



AGENDA

Board of Education Regular Meeting

Monday, February 10, 2014 at 6:00 PM

Maxine and George P Morris Alternative Center/Mustang Education Center,
400 N Clear Springs Road, Mustang, OK 73064, 12400 SW 15th St., Yukon,

Oklahoma 73099

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 Regular Meeting on Monday, February 10, 2014 at 6:00 PM. The place and street of the meeting will be Maxine and George P Morris Alternative Center/Mustang Education Center, 400 N Clear Springs Road, Mustang, OK 73064, 12400 SW 15th St., Yukon, Oklahoma 73099.

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. Invocation and Flag Salute
- B. Roll Call (may be silent)
- C. Superintendent's Report
 - 1. Above & Beyond - Sue Hamm
 - 2. Citizens of Character - Tolerance
 - 3. Representative Leslie Osborn
 - 4. Teacher of the Year Recognition - Dr. Angela Mills
 - 5. SWAT - Cedric Mills/Assistant Tobacco Prevention Coordinator
 - 6. District Recognition - Business Services Division - Excellence in Reporting for Large Schools from the SDE.
 - 7. Bond Update
 - 8. March 31st, 2014 - Rally at the Capitol
 - 9. Board Correspondence

D. Board Reports

E. Standing and Financial Resolutions

1. Chief Financial Officer Report

- a. Vote to approve or not approve the Schedule of Encumbrances and Monthly Financial Reports:

F. Public Participation

G. Consent Agenda

1. Board of Education Minutes:

2. Acceptance of Donation:

- a. Approval of donation to Lakehoma Elementary School from Lakehoma PTA in the amount of \$2,000.00 to be used for beautification of the school grounds.

3. Transfer of Funds:

- a. Approval of transfer from MHS Activity Account #818 to the MPS Athletic Account #803 in the amount of \$10,000.00.

4. Out-of-District Overnight Travel:

- a. Approval for MHS Assistant Principal Renee Boatman and HS teacher Vanessa McIntire to attend the National Dropout Prevention Conference being held in Myrtle Beach, SC on February 16-19th, 2014.
- b. Approval for the MHS Robotics Team to attend the Super Regional Competition if they qualify by end of February, being held in San Antonio, TX on February 26-March 2, 2014.
- c. Approval of JROTC to attend the Air Capital Drill Competition in Wichita, KS on March 2, 2014.
- d. Approval of Title III Teachers, Calah Lynes, Tammi Haas, and Linda Little to attend Effective Language Acquisition Conference in Dallas, TX on March 28, 2014.
- e. Approval of Title III Teachers, Anita Conway, Stacy Mattingly and Elizabeth Warren to attend Visual Thinking Strategies Conference in Seattle, WA, April 22-26, 2014.

5. Approval of revisions to following Policy and Procedures:
6. Approval of MPS 2014-2015 School Calendar.
7. Approval of open transfer requests to attend Mustang Public Schools for the 2014-2015 school year, as listed:
8. Approval to hire certified and non-certified personnel for Extended School Year (ESY) to be held June 10-26 and July 1-17th, 2014. Final number of positions required will be dependent on the number of IEPs requiring ESY.
9. Approval of \$500 stipend paid from #198 Gifted and Talented Budget to Jazz Band staff for before and/or after school instruction. Ryan Edgmon, Belinda Watson, Greg Mangus, Jacob Hofer, Gina Thompson
10. Approval to hire teachers to provide instruction for the RSA Summer Reading Academy at a rate of \$18 per hour plus benefits. Candidates must be qualified through certification in Dynamic Measurement Group, Literacy First, LETRS Foundation, or currently be a certified reading specialist.
11. Approval of annual review and update of the district's Exposure Control Plan.
12. Approval of Timberlake Change Order #5 on Prairie View Elementary. This will be a net decrease to the contingency of \$37,626.34.
13. Approval of Timberlake Change Order #12 for Mustang Horizon Intermediate Center. This change order will be a net decrease to the contingency of \$4,677.00.
14. Approval of Timberlake Change Order #13 on Mustang Horizon. This is a deduction to the contract total amount of \$24,140.20 closing out this project.
15. Approval of Timberlake Change Order #15 on Canyon Ridge Intermediate School. This will be a total decrease to the contingency of \$3,069.86.
16. Approval of Timberlake Final Change Order #16 on Canyon Ridge Intermediate School. This will be a total decrease to the Construction contingency by \$443.33.

H. Business

1. The Board will consider and may vote on adopting Weapons-Free School Policy #2077.
2. The Board will consider and may vote on approving a revised school calendar for 2013-2014 due to inclement weather.

- I. New Business:
- J. Executive Session The Board of Education will consider and may vote to convene in Executive Session.
 - 1. Oklahoma Statutes Title 25, § Section 307(B)(1): Discuss employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee.
 - a. Schedule "A"
 - b. Schedule "B"
 - 2. Oklahoma Statutes Section 307 (B) (3): Discussing the purchase or appraisal of real property
- K. Acknowledge Return to Open Session
- L. Statement of Executive Session by Board Clerk
- M. Vote to approve or not approve the Superintendent's Recommendation concerning employment as listed on Schedule "A".
- N. Vote to approve or not approve the Superintendent's Recommendation concerning employment as listed on Schedule "B".
- O. Vote to approve or not approve the purchase or appraisal of real property.
- P. Adjournment.

Dunn, Brenda

From: Bivens, Sondra
Sent: Monday, January 06, 2014 12:00 PM
To: Dunn, Brenda
Cc: Bivens, Sondra; Stringer, Marki
Subject: Volunteer recommendation for recognition

Brenda,

I would like for the administrative team to consider Sue Hamm for recognition as a volunteer in the Foster Grandparent program. This is the second year Sue has faithfully worked 20 hours or more per week at Trails as a volunteer in Mrs. Stringer's Kindergarten classroom. Under the supervision of Mrs. Stringer, Sue works one-on-one or in small groups to assist students with reading readiness skills.

The team's consideration of Sue Hamm for recognition as a volunteer in the Foster Grandparent program is appreciated.

Sondra Bivens

Principal
Mustang Trails Elementary
"Teaming Up for Success"
405-324-0016
Fax: 405-324-4577



The information contained in this e-mail message, and any files transmitted with it, is confidential and may be legally privileged. It is intended only for the use of the individuals or entities named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or forwarding of this e-mail message is strictly prohibited. If you have received this e-mail message in error, please notify the sender from Mustang Public Schools and delete the material from any computer. Thank you for your cooperation.

MUSTANG PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FUNDS

Report Options: As Of Date: 2/2014; Time Frame: For Fiscal Year; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 801 INDUSTRIAL ARTS	\$542.11	\$274.48	\$0.00	\$316.96	\$499.63	\$0.00	\$499.63
Project 802 ANNUAL - H.S.	\$19,204.64	\$20,807.46	\$0.00	\$11,223.32	\$28,788.78	\$17,147.89	\$11,640.89
Project 803 HIGH SCHOOL ATHLETICS	\$77,366.00	\$117,692.57	(\$1,050.00)	\$136,101.92	\$57,906.65	\$68,851.37	(\$10,944.72)
Project 804 BAND - H.S.	\$33,056.05	\$190,635.32	\$0.00	\$208,951.99	\$14,739.38	\$15,535.85	(\$796.47)
Project 805 BOYS BASKETBALL - H.S.	\$17,645.12	\$10,742.92	\$1,050.00	\$23,893.64	\$5,544.40	\$367.36	\$5,177.04
Project 806 BOYS SOCCER - H.S.	\$16,133.87	\$2,012.06	\$0.00	\$3,620.46	\$14,525.47	\$2,320.70	\$12,204.77
Project 807 CENTENNIAL COUNSELING	\$0.00	\$2,889.45	\$2,159.00	\$2,624.10	\$2,424.35	\$750.00	\$1,674.35
Project 808 CENTENNIAL MEDIA	\$4,252.49	\$13,807.03	\$0.00	\$11,271.89	\$6,787.63	\$1,921.84	\$4,865.79
Project 809 D.A.R.E.	\$446.53	\$320.52	\$0.00	\$107.35	\$659.70	\$2,000.00	(\$1,340.30)
Project 810 MUSTANG ELEMENTARY	\$5,471.36	\$10,576.94	(\$273.77)	\$5,418.55	\$10,355.98	\$8,714.03	\$1,641.95
Project 811 ENRICHMENT ORGANIZATIC	\$7,693.39	\$6.89	\$0.00	\$0.00	\$7,700.28	\$0.00	\$7,700.28
Project 812 ART	\$7,024.58	\$9,317.36	\$0.00	\$6,441.02	\$9,900.92	\$126.85	\$9,774.07
Project 813 CENTENNIAL MUSIC	\$0.00	\$414.99	\$0.00	\$0.00	\$414.99	\$0.00	\$414.99
Project 814 FFA - H.S.	\$24,205.73	\$44,066.87	\$0.00	\$46,169.13	\$22,103.47	\$17,161.00	\$4,942.47
Project 815 FCCLA - H.S.	\$1,309.37	\$2,456.69	\$0.00	\$2,365.00	\$1,401.06	\$7,290.70	(\$5,889.64)
Project 816 FRENCH CLUB - H.S.	\$1,368.65	\$1,434.83	(\$1,200.00)	\$1,241.48	\$362.00	\$326.00	\$36.00
Project 817 FRESHMEN CHEER - H.S.	\$474.59	\$0.27	\$0.00	\$370.00	\$104.86	\$0.00	\$104.86
Project 818 HIGH SCHOOL GENERAL	\$60,943.99	\$105,177.54	\$0.00	\$19,868.37	\$146,253.16	\$9,971.85	\$136,281.31
Project 819 GIRLS BASKETBALL - H.S.	\$6,473.07	\$1,003.27	\$0.00	\$4,809.25	\$2,667.09	\$40.00	\$2,627.09
Project 820 GIRLS TRACK - H.S.	\$1,485.51	\$1.35	\$0.00	\$0.00	\$1,486.86	\$0.00	\$1,486.86
Project 821 GIRLS VOLLEYBALL - H.S.	\$1,172.03	\$1.24	\$0.00	\$0.00	\$1,173.27	\$25.00	\$1,148.27
Project 822 GOLF-HS	\$545.07	\$500.59	\$0.00	\$0.00	\$1,045.66	\$1,744.00	(\$698.34)
Project 823 LAKEHOMA ELEM	\$30,086.64	\$4,985.09	\$2,186.63	\$2,513.37	\$34,744.99	\$11,140.74	\$23,604.25
Project 824 CENTENNIAL ART	\$61.27	\$1,146.50	\$0.00	\$0.00	\$1,207.77	\$190.48	\$1,017.29
Project 825 MEDIA-HS	\$4,964.15	\$385.87	\$1,200.00	\$303.48	\$6,246.54	\$0.00	\$6,246.54
Project 826 MEDIA - MS	\$1,044.82	\$434.50	(\$100.00)	\$734.98	\$644.34	\$138.24	\$506.10
Project 827 MEDIA -NORTH MS	\$11,738.35	\$5,658.34	\$0.00	\$3,745.87	\$13,650.82	\$6,881.50	\$6,769.32
Project 828 KEY CLUB HS	\$828.73	\$1,368.83	\$0.00	\$0.00	\$2,197.56	\$1,587.50	\$610.06
Project 829 ATHLETICS - MS	\$60,616.94	\$49,835.18	\$0.00	\$39,060.66	\$71,391.46	\$22,094.27	\$49,297.19
Project 830 BAND - MS	\$6,147.83	\$14,580.35	\$0.00	\$8,162.84	\$12,565.34	\$4,317.45	\$8,247.89
Project 831 CHEER - MS	\$1,528.10	\$1.65	\$0.00	\$0.00	\$1,529.75	\$50.00	\$1,479.75
Project 832 FCA -MS	\$2,460.74	\$2.17	\$0.00	\$41.31	\$2,421.60	\$162.00	\$2,259.60
Project 833 MIDDLE SCHOOL	\$14,507.34	\$7,557.31	\$3,168.00	\$2,608.09	\$22,624.56	\$2,460.90	\$20,163.66
Project 834 SKILLS FOR LIVING - MS	\$395.39	\$0.36	\$0.00	\$0.00	\$395.75	\$0.00	\$395.75
Project 835 PEP CLUB - MS	\$780.01	\$0.74	\$0.00	\$0.00	\$780.75	\$0.00	\$780.75
Project 836 SCIENCE CLUB - MS	\$62.48	\$145.12	\$100.00	\$0.00	\$307.60	\$85.00	\$222.60
Project 837 CHEER - NORTH MS	\$94.67	\$0.12	\$0.00	\$0.00	\$94.79	\$0.00	\$94.79
Project 838 STUDENT COUNCIL - MS	\$1,482.72	\$1.33	\$0.00	\$68.22	\$1,415.83	\$1,082.40	\$333.43
Project 839 VOCAL MUSIC - MS	\$13,221.01	\$7,483.17	\$0.00	\$8,998.14	\$11,706.04	\$13,032.76	(\$1,326.72)
Project 840 YEARBOOK - MS	\$9,202.49	\$3,843.47	\$0.00	\$7,645.19	\$5,400.77	\$400.00	\$5,000.77
Project 841 MUSTANG VALLEY ELEM	\$22,572.56	\$22,886.85	(\$978.95)	\$21,609.94	\$22,870.52	\$12,274.00	\$10,596.52
Project 842 NAT'L HONOR SOCIETY-HS	\$1,330.72	\$2,153.50	\$0.00	\$2,621.00	\$863.22	\$0.00	\$863.22
Project 843 MEDIA -CREEK	\$1,842.46	\$6,378.29	\$0.00	\$7,434.51	\$786.24	\$131.90	\$654.34
Project 844 ATHLETICS - NORTH MS	\$37,959.64	\$25,962.83	\$0.00	\$27,494.64	\$36,427.83	\$11,335.40	\$25,092.43
Project 845 BAND - NORTH MS	\$8,601.53	\$18,244.04	\$0.00	\$7,450.36	\$19,395.21	\$5,608.64	\$13,786.57
Project 847 NORTH MIDDLE SCHOOL	\$24,936.53	\$10,283.01	\$349.00	\$14,172.26	\$21,396.28	\$1,908.09	\$19,488.19
Project 848 POM-PON - HS	\$3,056.09	\$2.59	\$0.00	\$397.50	\$2,661.18	\$225.00	\$2,436.18
Project 849 PEP CLUB - NORTH MS	\$1,060.86	\$0.93	\$0.00	\$0.00	\$1,061.79	\$0.00	\$1,061.79
Project 850 SCIENCE CLUB - NORTH MS	\$5,079.79	\$4.53	\$0.00	\$0.00	\$5,084.32	\$0.00	\$5,084.32
Project 851 SPEECH CLUB - NORTH MS	\$51.29	\$374.82	\$0.00	\$257.79	\$168.32	\$0.00	\$168.32
Project 852 STUDENT COUNCIL - NORTI	\$639.60	\$236.63	\$0.00	\$0.00	\$876.23	\$0.00	\$876.23
Project 853 VOCAL MUSIC - NORTH MS	\$1,230.52	\$14,348.00	\$0.00	\$11,174.28	\$4,404.24	\$12,001.50	(\$7,597.26)
Project 854 YEARBOOK-NORTH MS	\$8,236.68	\$3,117.96	\$0.00	\$2,894.40	\$8,460.24	\$5,000.00	\$3,460.24
Project 855 JR CLASS - HS	\$17,912.31	\$61.70	\$0.00	\$2,086.33	\$15,887.68	\$25,117.19	(\$9,229.51)
Project 856 SCIENCE/MATH - H.S.	\$580.88	\$2,725.57	\$0.00	\$2,745.66	\$560.79	\$209.84	\$350.95
Project 857 SR CLASS - HS	\$56,417.01	\$18,128.48	\$0.00	\$4,035.05	\$70,510.44	\$28,150.00	\$42,360.44
Project 858 SPECIAL OLYMPICS	\$1,181.69	\$1.06	\$0.00	\$0.00	\$1,182.75	\$0.00	\$1,182.75
Project 859 DRAMA DEPARTMENT/CLUE	\$10,005.39	\$3,757.85	\$0.00	\$5,430.79	\$8,332.45	\$5,741.00	\$2,591.45
Project 860 STUDENT COUNCIL - HS	\$930.64	\$11,417.52	\$0.00	\$5,648.30	\$6,699.86	\$6,098.33	\$601.53
Project 861 VARSITY CHEER - HS	\$11,691.01	\$14,352.70	\$0.00	\$18,020.18	\$8,023.53	\$2,411.00	\$5,612.53
Project 862 VOCAL MUSIC - HS	\$3,839.44	\$13,245.87	\$0.00	\$10,217.05	\$6,868.26	\$2,487.00	\$4,381.26
Project 863 SCHOLARSHIP FUND	\$1,750.65	\$2,000.80	\$0.00	\$1,500.00	\$2,251.45	\$0.00	\$2,251.45
Project 864 D.E.C.A. - H.S.	\$2,098.76	\$14,135.49	\$407.00	\$10,946.24	\$5,695.01	\$4,596.47	\$1,098.54

MUSTANG PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FUNDS

Report Options: As Of Date: 2/2014; Time Frame: For Fiscal Year; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 865 BASEBALL - H.S.	\$24,569.66	\$4,877.94	\$1,200.00	\$16,674.82	\$13,972.78	\$13,928.00	\$44.78
Project 866 SIXTH GRADE - NORTH M.S.	\$887.69	\$0.80	\$0.00	\$0.00	\$888.49	\$0.00	\$888.49
Project 867 ADMINISTRATION	\$8,794.66	\$26.56	\$0.00	\$733.33	\$8,087.89	\$1,522.65	\$6,565.24
Project 868 MEDIA - VALLEY	\$13,260.93	\$1,457.69	\$0.00	\$3,965.11	\$10,753.51	\$1,086.67	\$9,666.84
Project 869 COUNSELING ACTIVITIES - V	\$627.66	\$3,444.23	\$0.00	\$2,570.50	\$1,501.39	\$0.00	\$1,501.39
Project 870 TRAILS ELEMENTARY	\$14,725.54	\$12,007.88	\$0.00	\$15,711.50	\$11,021.92	\$8,647.48	\$2,374.44
Project 871 GIRLS SOFTBALL - H.S.	\$1,072.17	\$1,574.56	\$0.00	\$2,049.41	\$597.32	\$240.00	\$357.32
Project 872 SPANISH CLUB - H.S.	\$639.21	\$3,986.98	\$0.00	\$1,507.55	\$3,118.64	\$7,602.00	(\$4,483.36)
Project 873 MEDIA - MUSTANG TRAILS	\$928.61	\$992.05	\$0.00	\$1,170.62	\$750.04	\$9.00	\$741.04
Project 874 M.E.A.D. - MUSTANG ELEME	\$1,874.86	\$3,051.97	\$0.00	\$1,894.45	\$3,032.38	\$0.00	\$3,032.38
Project 875 DRUG FREE CLUB - TRAILS	\$1,205.11	\$2,838.71	\$0.00	\$2,873.87	\$1,169.95	\$0.00	\$1,169.95
Project 876 9TH-VARSITY FOOTBALL H.S.	\$19,547.84	\$8,795.26	\$0.00	\$18,169.80	\$10,173.30	\$3,472.00	\$6,701.30
Project 877 GIFTED AND TALENTED	\$1,107.48	\$0.81	(\$349.00)	\$0.00	\$759.29	\$0.00	\$759.29
Project 878 TRANSPORTATION	\$2,004.27	\$378.61	\$0.00	\$316.78	\$2,066.10	\$345.60	\$1,720.50
Project 879 CREEK CHOIR	\$372.12	\$360.40	\$0.00	\$0.00	\$732.52	\$0.00	\$732.52
Project 880 BOYS-GIRLS TENNIS H.S.	\$1,100.41	\$0.99	\$0.00	\$0.00	\$1,101.40	\$864.00	\$237.40
Project 881 L.E. DRUG FREE LEADERS	\$2,554.26	\$2,334.94	\$0.00	\$2,150.59	\$2,738.61	\$0.00	\$2,738.61
Project 882 BOYS/GIRLS CROSS COUN	\$1,985.39	\$3,478.47	\$0.00	\$2,511.12	\$2,952.74	\$0.00	\$2,952.74
Project 883 GIRLS SOCCER - H.S.	\$4,739.56	\$2,158.49	\$0.00	\$0.00	\$6,898.05	\$4,061.00	\$2,837.05
Project 884 CHISHOLM TRAILS	\$1,728.69	\$1,160.55	\$0.00	\$1,278.81	\$1,610.43	\$250.17	\$1,360.26
Project 885 BUILDER'S CLUB - MS	\$293.17	\$0.21	\$0.00	\$123.93	\$169.45	\$0.00	\$169.45
Project 886 BUILDER'S CLUB - NORTH M	\$2,139.42	\$68.79	\$0.00	\$0.00	\$2,208.21	\$160.00	\$2,048.21
Project 887 DEBATE CLUB - HS	\$557.59	\$0.48	\$0.00	\$0.00	\$558.07	\$75.00	\$483.07
Project 888 MUSTANG CREEK ELEM	\$7,237.24	\$6,258.90	\$0.00	\$4,704.92	\$8,791.22	\$77.00	\$8,714.22
Project 889 MEDIA - LE	\$1,592.76	\$5,575.82	\$0.00	\$6,441.45	\$727.13	\$7,000.00	(\$6,272.87)
Project 890 RENAISSANCE - MS	\$1,087.02	\$605.69	\$0.00	\$540.26	\$1,152.45	\$600.00	\$552.45
Project 891 READING - MS	\$6,677.99	\$1,013.67	\$0.00	\$2,634.34	\$5,057.32	\$166.12	\$4,891.20
Project 892 RENAISSANCE - NORTH MS	\$1,402.14	\$1.45	\$0.00	\$116.22	\$1,287.37	\$120.00	\$1,167.37
Project 893 RENAISSANCE - HS	\$5,572.60	\$4.97	\$0.00	\$0.00	\$5,577.57	\$0.00	\$5,577.57
Project 894 SPECIAL LIFE SKILLS -MS	\$1,430.11	\$443.26	\$0.00	\$173.36	\$1,700.01	\$750.00	\$950.01
Project 895 TECHNOLOGY STUDENT-ME	\$49.47	\$0.00	\$0.00	\$0.00	\$49.47	\$0.00	\$49.47
Project 896 ACADEMIC TEAM -HS	\$1.32	\$0.00	\$0.00	\$0.00	\$1.32	\$0.00	\$1.32
Project 897 ART CLUB -HS	\$845.55	\$6,887.07	\$0.00	\$4,922.59	\$2,810.03	\$1,606.83	\$1,203.20
Project 898 ATHLETIC TRAINING -HS	\$8,985.93	\$5.43	\$0.00	\$6,216.38	\$2,774.98	\$411.21	\$2,363.77
Project 899 TECHNOLOGY - NORTH MS	\$444.23	\$0.20	\$0.00	\$410.00	\$34.43	\$0.00	\$34.43
Project 900 SPANISH CLUB - MV	\$666.23	\$0.24	(\$666.47)	\$0.00	\$0.00	\$0.00	\$0.00
Project 901 P.A.S.S. - MEC	\$665.59	\$4,379.57	\$0.00	\$4,274.98	\$770.18	\$292.89	\$477.29
Project 902 CRI ACTIVITY ACCOUNT	\$0.00	\$3,143.52	\$2,273.77	\$2,851.78	\$2,565.51	\$825.94	\$1,739.57
Project 903 ADVANCED PLACEMENT -H	\$10,897.19	\$1,965.98	\$0.00	\$3,136.74	\$9,726.43	\$864.22	\$8,862.21
Project 904 GROUNDS IMPROVEMENT	\$1,266.11	\$1.12	\$0.00	\$0.00	\$1,267.23	\$0.00	\$1,267.23
Project 905 CRI STAFF ACCOUNT	\$0.00	\$504.07	\$4,000.00	\$1,419.03	\$3,085.04	\$306.02	\$2,779.02
Project 906 HS FRESHMAN F.C.C.L.A.	\$1,875.99	\$1.57	\$0.00	\$175.00	\$1,702.56	\$685.00	\$1,017.56
Project 907 OUTDOOR CLASSROOM - M	\$2,764.35	\$1,257.73	\$0.00	\$629.51	\$3,392.57	\$570.00	\$2,822.57
Project 908 GOLF - NORTH MS	\$722.17	\$0.66	\$0.00	\$0.00	\$722.83	\$0.00	\$722.83
Project 909 CRI COUNSELING ACTIVITY	\$0.00	\$952.12	\$0.00	\$555.50	\$396.62	\$0.00	\$396.62
Project 910 CANYON RIDGE INT MEDIA	\$0.00	\$6,807.86	\$0.00	\$6,273.36	\$534.50	\$185.00	\$349.50
Project 912 CANYON RIDGE VOCAL/MU	\$0.00	\$11,684.87	\$0.00	\$5,741.60	\$5,943.27	\$2,033.50	\$3,909.77
Project 913 CRI ART	\$0.00	\$2,005.52	\$0.00	\$573.73	\$1,431.79	\$720.99	\$710.80
Project 914 CANYON RIDGE INT ATHLE	\$0.00	\$3,633.87	\$0.00	\$0.00	\$3,633.87	\$0.00	\$3,633.87
Project 915 TRACK/CROSS COUNTRY-N	\$1,115.54	\$1.04	\$0.00	\$0.00	\$1,116.58	\$0.00	\$1,116.58
Project 916 CREEK/NORTH OUTDOOR	\$323.06	\$0.30	\$0.00	\$0.00	\$323.36	\$0.00	\$323.36
Project 918 FOOTBALL - NORTH MS	\$249.50	\$0.19	\$0.00	\$0.00	\$249.69	\$0.00	\$249.69
Project 919 LE- 5TH GRADE	\$2,186.63	\$0.00	(\$2,186.63)	\$0.00	\$0.00	\$0.00	\$0.00
Project 920 PRE-KINDERGARTEN- MEC	\$10,354.69	\$13,557.32	\$0.00	\$14,275.88	\$9,636.13	\$1,164.44	\$8,471.69
Project 921 MUSTANG EDUCATION CEN	\$1,821.51	\$0.37	(\$1,821.88)	\$0.00	\$0.00	\$0.00	\$0.00
Project 922 SPECIAL EDUCATION - M-H	\$360.21	\$0.34	\$0.00	\$0.00	\$360.55	\$0.00	\$360.55
Project 923 ART - LAKEHOMA	\$3,980.88	\$197.58	\$0.00	\$30.00	\$4,148.46	\$0.00	\$4,148.46
Project 924 MUSICAL - HS	\$5,726.21	\$5.08	\$0.00	\$0.00	\$5,731.29	\$0.00	\$5,731.29
Project 925 WRESTLING - HS	\$2.47	\$94.01	\$0.00	\$0.00	\$96.48	\$0.00	\$96.48
Project 926 JROTC - HS	\$1,425.09	\$87.16	\$1,200.00	\$0.00	\$2,712.25	\$0.00	\$2,712.25
Project 927 HS ATHLETIC DEPT. STAFF	\$8,453.53	\$47,414.32	(\$2,400.00)	\$23,896.66	\$29,571.19	\$9,903.71	\$19,667.48
Project 928 CANYON RIDGE INT READIN	\$0.00	\$3,772.26	\$0.00	\$0.00	\$3,772.26	\$439.00	\$3,333.26
Project 929 MUSTANG ELEMENTARY ST	\$3,661.08	\$5,174.96	\$1,431.00	\$2,275.65	\$7,991.39	\$56.02	\$7,935.37

MUSTANG PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FUNDS

Report Options: As Of Date: 2/2014; Time Frame: For Fiscal Year; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 930 MUSTANG VALLEY STAFF	\$2,334.75	\$749.97	\$2,500.00	\$2,026.40	\$3,558.32	\$925.66	\$2,632.66
Project 931 MUSTANG LAKEHOMA STAF	\$1,948.22	\$3,661.31	\$2,500.00	\$1,878.15	\$6,231.38	\$369.02	\$5,862.36
Project 932 MUSTANG TRAILS STAFF	\$3,676.44	\$2,602.59	\$2,500.00	\$4,361.06	\$4,417.97	\$798.66	\$3,619.31
Project 933 MUSTANG CREEK STAFF	\$2,105.29	\$1,239.70	\$2,500.00	\$1,436.80	\$4,408.19	\$56.02	\$4,352.17
Project 934 MUSTANG MIDDLE SCHOOL	\$10,221.95	\$854.69	(\$3,168.00)	\$371.29	\$7,537.35	\$221.02	\$7,316.33
Project 935 MNMS STAFF	\$1,209.76	\$177.46	\$0.00	\$775.31	\$611.91	\$208.59	\$403.32
Project 937 HIGH SCHOOL STAFF	\$29,331.82	\$390.58	\$0.00	\$12,372.11	\$17,350.29	\$522.04	\$16,828.25
Project 938 EDUCATION CENTER STAFF	\$1,447.81	\$723.83	\$1,821.88	\$1,586.17	\$2,407.35	\$302.20	\$2,105.15
Project 939 ADMINISTRATION STAFF	\$38,086.19	\$2,121.98	(\$27,000.00)	\$4,757.85	\$8,450.32	\$675.00	\$7,775.32
Project 940 HIGH SCHOOL TECH EDUC/	\$618.18	\$3,061.35	\$0.00	\$1,018.95	\$2,660.58	\$1,984.50	\$676.08
Project 941 HIGH SCHOOL BOYS TRACY	\$514.25	\$0.54	\$0.00	\$0.00	\$514.79	\$0.00	\$514.79
Project 942 HS - BUSINESS PROF. OF A	\$1,042.21	\$6,906.46	(\$407.00)	\$4,061.00	\$3,480.67	\$2,760.00	\$720.67
Project 943 MUSTANG CREEK COUNSEL	\$3,475.77	\$3,245.87	\$0.00	\$1,290.00	\$5,431.64	\$0.00	\$5,431.64
Project 944 MPS SPECIAL NEEDS	\$44.21	\$0.00	\$0.00	\$0.00	\$44.21	\$0.00	\$44.21
Project 945 MUSTANG CREEK ART	\$4,468.91	\$2,657.79	\$0.00	\$2,217.61	\$4,909.09	\$37.82	\$4,871.27
Project 946 ECO CLUB HIGHSCHOOL	\$255.49	\$0.23	\$0.00	\$0.00	\$255.72	\$0.00	\$255.72
Project 947 LAKEHOMA MUSIC	\$563.62	\$0.51	\$0.00	\$0.00	\$564.13	\$0.00	\$564.13
Project 948 MUSTANG TRAILS ART	\$6,101.13	\$1,923.59	\$0.00	\$1,245.82	\$6,778.90	\$1,422.30	\$5,356.60
Project 949 MUSTANG TRAILS HONOR C	\$109.76	\$8,869.02	\$0.00	\$6,918.00	\$2,060.78	\$1,778.92	\$281.86
Project 950 CENTENNIAL ELEMENTARY	\$19,220.62	\$16,873.05	(\$2,159.00)	\$10,866.20	\$23,068.47	\$4,086.28	\$18,982.19
Project 951 TRAILS SPECIAL ED.	\$437.92	\$0.38	\$0.00	\$0.00	\$438.30	\$0.00	\$438.30
Project 952 CENTENNIAL STAFF	\$1,134.92	\$384.79	\$2,500.00	\$635.19	\$3,384.52	\$56.02	\$3,328.50
Project 953 MUSTANG ELEM ART	\$3,794.10	\$6,157.71	\$1,069.00	\$10,032.07	\$988.74	\$5,950.00	(\$4,961.26)
Project 954 MUSTANG ELEM MEDIA	\$5,374.09	\$7,631.98	\$0.00	\$9,946.55	\$3,059.52	\$6,907.50	(\$3,847.98)
Project 955 TRAILS READING CARNIVAL	\$74.05	\$643.72	\$0.00	\$671.56	\$46.21	\$0.00	\$46.21
Project 956 TRAILS STUDENT COUNCIL	\$8,505.27	\$366.90	\$0.00	\$6,884.80	\$1,987.37	\$0.00	\$1,987.37
Project 957 MUSTANG TRAILS PE ACTIV	\$1,443.60	\$3,079.05	\$0.00	\$596.87	\$3,925.78	\$1,629.67	\$2,296.11
Project 959 H.S. SPANISH NAT'L HONOF	\$382.28	\$381.36	\$0.00	\$268.50	\$495.14	\$0.00	\$495.14
Project 960 H.S. MAC CHOIR	\$818.98	\$0.71	\$0.00	\$0.00	\$819.69	\$0.00	\$819.69
Project 961 H.S. VIDEO CLUB	\$2,281.83	\$6,236.54	\$0.00	\$7,857.14	\$661.23	\$420.19	\$241.04
Project 962 H.S. SWIM TEAM	\$0.34	\$8,114.89	\$0.00	\$6,885.50	\$1,229.73	\$617.50	\$612.23
Project 963 CREEK ARCHERY CLUB	\$394.49	\$0.34	\$0.00	\$0.00	\$394.83	\$0.00	\$394.83
Project 964 ARCHERY CLUB - MS	\$4,904.40	\$529.39	\$0.00	\$221.00	\$5,212.79	\$474.79	\$4,738.00
Project 965 VALLEY STUDENT COUNCIL	\$1,291.06	\$2,471.02	\$0.00	\$1,987.38	\$1,774.70	\$129.35	\$1,645.35
Project 966 CENTENNIAL OUTDOOR CL	\$0.00	\$20.90	\$0.00	\$0.00	\$20.90	\$0.00	\$20.90
Project 967 MUSTANG STUDENTS IN NE	\$2,506.21	\$749.41	\$0.00	\$100.00	\$3,155.62	\$0.00	\$3,155.62
Project 969 CRI OUTDOOR CLASSROOM	\$0.00	\$0.17	\$0.00	\$0.00	\$0.17	\$0.00	\$0.17
Project 970 CRI STUDENT COUNCIL	\$0.00	\$935.47	\$0.00	\$0.00	\$935.47	\$937.20	(\$1.73)
Project 971 CANYON RIDGE YEARBOOK	\$0.00	\$5,468.71	\$0.00	\$2,520.00	\$2,948.71	\$0.00	\$2,948.71
Project 974 CRI SPANISH ACCT	\$0.00	\$0.38	\$666.47	\$0.00	\$666.85	\$0.00	\$666.85
Project 978 HORIZON INT ACTIVITY ACC	\$0.00	\$9,788.28	\$0.00	\$7,509.15	\$2,279.13	\$1,899.29	\$379.84
Project 979 HORIZON INT STAFF ACCT	\$0.00	\$11,250.92	\$6,000.00	\$10,839.07	\$6,411.85	\$2,193.39	\$4,218.46
Project 980 HORIZON INT COUNSELING	\$0.00	\$152.06	\$0.00	\$0.00	\$152.06	\$0.00	\$152.06
Project 998 MUSTANG VALLEY PE ACTI'	\$0.00	\$0.42	\$978.95	\$516.00	\$463.37	\$0.00	\$463.37
Grand Total	\$1,029,724.49	\$1,116,255.24	\$0.00	\$1,005,437.49	\$1,140,542.24	\$449,617.43	\$690,924.81

FEBRUARY 10TH, 2014 BOARD MEETING

FISCAL YEAR 2014

PAYROLL

LEASE REVENUE BOND (10)	156-163	
GENERAL FUND (11)	1900-2117	51643-51664
BUILDING FUND (21)	46	50022-50023
FOOD SERVICE (22)	263-287	50122-50123
LEASE REVENUE BOND (23)		
OKC MAPS TRUST (24)		
BOND FUND (31)		
BOND FUND (32)		
BOND FUND (33)	14-15	
BOND FUND (34)	12-13	
BOND FUND (35)		
BOND FUND (36)	50-54	
BOND FUND (37)	54	
BOND FUND (38)		
BOND FUND (39)		

LSE REVENUE ISS 2012 2013-2014
 Detail Encumbrance Listing
 As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
156	01/10/2014	A & E ELECTRIC, LLC	172 HZN BASEMENT ELEC WORK	
		ELECTRICAL WORK IN BASEMENT AT HORIZON	172-2620-452-000-0000-000-140	3,800.00
			Total Purchase Order	3,800.00
157	01/10/2014	K-LOG, INC	172 (2) ADD'L DISPLAY CASES	
(2)		POLISHED ALUMINUM FRAME DISPLAY CASES, GDC-444	172-2620-654-000-0000-000-140	2,741.70
		SHIPPING	172-2620-654-000-0000-000-140	118.59
			Total Purchase Order	2,860.29
158	01/10/2014	LDS BUILDING SPECIALITIES	171 LOCKS 4 DINING RM AT C.R.	
(10)		CL 118 S300 LOCKS FOR DINING ROOM AT CANYON	171-2620-654-000-0000-000-145	53.00
			Total Purchase Order	53.00
159	01/16/2014	THOMPSON EDUCATIONAL FURNISHINGS	172 BOOKSHELF 4 SPECIAL ED	
(1)		5-SHELF BOOKCASE #H105535	172-2620-654-000-0000-000-140	407.00
			Total Purchase Order	407.00
160	01/27/2014	NASCO	172 SCIENCE EQUIPMENT 4 HZN	
(3)		ONE DROP INDICATOR SETS, ITEM SB16255	172-2620-618-000-0000-000-140	96.77
(2)		CASE OF 24 4 OZ JAR SPECIMEN, ITEM SB10988	172-2620-618-000-0000-000-140	38.68
(4)		STIRRING ROD 6PK, ITEM SB14853	172-2620-618-000-0000-000-140	38.76
(3)		LAB TOOL KIT, ITEM SB31101	172-2620-618-000-0000-000-140	35.57
(4)		FUNNELS ITEM# S00447	172-2620-618-000-0000-000-140	48.45
(20)		PORCELAIN PLATE SPOT, ITEM# SB40727	172-2620-618-000-0000-000-140	25.50
(21)		LAB TRAYS ITEM# SB47050	172-2620-618-000-0000-000-140	199.02
(20)		SPRING SCALES, ITEM# SB25291	172-2620-618-000-0000-000-140	69.70
(2)		WRITEWIPE BOARDS PK OF 30, ITEM# TB20771	172-2620-618-000-0000-000-140	47.51
		RAIN GAUGE THERMOMETER SET	172-2620-618-000-0000-000-140	11.56
(3)		CLEVER CATCH WEATHER BALL ITEM#SB39155	172-2620-618-000-0000-000-140	33.02
(3)		WEATHER CLIMAGRAPH CHARTS ITEM#SB09155	172-2620-618-000-0000-000-140	210.38
(30)		BATTERY HOLDER, SIZE D ITEM#SB19023	172-2620-618-000-0000-000-140	40.80
(5)		PK OF 6 CONNECTOR CORDS ITEM#SB13984	172-2620-618-000-0000-000-140	50.36
(7)		MULTI METER ITEM#SB26384	172-2620-618-000-0000-000-140	58.91
(3)		SANDWICH BAG SCIENCE BOOK ITEM# SB43430	172-2620-618-000-0000-000-140	30.47
(50)		BOTTLE EYE DROP ITEM# SB49751	172-2620-618-000-0000-000-140	74.35
			Total Purchase Order	1,109.81
161	01/31/2014	CAPITOL STAGE EQUIPMENT CO.	171 STAGE CURTAINS 4 C.R.	
		STAGE CURTAINS FOR CANYON RIDGE	171-2620-654-000-0000-000-145	13,485.00
			Total Purchase Order	13,485.00
162	01/31/2014	NASCO	171 SCIENCE EQUIPMENT 4 C.R.	
(12)		DIGITAL THERMOMETER, ITEM SB33552	171-1000-681-000-0000-000-145	219.30
(3)		BOIL PT THERMOMETER, ITEM SB42013	171-1000-681-000-0000-000-145	45.77
(6)		IRON FILLINGS, SET OF 5, ITEM SB46840	171-1000-681-000-0000-000-145	59.92
(30)		MAGNET BAR, ITEM SB26083	171-1000-681-000-0000-000-145	136.41
(3)		MOTOR GENERATOR	171-1000-681-000-0000-000-145	138.99
(20)		MOTOR WORLDS SIMPLEST, ITEM SB26058	171-1000-681-000-0000-000-145	84.14
(6)		SET BALL, ITEM SB28570	171-1000-681-000-0000-000-145	43.35
(3)		MODEL MAGNETIC PLANT CELLS, ITEM SB48209	171-1000-681-000-0000-000-145	45.90
(3)		MODEL MAGNETIC ANIMAL CELL, ITEM SB48210	171-1000-681-000-0000-000-145	45.90
(2)		SET CROSS SECTION CELLS, ITEM SB42004	171-1000-681-000-0000-000-145	47.52
(3)		SOIL CLASSES KIT, ITEM SB43552	171-1000-681-000-0000-000-145	0.08
			171-1000-681-000-0000-000-145	1261.02
(3)		WEATHER CHART, ITEM SB09155	171-1000-681-000-0000-000-145	210.39
(1)		WEATHER PLOTTING CHART, ITEM SB09156	171-1000-681-000-0000-000-145	8.71
(3)		NEWTONIAN DEMONSTRATOR, ITEM SB16568	171-1000-681-000-0000-000-145	86.06

LSE REVENUE ISS 2012 2013-2014
 Detail Encumbrance Listing
 As of 02/03/2014

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
162	01/31/2014	NASCO	171 SCIENCE EQUIPMENT 4 C.R.	
(3)		STAR HOME PLANESTAR THEATER, ITEM SB35730	171-1000-681-000-0000-000-145	66.18
(3)		LAB POROSITY SOIL/WATER FLO, ITEM SB48365	171-1000-681-000-0000-000-145	178.38
			Total Purchase Order	1,543.22
163	01/31/2014	TIMBERLAKE CONSTRUCTION	171 BACKUP GENERATOR CONTROLS	
		BACKUP GENERATOR CONTROLS FOR GEOTHERMAL PUMPS	171-2620-453-000-0000-000-145	1,906.67
			Total Purchase Order	1,906.67
			Total Fund	25,164.99

General Fund 2013-2014
Summary Change Order Listing
As of 02/03/2014

P.O. No.	Date	To Whom Issued	P.O. Description	Amount
84	07/01/2013	FUELMAN	054 FUEL	-5,491.56
112	07/01/2013	OFFICE DEPOT	056 TECHNOLOGY	14.44
490	08/01/2013	A. RIFKIN CO	051 SECURE MONEY BAGS	15.15
632	08/19/2013	HOBBY LOBBY	505 SUPPLIES SKILLS FOR LIVING	-13.47
900	09/13/2013	ROSS TRANSPORTATION	054 BUS PARTS	5,491.56
955	09/20/2013	RAYLENE LOUISE RHYNES	511 125 PER DIEM	-450.00
981	09/20/2013	THOMPSON SCHOOL BK.DEPOSITORY	TEXTBOOKS - VALLEY	0.85
1061	09/25/2013	SUN MOUNTAIN SPORTS	063 804 GOLF UNIFORMS	-484.98
1155	10/07/2013	APPLE INC.	056 TECHNOLOGY	2.00
1189	10/09/2013	AMSAN EVE SUPPLY	057 HEPA VAC FOR BUFFER	-4.00
1270	10/21/2013	CRAFT SUPPLIES	017 705 SUPPLIES/BUDGET	1.63
1358	11/07/2013	TRIUMPH LEARNING LLC	511 120 INSTRUCTIONAL SUPPLIES	-3.95
1370	11/08/2013	LIBRARY SKILLS.COM LLC	021 140 MEDIA	10.41
1399	11/18/2013	PITSCO	017 705 SUPPLIES/DRAFTING	27.98
1402	11/18/2013	ROCKLER WOODWORKING AND HARDW/	017 705 SUPPLIES/BUDGET	13.97
1408	11/18/2013	BRANDI LYNN GORE	189 705 HOMEBOUND MILEAGETM	-4.38
1410	11/18/2013	B&H PHOTO/VIDEO	705 ALGEBRA INSTRUCTION	-930.00
1466	11/21/2013	OFFICE DEPOT	050 BUSSINESS OFFICE SUPPLIES	94.17
1471	11/22/2013	AMAZON.COM-6045787810316675	705 COUNSELOR BOOK - BAKER	3.99
1476	11/22/2013	ALL SEASON BUILDING & SUPPLY	412 705 Sae equipment	-16.13
1479	11/22/2013	BARNES & NOBLE	541 PD BOOKS	17.02
1486	11/22/2013	OXFORD UNIVERSITY PRESS	572 ELL OXFORD DICTIONARY	-28.46
1488	11/22/2013	REALLY GOOD STUFF	511 120 PARENTAL INVOLVEMENT	-8.99
1522	12/03/2013	DELL COMPUTER CORP	Scanner-Copier- Printer	-11.30
1532	12/03/2013	MPS	198 705 TEXTBOOKS - LEWELLEN	-2.33
1551	12/04/2013	OFFICE DEPOT	198 705 AP Money	-1.65
1599	12/13/2013	CDW GOVERNMENT, INC.	198 705 /KETCH/LEATHERWOOD	-0.99
1603	12/13/2013	DELL COMPUTER CORP	412 705 DECA - RACHLIN	-18.84
1616	12/13/2013	NATIONAL ALTERNATIVE EDUCATION AS:	541 130 NAE CONF M. OSSENKOP	-25.00
1622	12/13/2013	LEARNING A-Z	511 120 INSTRUCTIONAL MATERIAL	-10.00
1644	12/19/2013	OFFICE DEPOT	016 115 OFFICE SUPPLIES	-0.18
1646	12/19/2013	OFFICE DEPOT	140 TECHNOLOGY TONER	20.00
1648	12/19/2013	STAPLES BUSINESS ADVANTAGE 156121:	135 TEST PREP	24.00
1653	12/19/2013	DOUBLE T TREE HOTEL	621 HOTEL STAY FOR SPEC ED	-81.29
1655	12/19/2013	HANDWRITING WITHOUT TEARS	059 OT/STEPHANIE PYLE SUPPLIES	-16.50
1656	12/19/2013	NATIONAL AUTISM RESOURCES, INC	059 OT/STEPHANIE PYLE	0.18

General Fund 2013-2014
Summary Change Order Listing
As of 02/03/2014

P.O. No.	Date	To Whom Issued	P.O. Description	Amount
1657	12/19/2013	PEARSON ASSESSMENTS	059 OT/STEPHANIE PYLE	3.00
1659	12/19/2013	THERAPY SHOPPE	059 OT/STEPHANIE PYLE	0.01
1663	12/19/2013	AMSAN EVE SUPPLY	057 CUSTODIAL SUPPLIES	-211.54
1677	12/19/2013	AMAZON.COM-6045787810316675	010 115 COUNSELING	-2.99
1679	12/19/2013	BAY TECH/LABEL	145 SCHOOL SECURITY	9.68
1681	12/19/2013	QUILL	145 TEACHER OFFICE SUPPLIES	0.18
1686	12/20/2013	BARNES & NOBLE	541 051 PD BOOKS	-2.70
1692	12/20/2013	CHEMICAL AWARENESS TRAINING	010 135 STUDENT ASSIST PROGRAM	-11.00
1697	12/20/2013	CHILD CRAFT	030 115 KINDERGARTEN CLASSROO	-11.35
1699	12/20/2013	SCHOOL SPECIALTY	115 CLASSROOM SUPPLIES	4.10
1702	12/20/2013	SCHOOL SPECIALTY	030 115 CLASSROOM SUPPLIES	-7.54
1708	12/20/2013	SHINDIGZ PARTY SUPPLY	023 135 TEST PREP	8.95
1710	12/20/2013	ERIC ARMIN INC.	511 105 PROFESSIONAL DEV	31.64
1712	12/20/2013	SCHOOL SPECIALTY	511 105 PROFESSIONAL DEV	-10.00
1717	12/20/2013	QUILL	505 INSTRUCTIONAL SUPPLIES	5.28
1729	12/20/2013	CAROLINA BIOLOGICAL SUPPLY	198 705 AP MONEY- NEEL	31.30
1736	12/20/2013	SCHOOL SAVERS	198 AP MONEY KETCH/LEATHERWO	-262.42
1740	12/20/2013	DEMCO INC.	198 505 INSTRUCTIONAL	19.78
1755	12/20/2013	READ NATURALLY	000 105 ASSESSMENTS	0.10
1758	12/20/2013	DRAMATIC PUBLISHING CO.	198 705 PLAY SCRIPTS	-72.61
1760	12/20/2013	ELDRIDGE PLAYS AND MUSICALS	198 705 PLAY SCRIPTS	12.42
1763	12/20/2013	SAMUEL FRENCH, INC.	198 705 PLAY SCRIPTS	-1.91
1770	12/20/2013	DELL COMPUTER CORP	412 705 TONER CARTRIDGES	-51.20
1772	12/20/2013	OFFICE DEPOT	561 OFFICE SUPPLIES TITLE 7	5.85
1775	12/20/2013	BLICK ART MATERIALS	198 705 AP/GIFTED ART SUPPLIES	15.73
1776	12/20/2013	AMAZON.COM-6045787810316675	198 510 GT 7 SOCIAL STUDIES	1.89
1777	12/20/2013	AMAZON.COM-6045787810316675	198 510 GT 8 ENGLISH	-3.96
1778	12/20/2013	AMAZON.COM-6045787810316675	198 510 GT 8 LITERATURE	7.99
1781	12/20/2013	AMAZON.COM-6045787810316675	198 510 GT 7 MATH	-3.98
1783	12/20/2013	AMAZON.COM-6045787810316675	198 510 GT 8TH ALGEBRA	0.37
1784	12/20/2013	AMAZON.COM-6045787810316675	198 510 GT 8TH LITERATURE	-0.64
1786	12/20/2013	AMAZON.COM-6045787810316675	198 510 8TH SCIENCE	-0.02
1788	12/20/2013	IPEVO	198 510 GT 7 LITERATURE	-10.00
1789	12/20/2013	IPEVO	198 510 GT 7 ENGLISH	-10.00
1790	12/20/2013	IPEVO	198 510 GT 8TH ENGLISH	-15.00
1791	12/20/2013	IPEVO	198 510 GT 8TH HISTORY	-5.00

General Fund 2013-2014
Summary Change Order Listing
As of 02/03/2014

P.O. No.	Date	To Whom Issued	P.O. Description	Amount
1792	12/20/2013	IPEVO	198 510 GT 8TH HISTORY	-10.00
1793	12/20/2013	PARTY GALAXY	198 510 DRAMA INCENTIVE	-0.59
1796	12/20/2013	FOLLETT LIBRARY RESOURCES	198 705 NOVELS FOR PRE-AP	-1.69
1812	12/20/2013	ROCKLER WOODWORKING AND HARDW/	195 705 SUPPLIES/ RESALE	1.35
1818	12/20/2013	LOVE AND LOGIC	000 105 BOOKS	-23.39
1821	12/20/2013	OFFICE DEPOT	023-120 OFFICE SUPPLIES	0.04
1822	12/20/2013	PENDER'S MUSIC COMPANY	038 115 Music K - 4	1.32
1825	12/20/2013	QUILL	505 SUPPLIES	-1.10
1826	12/20/2013	QUILL	198 505 SCIENCE INSTRUCTION	3.76
1837	01/06/2014	DELL COMPUTER CORP	511 120 INSTRUCTIONAL SUPPLIES	-17.60
1840	01/06/2014	OFFICE DEPOT	572 ELL SUPPLIES	0.15
1841	01/06/2014	OFFICE DEPOT	511-125	5.20
1853	01/06/2014	LINDA GAYLE ATCHLEY	541 051 CONFERENCE PER DIEM	75.48
1854	01/06/2014	KRISTINA KAYE GREEN	541 051 TRAVEL PER DIEM	75.48
1857	01/06/2014	CONTINENTAL PRESS, INC.	572 FINISH LINE CURRICULUM	33.54
1858	01/06/2014	JL HEIN SERVICE INC	511 120 INSTRUCTIONAL SUPPLIES	-0.99
1859	01/06/2014	INNOVATIVE LEARNING CONCEPTS, INC.	511 120 INSTRUCTIONAL SUPPLIES	-105.96
1860	01/06/2014	SCHOOL OUTFITTERS	511 120 INSTRUCTIONAL SUPPLIES	-0.39
1861	01/06/2014	REALLY GOOD STUFF	511 120 INSTRUCTIONAL SUPPLIES	4.52
1862	01/06/2014	NCS/PEARSON INC	511 120 INSTRUCTIONAL SUPPLIES	-110.00
1863	01/06/2014	BOX CARS AND ONE-EYED JACKS	511 120 INSTRUCTIONAL SUPPLIES	-23.63
1867	01/06/2014	SCHOOL SPECIALTY	511 105 EDUCATIONAL SUPPLIES	4.00
1869	01/06/2014	SCHOOL SPECIALTY	033 115 TEACHER MONEY	-2.40
1873	01/06/2014	FROG PUBLICATIONS	511-125	24.98
1875	01/06/2014	LAKESHORE LEARNING	511-125	-0.03
1881	01/06/2014	ID SPECIALTIES, INC	000 067 OFFICE SUPPLIES	-1.35
Total Change Orders				-2,471.54

General Fund 2013-2014
 Detail Encumbrance Listing
 As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1900	01/10/2014	APPLE INC.	140 TECH RELATED ITEMS	
APPLE TV			000-1000-653-100-1050-000-140	297.00
APPLE TV			021-2220-650-100-0000-000-140	198.00
Total Purchase Order				495.00
1901	01/10/2014	DELL COMPUTER CORP	023 105 PRINTER SUPPLIES	
DELL IMAGIND DRUM CARTRIDGE FOR DELL 5100CN COLOR LASER PRINTER MANUFACTURER PART# H7032 DELL PART# 310-5811			023-2640-611-100-0000-000-105	152.94
DELL 120 V FUSER KIT FOR DELL 5100CN COLOR LASER PRINTER MANUFACTURER PART # HY725 DELL PART# 310-8727			023-2640-611-100-0000-000-105	189.05
Total Purchase Order				341.99
1902	01/10/2014	CMS COMMUNICATIONS, INC.	056TECHNOLOGY	
CP-7914 SIDE CAR			000-2580-653-000-0000-000-056	169.66
Total Purchase Order				169.66
1903	01/10/2014	TWOTREES TECHNOLOGIES	056TECHNOLOGY	
REPAIRED DAMAGED LAPTOP			000-2580-430-000-0000-000-056	255.00
Total Purchase Order				255.00
1904	01/10/2014	OFFICE DEPOT	510 NURSES SUPPLIES	
2 STEP COSCO FOLDING STEPPING STOOL			000-2132-619-100-0000-000-510	59.99
Total Purchase Order				59.99
1905	01/10/2014	OFFICE DEPOT	043 CLASSROOM SUPP - MARZEC	
60% RECYCLED RED AND BLUE NEWSPRINT, OD BRAND			043-1000-681-100-0000-000-705	11.58
OD BRAND SHEET PROTECTORS			043-1000-681-100-0000-000-705	31.58
Total Purchase Order				43.16
1906	01/10/2014	OFFICE DEPOT	705 OFFICE SUPPLIES	
OD BRAND SELF STICK NOTES 3 X 3, 100 YELLOW SHEETS PACK OF 18			000-1000-619-100-0000-000-705	109.00
OD BRAND SELF STICK 1 1/2 X 2 YELLOW SHEETS, 100 PER PAD, PACK OF 12			000-1000-619-100-0000-000-705	25.16
EXPO LOW ODOR DRY ERASE MARKERS CHISEL TIP, BLACK , PACK OF 12			000-1000-619-100-0000-000-705	29.68
OD BRAND FILE FOLDERS 1/3 CUT LETTER SIZE 30% RECYCLED, PACK OF 100			000-1000-619-100-0000-000-705	13.12
Total Purchase Order				176.96
1907	01/10/2014	OFFICE DEPOT	025 705 CLASSROOM INSTRUCTION	
INK CARTRIDGE, HP 94/95, BLACK/TRI-COLOR, 2/PKG			025-1000-611-100-5000-000-705	105.98
TAPE, 10/CASE, 3/4 X 1000"			025-1000-619-100-5000-000-705	43.98
Total Purchase Order				149.96
1908	01/10/2014	STAPLES BUSINESS ADVANTAGE 1561215	572 DRY ERASE BOARD C LYNES	
643037 - 9 X 12 INDIVIDUAL SANDFORD DRY ERASE BOARD - CALAH LYNES			572-1000-681-410-1310-000-110	17.30
Total Purchase Order				17.30
1909	01/10/2014	STAPLES BUSINESS ADVANTAGE 1561215	572 HEADSETS AFTER SCHOOL	
IM1KU6874 - HEADSET WITH USB CONNECTION - AFTERSCHOOL PROGRAM			572-1000-652-410-1310-000-115	219.90
Total Purchase Order				219.90

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1910	01/10/2014	KNIGHT PAVING, INC	053 REPLACE DAMAGED CURBS	
		REPLACE 80+ FEET OF DAMAGED CURBING AT THE FRONT OF CAFETERIA BIULDING AT MUSTANG ELEMENTARY. CURBING HAS CRUMBLED AND SEPARATED DUE TO AGE AND WEATHER AND CONSIDERED A SAFETY HAZARD.	000-2630-455-000-0000-000-053	2,364.00
Total Purchase Order				2,364.00
1911	01/10/2014	OKLAHOMA AUTO DOOR	053 BLEACHER SEAT REPLACEMENTS	
		TWO ROW OF REPLACEMENT BLEACHER SEATS FOR NMS GYM AND CENTER SUPPORT BRACKETS.	000-2620-654-000-0000-000-053	3,191.00
Total Purchase Order				3,191.00
1912	01/10/2014	THOMPSON EDUCATIONAL FURNISHINGS	053 PARTS AND SUPPLIES	
		PURCHASE FURNITURE PARTS AND SUPPLIES	000-2620-618-000-0000-000-053	198.00
			000-2620-618-000-0000-000-053	802.00
Total Purchase Order				1,000.00
1913	01/10/2014	BEHAVIOR DOCTOR SEMINARS	311 PROFESSIONAL DEVELOPMENT	
		REGISTRATION FOR FEBRUARY 20, 2013 BEHAVIOR SEMINAR AT UCO FOR LORI HUNT, LESHA TAYLOR, AND CARISSA KELLEY 3@99.00 EACH=297.00 TOTAL	311-2213-860-271-0000-000-110	297.00
Total Purchase Order				297.00
1914	01/10/2014	ELIZABETH MARY BLEY	HB MILEAGE FOR T.M. - E. BLEY	
		HOMEBOUND MILEAGE FOR TONI MALLARD. JAN 6, 2014 THRU JAN 31, 2014. TEACHER IS ELIZABETH BLEY.	189-1000-580-422-4000-000-705	22.31
Total Purchase Order				22.31
1915	01/10/2014	BRANDI LYNN GORE	HB MILEAGE FOR S.H. - B. GORE	
		BRANDI GORE, HOMEBOUND TEACHER FOR SADIE HOLLINGSWORTH FOR JAN 6 THRU FEB 14, 2014.	189-1000-580-422-4000-000-705	16.80
			189-1000-580-422-4000-000-705	71.34
Total Purchase Order				88.14
1916	01/10/2014	WAL-MART- 6032202040025802	043 CLASSROOM SUPP. - MARZEC	
		GENERAL PURPOSE MASKING TAPE 1.88 X 55 YARDS, DUCK BRAND	043-1000-681-100-0000-000-705	14.82
		GENERAL PURPOSE MASKING TAPE .7 X 55 YARDS, DUCK BRAND	043-1000-681-100-0000-000-705	10.80
Total Purchase Order				25.62
1917	01/10/2014	BUREAU OF ED. AND RESEARCH	511-120 PD REGISTRATION	
		REGISTRATION FOR CARIN MCSPERITT TO ATTEND STRATEGIES TO HELP STRUGGLING READERS MEET COMMONN CORE STATE STANDARDS IN READING JAN.15, 2014 OKC, OK	511-2213-860-429-0000-000-120	229.00
Total Purchase Order				229.00
1918	01/10/2014	BUREAU OF ED. AND RESEARCH	511-120 PD REGISTRATION	
		4 REGISTRATIONS COMMON CORE STANDARDS FOR READING JAN. 21, 2014 OKC, OK AMBER FOWLER MICHELE HARDIN LISA VAUGHT GAYE SANDERS	511-2213-860-429-0000-000-120	900.00
Total Purchase Order				900.00
1919	01/10/2014	CCOSA	541 050 OAESP CONFERENCE	
		OAESP MID-WINTER CONFERENCE	541-2573-860-000-0000-000-051	150.00

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1919	01/10/2014	CCOSA	541 050 OAESP CONFERENCE	
		JANUARY 30-31, 2014	541-2573-860-000-0000-000-105	150.00
		REED CONFERENCE CENTER	541-2573-860-000-0000-000-110	150.00
		MIDWEST CITY	541-2573-860-000-0000-000-115	150.00
			541-2573-860-000-0000-000-120	150.00
		ATTENDEES:	541-2573-860-000-0000-000-125	150.00
		JILL MITCHELL	541-2573-860-000-0000-000-135	150.00
		SUSAN DOMBEK	541-2573-860-000-0000-000-140	150.00
		SONDRA BIVENS	541-2573-860-000-0000-000-145	150.00
		MOLLY WILSON		
		LAQUITA SEMMLER		
		SHAWNA CARTER		
		HOLLY MCKINNEY		
		KATHY BLACKWELL		
		TRACY SKINNER (MAYBE)		
Total Purchase Order				1,350.00
1920	01/10/2014	CCOSA	541 051 OAESP CONFERENCE	
		OAESP MID-WINTER CONFERENCE	541-2573-860-000-0000-000-051	150.00
		JANUARY 30-31, 2014		
		REED CONFERENCE CENTER		
		MIDWEST CITY		
		ATTENDEE:		
		STACY EDWARDS		
Total Purchase Order				150.00
1921	01/10/2014	WAL-MART- 6032202040025802	561 050 PD EQUIPMENT	
		TELEVISION FOR STAFF PD PURPOSES	561-2213-652-424-0000-000-051	1,000.00
Total Purchase Order				1,000.00
1922	01/10/2014	ANDRA LEIGH WILLIAMS	HOMEBOUND INSTRUCTION MILEAGE	
		MILEAGE FOR N. SHEPHERD	189-1000-580-422-0001-000-505	51.61
		1.44 MILES (X2 ROUNDTRIP) = 2.88 MILES		
		2.88 MILES X 2 TRIPS PER WEEK X 16 WEEKS= 92.16		
		JANUARY 31 - MAY 16, 2014		
Total Purchase Order				51.61
1923	01/10/2014	PATRICK COURTNEY	REFUND RETURNED CK FEES	
		REFUND RETURNED CHECK FEES. 2 @ \$5.00	000-2511-810-000-0000-000-050	10.00
Total Purchase Order				10.00
1924	01/10/2014	DEVELOPMENTAL RESOURCES, INC.	311 115 PD	
		DIFFICULT STUDENTS WORKSHOP REGISTRATION	311-2120-860-100-0000-000-115	159.00
		ADDITIONAL \$10 FOR LATE ENTRY		
Total Purchase Order				159.00
1925	01/10/2014	WAL-MART- 6032202040025802	412 705 Groceries	
		Groceries for Foods Lab Units	412-1000-681-314-8400-000-705	750.00
Total Purchase Order				750.00
1926	01/10/2014	HOMELAND	412 705 Groceries Foods Labs	
		GROCERIES FOR FOOD LAB UNITS	412-1000-681-314-8400-000-705	500.00
Total Purchase Order				500.00
1927	01/10/2014	MARY BETH EVANS	189 505 HOMEBOUND MILEAGE	
		5.32 MILES X 2 TIMES A WEEK X 5 WEEKS = 53.2 MILES	189-1000-580-422-0000-000-505	29.79

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1927	01/10/2014	MARY BETH EVANS	189 505 HOMEBOUND MILEAGE	
			Total Purchase Order	29.79
1928	01/10/2014	GARRETT BOOK COMPANY	021 510 BOOKS FOR STUDENTS	
		33 ASSORTED NONFICTION BOOKS FREE SHIPPING AND PROCESSING	021-2220-641-100-0000-000-510	735.00
			Total Purchase Order	735.00
1929	01/10/2014	SAM'S CLUB	510 CLASSROOM SUPPLIES	
		48 PK AA BATTERIES	000-1000-619-100-0000-000-510	59.92
			Total Purchase Order	59.92
1930	01/10/2014	SAM'S CLUB	510 TVS FOR CONFERENCE ROOM	
		55" VIZIO TV 1080 P 120 HZ	000-2199-653-100-0000-000-510	1,251.54
			Total Purchase Order	1,251.54
1931	01/10/2014	SDE REGISTRATIONS	311 105 REGISTRATION	
		REGISTRATION FOR DARYL WILLIAMSON TO ATTEND TODD WHITAKER PROF DEV ON JANUARY 15, 2014 AT EMBASSY SUITES IN OKC.	311-2213-860-100-1050-000-105	209.00
			Total Purchase Order	209.00
1932	01/10/2014	MCFEELY'S	017 705 SUPPLIES/ BUDGET	
		6GXF2- 1000 1 1/2 SQUARE DRIVE SCREWS	017-1000-430-100-3500-000-705	29.90
		016-PTF- 1000 6 X 1 1/2 POCKET SCREWS	017-1000-430-100-3500-000-705	27.85
		0824-FSL- 1000 2 1/2 SQUARE DRIVE SCREWS	017-1000-430-100-3500-000-705	43.45
			Total Purchase Order	101.20
1933	01/10/2014	NASCO	025 705 INSTRUCTION	
		REPLACEMENT BELLOW CLICKERS FOR MANIKINS, 5/PKG	025-1000-681-100-0000-000-705	47.85
		SHIPPING/HANDLING	025-1000-681-100-0000-000-705	6.79
			Total Purchase Order	54.64
1934	01/10/2014	OAESP	140 OAESP	
		MID-WINTER CONFERENCE REGIATRATION JAN. 30-31, 2014 MIDWEST CITY, OKC	311-2213-860-100-1050-000-140	150.00
			Total Purchase Order	150.00
1935	01/10/2014	OKLAHOMA AUTISM NETWORK	059 PD TRAINING	
		TRAINING FOR PROFESSIONAL DEVELOPMENT ON FEBRUARY 17, 2014	059-2573-860-239-0000-000-059	250.00
			Total Purchase Order	250.00
1936	01/10/2014	OSSAA	027 STATE CONTEST ENTRY FEES	
		OSSAA STATE CHORAL CONTEST ENTRY FEES FOR 6 CHOIRS (STATE E-CHOIRS & STATE 6A CHOIR)	027-1000-810-900-1187-000-705	300.00
		ENTRY DEADLINE -- MARCH 11, 2014 CONTEST DATES -- APRIL 2 & 9, 2014		
			Total Purchase Order	300.00
1937	01/10/2014	PENDER'S MUSIC COMPANY	038-120 MUSIC CURRICULUM	18
		YOUR FRIEND, JOHN	038-1000-681-100-1050-000-120	14.99
		CHOOSE YOUR PARTNER	038-1000-681-100-1050-000-120	19.95
		SING A SONG OF AESOP	038-1000-681-100-1050-000-120	29.95

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1937	01/10/2014	PENDER'S MUSIC COMPANY	038-120 MUSIC CURRICULUM	
				Total Purchase Order 64.89
1938	01/10/2014	SCHOOL OUTFITTERS	200 130 DEXTERITY VESTS	
		DEXTERITY LEARNING VESTS SET OF 4	200-1000-681-100-1010-000-130	639.90
				Total Purchase Order 639.90
1939	01/10/2014	TEACHWARE EDUCATIONAL	064 LOCKE,GORE,LOVING-CURR	
		ACROBAT PRO - MAC COMPUTER FOR CURR. COORDINATORS (LOCKE, GORE & LOVING) FOR THEIR COMPUTER SYSTEM FOR CURR. DATA ANALYSIS	000-2212-653-271-0000-000-064	267.00
				Total Purchase Order 267.00
1940	01/10/2014	TEACHWARE EDUCATIONAL	064 GORE T. - CURR. DEPT	
		2011 MICROSOFT OFFICE FOR MAC - TAMARA GORE - TECH COORDINATOR WITH CURRICULUM DEPT	000-2212-653-271-0000-000-064	65.00
				Total Purchase Order 65.00
1941	01/10/2014	TEACHWARE EDUCATIONAL	064 LOCKE - CURR. DEPT	
		2011 MICROSOFT OFFICE FOR MAC - DENISE LOCKE - MATH CURRICULUM COORDINATOR	000-2212-653-271-4720-000-064	65.00
				Total Purchase Order 65.00
1942	01/10/2014	KISS INSTITUTE FOR	198 REGISTRATION FOR BOTBALL	
		CONFERENCE REGISTRATION TO USE THE BOTBALL PROGRAM 01/11/14	198-2212-860-251-2250-000-505	300.00
		MMS REGISTRATION		
				Total Purchase Order 300.00
1943	01/13/2014	OFFICE DEPOT	CARTRIDGE FOR DEPUTY SUPERINTE	
		Item # 756769 HP 305A, Magenta Original Toner Cartridge (CE413A)	050-2321-611-000-0000-000-050	119.99
				Total Purchase Order 119.99
1944	01/13/2014	CCOSA	050 REGISTRATION	
		2014 OASA LEGISLATIVE CONFERENCE	050-2340-860-000-0000-000-050	200.00
		CHARLES BRADLEY, ANGELA MILLS, DEANNA MOWREY, DEBBIE BEEL, CAROL WOOD	050-2575-860-000-0000-000-050	300.00
		THE TOWER HOTEL AT OKLAHOMA CITY/3233 NORTHWEST Expressway		
				Total Purchase Order 500.00
1945	01/13/2014	LDS BUILDING SPECIALITIES	053 REPLACE FIRE DOOR CLOSERS	
		REPLACE THREE FIRE DOOR CLOSERS AT THE HIGH SCHOOL	000-2620-618-000-0000-000-053	900.00
				Total Purchase Order 900.00
1946	01/13/2014	UNITED REFRIGERATION, INC.	055 SUPPLIES/MATERIALS	
		055 SUPPLIES/MATERIALS FOR DISTRICT WIDE USE	000-2620-618-000-0000-000-055	417.40
			000-2620-618-000-0000-000-055	4,582.60
				Total Purchase Order 5,000.00
1947	01/13/2014	XPEDX	052 ADMIN PRINT SHOP	19
		8 CASES #2001018 CANARY 20# 8 1/2X11	000-2530-611-000-0000-000-052	349.60
		6 CASES #6051189 ROYAL FIBER PERIWINKLE 70#	000-2530-611-000-0000-000-052	539.46
				Total Purchase Order 889.06

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1948	01/13/2014	OFFICE DEPOT	572 705 HLS DOCUMENTATION	
		AVERY REMOVABLE ROUND COLOR CODING LABELS ORANGE	572-1000-681-410-4063-000-705	69.90
Total Purchase Order				69.90
1949	01/13/2014	OFFICE DEPOT	010 PRE ENROLLMENT SUPPLIES	
		PINK COPY PAPER	010-2120-611-000-0000-000-705	27.87
		BLUE COPY PAPER	010-2120-611-000-0000-000-705	18.58
		GREEN COPY PAPER	010-2120-611-000-0000-000-705	37.16
		GOLD COPY PAPER	010-2120-611-000-0000-000-705	18.58
		YELLOW COPY PAPER	010-2120-611-000-0000-000-705	37.16
		LASER BLUE ASTROBRIGHTS COPY PAPER	010-2120-611-000-0000-000-705	23.38
		LUNAR GREEN ASTROBRIGHTS COPY PAPER	010-2120-611-000-0000-000-705	11.69
Total Purchase Order				174.42
1950	01/14/2014	NCS PEARSON	056 TECHNOLOGY	
		POWERSCHOOL TRAINING CLASS NAME : PRAPARE TO BUILD FEB 2-5 2014 WEBINAR	000-2573-860-000-0000-000-056	1,800.00
		AMY FEUERBORN MARIE SCHORSACK		
Total Purchase Order				1,800.00
1951	01/14/2014	OFFICE DEPOT	056 TECHNOLOGY	
		SUPPLIES FOR THE DISTRICT	000-2580-611-000-0000-000-056	3,128.49
			000-2580-611-000-0000-000-056	1,371.51
Total Purchase Order				4,500.00
1952	01/14/2014	FROMUTH TENNIS	063 880 TENNIS EQUIPMENT	
		YONEZ MAVIS 300 HY 300	063-1000-657-808-0000-000-705	140.00
		TENNIS TUTOR PRO LITE PLUS (AC) OTTJP1	063-1000-657-808-0000-000-705	849.00
		NIKE AIR VAPOR ADVANTAGE JIVA	063-1000-657-808-0000-000-705	119.00
		NIKEFLEX 2013 RUN JIFL9	063-1000-657-808-0000-000-705	56.00
		WILSON PRO OVER GRIP NWPR4	063-1000-657-808-0000-000-705	58.00
		WILSON PRO OVER GRIP PERFORATED NWPP1	063-1000-657-808-0000-000-705	12.90
		BABOLAT PURE DRIVE (GRIP SIZE) MCBGB	063-1000-657-808-0000-000-705	169.00
		NET ZONE QONC	063-1000-657-808-0000-000-705	45.00
		CORE PERFORMANCE TENNIS DVD QVCP	063-1000-657-808-0000-000-705	30.00
		EDWARDS POLYESTER CENTER STRAP FECS	063-1000-657-808-0000-000-705	23.75
		YONEX B-350 BADMINTON RACKET YY350	063-1000-657-808-0000-000-705	170.00
		SHIPPING	063-1000-657-808-0000-000-705	56.91
Total Purchase Order				1,729.56
1953	01/14/2014	BSN SPORTS, INC.	063 941 BOYS TRACK UNIFORMS	
		NK453187 MENS DASH SHORT RED/WHITE	063-1000-657-813-0000-000-705	420.00
		NK519983	063-1000-657-813-0000-000-705	465.00

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1953	01/14/2014	BSN SPORTS, INC.	063 941 BOYS TRACK UNIFORMS	
		MENS TIGHT TANK BLACK M WHITE OUTLINE WHITE HORSE		
		NK519984	063-1000-657-813-0000-000-705	208.00
		MENS FILAMENT SHORT		
		SHIPPING	063-1000-657-813-0000-000-705	55.00
			Total Purchase Order	1,148.00
1954	01/14/2014	GOLF TEAM PRODUCTS	063 822 GIRLS GOLF EQUIPMENT	
		ADDAIS GOLF SHOES MODEL: ADIZERO TOUR	063-1000-657-810-0000-000-705	440.00
		GOLF GLOVES MODEL - TOUR PREFERRED	063-1000-657-810-0000-000-705	45.00
		GOLF UMBRELLA'S MODEL- TM SINGLE CANOPY	063-1000-657-810-0000-000-705	90.00
			Total Purchase Order	575.00
1955	01/14/2014	AMAZON.COM-6045787810316675	198 AP MONEY - C. BOWMAN	
		WALL ADAPTOR POWER SUPPLY 9V DC 650 MA	198-1000-653-252-2500-000-705	11.98
		BOWMAN		
		ARDUINO UNO R3 BOARD WITH DIP A TMEGA328P	198-1000-653-252-2500-000-705	44.00
		BOWMAN		
		KOOTEK ARDUINO GY521 MPU6050 MODULE 3 AXIAL GYROSCOPE ACCELEROMETER STANCE TILT MODULE	198-1000-653-252-2500-000-705	6.28
		BOWMAN		
		BEGINNING SENSOR NETWORKS WITH ARDUINO AND RASPBERY PI	198-1000-653-252-2500-000-705	36.46
		BOWMAN		
		GERTBOARD I/O EXTENSION BOARD FOR THE RASPBERY PI	198-1000-653-251-2500-000-705	53.77
		BOWMAN		
		RASPBERY PI PROJECTS FOR THE EVIL GENIUS	198-1000-681-251-2500-000-705	15.81
		BOWMAN		
		ARDUINO WORKSHOP A HANS ON INTRODUCTION WITH 65 PROJECTS	198-1000-641-251-2500-000-705	19.16
		BOWMAN		
		SAINSMART HCSR04 RANGING DETECTOR MOD DISTANCE SENSOR IN BLUE	198-1000-681-252-2500-000-705	4.99
		BOWMAN		
		PROGRAMMING ARDUINO GETTING STARTED WITH SKETCHES	198-1000-641-252-2500-000-705	11.06
		BOWMAN		
		ROBO PRO SOFTWARE SITE LICENSE	198-1000-653-252-2500-000-705	149.00
		BOWMAN		
			Total Purchase Order	352.51
1956	01/14/2014	VERNIER	198 AP MONEY - C. BOWMAN	
		VERNIER CIRCUIT BOARD	198-1000-653-252-2500-000-705	176.00
		BOWMAN		
		ADVANCED PHYSICS WITH VERNIER -BEYOND MECHANICS	198-1000-641-252-2500-000-705	48.00

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1956	01/14/2014	VERNIER	198 AP MONEY - C. BOWMAN	
		BOWMAN		
		ELECTROSTATICS KIT	198-1000-681-252-2500-000-705	109.00
		BOWMAN		
		CHARGE SENSOR	198-1000-653-252-2500-000-705	75.00
		BOWMAN		
		POWER AMPLIFIER	198-1000-653-252-2500-000-705	199.00
		BOWMAN		
		RESISTIVITY ROD SET	198-1000-681-252-2500-000-705	45.00
		BOWMAN		
		INDUCTOR	198-1000-653-252-2500-000-705	40.00
		BOWMAN		
			Total Purchase Order	694.00
1957	01/14/2014	LOWES CREDIT SERVICES	043 CLASSROOM SUPP. - MARZEC	
		12 X 12 6 PACK OF MIRROR TILES. PLAIN	043-1000-681-100-0000-000-705	85.41
			Total Purchase Order	85.41
1958	01/14/2014	MCKINLEY HARDWOODS	195 705 SUPPLIES/ RESALE	
		4/4 MAPLE	195-1000-681-100-3500-000-705	284.00
		4/4 RED OAK	195-1000-681-100-3500-000-705	1,060.00
		2" POPLAR	195-1000-681-100-3500-000-705	133.00
			Total Purchase Order	1,477.00
1959	01/14/2014	PAXTON PATTERSON	017 705 SUPPLIES/BUDGET	
		10-0291- 12" ALUMINUM RULER	017-1000-619-100-3500-000-705	44.00
			Total Purchase Order	44.00
1960	01/14/2014	TEACHER DIRECT	511-120 CD PLAYERS	
		CD PLAYER WITH HEADPHONE	511-1000-652-429-1139-000-120	562.56
		CD LISTENING CENTER	511-1000-652-429-1139-000-120	467.52
		WHITE CARD STOCK	511-1000-611-429-1139-000-120	5.88
		HEADPHONES	511-1000-652-429-1139-000-120	23.40
			Total Purchase Order	1,059.36
1961	01/14/2014	IMAGENET CONSULTING, LLC	621 SPECIAL SERVICES SERVER	
		LF IMPORT AGENT	621-2230-653-239-0000-000-059	1,156.04
		LF IMPORT AGENT LSAP	621-2230-653-239-0000-000-059	179.16
		LF SCAN CONNECT LSAP	621-2230-653-239-0000-000-059	80.08
		LF SCAN CONNECT 5 PACK	621-2230-653-239-0000-000-059	516.67
		LF NAMED FULL USER	621-2230-653-239-0000-000-059	1,937.50
		LF-NAMED FULL USER LSAP	621-2230-653-239-0000-000-059	300.30
		AVANTE SERVER-SQL EXPRESS	621-2230-653-239-0000-000-059	1,291.67
		AVANTE SERVER-SQL EXPRESS LSAP	621-2230-653-239-0000-000-059	200.21
		SOFTWARE DESIGN & CONSULTING	621-2230-346-239-0000-000-059	8,451.00
		SOLUTIONS BLOCK TIME	621-2230-346-239-0000-000-059	1,113.80
			Total Purchase Order	15,226.43
1964	01/16/2014	CANADIAN COUNTY TREASURER	050 VISUAL INSPECTION COST	
		2013-14 VISUAL INSPECTION COST	000-2518-870-000-0000-000-050	170,982.59
			Total Purchase Order	170,982.59
1965	01/16/2014	APPLE INC.	184 CLASSROOM INSTRUCTION	
		IPAD 2	184-1000-653-430-0001-000-705	1,197.00

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1965	01/16/2014	APPLE INC.	184 CLASSROOM INSTRUCTION	
#MC954LL/A				
			Total Purchase Order	1,197.00
1966	01/16/2014	APPLE INC.	184 CLASSROOM INSTRUCTION	
APPLE TV			184-1000-653-430-0001-000-705	99.00
#MD199LL/A				
			Total Purchase Order	99.00
1967	01/16/2014	APPLE INC.	198 510 GT 7 LITERATURE	
IPAD MINI RETNA DISPLAY #ME276LLA			198-1000-653-251-1130-000-510	399.00
ROWE, JOHNSON, FRIED				
			Total Purchase Order	399.00
1968	01/16/2014	APPLE INC.	198 510 GT 8TH ENGLISH	
IPAD MINI #MF432LL/A			198-1000-653-251-1110-000-510	299.00
WYCKOFF, PAGE, BOSTIC				
			Total Purchase Order	299.00
1969	01/16/2014	APPLE INC.	198 510 GT 8TH LITERATURE	
2 IPAD MINI #MF432LL/A			198-1000-653-251-1110-000-510	598.00
BILBREY, STEVENS, RUDNICKI				
			Total Purchase Order	598.00
1970	01/16/2014	CDW GOVERNMENT, INC.	184 CLASSROOM INSTRUCTION	
GRIFFIN SURVIVOR			184-1000-653-430-0001-000-705	119.97
IPAD2				
IPAD AIR				
			Total Purchase Order	119.97
1971	01/16/2014	CDW GOVERNMENT, INC.	198 510 GT 8 ENGLISH	
6 HEADPHONES @ 4.30			198-1000-653-251-1110-000-510	25.20
KOSS TM 602				
WYCKOFF, PAGE, BOSTIC				
			Total Purchase Order	25.20
1972	01/16/2014	AMAZON.COM-6045787810316675	198 510 GT 8TH HISTORY	
EPSON WORK FORCE WF 3540 WIRELESS ALL IN ONE			198-1000-653-251-2300-000-510	348.60
COLOR INKJET				
TSCHEPETER, MITCHELL				
EPSON DURABRITE T127 120 D2 ULTRA EXTRA HIGH			198-1000-653-251-2300-000-510	168.98
CAPASITY MULTIPACK				
			Total Purchase Order	517.58
1973	01/16/2014	DELL COMPUTER CORP	023 115 OFFICE SUPPLIES	
DELL 5100 CN 8000 YELLOW TONER CARTRIDGE			023-1000-611-100-1050-000-115	205.19
G5774				
			Total Purchase Order	205.19

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1974	01/16/2014	DELL COMPUTER CORP	198 INSTRUCTION	
		DELL E-PORT REPLICATOR WITH USB 3.0 MANU PART# XX6F0 DELL PART# 331-6307	198-1000-681-252-2500-000-705	159.99
		GARNER		
			Total Purchase Order	159.99
1975	01/16/2014	BSN SPORTS, INC.	063 820 GIRLS TRACK UNIFORMS	
		NK 399130 WOMENS AIRBORNE TOP WITH MORSEY ON CHEST. RED TOP 5-SMALL, 5-MEDIUM, WHITE TOPS 5-SMALL	063-1000-657-812-0000-000-705	495.00
		BK399128 WOMENS BOYCUT SHORT IN BLACK 6-SMALL, 6-MEDIUM	063-1000-657-812-0000-000-705	228.00
			Total Purchase Order	723.00
1976	01/16/2014	WESTCO COMPUTER & LAMINATOR	023 135 LAMINATOR REPAIR	
		REPAIR WORK FOR LAMINATOR	023-1000-436-100-0000-000-135	300.00
			Total Purchase Order	300.00
1977	01/16/2014	VERNIER	198 AP CHEM INSTRUCTION	
		SPECTROVIS PLUS SPECTROPHOTOMETER	198-1000-681-252-2250-000-705	459.00
		GARNER		
		SPECTROVIS OPTICAL FIBER	198-1000-681-252-2250-000-705	69.00
		GARNER		
		CUVETTES, 100/PKG	198-1000-681-252-2250-000-705	15.00
		GARNER		
		CUVETTE RACK	198-1000-681-252-2250-000-705	18.00
		GARNER		
		SHIPPING/HANDLING, 3%	198-1000-681-252-2250-000-705	16.83
			Total Purchase Order	577.83
1978	01/16/2014	VERNIER	198 AP BIOLOGY INSTRUCTION	
		SPECTRO VIS PLUS, SPECTROPHOTOMETER	198-1000-681-252-2250-000-705	459.00
		GARNER		
		CUVETTES, 100/PKG	198-1000-681-252-2250-000-705	15.00
		GARNER		
		CUVETTE RACK	198-1000-681-252-2250-000-705	36.00
		GARNER		
		SHIPPING AND HANDLING	198-1000-681-252-2250-000-705	15.30
			Total Purchase Order	525.30
1979	01/16/2014	FLINN SCIENTIFIC, INC.	198 AP BIOLOGY INSTRUCTION	
		BROWN PLANARIA	198-1000-681-252-2250-000-705	22.75
		GARNER		
		COVER SLIPS	198-1000-681-252-2250-000-705	13.00
		GARNER		
		GRAM STAIN SET	198-1000-681-252-2250-000-705	25.50
		GARNER		24
		BROMTHYMOL BLUE	198-1000-681-252-2250-000-705	10.35
		GARNER		
		TISSUE TYPE COMPARISON SET	198-1000-681-252-2250-000-705	117.00

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1979	01/16/2014	FLINN SCIENTIFIC, INC.	198 AP BIOLOGY INSTRUCTION	
		GARNER		
		AGAR POWDER, 500 GRAMS	198-1000-681-252-2250-000-705	57.95
		GARNER		
		MICROBIOLOGY MANUAL	198-1000-681-252-2250-000-705	36.25
		GARNER		
			Total Purchase Order	282.80
1980	01/16/2014	THE JOURNAL RECORD	022 125 PROF DEV	
		CERTIFIED HEALTHY SCHOOLS WORKSHOP: CREATING AND LEADING A CULTURE OF WELLNESS	022-2573-860-000-0000-000-125	15.00
		AWARDS LUNCHEON cCERTIFIED HEALTHY SCHOOLS	022-2573-860-000-0000-000-125	50.00
			Total Purchase Order	65.00
1981	01/16/2014	SYNERGY DATA COM	198 505 INSTRUCTION	
		UNIVERSAL PROJECTOR MOUNT	198-1000-653-251-2300-000-505	89.00
		VGA CABLE 50 FEET	198-1000-653-251-2300-000-505	50.00
			Total Purchase Order	139.00
1982	01/16/2014	HERFF JONES, INC	198 505 INSTRUCTION	
		ATLAS PACK	198-1000-681-251-2300-000-505	399.00
		WALKER, GOLEMAN, ENGEL		
		ATLAS PACK	198-1000-681-251-2300-000-505	559.00
		GOLEMAN, ENGEL, WALKER		
		SHIPPING	198-1000-681-100-2300-000-505	67.06
			Total Purchase Order	1,025.06
1983	01/16/2014	BARNES & NOBLE	198 705 PRE-AP SUPPLIES	
		BOOKS FROM BARNES AND NOBLE	198-1000-641-252-4000-000-705	900.00
		THIS IS FOR PRE-AP--LAUREN COLBERT 82989		
			Total Purchase Order	900.00
1984	01/16/2014	STAPLES BUSINESS ADVANTAGE 1561215	198 705 PRE-AP SUPPLIES	
		EXPO CHISEL TIP DRY ERASE MARKERS BLACK 1 DZ.	198-1000-619-252-4000-000-705	98.94
		ITEM 124511		
		MODEL 8300/ 1DOZEN		
		STEWART		
		EXPO 8.9X 11.8 DOUBLE SIDED LEARNING BOARD	198-1000-619-252-4000-000-705	164.67
		ITEM 643037		
		MODEL 89062		
		STEWART		
		STAPLES HYPE HIGHLIGHTERS, YELLOW, DOZ	198-1000-619-252-4000-000-705	25.96
		ITEM 167031		
		MODEL 10401		
		STEWART		
			Total Purchase Order	289.57
1985	01/16/2014	STAPLES BUSINESS ADVANTAGE 1561215	198 705 PRE-AP Supplies	
		POST-IT 3X3 ULTRA COLORS NOTES 5 PADS/PACK	198-1000-619-252-4000-000-705	67.90

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1985	01/16/2014	STAPLES BUSINESS ADVANTAGE 1561215	198 705 PRE-AP Supplies	
		ITEM #470369 MODEL 654-5UC/VA 19/21		
		STEWART		
		POST IT 4X6 LINE-RULED ULTRA COLORS NOTES, 3 PADS/PACK	198-1000-619-252-4000-000-705	20.98
		ITEM 873986 MODEL 6603AU		
		STEWART		
		POST IT SUPER STICKY 30X25 EASEL PADS, WHITE	198-1000-619-252-4000-000-705	221.98
		ITEM 573483 MODEL 559-VAD-4PK		
		STEWART		
		BIC 4-COLOR RETRACTABLE BALLPOINT PENS, MED. POINT, BLUE BARREL	198-1000-619-252-4000-000-705	149.40
		ITEM 168757 MODEL 24623/MM11		
		STEWART		
		PILOT G2 RETRACTABLE PENS, FINE PT., ASSORTED FASHION COLORS, 5/PACK	198-1000-619-252-4000-000-705	14.58
		ITEM #409473 MODEL 31266		
		STEWART		
			Total Purchase Order	474.84
1986	01/16/2014	BUREAU OF ED. AND RESEARCH	311 135 PROFESSIONAL DEV.	
		1/2 REGISTRATION FOR KIM GUSHING TO ATTEND MANAGING CHALLENGING STUDENT HEALTHCARE NEEDS AS A SCHOOL NURSE IN OKC, JANUARY 15, 2014.	311-2573-860-274-0000-000-135	115.00
			Total Purchase Order	115.00
1987	01/16/2014	FLOCABULARY, INC.	505 RENEW SUBSCRIPTION	
		RENEW FLOCABULAY SITE LICENSE	000-2220-444-100-0000-000-505	960.00
			Total Purchase Order	960.00
1988	01/16/2014	IPEVO	198 Document Camera	
		IPEVO ZIGGO-HD HIGH-DEFINITION USB DOCUMENT	198-1000-653-251-1050-000-125	188.00
		USB EXTENSION CABLE FOR USB DOC CAM IS-01 (16 feet) MODEL # 5-138-2-8000	198-1000-653-251-1050-000-125	13.00
			Total Purchase Order	201.00
1989	01/16/2014	PENDER'S MUSIC COMPANY	038-120 CLASSROOM CURRICULUM	
		CHOOSE YOUR PARTNER SHOWTRAX CD	038-1000-615-100-1050-000-120	49.99
			Total Purchase Order	49.99
1990	01/16/2014	FOLLETT LIBRARY RESOURCES	BOOKS	
		BOOKS, LIST NAME - 2013-2014 BOOKS, 174 TITLES AND PROCESSING	021-2220-641-100-0000-000-110	2,500.00
			Total Purchase Order	2,500.00
1991	01/16/2014	MEDIA SOURCE, INC	021 110 SCHOOL LIB JOURNAL	
		SCHOOL LIBRARY JOURNAL, 12 ISSUES--DCJA03	021-2220-648-100-0000-000-110	79.99
			Total Purchase Order	79.99

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1992	01/16/2014	LARSEN MUSIC CO.	038-120 CLASSROOM MATERIALS	
		ADJUSTABLE DIGITAL PIANO DOLLY JANSEN MODEL	038-2640-655-100-0000-000-120	280.00
				Total Purchase Order 280.00
1993	01/16/2014	IPEVO	198 GATE INSTRUCTIONAL SUPP	
		IPEVO ZIGGI HD USB DOCUMENT CAMERA	198-1000-653-251-1050-000-110	94.00
		RUMBAUGH		
		USB 2.0 EXTENSION CABLE 16'	198-1000-653-251-1050-000-110	6.50
		RUMBAUGH		
				Total Purchase Order 100.50
1994	01/16/2014	IPEVO	198 GATE INSTRUCTIONAL SUPP	
		IPEVO ZIGGI HD USB DOCUMENT CAMERA	198-1000-653-251-1050-000-105	94.00
		RUMBAUGH		
		USB 2.0 EXTENSION CABLE 16'	198-1000-653-251-1050-000-105	6.50
		RUMBAUGH		
				Total Purchase Order 100.50
1995	01/16/2014	LOWES CREDIT SERVICES	198 GATE INSTRUCTIONAL SUPP	
		FOAM PIPE INSULATION 1"X6'	198-1000-681-251-1050-000-105	22.24
		SCOTCH 1.44" MASKING TAPE	198-1000-681-251-1050-000-105	8.94
		SANDPAPER	198-1000-681-251-1050-000-105	3.98
		RUBBER WEATHERSTRIP	198-1000-681-251-1050-000-105	4.58
				Total Purchase Order 39.74
1996	01/16/2014	IPEVO	198 GATE TECHNOLOGY CAMERA	
		IPEVO Ziggi-HD High-Definition USB Document Camera	198-1000-653-251-1050-000-115	94.00
		CHOATE		
		USB 2.0 Extension Cable for USB Doc Cam and IS-01 (16 Feet)	198-1000-653-251-1050-000-115	6.50
		CHOATE		
				Total Purchase Order 100.50
1997	01/16/2014	LOWES CREDIT SERVICES	198 GATE FORCE AND MOTION UNIT	
		1X6 FOAM PLUMBING INSULATION	198-1000-681-251-1050-000-135	13.90
		3M DUCT TAPE	198-1000-681-251-1050-000-135	20.94
				Total Purchase Order 34.84
1998	01/16/2014	IPEVO	198 GATE TECHNOLOGY	
		ZIGGI DOC CAMERA	198-1000-653-251-0000-000-135	94.00
		USB 2.0 Extension Cable for USB Doc Cam and IS-01 (16 Feet)	198-1000-653-251-0000-000-135	6.50
				Total Purchase Order 100.50
1999	01/17/2014	STAPLES BUSINESS ADVANTAGE 1561215	059 OFFICE SUPPLIES	
		STAPLES PRESSBOARD TOP TAB GUIDES, A-Z 10 X 11 3/4	059-2199-619-239-0000-000-059	32.70
		STAPLES REINFORCED TOP-TAB CLASSIFICATION FOLDERS, LETTER SIZE HOLDS 8 X 1/2 X 11 MANILA, 50/BOX	059-2199-619-239-0000-000-059	24.55
		STAPLES GUMMED #10 BUSINESS ENVELOPES, 4 1/8 X 9 1/2, WHITE, 500/ BOX (FOR SASHA BRAYTON/NURSE)	059-2132-619-000-0000-000-059	5.78
		ESSELTE ENVIROTEX 100% RECYCLED WRITING PADS, LEGAL RULED, 8 1/2 X 11 3/4, 40 SHEETS/PAD, 4PK	059-2340-619-000-0000-000-059	11.33
		REDIFORM STANDARD SPIRAL STENO BOOK 6 X 9 GREGG RULED, 80 SHEETS/BOOK	059-2340-619-000-0000-000-059	6.36
		SANFORD SHARPIE ACCENT RETRACTABLE HIGHLIGHTERS,	059-2340-619-000-0000-000-059	10.75

27

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1999	01/17/2014	STAPLES BUSINESS ADVANTAGE 1561215 CHISEL TIP, YELLOW INK, 12/PK	059 OFFICE SUPPLIES	
			Total Purchase Order	91.47
2000	01/17/2014	STAPLES BUSINESS ADVANTAGE 1561215 LIVESCRIBE 2GB ECHO SMARTPEN	059 ASSISTIVE TECHNOLOGY 059-1000-653-239-0000-000-059	119.95
		LIVESCRIBE SINGLE SUBJECT A5 NOTEBOOK, 4/PK NUMBERS 1-4	059-1000-619-239-0000-000-059	17.95
			Total Purchase Order	137.90
2001	01/17/2014	DISCOUNT SCHOOL SUPPLY MOUNTED TABLETOP SCISSORS	059 SANDEE JOHNSON / CR 059-1000-619-239-0000-000-145	37.93
			Total Purchase Order	37.93
2002	01/17/2014	NOAH'S PARK AND PLAYGROUNDS PLASTIC BORDER AND SPIKE TO REPLACE DAMAGED UNITS AROUND THE DISTRICT	053 PLAYGROUND BORDERS 000-2630-618-000-0000-000-053	171.00
			Total Purchase Order	171.00
2003	01/17/2014	SPRAY TECH SYSTEMS PURCHASE REPLACEMENT SPRAY BOOTH EQUIPMENT THAT HAS BEEN IN SERVICE FOR THIRTY YEARS AND REBUILT SEVERAL TIMES.	052 WOOD SHOP EQUIPMENT 000-2640-656-000-0000-000-052 000-2640-656-000-0000-000-052	2,288.46 211.54
			Total Purchase Order	2,500.00
2004	01/17/2014	MALLORY PAIGE WALTHER HOMEBASED INSTRUCTION FOR TRAILS STUDENT SERVICES: 3 VISITS PER WEEK FOR 18 WEEKS	189-120 TRAVEL FOR STAFF 189-1000-580-422-1050-000-120	972.00
			Total Purchase Order	972.00
2005	01/27/2014	BUREAU OF ED. AND RESEARCH REGISTRATION FOR LISA CHERIAN (Practical Strategies for Meeting the Rigorous Common Core State Standards for Reading (Grades K-2) LOCATION: OKC JANUARY 29, 2014	311-120 PROF DEVE 311-2213-860-100-0000-000-120	229.00
			Total Purchase Order	229.00
2006	01/27/2014	PEARSON POWER SCHOOL TRAINING #2 - POWER SCHEDULER TRAINING ON FEB. 11 THUR FEB. 13, 2014 HERE AT THE ADMIN. BLDG. BY PEARSON. 15 ATTENDEES ALLOWED ATTENDEES: TRACY SKINNER, CRAIG CHESTNUT, RAMAE COLLINS, TERESA WILKERSON, KRISTI STEPHENS, CHRISTY BRADLEY, RYAN MCKINNEY, AMY FEUERBORN, MARIE SCHORSACK, JODY MCELHANDY, CHRIS TOBLER, ANDY COLLIER, RYAN WAGGONER	311 POWER SCHOOL TRAINING #2 311-2573-860-100-0000-000-050	5,626.00
			Total Purchase Order	5,626.00
2007	01/27/2014	BANCFIRST RENTAL AND ACQUISITION FEES FOR LEASE REV BONDS SERIES 2009 RENTAL AND ACQUISITION FEES FOR LEASE REV BONDS 2012 SERIES	050 RENTAL AND ACQ FEES 000-2511-449-000-0000-000-050 000-2511-449-000-0000-000-050	8,862.30 1,500.00
			Total Purchase Order	10,362.30
2008	01/27/2014	FENTRESS OIL CO., INC. 054 TRANS FLUID 55 GALLON DRUM 706.60 X 2	054 TRANS FLUID 000-2740-612-000-0000-000-054	1,413.20

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2008	01/27/2014	FENTRESS OIL CO., INC.	054 TRANS FLUID	
			Total Purchase Order	1,413.20
2009	01/28/2014	CDW GOVERNMENT, INC.	200 130 PROJECTOR	
		MITSUBUSHI EX241U DLP PROJECTOR	200-1000-652-100-1010-000-130	329.00
			Total Purchase Order	329.00
2010	01/28/2014	DELL COMPUTER CORP	125 Ink cartridge	
		20,000 page ink cartridge	000-2530-611-100-1050-000-125	196.69
			Total Purchase Order	196.69
2011	01/28/2014	DELL COMPUTER CORP	000 067 OFFICE SUPPLIES	
		DELL 1720DN BLACK PRINTER CARTRIDGE 6000 page	000-2572-611-000-0000-000-067	313.48
		DELL 3110CN/3115CN 8000 PAGE BLACK 310-8092	000-2572-611-000-0000-000-067	126.34
		DELL 3110CN/3115CN 4000 PAGE MAGENTA 310-8400	000-2572-611-000-0000-000-067	390.42
		DELL 3110CN/3115CN 4000 PAGE YELLOW 310-8099	000-2572-611-000-0000-000-067	390.42
		DELL 3110CN/3115CN 4000 PAGE CYAN 310-8095	000-2572-611-000-0000-000-067	390.42
			Total Purchase Order	1,611.08
2012	01/28/2014	WAREHOUSE TECHNOLOGY	023-120 OFFICE SUPPLIES	
		Toner for canon fax machine	023-2410-611-100-0000-000-120	149.98
			Total Purchase Order	149.98
2013	01/28/2014	B&H PHOTO/VIDEO	056TECHNOLOGY	
		Optoma Technology BR-3057L Replacement Remote Control	000-2580-653-000-0000-000-056	40.00
			Total Purchase Order	40.00
2014	01/28/2014	WAREHOUSE SUPPLIES	029-120 INSTRUCTIONAL MATERIAL	
		PALLETE OF COPY PAPER 8 1/2 X 11 WHITE	029-1000-611-100-1050-000-120	1,044.00
			Total Purchase Order	1,044.00
2015	01/28/2014	WILSON ELECTRIC CO.	055 PUMP REPAIR	
		055 SUMP PUMP REPAIR	000-2620-439-000-0000-000-055	2,326.40
			Total Purchase Order	2,326.40
2016	01/28/2014	PHILLIP MCDONALD ROOFING	053 ROOF REPAIR AT HS AUD	
		053 ROOF REPAIR AT THE HS AUDITORIUM	000-2620-458-000-0000-000-053	300.00
			Total Purchase Order	300.00
2017	01/28/2014	PHILLIP MCDONALD ROOFING	053 ROOF REPAIR AT MEC	
		053 ROO REPAIR AT MEC	000-2620-458-000-0000-000-053	850.00
			Total Purchase Order	850.00
2018	01/28/2014	PHILLIP MCDONALD ROOFING	053 ROOF REPAIR ON ADMIN PORT	
		053 ROOF REPAIR ON ADMIN SOUTH PORTABLE	000-2620-458-000-0000-000-053	2,450.00

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2018	01/28/2014	PHILLIP MCDONALD ROOFING	053 ROOF REPAIR ON ADMIN PORT	
			Total Purchase Order	2,450.00
2019	01/28/2014	PHILLIP MCDONALD ROOFING	053 ROOF REPAIR ON SURP PORT	
		053 ROOF REPAIR ON THE SURPLUS PORTABLE THIS IS A TOTAL REROOF	000-2620-458-000-0000-000-053	4,900.00
			Total Purchase Order	4,900.00
2020	01/28/2014	OFFICE DEPOT	561 FEDERAL PROGRAMS SEAL	
		721428 - CONTOUR COMFORT EMBOSSOR SEAL - HORIZON	561-1000-619-424-1050-000-140	67.99
		721428 - CONTOUR COMFORT EMBOSSOR SEAL - CANYON RIDGE	561-1000-619-424-1050-000-145	67.99
		721428 - CONTOUR COMFORT EMBOSSOR SEAL	561-2575-619-424-0000-000-051	67.99
			Total Purchase Order	203.97
2021	01/28/2014	OFFICE DEPOT	561 STAMPS	
		703147 - OFFICE DEPOT PRE INKED CUSTOM STAMP - JANA GALL	561-1000-619-424-1050-000-125	19.99
		703147 - OFFICE DEPOT PRE INKED CUSTOM STAMP - DENICE MCELHANEY	561-1000-619-424-1050-000-125	19.99
		703147 - OFFICE DEPOT PRE INKED CUSTOM STAMP - KARIE GREENWOOD	561-1000-619-424-1050-000-105	19.99
			Total Purchase Order	59.97
2022	01/28/2014	OFFICE DEPOT	705 OFFICE SUPPLIES - TWIEHAUS	
		SMEAD COLORED HANGING FOLDERS	000-2410-619-100-0000-000-705	22.98
		OD BRAND TAPE REFILLS	000-2410-619-100-0000-000-705	19.98
		ENERGIZER MAX ALKALINE AA BATTERIES	000-2410-619-100-0000-000-705	20.00
		OD BRAND WIRE MEMO SPINDLE	000-2410-619-100-0000-000-705	4.38
		LAPTOP SLEEVE WITH HANDLE, ASST. DESIGNS	000-2410-619-100-0000-000-705	60.58
		BIC GRIP MECHANICAL PENCILS	000-2410-619-100-0000-000-705	7.29
		PENTEL QUICK CLICKER MECHANICAL PENCILS	000-2410-619-100-0000-000-705	19.95
		PENTEL QUICK CLICKER REFILLS	000-2410-619-100-0000-000-705	9.58
		3 HOLE PUNCH	000-2410-619-100-0000-000-705	9.59
			Total Purchase Order	174.33
2023	01/28/2014	STAPLES BUSINESS ADVANTAGE 1561215	000 145 STUDENT SUPPLIES	
		EXPO VIS-A-VIS WET-ERASE OVERHEAD MARKERS FINE POINT BLUE, BOX OF 12 MODEL 16003	000-1000-681-100-0001-000-145	269.75
		STAPLES #2 YELLOW STANDARD PENCILS, 6 DOZEN IN A 72 PACK; ORDERING 7 PACKS; MODEL 22749-CC/10434	000-1000-619-100-1050-000-145	45.43
			Total Purchase Order	315.18
2024	01/28/2014	AUTOMATED BUILDING SYSTEMS, IN	055 REPAIR/MAINT ON HVAC	
		055 REPAIR AND MAINT FOR HVAC UNITS AT HORIZON INTERMEDIATE	000-2620-438-000-0000-000-055	1,000.00
			Total Purchase Order	1,000.00
2025	01/28/2014	AMAZON.COM-6045787810316675	198 705 AP MONEY - C. BOWMAN	
		CRACKING THE AP PHYSICS C EXAM 2014 EDITION, COLLEGE TEST PREPARATION	198-1000-641-252-2500-000-705	226.65
		BARRON'S AP COMPUTER SCIENCE A, 6TH EDITION	198-1000-641-252-2500-000-705	93.06
			Total Purchase Order	319.71
2026	01/28/2014	B&H PHOTO/VIDEO	013 705 COMPUTER SPEAKERS	
		LOGITECH SPEAKERS Z200 . EXTERNAL COMPUTER SPEAKERS.	013-1000-653-100-3100-000-705	35.00
			Total Purchase Order	35.00

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2027	01/28/2014	ELIZABETH MARY BLEY	HOMEBOUND MILEAGE FOR M.M.	
		HOMEBOUND MILEAGE FOR MADISON MERRILL. DATES ARE 1/24/14 - 5/23/14. REQUESTED BY BRIENNA COOPER.	189-1000-580-239-4000-000-705	28.50
Total Purchase Order				28.50
2028	01/28/2014	CAMBIUM LEARNING TECHNOLOGIES	362 ACE REMEDIATION- R. COLLINS	
		PASSPORT READING JOURNEYS	362-1000-641-424-1134-000-705	2,800.00
		PASSPORT READING JOURNEYS	362-1000-641-424-1134-000-705	3,795.00
		SHIPPING AND HANDLING	362-1000-641-424-1134-000-705	650.00
Total Purchase Order				7,245.00
2029	01/28/2014	HOUGHTON MIFFLIN CO.	362 705 ACE REMEDIATION	
		HOLT MCDUGAL, WHAT'S HAPPENING? TEACHER'S GUIDE.	362-1000-641-424-1134-000-705	27.00
		HOLT MCDUGAL WHAT'S HAPPENING? STUDENT EDITION	362-1000-641-424-1134-000-705	388.75
		SHIPPING AND HANDLING	362-1000-641-424-1134-000-705	31.00
Total Purchase Order				446.75
2030	01/28/2014	SUMMIT BUSINESS SYSTEMS INC	456 705 CHERIE MILLER	
		INK CARTRIDGES FOR 5309L	456-1000-611-239-2765-000-059	187.50
		SHIPPING	456-1000-611-239-2765-000-059	10.95
Total Purchase Order				198.45
2031	01/28/2014	XEROX CORP	456 705 CHERIE MILLER	
		BLACK TONER	456-1000-611-239-2765-000-059	109.99
		CYAN	456-1000-611-239-2765-000-059	174.99
		YELLOW	456-1000-611-239-2765-000-059	174.99
		MAGENTA	456-1000-611-239-2765-000-059	174.99
Total Purchase Order				634.96
2032	01/28/2014	WESTCO COMPUTER & LAMINATOR	125 laminating film	
		LAMINATING FILM	000-1000-619-100-1050-000-125	180.00
Total Purchase Order				180.00
2033	01/28/2014	AMSAN EVE SUPPLY	059 SPEC ED SUPPLIES	
		APPEAL GLOVES, MEDIUM, NITRILE, POWERFREE, BLUE 3MIL, 100 PER BOX , 10/CS	059-2132-616-239-0000-000-059	104.00
Total Purchase Order				104.00
2034	01/28/2014	ENABLING DEVICES	059 ASSISTIVE TECHNOLOGY	
		WITH 19" GOOSENECK AND NEW CLAMP	059-2199-658-239-0000-000-059	146.95
		SHIPPING CHARGES	059-2199-658-239-0000-000-059	19.00
Total Purchase Order				165.95
2035	01/28/2014	JL HEIN SERVICE INC	200 130 POWER CORDS	
		USB A TO B 15 FT 8.00	200-1000-652-100-1010-000-130	86.00
		#60-00055-20 POWER SUPPLY WC6D(WC6-NA) 51.00		
		MISC POWER CORD 9.00		
		SHIPPING 18.00		
Total Purchase Order				86.00
2036	01/28/2014	LAKESHORE LEARNING	200 130 CLASSROOM SUPPLIES	
		CONSTRUCTION PAPER 12 X 18 LIGHT GREEN	200-1000-619-100-1010-000-130	2.29
		CONSTRUCTION PAPER 12 X 18 YELLOW	200-1000-619-100-1010-000-130	32.06
		CONSTRUCTION PAPER 12 X 18 BROWN	200-1000-619-100-1010-000-130	16.03
		CONSTRUCTION PAPER 12 X 18 WHITE	200-1000-619-100-1010-000-130	23.48
		PEOPLE COLORS CRAFT PAPER	200-1000-619-100-1010-000-130	31.96
		SUPERBRIGHT SULPHITE CONSTRUCTION PAPER 12 X 18 ASSORTED COLORS	200-1000-619-100-1010-000-130	11.67
		SUPERBRIGHT SULPHITE CONSTRUCTION PAPER 12 X 18	200-1000-619-100-1010-000-130	23.34

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2036	01/28/2014	LAKESHORE LEARNING	200 130 CLASSROOM SUPPLIES	
		TURQUOISE		
		SUPERBRIGHT SULPHITE CONSTRUCTION PAPER 12 X 18 TAN	200-1000-619-100-1010-000-130	7.78
		CONSTRUCTION PAPER 12 X 18 DARK BLUE	200-1000-619-100-1010-000-130	6.87
		CONSTRUCTION PAPER 12 X 18 SKY BLUE	200-1000-619-100-1010-000-130	4.58
		CONSTRUCTION PAPER 12 X 18 BLUE	200-1000-619-100-1010-000-130	22.90
		CONSTRUCTION PAPER 12 X 18 HOLIDAY GREEN	200-1000-619-100-1010-000-130	22.90
		CONSTRUCTION PAPER 12 X 18 ORANGE	200-1000-619-100-1010-000-130	32.06
		CONSTRUCTION PAPER 12 X 18 MAGENTA	200-1000-619-100-1010-000-130	2.29
		CONSTRUCTION PAPER 12 X 18 RED	200-1000-619-100-1010-000-130	27.48
		CONSTRUCTION PAPER 12 X 18 LILAC	200-1000-619-100-1010-000-130	2.29
		CONSTRUCTION PAPER 12 X 18 VIOLET	200-1000-619-100-1010-000-130	20.61
		CONSTRUCTION PAPER 12 X 18 PINK	200-1000-619-100-1010-000-130	27.48
		CONSTRUCTION PAPER 12 X 18 BLACK	200-1000-619-100-1010-000-130	13.74
		Total Purchase Order		335.81
2037	01/28/2014	BERNINA OF OKLAHOMA CITY	510 SKILLS FOR LIVING	
		REPAIR FOR SEWING MACHINES IN CLASSROOM	000-1000-430-100-0000-000-510	200.00
		Total Purchase Order		200.00
2038	01/28/2014	EDMOND MUSIC COMPANY	007 510 BAND	
		2 OBOE REEDS	007-1000-681-100-1195-000-510	25.98
		2 BASSOON REEDS	007-1000-681-100-1195-000-510	27.90
		2 BOXES OF CLARINET REEDS	007-1000-681-100-1195-000-510	58.00
		BARI SAX LIGATURE	007-1000-681-100-1195-000-510	40.00
		Total Purchase Order		151.88
2039	01/28/2014	MONOPRICE, INC.	510 PROJECTOR MOUNT	
		CEILING BRACKET FOR PROJECTOR (MAX 22LBS) BLACK	000-1000-654-100-0000-000-510	132.50
		Total Purchase Order		132.50
2040	01/28/2014	GEOFFREY CLIFTON	007 510 BAND SUPPLIES	
		OBOE REPAIR	007-1000-655-100-0000-000-510	45.00
		CORNET REPAIR	007-1000-655-100-0000-000-510	45.00
		TUBA REPAIR	007-1000-655-100-0000-000-510	50.00
		BARITONE REPAIR AND VALVE GUIDES	007-1000-655-100-0000-000-510	75.00
		Total Purchase Order		215.00
2041	01/28/2014	TREASURE BAY, INC	561 WE BOTH READ SET	
		PB-WBR-57 WE BOTH READ SET - DENICE MCELHANEY	561-1000-641-424-1050-000-120	284.43
		Total Purchase Order		284.43
2042	01/28/2014	CONTINENTAL PRESS, INC.	572 CONTINENTAL PRESS L LITTLE	
		FINISH LINE FOR ELLS GRADE 7 TEACHER'S ANNOTATED EDITION - LINDA LITTLE	572-1000-681-410-1310-000-505	40.50
		FINISH LINE FOR ELLS GRADE 8 TEACHER'S ANNOTATED EDITION - LINDA LITTLE	572-1000-681-410-1310-000-505	40.50
		SHIPPING AND HANDLING	572-1000-681-410-1310-000-505	12.15
		Total Purchase Order		93.15
2043	01/28/2014	BILINGUAL DICTIONARIES	572 BILINGUAL DICT E WARREN	
		735X - WORD TO WORD KOREAN - ELIZABETH WARREN	572-1000-681-410-4063-000-705	19.95
		600X WORD TO WORD SPANISH - ELIZABETH WARREN	572-1000-681-410-4063-000-705	14.95
		Total Purchase Order		34.90
2044	01/28/2014	DEMCO INC.	021 105 INSTRUCTIONAL MAT	
		4 GB SD MEMORY CARD	021-2220-653-100-1050-000-105	79.98

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2044	01/28/2014	DEMCO INC.	021 105 INSTRUCTIONAL MAT	
		LG CLOSED BACK FILE CASE - BLACK	021-2220-619-100-1050-000-105	34.95
		BOOK 8- DIE SET	021-2220-619-100-1050-000-105	329.99
		ACCUCUT SHAPE DIE CUTS		
Total Purchase Order				444.92
2045	01/28/2014	SUPER DUPER SCHOOL CO.	CLASSROOM SUPPLIES	
		CLASSROOM GAME	000-1000-681-100-0000-000-110	49.95
		"WH" qUESTION BLAST OFF		
Total Purchase Order				49.95
2046	01/28/2014	DEMCO INC.	021 140 Library Supplies	
		Stamp Custom Self Inking	021-2220-619-100-0000-000-145	22.44
		Press Sensitive Date Due Slips	021-2220-619-100-0000-000-145	90.96
		Self Inking Dater	021-2220-619-100-0000-000-145	76.18
		Ink for Self Inking Dater	021-2220-619-100-0000-000-145	8.44
		Demco Sturdy Colored Shelf Markers	021-2220-619-100-0000-000-145	29.08
		HS Coruboard Mag Files	021-2220-619-100-0000-000-145	70.32
		Shipping Processing	021-2220-619-100-0000-000-145	15.90
***Librarian will order online upon approval				
Total Purchase Order				313.32
2047	01/28/2014	FOLLETT LIBRARY RESOURCES	021 Library Reading Materials	
		APPROX. 250 LIBRARY BOOKS INCLUDING EBOOKS, FICTION & NONFICTION INLCUDING PROCESSING AMOUNT WILL NOT EXCEED \$3000.00	021-2220-641-100-0000-000-145	3,000.00
Total Purchase Order				3,000.00
2048	01/28/2014	SDE REGISTRATIONS	125 KINDERGARTEN CONFERENCE	
		KINDERGARTEN CONFERENCE REGISTRATION	000-2213-860-271-0000-000-125	369.00
Total Purchase Order				369.00
2049	01/28/2014	FOLLETT LIBRARY RESOURCES	021 140 MEDIA	
		MISC FICTION BOOKS ONLY FROM STARTER LIBRARY UPSHIPPED ORDER	021-2220-641-100-1050-000-140	2,455.00
SHOPPING CART LIST NAME: STARTER LIBRARY UNSHIPED				
CATALOGING AND PROCESSING FOR BOOKS TBD BY NUMBER OF BOOKS SHIPPED				
DO NOT EXCEED \$2455.00				
FREE SHIPPING AND HANDLING				
Total Purchase Order				2,455.00
2050	01/28/2014	GRAINGER	065 LASER METER 4 BONDS DIR	
		(1) LASER DISTANCE METER, ITEM#24Y893	000-2620-618-000-0000-000-065	125.71
Total Purchase Order				125.71
2051	01/28/2014	LAKESHORE LEARNING	031-120 INSTRUCTIONAL SUPPLIES	
		RHYMING SOUNDS MATCH-UPS	031-1000-681-100-1050-000-120	9.99
		WHAT'S THE RHYME? SORTING HOUSES	031-1000-681-100-1050-000-120	29.99
		WORD WORK FOLDER GAME LIBRARY	031-1000-681-100-1050-000-120	34.99
		PRE - K - GR. 1		33
Total Purchase Order				74.97
2052	01/28/2014	THE SCHOLASTIC STORE	021 3RD GRADE CURRICULUM BOOKS	
		JAMES AND THE GIANT PEACH	021-2220-641-100-0000-000-135	120.52

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2052	01/28/2014	THE SCHOLASTIC STORE	021 3RD GRADE CURRICULUM BOOKS	
#NTS152452		THE INDIAN IN THE CUPBOARD	021-2220-641-100-0000-000-135	120.52
#NTS275486				
			Total Purchase Order	241.04
2053	01/28/2014	QUILL	000 140 PARENT INFO DISPLAY	
		PARENT INFORMATION DISPLAY RACK #901-MR3670K	000-2410-619-100-0000-000-140	64.99
			Total Purchase Order	64.99
2054	01/28/2014	ERIC ARMIN INC	511 120 INSTRUCTIONAL SUPPLIES	
		100 INTERACTIVE MATH ACTIVITIES GRADES 1-2	511-1000-681-429-1050-000-120	18.95
		SMART PALS FLUORESCENT COLORS SET OF 10	511-1000-681-429-1050-000-120	65.85
		HANDS ON MATH CENTERS COMPLETE SET GRADE 2	511-1000-681-429-1050-000-120	114.95
		PRIMARY MATH JOURNALS SET OF 10	511-1000-681-429-1050-000-120	79.80
		METAL SAFETY COMPASS	511-1000-681-429-1050-000-120	15.00
		PATTERN BLOCK STICKERS 20 SETS OF 93	511-1000-681-429-1050-000-120	17.90
		50 GRAPHIC ORGANIZERS FOR INTERACTIVE WHITEBOARDS	511-1000-681-429-1050-000-120	21.95
		HANDS ON MATH CENTERS MONEY GRADE 1	511-1000-681-429-1050-000-120	29.95
		HANDS ON MATH CENTERS COLOR TILES GRADE 1	511-1000-681-429-1050-000-120	29.95
		54 PIECE HEXAGRAM METRIC WEIGHT SET IN TUB	511-1000-681-429-1050-000-120	9.50
		ALL SEASONS DEMONSTRATION THERMOMETER	511-1000-681-429-1050-000-120	7.49
		ASSESSMENT AND INTERVENTION HANDBOOK GRADES K-1	511-1000-681-429-1050-000-120	29.49
		ASSESSMENT AND INTERVENTION HANDBOOK GRADES 2-3	511-1000-681-429-1050-000-120	29.49
		ATTRIBUTE BLOCKS TEMPLATE SET	511-1000-681-429-1050-000-120	64.95
		BASE TEN BLOCK STAMPS WITH HANDLE	511-1000-681-429-1050-000-120	15.50
		BENDOMINO	511-1000-681-429-1050-000-120	13.95
		BIG GRAPH PAPER 100FT	511-1000-681-429-1050-000-120	25.95
		CENTIPEDES 100 SHOES	511-1000-681-429-1050-000-120	15.95
		CLEAN WIPE STUDENT NUMBER LINES 0-20	511-1000-681-429-1050-000-120	5.95
		CLEVER CATCH MULTIPLICATION	511-1000-681-429-1050-000-120	11.50
		CLEVER CATCH NUMBERS	511-1000-681-429-1050-000-120	11.50
		DAILY MATH PROMPTS GRADE 1	511-1000-681-429-1050-000-120	1.00
		DAILY MATH PROMPTS GRADE 2	511-1000-681-429-1050-000-120	12.95
		DAILY MATH PROMPTS GRADE 3	511-1000-681-429-1050-000-120	12.95
		DAILY MATH PROMPTS GRADE 4	511-1000-681-429-1050-000-120	12.95
		CRITICAL THINKING GLYPHS:GRADE 2	511-1000-681-429-1050-000-120	8.79
		CRITICAL THINKING GLYPHS:GRADE 1	511-1000-681-429-1050-000-120	8.79
		CRITICAL THINKING GLYPHS:GRADE K	511-1000-681-429-1050-000-120	8.79
		DOUBLE SIDED JUMBO MAGNETIC QUIET SHAPES FRACTION	511-1000-681-429-1050-000-120	42.95
		DOUBLE SIDED JUMBO MAGNETIC FRACTION TILES/BLANK	511-1000-681-429-1050-000-120	33.95
		DOUBLE SIDED JUMBO MAGNETIC MONEY SET OF 52	511-1000-681-429-1050-000-120	39.95
		DOUBLE SIDED MAGNETIC NUMBERS	511-1000-681-429-1050-000-120	24.95
		DURACELL AAA BATTERIES 120 PACK	511-1000-681-429-1050-000-120	69.95
		ELAPSED TIME RULER SET	511-1000-681-429-1050-000-120	59.95
		EVEN STEVENS ODD	511-1000-681-429-1050-000-120	17.49
		EVERYDAY INTERVENTION ACTIVITES FOR GRADE 1	511-1000-681-429-1050-000-120	18.49
		EVERYDAY INTERVENTION ACTIVITES FOR GRADE 2	511-1000-681-429-1050-000-120	18.49
		EVERYDAY INTERVENTION ACTIVITES FOR GRADE 3	511-1000-681-429-1050-000-120	18.49
		EVERYDAY INTERVENTION ACTIVITES FOR GRADE 4	511-1000-681-429-1050-000-120	18.49
		FACT FAMILIES SET OF 6 STUDENT BOOKS	511-1000-681-429-1050-000-120	41.73
		FLEXIBLE PLASTIC METER STICK SET OF 5	511-1000-681-429-1050-000-120	19.95
		FRACTION CIRCLE STAMPS	511-1000-681-429-1050-000-120	13.50
		FRACTION CIRCLE STICKERS	511-1000-681-429-1050-000-120	19.90
		GEARED FOR TIME ELAPSED TIME DEMONSTRATION SET	511-1000-681-429-1050-000-120	47.95

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2054	01/28/2014	ERIC ARMIN INC	511 120 INSTRUCTIONAL SUPPLIES	
		GEARED FOR TIME ELAPSED TIME STUDENT DRY ERASE BOARD SET OF 10	511-1000-681-429-1050-000-120	19.95
		LEARNING PALETTE MATH RESOURCE KIT	511-1000-681-429-1050-000-120	314.95
		LIGHT N STRIKE MATH GAME	511-1000-681-429-1050-000-120	37.50
		LIQUID MEASURING KIT SET OF 18	511-1000-681-429-1050-000-120	18.29
		LIQUID LARRY	511-1000-681-429-1050-000-120	42.95
		SKILL DRILL FLASH CARDS ADDITION	511-1000-681-429-1050-000-120	32.50
		TUMBLE N TEACH THREE FUNCTION MATH	511-1000-681-429-1050-000-120	12.25
		TRUNDLE WHEEL WITH COUNTER STANDARD	511-1000-681-429-1050-000-120	22.95
			Total Purchase Order	1,709.26
2055	01/28/2014	LAKESHORE LEARNING	511 120 INSTRUCTIONAL SUPPLIES	
		ALL ABOUT MATH ACTIVITY CARPET	511-1000-681-429-1050-000-120	279.00
		LAKESHORE NUMBER CARPET SQUARES	511-1000-681-429-1050-000-120	199.00
		CHILDRENS TIMERS	511-1000-681-429-1050-000-120	29.99
		FILL IN THE BLANK MULTIPLICATION AND DIVISION	511-1000-681-429-1050-000-120	29.99
		MULTIPLICATION ARRAY FLIP BOOKS	511-1000-681-429-1050-000-120	19.99
		HANDS ON REGROUPING KIT-ADDITION	511-1000-681-429-1050-000-120	24.99
		HANDS ON REGROUPING SUBTRACTION KIT	511-1000-681-429-1050-000-120	24.99
		NUMBER SEQUENCING PUZZLES	511-1000-681-429-1050-000-120	49.99
		COUNT AND LINK	511-1000-681-429-1050-000-120	19.99
		GIANT MAGNETIC PLACE VALUE BLOCKS	511-1000-681-429-1050-000-120	44.99
		24 x 36 MAGNETIC WRITE AND WIPE BOARD	511-1000-681-429-1050-000-120	59.99
		ELAPSED TIME WRITE AND WIPE BOARDS	511-1000-681-429-1050-000-120	19.99
		GRAB AND PLAY PARTNER MATH GAMES GRADE 1	511-1000-681-429-1050-000-120	79.99
		GRAB AND PLAY PARTNER MATH GAMES GRADE 2	511-1000-681-429-1050-000-120	79.99
		SELF CHECKING MEASUREMENT MATCH UPS	511-1000-681-429-1050-000-120	9.99
		SOLVE ANDMATCH NUMBER GAMES-COMPLETE SET	511-1000-681-429-1050-000-120	69.99
		SHIPPING AND HANDLING	511-1000-681-429-1050-000-120	156.43
			Total Purchase Order	1,199.29
2056	01/28/2014	PROVIDER MEDICAL SUPPLY	022 105 health office supplies	
		THERMOMETER	022-2574-616-100-0000-000-105	375.00
		PROBE COVER, SURE TEMP	022-2574-616-100-0000-000-105	34.95
		THERMOMETER	022-2574-616-100-0000-000-105	36.45
		GLOVES SMALL	022-2574-616-100-0000-000-105	11.40
			Total Purchase Order	457.80
2057	01/28/2014	PROVIDER MEDICAL SUPPLY	022 115 NURSE SUPPLIES	
		THERMOMETER	022-2574-616-100-0000-000-115	20.25
		BANDAIDS 1x3	022-2574-616-100-0000-000-115	58.00
		BANDAID 2x4	022-2574-616-100-0000-000-115	10.74
		CUP, PLASTIC 3.5 OZ	022-2574-616-100-0000-000-115	9.36
		MICROKILL GERMICIDAL WIPES	022-2574-616-100-0000-000-115	11.14
		BABY WIPES, ALOE TOUCH	022-2574-616-100-0000-000-115	3.66
		GLOVES SYNTHETIC PF MED	022-2574-616-100-0000-000-115	11.40
		MEDICINE CUP 1 OZ	022-2574-616-100-0000-000-115	3.57
		FLEX SEAL BANDAGE SPRAY 40ML	022-2574-616-100-0000-000-115	4.82
		TAPE MICROPOROUS SURGICAL 1X10	022-2574-616-100-0000-000-115	1.08
		1000ML SALINE BOTTLE	022-2574-616-100-0000-000-115	3.62
		ANTISEPTIC WIPES #1000	022-2574-616-100-0000-000-115	29.51
		BP CUFF-ADULT XL	022-2574-616-100-0000-000-115	39.29
		BANDAIDS 1X3	022-2574-616-100-0000-000-115	2.42
			Total Purchase Order	199.86
2058	01/28/2014	LAKESHORE LEARNING	031-120 INSTRUCTIONAL SUPPLIES	

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2058	01/28/2014	LAKESHORE LEARNING	031-120 INSTRUCTIONAL SUPPLIES	
		EARLY MATH MATCH-UPS	031-1000-681-100-1050-000-120	36.00
		PHONEMIC AWARENESS MATCH-UPS	031-1000-681-100-1050-000-120	36.00
				Total Purchase Order
				72.00
2059	01/28/2014	LAKESHORE LEARNING	031 115 CLASSROOM SUPPLIES	
		HANDWRITING PAPER 1/2 " RULED	031-1000-611-100-1051-000-115	17.97
		HANDRWITING PAPER 1/2 ' RULED PAPER	031-1000-611-100-1051-000-115	5.99
				Total Purchase Order
				23.96
2060	01/28/2014	LAKESHORE LEARNING	030-120 CLASSROOM MATERIAL	
		PAINT BRUSHES	030-1000-681-100-1050-000-120	6.99
		PAINT CUP CARRIER	030-1000-681-100-1050-000-120	12.99
		INK PAD SET 1	030-1000-681-100-1050-000-120	26.99
		PATTERN BLOCK ACTIVITY CARDS	030-1000-681-100-1050-000-120	12.99
		REGULAR DOT ART PAINTERS	030-1000-681-100-1050-000-120	14.99
				Total Purchase Order
				74.95
2061	01/28/2014	QUILL	145 CLASSROOM SUPPLIES	
		QUILL BRAND 28 LB. REGULAR CLASP CATALOG ENVELOPES 9 X 12", 100/BOX MODEL #479086	000-1000-619-100-1050-000-145	18.99
		CRAYOLA WASHABLE GLUE STICKS .29 OZ FOR CLASSROOM USE	000-1000-619-239-1050-000-145	9.48
		QUILL BRAND LIGHTWEIGHT CONSTRUCTION PAPER 9X12 ASSORTED COLORS 200 SHEETS	000-1000-619-239-1050-000-145	7.98
		PACON PAINTING SUPPLIES; FINGER PAINT PAPER 11 X 16 WHITE	000-1000-619-239-1050-000-145	4.09
				Total Purchase Order
				40.54
2062	01/28/2014	SCHOOL SPECIALTY	125 OFFICE/ CLASSROOM SUPPLIES	
		9/16" BINDER CLIPS	000-2410-619-000-0000-000-125	1.48
		3/4" BINDER CLIPS	000-2410-619-000-0000-000-125	1.68
		FUCHSIA PAPER	000-2410-619-000-0000-000-125	13.99
		PURPLE PAPER	000-2410-619-000-0000-000-125	13.99
		GREEN PAPER	000-2410-619-000-0000-000-125	27.98
		PINK PAPER	000-2410-619-000-0000-000-125	27.98
		TEAL PAPER	000-2410-619-000-0000-000-125	13.99
		5 RM. MIX PAPER CARTON	000-2410-619-000-0000-000-125	135.90
		CALENDAR	000-2410-619-000-0000-000-125	20.39
		WHITE PRESENTATION BOARD	000-2410-619-000-0000-000-125	11.16
		POST-IT ULTRA COLORS	000-2410-619-000-0000-000-125	35.52
		STEP FILE ORGANIZER	000-2410-619-000-0000-000-125	12.88
		YELLOW HIGHLIGHTER (20 PACK)	000-2410-619-000-0000-000-125	103.87
		X-ACTO SCHOOL PRO SHARPENER	000-2410-619-000-0000-000-125	89.98
		NEON RED DRY ERASE POCKETS	000-2410-619-000-0000-000-125	16.36
		CLASSROOM KEEPERS MAILBOXES (30 SLOT)	000-2410-619-000-0000-000-125	90.42
		MED RED UNI-BALL PEN	000-2410-619-000-0000-000-125	2.98
		9X12 ENVELOPES SIZE 93	000-2410-619-000-0000-000-125	38.97
		BLUE FILE FOLDERS	000-2410-619-000-0000-000-125	16.99
		YELLOW FILE FOLDERS	000-2410-619-000-0000-000-125	16.99
		GREEN FILDER FOLDERS	000-2410-619-000-0000-000-125	16.99
				Total Purchase Order
				710.49
2063	01/28/2014	PENN STATE IND.	017 705 SUPPLIES/BUDGET	36
		DB5AS-- 5" WASTE GATE	017-1000-681-100-3500-000-705	16.95
		N-90E05-- 5" LONG RADIUS 90*	017-1000-681-100-3500-000-705	18.00

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2063	01/28/2014	PENN STATE IND.	017 705 SUPPLIES/BUDGET	
		N-CVD-0510-- 5" X 10' CVD HD CLEAR HOSE	017-1000-681-100-3500-000-705	39.95
		N-45E04-- 4 x 45*	017-1000-681-100-3500-000-705	31.00
		N-BC04/5-- 4" x 5' HD SPIRAL PIPE	017-1000-681-100-3500-000-705	33.00
		N-BC015/5-- 5" X 5' HD SPIRAL PIPE	017-1000-681-100-3500-000-705	17.50
		N-45E05-- 5" X 45*	017-1000-681-100-3500-000-705	15.50
		N-90E04-- 4" X LR 90*	017-1000-681-100-3500-000-705	34.90
		N-CVD-0410-- 4" X 10' CVD HD CLEAR HOSE	017-1000-681-100-3500-000-705	34.95
Total Purchase Order				241.75
2064	01/28/2014	MCKINLEY HARDWOODS	195 705 SUPPLIES/RESALE	
		8/4 X 5" WIDE CYPRESS	195-1000-681-100-3500-000-705	21.30
		4/4 X 10" WIDE CYPRESS	195-1000-681-100-3500-000-705	43.40
Total Purchase Order				64.70
2065	01/28/2014	LOWES CREDIT SERVICES	005-120 Classroom Supplies	
		Top Coice 2x4x8 Pressure Treated Lumber	005-1000-681-100-1050-000-120	3.57
Total Purchase Order				3.57
2066	01/28/2014	NASCO	005-120 Classroom Supplies	
		Grafixr Incredible White Mask Liquid Frisket - 4.5 oz.	005-1000-681-100-1050-000-120	21.70
		Mod Podger Antique Matte - 8 oz.	005-1000-681-100-1050-000-120	6.95
		Mod Podger - Gloss, Pint	005-1000-681-100-1050-000-120	25.80
Total Purchase Order				54.45
2067	01/29/2014	SAKER MECHANICAL, INC.	055 HVAC REPAIRS/PARTS	
		REPAIR AND PARTS FOR HVAC EQUIPMENT THEY SPECIFICALLY INSTALL AND REPAIR AROUND THE DISTRICT	000-2620-459-000-0000-000-055	2,000.00
Total Purchase Order				2,000.00
2068	01/29/2014	MULLIN PLUMBING WEST DIVISION, INC.	055 PLUMBING SERVICES	
		055 PLUMBING SERVICES FOR DISTRICT WIDE	000-2620-457-000-0000-000-055	2,000.00
Total Purchase Order				2,000.00
2069	01/30/2014	AIR PRODUCTS SUPPLY CO.	055 SUPPLIES AND MATERIALS	
		055 SUPPLIES/MATERIALS	000-2620-618-000-0000-000-055	125.00
Total Purchase Order				125.00
2070	01/30/2014	EDGINGTON NEUROPSYCHOLOGY, LLC	059 PSYCH SERVICES	
		FOR SERVICES RENDERED / NEUROPSYCH OBSERVATION	059-2140-323-239-0000-000-059	1,000.00
Total Purchase Order				1,000.00
2071	01/30/2014	FARRINGTON'S WRECKER SERVICE	053 TOWING SERVICES	
		053 TOWING SERVICES	000-2620-439-000-0000-000-053	177.00
Total Purchase Order				177.00
2072	01/31/2014	BATTERIES SOONER LLC	056 TECHNOLOGY	
		RBC 44 BATTERY	000-2580-613-000-0000-000-056	1,020.80
		FOR AN APC SMART UPS RT 5000 XL BATTERY PACK		
Total Purchase Order				1,020.80
2073	01/31/2014	OFFICE DEPOT	511 120 INSTRUCTIONAL SUPPLIES	
		INSERTABLE PLASTIC DIVIDERS DOUBLE POCKET SET OF 8 MULTI COLOR	511-1000-681-429-0000-000-120	36.56
		IRIS STACKING DRAWER	511-1000-681-429-0000-000-120	39.96
		MEAD PAPER SLOT ORGANIZER	511-1000-681-429-0000-000-120	16.99
		TICONDEROGA PENCILS	511-1000-681-429-0000-000-120	22.58

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification		
2073	01/31/2014	OFFICE DEPOT	511 120 INSTRUCTIONAL SUPPLIES		
		PENTEL PENS ASSORTED INK	511-1000-681-429-0000-000-120	14.07	
		PLASTIC TOWER CART	511-1000-681-429-0000-000-120	45.99	
		3 DRAWER PLASTIC STORAGE CART	511-1000-681-429-0000-000-120	43.98	
		2 INCH BINDERS	511-1000-681-429-0000-000-120	16.45	
		WIREBOUND 3 HOLE NOTEBOOK WIDE RULE PACK OF 6	511-1000-681-429-0000-000-120	15.18	
		PURELL HAND SANITIZER	511-1000-681-429-0000-000-120	24.99	
		SWINGLINE ELECTRIC PUNCH	511-1000-681-429-0000-000-120	75.89	
		3M COMMAND HOOKS AND STRIPS	511-1000-681-429-0000-000-120	49.99	
		HANGING FILE CABINET STORAGE	511-1000-681-429-0000-000-120	16.29	
		ELMERS GLUE CLASSPACK	511-1000-681-429-0000-000-120	18.69	
		ELMERS REPOSITIONABLE PICTURE AND POSTER GLUE STICK	511-1000-681-429-0000-000-120	18.54	
		AA BATTERIES	511-1000-681-429-0000-000-120	129.99	
				Total Purchase Order	586.24
2074	01/31/2014	OFFICE DEPOT	198 OFFICE SUPPLIES L. ATCHLEY		
612011		OFFICE DEPORT LABELS - LINDA ATCHLEY	198-2575-619-251-0000-000-051	7.20	
150810		BIC WHITE OUT 2 PK - LINDA ATCHLEY	198-2575-619-251-0000-000-051	6.98	
303189		OFFICE DEPOT BINDER - LINDA ATCHLEY	198-2575-619-251-0000-000-051	50.07	
664102		AVERY 5 TAB LABEL - LINDA ATCHLEY	198-2575-619-251-0000-000-051	11.38	
910430		HIGHLAND TAPE - LIND ATCHLEY	198-2575-619-251-0000-000-051	3.57	
				Total Purchase Order	79.20
2075	01/31/2014	STAPLES BUSINESS ADVANTAGE 1561215	059 SPECIAL EDUCATION SUPPLIES		
		STAPLES LAMINATING POUCHES, LETTER, 3 MIL 9 X 11 1/2, 50 PK	059-2199-619-239-0000-000-059	9.00	
		BIC WITE-OUT BRAND MINI CORRECTION TAPE, ECOLUTINS, WHITE 1/5 X 236, 2/PK	059-2199-619-239-0000-000-059	5.10	
		BIC WITE-OUT BRAND EZ CORRECT CORRECTION TAPE, WHITE, 1/6 X 400, 2/PK	059-2199-619-239-0000-000-059	5.89	
				Total Purchase Order	19.99
2076	01/31/2014	YOUR MAIL STORE	052 INSTRUCTIONAL MAIL ROOM		
1		YOUR MAIL STORE RIVERSIDE SCORING SERVICE	000-2620-530-000-0000-000-052	1,271.40	
				Total Purchase Order	1,271.40
2077	01/31/2014	CENTRAL OKLAHOMA WINNELSON	053 PLUMBING SUPPLIES		
053		PLUMBING SUPPLIES	000-2620-618-000-0000-000-053	10,000.00	
				Total Purchase Order	10,000.00
2078	01/31/2014	GRIZZLY INDUSTRIES	053 REPLACE DAMAGED TOOL BIT		
		REPLACE DAMAGED METAL PRESS CUTTING BIT	000-2620-618-000-0000-000-053	100.00	
				Total Purchase Order	100.00
2079	01/31/2014	INDECO SALES	053 TABLE CADDIES		
		PURCHASE FLAT CADDIES TO HAUL TABLES AROUND THE DISTRICT WHEN NEEDED.	000-2620-654-000-0000-000-053	1,375.56	
				Total Purchase Order	1,375.56
2080	01/31/2014	SAM'S CLUB	060 PORTABLE TABLES		
		EIGHT FOOT PLASTIC FOLDING TABLES TO BE USED DISTRICT WIDE AS NEEDED FOR TESTING, ART FAIRS, SCIENCE FAIRS, PTA MEETINGS AND EVENTS. TABLES WILL BE STORED IN THE MAINTENANCE WAREHOUSE AND DELIVERED TO SITES AS NEEDED.	000-2620-654-000-0000-000-060	1,198.20	
				38	
				Total Purchase Order	1,198.20
2081	01/31/2014	SULLIVAN'S SUPPLY	412 educational material SAE		

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2081	01/31/2014	SULLIVAN'S SUPPLY	412 educational material SAE	
		educational and show supplies for SAE's	412-1000-681-311-8000-000-705	300.00
		Sheep clippers		
		Lister fine blades	412-1000-681-311-8000-000-705	200.00
		cover coat blades for shearing	412-1000-681-311-8000-000-705	90.00
		Arizona thin comb blades	412-1000-681-311-8000-000-705	50.00
		sullivans 13 tooth combs	412-1000-681-311-8000-000-705	23.00
		Sullivans power stroke cutters	412-1000-681-311-8000-000-705	24.00
		Fungus fighter	412-1000-681-311-8000-000-705	80.00
		Sullivans Fungall	412-1000-681-311-8000-000-705	30.00
		Lamb muzzle	412-1000-681-311-8000-000-705	30.00
		Sullivans Revive skin treatment	412-1000-681-311-8000-000-705	24.00
		Refresh electrolites	412-1000-681-311-8000-000-705	50.00
		Dyne	412-1000-681-311-8000-000-705	50.00
		Sullivans silk skin treatment	412-1000-681-311-8000-000-705	69.00
		Sheep blanket	412-1000-681-311-8000-000-705	50.00
			Total Purchase Order	1,070.00
2082	01/31/2014	J & J TRAILER MFG. INC	412 trailer wheels and tires	
		2 15" TRAILER WHEELS AND TIRES I WILL ORDER	412-2650-612-311-8000-000-705	180.00
			Total Purchase Order	180.00
2083	01/31/2014	ROSS SEED CO.	412 livestock bedding	
		100 BAGS OF LIVESTOCK BEDDING	412-1000-681-311-8000-000-705	950.00
			Total Purchase Order	950.00
2084	01/31/2014	SULLIVAN'S SUPPLY	412 livestock supplies	
		4-MOR-POW RRR \$226, 1-CASE SUDDEN IMPACT-\$97, 1-DMSO\$6, B12 PASTE- 1 CASE- \$78, 1- DIAHALT- \$15.56, 1-FOCUS- \$70, 2-JOWL-REDUCER- \$40, SHIPPING EST-\$20	412-1000-681-311-8000-000-705	554.00
			Total Purchase Order	554.00
2085	01/31/2014	ACTIVITY ACCOUNT	CORRECTING PO	
		MONEY DEPOSITED INTO 11 BY MISTAKE, SHOULD HAVE GONE TO THEIR ACTIVITY ACCOUNT 60 - 818. FOR JD FLOWERS LOST LIBRARY BOOK.	000-5600-930-000-0000-000-070	15.00
			Total Purchase Order	15.00
2086	01/31/2014	CREATIVE MATHEMATICS	511 105 INSTRUCTIONAL SUPPLIES	
		TRIPLE DICE PKG OF 8	511-1000-681-429-0000-000-105	6.00
		PLACE VALUE DICE SET (ONES, TENS, & HUNDREDS) 4 SETS OF 3 DI FOR A TOTAL OF 12 DICE	511-1000-681-429-0000-000-105	5.00
		PLACE VALUE DICE SET (0,000 - 900,000) 4 SETS OF 3 FOR 12 TOTAL DICE	511-1000-681-429-0000-000-105	5.00
		AEROBIC PLACE VALUE CARDS	511-1000-681-429-0000-000-105	15.00
		GROUPS OF - FRACTION POSTER	511-1000-681-429-0000-000-105	6.00
		MOTIVATIONAL MATH BANNERS	511-1000-681-429-0000-000-105	15.00
		SHIPPING & HANDLING	511-1000-681-429-0000-000-105	8.00
			Total Purchase Order	60.00
2087	01/31/2014	KRISTINA KAYE GREEN	511 TRAEI REIMBURSEMENT	
		SHUTTLE REIMBURSEMENT	511-2573-580-429-0000-000-051	180.00
		ESTIMATE \$90 ROUND TRIP PER VAN - TWO VANS NEEDED		
			Total Purchase Order	180.00
2088	01/31/2014	LAKESHORE LEARNING	059 DENISE LOCKE/MEC	
		BASE 10 BLOCKS	059-1000-658-239-0000-000-135	239.92
		GIANT KID-SAFE STAMP PAD	059-1000-658-239-0000-000-135	9.98

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification		
2088	01/31/2014	LAKESHORE LEARNING	059 DENISE LOCKE/MEC		
		DOUBLE-SIDED COUNTERS	059-1000-658-239-0000-000-135	59.97	
		PROBABILITY SPINNERS	059-1000-658-239-0000-000-135	24.99	
		PRECISION SCHOOL BALANCE WITH METRIC WEIGHTS	059-1000-658-239-0000-000-135	159.96	
				Total Purchase Order	494.82
2089	01/31/2014	NASCO	059 DENISE LOCKE/MEC		
		JUDY CLOCK CLASSROOM PACK SET	059-1000-658-239-0000-000-135	199.80	
		DOUBLE-NINE WOODEN DOMINOES-BUCKET OF 275	059-1000-658-239-0000-000-135	89.94	
		RETRACTABLE TAPE MEASURE 60"/150CM	059-1000-658-239-0000-000-135	166.50	
		WHITE BLANK CUBES - 16 MM	059-1000-658-239-0000-000-135	9.00	
		4 INCH FOLDING GEO SHAPES	059-1000-658-239-0000-000-135	125.80	
		MIRA MATH	059-1000-658-239-0000-000-135	56.25	
		DOMINOES, DOUBLE SIX, PK/28	059-1000-658-239-0000-000-135	32.00	
				Total Purchase Order	679.29
2090	01/31/2014	SCHOLASTIC MAGAZINES	059 LINDA SMITH/HS		
		SCHOLASTIC ACTION GRADE LEVEL 6-12 BIWEEKLY MAGAZINE	059-1000-648-239-0000-000-705	76.50	
		SCHOLASTIC SCOP 6/8 MONTHLY	059-1000-648-239-0000-000-705	80.91	
		SHIPPING AND HANDLING CHARGES	059-1000-648-239-0000-000-705	15.75	
				Total Purchase Order	173.16
2091	02/03/2014	CDW GOVERNMENT, INC.	CABLES FOR CLASSROOMS		
		HIGH SPEED HDMI CABLE M/M - VIDEO/AUDIO CABLE	000-1000-653-100-0000-000-705	55.70	
				Total Purchase Order	55.70
2092	02/03/2014	WAREHOUSE SUPPLIES	505 SUPPLIES		
		PALLET OF PAPER	000-1000-611-100-0001-000-505	909.60	
				Total Purchase Order	909.60
2093	02/03/2014	WAREHOUSE SUPPLIES	029 705 PALLETS OF PAPER		
		2 PALLETS OF PAPER FOR THE HS	029-1000-611-100-0000-000-705	2,142.60	
				Total Purchase Order	2,142.60
2094	02/03/2014	TECHSMITH CORPORATION	064 SOFTWARE UPDATES		
		CAMTASIA FOR MAC ACADEMIC - LOCKE, GORE & J. ATCHLEY - SOFTWARE FOR MAC	000-2212-444-271-0000-000-064	225.00	
				Total Purchase Order	225.00
2095	02/03/2014	AMAZON.COM-6045787810316675	020 705 MATH TEACH TECHNOLOG		
		2 PROJECTOR LAMPS FOR EPSON EX30 PROJECTORS - BATTERY1 INC PRPLACEMENT PROJECTOR LAMP WITH HOUSING V13H010L41 ELPLP41 FOR EPSON EX30	020-1000-653-100-4400-000-705	95.72	
		OPTOMA BL-FP240A,P-VIP, 240W PROJECTOR LAMP	020-1000-653-100-4400-000-705	138.99	
		CALCULATOR BATTERIES - 4 PACKAGES OF 100 AT 33.98 EACH - DURACELL COPPER TOP	020-1000-653-100-4400-000-705	135.92	
				Total Purchase Order	370.63
2096	02/03/2014	INTEGRIS HEALTH	050 CPR TRAINING CARDS		
		CPR CARDS FOR MUSTANG EMPLOYEES	050-2132-321-239-0000-000-050	125.00	
				Total Purchase Order	125.00
2097	02/03/2014	SLRS, INC.	050 INTERPRETER SERVICES		
		SIGN LANGUAGE TRANSLATION FOR DISTRICT 2013-2014 SCHOOL YEAR	050-2199-323-000-0000-000-050	2,645.63	
			050-2199-323-000-0000-000-050	854.37	
				Total Purchase Order	3,500.00
2098	02/03/2014	HOMELAND	412 705 GROC & FOOD SUPPLIES		

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2098	02/03/2014	HOMELAND	412 705 GROC & FOOD SUPPLIES	
		GROCERIES & SUPPLIES FOR FOODS 1 & FOODS 2 CLASSES	412-1000-681-314-3400-000-705	1,300.00
			Total Purchase Order	1,300.00
2099	02/03/2014	WAL-MART- 6032202040025802	412 705 GROCERIES & SUPPLIES	
		GROCERIES & SUPPLIES FOR FOODS 1 & FOODS 2 CLASSES	412-1000-681-314-3400-000-705	1,300.00
			Total Purchase Order	1,300.00
2100	02/03/2014	MIDWEST BUS SALES, INC.	054 BUS PARTS	
		054 BUS PARTS	000-2740-612-000-0000-000-054	300.00
			Total Purchase Order	300.00
2101	02/03/2014	OMLEA/CCOSA	311 505 REG FOR TEACHERS	
		CONFERENCE REGISTRATION FOR:	311-2213-860-100-0000-000-505	500.00
		HOLLY SHEETZ JARED HOMER KARISSA BROCK FAITH ENGEL JAROD PROCK ANDY COLLIER		
		ADMINISTRATIVE STAFF DEVELOPMENT FOR ANDY COLLIER	311-2573-860-100-0000-000-505	100.00
			Total Purchase Order	600.00
2102	02/03/2014	REALLY GOOD STUFF	021 135 BOOKS CURR-HENAGAR	
		TIME FOR BIOGRAPHIES BOOK SET	021-2220-641-100-0000-000-135	39.90
		TIME FOR BIOGRAPHIES SET 2	021-2220-641-100-0000-000-135	39.90
		NEON DRY ERASE BOARDS (24 TOTAL)	021-2220-641-100-0000-000-135	55.96
		WORD FUN COMPLETE SET \$149.99	021-2220-641-100-0000-000-135	149.99
			Total Purchase Order	285.75
2103	02/03/2014	SCHOOL MASTERS SCIENCE	115 STUDENT SAFETY EQUIPMENT	
		SLIP OVER VINYL CAPE W/EMBLEM RED - SIZE LARGE	023-2410-657-100-0000-000-115	17.50
		HEAVY DUTY HOODED RAIN PONCHO YELLOW WITH EMBLEM	023-2410-657-100-0000-000-115	22.50
		SHIPPING AND HANDLING	023-2410-657-100-0000-000-115	7.95
			Total Purchase Order	47.95
2104	02/03/2014	STAFF DEV OF EDUCATORS	311-120 STAFF PROF. DEV.	
		REGISTRATION FOR 2014 KINDERGARTEN CONFERENCE RACHELLE OWENS FEB. 4, 2014 NORMAN, OKLAHOMA	311-2213-860-271-0000-000-120	230.00
			Total Purchase Order	230.00
2105	02/03/2014	STAFF DEV OF EDUCATORS	311-120 PROFESSIONAL DEV.	
		REGISTRATION FOR 2014 KINDERGARTEN TEACHERS CONFERENCE FOR CYNTHIA JOHNSON FEBRUARY 4, 2014 NORMAN, OKLAHOMA	311-2213-860-271-0000-000-120	230.00
			Total Purchase Order	230.00
2106	02/03/2014	TRIUMPH LEARNING LLC	184 EOI TEST REVIEW	
		WAB-T169OK COMMON CORE COACH GEOMETRY	184-1000-645-430-0001-000-705	17.49
		WAB-T168OK COMMON CORE COACH ALGEBRA 1	184-1000-645-430-0001-000-705	17.49
		WAB00K05080S1 BUCKLE DOWN ALG. I WORKBOOKS	184-1000-645-430-0001-000-705	79.90
			Total Purchase Order	114.88

General Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2107	02/03/2014	US MARKERBOARD	007 705 ROLLING MARKERBOARD	
		PORCELAIN/STEEL SURFACE MARKERBOARD 4FT X 6FT	007-1000-654-901-0000-000-705	596.99
		SHIPPING	007-1000-654-901-0000-000-705	150.00
			Total Purchase Order	746.99
2108	02/03/2014	WAL-MART- 6032202040025802	412 705 SUPPLIES FOR CLASSROOM	
		POSTER BOARD 14 X 22 , 8 SHEETS PER PACKAGE	412-1000-619-312-8600-000-705	9.00
		SHARPIE MARKERS ASSORTED COLORS	412-1000-619-312-8600-000-705	80.00
		CLEAR PACKAGE TAPE	412-1000-619-312-8600-000-705	7.80
		COLOR PACKAGE TAPE VARIOUS COLORS	412-1000-619-312-8600-000-705	18.00
		COLOR CONSTRUCTION PAPER ASSORTED	412-1000-619-312-8600-000-705	10.00
		LARGE SIZE CONSTRUCTION PAPER ASSORTED	412-1000-619-312-8600-000-705	16.00
		GEL PEN BLACK	412-1000-619-312-8600-000-705	5.00
		WINDEX BOTTLE	412-1000-619-312-8600-000-705	3.00
		ZIPLOCK BAGS MEDIUM SIZE	412-1000-619-312-8600-000-705	12.00
		MATERIAL AND ACCESSORIES FOR FASHION CLASS	412-1000-619-312-8600-000-705	30.00
			Total Purchase Order	190.80
2109	02/03/2014	WAL-MART- 6032202040025802	025 705 INSTRUCTION	
		CUPS, BATTERIES, PLANTS, MISC. LAB SUPPLIES	025-1000-681-100-5000-000-705	500.00
			Total Purchase Order	500.00
2110	02/03/2014	WAL-MART- 6032202040025802	198 115 UNIT SUPPLIES	
		STAPLES, PAPERCLIPS, POSTITS, MASKING TAPE, STAMP INK, POSTERBOARD, EXPO MARKERS, HUMMUS, CUPS, AND MISC FOODSTUFF	198-1000-681-251-0000-000-115	200.00
			Total Purchase Order	200.00
2111	02/03/2014	WESTCO COMPUTER & LAMINATOR	110 SUPPLIES	
		LAMINATE	000-1000-619-100-0000-000-110	30.00
			Total Purchase Order	30.00
2112	02/03/2014	OFFICE DEPOT	064 OFFICE SUPPLIES	
		TAB POCKET DIVIDERS ITEM #391431	000-2212-619-100-0000-000-064	17.97
			Total Purchase Order	17.97
2113	02/03/2014	OFFICE DEPOT	021 125 printer ink	
		HP Officejet 7210 All-in-One printer ink	021-2220-611-100-1050-000-125	52.99
		shipping	021-2220-611-100-1050-000-125	10.00
			Total Purchase Order	62.99
2114	02/03/2014	OFFICE DEPOT	064 OFFICE SUPPLIES CURR. DEPT	
		SMALL PAPERCLIPS ITEM #621009 - ASST, COLORS	000-2212-619-100-0000-000-064	14.97
		LABEL MAKER TAPE BROTHER BLACK ON WHITE TIAPES PACK OF 2 ITEM #479596	000-2212-619-100-0000-000-064	69.98
		3" RING BINDERS BLUE WITH CLEARVUE ITEM #303245	000-2212-619-100-0000-000-064	39.96
		SCOTCH PACKING TAPE ITEM #431195 - TESTING SUPPLIES FOR C. LINDSAY	000-2212-619-100-0000-000-064	59.97
		10 x 13 Envelopes 100 per pkg. ITEM # 330888	000-2212-619-100-0000-000-064	16.82
		Video DVDs pkg 25 ITEM #153226 BLANK	000-2212-613-100-0000-000-064	48.58
		9v batteries pkg 4 ITEM #814917	000-2212-619-100-0000-000-064	13.99
			Total Purchase Order	264.27
2115	02/03/2014	OFFICE DEPOT	510 INK FOR COUNSELING OFFICE	
		HP 11X HIGH YIELD BLACK ORIGINAL TONER CARTRIDGE	000-2120-611-100-0000-000-510	232.99
			Total Purchase Order	232.99
2116	02/03/2014	OFFICE DEPOT	000 510 CLASSROOM SUPPLIES	

General Fund 2013-2014
 Detail Encumbrance Listing
 As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2116	02/03/2014	OFFICE DEPOT	000 510 CLASSROOM SUPPLIES	
		DRY ERASE MARKERS	000-1000-619-100-0000-000-510	20.99
		POST UP POST ITS	000-1000-619-100-0000-000-510	8.99
		CARD STOCK PAPER	000-1000-619-100-0000-000-510	14.79
		TAPE DISPENSER	000-1000-619-100-0000-000-510	4.49
		WESTCOTT PLASTIC RULER 12"	000-1000-619-100-0000-000-510	31.60
		OFFICE DEPOT WOOD #2 PENCILS SOFT LEAD 72 PK	000-1000-619-100-0000-000-510	83.86
		OFFICE DEPOT BRAND BRASS FASTENERS	000-1000-619-100-0000-000-510	6.38
		scotch color duct tape in black 20 yds	000-1000-619-100-0000-000-510	24.95
		OFFICE DEPOT BRAND PACKING TAPE MULTIPURPOSE	000-1000-619-100-0000-000-510	9.99
		OFFICE DEPOT BRAND DESKTOP DISPRNSER	000-1000-619-100-0000-000-510	29.94
		SWINGLINE COMMERCIAL DESK STAPLER BLACK	000-1000-619-100-0000-000-510	57.16
		FILE GUIDES W / METAL TABS	000-1000-619-100-0000-000-510	64.78
			Total Purchase Order	357.92
2117	02/03/2014	OFFICE DEPOT	PRINCIPALS OFFICE USE	
		TARGUS VERSAVU KEYBOARD AND CASE FOR IPAD 3 AND IPAD 4, BLACK	000-2410-653-100-0000-000-145	198.00
			Total Purchase Order	198.00
			Total Fund	339,695.21

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
General Fund 2013-2014

<i>fYear</i>	<i>Fund</i>	<i>P.O.</i>	<i>Vendor Name</i>	<i>Description</i>	<i>eDate</i>	<i>Classified</i>
2014	11	51643	JEREMY IVERS	PAYROLL	01/08/2014	2,940.90
2014	11	51644	NANCY MORELAND	PAYROLL	01/17/2014	58.54
2014	11	51645	RONALD DEAN GOODGION	PAYROLL	01/17/2014	64.59
2014	11	51646	JULIEANN ODO	PAYROLL	01/17/2014	64.59
2014	11	51647	DEVRA LORAN ANDERSON	PAYROLL	01/17/2014	260.79
2014	11	51648	CANDACE LEE GRIFFIN	PAYROLL	01/17/2014	820.05
2014	11	51649	MEGAN MCGUIRK	PAYROLL	01/17/2014	322.95
2014	11	51650	CHRISTIE VESS	PAYROLL	01/17/2014	32.30
2014	11	51651	FIONA VARUGHESE	PAYROLL	01/17/2014	258.36
2014	11	51652	AUSTIN JAMES MORRIS	PAYROLL	01/17/2014	96.89
2014	11	51653	AMANDA NICOLE SCOTT	PAYROLL	01/17/2014	216.11
2014	11	51654	GORDON BORJA LIZAMA	PAYROLL	01/17/2014	3,148.86
2014	11	51655	TWYLA RUTH TAYLOR	PAYROLL	01/17/2014	150.71
2014	11	51656	KENDRICK LEE LACY	PAYROLL	01/17/2014	4,736.60
2014	11	51657	TRACY RENEE SONDAG	PAYROLL	01/17/2014	1,395.98
2014	11	51658	RACHEL DAWN ASHLOCK	PAYROLL	01/17/2014	1,154.06
2014	11	51659	CHASE ANDREW MYERS	PAYROLL	01/17/2014	193.77
2014	11	51660	CHRISTINA MUIR	PAYROLL	01/17/2014	1,304.76
2014	11	51661	OKLAHOMA STATE EMPLOYEES GRO	SIA OFFSET	01/28/2014	-2,015.26
2014	11	51662	DAVID M. BAKER	PAYROLL	01/31/2014	48.44
2014	11	51663	MUSTANG PUBLIC SCHOOLS	4TH QTR SICK PAY/ ADJUSTMENT	01/30/2014	505.03
2014	11	51664	MUSTANG PUBLIC SCHOOLS	4TH QTR REVISED TAX PAYMENT	01/30/2014	5.17

Total Printed: 15,764.19
 Total Balance Forward: 58,336,825.84
 Total to Date: 58,352,590.03

Building Fund 2013-2014
 Detail Encumbrance Listing
 As of 02/03/2014

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
46	01/27/2014	HUNTER MECHANICAL & CONTROLS	021 REPLACE HEAT EXCHANGER	
		REPLACE HEAT EXCHANGER IN COOLING TOWER, SET UP TEMPORARY PUMP, PLUMBING AND FLUSH SYSTEM ONCE REPAIRS ARE COMPLETED. EMERGENCY SITUATION TO MAINTAIN HEAT AND COOL TO THE BUILDING AND KITCHEN FREEZER AND WALK-IN COOLER.	000-2620-435-000-0000-000-053	70,000.00
			Total Purchase Order	70,000.00
			Total Fund	70,000.00

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
Building Fund 2013-2014

<i>fYear</i>	<i>Fund</i>	<i>P.O.</i>	<i>Vendor Name</i>	<i>Description</i>	<i>eDate</i>	<i>Classified</i>
2014	21	50022	ROBERT RAY WELLS	PAYROLL	12/06/2013	8,835.69
2014	21	50023	OKLAHOMA STATE EMPLOYEES GRO	SIA OFFSET	01/28/2014	-87.62
Total Printed:						8,748.07
Total Balance Forward:						2,729,801.88
Total to Date:						2,738,549.95

Child Nutrition Programs Fund 2013-2014
Summary Change Order Listing
As of 02/03/2014

P.O. No.	Date	To Whom Issued	P.O. Description	Amount
21	07/01/2013	HILAND DAIRY	MILK BLANKET ORDER	13,881.90
34	07/01/2013	OKLAHOMA JANITORIAL SUPPLY	CLEANING SUPPLIES & CHEM BLKT	50.53
			Total Change Orders	13,932.43

Child Nutrition Programs Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
263	01/10/2014	TERRI LYNN BURKE	STUDENT LUNCH REFUND-NATALYA	
		STUDENT LUNCH REFUND FOR NATALYA FROM NOTH MIDDLE SCHOOL	176-5600-930-700-0000-000-510	19.75
				Total Purchase Order
				19.75
264	01/10/2014	CHASITY DAWN CRAWFORD	STUDENT LNCH RFND-KYLE-CAMREE	
		STUDENT LUNCH REFUND FOR KYLE FROM VALLEY	176-5600-930-700-0000-000-110	3.10
		STUDENT LUNCH REFUND FOR CAMREE FROM VALLEY	176-5600-930-700-0000-000-110	2.50
				Total Purchase Order
				5.60
265	01/10/2014	JILLIAN DAHMS	STUDENT LUNCH REFUND-BRAYDEN	
		STUDENT LUNCH REFUND FOR BRAYDEN FROM CREEK	176-5600-930-700-0000-000-125	13.40
				Total Purchase Order
				13.40
266	01/10/2014	KAMBER DOUGLAS	STD LNCH RFD-JADENCE-GABEREAIL	
		STUDENT LUNCH REFUND FOR JADENCE FORM TRAILS	176-5600-930-700-0000-000-120	14.50
		STUDENT LUNCH REFUND FOR GABEREAIL FROM TRAILS	176-5600-930-700-0000-000-120	1.00
				Total Purchase Order
				15.50
267	01/10/2014	LISA FOREMAN	STUDENT LUNCH REFUND-ALYSSA	
		STUDENT LUNCH REFUND FOR ALYSSA FROM MMS	176-5600-930-700-0000-000-505	38.20
				Total Purchase Order
				38.20
268	01/10/2014	KAREN JO FRANCE	LUNCH REFUND	
		ADULT LUNCH REFUND	176-5600-930-700-0000-000-120	10.85
				Total Purchase Order
				10.85
269	01/10/2014	JAMES LINDSEY	STUDENT LUNCH REFUND-MAYSON	
		STUDENT LUNCH REFUND FOR MAYSON FROM M.E.	176-5600-930-700-0000-000-105	5.50
				Total Purchase Order
				5.50
270	01/10/2014	STACY LUTON	STUDENT LUNCH REFUND-GRACE	
		STUDENT LUNCH REFUND FOR GRACE FROM ME	176-5600-930-700-0000-000-105	11.60
				Total Purchase Order
				11.60
271	01/10/2014	NUTRIKIDS- HEARTLAND PAYMNT SYSTEM	PIN PAD AND SCANNER	
		NK PIN PAD IDR2 W/OPTICAL SCANNER	176-3140-653-700-0000-000-140	590.00
		SHIPPING	176-3140-653-700-0000-000-140	9.64
			176-3140-653-700-0000-000-140	10.36
				Total Purchase Order
				610.00
272	01/10/2014	ANDREW PECHANEC	STUDENT LUNCH REFUND-KYLEE	
		STUDENT LUNCH REFUND FOR RYLEE FROM M.E.	176-5600-930-700-0000-000-105	19.50
				Total Purchase Order
				19.50
273	01/10/2014	JANET PEREZ	STUDENT LUNCH REFUND-ANGELICA	
		STUDENT LUNCH REFUND FOR ANGELICA FROM NORTH MIDDLE	176-5600-930-700-0000-000-510	6.75
				Total Purchase Order
				6.75
274	01/10/2014	JENNIFER RINCON	STUDENT LUNCH REFUND-ERIC	
		STUDENT LUNCH REFUND FOR ERIC FROM NORTH MIDDLE	176-5600-930-700-0000-000-510	7.50
				Total Purchase Order
				7.50
275	01/10/2014	STEVE SMATHERS	STUDENT LUNCH REFUND-ZACHARY	
		STUDENT LUNCH REFUND FOR ZACHARY FROM VALLEY	176-5600-930-700-0000-000-110	56.50
				Total Purchase Order
				56.50
276	01/10/2014	NITA K WILSON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-115	75.00

Child Nutrition Programs Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
276	01/10/2014	NITA K WILSON	UNIFORM REIMBURSEMENT BLKT	
			Total Purchase Order	75.00
277	01/27/2014	ACTION LOCK & SAFE	KEYS & LOCK REPAIR BLANKET	
		KEYS AND LOCK REPAIR BLANKET	176-3140-618-700-0000-000-050	100.00
			Total Purchase Order	100.00
278	01/27/2014	GO FRESH	PRODUCE BLANKET ORDER	
		PRODUCE BLANKET ORDER	176-3140-633-700-0000-000-050	11,399.70
			176-3140-633-700-0000-000-050	83,600.30
			Total Purchase Order	95,000.00
279	01/27/2014	GRAINGER	REPAIR PARTS & FANS BLKT	
		REPAIR PARTS AND FANS BLANKET ORDER	176-3140-618-700-0000-000-050	500.00
			Total Purchase Order	500.00
280	01/27/2014	HILAND DAIRY	MILK BLANKET ORDER	
		MILK BLANKET ORDER	176-3140-632-700-0000-000-050	1,409.18
			176-3140-632-700-0000-000-050	3,077.16
			176-3140-632-700-0000-000-050	3,494.83
			176-3140-632-700-0000-000-050	3,202.80
			176-3140-632-700-0000-000-050	2,354.31
			176-3140-632-700-0000-000-050	1,655.43
			176-3140-632-700-0000-000-050	2,902.57
			176-3140-632-700-0000-000-050	121,903.72
			Total Purchase Order	140,000.00
281	01/27/2014	US FOODSERVICE INC.	FOOD AND NON-FOOD BLANKET	
		FOOD BLANKET ORDER	176-3140-630-700-0000-000-050	275,000.00
		NON-FOOD BLANKET ORDER	176-3140-618-700-0000-000-050	25,000.00
			Total Purchase Order	300,000.00
282	01/27/2014	OFFICE DEPOT	OFFICE SUPPLIES	
		CANON P170-DH, BLACK/RED INK ROLLERS	176-3140-619-700-0000-000-050	26.97
		2000 PLUS GREEN INK REFILL	176-3140-619-700-0000-000-050	17.97
		COMMAND DAMAGE POSTER STRIPS 12 PK	176-3140-619-700-0000-000-050	8.37
		AVERY ADDRESS LABELS 1" X 2 5/8" 3000CT (5160)	176-3140-619-700-0000-000-050	26.99
		STANLY BOSTITCH STAPLER	176-3140-619-700-0000-000-050	25.98
		SHARPIE HIGHLIGHTERS-ASSORTED	176-3140-619-700-0000-000-050	9.38
			Total Purchase Order	115.66
283	01/27/2014	NATHAN JONES	STUDENT LUNCH REFUND-ANDREW	
		STUDENT LUNCH REFUND FOR ANDREW	176-5600-930-700-0000-000-705	48.80
			Total Purchase Order	48.80
284	01/31/2014	MOLLIE JEAN CLARK	UNIFORM REIMBURSEMENT BLANKET	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-145	60.00
			Total Purchase Order	60.00
285	01/31/2014	JEREMY EDWARDS	STUDENT LUNCH REFUND-CHANDLER	
		STUDENT LUNCH REFUND FOR CHANDLER FROM MHS	176-5600-930-700-0000-000-705	41.75
			Total Purchase Order	41.75
286	01/31/2014	KELLY RADKA	STUDENT LUNCH REFUND-BRAXTON	
		STUDENT LUNCH REFUND FOR BRAXTON FROM HIGH SCHOOL	176-5600-930-700-0000-000-705	28.00
			Total Purchase Order	28.00
287	02/03/2014	MACKENZIE VANDERSCHANS	STUDENT LUNCH REFUND-ANDREW	
		STUDENT LUNCH REFUND FOR ANDREW FROM MHS	176-5600-930-700-0000-000-705	6.40

Child Nutrition Programs Fund 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
287	02/03/2014	MACKENZIE VANDERSCHANS	STUDENT LUNCH REFUND-ANDREW	
			Total Purchase Order	6.40
			Total Fund	536,796.26

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
Child Nutrition Programs Fund 2013-2014

<i>Year</i>	<i>Fund</i>	<i>P.O.</i>	<i>Vendor Name</i>	<i>Description</i>	<i>eDate</i>	<i>Classified</i>
2014	22	50122	MOLLIE JEAN CLARK	PAYROLL	01/31/2014	353.16
2014	22	50123	OKLAHOMA STATE EMPLOYEES GRO	SIA OFFSET	01/28/2014	-920.01
Total Printed:						-566.85
Total Balance Forward:						3,905,300.21
Total to Date:						3,904,733.36

Bond Fund #33 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
14	01/10/2014	KNIGHT PAVING, INC	163 CONCRETE SLAB FOR METAL BL	
		QUOTES WERE SOLICITED FROM SEVERAL VENDORS AND ONLY TWO WERE SUBMITTED:	163-4600-455-000-0000-000-053	7,156.00
		QUOTES WERE REQUESTED FROM:		
		KNIGHT PAVING CONLEY STEEL STRUCTURES 5 STAR PAVING BLUE CHIP CONSTRUCTION		
		ONLY KNIGHT AND CONLEY SUBMITTED		
		THIS IS FOR A 30' X 40' SLAB TO MOVE A METAL BUILDING FROM THE HS CAMPUS AREA TO THE MAINTENANCE WAREHOUSE.		
			Total Purchase Order	7,156.00
15	01/27/2014	KNIGHT PAVING, INC	163 DIRTWORK 4 MAINT METAL BLD	
		DIRTWORK FOR METAL MAINT. BLDG RELOCATION	163-2630-459-000-0000-000-053	1,841.00
			Total Purchase Order	1,841.00
			Total Fund	8,997.00

Bond Fund #34 2013-2014
 Detail Encumbrance Listing
 As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
12	01/10/2014	PHILLIP MCDONALD ROOFING	169 MOVE/ADD DOWNSPOUT	
		MOVE/ADD DOWNSPOUT AT CAFETERIA GUTTERING	169-2630-458-000-0000-000-140	275.00
			Total Purchase Order	275.00
13	01/31/2014	JRM ENTERPRISES L.L.C.	169 CLEAN OUT COVERS	
(4)		30"X6" DIAMETER CLEAN OUT COVERS, ITEM 20.306	169-2620-654-000-0000-000-145	160.00
			Total Purchase Order	160.00
			Total Fund	435.00

Bond Fund #36 2013-2014
Summary Change Order Listing
As of 02/03/2014

P.O. No.	Date	To Whom Issued	P.O. Description	Amount
49	01/06/2014	LEGACY ENGINEERING	158 BUS/EVENT CTR PARKING ENG	-5,100.00
			Total Change Orders	-5,100.00

Bond Fund #36 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
50	01/10/2014	BENTLEY FLOORING, INC.	160 CORNER GUARDS 4 HZN	
(18)		54" CORNER GUARDS	160-2620-654-000-0000-000-140	323.10
			Total Purchase Order	323.10
51	01/14/2014	LEGACY ENGINEERING	158 BUS/EVENT CTR PARKING ENGI	
		BUS/EVENT CTR. PARKING ENGINEERING FEES	158-2630-334-000-0000-000-705	5,745.00
			Total Purchase Order	5,745.00
52	01/16/2014	VIRCO INC	160 ZUMA ROCKERS FOR SPC ED	
		PURCHASE SEVERAL VIRCO ZUMA ROCKERS FOR SPECIAL ED CLASSROOMS AROUND THE DISTRICT.	160-2620-654-000-0000-000-053	808.50
			Total Purchase Order	808.50
53	01/27/2014	DEMCO INC.	160 BOOK CARTS 4 HORIZON	
		ORANGE ZEST SLOPING SHELF BOOKTRUCK #WA12228810	160-2620-654-000-0000-000-140	318.74
		SPRUCE SLOPING SHELF BOOKTRUCK #W12228820	160-2620-654-000-0000-000-140	318.74
		SHIPPING	160-2620-654-000-0000-000-140	168.95
			Total Purchase Order	806.43
54	01/27/2014	INDECO SALES	160 BOOKSHELVES 4 HZN MEDIA	
(2)		BOOKSHELVES W/CASTERS, ITEM# DFM2448	160-2620-654-000-0000-000-140	1,149.16
			Total Purchase Order	1,149.16
			Total Fund	8,832.19

Bond Fund #37 2013-2014
Summary Change Order Listing
As of 02/03/2014

P.O. No.	Date	To Whom Issued	P.O. Description	Amount
44	09/09/2013	CURTIS RESTAURANT SUPPLY	166 (2nd) milk box at Horizon	-1.62
			Total Change Orders	-1.62

Bond Fund #37 2013-2014
Detail Encumbrance Listing
As of 02/03/2014

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
54	01/28/2014	TIMBERLAKE CONSTRUCTION	159 FLOORING 4 GYM @ NEW ELEM.	
		FLOORING FOR GYMNASIUM	159-2620-459-000-0000-000-150	49,140.00
			Total Purchase Order	49,140.00
			Total Fund	49,140.00

**Mustang Public Schools
Monthly Interest Report
January 2014**

MONTHLY INTEREST TOTALS - FISCAL YEAR 2013-2014														THRU
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS	Jan-13
GEN FUND	120.87	1,282.24	340.06	117.78	41.34	7.59	659.89						2,569.77	\$9,173.62
BLDG - 21	16.86	13.18	37.64	8.73	614.60	0.00	60.35						751.36	\$1,250.81
CNS - 22	12.44	13.14	49.99	32.58	45.47	34.87	49.44						237.93	\$699.58
MAPS - 24	0.00	0.00	0.00	6.00	2.67	0.00	6.26						14.93	\$284.57
SINKING-41	91.66	423.19	382.38	1,437.31	662.44	304.55	772.29						4,073.82	\$6,096.55
Activity-60	66.48	269.40	75.03	60.98	284.80	103.10	96.13						955.92	2,215.35
BONDS														
#31	5.73	5.43	23.72	14.70	22.50	19.57	19.21						110.86	631.26
#32	0.90	0.84	2.30	1.13	1.92	1.58	17.08						25.75	\$84.12
#33	3.04	2.68	8.85	5.48	8.26	7.28	6.23						41.82	\$300.46
#34	3.65	3.35	14.32	8.57	13.13	10.44	11.27						64.73	\$242.53
#35	10.11	8.01	25.07	15.51	23.47	19.80	21.32						123.29	\$999.78
#36	1,921.43	1,610.47	456.61	324.43	503.41	553.26	864.07						6,233.68	\$3,302.85
#37	136.90	128.09	120.71	70.07	97.02	82.19	71.10						706.08	\$0.00
#38	0.19	0.20	0.79	0.50	0.75	0.03	0.00						2.46	\$221.69
TOTAL	2,390.26	3,760.22	1,537.47	2,103.77	2,321.78	1,144.26	2,654.64	0.00	0.00	0.00	0.00	0.00	\$15,912.40	\$25,503.17

YTD TOTAL

The monthly rate for BOK for Jan 14' was .1850%
The BOK Ending Balance was \$27,979,353.86

**Mustang Public Schools
Monthly Interest Report
January 2014**

BOK ACCT.	GENERAL 1114	BUILDING 2114	CNS 2214	BOND 3114	BOND 3214	BOND 3314	BOND 3414	BOND 3514	BOND 3614	BOND 3714	BOND 3814	SINKING 4114	TOTAL	MAPS 2414
12 Cash	4,367.15	0.00	418.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,785.45	0.00
Warrants O/S	4,367.15	0.00	418.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,785.45	0.00
12 TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13 Cash	97,737.61	55,724.30	48,537.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,178.66	236,178.02	0.00
Warrants O/S	5,348.00	0.00	643.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,991.66	0.00
13 TOTALS	92,389.61	55,724.30	47,893.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,178.66	230,186.36	0.00
14 Cash	10,499,206.27	913,818.99	745,264.11	308,548.31	27,457.06	100,089.99	181,123.89	342,492.96	647,979.94	1,142,268.68	553.14	12,619,284.99	27,528,088.33	80,006.26
Warrants O/S	1,228,126.09	28,661.11	49,967.63	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,308,254.83	0.00
14 TOTALS	9,271,080.18	885,157.88	695,296.48	308,548.31	27,457.06	100,089.99	179,623.89	342,492.96	647,979.94	1,142,268.68	553.14	12,619,284.99	26,219,833.50	80,006.26
BOOK BALANCE	9,363,469.79	940,882.18	743,190.27	308,548.31	27,457.06	100,089.99	179,623.89	342,492.96	647,979.94	1,142,268.68	553.14	12,653,463.65	26,450,019.86	80,006.26
BOK BALANCE	** THIS IS THE CASH BALANCE REFLECTED ON THE BOK REPORT DATED 1/31/2014												27,899,347.60	80,006.26
Revenue														
Co Appt. 6th	1,601,157.30	196,763.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	939,840.70	2,737,761.62	0.00
Gross Product 11th	140,308.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140,308.15	0.00
Motor Vehicle 11th	182,734.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182,734.36	0.00
Rural Electric 11th	8,952.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,952.46	0.00
SUB-TOTAL	11,296,622.06	1,137,645.80	743,190.27	308,548.31	27,457.06	100,089.99	179,623.89	342,492.96	647,979.94	1,142,268.68	553.14	13,593,304.35	29,519,776.45	80,006.26
13' Payables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14' Payables	2,909.19	87.62	200,449.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203,446.78	0.00
BI WEEKLY FEB 14 & 28	500,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525,000.00	0.00
MONTHLY FEB 20	4,000,000.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,125,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	6,793,712.87	1,137,558.18	392,740.30	308,548.31	27,457.06	100,089.99	179,623.89	342,492.96	647,979.94	1,142,268.68	553.14	13,593,304.35	24,666,329.67	80,006.26
State Land 15th	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00
	6,873,712.87	1,137,558.18	392,740.30	308,548.31	27,457.06	100,089.99	179,623.89	342,492.96	647,979.94	1,142,268.68	553.14	13,593,304.35	24,746,329.67	80,006.26
Revenue														
Exp. State Aid	2,576,303.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,576,303.00	0.00
Cert/Sup FBA	385,677.21	0.00	18,314.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	403,991.82	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	9,835,693.08	1,137,558.18	411,054.91	308,548.31	27,457.06	100,089.99	179,623.89	342,492.96	647,979.94	1,142,268.68	553.14	13,593,304.35	27,726,624.49	80,006.26
BOND PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NO BOND PYMT	9,835,693.08	1,137,558.18	411,054.91	308,548.31	27,457.06	100,089.99	179,623.89	342,492.96	647,979.94	1,142,268.68	553.14	13,593,304.35	27,726,624.49	80,006.26
INVESTMENTS:														
	GENERAL 1114	BUILDING 2114	CNS 2214	BOND 3114	BOND 3214	BOND 3314	BOND 3414	BOND 3514	BOND 3614	BOND 3714	BOND 3814	SINKING 4114	TOTAL	MAPS 2414
YUKON NATL BANK 2/6/14 .55%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245,000.00	245,000.00	0.00
FNB CHICKASHA 2/12/14.35%	245,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245,000.00	0.00
BANK OF COMMERCE 2/15/14 .50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240,000.00	240,000.00	0.00
SOONER STATE 4/25/14 .50%	0.00	245,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245,000.00	0.00
CORNERSTONE 7/30/14 .60%	240,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240,000.00	0.00
As of 2/4/2014	485,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	485,000.00	1,215,000.00	0.00
Reconciled to Bank												TOTAL CASH BALANCE	29,064,058.06	

Board of Education Regular Meeting
Regular Board Meeting Minutes
January 13, 2014
Mustang High School - Commons Area
801 S Snyder Drive
Mustang, OK 73064
6:00 PM

AUTHORITY OF THE BOARD OF EDUCATION

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District I-069 of Canadian County, Oklahoma held a Regular Meeting on Monday, January 13, 2014 at 6:00 PM. The place and street of the meeting was the Mustang High School - Commons Area, 801 S Snyder Drive, Mustang, OK 73064.

Notice of this meeting was given to the County Clerk of Canadian County, Oklahoma at least forty-eight (48) hours prior to such meeting, and public notice of this meeting, with an agenda posted in prominent view at the Mustang High School Commons Area, 801 S Snyder Drive, Mustang, Oklahoma, at least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act.

Board President Chad Fulton called the meeting to order at 6:01 p.m. with Mike Kessler, Jim Davis, and Jeff Landrith all present.

Invocation was given by Chad Fulton and Jeff Landrith led in flag salute.

Superintendent's Report

1. Above & Beyond - Ruth Petersen
2. Citizens of Character - Patriotism/Citizenship - November 2013
 - Centennial Elementary - Aleah Bohn
 - Creek Elementary - Michelah Paradis
 - Lakehoma Elementary - Kaylie Jo Putnam
 - Mustang Elementary - Jett Liles
 - Trails Elementary - Dani Droddy
 - Mustang Valley Elementary - Michael Vincent
 - Canyon Ridge Intermediate Center - Nick Micieli
 - Horizon Intermediate Center - Judson Mann
 - Mustang Middle School - Dawson Beatty
 - Mustang North Middle School - Rebekah Pope
 - Mustang High School - Justin Chapman
3. Made by Milk National Contest Grand Prize Winner - 3rd Time in 3 semesters - Kent Hathaway/Mustang Elementary
4. Citizens of Character - Courtesy - December 2013
 - Centennial Elementary - Ethan Rush
 - Creek Elementary - Jack George
 - Lakehoma Elementary - Josh Putnam
 - Mustang Elementary - Joshua Challis
 - Trails Elementary - Coby Hunter
 - Valley Elementary - Ashlynn Sears
 - Canyon Ridge Intermediate Center - Jessica Russell
 - Horizon Intermediate Center - Krista McLaughlin
 - Mustang Middle School - Alayna Rhodes
 - Mustang North Middle School - Logan Rutledge
 - Mustang High School - Corona Anderson

5. Intrust Bank Art Awards - Stephanie Greeson
6. District Recognition - Certified Healthy School Award and 3rd year for MPS Business Department to win Excellence in Annual Financial Award from Oklahoma State Department of Education.
7. Bond Update - Brochures and posters are ready for distribution.
8. Presentations to MPS Board for January School Board Recognition Month/Linda Wilkes.
9. Board Correspondence - Students from Canyon Ridge and Horizon Intermediate invited board to participate in Time Capsule event.

Board Reports - NONE

On a motion made by Jeff Landrith and a second by Jim Davis, the Board voted to approve the Schedule of Encumbrances and Monthly Financial Reports.

FISCAL YEAR 2014		PAYROLL
Lease Revenue Bond (10)		
General Fund (11)	1537-1899	51623-51642
Building Fund (21)		
Food Service (22)	249-262	
Bond Fund (31)	3	
Bond Fund (33)	13	
Bond Fund (34)	11	
Bond Fund (35)	19	
Bond Fund (36)	47-49	
Bond Fund (37)	53	

<u>aye</u>	<u>aye</u>	<u>absent</u>	<u>aye</u>	<u>aye</u>
Fulton	Davis	Strassle	Landrith	Kessler

Public Participation: NONE

On a motion made by Jeff Landrith and a second by Jim Davis, the Board voted to approve all of the following Consent items by one vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of discussion, consideration and action on the following items that the Superintendent recommends be approved.

1. Board of Education Minutes: December 9, 2013
2. Transfer of Funds:
 - a. Approval of transfer of \$100.00 from MMS Media Account #826 to MMS Science Club Account #836.
 - b. Approval of transfer of \$1,200.00 from Mustang Athletic Department #927 to JROTC Activity Account #926.
 - c. Approval of transfer of \$1,200.00 from Athletic Department #927 to HS Media Department #825.
3. Acceptance of Donation:
 - a. Approval of donation from the Swimming Booster Club in the amount of \$1,148.00 to the MHS Swimming Activity Account #962.
 - b. Approval of donation from the Soccer Booster Club in the amount of \$5,890.70 to the MHS Soccer Activity Account #806.

4. Out-of-District Overnight Travel:
 - a. Approval for Linda Atchley, Director of Instructional Programs and Kris Green, Federal Program Director to attend the Visual Thinking Strategies Training in San Francisco, CA January 15-18, 2014. Trip Expenses will be paid with Federal Funds.
 - b. Approval of the HS Wrestling Team to participate in the Sand Springs Wrestling Tournament, January 17-18, 2014.
 - c. Approval for Karen Wilson, Director of Special Services, and Sheryl Hazelbaker, IEP Facilitator to attend the Oklahoma Directors of Special Services Winter Conference January 23-24th in Tulsa Oklahoma.

5. Approval of list of new courses offered to secondary students for the 2014-2015 school year.
 - Environmental Science
 - Intro to Robotics
 - 7th & 8th Grade Career Exploration

6. Approval of revisions to following Policy and Procedures:
 - a. Policy#2030B Use of Facility Rental Fees
 - b. Policy#2275 HIPAA Authorization to Disclose Protected Health Information Medical Records

7. Approval of Surplus items:
 - a. Parco; Serial No. 869477; needs cord/grommet repair; fine focus mechanism is defective; focus defective
 - b. Parco;, Serial No. 869467; lamp & field filter broken; gear rack broken; switch broken
 - c. Boreal (black); Serial No. 908497; this is designed to be used in elementary school; poor image; -no stage clips -
 - d. Nasco miniature; Serial No. U12624; prisms broken (cannot be re-attached); optical head detached) not repairable
 - e. Boreal Stereo; Serial No. 10313; major electrical repair needed; fuse holder broken; lamp shield broken;
 - f. Parco; Serial No. 869430; rack/pinion broken; dove ways frozen; bulb burned out
 - g. (1) GROEN Steamer, model #HY-6E, s/n# 6E29686MS M07

8. Approval of Change Order #4 for County Line Elementary. This will be a net decrease to the contingency of \$6,070.93.
 - a. RFI#042 - to add concrete infill at Door D125 sidelight - \$548.91
 - b. PR#0004 - to revise casework, electrical and plumbing - \$5,522.02

9. Approval of Contract with University of Oklahoma Health Science Center on behalf of Maria Jones, PT, Ph.D. to provide physical therapy (PT) and physical therapy assistant (PTA) services for the remainder of the 2013-2014 school year.

 aye aye absent aye aye
 Fulton Davis Strassle Landrith Kessler

Business

1. On a motion made by Jim Davis and a second by Mike Kessler, the Board voted to approve the acceptance of the 2012-2013 annual audit for Mustang Public Schools as presented by Angel, Johnston & Blasingame, P.C.

 aye _aye_ absent_ _aye_ _aye_
Fulton Davis Strassle Landrith Kessler

2. On a motion made by Mike Kessler and a second by Jim Davis, the Board voted to approve the adoption of Policy #2157 Leave Sharing Policy, waving the 30 day consideration requirement.

 aye _aye_ absent_ _aye_ _aye_
Fulton Davis Strassle Landrith Kessler

3. On a motion made by Jim Davis and a second by Mike Kessler, the Board voted to table Business Items 3-6.

 aye _aye_ absent_ _aye_ _aye_
Fulton Davis Strassle Landrith Kessler

7. On a motion made by Jeff Landrith and a second by Jim Davis, the Board voted to approve the name of Prairie View Elementary for the name of Elementary #7.

 aye _aye_ absent_ _aye_ _aye_
Fulton Davis Strassle Landrith Kessler

New Business: NONE

On a motion made by Jim Davis and a second by Mike Kessler, the Board voted to convene in Executive Session at 7:16 p.m.

 aye _aye_ absent_ _aye_ _aye_
Fulton Davis Strassle Landrith Kessler

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to reconvene from Executive Session at 8:40 p.m.

 aye _aye_ absent_ _aye_ _aye_
Fulton Davis Strassle Landrith Kessler

Jim Davis gave statement that himself, Jeff Woodard, Chad Fulton, Jeff Landrith, Mike Kessler and Sean McDaniel was in executive session and no action was taken.

On a motion made by Mike Kessler and a second by Jim Davis, the Board voted to approve Schedule "A" & "B".

 aye _aye_ absent_ _aye_ _aye_
Fulton Davis Strassle Landrith Kessler

On a motion made by Jeff Landrith and a second by Mike Kessler, the Board voted to approve the Superintendent's contract.

<u> aye </u>	<u> aye </u>	<u>absent</u>	<u> aye </u>	<u> aye </u>
Fulton	Davis	Strassle	Landrith	Kessler

On a motion made by Mike Kessler and a second by Jeff Landrith, the Board voted to adjourn at 8:42 p.m.

<u> aye </u>	<u> aye </u>	<u>absent</u>	<u> aye </u>	<u> aye </u>
Fulton	Davis	Strassle	Landrith	Kessler

Minutes Clerk

Board President

SCHEDULE "A"
January 13, 2014

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Resignations				
Adams-Whitson	Vicki		Trails/Special Ed Teacher	Pending Suitable Replacement
Asad-Perez	Georgianne		Creek/Noon Supervisor	12/20/2013
Clapp	Thomas		High School/Custodian	1/6/2014
Fowler	Kevin		MEC/PASS Math	12/20/2013
Heidebrecht	Barbara		High School/Math Teacher	12/20/2013
Kingsley	Geoffrey		District/Social Studies Curriculum Coordinator	1/3/2014
Turner	Mistie		MVE/Special Ed TA	12/20/2013
Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Reassignments				
Graham	Michael	General Maintenance	Bonds&Construction/Carpenter	1/14/2014
Last Name	First Name	New Position/Replacing	To: Site/Assignment	Effective
Employment				
Ashlock	Rachel	Replacing Mistie Turner	MVE/Special Ed Paraprofessional	1/6/2014
Boswell	Ashlyn		HS/Volunteer Girls Soccer Coach	2013-2014
Clifford	Julie	New	HS/Accompanist for Vocal Music	1/6/2014
Coffin	Amanda	Replacing Barbara Heidebrecht	High School/Math Teacher	1/13/2014
Howard	Bryan		High School/Unassigned Teacher	2014-2015
Ivers	Jeremy	Replacing Victor Garza	District/PM Custodial Floater	12/16/2013
Keever	Nathan	New	HS/Accompanist for Vocal Music	1/6/2014
Lizama	Gordon	Replacing Kevin Fowler	MEC/Math Pass Program	1/6/2013
Loeffelholz	Lisa	Replacing Karen France	Trails/4th Grade Teacher	1/6/2014
McGuirk	Megan	New	Creek/Special Ed Teacher	1/6/2014
Metscher	Pam	Subbing for a Vacant Spec Ed Class	Mustang Horizon/Long Term Sub	12/19/2013
Moore	Carol	Subbing for Marshall Lauen	MNMS/Long Term Sub	1/13/2014
Muir	Christina	Replacing Allegra Barker	CRI/Art Assistant	1/6/2014
Sagastizado	Felipe	Subbing for Bret Russell	High School/Long Term Sub	11/13/2013
Scott	Melissa	Replacing Chelsea Price	Creek/Pre-K Teacher Assistant	1/6/2014
Wagner	Christine	New	HS/Accompanist for Vocal Music	1/6/2014
Wilson	Nita	Replacing Brittany Gilbert	Lakehoma/Cafeteria Assistant	1/7/2014
Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Astley	Esther	ACE/Boost Program Tutor	MNMS	2013-2014
Back	William	ACE Tutor/Substitute	MMS	2013-2014
Baldwin	Chris	ACE/Boost Program Tutor	MNMS	2013-2014
Basco	Gina	ACE Tutor/Substitute	MMS	2013-2014
Berry	Julie	ACE Tutor/Substitute	MMS	2013-2014
Blocker	Lance	ACE Tutor/Substitute	MMS	2013-2014
Bostic	Tiffany	ACE/Boost Program Tutor	MNMS	2013-2014
Bridges	Karen	ACE Tutor/Substitute	MMS	2013-2014
Brock	Karissa	ACE Tutor/Substitute	MMS	2013-2014
Brown	Elaine	ACE Tutor/Substitute	MMS	2013-2014
Bryant	Regena	ACE Tutor/Substitute	MMS	2013-2014
Burns	Angela	ACE Tutor/Substitute	MMS	2013-2014
Carothers	Rhoda	ACE/Boost Program Tutor	MNMS	2013-2014
Collins	Jacob	ACE Tutor/Substitute	MMS	2013-2014
Connors	Kristi	ACE Tutor/Substitute	MMS	2013-2014
Creach	Jessica	ACE Tutor/Substitute	MMS	2013-2014
Dean	Darrin	ACE Tutor/Substitute	MMS	2013-2014
Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Duncan	Pamela	ACE Tutor/Substitute	MMS	2013-2014
Evans	Mary	ACE Tutor/Substitute	MMS	2013-2014

SCHEDULE "A"
January 13, 2014

Golemon	Troy	ACE Tutor/Substitute	MMS	2013-2014
Grimes	Cynthia	ACE/Boost Program Tutor	MNMS	2013-2014
Habluetzel	Meagan	ACE Tutor/Substitute	MMS	2013-2014
Hardin	Brent	ACE Tutor/Substitute	MMS	2013-2014
Harnly	Jaymi	ACE Tutor/Substitute	MMS	2013-2014
Harper	Kristin	ACE Tutor/Substitute	MMS	2013-2014
Hill	Kameron	ACE Tutor/Substitute	MMS	2013-2014
Holland	Amy	ACE/Boost Program Tutor	MNMS	2013-2014
Howard	Bryan	Head Softball Coach	High School	2014-2015
King	Christine	ACE Tutor/Substitute	MMS	2013-2014
Krug	Nancy	ACE Tutor/Substitute	MMS	2013-2014
Little	Cody	ACE Tutor/Substitute	MMS	2013-2014
Locke	Laurie	RSA Summer Academy Coordinator	District	1/6/2014
Lupton	Trudi	ACE Tutor/Substitute	MMS	2013-2014
Massie	Tiffany	ACE Tutor/Substitute	MMS	2013-2014
Mathes	Brandon	ACE Tutor/Substitute	MMS	2013-2014
Mayfield	Tessa	ACE Tutor/Substitute	MMS	2013-2014
McCullough	Paula	RSA Summer Academy Coordinator	District	1/6/2014
Oliganga	Pam	ACE/Boost Program Tutor	MNMS	2013-2014
Prock	Jarod	ACE Tutor/Substitute	MMS	2013-2014
Rowe	Cheryl	ACE/Boost Program Tutor	MNMS	2013-2014
Simmons	Jae	ACE Tutor/Substitute	MMS	2013-2014
Slavik	Deborah	ACE Tutor/Substitute	MMS	2013-2014
Starr	Shelly	ACE/Boost Program Tutor	MNMS	2013-2014
Stevens	Kathy	ACE/Boost Program Tutor	MNMS	2013-2014
Wagnon	J.C.	ACE Tutor/Substitute	MMS	2013-2014
Walker	Carrie	ACE Tutor/Substitute	MMS	2013-2014
Walters	Christy	ACE Tutor/Substitute	MMS	2013-2014
Watson-Wilkes	Haleigh	ACE Tutor/Substitute	MMS	2013-2014
Webb	Harley	ACE Tutor/Substitute	MMS	2013-2014
Williams	Krystal	ACE Tutor/Substitute	MMS	2013-2014
Wood	Jeana	ACE Tutor/Substitute	MMS	2013-2014
Wyckoff	Kristin	ACE/Boost Program Tutor	MNMS	2013-2014
Yeahquo	Timothy	ACE/Boost Program Tutor	MNMS	2013-2014

Schedule "B"
January 13, 2014

Support Substitutes - \$7.25 per hour		
Edwards, Amanda		
Marsh-Shaevitz, Casey		
Scott, Darla		
Non-Certified/Non-Degreed Substitutes at \$60 per day		
Bryce, Owen	Scott, Darla	
Castleberry, Cassandra		
Scott, Amanda		
Non-Certified/Degreed Substitutes at \$60 per day		
Edwards, Amanda	Marsh-Shaevitz, Casey	Williams, Katie
Langerman, Delaine	Russell, Amanda	
Certified Substitutes at \$70 per day		
Lizama, Gordon		

**Board of Education Special Meeting
Special Board Meeting Minutes**

January 21, 2014
Mustang Administration Office
906 S Heights Drive
Mustang, OK 73064
5:30 PM

AUTHORITY OF THE BOARD OF EDUCATION

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District I-069 of Canadian County, Oklahoma held a Special Meeting on Monday, January 21, 2014 at 5:30 PM. The place and street of the meeting was the Mustang Administration Office 906 S Heights Drive, Mustang, OK 73064.

Notice of this meeting was given to the County Clerk of Canadian County, Oklahoma at least forty-eight (48) hours prior to such meeting, and public notice of this meeting, with an agenda posted in prominent view at the Mustang Education Center, 400 North Clear Springs Road, Mustang, Oklahoma, at least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act.

Board President Chad Fulton called the meeting to order at 5:34 p.m. with Jim Davis, Jeff Landrith and Amanda Strassle all present.

On a motion made by Jim Davis and a second by Jeff Landrith the Board voted to approve all of the following Consent items by one vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of discussion, consideration and action on the following items that the Superintendent recommends be approved.

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

<u> aye </u>	<u> aye </u>	<u> aye </u>	<u> aye </u>	<u> absent </u>
Fulton	Davis	Strassle	Landrith	Kessler

Business

1. On a motion made by Amanda Strassle and a second by Jim Davis, the Board approved the OG&E Easement for Prairie View Elementary.

<u> aye </u>	<u> aye </u>	<u> aye </u>	<u> aye </u>	<u> absent </u>
Fulton	Davis	Strassle	Landrith	Kessler

2. On a motion made by Jeff Landrith and a second by Jim Davis, the Board approved MA Architecture's design development phase for Event Center and move forward to construction drawing phase to bid project.

<u> aye </u>	<u> aye </u>	<u> aye </u>	<u> aye </u>	<u> absent </u>
Fulton	Davis	Strassle	Landrith	Kessler

3. On a motion made by Jeff Landrith and a second by Jim Davis, the Board approved Timberlake Construction's design development budget for Mustang Public Schools Event Center.

 aye aye aye aye absent
Fulton Davis Strassle Landrith Kessler

4. On a motion made by Jim Davis and a second by Jeff Landrith, the board approved the MA Architecture's design development of Mustang Elementary gymnasium and move forward to construction drawing phase to bid project.

 aye aye aye aye absent
Fulton Davis Strassle Landrith Kessler

5. On a motion made by Jim Davis and a second by Jeff Landrith, the Board approved Timberlake Construction's design development budget for Mustang Elementary gym.

 aye aye aye aye absent
Fulton Davis Strassle Landrith Kessler

On a motion made by Jeff Landrith and a second by Jim Davis, the Board voted to adjourn at 6:20 p.m.

 aye aye aye aye absent
Fulton Davis Strassle Landrith Kessler

Minutes Clerk

Board President

Mustang Public Schools Request for transfer of Funds

From: MHS 705 Teresa Wilkerson
Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

Account #	Activity Fund Account Name	Amount to be transferred
From: <u>818-60</u>	<u>HS Activity Acct</u>	<u>\$ 10,000⁰⁰</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____
To: <u>803</u>	<u>HS Athletic Acct</u>	<u>\$ 10,000⁰⁰</u>
To: _____	_____	\$ _____
To: _____	_____	\$ _____

Reason for funds to be transferred: collected as part of HS student fee \$2500 - \$5 of this fee is collected for Athletic department and used as entry fee for districts students entering home athletic events except Football

Sufficient funds in account to complete transaction: Yes No [Signature]
(to be completed by Activity Fund Custodian)

Board approval: _____ Date _____ Approved _____ Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
Activity Fund Custodian



Memo

To: Tracy Skinner, Director of Secondary Instruction, Mustang Public Schools
CC: Charles Bradley, Deputy Superintendent, Mustang Public Schools
Sean McDaniel, Superintendent, Mustang Public Schools
From: Teresa Wilkerson, Principal Mustang High School *TW AM CB*
Date: 2/4/2014
Re: Transfer of Funds

Please discuss, consider and/or act upon the transfer of funds from the MHS Activity Account 818-60 to the MPS Athletic Account 803. We are requesting to transfer \$10,000.00. This money was collected as part of the high school \$25.00 student fee. \$5.00 of this fee is collected for the athletic department and used as the entry fee for district students entering home athletic events with the exception of football. Thank you for your consideration of the transfer of these funds.



Memo

To: Tracy Skinner, Director of Secondary Schools
From: Teresa Wilkerson, Principal of Mustang High School *TW*
Date: February 4, 2014
Re: Consideration of Professional Development Out-of-State Trip *SK*
AM
CB

Please discuss, consider, and/or act upon this request to allow Renee Boatman, an assistant principal, and Vanessa McIntire, a high school teacher, to attend the National Dropout Prevention Conference being held in Myrtle Beach, SC, on February 16-19th, 2014. One of our site goals is the reduction in the number of high school dropouts. In order to meet this goal, we are researching current programs and strategies being utilized to help students find success. This trip is being funded through the high school's activity fund account which is used to support students and staff. Additional information including the itinerary is attached. Thank you for your consideration.

Mustang Public Schools

Faculty Overnight or Out of State Travel Request Form

Date of Request: 2/4/14

Staff Member Making Request: Renee' Boatman

Name of Activity: National Dropout Prevention Conference

Location of Activity: Myrtle Beach, SC

Dates of Activities: 2/16/14 to 2/19/14

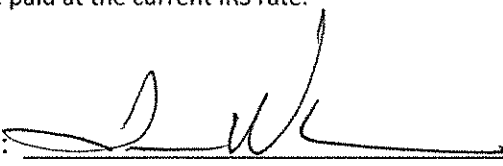
Faculty Attending: Vanessa McIntire, Renee' Boatman

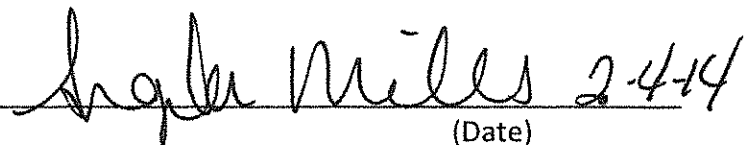
Estimate of Expenses for Trip

Type of Transportation:	Air	Paid by: _____	Estimated Cost: \$1400
	Shuttle/Taxi	Paid by: _____	Estimated Cost: \$100
Registration Fee:	\$720.00	Paid by: _____	Estimated Cost: \$720
Daily Per Diem*	\$ _____	Paid by: _____	Estimated Cost: \$ _____
Room Rate:	\$169.00		
Number of Rooms 1 x Number of nights 3		Paid by: _____	Estimated Cost: \$507
Substitutes Required 1 x Number of days 2		Paid by: _____	Estimated Cost: \$ _____

Estimated Total Costs: \$ _____

- Per Diem will be paid at the current IRS rate.

Supervisor Signature:  2/4/2014
(Date)

Approved by Assistant Superintendent 
(Date)

*This page must be submitted with a board memo and a Professional Development Request Form

DROP-OUT PREVENTION CONFERENCE AGENDA
Myrtle Beach, SC

- 2/16/14 - Depart OKC Will Rogers Airport (U.S. Airways) 6:20 a.m
- Arrive Myrtle Beach 1:49 p.m.
- Shuttle/Cab to Embassy Suites - Myrtle Beach
- Conference Registration - Sunday evening
- 2/17/14 Conference - all day
- 2/18/14 Conference - all day
- 2/19/14 Conference ends 12:30 p.m.
- 2/19/14 Shuttle/Cab to Airport
- 2/19/14 Depart Myrtle Beach Airport (U.S. Airways) 4:13 p.m.
- Arrive OKC 11:20 p.m.

U.S. Airways - Roundtrip cost/person - 647.00 + 1 bag (50.00 each way)

Embassy Suites Myrtle Beach Ocean Front Resort - Cost/night - 169.00/night x 3
9800 Queensway Boulevard
Myrtle Beach, South Carolina
USA 29572
Tel: +1-843-449-0006
Fax: +1-843-497-1017

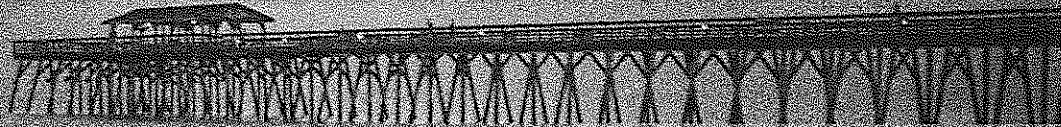
26th Annual At-Risk Youth National FORUM
National Dropout Prevention Center/Network
College of Health, Education, and Human Development
Clemson University
209 Martin Street
Clemson, SC 29631-1555

NONPROFIT
U.S. POSTAGE PD
PERMIT NO. 10
CLEMSON, SC

CALL FOR PROPOSALS/REGISTRATION

PROVIDING HOPE AND SUPPORT IN AND BEYOND THE CLASSROOM

26TH ANNUAL AT-RISK YOUTH NATIONAL FORUM



PRESENTING DYNAMIC KEYNOTE SPEAKERS:



DR. MARK WILSON
2009 National
Principal of the
Year



DONNA TYSON
Motivational
Speaker and
Author



DR. WILLIE KIMMONS
Motivational
Speaker and
Author

FEBRUARY 16-19, 2014
MYRTLE BEACH, SC

presented by
**THE NATIONAL DROPOUT
PREVENTION CENTER/NETWORK**

REGISTRATION INFORMATION

All registrations must be completed on NDPC's Web site at www.dropoutprevention.org (26th Annual FORUM). Online registration opens Monday, December 2, 2013. The registration fee includes all FORUM materials, Sunday reception, Tuesday luncheon, and daily breaks.

Pre-FORUM Workshop (Each)	\$ 40.00
Early Bird (<i>before January 20, 2014</i>)	
Individual	\$320.00
Team* (<i>2 or more</i>) per registrant	\$285.00
Regular (<i>after January 20, 2014</i>)	
Individual	\$360.00
Team* (<i>2 or more</i>) per registrant	\$335.00
Full-Time Student (Postsecondary)	\$225.00
Presenter Registration Fee	\$250.00
One-Day	\$185.00
NDPN Individual Membership † (<i>1 yr</i>)	\$ 75.00
NDPN Institutional Membership †† (<i>1 yr</i>)	\$285.00

*Team registrations must be submitted together to qualify for the discount.

†Individual membership receives the *Newsletter*, *The Journal of At-Risk Issues*, *ENGAGE: The International Journal of Research and Practice on Student Engagement*, the latest publications, access to our electronic newsletter, plus many other benefits of Network membership!

††Institutional membership receives four copies each of the *Newsletter*, *The Journal of At-Risk Issues*, *ENGAGE: The International Journal of Research and Practice on Student Engagement*, the latest publications, our electronic newsletter, plus other benefits customized to your organizational needs!

Payment—Payment can be by purchase order, check, or credit card and should be made payable to **Clemson University-2014 At-Risk FORUM**. Payment must be received prior to the start of the FORUM and mailed to **FORUM, NDPC, Clemson University, 209 Martin Street, Clemson, SC 29631-1555**.

Cancellations/Refunds—Cancellations must be in writing and received by February 10, 2014, in order to receive a refund, less a \$45.00 administrative fee. No refunds will be made after February 10, 2014, or for no-shows.

Hotel—The FORUM will be held at the **Embassy Suites at Kingston Plantation**, 9800 Queensway Boulevard, Myrtle Beach, SC 29572, 843/449-0006, 800/362-2779. Participants have two choices for accommodations. **Embassy Suites**—\$135/single or double. Guests staying at the **Kingston Plantation's Embassy Suites** will receive a daily complimentary breakfast and two beverage tickets per person. **Plantation Villas**—\$117 two bedroom/\$142 three bedroom. **Plantation Villa rates do not include the complimentary breakfast and beverages but Villa guests may purchase them.**

To receive special conference rates, the FORUM must be mentioned. Reservations must be made by January 24, 2014. Accommodations will not be confirmed without use of a credit card for the first night's deposit to guarantee your reservation. You will be charged for the first night if your reservations are not cancelled 72 hours prior to arrival. No charge for children under 18 occupying the same unit as parent and using existing bedding. Check-in time is 4:00 p.m.; check-out time is 12:00 noon.

CEUs—Continuing Education Units (CEUs) through Clemson University will be available on-site at no charge.

CALL FOR PROPOSALS

Proposals for presentations will be accepted beginning October 22 through November 29, 2013, online at www.dropoutprevention.org/conferences. Presenters receive a discounted registration for the conference.

STRANDS

The FORUM is inviting innovative, skilled presenters who have excellent ideas, proven programs, and research to share in the areas of (1) science, technology, engineering, arts, and math; (2) juvenile justice and law enforcement; (3) educational alternatives; (4) connections and engagement; (5) interacting with specific populations; (6) leadership, policy, and governance; and (7) future teachers in action.

FORUM AT A GLANCE

Sunday, February 16, 2014

- 8:00 – 6:00 p.m. Registration
- 2:00 – 5:00 p.m. Pre-FORUM Workshops (*must be registered*)
 - PFW1. *Understanding and Reaching the Wounded Student*, Mr. Joe Hendershott
 - PFW2. *Creating Choices for Children of Poverty: Change the Experience—Change the Brain*, Dr. Tammy Pawloski
 - PFW3. *How to Bring About Change (When Change Is Hard to Bring)*, Dr. Mark Wilson
 - PFW4. *Darkness to Light's Stewards of Children—Sexual Abuse Prevention Training*, Dr. Stephenie Hewett
- 5:00 – 6:00 p.m. FORUM Reception

Monday, February 17, 2014

- 7:30 – 4:30 p.m. Exhibit Hall Open/Registration
- 8:30 – 10:00 a.m. Concurrent Sessions
- 10:15 – 11:30 a.m. General Session (*Dr. Mark Wilson*)
- 11:30 – 1:00 p.m. Lunch (*on your own*)
- 1:00 – 2:00 p.m. Concurrent Sessions/Kingston Cup
- 2:15 – 3:15 p.m. Concurrent Sessions/Kingston Cup
- 3:30 – 4:30 p.m. Concurrent Sessions
- 7:00 p.m. Special Entertainment (*optional*)

Tuesday, February 18, 2014

- 8:00 – 4:30 p.m. Exhibit Hall Open/Registration
- 8:30 – 10:00 a.m. General Session (*Ms. Donna Tyson*)
- 10:15 – 11:45 a.m. Concurrent Sessions
- 11:45 – 1:00 p.m. Luncheon—The Riley Award
- 1:45 – 3:15 p.m. Concurrent Sessions
- 3:30 – 4:30 p.m. Concurrent Sessions

Wednesday, February 19, 2014

- 8:00 – 12:30 p.m. Registration
- 8:30 – 9:30 a.m. Concurrent Sessions
- 9:45 – 10:45 a.m. Concurrent Sessions
- 11:00 – 12:30 noon Closing Session (*Dr. Willie Kimmons*)

NOTE: Complete program can be viewed on our Web site, www.dropoutprevention.org, January 17, 2014.

Transportation—Participants flying in may want to rent a car to explore the area. Taxis are available from the airport.

Questions—Questions should be directed to John Gailer at the NDPC, 77 864/656-2675 or email jgailer@clemson.edu.



Memo

To: Tracy Skinner, Director of Secondary Schools
From: Teresa Wilkerson, Principal of Mustang High School
Date: January 30, 2014
Re: Consideration of Robotics to attend Super Regional Competition

Handwritten notes: AM, 2/15/14, 2-4-13

Please discuss, consider, and/or act upon this request to allow the Mustang High School Robotics Team to attend the Super Regional Competition being held in San Antonio, TX, on February 26-March 1, 2014. The qualifying parameters for this competition will not be completed until the end of February, but the team would like to continue on to the Super Regionals if they meet the criteria to compete in the Super Regionals. Additional information on the requested trip, including the itinerary, is attached. Thank you for your consideration.

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 1-28-14 Site: Mustang High School
 Staff Member Making Request: Chad Harper
 Name of Activity: First Robotics Super Regional Competition
 Date/Dates of Activity: _____
 Location of Activity: San Antonio, Texas
 Number of Days Students Will Miss School: _____
 Number of Students Attending Activity: 12
 Number and Name(s) of Sponsor(s) Attending Activity: Chad Harper, Matt Moore, Kristin Harper

Estimate of Expenses for Trip:

	Fund	#	Estimated Cost
Type of Transportation <u>Bus/Van</u>			Paid by: <u>940</u>
Registration Fee _____			Paid by: <u>940</u>
Meal Expense for Students <u>10 meals x 10 students</u>			Paid by: <u>940</u>
Meal Expense for Sponsors <u>—</u>			Paid by: <u>Sponsor</u>
Room Rate for Students <u>\$140.00</u>			
Number of Rooms <u>3</u> Number of Nights <u>3</u>			Paid by: <u>940</u>
Room Rate for Sponsors <u>\$112.00</u>			<u>112.00</u>
Number of Rooms <u>3</u> x Number of Nights = <u>3</u>			Paid by: <u>940</u>
Number of Days Substitute Will Be Required: <u>3</u>			Paid by: <u>940</u>
# of days <u>3</u> x \$65.00 = _____ x # of sponsors _____ = _____			

Estimated Total Costs: _____

Sponsor Signature: [Signature] 1-28-14
(Date)

Approved by Principal [Signature] 1-31-14
(Date)

Approved by District Athletic Director (if applicable) _____
(Date)

Approved by Deputy Superintendent _____
(Date)

Robotics Super Regional Proposal

Providing we qualify for the Super Regional For FTC First Robotics we will be following the hereafter proposal.

The regional is held at San Antonio, Texas starting on the evening of February 26-March 1.

The schedule for the event is:

Driving time is approximately 7 hours 45 minutes.

Feb 26 Leave Mustang around 9:30 a.m

4:30 pm arrive in the evening to check in to the event, and check into the hotel.

Lunch at approximately Dallas, and dinner in San Antonio.

Feb 27 Judging and competition begins

Eat Breakfast at the hotel (provided with room)

Eat Lunch at the event

Eat Dinner in San Antonio at a reasonable restaurant

Feb 28 Continue competition and finish in the evening

Eat Breakfast at the hotel (Provided with room)

Eat Lunch at the event

Eat Dinner in San Antonio at a reasonable restaurant

March 1 leave for home early.

Eat Breakfast at the hotel (provided with the room) Leave 8:00 a.m.

Eat Lunch at Dallas

Home before dinner

Hotel Pricing: Holiday Inn Express (Downtown Market Area)

One room for 2-3 (Sponsors) \$337

One room for 2 students (females) \$337

2 rooms for 4 students (8 total) (male) \$367ea x 2 = \$734

Food Pricing

Each Student: 5 meals x \$10 = \$50

Food plus Hotel per person = \$140 hotel + 50 food = \$190 estimated individual cost.

Each Person going will be required to pay a maximum \$225 dollars to go. Sponsorships, and fund raising will hopefully help lower for the cost, but the maximum without any sponsorships is \$225. The extra 30 dollars is for tax and emergency funds for the trip. Any extra money at the remainder of the trip will be spent on the students as a celebration party.

Total Price for the trip= \$1908 approximately

Sponsors in charge are:

Chad Harper, Kristin Harper and Possibly Matt Moore.

Transportation is provided by Mustang Schools



Memo

To: Tracy Skinner, Director of Secondary Schools

From: Teresa Wilkerson, Principal of Mustang High School

Date: January 15, 2014

Re: Consideration of ROTC trip

CS
AWK
AM
1-31

Please discuss, consider, and/or act upon this request to allow the JROTC to attend the Air Capital Drill Competition in Wichita, Kansas,, on March 1, 2014. A formal request and specific details of the trip are attached to this memo.

Bronco Battalion



9 January 2014

To Mr. Sean McDaniel and the Mustang Public School Board;

1. The purpose of the letter is to request approval for the MHS JROTC to participate in the Air Capital Drill Competition located in Wichita, Kansas on 1 March 2014. It is our plan to enter teams in the following categories;

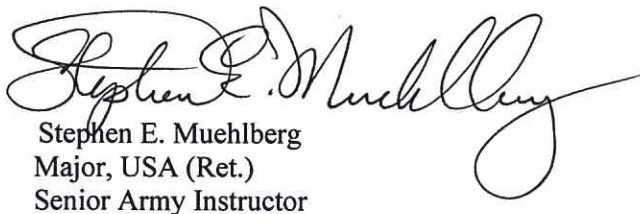
- a) Color Guard, 4 cadets, 2 teams (varsity).
- b) Drill Team, Unarmed, 10 cadets, 1 team (varsity).
- c) Drill Team, Armed, Non-service, 10 cadets, 2 teams (varsity).
- d) Drill Team, Armed, Service, 10 cadets, 1 team (junior varsity)
- e) Drill Team, Unarmed Exhibition, 12 cadets, 1 team, (varsity)
- f) Drill Team, Armed Exhibition, 12 cadets, 1 team, (varsity)

2. In support of this competition, we request that the Mustang School District provide one bus (44 passenger) with and one 8 passenger van to be driven by a JROTC instructors. The competition will be held at Wichita South High School. The only cost to the district would be the transportation to and from the event. All entry fees will be paid by the JROTC Booster club. The cadets will be responsible for the cost of their meals.

3. We intend to depart not later than (NLT) 4:00 AM Saturday 1 March. We estimate our return time to be NLT 9:00PM Saturday evening, 1 March.

4. This competition is fast paced and designed to promote teamwork, develop and improve leadership techniques, and build esprit de corps within the organization and the cadets. Safety is stressed in all activities.

5. We respectfully request approval of our request.


Stephen E. Muehlberg
Major, USA (Ret.)
Senior Army Instructor

MUSTANG PUBLIC SCHOOLS
 OUT OF DISTRICT, OVERNIGHT TRAVEL OR OUT OF STATE TRAVEL
 REQUEST FORM

Date of Request: 9 January 2014

Site: MHS

Staff Member Making Request: Stephen E. Muehlberg

Name of Activity: Air Capital JROTC Drill Teams Competition

Date/Dates of Activity: 1 March 2014

Location of Activity: Wichita South HS, Wichita, Kansas

Number of Days Students Will Miss School: N/A

Number of Students Attending Activity: 40

Number and Name(s) of Sponsor(s) Attending Activity: 3(Major Stephen E. Muehlberg, CW4 Omar Jones, MSG Jorge Moreira,)

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation <u>Bus and van</u>	Paid by: <u>District</u>	<u>\$692.00</u>
Registration Fee _____	Paid by: <u>Booster club</u>	<u>\$200.00</u>
Registration & lunch meal paid for by the Bronco Battalion Booster Club.		
Meal Expense for Students <u>Dinner Meal (\$7.00 each)</u>	Paid by: <u>Students</u>	<u>\$280.00</u>
Meal Expense for Sponsors <u>Dinner Meal (\$7.00 each)</u>	Paid by: <u>Sponsors</u>	<u>\$21.00</u>
Room Rate for Students _____		
Number of Rooms ___ x Number of Nights = _____	Paid by: <u>N/A</u>	
Room Rate for Sponsors _____		
Number of Rooms ___ x Number of Nights = _____	Paid by: <u>N/A</u>	
Number of Days Substitute Will Be Required: <u>N/A</u>	Paid by: _____	
	Estimated Total Costs:	<u>\$1,193.00</u>

Sponsor Signature: *Stephen E. Muehlberg* 9 January 2014
 (Date)

Approved by Principal *L. With* 1/15/2014
 (Date)

Approved by District Athletic Director (if applicable) _____
 (Date)

Approved by Deputy Superintendent *Chad Bracy* 1/31/14
 (Date)

Stephen Muel

**Mustang Public Schools
Activity Tracker**

Schedule Activity

The following information has been sent for approval. You may print this your records.

- Home
- Main Options ▾
- Activity Options ▾
- Print Request Form
- Driver Options ▾
- Assistant Options ▾

ID:	15119
School/Department:	Mustang High School
Type of Fund:	Activity
Type of Activity:	Out of District
Additional Options:	Use of Facilities: No Custodian Services Needed: No Auditorium: No Field Trip: No Transportation: Yes
Date Needed:	3/1/2014
Date Return:	3/1/2014
Organization/Class:	MHS JROTC
Time of Activity Start:	8:00:00 AM
Time of Activity Finish:	4:00:00 PM
Location:	Wichita South HS - Wichita, KS
Activity:	Air Capitol Drill Meet
Number of Riders:	40
Number of Wheelchairs:	0
Sponsor in Charge:	Stephen E. Muehlberg
Sponsor Phone Number:	405-376-9334
Facilities Needed:	
Special Equipment Needed:	
Student Liability-Release Forms:	Yes
Vehicle Type:	Bus
Time Needed:	3:0:00
Time of Departure:	4:0:00
Time of Return:	21:0:00
Loading Location:	MHS
Return/Dropoff Location:	MHS
Transportation to provide driver:	NO
If NO, Name of Driver(s):	Jorge Moreira Eric Muehlberg
Transportation to provide special needs assistant:	NA
If NO, Name of Assistant(s):	
Unusual Loads:	
Wheelchair Students:	
Bill To:	
Account Number:	
Activity Fund P.O. Num:	
Additional Information/Comments:	Requesting 1 -44 passenger activities bus and 1 - 8 van. The Bus will be driven by MSG Moreira and th driven by MAJ Muehlberg
P.A.S.S. Objectives:	

Error Sending Email to recipient: Debbie Schman
503 5.5.2 Need rcpt command

Mustang Public Schools
Faculty Out of State Travel Request Form



Date of Request: January 31, 2014

Staff Member Making Request: Kris Green

Name of Activity: Effective Language Acquisition

Location of Activity: Dallas, TX

Dates of Activities: March 28, 2014

Faculty Attending: Calah Lynes, Tammi Haas, Linda Little

Estimate of Expenses for Trip

Type of Transportation:	<u>Air/Hotel</u>	Paid by: <u>572</u>	Estimated Cost: <u>\$200</u>
Registration Fee:	<u>\$229</u>	Paid by: <u>572</u>	Estimated Cost: <u>\$687</u>
Daily Per Diem	<u>\$56</u>	Paid by: <u>572</u>	Estimated Cost: <u>\$168</u>
Substitutes Required	<u>0</u>		

Estimated Total Costs: \$1055.00

Supervisor Signature: Kris Green 1/31/14
(Date)

Approved by Deputy Superintendent Amyla Miller 1-31-14
(Date)

Mustang Public Schools
Faculty Out of State Travel Request Form

CB

Date of Request: January 24, 2014

Staff Member Making Request: Kris Green

Name of Activity: Visual Thinking Strategies

Location of Activity: Seattle

Dates of Activities: April 22-26

Faculty Attending: Anita Conway, Stacy Mattingly and Elizabeth Warren

Estimate of Expenses for Trip

Type of Transportation:	<u>Air/Hotel</u>	Paid by: <u>572</u>	Estimated Cost: <u>\$2,009</u>
Registration Fee:	<u>\$500</u>	Paid by: <u>572</u>	Estimated Cost: <u>\$1,500</u>
Daily Per Diem	<u>\$71</u>	Paid by: <u>572</u>	Estimated Cost: <u>\$852</u>
Substitutes Required	<u>0</u>		

Estimated Total Costs: \$4361.00

Supervisor Signature: Kris Green 1-24-14
(Date)

Approved by Deputy Superintendent Angela Mills
(Date)

STUDENT CONDUCT AND DISCIPLINE

Standards of Behavior

Discipline Policy

It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The principal has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Gum chewing
5. Using profanity or expressing vulgarities
6. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
7. Blatant disrespect toward faculty or staff
8. Public display of affection
9. Physical altercation/fighting while at school or at a school activity
10. Assault and battery
11. Insubordination or defiance
12. Dress code violation
13. Misuse of wireless communication device
14. Other disruptive or insubordinate behavior
15. Misuse of the Internet and/or local area network computer
16. Vandalism/arson
17. Theft
18. Forgery, fraud or embezzlement of legal tender
19. Gambling
20. Gang-related behavior, including gestures, language or dress
21. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
22. Possessing or distribution of pornography
23. Use or possession of tobacco products, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking on campus or school activity

24. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
25. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
26. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
27. Possession, threat or actual use of dangerous or offensive weapons including "fake" weapon **whether loaded or unloaded, concealed or unconcealed**
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes) committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus
32. Repeated minor offenses
33. Failure to wear MPS identification badges (grades 9-12). Badges must be visible at all times
34. Parking lot violations

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Financial restitution for lost, stolen or damaged property
9. Restriction of privileges
10. Referral to police and/or citations issued
11. Short-term suspension
12. Long-term suspension
13. Other appropriate disciplinary action as required and as indicated by circumstances

Procedures for Hazing/Harassment/Intimidation and Bullying:

The following procedures will be used by any person for the filing, processing and the resolution of a reported incident of harassment, intimidation, bullying or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

The procedure for investigating reported incidents of harassment, intimidation and bullying or threatening behavior is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.
(Refer to District Policy # 5110)

Dress Code Standards

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and general good taste. It is the intent to permit students to dress according to current fashions, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes he/she misses.

The principal's discretion will judge questionable attire. Violations may result in disciplinary action.

General Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking; or carry connotations of immorality, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.
2. Frayed or purposely torn clothing will not be considered appropriate school wear.

The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to, the following:

Pants/Jeans/Shorts/Skirts

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No biker or spandex shorts, short mini-skirts, boxer shorts or athletic shorts without pockets
- Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing.
- All tops should be long enough that when a student sits down the midriff does not show in back.
- No cleavage
- No tube tops, halter tops, tank tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts. Leggings must be covered by a dress, skirt or shirt that is below fingertips with arms extended down.
- Undergarments should be covered.

Hats/Caps/Beanies/Bandanas/Sunglasses

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be brought or worn in or around the school building or classrooms. Beanies (stocking caps) will be permitted outside during inclement weather. Exception will be for medical or religious reasons.

Jewelry or manner of dress that could harm or cause harm to others are prohibited.

- No spiked jewelry
- No chains or chains connected to wallet or keys
- No pacifiers

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Satanic Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments should be covered by outerwear.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle that distracts from the main purpose of the educational program is prohibited, including makeup or face paint.

FOOD CONSUMPTION

Food must be consumed in designated areas. **No outside drinks of any kind are allowed.**

WIRELESS TELECOMMUNICATION and ELECTRONIC DEVICES

State law provides that a student may possess a telecommunication device while on school premises, while in transit under the authority of the school or while attending any function sponsored by the school.

The following rules will apply:

- Inappropriate use of cell phones, ipods, MP3 players, CD/DVD players, video/camcorders and any other types of electronic devices WILL NOT be allowed during the school day
- The inappropriate use of these or other such items tend to disrupt and distract at school and are better left at home. If you choose to bring them to school, they MUST BE out of sight and NOT in use during the school day. It is the student's responsibility for these items if they are lost or stolen. School officials are not required to conduct an investigation
- These items will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day

Mustang Public Schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any personal devices or equipment.

First Offense: Any electronic device will be confiscated, and parent will be notified and required to pick up the device from front office

Second Offense: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office, and student will not be permitted to carry the phone for the remainder of the school year

The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form or tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

First Offense: The parent is notified and the student is given In School Isolation (ISI).
 Second Offense: The parent is notified and the student will be suspended for three (3) days.
 Third Offense: The parent is notified and the student will be suspended for five (5) days.
 Fourth Offense: The parent is notified and the student may be suspended for a period in excess of five (5) days.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking, or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property.

There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLCIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, or "turkey" drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances, paraphernalia or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

First Offense: The student will be suspended for the current school semester and the succeeding semester. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees

will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at

an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived.

Second Offense: Student will be suspended the current semester and the succeeding semester without a reinstatement option. The ten (10) day suspension option is not available for a second offence.

SALE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for the current semester and the succeeding semester without a reinstatement option. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events **whether such weapon is concealed or unconcealed**, may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or devise capable of discharging or throwing projectiles" shall include, but not be limited to:

- a) rifles, pistols or shotguns of any caliber **including a startergun** and/or
- b) B-B guns or air pistols and/or
- c) potato throwers, dart guns or blow guns and/or
- d) any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing

projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons on the school grounds or at any school-sponsored activity will be suspended by the superintendent or principal for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building principals. The principal shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
 - Violation of policy, rule, or regulation
 - Acts of immorality
 - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
 - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
 - Possession of a firearm (may result in out-of-school suspension of not less than one year)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
 - Adjudication as a delinquent
 - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student, who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.

5. Students who are suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are is not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc.).

When a student is suspended, his/her parent(s) will be notified as soon as possible. If the student is suspended for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

The first level of appeal for suspensions of ten (10) days or less will be to the building principal. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the appeal committee for short-term suspensions within three (3) days. The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension. The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted. A conference with a site administrator will be arranged to take place when the investigation is complete. The parent(s) will be given a copy of the results of the conference at that time and a copy of the results will be mailed to the parent(s) by certified mail. The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.

Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3) A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

The student and his/her parent(s) may request a review of the suspension with the building principal. This step may be skipped if the building principal was part of the first conference. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. A conference will be scheduled with the building principal. If the building principal does not withdraw the suspension, the student has the right to appeal the decision.

In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the office of the district hearing officer within ten (10) days. Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within ten (10) days from the date the notice of intent is filed. During the hearing with the district hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation. The suspension appeals hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension-hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

If the district hearing officer does not withdraw the suspension, the student and his/her parent(s) shall have the right to appeal the decision to the board of education/board hearing officer. The student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the district hearing officer.

Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/board hearing officer. The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent. During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

The board of education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. Decisions of the suspension appeal may not be appealed. The decision of the board of education/board hearing officer suspension hearing with the hearing officer shall be final.

NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless

regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

Adopted: 12-98
 Revised: 10-01
 Revised: 08-03
 Revised: 08-04

Revised: 07-06
 Revised: 07-08
 Revised: 10-08
 Revised: 07-11-11

Revised: 07-09-12
 Revised: 10-14-13
 Revised: 02-10-14




Mustang Public Schools 14-15 Draft School Calendar



Empowering today to achieve a better tomorrow

July '14							August 5	Intermediate School Schedule Pick-up	January '15						
Su	M	Tu	W	Th	F	Sa	August 7	Middle School Schedule Pick-up	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	August 8-9	High School Schedule Pick-up					1	2	3
6	7	8	9	10	11	12	August 12	Elementary Open House	4	5	6	7	8	9	10
13	14	15	16	17	18	19	August 19	Intermediate School Open House	11	12	13	14	15	16	17
20	21	22	23	24	25	26	August 21	Middle School Open House	18	19	20	21	22	23	24
27	28	29	30	31			August 19	High School Open House	25	26	27	28	29	30	31
August '14							February '15								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
					1	2	1	2	3	4	5	6	7		
3	4	5	6	7	8	9	8	9	10	11	12	13	14		
10	11	12	13	14	15	16	15	16	17	18	19	20	21		
17	18	19	20	21	22	23	22	23	24	25	26	27	28		
24	25	26	27	28	29	30									
31															
September '14							March '15								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	8	9	10	11	12	13	14		
14	15	16	17	18	19	20	15	16	17	18	19	20	21		
21	22	23	24	25	26	27	22	23	24	25	26	27	28		
28	29	30					29	30	31						
October '14							April '15								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
			1	2	3	4				1	2	3	4		
5	6	7	8	9	10	11	5	6	7	8	9	10	11		
12	13	14	15	16	17	18	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	19	20	21	22	23	24	25		
26	27	28	29	30	31		26	27	28	29	30				
November '14							May '15								
Su	M	Tu	W	Th	F	Sa	# of Days	Instructional Period	Su	M	Tu	W	Th	F	Sa
						1	43	1st Quarter						1	2
2	3	4	5	6	7	8	40	2nd Quarter	3	4	5	6	7	8	9
9	10	11	12	13	14	15	83	1st Semester	10	11	12	13	14	15	16
16	17	18	19	20	21	22	48	3rd Quarter	17	18	19	20	21	22	23
23	24	25	26	27	28	29	44	4th Quarter	24	25	26	27	28	29	30
30							92	2nd Semester	31						
December '14							June '15								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6		1	2	3	4	5	6		
7	8	9	10	11	12	13	7	8	9	10	11	12	13		
14	15	16	17	18	19	20	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	21	22	23	24	25	26	27		
28	29	30	31				28	29	30						

Memo

To: Sean McDaniel
From: Charles Bradley 
Date: February 5, 2014
Re: Recommendations for Open Transfer Requests for the 2014-2015 School Year

Please consider and/or act upon my recommendations to approve the open transfer requests to attend Mustang Public Schools for the 2014-2015 school year, as listed below:

Katelyn Hefner
Braeden Hefner
Makarah Hefner

Cody Spillman
Kasey Spillman
Annie Ames

Hayden Carey



Memo

To: Charles Bradley, Deputy Superintendent, Mustang Public Schools

From: Karen Wilson, Director of Special Services

kw 1-17-14

Date: 1/16/2014

Subject: Extended School Year

Please review, discuss, and act on the approval of Extended School Year (ESY) positions to be posted for both the June and July session to be held from June 10- 26 and July 1-17. Extended School Year is a Federal requirement for those students identified for special education placement and found to need this service in excess of the typical school day or year to receive a Free Appropriate Public Education (FAPE).

The final number of positions required will be dependent on the number of IEPs requiring ESY.

Certified positions are at the current certified additional duty rate of pay per hour and non-certified are at the current non-certified additional duty rate of pay per hour.

1 coordinator 8 teachers 11 teacher assistants

2 speech pathologists

1 Certified Occupational Therapist 1 Physical Therapist

4 Bus Drivers 4 Bus Assistants

Memo

To: Dr. Angela Mills, Assistant Superintendent of Academic Affairs

From: Linda Atchley, Director of Instructional Programs

Kristina Green, Director of Federal Programs

January 31st, 2014

AM
1/31
qB

Please discuss, consider, and/or act upon the request to hire teachers to provide instruction for the RSA Summer Reading Academy at a rate of \$18.00 per hour plus benefits paid for through fund 367. Candidates must be qualified through certification in Dynamic Measurement Group, Literacy First, LETRS Foundation, or currently be a certified reading specialist

Respectfully,
Linda Atchley
Kristina Green

Approving
positions.
AM

SECTION I

EXPOSURE CONTROL PLAN FOR BLOODBORNE DISEASE

PURPOSE OF THE PLAN

Two of the major goals of the Occupational Safety and Health Administration (OSHA) are to regulate facilities where work is carried out and to promote safe work practices in an effort to minimize the incidence of illness and injury experience by employees. Relative to these goals, OSHA has enacted the Bloodborne Pathogens Standard, codified as 29 CFR 1910.1030. The purpose of the Bloodborne Pathogens Standard is to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens” that employees may encounter in the workplace.

Mustang Public Schools (MPS) believes there are a number of “general principles to follow when working with bloodborne pathogens.” These include:

- it is prudent to minimize all exposure to bloodborne pathogens
- risk of exposure to bloodborne pathogens should never be under-estimated
- MPS should institute as many engineering and work practice controls as possible to eliminate or minimize an employee’s exposure to bloodborne pathogens

MPS implemented the Exposure Control Plan to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of the plan is twofold:

- to protect MPS employees from the health hazards associated with bloodborne pathogens
- to provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens

SECTION II

GENERAL PROGRAM MANAGEMENT

GENERAL PROGRAM MANAGEMENT

There are five (5) major “**Categories of Responsibility**” that are central to the effective implementation of the Exposure Control Plan. These are:

- 1) the “Exposure Control Officer”
- 2) infection control roles and responsibilities
- 3) education/training instruction
- 4) availability of plans to employees/ teachers
- 5) review and update the plan

The following sections define the roles played by each of these groups in carrying out the plan. Throughout the written plan, employees with specific responsibilities are identified. If a new employee is assigned any of these responsibilities, the administrator/principal/director is to be notified of the change so that the records can be updated.

1) “Exposure Control Officer”

The ~~Director of Operations~~ **Chief Operations Officer** is the “Exposure Control Officer” and will be responsible for overall management and support of MPS’s Bloodborne Pathogens Compliance Program. Activities typically include, but are not limited to,

1. implements the Exposure Control Plan for the entire district
2. works with administrators and other employees to develop and administer any additional bloodborne pathogens related policies and practices needed to support the effective implementation of the plan
3. looks for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary
4. collects and maintains a suitable reference library on the Bloodborne Pathogens Standard and bloodborne pathogens safety and health information
5. knows current legal requirements concerning bloodborne pathogens
6. acts as liaison during OSHA inspections
7. conducts periodic school audits to maintain an up-to-date Exposure Control Plan

2) Infection Control Roles and Responsibilities

A. *Superintendent of Schools*

The ultimate responsibility for the health and welfare of all employees remains that of the Superintendent of Schools. The tasks of managing the infection control program are delegated to appropriate Mustang Public Schools (MPS) personnel.

The Superintendent’s Office responsibilities include:

- coordinates the immunization program and maintains immunization records
- maintains a confidential database of exposures
- notification that the vaccine and the vaccination will be provided at no charge for those identified in Category I

B. *Infection Control Officer*

The ~~Director of Operations~~ **Chief Operations Officer** is the “Infection Control Officer.” Responsibilities include:

- develops criteria for the purchase of infection control personal protective equipment and determine adequate stocking levels for each building site
- evaluates possible employee exposures to communicable diseases and coordinate communications between the MPS, area physicians and hospitals, the Canadian County Health Department and the Oklahoma State Department of Health
- notifies the superintendent and/or building principal if quality assurance data indicates a safety hazard requiring immediate attention
- collects quality assurance data on the department infection control program and review the data regularly

- keeps abreast of new developments in the field of infection control and make appropriate recommendations to the superintendent
- develops and delivers a comprehensive infection control educational program which complies with OSHA regulations 29 CFR part 1910.1030

C. *Principals and School Nurses*

Principals and school nurses will support and enforce compliance with the Exposure Control Plan by mandating safe operating practices in the school buildings and correcting any unsafe acts. If necessary, principals/school nurses will refer employees for remedial infection control training. Principals will not allow new employees to assume duties until infection control training has been completed.

D. *All MPS Personnel*

Each employee of MPS assumes ultimate responsibility for his/her own health and safety, and therefore will use “Universal Precautions” and appropriate personal protection equipment as the situation dictates. An employee will report any occupational exposure to blood or other potentially infectious materials to his/her principal, direct supervisor or school nurse immediately.

3) Education/Training Instruction

All employees will be required to complete:

- initial infection control training at the time of assignment to tasks where occupational exposure may occur
- refresher infection control training at least annually thereafter

All infection training control materials will be appropriate in content and vocabulary to the educational level, literacy and language of employees being trained.

Training will be in compliance with OSHA Regulations 29 CFR 1910.1030 and shall include:

- an accessible copy of 29 CFR Part 1910.1030 and an explanation of its contents (Appendix H)
- a general explanation of the epidemiology and symptoms of bloodborne diseases
- an explanation of the modes of transmission of bloodborne pathogens
- an explanation of the District Exposure Control Plan and how the employee can obtain a copy
- an explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment
- an explanation of the basis for selection of personal protection equipment
- information on the Hepatitis B vaccine, including information on its efficacy, safety and the benefits of being vaccinated
- notification that the vaccine and the vaccination will be provided at no charge for those identified in Category I
- information on the appropriate actions to take and persons to contact if an emergency involving blood or other potentially infectious materials

An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medial follow-up, will be made available using the “Communicable Disease Risk Exposure Report.” (Appendix F)

4) Availability of the Exposure Control Plan to Employees

MPS's Exposure Control Plan is available to MPS employees at any time. Copies of the Exposure Control Plan are kept at the head principal's / director's offices / school nurses' office in the following locations:

- Mustang High School
- Mustang Mid-High School
- Mustang Middle School
- Mustang North Middle School
- Canyon Ridge Intermediate School
- Horizon Intermediate School
- Mustang Centennial Elementary
- Mustang Creek Elementary School
- Mustang Trails Elementary School
- Lakehoma Elementary School
- Mustang Valley Elementary School
- Mustang Elementary School
- Prairie View Elementary
- Mustang Education Center/ Maxine and George Morris Alternative Education Center
- Transportation Department
- Maintenance Department
- Child Nutrition Department
- Custodial Department
- Administration Office

5) Review and Update of the Plan

MPS recognizes it is important to keep the Employee Control Plan up-to-date. The plan will be reviewed and updated under the following circumstances:

- annually
- whenever new or modified tasks and procedures are implemented which effect occupational exposure of employees
- whenever or employees' jobs are revised such that new instances of occupational exposure may occur
- whenever MPS establishes new functional positions that may involve exposure to bloodborne pathogens
- reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens
- document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure
- an employer, who is required to establish an Exposure Control Plan shall solicit input from non-managerial employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document the solicitation in the Exposure Control Plan

SECTION III

EXPOSURE CONTROL PLAN

EXPOSURE CONTROL PLAN

To implement a successful Exposure Control Plan, one must identify exposure situations in which employees may encounter. To facilitate, MPS has prepared the following list:

- job classifications in which employees have occupational exposure to bloodborne pathogens

NOTE: Individuals paid a salary are considered employees. Students are not considered employees.

1) The **PURPOSE** of the MPS Exposure Control Plan is to:

- identify those tasks and job classifications for which it can be reasonably anticipated that an exposure to blood, body fluids or other potentially infectious materials may occur
- establish guidelines for implementation of the infection control plan
- identify the procedure for the evaluation of circumstances surrounding exposure incidents

The following tasks are reasonably anticipated to involve exposure to blood, body fluids and other potentially infectious materials:

- occupational exposure when performing certain medical procedures or in rendering first aid
- occupational exposure when working directly with students who frequently bite or whose body fluids require contact by a teacher or teacher assistant
- occupational exposure when individuals are responsible for cleaning up blood, body fluids or other potentially infectious materials

2) **Job Classifications**

The following job classifications are divided into two categories. Category I are those whose duties are reasonably anticipated to involve exposure to blood or body fluids in the routine performance of the duties. "Good Samaritan" acts, such as assisting a co-worker with a nosebleed, will not be considered an occupational exposure.

Category I	Site principals/assistant principals Site secretaries School nurses Coaches, physical education teachers Teachers of pre-kindergarten children and multi-handicapped children Teachers of Wood Shop and Arts and Crafts Custodians Special Education teacher assistants/paraprofessionals Bus drivers and bus assistants Maintenance personnel Office assistants/Playground assistants
Category II	Classroom teachers Teacher assistants Classroom volunteers Speech pathologists Counselors Physical and Occupational therapists Secretarial staff other than site secretaries Staff in building, not attended by students Child Nutrition personnel

SECTION IV

METHODS OF COMPLIANCE

METHODS OF COMPLIANCE

There are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens. They are as follows:

- using the “Universal Precautions”
- implementing appropriate work practice controls
- using necessary personal protective equipment
- implementing appropriate housekeeping procedures

Each area is reviewed with MPS employees during the bloodborne pathogens related training (see the “Information and Training” section of the plan for additional information). By rigorously following the requirements of OSHA’s Bloodborne Pathogens Standard in these areas, MPS will eliminate or minimize the employees’ occupational exposure to bloodborne pathogens.

1) Personal Protection Equipment

- A. Specification, purchase, storage and issue of personal protection equipment
- standards for the use of personal protection equipment will be developed by the infection control officer and updated or modified as needed
 - MPS is responsible for all costs associated with the supply, repair, replacement and safe disposal of infection control personal protection equipment
 - infection control officer will determine proper stock supply levels of personal protection equipment for the buildings
 - available personal protection equipment may include: gloves, face mask/eye protection, shoe covers
 - pocket masks with a one-way valve will be stocked at each building site
 - sharps containers will be closable, puncture resistant and leak proof. The containers will be color coded, labeled as a biohazard and immediately accessible

B. Selection and use of personal protection equipment

Emergency response is often unpredictable and uncontrollable. While blood is the single most important source of HIV and HBV infection in the work place, it is safest to assume that all body fluids are infectious. For this reason, personal protection equipment will be chosen to provide barrier protection against all body fluids.

In general, employees should select personal protection equipment appropriate to the potential for spill, splash or exposure to body fluids. No procedure can cover all situations. Common sense must be used. When in doubt, select maximal rather than minimal personal protection equipment.

Disposable gloves must be worn during all contacts when potential exists for contact with blood, body fluids, non-intact skin or other infectious material.

Gloves will be replaced as soon as possible when soiled, torn or punctured. Hands must be washed after glove removal.

Under certain circumstances, shoe covers will be required to protect personnel from potential contamination.

2) “Universal Precautions”

MPS observes the practice of “Universal Precautions” to prevent contact with blood and other potentially infectious materials. As a result, MPS employees will treat all human blood and the following body fluids as if infectious for HBV, HIV and other bloodborne pathogens:

- semen
- vaginal secretions
- cerebrospinal fluid
- synovial fluid
- pleural fluid
- pericardial fluid
- peritoneal fluid
- amniotic fluid
- saliva
- any body fluid visibly contaminated with blood

Administration and Department Directors/Supervisors are responsible for overseeing the “Universal Precautions” programs.

“Universal Precautions” shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious materials. “Universal Precautions” are intended to prevent transmission of infection, as well as, decrease the risk of exposure for school personnel and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. “Universal Precautions” pertain to blood and other potentially infectious materials containing blood. These precautions do not apply to other body fluids and wastes such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine, unless blood is visible in the material. However, these other body fluids and wastes can be sources of other infections and should be handled as if they are infectious.

An important step in preventing exposure and transmission of any infection is anticipating potential contact with infectious material in routine, as well as, emergency situations. Based on the type of possible contact, school personnel should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles and proper decontamination of spills are essential techniques of infection control. All individuals should practice “Universal Precautions” when responding to situations involving infectious materials.

Hand washing is the most important infection control procedure. Employees will wash hands:

- after removing personal protection equipment
- after each contact with body fluids
- after handling potentially infectious materials
- after cleaning or decontaminating equipment
- before eating
- after using the restroom

3) Hand Washing Procedure

Hands should be washed frequently during the day. Hand should always be washed before eating, after going to the restroom, after any dirty cleaning job and particularly after cleaning up body fluids whether the fluids were touched or not. If soap and water is not available, disposable wet wipes and/or hand sanitizers may be used, provided a soap and water wash is performed as soon as possible. Use dispensable soap (not bar soap) and disposable towels to wash and dry hands. Even if gloves are worn, hands should be washed after the gloves are removed.

- use soap and water with vigorous washing under a stream of running water for 10-15 seconds
- dry hands thoroughly with a paper towel
- use the paper towel to turn off the faucet
- discard towel in proper container
- use hand lotion as needed – dry, cracked hands leave openings in the skin for bacteria to enter

4) Sharps Injury Log

The employer shall establish and maintain a Sharp's Injury Log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

- the type and brand of device involved in the incident
- the department or work area where the exposure incident occurred
- an explanation of how the incident occurred
- the requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses under 29 CFR 1904
- the sharps injury log shall be maintained for the period required by 29 CFR 1904.6

SECTION V

DECONTAMINATION GUIDELINES/HOUSEKEEPING

Decontamination Guidelines/Housekeeping

1. Cleaning spilled body fluids

- put on gloves
- pour sanitary absorbent on the fluid allowing a few minutes to absorb the liquid
- vacuum or sweep up the absorbent
- instructions for disinfecting the surface after vacuuming as follows:
 - the vacuum bag or sweeping should be disposed of in a plastic bag
 - brooms and dustpans should be rinsed in disinfectant
 - no special handling is required for the vacuuming equipment
- gloves by:
 - pinch palm of glove of one hand with the gloved free hand
 - remove pinched glove
 - place removed glove in palm of the gloved hand
 - using ungloved hand, slide fingers under cuff of gloved hand and remove glove
- discard the gloves in a plastic bag lined trash can and seal tightly before disposal
- wash hands

2. Disinfection of hard surfaces

- put on gloves
- remove soil and apply disinfectant (use disinfectant available from the warehouse)
- soak mops in disinfectant after use and rinse thoroughly
- discard disposable cleaning equipment in a plastic bag
- contaminated water should be flushed down the toilet
- non-disposable cleaning equipment should be thoroughly rinsed in the disinfectant
- pour used disinfectant solution promptly down a drain pipe
- remove gloves and discard in plastic bag
- wash hands

3. Disinfection of rugs

- put on gloves
- apply sanitary absorbent, let dry and vacuum
- apply a germicidal rug shampoo with a brush and vacuum again; if necessary wash vacuum brush with soap and water
- discard gloves
- wash hands

4. Clothing soiled with body fluids

- clothing with blood or other potentially infectious materials is to be handled as little as possible, with a minimum of agitation
- clothing is bagged at the location
- if it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed
- school personnel who have contact with the clothing should wear protective barriers
- wash items separately from other clothing
- pre-soak if heavily soiled
- wash in hot soapy water
- add one-half cup household bleach to the wash cycle if articles are not colorfast; add one-half cup of non-chlorine bleach to the cycle if articles are colorfast
- discard gloves
- wash hands

5. Miscellaneous

- line trash containers used for first aid refuse in nurses' and secretaries' offices with a plastic bag; discard at the end of each day. Order bags from the warehouse.
- wear plastic gloves to clean toilets and urinals
- if re-usable plastic gloves are used to handle body fluids, be sure to rinse them in disinfectant after each use. Do not use gloves that are cracked or torn. Gloves may be ordered for each custodian from the warehouse
- request soap dispensers from the warehouse and be certain the dispensers are filled and placed in all restrooms and sink areas that are used for hand washing
- special boxes for disposing of used sanitary napkins should be in all female restrooms; used pads should be placed in the appropriate containers. "Universal Precautions" should be used
- all disinfectants used for cleaning surfaces contaminated with spilled body fluids should be district approved, tuberculocidal approved and registered; order from the warehouse
- gloves will be worn for all contact with contaminated equipment or materials; other personal protection equipment will be used depending on spill or splash potential
- eating, drinking, smoking, handling contact lenses or applying cosmetics or lip balm is prohibited during cleaning or decontamination procedures
- any damaged equipment will be cleaned and disinfected before being sent out for repairs
- the manufacturer's guidelines will be used for the cleaning and the decontamination not all equipment, unless otherwise specified
- delicate equipment will be wiped clean of any debris using hot, soapy water, wiped with clean water, then wiped with disinfectant; equipment will be allowed to air dry
- it is the employee's responsibility to remove and disinfect contaminated clothing, and exchange the clothing for clean clothes as soon as possible

6. Guidelines for Providers of First Aid

Whenever possible allow the child or adult to cleanse his/her own wounds.

- wear gloves to clean wounds or when applying pressure to bleeding wounds including nose bleeds
- use soap to wash wounds; be certain to have the child wash soap and water before applying dressing
- do not touch the contaminated glove to any surface; grasp the glove by the cuff and turn it inside out as it is removed from the hand; wash hands
- custodians should place a plastic bag liner in the trash can that contains refuse from first aid; it should be changed daily and sealed tightly before disposal
- do not use re-usable plastic gloves for providing first aid
- if there are any questions concerning the proper handling of body fluids during the administration of first aid, contact the school nurse.
- When the red "sharps" container is full, the school nurse will seal, bag and forward to the district warehouse for disposal

7. Labels and Signs

All employees will receive information and in-service regarding signs and labels for hazardous waste that may contain blood or blood pathogens.

- warning labels are affixed to containers of regulated waste containing blood or other potentially infectious materials
- labels have the following legend:



- labels are fluorescent orange or orange-red, or predominantly so, with lettering or symbols in a contrasting color
- labels are affixed as close as feasible to the container by string, wire, adhesive or other method that prevents their loss or unintentional removal
- red bags or red containers may be substituted for labels

SECTION VI

HEPATITIS B VACCINATION, POST-EXPOSURE EVALAUTION AND FOLLOW UP

A. Hepatitis B Vaccination Program

Employees in Category I will be offered immunization against Hepatitis B after the employee has received the required training, and within ten (10) working days of initial assignment. The risks and benefits of immunization will be explained and informed consent obtained prior to immunization.

The district will not make participation in a pre-screening program a prerequisite for receiving the vaccination.

Employees may refuse immunizations, or may submit proof of previous immunization. Employees who refuse immunization will be counseled on the occupational risks of communicable disease, and are required to sign a "Refusal of Immunization" form. Employees who initially refuse immunization may later receive immunization on request from the superintendent's secretary.

If routine booster dose(s) of Hepatitis B vaccine is recommended by the U.S. Public Health Services at a future date, such booster dose(s) will be made available.

B. Record Keeping

The Superintendent's Office will maintain records in accordance with OSHA's CFR 29, Part 1910.1030. Employee participation in the Infection Control Program will be documented, including:

- name and social security number of employee
- Hepatitis B Immunization status
- occupational exposures to bloodborne pathogens, including a copy of the health care professional's written opinion and a copy of the information provided to the health care professional

Infection control records will become a part of the employee's personal health file and will be maintained for duration of employment plus thirty (30) years. Medical records are strictly confidential. Medical records will be maintained in the Superintendent's Office. Employees may examine his/her medical records and may request copies be sent to his/her personal physician. Release of medical records will be made only with the signed written consent of the employee. Abstracts of medical records without personal identifiers may be made for quality assurance, compliance monitoring or program evaluation purposes, as long as the identity of individual employees cannot be determined from the abstract. Communications between medical and personnel sections will focus on fitness to work or recommended restrictions, rather than upon specified diagnosis.

C. Copies of the Plan

A copy of the plan will be made available at all the site nurse's and head principal's / director's offices.

D. Plan Review and Update

The plan shall be reviewed and updated annually.

E. Post-Exposure Protocols

Any employee exposed to potentially infectious material will immediately wash the exposed area with soap and water. If mucous membranes such as the mouth and eyes are involved, wash well with a plentiful amount of water.

Any employee having an occupational exposure to blood, body fluids or other potentially infectious materials shall immediately report the exposure to the principal / direct supervisor.

The employee will notify the principal / direct supervisor as soon as possible after an exposure and before the completion of his/her shift for any of the following incidents:

- needle-stick injury
- break in skin caused by a potentially contaminated object
- splash of blood or other potentially infectious material onto eyes, mucous membranes or non-intact skin
- mouth-to-mouth resuscitation without mask/one-way valve
- any other exposure that the employee may feel is significant

The First Aid Provider / Nurse will determine if an exposure may have occurred. (Appendix E) If no exposure took place, the principal and infection control officer will counsel the employee on exposure hazards.

If it is established that an exposure may have occurred, a "Bloodborne Pathogen Exposure Incident Report," (Appendix F), will be completed, which includes details of the tasks being performed, the means of transmission, the portal of entry and the type of personal protection equipment in use at the time the exposure occurred.

Immediate notification of the infection control officer shall be made by contacting the Director of Operation's office at (405) 376-7921. The employee shall be referred to the district's contracted medical carrier within twenty-four (24) hours for appropriate diagnostic workup, treatment, long-term follow-up and counseling, if indicated. The Infection Control Officer will give the employee a copy of the Bloodborne Pathogens Exposure Incident Report and the employee's Hepatitis B vaccination status.

F. Post-Exposure Evaluation and Follow-Up

If an employee is involved in an incident where exposure to bloodborne pathogens may have occurred, there are two (2) things that MPS must immediately focus efforts:

- employee(s) receives medical consultation and treatment (if required) as expeditiously as possible
- investigate the circumstances surrounding the exposure incident

The Administration and/or Department Head will investigate every exposure incident that occurs in his/her facility. This investigation is initiated within twenty-four (24) hours after the incident occurs and involves gathering the following information:

- when the incident occurred – date and time
- where the incident occurred – location
- what potentially infectious materials were involved in the incident – type of material (blood, amniotic fluid, etc.)
- source of the material
- under what circumstances the incident occurred – type of work being performed
- how the incident was caused – accident; unusual circumstances (such as equipment malfunction, power outage, etc.)
- personal protective equipment being used at the time of incident
- action taken as a result of the incident – employee decontamination / cleanup / notifications made

SECTION VII

LABELS AND SIGNS

Labels and Signs

For MPS employees the most obvious warning of possible exposure to bloodborne pathogens is biohazard labels. The District has implemented a comprehensive biohazard warning labeling program in the facilities using labels of the type shown below, or when appropriate, using red “color-coded” containers. The school nurses are responsible for setting up and maintaining the program at the building sites.

The following items will be labeled accordingly:

- containers of regulated waste
- refrigerators/freezers containing blood or other potentially infectious materials
- sharps disposal containers
- other containers used to store, transport or ship blood and other infectious materials
- laundry bags and containers
- contaminated equipment

On labels affixed to contaminated equipment we have also indicated which portions of the equipment are contaminated.



SECTION VIII

INFORMATION AND TRAINING

Information and Training

Having well informed and educated employees is extremely important when attempting to eliminate or minimize employees' exposure to bloodborne pathogens. All employees are required to complete an annual on-line tutorial. If any questions arise, employee is to contact the District's Operation Office at (405) 376-7921.

Administration / Directors are responsible for seeing that all new employees who have potential exposure to bloodborne pathogens receive this training.

A. Training Topics

The topics covered in the on-line tutorial include the following:

- the Bloodborne Pathogens Standard
- the epidemiology and symptoms of bloodborne diseases
- the modes of transmission of bloodborne pathogens
- Exposure Control Plan
- appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- a review of the use and limitations of methods that will prevent or reduce exposure, including work practice controls and personal protective equipment
- selection and use of personal protective equipment including: types available; proper use; location within the facility; removal; handling; decontamination; disposal
- visual warnings of biohazards, including labels, signs and "color-coded" containers
- information on the Hepatitis B vaccine, including its efficacy; safety; method of administration; benefits of vaccination program
- actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- the procedures to follow if an exposure incident occurs, including incident reporting
- information on the post-exposure evaluation and follow-up, including medical consultation

B. Training Methods

Training presentations make use of several training techniques including, but not limited to, those checked below:

on line training programs

_____ (other, specify)

C. Record Keeping

To facilitate the training of MPS employees, as well as to document the training process, records contain the following information:

- dates of all training sessions
- contents/summary of the training sessions
- names and qualifications of the instructors
- names and job titles of employees attending the training sessions

The training records are available for examination and copying to MPS employees and/or representative, as well as OSHA and its representatives.

SECTION IX

APPENDIX

APPENDIX A

General Directions For Accessing the Global Compliance Network

1. Connect to the internet. Please be sure to have your speakers turned on
2. Type www.gcn1.net into the address bar within your browser and click “Enter”
3. Be sure your computer has the latest Flash plug-in. If it does not, click on the link to download it. Follow the direction closely.
4. Once you have the latest Flash plug-in, click on the “click here to enter site” text.
5. Click the “Log On” button
6. Type in the username and password for your organization and click Submit
(User name is: **Mustang**, Password is: **payment**)
7. If you would like to save your position within a tutorial, click on the “Accept” button. Otherwise, select the “Decline” and continue with step number 11 below.
8. If you have not used “Slide Position Saving” you will need to create a new account. Click on the “Create Account” button. After you create the account, you can enter your account information in the “Registered Users” section.
9. Type in your email address, create your own password, and click the “Save” button. If you do not have an email account, please use your first name, last name, and any number and “@gcn1.net. For example Joe Smith’s account could be joesmith44@gcn1.net. Please write down your email address and password for future access.
10. Type in your First Name, Middle Initial (not required if you don’t have one) And Last Name. Click on the arrows to select from a drop-down menu your Department/Building and Job Title. Click the “Save” button.
11. In the “Welcome” Section, click on the arrow to select a tutorial from a drop-down menu. Then click the “View” Button
12. Verify that your information is correct and click on the “yes, This Information is Correct” button. If it is not correct, click on the “No” button and you will have a chance to correct the information.
13. Click on the “View Tutorial From Beginning” Button. If you have previously Viewed part of a tutorial and save your position, click on the “view Tutorial from Saved Position.
14. Click on the “Next button when it blinks throughout the presentation.

15. After the last slide has played, you will see a verification message. This is notification that you have completed this module. You will then click to go back to the menu page.
16. Click on a link for another module if you are required to complete more than one Module
17. Otherwise click the "Exit" button
18. You are all set!

Appendix B

Mustang Public Schools Information about Hepatitis B Vaccine

The Disease

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of patients who become infected. Most people with Hepatitis B recover completely but approximately 5-10% becomes chronic carriers of the virus. Most of these people have no symptoms, but continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative agent in the development of liver cancer. Thus immunization against Hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

The Vaccine

The vaccine is a non-infectious subunit viral vaccine derived from Hepatitis B surface antigen (9BHsAg) produced in yeast cells. It has been extensively tested for safety and efficacy in large scale clinical trails with human subjects, levels of surface antibody (anti-BHs) and protection against Hepatitis B. Persons having less response to the vaccine still develop antibodies. Full vaccination with three doses of vaccine over a six month period provided immunity for 96% for the individuals tested. The duration of immunity is unknown at this time. Persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of the immunization.

Possible Vaccine Side Effects

The incidence of side effects is relatively low. Reported side effects include tenderness and redness at the site of injections, low grade fever, rash, nausea, joint pain and mild fatigue.

Who Should Receive the Vaccine

Category I employees who perform tasks that can reasonably be anticipated to involve exposure to blood, body fluids or tissues should receive the vaccine. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues or a potential for spills or splashes of them are Category I tasks.

Category II employees who are involved in tasks that involve no exposure to blood, body fluids or tissues, but employment may require performing unplanned Category I tasks. The normal work routine involves no exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.

Three doses are required. Dose # 1 and # 2 are given one month apart. Dose # 3 is given six months after dose # 1.

Females who are pregnant or may become pregnant in the next year should contact their physician concerning whether or not to receive the vaccine.

Those who do not want to receive the vaccine must sign a refusal form.

Appendix C
Mustang Public Schools

REFUSAL OF HEPATITIS B VACCINE

I understand that due to possible occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV). I have been given the opportunity to be vaccinated at no charge to myself. However, I decline hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

If I continue to have occupational exposure to blood or other potentially infectious materials, and want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccine at no charge.

I have discussed the purpose and advisability of the Hepatitis B vaccine, and with full understanding I am releasing Mustang Public Schools of responsibility in the event of any adverse outcome following an exposure to Hepatitis B, I hereby refuse the Hepatitis B vaccine.

Decline Hepatitis B vaccination at this time

Received the Hepatitis B vaccine previously Year _____

Immune to Hepatitis B

Employee Signature

Date

Appendix D
Mustang Public Schools

CONSENT FOR HEPATITIS B VACCINE

The Hepatitis B vaccine is prepared from recombinant yeast culture and is free of association with human blood or blood products.

If I am allergic to yeast or thimersol, I should not receive this vaccine.

If I have a serious, active infection, I should not receive this vaccine.

If I am on hemodialysis, I should not receive this vaccine without further evaluation.

If I am pregnant, trying to become pregnant or breast feeding, I must obtain authorization from my personal physician before receiving this vaccine.

If I have taken a drug or undergone treatment that lowers the body's resistance to infection, I should not take this vaccine without further evaluation.

If I have an immune deficiency, I should not take this vaccine without further evaluation.

If I have heart or lung problems, I should not take this vaccine without further evaluation.

If I have any bleeding disorder that prevents me from receiving an intramuscular shot, I should not have this vaccine without further evaluation.

I have been informed regarding Hepatitis B and the Hepatitis B vaccine.

I have been notified of my occupational exposure risk to Hepatitis B and have been made aware of the consequences to myself, other co-workers and family, as well as the fact that Mustang Public Schools strongly urges me to obtain a Hepatitis B vaccination.

I have had the opportunity to ask questions.

I have all the information I desire.

I understand the benefits and risks of Hepatitis B vaccination.

I understand that I must have three doses of the vaccine to be fully effective.

I realize there is no guarantee that a person vaccinated will become immune.

I understand that adverse effects may be experienced.

I request that three does of the vaccine be given to me.

I understand that the vaccine will be given to me at no charge.

Dose # 1 Date _____ Given by _____

Dose # 2 Date _____ Given by _____

Dose # 3 Date _____ Given by _____

Employee's Name Printed

Employee's Signature

Date

Appendix E
Mustang Public Schools

EXPOSURE INCIDENT FORM

Name of Employee: _____

Date Incident Occurred: _____ School Site: _____

Description of Circumstances of the Incident: _____

Treatment: _____

Exposure incident that resulted from the performance of an employee's duties:

Exposure to a specific eye Yes No

Mouth Yes No

Other mucous membrane Yes No

Non-intact skin Yes No

Parenteral contact with blood
or other potentially infectious materials Yes No

If any of these questions are "Yes" then an "exposure Incident has occurred." All first aid incidents involving exposures are to be reported to the principal and the infection control officer before the end of the work shift in which the incident occurred.

An Exposure Incident Occurred

Exposure Incident Did Not Occur

First Aid Provider / Nurse

Date Form Completed

Appendix I
Mustang Public Schools

Glossary of Common Words and Terminology

Aids: Acquired Immune Deficiency Syndrome, a communicable disease caused by Human Immunodeficiency Virus (HIV).

Bloodborne Pathogen: Pathogens are microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV). The term “blood” includes blood, blood components and products made from human blood.

Body Fluids: Fluids that have been recognized by the Center for Disease Control as directly linked to the transmission of HIV and/or HBV and or to which Universal Precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid and concentrated HIV or HBV viruses.

Body Substance Isolation (BSI): An infection control strategy which considers all body substances potentially infectious. BSI goes beyond Universal Precautions (See Universal Precautions).

Communicable Disease: A disease that can be transmitted from one person to another; also known as a contagious disease.

Contaminated: Means the presence or reasonably anticipated presence of blood or other potentially infectious material on an item or surface.

Contaminated Laundry: Laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

Decontamination: The physical and/or chemical process of reducing and preventing the spread of contamination from persons and equipment.

Disease: An alteration of health, with a characteristic set of symptoms, which may affect the entire body or specific organs. Diseases have a variety of causes and are known as infectious diseases when due to a pathogenic microorganism such as a bacteria, virus or fungus.

Disinfection: A procedure which inactivates virtually all recognized pathogenic microorganisms, but not necessarily all microbial forms on inanimate objects.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious material that results from the performance of an employee’s duty.

Infection Control Officer: The person that has the responsibility and authority to develop and implement the infection control plan and verify compliance. A staff employee assigned specific responsibility for department infection control practices, including immunizations and pos-exposure follow-up protocols.

Health Hazard: Any property of a material that either directly or indirectly can cause injury or incapacitation, either temporary or permanent, from exposure by contact, inhalation or ingestion.

Hepatitis B (HBV) (“Serum Hepatitis”): A viral form of hepatitis spread through blood contact, and also as a sexually transmitted disease. Hepatitis B is a significant risk for emergency care workers.

Infection may result in death, chronic hepatitis, liver, cancer or cirrhosis of the liver. A vaccine to prevent spread of Hepatitis B is available.

Human Immunodeficiency Virus (HIV): The agent which causes AIDS.

Immunization: The process of rendering a person immune or highly resistant to disease.

Infection: Growth of pathogenic organisms in the tissues of a host, with or without detectable signs of injury.

Infectious Waste: Any amount of blood and blood products, pathological wastes, microbiological wastes and contaminated sharps.

Microorganism: A living organism usually visible only with a microscope, including bacteria, viruses, parasites and fungi.

Mucous Membrane: The lining of the nose, mouth, eyes, vagina and rectum. Mucous membranes are not as durable as other skin. Contact of infected body fluids with intact mucous membranes may transmit disease.

Occupational Exposure: Reasonable anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials: The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ (other than intact skin) from a human.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

Pathogen: A microorganism that can cause disease: eg., bacteria, fungi, parasites or viruses.

Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection from a hazard. General work clothes not intended to function as protection against a hazard are not considered to be personal protective equipment.

Puncture-Resistant Container: A leak proof container designed to safely store and/or transport contaminated sharps for proper disposal.

Regulated Waste: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are cakes with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Sharps: Any object that can penetrate the skin including, but not limited to, needles, lancets, scalpels, broken capillary tubes or any broken glass.

Tuberculocidal: Capable of killing tuberculosis (TB) bacteria. Used as a guideline for effectiveness of disinfection or sterilization because TB bacteria are difficult to kill.

Universal Precautions: A system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires every employee exposed to direct contact with body fluids to be protected as though such body fluids were HBV or HIV infected. Therefore, Universal Precautions are intended to prevent health-care workers from parenteral, mucous membrane and non-intact skin exposures to bloodborne pathogens and should be used by all personnel. NOTE: Universal Precautions differ from Body Substance Isolation (BSI) in that Universal Precautions pertains only to specific body fluids. BSI pertains to all body fluids.

Virus: A microorganism usually only visible with the electron microscope. Viruses normally reside within other living (host) cells and cannot reproduce outside of a living cell.

TABLE OF CONTENTS

Section I – Exposure Control Plan	1
Purpose	2
Section II – General Program Management	3
Categories of Responsibility	4
Exposure Control Officer	4
Infection Control Roles and Responsibilities	4
Education / Training Instruction	5
Availability of the Exposure Control Plan to Employees	6
Review and Update of the Plan	6
Section III – Exposure Control Plan	7
Purpose	8
Job Classifications	8
Section IV – Methods of Compliance	9
Personal Protection Equipment	10
Universal Precautions	11
Hand Washing Procedure	12
Sharps Injury Log	12
Section V – Decontamination Guidelines / Housekeeping	13
Cleaning Spilled Body Fluids	14
Disinfection of Hard Surfaces	14
Disinfection of Rugs	14
Laundering Clothing Soiled with Body Fluids	14
Miscellaneous	15
Guidelines for Providers of First Aid	15
Labels and Signs	16
Section VI – Hepatitis B Vaccination, Post Exposure Evaluation & Follow Up	17
Hepatitis B Vaccination Program	18
Recordkeeping	18
Copies of the Plan	18
Plan Review and Update	18
Post-Exposure Protocols	19
Post-Exposure Evaluation & Follow Up	19
Section VII – Labels and Signs	20
Labels and Signs	21
Section VIII – Information and Training	22
Training Topics	23
Training Methods	23
Record Keeping	23
Section IX – Appendix	24
Appendix A – Directions for Bloodborne Training	25
Appendix B – Information About Hepatitis B Vaccine	27
Appendix C – Refusal of Hepatitis B Vaccine Form	28
Appendix D – Consent for Hepatitis B Vaccine Form	29
Appendix E – Exposure Incident Form	30
Appendix F – Communicable Disease Risk Exposure Report	31
Appendix G – Sharps Injury Log	34
Appendix H – OSHA Regulations (Standards – 29 CFR)	35
Appendix I – Glossary	57

SECTION I

EXPOSURE CONTROL PLAN FOR BLOODBORNE DISEASE

PURPOSE OF THE PLAN

Two of the major goals of the Occupational Safety and Health Administration (OSHA) are to regulate facilities where work is carried out and to promote safe work practices in an effort to minimize the incidence of illness and injury experience by employees. Relative to these goals, OSHA has enacted the Bloodborne Pathogens Standard, codified as 29 CFR 1910.1030. The purpose of the Bloodborne Pathogens Standard is to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens” that employees may encounter in the workplace.

Mustang Public Schools (MPS) believes there are a number of “general principles to follow when working with bloodborne pathogens.” These include:

- it is prudent to minimize all exposure to bloodborne pathogens
- risk of exposure to bloodborne pathogens should never be under-estimated
- MPS should institute as many engineering and work practice controls as possible to eliminate or minimize an employee's exposure to bloodborne pathogens

MPS implemented the Exposure Control Plan to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of the plan is twofold:

- to protect MPS employees from the health hazards associated with bloodborne pathogens
- to provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens

SECTION II

GENERAL PROGRAM MANAGEMENT

GENERAL PROGRAM MANAGEMENT

There are five (5) major “**Categories of Responsibility**” that are central to the effective implementation of the Exposure Control Plan. These are:

- 1) the “Exposure Control Officer”
- 2) infection control roles and responsibilities
- 3) education/training instruction
- 4) availability of plans to employees/ teachers
- 5) review and update the plan

The following sections define the roles played by each of these groups in carrying out the plan. Throughout the written plan, employees with specific responsibilities are identified. If a new employee is assigned any of these responsibilities, the administrator/principal/director is to be notified of the change so that the records can be updated.

1) “Exposure Control Officer”

The ~~Director of Operations~~ Chief Operations Officer is the “Exposure Control Officer” and will be responsible for overall management and support of MPS’s Bloodborne Pathogens Compliance Program. Activities typically include, but are not limited to,

1. implements the Exposure Control Plan for the entire district
2. works with administrators and other employees to develop and administer any additional bloodborne pathogens related policies and practices needed to support the effective implementation of the plan
3. looks for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary
4. collects and maintains a suitable reference library on the Bloodborne Pathogens Standard and bloodborne pathogens safety and health information
5. knows current legal requirements concerning bloodborne pathogens
6. acts as liaison during OSHA inspections
7. conducts periodic school audits to maintain an up-to-date Exposure Control Plan

2) Infection Control Roles and Responsibilities

A. *Superintendent of Schools*

The ultimate responsibility for the health and welfare of all employees remains that of the Superintendent of Schools. The tasks of managing the infection control program are delegated to appropriate Mustang Public Schools (MPS) personnel.

The Superintendent’s Office responsibilities include:

- coordinates the immunization program and maintains immunization records
- maintains a confidential database of exposures
- notification that the vaccine and the vaccination will be provided at no charge for those identified in Category I

B. *Infection Control Officer*

The ~~Director of Operations~~ Chief Operations Officer is the “Infection Control Officer.” Responsibilities include:

- develops criteria for the purchase of infection control personal protective equipment and determine adequate stocking levels for each building site
- evaluates possible employee exposures to communicable diseases and coordinate communications between the MPS, area physicians and hospitals, the Canadian County Health Department and the Oklahoma State Department of Health
- notifies the superintendent and/or building principal if quality assurance data indicates a safety hazard requiring immediate attention
- collects quality assurance data on the department infection control program and review the data regularly

- keeps abreast of new developments in the field of infection control and make appropriate recommendations to the superintendent
- develops and delivers a comprehensive infection control educational program which complies with OSHA regulations 29 CFR part 1910.1030

C. *Principals and School Nurses*

Principals and school nurses will support and enforce compliance with the Exposure Control Plan by mandating safe operating practices in the school buildings and correcting any unsafe acts. If necessary, principals/school nurses will refer employees for remedial infection control training. Principals will not allow new employees to assume duties until infection control training has been completed.

D. *All MPS Personnel*

Each employee of MPS assumes ultimate responsibility for his/her own health and safety, and therefore will use "Universal Precautions" and appropriate personal protection equipment as the situation dictates. An employee will report any occupational exposure to blood or other potentially infectious materials to his/her principal, direct supervisor or school nurse immediately.

3) Education/Training Instruction

All employees will be required to complete:

- initial infection control training at the time of assignment to tasks where occupational exposure may occur
- refresher infection control training at least annually thereafter

All infection training control materials will be appropriate in content and vocabulary to the educational level, literacy and language of employees being trained.

Training will be in compliance with OSHA Regulations 29 CFR 1910.1030 and shall include:

- an accessible copy of 29 CFR Part 1910.1030 and an explanation of its contents (Appendix H)
- a general explanation of the epidemiology and symptoms of bloodborne diseases
- an explanation of the modes of transmission of bloodborne pathogens
- an explanation of the District Exposure Control Plan and how the employee can obtain a copy
- an explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment
- an explanation of the basis for selection of personal protection equipment
- information on the Hepatitis B vaccine, including information on its efficacy, safety and the benefits of being vaccinated
- notification that the vaccine and the vaccination will be provided at no charge for those identified in Category I
- information on the appropriate actions to take and persons to contact if an emergency involving blood or other potentially infectious materials

An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medial follow-up, will be made available using the "Communicable Disease Risk Exposure Report." (Appendix F)

4) Availability of the Exposure Control Plan to Employees

MPS's Exposure Control Plan is available to MPS employees at any time. Copies of the Exposure Control Plan are kept at the head principal's / director's offices / school nurses' office in the following locations:

- Mustang High School
- ~~Mustang Mid High School~~
- Mustang Middle School
- Mustang North Middle School
- Canyon Ridge Intermediate School
- Horizon Intermediate School
- Mustang Centennial Elementary
- Mustang Creek Elementary School
- Mustang Trails Elementary School
- Lakehoma Elementary School
- Mustang Valley Elementary School
- Mustang Elementary School
- Prairie View Elementary
- Mustang Education Center/ Maxine and George Morris Alternative Education Center
- Transportation Department
- Maintenance Department
- Child Nutrition Department
- Custodial Department
- Administration Office

5) Review and Update of the Plan

MPS recognizes it is important to keep the Employee Control Plan up-to-date. The plan will be reviewed and updated under the following circumstances:

- annually
- whenever new or modified tasks and procedures are implemented which effect occupational exposure of employees
- whenever or employees' jobs are revised such that new instances of occupational exposure may occur
- whenever MPS establishes new functional positions that may involve exposure to bloodborne pathogens
- reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens
- document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure
- an employer, who is required to establish an Exposure Control Plan shall solicit input from non-managerial employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document the solicitation in the Exposure Control Plan

SECTION III

EXPOSURE CONTROL PLAN

EXPOSURE CONTROL PLAN

To implement a successful Exposure Control Plan, one must identify exposure situations in which employees may encounter. To facilitate, MPS has prepared the following list:

- job classifications in which employees have occupational exposure to bloodborne pathogens

NOTE: Individuals paid a salary are considered employees. Students are not considered employees.

1) The **PURPOSE** of the **MPS Exposure Control Plan** is to:

- identify those tasks and job classifications for which it can be reasonably anticipated that an exposure to blood, body fluids or other potentially infectious materials may occur
- establish guidelines for implementation of the infection control plan
- identify the procedure for the evaluation of circumstances surrounding exposure incidents

The following tasks are reasonably anticipated to involve exposure to blood, body fluids and other potentially infectious materials:

- occupational exposure when performing certain medical procedures or in rendering first aid
- occupational exposure when working directly with students who frequently bite or whose body fluids require contact by a teacher or teacher assistant
- occupational exposure when individuals are responsible for cleaning up blood, body fluids or other potentially infectious materials

2) **Job Classifications**

The following job classifications are divided into two categories. Category I are those whose duties are reasonably anticipated to involve exposure to blood or body fluids in the routine performance of the duties. "Good Samaritan" acts, such as assisting a co-worker with a nosebleed, will not be considered an occupational exposure.

Category I	Site principals/assistant principals Site secretaries School nurses Coaches, physical education teachers Teachers of pre-kindergarten children and multi-handicapped children Teachers of Wood Shop and Arts and Crafts Custodians Special Education teacher assistants/paraprofessionals Bus drivers and bus assistants Maintenance personnel Office assistants/Playground assistants
Category II	Classroom teachers Teacher assistants Classroom volunteers Speech pathologists Counselors Physical and Occupational therapists Secretarial staff other than site secretaries Staff in building, not attended by students Child Nutrition personnel

SECTION IV

METHODS OF COMPLIANCE

METHODS OF COMPLIANCE

There are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens. They are as follows:

- using the "Universal Precautions"
- implementing appropriate work practice controls
- using necessary personal protective equipment
- implementing appropriate housekeeping procedures

Each area is reviewed with MPS employees during the bloodborne pathogens related training (see the "Information and Training" section of the plan for additional information). By rigorously following the requirements of OSHA's Bloodborne Pathogens Standard in these areas, MPS will eliminate or minimize the employees' occupational exposure to bloodborne pathogens.

1) Personal Protection Equipment

- A. Specification, purchase, storage and issue of personal protection equipment
 - standards for the use of personal protection equipment will be developed by the infection control officer and updated or modified as needed
 - MPS is responsible for all costs associated with the supply, repair, replacement and safe disposal of infection control personal protection equipment
 - infection control officer will determine proper stock supply levels of personal protection equipment for the buildings
 - available personal protection equipment may include: gloves, face mask/eye protection, shoe covers
 - pocket masks with a one-way valve will be stocked at each building site
 - sharps containers will be closable, puncture resistant and leak proof. The containers will be color coded, labeled as a biohazard and immediately accessible

- B. Selection and use of personal protection equipment

Emergency response is often unpredictable and uncontrollable. While blood is the single most important source of HIV and HBV infection in the work place, it is safest to assume that all body fluids are infectious. For this reason, personal protection equipment will be chosen to provide barrier protection against all body fluids.

In general, employees should select personal protection equipment appropriate to the potential for spill, splash or exposure to body fluids. No procedure can cover all situations. Common sense must be used. When in doubt, select maximal rather than minimal personal protection equipment.

Disposable gloves must be worn during all contacts when potential exists for contact with blood, body fluids, non-intact skin or other infectious material.

Gloves will be replaced as soon as possible when soiled, torn or punctured. Hands must be washed after glove removal.

Under certain circumstances, shoe covers will be required to protect personnel from potential contamination.

2) "Universal Precautions"

MPS observes the practice of "Universal Precautions" to prevent contact with blood and other potentially infectious materials. As a result, MPS employees will treat all human blood and the following body fluids as if infectious for HBV, HIV and other bloodborne pathogens:

- semen
- vaginal secretions
- cerebrospinal fluid
- synovial fluid
- pleural fluid
- pericardial fluid
- peritoneal fluid
- amniotic fluid
- saliva
- any body fluid visibly contaminated with blood

Administration and Department Directors/Supervisors are responsible for overseeing the "Universal Precautions" programs.

"Universal Precautions" shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious materials. "Universal Precautions" are intended to prevent transmission of infection, as well as, decrease the risk of exposure for school personnel and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. "Universal Precautions" pertain to blood and other potentially infectious materials containing blood. These precautions do not apply to other body fluids and wastes such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine, unless blood is visible in the material. However, these other body fluids and wastes can be sources of other infections and should be handled as if they are infectious.

An important step in preventing exposure and transmission of any infection is anticipating potential contact with infectious material in routine, as well as, emergency situations. Based on the type of possible contact, school personnel should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles and proper decontamination of spills are essential techniques of infection control. All individuals should practice "Universal Precautions" when responding to situations involving infectious materials.

Hand washing is the most important infection control procedure. Employees will wash hands:

- after removing personal protection equipment
- after each contact with body fluids
- after handling potentially infectious materials
- after cleaning or decontaminating equipment
- before eating
- after using the restroom

3) Hand Washing Procedure

Hands should be washed frequently during the day. Hand should always be washed before eating, after going to the restroom, after any dirty cleaning job and particularly after cleaning up body fluids whether the fluids were touched or not. If soap and water is not available, disposable wet wipes and/or hand sanitizers may be used, provided a soap and water wash is performed as soon as possible. Use dispensable soap (not bar soap) and disposable towels to wash and dry hands. Even if gloves are worn, hands should be washed after the gloves are removed.

- use soap and water with vigorous washing under a stream of running water for 10-15 seconds
- dry hands thoroughly with a paper towel
- use the paper towel to turn off the facet
- discard towel in proper container
- use hand lotion as needed – dry, cracked hands leave openings in the skin for bacteria to enter

4) Sharps Injury Log

The employer shall establish and maintain a Sharp's Injury Log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

- the type and brand of device involved in the incident
- the department or work area where the exposure incident occurred
- an explanation of how the incident occurred
- the requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses und 29 CFR 1904
- the sharps injury log shall be maintained for the period required by 29 CRF 1904.6

SECTION V

DECONTAMINATION GUIDELINES/HOUSEKEEPING

Decontamination Guidelines/Housekeeping

1. Cleaning spilled body fluids

- put on gloves
- pour sanitary absorbent on the fluid allowing a few minutes to absorb the liquid
- vacuum or sweep up the absorbent
- instructions for disinfecting the surface after vacuuming as follows:
 - the vacuum bag or sweeping should be disposed of in a plastic bag
 - brooms and dustpans should be rinsed in disinfectant
 - no special handling is required for the vacuuming equipment
- gloves by:
 - pinch palm of glove of one hand with the gloved free hand
 - remove pinched glove
 - place removed glove in palm of the gloved hand
 - using ungloved hand, slide fingers under cuff of gloved hand and remove glove
- discard the gloves in a plastic bag lined trash can and seal tightly before disposal
- wash hands

2. Disinfection of hard surfaces

- put on gloves
- remove soil and apply disinfectant (use disinfectant available from the warehouse)
- soak mops in disinfectant after use and rinse thoroughly
- discard disposable cleaning equipment in a plastic bag
- contaminated water should be flushed down the toilet
- non-disposable cleaning equipment should be thoroughly rinsed in the disinfectant
- pour used disinfectant solution promptly down a drain pipe
- remove gloves and discard in plastic bag
- wash hands

3. Disinfection of rugs

- put on gloves
- apply sanitary absorbent, let dry and vacuum
- apply a germicidal rug shampoo with a brush and vacuum again; if necessary wash vacuum brush with soap and water
- discard gloves
- wash hands

4. Clothing soiled with body fluids

- clothing with blood or other potentially infectious materials is to be handled as little as possible, with a minimum of agitation
- clothing is bagged at the location
- if it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed
- school personnel who have contact with the clothing should wear protective barriers
- wash items separately from other clothing
- pre-soak if heavily soiled
- wash in hot soapy water
- add one-half cup household bleach to the wash cycle if articles are not colorfast; add one-half cup of non-chlorine bleach to the cycle if articles are colorfast
- discard gloves
- wash hands

5. Miscellaneous

- line trash containers used for first aid refuse in nurses' and secretaries' offices with a plastic bag; discard at the end of each day. Order bags from the warehouse.
- wear plastic gloves to clean toilets and urinals
- if re-usable plastic gloves are used to handle body fluids, be sure to rinse them in disinfectant after each use. Do not use gloves that are cracked or torn. Gloves may be ordered for each custodian from the warehouse
- request soap dispensers from the warehouse and be certain the dispensers are filled and placed in all restrooms and sink areas that are used for hand washing
- special boxes for disposing of used sanitary napkins should be in all female restrooms; used pads should be placed in the appropriate containers. "Universal Precautions" should be used
- all disinfectants used for cleaning surfaces contaminated with spilled body fluids should be district approved, tuberculocidal approved and registered; order from the warehouse
- gloves will be worn for all contact with contaminated equipment or materials; other personal protection equipment will be used depending on spill or splash potential
- eating, drinking, smoking, handling contact lenses or applying cosmetics or lip balm is prohibited during cleaning or decontamination procedures
- any damaged equipment will be cleaned and disinfected before being sent out for repairs
- the manufacturer's guidelines will be used for the cleaning and the decontamination not all equipment, unless otherwise specified
- delicate equipment will be wiped clean of any debris using hot, soapy water, wiped with clean water, then wiped with disinfectant; equipment will be allowed to air dry
- it is the employee's responsibility to remove and disinfect contaminated clothing, and exchange the clothing for clean clothes as soon as possible

6. Guidelines for Providers of First Aid

Whenever possible allow the child or adult to cleanse his/her own wounds.

- wear gloves to clean wounds or when applying pressure to bleeding wounds including nose bleeds
- use soap to wash wounds; be certain to have the child wash soap and water before applying dressing
- do not touch the contaminated glove to any surface; grasp the glove by the cuff and turn it inside out as it is removed from the hand; wash hands
- custodians should place a plastic bag liner in the trash can that contains refuse from first aid; it should be changed daily and sealed tightly before disposal
- do not use re-usable plastic gloves for providing first aid
- if there are any questions concerning the proper handling of body fluids during the administration of first aid, contact the school nurse.
- When the red "sharps" container is full, the school nurse will seal, bag and forward to the district warehouse for disposal

7. Labels and Signs

All employees will receive information and in-service regarding signs and labels for hazardous waste that may contain blood or blood pathogens.

- warning labels are affixed to containers of regulated waste containing blood or other potentially infectious materials
- labels have the following legend:



BIOHAZARD

- labels are fluorescent orange or orange-red, or predominantly so, with lettering or symbols in a contrasting color
- labels are affixed as close as feasible to the container by string, wire, adhesive or other method that prevents their loss or unintentional removal
- red bags or red containers may be substituted for labels

SECTION VI

HEPATITIS B VACCINATION, POST-EXPOSURE EVALAUTION AND FOLLOW UP

A. Hepatitis B Vaccination Program

Employees in Category I will be offered immunization against Hepatitis B after the employee has received the required training, and within ten (10) working days of initial assignment. The risks and benefits of immunization will be explained and informed consent obtained prior to immunization.

The district will not make participation in a pre-screening program a prerequisite for receiving the vaccination.

Employees may refuse immunizations, or may submit proof of previous immunization. Employees who refuse immunization will be counseled on the occupational risks of communicable disease, and are required to sign a "Refusal of Immunization" form. Employees who initially refuse immunization may later receive immunization on request from the superintendent's secretary.

If routine booster dose(s) of Hepatitis B vaccine is recommended by the U.S. Public Health Services at a future date, such booster dose(s) will be made available.

B. Record Keeping

The Superintendent's Office will maintain records in accordance with OSHA's CFR 29, Part 1910.1030. Employee participation in the Infection Control Program will be documented, including:

- name and social security number of employee
- Hepatitis B Immunization status
- occupational exposures to bloodborne pathogens, including a copy of the health care professional's written opinion and a copy of the information provided to the health care professional

Infection control records will become a part of the employee's personal health file and will be maintained for duration of employment plus thirty (30) years. Medical records are strictly confidential. Medical records will be maintained in the Superintendent's Office. Employees may examine his/her medical records and may request copies be sent to his/her personal physician. Release of medical records will be made only with the signed written consent of the employee. Abstracts of medical records without personal identifiers may be made for quality assurance, compliance monitoring or program evaluation purposes, as long as the identity of individual employees cannot be determined from the abstract. Communications between medical and personnel sections will focus on fitness to work or recommended restrictions, rather than upon specified diagnosis.

C. Copies of the Plan

A copy of the plan will be made available at all the site nurse's and head principal's / director's offices.

D. Plan Review and Update

The plan shall be reviewed and updated annually.

E. Post-Exposure Protocols

Any employee exposed to potentially infectious material will immediately wash the exposed area with soap and water. If mucous membranes such as the mouth and eyes are involved, wash well with a plentiful amount of water.

Any employee having an occupational exposure to blood, body fluids or other potentially infectious materials shall immediately report the exposure to the principal / direct supervisor.

The employee will notify the principal / direct supervisor as soon as possible after an exposure and before the completion of his/her shift for any of the following incidents:

- needle-stick injury
- break in skin caused by a potentially contaminated object
- splash of blood or other potentially infectious material onto eyes, mucous membranes or non-intact skin
- mouth-to-mouth resuscitation without mask/one-way valve
- any other exposure that the employee may feel is significant

The First Aid Provider / Nurse will determine if an exposure may have occurred. (Appendix E) If no exposure took place, the principal and infection control officer will counsel the employee on exposure hazards.

If it is established that an exposure may have occurred, a "Bloodborne Pathogen Exposure Incident Report," (Appendix F), will be completed, which includes details of the tasks being performed, the means of transmission, the portal of entry and the type of personal protection equipment in use at the time the exposure occurred.

Immediate notification of the infection control officer shall be made by contacting the Director of Operation's office at (405) 376-7921. The employee shall be referred to the district's contracted medical carrier within twenty-four (24) hours for appropriate diagnostic workup, treatment, long-term follow-up and counseling, if indicated. The Infection Control Officer will give the employee a copy of the Bloodborne Pathogens Exposure Incident Report and the employee's Hepatitis B vaccination status.

F. Post-Exposure Evaluation and Follow-Up

If an employee is involved in an incident where exposure to bloodborne pathogens may have occurred, there are two (2) things that MPS must immediately focus efforts:

- employee(s) receives medical consultation and treatment (if required) as expeditiously as possible
- investigate the circumstances surrounding the exposure incident

The Administration and/or Department Head will investigate every exposure incident that occurs in his/her facility. This investigation is initiated within twenty-four (24) hours after the incident occurs and involves gathering the following information:

- when the incident occurred – date and time
- where the incident occurred – location
- what potentially infectious materials were involved in the incident – type of material (blood, amniotic fluid, etc.)
- source of the material
- under what circumstances the incident occurred – type of work being performed
- how the incident was caused – accident; unusual circumstances (such as equipment malfunction, power outage, etc.)
- personal protective equipment being used at the time of incident
- action taken as a result of the incident – employee decontamination / cleanup / notifications made

SECTION VII

LABELS AND SIGNS

Labels and Signs

For MPS employees the most obvious warning of possible exposure to bloodborne pathogens is biohazard labels. The District has implemented a comprehensive biohazard warning labeling program in the facilities using labels of the type shown below, or when appropriate, using red "color-coded" containers. The school nurses are responsible for setting up and maintaining the program at the building sites.

The following items will be labeled accordingly:

- containers of regulated waste
- refrigerators/freezers containing blood or other potentially infectious materials
- sharps disposal containers
- other containers used to store, transport or ship blood and other infectious materials
- laundry bags and containers
- contaminated equipment

On labels affixed to contaminated equipment we have also indicated which portions of the equipment are contaminated.



SECTION VIII

INFORMATION AND TRAINING

Information and Training

Having well informed and educated employees is extremely important when attempting to eliminate or minimize employees' exposure to bloodborne pathogens. All employees are required to complete an annual on-line tutorial. If any questions arise, employee is to contact the District's Operation Office at (405) 376-7921.

Administration / Directors are responsible for seeing that all new employees who have potential exposure to bloodborne pathogens receive this training.

A. Training Topics

The topics covered in the on-line tutorial include the following:

- the Bloodborne Pathogens Standard
- the epidemiology and symptoms of bloodborne diseases
- the modes of transmission of bloodborne pathogens
- Exposure Control Plan
- appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- a review of the use and limitations of methods that will prevent or reduce exposure, including work practice controls and personal protective equipment
- selection and use of personal protective equipment including: types available; proper use; location within the facility; removal; handling; decontamination; disposal
- visual warnings of biohazards, including labels, signs and "color-coded" containers
- information on the Hepatitis B vaccine, including its efficacy; safety; method of administration; benefits of vaccination program
- actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- the procedures to follow if an exposure incident occurs, including incident reporting
- information on the post-exposure evaluation and follow-up, including medical consultation

B. Training Methods

Training presentations make use of several training techniques including, but not limited to, those checked below:

on line training programs

_____ (other, specify)

C. Record Keeping

To facilitate the training of MPS employees, as well as to document the training process, records contain the following information:

- dates of all training sessions
- contents/summary of the training sessions
- names and qualifications of the instructors
- names and job titles of employees attending the training sessions

The training records are available for examination and copying to MPS employees and/or representative, as well as OSHA and its representatives.

SECTION IX

APPENDIX

APPENDIX A

General Directions For Accessing the Global Compliance Network

1. Connect to the internet. Please be sure to have your speakers turned on
2. Type www.gcn1.net/ into the address bar within your browser and click "Enter"
3. Be sure your computer has the latest Flash plug-in. If it does not, click on the link to download it. Follow the direction closely.
4. Once you have the latest Flash plug-in, click on the "click here to enter site" text.
5. Click the "Log On" button
6. Type in the username and password for your organization and click Submit
(User name is: **Mustang**, Password is: **payment**)
7. If you would like to save your position within a tutorial, click on the "Accept" button. Otherwise, select the "Decline" and continue with step number 11 below.
8. If you have not used "Slide Position Saving" you will need to create a new account. Click on the "Create Account" button. After you create the account, you can enter your account information in the "Registered Users" section.
9. Type in your email address, create your own password, and click the "Save" button. If you do not have an email account, please use your first name, last name, and any number and "@gcn1.net. For example Joe Smith's account could be joesmith44@gcn1.net. Please write down your email address and password for future access.
10. Type in your First Name, Middle Initial (not required if you don't have one) And Last Name. Click on the arrows to select from a drop-down menu your Department/Building and Job Title. Click the "Save" button.
11. In the "Welcome" Section, click on the arrow to select a tutorial from a drop-down menu. Then click the "View" Button
12. Verify that your information is correct and click on the "yes, This Information is Correct" button. If it is not correct, click on the "No" button and you will have a chance to correct the information.
13. Click on the "View Tutorial From Beginning" Button. If you have previously Viewed part of a tutorial and save your position, click on the "view Tutorial from Saved Position.
14. Click on the "Next button when it blinks throughout the presentation.

15. After the last slide has played, you will see a verification message. This is notification that you have completed this module. You will then click to go back to the menu page.
16. Click on a link for another module if you are required to complete more than one Module
17. Otherwise click the "Exit" button
18. You are all set!

Appendix B

Mustang Public Schools Information about Hepatitis B Vaccine

The Disease

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of patients who become infected. Most people with Hepatitis B recover completely but approximately 5-10% becomes chronic carriers of the virus. Most of these people have no symptoms, but continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative agent in the development of liver cancer. Thus immunization against Hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

The Vaccine

The vaccine is a non-infectious subunit viral vaccine derived from Hepatitis B surface antigen (9BHsAg) produced in yeast cells. It has been extensively tested for safety and efficacy in large scale clinical trails with human subjects, levels of surface antibody (anti-BHs) and protection against Hepatitis B. Persons having less response to the vaccine still develop antibodies. Full vaccination with three doses of vaccine over a six month period provided immunity for 96% for the individuals tested. The duration of immunity is unknown at this time. Persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of the immunization.

Possible Vaccine Side Effects

The incidence of side effects is relatively low. Reported side effects include tenderness and redness at the site of injections, low grade fever, rash, nausea, joint pain and mild fatigue.

Who Should Receive the Vaccine

Category I employees who perform tasks that can reasonably be anticipated to involve exposure to blood, body fluids or tissues should receive the vaccine. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues or a potential for spills or splashes of them are Category I tasks.

Category II employees who are involved in tasks that involve no exposure to blood, body fluids or tissues, but employment may require performing unplanned Category I tasks. The normal work routine involves no exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.

Three doses are required. Dose # 1 and # 2 are given one month apart. Dose # 3 is given six months after dose # 1.

Females who are pregnant or may become pregnant in the next year should contact their physician concerning whether or not to receive the vaccine.

Those who do not want to receive the vaccine must sign a refusal form.

Appendix C
Mustang Public Schools

REFUSAL OF HEPATITIS B VACCINE

I understand that due to possible occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV). I have been given the opportunity to be vaccinated at no charge to myself. However, I decline hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

If I continue to have occupational exposure to blood or other potentially infectious materials, and want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccine at no charge.

I have discussed the purpose and advisability of the Hepatitis B vaccine, and with full understanding I am releasing Mustang Public Schools of responsibility in the event of any adverse outcome following an exposure to Hepatitis B, I hereby refuse the Hepatitis B vaccine.

Decline Hepatitis B vaccination at this time

Received the Hepatitis B vaccine previously Year _____

Immune to Hepatitis B

Employee Signature _____ Date _____

Appendix D
Mustang Public Schools

CONSENT FOR HEPATITIS B VACCINE

The Hepatitis B vaccine is prepared from recombinant yeast culture and is free of association with human blood or blood products.

If I am allergic to yeast or thimersol, I should not receive this vaccine.

If I have a serious, active infection, I should not receive this vaccine.

If I am on hemodialysis, I should not receive this vaccine without further evaluation.

If I am pregnant, trying to become pregnant or breast feeding, I must obtain authorization from my personal physician before receiving this vaccine.

If I have taken a drug or undergone treatment that lowers the body's resistance to infection, I should not take this vaccine without further evaluation.

If I have an immune deficiency, I should not take this vaccine without further evaluation.

If I have heart or lung problems, I should not take this vaccine without further evaluation.

If I have any bleeding disorder that prevents me from receiving an intramuscular shot, I should not have this vaccine without further evaluation.

I have been informed regarding Hepatitis B and the Hepatitis B vaccine.

I have been notified of my occupational exposure risk to Hepatitis B and have been made aware of the consequences to myself, other co-workers and family, as well as the fact that Mustang Public Schools strongly urges me to obtain a Hepatitis B vaccination.

I have had the opportunity to ask questions.

I have all the information I desire.

I understand the benefits and risks of Hepatitis B vaccination.

I understand that I must have three doses of the vaccine to be fully effective.

I realize there is no guarantee that a person vaccinated will become immune.

I understand that adverse effects may be experienced.

I request that three does of the vaccine be given to me.

I understand that the vaccine will be given to me at no charge.

Dose # 1 Date _____ Given by _____

Dose # 2 Date _____ Given by _____

Dose # 3 Date _____ Given by _____

Employee's Name Printed

Employee's Signature

Date

Appendix E
Mustang Public Schools

EXPOSURE INCIDENT FORM

Name of Employee: _____

Date Incident Occurred: _____ School Site: _____

Description of Circumstances of the Incident: _____

Treatment: _____

Exposure incident that resulted from the performance of an employee's duties:

Exposure to a specific eye Yes No

Mouth Yes No

Other mucous membrane Yes No

Non-intact skin Yes No

Parenteral contact with blood
or other potentially infectious materials Yes No

If any of these questions are "Yes" then an "exposure Incident has occurred." All first aid incidents involving exposures are to be reported to the principal and the infection control officer before the end of the work shift in which the incident occurred.

An Exposure Incident Occurred Exposure Incident Did Not Occur

First Aid Provider / Nurse

Date Form Completed

APPENDIX F

INSTRUCTIONS Oklahoma State Department of Health Communicable Disease Risk Exposure Report

This report form was developed to initiate a system of notification for risk exposures occurring outside of a health care facility to health care workers, emergency responders, and funeral workers as specified by the Oklahoma State Department of Health OAC 310:555. This report and all information entered on it are to be held in strictest confidence to conform with 63 O.S. Supp. 2001, Section 1-502.1 et. seq.

Note: For questions regarding the handling of ODH Form 207, call 405/271-4636.

PART I: Exposed Worker Section

Questions 1-13 are to be completed by the exposed worker, immediately following the injury.

- 11: Describe exposure in detail. Include information regarding type of exposure, body part affected, type of body fluid involved, duration of exposure, etc.
- 13: List the facility where the source patient was taken. This will be the facility that is responsible for testing the source patient.

Questions 14-19 are to be completed by Employer's Designee, immediately following the injury.

Questions 20-22 are to be completed by a Licensed Health Care Professional. (MD, DO, RN, PA,).

Routing:

- A. If the Licensed Health Care Professional determines that the exposure does not have the potential for transmission of a communicable disease, the form should be returned to the Employer's Designee.
- B. If the exposure does have the potential for transmission of a communicable disease, the **Yellow** copy should be mailed **immediately** to the OSDH HIV/STD Service (use gray, self addressed, metered envelope).

The **Green** copy, a gray metered envelope and instruction page are to be delivered **immediately** to the designated person (usually the Infection Control Practitioner) at the health care facility to which the source patient was transported; to the attending physician, if the source patient was being cared for outside of a health care facility; to the health care provider who last had responsibility for the deceased source patient; or to the medical examiner.

PART II: Source Patient Health Care Provider Section

Questions 23-38 are to be completed by the Health Care Provider who is responsible for testing the source patient.

- 32. Rapid HIV testing has become a valuable tool used to quickly determine the need for initiation and/or continuation of PEP meds for the exposed person. When a rapid HIV test is performed on the source patient, communication of these results should not be delayed. The results should be **immediately** communicated to the physician/provider who is providing post-exposure counseling and follow up and is listed on page 1, q. 17-19.

Please note that as other source results become available, these should be released to the Provider listed on page 1, q. 17-19.

Routing:

- A. The Health Care Provider should complete Part II and mail the completed green form to OSDH HIV/STD Service immediately using the gray, self-addressed, metered envelope.

Communicable Disease Risk Exposure Report

The filing of this report initiates a system of notification for risk exposures occurring outside of a health care facility to health care workers, emergency responders, and funeral workers as specified by the Oklahoma State Department of Health OAC 310:555. This report and all information entered on it are to be held in strictest confidence in conformance with 63 O.S. Supp. 2001, Section 1-502.1 et. seq.

PART I: Exposed Worker Section (Please Print)

1. Employee Name: _____ 2. Birth date: _____
(Last) (First) (MI) Mo. Day Yr.
3. Home Telephone: (_____) _____ 4. Profession/Job Title: _____
5. Employer/Company Name: _____
6. Work Address/Telephone: _____ (_____) _____
(Street) (City) (Zip) Telephone
7. Number of hepatitis B vaccinations previously received: None; 1; 2; 3
8. Date of Exposure: (Mo./Day/Yr.) _____/_____/_____ 9. Time of Exposure: _____ AM or PM (Circle One)
10. Supervisor's Name/Telephone: _____ (_____) _____
Telephone
11. Description of Exposure: _____

12. Source Patient Name: _____
(Last) (First) (M.I.)
13. Location of Source Patient (include name of facility, address and phone number): _____

To Be Completed By Employer's Designee

I have reviewed the circumstances and management of this incident and verify that the appropriate follow-up (according to our agency Exposure Control Plan) is being attempted in order to identify or prevent the transmission of communicable diseases to which the employee may be at risk as a result of this exposure.

14. _____ 15. _____ 16. _____/_____/_____
Name & Title (Print) Signature Mo. Day Yr.

Post-exposure counseling and follow-up will be provided to this employee by:

17. _____ 18. (_____) _____ 19. (_____) _____
Provider's Name Provider's Telephone Number Provider's Fax Number

To Be Completed by A Licensed Health Care Professional (MD, DO, RN, PA,)

In my professional judgment, this was was not a mucosal, percutaneous or respiratory exposure that has the potential for transmission of a communicable disease, such as hepatitis B, hepatitis C, HIV, TB or meningococcus.

20. _____ 21. _____ 22. _____/_____/_____
Name & Title (Print) Signature Mo. Day Yr.

For consultation regarding exposures and PEP meds: PEP Hotline 1-888-448-4911

Note: If this exposure does not warrant medical follow-up, please return the form to the *Employer's Designee* and indicate to that individual why no follow-up is required.

If this is an exposure that warrants medical follow-up, the employer shall handle the report accordingly:

- A. **Yellow** copy to be mailed *Immediately* to the OSDH HIV/STD Service (use gray, self-addressed, metered envelope) at 1000 N.E. 10, OKC, Ok 73110
- B. **Green** copy, a gray metered envelope and instruction page to be delivered *immediately* to the designated person (usually the Infection Control Practitioner) at the location of the source patient.

PART II: Source Patient Health Care Provider Section (Please Print)

23. Date and time Communicable Disease Risk Exposure Report received: (Mo./Day/Yr.) ____/____/____ Time: ____AM or PM (Circle One)

24. Person completing Part II: _____
(Last) (First) (Title)

25. Institution (name): _____ Business Phone: (____) _____

Source Patient Information

26. Birth date: (Mo./Day/Yr.) ____/____/____ 27. Sex: Male; Female

28. Primary Diagnoses: _____

29. Was the source patient found to have any potentially communicable disease(s), such as hepatitis B, hepatitis C, HIV, TB, meningococcal disease, or others? Yes No

30. If yes, specify: _____

31. Does the source patient have clinical evidence of AIDS or symptoms of HIV infection or acute retroviral syndrome? Yes; No; Unknown

Source Patient Test Results

32. Rapid HIV test: Positive; Negative; Indeterminant Test Date: (Mo./Day/Yr.) ____/____/____ Not Done

Note: IMMEDIATELY report Rapid HIV results by phone or fax to the Provider listed on page 1, q. 17-19. As other test results become available, these are also to be released to the Provider listed on page 1, q. 17-19.

33. HBsAg: Positive; Negative Test Date: (Mo./Day/Yr.) ____/____/____ Not Done

34. anti-HCV: Positive; Negative Test Date: (Mo./Day/Yr.) ____/____/____ Not Done

35. HIV: Positive; Negative; Indeterminant Test Date: (Mo./Day/Yr.) ____/____/____ Not Done

36. Other: Name of Test: _____ Test result: _____ Test Date: (Mo./Day/Yr.) ____/____/____

Note: Source results may be released to the source patient; the exposed person; the exposed person's physician/provider or OSDH per OAC 310:555.

37. Date results released to Provider: (Mo./Day/Yr.) ____/____/____ 38. Date mailed to OSDH: (Mo./Day/Yr.) ____/____/____

When Part II is completed, mail immediately to the OSDH HIV/STD Service using the gray, self-addressed, metered envelope.

Part III: OSDH Section (Please Print)

Date Report Received: (Mo./Day/Yr.) ____/____/____ Person Completing Part III: _____
(Last) (First)

OSDH Division: _____

Follow-Up Action: _____

APPENDIX H

OSHA Regulations (Standards - 29 CFR) Bloodborne Pathogens. - 1910.1030

OSHA Regulations (Standards - 29 CFR) - Table of Contents

Standard Number: 1910.1030

Standard Title: Bloodborne pathogens.

Subpart Number: Z

Subpart Title: Toxic and Hazardous Substances

(a) Scope and Application. This section applies to all occupational exposure to blood or other potentially infectious materials as defined by paragraph (b) of this section.

(b) Definitions. For purposes of this section, the following shall apply:

"Assistant Secretary" means the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative.

"Blood" means human blood, human blood components, and products made from human blood.

"Bloodborne Pathogens" means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

"Clinical Laboratory" means a workplace where diagnostic or other screening procedures is performed on blood or other potentially infectious materials.

"Contaminated" means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

"Contaminated Laundry" means laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

"Contaminated Sharps" means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

"Decontamination" means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

"Director" means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

"Engineering Controls" means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

"Exposure Incident" means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

"Hand washing Facilities" means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

"Licensed Healthcare Professional" is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

"HBV" means hepatitis B virus.

"HIV" means human immunodeficiency virus.

"Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

"Other Potentially Infectious Materials" means

- (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

"Parenteral" means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

"Personal Protective Equipment" is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

"Production Facility" means a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

"Regulated Waste" means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

"Research Laboratory" means a laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

"Source Individual" means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

"Sterilize" means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

"Universal Precautions" is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

"Work Practice Controls" means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

(c)
Exposure Control.

(c)(1)
Exposure Control Plan.

(c)(1)(i)
Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

(c)(1)(ii)
The Exposure Control Plan shall contain at least the following elements:

(c)(1)(ii)(A)
The exposure determination required by paragraph (c)(2),

..1910.1030(c)(1)(ii)(B)

(c)(1)(ii)(B)
The schedule and method of implementation for paragraphs (d) Methods of Compliance, (e) HIV and HBV Research Laboratories and Production Facilities, (f) Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up, (g) Communication of Hazards to Employees, and (h) Record keeping, of this standard, and

(c)(1)(ii)(C)
The procedure for the evaluation of circumstances surrounding exposure incidents as required by paragraph (f)(3)(i) of this standard.

(c)(1)(iii)
Each employer shall ensure that a copy of the Exposure Control Plan is accessible to employees in accordance with 29 CFR 1910.1020(e).

(c)(1)(iv)
The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

(c)(1)(v)
The Exposure Control Plan shall be made available to the Assistant Secretary and the Director upon request for examination and copying.

(c)(2)
Exposure Determination.

(c)(2)(i)
Each employer who has an employee(s) with occupational exposure as defined by paragraph (b) of this section shall prepare an exposure determination. This exposure determination shall contain the following:

(c)(2)(i)(A)
A list of all job classifications in which all employees in those job classifications have occupational exposure;

1910.1030(c)(2)(i)(B)

(c)(2)(i)(B)
A list of job classifications in which some employees have occupational exposure, and

(c)(2)(i)(C)

A list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed in accordance with the provisions of paragraph (c)(2)(i)(B) of this standard.

(c)(2)(ii)

This exposure determination shall be made without regard to the use of personal protective equipment.

(d)

Methods of Compliance.

(d)(1)

General. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

(d)(2)

Engineering and Work Practice Controls.

(d)(2)(i)

Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

..1910.1030(d)(2)(ii)

(d)(2)(ii)

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

(d)(2)(iii)

Employers shall provide hand-washing facilities, which are readily accessible to employees.

(d)(2)(iv)

When provision of hand-washing facilities is not feasible, the employer shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

(d)(2)(v)

Employers shall ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

(d)(2)(vi)

Employers shall ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

(d)(2)(vii)

Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted in paragraphs (d)(2)(vii)(A) and (d)(2)(vii)(B) below. Shearing or breaking of contaminated needles is prohibited.

..1910.1030(d)(2)(vii)(A)

(d)(2)(vii)(A)

Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless the employer can demonstrate that no alternative is feasible or that such action is required by a specific medical or dental procedure.

(d)(2)(vii)(B)

Such bending, recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.

(d)(2)(viii)

Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be:

(d)(2)(viii)(A)

puncture resistant;

(d)(2)(viii)(B)

labeled or color-coded in accordance with this standard;

(d)(2)(viii)(C)

leak proof on the sides and bottom; and

(d)(2)(viii)(D)

in accordance with the requirements set forth in paragraph

(d)(4)(ii)(E) for reusable sharps.

(d)(2)(ix)

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

(d)(2)(x)

Food and drink shall not be kept in refrigerators, freezers, shelves, and cabinets or on countertops or bench tops where blood or other potentially infectious materials are present.

..1910.1030(d)(2)(xi)

(d)(2)(xi)

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

(d)(2)(xii)

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

(d)(2)(xiii)

Specimens of blood or other potentially infectious materials shall be placed in a container, which prevents leakage during collection, handling, processing, storage, transport, or shipping.

(d)(2)(xiii)(A)

The container for storage, transport, or shipping shall be labeled or color-coded according to paragraph (g)(1)(i) and closed prior to being stored, transported, or shipped. When a facility utilizes Universal Precautions in the handling of all specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing specimens. This exemption only applies while such specimens/containers remain within the facility. Labeling or color-coding in accordance with paragraph (g)(1)(i) is required when such specimens/containers leave the facility.

(d)(2)(xiii)(B)

If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during processing, storage, transport, or shipping and is labeled or color-coded according to the requirements of this standard.

..1910.1030(d)(2)(xiii)(C)

(d)(2)(xiii)(C)

If the specimen could puncture the primary container, the primary container shall be placed within a secondary container that is puncture-resistant in addition to the above characteristics.

(d)(2)(xiv)

Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the employer can demonstrate that decontamination of such equipment or portions of such equipment is not feasible.

(d)(2)(xiv)(A)

A readily observable label in accordance with paragraph (g)(1)(i)(H) shall be attached to the equipment stating which portions remain contaminated.

(d)(2)(xiv)(B)

The employer shall ensure that this information is conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

..1910.1030(d)(3)

(d)(3)

Personal Protective Equipment.

(d)(3)(i)

Provision. When there is occupational exposure, the employer shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

(d)(3)(ii)

Use. The employer shall ensure that the employee uses appropriate personal protective equipment unless the employer shows that the employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgement, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

(d)(3)(iii)

Accessibility. The employer shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the work site or is issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

(d)(3)(iv)

Cleaning, Laundering, and Disposal. The employer shall clean, launder, and dispose of personal protective equipment required by paragraphs (d) and (e) of this standard, at no cost to the employee.

..1910.1030(d)(3)(v)

(d)(3)(v)

Repair and Replacement. The employer shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

(d)(3)(vi)

If a garment(s) is penetrated by blood or other potentially infectious materials, the garment(s) shall be removed immediately or as soon as feasible.

(d)(3)(vii)

All personal protective equipment shall be removed prior to leaving the work area.

(d)(3)(viii)

When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

(d)(3)(ix)

Gloves. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures except as specified in paragraph (d)(3)(ix)(D); and when handling or touching contaminated items or surfaces.

(d)(3)(ix)(A)

Disposable (single use) gloves such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

..1910.1030(d)(3)(ix)(B)

(d)(3)(ix)(B)

Disposable (single use) gloves shall not be washed or decontaminated for re-use.

(d)(3)(ix)(C)

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

(d)(3)(ix)(D)

If an employer in a volunteer blood donation center judges that routine gloving for all phlebotomies is not necessary then the employer shall:

(d)(3)(ix)(D)(1)

Periodically reevaluate this policy;

(d)(3)(ix)(D)(2)

Make gloves available to all employees who wish to use them for phlebotomy;

(d)(3)(ix)(D)(3)

Not discourage the use of gloves for phlebotomy; and

(d)(3)(ix)(D)(4)

Require that gloves be used for phlebotomy in the following circumstances:

[i] When the employee has cuts, scratches, or other breaks in his or her skin;

[ii] When the employee judges that hand contamination with blood may occur, for example, when performing phlebotomy on an uncooperative source individual; and

[iii] When the employee is receiving training in phlebotomy.

..1910.1030(d)(3)(x)

(d)(3)(x)

Masks, Eye Protection, and Face Shields. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

(d)(3)(xi)

Gowns, Aprons, and Other Protective Body Clothing. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

(d)(3)(xii)

Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopaedic surgery).

(d)(4)

Housekeeping.

(d)(4)(i)

General. Employers shall ensure that the work site is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

(d)(4)(ii)

All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

..1910.1030(d)(4)(ii)(A)

(d)(4)(ii)(A)

Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.

(d)(4)(ii)(B)

Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.

(d)(4)(ii)(C)

All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

(d)(4)(ii)(D)

Broken glassware, which may be contaminated, shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.

(d)(4)(ii)(E)

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

(d)(4)(iii)

Regulated Waste.

..1910.1030(d)(4)(iii)(A)

(d)(4)(iii)(A)

Contaminated Sharps Discarding and Containment.

(d)(4)(iii)(A)(1)

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:

[a] Closeable;

[b] Puncture resistant;

[c] Leak proof on sides and bottom; and

[d] Labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard.

(d)(4)(iii)(A)(2)

During use, containers for contaminated sharps shall be:

[a] Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries);

[b] Maintained upright throughout use; and

[c] Replaced routinely and not be allowed to overfill.

(d)(4)(iii)(A)(3)

When moving containers of contaminated sharps from the area of use, the containers shall be:

[a] Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping;

[b] Placed in a secondary container if leakage is possible. The second container shall be:

[i] Closeable;

[ii] Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping; and

[iii] Labeled or color-coded according to paragraph (g)(1)(i) of this standard.

(d)(4)(iii)(A)(4)

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

(d)(4)(iii)(B)

Other Regulated Waste Containment.

(d)(4)(iii)(B)(1)

Regulated waste shall be placed in containers that are:

[a] Closeable;

[b] Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;

[c] Labeled or color-coded in accordance with paragraph (g)(1)(i) this standard; and

[d] Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

(d)(4)(iii)(B)(2)

If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:

[a] Closeable;

[b] Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;

[c] Labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard; and

[d] Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

(d)(4)(iii)(C)

Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, States and Territories, and political subdivisions of States and Territories.

..1910.1030(d)(4)(iv)

(d)(4)(iv)

Laundry.

(d)(4)(iv)(A)

Contaminated laundry shall be handled as little as possible with a minimum of agitation.

(d)(4)(iv)(A)(1)

Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.

(d)(4)(iv)(A)(2)

Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard. When a facility utilizes Universal Precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.

(d)(4)(iv)(A)(3)

Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers that prevent soak-through and/or leakage of fluids to the exterior.

(d)(4)(iv)(B)

The employer shall ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.

..1910.1030(d)(4)(iv)(C)

(d)(4)(iv)(C)

When a facility ships contaminated laundry off-site to a second facility which does not utilize Universal Precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers which are labeled or color-coded in accordance with paragraph (g)(1)(i).

(e)

HIV and HBV Research Laboratories and Production Facilities.

(e)(1)

This paragraph applies to research laboratories and production facilities engaged in the culture, production, concentration, experimentation, and manipulation of HIV and HBV. It does not apply to clinical or diagnostic laboratories engaged solely in the analysis of blood, tissues, or organs. These requirements apply in addition to the other requirements of the standard.

(e)(2)

Research laboratories and production facilities shall meet the following criteria:

(e)(2)(i)

Standard Microbiological Practices. All regulated waste shall either be incinerated or decontaminated by a method such as autoclaving known to effectively destroy bloodborne pathogens.

(e)(2)(ii)

Special Practices

(e)(2)(ii)(A)

Laboratory doors shall be kept closed when work involving HIV or HBV is in progress.

..1910.1030(e)(2)(ii)(B)

(e)(2)(ii)(B)

Contaminated materials that are to be decontaminated at a site away from the work area shall be placed in a durable, leak proof, labeled or color-coded container that is closed before being removed from the work area.

(e)(2)(ii)(C)

Access to the work area shall be limited to authorized persons. Written policies and procedures shall be established whereby only persons who have been advised of the potential biohazard, who meet any specific entry requirements, and who comply with all entry and exit procedures shall be allowed to enter the work areas and animal rooms.

(e)(2)(ii)(D)

When other potentially infectious materials or infected animals are present in the work area or containment module, a hazard warning sign incorporating the universal biohazard symbol shall be posted on all access doors. The hazard warning sign shall comply with paragraph (g)(1)(ii) of this standard.

(e)(2)(ii)(E)

All activities involving other potentially infectious materials shall be conducted in biological safety cabinets or other physical-containment devices within the containment module. No work with these other potentially infectious materials shall be conducted on the open bench.

(e)(2)(ii)(F)

Laboratory coats, gowns, smocks, uniforms, or other appropriate protective clothing shall be used in the work area and animal rooms. Protective clothing shall not be worn outside of the work area and shall be decontaminated before being laundered.

..1910.1030(e)(2)(ii)(G)

(e)(2)(ii)(G)

Special care shall be taken to avoid skin contact with other potentially infectious materials. Gloves shall be worn when handling infected animals and when making hand contact with other potentially infectious materials is unavoidable.

(e)(2)(ii)(H)

Before disposal all waste from work areas and from animal rooms shall either be incinerated or decontaminated by a method such as autoclaving known to effectively destroy bloodborne pathogens.

(e)(2)(ii)(I)

Vacuum lines shall be protected with liquid disinfectant traps and high-efficiency particulate air (HEPA) filters or filters of equivalent or superior efficiency and which are checked routinely and maintained or replaced as necessary.

(e)(2)(ii)(J)

Hypodermic needles and syringes shall be used only for parenteral injection and aspiration of fluids from laboratory animals and diaphragm bottles. Only needle-locking syringes or disposable syringe-needle units (i.e., the needle is integral to the syringe) shall be used for the injection or aspiration of other potentially infectious materials. Extreme caution shall be used when handling needles and syringes. A needle shall not be bent, sheared, replaced in the sheath or guard, or removed from the syringe following use. The needle and syringe shall be promptly placed in a puncture-resistant container and autoclaved or decontaminated before reuse or disposal.

(e)(2)(ii)(K)

All spills shall be immediately contained and cleaned up by appropriate professional staff or others properly trained and equipped to work with potentially concentrated infectious materials.

..1910.1030(e)(2)(ii)(L)

(e)(2)(ii)(L)

A spill or accident that results in an exposure incident shall be immediately reported to the laboratory director or other responsible person.

(e)(2)(ii)(M)

A biosafety manual shall be prepared or adopted and periodically reviewed and updated at least annually or more often if necessary. Personnel shall be advised of potential hazards, shall be required to read instructions on practices and procedures, and shall be required to follow them.

(e)(2)(iii)

Containment Equipment.

(e)(2)(iii)(A)

Certified biological safety cabinets (Class I, II, or III) or other appropriate combinations of personal protection or physical containment devices, such as special protective clothing, respirators, centrifuge safety cups, sealed

centrifuge rotors, and containment caging for animals, shall be used for all activities with other potentially infectious materials that pose a threat of exposure to droplets, splashes, spills, or aerosols.

(e)(2)(iii)(B)

Biological safety cabinets shall be certified when installed, whenever they are moved and at least annually.

(e)(3)

HIV and HBV research laboratories shall meet the following criteria:

..1910.1030(e)(3)(i)

(e)(3)(i)

Each laboratory shall contain a facility for hand washing and an eye wash facility that is readily available within the work area.

(e)(3)(ii)

An autoclave for decontamination of regulated waste shall be available.

(e)(4)

HIV and HBV production facilities shall meet the following criteria:

(e)(4)(i)

The work areas shall be separated from areas that are open to unrestricted traffic flow within the building. Passage through two sets of doors shall be the basic requirement for entry into the work area from access corridors or other contiguous areas. Physical separation of the high-containment work area from access corridors or other areas or activities may also be provided by a double-door clothes-change room (showers may be included), airlock, or other access facility that requires passing through two sets of doors before entering the work area.

(e)(4)(ii)

The surfaces of doors, walls, floors and ceilings in the work area shall be water-resistant so that they can be easily cleaned. Penetrations in these surfaces shall be sealed or capable of being sealed to facilitate decontamination.

..1910.1030(e)(4)(iii)

(e)(4)(iii)

Each work area shall contain a sink for washing hands and a readily available eye wash facility. The sink shall be foot, elbow, or automatically operated and shall be located near the exit door of the work area.

(e)(4)(iv)

Access doors to the work area or containment module shall be self-closing.

(e)(4)(v)

An autoclave for decontamination of regulated waste shall be available within or as near as possible to the work area.

(e)(4)(vi)

A ducted exhaust-air ventilation system shall be provided. This system shall create directional airflow that draws air into the work area through the entry area. The exhaust air shall not be re-circulated to any other area of the building, shall be discharged to the outside, and shall be dispersed away from occupied areas and air intakes. The proper direction of the airflow shall be verified (i.e., into the work area).

(e)(5)

Training Requirements. Additional training requirements for employees in HIV and HBV research laboratories and HIV and HBV production facilities are specified in paragraph (g)(2)(ix).

(f)
Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

..1910.1030(f)(1)

(f)(1)
General.

(f)(1)(i)
The employer shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.

(f)(1)(ii)
The employer shall ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are:

(f)(1)(ii)(A)
Made available at no cost to the employee;

(f)(1)(ii)(B)
Made available to the employee at a reasonable time and place;

(f)(1)(ii)(C)
Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and

(f)(1)(ii)(D)
Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified by this paragraph (f).

(f)(1)(iii)
The employer shall ensure that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

..1910.1030(f)(2)

(f)(2)
Hepatitis B Vaccination.

(f)(2)(i)
Hepatitis B vaccination shall be made available after the employee has received the training required in paragraph (g)(2)(vii)(I) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

(f)(2)(ii)
The employer shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.

(f)(2)(iii)
If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the employer shall make available hepatitis B vaccination at that time.

(f)(2)(iv)

The employer shall assure that employees who decline to accept hepatitis B vaccination offered by the employer sign the statement in Appendix A.

(f)(2)(v)

If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available in accordance with section (f)(1)(ii).

(f)(3)

Post-exposure Evaluation and Follow-up. Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

(f)(3)(i)

Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;

..1910.1030(f)(3)(ii)

(f)(3)(ii)

Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law;

(f)(3)(ii)(A)

The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

(f)(3)(ii)(B)

When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

(f)(3)(ii)(C)

Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

(f)(3)(iii)

Collection and testing of blood for HBV and HIV serological status;

(f)(3)(iii)(A)

The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

..1910.1030(f)(3)(iii)(B)

(f)(3)(iii)(B)

If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

(f)(3)(iv)

Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;

(f)(3)(v)

Counseling; and

(f)(3)(vi)

Evaluation of reported illnesses.

(f)(4)

Information Provided to the Healthcare Professional.

(f)(4)(i)

The employer shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation.

(f)(4)(ii)

The employer shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:

(f)(4)(ii)(A)

A copy of this regulation;

(f)(4)(ii)(B)

A description of the exposed employee's duties as they relate to the exposure incident;

(f)(4)(ii)(C)

Documentation of the route(s) of exposure and circumstances under which exposure occurred;

..1910.1030(f)(4)(ii)(D)

(f)(4)(ii)(D)

Results of the source individual's blood testing, if available; and

(f)(4)(ii)(E)

All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.

(f)(5)

Healthcare Professional's Written Opinion. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

(f)(5)(i)

The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.

(f)(5)(ii)

The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

(f)(5)(ii)(A)

That the employee has been informed of the results of the evaluation; and

(f)(5)(ii)(B)

That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

..1910.1030(f)(5)(iii)

(f)(5)(iii)

All other findings or diagnoses shall remain confidential and shall not be included in the written report.

(f)(6)
Medical Record-keeping. Medical records required by this standard shall be maintained in accordance with paragraph (h)(1) of this section.

(g)
Communication of Hazards to Employees.

(g)(1)
Labels and Signs.

(g)(1)(i)
Labels.

(g)(1)(i)(A)
Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials, except as provided in paragraph (g)(1)(i)(E), (F) and (G).

(g)(1)(i)(B)
Labels required by this section shall include the following legend:

(g)(1)(i)(C)
These labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

(g)(1)(i)(D)
Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

..1910.1030(g)(1)(i)(E)

(g)(1)(i)(E)
Red bags or red containers may be substituted for labels.

(g)(1)(i)(F)
Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of paragraph (g).

(g)(1)(i)(G)
Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.

(g)(1)(i)(H)
Labels required for contaminated equipment shall be in accordance with this paragraph and shall also state which portions of the equipment remain contaminated.

(g)(1)(i)(I)
Regulated waste that has been decontaminated need not be labeled or color-coded.

(g)(1)(ii)
Signs.

(g)(1)(ii)(A)
The employer shall post signs at the entrance to work areas specified in paragraph (e), HIV and HBV Research Laboratory and Production Facilities, which shall bear the following legend:

BIOHAZARD

(Name of the Infectious Agent)
(Special requirements for entering the area)
(Name, telephone number of the laboratory director or other responsible person.)

..1910.1030(g)(1)(ii)(B)

(g)(1)(ii)(B)

These signs shall be fluorescent orange-red or predominantly so, with lettering and symbols in a contrasting color.

(g)(2)

Information and Training.

(g)(2)(i)

Employers shall ensure that all employees with occupational exposure participate in a training program that must be provided at no cost to the employee and during working hours.

(g)(2)(ii)

Training shall be provided as follows:

(g)(2)(ii)(A)

At the time of initial assignment to tasks where occupational exposure may take place;

(g)(2)(ii)(B)

Within 90 days after the effective date of the standard; and

(g)(2)(ii)(C)

At least annually thereafter.

(g)(2)(iii)

For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard which were not included need be provided.

(g)(2)(iv)

Annual training for all employees shall be provided within one year of their previous training.

..1910.1030(g)(2)(v)

(g)(2)(v)

Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

(g)(2)(vi)

Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.

(g)(2)(vii)

The training program shall contain at a minimum the following elements:

(g)(2)(vii)(A)

An accessible copy of the regulatory text of this standard and an explanation of its contents;

(g)(2)(vii)(B)

A general explanation of the epidemiology and symptoms of bloodborne diseases;

(g)(2)(vii)(C)

An explanation of the modes of transmission of bloodborne pathogens;

(g)(2)(vii)(D)

An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;

(g)(2)(vii)(E)

An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;

..1910.1030(g)(2)(vii)(F)

(g)(2)(vii)(F)

An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;

(g)(2)(vii)(G)

Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;

(g)(2)(vii)(H)

An explanation of the basis for selection of personal protective equipment;

(g)(2)(vii)(I)

Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;

(g)(2)(vii)(J)

Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

(g)(2)(vii)(K)

An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;

(g)(2)(vii)(L)

Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;

..1910.1030(g)(2)(vii)(M)

(g)(2)(vii)(M)

An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and

(g)(2)(vii)(N)

An opportunity for interactive questions and answers with the person conducting the training session.

(g)(2)(viii)

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

(g)(2)(ix)

Additional Initial Training for Employees in HIV and HBV Laboratories and Production Facilities. Employees in HIV or HBV research laboratories and HIV or HBV production facilities shall receive the following initial training in addition to the above training requirements.

(g)(2)(ix)(A)

The employer shall assure that employees demonstrate proficiency in standard microbiological practices and techniques and in the practices and operations specific to the facility before being allowed to work with HIV or HBV.

(g)(2)(ix)(B)

The employer shall assure that employees have prior experience in the handling of human pathogens or tissue cultures before working with HIV or HBV.

..1910.1030(g)(2)(ix)(C)

(g)(2)(ix)(C)

The employer shall provide a training program to employees who have no prior experience in handling human pathogens. Initial work activities shall not include the handling of infectious agents. A progression of work activities shall be assigned as techniques are learned and proficiency is developed. The employer shall assure that employees participate in work activities involving infectious agents only after proficiency has been demonstrated.

(h)

Record-keeping.

(h)(1)

Medical Records.

(h)(1)(i)

The employer shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with 29 CFR 1910.1020.

(h)(1)(ii)

This record shall include:

(h)(1)(ii)(A)

The name and social security number of the employee;

(h)(1)(ii)(B)

A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by paragraph (f)(2);

(h)(1)(ii)(C)

A copy of all results of examinations, medical testing, and follow-up procedures as required by paragraph (f)(3);

(h)(1)(ii)(D)

The employer's copy of the healthcare professional's written opinion as required by paragraph (f)(5); and

..1910.1030(h)(1)(ii)(E)

(h)(1)(ii)(E)

A copy of the information provided to the healthcare professional as required by paragraphs (f)(4)(ii)(B)(C) and (D).

(h)(1)(iii)

Confidentiality. The employer shall ensure that employee medical records required by paragraph (h)(1) are:

(h)(1)(iii)(A)

Kept confidential; and

(h)(1)(iii)(B)

Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.

(h)(1)(iv)

The employer shall maintain the records required by paragraph (h) for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

(h)(2)

Training Records.

(h)(2)(i)

Training records shall include the following information:

(h)(2)(i)(A)

The dates of the training sessions;

(h)(2)(i)(B)

The contents or a summary of the training sessions;

(h)(2)(i)(C)

The names and qualifications of persons conducting the training; and

..1910.1030(h)(2)(i)(D)

(h)(2)(i)(D)

The names and job titles of all persons attending the training sessions.

(h)(2)(ii)

Training records shall be maintained for 3 years from the date on which the training occurred.

(h)(3)

Availability.

(h)(3)(i)

The employer shall ensure that all records required to be maintained by this section shall be made available upon request to the Assistant Secretary and the Director for examination and copying.

(h)(3)(ii)

Employee training records required by this paragraph shall be provided upon request for examination and copying to employees, to employee representatives, to the Director, and to the Assistant Secretary.

(h)(3)(iii)

Employee medical records required by this paragraph shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary in accordance with 29 CFR 1910.1020.

..1910.1030(h)(4)

(h)(4)

Transfer of Records.

(h)(4)(i)

The employer shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

(h)(4)(ii)

If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Director, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three month period.

(i)

Dates.

(i)(1)

Effective Date. The standard shall become effective on March 6, 1992.

(i)(2)

The Exposure Control Plan required by paragraph (c) of this section shall be completed on or before May 5, 1992.

(i)(3)

Paragraph (g)(2) Information and Training and (h) Record keeping shall take effect on or before June 4, 1992.

(i)(4)

Paragraphs (d)(2) Engineering and Work Practice Controls, (d)(3) Personal Protective Equipment, (d)(4) Housekeeping, (e) HIV and HBV Research Laboratories and Production Facilities, (f) Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up, and (g)(1) Labels and Signs, shall take effect July 6, 1992.

Appendix I
Mustang Public Schools

Glossary of Common Words and Terminology

Aids: Acquired Immune Deficiency Syndrome, a communicable disease caused by Human Immunodeficiency Virus (HIV).

Bloodborne Pathogen: Pathogens are microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV). The term "blood" includes blood, blood components and products made from human blood.

Body Fluids: Fluids that have been recognized by the Center for Disease Control as directly linked to the transmission of HIV and/or HBV and or to which Universal Precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid and concentrated HIV or HBV viruses.

Body Substance Isolation (BSI): An infection control strategy which considers all body substances potentially infectious. BSI goes beyond Universal Precautions (See Universal Precautions).

Communicable Disease: A disease that can be transmitted from one person to another; also known as a contagious disease.

Contaminated: Means the presence or reasonably anticipated presence of blood or other potentially infectious material on an item or surface.

Contaminated Laundry: Laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

Decontamination: The physical and/or chemical process of reducing and preventing the spread of contamination from persons and equipment.

Disease: An alteration of health, with a characteristic set of symptoms, which may affect the entire body or specific organs. Diseases have a variety of causes and are known as infectious diseases when due to a pathogenic microorganism such as a bacteria, virus or fungus.

Disinfection: A procedure which inactivates virtually all recognized pathogenic microorganisms, but not necessarily all microbial forms on inanimate objects.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious material that results from the performance of an employee's duty.

Infection Control Officer: The person that has the responsibility and authority to develop and implement the infection control plan and verify compliance. A staff employee assigned specific responsibility for department infection control practices, including immunizations and pos-exposure follow-up protocols.

Health Hazard: Any property of a material that either directly or indirectly can cause injury or incapacitation, either temporary or permanent, from exposure by contact, inhalation or ingestion.

Hepatitis B (HBV) ("Serum Hepatitis"): A viral form of hepatitis spread through blood contact, and also as a sexually transmitted disease. Hepatitis B is a significant risk for emergency care workers.

Infection may result in death, chronic hepatitis, liver, cancer or cirrhosis of the liver. A vaccine to prevent spread of Hepatitis B is available.

Human Immunodeficiency Virus (HIV): The agent which causes AIDS.

Immunization: The process of rendering a person immune or highly resistant to disease.

Infection: Growth of pathogenic organisms in the tissues of a host, with or without detectable signs of injury.

Infectious Waste: Any amount of blood and blood products, pathological wastes, microbiological wastes and contaminated sharps.

Microorganism: A living organism usually visible only with a microscope, including bacteria, viruses, parasites and fungi.

Mucous Membrane: The lining of the nose, mouth, eyes, vagina and rectum. Mucous membranes are not as durable as other skin. Contact of infected body fluids with intact mucous membranes may transmit disease.

Occupational Exposure: Reasonable anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials: The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ (other than intact skin) from a human.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

Pathogen: A microorganism that can cause disease: eg., bacteria, fungi, parasites or viruses.

Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection from a hazard. General work clothes not intended to function as protection against a hazard are not considered to be personal protective equipment.

Puncture-Resistant Container: A leak proof container designed to safely store and/or transport contaminated sharps for proper disposal.

Regulated Waste: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are cakes with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Sharps: Any object that can penetrate the skin including, but not limited to, needles, lancets, scalpels, broken capillary tubes or any broken glass.

Tuberculocidal: Capable of killing tuberculosis (TB) bacteria. Used as a guideline for effectiveness of disinfection or sterilization because TB bacteria are difficult to kill.

Universal Precautions: A system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires every employee exposed to direct contact with body fluids to be protected as though such body fluids were HBV or HIV infected. Therefore, Universal Precautions are intended to prevent health-care workers from parenteral, mucous membrane and non-intact skin exposures to bloodborne pathogens and should be used by all personnel. NOTE: Universal Precautions differ from Body Substance Isolation (BSI) in that Universal Precautions pertains only to specific body fluids. BSI pertains to all body fluids.

Virus: A microorganism usually only visible with the electron microscope. Viruses normally reside within other living (host) cells and cannot reproduce outside of a living cell.

TABLE OF CONTENTS

Section I – Exposure Control Plan	1
Purpose	2
Section II – General Program Management	3
Categories of Responsibility	4
Exposure Control Officer	4
Infection Control Roles and Responsibilities	4
Education / Training Instruction	5
Availability of the Exposure Control Plan to Employees	6
Review and Update of the Plan	6
Section III – Exposure Control Plan	7
Purpose	8
Job Classifications	8
Section IV – Methods of Compliance	9
Personal Protection Equipment	10
Universal Precautions	11
Hand Washing Procedure	12
Sharps Injury Log	12
Section V – Decontamination Guidelines / Housekeeping	13
Cleaning Spilled Body Fluids	14
Disinfection of Hard Surfaces	14
Disinfection of Rugs	14
Laundering Clothing Soiled with Body Fluids	14
Miscellaneous	15
Guidelines for Providers of First Aid	15
Labels and Signs	16
Section VI – Hepatitis B Vaccination, Post Exposure Evaluation & Follow Up	17
Hepatitis B Vaccination Program	18
Recordkeeping	18
Copies of the Plan	18
Plan Review and Update	18
Post-Exposure Protocols	19
Post-Exposure Evaluation & Follow Up	19
Section VII – Labels and Signs	20
Labels and Signs	21
Section VIII – Information and Training	22
Training Topics	23
Training Methods	23
Record Keeping	23
Section IX -- Appendix	24
Appendix A – Directions for Bloodborne Training	25
Appendix B – Information About Hepatitis B Vaccine	27
Appendix C – Refusal of Hepatitis B Vaccine Form	28
Appendix D – Consent for Hepatitis B Vaccine Form	29
Appendix E – Exposure Incident Form	30
Appendix F – Communicable Disease Risk Exposure Report	31
Appendix G – Sharps Injury Log	34
Appendix H – OSHA Regulations (Standards – 29 CFR)	35
Appendix I – Glossary	57

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): County Line Elementary 9201 SW 59th Street Mustang, OK 73064	CHANGE ORDER NUMBER: 005 DATE: 1-29-14	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Timberlake Construction Co., Inc PO Box 18297 Oklahoma City, OK 73154	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: 4-26-12 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
 This change order will be a net deduct to the Owner Contingency in the amount of \$37,626.34 as follows:

1. PC #009r1 - Add upper cabinets above all classroom cubbies - \$2,522.81.
2. PC #016 - Credit to change hand dryers in all public restrooms from Model XL-SB to Model 76-W - \$<1,560.00>.
3. PC #017 - Add approximately 10 feet of ornamental fencing between Area A & Area D - \$1,014.52.
4. PC #018 - Revise color and stamping @ entries - \$854.33.
5. PC #019a - Add additional flashing at window jambs to prevent water infiltration - \$1,746.04.
6. PC #020 - Add back concrete radius and bus lane @ west and south parking lots - \$5,380.16.
7. PC #022 - East parking lot spaces to change from asphalt to 5" concrete - \$17,027.92.
8. PC #023 - Furnish and install a 2" water meter and backflow preventer for irrigation system - \$9,175.06.
9. PC #024 - Credit to reroute the sanitary sewer main tap - \$<1,221.38>.
10. PC #025 - Pour "bump out" slabs onto grade beams for dormer framing - \$2,686.88.

The original Contract Sum was	\$ 13,357,361.32
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 13,357,361.32
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 13,357,361.32

The Contract Time will be unchanged by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

LWPB Architects ARCHITECT (Firm name) 5909 NW Expressway, Suite 600, Oklahoma City, OK 731232 ADDRESS BY (Signature) (Typed name) 1/29/14 DATE	Timberlake Construction Co., Inc. CONTRACTOR (Firm name) PO Box 18297 Oklahoma City, OK 73154 ADDRESS BY (Signature) Robert Renshaw, Jr. (Typed name) 1-29-14 DATE	Mustang Public Schools OWNER (Firm name) 906 S Heights Drive, Mustang, OK 73064 ADDRESS BY (Signature) Jeff Woodard (Typed name) DATE
--	---	--

County Line Elementary
Contingency Reconciliation Log
1/28/2013

Proposed Change	Owner Change Order	Description	Amount
		Total Declared Contingency	\$300,000.00
PC #1	1	Relocate AT&T Line	7,347.00
PC #2	1	Credit for Cast Iron v. PVC	(21,330.00)
PC #3	1	Credit from ACME Brick	(2,000.00)
PC #4	1	ASI #003, Add sinks @ A, Door Sidelights	14,722.00
PC #5	1	Upgrade EIFS Mesh to 20 oz	20,098.00
		EIFS Allowance	(25,000.00)
PC #7	2	Extend ONG line to jobsite	982.00
PC #8R1	2	Revise Civil after city review, incl/\$25K allowance	15,711.18
PC #10	2	Switch Generator and Transformer location	1,570.08
PC #11	3	Additional Structural Steel detailing costs	2,077.00
PC #12	3	Pier casing recap	41,061.58
PC #13	3	Pier depths recap	50,254.65
PC #14	4	Add for concrete @ Door D125 Sidelight	548.91
PC #15R1	4	PR #004 Added electrical, sink @ Nurses Station	5,522.02
PC #009r1	5	Add Upper Cabinets a@ Cubbies	2,522.81
PC #016	5	Credit for changing Model # of Hand Dryers	(1,560.00)
PC #017	5	Add one section of ornamental fence btwn D & B	1,014.52
PC #018	5	Revise Stamped and Colored Concrete at Entries	854.33
PC #019a	5	Add Self Adhesive Flashing @ Window Jambs	1,746.04
PC #020	5	Add Back Concrete @ West and South Parking	5,380.16
PC #022	5	Change Asphalt Paving @ West Parking to Concrete	17,027.92
PC #023	5	Add 2" Irrigation Meter and Backflow Preventor	9,175.06
PC #024	5	Credit for Relocation of Sewer Line	(1,221.38)
PC #025	5	Add to Pour Bump Outs @ Dormers	2,686.88

Total Remaining Contingency

150,809.24

PENDING:

Flooring remediation/adhesive estimate
Testing Allowance overage

10,000.00
35,000.00

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1325
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 1-23-13

PROPOSED CHANGE # 009R1

CHANGE DESCRIPTION: PR #002 - Provide cost for adding upper cabinets above all of the classroom cubbies. Also, provide a deduct cost for reducing the upper cabinets above the sinks in the classrooms. Reference the attached drawing A7.2 dated 8/30/13.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

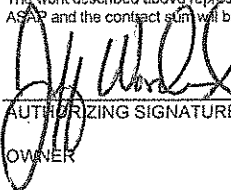
#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		EGR (Millwork) Per revised drawings.			\$51,502.37		\$51,502.37
2		EGR (Millwork) Per original drawings.			(\$49,140.00)		(\$49,140.00)
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
CATEGORY TOTALS			\$0.00	\$0.00	\$2,362.37	\$0.00	\$2,362.37
0.0000%	SALES TAX		\$0.00	N/A	N/A	\$0.00	\$0.00
38.4400%	LABOR BURDEN		N/A	\$0.00	N/A	N/A	\$0.00
0.8800%	SUB BONDS		N/A	N/A	\$20.79	N/A	\$20.79
SUBTOTALS			\$0.00	\$0.00	\$2,383.16	\$0.00	\$2,383.16
					0.2400% SUB LIABILITY		\$5.72
					0.8300% BONDS		\$19.78
					4.0000% OH&P		\$95.33
					0.3200% Safety		\$7.63
					0.2200% Shop Dray		\$5.24
					0.2500% Cleanup		\$5.96
TOTAL CHANGE ORDER							\$2,522.81

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

 1-28-14

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

 **AIA** Document G709™ – 2001

Work Changes Proposal Request

PROJECT (Name and address):
County Line Elementary School

PROPOSAL REQUEST NUMBER: 002

OWNER:

DATE OF ISSUANCE: August 29, 2013

ARCHITECT:

OWNER (Name and address):
Mustang Public Schools, ISD 69
906 South Heights Drive
Mustang, OK 73064-3542

CONTRACT FOR: General Construction

CONSULTANT:

CONTRACT DATE:

CONTRACTOR:

FIELD:

FROM ARCHITECT (Name and address):
LWPB, P.C.
5909 NW Expressway, Suite 600
Oklahoma City, Oklahoma 73132

ARCHITECT'S PROJECT NUMBER:
12-1245-E823

OTHER:

TO CONTRACTOR (Name and address):
Timberlake Construction Co., Inc.
7613 North Classen
Oklahoma City, OK 73116

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within Seven (7) days, the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

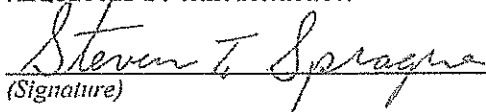
DESCRIPTION (Insert a written description of the Work):

Provide a cost for adding upper cabinets above all the classroom cubbies. Also, provide a deduct cost for reducing some of the Base Bid upper cabinets. Reference attached 30"x42" drawing A7.2 for clarification with the changes bubbled in red.

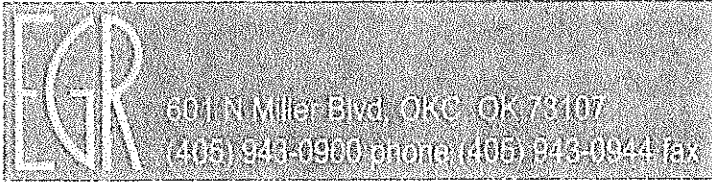
ATTACHMENTS (List attached documents that support description):

Sheet A7.2

REQUESTED BY THE ARCHITECT:


(Signature)

Steve Spague, AIA
(Printed name and title)



Change Request

County Line Elementary - PR #002

9/18/2013

Timberlake Construction
PO Box 18297
Oklahoma City OK 73154

Phone: (405) 840-2521
FAX: (405) 840-5469

Attention: Craig Yadon

SECTIONS:

AWI Grade:
Plans Specifications Dated:
Addenda Included:
Pages Including Cover:

Pkg #12 - Millwork
Per Specs
PR #002
4

Change Proposal Price including Installation

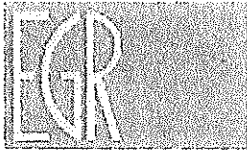
\$46,252.00

Add Cubby Uppers in Classrooms	ADD	\$53,306.00
Revise and/or Remove Remaining Classroom Uppers	DEDUCT	\$7,054.00

See attached scope of work for details.

Respectfully submitted,

Brandon Stott



Change Order Request

Date 09/18/13

To: Timberlake Construction
PO Box 18297
Oklahoma City, OK 73154

Phone (405) 840-2521
Fax (405) 840-2454

Attention	: Craig Yadon	Project Id	: 3075
Project Desc.	: County Line Elementary	Ship Via	: Our Truck
Terms	: Price Valid for 30 Days	P.O. Number	: n/a
Date of Install	: n/a	Project Manager:	: n/a

Location	Line Item Description	Qty	Agg Qty UOM
----------	-----------------------	-----	-------------

Change Order Request

CO - RFP #002 (Submitted)

Add Cubby Uppers

Add Upper Cabinets above cubbies in all classrooms

A124 Typ Pre-K Classroom - Color Scheme 3

Typical of 10 classrooms
Rooms A124, 127, 129, 133, 135, 138, 140, 143, 151, & 154

Add Cubby Uppers per 1/A7.2		
Add Upper: 1Door	12	120 ea
A124 Typ Pre-K Classroom - Color Scheme 3		

B100 Classroom LD - Color Scheme 2

Add Cubby Uppers per 9/A7.2		
Add Upper: 2Door	2	2 ea
Add Upper: 2Door FE1	1	1 ea
B100 Classroom LD - Color Scheme 2		

B103 Typ Classroom - Color Scheme 2

Typical of 10 classrooms
Rooms B103, 105, 108, 110, 112, 115, 117, 121, 123, 126

Add Cubby Uppers per 5, 6/A7.2		
Add Upper: 1Door	11	110 ea
Add Upper: 1Door FE1	2	20 ea
B103 Typ Classroom - Color Scheme 2		

Location	Line Item Description	Qty	Agg Qty UOM
----------	--------------------------	-----	----------------

C106 Classroom LD - Color Scheme 1

Add cubby Uppers per 9/A7.2			
	Add Upper: 2Door	2	2 ea
	Add Upper: 2Door FE1	1	1 ea
C106 Classroom LD - Color Scheme 1			

C109 Typ Classroom - Color Scheme 1

Typical of 10 classrooms
 Rooms C109, 111, 113, 116, 118, 121, 123, 128, 130, & 132

Add Cubby Uppers per 5, 6/A7.2			
	Add Upper: 1Door	11	110 ea
	Add Upper: 1Door FE1	2	20 ea
C109 Typ Classroom - Color Scheme 1			

Add Cubby Uppers

Revise Classroom Uppers

Revise Base Bid Upper Cabinets in classrooms per revised A7.2 elevations

A120 Flex Room

Revise Existing Casework per 12/A7.2			
	Remove Full Height Backsplash - P-lam	-1	-1 ea
	Remove Upper: 2Door	-3	-3 ea
	Remove Upper: 2Door FE1	-1	-1 ea
	Add Taller Full Height Backsplash - P-lam	1	1 ea
	Add Upper: 2Door	1	1 ea
	Add Upper: 2Door FE1	1	1 ea
	Add Upper: 2Door	1	1 ea
	Add Upper: 2Door FE1	1	1 ea
A120 Flex Room			

A124 Typ Pre-K Classroom - Color Scheme 3

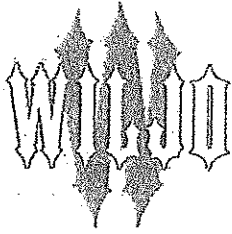
Typical of 10 classrooms
 Rooms A124, 127, 129, 133, 135, 138, 140, 143, 151, & 154

Existing Cabinet Revisions per 2/A7.2			
	Remove Full Height Backsplash - P-lam	-1	-10 ea
	Remove Upper: 2Door	-4	-40 ea
	Add Taller Full Height Backsplash - P-lam	1	10 ea
	Add Upper: 2Door	1	10 ea
	Add Upper: 2Door FE1	1	10 ea
	Add Upper: 2Door	2	20 ea
A124 Typ Pre-K Classroom - Color Scheme 3			

Location	Line Item Description	Qty	Agg Qty UOM
B100 Classroom LD - Color Scheme 2			
	Existing Cabinet Revisions per 9/A7.2		
	Remove Full Height Backsplash - P-lam	-1	-1 ea
	Remove Upper: 2Door	-1	-1 ea
	Remove Upper: 2Door FE1	-1	-1 ea
	Add Taller Full Height Backsplash - P-lam	1	1 ea
	Add Upper: 2Door	2	2 ea
	B100 Classroom LD - Color Scheme 2		
B103 Typ Classroom - Color Scheme 2			
	Typical of 10 classrooms		
	Rooms B103, 105, 108, 110, 112, 115, 117, 121, 123, 126		
	Remove Existing Uppers per 5/A7.2		
	Remove Upper: 2Door	-1	-10 ea
	Remove Upper: 2Door FE1	-1	-10 ea
	B103 Typ Classroom - Color Scheme 2		
C106 Classroom LD - Color Scheme 1			
	Revise existing upper layout per 9/A7.2		
	Remove Full Height Backsplash - P-lam	-1	-1 ea
	Remove Upper: 2Door	-1	-1 ea
	Remove Upper: 2Door FE1	-1	-1 ea
	Add Taller Full Height Backsplash - P-lam	1	1 ea
	Add Upper: 2Door	2	2 ea
	C106 Classroom LD - Color Scheme 1		
C109 Typ Classroom - Color Scheme 1			
	Typical of 10 classrooms		
	Rooms C109, 111, 113, 116, 118, 121, 123, 128, 130, & 132		
	Remove Existing Uppers per 5/A7.2		
	Remove Upper: 2Door	-1	-10 ea
	Remove Upper: 2Door FE1	-1	-10 ea
	C109 Typ Classroom - Color Scheme 1		
	Revise Classroom Uppers		
	CO - RFP #002	1	1

Authorized Signature

Proposal



WilJo Interiors, Inc.
 7421 NW 83rd Street, Oklahoma City, Ok 73132
 Phone: (405) 792-7979
 Fax: (405) 792-7980
 www.wiljointeriors.com

To:	Craig Yadon Timberlake Construction
Job:	County Line Elementary
Date:	09.20.13
RE:	RFP # 2

SCOPE:	AMOUNT
Provide & install backing for upper cabinets in classrooms	\$1,975
TOTAL:	\$1,975

Respectfully Submitted,

Mark Eisenhour
 Wiljo Interiors, Inc.

Craig Yadon

From: jpaul@bettinc.net
Sent: Wednesday, September 11, 2013 11:08 AM
To: Craig Yadon; bett@bettinc.net
Subject: RE: Request for Proposal #002

Craig,

There will no change order required for BETT in regard to RFP #2.

Thanks

J. Paul Brown
Project Coordinator
BETT Commercial Finishes
A BETT Enterprises, Inc. Company
(918)289-9649

- > ----- Original Message -----
- > Subject: Request for Proposal #002
- > From: "Craig Yadon" <system@constructware.com>
- > Date: Wed, September 11, 2013 10:09 am
- > To: andy@connellypaving.com, bbarnhill@tsig.com, capitol3121@aol.com,
- > hhearl@windstream.net, cconway@cnmasonry.com, chris@thebestco.com,
- > chriswilson@oadokc.com, curtis@superiorfenceok.com,
- > alpinefireok@sbcglobal.net, dewayne@metalroofcontractors.com,
- > ed@egronline.com, gene@ssco.me, ghart@nudawninc.com, jpaul@bettinc.net,
- > jeff.ssa@coxinet.net, kplumlee@precisiondoor.com,
- > mdeihl@deihlenterprises.com, meisenhour@wiljointeriors.com,
- > mweber@orcuttmech.com, michael@signin.net, mike@ssco.me,
- > pbrunner@concrete-enterprises.net, rbishop@supremefixture.com,
- > rchance@rsvlsteel.com, rwilliams@binswangerglass.com,
- > ryan@bentleyflooring.com, rmccaslin@performancesurfaces.com,
- > sk@acserviceok.com, s.bentley@bentleyflooring.com, ty@paverscapesllc.com
- > Cc: clopp@timberlakeconstruction.com, craigy@timberlakeconstruction.com,
- > garys@timberlakeconstruction.com
- >
- >
- > Add upper cabinets at Classrooms.

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1325
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 1/20/14

PROPOSED CHANGE # 016

CHANGE DESCRIPTION: Cost proposal to change the specified hand dryers in the public restrooms from Allied Xlerator - Model XL-SB - SS to Model 76-W without the noise reduction nozzle.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:


#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Precision Door					
2			-\$1,560.00				(\$1,560.00)
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
CATEGORY TOTALS			(\$1,560.00)	\$0.00	\$0.00	\$0.00	(\$1,560.00)
0.0000%	SALES TAX		\$0.00	N/A	N/A	\$0.00	\$0.00
38.4400%	LABOR BURDEN		N/A	\$0.00	N/A	N/A	\$0.00
0.8800%	SUB BONDS		N/A	N/A	\$0.00	N/A	\$0.00
SUBTOTALS			(\$1,560.00)	\$0.00	\$0.00	\$0.00	(\$1,560.00)
				0.2400%	SUB LIABILITY		\$0.00
				0.8300%	BONDS		\$0.00
				4.0000%	OH&P		\$0.00
				0.3200%	Safety		\$0.00
				0.2200%	Shop Dray		\$0.00
				0.2500%	Cleanup		\$0.00
TOTAL CHANGE ORDER							(\$1,560.00)

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.


 AUTHORIZING SIGNATURE
 OWNER

1-21-14

 AUTHORIZING SIGNATURE
 TIMBERLAKE CONSTRUCTION

Precision Door, Inc.
8255 Owasso Expressway
Owasso, OK 74055
Phone: 918-272-3667 FAX: 918-274-0140

REVISED – QUOTATION 12:20 pm

TO: Timberlake Construction

Date: December 30, 2013

Attn: Cale Lopp

Project: County Line Elementary - Mustang, OK

We respectfully submit our proposal to furnish the following materials:

Hand Dryers – (by Allied)

Original Quote was for Xlerator – Model XL-SB, 277 v which has a Stainless Finish and noise reduction nozzle.

Xlerator – Model XL-W, 277v with noise reduction nozzle, the cover
Finish is a die-cast, color white (12 units) Contract Deduct \$648.

Model HO-W, color White, (no noise reduction nozzle)
(12 Units) Contract Deduct \$1,104.

Model 76-W, color White, (no noise reduction nozzle)
Push button dryer and no sensor-activated
(12 units) Contract Deduct \$1,560.

Excel is one of the few companies that have hand dryers available rated
277 volt and are UL approved.

Pricing is based on 12 unit orders.

Sales Tax is not included.

Noise reduction nozzle can only be provided with the Xlerators.

NOTE:

PRICE VALID FOR ORDERS PLACED WITHIN 90 DAYS AFTER QUOTATION ** MATERIAL TO
BE DELIVERED WITHIN 6 MONTHS OF ORDER.

NO SALES TAX INCLUDED ** NO INSTALLATION INCLUDED ** NO UNLOADING INCLUDED
FREIGHT CHARGES ARE INCLUDED FOR 1 SHIPMENT PER SECTION ** MATERIAL (FOB)
FREIGHT ON BOARD POINT OF SHIPMENT ** ADDITIONAL SHIPMENTS MAY COST EXTRA.

Accepted By _____

Submitted By



Kim Plumlee

Date _____

kplumlee@precisiondoor.com

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1325
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 1/21/14

PROPOSED CHANGE # 017

CHANGE DESCRIPTION: RFP #007 - Cost proposal to add approximately 10 feet of ornamental fencing between Area D and Area B per the attached sketch.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

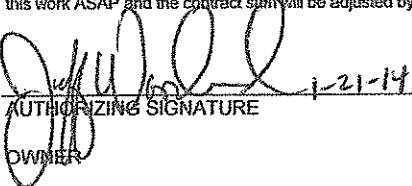
#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Superior Fence			\$950.00		\$950.00
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
CATEGORY TOTALS			\$0.00	\$0.00	\$950.00	\$0.00	\$950.00
	0.0000%	SALES TAX	\$0.00	N/A	N/A	\$0.00	\$0.00
	38.4400%	LABOR BURDEN	N/A	\$0.00	N/A	N/A	\$0.00
	0.8800%	SUB BONDS	N/A	N/A	\$8.36	N/A	\$8.36
SUBTOTALS			\$0.00	\$0.00	\$958.36	\$0.00	\$958.36
				0.2400%	SUB LIABILITY		\$2.30
				0.6300%	BONDS		\$7.95
				4.0000%	OH&P		\$38.33
				0.3200%	Safety		\$3.07
				0.2200%	Shop Dray		\$2.11
				0.2500%	Cleanup		\$2.40
TOTAL CHANGE ORDER							\$1,014.52

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.



AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

Estimate



P.O. Box 892928
Oklahoma City, OK 73189
(405) 616-9203 Phone
(405) 616-9204 Fax
www.superiorfenceok.com

Date	Estimate #
1/9/2014	15638

Name / Address
Timberlake Construction 7613 N. Classen Blvd. OKC, OK 73116 840-2521 off 840-5469 fax Cale Lopp clopp@timberlakeconstruction.com

Ship To
County Line Elementary

Rep
Monte

Description	Total
10' of additional 4' three rail Majestic Montage Plus with hinges. Add \$950.00	950.00

Proposed By: <u>Monte</u> Date: _____	Total \$950.00
--	-------------------

This proposal may be withdrawn by Superior Fence Construction Inc. if not accepted within 14 days. The above prices, specifications and conditions are satisfactory and accepted. Superior Fence Construction Inc. is hereby authorized to perform the work as specifies: **LOCATING LINES DOES NOT INCLUDE** sprinkler lines, french drains, or utility drops to the home, therefore Superior Fence Construction Inc. **WILL NOT BE RESPONSIBLE FOR ALL SAID LINES.** All balances due upon completion. **NOTICE TO OWNER:** you are hereby notified that any person performing labor on your property or furnishing materials for the construction, repair, or improvements of your property will be entitled to put a lien against your property, if they are not paid in full. This lien can be enforced by the sale of your property. Above prices are based on normal digging conditions. **ALL CREDIT CARD PAYMENTS WILL HAVE A 3% FEE THAT WILL BE ADDED TO YOUR BILL.**

Accepted: _____ Date: _____

 **AIA** Document G709™ – 2001

Work Changes Proposal Request

PROJECT *(Name and address):*
County Line Elementary School

PROPOSAL REQUEST NUMBER: 007

OWNER:

DATE OF ISSUANCE: December 26, 2013

ARCHITECT:

OWNER *(Name and address):*
Mustang Public Schools
906 South Heights Drive
Mustang, OK 73064-3542

CONTRACT FOR: General Construction

CONSULTANT:

CONTRACT DATE:

CONTRACTOR:

FIELD:

OTHER:

FROM ARCHITECT *(Name and address):*
LWPB, P.C.
5909 NW Expressway, Suite 600
Oklahoma City, Oklahoma 73132

ARCHITECT'S PROJECT NUMBER:
12-1245-E823

TO CONTRACTOR *(Name and address):*
Timberlake Construction
7613 North Classen
Oklahoma City, OK 73116

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within Seven (7) days, the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

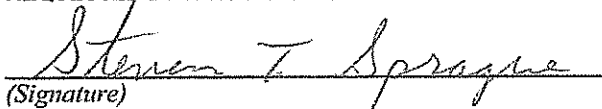
DESCRIPTION *(Insert a written description of the Work):*

Provide a cost for adding an additional small amount of ornamental fencing. See attached 8 1/2"x11" sketch RFP#7-A1 for the revised location of fencing.

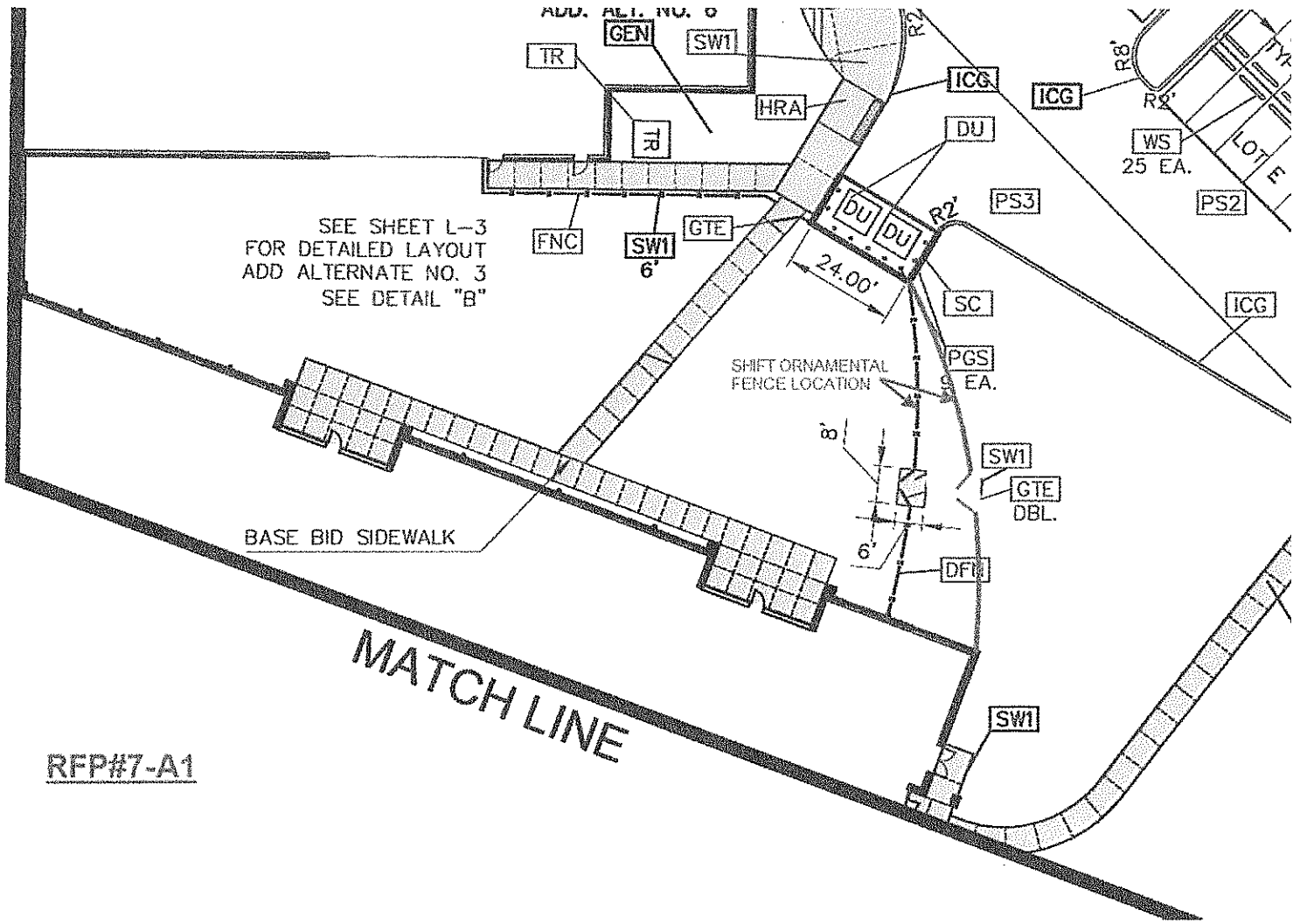
ATTACHMENTS *(List attached documents that support description):*

8 1/2"x11" sketch RFP#7-A1

REQUESTED BY THE ARCHITECT:


(Signature)

Steve Sprague, AIA
(Printed name and title)



RFP#7-A1

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1325
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 1/23/14

PROPOSED CHANGE # 018

CHANGE DESCRIPTION: PR #005 - Additional cost to revise the stamped and colored concrete as follows based on the attached sketch RFP #5-A1: 1. Delete the stamping in the areas colored orange. 2. The orange areas are to remain colored concrete. 3. Add color to the blue area concrete. 4. Add stamp pattern to the blue areas.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

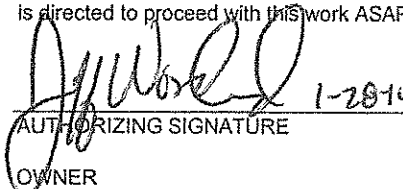
#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Connelly Paving			\$800.00		\$800.00
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
CATEGORY TOTALS			\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
0.0000%	SALES TAX	\$0.00	N/A	N/A	\$0.00	\$0.00	\$0.00
38.4400%	LABOR BURDEN	N/A	\$0.00	N/A	N/A	\$0.00	\$0.00
0.8800%	SUB BONDS	N/A	N/A	\$7.04	N/A	\$7.04	\$7.04
SUBTOTALS			\$0.00	\$0.00	\$807.04	\$0.00	\$807.04
				0.2400%	SUB LIABILITY		\$1.94
				0.8300%	BONDS		\$6.70
				4.0000%	OH&P		\$32.28
				0.3200%	Safety		\$2.58
				0.2200%	Shop Dray		\$1.78
				0.2500%	Cleanup		\$2.02
TOTAL CHANGE ORDER							\$854.33

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.



AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

CONNELLY PAVING COMPANY



J.A. Connelly, Jr.
President

J.A. Connelly, III (Andy)
Vice President

J.A. Connelly, Sr.
1928-2003

January 20, 2014

Morgan P. Connelly
Vice President

VIA EMAIL

Timberlake Construction Group, L.L.C.
P.O. Box 18297
Oklahoma City, OK 73154
Attn: Craig Yadon

A.F. Connelly
1906-1962

Following is our pricing per the entry sidewalk changes to County Line Elementary.

1. Delete stamp in orange area.

J.F. Connelly
1959

DEDUCT \$3,040.00 *yes*

2. Delete color in orange area.

Morgan Connelly
1882-1942

DEDUCT \$800.00 *no*

3. Add stamp color to blue highlighted areas.

ADD \$800.00 *yes*

A.D. Connelly
1876-1958

4. Add stamp pattern to blue highlighted areas.

ADD \$3,040.00 *yes*

TOTAL if all taken **\$NO CHANGE**

We are covered by public liability, property damage, and compensation insurance.

Thank you for the opportunity of submitting this bid. Call with questions.

Sincerely,

J.A. Connelly, III
Connellypaving.com

AIA[®] Document G709[™] – 2001

Work Changes Proposal Request

PROJECT *(Name and address):*
County Line Elementary School

PROPOSAL REQUEST NUMBER: 005

OWNER:

DATE OF ISSUANCE: December 23, 2013

ARCHITECT:

OWNER *(Name and address):*
Mustang Public Schools
906 South Heights Drive
Mustang, OK 73064-3542

CONTRACT FOR: General Construction

CONSULTANT:

CONTRACT DATE:

CONTRACTOR:

FIELD:

OTHER:

FROM ARCHITECT *(Name and address):*
LWPB, P.C.
5909 NW Expressway, Suite 600
Oklahoma City, Oklahoma 73132

ARCHITECT'S PROJECT NUMBER:
12-1245-E823

TO CONTRACTOR *(Name and address):*
Timberlake Construction
7613 North Classen
Oklahoma City, OK 73116

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within Seven (7) days, the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

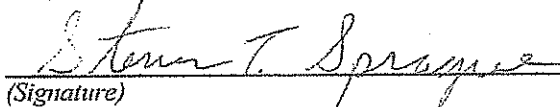
DESCRIPTION *(Insert a written description of the Work):*

Revise the stamped and colored concrete as indicated on the attached 8 1/2"x11" sketch RFP#5-A1

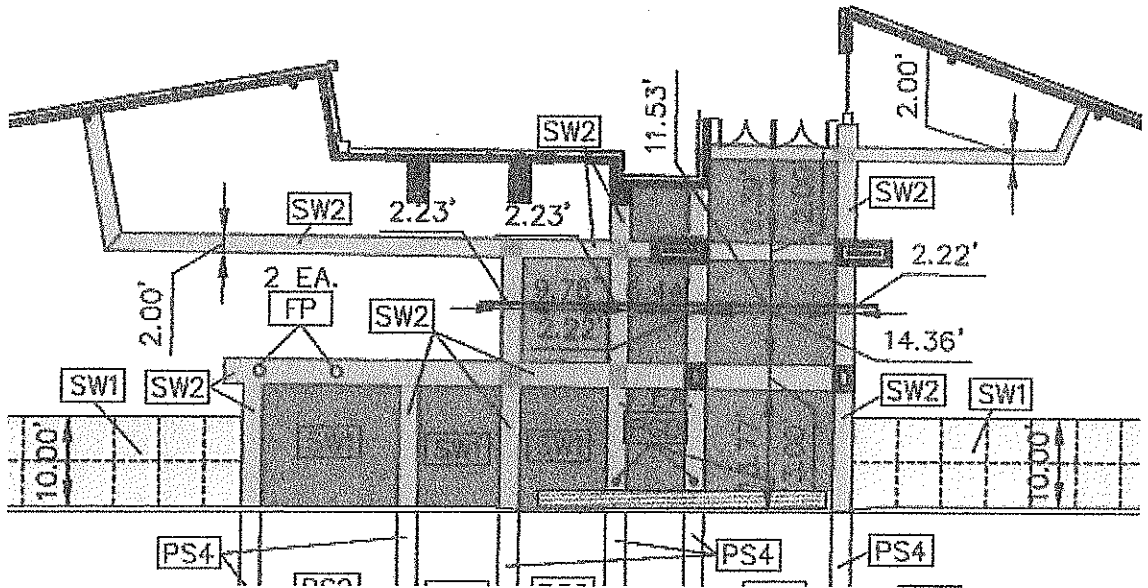
ATTACHMENTS *(List attached documents that support description):*

8 1/2"x11" Sketch RFP#5-A1

REQUESTED BY THE ARCHITECT:


(Signature)

Steve Sprague, AIA
(Printed name and title)

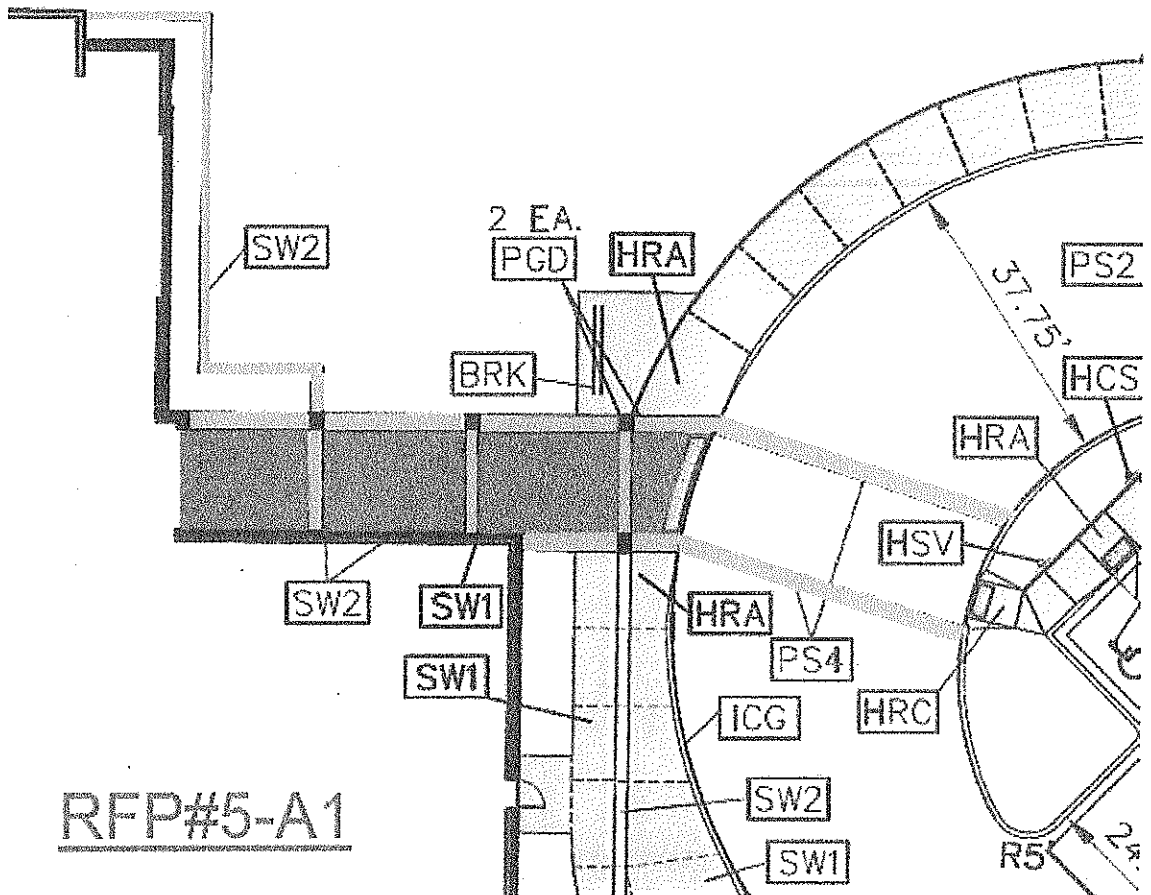


Blue areas

Color - 338 Rawhide with stamp pattern to match the 18"x18" previously used by Conley at different Mustang site.

Orange areas

Color 238 Thyme with no stamp



RFP#5-A1

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1325
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 1/23/13

PROPOSED CHANGE #019a

CHANGE DESCRIPTION: Proposal to add self adhesive flashing to the jambs of the window openings as designated on the attached sketch in order to better prevent water infiltration. Product to be "Perm-a-barrier" by Grace Construction Products (See attached).

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

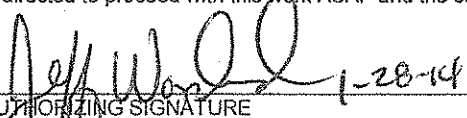
#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		C & N Masonry			\$1,635.00		\$1,635.00
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
CATEGORY TOTALS			\$0.00	\$0.00	\$1,635.00	\$0.00	\$1,635.00
0.0000%	SALES TAX	\$0.00	N/A	N/A	\$0.00		\$0.00
38.4400%	LABOR BURDEN	N/A	\$0.00	N/A	N/A		\$0.00
0.8800%	SUB BONDS	N/A	N/A	\$14.39	N/A		\$14.39
SUBTOTALS			\$0.00	\$0.00	\$1,649.39	\$0.00	\$1,649.39
				0.2400% SUB LIABILITY			\$3.96
				0.8300% BONDS			\$13.69
				4.0000% OH&P			\$65.98
				0.3200% Safety			\$5.28
				0.2200% Shop Dray			\$3.63
				0.2500% Cleanup			\$4.12
TOTAL CHANGE ORDER							\$1,746.04

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.


 AUTHORIZING SIGNATURE
 OWNER

 AUTHORIZING SIGNATURE
 TIMBERLAKE CONSTRUCTION

Craig Yadon

From: Cale Lopp
Sent: Wednesday, January 22, 2014 3:34 PM
To: Craig Yadon
Cc: Gary Sweeney
Subject: FW: Countyline

Craig,

See below breakdown from C&N on flashing for Jambs.

Thanks!

From: Chris Conway [mailto:cnmasonry@aol.com]
Sent: Wednesday, January 22, 2014 3:06 PM
To: Cale Lopp
Subject: Countyline

Cale,

Here is the break out on the flashing...

Flashing onsite which is not made to bend

Material \$1183.00
Labor \$986.00
P&O \$217.00
Total \$2386.00

C&N Request Flashing

Material \$874.00
Labor \$396.00
P&O \$148.00
Total \$1635.00

*Thank You,
Chris Conway*

C & N Masonry, Inc.
PO Box 1038
Bentonville, AR 72712
Phone 479-795-8350 Ext 22
Fax 479-795-8352

Perm-A-Barrier® Wall Flashing

Self-adhesive, rubberized asphalt/polyethylene flashing tapes for cavity wall applications

Advantages

- Fully bonded – continuous adhesion to the substrate resists wind loads and prevents water tracking behind the tape
- Waterproof and virtually impermeable to moisture – virtually impermeable to the passage of liquid water and vapor
- Cross laminated film – provides dimensional stability, high tear strength, puncture and impact resistance
- Cold applied – no flame hazard; self-adhesive overlaps ensure continuity
- Flexible – accommodates minor settlement and shrinkage movement
- Controlled thickness – factory made sheet ensures constant, non-variable site application
- Aggressive, conformable adhesive – creates 100% watertight laps and allows self-sealing around mechanical fasteners
- Unique green color and logo – highly differentiated on the job site from other flashing types and enables easy identification of damage
- **RIPCORD™** “split release on demand” – faster application in the straight-aways, ease of membrane positioning in detailed areas

- Foldless release paper – fewer edge catches, 180° pull-back, ease of membrane cutting (single cuts) and membrane positioning, quicker one-man installs

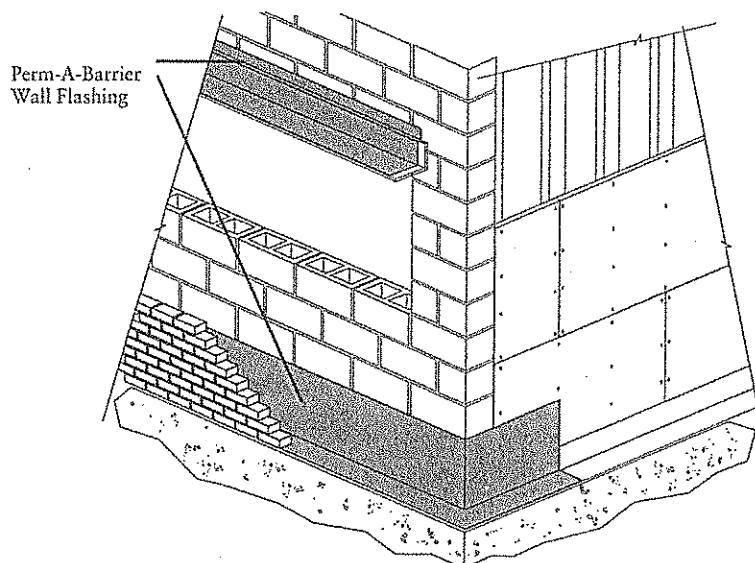
Description

Perm-A-Barrier® wall membranes are ideal for protecting the building superstructure from the damaging effects of the elements. By minimizing air and water vapor flow through the building exterior, Perm-A-Barrier wall membranes:

- Prevent premature deterioration of the building envelope
- Enhance thermal performance of the structure and save energy costs
- Improve comfort for the building occupants

System Components

- Perm-A-Barrier Wall Flashing – 1 mm (40 mil) total thickness self-adhesive, cold applied tape consisting of 0.8 mm (32 mils) of rubberized asphalt integrally bonded to a 0.2 mm (8 mil) high density, cross laminated polyethylene film. The rolls are interwound with disposable silicone-coated release sheet
- Perm-A-Barrier Wall Membranes – air and vapor barrier membranes for use in cavity wall applications
- Perm-A-Barrier WB Primer – high tack, water-based primer for use on exterior wallboards
- Bituthene® Mastic Trowel Grade – rubberized asphalt mastic for sealing around penetrations, terminations, brick ties, etc.



Installation

Safety

Perm-A-Barrier products must be handled properly. Vapors from the mastic and solvent-based primer are harmful and flammable. For these products, the best available information on safe handling, storage, personal protection, health and environmental considerations has been gathered. Refer to product label and Material Safety Data Sheet before use. All users should acquaint themselves with this information prior to working with the material. Carefully read detailed precaution statements on the product labels and MSDS before use. MSDSs can be obtained from our web site at www.graceconstruction.com or by contacting us toll free at 866-333-3SBM (3726).

Preparatory Work

Apply Perm-A-Barrier Wall Flashing and accessories only in fair weather when air and surface temperatures are above -4°C (25°F).

Wherever wall flashing is to be applied, the surface must be smooth, clean, dry and free of voids, spalled areas, loose substrate, loose nails, sharp protrusions or other matter that will hinder the adhesion or uniformity of the wall flashing installation. Clean loose dust or dirt from the surface by wiping with a clean dry cloth or a brush.

Conditioning and Priming

Use Perm-A-Barrier WB Primer to enhance adhesion on dusty cementitious substrates. Perm-A-Barrier WB Primer is a water-based primer which imparts an aggressive, high tack finish on the treated substrate. It is specifically designed to facilitate tenacious adhesion of Perm-A-Barrier Wall Flashing, Perm-A-Barrier Wall Membrane, Grace underlayments and Grace Vycor® Self-Adhered Flashings to various substrates

including Dens-Glass Gold® (refer to relevant product data sheets).

It will cover approximately 6.0-8.0 m²/L (250-350 ft²/gal) when applied with a roller.

A synthetic; 13 mm (1/2 in.) nap roller has been found to be very successful. A moderately thick coating should be applied and rolled out evenly. A properly applied coating will have uniform coverage and leave a tacky finish to the surface when dry.

Apply primer in dry weather with ambient and substrate temperatures above -4°C (25°F). Surface must be dry and clean, free from frost, dirt, grease, oil or other contaminants. Failure to remove excessive dust may result in compromised adhesion of the membrane. Allow primer to dry completely before application of the flashing.

In cooler or humid conditions, priming may be done in advance. If primed surface is exposed for more than 7 days, or if significant dust or dirt accumulates on the surface, re-prime with a thin coat of Perm-A-Barrier WB Primer.

The drying time could vary from 15 minutes (> 32°C (<90°F), windy, under the sun) to 3 hours (cold and no wind), depending on the weather condition. For 32°C (90°F) or greater, 45 minutes to one hour; 10°C (50°F) to 32°C (90°F), 1-3 hours; less than 10°C (50°F) 3 hours or more.

Flashing Application

Pre-cut Perm-A-Barrier Wall Flashing to easily handled lengths. Peel release paper from roll to expose rubberized asphalt and carefully position flashing against substrate. Press firmly into place with a steel hand roller or the back of a utility knife as soon as possible, fully adhering the flashing to the substrate to prevent water from migrating under the Perm-A-Barrier Wall Flashing.

Form end dams at horizontal flashing terminations to prevent water entry. Overlap adjacent pieces 51 mm (2 in.) and roll overlap with a steel hand roller.

Apply a bead of Bituthene Mastic along all laps, seams, top edges, cuts and penetrations and trowel into place. Lay or trim edges of Perm-A-Barrier Wall Flashing 13 mm (1/2 in.) back from the face of the masonry. No reglet is necessary when installing Perm-A-Barrier Wall Flashing to vertical surfaces. Complete installation instructions and details are available upon request.

If wrinkles develop, carefully cut out affected area and replace in similar procedure outlined above. The repair piece must be pressed into place with a hand roller as soon as possible to ensure continuous and intimate contact with the substrate.

Protection

Perm-A-Barrier Wall Flashing must be protected from damage from other trades or construction materials.

Storage and Handling Information

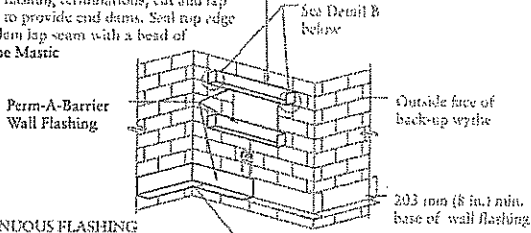
All materials must be protected from rain and physical damage. Pallets of Perm-A-Barrier Wall Flashing must not be double stacked on the job site. Provide cover on top and all sides, allowing for adequate ventilation. Store wall flashing where temperatures will not exceed 32°C (90°F) for extended periods. All products must be stored in a dry area away from high heat, flames or sparks. At point of use, store only as much material as is required for each day's work.

Limitations

Perm-A-Barrier Wall Flashing must not be applied in areas where it will be exposed to sunlight permanently and must be covered within a reasonable amount of time, not to exceed 30 days.

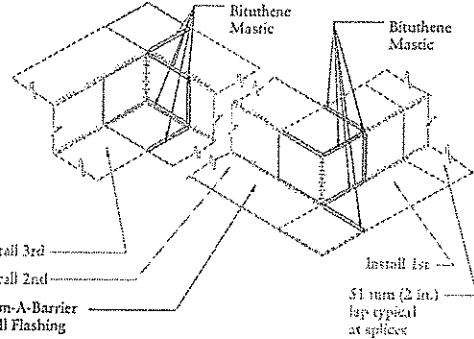
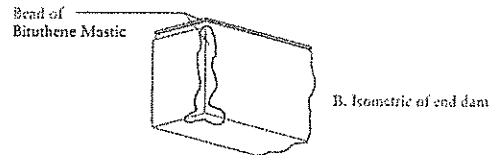
DISCONTINUOUS FLASHING

At masonry opening head & sill flashing and at other flashing terminations, cut and lap flashing to provide end dams. Seal top edge & end dam lap seam with a bead of Bituthene Mastic

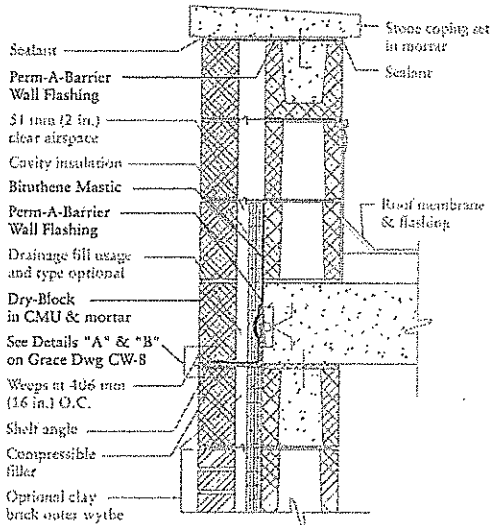


CONTINUOUS FLASHING

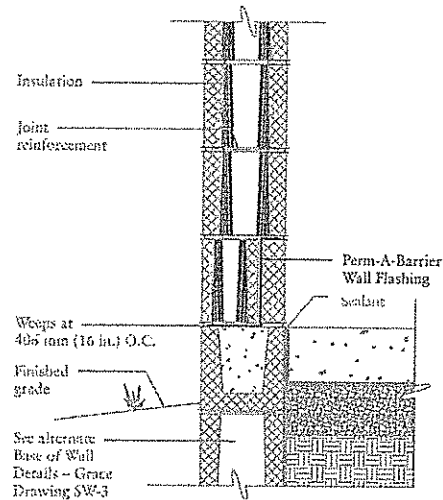
At inside and outside corners, fold and lap seams. Seal top edge & corner lap seams with a bead of Bituthene Mastic



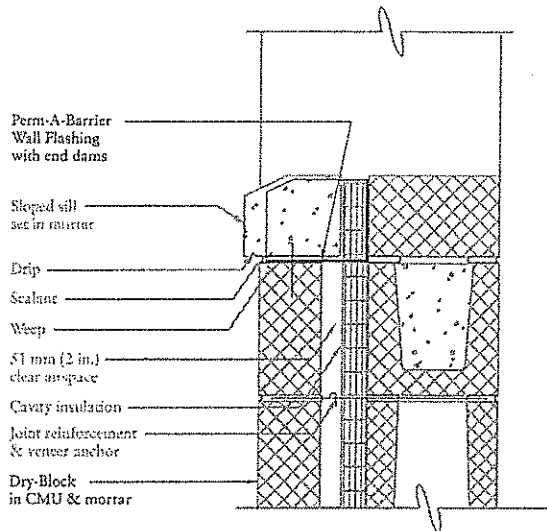
Through-wall Flashing Details



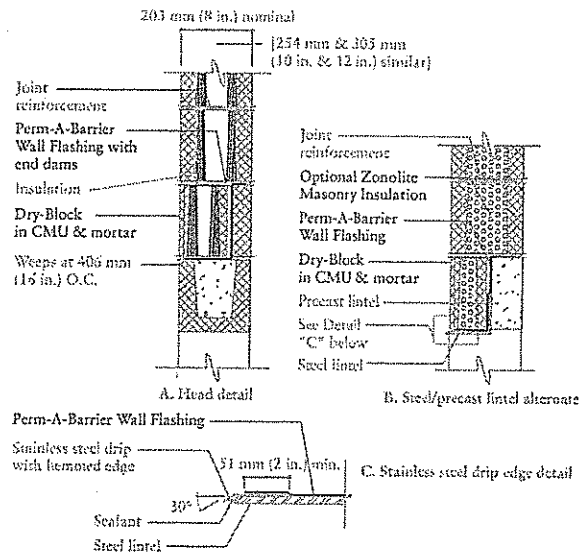
Perm-A-Barrier Flashing Details at Inside and Outside Corners



Parapet Detail



Base of Wall Detail



Sill Detail

Masonry Opening Head Flashing

Supply

Product	Unit of Sale	Approximate Coverage	Weight	Palletization
Perm-A-Barrier Wall Flashing				
– 305 mm (12 in.)	3 rolls	75 linear ft per roll	22.5 lbs/roll	25 cartons (75 rolls) per pallet
– 457 mm (18 in.)	2 rolls	75 linear ft per roll	33.7 lbs/roll	25 cartons (50 rolls) per pallet
– 610 mm (24 in.)	1 roll	75 linear ft per roll	49.7 lbs/roll	35 cartons (35 rolls) per pallet
– 914 mm (36 in.)	1 roll	75 linear ft per roll	67.7 lbs/roll	25 cartons (25 rolls) per pallet
Bituthene Mastic – 5 gal pail	1 pail	approx. 120 ft ² at 60 mils	54 lbs/roll	36 pails per pallet
Bituthene Mastic – 30 oz tube	12 tubes	approx. 30 linear ft x 1/4 in. bead	32 lbs/carton	72 cartons (864 tubes) per pallet
Perm-A-Barrier	1 pail	6.0-8.0 m ² /L (250-350 ft ² /gal)	45 lbs/pail	24 pails per pallet
WB Primer – 5 gal pail				

Physical Properties

Property	Typical Value	Test Method
Color	Green with repeated logo imprint	
Thickness	1 mm (40 mil)	ASTM D3767, Method A
Low temperature flexibility	Unaffected at -43°C (-45°F)	ASTM D1970
Tensile strength, membrane	5500 kPa (800 psi) minimum	ASTM D412, Die C Modified
Elongation, ultimate failure of rubberized asphalt	200% minimum	ASTM D412
Lap adhesion at minimum application temperature	875 N/m (60 lbs/ft) width	ASTM D1876 Modified
Adhesion to concrete at minimum application temperature	875 N/m (60 lbs/ft) width	ASTM D903
Puncture resistance, membrane	178 N (40 lbs) minimum MD	ASTM D781
	356 N (80 lbs) minimum MD	ASTM E154
Tear resistance, initiation	58 N (13 lbs) minimum MD	ASTM D1004
Tear resistance, propagation	40 N (9 lbs) minimum MD	ASTM D1938
Permeance	2.9 ng/m ² sPa (0.05 perms) maximum	ASTM E96, Method B
Water absorption	0.1% maximum	ASTM D570


Warranty

Perm-A-Barrier products are warranted to be free of defects in manufacture for a period of 5 years. Material will be provided at no charge to replace any defective product.

Technical Services

Support is provided by full-time, technically trained Grace Construction Products representatives and technical service personnel, backed by a central research and development staff.

For Technical Assistance call toll free at 866-333-3SBM (3726).

 Visit our web site at www.graceconstruction.com

 printed on recycled paper

W. R. Grace & Co.-Conn.

62 Whittemore Avenue

Cambridge, MA 02140

Perm-A-Barrier, Bituthene, and Vycor are registered trademarks and RIPCOR is a trademark of W. R. Grace & Co.-Conn. Dens-Glass Gold is a registered trademark of G-P Gypsum Corporation

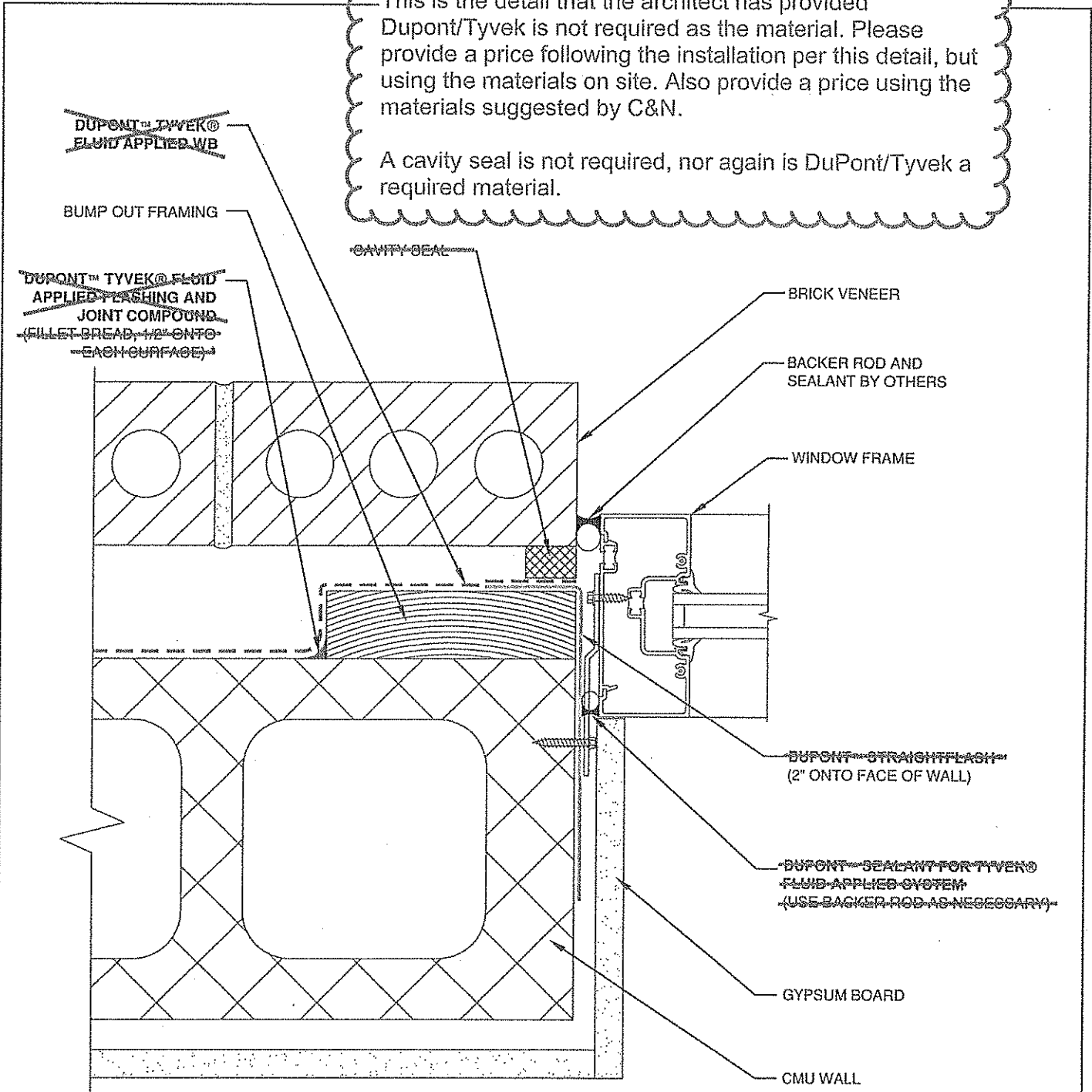
We hope the information here will be helpful. It is based on data and knowledge considered to be true and accurate and is offered for the users' consideration, investigation and verification, but we do not warrant the results to be obtained. Please read all statements, recommendations or suggestions in conjunction with our conditions of sale, which apply to all goods supplied by us. No statement, recommendation or suggestion is intended for any use which would infringe any patent or copyright. W. R. Grace & Co.-Conn., 62 Whittemore Avenue, Cambridge, MA 02140. In Canada, Grace Canada, Inc., 294 Clements Road, West, Ajax, Ontario, Canada L1S 3C6.

These products may be covered by patents or patents pending. Copyright 2003. W. R. Grace & Co.-Conn. PAB-050A Printed in USA 6/03 FA/LU/1.5M

GRACE
Construction Products

This is the detail that the architect has provided
 Dupont/Tyvek is not required as the material. Please
 provide a price following the installation per this detail, but
 using the materials on site. Also provide a price using the
 materials suggested by C&N.

A cavity seal is not required, nor again is DuPont/Tyvek a
 required material.



NOTE

- 1) INTERIOR VAPOR RETARDER MAY BE REQUIRED IN SOME REGIONS.
- 2) THIS INFORMATION IS PROVIDED BY DUPONT AS REFERENCE ONLY; PLEASE CONSULT LOCAL BUILDING CODES, REGULATIONS AND LAWS TO DETERMINE THE APPROPRIATE CONSTRUCTION METHODS AND MATERIALS NEEDED.

~~DUPONT™ SEALANT FOR TYVEK® FLUID APPLIED SYSTEM OR
 DUPONT™ TYVEK® FLUID APPLIED FLASHING AND JOINT COMPOUND MAY BE USED.~~

SCALE: NOT TO SCALE
 REVISION DATE: 4/28/10
 DRAWING: FA-B-W105j

BUMP OUT WINDOW JAMB - METHOD 2
 BRICK VENEER / CMU WALL / SELF-ADHERED FLASHING

~~DUPONT™~~

Tyvek.
 FLUID APPLIED WB

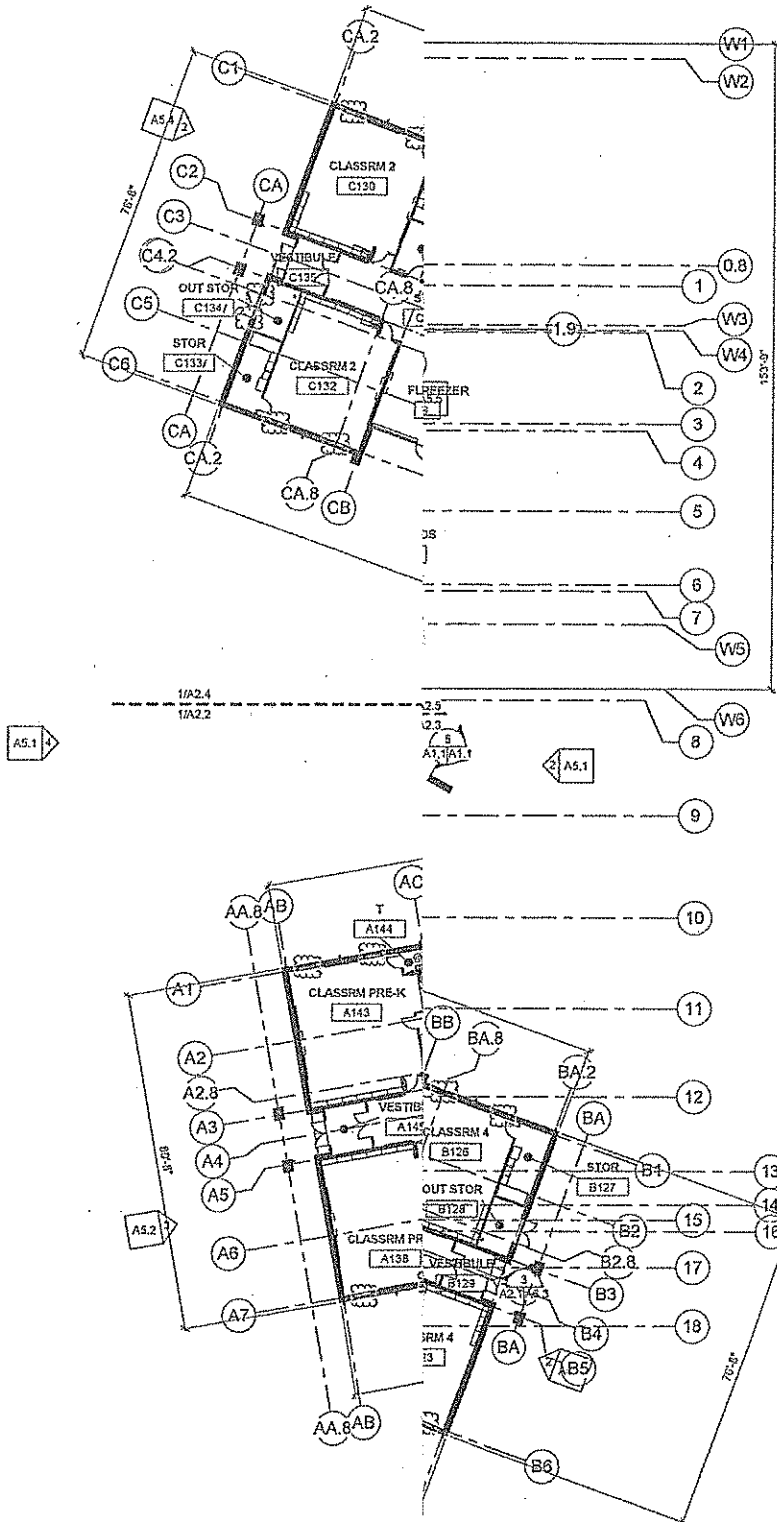
250



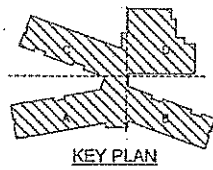
5209 NW Expressway, Rm. 400
Oklahoma City, Oklahoma 73102
Telephone: 405-724-7279
Facsimile: 405-724-6313
www.lwpb.com



Mustang Public Schools
COUNTY LINE ELEMENTARY
Oklahoma City, OK



1 COMPOSITE FLOOR PLAN
A1, A2.1 SCALE: 1/16" = 1'-0"



LOCAL FILE: C:\LWPB\projects\Mustang Elementary\3013 Mustang Elem School\Floorplan.dwg
CENTRAL FILE: 6/22/2013 3:11:45 PM
PLOT DATE: 12-12-65-ER23
LWPB JOB NO: LWPB 2013-ALMOSTREADY
TEMPLATE:

JOB NO: 13-1245-ER23
DATE: 5/22/13
REVISIONS

DRAWING TITLE
COMPOSITE FLOOR PLAN

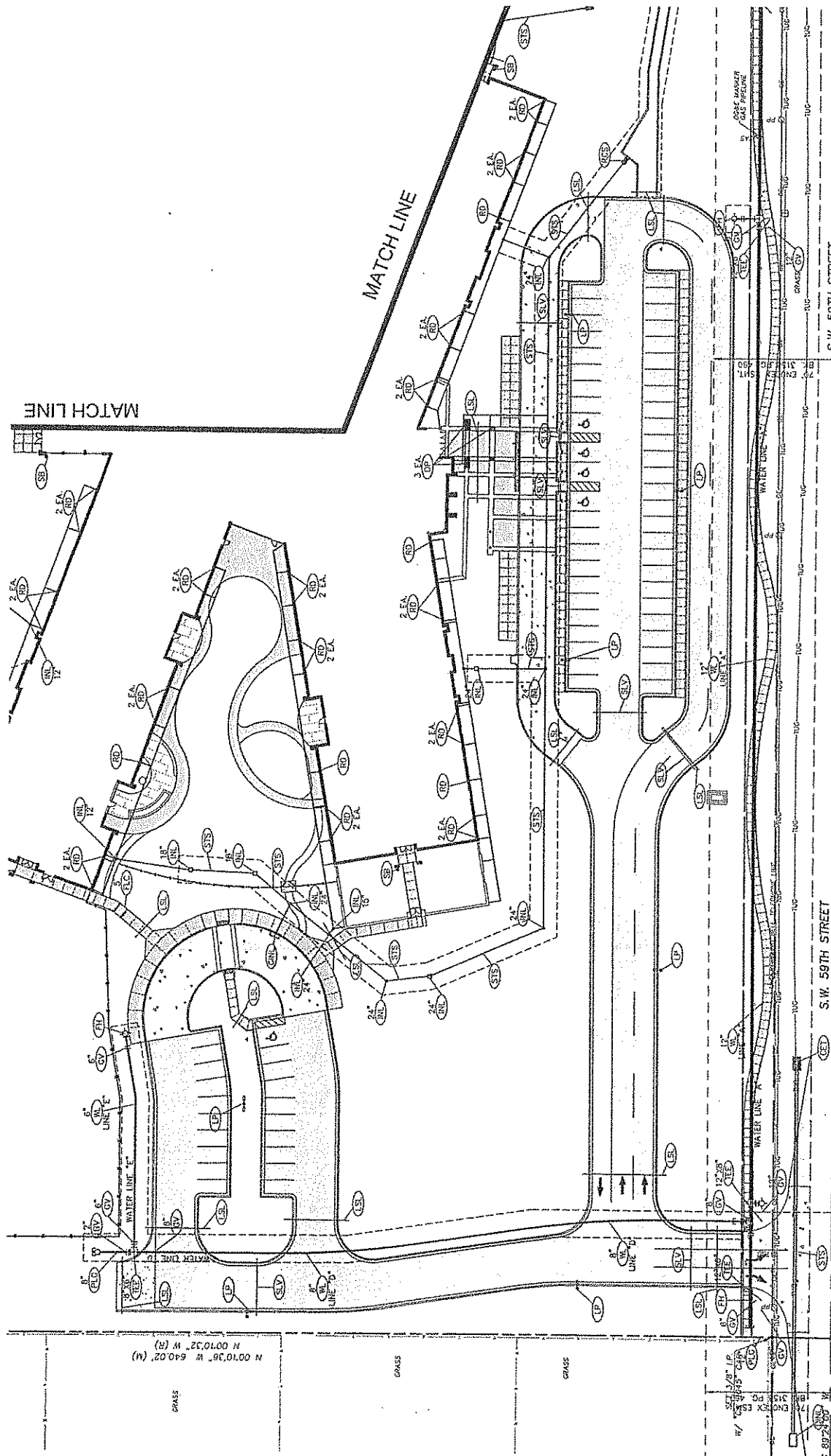
A2.1

EXHIBIT C (continued)

MUSTANG COUNTY LINE ELEMENTARY
VALUE ENGINEERING SUMMARY

July 8, 2013

Bid Package	Trade	Item Description	Savings
2a	Site Utilities	<p>1. Storm Drain item – per attached drawing revised C4.0 and revised C4.1</p> <p>a. All orange highlighted piping to be omitted.</p> <p>Provide concrete splash blocks at all downspouts in grass or landscaping, not connected to the storm sewer. Add concrete flumes or pipe to sidewalks between Area D and Area C.</p> <p>See revised drawings C4.0 and C4.1 for clarification.</p> <p>Note: Some grading may need to change in order for the water to properly drain and may require additional pricing adjustment.</p>	(\$29,640.00)
2b	Site Utilities	<p>1. Storm Drain item – per attached drawing revised C4.0 and revised C4.1</p> <p>a. All yellow highlighted piping to be omitted.</p> <p>Provide concrete splash blocks at all downspouts in grass or landscaping, not connected to the storm sewer. Upsize 18" inlet south of Area A.</p> <p>See revised drawings C4.0 and C4.1 for clarification.</p> <p>Note: Some grading may need to change in order for the water to properly drain and may require additional pricing adjustment.</p>	(\$13,790.00)
5a	Site Conc. And Paving	<p>For areas shown as concrete on sheet revised C3.0 change 6" Conc. Paving on 6" rock (PS2) to 6" Asphalt paving on 6" rock (PS1). This does not apply to the bus loop on sheet C4.1. See revised Pavement Section Legend on sheet revised C3.2.</p>	(\$5,038.00)
5b	Site Conc. And Paving	<p>Change base material on all concrete and asphalt paving to 8" fly ash stabilization in lieu of 6" rock base. See revised Sheet C3.2.</p>	(\$39,693.00)
7a	Building Concrete	<p>Change 3500psi slab on grade to a standard 3000psi. This applies to the entire slab on grade. See Sheet revised S1.1, General note 3.3.1 Mix Designs</p>	(\$5,324.00)
7b	Building Concrete	<p>Omit water cure and change to dissipating water based curing compound ASTM-309.</p>	(\$2,965.00)



S.W. 59TH STREET
 S 89°24'00" W 1321.92' (MEASURED) S 09°24'04" W (R)
 S 89°24'00" W 1322.04'
 S.W. 59TH STREET
 S 89°24'00" W 1322.04'
 SET MAG. MAIL
 W/ CA 3045
 SHIRER
 1/4
 4. 431W
 B.M. #3



TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1325
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 1/24/14

PROPOSED CHANGE # 022

CHANGE DESCRIPTION: Cost proposal to change from asphalt paving to 5" of 3500 PSI standard duty concrete paving throughout the center section in the East parking lot and bus loop.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

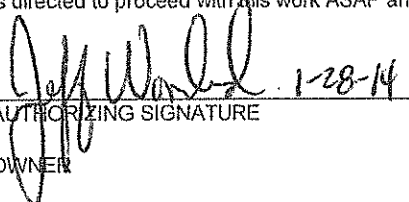
#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Connelly Paving			\$15,945.00		\$15,945.00
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
CATEGORY TOTALS			\$0.00	\$0.00	\$15,945.00	\$0.00	\$15,945.00
0.0000%	SALES TAX	\$0.00	N/A	N/A	\$0.00	\$0.00	\$0.00
38.4400%	LABOR BURDEN	N/A	\$0.00	N/A	N/A	\$0.00	\$0.00
0.8800%	SUB BONDS	N/A	N/A	\$140.32	N/A	\$140.32	\$140.32
SUBTOTALS			\$0.00	\$0.00	\$16,085.32	\$0.00	\$16,085.32
					0.2400% SUB LIABILITY		\$38.60
					0.8300% BONDS		\$133.51
					4.0000% OH&P		\$643.41
					0.3200% Safety		\$51.47
					0.2200% Shop Dray		\$35.39
					0.2500% Cleanup		\$40.21
TOTAL CHANGE ORDER							\$17,027.92

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

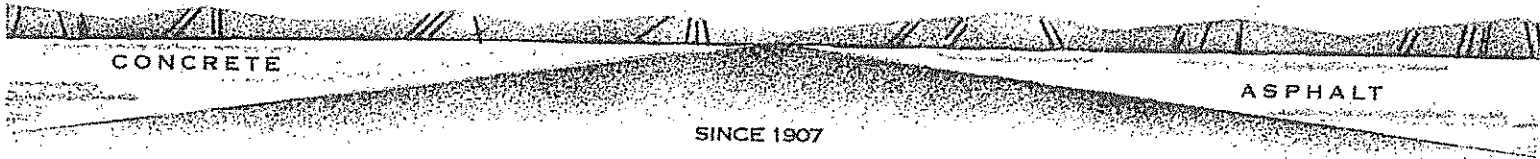
The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.



AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

CONNELLY PAVING COMPANY



J.A. Connelly, Jr.
President

J.A. Connelly, III (Andy)
Vice President

J.A. Connelly, Sr.
1928-2003

January 22, 2014

Morgan P. Connelly
Vice President

VIA EMAIL

Timberlake Construction Group, L.L.C.
P.O. Box 18297
Oklahoma City, OK 73154
Attn: Craig Yadon

A.F. Connelly
1906-1962

Following is our price to change the east asphalt paving to 5" concrete paving (3500#) per your request yesterday.

J.F. Connelly
1973-1959

Our Price Includes: 18,300 S.F.
1. Delete east asphalt paving.
2. Add 5" concrete paving (3500#).
3. Additional layout.

ADD

\$15,945.00

Morgan Connelly
1882-1942

We are covered by public liability, property damage, and compensation insurance.

Thank you for the opportunity of submitting this bid. Call with questions.

A.D. Connelly
1876-1958

Sincerely,

J.A. Connelly, III
Connellypaving.com

H & H Plumbing & Utilities, Inc.

266 Industrial Blvd., Goldsby, OK 73093-9116
(405) 288-2346 (405) 288-2349 FAX

Lic. No.
C 02653

Contractor: Timberlake Const. Co., Inc.
Address: P.O. Box 18297
Oklahoma City, OK 73154

Ph.#: 840-2521
Fax #: 840-5469

Project: Mustang Public Schools
Address: County Line Elementary
SW 59th St & County Line Rd

Price change request to permit, tap and install a 2" irrigation water meter and box.

<u>A</u>	<u>Material</u>	<u>Unit</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
	2" on 6" Tapping saddle	EA	1	112.00	112.00
	2" Tapping valve	EA	1	209.94	209.94
	2" Type K soft copper	LF	10	17.50	175.00
	2" PJ x angle meter valve	EA	1	296.87	296.87
	2" Meter flange, bolt & gasket sets	EA	1	89.63	89.63
	2" Oklahoma City badger water meter	EA	1	650.00	650.00
	2" PJ x MIP adapter	EA	1	66.41	66.41
	2" PJ x FIP adapter	EA	1	69.41	69.41
	17" x 30" Meter box	EA	1	184.56	184.56
	2" Schedule 80 PVC MIP adapters	EA	2	11.50	23.00
	2" Schedule 40 PVC couplings	EA	4	1.85	7.40
	2" Schedule 40 PVC pipe	LF	115	6.00	690.00
	Sand bedding	CY	20	15.00	300.00
	Irrigation Backflow w/ box and concrete pad.	EA	1	2,150.00	2,150.00
					5,024.22
				Tax 8.375%	420.78
					5,445.00
<u>B</u>	<u>Labor</u>				
	Plumber	Hrs	14	37.80	529.20
	Operator	Hrs	14	34.90	488.60
	Office (time to go to okc and buy permits and meter fees)	Hrs	2	37.80	75.60
					1,017.80
<u>C</u>	<u>Equipment</u>				
	Truck Hours	Hrs	14	15.00	210.00
	Trackhoe (Mini)	Hrs	14	20.00	280.00
					490.00
<u>D</u>	<u>Miscellaneous</u>				
	Oklahoma City meter & calibration fees		1	80.00	80.00
	Oklahoma City water meter impact fees		1	535.00	535.00
	Oklahoma City Revocable permits		1	75.00	75.00
	Oklahoma City irrigation backflow permits & Inspection		2	75.00	150.00
					840.00
					7,792.80
<u>E</u>	<u>Overhead</u>			5%	389.64
					8,182.44
<u>F</u>	<u>Profit</u>			5%	409.12
					8,591.56
				Total	\$ 8,591.56

Scope of Work Excludes

Revocable permits
Excludes Electrical (Must be installed before the inspection is called)

Total Add to Contract \$ 8,591.00

Submitted by: 

Title: Project Manager

Date: 1/24/2014

Accepted by: _____

Title: _____

Date: _____

Craig Yadon

From: Cory Green <cgreen@tsig.com>
Sent: Monday, January 27, 2014 5:45 PM
To: Craig Yadon
Cc: Gary Sweeney; Cale Lopp
Subject: RE: County Line Elementary - Exterior Outlet for Irrigation Backflow Preventer

Craig,

Sorry for the delayed response. There will not be a charge for adding this GFI as long as it can be fed from the immediate electrical room. It's a simple and inexpensive adder. We will add it to our redlines.

Regards,

Cory Green
Project Manager

TRI-STATE INDUSTRIAL GROUP
Complete Infrastructure SolutionsSM

t: (405) 463-7737 direct (405) 902-1554 cell
e: cgreen@TSIG.com
w: <http://www.TSIG.com>

This e-mail (and attachments if any) contains confidential information which is the property of Tri-State Industrial Group, LLC and affiliates, intended only for the use by the intended recipient(s). Unauthorized use or disclosure of this information is prohibited. If you are not the intended recipient please immediately notify Tri-State Industrial Group, LLC and affiliates, and destroy any copies of this e-mail (and attachments if any). Receipt of this e-mail (and attachments if any) shall not be deemed a waiver by Tri-State Industrial Group, LLC and affiliates, of any of its legal rights or the confidential nature of the information.

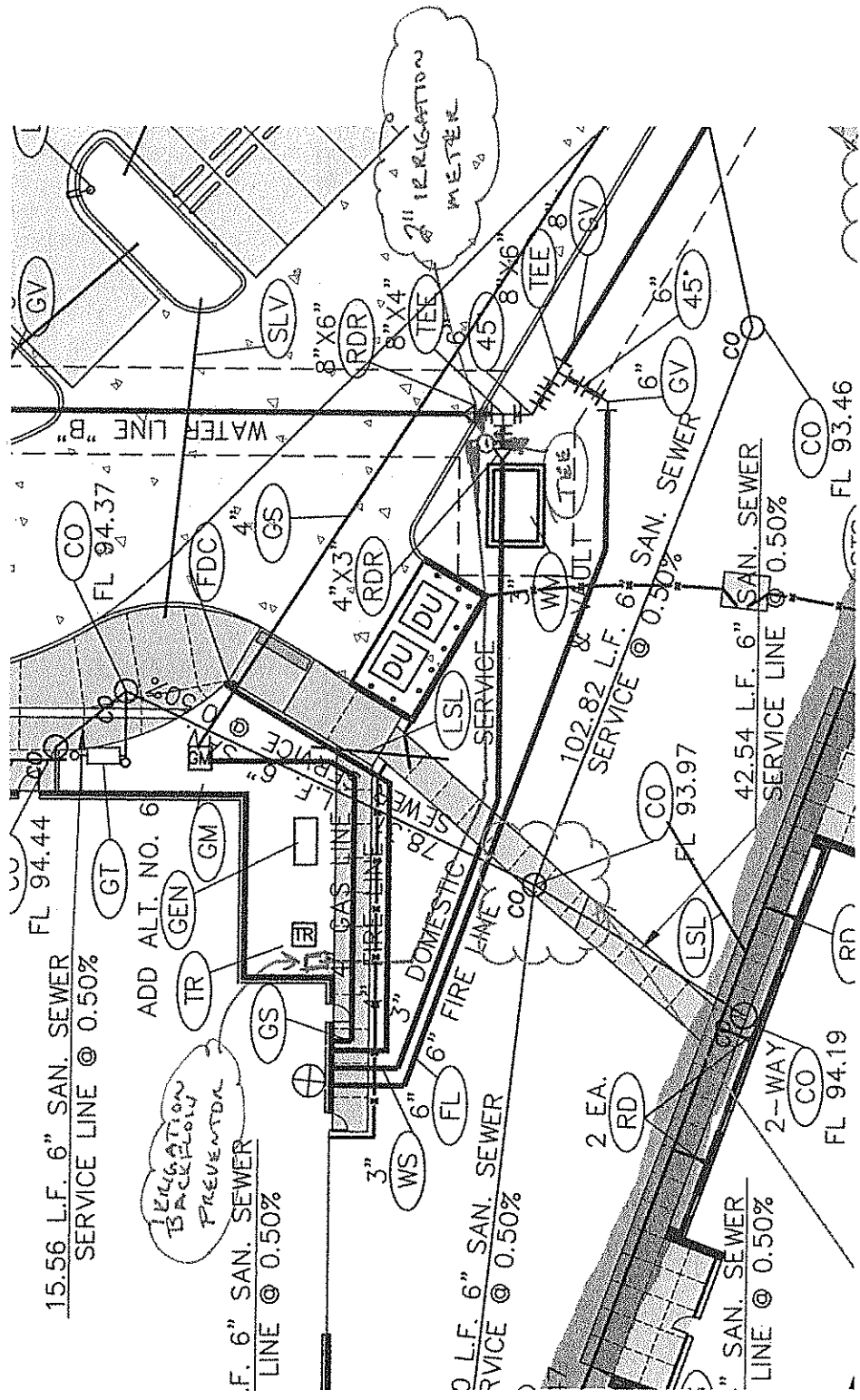
From: Craig Yadon [mailto:craigy@timberlakeconstruction.com]
Sent: Friday, January 24, 2014 4:27 PM
To: Cory Green
Cc: Gary Sweeney; Cale Lopp
Subject: County Line Elementary - Exterior Outlet for Irrigation Backflow Preventer

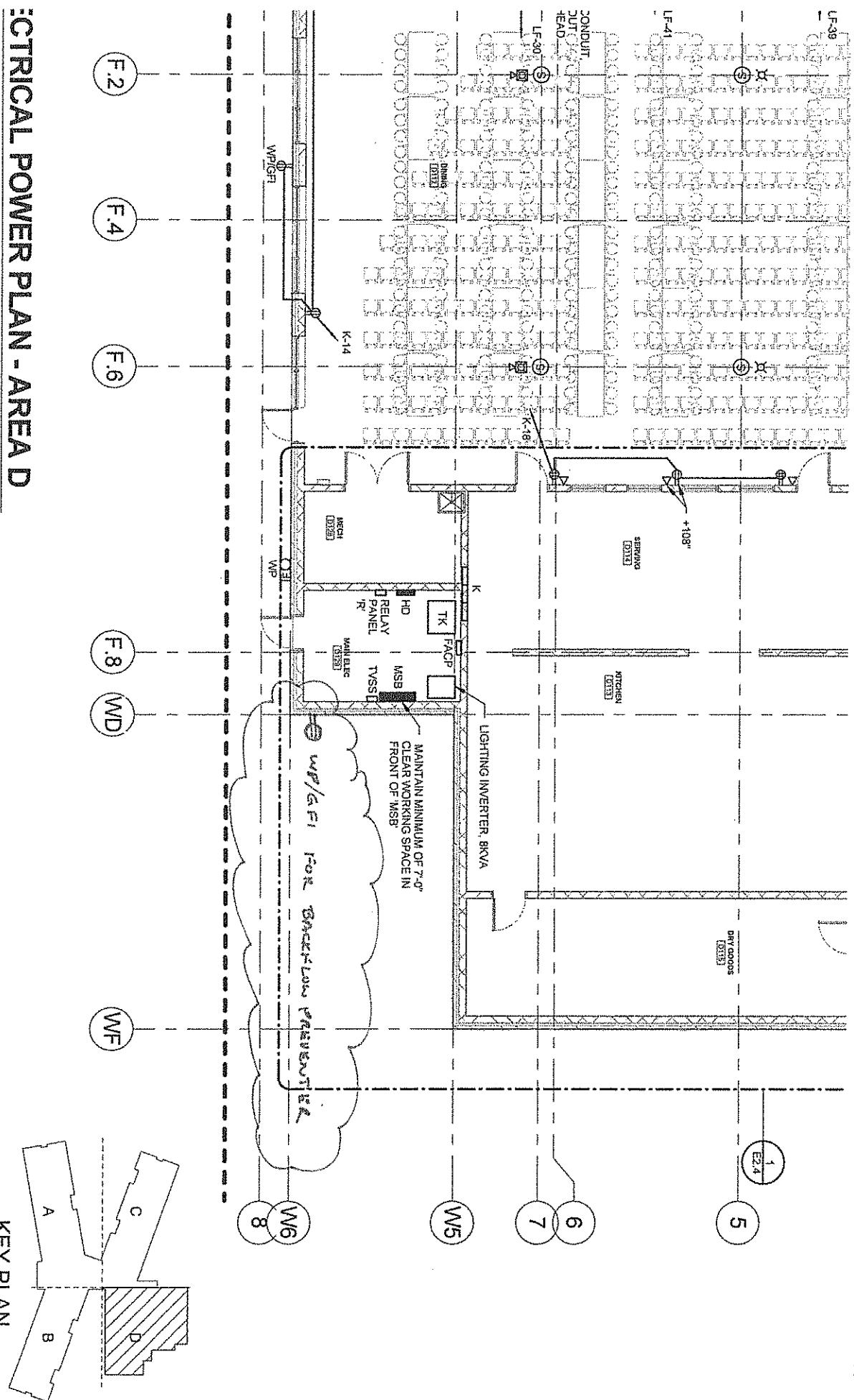
Cory,

Please see the attached sketch showing an added GFI outlet that I need you to price. Let me know if you need any further information. If need be I can get a circuit designation. I would appreciate it if you could provide this by Monday afternoon, or sooner, so I can give it to the owner Tuesday.

Thanks

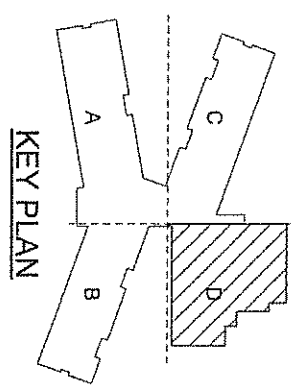
Craig Yadon
Project Manager
Timberlake Construction Co., Inc.
P.O. Box 18297
Oklahoma City, OK 73154
405-840-2521 office
405-795-7726 cell





ELECTRICAL POWER PLAN - AREA D

1/8" = 1'-0"



TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1325
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 1/24/14

PROPOSED CHANGE #024

CHANGE DESCRIPTION: RFI #008 - Credit to re-route the sewer line tap as directed in RFI #008.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

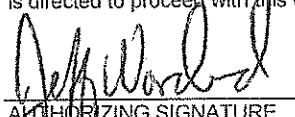
#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		H & H Plumbing & Utilities			(\$1,221.38)		(\$1,221.38)
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
CATEGORY TOTALS			\$0.00	\$0.00	(\$1,221.38)	\$0.00	(\$1,221.38)
0.0000%	SALES TAX		\$0.00	N/A	N/A	\$0.00	\$0.00
38.4400%	LABOR BURDEN		N/A	\$0.00	N/A	N/A	\$0.00
0.8800%	SUB BONDS		N/A	N/A	\$0.00	N/A	\$0.00
SUBTOTALS			\$0.00	\$0.00	(\$1,221.38)	\$0.00	(\$1,221.38)
				0.2400%	SUB LIABILITY		\$0.00
				0.8300%	BONDS		\$0.00
				4.0000%	OH&P		\$0.00
				0.3200%	Safety		\$0.00
				0.2200%	Shop Dray		\$0.00
				0.2500%	Cleanup		\$0.00
TOTAL CHANGE ORDER							(\$1,221.38)

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.


1-28-14

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

H & H Plumbing & Utilities, Inc.

266 Industrial Blvd., Goldsby, OK 73093-9116
(405) 288-2346 (405) 288-2349 FAX

Lic. No.
OK 02653

Contractor: <u>Timberlake Const. Co., Inc.</u>	Ph.#: <u>840-2521</u>	Project: <u>County Line Elementary</u>
Address: <u>P.O. Box 18297</u>	Fax #: <u>840-5469</u>	Address: <u>9201 SW 59th Street</u>
<u>Oklahoma City, OK 73154</u>	Email: <u>craigy@timberlakeconstruction.com</u>	<u>Mustang, OK</u>

Price change request to reroute the sewer line through geo well field outlined in RFI 00008 dated 10/30/13.

A	<u>Material</u>	Unit	Qty	Price	Total
	6" SDR 35 PVC pipe	LF	(51)	3.10	(158.10)
	Rock bedding & backfill	TONS	(25)	24.80	(620.00)
	Delta surveying restake	HR	1	120.00	120.00
					(658.10)
				Tax	0.0%
					-
					(658.10)
B	<u>Labor</u>				
	Plumber	Hrs	-2	37.80	(75.60)
	Operator	Hrs	-2	34.90	(69.80)
	Helper	Hrs	-2	26.30	(52.60)
					(198.00)
C	<u>Equipment</u>				
	Truck	Hrs	-2	15.00	(30.00)
	Trackhoe (160)	Hrs	-2	65.00	(130.00)
	Backhoe	Hrs	-2	35.00	(70.00)
					(230.00)
				Subtotal	(1,086.10)
E	<u>Overhead</u>			5%	(54.31)
					(1,140.41)
F	<u>Profit</u>			5%	(57.02)
					Total \$ (1,197.43)
G	<u>Bond</u>			2%	(23.95)
					Total \$ (1,221.38)

Total Add to Contract \$ (1,221.00)

Submitted by: Carl Hendrix

Title: Vice President

Date: 9/20/2013

Accepted by: _____

Title: _____

Date: _____

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1325
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 1/23/14

PROPOSED CHANGE # 025

CHANGE DESCRIPTION: Proposed cost to drill, dowel, form, place and pour sixteen (16) concrete "bump outs" at the dormers for the framing to attach to. Full details are indicated in RFI #066 response attached.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:


#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Concrete Enterprises Inc. (CEI)			\$2,516.00		\$2,516.00
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
CATEGORY TOTALS			\$0.00	\$0.00	\$2,516.00	\$0.00	\$2,516.00
0.0000%	SALES TAX	\$0.00	N/A	N/A	\$0.00		\$0.00
38.4400%	LABOR BURDEN	N/A	\$0.00	N/A	N/A		\$0.00
0.8800%	SUB BONDS	N/A	N/A	\$22.14	N/A		\$22.14
SUBTOTALS			\$0.00	\$0.00	\$2,538.14	\$0.00	\$2,538.14
				0.2400%	SUB LIABILITY		\$6.09
				0.8300%	BONDS		\$21.07
				4.0000%	OH&P		\$101.53
				0.3200%	Safety		\$8.12
				0.2200%	Shop Dray		\$5.58
				0.2500%	Cleanup		\$6.35
TOTAL CHANGE ORDER							\$2,686.88

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

 1-28-14

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

Change Request

To: Craig Yadon
Timberlake Construction Co.
7613 N Classen Blvd
Oklahoma City, OK 73116
Ph: (405)840-2521 Fax: (405)840-5469

Number: 4
Date: 1/14/14
Job: 13-068 County Line Elementary
Phone:

Description: PEDASTAL EXTENSION RFI # 66

We are pleased to offer the following specifications and pricing to make the following changes:
Form, dowel, and finish 16 total bump outs associated with RFI #66 (10- 2'-0" wide and 6- 3'-0" wide)

The total amount to provide this work is ~~\$2,993.00~~
2,516.00

If you have any questions, please contact me at (405)605-4141.

Submitted by: Daniel Prien (Concrete Enterpr
Concrete Enterprises, Inc.

Approved by: _____
Date: _____

Cc: Cale Lopp (Timberlake Construction Co.)

JOB: CHANGE ORDERS
 ITEM: PEDASTAL EXTENSIONS
 DATE: 01/14/14

STATUS: PENDING
 PROJECT MANAG DDP

CODE	DESCRIPTION	PER UNIT COST	MATERIAL		LABOR		SUBCONTRACTOR	
			UNITS	COST	UNITS	COST	UNITS	COST
11.00 FIELD MANAGEMENT								
				0		0		0
11.010	SUPERVISION	0.2 WK		0	####	270		0
	LAYOUT	56 SF	0.10	6	2.00	112		0
	FINISH	56 SF	0.06	3	5.00	280		0
	CURE	56 SF	0.25	14	0.40	22		0
	CONCRETE + 10% (DOLESE	1.5 CY	87.00	131	40.00	60		0
	EDGEFORM	98 LF	1.45	142	3.00	294		0
	DOWEL CONTROL JOINT	38 EA	1.40	54	4.00	152		0
				0		0		0
SUBTOTAL					350	1,190		0
SALES/PAYROLL TAX				0.00%	0	50%	595	0
CATEGORY SUBTOTALS					350	1,786		0
TOTAL COSTS , ALL CATEGORIES					2,135			
ADD: OVERHEAD				5.00%	107			
ADD: PROFIT				####	224			
SUBTOTAL					2,466			
ADD: BONDS				2.00%	49			
GRAND TOTAL					<u>2,516</u>			


TIMBERLAKE
 Construction

 P.O Box 18297 OKC, OK 73154
 405.840.2521 Fax 405.840.5469

Request For Information
Project [1325] - County Line Elementary

Date 12/30/2013

 Timberlake Construction
 PO Box 18297
 Oklahoma City, OK 73154

RFI No. 00066

Primary Responder	Steve Sprague LWPB Architects 5909 NW Expressway Suite 600 Oklahoma City, OK 73132 Phone: 405-722-7270 Fax: 405-722-8373	Date	12/30/2013
CC	Gary Sweeney (Timberlake Construction) Craig Yadon (Timberlake Construction)	Status	Open
From	Cale Lopp Timberlake Construction	Resolved Date	
		Reason for Request	Engineering Conflict
		Action Requested	Direction
		Probable Cost Effect	Increase
		Probable Time Effect	Unknown
		Priority	High
		Response Due	1/3/2014

Subject County Line Elementary - Small cap slabs at dormers
Drawing No. **Detail No.**
CSI Code **Other Ref. No.**
Job Site Job Site

Information Requested

Steve,

Per our conversation we've got an issue on the slabs. At each dormer there are small walls extended out from the face of the building, see detail 2/A8.1. Structural is not showing slab under these sections, and as such no slab was poured. This would put the studs standing on the gradebeam and below grade.

Recommendation

It is our recommendation that we pour the slab per your comments on the phone to extend to support these small portions of wall.

Response Information

Responder	Date	Response
Steve Sprague		

Authorized Signature

Steve Sprague (LWPB Architects)

Printed Name

Date

Supporting documents and attached files

This RFI has the following supporting documents and attached files:

Description	Date	Open as

268

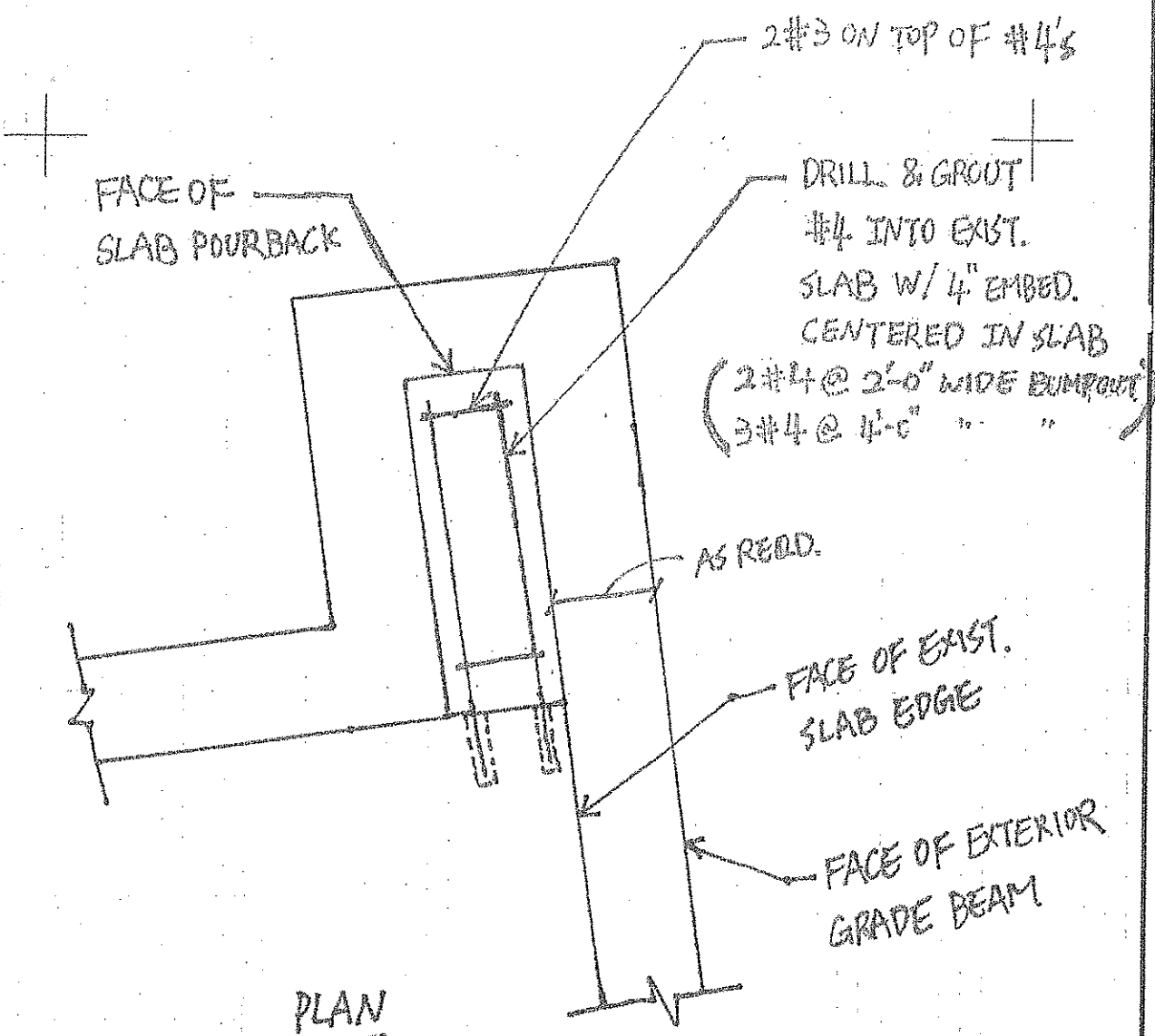
- Attached file: Ovrall_Foundation_Sheet_RFI_66.pdf 335KB
- Attached file Supporting document

Distribution

Recipient	Company	Method	Date
Craig Yadon	Timberlake Construction	Email: craigy@timberlakeconstruction.com	12/30/2013
Gary Sweeney	Timberlake Construction	Email: garys@timberlakeconstruction.com	12/30/2013
Steve Sprague	LWPB Architects	Email: ssprague@lwpb.com	1/3/2014

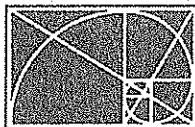
Please see attached sketch for concrete slab pour back reinforcing required at locations in question. Thanks.

Andy Tang
LAFP
1/10/2014



PLAN

CONC. SLAB POURBACK @ BUMPOUT



L.A. FUESS PARTNERS, INC.
 Structural Engineers
 3333 Lee Parkway Suite 300
 Dallas, Texas 75219
 214.871.7010 www.lafp.com

F-537

County Line Elementary

LAFP Project No.

RFI #66

1/10/14

MEMO

To: Sean McDaniel, Superintendent *SM 1-24-14*
From: Jeff Woodard, Director of Bonds/Construction *JW*
Date: January 17, 2014
Re: MidHigh Renovation Change Order #12 *1-20-14*

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change order from Timberlake Construction for the MidHigh Renovation:

- *PC#99 – This change was charged for twice, once on CO#10, and once on CO#11. This is to deduct the overcharge \$<562.00>.
- *PC#103 – Relocate marker boards - \$5,433
- *PC#104 – Delete transition strips from linoleum to VCT - \$<194.00>.

This will be a net DECREASE to the contingency of **\$4,677**

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): Mustang Mid-High Renovation - 5th & 6th Grade Center 430 Forster Drive Mustang, Oklahoma 73064	CHANGE ORDER NUMBER: 012 DATE: 1-10-13 ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: 4-26-12 CONTRACT FOR: General Construction	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City, OK 73154		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
 This change order will be a net deduct to the Owner Contingency in the amount of \$4,677.00 as follows:

1. PC #99 - This change was charged for twice, once on CO #10, and once on CO #11. This is to deduct the overcharge - \$<562.00>.
2. PC #103 - Relocate marker boards - \$5,433.00.
3. PC #104 - Delete transition strips from linoleum to VCT - \$<194.00>.

The original Guaranteed Maximum Price was	\$ 7,299,977.36
The net change by previously authorized Change Orders	\$ 0.00
The Guaranteed Maximum Price prior to this Change Order was	\$ 7,299,977.36
The Guaranteed Maximum Price will be unchanged by this Change Order in the amount of	\$ 0.00
The new Guaranteed Maximum Price including this Change Order will be	\$ 7,299,977.36

The Contract Time will be unchanged by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MA+ Architecture ARCHITECT <i>(Firm name)</i> 4000 North Classe, Suite 100N, Oklahoma City, OK 73118 ADDRESS BY <i>(Signature)</i> (Typed name) DATE 01/14/14	Timberlake Construction Co., Inc. CONTRACTOR <i>(Firm name)</i> PO Box 18297, Oklahoma City, OK 73154 ADDRESS BY <i>(Signature)</i> John W. Cox (Typed name) DATE 1/13/14	Mustang Public Schools OWNER <i>(Firm name)</i> 906 S Heights Drive, Mustang, OK 73064 ADDRESS BY <i>(Signature)</i> Sean McDaniel (Typed name) DATE
--	--	---

	Regular Hours	OT Hours	
Dan Fate	10.5	2	
Dan Fate	20	8	
Dan Fate	21	0	
Dan Fate	40	14.5	
Jason Kelly	4	8.5	
Jason Kelly	8.5	19.5	
Jason Kelly	40	5	
Jason Kelly	21	0	
	165	57.5	
	165 hours @ \$20/hr	57.5 hours @ \$30.00	
	<u>\$ 3,300.00</u>	<u>\$ 1,725.00</u>	<u>\$ 5,025.00</u>

TIMBERLAKE INTERIORS WEEKLY TIMESHEET

EMPLOYEE NAME: Daniel Fote
 Please Print Clearly

EMP # _____

ENDING DATE: Always Wednesday

EMPLOYEE TIMECARD

Daily	Thu	Fri	Sat	Sun	Mon	Tues	Wed	
Time In AM		7:00			7:00	7:00	7:00	
Time Out AM		11:30			11:30	11:30	11:30	
Sub-Total AM Hours		4 1/2			4 1/2	4 1/2	4 1/2	
Lunch								
Time In PM		12:00			12:00	12:00	12:00	
Time Out PM		3:30			6	3:30	10:00	
Sub-Total PM Hours		3 1/2			3 1/2	3 1/2	3 1/2	
Total Hours (per day)		8			8	8	8	Total Hours 32 7/8
Job # per Day					6		6.5	12.5 1/8

All Hours Rounded to the nearest 15 min. (.25) ***EMPLOYEE'S DO NOT WRITE BELOW THIS LINE

SUPERINTENDENT FILL IN TOTAL HOURS PER DAY & INITIAL BELOW YOUR APPROVAL

Total Hours (per day)					6			6.5	*Total Hours
Job # (per day)					1229			1229	
Superintendent Daily Approval					Dm			Dm	

* Superintendents must approve each days work by initialing in the above boxes below each days column

SUPERINTENDENT FILL IN TOTAL HOURS FOR EACH JOB# & COST CODE

Job #	Cost Code	# of Hours	Please note here which job gets charged any OT
1229	73A-400L	12.5	1229- Gef OT

*TOTAL HOURS

*This # Must Match the Total Hours Approved by Super Above

Job #	Cost Code	\$ Amount Per Day	# of Days	Total \$ Amount Approved	Super's Approval (Initial)
	Daily per diem	701059G	\$		

Superintendent Comments w/Dates (ie...late,left early,sick, injured, verbal warnings, reprimands, ataboys etc...)

Employee Signature: Daniel Fote Date: _____
 Superintendent Signature: [Signature] Date: _____

Time Entry Report

MBERLAKE INTERIORS

11-18-2013

Page 1

<u>Employee</u>	<u>Period</u>	<u>Chk</u>	<u>Job</u>	<u>Cost Code</u>	<u>SI</u>	<u>Union</u>	<u>Local</u>	<u>Class</u>	<u>WC Code</u>	<u>Pay</u>	<u>Units</u>
05	11-13-13	1st	12-29	734-400	OK				5403	1	32.00
05	11-13-13	1st	12-29	734-400	OK				5403	2	22.50
05	11-13-13	1st	13-25	734-400	OK				5403	1	8.00
											62.50*

TIMBERLAKE CONSTRUCTION WEEKLY TIMESHEET

EMPLOYEE NAME: JASON KELLY
Please Print Clearly

EMP # _____

WEEKENDING DATE: 10/23/13
Always Wednesday

EMPLOYEE TIMECARD								
Daily	Thu	Fri	Sat	Sun	Mon	Tues	Wed	
Time In AM	0800	0700			1000	700	800	
Time Out AM	1200	1200			1230	1130	1200	
Sub-Total AM Hours	4.0	5.0			2 1/2	4 1/2	4	
Lunch	:30 min	:30			30	30	30	
Time In PM	1230	1230			100	1200	1230	
Time Out PM	1630	1530			9:30	3:30	10:00	
Sub-Total PM Hours	4.0	3.0			8 1/2	3 1/2	9 1/2	
Total Hours (per day)	8	8			11	8	13 1/2	Total Hours 48 1/2

All Hours Rounded to the nearest 15 min. (.25) ***EMPLOYEE'S DO NOT WRITE BELOW THIS LINE

SUPERINTENDENT FILL IN TOTAL HOURS PER DAY & INITIAL BELOW YOUR APPROVAL

Total Hours (per day)	Thu	Fri	Sat	Sun	Mon	Tues	Wed	*Total Hours
	8	8			6		6.5	
*Superintendent Daily Approval	<i>[Signature]</i>	<i>[Signature]</i>			<i>[Signature]</i>		<i>[Signature]</i>	

* Superintendents must approve each days work by initialing in the above boxes below each days column

SUPERINTENDENT FILL IN TOTAL HOURS FOR EACH JOB# & COST CODE

Job #	Cost Code	# of Hours	Please note here which job gets charged any OT
1324	734-400	16	
1229	734-400 L	12 1/2	1229 - Gets OT

*TOTAL HOURS *

PER DIEM

Job #	Per Diem Cost Code	\$ Amount Per Day	# of Days	Total \$ Amount Approved	Super's Approval (Initial)
	701059G	\$			
	701059G	\$			

Superintendent Comments w/Dates (ie...late, left early, sick, injured, verbal warnings, reprimands, ataboys etc...)

279

Employee Signature: *Jason Kelly* Date: 10-23-13

Superintendent Signature: *[Signature]* Date: _____

TIMBERLAKE CONSTRUCTION WEEKLY TIMESHEET

EMPLOYEE NAME: Jason Kelly
 Please Print Clearly
 WEEKENDING DATE: 10-30-13
 Always Wednesday

EMP # _____

Daily	Thu	Fri	Sat	Sun	Mon	Tues	Wed	
Time In AM	7:00	7:00				7:30	7:00	
Time Out AM	12:00	12:00				12:00	12:00	
Sub-Total AM Hours	5	5				4 1/2	5	
Lunch	30	30				30	30	
Time In PM	12:30	12:30			3:30	12:30	12:30	
Time Out PM	10:30	3:30			10:30	10:30	10:30	
Sub-Total PM Hours	10	3			7	10	10	
Total Hours (per day)	15	8			7	14 1/2	15	Total Hours 59 1/2

All Hours Rounded to the nearest 15 min. (.25) ***EMPLOYEE'S DO NOT WRITE BELOW THIS LINE

SUPERINTENDENT FILL IN TOTAL HOURS PER DAY & INITIAL BELOW YOUR APPROVAL

Total Hours (per day)	Thu	Fri	Sat	Sun	Mon	Tues	Wed	*Total Hours
	7				7	7	7	28
*Superintendent Daily Approval	JK				JK	JK	JK	JK

* Superintendents must approve each days work by initialing in the above boxes below each days column

SUPERINTENDENT FILL IN TOTAL HOURS FOR EACH JOB# & COST CODE

Job #	Cost Code	# of Hours	Please note here which job gets charged any OT
1229	743-4006	28	OT HOURS CHARGED TO THIS JOB

*TOTAL HOURS

*This # Must Match the Total Hours Approved by Super Above

PER DIEM

Job #	Per Diem Cost Code	\$ Amount Per Day	# of Days	Total \$ Amount Approved	Super's Approval (initial)
	701059G	\$			
	701059G	\$			

Superintendent Comments w/Dates (ie...late, left early, sick, injured, verbal warnings, reprimands, ataboys etc...)

Employee Signature: Jason Kelly Date: 10-30-13

Superintendent Signature: [Signature] Date: 10/30/13

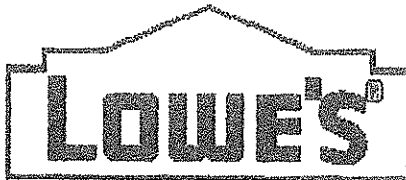
Time Entry Report

MBERLAKE INTERIORS

11-18-2013

Page 1

<u>Employee</u>	<u>Period</u>	<u>Chk</u>	<u>End Date</u>	<u>Seq</u>	<u>Job</u>	<u>Cost Code</u>	<u>ST</u>	<u>Union</u>	<u>Local</u>	<u>Class</u>	<u>WC Code</u>	<u>Pay</u>	<u>Units</u>
18	11-13-13	1st			12-29	734-400	OK				5403	2	21.00
18	11-13-13	1st			13-23	701-007	OK				5403	1	40.00
18	11-13-13	1st			13-23	701-007	OK				5403	2	4.50
													65.50*



NEVER STOP IMPROVING

LOWE'S HOME CENTERS, INC.

1000 EAST SH 152

MUSTANG, OK 73064 (405) 367-2000

- SALE -

SALESM: 32903EB2 1040102 TRANSM: 10645401 10-24-13

270713 4-IN FLEX BROAD KNIFE	6.99
43465 9IN STANDARD SMOOTH ROD C	2.47
315907 BUILDEX SDS 5/32-INX7-IN	6.92
61940 TPN 75CT 3/16IN X 1-1/4IN	23.06
2 @	11.53
104125 PROJECT SOURCE 3-IN CHIP	5.92
4 @	1.40
219921 WHITE ALEX PAINTERS 10 OZ	3.16
2 @	1.50
74772 TPN 5/32IN X 3-1/2IN CONC	3.62
297407 USG PLUS 3 DST CNTRL PTCH	5.66
SUBTOTAL:	57.79
TAX:	5.12
INVOICE 10031 TOTAL:	62.91
AMEX:	62.91

JOB 1229
R. Manning
AMEX 1382

markerboard Reba
Ticket will be
submitted to owner
once work is
complete in a
PCO.

AMEX:XXXXXXXXXXXX1382 AMOUNT:62.91 AUTHCD:502629

SWIPED REFID:645400290310 10/24/13 15:10:08

STORE: 2993 TERMINAL: 10 10/24/13 15:10:16

OF ITEMS PURCHASED: 13

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:12/6/13

PROPOSED CHANGE #104

CHANGE DESCRIPTION: Credit below is to delete from the project the transition strips from linoleum to vct flooring. Addendum 3 required this, but all parties were satisfied with not installing the transition strips.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Spectra Flooring					(\$194.00)
2							\$0.00
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
16							\$0.00
17							\$0.00
18							\$0.00
19							\$0.00
20							\$0.00
21							\$0.00
22							\$0.00
23							\$0.00
24							\$0.00
		CATEGORY TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0.0000%	SALES TAX	\$0.00	N/A	N/A	\$0.00	\$0.00
	38.4000%	LABOR BURDEN	N/A	\$0.00	N/A	N/A	\$0.00
	0.8800%	SUB BONDS	N/A	N/A	\$0.00	N/A	\$0.00
		SUBTOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				0.2400%	SUB LIABILITY		\$0.00
				0.8300%	BONDS		\$0.00
				4.0000%	OH&P		\$0.00
				0.3200%	Safety		\$0.00
				0.2200%	Shop Dray		\$0.00
				0.2500%	Cleanup		\$0.00
		TOTAL CHANGE ORDER					(\$194)

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

SCF: Oklahoma d/b/a
 Spectra Contract Flooring - Dallas/Fort Worth

SPECTRA
 CONTRACT FLOORING

Timberlake Construction Co., Inc. / 8073
 Accounts Payable
 P.O. Box 18297
 Oklahoma City, OK 73154

Invoice No: 24580557
 Invoice Date: 12/06/2013
 Terms: Net 45
 Due Date: 01/20/2014

Customer PO:

Job: 81542 / Mustang Mid-High Renovation

Customer Job: TCI 1229

Site Address: 3600 S. Sara Road

Salesperson: Christopher Stephen

Mustang, OK 73064

A/R Credit Memo

Line #	Description	Amount
1	Credit Memo for Invoice No:79512	(\$194.40)
		<u>(\$194.40)</u>

Additional Comments for Credit Memo:

Credit for 144 lf of transitions.

Material @ .60
 Labor @ .75

NonTaxable:	(\$194.40)	Taxable:	\$0.00	Sales Tax:	\$0.00
				Care Fee:	\$0.00
Freight:	\$0.00	Payments:	(\$194.40)	Balance Due:	\$0.00

Please make check payable and remit to:

SCF: Oklahoma d/b/a Spectra Contract Flooring - Dallas/Fort Worth
 Mail Drop - 245 Dept 730012
 P O Box 660919
 Dallas, TX 75266-0919

We Appreciate Your Business
 Please Include Invoice Number With Payment

Mustang Mid-High
Contingency Reconciliation Log
1/7/2014

PCO	Owner Change Order	Description	Amount
		Total Declared Contingency	\$282,500.00
PC #2	1	Wall finish changes	\$3,010.00
PC #3	1	Abatement of walls/soffits	\$1,209.00
PC #4	4	Parking lot grades and detention pond addition.	\$11,558.00
PC #5	1	Replace basketball rims	(\$11,280.00)
PC #6	5	Additional length of millwork	\$5,540.00
PC #7	2	Remove occupancy sensors	(\$3,854.00)
PC #10	2	Route gas line so as to no be visible by public	\$341.00
PC #11	2	Wall changes in Restrooms 122 & 123	\$1,586.00
PC #12	2	Removal of drywall in Corridor 157, 160, & 208	\$1,649.00
PC #13	2	Changes to RTU 9 & 10.	\$1,149.00
PC #15	2	RFI #9 for Dishwasher Changes	\$774.00
PC #16	2	Wall types called out per RFI 12	\$12,505.00
PC #17	4	Additional switches for overhead doors.	(\$4,832.00)
PC #18	2	Remove acid resistant sinks and equipment	(\$6,509.00)
PC #19	2	Provide metal framing gyp board furr out for junction box.	\$399.00
PC #20	2	Move gas lines, water lines & electrical conduit for ductwork.	\$3,631.00
PC #21	4	Prep existing slab and install flooring expansion joints.	\$3,228.00
PC #22	2	Change counters to MDF chemical resistant plastic laminate	(\$678.00)
PC #23	4	Exterior window head framing & rocking.	\$2,485.00
PC #24	4	Remove existing roof drain in interior ceiling space of small gym.	\$406.00
PC #25	4	Provide addition of lower cabinet with sin to Rm 177.	\$3,292.00
PC #26	4	Provide electrical & data outlets in the cafeteria.	\$1,418.00
PC #27	4	Add electrical and data outlets in Classroom 198 & 199.	\$1,730.00
PC #28	5	Deduct for work in restroom 223 & 224	(\$2,209.00)
PC #29	4	Exchange Primus Cores for none Primus Cores on the interior doors.	(\$6,065.00)
PC #30	4	T & M for frame and rock furout of wall.	\$4,044.00
PC #31	4	Stem Wall	\$1,645.00
PC #32	4	New canopy	\$679.00
PC #33	4	Provide conduit at lightpole	\$418.00
PC #34	4	Chanes made by MA+ to lighting and switching	\$506.00
PC #35	4	Mail box additions	\$1,217.00
PC #36	4	Substitute Type Fixtures	\$0.00
PC #37	4	Additional key switches for overhead doors	\$1,142.00
PC #38	3	Fire Marshall requested changes.	\$87,557.00
PC #39	4	Credit for Builders Rtisk Insurance	(\$12,233.00)
PC #40	4	Remove and replace typ board in corridors 193 & 195.	\$2,233.00
PC #41	5	Add a sidewalk connector	\$2,611.00
PC #42	4	Provide additional FEC's and patching of existing FEC's.	\$678.00
PC #43	5	Install owner provided mop sink/faucet/drywall fixes	\$2,322.00
PC #44	5	Removal & replacement of coutertop, drywall work, & plumbing in Rm 137	\$1,091.00

PC #45	5	T & M work done in Rms 257 & 258	\$1,960.00
PC #48	5	Requested data and power in Media center	\$1,041.00
PC #49	5	T&M to patch/trim kitchen south wall, install wood blocking for added TV's	\$3,274.00
PC #50	5	Data and power outlet in Conference Rm 109, & Principals Office 108	\$1,079.00
PC #51	6	Relocate water lines that run over the MSB in basement area	\$4,053.00
PC #52	5	Remove and replace sanitary sewer line west of building	\$17,909.00
PC #53	5	Cleanout and cleanout fitting installation on existing sewer	\$6,005.00
PC #54	6	Pump Control Issues	\$22,700.00
PC #55	5	Add masonry wall around west portion of wall at freezer section	\$18,384.00
PC #56	6	Provide door alarm to Media Center Doors	\$2,424.00
PC #57	6	Vinyl netting under the vinyl insulation in small gym	\$5,499.00
PC #59	6	Carification on RTU's 5,6,7, & 8	\$1,756.00
PC #61	7	RFP #16 Addn Elec/Data outlets per Owner's Request--reduced scope	\$5,597.00
PC #62	7	RFP #15 ADA Ramp, Crosswalk, Signage on West Side of Site--need direction	\$5,223.00
PC #65	7	T & M for chiller work	\$3,222.00
PC #66	7	RFP #17--Remove and Replace Exterior Door Frames	\$8,474.00
PC #69	7	RFP #19 Added Outlets per owners request	\$2,069.00
PC #70	7	RFI #71 Sewage Lift	\$2,286.00
PC #72	7	RFP #20 Addtl DS Boots/Collection pipes	\$3,556.00
PC #74	7	F & I break metal at Q Frames/Drs 165a	\$2,204.00
PC #75	7	RFI #73 Power for Server Outlets	\$500.00
PC #76	7	Special Needs VCT and Moisture Glue in rms 133, 134, 136, 137 & 138	\$2,990.00
PC #77	7	Credit for particle board in lieu of MDF in cabinets	(\$294.20)
PC #67	8	ASI #27--Room #179 Hood and Electrical	\$4,822.00
PC #78	11	Additional Floor Prep	\$11,747.00
PC #79	8	RFI #49 Elec Power to FS Line in Kitchen	\$1,443.00
PC #82	8	Additional SW to Media Door	\$2,114.00
PC #83	8	RFI #75/76 and return grille in room #132	\$2,096.00
PC #86	9	Concrete Flume Revisions	(\$1,020.00)
PC #87	9	Change to VCT in lieu of Linoleum	(\$2,050.00)
Pc #88	9	Add Wall Hydrants	\$1,795.00
PC #89	9	Paint Admin Offices	\$505.00
PC #90	9	Power to new reach fridges	\$610.00
PC #91	9	RFI #79 Hook up elec range	\$2,766.00
PC #92	10	Fire Marshal Extras-Emerg Lighting/Fire Alarm Additions	\$5,954.00
PC #95	10	Broken Glass at Asst Principal/Blue Pod Areas--guess	\$928.00
PC #96	10	Testing Reconciliation	(\$7,967.00)
PC #97	10	ABS Letter for additional Mechanical Control Work--United cost	\$11,620.00
PC #98	10	Permit Reconciliation	(\$22,652.00)
PC #99	10	Additional electrical outlets	\$562.00
PC #99	11	Additional electrical outlets	\$562.00
PC #101	11	Additional display boards	\$2,349.00
PC #102	11	Remove old ramp and replace	\$1,195.00
PC #99	12	Credit for double charge on PC #99.	(\$562.00)
PC #103	12	Relocate markerboards for Smart Board Installation	\$5,433.00
PC #104	12	Credit for not installing floor thresholds at VCT/linoleum	(\$194.00)

Total Remaining Contingency

\$24,148.70

**Mustang Mid-High
Contingency Reconciliation Log
1/7/2014**

PCO	Owner Change Order	Description	Amount
		Total Declared Contingency	\$282,500.00
PC #2	1	Wall finish changes	\$3,010.00
PC #3	1	Abatement of walls/soffits	\$1,209.00
PC #4	4	Parking lot grades and detention pond addition.	\$11,558.00
PC #5	1	Replace basketball rims	(\$11,280.00)
PC #6	5	Additional length of millwork	\$5,540.00
PC #7	2	Remove occupancy sensors	(\$3,854.00)
PC #10	2	Route gas line so as to no be visible by public	\$341.00
PC #11	2	Wall changes in Restrooms 122 & 123	\$1,586.00
PC #12	2	Removal of drywall in Corridor 157, 160, & 208	\$1,649.00
PC #13	2	Changes to RTU 9 & 10.	\$1,149.00
PC #15	2	RFI #9 for Dishwasher Changes	\$774.00
PC #16	2	Wall types called out per RFI 12	\$12,505.00
PC #17	4	Additional switches for overhead doors.	(\$4,832.00)
PC #18	2	Remove acid resistant sinks and equipment	(\$6,509.00)
PC #19	2	Provide metal framing gyp board furr out for junction box.	\$399.00
PC #20	2	Move gas lines, water lines & electrical conduit for ductwork.	\$3,631.00
PC #21	4	Prep existing slab and install flooring expansion joints.	\$3,228.00
PC #22	2	Change counters to MDF chemical resistant plastic laminate	(\$678.00)
PC #23	4	Exterior window head framing & rocking.	\$2,485.00
PC #24	4	Remove existing roof drain in interior ceiling space of small gym.	\$406.00
PC #25	4	Provide addition of lower cabinet with sin to Rm 177.	\$3,292.00
PC #26	4	Provide electrical & data outlets in the cafeteria.	\$1,418.00
PC #27	4	Add electrical and data outlets in Classroom 198 & 199.	\$1,730.00
PC #28	5	Deduct for work in restroom 223 & 224	(\$2,209.00)
PC #29	4	Exchange Primus Cores for none Primus Cores on the interior doors.	(\$6,065.00)
PC #30	4	T & M for frame and rock furout of wall.	\$4,044.00
PC #31	4	Stem Wall	\$1,645.00
PC #32	4	New canopy	\$679.00
PC #33	4	Provide conduit at lightpole	\$418.00
PC #34	4	Chanes made by MA+ to lighting and switching	\$506.00
PC #35	4	Mail box additions	\$1,217.00
PC #36	4	Substitute Type Fixtures	\$0.00
PC #37	4	Additional key switches for overhead doors	\$1,142.00
PC #38	3	Fire Marshall requested changes.	\$87,557.00
PC #39	4	Credit for Builders Rtisk Insurance	(\$12,233.00)
PC #40	4	Remove and replace typ board in corridors 193 & 195.	\$2,233.00
PC #41	5	Add a sidewalk connector	\$2,611.00
PC #42	4	Provide additional FEC's and patching of existing FEC's.	\$678.00
PC #43	5	Install owner provided mop sink/faucet/drywall fixes	\$2,322.00
PC #44	5	Removal & replacement of coutertop, drywall work, & plumbing in Rm 137	\$1,091.00

PC #45	5	T & M work done in Rms 257 & 258	\$1,960.00
PC #48	5	Requested data and power in Media center	\$1,041.00
PC #49	5	T&M to patch/trim kitchen south wall, install wood blocking for added TV's	\$3,274.00
PC #50	5	Data and power outlet in Conference Rm 109, & Principals Office 108	\$1,079.00
PC #51	6	Relocate water lines that run over the MSB in basement area	\$4,053.00
PC #52	5	Remove and replace sanitary sewer line west of building	\$17,909.00
PC #53	5	Cleanout and cleanout fitting installation on existing sewer	\$6,005.00
PC #54	6	Pump Control Issues	\$22,700.00
PC #55	5	Add masonry wall around west portion of wall at freezer section	\$18,384.00
PC #56	6	Provide door alarm to Media Center Doors	\$2,424.00
PC #57	6	Vinyl netting under the vinyl insulation in small gym	\$5,499.00
PC #59	6	Carification on RTU's 5,6,7, & 8	\$1,756.00
PC #61	7	RFP #16 Addn Elec/Data outlets per Owner's Request--reduced scope	\$5,597.00
PC #62	7	RFP #15 ADA Ramp, Crosswalk, Signage on West Side of Site--need direction	\$5,223.00
PC #65	7	T & M for chiller work	\$3,222.00
PC #66	7	RFP #17--Remove and Replace Exterior Door Frames	\$8,474.00
PC #69	7	RFP #19 Added Outlets per owners request	\$2,069.00
PC #70	7	RFI #71 Sewage Lift	\$2,286.00
PC #72	7	RFP #20 Addtl DS Boots/Collection pipes	\$3,556.00
PC #74	7	F & I break metal at Q Frames/Drs 165a	\$2,204.00
PC #75	7	RFI #73 Power for Server Outlets	\$500.00
PC #76	7	Special Needs VCT and Moisture Glue in rms 133, 134, 136, 137 & 138	\$2,990.00
PC #77	7	Credit for particle board in lieu of MDF in cabinets	(\$294.20)
PC #67	8	ASI #27--Room #179 Hood and Electrical	\$4,822.00
PC #78	11	Additional Floor Prep	\$11,747.00
PC #79	8	RFI #49 Elec Power to FS Line in Kitchen	\$1,443.00
PC #82	8	Additional SW to Media Door	\$2,114.00
PC #83	8	RFI #75/76 and return grille in room #132	\$2,096.00
PC #86	9	Concrete Flume Revisions	(\$1,020.00)
PC #87	9	Change to VCT in lieu of Linoleum	(\$2,050.00)
Pc #88	9	Add Wall Hydrants	\$1,795.00
PC #89	9	Paint Admin Offices	\$505.00
PC #90	9	Power to new reach fridges	\$610.00
PC #91	9	RFI #79 Hook up elec range	\$2,766.00
PC #92	10	Fire Marshal Extras-Emerg Lighting/Fire Alarm Additions	\$5,954.00
PC #95	10	Broken Glass at Asst Principal/Blue Pod Areas--guess	\$928.00
PC #96	10	Testing Reconciliation	(\$7,967.00)
PC #97	10	ABS Letter for additional Mechanical Control Work--United cost	\$11,620.00
PC #98	10	Permit Reconciliation	(\$22,652.00)
PC #99	10	Additional electrical outlets	\$562.00
PC #99	11	Additional electrical outlets	\$562.00
PC #101	11	Additional display boards	\$2,349.00
PC #102	11	Remove old ramp and replace	\$1,195.00
PC #99	12	Credit for double charge on PC #99.	(\$562.00)
PC #103	12	Relocate markerboards for Smart Board Installation	\$5,433.00
PC #104	12	Credit for not installing floor thresholds at VCT/linoleum	(\$194.00)

Total Remaining Contingency

\$24,146.20

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: January 30, 2014
Re: Timberlake Change Order #15

JW
1-30-14

Respectfully request that the Board discuss, consider, and/or act upon approval of the change order from Timberlake Construction for the following on the Sara Rd. Elementary:

*PC#128 – Installation of the geo thermal pumps on emergency generator - \$3,069.86

This will be a total **decrease** to the **Construction Contingency** by \$3,069.86



AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): Sara Road Elementary - Building 3600 S Sara Road Oklahoma City, OK 73099	CHANGE ORDER NUMBER: 015 DATE: 1-29-14	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City, OK 73154	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: 4-26-12 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

This change order will be a net deduct to the Owner Contingency in the amount of \$3,069.86 as follows:

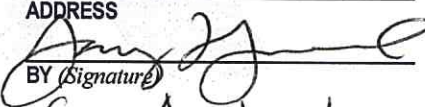

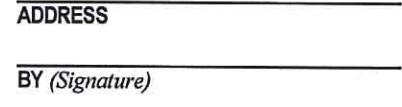
1. PC #128 -Installation of the geo thermal pumps on emergency generator - \$3,069.86.

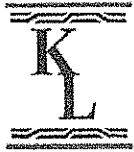
The original Guaranteed Maximum Price was	\$ 16,801,568.66
The net change by previously authorized Change Orders	\$ 0.00
The Guaranteed Maximum Price prior to this Change Order was	\$ 16,801,568.66
The Guaranteed Maximum Price will be unchanged by this Change Order in the amount of	\$ 0.00
The new Guaranteed Maximum Price including this Change Order will be	\$ 16,801,568.66

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>MA+ Architecture</u> ARCHITECT (Firm name)	<u>Timberlake Construction Co., Inc.</u> CONTRACTOR (Firm name)	<u>Mustang Public Schools</u> OWNER (Firm name)
<u>4000 North Classen, Suite 100N, Oklahoma City, OK 73118</u> ADDRESS	<u>PO Box 18297 Oklahoma City, OK 73154</u> ADDRESS	<u>906 S Heights Drive, Mustang, OK 73064</u> ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
<u>Gary Armbruster</u> (Typed name)	<u>Robert Renshaw, Jr.</u> (Typed name)	<u>Sean McDaniel</u> (Typed name)
<u>01/29/14</u> DATE	<u>1/29/14</u> DATE	 DATE



BRADLEY ELECTRIC

CHANGE ORDER PRICING SHEET

TO: **TIMBERLAKE CONST.**
PO BOX 18297
OKC, OK 73154

NUMBER: 18
DATE: 10/11/13
PO#: 120810

FOR: **RFP 41**

JOB: SARA RD. ELEM.

MATERIAL TOTAL	\$ 1,973.76
LABOR TOTAL	\$ 420.98
LABOR BURDEN	\$ 147.34
EQUIPMENT	\$ 39.48
TAXES	\$ 0.00
OVERHEAD	\$ 129.08
PROFIT	\$ 135.53
BOND	\$ 28.46
TOTAL	\$ 2,874.00

JOB #487: ID 7-31-2012
 JOB NAME Sara Rd Elementary VE
 EST. #24: ID 10-11-13
 ESTIMATE RFP 41
 PRINTED 10/11/2013 9:33:46 AM
 DATA SET #1: DATA NEW LABOR RATES

RFP 41
 (company name)
 (address 1)
 (address 2)
 (address 3)
 (phone #)
 (fax #)
 (e-mail)

MATERIAL Primary Pricing
 LABOR Primary Labor

NOTES

Item				Material	Labor		Codes
#	Item #	Size	Item Desc	Qty	Mat Ext	Lbr Ext	Lbr Phase...
Section : Section 002: 2 - E-1							
Installation Codes : Installation Codes 001: F1 - (EXAMPLE= F1 IS FEEDER RUN 1)							
	1	101	3 pole 40 amp breakers	2.00	1,420.00	20.0000	
Subtotals for Installation Codes : Installation Codes 001: F1 - (EXAMPLE= F...					1,420.00	20.0000	
Installation Codes : Installation Codes 002: F2 - (EXAMPLE= F2 IS FEEDER RUN 2)							
	2	3613 1"	EMT	30.00	79.38	72.0000	
	3	4623 1"	EMT FIELD BENDS	3.00	0.00	29.7000	
	4	5308 1"	EMT STEEL COMP CONN	3.00	33.92	14.4000	
	5	5356 1"	EMT STEEL COMP COUP	3.00	40.06	9.0000	
	6	5824 1"	PLASTIC BUSHINGS	3.00	4.16	1.8000	
	7	7063 1"	CADDY 16M24-BAR JST	4.00	8.28	7.2000	
	8	9006 4 SQ BOX	2-1/8D 1 KO	1.00	12.62	7.2000	
	9	9051 4 SQ	4 SQ BLANK COVER	1.00	4.83	1.8000	
	10	11134 8	THHN STR CU	252.00	204.86	90.7200	
Subtotals for Installation Codes : Installation Codes 002: F2 - (EXAMPLE= F...					388.11	233.8200	
Installation Codes : Installation Codes 003: F3 - (no description)							
	11	3612 3/4"	EMT	40.00	63.52	72.0000	
	12	4622 3/4"	EMT FIELD BENDS	4.00	0.00	31.6800	
	13	5307 3/4"	EMT STEEL COMP CONN	3.00	22.91	14.4000	
	14	5355 3/4"	EMT STEEL COMP COUP	4.00	35.85	12.0000	
	15	5823 3/4"	PLASTIC BUSHINGS	3.00	2.74	1.8000	
	16	7062 3/4"	CADDY 812M34-BAR JST	5.00	8.66	9.0000	
	17	9005 4 SQ BOX	2-1/8D 3/4 KO	1.00	9.15	7.2000	
	18	9051 4 SQ	4 SQ BLANK COVER	1.00	4.83	1.8000	
	19	11126 14	THHN SOL CU	96.00	17.99	17.2800	
Subtotals for Installation Codes : Installation Codes 003: F3 - (no description)					165.65	167.1600	
Subtotals for Section : Section 002: 2 - E-1					1,973.76	420.9800	
Grand Totals					1,973.76	420.9800	



AIA[®]

Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i> Sara Road Elementary - Building 3600 S Sara Road Oklahoma City, OK 73099	CHANGE ORDER NUMBER: 016 DATE: 1-29-14	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City, OK 73154	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: 4-26-12 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

This Change Order is a net deduct to the Owner Contingency which brings the balance to zero and closes out this project.

- 1. Controls for the pumps - \$443.33.

The original Guaranteed Maximum Price was	\$	16,801,568.66
The net change by previously authorized Change Orders	\$	0.00
The Guaranteed Maximum Price prior to this Change Order was	\$	16,801,568.66
The Guaranteed Maximum Price will be unchanged by this Change Order in the amount of	\$	0.00
The new Guaranteed Maximum Price including this Change Order will be	\$	16,801,568.66

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>MA+ Architecture</u> ARCHITECT <i>(Firm name)</i>	<u>Timberlake Construction Co., Inc.</u> CONTRACTOR <i>(Firm name)</i>	<u>Mustang Public Schools</u> OWNER <i>(Firm name)</i>
<u>4000 North Classen, Suite 100N,</u> Oklahoma City, OK 73118 ADDRESS	<u>PO Box 18297</u> Oklahoma City, OK 73154 ADDRESS	<u>906 S Heights Drive, Mustang, OK 73064</u> ADDRESS
<u></u> BY <i>(Signature)</i>	<u></u> BY <i>(Signature)</i>	<u></u> BY <i>(Signature)</i>
<u>Gary Armbruster</u> <i>(Typed name)</i>	<u>Robert Renshaw, Jr.</u> <i>(Typed name)</i>	<u>Sean McDaniel</u> <i>(Typed name)</i>
<u>01/29/14</u> DATE	<u>1/29/14</u> DATE	DATE



5305 N. Santa Fe. Ave
Oklahoma City OK 73118

Change Order

Order#: 2

Order Date: 10/16/2013

To: KRUSE CORP
3636 N TOPEKA
WICHITA KS 67219

Project: 1248
MUSTANG SARA ROAD ELEM
3600 S SARA RD
MUSTANG OK 73064

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By: 1 Erin Bevill

Customer Order:

Specifications Attached

Description of Work	Amount
Change order #2 for RFP #41	2,350.00

Notes

This is a change order to provide the ability to run one pump at 50 percent when the building is utilizing generator power. This proposal is contingent on the generator being able to provide a dry contact at my panel for me to monitor its run status. In addition, the VFD's must have the ability to take a dry contact closure to reset any faults that have occurred during the transfer to generator power.

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

443,333

2,350.00

The original Contract Sum was	106,254.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	106,254.00
The Contract Sum will be changed by this Change Order	2,350.00
The new Contract Sum including this Change Order will be	108,604.00
The Contract Time will be changed by	0 Days

Owner: _____ Date: _____

Contractor: _____ Date: _____

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

WEAPONS - FREE SCHOOL (Cont.)

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

Reference: 18 U.S.C. §921
21 O.S. §1271.1, § 1280.1
70 O.S. § 24-132.1

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by-case basis.

SCHEDULE "A"
February 10, 2014

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Retirement				
Easter	Del Ann		MEC/PASS	5/31/2014
Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Resignations				
Berry	Norman		Transportation/Bus Assistant	1/13/2014
Brand	Becky		CN/3.5 Cafe Assistant	1/15/2014
Chafey	Glen		Transportation/Bus Driver	2/6/2014
Mejia Coeto	Marilyn		MNMS/Custodian	1/17/2014
Ritchal	Hong		Trails/3.0 Cafe Assistant	1/15/2014
Sanders	Shannon		MCE/Child Nutrition	1/29/2014
Thompson	Tomme		Admin/Payroll Specialist	1/31/2014
Underwood	Donna		MVE/Custodian	1/6/2014
Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Reassignments				
Campbell	Jamie	AM Custodial Floater	Admin/AM Custodian (Replacing Robin Patton)	1/30/2014
Hernandez	Sandra	Mustang Horizon/PM Custodian	Mustang Horizon/AM Custodian (Replacing Stephanie Rolling)	10/1/2013
McCuddy	Abigail	Transportation/Bus Driver	Transportation/Spec Needs Bus Assistant (Replacing Norman Berry)	1/30/2014
Reimer	Traci	High School/Spec Ed Teacher	Trails/Spec Ed Teacher (Replacing Vicki Adams)	1/17/2014
Rolling	Stephanie	Mustang Horizon/Custodian	District/Custodian Floater (Replacing Tamara Solano)	10/1/2013
Last Name	First Name	New Position/Replacing	To: Site/Assignment	Effective
Employment				
Becker	Brandi	Replacing Donna Underwood	MVE/PM Custodian	1/23/2014
Bennett	Cordelia		HS/Vocal Music Accompanist	2013-2014
Carillo	Tony		HS/Vocal Music Accompanist	2013-2014
Clark	Mollie		District/Child Nutrition Sub	1/8/2014
Clark	Mollie	Replacing Amy Thompson	6.5 Cafe Assistant	1/28/2014
Flickinger	Gina	New Position	MCE/Special Ed TA	1/29/2014
Green	Tom		HS/Vocal Music Accompanist	2013-2014
Griffin	Candace	LOA PE Position	MCE/Long Term Sub	1/28/2014
Howard	Bryan	Replacing Treva Parrish	MHI/Special Ed/Mild/Moderate	1/27/2014
Hudson	Mariah	New Position	MCE/Special Ed TA	1/29/2014
Langham	Cindy	Open Reading Resource Position	MCE/Long Term Sub	1/28/2014
McCoy	Linda	New Position	CRI/Spec Ed Para	2/10/2014
Russell	Lacie	New position	CRI/Crossing Guard	2/11/2014
Schweinfurth	Janet	Replacing Lindsey Fried	MNMS/ELA Teacher	2013-2014
Smith	Jonathan	Replacing Carl Edwards	Licensed Trades Dept/HVAC Apprentice	1/27/2014
Taylor	Dr. Cindy	New Position	Prairie View Elem/Principal	2014-2015
Thompson	Dr.Sandra		HS/Vocal Music Accompanist	2013-2014
Whitener	Ronda		District/Cafe Substitute	1/27/2014
Working	Carson	Replacing Adam Davidson	Person	1/27/2014
Young	Mary Elizabeth	New Position	Trails/Speech Language Path	2/17/2014
Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Henagar	Kayla	Title VIII/ After School Tutor	District	2013-2014
Mangus	Greg	Summer Band	High School	2013-2014
Miller	Joy	Spec Ed/ Co-Department Head (Replacing Traci Reimer who was reassigned to Trails)	High School	2013-2014
Thompson	Gina	Summer Band	High School	2013-2014
Yeahquo	Timothy	Head Boys Basketball Coach	MNMS	2013-2014

Schedule "B"
February 10, 2014

Support Substitutes - \$7.25 per hour		
Beal,Rachel	Meek,Kendra	Shafer,Lisa
Bernhardt,Lauren	Pegram,Janya	Thompson-Butler,Mary Jo
Council,Jennifer	Potter,Natalie	Yeakley,Kayleigh
Hudson,Mariah	Price,Amber	
Non-Certified/Non-Degreed Substitutes at \$60 per day		
Council,Jennifer	McKee,Stevi	Shafer,Lisa
Gore,Paula	Pegram,Janya	Parker,Natalie
Hightower,Brittney	Price,Amber	Yeakley,Kayleigh
Non-Certified/Degreed Substitutes at \$60 per day		
Beal,Rachel	Hudson,Mariah	Parsons,Judith
Bernhardt,Lauren	Jardot,Lance	Sheets,Sharbee
Hightower,Melissa	Meek,Kendra	Thompson-Butler,Mary Jo
Certified Substitutes at \$70 per day		
Choate,Sean	Harper,Heather	Rowe,Rachel
Dean,Lisa	Metcalf,Steven	Witty,Kaitlyn

The following individuals are being recommended for employment as District Administrators for the 2014-2015 School Year:

Name	Current Position	Recommended Position
Atchley, Linda	Director of Instructional Services	Director of Instructional Services
Bailey, Chuck	Director of Athletics	Director of Athletics
Bales, Tammy	Director of Food Services and Child Nutrition	Director of Food Services and Child Nutrition
Beel, Debbie	Executive Director of Student Services	Executive Director of Student Services
Bradley, Charles	Deputy Superintendent	Deputy Superintendent
Dady, Bill	Director of Maintenance	Director of Maintenance
Green, Alan	Athletic Compliance Officer	Athletic Compliance Officer
Green, Kris	Federal Programs Director	Federal Programs Director
Martin, Ron	Chief Operations Officer	Chief Operations Officer
Mills, Angela	Asst. Superintendent of Academic Services	Asst. Superintendent of Academic Services
Mowrey, Deanna	Chief Financial Officer	Chief Financial Officer
Schrick, Geromy	Executive Director of Technology	Executive Director of Technology
Selby, Scott	Assistant Director of Athletics	Assistant Director of Athletics
Tipton, Terry	Director of Transportation	Director of Transportation
Wilson, Karen	Director of Special Services	Director of Special Services
Wood, Carol	Executive Director of Human Resources	Executive Director of Human Resources
Woodard, Jeff	Director of Bonds and Construction	Director of Bonds and Construction

Schedule "B"
February 10, 2014

Principals Recommended for Re-Hire for 2014-2015 School Year

Name	Current Position
Bivens, Sondra	Mustang Trails Elementary School
Blackwell, Kathy	Canyon Ridge Intermediate School
Carter, Shawna	Lakehoma Elementary School
Dombek, Susan	Mustang Creek Elementary School
McKinney, Holly	Horizon Intermediate School
McKinney, Ryan	Mustang North Middle School
Mitchell, Jill	Mustang Valley Elementary School
Ossenkop, Mike	Mustang Education Center
Semmler, Laquita	Mustang Elementary School
Wilkerson, Teresa	Mustang High School
Wilkes, Linda	Mustang Middle School
Wilson, Molly	Centennial Elementary School

Asst. Principals Recommended for Re-Hire for 2014-2015 School Year

Name	Current Position
Boatright, Renee	Mustang High School
Chestnut, Craig	Mustang High School
Collins, Ramae	Mustang High School
Foreman, Robert	Mustang High School
Harper, Belinda	Mustang High School
Nelson, Kenny	Mustang High School
Bradley, Christy	Mustang North Middle School
Brown, Danny	Mustang North Middle School
Collier, Andy	Mustang Middle School
McElhaney, Jody	Mustang Middle School
Tobler, Chris	Horizon Intermediate School
Waggoner, Ryan	Canyon Ridge Intermediate School
Young, Jennifer	Mustang Valley Elementary
Suffield, Alisha	Mustang Trails Elementary
Honemann, Jandra	Mustang Elementary
Malloy, Melissa	Centennial Elementary
Rodgers, Tamara	Mustang Creek Elementary

Schedule "B"
February 10, 2014