together with the authority to cut down, control the growth of, or trim and keep trimmed any trees that may in the judgment of the Grantee interfere with or endanger said line or its maintenance and operation.

The real property covered by this easement is situated in **CANADIAN** County, State of Oklahoma, and is described as follows:

A part of the **SE/4, Section 24, T11N, R5W, I.M.**, being a part of a tract described in a deed recorded in Book 3962, Page 471 at the County Clerk, as shown and described on Exhibit "A", attached hereto and hereby made a part of this easement.

Grantor further covenants agrees that no building or other structure shall ever be erected nor shall any excavation or other removal of soil, so as to change the grade of terrain, be accomplished by Grantor, its heirs or assigns, within the above described easement area unless the written consent of the Grantee is first obtained. Grantor further acknowledges the requirements of 63 Oklahoma Statutes (1991) Section 142.1, et. seq. (One-call statute).

Grantor hereby consents to permit Grantee to trim and keep trimmed any trees and foliage on Grantor's property immediately adjacent to the easement granted herein to insure the health of the trees involved, and Grantee shall have the right to enter upon Grantor's property for this purpose.

The rights and privileges above granted to continue so long as same are used or needed for the transmission and distribution of electric current or communication messages; but should the Grantee remove its property from the premises and abandon the right of way herein granted, then the rights granted in this easement shall terminate.

Signed and delivered this \_\_\_\_\_ day of January, 2014.

MUSTANG PUBLIC SCHOOLS

ATTEST:

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Chad Fulton,  
President of the Mustang Board of Education

Corp Seal

**ACKNOWLEDGMENT**

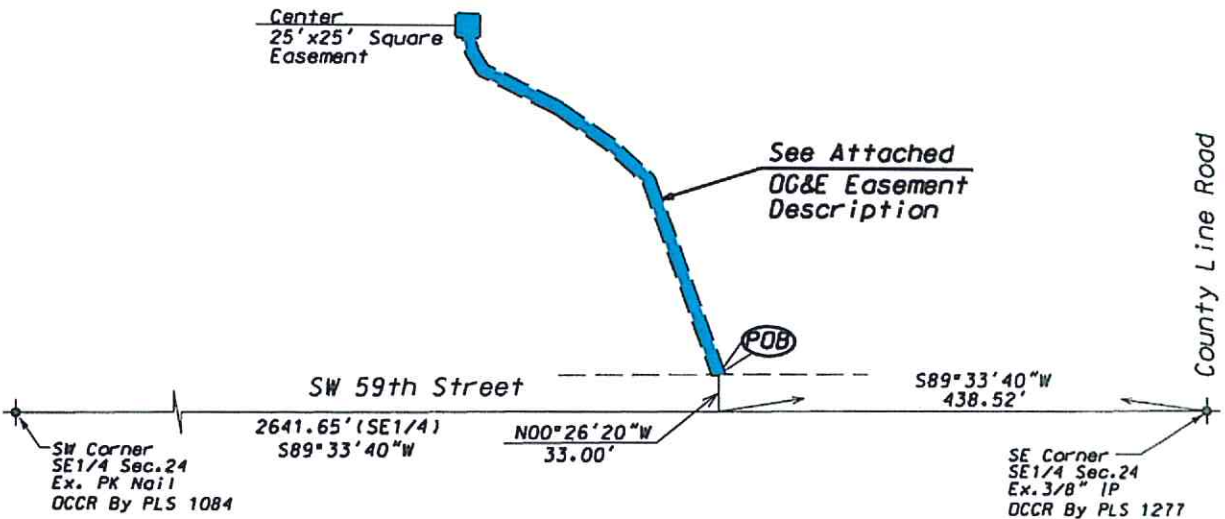
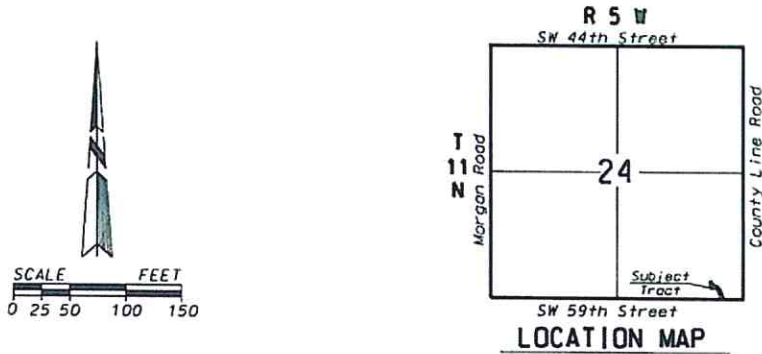
STATE OF OKLAHOMA, COUNTY OF CANADIAN, SS:

Before me, the undersigned, a Notary Public, in and for said County and State, on this \_\_\_\_\_ day of January, 2014, personally appeared **Chad Fulton**, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as the President of the Mustang Board of Education-, and acknowledged to me that he executed the same as his free and voluntary act and deed of such entity, for the uses and purposes therein set forth.

My Commission Expires: \_\_\_\_\_

Commission #

# EASEMENT SKETCH



Note: Bearings Are Based On A Bearing Of  $S89^{\circ}33'40''W$  Between Existing Monuments At the Southeast and Southwest Corners of the SE 1/4 of Sec. 24, T11N, R5W, 1.M.  
 (●) - Indicates Existing Monument as Noted.  
 (DCCR) - Indicates Oklahoma Certified Corner Record On File With The Oklahoma Department of Libraries, Archives Division.

I, Timothy G. Pollard, a Professional Land Surveyor, hereby certify that the attached drawing is a true and accurate representation of the attached easement description and is subject to all notes and qualifying statements.

*Timothy G. Pollard*  
 Timothy G. Pollard, PLS 1474  
 Dated: January 09, 2014



<b>OKLAHOMA GAS AND ELECTRIC COMPANY</b>		
POLLARD & WHITED SURVEYING INC. 2514 TEE DRIVE, NORMAN, OKLAHOMA 73069 CA#2380 EXP 06-30-15 405-366-0001	DG&E EASEMENT SKETCH WO# 7345499 PART OF SE 1/4 OF SECTION 24, T11N, R5W, 1M CANADIAN COUNTY, OKLAHOMA	REVISIONS: _____ _____ _____
DRAWN BY: T. POLLARD    DATE: Jan. 09, 2014	FILE #: 24-11N5W.ASC    DATE: Jan. 08, 2014	SCALE: 1" = 150'
APPROVED BY: D. MEEKS    DATE: Jan. 09, 2014	DRWG #: 24-11N5W.DGN    DATE: Jan. 09, 2014	SHEET 1 OF 1

## OG&E EASEMENT

An Easement in the Southeast Quarter (SE1/4) of Section Twenty-four (24), Township Eleven (11) North, Range Five (5) West of the Indian Meridian, Oklahoma County, Oklahoma, written by Timothy G. Pollard, PLS 1474, on January 09, 2014, using an Arbitrary Bearing of S89°33'40"W, between existing monument at the Southeast and Southwest Corners of said SE1/4, as a Basis of Bearing and as shown on the attached Easement Sketch, said easement being Ten (10) feet in width, Five (5) feet each side of a centerline described as:

**COMMENCING** at the Southeast corner of said SE1/4;

Thence S89°33'40"W, on the South line of said SE1/4, for a distance of 438.52 feet;

Thence N00°26'20"W for a distance of 33.00 feet to the **POINT OF BEGINNING**;

Thence N19°33'42"W, on said centerline, for a distance of 186.13 feet;

Thence N47°46'50"W, on said centerline, for a distance of 47.32 feet;

Thence N55°02'10"W, on said centerline, for a distance of 55.12 feet;

Thence N63°41'00"W, on said centerline, for a distance of 75.45 feet;

Thence N31°19'55"W, on said centerline, for a distance of 19.56 feet;

Thence N10°46'10"W, on said centerline, for a distance of 19.09 feet;

Thence N02°04'20"E, on said centerline, for a distance of 4.33 feet to a point being the center of a square easement Twenty-five (25) foot by Twenty-five (25) foot in size as shown on attached sketch.