



AGENDA

Board of Education Regular Meeting

Monday, January 12, 2015 at 6:00 PM

Canyon Ridge Intermediate Center - Cafeteria 3600 S Sara Road, Oklahoma City, OK, 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, January 12, 2015 at 6:00 PM. The place and street of the meeting will be Canyon Ridge Intermediate Center - Cafeteria 3600 S Sara Road, Oklahoma City, OK, 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 - Mustang Kiwanis, Cindy Wilkerson - President
 2. Citizens of Character - Courtesy
 3. Intrust Annual Art Awards - Allison Brown, Manager
 4. 2014 POM 6A Hip Hop State Champions - Senior Representatives - Danielle Clayton, Kensley Coulter (captain) and Julie Nguyen (captain) - Sponsor Erin Patton
 5. HS All State Choir - Cynthia Gass, teacher All - OCDA Junior High Mixed Choir - Justin Hughes, Tenor 2 and Jake Jones, Tenor 2 All - OCDA Junior High Treble Choir - Maddi Jones, Soprano I and Amber Wiggins, Soprano 2 ALL - OMEA Women's Choir Sierra Sholer, Soprano 1, Angelina Phan, Soprano 2 ALL - OMEA Mixed Choir Luke Grisham, Tenor 2 Ethan Farr, Tenor 1, 1st Alternate
 6. Presentation to School Board for Appreciation Month
 7. Legislative Planning Team Update
 - a. 2015 Legislative Breakfast

8. PTA Resolution
 - a. The Board will consider and may vote to approve the adoption of the PTA Resolution.
9. Board Correspondence
- D. Deputy Superintendent Report
 1. Crisis Management
 2. 1st Semester Attendance
 3. For the People - A Vision for Oklahoma Public Education
 - a. The Board will consider and may vote to approve the Resolution.
- E. Board Reports
- F. Standing and Financial Resolutions
 1. Chief Financial Officer Report
 - a. Vote to approve or not approve the Schedule of Encumbrances and Monthly Financial Reports:
- G. Public Participation
- H. Consent Agenda
 1. Board of Education Minutes:
 2. Acceptance of Donation:
 - a. Donation from Horizon PTSA to Mustang Horizon Intermediate School in the amount of \$5,000.00 to be used for classroom and instructional supplies.
 - b. Donation from TIAA-CREF (OK529 College Fund Sweepstakes) to Mustang Elementary #810 in the amount of \$10,529.00 for Student Activities.
 3. Transfer of Funds:
 - a. Transfer from CRI Activity Acct#928 to #905 Staff Account for reimbursement for 3 teachers professional development in the amount of \$375.00.

- b. Transfer from MHS Activity #818 to MHS-Archery & Fishing #997 in the amount of \$1,925.00.
 - c. Transfer from Centennial Activity Fund #952 to Centennial Media Acct #808 in the amount of \$65.17 and transfer from Centennial Art Activity Fund #824 to Centennial Media Acct #808 in the amount of \$275.00 due to error in coding.
4. Use of Facilities:
 - a. People to People Student Ambassadors program to use classroom at Horizon Intermediate Center for their organizational meeting. Dates requested are 1/18, 2/8, 4/12 and 5/17 from 12:30 p.m. - 2:30 p.m.
5. Approval of Policy and Procedures:
 - a. Policy#5110 - Prevention of Bullying
6. Out-of-State or Overnight Travel:
 - a. Approval for Kameron Hill, MMS teacher to attend a professional development web link training in Colorado Springs, Colorado from February 9-11, 2015.
 - b. Approval for District Athletic Trainer, Christopher Kromer to attend the Mid-American Athletic Trainers Meeting and Clinical Symposium in Omaha, NE March 19-21, 2015.
 - c. Approval for District Athletic Trainer Christopher Kromer to attend the National Athletics Trainers Meeting and Clinical Symposium in St. Louis, MO June 23-27, 2015.
7. Approval to pay mentor teachers a one-time stipend of \$250.00 for the first semester.
8. Approval of Open Transfer requests to attend MPS for the 2014-2015 school year, as listed:
9. Approval of amendment of contract with the Canadian County Sheriff's office which provides two officers to MPS, to include the 3% raise increase for the FY2015.
10. Approval of the SY2015-2016 School Calendar.
11. Approval of Revisions of Job Descriptions: Athletics, Finance Department, Operations, Assistant Superintendent, Child Nutrition, Superintendent Secretary/Minutes Clerk
12. Approval for New courses to be offered for SY2015-2016

13. Approval of Timberlake Change Order #1 on Mustang Elementary Gym. This will be a net decrease to the contingency of \$15,290.13.
 14. Approval of Timberlake Change Order #1 on Softball/Baseball Facility. This will be a net decrease to the contingency of \$7,612.93.
- I. Business
1. The Board will discuss and may vote to approve the bids to replace the chiller at Horizon Intermediate.
 2. The Board will discuss and may vote to approve MA+ Architecture's schematic design and to move forward on the design development phase for the storm shelter at Mustang Education Center.
- J. New Business:
- K. 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"
 - c. Superintendent Evaluation and Contract
- L. Acknowledge Return to Open Session
- M. Statement of Executive Session Minutes by Board Clerk
- N. Vote to approve or not approve the Superintendent's Recommendation concerning employment as listed on Schedule "A".
- O. Vote to approve or not approve the Superintendent recommendation concerning employment as listed on Schedule "B".
- P. Vote to approve or not approve the Superintendent Evaluation and Contract
- Q. Adjournment.

Congratulations



2014 Pom
6A Hip Hop State Champions

Mustang Public Schools
& The Board of Education

Resolution on Assessment and Accountability – Mustang Public Schools

WHEREAS, all schools and school districts in Oklahoma have been spending growing amounts of time, money and energy on high-stakes standardized testing to comply with state and federal accountability systems; and

WHEREAS, student performance on standardized tests is inappropriately used to measure individual student progress, school and district success, and teacher effectiveness; and

WHEREAS, this misuse and inappropriate focus on high stakes testing undermines educational quality and equity in U.S. public schools by hampering educators’ efforts to focus on the broad range of learning experiences that promote the innovation, creativity, problem solving, collaboration, communication, critical thinking and deep subject- matter knowledge that will allow students to thrive in a democracy and an increasingly global society and economy; and

WHEREAS, an accountability system should include multiple indicators of educational quality; and

WHEREAS, assessments should not be used for high-stakes determinations such as grade promotion or graduation; therefore be it

RESOLVED, that the Oklahoma Parent Teacher Association calls for the State of Oklahoma to reexamine public school accountability systems in our state, and develop a system based on multiple forms of assessment and evaluation which does not require extensive standardized testing, more accurately reflects the broad range of student learning, and is used to support students and improve schools; and be it

RESOLVED, that the Oklahoma Parent Teacher Association calls for a moratorium on policies that force Oklahoma State public schools to rely on high-stakes testing due to the fact that there is no convincing evidence that the pressure associated with high-stakes testing leads to any important benefits to student achievement; and be it

RESOLVED, that the State of Oklahoma use inclusive practices of assessment design that includes teachers and administrators, and engages the college and university academic community, resulting in the development of tests that effectively measure each district’s progress in helping students meet state standards using their own locally developed curricula and will provide practitioners with data that can be used to improve teaching and learning; and be it

RESOLVED, that the Oklahoma Parent Teacher Association calls to eliminate any requirement that teacher evaluations be based on Oklahoma State Assessments and to develop a system of teacher evaluations which does not require extensive standardized testing, and requires districts to document that their teacher evaluation process assesses the progress of each teacher in meeting the Oklahoma State Teaching Standards using multiple measures of teaching performance.

President of the Board

Clerk of the Board

Date of Adoption



The _____ Board of Education and Superintendent believe all Oklahoma public school students deserve to learn in an environment that maximizes their potential and develops them as leaders who will contribute to a meaningful life in a democracy, propelling our state forward into a competitive, global society.

We believe it is imperative for our district and our state to:

- Affirm our commitment to student success.
- Create and protect quality learning experiences for all students.
- Rebuild trust and support for education.
- Engage community stakeholders in the success of our public schools.
- Communicate a clear and effective vision for public education in Oklahoma.
- Ensure the voice of local public school and community leaders drives education policy and advocate for an educated citizenry as the way to move our economy forward.

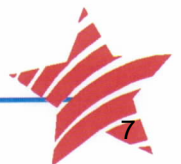
We believe *For the People: A Vision for Oklahoma Public Education* will assist our district and other districts to transform education for all Oklahoma children. We hereby say YES to:

- Local schools and communities working together to create supportive conditions for students both in and out of schools and to understand the culture and needs of their students.
- New strategies and approaches to learning, teaching and assessment, informed by what experts know about the art of teaching and science of learning.
- Authentic and meaningful early learning and out-of-class learning opportunities.
- A new local control dynamic in the pursuit of enhanced school governance, leadership and accountability that favors flexibility over one-size-fits-all programs and policies.
- Valuing, recruiting and retaining effective teachers in every Oklahoma public school classroom.
- Establishing a process to construct or reconstruct quality, equitable learning environments, irrespective of a local school district's financial condition.
- Meaningful collaboration with state policymakers for a long-term strategy to properly fund the people's schools and coordination of any short- and long-term tax and spending policies in alignment with a long-term school funding strategy.

Be it **RESOLVED** that, the _____ Board of Education and Superintendent on this ____ day of _____, hereby pledge to support the work embedded in *For the People: A Vision for Oklahoma Public Education* and will determine areas of transformation for our district in our continuing efforts to improve educational opportunities for all students.

Board of Education President

Superintendent





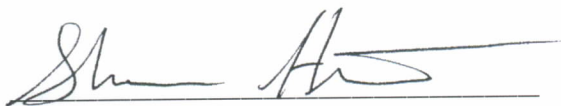
Dear Superintendent and School Board Members,

When OSSBA and CCOSA leadership collaboratively launched *For the People: A Vision for Oklahoma Public Education* two years ago, the effort seemed a bit daunting. But we knew then — as we know now — that it was time for a new conversation around public education focused on solutions. With the change in leadership at the state level, there's never been a better time to start saying YES to changes and improvements that will help public education better serve all children.

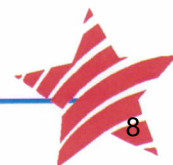
The vision steering committee, comprised of dozens of administrators and school board members from across the state, finished its initial report in April. Soon after, OSSBA and CCOSA commissioned and began implementing a marketing and communications plan to begin sharing the findings and recommendations with our members, policymakers and the community at-large. It has always been our hope that local school leaders would use *For the People* as a starting point for local conversations about how to make our schools even better. As associations, *For the People* will guide much of our work at the state Capitol.

As leaders, we are saying YES to a new day and a new vision for public education. On behalf of the vision steering committee, we respectfully request local superintendents and school board members say YES to this unified vision by approving the enclosed *For the People* resolution. **Our hope is boards will consider the resolution in December or January so we can demonstrate to lawmakers in February that school leaders throughout the state are ready to embrace real solutions that have the power to transform our schools.**

Upon board approval, please indicate the approval online at www.forthethepeopleok.com/resolution or fax confirmation of the approval to 405.528.5695. You can also email confirmation to Stephanie Hyder at stephanieh@ossba.org. Please don't hesitate to contact us if you have any questions.


Shawn Hime
Executive Director, OSSBA


Steven Crawford
Executive Director, CCOSA



Mustang Public Schools
Cash Balances
Dec. 31, 2014

Cash by Account and Fund

| | | | |
|---------|----------------|---------------|--------------------|
| AC 0100 | OKC MAPS TRUST | | <u>\$75,753.96</u> |
| | | Total AC 0100 | \$75,753.96 |

| | | | |
|---------|------------------|---------------|------------------------|
| AC 0101 | BANK OF OKLAHOMA | | |
| 2013 11 | General Fund | | \$5,348.38 |
| 2014 11 | General Fund | | \$40,292.50 |
| 2015 11 | General Fund | | \$10,305,792.68 |
| 2015 12 | Co-op Fund | | (\$5,921.06) |
| 2014 21 | Building Fund | | \$544.93 |
| 2015 21 | Building Fund | | \$158,308.63 |
| 2013 22 | Child Nutrition | | \$643.66 |
| 2014 22 | Child Nutrition | | \$42,128.51 |
| 2015 22 | Child Nutrition | | \$1,640,972.59 |
| 2015 24 | OKC Maps Trust | | \$5.34 |
| 2015 31 | Bond Fund #31 | | \$203,208.15 |
| 2015 32 | Bond Fund #32 | | \$8,265,879.96 |
| 2015 33 | Bond Fund #33 | | \$65,926.76 |
| 2015 34 | Bond Fund #34 | | \$173,508.51 |
| 2015 35 | Bond Fund #35 | | \$341,340.56 |
| 2015 36 | Bond Fund #36 | | \$547,749.32 |
| 2015 37 | Bond Fund #37 | | \$1,084,419.47 |
| 2015 38 | Bond Fund #38 | | \$960,000.00 |
| 2015 39 | Bond Fund #39 | | \$6,886,284.02 |
| 2014 41 | Sinking Fund | | \$1,485,000.00 |
| 2015 41 | Sinking Fund | | <u>\$2,693,208.35</u> |
| | | Total AC 0101 | \$34,894,641.26 |

INVESTMENTS

| | | | |
|------------|--------------------------|-------------------|-----------------------|
| AI 0103 41 | Yukon National | | \$245,000.00 |
| AI 0110 41 | Bank of Commerce | | \$240,000.00 |
| AI 0120 41 | Bank of the West | | \$1,000,000.00 |
| AI 0111 11 | Cornerstone Bank | | \$240,000.00 |
| AI 0112 11 | Sooner State Tuttle | | \$245,000.00 |
| AI 0113 11 | Mustang First Nat'l | | \$245,000.00 |
| AI 0114 11 | Bank of Okla. (brokered) | | <u>\$249,000.00</u> |
| | | Total Investments | \$2,464,000.00 |

| | |
|-------------------------------------|--------------------------------|
| Total: Bank of Oklahoma Checking | \$37,434,395.22 |
| Subtract: Accounts Payable | <u>-\$15,130,853.78</u> |
| Bank Balance (Nov. 30, 2014) | \$22,303,541.44 |

CUSTODIAL ANALYSIS 1-8-15

| 1/8/2015 | | | | | | |
|-----------------------------|---------------|---------------|---------------|---------------|--------------|---------------|
| ACCOUNT TITLE | BEG BALANCE | DEPOSITS | TRANSFERS | TOTAL | EXPENSES | ACCT TOTAL |
| 801 HS Industrial Arts | \$ 547.37 | \$ 1,872.50 | \$ 5,758.49 | \$ 8,178.36 | \$2,453.12 | \$ 5,725.24 |
| 802 HS Annual | \$ 22,486.08 | \$ 23,535.49 | \$ (1,750.00) | \$ 44,271.57 | \$8,523.80 | \$ 35,747.77 |
| 803 HS Athletics | \$ 48,142.60 | \$ 184,937.59 | | \$ 233,080.19 | \$117,776.74 | \$ 115,303.45 |
| 804 HS Band | \$ 11,779.13 | \$ 137,924.13 | | \$ 149,703.26 | \$109,473.46 | \$ 40,229.80 |
| 805 HS Boys Basketball | \$ 24,983.33 | \$ 4,795.60 | \$ (2,700.48) | \$ 27,078.45 | \$24,057.43 | \$ 3,021.02 |
| 806 HS Boys Soccer | \$ 12,443.30 | \$ 8,526.00 | | \$ 20,969.30 | \$10,357.12 | \$ 10,612.18 |
| 807 CE Counseling | \$ 1,588.19 | \$ 2,315.32 | | \$ 3,903.51 | \$2,601.90 | \$ 1,301.61 |
| 808 CE Media | \$ 6,134.68 | \$ 6,926.86 | | \$ 13,061.54 | \$6,700.40 | \$ 6,361.14 |
| 809 HS SADD | \$ 474.17 | \$ 134.00 | | \$ 608.17 | \$429.00 | \$ 179.17 |
| 810 Mustang Elementary | \$ 12,593.25 | \$ 16,165.52 | | \$ 28,758.77 | \$5,646.70 | \$ 23,112.07 |
| 811 Enrichment Organization | \$ 7,703.16 | | \$ (7,703.16) | \$ - | | \$ - |
| 812 MV Art | \$ 3,511.07 | \$ 33.60 | | \$ 3,544.67 | | \$ 3,544.67 |
| 813 CE Music | \$ 415.20 | \$ 619.50 | | \$ 1,034.70 | | \$ 1,034.70 |
| 814 HS FFA | \$ 25,050.68 | \$ 48,759.00 | | \$ 73,809.68 | \$47,994.96 | \$ 25,814.72 |
| 815 HS FCCLA | \$ 1,362.75 | \$ 4,443.93 | | \$ 5,806.68 | \$2,794.98 | \$ 3,011.70 |
| 816 HS French Club | \$ 151.23 | \$ 390.00 | | \$ 541.23 | \$242.31 | \$ 298.92 |
| 817 HS Cheer | \$ 104.86 | | | \$ 104.86 | | \$ 104.86 |
| 818 HS General | \$ 111,020.80 | \$ 111,691.97 | \$ (866.21) | \$ 221,846.56 | \$59,088.74 | \$ 162,757.82 |
| 819 HS Girls Basketball | \$ 3,417.32 | \$ 300.00 | \$ 2,700.48 | \$ 6,417.80 | \$5,996.06 | \$ 421.74 |
| 820 HS Girls Track | \$ 524.32 | | | \$ 524.32 | \$0.00 | \$ 524.32 |
| 821 HS Volleyball | \$ 173.68 | | | \$ 173.68 | | \$ 173.68 |
| 822 HS Golf | \$ 372.33 | | | \$ 372.33 | | \$ 372.33 |
| 823 Lakehoma Elementary | \$ 37,223.17 | \$ 4,432.90 | | \$ 41,656.07 | \$3,545.84 | \$ 38,110.23 |
| 824 CE Art | \$ 1,758.20 | \$ 3,227.61 | | \$ 4,985.81 | \$2,762.42 | \$ 2,223.39 |
| 825 HS Media | \$ 5,628.23 | \$ 803.51 | | \$ 6,431.74 | \$262.91 | \$ 6,168.83 |
| 826 MS Media | \$ 1,156.28 | \$ 3,253.95 | | \$ 4,410.23 | \$2,416.99 | \$ 1,993.24 |
| 827 MNMS Media | \$ 11,242.64 | \$ 6,162.55 | \$ (35.00) | \$ 17,370.19 | \$8,024.79 | \$ 9,345.40 |
| 828 HS Key Club | \$ 1,031.72 | \$ 3,510.00 | | \$ 4,541.72 | \$2,613.00 | \$ 1,928.72 |
| 829 MS Athletics | \$ 66,060.59 | \$ 23,778.40 | | \$ 89,838.99 | \$44,929.66 | \$ 44,909.33 |
| 830 MMS Band | \$ 7,156.57 | \$ 15,297.29 | | \$ 22,453.86 | \$8,271.51 | \$ 14,182.35 |
| 831 MS Cheerleaders | \$ 1,106.72 | | | \$ 1,106.72 | | \$ 1,106.72 |
| 832 MS FCA | \$ 2,764.07 | | | \$ 2,764.07 | \$45.00 | \$ 2,719.07 |
| 833 MS Middle School | \$ 16,384.07 | \$ 6,989.63 | | \$ 23,373.70 | \$4,545.30 | \$ 18,828.40 |
| 834 MS Home Economic | \$ 395.85 | | | \$ 395.85 | | \$ 395.85 |
| 835 MS Pep Club | \$ 781.04 | | | \$ 781.04 | | \$ 781.04 |
| 836 MS Science Club | \$ 278.95 | \$ 646.56 | | \$ 925.51 | \$360.00 | \$ 565.51 |
| 837 MNMS Cheerleaders | \$ 650.63 | | | \$ 650.63 | | \$ 650.63 |
| 838 MS Student Council | \$ 1,140.93 | | | \$ 1,140.93 | \$5.94 | \$ 1,134.99 |
| 839 MS Vocal Music | \$ 10,529.63 | \$ 8,311.32 | | \$ 18,840.95 | \$7,471.10 | \$ 11,369.85 |
| 840 MS Yearbook | \$ 8,438.75 | \$ 1,020.00 | | \$ 9,458.75 | \$3,074.11 | \$ 6,384.64 |
| 841 MV Activity | \$ 28,278.62 | \$ 26,654.50 | \$ 166.21 | \$ 55,099.33 | \$25,638.38 | \$ 29,460.95 |
| 842 HS Nat'l Honor Society | \$ 2,632.77 | | | \$ 2,632.77 | \$940.81 | \$ 1,691.96 |
| 843 MC Media | \$ 2,216.22 | \$ 7,597.32 | | \$ 9,813.54 | \$7,915.24 | \$ 1,898.30 |
| 844 MNMS Athletics | \$ 28,469.90 | \$ 12,785.64 | | \$ 41,255.54 | \$24,063.61 | \$ 17,191.93 |
| 845 MNMS Band | \$ 14,510.60 | \$ 29,720.00 | | \$ 44,230.60 | \$10,427.83 | \$ 33,802.77 |
| 846 MISC Revenue | \$ - | \$ 9,341.59 | \$ (5,758.49) | \$ 3,583.10 | | \$ 3,583.10 |
| 847 MNMS | \$ 13,508.66 | \$ 14,770.56 | | \$ 28,279.22 | \$13,619.32 | \$ 14,659.90 |
| 848 HS Pom Pon | \$ 3,094.01 | | | \$ 3,094.01 | | \$ 3,094.01 |
| 849 MNMS Pep Club | \$ 1,062.18 | | | \$ 1,062.18 | \$966.00 | \$ 96.18 |
| 850 MNMS Science Club | \$ 5,086.24 | \$ 2,828.20 | | \$ 7,914.44 | \$1,365.96 | \$ 6,548.48 |
| 851 MNMS Speech Club | \$ 210.40 | \$ 138.00 | | \$ 348.40 | | \$ 348.40 |
| 852 MNMS Student Council | \$ 876.59 | \$ 50.00 | | \$ 926.59 | | \$ 926.59 |
| 853 MNMS Vocal Music | \$ 4,708.38 | \$ 15,834.00 | | \$ 20,542.38 | \$12,574.84 | \$ 7,967.54 |
| 854 MNMS Yearbook | \$ 9,409.88 | \$ 2,475.00 | | \$ 11,884.88 | \$3,210.00 | \$ 8,674.88 |
| 855 HS Jr. Class | \$ 22,697.39 | \$ 229.00 | | \$ 22,926.39 | \$324.50 | \$ 22,601.89 |
| 856 HS Math/Science Club | \$ 546.07 | \$ 7,000.00 | | \$ 7,546.07 | \$4,947.46 | \$ 2,598.61 |
| 857 HS Sr. Class | \$ 63,326.26 | \$ 19,018.25 | | \$ 82,344.51 | \$3,677.69 | \$ 78,666.82 |
| 858 Special Olympics | \$ 2,093.15 | \$ 1,506.32 | | \$ 3,599.47 | \$1,072.40 | \$ 2,527.07 |
| 859 HS Speech Club | \$ 9,135.96 | \$ 6,112.45 | | \$ 15,248.41 | \$8,524.91 | \$ 6,723.50 |
| 860 HS Student Council | \$ 7,705.88 | \$ 17,573.41 | \$ (704.00) | \$ 24,575.29 | \$11,800.37 | \$ 12,774.92 |
| 861 HS Varsity Cheer | \$ 8,000.96 | | \$ 35.00 | \$ 8,035.96 | | \$ 8,035.96 |
| 862 HS Vocal Music | \$ 4,547.56 | \$ 13,468.52 | | \$ 18,016.08 | \$10,942.60 | \$ 7,073.48 |
| 863 HS Scholarships | \$ 2,252.35 | \$ 1,000.00 | | \$ 3,252.35 | \$2,000.00 | \$ 1,252.35 |
| 864 HS DECA | \$ 6,935.14 | \$ 14,587.09 | \$ 200.00 | \$ 21,722.23 | \$14,118.62 | \$ 7,603.61 |
| 865 HS Baseball | \$ 3,941.91 | \$ 625.00 | | \$ 4,566.91 | \$405.98 | \$ 4,160.93 |
| 866 CRI 6th Grade | \$ 888.84 | | \$ 707.23 | \$ 1,596.07 | | \$ 1,596.07 |
| 867 Administration | \$ 11,943.42 | \$ 2,805.00 | \$ (5,729.00) | \$ 9,019.42 | \$1,183.57 | \$ 7,835.85 |
| 868 MV Media | \$ 15,370.19 | \$ 1,030.26 | | \$ 16,400.45 | \$5,720.02 | \$ 10,680.43 |

| | | | | | | |
|--------------------------------|--------------|--------------|---------------|--------------|--------------|--------------|
| 869 MV Counseling Activities | \$ 1,183.02 | \$ 1,547.88 | \$ 2,730.90 | \$ 261.42 | \$ 2,469.48 | |
| 870 M Trails Activity | \$ 9,362.51 | \$ 4,241.50 | \$ 13,604.01 | \$ 3,321.97 | \$ 10,282.04 | |
| 871 HS Girls Softball | \$ 1,474.32 | | \$ 1,474.32 | \$ 924.70 | \$ 549.62 | |
| 872 HS Spanish Club | \$ 18.14 | \$ 1,500.00 | \$ 1,518.14 | \$ 957.44 | \$ 560.70 | |
| 873 M Trails Media | \$ 527.32 | \$ 6,321.64 | \$ 6,848.96 | \$ 5,295.03 | \$ 1,553.93 | |
| 874 ME MEAD | \$ 2,971.59 | \$ 1,570.90 | \$ 4,542.49 | \$ 1,632.25 | \$ 2,910.24 | |
| 875 MT Drug Free Club | \$ 1,917.30 | \$ 2,525.50 | \$ 4,442.80 | \$ 2,210.44 | \$ 2,232.36 | |
| 876 HS Fresh./Varsity Football | \$ 8,380.89 | \$ 4,550.00 | \$ 12,930.89 | \$ 5,879.90 | \$ 7,050.99 | |
| 877 Gifted & Talented | \$ 759.56 | | \$ 759.56 | | \$ 759.56 | |
| 878 Transportation | \$ 2,217.84 | \$ 301.24 | \$ 2,519.08 | \$ 215.15 | \$ 2,303.93 | |
| 879 MC Choir | \$ 404.75 | \$ 500.00 | \$ 904.75 | \$ 461.50 | \$ 443.25 | |
| 880 HS Boys Tennis | \$ 172.83 | | \$ 172.83 | | \$ 172.83 | |
| 881 LE Lakehoma Drug Free | \$ 2,600.38 | \$ 840.00 | \$ 3,440.38 | \$ 440.00 | \$ 3,000.38 | |
| 882 HS Boys/Girls X-Country | \$ 2,953.92 | \$ 2,677.21 | \$ 5,631.13 | \$ 2,228.93 | \$ 3,402.20 | |
| 883 HS Girls Soccer | \$ 4,402.50 | \$ 1,800.00 | \$ 6,202.50 | | \$ 6,202.50 | |
| 884 Chisholm Trails | \$ 1,574.45 | \$ 1,760.96 | \$ 3,335.41 | \$ 893.44 | \$ 2,441.97 | |
| 885 MS Builders Club | \$ 169.46 | | \$ 169.46 | | \$ 169.46 | |
| 886 MNMS Builders Club | \$ 2,161.43 | \$ 243.66 | \$ 2,405.09 | \$ 299.54 | \$ 2,105.55 | |
| 887 HS Debate Club | \$ 408.28 | | \$ 408.28 | | \$ 408.28 | |
| 888 M Creek Activity | \$ 11,171.54 | \$ 5,493.90 | \$ 16,665.44 | \$ 5,757.48 | \$ 10,907.96 | |
| 889 LE Media | \$ 2,858.31 | \$ 6,044.75 | \$ 8,903.06 | \$ 5,089.89 | \$ 3,813.17 | |
| 890 MS Renaissance | \$ 390.25 | \$ 500.00 | \$ 890.25 | | \$ 890.25 | |
| 891 MS Reading | \$ 5,652.75 | \$ 588.50 | \$ 6,241.25 | \$ 980.08 | \$ 5,261.17 | |
| 892 MNMS Renaissance | \$ 1,117.84 | \$ 607.13 | \$ 1,724.97 | \$ 203.00 | \$ 1,521.97 | |
| 893 HS Renaissance | \$ 2,372.05 | \$ 750.00 | \$ 3,122.05 | | \$ 3,122.05 | |
| 894 MS Special Life Skills | \$ 1,543.99 | \$ 133.00 | \$ 1,676.99 | \$ 142.47 | \$ 1,534.52 | |
| 895 ME PE | \$ - | \$ 1,877.20 | \$ 4,377.20 | \$ 562.00 | \$ 3,815.20 | |
| 896 ME MUSIC | \$ - | \$ 2,584.34 | \$ 5,084.34 | \$ 2,399.48 | \$ 2,684.86 | |
| 897 HS Art Club | \$ 1,829.90 | \$ 15,180.00 | \$ 17,009.90 | \$ 12,751.60 | \$ 4,258.30 | |
| 898 HS Athletic Training | \$ 1,070.25 | | \$ 1,070.25 | | \$ 1,070.25 | |
| 899 MNMS Tech | \$ 34.42 | | \$ 34.42 | | \$ 34.42 | |
| 900 Admin-Use of Facility | \$ 28,790.54 | \$ 32,459.94 | \$ (647.84) | \$ 60,602.64 | \$ 4,754.74 | \$ 55,847.90 |
| 901 MEC PASS | \$ 452.45 | \$ 4,751.24 | \$ 5,203.69 | \$ 3,323.49 | \$ 1,880.20 | |
| 902 CRI Activity | \$ 7,992.16 | \$ 24,683.74 | \$ 32,675.90 | \$ 16,364.87 | \$ 16,311.03 | |
| 903 HS Advanced Placement | \$ 10,569.01 | \$ 5,542.00 | \$ 16,111.01 | \$ 1,311.62 | \$ 14,799.39 | |
| 904 HS Ground Improvement | \$ 1,267.69 | | \$ 1,267.69 | | \$ 1,267.69 | |
| 905 CRI Staff | \$ 1,758.71 | \$ 657.25 | \$ 1,000.00 | \$ 3,415.96 | \$ 1,133.48 | \$ 2,282.48 |
| 906 HS Freshman FCCLA | \$ 1,498.13 | \$ 380.00 | \$ 1,878.13 | \$ 738.00 | \$ 1,140.13 | |
| 907 M Valley Outdoor Classroom | \$ 3,136.82 | | \$ 3,136.82 | | \$ 3,136.82 | |
| 908 MNMS Golf | \$ 723.09 | | \$ 723.09 | | \$ 723.09 | |
| 909 CRI Counseling | \$ 396.76 | \$ 460.00 | \$ 856.76 | \$ 399.80 | \$ 456.96 | |
| 910 CRI Media | \$ 1,967.17 | \$ 9,035.88 | \$ 11,003.05 | \$ 8,957.69 | \$ 2,045.36 | |
| 911 MHS Crafts II | \$ - | \$ 427.50 | \$ 3,034.00 | \$ 3,461.50 | \$ 894.52 | \$ 2,566.98 |
| 912 CRI Vocal | \$ 4,762.09 | \$ 10,520.44 | \$ 70.00 | \$ 15,352.53 | \$ 6,849.49 | \$ 8,503.04 |
| 913 CRI Art | \$ 1,191.28 | \$ 1,073.00 | \$ 2,264.28 | \$ 926.84 | \$ 1,337.44 | |
| 914 Canyon Ridge Athletics | \$ 4,848.16 | \$ 7,468.34 | \$ 12,316.50 | \$ 7,581.00 | \$ 4,735.50 | |
| 915 MNMS Track/X-Country | \$ 1,117.01 | | \$ 1,117.01 | | \$ 1,117.01 | |
| 916 MC / MNMS Outdoor Class | \$ 323.48 | | \$ 323.48 | | \$ 323.48 | |
| 917 CRI Archery | \$ - | \$ 3,820.00 | \$ 3,820.00 | \$ 2,524.00 | \$ 1,296.00 | |
| 918 MNMS Football | \$ 249.79 | | \$ 249.79 | | \$ 249.79 | |
| 919 Prairie View Activity | \$ - | \$ 5,552.11 | \$ 4,000.00 | \$ 9,552.11 | \$ 3,096.23 | \$ 6,455.88 |
| 920 MEC Pre-K | \$ 10,509.02 | \$ 13,615.43 | \$ 24,124.45 | \$ 8,613.43 | \$ 15,511.02 | |
| 921 Prairie View Staff | \$ - | \$ 44.00 | \$ 2,000.00 | \$ 2,044.00 | \$ 453.55 | \$ 1,590.45 |
| 922 HS Special Education | \$ 631.77 | \$ 246.46 | \$ 878.23 | \$ 296.94 | \$ 581.29 | |
| 923 Lakehoma Elem Art | \$ 2,359.43 | | \$ 2,359.43 | \$ 877.27 | \$ 1,482.16 | |
| 924 HS Musical | \$ 5,343.33 | \$ 5,385.00 | \$ 10,728.33 | | \$ 10,728.33 | |
| 925 HS Wrestling | \$ 2.49 | | \$ 2.49 | | \$ 2.49 | |
| 926 HS JROTC | \$ 3,313.36 | | \$ 3,313.36 | | \$ 3,313.36 | |
| 927 HS Athletic Dept. Staff | \$ 14,606.50 | \$ 21,118.75 | \$ 35,725.25 | \$ 21,846.67 | \$ 13,878.58 | |
| 928 Canyon Ridge Reading | \$ 4,549.92 | \$ 531.89 | \$ (3,987.23) | \$ 1,094.58 | \$ 310.80 | \$ 783.78 |
| 929 ME Staff | \$ 3,659.81 | \$ 1,379.48 | \$ 1,000.00 | \$ 6,039.29 | \$ 1,610.27 | \$ 4,429.02 |
| 930 MV Staff | \$ 4,595.33 | \$ 534.89 | \$ 1,000.00 | \$ 6,130.22 | \$ 1,857.62 | \$ 4,272.60 |
| 931 LE Staff | \$ 7,056.75 | \$ 12.13 | \$ 1,000.00 | \$ 8,068.88 | \$ 565.31 | \$ 7,503.57 |
| 932 MT Staff | \$ 3,955.19 | \$ 9,095.40 | \$ 1,000.00 | \$ 14,050.59 | \$ 1,399.51 | \$ 12,651.08 |
| 933 MC Staff | \$ 4,459.15 | \$ 2,361.01 | \$ 1,000.00 | \$ 7,820.16 | \$ 1,366.44 | \$ 6,453.72 |
| 934 MS Staff | \$ 11,697.54 | \$ 1,925.61 | \$ 13,623.15 | \$ 207.81 | \$ 13,415.34 | |
| 935 MNMS Staff | \$ 2,300.15 | \$ 1,953.33 | \$ 4,253.48 | \$ 2,485.62 | \$ 1,767.86 | |
| 936 CRI Science Club | \$ - | | \$ - | | \$ - | |
| 937 HS Staff | \$ 17,344.13 | \$ 7,381.36 | \$ 24,725.49 | \$ 5,334.43 | \$ 19,391.06 | |
| 938 MEC Staff | \$ 3,787.32 | \$ 836.30 | \$ 4,623.62 | \$ 1,246.18 | \$ 3,377.44 | |
| 939 Admin. Staff | \$ 3,200.29 | \$ 728.06 | \$ 3,928.35 | \$ 1,606.39 | \$ 2,321.96 | |
| 940 HS Tech Ed. | \$ 1,169.90 | | \$ 1,169.90 | \$ 1,059.09 | \$ 110.81 | |
| 941 HS Boys Track | \$ 369.39 | | \$ 369.39 | | \$ 369.39 | |

| | | | | | | |
|-------------------------------------|-----------------|-----------------|---------------|-----------------|--------------|-----------------|
| 942 HS Bus. Prof. of America | \$ 3,321.18 | \$ 6,585.00 | | \$ 9,906.18 | \$3,452.00 | \$ 6,454.18 |
| 943 Creek Counseling | \$ 2,853.16 | \$ 790.00 | \$ 943.00 | \$ 4,586.16 | \$1,005.50 | \$ 3,580.66 |
| 944 MPS Special Needs | \$ 44.21 | | | \$ 44.21 | | \$ 44.21 |
| 945 M Creek Art | \$ 4,895.86 | \$ 1,772.01 | | \$ 6,667.87 | \$2,242.90 | \$ 4,424.97 |
| 946 HS ECO | \$ 255.81 | | | \$ 255.81 | | \$ 255.81 |
| 947 LE Music | \$ 415.31 | \$ 48.00 | | \$ 463.31 | \$234.36 | \$ 228.95 |
| 948 M Trails Art | \$ 6,507.77 | \$ 2,348.15 | | \$ 8,855.92 | \$4,899.14 | \$ 3,956.78 |
| 949 MT Honor Choir | \$ 989.90 | \$ 430.00 | | \$ 1,419.90 | \$244.94 | \$ 1,174.96 |
| 950 Centennial General Activity | \$ 22,835.37 | \$ 19,159.30 | | \$ 41,994.67 | \$10,494.07 | \$ 31,500.60 |
| 951 M Trails Special Ed. | \$ 438.48 | | | \$ 438.48 | | \$ 438.48 |
| 952 CE Staff | \$ 3,876.88 | \$ 1,306.84 | \$ 1,000.00 | \$ 6,183.72 | \$1,258.54 | \$ 4,925.18 |
| 953 ME Art | \$ 8,589.21 | | \$ (5,943.00) | \$ 2,646.21 | \$147.74 | \$ 2,498.47 |
| 954 ME Media | \$ 5,587.17 | \$ 6,804.03 | | \$ 12,391.20 | \$5,180.39 | \$ 7,210.81 |
| 955 MT Reading Carnival | \$ 2,737.42 | | | \$ 2,737.42 | \$944.44 | \$ 1,792.98 |
| 956 MT Student Council | \$ 1,987.67 | | | \$ 1,987.67 | | \$ 1,987.67 |
| 957 Trails PE Activity Acct | \$ 1,702.24 | \$ 1,667.27 | | \$ 3,369.51 | | \$ 3,369.51 |
| 958 Prairie View Art | \$ - | \$ 4,681.09 | | \$ 4,681.09 | \$2,889.06 | \$ 1,792.03 |
| 959 HS Spanish Nat'l Hnr Society | \$ 1,128.13 | \$ 688.00 | | \$ 1,816.13 | \$275.21 | \$ 1,540.92 |
| 960 HS MAC | \$ 819.99 | | | \$ 819.99 | | \$ 819.99 |
| 961 HS Video Club | \$ 920.63 | \$ 687.00 | | \$ 1,607.63 | \$1,336.32 | \$ 271.31 |
| 962 HS Swim Team | \$ 194.99 | \$ - | | \$ 194.99 | | \$ 194.99 |
| 963 MC Archery Club | \$ 394.94 | | | \$ 394.94 | | \$ 394.94 |
| 964 MS Archery Club | \$ 2,189.47 | \$ 1,785.00 | | \$ 3,974.47 | \$539.00 | \$ 3,435.47 |
| 965 MV Student Council | \$ 2,429.46 | \$ 977.59 | | \$ 3,407.05 | \$1,362.45 | \$ 2,044.60 |
| 966 CE Outdoor Classroom | \$ 20.90 | | | \$ 20.90 | | \$ 20.90 |
| 967 Mustang Student in Need | \$ 3,906.99 | \$ 800.00 | | \$ 4,706.99 | | \$ 4,706.99 |
| 968 MHS HOSA | \$ - | \$ 30.00 | | \$ 30.00 | | \$ 30.00 |
| 969 CRI Outdoor Classroom | \$ 4,500.31 | | | \$ 4,500.31 | | \$ 4,500.31 |
| 970 CRI Student Council | \$ 1,154.78 | | | \$ 1,154.78 | \$516.00 | \$ 638.78 |
| 971 CRI Yearbook | \$ 1,408.44 | \$ 2,422.00 | | \$ 3,830.44 | | \$ 3,830.44 |
| 972 CRI Communications/broadcasting | \$ - | \$ 7,886.89 | \$ 920.45 | \$ 8,807.34 | \$552.00 | \$ 8,255.34 |
| 973 CRI Technology | \$ - | \$ 660.55 | \$ 1,052.63 | \$ 1,713.18 | \$1,399.00 | \$ 314.18 |
| 974 CRI Spanish Acct | \$ 667.11 | | | \$ 667.11 | | \$ 667.11 |
| 975 CRI Elective/Life App | \$ - | | \$ 1,236.92 | \$ 1,236.92 | | \$ 1,236.92 |
| 976 CRI Academic Team | \$ - | | | \$ - | | \$ - |
| 977 CRI 5th GRADE | \$ - | \$ 650.95 | | \$ 650.95 | \$18.01 | \$ 632.94 |
| 978 Horizon Activity | \$ 4,738.24 | \$ 26,128.63 | \$ (419.05) | \$ 30,447.82 | \$12,026.67 | \$ 18,421.15 |
| 979 Horizon Staff Acct | \$ 3,241.24 | \$ 501.08 | \$ 1,000.00 | \$ 4,742.32 | \$807.35 | \$ 3,934.97 |
| 980 Horizon Counseling | \$ 152.09 | \$ 2,003.02 | \$ (595.00) | \$ 1,560.11 | \$388.50 | \$ 1,171.61 |
| 981 Horizon Media | \$ - | \$ 5,746.38 | | \$ 5,746.38 | \$3,787.13 | \$ 1,959.25 |
| 982 Prairie View Media | \$ - | \$ 7,582.63 | | \$ 7,582.63 | \$6,575.76 | \$ 1,006.87 |
| 983 Horizon Vocal/music | \$ - | \$ 2,398.10 | \$ 959.05 | \$ 3,357.15 | \$1,900.35 | \$ 1,456.80 |
| 984 Horizon Art Account | \$ 261.02 | \$ 1,035.25 | | \$ 1,296.27 | \$544.64 | \$ 751.63 |
| 985 Horizon Athletics | \$ - | | | \$ - | | \$ - |
| 986 Horizon Archery | \$ - | | | \$ - | | \$ - |
| 987 Horizon Reading | \$ - | | | \$ - | | \$ - |
| 988 Horizon Science Acct | \$ - | | | \$ - | | \$ - |
| 989 OPEN | \$ - | | | \$ - | | \$ - |
| 990 CENTENNIAL PE | \$ - | \$ 11,961.57 | | \$ 11,961.57 | \$7,205.76 | \$ 4,755.81 |
| 991 Horizon Yearbook | \$ - | | | \$ - | | \$ - |
| 992 Horizon Communications | \$ - | | | \$ - | | \$ - |
| 993 CENTENNIAL ARCHERY | \$ - | \$ 931.00 | | \$ 931.00 | | \$ 931.00 |
| 994 PRAIRIE VIEW MUSIC | \$ - | \$ 137.00 | \$ 2,168.50 | \$ 2,305.50 | \$440.70 | \$ 1,864.80 |
| 995 PRAIRIE VIEW PE | \$ - | \$ 4,974.50 | \$ (2,168.50) | \$ 2,806.00 | \$637.50 | \$ 2,168.50 |
| 996 Horizon Academic | \$ - | \$ 165.00 | \$ 55.00 | \$ 220.00 | | \$ 220.00 |
| 997 MHS Archery & Hunting | \$ - | \$ 675.00 | | \$ 675.00 | | \$ 675.00 |
| 998 Mustang Valley PE Activity | \$ 1,724.38 | | | \$ 1,724.38 | | \$ 1,724.38 |
| | \$ 1,086,704.72 | \$ 1,202,493.52 | \$ - | \$ 2,289,198.24 | \$894,111.64 | \$ 1,395,086.60 |

JANUARY 12TH, 2015 BOARD MEETING

FISCAL YEAR 2015

| | |
|--------------------------------|---|
| LEASE REVENUE BOND (10) | 15004120 |
| GENERAL FUND (11) | 15004128-15004129, 15004176, 15004184-15004224, 15004253-15004263, 15004286-15004287, 15004314- 15004316, 15004318, 15004320-15004325, 15004329-15004335, 15004374- 15004395 |
| BUILDING FUND (21) | 15004183 |
| FOOD SERVICE (22) | 15004124-15004127, 15004177- 15004179, 15004288-15004289 |
| LEASE REVENUE BOND (23) | |
| OKC MAPS TRUST (24) | |
| BOND FUND (31) | |
| BOND FUND (32) | 15004326, 15004337 |
| BOND FUND (33) | |
| BOND FUND (34) | 15004121, 15004181, 15004336 |
| BOND FUND (35) | |
| BOND FUND (36) | |
| BOND FUND (37) | 15004115, 15004327 |
| BOND FUND (38) | |
| BOND FUND (39) | 15004116-15004119, 15004122- 15004123, 15004180, 15004182, 15004317, 15004319, 15004328 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODER05A

| Buyer Code | PO No | Vendor No/Name | PO Date | Qty Recvd | Final Cost | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|-------------|---|--------------------------|------------------------|------------|--|--------------|-------------|------------|------------|------------------|
| Line No | Qty Ordered | Unit Price | Disc/Frght | Account No/Description | Final Cost | Order Desc | | | | | |
| BLDG | 15004183 | 62093 | CHEM-AQUA INC | 12/11/14 | 00007639 | JWEST | | | | | |
| 1 | 1.00 | 12,000.0000 | .00 | 12,000.0000 | .00 | WATER TREATMENT SERVICES DW - 1/2015-6/30/2015 | | .00 | .00 | .00 | 12,000.00 |
| | | 15-21-055-2620-438-000-0000-000-055 New Account | | | | 12,000.00 | | .00 | .00 | .00 | 12,000.00 |
| | | Total Accounts: 1 | | | | PO Total: 12,000.00 | | .00 | .00 | .00 | 12,000.00 |
| BOND | 15004115 | 10027 | ACTION LOCK & SAFE | 12/09/14 | 00007367 | A Sanders | | | | | |
| 1 | 1.00 | 1,200.0000 | .00 | 1,200.0000 | .00 | IC Cores/locks for district | | .00 | .00 | .00 | 1,200.00 |
| | | 15-37-164-2620-618-000-0000-000-050 New Account | | | | 1,200.00 | | .00 | .00 | .00 | 1,200.00 |
| | | Total Accounts: 1 | | | | PO Total: 1,200.00 | | .00 | .00 | .00 | 1,200.00 |
| BOND | 15004116 | 17769 | BATTERIES PLUS LLC. | 12/09/14 | 00007493 | MARSHALL | | | | | |
| 1 | 1.00 | 6,681.5000 | .00 | 6,681.5000 | .00 | UPS REPLACEMENT | | .00 | .00 | .00 | 6,681.50 |
| | | 15-39-168-2580-653-000-0000-000-056 New Account | | | | 6,681.50 | | .00 | .00 | .00 | 6,681.50 |
| | | Total Accounts: 1 | | | | PO Total: 6,681.50 | | .00 | .00 | .00 | 6,681.50 |
| BOND | 15004117 | 17248 | C-NET SECURITY AND CABLE | 12/09/14 | 00007343 | MARSHALLA | | | | | |
| 1 | 2.00 | 6,695.0000 | .00 | 13,390.0000 | .00 | AVIGILON ACC 5 ENTERPRISE HD NVMS FOR UP TO 24 CAMERA CHANNELS AND | | .00 | .00 | .00 | 37,185.00 |
| 2 | 39.00 | 345.0000 | .00 | 13,435.0000 | .00 | 4 PORT H .264 ANALOG VIDEO ENCODERS | | .00 | .00 | .00 | 37,185.00 |
| 3 | 6.00 | 1,155.0000 | .00 | 6,930.0000 | .00 | 5.0 MEGAPIXEL BULLET 3-9MM LENS WITH INTEGRATED IR | | .00 | .00 | .00 | 37,185.00 |
| 4 | 6.00 | 95.0000 | .00 | 570.0000 | .00 | JUNCTION BOXES FOR BULLET CAMERAS | | .00 | .00 | .00 | 37,185.00 |
| 5 | 4.00 | 85.0000 | .00 | 340.0000 | .00 | CAT6 NETWORK DROPS FOR BULLET CAMERAS | | .00 | .00 | .00 | 37,185.00 |
| 6 | 1.00 | 2,500.0000 | .00 | 2,500.0000 | .00 | LABOR FOR INSTALLATION | | .00 | .00 | .00 | 37,185.00 |
| | | 15-39-168-2580-653-000-0000-000-056 New Account | | | | 37,185.00 | | .00 | .00 | .00 | 37,185.00 |
| | | Total Accounts: 1 | | | | PO Total: 37,185.00 | | .00 | .00 | .00 | 37,185.00 |
| BOND | 15004118 | 10583 | CDW GOVERNMENT INC. | 12/09/14 | 00007477 | A Sanders | | | | | |
| 1 | 2.00 | 29,990.0000 | .00 | 59,980.0000 | .00 | Griffin Survivor case for Ipad mini | | .00 | .00 | .00 | 59.98 |
| | | 15-39-165-1000-653-000-0000-000-510 New Account | | | | 59.98 | | .00 | .00 | .00 | 59.98 |
| | | Total Accounts: 1 | | | | PO Total: 59.98 | | .00 | .00 | .00 | 59.98 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | Qty Recvd | PO Date | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|---|----------------|----------------------------|----------------|------------|-----------|----------|--------------|--------------|---------------------|------------|---------------------|-----------|
| Line No | Account No/Description | Unit Price | Disc/Frght | Final Cost | Qty Recvd | PO Date | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining | |
| BOND | 15004119 | 16144 | CHICKASAW TELECOM | | | 12/09/14 | 00007550 | MARSHALL | | | | | |
| 1 | 3.00 | 1,980.9000 | .00 | 5,942.7000 | .00 | | | | | | | | |
| 2 | 3.00 | 161.2800 | .00 | 483.8400 | .00 | | | | | | | | |
| 3 | 3.00 | .0000 | .00 | .0000 | .00 | | | | | | | | |
| 4 | 47.00 | 678.9000 | .00 | 31,908.3000 | .00 | | | | | | | | |
| 5 | 47.00 | 36.9600 | .00 | 1,737.1200 | .00 | | | | | | | | |
| 6 | 47.00 | .0000 | .00 | .0000 | .00 | | | | | | | | |
| 7 | 47.00 | .0000 | .00 | .0000 | .00 | | | | | | | | |
| 8 | 47.00 | .0000 | .00 | .0000 | .00 | | | | | | | | |
| 9 | 3.00 | 1,112.9000 | .00 | 3,338.7000 | .00 | | | | | | | | |
| 10 | 3.00 | 85.6800 | .00 | 257.0400 | .00 | | | | | | | | |
| 11 | 3.00 | .0000 | .00 | .0000 | .00 | | | | | | | | |
| 12 | 1.00 | -5,940.8000 | .00 | -5,940.8000 | .00 | | | | | | | | |
| | 15-39-168-2580-000-0000-000-056 New Account | | | | | | | | | 37,726.90 | .00 | 37,726.90 | |
| | Total Accounts: 1 | | | | | | | | | 37,726.90 | .00 | 37,726.90 | |
| BOND | 15004120 | 12719 | OFFICE DEPOT | | | 12/09/14 | 00007430 | A Sanders | | | | | |
| 1 | 1.00 | 214.9900 | .00 | 214.9900 | .00 | | | | | | | | |
| | 15-10-174-2620-654-000-0000-000-150 New Account | | | | | | | | | 214.99 | .00 | 214.99 | |
| | Total Accounts: 1 | | | | | | | | | 214.99 | .00 | 214.99 | |
| BOND | 15004121 | 15892 | OKLAHOMA AUTO DOOR | | | 12/09/14 | 00007557 | A Sanders | | | | | |
| 1 | 1.00 | 4,126.6000 | .00 | 4,126.6000 | .00 | | | | | | | | |
| 2 | 1.00 | 450.0000 | .00 | 450.0000 | .00 | | | | | | | | |
| | 15-34-169-2620-654-000-0000-000-510 New Account | | | | | | | | | 4,576.60 | .00 | 4,576.60 | |
| | Total Accounts: 1 | | | | | | | | | 4,576.60 | .00 | 4,576.60 | |
| BOND | 15004122 | 23391 | OLD REPUBLIC TITLE COMPANY | | | 12/09/14 | 00007049 | A Sanders | | | | | |
| 1 | 1.00 | 134,011.2400 | .00 | 134,011.2400 | .00 | | | | | | | | |
| | 15-39-148-4200-710-000-0000-000-705 New Account | | | | | | | | | 134,011.24 | .00 | 134,011.24 | |
| | Total Accounts: 1 | | | | | | | | | 134,011.24 | .00 | 134,011.24 | |
| BOND | 15004123 | 22300 | TIMBERLAKE CONSTRUCTION | | | 12/09/14 | 00007480 | A Sanders | | | | | |
| 1 | 1.00 | 1,298,129.2000 | .00 | 1,298,129.2000 | .00 | | | | | | | | |
| | 15-39-153-4300-459-000-0000-000-705 New Account | | | | | | | | | 1,298,129.20 | .00 | 1,298,129.20 | |
| | Total Accounts: 1 | | | | | | | | | 1,298,129.20 | .00 | 1,298,129.20 | |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Qty Ordered | Vendor No/Name | Unit Price | Disc/Frght | Final Cost | PO Date | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|----------|--------------------------|------------------------|------------|------------|------------------|------------------|--|--------------|------------------|------------|------------|------------------|
| Line No | Qty | Account No/Description | Account No/Description | Price | Disc/Frght | Cost | Qty Recvd | Order Desc | | | | | |
| BOND | 15004180 | 10170 | APPLE INC. | | | | 12/11/14 | 00007476 | A Sanders | | | | |
| 1 | 2.00 | 239.0000 | | .00 | | 478.0000 | .00 | IPad mini 16GB | | 478.00 | .00 | .00 | 478.00 |
| | | Total Accounts: 1 | | | | 478.00 | PO Total: | | | 478.00 | .00 | .00 | 478.00 |
| BOND | 15004181 | 16219 | CARRIER CORP | | | | 12/11/14 | 00007585 | A Sanders | | | | |
| 1 | 1.00 | 2,571.0000 | | .00 | | 2,571.0000 | .00 | Controls for new unit at Creek | | 2,571.00 | .00 | .00 | 2,571.00 |
| | | Total Accounts: 1 | | | | 2,571.00 | PO Total: | | | 2,571.00 | .00 | .00 | 2,571.00 |
| BOND | 15004182 | 15012 | DELL COMPUTER CORP | | | | 12/11/14 | 00007623 | MARSHALL | | | | |
| 1 | 1.00 | 2,759.0000 | | .00 | | 2,759.0000 | .00 | DELL OUTLET POWER EDGE R420 INTEL XEON 2200 INTEL XEON 2200 | | 2,759.00 | .00 | .00 | 2,759.00 |
| 2 | 1.00 | 5,550.5300 | | .00 | | 5,550.5300 | .00 | POWER EDGE R720 INTEL XEON 2600 INTEL XEON 2600 | | 5,550.53 | .00 | .00 | 5,550.53 |
| 3 | 1.00 | 2,769.0000 | | .00 | | 2,769.0000 | .00 | POWER EDGE R420 INTEL XEON 2500 INTEL XEON 2500 | | 2,769.00 | .00 | .00 | 2,769.00 |
| 4 | 1.00 | 2,769.0000 | | .00 | | 2,769.0000 | .00 | POWER EDGE R420 INTEL XEON 2500 INTEL XEON 2500 | | 2,769.00 | .00 | .00 | 2,769.00 |
| 5 | 1.00 | 2,549.0000 | | .00 | | 2,549.0000 | .00 | POWER EDGE R420 INTEL XEON 2200 INTEL XEON 2200 | | 2,549.00 | .00 | .00 | 2,549.00 |
| 6 | 1.00 | 2,549.0000 | | .00 | | 2,549.0000 | .00 | POWER EDGE R420 INTEL XEON 2200 INTEL XEON 2200 | | 2,549.00 | .00 | .00 | 2,549.00 |
| | | Total Accounts: 1 | | | | 18,945.53 | PO Total: | | | 18,945.53 | .00 | .00 | 18,945.53 |
| BOND | 15004317 | 15012 | DELL COMPUTER CORP | | | | 12/17/14 | 00007763 | MARSHALL | | | | |
| 1 | 1.00 | 112.5000 | | .00 | | 112.5000 | .00 | READYRAIL SLIDING RACK | | 112.50 | .00 | .00 | 112.50 |
| 2 | 1.00 | 123.5000 | | .00 | | 123.5000 | .00 | CABLE MANAGEMENT ARM | | 123.50 | .00 | .00 | 123.50 |
| 3 | 1.00 | 32.0000 | | .00 | | 32.0000 | .00 | CABLE MANAGEMENT ARM | | 32.00 | .00 | .00 | 32.00 |
| 4 | 1.00 | 112.4900 | | .00 | | 112.4900 | .00 | READYRAIL SLIDING RACK | | 112.49 | .00 | .00 | 112.49 |
| 5 | 4.00 | 32.0000 | | .00 | | 128.0000 | .00 | CABLE MANAGEMENT ARM | | 128.00 | .00 | .00 | 128.00 |
| 6 | 4.00 | 112.4900 | | .00 | | 449.9600 | .00 | READY RAIL BACK | | 449.96 | .00 | .00 | 449.96 |
| | | Total Accounts: 1 | | | | 958.45 | PO Total: | | | 958.45 | .00 | .00 | 958.45 |
| BOND | 15004319 | 12124 | LARSEN MUSIC CO. | | | | 12/17/14 | 00007862 | A Sanders | | | | |
| 1 | 1.00 | 1,799.0000 | | .00 | | 1,799.0000 | .00 | Yamaha Digital Piano, stand, bench, headphones, dolly w/wheels | | 1,799.00 | .00 | .00 | 1,799.00 |
| | | Total Accounts: 1 | | | | 1,799.00 | PO Total: | | | 1,799.00 | .00 | .00 | 1,799.00 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code

All Purchase Orders FODET05A

| Buyer Code | PO No | Vendor No/Name | Unit Price | Disc/Fright | Final Cost | Qty Recvd | PO Date | Reg No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|----------|---|------------|-------------|------------|--|----------|----------|---------------|------------------|------------|------------|------------------|
| BOND | 15004326 | 61239 CONVERGENT TECHNOLOGIES LLC | | | | | 12/19/14 | 00007876 | A Sanders | | | | |
| 1 | 1.00 | 14,700.0000 | .00 | 14,700.0000 | .00 | Fire alarm replacement | | | | 14,700.00 | .00 | | 14,700.00 |
| | | 15-32-147-2620-459-000-0000-000-120 New Account | | | | | | | | 14,700.00 | .00 | | 14,700.00 |
| | | Total Accounts: 1 | | | | | | | | 14,700.00 | .00 | | 14,700.00 |
| BOND | 15004327 | 12794 OKLAHOMA ROOFING & SHEET METAL | | | | | 12/19/14 | 00007885 | A Sanders | | | | |
| 1 | 1.00 | 5,000.0000 | .00 | 5,000.0000 | .00 | District wide roof repairs | | | | 5,000.00 | .00 | | 5,000.00 |
| | | 15-37-156-2620-458-000-0000-000-050 New Account | | | | | | | | 5,000.00 | .00 | | 5,000.00 |
| | | Total Accounts: 1 | | | | | | | | 5,000.00 | .00 | | 5,000.00 |
| BOND | 15004328 | 62122 WEST COAST NETTING, INC | | | | | 12/19/14 | 00007887 | A Sanders | | | | |
| 1 | 1.00 | 24,600.0000 | .00 | 24,600.0000 | .00 | K42 treated rope netting for baseball cages | | | | 24,600.00 | .00 | | 24,600.00 |
| | | 15-39-147-2620-654-000-0000-000-705 New Account | | | | | | | | 24,600.00 | .00 | | 24,600.00 |
| | | Total Accounts: 1 | | | | | | | | 24,600.00 | .00 | | 24,600.00 |
| BOND | 15004336 | 10763 COMTEC ELECTRONIC SYSTEMS INC | | | | | 01/05/15 | 00007911 | A Sanders | | | | |
| 1 | 1.00 | 250.0000 | .00 | 250.0000 | .00 | Security strobe/siren for HWC | | | | | | | 250.00 |
| 2 | 1.00 | 1,000.0000 | .00 | 1,000.0000 | .00 | security alarm/panel for MNMS shop building | | | | | | | 1,000.00 |
| | | 15-34-157-2660-459-000-0000-000-705 New Account | | | | | | | | 250.00 | .00 | | 250.00 |
| | | 15-34-157-2660-459-000-0000-000-510 New Account | | | | | | | | 1,000.00 | .00 | | 1,000.00 |
| | | Total Accounts: 2 | | | | | | | | 1,250.00 | .00 | | 1,250.00 |
| BOND | 15004337 | 14047 XPEDX | | | | | 01/05/15 | 00007890 | A Sanders | | | | |
| 1 | 1.00 | 3,488.0000 | .00 | 3,488.0000 | .00 | Disinfecting mister for district | | | | 3,488.00 | .00 | | 3,488.00 |
| | | 15-32-161-2620-736-000-0000-000-050 New Account | | | | | | | | 3,488.00 | .00 | | 3,488.00 |
| | | Total Accounts: 1 | | | | | | | | 3,488.00 | .00 | | 3,488.00 |
| CNS | 15004124 | 62087 BRONSWOOD MISTY | | | | | 12/09/14 | 00007606 | RACHEL MARTIN | | | | |
| 1 | 1.00 | 12.6000 | .00 | 12.6000 | .00 | STUDENT LUNCH REFUND FOR KAHLAN FROM TRAILS | | | | | | | 15.10 |
| 2 | 1.00 | 2.5000 | .00 | 2.5000 | .00 | STUDENT UNCH REFUND FOR CAMERON FROM TRAILS | | | | | | | 15.10 |
| | | 15-22-176-5600-930-700-0000-000-120 New Account | | | | | | | | 15.10 | .00 | | 15.10 |
| | | Total Accounts: 1 | | | | | | | | 15.10 | .00 | | 15.10 |
| CNS | 15004125 | 62088 BYRD CERRA | | | | | 12/09/14 | 00007608 | RACHEL MARTIN | | | | |
| 1 | 1.00 | 17.5000 | .00 | 17.5000 | .00 | STUDENT LUNCH REFUND FOR RAYMOND FROM VALLEY | | | | 17.50 | .00 | | 17.50 |
| | | 15-22-176-5600-930-700-0000-000-110 New Account | | | | | | | | 17.50 | .00 | | 17.50 |
| | | Total Accounts: 1 | | | | | | | | 17.50 | .00 | | 17.50 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODEP05A

| Buyer Code | PO No | Vendor No/Name | PO Date | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|--------------------------|-------------|----------------|-----------------------------|------------|--------------|---|----------|------------|-----------|
| Line No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | Qty Recvd | Order Desc | | | |
| CNS | 15004126 | 12719 | OFFICE DEPOT | 12/09/14 | 00007521 | RACHEL MARTIN | | | |
| 1 | 2.00 | 9.9900 | .00 | 19.9800 | .00 | CALCULATOR RIBBONS (CASIO-HR-100TM) | | | |
| 2 | 7.00 | 24.9900 | .00 | 174.9300 | .00 | AT-A-GLANCE WALL CALENDAR - 2015 20 X 30 | | | |
| 3 | 5.00 | 15.9900 | .00 | 79.9500 | .00 | BLUE SKY DESK PAD CALENDAR 22 X 17 2015 BARCELONA | | | |
| 4 | 4.00 | 12.9900 | .00 | 51.9600 | .00 | BLUE SKY DESK PAD CALENDAR 17 X 11 2015 BARCELONA | | | |
| 5 | 5.00 | 14.9900 | .00 | 74.9500 | .00 | BLUE SKY WALL CALENDAR 2015 15 X 12 BARCELONA | | | |
| 6 | 1.00 | 4.9900 | .00 | 4.9900 | .00 | AT-A-GLANCE 3 1/2 X 6 REFILL 2015 | | | |
| Total Accounts: 1 | | | | | | | 406.76 | .00 | 406.76 |
| PO Total: | | | | | | | 406.76 | .00 | 406.76 |
| CNS | 15004127 | 82545 | SHALY NYCOLE VANORDER | 12/09/14 | 00007603 | RACHEL MARTIN | | | |
| 1 | 1.00 | 15.0000 | .00 | 15.0000 | .00 | STUDENT LUNCH REFUND FOR ASEARIA FROM CREEK | | | |
| Total Accounts: 1 | | | | | | | 15.00 | .00 | 15.00 |
| PO Total: | | | | | | | 15.00 | .00 | 15.00 |
| CNS | 15004177 | 62106 | MARTINEZ CHRISTINA | 12/11/14 | 00007646 | RACHEL MARTIN | | | |
| 1 | 1.00 | 16.0500 | .00 | 16.0500 | .00 | STUDENT LUNCH REFUND FOR RICARDO FRM MMS | | | |
| Total Accounts: 1 | | | | | | | 16.05 | .00 | 16.05 |
| PO Total: | | | | | | | 16.05 | .00 | 16.05 |
| CNS | 15004178 | 62105 | MCGLAUGHLIN DAVINA | 12/11/14 | 00007645 | RACHEL MARTIN | | | |
| 1 | 1.00 | 3.1000 | .00 | 3.1000 | .00 | STUDENT LUNCH REFUND FOR CHEYENNE FROM TRAILS | | | |
| 2 | 1.00 | 2.5000 | .00 | 2.5000 | .00 | STUDENT LUNCH REFUND FOR DAKOTA FROM TRAILS | | | |
| Total Accounts: 1 | | | | | | | 5.60 | .00 | 5.60 |
| PO Total: | | | | | | | 5.60 | .00 | 5.60 |
| CNS | 15004179 | 62107 | PAVLOCK AMY | 12/11/14 | 00007647 | RACHEL MARTIN | | | |
| 1 | 1.00 | 8.9500 | .00 | 8.9500 | .00 | STUDENT LUNCH REFUND FOR JACOB FROM MNMS | | | |
| 2 | 1.00 | .4000 | .00 | .4000 | .00 | STUDENT LUNCH REFUND FOR BENJAMIN FROM VALLEY | | | |
| Total Accounts: 1 | | | | | | | 9.35 | .00 | 9.35 |
| PO Total: | | | | | | | 9.35 | .00 | 9.35 |
| CNS | 15004288 | 23804 | NUTRI-LINK TECHNOLOGIES INC | 12/17/14 | 00007799 | RACHEL MARTIN | | | |
| 1 | 1.00 | 2,800.0000 | .00 | 2,800.0000 | .00 | ONLINE APPLICATION ENTRY SYSTEM SERVICE FEE | | | |
| Total Accounts: 1 | | | | | | | 2,800.00 | .00 | 2,800.00 |
| PO Total: | | | | | | | 2,800.00 | .00 | 2,800.00 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15

Purchase Order Report By Buyer Code

All Purchase Orders

FODET05A

| Buyer Code | PO No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | PO Date | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|--------------------|----------|-------------|----------------------|------------|------------|----------|----------|--|-------------|------|------------|-----------|
| Vendor No/Name | | | | | | | | | | | | |
| CNS | 15004289 | 62117 | WATS J R | | | 12/17/14 | 00007795 | RACHEL MARTIN | | | | |
| 1 | 1.00 | 1.00 | 40.1000 | .00 | 40.1000 | .00 | | STUDENT LUNCH REFUND FOR NATHAN FROM MMS | 40.10 | .00 | .00 | 40.10 |
| Total Accounts: 1 | | | | | | | | | | | | |
| PO Total: 40.10 | | | | | | | | | | | | |
| GEN | 15004128 | 10582 | CCOSA | | | 12/09/14 | 00007580 | S. Sandefer | | | | |
| 1 | 9.00 | 9.00 | 110.0000 | .00 | 990.0000 | .00 | | 2015 OAESP Mid-Winter Conference Update - January 29, 2015 - 9 att | 990.00 | .00 | .00 | 990.00 |
| Total Accounts: 1 | | | | | | | | | | | | |
| PO Total: 990.00 | | | | | | | | | | | | |
| GEN | 15004129 | 61901 | LAUBACH TIMOTHY ALAN | | | 12/09/14 | 00007541 | twiehausw | | | | |
| 1 | 1.00 | 1.00 | 2,750.0000 | .00 | 2,750.0000 | .00 | | Biology teachers 5E lesson PD, one day in Dec., one day in Jan. an | 2,750.00 | .00 | .00 | 2,750.00 |
| Total Accounts: 1 | | | | | | | | | | | | |
| PO Total: 2,750.00 | | | | | | | | | | | | |
| GEN | 15004176 | 14462 | AMAZON.COM | | | 12/11/14 | 00007245 | D. Jordan | | | | |
| 1 | 1.00 | 1.00 | 5.0600 | .00 | 5.0600 | .00 | | DVD I am dreaming of a redneck Christmas | | | | |
| 2 | 1.00 | 1.00 | 13.4900 | .00 | 13.4900 | .00 | | Miss Kays Cookbook | | | | |
| 3 | 1.00 | 1.00 | 16.4800 | .00 | 16.4800 | .00 | | Si-cology book | | | | |
| 4 | 3.00 | 3.00 | 9.2500 | .00 | 27.7500 | .00 | | Phil and the Ghost book | | | | |
| 5 | 3.00 | 3.00 | 9.2500 | .00 | 27.7500 | .00 | | Si in Space book | | | | |
| 6 | 3.00 | 3.00 | 9.1800 | .00 | 27.5400 | .00 | | Jace and the Hunt book | | | | |
| 7 | 2.00 | 2.00 | 11.1800 | .00 | 22.3600 | .00 | | Everything is Better with a beard book | | | | |
| 8 | 2.00 | 2.00 | 11.1800 | .00 | 22.3600 | .00 | | D is for Duck Calls Book | | | | |
| 9 | 3.00 | 3.00 | 8.9000 | .00 | 26.7000 | .00 | | Willie's Time Machine Book | | | | |
| 10 | 1.00 | 1.00 | 12.9500 | .00 | 12.9500 | .00 | | Shipping and Handling | | | | |
| Total Accounts: 1 | | | | | | | | | | | | |
| PO Total: 202.44 | | | | | | | | | | | | |
| GEN | 15004184 | 10818 | AMSAN EVE SUPPLY | | | 12/11/14 | 00007635 | WCAST | | | | |
| 1 | 4.00 | 4.00 | 52.0000 | .00 | 208.0000 | .00 | | APPEAL GLOVES MED NITRILE PWD/REE/BLUE | | | | |
| 2 | 1.00 | 1.00 | .0000 | .00 | .0000 | .00 | | *****PLEASE MARK "FOR SPECIAL SERVICES ONLY***** | | | | |
| Total Accounts: 1 | | | | | | | | | | | | |
| PO Total: 208.00 | | | | | | | | | | | | |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | Qty Recvd | PO Date | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|----------|-------------|--|------------|------------|-----------|----------|---------------------------------------|----------------|-------------|------|------------|-----------|
| GEN | 15004185 | 23066 | | | | | | | | | | | |
| | | | Account No/Description | | | | | | | | | | |
| | | | ANDYMARK | | | 12/11/14 | 00007602 | Vardeman | | | | | |
| 1 | 1.00 | 450.0000 | .00 | .00 | 450.0000 | .00 | | Full Game Set | | | | | |
| 2 | 1.00 | 62.1300 | .00 | .00 | 62.1300 | .00 | | Shipping | | | | | |
| | | | 15-11-363-1000-681-100-0000-000-705 NEW ACCOUNT | | | | | | | | | | |
| | | | | | | | | 512.13 | | .00 | | .00 | 512.13 |
| | | | | | | | | 512.13 | | .00 | | .00 | 512.13 |
| | | | PO Total: | | | | | | | | | | |
| GEN | 15004186 | 10219 | | | | | | | | | | | |
| | | | AUTOMATED BUILDING SYSTEMS INC | | | | | | | | | | |
| 1 | 1.00 | 2,000.0000 | .00 | .00 | 2,000.0000 | .00 | 12/11/14 | 00007526 | JWEST | | | | |
| | | | 15-11-0555-2620-438-000-0000-000-055 HVAC - BLDG OPS - Othr | | | | | | | | | | |
| | | | | | | | | 2,000.00 | | .00 | | .00 | 2,000.00 |
| | | | | | | | | 2,000.00 | | .00 | | .00 | 2,000.00 |
| | | | PO Total: | | | | | | | | | | |
| GEN | 15004187 | 17769 | | | | | | | | | | | |
| | | | BATTERIES PLUS LLC. | | | | | | | | | | |
| 1 | 25.00 | 1.9900 | .00 | .00 | 49.7500 | .00 | 12/11/14 | 00007460 | J MAXEY | | | | |
| 2 | 20.00 | 5.4900 | .00 | .00 | 109.8000 | .00 | | MR16 HALOGEN CRI | | | | | |
| 3 | 5.00 | 94.7500 | .00 | .00 | 473.7500 | .00 | | PHILLIPS 50W ME | | | | | |
| 4 | 4.00 | 130.8000 | .00 | .00 | 523.2000 | .00 | | 4 FT TS'S DISTRICT | | | | | |
| | | | 15-11-053-2620-618-000-0000-000-053 BLDG & GRNDS - BLDG OPS | | | | | | | | | | |
| | | | | | | | | 1,156.50 | | .00 | | .00 | 1,156.50 |
| | | | | | | | | 1,156.50 | | .00 | | .00 | 1,156.50 |
| | | | PO Total: | | | | | | | | | | |
| GEN | 15004188 | 61818 | | | | | | | | | | | |
| | | | BYTESPEED, LLC | | | | | | | | | | |
| 1 | 2.00 | 760.0000 | .00 | .00 | 1,520.0000 | .00 | 12/11/14 | 00007523 | Stacey Elliott | | | | |
| | | | 15-11-412-1000-653-314-8400-000-705 INST-TECH EQUIP-FCS | | | | | | | | | | |
| | | | | | | | | 1,520.00 | | .00 | | .00 | 1,520.00 |
| | | | | | | | | 1,520.00 | | .00 | | .00 | 1,520.00 |
| | | | PO Total: | | | | | | | | | | |
| GEN | 15004189 | 10583 | | | | | | | | | | | |
| | | | CDW GOVERNMENT INC. | | | | | | | | | | |
| 1 | 15.00 | 11.0000 | .00 | .00 | 165.0000 | .00 | 12/11/14 | 00007496 | Linda Atchley | | | | |
| 2 | 1.00 | 85.0000 | .00 | .00 | 85.0000 | .00 | | Claifone Lightweight Personal Headset | | | | | |
| | | | 15-11-198-1000-652-252-3100-000-705 GFT/AP - INST - AUDIO/V. | | | | | | | | | | |
| | | | | | | | | 250.00 | | .00 | | .00 | 250.00 |
| | | | | | | | | 250.00 | | .00 | | .00 | 250.00 |
| | | | PO Total: | | | | | | | | | | |
| GEN | 15004190 | 15346 | | | | | | | | | | | |
| | | | CENTRAL OKLAHOMA WINNELSON | | | | | | | | | | |
| 1 | 3.00 | 245.1100 | .00 | .00 | 735.3300 | .00 | 12/11/14 | 00007530 | JWEST | | | | |
| | | | 15-11-053-2620-618-000-0000-000-053 BLDG & GRNDS - BLDG OPS | | | | | | | | | | |
| | | | | | | | | 735.33 | | .00 | | .00 | 735.33 |
| | | | | | | | | 735.33 | | .00 | | .00 | 735.33 |
| | | | PO Total: | | | | | | | | | | |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Qty Ordered | Vendor No/Name | Unit Price | Disc/Fright | Final Cost | PO Date | Qty Recvd | Order Desc | Encumbrance | Requested By | Paid | Liquidated | Remaining |
|------------|----------|--------------------------|------------------------------|------------|-------------|---------------------------|----------|-----------|--|-------------|--------------|------|------------|-----------|
| GEN | 15004191 | 20227 | D & J FILTER LLC | | | | 12/11/14 | | 00007534 L CARTWRIGHT | | | | | |
| 1 | 1.00 | 431.7300 | .00 | 431.7300 | .00 | 00007534 | | | OIL/AIR FILTERS | 431.73 | | .00 | .00 | 431.73 |
| | | Total Accounts: 1 | | | | PO Total: 431.73 | | | | | | .00 | .00 | 431.73 |
| GEN | 15004192 | 11291 | EVANS ELECTRIC MOTOR CENTERS | | | | 12/11/14 | | 00007576 JWEST | | | | | |
| 1 | 1.00 | 2,666.0000 | .00 | 2,666.0000 | .00 | 00007576 | | | REBUILD 40HP MTR FOR NMS COOLING TOWER | 2,666.00 | | .00 | .00 | 2,666.00 |
| | | Total Accounts: 1 | | | | PO Total: 2,666.00 | | | | | | .00 | .00 | 2,666.00 |
| GEN | 15004193 | 14310 | FARRINGTON'S WRECKER SERVICE | | | | 12/11/14 | | 00007535 L CARTWRIGHT | | | | | |
| 1 | 1.00 | 758.5800 | .00 | 758.5800 | .00 | 00007535 | | | WRECKER SERVICE | 758.58 | | .00 | .00 | 758.58 |
| | | Total Accounts: 1 | | | | PO Total: 758.58 | | | | | | .00 | .00 | 758.58 |
| GEN | 15004194 | 15855 | FLEETPRIDE | | | | 12/11/14 | | 00007513 L CARTWRIGHT | | | | | |
| 1 | 1.00 | 333.1800 | .00 | 333.1800 | .00 | 00007513 | | | FRONT END ALIGNMENT | 333.18 | | .00 | .00 | 333.18 |
| | | Total Accounts: 1 | | | | PO Total: 333.18 | | | | | | .00 | .00 | 333.18 |
| GEN | 15004195 | 14129 | FOLLETT SCHOOL SOLUTIONS INC | | | | 12/11/14 | | 00007450 Julie Slupe | | | | | |
| 1 | 1.00 | 70.0000 | .00 | 70.0000 | .00 | 00007450 | | | Media Item Barcode Label/1000 pk. | | | .00 | .00 | |
| 2 | 1.00 | 6.3000 | .00 | 6.3000 | .00 | | | | Shipping | | | .00 | .00 | |
| | | Total Accounts: 1 | | | | PO Total: 76.30 | | | | | | .00 | .00 | 76.30 |
| | | Total Accounts: 1 | | | | PO Total: 76.30 | | | | | | .00 | .00 | 76.30 |
| GEN | 15004196 | 11536 | HANCOCK FABRICS | | | | 12/11/14 | | 00007522 Stacey Elliott | | | | | |
| 1 | 1.00 | 500.0000 | .00 | 500.0000 | .00 | 00007522 | | | Sewing Supplies for Sewing Unit | | | .00 | .00 | |
| 2 | 1.00 | 400.0000 | .00 | 400.0000 | .00 | | | | Sewing Supplies for Sewing Unit | | | .00 | .00 | |
| | | Total Accounts: 1 | | | | PO Total: 900.00 | | | | | | .00 | .00 | 900.00 |
| | | Total Accounts: 1 | | | | PO Total: 900.00 | | | | | | .00 | .00 | 900.00 |
| GEN | 15004197 | 62096 | HARJO WINFRED | | | | 12/11/14 | | 00007492 Stacey Elliott | | | | | |
| 1 | 1.00 | 250.0000 | .00 | 250.0000 | .00 | 00007492 | | | Cultural Presentation Dance Troupe | | | .00 | .00 | 250.00 |
| | | Total Accounts: 1 | | | | PO Total: 250.00 | | | | | | .00 | .00 | 250.00 |
| | | Total Accounts: 1 | | | | PO Total: 250.00 | | | | | | .00 | .00 | 250.00 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code

All Purchase Orders FODET05A

| Buyer Code | PO No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | Qly Recvd | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|-------------------------------------|--|------------|------------|---------------|-----------|-----------|--|---------------|------------|------------|---------------|
| Line No | Account No/Description | Vendor No/Name | PO Date | Qly Recvd | Order Desc | PO Date | Qly Recvd | Order Desc | PO Total: | Paid | Liquidated | Remaining |
| GEN | 15004198 | 11592 | 1.00 | | 500.0000 | 12/11/14 | 00007468 | Stacey Elliott | | | | |
| 1 | 500.0000 | HOME LAND | | | | | | | | | | |
| | 15-11-412-1000-681-314-8400-000-705 | INST-COCURR SUPP-FCS | | | 500.00 | | | Grocery Supplies for Food Labs | 500.00 | .00 | .00 | 500.00 |
| | Total Accounts: 1 | | | | 500.00 | | | PO Total: | 500.00 | .00 | .00 | 500.00 |
| GEN | 15004199 | 81896 | 1.00 | | 107.2500 | 12/11/14 | 00007578 | Vardeman | | | | |
| 1 | 107.2500 | BOYD LAURA ANN | | | | | | | | | | |
| | 15-11-189-1000-580-422-0000-000-705 | HOMEBOUND - INST - STAF | | | 107.25 | | | Homebound Services/Dec 8, 2014 - May 21, 2015 Christian Fuller | 107.25 | .00 | .00 | 107.25 |
| | Total Accounts: 1 | | | | 107.25 | | | PO Total: | 107.25 | .00 | .00 | 107.25 |
| GEN | 15004200 | 61005 | 2.00 | | 800.0000 | 12/11/14 | 00007567 | JWEST | | | | |
| 1 | 400.0000 | LELAND MCELROY | | | | | | | | | | |
| | 15-11-053-2620-618-000-0000-000-053 | BLDG & GRNDS - BLDG OPS | | | 800.00 | | | TWO PANELS FOR MEC SIGN | 800.00 | .00 | .00 | 800.00 |
| | Total Accounts: 1 | | | | 800.00 | | | PO Total: | 800.00 | .00 | .00 | 800.00 |
| GEN | 15004201 | 15147 | 1.00 | | 250.0000 | 12/11/14 | 00007432 | Stacey Elliott | | | | |
| 1 | 250.0000 | LOWES CREDIT SERVICES | | | | | | | | | | |
| | 15-11-412-1000-681-317-8700-000-510 | Instructional-Cocurricu | | | 250.00 | | | Robot Supplies | 250.00 | .00 | .00 | 250.00 |
| | Total Accounts: 1 | | | | 250.00 | | | PO Total: | 250.00 | .00 | .00 | 250.00 |
| GEN | 15004202 | 62092 | 6.00 | | 22.8000 | 12/11/14 | 00007625 | WCAST | | | | |
| 1 | 3.8000 | MAGID GLOVE & SAFETY MFG CO LLC | | | | | | | | | | |
| 2 | 1.8000 | CUTMASTER MACHINE KNIT 14" SLEEVES W/THUMB SLOT, MADE W/DUPONT KEV | | | 5.4000 | | | SPLASH SHIELDS | | | | |
| 3 | 8.0000 | SHIPPING CHARGES | | | 8.0000 | | | | | | | |
| | 15-11-059-2199-619-239-0000-000-059 | SPECED DIST - OTHR STDN | | | 36.20 | | | | | .00 | .00 | 36.20 |
| | Total Accounts: 1 | | | | 36.20 | | | PO Total: | 36.20 | .00 | .00 | 36.20 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | Qty Recvd | Reg No | Order Desc | Encumbrance | Requested By | Paid | Liquidated | Remaining |
|---|----------|------------------------|----------------|------------|------------|-----------|----------|-------------------------------------|-------------|--------------|-----------------|------------|-----------------|
| | | Account No/Description | | | | | | | | | | | |
| GEN | 15004203 | 12598 | NASCO | | | 12/11/14 | 00007340 | JenniferThomas | | | | | |
| 1 | 5.00 | 5.5000 | | .00 | 27.5000 | .00 | | Measuring Cups | | | | | |
| 2 | 5.00 | 4.5000 | | .00 | 22.5000 | .00 | | Measuring Spoons | | | | | |
| 3 | 10.00 | 3.7000 | | .00 | 37.0000 | .00 | | Sand Timers | | | | | |
| 4 | 2.00 | 19.9500 | | .00 | 39.9000 | .00 | | Digital Scale | | | | | |
| 5 | 1.00 | 111.7500 | | .00 | 111.7500 | .00 | | Triple beam balance | | | | | |
| 6 | 10.00 | 16.9500 | | .00 | 169.5000 | .00 | | Stop watches | | | | | |
| 7 | 1.00 | 45.2500 | | .00 | 45.2500 | .00 | | Step Stool | | | | | |
| 8 | 4.00 | 29.9500 | | .00 | 119.8000 | .00 | | Solar tobot Kit | | | | | |
| 9 | 10.00 | 2.0500 | | .00 | 20.5000 | .00 | | Flashlights | | | | | |
| 10 | 10.00 | 4.5000 | | .00 | 45.5000 | .00 | | modeling clay | | | | | |
| 11 | 6.00 | 27.7500 | | .00 | 166.5000 | .00 | | LadyBug land | | | | | |
| 12 | 6.00 | 26.5000 | | .00 | 159.0000 | .00 | | Painted Butterfly Kit | | | | | |
| 13 | 2.00 | 60.7500 | | .00 | 121.5000 | .00 | | Magnet Set | | | | | |
| 14 | 5.00 | 38.5000 | | .00 | 192.5000 | .00 | | Mealworm coupons | | | | | |
| 15 | 5.00 | 19.5000 | | .00 | 97.5000 | .00 | | Coupon for live Progs | | | | | |
| 15-11-198-1000-681-251-2250-000-120 New Account | | | | | | | | | | | 1,376.20 | .00 | 1,376.20 |
| Total Accounts: 1 | | | | | | | | | | | 1,376.20 | .00 | 1,376.20 |
| GEN | 15004204 | 12599 | NASCO LEARNING | | | 12/11/14 | 00007629 | WCAST | | | | | |
| 1 | 1.00 | 21.9500 | | .00 | 21.9500 | .00 | | VIBRATING MIT | | | | | |
| 2 | 1.00 | 34.9500 | | .00 | 34.9500 | .00 | | LETTER CONSTRUCTION SET | | | | | |
| 3 | 1.00 | 13.0500 | | .00 | 13.0500 | .00 | | TANGLE THERAPY | | | | | |
| 4 | 1.00 | 10.5000 | | .00 | 10.5000 | .00 | | SHIPPING CHARGES | | | | | |
| 15-11-059-2135-614-239-0000-000-059 SPEC ED DIST - OCC THRP | | | | | | | | | | | 80.45 | .00 | 80.45 |
| Total Accounts: 1 | | | | | | | | | | | 80.45 | .00 | 80.45 |
| GEN | 15004205 | 12719 | OFFICE DEPOT | | | 12/11/14 | 00007137 | vardeman | | | | | |
| 1 | 1.00 | 199.9900 | | .00 | 199.9900 | .00 | | Projector Lamp BL-FP240A P-VIP 240W | | | | | |
| 15-11-000-1000-652-000-0000-000-705 INST - AUDIO/VSL EQUIP | | | | | | | | | | | 199.99 | .00 | 199.99 |
| Total Accounts: 1 | | | | | | | | | | | 199.99 | .00 | 199.99 |
| GEN | 15004206 | 12719 | OFFICE DEPOT | | | 12/11/14 | 00007269 | Tami Cooper | | | | | |
| 1 | 2.00 | 15.2900 | | .00 | 30.5800 | .00 | | "C" Batteries | | | | | |
| 15-11-023-2410-619-000-0000-000-140 OFC OF PRINCIPAL - OFC | | | | | | | | | | | 30.58 | .00 | 30.58 |
| Total Accounts: 1 | | | | | | | | | | | 30.58 | .00 | 30.58 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15

Purchase Order Report By Buyer Code

All Purchase Orders

FODET05A

| Buyer Code | PO No | Vendor No/Name | PO Date | Reg No | Requested By | Account No/Description | Unit Price | Disc/Fight | Final Cost | Qty Recvd | Order Desc | Encumbrance | Paid | Liquidated | Remaining |
|------------|----------|----------------------------|----------|------------|----------------|---|------------|------------|-----------------|-----------|------------|-----------------|------|------------|-----------------|
| GEN | 15004207 | 12719 OFFICE DEPOT | 12/11/14 | 00007326 | A Sanders | | | | | | | | | | |
| 1 | 1.00 | 7.1300 | .00 | 7.1300 | .00 | Yellow legal pads | | | | | | | | | |
| 2 | 1.00 | 33.2900 | .00 | 33.2900 | .00 | Brother Ptouch label tape | | | | | | | | | |
| 3 | 6.00 | 1.5000 | .00 | 9.0000 | .00 | 1" black binders | | | | | | | | | |
| 4 | 1.00 | 31.4900 | .00 | 31.4900 | .00 | Clear presentation covers, box of 25 | | | | | | | | | |
| | | | | | | 15-11-065-2620-619-000-0000-000-065 BONDS DIR - BLDNG OPS | | | 80.91 | .00 | | .00 | | | 80.91 |
| | | | | | | Total Accounts: 1 | | | 80.91 | | | 80.91 | | | 80.91 |
| GEN | 15004208 | 12719 OFFICE DEPOT | 12/11/14 | 00007459 | JenniferThomas | | | | | | | | | | |
| 1 | 1.00 | 186.9900 | .00 | 186.9900 | .00 | HP42A Black Toner for Q5942A | | | | | | | | | |
| | | | | | | 15-11-000-1000-611-100-1050-000-120 INST - PAPER/COPY SUPP | | | 186.99 | .00 | | .00 | | | 186.99 |
| | | | | | | Total Accounts: 1 | | | 186.99 | | | 186.99 | | | 186.99 |
| GEN | 15004209 | 12719 OFFICE DEPOT | 12/11/14 | 00007616 | Tami Cooper | | | | | | | | | | |
| 1 | 3.00 | 23.3900 | .00 | 70.1700 | .00 | DYMO White label writer shipping labels | | | | | | | | | |
| | | | | | | 15-11-023-2410-619-000-0000-000-140 OFC OF PRINCIPAL - OFC | | | 70.17 | .00 | | .00 | | | 70.17 |
| | | | | | | Total Accounts: 1 | | | 70.17 | | | 70.17 | | | 70.17 |
| GEN | 15004210 | 21849 PEARSON ASSESSMENTS | 12/11/14 | 00007632 | WCAST | | | | | | | | | | |
| 1 | 1.00 | 86.0000 | .00 | 86.0000 | .00 | BOT-2 COMPLETE EXAMINEE BOOKLET AND RECORD FORMS SET | | | | | | | | | |
| 2 | 1.00 | 10.3200 | .00 | 10.3200 | .00 | SHIPPING CHARGES | | | | | | | | | |
| | | | | | | 15-11-059-2135-614-239-0000-000-059 SPEC ED DIST - OCC THRP | | | 96.32 | .00 | | .00 | | | 96.32 |
| | | | | | | Total Accounts: 1 | | | 96.32 | | | 96.32 | | | 96.32 |
| GEN | 15004211 | 13203 RIVERSIDE PUBLISHING | 12/11/14 | 00007529 | Linda Atchley | | | | | | | | | | |
| 1 | 28.00 | 164.0500 | .00 | 4,523.4000 | .00 | 26 pkgs of 25 2nd grade CogAT assessments | | | | | | | | | |
| 2 | 8.00 | 123.5000 | .00 | 988.0000 | .00 | 8 pkgs. of 100 4th grade CogAT asstmt answer documents | | | | | | | | | |
| 3 | 1.00 | 35.1000 | .00 | 35.1000 | .00 | 1 pkg. of 25 2nd grade CogAT practice test | | | | | | | | | |
| 4 | 1.00 | 35.1000 | .00 | 35.1000 | .00 | 1 pkg. of 25 4th grade CogAT practice test | | | | | | | | | |
| 5 | 1.00 | 565.1600 | .00 | 565.1600 | .00 | 10% shipping fee of total cost | | | | | | | | | |
| | | | | | | 15-11-198-1000-614-251-1050-000-105 GFT/AP - INST - TEST SU | | | 878.08 | .00 | | .00 | | | 878.08 |
| | | | | | | 15-11-198-1000-614-251-1050-000-110 GFT/AP - INST - TEST SU | | | 878.08 | .00 | | .00 | | | 878.08 |
| | | | | | | 15-11-198-1000-614-251-1050-000-115 GFT/AP - INST - TEST SU | | | 878.08 | .00 | | .00 | | | 878.08 |
| | | | | | | 15-11-198-1000-614-251-1050-000-120 GFT/AP - INST - TEST SU | | | 878.08 | .00 | | .00 | | | 878.08 |
| | | | | | | 15-11-198-1000-614-251-1050-000-125 GFT/AP - INST - TEST SU | | | 878.08 | .00 | | .00 | | | 878.08 |
| | | | | | | 15-11-198-1000-614-251-1050-000-135 GFT/AP - INST - TEST SU | | | 878.08 | .00 | | .00 | | | 878.08 |
| | | | | | | 15-11-198-1000-614-251-1050-000-150 New Account | | | 70.20 | .00 | | .00 | | | 70.20 |
| | | | | | | 15-11-198-1000-614-251-1050-000-050 New Account | | | 6,216.76 | .00 | | .00 | | | 6,216.76 |
| | | | | | | Total Accounts: 8 | | | 6,216.76 | | | 6,216.76 | | | 6,216.76 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Vendor No/Name | Unit Price | Disc/Frght | Final Cost | Qty Recvd | Reg No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|-------------|---|------------------------|-----------------|------------|-----------------|-----------|---|-------------|-----------|------------|-----------------|
| Line No | Qty Ordered | Account No/Description | Account No/Description | Order Desc | PO Date | PO Total: | PO Total: | PO Total: | PO Total: | PO Total: | PO Total: | PO Total: |
| GEN | 15004212 | 16454 | STAFF DEV OF EDUCATORS | | | | 00007438 | Stacey Elliott | | | | |
| 1 | 2.00 | 242.0000 | .00 | 484.0000 | 12/11/14 | | 00007438 | Stacey Elliott | | | | |
| | | 15-11-511-2213-860-429-0000-000-120 INST STAFF TRAIN-STAFF | | 484.00 | | | | Conference for OK Kindergarten Teachers | | | | 484.00 |
| | | Total Accounts: 1 | | 484.00 | | 484.00 | | 484.00 | | | | 484.00 |
| GEN | 15004213 | 13630 | SULLIVAN'S SUPPLY | | | | 00007479 | Stacey Elliott | | | | |
| 1 | 1.00 | 1,800.0000 | .00 | 1,800.0000 | 12/11/14 | | 00007479 | Stacey Elliott | | | | |
| | | 15-11-412-1000-681-311-8000-000-705 INST-COCURR SUPP | | 1,800.00 | | | | Est for show supplies | | | | 1,800.00 |
| | | Total Accounts: 1 | | 1,800.00 | | 1,800.00 | | 1,800.00 | | | | 1,800.00 |
| GEN | 15004214 | 16686 | T & W TIRE | | | | 00007514 | L CARTWRIGHT | | | | |
| 1 | 1.00 | 4,263.6900 | .00 | 4,263.6900 | 12/11/14 | | 00007514 | L CARTWRIGHT | | | | |
| | | 15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC | | 4,263.69 | | | | TIRES | | | | 4,263.69 |
| | | Total Accounts: 1 | | 4,263.69 | | 4,263.69 | | 4,263.69 | | | | 4,263.69 |
| GEN | 15004215 | 22018 | THERAPRO INC. | | | | 00007634 | WCAST | | | | |
| 1 | 1.00 | 182.0000 | .00 | 182.0000 | 12/11/14 | | 00007634 | WCAST | | | | |
| 2 | 1.00 | 145.0000 | .00 | 145.0000 | | | | SENSORY PROCESSING MEASURE COMPREHNSIVE KIT / 25 FORMS AND MANUAL | | | | |
| 3 | 1.00 | .0000 | .00 | .0000 | | | | SENSORY PROCESSIN G MEASURE PRE-SCHOOL (SPN-P) | | | | |
| | | 15-11-059-2135-614-239-0000-000-059 SPEC ED DIST - OCC THRP | | 327.00 | | | | FREE SHIPPING | | | | 327.00 |
| | | Total Accounts: 1 | | 327.00 | | 327.00 | | 327.00 | | | | 327.00 |
| GEN | 15004216 | 22067 | THERAPY SHOPPE | | | | 00007628 | WCAST | | | | |
| 1 | 1.00 | 42.9900 | .00 | 42.9900 | 12/11/14 | | 00007628 | WCAST | | | | |
| 2 | 1.00 | 41.9900 | .00 | 41.9900 | | | | CROSSOVER GRIPS / 25 PK | | | | |
| 3 | 1.00 | 10.0000 | .00 | 10.0000 | | | | START RIGHT GRIPS / 25 PK | | | | |
| | | 15-11-059-2135-658-239-0000-000-059 SPEC ED DIST - OCC THRP | | 94.98 | | | | SHIPPING CHARGES | | | | 94.98 |
| | | Total Accounts: 1 | | 94.98 | | 94.98 | | 94.98 | | | | 94.98 |
| GEN | 15004217 | 14915 | VERNIER | | | | 00007463 | PAULA ALLISON | | | | |
| 1 | 3.00 | 7.0000 | .00 | 21.0000 | 12/11/14 | | 00007463 | PAULA ALLISON | | | | |
| 2 | 3.00 | 5.0000 | .00 | 15.0000 | | | | KIDWIND WIND TURBINE HUB | | | | |
| 3 | 1.00 | 11.0000 | .00 | 11.0000 | | | | KIDWIND WIND TURBINE GENERATOR WITH WIRES | | | | |
| | | 15-11-000-1000-619-100-1050-000-145 INST - OFC/CLSRM SUPP | | 47.00 | | | | SHIPPING COSTS | | | | 47.00 |
| | | Total Accounts: 1 | | 47.00 | | 47.00 | | 47.00 | | | | 47.00 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code

All Purchase Orders RODET05A

| Buyer Code | PO No | Vendor No/Name | Unit Price | Disc/Fright | Final Cost | Qty Recvd | Order Desc | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|-------------|------------------------|--|-----------------------------|------------|-----------|--|--------|--------------|-------------|------|------------|-----------|
| Line No | Qty Ordered | Account No/Description | Account No/Description | WAL-MART GENERAL/BOND FUNDS | 12/11/14 | 00007337 | JenniferThomas | | | | | | |
| GEN | 15004218 | 13963 | 25.7000 | .00 | 51.4000 | .00 | Dart Foam Cups 1000 count | | | | | | |
| | 2.00 | | 4.2800 | .00 | 12.8400 | .00 | Cotton String | | | | | | |
| | 3.00 | | 6.3100 | .00 | 18.9300 | .00 | Cutrite Wax Paper | | | | | | |
| | 4.00 | | 2.2800 | .00 | 9.1200 | .00 | Great White Small cups 100 count | | | | | | |
| | 3.00 | | 16.9900 | .00 | 50.9700 | .00 | AA and AAA batteries | | | | | | |
| | 3.00 | | 29.9900 | .00 | 89.9700 | .00 | Lego Bricks Building set | | | | | | |
| | 25.00 | | 3.5800 | .00 | 89.5000 | .00 | Yardstick with Metal edge | | | | | | |
| | 3.00 | | 6.2700 | .00 | 18.8100 | .00 | Great Value 9 inch paper plates 140 ct | | | | | | |
| | 3.00 | | 16.7700 | .00 | 50.3100 | .00 | tablemate plastic Bowls 1000 ct | | | | | | |
| | 2.00 | | 15.5700 | .00 | 31.1400 | .00 | Dixie plastic Spoons | | | | | | |
| | 3.00 | | 4.9900 | .00 | 14.9700 | .00 | Woodsies craft sticks | | | | | | |
| | 3.00 | | 3.6800 | .00 | 11.0400 | .00 | whitecloud Cotton Balls 400 ct | | | | | | |
| | 5.00 | | 5.9800 | .00 | 29.9000 | .00 | Great Value Foil | | | | | | |
| | 3.00 | | 4.8000 | .00 | 14.4000 | .00 | wooden jumbo craft sticks | | | | | | |
| | 20.00 | | .9900 | .00 | 19.8000 | .00 | Satco 2.47 V light bulbs | | | | | | |
| | 1.00 | | 19.0000 | .00 | 19.0000 | .00 | Scale | | | | | | |
| | 14.00 | | 5.3000 | .00 | 74.2000 | .00 | Mouse traps | | | | | | |
| | | | 15-11-198-1000-681-251-2250-000-120 New Account | | | | | | | 606.30 | .00 | .00 | 606.30 |
| | | | Total Accounts: 1 | | | | | | | 606.30 | .00 | .00 | 606.30 |
| GEN | 15004219 | 13963 | 750.0000 | .00 | 750.0000 | .00 | Grocery Supplies for Food Labs | | | | | | |
| | 1.00 | | 15-11-412-1000-681-314-8400-000-705 INST-COCURR SUPP-FCS | | | | | | | 750.00 | .00 | .00 | 750.00 |
| | | | Total Accounts: 1 | | | | | | | 750.00 | .00 | .00 | 750.00 |
| GEN | 15004220 | 99052 | WAREHOUSE SUPPLIES | | | | | | | | | | |
| | | | Total Accounts: 0 | | | | | | | | | | |
| GEN | 15004221 | 99052 | WAREHOUSE SUPPLIES | | | | | | | | | | |
| | 1.00 | | 909.6000 | .00 | 909.6000 | .00 | palet of paper | | | | | | |
| | | | 15-11-029-1000-611-100-1050-000-510 WAREHOUSE - INST - PAPEI | | | | | | | 909.60 | .00 | 909.60 | .00 |
| | | | Total Accounts: 1 | | | | | | | 909.60 | .00 | 909.60 | .00 |
| GEN | 15004222 | 13991 | WESTCO COMPUTER & LAMINATOR | | | | | | | | | | |
| | 2.00 | | 30.0000 | .00 | 60.0000 | .00 | 2 rolls of laminate | | | | | | |
| | | | 15-11-021-2220-619-100-1140-000-140 LIBRARY SRVC - OFC/CLSRN | | | | | | | 60.00 | .00 | .00 | 60.00 |
| | | | Total Accounts: 1 | | | | | | | 60.00 | .00 | .00 | 60.00 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Vendor No/Name | PO Date | Reg No | Requested By | | | | | |
|------------|-------------|----------------|----------------------------|------------|--------------|------------|--|-----------------|------------|-----------------|
| Line No | Qty Ordered | Unit Price | Disc/Fright | Final Cost | Qty Recvd | Order Desc | Encumbrance | Paid | Liquidated | Remaining |
| GEN | 15004223 | 23488 | STARFALL EDUCATION | | | | | | | |
| 1 | 1.00 | 270.0000 | .00 | 270.0000 | 12/11/14 | 00007452 | d jordan | | | |
| | | | | | | | Starfall Software | | | |
| | | | | | | | 15-11-021-2230-444-100-1140-000-115 LIBRARY SRVC - INST REL | 270.00 | .00 | 270.00 |
| | | | | | | | Total Accounts: 1 | 270.00 | .00 | 270.00 |
| GEN | 15004224 | 17260 | VIDEO REALITY | | | | | | | |
| 1 | 2.00 | 15.0000 | .00 | 30.0000 | 12/11/14 | 00007624 | d jordan | | | |
| | | | | | | | mic charge cord | | | |
| | | | | | | | 15-11-021-2220-653-100-1140-000-115 LIBRARY SRVC - TECH EQU | 30.00 | .00 | 30.00 |
| | | | | | | | Total Accounts: 1 | 30.00 | .00 | 30.00 |
| GEN | 15004253 | 16445 | ALLIANCE STEEL | | | | | | | |
| 1 | 1.00 | 31.7000 | .00 | 31.7000 | 12/15/14 | 00007637 | A Sanders | | | |
| | | | | | | | Metal building panel | | | |
| | | | | | | | 15-11-050-2620-618-000-0000-000-050 Building Services-Clean | 31.70 | .00 | 31.70 |
| | | | | | | | Total Accounts: 1 | 31.70 | .00 | 31.70 |
| GEN | 15004254 | 82704 | BATES SHATHAR MARIE | | | | | | | |
| 1 | 100.00 | .5600 | .00 | 56.0000 | 12/15/14 | 00007651 | Tricia Weber | | | |
| | | | | | | | Mileage for homebound student | | | |
| | | | | | | | 15-11-189-1000-580-422-1050-000-135 New Account | 56.00 | .00 | 56.00 |
| | | | | | | | Total Accounts: 1 | 56.00 | .00 | 56.00 |
| GEN | 15004255 | 10543 | CAROLINA BIOLOGICAL SUPPLY | | | | | | | |
| 1 | 23.00 | 37.0500 | .00 | 852.1500 | 12/15/14 | 00007483 | mittchell, jill | | | |
| 2 | 20.00 | 14.3000 | .00 | 286.0000 | | | Super Bucket Balance | | | |
| 3 | 4.00 | 14.2500 | .00 | 57.0000 | | | 54 Piece Haxagram Metric Weight Set | | | |
| 4 | 10.00 | 8.8500 | .00 | 88.5000 | | | Large Plastic Thermometer | | | |
| 5 | 8.00 | 15.9500 | .00 | 127.6000 | | | Classroom Thermometer | | | |
| 6 | 80.00 | 2.2000 | .00 | 176.0000 | | | Lens Dual Hand 16 pack | | | |
| 8 | 1.00 | 20.0000 | .00 | 20.0000 | | | Tape Measuring, Metric | | | |
| 9 | 40.00 | 1.9000 | .00 | 76.0000 | | | Estimated Shipping Cost | | | |
| | | | | | | | small owl pallets | | | |
| | | | | | | | 15-11-198-1000-681-251-2250-000-110 New Account | 1,683.25 | .00 | 1,683.25 |
| | | | | | | | Total Accounts: 1 | 1,683.25 | .00 | 1,683.25 |
| GEN | 15004256 | 10582 | CCOSA | | | | | | | |
| 1 | 2.00 | 100.0000 | .00 | 200.0000 | 12/15/14 | 00007685 | WCAST | | | |
| | | | | | | | REGISTRATION FEES FOR KAREN WILSON AND SHERRY HAZELBAKER TO ATTEND | | | |
| | | | | | | | 15-11-621-2573-860-239-0000-000-059 New Account | 200.00 | .00 | 200.00 |
| | | | | | | | Total Accounts: 1 | 200.00 | .00 | 200.00 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code

All Purchase Orders

FODEI05A

| Buyer Code | PO No | Qty Ordered | Unit Price | Disc/Fright | Final Cost | PO Date | Reg No | Requested By | Account No/Description | Encumbrance | Order Desc | Paid | Liquidated | Remaining |
|------------|----------|-------------|------------|-------------|--|----------|----------|---------------|--|-----------------|-----------------|------------|------------|-----------------|
| GEN | 15004257 | 23467 | 2.00 | | 200.0000 | 12/15/14 | 00007670 | Sondra Bivers | OKLAHOMA AUTISM NETWORK | | | | | |
| | | | | | 100.0000 | | | | 15-11-311-2213-860-271-0000-000-130 PD - INST STAFF TRAININ | 200.00 | | | | 200.00 |
| | | | | | | | | | Total Accounts: 1 | 200.00 | 200.00 | .00 | .00 | 200.00 |
| GEN | 15004258 | 13293 | 1.00 | | 4,268.1000 | 12/15/14 | 00007649 | A Sanders | ROSS TRANSPORTATION | | | | | |
| | | | | | 15-11-050-2720-439-000-0000-000-050 New Account | | | | Repair to Bus#1 from collision | 4,268.10 | | | | 4,268.10 |
| | | | | | | | | | Total Accounts: 1 | 4,268.10 | 4,268.10 | .00 | .00 | 4,268.10 |
| GEN | 15004259 | 14066 | 15.00 | | 150.0000 | 12/15/14 | 00007604 | L WALKABOUT | YUKON TROPHY CO. | | | | | |
| | | | | | 15-11-198-1000-682-251-2250-000-505 New Account | | | | PRIZES FOR ENGINEERING FAIR | 150.00 | | | | 150.00 |
| | | | | | | | | | Total Accounts: 1 | 150.00 | 150.00 | .00 | .00 | 150.00 |
| GEN | 15004260 | 21343 | 24.00 | | 1,152.0000 | 12/15/14 | 00007638 | WCAST | EMED | | | | | |
| | | | | | HEARTSTART SMART PADS 11 (1 SET) FOR FRX AED | | | | AED CHECK TAB **FREE W/PURCHASE-FROM EMED** | | | | | |
| | | | | | BATTERY, LONG LIFE LIMNO2 FOR HSL/FRX | | | | FREIGHT EXPENSE 10% | | | | | |
| | | | | | 15-11-050-2132-616-000-0000-000-050 New Account | | | | | 1,914.00 | | | | 1,914.00 |
| | | | | | | | | | Total Accounts: 1 | 1,914.00 | 1,914.00 | .00 | .00 | 1,914.00 |
| GEN | 15004261 | 13343 | 3.00 | | 21.4800 | 12/15/14 | 00007630 | Robin Brown | SAM'S CLUB | | | | | |
| | | | | | 15-11-022-2132-617-000-0000-000-125 New Account | | | | Dixie Bath cups | 21.48 | | | | 21.48 |
| | | | | | | | | | Total Accounts: 1 | 21.48 | 21.48 | .00 | .00 | 21.48 |
| GEN | 15004262 | 17736 | 1.00 | | 1,000.0000 | 12/15/14 | 00007770 | JWEST | HUNTER MECHANICAL & CONTROLS | | | | | |
| | | | | | 15-11-055-2620-438-000-0000-000-055 HVAC - BLDG OPS - Ochr | | | | PARTS AND LABOR TO REPAIR 2 BOILERS AT CENTENNIAL ELEMENTARY | 1,000.00 | | | | 1,000.00 |
| | | | | | | | | | Total Accounts: 1 | 1,000.00 | 1,000.00 | .00 | .00 | 1,000.00 |
| GEN | 15004263 | 11680 | 1.00 | | 859.0000 | 12/15/14 | 00007764 | JWEST | JACKSON MECHANICAL SERVICES INC. | | | | | |
| | | | | | 15-11-055-2620-438-000-0000-000-055 HVAC - BLDG OPS - Ochr | | | | LABOR/MATERIALS AND EXPENSES TO CHG GAS VALVE AT TE | 859.00 | | | | 859.00 |
| | | | | | | | | | Total Accounts: 1 | 859.00 | 859.00 | .00 | .00 | 859.00 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15

Purchase Order Report By Buyer Code

All Purchase Orders

FODET05A

| Buyer Code | PO No | Vendor No/Name | PO Date | Qty Recvd | Req No | Requested By | Account No/Description | Unit Price | Disc/Fight | Final Cost | PO Date | Qty Recvd | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|--|----------|--------------------------------------|---------|-------------|--------|--------------|------------------------|------------|------------|------------|------------------|-----------|--------|--------------|-------------|------|------------|------------------|
| GEN | 15004286 | 14129 FOLLETT SCHOOL SOLUTIONS INC | | | | | | | | | 12/17/14 | | | | | | | |
| 1 | 1.00 | 1,692.6800 | .00 | 1,692.6800 | | | | | | | | | | | | | | |
| 2 | 1.00 | 3,640.2300 | .00 | 3,640.2300 | | | | | | | | | | | | | | |
| 3 | 1.00 | 39.4400 | .00 | 39.4400 | | | | | | | | | | | | | | |
| 4 | 1.00 | .0000 | .00 | .0000 | | | | | | | | | | | | | | |
| 15-11-021-2220-641-100-1140-000-140 LIBRARY SRVC - BOOKS | | | | | | | | | | | 5,372.35 | | | .00 | | | | 5,372.35 |
| Total Accounts: 1 | | | | | | | | | | | 5,372.35 | | | .00 | | | | 5,372.35 |
| GEN | 15004287 | 13963 WAL-MART GENERAL/BOND FUNDS | | | | | | | | | 12/17/14 | | | | | | | |
| 1 | 8.00 | 2.6700 | .00 | 21.3600 | | | | | | | | | | | | | | |
| 2 | 2.00 | 4.2700 | .00 | 8.5400 | | | | | | | | | | | | | | |
| 3 | 2.00 | 39.8800 | .00 | 79.7600 | | | | | | | | | | | | | | |
| 4 | 7.00 | 1.7700 | .00 | 12.3900 | | | | | | | | | | | | | | |
| 15-11-000-1000-619-100-1050-000-505 INST - OFC/CLSRM SUPP | | | | | | | | | | | 122.05 | | | .00 | | | | 122.05 |
| Total Accounts: 1 | | | | | | | | | | | 122.05 | | | .00 | | | | 122.05 |
| GEN | 15004314 | 10044 AGAR FORD JARMON & MULBROW INS | | | | | | | | | 12/17/14 | | | | | | | |
| 1 | 1.00 | 18,857.4000 | .00 | 18,857.4000 | | | | | | | | | | | | | | |
| 15-11-050-2620-523-000-0000-000-050 New Account | | | | | | | | | | | 18,857.40 | | | .00 | | | | 18,857.40 |
| Total Accounts: 1 | | | | | | | | | | | 18,857.40 | | | .00 | | | | 18,857.40 |
| GEN | 15004315 | 14462 AMAZON.COM | | | | | | | | | 12/17/14 | | | | | | | |
| 1 | 4.00 | 24.4200 | .00 | 97.6800 | | | | | | | | | | | | | | |
| 2 | 4.00 | 22.0000 | .00 | 88.0000 | | | | | | | | | | | | | | |
| 3 | 4.00 | 25.0000 | .00 | 100.0000 | | | | | | | | | | | | | | |
| 4 | 1.00 | 50.0000 | .00 | 50.0000 | | | | | | | | | | | | | | |
| 15-11-311-2212-641-271-0000-000-064 New Account | | | | | | | | | | | 335.68 | | | .00 | | | | 335.68 |
| Total Accounts: 1 | | | | | | | | | | | 335.68 | | | .00 | | | | 335.68 |
| GEN | 15004316 | 10104 CANADIAN COUNTY TREASURER | | | | | | | | | 12/17/14 | | | | | | | |
| 1 | 1.00 | 2,244.0000 | .00 | 2,244.0000 | | | | | | | | | | | | | | |
| 15-11-050-2518-870-000-0000-000-050 TAX ASSESS - COUNTY ASS. | | | | | | | | | | | 2,244.00 | | | .00 | | | | 2,244.00 |
| Total Accounts: 1 | | | | | | | | | | | 2,244.00 | | | .00 | | | | 2,244.00 |
| GEN | 15004318 | 14129 FOLLETT SCHOOL SOLUTIONS INC | | | | | | | | | 12/17/14 | | | | | | | |
| 1 | 1.00 | 1,641.0700 | .00 | 1,641.0700 | | | | | | | | | | | | | | |
| 15-11-021-2220-641-100-1140-000-110 LIBRARY SRVC - BOOKS | | | | | | | | | | | 1,641.07 | | | .00 | | | | 1,641.07 |
| Total Accounts: 1 | | | | | | | | | | | 1,641.07 | | | .00 | | | | 1,641.07 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Vendor No/Name | Unit Price | Disc/Frght | Final Cost | Qty Recvd | Req No | Requested By | Paid | Liquidated | Remaining |
|------------|-------------|--|------------------------------|------------|-----------------|------------------|---|--------------|------------|------------|-----------------|
| Line No | Qty Ordered | Account No/Description | Unit Price | Disc/Frght | Final Cost | Qty Recvd | Order Desc | Encumbrance | | | |
| GEN | 15004320 | 17356 | BLUE RIBBON FORMS | | | | | | | | |
| 1 | 1.00 | 800.0000 | .00 | .00 | 800.0000 | 12/17/14 | 00007811 | LYNDA MARTIN | | | |
| | | 15-11-050-2511-619-000-0000-0000-000-051 | BUS OFC - OFC SUPPLIES | | 800.00 | | BOK CHECK STOCK | | .00 | .00 | 800.00 |
| | | Total Accounts: 1 | | | 800.00 | PO Total: | 800.00 | | .00 | .00 | 800.00 |
| GEN | 15004321 | 22410 | CENGAGE LEARNING/SALE | | | | | | | | |
| 1 | 1.00 | 50.0000 | .00 | .00 | 50.0000 | 12/17/14 | 00007849 | STACY BROWN | | | |
| | | 15-11-050-1000-810-000-0000-000-050 | DW - INST - DUES/FEES - | | 50.00 | | ANNUAL HOSTING FEE - EBOOKS DISTRICT WIDE | | .00 | .00 | 50.00 |
| | | Total Accounts: 1 | | | 50.00 | PO Total: | 50.00 | | .00 | .00 | 50.00 |
| GEN | 15004322 | 14129 | FOLLETT SCHOOL SOLUTIONS INC | | | | | | | | |
| 1 | 1.00 | 19.8000 | .00 | .00 | 19.8000 | 12/17/14 | 00007787 | Carol Scott | | | |
| | | 15-11-021-2220-641-100-1140-000-110 | LIBRARY SRVC - BOOKS | | 19.80 | | 4 e-books | | .00 | .00 | 19.80 |
| | | Total Accounts: 1 | | | 19.80 | PO Total: | 19.80 | | .00 | .00 | 19.80 |
| GEN | 15004323 | 15147 | LOWES CREDIT SERVICES | | | | | | | | |
| 1 | 1.00 | 524.0000 | .00 | .00 | 524.0000 | 12/17/14 | 00007863 | A Sanders | | | |
| 2 | 1.00 | 349.0000 | .00 | .00 | 349.0000 | | Pro Mig 140 | | | | |
| 3 | 1.00 | 45.0000 | .00 | .00 | 45.0000 | | DW 12" Dbl Bevel compound miter | | | | |
| 4 | 1.00 | 170.0000 | .00 | .00 | 170.0000 | | Skil 6" bench grinder | | | | |
| 5 | 1.00 | 279.0000 | .00 | .00 | 279.0000 | | Prosteel 26" 7 drawer tool chest | | | | |
| 6 | 1.00 | 129.0000 | .00 | .00 | 129.0000 | | Prosteel 26" 6 drawer tool cabinet | | | | |
| 7 | 1.00 | 99.0000 | .00 | .00 | 99.0000 | | Skil 3.2 amp 10" drill press | | | | |
| 8 | 1.00 | 148.0000 | .00 | .00 | 148.0000 | | DW 18v XRP NICD 2 pack battery | | | | |
| 9 | 1.00 | 99.0000 | .00 | .00 | 99.0000 | | DW NICD/LI 7.2v-18v charger | | | | |
| 10 | 3.00 | 9.9800 | .00 | .00 | 29.9400 | | 29 pc Kobalt pilot pt drilling | | | | |
| 11 | 3.00 | 4.9700 | .00 | .00 | 14.9100 | | Kobalt 12" mill bstd | | | | |
| 12 | 3.00 | 59.9700 | .00 | .00 | 179.9100 | | K Double sided file handle | | | | |
| 13 | 3.00 | 54.9700 | .00 | .00 | 164.9100 | | Kobalt 16pc 1/2dr 6pt MM SK | | | | |
| 14 | 3.00 | 26.9700 | .00 | .00 | 80.9100 | | Kobalt 13pc 1/2dr 6pt Saesk | | | | |
| 15 | 3.00 | 26.9700 | .00 | .00 | 80.9100 | | Kobalt 11pc 3/8" 6pt socket set | | | | |
| 16 | 2.00 | 39.9700 | .00 | .00 | 79.9400 | | Kobalt 11pc 3/8" dr 6pt socket set | | | | |
| 17 | 2.00 | 39.9700 | .00 | .00 | 79.9400 | | Kobalt 11pc, 12pt std comb mm wrenches | | | | |
| 18 | 2.00 | 29.9700 | .00 | .00 | 59.9400 | | Kobalt 11pc 12pt std comb sae wrenches | | | | |
| 19 | 2.00 | 24.9700 | .00 | .00 | 49.9400 | | Kobalt 1/2" indr ratchets | | | | |
| | | 15-11-050-2620-655-000-0000-000-050 | New Account | | 2,663.25 | | Kobalt 3/8" ratchet | | .00 | .00 | 2,663.25 |
| | | Total Accounts: 1 | | | 2,663.25 | PO Total: | 2,663.25 | | .00 | .00 | 2,663.25 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code

All Purchase Orders FODET05A

| Buyer Code | PO No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | PO Date | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|-------------|----------------|--|------------|------------|------------|------------------|---|----------------|------------|------------|---------------|
| Line No | Qty Ordered | Vendor No/Name | Account No/Description | Unit Price | Disc/Frght | Final Cost | Qty Recvd | Order Desc | Encumbrance | Paid | Liquidated | Remaining |
| GEN | 15004332 | 11532 | HAMBRICK-FERGUSON INC. | | | | 12/19/14 | 00007901 | JWEST | | | |
| 1 | 1.00 | | 860.6400 | .00 | 860.6400 | .00 | | COMBUSTION FANS,IGNITERS AND TOP VENT FANS F/CENT BOILERS | 860.64 | .00 | .00 | 860.64 |
| | | | 15-11-055-2620-618-000-0000-000-055 HVAC - BLDG OPS - CHEM/i | | | | | | 860.64 | .00 | .00 | 860.64 |
| | | | Total Accounts: 1 | | | | PO Total: | | 860.64 | .00 | .00 | 860.64 |
| GEN | 15004333 | 12719 | OFFICE DEPOT | | | | 12/19/14 | 00007899 | Jennifer Tipto | | | |
| 1 | 2.00 | | 11.6900 | .00 | 23.3800 | .00 | | Neenah Astrobrights lunar blue ream of 500 | 23.38 | .00 | .00 | 23.38 |
| | | | 15-11-023-2410-611-000-0000-000-150 OFC OF PRINCIPAL - PAPER | | | | | | 23.38 | .00 | .00 | 23.38 |
| | | | Total Accounts: 1 | | | | PO Total: | | 23.38 | .00 | .00 | 23.38 |
| GEN | 15004334 | 11376 | FREY SCIENTIFIC | | | | 12/19/14 | 00007690 | Robin Brown | | | |
| 1 | 2.00 | | 161.9500 | .00 | 323.9000 | .00 | | Motic Digiscope | | | | |
| 2 | 1.00 | | 48.5900 | .00 | 48.5900 | .00 | | Estimated Shipping Cost | | | | |
| | | | 15-11-198-1000-653-251-1050-000-125 GFT/AP - INST - TECH EQ | | | | | | 372.49 | .00 | .00 | 372.49 |
| | | | Total Accounts: 1 | | | | PO Total: | | 372.49 | .00 | .00 | 372.49 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODFT05A

| Buyer Code | PO No | Qty Ordered | Vendor No/Name | Unit Price | Disc/Frght | Final Cost | Qty Recvd | PO Date | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|-------------------|------------------------|-------------|----------------------|------------|------------|------------|-----------|----------------|--|--------------|-------------|-----------|------------|-----------|
| Line No | Account No/Description | Unit Price | Disc/Frght | Final Cost | Qty Recvd | PO Date | Req No | Requested By | Encumbrance | Paid | Liquidated | Remaining | | |
| GEN | 15004335 13393 | | SCHOOL SPECIALTY INC | | | 12/19/14 | 00007697 | Robin Brown | | | | | | |
| 1 | 199.9900 | .00 | 199.9900 | .00 | 199.9900 | .00 | | | Preschool Science Curriculum package | | | | | |
| 2 | 28.9700 | .00 | 28.9700 | .00 | 86.9700 | .00 | | | 3 way magnification science station | | | | | |
| 3 | 9.7900 | .00 | 9.7900 | .00 | 9.7900 | .00 | | | set metric weight 54 piece | | | | | |
| 4 | 60.9900 | .00 | 60.9900 | .00 | 121.9800 | .00 | | | Magnet activity level 1 | | | | | |
| 5 | 29.9900 | .00 | 29.9900 | .00 | 59.9800 | .00 | | | X-rays true to life humans set of 18 | | | | | |
| 6 | 29.9900 | .00 | 29.9900 | .00 | 59.9800 | .00 | | | X-rays Broken Bones set of 15 | | | | | |
| 7 | 18.4900 | .00 | 18.4900 | .00 | 92.4500 | .00 | | | Game Block by Block | | | | | |
| 8 | 7.9500 | .00 | 7.9500 | .00 | 15.9000 | .00 | | | Marbles Mag | | | | | |
| 9 | 5.0500 | .00 | 5.0500 | .00 | 25.2500 | .00 | | | Magnet set floating | | | | | |
| 10 | 21.9500 | .00 | 21.9500 | .00 | 131.7000 | .00 | | | Grow a Frog | | | | | |
| 11 | 105.0000 | .00 | 105.0000 | .00 | 105.0000 | .00 | | | Water cycle model w/cards | | | | | |
| 12 | 13.9500 | .00 | 13.9500 | .00 | 83.7000 | .00 | | | Primary Pan Balance | | | | | |
| 13 | 52.4600 | .00 | 52.4600 | .00 | 52.4600 | .00 | | | Thermometers | | | | | |
| 14 | 6.3900 | .00 | 6.3900 | .00 | 12.7800 | .00 | | | Glitter 3/4 oz asstd | | | | | |
| 15 | 1.8700 | .00 | 1.8700 | .00 | 46.7500 | .00 | | | Safety Glasses child | | | | | |
| 18 | 71.9500 | .00 | 71.9500 | .00 | 71.9500 | .00 | | | Glo green | | | | | |
| 19 | 20.9500 | .00 | 20.9500 | .00 | 20.9500 | .00 | | | Skeleton Poster | | | | | |
| 20 | 19.9900 | .00 | 19.9900 | .00 | 19.9900 | .00 | | | Human Body Anatomy mold | | | | | |
| 21 | 19.9900 | .00 | 19.9900 | .00 | 19.9900 | .00 | | | Human anatomy skeleton mold | | | | | |
| 22 | 62.9900 | .00 | 62.9900 | .00 | 188.9700 | .00 | | | Zoomy Handheld digital Microscope | | | | | |
| 23 | 1.1900 | .00 | 1.1900 | .00 | 185.6400 | .00 | | | Paper comp book soft | | | | | |
| | | | | | | | | | | 1,237.56 | .00 | .00 | 1,237.56 | |
| | | | | | | | | | | 188.97 | .00 | .00 | 188.97 | |
| | | | | | | | | | | 185.64 | .00 | .00 | 185.64 | |
| | | | | | | | | | | 1,612.17 | .00 | .00 | 1,612.17 | |
| Total Accounts: 3 | | | | | | | | | | PO Total: | | | | |
| GEN | 15004374 14462 | | AMAZON.COM | | | 01/06/15 | 00007837 | stacey elliott | | | | | | |
| 1 | 24.4200 | .00 | 24.4200 | .00 | 24.4200 | .00 | | | Math Misconceptions Pre-k-Grade 5 Misunderstanding to Deep Underst | | | | | |
| 2 | 22.2600 | .00 | 22.2600 | .00 | 22.2600 | .00 | | | Activities to Undo Math Misconceptions Prek-2 | | | | | |
| 3 | 23.7500 | .00 | 23.7500 | .00 | 23.7500 | .00 | | | Activities to Undo Math Misconceptions 3-5 | | | | | |
| 4 | 10.0000 | .00 | 10.0000 | .00 | 10.0000 | .00 | | | Shipping | | | | | |
| | | | | | | | | | | 80.43 | .00 | .00 | 80.43 | |
| Total Accounts: 1 | | | | | | | | | | PO Total: | | | | |
| | | | | | | | | | | 80.43 | .00 | .00 | 80.43 | |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15

Purchase Order Report By Buyer Code

All Purchase Orders

FODBT05A

| Buyer Code | PO No | Vendor No/Name | PO Date | Qty Recvd | Order Desc | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|----------|---|----------|------------|--|----------------|-----------------|------------|------------|-----------------|
| GEN | 15004375 | 10257 BARNES & NOBLE | 01/06/15 | | | Stacey Elliott | | | | |
| 1 | 1.00 | 24.4200 | .00 | 24.4200 | Math Misconceptions Pre-K to Grade 5 | | | | | |
| 2 | 1.00 | 22.0000 | .00 | 22.0000 | Activities to Undo Math Misconceptions PreK-2 | | | | | |
| 3 | 1.00 | 25.0000 | .00 | 25.0000 | Activities to Undo Math Misconceptions 3-5 | | | | | |
| | | 15-11-511-1000-641-429-2231-000-125 New Account | | | | | 71.42 | .00 | .00 | 71.42 |
| | | Total Accounts: 1 | | | | | 71.42 | .00 | .00 | 71.42 |
| GEN | 15004376 | 10257 BUREAU OF ED. AND RESEARCH | 01/06/15 | | | stacey elliott | | | | |
| 1 | 1.00 | 24.1700 | .00 | 24.1700 | Math Misconceptions PreK-Grade 5 From Misunderstnading to Deep Und | | | | | |
| 2 | 1.00 | 22.2600 | .00 | 22.2600 | Activities to Undo Math Misconceptions | | | | | |
| 3 | 1.00 | 5.0000 | .00 | 5.0000 | shipping | | | | | |
| | | 15-11-511-1000-641-429-2200-000-135 Instructional-Books- | | | | | 51.43 | .00 | .00 | 51.43 |
| | | Total Accounts: 1 | | | | | 51.43 | .00 | .00 | 51.43 |
| GEN | 15004377 | 10455 COUNCIL FOR EXCEPT. CHILD. | 01/06/15 | | | Stacey Elliott | | | | |
| 1 | 1.00 | 239.0000 | .00 | 239.0000 | Powerful Strategies to Help Struggling Readers | | | | | |
| | | 15-11-511-2213-860-429-0000-000-135 INST STAFF TRAIN-STAFF | | | | | 239.00 | .00 | .00 | 239.00 |
| | | Total Accounts: 1 | | | | | 239.00 | .00 | .00 | 239.00 |
| GEN | 15004378 | 15910 FLOABULARY INC. | 01/06/15 | | | S. Sandefer | | | | |
| 1 | 1.00 | 395.0000 | .00 | 395.0000 | Registration for PD - Sheryl Hazelbaker to CEC Conf. in San Diego, | | | | | |
| | | 15-11-311-2213-860-271-0000-000-054 PD - INST STAFF TRAIN - | | | | | 395.00 | .00 | .00 | 395.00 |
| | | Total Accounts: 1 | | | | | 395.00 | .00 | .00 | 395.00 |
| GEN | 15004379 | 61142 GYNZY INC | 01/06/15 | | | C Walters | | | | |
| 1 | 1.00 | 1,000.0000 | .00 | 1,000.0000 | Subscription Renewal | | | | | |
| | | 15-11-021-2220-444-100-1140-000-505 LIBRARY SRVC - Software | | | | | 1,000.00 | .00 | .00 | 1,000.00 |
| | | Total Accounts: 1 | | | | | 1,000.00 | .00 | .00 | 1,000.00 |
| GEN | 15004380 | 62124 HAL BOWMAN INC. | 01/06/15 | | | Stacey Elliott | | | | |
| 1 | 1.00 | 99.0000 | .00 | 99.0000 | Online Smartboard Activity Subscription | | | | | |
| | | 15-11-511-1000-444-429-2231-000-125 New Account | | | | | 99.00 | .00 | .00 | 99.00 |
| | | Total Accounts: 1 | | | | | 99.00 | .00 | .00 | 99.00 |
| GEN | 15004381 | 22478 ROBIN BROWN | 01/06/15 | | | Robin Brown | | | | |
| 1 | 2.00 | 189.0000 | .00 | 378.0000 | Teach Like a Rock Star Conf PD 1/27/2015 - Davenport and Story | | | | | |
| | | 15-11-311-2213-860-271-0000-000-125 New Account | | | | | 378.00 | .00 | .00 | 378.00 |
| | | Total Accounts: 1 | | | | | 378.00 | .00 | .00 | 378.00 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code

All Purchase Orders

FODET05A

Buyer Code PO No Vendor No/Name

PO Date Req No Requested By

| Line No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | Qty Recvd | Order Desc | Encumbrance | Paid | Liquidated | Remaining |
|--|-------------|------------|-------------------------|------------|-----------|--|-----------------|------------|------------|-----------------|
| Account No/Description | | | | | | | | | | |
| GEN | 15004382 | 23667 | IMAGENET CONSULTING LLC | | 01/06/15 | 00007894 | WCAST | | | |
| 1 | 1.00 | 302.2500 | .00 | 302.2500 | .00 | LF IMPORT AGENT LSAP | | | | |
| 2 | 1.00 | 154.2300 | .00 | 154.2300 | .00 | LF SCAN CONNECT 5 PACK | | | | |
| 3 | 10.00 | 77.5000 | .00 | 775.0000 | .00 | LF NAMED FULL USER LSAP | | | | |
| 4 | 1.00 | 232.5000 | .00 | 232.5000 | .00 | AVANTE SERVER-SQL EXPRESS LSAP | | | | |
| 15-11-059-2330-346-239-0000-000-059 New Account | | | | | | | 1,463.98 | .00 | .00 | 1,463.98 |
| Total Accounts: 1 | | | | | | | 1,463.98 | .00 | .00 | 1,463.98 |
| | | | | | | | | | | |
| GEN | 15004383 | 62094 | MELTON LYNN | | 01/06/15 | 00007504 | Sondra Bivens | | | |
| 1 | 1.00 | 2,750.0000 | .00 | 2,750.0000 | .00 | Artist Fee - Visual Arts Teacher for Alt Ed - Oklahoma Art Grant | | | | |
| 15-11-337-1000-320-100-1170-000-705 Instructional-Professio: | | | | | | | 2,750.00 | .00 | .00 | 2,750.00 |
| Total Accounts: 1 | | | | | | | 2,750.00 | .00 | .00 | 2,750.00 |
| | | | | | | | | | | |
| GEN | 15004384 | 12719 | OFFICE DEPOT | | 01/06/15 | 00006887 | MARSHALL | | | |
| 1 | 1.00 | 800.0000 | .00 | 800.0000 | .00 | SUPPLIES (FINISH PAYING INVOICES) | | | | |
| 2 | 2.00 | 20.0000 | .00 | 40.0000 | .00 | Iogear Mini DisplayPort to VGA Adapter Cable | | | | |
| 15-11-056-2580-619-000-0000-000-056 TECH - ADMIN TECH SRVC | | | | | | | 800.00 | .00 | .00 | 800.00 |
| 15-11-056-2580-653-000-0000-000-056 TECH - ADMIN TECH SRVC | | | | | | | 40.00 | .00 | .00 | 40.00 |
| Total Accounts: 2 | | | | | | | 840.00 | .00 | .00 | 840.00 |
| | | | | | | | | | | |
| GEN | 15004385 | 12719 | OFFICE DEPOT | | 01/06/15 | 00007525 | MARSHALLIA | | | |
| 1 | 6.00 | 2.1900 | .00 | 13.1400 | .00 | MASKING TAPE | | | | |
| 2 | 12.00 | 3.5900 | .00 | 43.0800 | .00 | 3V COIN BATTERIES | | | | |
| 3 | 1.00 | 99.9900 | .00 | 99.9900 | .00 | DYMO LABEL PRINTER | | | | |
| 4 | 32.99 | 2.0000 | .00 | 65.9800 | .00 | AA BATERIES | | | | |
| 5 | 2.00 | 15.9900 | .00 | 31.9800 | .00 | AAA BATTERIES | | | | |
| 6 | 4.00 | 19.3900 | .00 | 77.5600 | .00 | AA LITHIUM BATTERIES | | | | |
| 15-11-056-2580-619-000-0000-000-056 TECH - ADMIN TECH SRVC | | | | | | | 331.73 | .00 | .00 | 331.73 |
| Total Accounts: 1 | | | | | | | 331.73 | .00 | .00 | 331.73 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code

All Purchase Orders

FODET05A

| Buyer Code | PO No | Vendor No/Name | PO Date | Req No | Requested By | Final Cost | Qty Recvd | Order Desc | Encumbrance | Paid | Liquidated | Remaining |
|------------|----------|------------------------|----------|----------|---|---|-----------|------------|---------------|------------|------------|---------------|
| GEN | 15004386 | 12719 OFFICE DEPOT | 01/06/15 | 00007562 | Sondra Bivens | | | | | | | |
| 1 | 1.00 | 40.0000 | .00 | | Scotch Tape Refills | 40.0000 | .00 | | | | | |
| 2 | 5.00 | 3.9900 | .00 | | Staple Refills | 19.9500 | .00 | | | | | |
| 3 | 3.00 | 5.4900 | .00 | | Jumbo Vinyl Paper Clips | 16.4700 | .00 | | | | | |
| 4 | 10.00 | .4900 | .00 | | #1 Standard Paper Clips | 4.9000 | .00 | | | | | |
| 5 | 1.00 | 11.0400 | .00 | | Red Dry Erase Markers | 11.0400 | .00 | | | | | |
| 6 | 1.00 | 13.9900 | .00 | | Black Dry Erase Markers | 13.9900 | .00 | | | | | |
| 7 | 1.00 | 25.9900 | .00 | | Office Depot Brand white ink/jet/laser address labels | 25.9900 | .00 | | | | | |
| | | | | | | 15-11-184-1000-619-430-0000-000-705 New Account | | | 132.34 | .00 | .00 | 132.34 |
| | | | | | | Total Accounts: 1 | | | 132.34 | .00 | .00 | 132.34 |
| GEN | 15004387 | 12719 OFFICE DEPOT | 01/06/15 | 00007839 | stacey elliott | | | | | | | |
| 1 | 2.00 | 12.9900 | .00 | | Epson Black Ink Cartridge | 25.9800 | .00 | | | | | |
| 2 | 2.00 | 24.9900 | .00 | | Epson Color Ink Cartridge | 49.9800 | .00 | | | | | |
| | | | | | | 15-11-561-1000-613-424-1130-000-120 Instructional-Consumabl | | | 75.96 | .00 | .00 | 75.96 |
| | | | | | | Total Accounts: 1 | | | 75.96 | .00 | .00 | 75.96 |
| GEN | 15004388 | 14231 OKLAHOMA TSA | 01/06/15 | 00007798 | Stacey Elliott | | | | | | | |
| 1 | 1.00 | 400.0000 | .00 | | Blue Cap Membership - Curriculum and Dues | 400.0000 | .00 | | | | | |
| | | | | | | 15-11-412-2199-810-317-8700-000-705 New Account | | | 400.00 | .00 | .00 | 400.00 |
| | | | | | | Total Accounts: 1 | | | 400.00 | .00 | .00 | 400.00 |
| GEN | 15004389 | 14873 PRIMARY CONCEPTS | 01/06/15 | 00007680 | Stacey Elliott | | | | | | | |
| 1 | 1.00 | 595.0000 | .00 | | The Road to Reading | 595.0000 | .00 | | | | | |
| 2 | 1.00 | 59.5000 | .00 | | shipping and handling | 59.5000 | .00 | | | | | |
| | | | | | | 15-11-367-1000-681-424-1130-000-150 New Account | | | 654.50 | .00 | .00 | 654.50 |
| | | | | | | Total Accounts: 1 | | | 654.50 | .00 | .00 | 654.50 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | Qty Recvd | PO Date | Reg No | Requested By | Encumbrance | Paid | Liquidated | Remaining |
|------------|------------------------|------------------------|-----------------------------|------------|------------|-----------|----------|---|----------------|-----------------|------------|------------|-----------------|
| Line No | Account No/Description | Account No/Description | Unit Price | Disc/Frght | Final Cost | Qty Recvd | PO Date | Order Desc | Order Desc | Encumbrance | Paid | Liquidated | Remaining |
| GEN | 15004390 | 17185 | READ NATURALLY | | | | 01/06/15 | 00007678 | Stacey Elliott | | | | |
| 1 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Phonics 2.7 Long Vowels | | | | | |
| 2 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Phonics 2.6 Short Vowels | | | | | |
| 3 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Phonics 2.3 R-Controlled | | | | | |
| 4 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Phonics 1.8 Blends and Diagraphs | | | | | |
| 5 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Phonics 1.3 Long Vowels | | | | | |
| 6 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Phonics .08 Short Vowels | | | | | |
| 7 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Sequenced 3.0 | | | | | |
| 8 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Sequenced 2.5 | | | | | |
| 9 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Sequenced 2.0 | | | | | |
| 10 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Sequenced 1.5 | | | | | |
| 11 | 1.00 | 399.0000 | .00 | .00 | 399.0000 | .00 | | SE Network Plus Sequenced 1.0 | | | | | |
| 12 | 1.00 | 200.0000 | .00 | .00 | 200.0000 | .00 | | SE School Server | | | | | |
| 13 | 1.00 | 458.9000 | .00 | .00 | 458.9000 | .00 | | Shipping and Handling | | | | | |
| | | | | | | | | 15-11-367-1000-681-424-1130-000-150 New Account | | 5,047.90 | .00 | .00 | 5,047.90 |
| | | | | | | | | Total Accounts: 1 | | 5,047.90 | .00 | .00 | 5,047.90 |
| GEN | 15004391 | 60933 | SIGNWAREHOUSE INC. | | | | 01/06/15 | 00007797 | Stacey Elliott | | | | |
| 1 | 10.00 | 23.7000 | .00 | .00 | 237.0000 | .00 | | Vinyl | | | | | |
| 2 | 3.00 | 92.4000 | .00 | .00 | 277.2000 | .00 | | Vinyl | | | | | |
| 3 | 1.00 | 124.5000 | .00 | .00 | 124.5000 | .00 | | Transfer Paper | | | | | |
| 4 | 1.00 | 25.0000 | .00 | .00 | 25.0000 | .00 | | Shipping | | | | | |
| | | | | | | | | 15-11-412-1000-681-317-8700-000-705 Instructional-Cocurricu | | 663.70 | .00 | .00 | 663.70 |
| | | | | | | | | Total Accounts: 1 | | 663.70 | .00 | .00 | 663.70 |
| GEN | 15004392 | 14689 | STAPLES | | | | 01/06/15 | 00007672 | Stacey Elliott | | | | |
| 1 | 1.00 | 49.9900 | .00 | .00 | 49.9900 | .00 | | Brother Label Maker FT-D400 | | | | | |
| | | | | | | | | 15-11-561-1000-681-424-0000-000-125 INST-COCUR SUPP | | 49.99 | .00 | .00 | 49.99 |
| | | | | | | | | Total Accounts: 1 | | 49.99 | .00 | .00 | 49.99 |
| GEN | 15004393 | 13845 | TRACTOR SUPPLY | | | | 01/06/15 | 00007864 | A Sanders | | | | |
| 1 | 1.00 | 59.9900 | .00 | .00 | 59.9900 | .00 | | Trailer hitch/mount | | | | | |
| | | | | | | | | 15-11-050-2620-654-000-0000-000-050 New Account | | 59.99 | .00 | .00 | 59.99 |
| | | | | | | | | Total Accounts: 1 | | 59.99 | .00 | .00 | 59.99 |
| GEN | 15004394 | 13963 | WAL-MART GENERAL/BOND FUNDS | | | | 01/06/15 | 00007821 | Stacey Elliott | | | | |
| 1 | 1.00 | 50.0000 | .00 | .00 | 50.0000 | .00 | | Food for Parental Involvement Meeting Dec 18 | | | | | |
| | | | | | | | | 15-11-572-2194-682-410-1310-000-510 New Account | | 50.00 | .00 | .00 | 50.00 |
| | | | | | | | | Total Accounts: 1 | | 50.00 | .00 | .00 | 50.00 |

Mustang Public Schools

Beginning Date: 12/04/14 Ending Date: 01/06/15 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

| Buyer Code | PO No | Vendor No/Name | PO Date | Req No | Requested By | | | | | |
|------------|-------------|-------------------------------------|------------------------|------------|------------------|------------------|-------------|------|------------|-----------|
| Line No | Qty Ordered | Unit Price | Disc/Frght | Final Cost | Qty Recvd | Order Desc | Encumbrance | Paid | Liquidated | Remaining |
| GEN | 15004395 | 99052 | WAREHOUSE SUPPLIES | 01/06/15 | 00007830 | A. Suffield | | | | |
| 1 | 1.00 | 909.6000 | .00 | 909.6000 | .00 | Pallett of Paper | | | | |
| | | 15-11-000-1000-611-100-1050-000-120 | INST - PAPER/COPY SUPP | | 909.60 | | | .00 | .00 | 909.60 |
| | | Total Accounts: | 1 | | PO Total: | 909.60 | | .00 | .00 | 909.60 |

Grand Totals: 1,722,783.07 909.60 1,721,873.47

JANUARY 12TH, 2015 BOARD MEETING

FISCAL YEAR 2015

PAYROLL

LEASE REVENUE BOND (10)

GENERAL FUND (11)

51419-51445

GENERAL FUND CO-OP (12)

BUILDING FUND (21)

FOOD SERVICE (22)

50124

LEASE REVENUE BOND (23)

OKC MAPS TRUST (24)

BOND FUND (31)

BOND FUND (32)

BOND FUND (33)

BOND FUND (34)

BOND FUND (35)

BOND FUND (36)

BOND FUND (37)

BOND FUND (38)

BOND FUND (39)

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
General Fund 2014-2015

| <i>fYear</i> | <i>Fund</i> | <i>P.O.</i> | <i>Vendor Name</i> | <i>Description</i> | <i>eDate</i> | <i>Classified</i> |
|--------------|-------------|-------------|------------------------------|----------------------------|--------------|-------------------|
| 2015 | 11 | 51419 | CINDY M LANGHAM | PAYROLL | 12/05/2014 | 150.71 |
| 2015 | 11 | 51420 | ANN H WILLETT | PAYROLL | 12/05/2014 | 301.42 |
| 2015 | 11 | 51421 | KEVIN DELGADO-DAUGHERTY | PAYROLL | 12/05/2014 | 129.18 |
| 2015 | 11 | 51422 | THOMAS PATRICK BUCKLEY | PAYROLL | 12/05/2014 | 64.59 |
| 2015 | 11 | 51423 | RACHEL SIMONE LEGRAND | PAYROLL | 12/05/2014 | 489.81 |
| 2015 | 11 | 51424 | JENNIFER DAWN MARKWELL | PAYROLL | 12/05/2014 | 96.89 |
| 2015 | 11 | 51425 | KASEY EVETT COFFEY | PAYROLL | 12/05/2014 | 64.59 |
| 2015 | 11 | 51426 | ANGELIQA DIENNE GRAY | PAYROLL | 12/05/2014 | 64.59 |
| 2015 | 11 | 51427 | ANNA KATHRYN GREENE | PAYROLL | 12/05/2014 | 129.18 |
| 2015 | 11 | 51428 | MICHELLE LYNN KINNAMON | PAYROLL | 12/05/2014 | 96.89 |
| 2015 | 11 | 51429 | TINA R MOUNT | PAYROLL | 12/05/2014 | 129.18 |
| 2015 | 11 | 51430 | SHECOETA MICHELLE GARRETT | PAYROLL | 12/05/2014 | 249.29 |
| 2015 | 11 | 51431 | CYNTHIA NELL CRONINGER | PAYROLL | 12/05/2014 | 129.18 |
| 2015 | 11 | 51432 | DIANA FRANCES SANDERS BURK | PAYROLL | 12/05/2014 | 27.32 |
| 2015 | 11 | 51433 | YOLONDA ARLENE COLLIER | PAYROLL | 12/05/2014 | 173.85 |
| 2015 | 11 | 51434 | MARY NIXON CONNOR | PAYROLL | 12/05/2014 | 96.89 |
| 2015 | 11 | 51435 | HEATHER FRANCESCA DRISKILL | PAYROLL | 12/05/2014 | 280.70 |
| 2015 | 11 | 51436 | NATALIE JENAY BROWN | PAYROLL | 12/05/2014 | 363.34 |
| 2015 | 11 | 51437 | JAROD LAFEVER | PAYROLL | 12/05/2014 | 64.59 |
| 2015 | 11 | 51438 | KATHY JAN FOLLOWILL | PAYROLL | 12/05/2014 | 64.59 |
| 2015 | 11 | 51439 | JANIE JACQLYN CAMPBELL | PAYROLL | 12/12/2014 | 1,728.32 |
| 2015 | 11 | 51440 | MELLISA VANESSA MELENDREZ | PAYROLL | 12/12/2014 | 19,098.92 |
| 2015 | 11 | 51441 | ELVIN A SANTIAGO SANTANA | PAYROLL | 12/12/2014 | 19,190.85 |
| 2015 | 11 | 51442 | RANDY LOY PONDER | PAYROLL | 12/12/2014 | 3,700.40 |
| 2015 | 11 | 51443 | MUSTANG PUBLIC SCHOOLS - TRS | TRS NOV CORRECT MCDANIEL T | 10/29/2014 | 11.92 |
| 2015 | 11 | 51444 | RAE ONEIL CHESTNUT | PAYROLL | 12/12/2014 | 80.74 |
| 2015 | 11 | 51445 | MUSTANG PUBLIC SCHOOLS | TAXES MILEAGE 2014 | 12/19/2014 | 2,439.42 |

Total Printed: 49,417.35
 Total Balance Forward: 53,514,877.43
 Total to Date: 53,564,294.78

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
Child Nutrition Programs Fund 2014-2015

| <i>fYear</i> | <i>Fund</i> | <i>P.O.</i> | <i>Vendor Name</i> | <i>Description</i> | <i>eDate</i> | <i>Classified</i> |
|--------------|-------------|-------------|---------------------|--------------------|--------------|-------------------------------------|
| 2015 | 22 | 50124 | NOMA LUCINDA CHERRY | PAYROLL | 12/19/2014 | 129.29 |
| | | | | | | Total Printed: 129.29 |
| | | | | | | Total Balance Forward: 2,097,105.06 |
| | | | | | | Total to Date: 2,097,234.35 |

Board of Education
Regular Meeting Minutes
December 08, 2014
Maxine and George P. Morris Alternative Center/Mustang Education Center
400 N Clear Springs Road
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, December 08, 2014 at 6:00 PM. The place and street of the meeting was the Maxine and George P. Morris Alternative Center/Mustang Education Center, 400 N Clear Springs Road, 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.

Vice President Jim Davis called the meeting to order at 6:02 p.m with Mike Kessler, Jeff Landrith and Amanda Strassle all present.

Jeff Landrith gave invocation and Mike Kessler led the flag salute.

Superintendent's Report

1. 2014 Class 6A Academic Football State Champions - Coach Dombek
2. Citizens of Character - Patriotism/Citizenship
 - Centennial Elementary - Jett Pearson
 - Creek Elementary - Griffin Murray
 - Lakehoma Elementary - Landon Leete
 - Mustang Elementary - Kellan Currington
 - Prairie View Elementary - Mason Williams
 - Trails Elementary - Reagan Alleman
 - Valley Elementary - Kynzie Woods
 - Canyon Ridge Intermediate Center - Kenna Adams
 - Horizon Intermediate Center - Kylee Mitchell
 - Mustang Middle School - Grace Cornelius
 - Mustang North Middle School - Kyle Johnson
 - Mustang High School - Joshua Lantz
3. Above & Beyond - Brandon Owens
4. FALL SPORTS ALL STATE WINNERS:
 - All State Softball - Jayden Chestnut, Caisey Jones,
 - ALL State Softball Coach - Coach Bryan Howard
 - All State Cross Country - Lance Frost
 - All State Cheerleading - Lindsey Driskell
5. 6A Fastpitch Softball State Champions - Coach Bryan Howard
 - Team Representatives - Jayden Chestnut, Caisey Jones, Jacquelyn Kelm,
 - Hailee Milburn, Tyra Polk, Ashley Martin, Aubrea Sorrels
6. January 12, 2015 Board Meeting location moving to Canyon Ridge Intermediate.
7. Bible Course Update
8. Construction Update - Jeff Woodard

9. Legislative Session Preview
10. PTA Resolution

On a motion made by Jim Davis and a second by Mike Kessler, and Amanda Strassle abstaining the Board did not pass the PTA Resolution.

aye nay abstain aye absent
Kessler Landrith Strassle Davis Fulton

Board Correspondence - NONE

Deputy Superintendent Report

- 1. Committee Work Update - Long Range, Bullying Prevention, Grading, Calendar and RTI committees.

Board Reports - Jeff Landrith stated the HS Robotics team will be going to state for the first time.

On a motion made by Amanda Strassle and a second by Mike Kessler, the Board voted to approve the Schedule of Encumbrances and Monthly Financial Reports:

FISCAL YEAR 2015

LEASE REVENUE BOND (10) 15003597-15003598, 15003808-15003809, 15003929, 15003937
GENERAL FUND (11) 15003624-15003627, 15003672-15003706, 15003715-15003718,
15003732-15003736, 15003754-15003763, 15003826-15003836, 15003858-15003860,
15003905-15003914, 15003919-15003928, 15003979, 15003981-15003999, 15004001
FOOD SERVICE (22) 15003628, 15003731, 15003753, 15003816-15003825,
15003915-15003916
OKC MAPS TRUST (24) 15003752 (PENDING MAPS BOARD APPROVAL)
BOND FUND (34) 15003810, 15003814, 15003938
BOND FUND (35) 15003936
BOND FUND (37) 15003812, 15003939, 15003980
BOND FUND (39) 15003594-15003596, 15003599-15003600, 15003749-15003751,
15003811, 15003813, 15003815, 15003917-15003918, 15003930-15003935, 15004000

FISCAL YEAR 2015 PAYROLL
GENERAL FUND (11) 51388-51418
GENERAL FUND CO-OP (12) 50000-50010
FOOD SERVICE (22) 50120-50123

aye aye aye aye absent
Kessler Landrith Strassle Davis Fulton

Public Participation - NONE

Consent Agenda

On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to approve all the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of discussion, consideration and action on the following items that the Superintendent recommends be approved.

- 1. Board of Education Minutes:
 - a. November 10, 2014 Board Minutes
- 2. Acceptance of Donation:
 - a. Donation to Mustang Trails from Trails PTA in the amount of \$2,889.50

- for purchasing one SmartBoard.
 - b. Donation to Mustang Elementary from Homeland through their Dollar for School Program in the amount of \$1,356.64 to be used for student activities.
3. Transfer of Funds:
- a. Approval of transfer from HS Activity Fund #818 to Valley Activity Account #841 in the amount of \$166.21 due to incorrect PO number listed on receipt.
 - b. Approval of transfer from Horizon Activity #978 to Horizon Academic #996 in the amount of \$55.00.
 - c. Approval of transfer from Horizon Counseling Activity #980 to Horizon Activity #978 to reimburse for popcorn purchased in the amount of \$595.00.
4. Out-of-State or Overnight Travel:
- a. Approval of four (4) vocal MMS students and one (1) sponsor to participate in the OCDA Junior High All-State Honor Choir rehearsals and concert January 8-10, 2015 in Oklahoma City, OK.
 - b. Approval of six (6) vocal MNMS students and one (1) sponsor to participate in the Oklahoma Choral Directors Association Junior High All State Honor Choir rehearsals and Concert January 8-10, 2015 in Oklahoma City.
 - c. Approval of four (4) MHS choir students who were selected for the OCDA All State Choir and two (2) sponsors to attend state conference on January 8-10, 2015 in OKC, OK.
 - d. Approval of HS Boys Basketball team and sponsors to participate in the Muskogee Shrine Basketball Tournament on Friday, January 9-10th in Muskogee, OK.
 - e. Approval for the HS band students who were selected for the OMEA Honor Bands and sponsors to attend and perform at the OMEA state Convention on January 21-24, 2015, in Tulsa, Oklahoma.
 - f. Approval of the HS Vocal students who were selected for the OMEA Honor Choir and sponsors to attend and perform at the OMEA Honor Choir Convention on January 22-24, 2015 in Tulsa, OK.
 - g. Approval of HS Boys Basketball team and sponsors to participate in the Altus Shortgrass Basketball tournament in Altus, Oklahoma on January 22-24, 2015.
 - h. Approval for MHS Cheerleading squad and two (2) sponsors to participate in the NCA National Championships in Dallas, TX January 23-26, 2015.
 - i. Approval for Tracy Skinner, Executive Director of Human Resources to attend the AASPA Human Resources Boot Camp in Orlando, Florida on January 29 - 31, 2015.
 - j. Approval for the HS DECA students and sponsors to attend the DECA State Career Development Conference on February 9-11, in Tulsa, OK.
 - k. Approval for the HS Winter Guard Students and sponsors to attend the Winter Guard Invitational Competition in Denver, CO from March 5-8th, 2015.
5. Approval of Open Transfer requests to attend MPS for the SY2014-2015, as listed:
6. Approval of Policy and Procedures:
- a. 3030 - Teacher Evaluation
7. Approval of hiring the following as tutors for the Title VII after school program. Tutors will be paid for after school services out of #561 Title VII funds: Adam Hull, Kristi Connors, Karissa Brock
8. Approval for Administrative Proposed Salary Schedule/Increase for SY2014-2015.

9. Approval of Revisions of Job Descriptions:

 aye aye aye aye absent
Kessler Landrith Strassle Davis Fulton

Business

On a motion by Jim Davis and a second by Jeff Landrith, the Board voted to approve the contract with Chem-Aqua for the Cooling/Boiler Water Treatment Program beginning January 1, 2015 through June 30, 2015.

 aye aye aye aye absent
Kessler Landrith Strassle Davis Fulton

On a motion by Jeff Landrith and a second by Jim Davis, the Board voted to approve the design development phase from MA+ for new AG barn.

 aye aye aye aye absent
Kessler Landrith Strassle Davis Fulton

On a motion made by Amanda Strassle and a second by Mike Kessler, the Board voted to approve the Warranty Upgrade contract with FieldTurf.

 aye aye aye aye absent
Kessler Landrith Strassle Davis Fulton

On a motion made by Mike Kessler and a second by Jeff Landrith, the Board voted to approve Schedule "A".

 aye aye aye aye absent
Kessler Landrith Strassle Davis Fulton

On a motion made by Mike Kessler and a second by Jeff Landrith, the Board voted to approve Schedule "B".

 aye aye aye aye absent
Kessler Landrith Strassle Davis Fulton

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to adjourn at 7:16 p.m.

 aye aye aye aye absent
Kessler Landrith Strassle Davis Fulton

Minutes Clerk

Board President

Schedule A
December 8, 2014

| Last Name | First Name | | SITE/ASSIGNMENT | EFFECTIVE |
|---------------------------------|------------|---|--------------------------------------|------------|
| Resignations | | | | |
| Fish | Patty | | Transportation/Bus Driver | 10/15/2014 |
| Howard | Bryan | | High School/Assistant Baseball Coach | 11/18/2014 |
| Martin | Robert | | MNMS/Noon Supervisor | 10/27/2014 |
| Murphy | Connie | | Transportation/Bus Driver | 11/18/2014 |
| Taylor | Staci | | Cent/Spec Ed TA | 11/10/2014 |
| Thomas | Tabitha | | Lakehoma/PM Custodian | 12/2/2014 |
| Watson | Misti | | Mustang Horizon/6th Math | 11/30/2014 |
| Last Name | First Name | New Position/Replacing | To: Site/Assignment | Effective |
| Employment | | | | |
| Open | | New Position | Cent/Spec Ed TA | 2014-2015 |
| Baker | Debera | Subbing For Carrie Walker | MMS/Long Term Sub | 11/20/2014 |
| Blackshear | Consuelo | Replacing Deborah Curtess | High School/4.0 Cafe Assistant | 12/4/2014 |
| Booth | Mandi | Replacing D'Angela Ball | Trails/Noon Supervisor | 12/2/2014 |
| Campbell | Janie | New Position | PVE/Crossing Guard | 11/17/2014 |
| Cherry | Noma | Replacing Ronda Whitener | MMS/3.0 Cafe Assistant | 12/4/2014 |
| Head | Chasity | New Position | PVE/Spec Ed TA | 11/17/2014 |
| McIntire | Jennifer | Subbing For Tammy McDaniel | PVE/Long Term Sub | 11/20/2014 |
| Melendrez | Mellisa | Replacing Josefina Alarcon | MVE/PM Custodian | 11/19/2014 |
| Ponder | Randy | Assistant Boys Basketball Adjunct Coach | High School | 2014-2015 |
| Santiago | Elvin | Replacing Mathew Johnson | High School/PM Custodian | 11/19/2014 |
| Shroll | Audrey | Replacing Angie Piper | Trails/Spec Ed TA | 12/4/2014 |
| Last Name | First Name | From: Site/Assignment | To: Site/Assignment | Effective |
| Reassignments | | | | |
| Bass | Lisa | CRI/Spec Ed TA | CRI/Spec Ed Para | 11/18/2014 |
| Fears | Shonda | CRI/Physical Education | Lakehoma/4th Grade | 11/18/2014 |
| Harrington | Eric | CRI/PM Custodian | Creek/Head Custodian | 12/1/2014 |
| Newton | Christie | CRI/Spec Ed TA | High School/Spec Ed TA | 12/1/2014 |
| Piper | Angie | Trails/Spec Ed TA | Cent/Spec Ed TA | 12/4/2014 |
| Rolling | Stephanie | Creek/Head Custodian | 053/Floater | 10/27/2014 |
| Rolling | Stephanie | 053/Floater | CRI/PM Custodian | 12/1/2014 |
| Weinrich | Kim | Admin/Payroll Specialist | Admin/Payroll Supervisor | 7/1/2014 |
| Last Name | First Name | Assignment | Site | Effective |
| Extra-Duty/Supplemental: | | | | |
| Farnham | Emily | Art Department Head | High School | 2014-2015 |

Schedule B
December 8, 2014

| Support Substitutes - \$7.25 per hour | | |
|--|--------------------|------------------|
| Amachouch, Elizabeth | Langerman, DeLaine | Lovelace, Sandra |
| Carr, Nashia | Lefever, Jarod | |
| Gatz, Luann | Lopez, Lenora | |
| Non-Certified/Non-Degreed Substitutes at \$60 per day | | |
| Amachouch, Elizabeth | Diers, Robert | Lopez, Lenora |
| Carpenter, Tina | Gatz, Luann | Lovelace, Sandra |
| Carr, Nashia | Livingood, Claire | |
| Non-Certified/Degreed Substitutes at \$60 per day | | |
| Hall, Douglas | Lafever, Jarod | |

Memo

To: Mustang Board of Educations
From: Holly McKinney
Date: 12/16/2014
Re: Request to accept Donation; Horizon PTSA

JS Pa AM 12-23

Please consider and/or act upon this request to accept a monetary donation of \$5,000.00 to Mustang Horizon Intermediate School from Horizon PTSA. This donation has been offered to assist staff with classroom and instructional supplies. Monies will be deposited into activity accounts #978.

Thank you for your consideration,

Holly McKinney

Principal

Holly M^c Kinney

Memo

To: Mustang Public Schools Board of Education
From: Laquita Semmler, Principal *LS 1-5-15*
Date: 1/5/2015
Subject: Donation

Please discuss, consider, and/or act upon the approval to accept a monetary donation of \$10,529.00 from TIAA-CREF for Mustang Elementary School to be deposited into Activity Account # 810 for student activities. This donation is in conjunction with OK529 College Fund Sweepstakes.

Mustang Public Schools Request for transfer of Funds

From: 5th Grade 145 Kathy Blackwell
Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

| | <u>Account #</u> | <u>Activity Fund Account Name</u> | <u>Amount to be transferred</u> |
|-------|------------------|-----------------------------------|---------------------------------|
| From: | <u>928</u> | <u>5th Grade</u> | <u>\$ 375⁰⁰</u> |
| From: | _____ | _____ | \$ _____ |
| From: | _____ | _____ | \$ _____ |
| To: | <u>905</u> | <u>Staff</u> | <u>\$ 375⁰⁰</u> |
| To: | _____ | _____ | \$ _____ |
| To: | _____ | _____ | \$ _____ |

Reason for funds to be transferred:

Reimbursement for 3 Teachers
PD.

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

Board approval: _____ Approved _____
Date Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: 12/18/14

Activity Fund
Custodian

K. Blackwell, principal

Mustang Public Schools Request for transfer of Funds

From: MHS Activity 705 [Signature]
 Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

| Account # | Activity Fund Account Name | Amount to be transferred |
|------------------|---|-----------------------------|
| From: <u>818</u> | <u>MHS Activity</u> | \$ <u>1925⁰⁰</u> |
| From: _____ | _____ | \$ _____ |
| From: _____ | _____ | \$ _____ |
| To: <u>997</u> | <u>MHS - Archerberg & Fishing</u> | \$ <u>1925⁰⁰</u> |
| To: _____ | _____ | \$ _____ |
| To: _____ | _____ | \$ _____ |

Reason for funds to be transferred: Beginning of the year -
Archerberg Fishing didn't have their own Acct so
it was deposited into 818.

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

Board approval: _____ Approved _____
 Date Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
 Activity Fund
 Custodian

Mustang Public Schools Request for transfer of Funds

From: Library Activity : 135 [Signature]
Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

| Account # | Activity Fund Account Name | Amount to be transferred |
|------------------|----------------------------|--------------------------|
| From: <u>952</u> | <u>Cent. Act. Fund</u> | <u>\$ 65.17</u> |
| From: <u>824</u> | <u>Cent. Art Act.</u> | <u>\$ 275.00</u> |
| From: _____ | _____ | \$ _____ |
| To: <u>808</u> | <u>Cent. Media Act.</u> | <u>\$ 65.17</u> |
| To: <u>808</u> | <u>Cent. Media Act.</u> | <u>\$ 275.00</u> |
| To: _____ | _____ | \$ _____ |

Reason for funds to be transferred: Miscoded

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

Board approval: _____ Approved _____
Date Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
Activity Fund Custodian

Memo

To: Board of Education
From: Alan Green
Date: 1-5-15
Re: Use of Facility Requests



FOR BOARD APPROVAL:

1. People to People Student Ambassadors program is requesting the use of a classroom at Horizon Intermediate for their organizational meetings. Dates requested are 1/18, 2/8, 4/12 and 5/17 from 12:30 – 2:30 pm.



MUSTANG PUBLIC SCHOOLS

Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: People to People Student Ambassadors
 Name of Applicant: Katie Lasater & Julie Cheek
 Billing Address: _____ Telephone (Cell) 405-420-4302
 E-mail Address: KatieLasater@gmail.com Telephone (Cell) 404-583-4791
 Contact Person: also - Julie Cheek Telephone (Other) 405 420 4302

EVENT DETAILS:

Name of Activity: Orientation Meeting *teacher at Horizon - we will be using my classroom,*
 Purpose of Activity: Meeting with student ambassadors and parents
 Date(s)/Day(s) Requested: 1/11/15, 2/8/15, 4/12/15, 5/17/15
 Facility Entry Time: 12:30 am (pm) Facility Exit Time: 3:30 am (pm)
 Actual Performance (if applicable) Start Time: _____ am pm End Time: _____ am pm
 Expected number of participants: 20 Expected number of audience (if applicable): _____

RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be notarized.
- Provide a certificate of insurance for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form 30 days prior to the regularly scheduled board meeting.
- Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.

INSURANCE REQUIREMENTS:

The user shall file a liability insurance policy with the Mustang Board of Education. Limits of liability shall not be less than:

| | |
|--------------|---|
| \$100,000.00 | Property Damage |
| \$100,000.00 | Personal Injury each accident or occurrence |
| \$100,000.00 | Aggregated (all claims for anyone occurrence) |

The policy shall reflect an additional named insured: Mustang Board of Education
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: Yes No Expires: 8-1-2015

FACILITY REQUESTED (Please refer to Policy # 2030A for the rental fees)

High School

Cafeteria
 Kitchen
 Commons area
 Wrestling Room
 MHS soccer practice field
 Classrooms

MMS

Cafeteria
 Kitchen
 Wrestling Room
 Gymnasium
 Softball field
 Classrooms

MNMS

Cafeteria
 Kitchen
 Commons Gym
 Gymnasium
 Softball/baseball field
 Classrooms

Horizon Intermediate

Main Gym Only

Elementary Schools (Please select a site)

Mustang Elementary
 Centennial Elementary
 Lakehoma Elementary
 Trails Elementary
 Creek Elementary
 Valley Elementary

Facility

Cafeteria
 Kitchen
 Gymnasium
 Playing Field
 Classrooms

Classrooms
HORIZON

Custodial Fees: Custodial fees apply for the use of cafeterias, gymnasiums, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of participants: _____ Number of Mustang students participating: _____

Will admission be charged: Yes No

Special Equipment Needed: _____

AGREEMENT:

- We (I), Katie Lasater understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.
- We (I), assume full liability for the care and the use of the facility and agree not to hold the school district liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these events(s).
- We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy of said facility by us (me), our (my) employees, guests, members, participants and invitees.

Representative's Signature: K Lasater Date: 12/10/14


OFFICE USE ONLY:

Estimated Charge for Use of Facility


Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: 

Date: 1-5-14

Athletic Director (if applicable):
Deputy Superintendent of Schools: 

Date:

Date: 1-7-15

President of Mustang Board of Education:

Date:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|---|------------------------------------|
| PRODUCER Frank Crystal & Co of OR, Inc. dba Crystal & Company Fox Tower, 805 SW Broadway #480 Portland OR 97205 | CONTACT NAME: Kasey Gray PHONE (A/C, No, Ext): 971-222-3200 E-MAIL ADDRESS: kasey.gray@crystalco.com | FAX (A/C, No): 971-222-3260 |
| | INSURER(S) AFFORDING COVERAGE | |
| INSURED Ambassadors Group, Inc. 1956 Ambassador Way Spokane WA 99224-4001 | INSURER A: The American Insurance Company NAIC # 21857 | |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES

CERTIFICATE NUMBER: 399869440

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | MXX80956499 | 5/1/2014 | 5/1/2015 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | N/A | | | WC STATU-TORY LIMITS: OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Named Insured includes: People to People Ambassador Programs; Ambassador Programs, Inc. and World Adventures Unlimited, Inc. TRIA Coverage Included.

Mustang Board of Education, Mustang Public Schools is named as additional insured.

CERTIFICATE HOLDER**CANCELLATION**

| | |
|--|---|
| Mustang Public Schools 430 W. Forster Dr. Mustang OK 73064 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Crystal & Company</i> |
|--|---|

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ACORD 25 (2010/05)

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Prevention of Bullying

Repeated acts or patterns of harassment, intimidation, threatening behavior or hazing

The School Safety and Bullying Prevention Act at 70 O.S. § 24-100.4(A) requires each public school district board of education to adopt policies to address investigation of reported incidents of bullying.

I. Prohibition of Incidents of Bullying

It is the policy of Mustang Public Schools to prohibit all bullying of any person at school. This policy shall extend to all schools in the Mustang Public School District. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel.

II. Definitions

The following words and terms used in this policy shall have the following meaning:

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

"Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

- A. Physical Bullying includes a pattern to harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the pattern of intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes a pattern of harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another

student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed crime or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes a pattern of harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment –also prohibited by this school district.

E. Disability-based Bullying includes the pattern of harm of not only students who have an identified disability under IDEA or Section 504 and Title II, but also including students who are regarded as having a disability or who have a record of a disability and are not receiving services under Section 504 and Title II or IDEA. Bullying, harassment and intimidation of students with disability can involve overt physical behavior or verbal, emotional, or social behaviors (such as excluding someone from social activities, making threats, withdrawing attention, destroying someone's reputation) and can range from blatant aggression to far more subtle and covert behaviors. A disability-based harassment violation under IDEA, Section 504 and Title II could be present when 1) a student is bullied based on a disability or 2) the bullying is sufficiently serious to create a hostile environment;

"Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

"Hazing" is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

III. School Bullying Prevention and Intervention

Every school site in this district shall ensure compliance with the following strategies for bullying prevention and appropriate intervention when incidents of bullying occur at school:

A. **Bullying Prevention Officers.** The principal of each school site in this district shall designate at least one Bullying Prevention Officer ("BPO") who shall be the primary

point of contact to receive reports of incidents of bullying. The duties of the BPO shall be as follows:

1. To receive, promptly review, and track reports of incidents of bullying;
2. To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
3. To establish a method for receiving anonymous reports of incidents of bullying;
4. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
5. To educate the school and community about bullying prevention measures; and
6. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
7. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of 70 O.S. § 24-100.4(F) and accompanying regulations at 210:10-1-20;
8. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures pertaining to bullying prevention; and
9. Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

B. Training and education in school bullying prevention and intervention. All school administrators and school employees at each school site shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. § 24-100.4(A) and 210:10-1-20. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

C. Safe School Committee. Every school site in this district shall establish a Safe School Committee that meets the requirements of 70 O.S. § 24-100.5(A). At least one of the members of the Committee shall be a BPO designated at the school site. The duties of the Committee shall be the duties set forth in 70 O.S. § 24-100.4(B).

D. Bullying Prevention Programs. Every school site in this district shall implement a research-based educational program as designed and developed by the State Department of Education for students and parents in preventing, identifying, responding to and reporting incidents of bullying.

E. Parent Responsibility. Parents/guardians will be informed in writing of the district's program to stop hazing, harassment, intimidation and bullying. An administrative response to a reported act of hazing, harassment, intimidation or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;

3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents

IV. Reporting Incidents of Bullying

The system of incident reporting at every school site in this district shall ensure that students are encouraged to report incidents of known bullying and shall remove unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring availability of reporting procedures during the school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, school sites shall, at a minimum follow the following procedures: Such procedures shall, at a minimum, address all of the following requirements:

- A. District Bullying Report Form.** Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the “District Bullying Report Form” which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.). The District Bullying Report Form shall be designed to facilitate reporting of incidents by all ages, and shall, at a minimum, include all of the following items:
1. Date and approximate time of incident;
 2. Location of incident;
 3. Name(s) of all individuals at whom the incident was directed or who were affected by the bullying behavior
 4. Name(s) of all individuals who initiated or encouraged the bullying behavior;
 5. Name(s) of all individuals who witnessed the incident or may have information pertaining to the incident;
 6. Description of the incident, including:
 - (i) Identification of all inappropriate behaviors;
 - (ii) Identification of any types of alleged harassment on the basis of race, color, national origin, gender, sexual orientation, religion, or disability;
 7. A description of the types of behaviors used to harass, intimidate, or threaten a student. Examples include, but are not limited to the following:
 - (i) Gesture, written, or verbal expressions (e.g., written or verbal threats, obscene gestures directed toward a student);
 - (ii) Physical acts (e.g., physical fights, assault, or attack);
 - (iii) Electronic communication (e.g., cellphone, instant messaging, email, social networking, audio or visual images);
 - (iv) Damage of a student's property (e.g., stealing, hiding, or damaging property);

- (v) Threatening another student (i.e., communication leading to a reasonable fear of harm to the person or property of another individual or individual's friends or family);
- 8. Description of interference with the school's educational mission or the education of the student, including, but not limited to:
 - (i) Detrimental changes in school attendance (e.g., absences or tardies; missing all or part of a class or a school day)
 - (ii) Detrimental changes in student performance (e.g., student grades, assessments);
 - (iii) Detrimental changes in participation in school activities (e.g., student demonstrates fear or avoidance of interaction with other students during activities, lunch, bus, recess);
- 9. Identification of any physical evidence of the conduct (e.g., written notes, emails, property destruction, voicemail messages, audio or video recordings);
- 10. Any other information which could potentially assist school officials in investigation of the incident;
- 11. Name of individual reporting the incident and contact information at which the individual reporting the incident may be reached to seek additional information (unless the form is for the purpose of anonymous reporting);
- 12. Relationship of the individual reporting the incident to the individuals involved in the incident.

B. Individuals who may report incidents of bullying. Incidents of bullying at each school site in this district may be reported by any student, parent, school employee, or member of the public. Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's BPO. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.

C. Privacy and confidentiality. Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.

D. Anonymous reporting. In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in this district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.

E. Tracking reports of incidents of bullying. All reports of bullying shall be tracked using methods that will enable the BPO and administrators of each school site to identify emerging patterns of bullying over extended periods of time.

F. Response to disability-based bullying. Whether or not bullying is based on a student's disability, it is the school's responsibility to address whether the student's IDEA or Section 504 and Title II free and appropriate public education (FAPE) services may have been affected by the bullying situation and to assure continuation of FAPE. The effects of bullying could include, for example, adverse changes in the student's academic

performance or behavior. If the school suspects the student's needs have changed, the IEP team or Section 504 team must determine the extent to which additional or different services are needed, ensure that any needed changes are made promptly, and safeguard against the burden on the student with the disability to avoid or handle the bullying. In addition, when considering a change of placement, schools must continue to ensure that FAPE is provided in an educational setting with persons who do not have disabilities to the maximum extent appropriate to the needs of the student with a disability.

V. Response to Reported Incidents of Bullying

Every school site shall follow the following procedure in response to reported incidents of bullying. Upon receipt of a report of a bullying incident, the BPO shall take immediate steps to:

- A. Every school site shall follow the following procedure in response to reported incidents of bullying. Upon receipt of a report of a bullying incident, the BPO shall take immediate steps to:
- B. Separately interview with the individuals involved in the incident and witnesses to the incident to assess and ensure the safety of all individuals involved in the incident pending investigation of the incident;
- C. Locate and secure any records or physical evidence relating to the incident;
- D. Promptly notify the parent(s)/legal guardian(s) of all individual students involved in the incident and the steps taken by the school administration to ensure the safety of the students pending investigation of the incident; and
- E. Contact law enforcement if an incident reported involves an immediate threat to school safety or immediate harm to the safety of an individual student.

VI. Investigation, Determination, and Documentation of Reported Incidents of Bullying

The principal of each site shall be the individual responsible for investigating incidents of bullying unless the principal designates another school official at the site as the individual responsible for investigation of the incident. The procedure for investigation of a reported bullying incident shall, at a minimum, meet all of the following requirements:

- A. **Initiation of investigation.** Within three (3) school days of receipt of a report of an incident of bullying, the school principal or designee shall initiate an investigation of the reported incident.
- B. **Documentation of investigation.** All investigations shall be documented on a form that includes, at a minimum, all of the following information:
 1. The date that the report of the incident was received by the BPO;
 2. The date investigation of the report was initiated;
 3. The name and title of the individual(s) assigned to conduct the investigation;
 4. Identification of all individuals involved in the incident;
 5. Identification of all individuals who witnessed the incident;
 6. A summary of the details of the alleged incident;
 7. A list of documentation available to investigate the incident; (e.g., written statement of student victim, written statement of student witnesses, medical information, incident forms, police reports);

8. A summary of action taken to investigate the incident (e.g., interviews with alleged victim, offender, perpetrator, and/or witnesses; review of incident reports; review of history of prior student behaviors; review of evidence);
9. A determination of whether sufficient evidence exists to verify occurrence of the alleged conduct;
10. Identification of follow up actions taken with the victim(s) and offender(s);
11. Identification of consequences implemented for the offender(s);
12. Identification of remediation implemented to address harm to the victim(s);
13. Date and method of notification of parents/legal guardians of victim(s) and offender(s) of completion and findings of investigation.

C. Findings and determination of alleged incident. Upon completion of review of all facts alleged and available evidence, the school administrator shall:

1. Document all findings of facts;
2. Issue a determination as to whether the occurrence of the incident could be verified based upon the available evidence as follows:
 - (i) Occurrence of the incident was verified;
 - (ii) Occurrence of the incident was unverified due to lack of proof (e.g., inability or unwillingness of victim to assist investigation or provide evidence in support of the allegations); or
 - (iii) Evidence exists beyond reasonable doubt to support a conclusion that incident was falsely reported by an individual as a means of bullying or retaliation or reprisal against a student for reporting an act of bullying.

D. Response to disability-based bullying. Whether or not bullying is based on a student's disability, it is the school's responsibility to address whether the student's IDEA or Section 504 and Title II free and appropriate public education (FAPE) services may have been affected by the bullying situation and to assure continuation of FAPE. The effects of bullying could include, for example, adverse changes in the student's academic performance or behavior. If the school suspects the student's needs have changed, the IEP team or Section 504 team must determine the extent to which additional or different services are needed, ensure that any needed changes are made promptly, and safeguard against the burden on the student with the disability to avoid or handle the bullying. In addition, when considering a change of placement, schools must continue to ensure that FAPE is provided in an educational setting with persons who do not have disabilities to the maximum extent appropriate to the needs of the student with a disability.

E. Notification of results of investigation. Upon completion of an investigation, the school administrator shall promptly notify the district, and the parents/legal guardians of the students involved:

1. The findings of the investigation; and
2. Any proposed consequences and remedial measures provided to the individual(s) affected by the incident.

F. Follow up referrals for the purpose of student support services.

Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health,

substance abuse, or other care that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

VII. Remediation and Consequences for Incidents of Bullying

A. Consequences for Individuals Who Commit Incidents of Bullying.

Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

1. Verbal or written warnings;
2. Conferences with the parent(s)/legal guardian(s) of the students involved in an incident of bullying;
3. Detention;
4. Behavior Contract
5. Loss of school privileges – May include, but not limited to athletic events, class trips, school dances, prom, prom activities, graduation and graduation activities
6. Course and/or teacher reassignment;
7. Prohibition or suspension of participation in school activities;
8. In-school or out-of-school suspension in accordance with the provisions of 70 O.S. § 24-101.3 and district policies and procedures pertaining to student discipline;
9. Restitution of a victim's property that has been damaged as a result of the bullying incident;
10. Reassignment, suspension, and/or termination of school employment;
11. Referral to law enforcement.

B. Factors for Determination of Consequences for Incidents of Bullying Behavior.

Every school administrator shall determine consequences for incidents of bullying behavior on a case-by-case basis in a manner that is proportionate to the severity of the conduct. Consequences for verified acts of bullying behavior shall be applied in such a manner as to ensure fair and impartial application of consequences (e.g., student's academic or athletic status shall not be considered as a factor for determination of appropriate consequences). In determining what consequences are appropriate for an individual determined to have perpetrated an incident of bullying, every school administrator shall include the following factors in the consideration:

1. If the individual who perpetrated the incident was a student:
 - (i) The age of the student;
 - (ii) The life skills of the student;
 - (iii) The grade level of the student;
 - (iv) The mental, physical and emotional development level of the student; and

- (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
- 2. The existence of any previous bullying behavior or continuing or ongoing pattern(s) of behavior by the perpetrator;
- 3. The circumstances in which the incident occurred;
- 4. The nature and severity of the bullying behavior involved in the incident;
- 5. The nature and severity of harm to the victim of the incident, including:
 - (i) Consideration of documented physical, mental and emotional distress resulting from the incident; and
 - (ii) The existence of any mental, physical, or health conditions of the victim exacerbated by the incident;
- 6. The relationship between the individuals involved; and
- 7. The potential for future violent conduct.

C. Factors for Determination of Consequences for False Accusations.

Every school administrator shall determine consequences for incidents in which an individual intentionally and knowingly reports a falsified accusation of a bullying incident as a means of bullying or as a means retaliation or reprisal against another student in response to a previous reported incident of bullying. Consequences shall be sufficient to deter false reports of conduct, but not so severe as to deter credible reports of bullying incidents. All of the following factors shall be considered in determining appropriate consequences for a falsified accusation:

- 1. The status of the individual (i.e., student, employee, volunteer, etc.);
- 2. If the individual who made the false accusation was a student:
 - (i) The age of the student;
 - (ii) The life skills of the student;
 - (iii) The grade level of the student;
 - (iv) The mental, physical and emotional development level of the student; and
 - (v) Personal obstacles such as a history of abuse suffered by the student or' negative family situation.
- 3. Whether the individual who falsely accused another student of bullying has been the perpetrator of previous bullying incidents;
- 4. The nature and severity of the bullying behavior involved in the incident; and
- 5. The circumstances in which the incident occurred.

D. Determination of Remediation Measures in Response to Incidents of Bullying Behavior.

Every school site shall implement appropriate remediation measures in response to incidents of bullying. Remediation measures shall include strategies for the protection of all persons involved in incidents of bullying, including targets and perpetrators of the bullying incident, and family members affected by the bullying incident. Such remediation measures shall be designed to prevent further incidents of bullying and to increase safety for the individuals involved in incidents of bullying as well as all individuals at each school site. Examples of appropriate remedial measures in response to incidents of bullying may include, but shall not be limited to, one or more the following:

- 1. Referral of students involved in incidents of bullying to appropriate support services, including school or community counseling services, mental health treatment, or therapy services;
- 2. Academic intervention;

3. Programs of age-appropriate instruction for students to support a student's life skills (e.g., conflict resolution, problem solving skills, life skills, social skills, anger management).
4. Parental education programs;
5. Peer support groups;
6. Modifications of student schedules;
7. Modification of hallway traffic at the school site;
8. Increased supervision;
9. Increased use of monitors or monitoring equipment in school facilities, hallways, cafeterias, playgrounds, and/or buses.

VIII. Annual Notice of School Bullying Prevention Policy Every school site shall implement a strategy for publicizing and distribution of this policy and all accompanying forms and procedures for reporting and investigation of incidents of school bullying. Publication and distribution shall comply with the provisions of 70 O.S. § 24-100.4 and 210:10-1-20, and shall at a minimum meet all of the following requirements:

- A. An annual written notice of the bullying policy shall be provided to parents, guardians, staff, volunteers, and students at each school. Notice of the policy shall be posted at various locations within each school site, including, but not limited to school cafeterias, bulletin boards, and administration offices. The written notice provided to students shall be written in age-appropriate language to ensure comprehension by younger students and provided with accommodations as necessary to ensure accessibility to students with disabilities.
- B. A copy of this policy shall be posted on the Mustang Public School website. In addition, each school site that has its own separate website shall post a copy of this policy and all accompanying forms and procedures on its website.
- C. Each school site shall include a copy of this policy in its student and employee handbooks.

Proposed Revision 1-12-2015

Summary of Policy 5110 Changes

The State Department of Education released a model bullying policy in October. Our current policy was very similar in content, but we liked the layout and form of the model policy. Therefore, we want to completely delete our current policy 5110 and replace it with the SDE policy including the changes recommended by the Bullying Policy Committee.

Changes from current policy to SDE policy:

- Took Hazing/Harassment/Intimidation out of the title
- Each site has to designate a BPO (Bullying Prevention Officer) that will make sure each reported incident is promptly investigated and watch for trends
- District forms will be created for reporting bullying and investigating bullying
- Policy must be provided to parents annually

Changes we included in the SDE policy from our current policy:

- Definitions for the specific types of bullying ex. emotional, social, hazing...
- The OCR required disability bullying language to the SDE policy
- Parent responsibility to the SDE policy
- Behavior contract and removal from eligibility to participate or attend extracurricular activities added to the possible consequences



Memo

fw

wp

To: Ryan McKinney, Director of Secondary Ed, MPS
 The Board of Education, Mustang Public Schools

From: Kathy Knowles, Principal, Mustang Middle School

Date: January 6, 2015

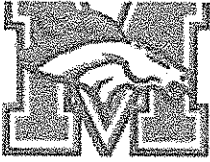
Re: Request for Out of State Travel for PD, Board Agenda Item

Please discuss, consider, and/or act upon the approval for Kameron Hill, to attend out of state professional development in Colorado Springs, CO from February 9-11, 2015. Expenses will be paid by the MMS Staff Account #934.

Thank you for your consideration.

Very respectfully,

Kathy Knowles
 Kathy Knowles



Mustang Public Schools
Professional Development Request Form

| |
|----------------|
| Admin use only |
| Days |
| Site |

| | | |
|-----------|--------------|---|
| ID Number | 82308 | <input type="checkbox"/> Administrator <input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Counselor |
| Name | Kameron Hill | Site Level <u>MS</u> Grade Level <u>7/8</u> Dept. _____ <u>505</u> |

This is a non-district activity that is in line with the District's Professional Development Plan or Site Goals

| | |
|---------------------|-----------------|
| Date of Activity | Date of Request |
| February 9-11, 2015 | January 6, 2015 |

Provide a brief description of the activity (Attach a registration form or flyer)
WEB Training - a 7th grade transition program utilizing 8th grade mentors

| | | |
|----------------------|-------------------|--|
| Location | Vendor | <input checked="" type="checkbox"/> Job Related <input type="checkbox"/> Job Required* *Must be approved by Asst. Supt. _____ |
| Colorado Springs, CO | Boomerang Project | |

Cost of Registration:

Cost of registration 2495.00 Funds used 934-Student Activity/Teacher

- If no expenses will be occurred, you may register/enroll once you receive the signed request
- If there are expenses, a requisition must be entered in Alio once you receive the signed request

Substitute:

Is a substitute required Yes No

Funds used to cover the cost of the sub? Site days - PD

| |
|---|
| Admin use only |
| Payment Verified |
| Y <input type="checkbox"/> N <input type="checkbox"/> |

Overnight/Out of State:

Attach the overnight or out of state travel request form.

Approval Signatures

Carrie Wale
Site Representative

Site Representative

Site Representative

Kathryn Knowles
Principal

After the Event: Teachers will submit Proof of Attendance, Request for Outside Activity and if necessary the School Business Travel Summary form within 2 weeks of attending the event to your site representative.

Mustang Public Schools

Faculty Overnight or Out of State Travel Request Form

Date of Request: 1/6/15

Staff Member Making Request: Kameron Hill

Name of Activity: WEB Basic Training -- 7th Grade Transition

Location of Activity: Colorado Springs, CO

Dates of Activities: February 9-11, 2015

Faculty Attending: Kameron Hill

Estimate of Expenses for Trip

| | | | |
|-------------------------------|--|---|----------------------------------|
| Type of Transportation: | <u>flight</u> | Paid by: 934 | Estimated Cost: <u>\$500.00</u> |
| Registration Fee: | <u>\$ 2495.00</u> | Paid by: 934 | Estimated Cost: <u>\$2495.00</u> |
| Daily Per Diem* | <u>\$ 166.00</u> | Paid by: 934 | Estimated Cost: <u>\$132.00</u> |
| Room Rate: | <u>\$ included</u> | | |
| Number of Rooms | <u> </u> x Number of nights <u> </u> | Paid by: <u> </u> | Estimated Cost: <u>\$ </u> |
| Substitutes Required | <u> 1 </u> x Number of days <u> 3 </u> | Paid by: <u>SIR</u> <u>Days</u> <u>PD</u> | Estimated Cost: <u>\$210.00</u> |
| Estimated Total Costs: | | | <u>\$ 3337.00</u> |

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

Supervisor Signature: Kathy Knowles 1/6/15
(Date)

Approved by Assistant Superintendent Angela Mills 1-7-15
(Date)

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



Memo

To: MUSTANG BOARD OF EDUCATION
From: CHRISTOPHER KROMER ATC, PTA, LAT
cc: DR. SEAN McDANIEL SUPERINTENDENT MUSTANG PUBLIC SCHOOLS
Date: January 7, 2015
Re: ADDITIONAL INFORMATION, TO PREVIOUS BOARD MEMO REQUESTING
OVERNIGHT/OUT OF STATE TRAVEL.

This information is in addendum to the 2 requested out of state/overnight travels. Attendance for both MAATA (March 19th -21st 2015) and NATA (June 23rd-27th) is imperative and required for obtaining annual CEU requirements to maintain state and national licensure requirements for practicing athletic medicine In the state of Oklahoma and for Mustang Public Schools. I also am on several committees at the state, district and national level for the Young professionals group in athletic training and the secondary schools level. Attendance to these annual District and National conferences is vital, in not only the professional growth of Athletic Training, but to me, as an employee and healthcare provider to Mustang Public schools. As listed in the previous memo, all funds related to reimbursement of travel and related expenses shall be out of the Athletic training Activity Acct # 827.

Respectfully,

Christopher Kromer ATC, PTA, LAT

Christopher Kromer ATC, PTA, LAT

District Athletic Trainer



Memo

To: Mustang Board of Education
From: Christopher Kromer ATC, PTA, LAT *CB*
cc: Chuck Bailey – District Athletic Director
Date: December 4, 2014
Out of State Travel- travel to Omaha, Neb. March 19-21. for
the annual Mid-American Athletic Trainers Meeting and Clinical
Re: Symposium.

Please accept this memo for Board approval to allow District Athletic Trainer Christopher Kromer to travel to Omaha, Neb March 19-21 for the annual Mid-American Athletic Trainers Association. All travel requirements/reimbursements will be paid for out of the Athletic Training activity account (827).

CB
12/4/14

Christopher Kromer ATC PTA
12/4/14

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

Date of Request: 12-15-14 Site: 705

Staff Member Making Request: Christopher Kromer

Name of Activity: Mid-American Athletic Trainers meeting/clinical symposium

Date/Dates of Activity: March 19-21st 2015

Location of Activity: Omaha Neb.

Number of Days Students Will Miss School: 0

Number of Students Attending Activity: 0

Number and Name(s) of Sponsor(s) Attending Activity: Christopher Kromer
405-476-4156

Estimate of Expenses for Trip:

| | Fund | # | Estimated Cost |
|--|---------------------|---|----------------------------|
| Type of Transportation <u>Flight</u> | Paid by: <u>827</u> | | <u>400</u> |
| Registration Fee <u>1 certified 75⁰⁰</u> | Paid by: <u> </u> | | <u>75⁰⁰</u> |
| Meal Expense for Students <u>0</u> | Paid by: <u> </u> | | <u>-</u> |
| Meal Expense for Sponsors <u>4 meals</u> | Paid by: <u> </u> | | <u>\$150⁰⁰</u> |
| Room Rate for Students <u>0</u> | | | |
| Number of Rooms <u>0</u> x Number of Nights = <u>0</u> | Paid by: <u> </u> | | |
| Room Rate for Sponsors <u>100/night</u> | | | |
| Number of Rooms <u>1</u> x Number of Nights = <u>2</u> | Paid by: <u> </u> | | <u>\$ 200⁰⁰</u> |
| Number of Days Substitute Will Be Required: <u>0</u> | Paid by: <u> </u> | | |
| # of days <u>-</u> x \$65.00 = <u>-</u> x # of sponsors <u>-</u> = | | | |
| Estimated Total Costs: | | | <u>\$ 825</u> |

Sponsor Signature: Chris Kromer 12-15-14
 (Date)

Approved by Principal _____ (Date)

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

*Approved by Deputy Superintendent Chelo Bruse 12/24/14
 (Date)



Memo

To: Mustang Board of Education
From: Christopher Kromer ATC, PTA, LAT
cc: Chuck Bailey – District Athletic Director *CB*
Date: December 4, 2014
Out of State Travel- travel to St Louis, MO. June 23-27 for the annual National Athletic Trainers Meeting and Clinical
Re: Symposium.

Please accept this memo for Board approval to allow District Athletic Trainer Christopher Kromer to travel to St. Louis, MO June 23-27 for the annual National Athletic Trainers Association. All travel requirements/reimbursements will be paid for out of the Athletic Training activity account (827).

CB
12/4/14

Christopher Kromer ATC, PTA, LAT
12/4/14

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 12-15-14 Site: 705

Staff Member Making Request: Christopher Kramer

Name of Activity: National Athletic Trainers Association Meeting / Annual Clinical Symposium

Date/Dates of Activity: June 23rd - Jun 27th 2015

Location of Activity: St Louis MO

Number of Days Students Will Miss School: -0-

Number of Students Attending Activity: -0-

Number and Name(s) of Sponsor(s) Attending Activity: 1 Christopher Kramer
4105-476-4156

Estimate of Expenses for Trip:

| | Fund | # | Estimated Cost |
|--|------|-----|----------------|
| Type of Transportation <u>Flight</u> | 827 | 700 | 700 |
| Registration Fee / <u>Confined</u> <u>235</u> | - | 235 | 235 |
| Meal Expense for Students <u>0</u> | - | - | - |
| Meal Expense for Sponsors <u>7 meals</u> | - | 250 | 250 |
| Room Rate for Students <u>0</u> | - | - | - |
| Number of Rooms <u>0</u> x Number of Nights = <u>0</u> | - | - | - |
| Room Rate for Sponsors <u>200/night</u> | - | 4 | 800 |
| Number of Rooms <u>1</u> x Number of Nights = <u>4</u> | - | - | - |
| Number of Days Substitute Will Be Required: <u>0</u> | - | - | - |
| # of days <u>0</u> x \$65.00 = <u>0</u> x # of sponsors <u>0</u> = | - | - | - |
| Estimated Total Costs: | | | <u>2000</u> |

Sponsor Signature: Chris Kramer 12-15-14
(Date)

Approved by Principal _____ (Date)

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

Approved by Deputy Superintendent Chris Bey 12/24/14
(Date)

Memo

To: Sean McDaniel

From: Charles Bradley



Date: December 23, 2014

Re: Recommendation for an Open Transfer Request for the 2014-2015 School Year

Please consider and/or act upon my recommendations to approve the open transfer request for Courtney McKinney to attend Mustang Public Schools for the 2014-2015 school year.



Charles Bradley
Deputy Superintendent

Memo

To: Mr. Sean McDaniel 

Date: December 23, 2014

Re: Amendment to the Contract with the Canadian County Sheriff's Office

Please discuss, consider and/or act upon the approval of an amendment to the contract with the Canadian County Sheriff's office. The agreement states that Mustang Public Schools will pay seventy-five percent (75%) of their annual salary for security. The amendment is to include the three percent (3%) raise the County gave for the Fiscal Year 2015.

Brady copy

Emergency Phone
(405) 262-3434

Non-Emergency Phone
(405) 422-3187

FAX Number
(405) 422-2430



Randall Edwards - Sheriff

208 W. Rogers St.
El Reno, Oklahoma 73036

Mustang Public Schools
Attn: Charles Bradley

December 17, 2014

Mr. Bradley,

Attached is the actual salary cost to the Canadian County Sheriff's Office for Jerry Rogers and Eric Bruce to include the three percent (3%) raise the County gave for Fiscal Year 2015. The Agreement with Mustang Public Schools is that you will pay seventy-five percent (75%) of their annual salary for Security to be made in nine (9) equal payments. Four (4) payments have already been paid before the raise was approved. The new payment will be \$10,871.00 for the remaining five (5) payments with a retro check for \$1,112.00.

Thank You,

A handwritten signature in black ink, appearing to read "Randall R. Edwards", written over a horizontal line.

Randall R. Edwards, Sheriff

AGREEMENT WITH THE CANADIAN COUNTY SHERIFF'S DEPARTMENT AND MUSTANG PUBLIC SCHOOLS

This agreement entered into between the Canadian County Sheriff's Department and the Mustang Public School System in accordance with 74 O.S. 1991, Section 360.19;

Whereas, the Mustang Public School System (MPS) has need of two (2) full time, on duty, law enforcement officers covering Mustang North Middle School, Mustang Trails Elementary, Mustang Creek Elementary, Mustang Valley Elementary, Prairie View Elementary and Canyon Ridge Intermediate School each day school is in session; and

Whereas, the Canadian County Sheriff's Department has determined that it is in the best interest of students and residents to provide protection services to MPS for the purposes, terms and conditions as stated herein;

1. Canadian County Sheriff's Department will furnish the services of two (2) experienced officers to MPS no earlier than 7:30 a.m. and no later than 4:30 p.m. each day school is in session during the 2014-2015 school year, a total of 173 days. The officer will work 8 ½ consecutive hours within the stated time-frame with a lunch break in accordance with established policy of the Canadian County Sheriff's Department. In the event the assigned officer cannot be present, the Canadian County Sheriff's Department will furnish a substitute officer for the designated period.
2. Both parties will approve the designation of the officers assigned to MPS under the terms of this contract. MPS may request the replacement of an assigned officer with thirty (30) days written notice to the Canadian County Sheriff, unless this requirement is waived at the sole discretion of the Sheriff.
3. The primary duty of the assigned officers is to provide community policing law enforcement services on campus, including crime deterrence, crime detection, criminal investigation and apprehension of offenders. It is expressly provided that the services described in the Agreement will not include assignments or duties occurring outside the hours set forth herein or outside the boundaries of MPS.
4. It is fully understood and agreed by the parties that the assigned officers are, at all times, pertinent to this agreement, a deputy certified by the State of Oklahoma and commissioned by the Canadian County Sheriff's Department. The assigned officers will, at all material times, be under the supervision of the Canadian County Sheriff's Department. Direction, assignments and duties involving the officers will be coordinated between an appointed representative of MPS and the Canadian County Sheriff or designee.

- 5. MPS will make reasonable efforts to provide the assigned officers an area containing a desk where he/she would be available to students.
- 6. In consideration for the services provided through this Agreement, the MPS agrees to pay the Canadian County Sheriff's Department a total of \$95,337.00 for two (2) law enforcement officers, which is the approximate cost of seventy-five (75) percent of the annual salary, benefits and expenses to the Canadian County Sheriff's Department for two (2) experienced law enforcement officers. This amount will be paid in nine (9) equal monthly payments, payable on the Tuesday following the regular scheduled board meeting for the previous month's services. The first payment will be due on or before September 15, 2014, in the amount of \$10,593.00.
- 7. This Agreement may be canceled by either party upon thirty (30) days written notice to the Chairman of the governing body of the other party.
- 8. The Canadian County Sheriff's Department appoints the Canadian County Sheriff and MPS appoint the Superintendent as their respective designee for carrying out the terms of the Agreement, including the assignment of duties to the assigned officers.

 Canadian County Sheriff's Department

 Date

 President of Mustang Board of Education

 Date

Approved this date _____.

Board of Commissioners of Canadian County

Attested by:

 Canadian County Clerk



Mustang Public Schools 15-16 Draft School Calendar



Empowering today for a better tomorrow

| July 2015 | | | | | | | August 6 | | January 2016 | | | | | | |
|----------------|---------------|---------------|---------------|---------------|---------------|----|---|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|----|
| S | M | T | W | T | F | S | August 6 | Central Enrollment Closes | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | August 11 | Intermediate School Schedule Pick-up | | | | | | 8 | 2 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | August 13 | Middle School Schedule Pick-up | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | August 10-13 | High School Schedule Pick-up | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | August 18 | Elementary Open House | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 | 31 | | August 25 | Intermediate School Open House | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | August 27 | Middle School Open House | 31 | | | | | | 18 |
| | | | | | | | August 25 | High School Open House | | | | | | | |
| August 2015 | | | | | | | | | February 2016 | | | | | | |
| S | M | T | W | T | F | S | | | S | M | T | W | T | F | S |
| | | | | | | 1 | | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | August 13-14 | New Teacher Orientation | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | August 17-19 | Professional Development Days | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | August 20 | First Day of School for Students | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | September 7 | Labor Day | 28 | 29 | | | | | |
| 30 | 31 | | | | | 8 | Sept 17 & 22 | HS & MS Parent/Teacher Conferences | | | | | | | 19 |
| | | | | | | | September 28 | Professional Day/No School | | | | | | | |
| September 2015 | | | | | | | October 13 | End of 1st 9 Weeks | March 2016 | | | | | | |
| S | M | T | W | T | F | S | October 14-16 | Fall Break | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | October 22 & 27 | IM & Elementary Parent/Teacher Conf. | | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | November 23-27 | Thanksgiving Vacation | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | December 18 | End of 1st Semester | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | December 21-1 | Winter Break | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | | January 4 | Teacher Collaboration Day/No School | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | 20 | January 18 | Martin Luther King, Jr. Day | | | | | | | 18 |
| | | | | | | | February 4 & 9 | HS & MS Parent/Teacher Conferences | April 2016 | | | | | | |
| October 2015 | | | | | | | February 12 | Teacher Collaboration Day/No School | S | M | T | W | T | F | S |
| S | M | T | W | T | F | S | February 15 | Professional Day/No School | | | | | | 1 | 2 |
| | | | | 1 | 2 | 3 | March 3 & 8 | IM & Elementary Parent/Teacher Conf. | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | March 17 | End of 3rd 9 Weeks | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | March 18-25 | Spring Break | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | May 20 | High School Graduation | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | May 26 | Last Day of School - Shortened Day | | | | | | | 21 |
| | | | | | | 20 | May 30 | Memorial Day | May 2016 | | | | | | |
| November 2015 | | | | | | | | | S | M | T | W | T | F | S |
| S | M | T | W | T | F | S | | | | | | | | 1 | 2 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | #of Days | Instructional Period | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 38 | 1st Quarter | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 40 | 2nd Quarter | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 78 | 1st Semester | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 29 | 30 | | | | | | 51 | 3rd Quarter | | | | | | | 19 |
| | | | | | | 16 | 44 | 4th Quarter | June 2016 | | | | | | |
| December 2015 | | | | | | | 95 | 2nd Semester | S | M | T | W | T | F | S |
| S | M | T | W | T | F | S | | | | | | 1 | 2 | 3 | 4 |
| | | 1 | 2 | 3 | 4 | 5 | | | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 173 Instructional Days /1124 hours | | 26 | 27 | 28 | 29 | 30 | | |
| 27 | 28 | 29 | 30 | 31 | | | 5 PD Days/ 2 Teacher Collaboration Days | | | | | | | | |
| | | | | | | 14 | 180 Contract Days | | | | | | | | |

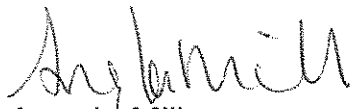
Memo

Date: 12/19/2014
To: Mr. Charles Bradley
From: Dr. Angela Mills
RE: School Calendar

CB

Please submit to the board for consideration and/or action upon the recommendation to adopt the attached calendars for the 15-16 school year and the 15-16 school year.

Respectfully submitted,



Angela Mills
Assistant Superintendent,
of Academic Services
Mustang Public Schools

DISTRICT ACADEMIC OFFICER

| | |
|------------------------|---|
| TITLE: | District Academic Officer Assistant Superintendent of Academic Affairs |
| QUALIFICATIONS: | Administrative certification; central office experience preferred |
| REPORTS TO: | Superintendent of Schools |

PERFORMANCE RESPONSIBILITIES:

1. Assumes authority, accountability for the academic performance of the District and academic support services.
2. Provides **Responsible for** strategic direction for the District's curriculum, instruction, assessment and all school academic improvement initiatives for grades K-12.
3. **Provides reports and updates to the Superintendent using data on academic progress of sites.**
4. Implements professional development programs with focus on curriculum and instruction.
5. Collaboratively sets priorities and establishes specific student achievement goals for subject areas, sites and district.
6. Monitors implementation of expected strategies and analyzes data to evaluate growth toward the established student achievement goals.
7. Supervises and evaluates the Director of Elementary Schools, Director of Secondary Schools, ~~Director of Technology and administrator of alternative education,~~ **Director of Instructional Programs, Director of Federal Programs.**
8. ~~Coordinates the MPS Student Growth and Achievement Reports.~~
9. Assists in evaluating site administrators in the implementation of District curriculum standards.
10. Collaborates with the District Technology Director to determine the appropriateness of technology purchases and to evaluate the effectiveness of implementation.
11. ~~Coordinates central enrollment for the District.~~
12. Supervises the implementation of the summer school program.
13. Supervises the AdvancED accreditation process for grades 9-12.
14. Assists with district accreditation reports and other OSDE district reports.
15. **Assists the Deputy Superintendent and Superintendent in the review of policies and procedures to determine revisions, additions and deletions.**
16. Works with directors, administrators and teachers in implementing and evaluating instructional programs.
17. Leads the District's efforts to reduce the dropout rate and increase the graduation rate.
18. Coordinates the district textbook budget and submits all textbook orders.
19. Facilitates the implementation of Board accepted policies and procedures.
20. **Coordinates the District's Calendar committee.**
21. ~~Supervises all use of facility request.~~
22. Attends board meetings and prepares reports upon request.
23. Performs other duties as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

~~245-Day contract.~~ **Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.**

EVALUATION:

Job performance will be evaluated annually by the Superintendent of Schools.

Adopted: 05-09-11
Revised: 01-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Deputy Superintendent of Schools |
| QUALIFICATIONS: | Superintendent's certification; Central Office experience preferred |
| REPORTS TO: | Superintendent of Schools |

PERFORMANCE RESPONSIBILITIES:

1. Supervises and evaluates Executive Director of Human Resources and Technology, Chief Operations Officer, Director of Athletics and Director of Student Services.
2. Facilitates the implementation of board adopted policies and procedures.
3. Assists the Superintendent in policy and procedure revisions.
4. Works with directors and principals in implementing and evaluating instructional programs.
5. Serves as a mediator between building administration, staff, parents and students.
6. Advises the Superintendent on recommendations for reassignment, suspension or dismissal of employees.
7. Works with Chief Operations Officer to ensure safe, clean and attractive district sites.
8. Coordinates the district long range planning committee.
9. Coordinates student teacher placement in the district.
10. Coordinates safe school, security reports and crisis management implementation.
11. Consults with the Superintendent in approving all expenditures for school district purchases in accordance to Oklahoma Cost Accounting System.
12. Serves as representative for the district with the United States Department of Education Civil Rights Data Collection.
13. Provides demographic updates to Superintendent and Board of Education to include class sizes, student enrollment, and personnel data.
14. Attends board meetings and prepares reports upon request.
15. Serves as the Title IX hearing officer for the district.
16. Abides by all district policies and state and federal laws.
17. Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Superintendent.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 02-01
Revised: 04-06
Revised: 10-09-06
Revised: 12-08-08
Revised: 8-24-10
Revised: 06-05-13
Revised: 12-8-14

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Director of Student Services |
| QUALIFICATIONS: | Special Education certification required; Administrative certification required |
| REPORTS TO: | Assistant Superintendent of Academic Services Deputy Superintendent |

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the general operation of all special education programs.
2. Supervises and evaluates the IEP facilitator, School Psychologists, Coordinator of Special Education Programs and Coordinator of Student Assistance Programs.
3. Supervises the maintenance of all district special education records in compliance with local, state, and federal regulations.
4. Supervises and coordinates the transition of students from Part B to Part C of special education programs.
5. Coordinates and completes all appropriate federal, state, and local applications for funding for special education programs.
6. Supervises the general operation of health service program and school nurses.
7. Supervises the general operation of mental health and student assistance programs.
8. Supervises and coordinates the homebound/home-based program.
9. Serves as the district ADA coordinator.
10. Supervises 504 procedural information and files.
11. Serves as the liaison between community based organizations and the district to provide needed services to students.
12. Keeps abreast of and communicates with appropriate staff all pertinent regulations and laws of assigned programs.
13. Meets monthly with all related service providers.
14. Supervises professional development activities and specialized training for all assigned programs.
15. Serves as a mediator between building administration, staff, parents, and students.
16. Attends board meetings and prepares reports upon request.
17. Is actively involved in professional growth activities.

18. Assists in the recruitment, selection, retention, promotion and assignment of special education personnel.
19. Supervises professional development activities and specialized training for special education staff, administrators and other personnel to include local, state and federal compliance issue
20. Coordinates purchases of materials and equipment for special education programs.
21. Supervises Transition Planning Conferences for students moving from Part B to Part C of special education programs.
22. Coordinates special education referrals and testing for the district.
23. Supervises Extended School Year program for identified students.
24. Maintains confidentiality.
25. Abides by all district policies and state and federal laws.

26. Performs other duties as assigned by the Assistant Superintendent of Academic Services.

TERMS OF EMPLOYMENT:

Number of days and compensation to be determined by the Board of Education and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the ~~Assistant Superintendent of Academic Services~~. Deputy Superintendent.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 02-01
Revised: 10-09-06
Revised: 12-08-08
Revised: 07-14-14
Revised: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Athletic Trainer |
| QUALIFICATIONS: | Certificate from the National Athletic Trainer's Association; License by Oklahoma State Board of Medical Licensure. |
| REPORTS: | District Athletic Director Director of Athletics |

PERFORMANCE RESPONSIBILITIES:

1. Develops overall athletic training program for district including injury prevention programs for students and staff, injury management and injury treatment/rehabilitation.
2. Possesses ability to use basic communication skills (oral, written or business) to exchange information.
3. Interprets written or printed materials, such as medical records, medical charts, diagrams and instruction materials.
4. Has expertise in use of specialized equipment for athletic training.
5. Exhibits good customer service and people skills with school personnel, families of students and medical professionals.
6. Provides athletic trainer coverage for all home and away varsity football games. Provides coverage for other home and away varsity games, when possible. Provides coverage for all home mid-high and middle school football games. Such coverage includes being at practices, if possible, and at games in case of injury.
7. Works with a supervising physician to ensure the best health care possible is provided. Works within the guidelines of the established protocol, allows for primary injury assessment, emergency first aid and transportation of injured. Responsibilities include assisting doctor in determining the criteria used for releasing an injured athlete to return to activity and to inform coaches on proper protocol. Responsibilities include pre-season screening and developing conditioning programs.
8. Assumes responsibility for the maintenance of training equipment and use of all therapeutic modalities under the trainer's charge.
9. Implements and supervises a student trainer program in a positive, professional environment.
10. Serves as a consultant to students on topics that could affect their health or performance. Consults with coaches and players on matters pertaining to flexibility, conditioning and other environmental conditions that could put the athlete at risk. Must be able to keep an open, professional mind toward the purposes of the athletic program and the capabilities or limitations of the athlete.
11. Orders all supplies and equipment needed for each school year while working within the current athletic training budget.
12. Coordinates and assists with the physical examinations of all student athletes prior to the beginning of each season.
13. Is responsible for overseeing the formation of the district's student athletic training program, including the student trainers.
14. Maintains accurate records of athletic injuries, treatments and rehabilitation for student athletes.
15. Keeps abreast of current major advances in the field of sports medicine.
16. Abides by all district policies and state and federal laws.
17. Performs other duties as assigned by the district athletic director.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved salary schedule and employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually by the ~~District Athletic Director~~ Director of Athletics.

Adopted: 07-2000
Revised: 12-08-08
Revised: 06-29-10
Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Assistant Athletic Director (Coordinator of High School Sports and Activities) |
| QUALIFICATIONS: | Valid teacher certification; Experience in a leadership role |
| REPORTS TO: | High School Principal and District Athletic Director Director of Athletics |

PERFORMANCE RESPONSIBILITIES:

1. Assists the ~~District Athletic Director~~ Director of Athletics and High School Principal in the coordination of high school secondary ~~sports and activities. in athletics, fine arts and academic competitions.~~
2. Serves as a liaison with the ~~District Athletic Director~~ Director of Athletics and the Secondary School Principals for the implementation of policy and practices.
3. ~~Plans and coordinates, with the approval of the District Athletic Director, the program of events for the athletic department.~~
4. ~~Plans and coordinates, with the approval of the High School Principal, the program of events for the fine arts activities and academic competitions.~~
5. Prepares and maintains necessary reports and records in accordance with the requirements that govern such records and reports.
6. Represents or delegates a representative to attend high school athletic contests, conference and state association meetings.
7. Works closely with the ~~District Athletic Director~~ Director of Athletics to assure budgets and expenditures are accurate and accountable.
8. In cooperation with the head coach of each sport, works within the allocated budget for each sport.
9. In cooperation with the head varsity coach of each sport, prepares and recommends the purchase and repair of equipment and supplies.
10. Assists the ~~District Athletic Director~~ Director of Athletics in supervision of inventory, storage and care of equipment and supplies. Ensures that all head coaches submit an inventory; and properly store and care for all equipment and supplies.
11. ~~Is responsible for the certification~~ Assists with eligibility of all high school athletes.
12. Works with the ~~District Athletic Director~~ Director of Athletics to arrange contracts with other schools for athletic contests and for game officials.
13. Assists in the supervision of and the preparation for and sale of admissions to athletic contests; to include advance sales, ticket sellers, gate- keepers, pass gates, ushers, scouting and complimentary tickets.
14. Is responsible for such items as transportation, meals, ambulance service, physician's services, scores and times, public address system, pre-game and half-time activities.
15. Is responsible for maintenance of athletic facilities, which includes all maintenance orders.
16. ~~Coordinates other activities that might fall within his/her jurisdiction or which may be assigned to him/her by the District Athletic Director and/or High School Principal.~~
17. Abides by all district policies and state and federal laws.
18. Maintains confidentiality.
19. Performs other duties as assigned by supervisor. Director of Athletics

TERMS OF EMPLOYMENT:

~~240-day contract.~~ Number of days and compensation based on Board approved administrative salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually by the Administrative Assistant. Director of Athletics.

Adopted: 04-01

Revised: 04-11-05

Revised: 12-08-08

Revised: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | District Athletic Director Director of Athletics |
| QUALIFICATIONS: | Administrative Certification preferred; Experience in a leadership role |
| REPORTS TO: | Superintendent/ Administrative Assistant Deputy Superintendent |
| SUPERVISES: | Athletic Programs |

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the overall program of interscholastic athletics for the district.
2. ~~Supervise, evaluate, and delegate work for the athletic staff.~~
3. Provides leadership in the selection and assignment of athletic coaches.
4. Keeps building principals informed of athletic program issues and coordinates district-wide athletic program.
5. Fosters good school/community relations by keeping the community aware and positively responsive to the athletic programs.
6. Delegates authority to accomplish program goals as necessary.
7. Collaborates with athletic facilitators and coaches to hire all workers for home athletic events.
8. Arranges transportation for athletic contest participants.
9. Arranges provisions for meals for athletes and coaches.
10. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
11. Establishes the physical and academic requirements of eligibility for participation in each sport, and verify each athlete's eligibility.
12. Works closely with the Chief Financial Officer to ensure budgets and expenditures are accurate.
13. Prepares and administers the athletic program budget.
14. ~~Ensures fiscal responsibility and maintain all athletic accounts.~~
15. ~~Coordinates the community use of athletic fields and facilities.~~
16. Supervises the use and care of all athletic facilities owned by the district.
17. Supervises the practice sessions of the various athletic teams on a regular basis.
18. Requisitions, in cooperation with appropriate staff members, supplies, uniforms and equipment for athletic programs.
19. Supervises the cleaning, storage and care of all athletic equipment.
20. Supervises all ticket sales and fund-raising events connected with the athletic program and assume responsibility for proper handling and accounting of monies involved.
21. Arranges all details of visiting teams' needs, including meals, gymnasium services and field assistance as appropriate.
22. ~~Makes all necessary arrangements for the use of non-school playing fields and facilities.~~
23. Arranges the practice schedules for the coaches on the fields and in the gymnasiums.
24. ~~Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.~~
25. ~~Keeps records of the results of all middle school and high school athletic contests; and maintain a records file of all award winners, stating the date and type of the award, including athletic scholarships.~~
26. ~~Plans and supervises an annual recognition program for school athletes.~~
27. ~~Abides by all district policies and state and federal laws.~~
28. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~245~~ ~~245~~ day contract. Number of days and compensation based on Board approved administrative salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually by the ~~Administrative Assistant~~ Deputy Superintendent.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.

Ability to lift up to 10 pounds frequently.

Ability to do outside duties in inclement weather.

Ability to walk or move long distances from location to location around the building multiple times each day.

Adopted: March 1999

Revised: March 2001

Revised: April 2001

Revised: 12-08-08

Revised: 03-07-11

Revised: 1-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|--|
| TITLE: | Athletic Facilitator |
| QUALIFICATIONS: | Valid teacher certification; administrative certification preferred; experience in a leadership role |
| REPORTS TO: | Director of Athletics |

PERFORMANCE RESPONSIBILITIES:

1. Assists with providing support regarding OSSAA and Mustang Public Schools rules and regulations with emphasis of female sports.
2. Collects and analyzes data for the purpose of verifying that legal compliance requirements are met for athletes and identifying trends to support district goals and objectives. Abides by all district policies and state and federal laws.
3. Provides a channel through which students and the community may express their concerns regarding athletic programs.
4. Mediates the resolution of problems, issues, and concerns that may arise between coaches and athletic programs.
5. Assists the Director of Athletics in the selection and evaluation of the coaching staff.
6. Completes an evaluation form and holds a conference with all head coaches of female athletic teams within an appropriate timeframe following the conclusion of their sport season.
7. Serves in a game day operations role and administrative role for athletic events.
8. Confirms officials for home events.
9. Represents school district and athletic department as an administrator at athletic contests, conferences and state association meetings.
10. Take care of overnight accommodations for athletic teams competing in post season competition.
11. Participates in a variety of meetings, seminars and workshops for the purpose of maintaining professional development.
12. Assists in collecting rosters from athletic programs and ensures appropriate information is uploaded to the Mustang athletic website.
13. Monitors female athletic absences in accordance to the OSSAA standards.
14. Coordinates fall, winter, and spring homecoming for Mustang High School.
15. Coordinates senior night events for high school athletics.
16. Performs other duties as assigned by the Director of Athletics.
17. Maintains confidentiality.
18. Abides by all district policies and state and federal laws.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually District Athletic Director.

Adopted: 01-15-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Secretary to the District Athletic Director Director of Athletics |
| QUALIFICATIONS: | High school diploma; proficiency in typing and computer skills; working knowledge of basic office procedures and the operation of common office equipment |
| REPORTS TO: | District Athletic Director Director of Athletics |

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the usual office routines and practices associated with a productive and smoothly run office.
2. Obtains, gathers and organizes pertinent data as needed and puts it into usable form.
3. Makes arrangements for conferences and meetings.
4. Coordinates appointments of ~~District Athletic Director~~ **Director of Athletics** and directs such to proper person.
5. Handles the correspondence relating to the position.
6. Performs data entry tasks associated with the position.
7. Works with ~~Wengage~~ **Alion** in the activity and general accounting ordering coaches and athletes needs.
8. Monitors receipt of items ordered and arranges for payment.
9. Invoices other schools for participating in home events.
10. Assists the Assistant Athletic Director (~~Coordinator of High School Sports and Activities~~) with scheduling activities and budget needs.
11. ~~Designs and distributes athletic passes to all district employees.~~
12. Keeps a current personnel file of coaches eligible to drive a bus, including a current copy of the driver's CDL, certificate and physical.
13. Works with booster clubs keeping them informed regarding athletic events.
14. Works with coaches and the athletic trainer to ensure all paperwork is in place for home and away events such as, officials, security, entry fees, transportation and/or facility requests.
15. ~~Keeps game schedules current and available.~~
16. Maintains good public relations with parents, newspapers, radio and television, coaches from other schools, recruiters, vendors, officials and with employees within the district.
17. Generates all end-of-season athletic certificates.
18. **Abides by all district policies and state and federal laws.**
19. Performs other duties as assigned by the ~~District Athletic Director~~ **Director of Athletics**.

TERMS OF EMPLOYMENT:

~~240 day contract.~~ **Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.**

EVALUATION:

Performance of this job will be evaluated annually by the ~~District Athletic Director.~~ **Director of Athletics**

Adopted: 10-09-06
Revised: 02-09-09
Revised: 01-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | District Athletic Compliance Officer |
| QUALIFICATIONS: | Valid teacher certification Administrative certification preferred Knowledge of OSSAA rules and regulations |
| REPORTS TO: | District Athletic Director Director of Athletics |

PERFORMANCE RESPONSIBILITIES:

1. Assists the ~~District Athletic Director~~, Director of Athletics Assistant Athletic Director and High School Principal in the area of athletic compliance.
2. Provides instruction regarding OSSAA and Mustang Public Schools rules and regulations to coaches, administrators, prospective student-athletes, parents and boosters to ensure these groups are aware of MPS's expectations in terms of remaining compliant with these various rules and regulations.
3. Provides guidance to MPS coaches, administrators, student-athletes, parents and boosters by providing accurate interpretations of OSSAA and MPS rules and assisting these groups in remaining compliant.
4. Monitors activities, such as: eligibility certification, playing and practice limitations, recruiting and new student/transfer student rules and regulations.
5. Investigate and self-report any major or secondary OSSAA or MPS rules violations in a timely manner.
6. ~~Monitors administrators and staff while providing institutional control and oversight within our school district.~~
7. Represents school district at athletic contests, conferences and state association meetings.
8. Is responsible for all certification of all middle school and high school student-athletes.
9. Serves in a game day operations role and administrative role for home athletic events.
10. Prepares and maintains necessary reports and records in accordance with the requirements that govern such records and reports.
11. Provides a quarterly review of the overall program to the ~~District Athletic Director~~. Director of Athletics
12. Supervises all use of facility requests.
13. Assists the Director of Athletics in the selection and evaluation of the coaching staff.
14. Monitors and transports money bags for gate and concession at home events. Makes bank bag deposits at the end of athletic events.
15. Assists in updating and maintaining necessary information on the Mustang athletic website.
16. Maintains confidentiality.
17. Abides by all district policies and state and federal laws.
18. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240 day contract.~~ Number of days and compensation based on Board approved administrative salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually by the ~~District Athletic Director~~. Director of Athletics

Adopted: 04-12
Revised: 01-12-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Director of Child Nutrition |
| QUALIFICATIONS: | <p>Shall have at least two years experience in a School District child nutrition operation at the management or supervisory level. Formal education in food services management/nutrition will be considered in lieu of experience; Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. Must meet the requirements of the Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 amended section 7 of the Child Nutrition Act of 1966 (CAN) (42U.S.C.1776) 15 hours of annual continuing education, training and certification to successfully manage the National School Lunch Program and School Breakfast Program, have some knowledge of Oklahoma laws and regulations relating to child nutrition services within the area of school districts; some knowledge in food production, portion control, purchasing and procurement, quality control and menu planning with emphasis on donated commodity usage is a required item; Will showing high aptitudes in personnel selection and training. Can deal with people at every level of employment; meeting the objectives in working with principals, teachers, parents and children to interpret the school lunch program to the community and make it an asset to school as well as the community</p> |
| REPORTS TO: | Chief Financial Officer |
| SUPERVISES: | All School Child Nutrition Personnel |

PERFORMANCE RESPONSIBILITIES:

1. Works with managers in planning menus for reimbursable school lunches.
2. Interviews and employs all child nutrition personnel.
3. Utilizes all U.S. donated foods into the program through effective suggestions and planning of overall menu preparation.
4. Maintains adequate and accurate records and controls to include: Financial, Personnel, Inventory, Purchasing and all Operational Reports.
5. Develops and maintains a systematic food purchasing system incorporating the spirit of competition at all times. Has a procedure for proper checks on food quality and receipts at point of delivery. Adheres to the USDA (FNS) program aid #1257 Food Buying Guide for School Food Service released 1980-81.
6. Cooperates with Health Officials in supporting all Local and State Public Health laws and codes. Encourages each employee to observe the highest of standards in grooming and work habits.
7. Maintains a file of Standard and USDA recipes.
8. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained. Evaluates at work-site production, costs and personnel with an eye towards possible improvements.
9. Belongs to and provides leadership, where possible, in professional organizations. Participates in and promotes in-service training, conferences and continuing education programs for self and other personnel.
10. Assists principals and teachers in the instructional phases of the lunch-room program and in the classroom instructional units of work pertaining to Nutrition and Food groups when requested.
11. Keeps patrons and public informed of the menus and services offered in school cafeterias and of the health and educational benefits gained by children through participation in the *School Food Service Program*.
12. Maintains a direct line of communication with all employees, offering each, desired in-put to program that will be beneficial to growth and future progress. Emphasizes an open-door policy at all times.
13. Consults, as needed, with school planners and architects on plans and specifications for new and/or renovated food preparation centers.
14. Performs other duties as assigned by supervisor.

1. Works with State Department of Education meeting all required deadlines for reports, attends all required State workshops, videoconferences, etc. to stay up-to-date on all rules and regulations. Complies with the State during reviews and becomes familiar with the State Compliance Document.
2. Makes free/reduced applications available through many avenues and processes in a timely manner as required by USDA.
3. Pulls in new Direct Certification students through The Wave program often so children can receive benefits quickly.
4. Provides daily receipts to Treasurer of online prepayments received showing breakdown by schools.
5. Maintains accurate records and controls to include: Financial, Personnel, Inventory, Purchasing and all Operational Reports.
6. Provides in-service training on HAACP and other food safety and sanitation guidelines to all employees yearly to ensure a safe environment for students.
7. Belongs to and provides leadership, where possible, in professional organizations. Participates in and promotes in-service training, conferences and continuing education programs for self and other personnel.
8. Works with Coordinator to ensure meals are meeting USDA meal pattern requirements while still being palatable to children.
9. Ensure the commodities accepted in are used in menus in proper timeframe.
10. Ensures snacks meet USDA Smart Snack guidelines.
11. Ensures schools are maintaining proper inventory levels and using FIFO methods.
12. Assists parents in providing special diets for children as needed.
13. Works closely with Health and Wellness committee and provide updated information.
14. Ensures a fair and competitive bidding process and makes sure to purchase from quality distributors who comply with all health regulations.
15. Cooperates fully with health inspectors and works to receive perfect inspections at all sites and quickly repairs problems. Works to keep kitchens in good shape and reinforces highest standards of grooming and work habits.
16. Assists principals and teachers with Nutrition Education as needed
17. Maintains a direct line of communication with all employees, offering each, desired in-put to program that will be beneficial to growth and future progress. Emphasizes an open-door policy at all times.
18. Abides by all district policies and state and federal laws.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Performance of the job will be evaluated annually by the Chief Financial Officer.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.
Ability to do outside duties in inclement weather.
Ability to walk or move long distances from location to location around the building multiple times each day.

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Child Nutrition Warehouse Supervisor |
| QUALIFICATIONS: | High School diploma or equivalent; journeyman's license preferred; experience in refrigeration and equipment repair |
| REPORTS TO: | Director of Child Nutrition |

PERFORMANCE RESPONSIBILITIES:

1. Receives commodity deliveries, keeps them well-organized, secured, at proper temperature and maintains accurate records while in MPS's possession.
2. Distributes food and supplies to schools in a timely manner as needed.
3. Keeps Child Nutrition portion of the warehouse orderly and records warehouse freezer temperature daily.
4. Maintains all kitchen equipment and informs the Director of Child Nutrition of replacement needs or problems.
5. Responds to emergency freezer/refrigerator calls quickly as needed.
6. Assists with the bid requests as needed, getting information, etc.
7. *Abides by all district policies and state and federal laws.*
8. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~260~~²⁴⁵ day calendar. *Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.*

PHYSICAL DEMANDS:

- Ability to continuously stand or walk
- Ability to bend, climb and lift frequently
- Ability to lift up to 20 pounds frequently
- Ability to squat occasionally
- Lift up to 50 pounds
- Climb up and down ladder
- Works in zero deg. or colder freezers frequently

Work environment:

Generally works out of work truck or van and in and out of refrigerators and freezers. Does some computer work at desk in warehouse.

EVALUATION:

Performance of this job will be evaluated annually by the Director of Child Nutrition.

Adopted: 11-08

Revised: 02-09-09

Revised: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Child Nutrition Secretary |
| QUALIFICATIONS: | High School diploma or equivalent An average degree of proficiency in typing Shows high aptitude in working with figures and records with normal accuracy Has working knowledge of basic office equipment and computers Shows pleasant personality and ability to relate well to the public |
| REPORTS TO: | Director of Child Nutrition |

PERFORMANCE RESPONSIBILITIES:

1. ~~Performs the usual office routines and practices associated with a productive and smoothly-run office.~~
2. ~~Assists public in a positive and helpful way.~~
3. Maintains "Free and Reduced Lunch" records; notify parents of status. **accurate free/reduced records and notify parents in timely manner.**
4. ~~Monthly Reconciles~~ **reconciliation** of Child Nutrition **office free/reduced student** information with schools' **free/reduced student** information.
5. ~~Makes~~ **Design and publish** menus for **web, schools, and parents and newspapers.**
6. Monitors cashiers' reports, charge lists, etc.
7. ~~Communicates with parents regarding lunch charges, etc.~~ **Office duties: answer phones, sort and send mail, assist managers, cashiers, director as needed**
8. Maintains ~~a copy~~ **updated records** of Child Nutrition employees' personnel records, sick leave, uniform/phys reimbursements, **certification**, etc.
9. ~~Maintains School Nutrition Association information for all Child Nutrition employees, keeping track of all certification points for all employees.~~ **Customer service - assist parents, visitors, sales persons**
10. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

190-day calendar. Compensation based on Board approved support personnel salary schedule.

Hours: 7:30 a.m. – 4:00 p.m., 1 hr. lunch break

PHYSICAL DEMANDS:

- .Ability to stand and walk frequently
- .Ability to bend, climb and lift occasionally
- Ability to lift up to 35 pounds occasionally

Work environment: Generally works in an office environment, but may occasionally be required to work in a kitchen substituting for cafeteria employees, serving food or cleaning.

EVALUATION:

Performance of this job will be evaluated annually by the Director of Child Nutrition.

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Child Nutrition Secretary /Accounts Payable |
| QUALIFICATIONS: | High School diploma or equivalent An average degree of proficiency in typing Shows high aptitude in working with figures and records with normal accuracy Has working knowledge of basic office equipment and computers Shows pleasant personality and ability to relate well to the public |
| REPORTS TO: | Director of Child Nutrition |

PERFORMANCE RESPONSIBILITIES:

1. Creates online requisitions for the Child Nutrition Department.
2. ~~Keeps original signed purchase orders in numerical order for auditors.~~ Maintains accurate and complete documentation of accounts payable records and transactions in an organized filing system.
3. ~~Processes all bread, produce, grocery and nonfood orders.~~ Processes all food and nonfood orders and delivery of shorted items.
4. Verifies mathematical accuracy and acknowledgment of goods received on all invoices. Also verifies that vendor has honored bid prices.
5. Submits vendor information to the Accounts Payable Specialist to be certified enter.
6. Certifies invoices for payment.
7. Prepares payments for mailing.
2. ~~Submits vendor information to the Accounts Payable Specialist.~~
8. Maintains accurate and complete documentation of accounts payable records and transactions in an organized filing system.
9. Keeps monthly board reports for auditors.
10. Processes commodity orders and maintains proper records.
3. ~~Maintains commodity records.~~
11. Maintains good working relationship with vendor's sales representatives.
12. ~~Takes problem calls from all kitchens concerning equipment and building.~~ Creates work orders for kitchen trouble calls and follows up.
4. ~~Takes problem calls from all kitchens concerning food items.~~
5. ~~Coordinates delivery of outed items for all kitchens.~~
6. ~~Submits work orders for all kitchens, warehouse and food service office.~~
13. Periodically researches encumbrances to ensure sufficient funds are available.
14. Processes all student lunch refunds.
15. Performs other duties as assigned by supervisor.
16. Abides by all district policies and state and federal laws.

TERMS OF EMPLOYMENT:

~~220 day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and employee work calendars.

PHYSICAL DEMANDS:

- Ability to stand and walk frequently
- Ability to bend, climb and lift occasionally
- Ability to lift up to 35 pounds occasionally

Work environment:

Generally works in an office environment, but may occasionally be required to work in a kitchen substituting for cafeteria employees, serving food or cleaning.

EVALUATION:

Performance of this job will be evaluated annually by the Director of Child Nutrition.

Adopted: 03-12-07

Revised: 02-09-09

Revised: 01-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|--|
| TITLE: | Child Nutrition Coordinator |
| QUALIFICATIONS: | <p>High School diploma or equivalent At least two (2) years experience in a school district child nutrition operation at a management or supervisory level Certified through School Nutrition Association Have some knowledge of Oklahoma laws and regulations relating to school child nutrition services Will show high aptitudes in personnel selection and training. Can deal with people at every level of employment 15 hours of annual continuing education/training</p> |
| REPORTS TO: | Director of Child Nutrition |

PERFORMANCE RESPONSIBILITIES:

1. Creates and adjusts cycle menus to meet most current State and USDA guidelines.
2. Posts cash receipts from daily activity from all sites.
3. Review time clock entries for all Child Nutrition employees and make changes as necessary, and approve all extra time worked.
4. Sends monthly menu analysis information to school nurses and parents who have requested it.
5. Makes monthly site reviews and/or spot inspections – making recommendations to site Manager and Director of Child Nutrition as to changes needed.
6. Ensures sites are promoting health and wellness through Child Nutrition Services.
7. Ensures sites are issuing standardized USDA recipes.
8. Interviews potential Child Nutrition employees.
9. Recommends new hires for the Child Nutrition Department and performs trainings for the new hires.
10. Helps the Director of Child Nutrition coordinate and present in-service trainings.
11. Fills in for Director when Director is out.
12. Abides by all district policies and state and federal laws.
12. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~190220-day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and employee work calendars.

PHYSICAL DEMANDS:

- Ability to stand and walk frequently
- Ability to bend, climb and lift occasionally
- Ability to lift up to 35 pounds occasionally

Work environment:

Generally works in an office environment, but may occasionally be required to work in a kitchen substituting for cafeteria employees, serving food or cleaning.

EVALUATION:

Performance of this job will be evaluated annually by the Director of Child Nutrition.

Adopted: 06-25-08
Revised: 02-09-09
Revised: 01-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Child Nutrition Warehouse Assistant |
| QUALIFICATIONS: | A working knowledge of receiving, distributing and storing of commodity foods/frozen, refrigerated and dry goods; able to tend to various office and kitchen needs. |
| REPORTS TO: | Director of Child Nutrition |

PERFORMANCE RESPONSIBILITIES:

1. Accepts in deliveries.
2. Arranges warehouse freezer and keeps freezer organized and well maintained.
3. Keeps good records of commodities
4. Moves food to schools as needed. from warehouse to schools and from one school to another as needed – with careful handling of products and maintaining proper temperatures.
5. ~~Transfers of food from one school to another.~~
5. Is available to move food on emergency basis (nights and weekends included).
6. Tends to various office and kitchen needs problems and notifies Director of site needs.
7. Abides by all district policies and state and federal laws.
8. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~260~~245 day calendar. — Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

PHYSICAL DEMANDS:

- Ability to continuously stand or walk
- Ability to bend, climb and lift frequently
- Ability to lift up to 20 pounds frequently
- Ability to squat occasionally
- Lift up to 50 pounds
- Climb up and down ladder
- Works in zero deg. or colder freezers frequently

EVALUATION:

Performance of this job will be evaluated annually by the Director of Child Nutrition.

Adopted: 07-14-08

Revised: 02-09-09

Revised: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Cafeteria Manager |
| QUALIFICATIONS: | High School diploma or equivalent; Minimum of three years experience in a school child nutrition program at the kitchen level Show high aptitudes toward personnel selection and training. Can deal with people at all levels of employment Has ability to project both quantity and quality food production with emphasis on the nutritional programs education values Has innovative qualities of creativity and imagination in child nutrition areas 12 hours of annual continuing education/training |
| REPORTS TO: | Director of Child Nutrition |
| SUPERVISES: | Site personnel employed in the Child Nutrition section. |

PERFORMANCE RESPONSIBILITIES:

1. Manages a school child nutrition program according to school board policies, procedures and methods and State and USDA requirements.
2. ~~Cooperates with school staff members to promote the nutrition programs educational values. Occasionally promotes special "days" or menus to carry out a specific theme.~~ Promotes and provides nutrition education.
3. Supervises and instructs child nutrition personnel assigned to her site.
4. Maintains high standards of food preparation and service. Takes pride in appearance and taste of food prepared and the way the kitchen looks.
5. Instructs kitchen personnel in the safe, proper and efficient use of all kitchen equipment related to their tasks.
6. Responsible for total production of food items emphasizing a high degree of quality as well as quantity. Teach the necessity of effective portion and cost control. Adjust recipes for quantity as necessary. Keep all necessary records up to date.
7. ~~Effects proper storage, utilization, and the receiving of all food products to her kitchen.~~ Monitors HACCP process, insuring products meet codes when being received in, stored, cooked, served out, and cooled down. Will check all orders for accuracy and quality - report any noted discrepancies to child nutrition secretary-office.
8. ~~Compiles to~~ Complies with all State, county and Local health regulations - posts a complete cleaning schedule for her cafeteria on a rotated basis, and makes sure it is followed.
9. ~~Analyzes and orders all food items per pre-prepared menu on a monthly basis fresh produce will be ordered weekly. Be careful not to over or under stock. Check for high standards of finished product.~~ Orders all items needed weekly per menu being careful not to over or under-stock and using oldest products first.
10. Is responsible for accurate inventories, logs, reports, and freezer/refrigerator temperature checks as required.
11. Follows established menus and recipes and utilizes all USDA donated commodities to the fullest expectation. at all times. Has a keen awareness of proper taste, color, appeal, and appearance of all prepared food.
12. Is responsible for the security and safety of all food items through proper lock up and storage each day.
13. Immediately reports to school principal and Director of Child Nutrition and any problems or accidents occurring in the kitchen or cafeteria premises.
14. Uses creative ideas such as decorations for special events, bulletin boards, pictures, posters, etc. An objective of once per month promotion should be set up.
15. Keeps Director of Child Nutrition informed on all events that affect the cafeteria.
16. Works with Director of Child Nutrition and other cafeteria managers to plan nutritious, tasty, appealing menus taking into consideration cost of food, labor and availability of products. Make sure these menus meet requirements set out by the USDA. on cutting down inventory towards end of year

– sharing what they can to prevent purchasing.

17. At regular intervals, looks at the program from the guests viewpoint. Plate waste is a factor not to be overlooked.
18. Is responsible for maintaining standards constantly and consistently by training, developing and controlling the staff. Encourages staff to become certified and participate in food service organization and events.
19. Is professional with customers and parents, and works well with school staff – part of school team.
20. ~~Takes pride and instills pride in staff for a job well done. Compliments when it is called for. Looks for something good as well as weaknesses.~~ Always clean and neatly groomed as a person on the job. Wears proper well-fitting and clean uniform; leather type shoes with non-skid soles; hair neatly arranged in hair net. No jewelry except wedding rings and watches are to be worn.

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CONTINUED, CAFETERIA MANAGER _____

21. ~~Always clean and neatly groomed as a person on the job. Wears proper well-fitting and clean uniform; leather type white shoes with non-skid soles; hair neatly arranged in hair net. No jewelry except wedding rings and watches are to be worn.~~ Has the knowledge to perform any position in the child nutrition area at your site.
22. ~~Has the knowledge to perform any position in the child nutrition area at your site.~~ Performs other duties as assigned by supervisor.
23. Abides by all district policies and state and federal laws.

PHYSICAL JOB DESCRIPTION:

1. Frequently bends, reaches above shoulder level and push, pull, and carries and/or lifts up to 35# without assistance.
2. Occasionally climbs to a height of 2 feet and carry and/or lift more than 35# with help.
3. Wipes clean surfaces such as tables, counters, walls, and ceilings.
4. Serves on serving line from either end or center position. Hand dexterity both hands and side to side movement.
5. Requires being around dangerous equipment related to Child Nutrition Industry.
6. Exposure to marked changes in temperature and humidity.
7. Exposure to dust, fumes, and gasses.

TERMS OF EMPLOYMENT:

~~180 day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually by the Director of Child Nutrition.

Revised: 02-09-09
Revised: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Full Time Assistant |
| QUALIFICATIONS: | High School diploma or equivalent; demonstrates an aptitude for successful performance of the responsibilities listed below; shows a basic interest and knowledge in the mass feeding; knows what to expect 8 hours of annual continuing education/training |
| REPORTS TO: | Cafeteria Manager |

PERFORMANCE RESPONSIBILITIES:

1. Assists in the preparation of food portions. Has interest and knowledge of food and follows preparation and handling policies well.
2. Learns to cook in the basic five areas such as, Main Dish, Salads, Vegetables, Bread and Desserts - specializing in one. Finds better ways to do work and becomes eager to try new methods.
3. Learns and operates all equipment in assigned areas such as dish machine, convection oven, mixers, etc., with major emphasis on safety.
4. Follows a "clean as you go" program as assigned by cafeteria manager. **Readily** accepts rotated clean-up assignments ~~with enthusiasm~~. Takes pride in appearance of ~~unit kitchen~~ **and personal work area**.
5. Performs related duties as required.
6. Takes pride in seeing that food is prepared and served in a most attractive and best condition. Takes action if food is not correct for service.
7. Is clean and neatly groomed as a person on the job. Wears proper well-fitting and clean uniform; leather type ~~white~~ shoes with non-skid soles; hair neatly arranged in hair net. No jewelry except wedding rings and watches are to be worn.
8. Notifies cafeteria manager in a timely manner if unable to report for work so that a substitute can be arranged.
9. ~~If assigned to High School,~~ **May** be required to act as cashier during serving time and assistant cashier job description will apply.
10. Adjusts recipes for quantity. Reads and understands recipes and work schedules.
11. **Abides by all district policies and state and federal laws.**
12. Performs other duties as assigned by the supervisor.

PHYSICAL JOB DESCRIPTION:

1. **Frequently bends, reaches above shoulder level and pushes, pulls and carries and/or lifts up to 35 # without assistance.**
2. **Occasionally climbs to a height of 2' and carries and/or lifts more than 35# with help.**
3. **Wipes clean surfaces such as tables, counters, walls and ceilings.**
4. **Serves on serving line from either end or center position (hand dexterity - both hands - and side-to-side movement.)**
5. **Prepares foods in steam jacketed kettle or tilt skillet, requiring a stirring (circular) motion with both hands.**
6. **Places food items on pans, transfer pans in and out of ovens and/or convection steamers and into holding cabinets or onto line.**
7. **Operates dish machine - spraying off trays, feeding them through machine, storing clean items.**
8. **Assists in storing of foods, paper goods, cleaning compounds, kitchen utensils on shelves, racks and/or pallets in storeroom refrigerator/free kitchen area.**
9. **Sweeps and/or mops floors.**
10. **Is around dangerous equipment related to Child Nutrition Industry.**
11. **Is exposed to marked changes in temperature and humidity.**
12. **Is exposed to dust, fumes and gases.**

All of the above duties will vary from day to day pending on items to be prepared and work schedule.

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TERMS OF EMPLOYMENT:

~~176-day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually by the Cafeteria Manager and/or Child Nutrition Director.

Revised: 02-09-09

Revised: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Head Cashier |
| QUALIFICATIONS: | High School diploma or equivalent; knowledge of computer and 10 key; shows high aptitude in working with figures and records with normal accuracy; experience in cashier work helpful; shows pleasant personality and ability to relate well to students, parents, staff and fellow employees 8 hours of annual continuing education/training |
| REPORTS TO: | Cafeteria Manager |
| SUPERVISES: | Short hour cashier, if applicable |

PERFORMANCE RESPONSIBILITIES:

1. Maintains accurate and complete records of student lunch accounts in compliance with district, state and federal guidelines.
2. Assures confidentiality in regards to students' meal status information.
3. Is available to receive money from students before first hour begins any time during working hours.
4. Is responsible for notifying parents notifications when students and adults need to bring lunch money by sending notices home or personal telephone calls. Notifies Provides weekly and monthly reports to Child Nutrition Secretary of accounts with excess negative balances.
5. Balances daily receipts from computer with money collected. Immediately notifies Child Nutrition Office of any problems unresolved over \$5.00.
6. Is responsible for maintaining the correct amount of change in change bag.
7. ~~Delivers daily monies and records in proper order to Child Nutrition Office promptly at the close of the day.~~
7. Has money and records sent to the office and ready for the courier by arrival time, daily. If a problem prevents this, call Director for instructions.
8. Keeps accurate account of milk purchased and used, and reorders daily.
9. Performs kitchen duties as assigned by cafeteria manager such as preparing fruit or vegetables for the day's menu. See "Full-Time Assistant" job description.
10. Is clean and neatly groomed. Wears proper, well-fitting and clean uniform; leather type white shoes with non-slid skid soles; hair neatly arranged in hair net. No jewelry except wedding rings and watches are to be worn.
11. Maintains records in cafeteria for five (5) school years, plus the current school year.
12. Abides by all district policies and state and federal laws.
13. Performs other duties as assigned by supervisor

PHYSICAL JOB DESCRIPTION:

1. Occasionally bends and reaches above shoulder level and pushes, pulls and carries and/or lifts up to 35 # without assistance.
2. Occasionally climbs to a height of 2'.
3. Wipes clean surfaces such as tables, counters, walls and ceiling.
4. Is required to be around dangerous equipment related to child nutrition Industry.
5. Is exposed to marked changes in temperature and humidity.
6. Is exposed to dust, fumes and gasses.

TERMS OF EMPLOYMENT:

~~176 day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually by the Cafeteria Manager and/or Child Nutrition Director.

Revised: 02-09-09

Revised: 01-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|--|
| TITLE: | Assistant Cashier |
| QUALIFICATIONS: | High School diploma or equivalent; knowledge of computer and 10 key; shows high aptitude in working with figures and records with normal accuracy; experience in cashier work helpful; shows pleasant personality and ability to relate well to students, parents, staff and fellow employees 8 hours of annual continuing education/training |
| REPORTS TO: | Cafeteria Manager |

PERFORMANCE RESPONSIBILITIES:

1. Balances your daily receipts from computer with money collected from that line. Presents to head cashier in proper order so the two may be combined.
2. Returns allotted change to head cashier.
3. Assists head cashier in any way possible to close out for the day.
4. Assures confidentiality in regards to student's meal status information.
5. Learns all duties required of head cashier so that position can be filled in case of absence. See Head Cashier job description.
6. Performs kitchen duties as assigned by manager.
7. Is clean and neatly groomed. Wears proper, well-fitting and clean uniform; leather type white shoes with non-skid soles; hair neatly arranged in hair net. No jewelry except wedding rings and watches are to be worn.
8. Abides by all district policies and state and federal laws.
9. Performs other duties as assigned by supervisor

PHYSICAL JOB DESCRIPTION:

1. Occasionally bends, reaches above shoulder level and pushes, pulls and carries and/or lifts up to 35# without assistance.
2. Occasionally climbs to a height of 2'.
3. Wipes clean surfaces such as tables, counters, walls and ceiling.
4. Is required to be around dangerous equipment related to the child nutrition industry.
5. Is exposed to marked changes in temperature and humidity.
6. Is exposed to dust, fumes and gases.

TERMS OF EMPLOYMENT:

~~176 day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually by the Cafeteria Manager and/or Child Nutrition Director.

Revised: 02-09-09

Revised: 01-12-15

**MUSTANG PUBLIC SCHOOL
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Cafeteria Substitute |
| QUALIFICATIONS: | Must have a telephone; must be able to work at any of our sites; has the ability to follow instructions |
| REPORT TO: | Cafeteria Manager |

PERFORMANCE RESPONSIBILITIES:

1. Is dependable - reports for work at appointed time, ready to work.
2. Follows instructions precisely, always keeping sanitation and safety in mind.
3. ~~Is able to communicate with and~~ is courteous to students, staff and parents with whom in contact.
4. Is able to report for work on short notice.
5. Is clean and neatly groomed when reporting for duty. Wears leather type shoes with non-skid soles; hair neatly arranged in hair net and no jewelry except wedding rings. ~~Watches may be worn at own risk.~~
6. ~~Abides by all district policies and state and federal laws.~~
7. Performs other duties as assigned by supervisor

PHYSICAL RESPONSIBILITIES:

1. Lifts and carries up to 35# without assistance.
2. Is on feet standing, walking and bending approximately 3-5 hours.
3. Wipes tables and counters.
4. Is able to climb to a height of 2 feet.
5. Assists in storing of food, paper goods, cleaning compounds, kitchen utensils on shelves, racks and/or pallets in storeroom, refrigerator/freezer and kitchen area.
6. Has ability to read and follow directions.
7. Sweeps and mops floors.
8. ~~Job requires:~~
 - ~~using both hands~~
 - ~~side-to-side movement~~
 - ~~is around dangerous equipment related to the child nutrition industry~~
 - ~~is exposed to marked changes in temperature and humidity~~
 - ~~is exposed to dust, fumes and gasses~~
9. ~~Is able to communicate with students and staff.~~
8. ~~Dexterity -using both hands~~
9. ~~Side-to-side movement~~
10. ~~Is around dangerous equipment related to the child nutrition industry~~
11. ~~Is exposed to marked changes in temperature and humidity~~
12. ~~Is exposed to dust, fumes and gasses~~

TERMS OF EMPLOYMENT:

Hourly as called to work by cafeteria manager. Compensation based on Board approved rate.

Revised: 02-09-09

Revised: 01-12-15

MUSTANG PUBLIC SCHOOL
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Hostess/Assistant |
| SITE: | Elementary Schools |
| QUALIFICATIONS: | High School Diploma or equivalent; possess a definite interest in child nutrition and the benefits obtained by students through this program; must "like" like children 8 hours of annual continuing education/training |
| REPORTS TO: | Building principal while supervising students. Cafeteria Manager when working in kitchen |

PERFORMANCE RESPONSIBILITIES:

1. Is a cheerful and pleasant person while communicating with students, staff and parents.
2. Assures that tables are cleaned and sanitized before each meal period and that seats are free from food spills. Is prepared to clean up spills on floor in the absence of custodians. Watches for safety hazards.
3. ~~Watches time and dismisses children to recess.~~
4. Carries out wishes of building principal in regards to student behavior. Is caring, yet firm. ~~Works well with teachers/assistants who are on duty as well.~~
5. ~~Good balance of pleasantness with children, but maintain mature, role-model behavior – keeping hands off children as much as possible.~~
6. ~~Receives instruction on what to do if a child is choking. in and is proficient in can administering the Heimlich Maneuver. This training is given each year at pre-school child nutrition in service and at other times if necessary.~~
7. Is clean and neatly groomed as a person on the job. Wears proper well-fitting and clean uniform; leather type white shoes with non-skid soles; hair is neatly arranged in hair net. No jewelry except wedding rings and watches are to be worn.
8. Follows work schedules and job assignments as requested by Cafeteria Manager.
9. ~~Abides by all district policies and state and federal laws.~~
10. Performs other duties as assigned by supervisor.

PHYSICAL JOB DESCRIPTION:

1. Has the ability to lift and carry up to 35 pounds without assistance.
2. Has the ability to be on feet standing, walking and bending for up to 3 hours.
3. Wipes clean surfaces such as tables, counters, walls and ceilings.
4. Has the ability to climb to a height of 2 feet.
5. ~~Serves on serving line from either end or center position (only occasionally).~~
5. ~~Sweeps floors and mops floors.~~
6. ~~Assists in storing of food, paper goods, cleaning compounds, kitchen utensils on shelves, racks and/or pallets in store room, refrigerator/freezer and kitchen area.~~
6. ~~Using hand dexterity - both hands.~~
7. ~~Reads and understands work schedules.~~
7. ~~Side-to-side movement.~~
8. ~~Sweeps floors and mops floors.~~
8. ~~Be around dangerous equipment related to the Child Nutrition Industry.~~
9. ~~Has the ability to communicate with students and staff.~~
9. ~~Exposure to marked changes in temperature and humidity.~~
10. Job requires:
 - ~~Using hand dexterity – both hands.~~
 - ~~Side-to-side movement.~~

- ~~Be around dangerous equipment related to the Child Nutrition Industry.~~
- ~~Exposure to marked changes in temperature and humidity.~~
- ~~Exposure to dust, fumes, and gasses.~~

10. Exposure to dust, fumes, and gasses.

TERMS OF EMPLOYMENT:

~~176-day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually by the supervisor.

Revised: 02-09-09

Revised: 01-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Short Hour Assistant |
| QUALIFICATIONS: | High school diploma or equivalent; has a genuine interest in students and their nutritional well being; has the ability to follow instructions 8 hours of annual continuing education/training |
| REPORTS TO: | Cafeteria Manager |

PERFORMANCE RESPONSIBILITIES:

1. Assists where assigned to prepare ~~food item for the daily meal.~~ and serve food daily or work dish machine or rotate a schedule.
2. Learns food preparation in the basic areas such as main dish, salads, vegetables, breads and desserts.
3. Becomes familiar with and learns to operate all equipment in kitchen with a major emphasis on safety of the same.
4. Follows a "clean as you go" program as assigned by Cafeteria Manager. Accepts rotated clean-up assignments and takes pride in appearance of unit.
5. Takes pride in seeing that food is prepared and served in a most attractive and best condition.
6. Notifies Cafeteria Manager if unable to report to work in a timely manner so that a substitute can be arranged.
7. ~~If assigned to High School,~~ May be required to act as cashier during serving time and - assistant cashier job description will apply.
8. Serves on serving line.
9. Prepares foods in steam jacketed kettle or tilt skillet.
10. Places food items on pans, transfer pans in and out of ovens and/or convection steamers and into holding cabinets or onto line.
11. Operates dishmachine – spraying off trays, feeding them through machine, storing clean items.
12. Assists in storing of foods, paper goods, cleaning compounds, kitchen utensils on shelves, racks and/or pallets in storeroom refrigerator/freezer and kitchen area.
13. Is clean and neatly groomed. Wears proper, well-fitting and clean uniform; leather type white shoes with non-skid soles; hair neatly arranged in hair net. No jewelry except wedding rings and watches are to be worn.
14. Abides by all district policies and state and federal laws.
15. Performs other duties as assigned by supervisor.

PHYSICAL JOB DESCRIPTION:

1. Frequently bends, reaches above shoulder level and pushes, pulls and carries and/or lifts up to 35 pounds without assistance.
2. Occasionally climbs to a height of 2 feet.
3. Wipes clean surfaces such as tables, counters, walls and ceilings.
4. ~~Serves on serving line from either end or center position~~ (Hand dexterity - both hands - and side-to-side movement (serving food on lines).
5. ~~Prepares foods in steam jacketed kettle, this requires a~~ Stirring (circular) motion with both hands (preparing foods in kettle or tilt skillet).
6. ~~Places food items on pans, transfer pans in and out of ovens and/or convection steamers and into holding cabinets or onto line.~~ Sweeps and/or mops floors.
7. ~~Operates dish machine – spraying off trays, feeding them through machine, storing clean items.~~ Exposure to dangerous equipment related to the Child Nutrition Industry.
8. ~~Assists in storing of foods, paper goods, cleaning compounds, kitchen utensils on shelves, racks and/or pallets in storeroom refrigerator/freezer and kitchen area.~~ Exposure to marked changes in temperature and humidity.

9. Sweeps and/or mops floors. Exposure to dust, fumes and gasses.
6. Exposure to dangerous equipment related to the Child Nutrition Industry.
7. Exposure to marked changes in temperature and humidity.
8. Exposure to dust, fumes and gasses.

**~~_____~~ All of above duties will vary from day to day depending on items to be prepared and work schedule.

TERMS OF EMPLOYMENT:

~~176-day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually by the supervisor.

Revised: 02-09-09

Revised: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Payroll Supervisor |
| QUALIFICATIONS: | High School diploma required; Associate Degree preferred; general knowledge of processing payroll including fringe benefits, employment contracts, worker's compensations, state and federal law as it applies to Public Schools; demonstrate competence in the use of computer data entry, ten key and other necessary business machines as required for this position; such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable. |
| REPORTS TO: | Chief Financial Officer |

PERFORMANCE RESPONSIBILITIES:

1. Administration and knowledge of all tax laws concerning forms 941, W2, W4, Section 125 Cafeteria Plans and State of Oklahoma tax withholdings including the filing of all required forms according to the required timelines. Must be able to communicate information to all employee groups.
2. Administration, entry of data and knowledge of all payroll deductions. These deductions include, but are not limited to: health insurance, dental insurance, vision insurance, life insurance, tax shelter annuities, and cancer coverages.
3. A complete knowledge and overview of OCAS coding.
4. Administration and knowledge of garnishments laws and tax levy laws.
5. Administration and knowledge of Teacher's Retirement of Oklahoma rules and regulations including filing of all monthly and annual reports according to timelines established.
6. Administration of the reconciliation of payroll related account statements.
7. Administration of District Salary Reserves for budgeting purposes.
8. Administration, reconciling and preparation of monthly and supplemental payrolls as required.
9. Administration and knowledge of all salary schedules and the District negotiated agreements.
10. Coordinates docks with the HR Leave Specialist when necessary.
11. Coordinates with the Health Insurance Specialist, monthly and hourly timesheets for ACA regulations.
12. Administration and knowledge of all substitute/temporary employees payments including auditing of time sheets and coordination of payments with other departments.
13. Administration and knowledge of all data entry of the job salary information.
14. Maintains confidentiality.
15. Abides by all district policies and state and federal laws.
16. Provides Flexible Benefit Audit calculation sheet for Regional Accreditation Officer visits.
17. Provides periodic reports for the Chief Financial Officer.
18. Submits payments to the Assistant Treasurer in a timely fashion for uploading data to the bank and acquiring the Assistant Treasurer's signature.
19. Maintains all the duties and responsibilities of the Payroll Specialist.
19. Abides by all district policies and state and federal laws.
20. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240-day contract.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually Chief Financial Officer.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.

Ability to lift up to 10 pounds frequently.

Adopted: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Assistant Treasurer |
| QUALIFICATIONS: | Formal education/Training in accounting/School finance experience and/or banking skill. Good computer and communication skills |
| REPORTS TO: | Chief Financial Officer |

PERFORMANCE RESPONSIBILITIES:

1. Receives, disburses, and assists on investments of all monies belonging to the district.
2. Maintains professional relationships with all banking institutions.
3. Records and balances daily all receipts and manages daily banking confirmations.
4. Coordinates with couriers all school notifications that maintain proper banking procedures.
5. Codes receipts of the District in accordance with OCAS and submits required OCAS Revenue information to the State Department.
6. Provides summarized investment reports at least once a month prior to the regular meeting of the board and at such other times as requested.
7. Provides daily reports of cash position to the CFO.
8. Required to reconcile the bank statement in a timely fashion and copy the report to the CFO.
9. Works with the CFO in preparing the Estimate of Needs
10. Required to attend and receive certification in the state accredited Investment Education Program.
11. Knowledge in the Estimate of Needs and responsible for entering all information into the financial software.
12. Maintains a complete and accurate set of records of all financial transactions of the district.
13. Performs any bookkeeping task associated with the position.
14. Abides by all district policies and state and federal laws.
15. Performs other tasks as may be assigned by the CFO.

TERMS OF EMPLOYMENT:

~~240 day contract.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually Chief Financial Officer.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 01-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Activity Fund Custodian (Payables) |
| QUALIFICATIONS: | High School diploma; Accounting/School finance and /or banking experience; Associate Degree preferred |
| REPORTS TO: | Chief Financial Officer (CFO) |

PERFORMANCE RESPONSIBILITIES:

1. Creates online requisitions into purchase orders for the Activity Fund.
2. Prints original purchase order and emails copies to originator and principals.
3. Processes all book orders, office depot and Sam orders. All other orders processed by requestor.
4. Keeps original purchase orders in numerical order for auditors.
5. Verifies mathematical accuracy and acknowledgement of goods received on all invoices. Certifies invoices for payment, validates vendor and corrects addresses for payment prior to issuing checks.
6. Processes payment of invoices on a weekly basis.
7. Submits payments to the Activity Fund Custodian (Revenues) in a timely fashion for uploading data to the bank.
8. Is backup for adding, deleting or modifying vendor information in the software system.
9. Maintains accurate and complete documentation of accounts payable records and transactions in an organized filing system.
10. Balances and researches vendor statements for any outstanding obligations of the district's.
11. Is responsible for correct coding as directed by the State Department of Education through OCAS and submit required OCAS expenditure information to the State Department of Education.
12. Is responsible for coordinating with the Accounts Payable Specialist on the issuance of 1099's on an annual basis.
13. Initiates and/or adheres to control procedures which prevent duplicate payment or overpayment of invoices.
14. Is backup for the Activity Fund Custodian (Revenues).
15. **Maintains confidentiality.**
16. **Abides by all district policies and state and federal laws.**
17. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240-day contract.~~ **Number of days and** compensation based on Board approved support personnel salary schedule **and the employee work calendars.**

EVALUATION:

Performance of this job will be evaluated annually by the CFO.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 06-25-08
Revised: 12-08-08
Revised: 01-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Activity Fund Custodian (Revenues) |
| QUALIFICATIONS: | High School diploma; Accounting/School finance and /or banking experience; Associate Degree preferred |
| REPORTS TO: | Chief Financial Officer (CFO) |

PERFORMANCE RESPONSIBILITIES:

1. Records and balances daily all receipts and disbursements with the daily banking confirmations.
2. Verifies all Activity Fund deposits against pre-numbered building receipts and issues activity fund receipts.
3. Coordinates with bank couriers on pickup and delivery of activity fund deposits.
4. Codes the daily receipts in accordance with OCAS and submits required OCAS revenue information to the State Department of Education.
5. Uploads activity fund checks to the bank for authorizing payments.
6. Registers all payments and keeps log of checks issued.
7. Logs all fundraiser requires, issues fundraiser numbers and verifies receipt of reconciliation.
8. Acts as back-up for the Activity Fund Custodian (Payables)
9. Reconciles the bank statement on a monthly basis and provides a copy to the CFO.
10. Processes game bags and completes turnarounds for all sporting events.
11. Prepares monthly reports for the board meeting.
12. Prepares monthly revenue/expenditure reports for activity sponsors.
13. Researches and corrects coding errors as informed by SDE.
14. Updates and complies with the District Activity Fund Handbook procedures, SDE regulations and Oklahoma statues.
15. Maintains confidentiality.
16. Abides by all district policies and state and federal laws.
17. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240 day contract.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually by the CFO.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 02-01
Revised: 10-09-06
Revised: 06-11-07
Revised: 02-09-09

Revised: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Bank Courier |
| QUALIFICATIONS: | Cleet certified preferred; able to carry up to 50 lbs.; knowledge of security procedures |
| REPORTS TO: | Chief Financial Officer |

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for picking up receipt books and daily receipts at all sites.
2. Is responsible for verifying that each activity fund deposit has a receipt book to be turned in to the activity fund desk.
3. Secures all money received by carrying it with them at all times and not leaving any unattended.
4. Signs for any money picked up at each site and verifies what is being picked up is what is written on the log.
5. Stops at the Mustang Administration Office for any collections received, drops off activity fund receipt books and transports funds to local bank.
6. Abides by all district policies and state and federal laws.
7. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~182-day contract.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATIONS:

Job performance will be evaluated by the Chief Financial Officer.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 50 pounds frequently.

Adopted: 10-09-06
Revised: 02-09-09
Revised: 01-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Accounts Payable Specialist Business Facilitator/Accounts Payable |
| QUALIFICATIONS: | High School diploma; Accounting/school finance and/or banking experience; Good computer and communications skills; Associates Degree preferred |
| REPORTS TO: | Chief Financial Officer (CFO) |

PERFORMANCE RESPONSIBILITIES:

1. Department Leader in the absence of the Chief Financial Officer.
2. Assists with the organizing of the Business/Finance Department
3. Assists with reviewing department procedures and processes.
4. Creates online requisitions into purchase orders for General, Building, Child Nutrition, ~~Maps and all bond funds.~~
5. Prints original purchase orders and obtains purchasing agents signature.
6. Processes all orders except ones designated for pick up or registrations for employees.
7. Keeps original signed purchase order in numerical order for auditors.
8. Verifies mathematical accuracy and acknowledgement of goods received on all invoices. Certifies invoices for payment, validates vendor and correct addresses for payment prior to issuing checks.
9. Processes payment of invoices for all funds listed above no less than once a month. General Fund will typically have a second pay run.
10. Submits payments to the Assistant Treasurer in a timely fashion for uploading data to the bank and acquiring a second signature.
11. Is primary person responsible for adding, deleting or modifying vendor information in software system.
12. Is responsible for running monthly encumbrance registers and change order summaries for each fund to be presented at the monthly board of education meeting.
13. Periodically researches encumbrances and cancels those in excess of actual obligations.
14. Maintains accurate and complete documentation of accounts payable records and transactions in an organized filing system.
15. Balances and researches vendor statements for any outstanding obligations to the district.
16. Researches and corrects coding errors as informed by State Department of Education.
17. Is responsible to coordinate with Activity Fund Custodian in the issuance of 1099's on an annual basis.
18. Is primary person responsible for adding, deleting or modifying accounting software security for personnel.
19. Is primary person responsible for adding, deleting or modifying online requisitions approval paths.
20. Initiates and/or adheres to control procedures, which prevent duplicate payment or overpayment of invoices.
21. Verifies coding of expenditures in accordance with OCAS and submits required OCAS expenditure information to the SDE.
22. Is back-up for expenditure FR3 report for CFO.
23. Knowledge in the Estimate of Needs and assists in the entering of all information into the financial software.
24. Assists in the processing of reserve payments to vendors after each monthly payroll.
25. Has complete understanding of and acts as the backup to payroll specialist position.
26. Is responsible for the time clock system. This includes additions, deletions, modifications and transferring to payroll.
27. Is responsible for maintaining the time clock system and working with software company as needed.
28. Maintains confidentiality
29. Is back-up for approving requisitions.
30. Trains new users for accounting software.
31. Maintains confidentiality.
32. Abides by all district policies and state and federal laws.

33. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240-day contract.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars..

EVALUATION:

Job performance will be evaluated by the CFO.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 02-01
Revised: 10-09-06
Revised: 02-09-09
Revised: 01-12-15



Memo

To: Sean McDaniel, Superintendent
Charles Bradley, Deputy Superintendent *CB*

From: Tracy Skinner, Executive Director of Human Resources *TS*

Date: January 5, 2014

Re: Updated MPS Job Descriptions

Please discuss, consider, and/or act upon approving the updated Job Descriptions for 2014-2015 for Athletics, Finance Department, Operations, Assistant Superintendent, Child Nutrition, and Superintendent Secretary/Minutes Clerk.

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | General Maintenance Foreman |
| QUALIFICATIONS: | Overseeing Grounds Crew & Assisting Maintenance Supervisor |
| REPORTS TO: | General Maintenance Supervisor |

PERFORMANCE RESPONSIBILITIES:

1. Good working knowledge of MPS & OSHA Safety and Operational procedures for all machinery, tools necessary to the trade.
2. Must be able to observe, evaluate and train new and existing employees on the proper operation and safety procedures of all MPS equipment and tools.
3. Must be able to conduct actions, behavior and interact with all students, staff and co-workers in a professional manner.
4. Must be able to plan, design and enforce safety and economical ways to get all assigned jobs completed in a timely manner.
5. Responsible for ensuring all Maintenance employees adhere to established District safety policies and procedures and oversees the annual safety program requirements set forth by MPS and DOL.
6. Must advise and have approved with General Maintenance Supervisor any cost or purchases and ensure P.O. is in place prior to purchases.
7. Work directly with General Maintenance Supervisor and Director of Maintenance on estimates and seek competitive pricing from approved vendors on all repairs, replacement parts and supplies used by the maintenance department.
8. Responsible for cleanliness and maintenance of maintenance vehicles and equipment, keeping first aid kits stocked, along with other supplies and tools.
9. This position will respond to alarm calls and other emergencies around the district 24/7.
10. Keep contact numbers for all general maintenance employees for after hour call outs and emergencies.
11. Must be able to accept and adapt to any and all unplanned situations/emergencies that may arise on a day to day basis.
12. Abides by all district policies and state and federal laws.
13. Perform other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract.

WORK ENVIRONMENT:

Generally works outside in all types of weather conditions with some office environment setting.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift 0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

EVALUATION:

Performance of this job will be evaluated annually by the ~~Director of Operations~~. ~~Chief Operations Officer.~~ **in accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.**

Adopted: 03-01-99

Revised: 09-12-05

Revised: 09-11-06

Revised: 02-09-09

Revised: 01-02-2014

Revised: 1-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|--|
| TITLE: | Carpenter |
| QUALIFICATIONS: | See Performance Responsibilities |
| REPORTS TO: | General Maintenance Supervisor/Maintenance Foreman |

PERFORMANCE RESPONSIBILITIES:

1. Operates all equipment associated with woodworking, which includes hand tools, electric saws and other associated power tools.
2. Frames walls, hangs sheet rock, mud and texture, installs and maintains doors, locks, windows and glass, paints and stains materials, builds and/or repairs cabinets and other school associated furniture. All other carpentry associated skills necessary to make necessary repairs dealing with construction.
3. Work with the normal hazards associated with the construction environment (climbing ladders, working on roofs, etc...).
4. Works with minimal or no supervision; must be self-motivated and a self-starter.
5. Works in a fast pace environment, take orders and multi-task a diversity of projects.
6. Ensures work site is clean after completion of job.
7. *Abides by all district policies and state and federal laws.*
8. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract.

WORK ENVIRONMENT:

Generally works inside and outside all school buildings in all types of weather conditions with some shop setting environment.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift 0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

EVALUATION:

Performance of this job will be evaluated annually by the ~~Director of Operations~~. *Chief Operations Officer.*

Adopted: 03-01-99
Revised: 09-12-05
Revised: 02-09-09
Revised: 01-02-2014
Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Journeyman/Contractor Licensed Electrician |
| QUALIFICATIONS: | Journeyman/Contractor Commercial Experience Required |
| REPORTS TO: | Director of Maintenance |

PERFORMANCE RESPONSIBILITIES:

1. Has **Must have** complete knowledge of Safety & Operational procedures for machinery & tools necessary to the trade.
2. Knowledge of all local, state and national codes associated with new electrical installation and repair.
3. Responsible for maintaining all licenses and necessary training up to date and on record with MPS.
4. Responsible for keeping MPS in compliance with OSHA, DEP, DOL associated with electrical failures and repairs.
5. Estimate and get competitive pricing from approved vendors for repairs and replacements.
6. Responsible for troubleshooting and completing all necessary repairs to electrical equipment, lighting, timer clocks, etc.
7. Responsible for cleanliness and maintenance of school vehicles and equipment.
8. Works directly with Director of Maintenance to order/maintain adequate parts and inventory to keep MPS running at full potential 24/7.
9. Knowledgeable and advises supervisor of new technology and equipment to enhance electrical energy savings with repair or replacement parts.
10. Must be able to maintain a professional behavior when dealing with students, staff and other employees as well as teach and train assigned apprentice employee.
11. **Responsible for timely completion of assigned projects district wide.**
12. **This position subject to emergency after hours call outs.**
13. **Abides by all district policies and state and federal laws.**
14. Perform other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract.

WORK ENVIRONMENT:

Generally works outside in all types of weather conditions with some shop setting environment.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift 0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

EVALUATION:

Performance of this job will be evaluated annually by the ~~Director of Operations.~~ ~~Director of Maintenance.~~
In accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.

Adopted: 03-01-99

Revised: 09-12-05

Revised: 02-09-09

Revised: 01-02-2014

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Journeyman/Contractor Licensed HVAC/Refrigeration Technician |
| QUALIFICATIONS: | Journeyman/Contractor Commercial Experience Required |
| REPORTS TO: | Director of Maintenance |

PERFORMANCE RESPONSIBILITIES:

1. Has complete knowledge of Safety & Operational procedures for machinery & tools necessary to the trade.
2. Knowledge of all local, state and national codes associated with new HVAC installation and repair.
3. Responsible for maintaining all licenses and necessary training up to date and on record with MPS.
4. Responsible for keeping MPS in compliance with OSHA, DEP, DOL associated with HVAC failures and repairs.
5. Estimate and get competitive pricing from approved vendors for repairs and replacements.
6. Responsible for troubleshooting and completing all necessary repairs to HVAC/Refrigeration Ice machine equipment in the District.
7. Responsible for cleanliness and maintenance of school vehicles and equipment.
8. Works directly with Director of Maintenance to order/maintain adequate parts and inventory to keep MPS running at full potential 24/7.
9. Knowledgeable and advises supervisor of new technology and equipment to enhance HVAC/Refrigeration energy savings with repair or replacement parts.
10. Must be able to maintain a professional behavior when dealing with students, staff and other employees as well as teach and train assigned apprentice employee.
11. This position subject to emergency after hours call outs.
12. Abides by all district policies and state and federal laws.
13. Perform other duties as assigned by the supervisor.
14. Responsible for timely completion of assigned projects district wide.

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract.

WORK ENVIRONMENT:

Generally works outside in all types of weather conditions with some shop setting environment.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift 0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

EVALUATION:

Performance of this job will be evaluated annually by the ~~Director of Operations~~. ~~Director of Maintenance~~. In accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.

Adopted: 08-00

Revised: 09-15-05

Revised: 02-09-09

Revised: 01-02-2014

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | General Maintenance/Painting/Welding/Grounds/Flooring/Delivery |
| QUALIFICATIONS: | Physically fit and able to use hand tools and equipment associated with the job and have basic knowledge of assorted skills required to complete specific task |
| REPORTS TO: | Maintenance Supervisor/Maintenance Foreman |

PERFORMANCE RESPONSIBILITIES:

1. Repairs/replaces items around school system. Keeps the school buildings and grounds safe and neat in appearance and able to function properly.
2. Keeps machinery and other items, such as doors, locks, hinges, and door closures, etc., lubricated and serviced as necessary.
3. Informs the Maintenance Supervisor/Maintenance Foreman of the need to repair or replace equipment when found in disrepair or need of servicing.
4. Picks up trash and deposits in containers provided.
5. Cleans up when a job is completed.
6. Performs mowing, edging, trimming of lawns, walkways and drives when needed.
7. Services and maintains all grounds equipment and associated maintenance equipment used by the department.
8. Performs a variety of tasks as assigned through District work order system whether the request be welding, painting, flooring, general maintenance, etc.
9. Clears snow and ice from site walkways, drives and building access through the spreading of ice melt, shoveling, scraping or by mechanical means.
10. **Assists in making** Makes deliveries of mail, parcels, containers, boxes, misc. products around the District.
11. Moves furniture, stages, risers, as required **for FFE management.**
12. Operates all school vehicles and equipment in a safe and lawful manner. Keeps school vehicles and equipment clean at all times.
13. **Fills in as a custodian as needed.**
14. Practices all safety rules ~~to the utmost and without fail~~ **& regulations.**
15. **Abides by all district policies and state and federal laws.**
16. Performs other duties as assigned by supervisor

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract.

WORK ENVIRONMENT:

Generally works outside in all types of weather conditions with some shop setting environment.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift.0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally.

Exposure to dust, fumes, gases and cleaning materials.

EVALUATION:

Performance of this job will be evaluated annually by the Director of Operations. ~~Maintenance-supervisor.~~ **In accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.**

Adopted: 03-01-99

Revised: 09-15-05

Revised: 02-09-09

Revised: 01-02-2014

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Head Custodian Custodial Supervisor |
| QUALIFICATIONS: | Demonstrate aptitude for successful completion of assigned tasks |
| REPORTS TO: | Custodial Supervisor / Principal / Assistant Principal |
| SUPERVISES: | Building custodial staff |

PERFORMANCE RESPONSIBILITIES:

1. Provides in-service instruction to custodial staff on the proper use and storage of chemical cleaning products, (as per MSDS guidelines)
2. Provides in-service instruction to custodial staff of proper cleaning procedures for wet and dry mopping, wet and dry vacuuming and floor buffing, stripping and waxing.
3. Provides basic safety instruction to custodial staff, including ensuring against hazards to the safety of students and faculty (e.g. elimination of slick spots on floors, unsafe fixtures, storm facilities opened up in bad weather, fire routes kept clear at all times, etc.). Monitors and regulates environmental conditions in building to insure the comfort of students and staff.
4. Works with building administrators and other custodial staff in identifying areas of concern and addressing problems in a timely manner.
5. Provides on site supervision of both day and evening custodial staff.
6. Reads and is responsible for policies and procedures in Support Personnel Handbook as related to custodians.
7. Evaluates custodians under his/her supervision following the District's Support Personnel Handbook guidelines.
8. Maintains an up-dated inventory of cleaning equipment and ensures that all equipment is in proper operating condition.
9. Maintains an up-dated inventory of cleaning products for storage, redistribution and ordering purposes at building site.
10. Ensures cleanliness of building at all times; restrooms, floors, seating, exterior, etc. Ensures markings and graffiti of all types are removed as quickly as possible.
11. Keeps all building machinery and other such items lubricated and serviced as necessary to insure maximum efficiency of operation. (i.e, locks, hinges, door closures, etc.)
12. Replaces light bulbs as needed. Ensures all emergency lighting, exit lights and other such safety equipment is kept in operational order.
13. Keeps walks and ramps around building site clear of ice, snow and other hazards or unsightly debris. Keeps trash and debris picked up around exterior of campus and inside building.
14. Waters the lawn and other plants around building as assigned.
15. Frequently checks sump pumps in basement to make they work properly.
16. Keeps custodian rooms clean, neat, safe, locked and in efficient order.
17. Is aware of all activities in his/her building or area of responsibility. Makes certain building or assigned area is set up for special activities as requested. Ensures appropriate lighting is on for night functions.
18. Ensures all custodial staff are filled out correctly, signed and turned in as required.
19. ~~Abides by all district policies and state and federal laws.~~
20. Performs other duties as assigned by supervisor(s).

TERMS OF EMPLOYMENT:

~~260 day calendar~~, 8 hours per day. ~~Number of days and compensation~~ based on Board approved support personnel salary schedule ~~and the employee work calendar.~~

EVALUATION:

Performance of this job will be evaluated annually by the Custodial Supervisor.

WORKING ENVIRONMENT:

Some office environment, inside various site buildings and work outside in adverse weather conditions.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also, ability to lift. 0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

Adopted: 04-08-02

Revised: 09-12-05

Revised: 12-11-06

Revised: 02-09-09

Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Custodian |
| QUALIFICATIONS: | Demonstrate aptitude for successful completion of assigned tasks |
| REPORTS TO: | Head Custodian |

PERFORMANCE RESPONSIBILITIES:

1. Reads and is aware of policies and procedures in support personnel handbook as they relate to custodians.
2. Ensures against hazards to the safety of students and faculty (e. g. elimination of slick spots on floors, unsafe fixtures, storm facilities opened in bad weather, fire routes kept clear, etc.)
3. Ensures comfort of students and faculty (e.g. proper heating and cooling).
4. Cooperates with and is courteous to those around, including fellow workers, students, teachers, administrators and others.
5. Is clean and neat as possible in keeping with the work being required.
6. Ensures that complete building is kept clean and neat appearing, especially the classroom floors, seating and restrooms.
7. When assigned to a specific building, sweeps halls at the end of 2nd and 4th hours and at the end of each school day. Buffs halls weekly to maintain a clean, sanitary and pleasant condition and appearance.
8. Keeps restrooms clean and sanitary.
9. Keeps tissue paper and towels supplied in restrooms.
10. Ensures that markings (especially profanity, lewd drawings, etc.) on doors, walls, restrooms, desks and other facilities are removed, as quickly as possible.
11. Cleans chalkboards and trays and keeps teachers supplied with plenty of clean erasers and chalk.
12. Keeps machinery and other items such as locks, hinges, door closures, etc., lubricated and serviced as necessary to ensure maximum efficiency of operation.
13. Replaces light bulbs as needed.
14. Keeps walks around assigned building clear of ice, snow, and other hazards or unsightly debris.
15. Keeps entries, including mats and inside and outside walkways, to building clean and neat.
16. Keeps trash picked up in general area of assigned building to present a neat and safe situation and appearance.
17. Waters lawn and other plants around building as assigned by supervisor.
18. Frequently checks sump pumps in basement to make sure they work properly.
19. Makes sure certain buildings are secured properly before leaving at close of day.
20. Cleans wet mops and hangs up to dry after using.
21. Cleans and treats dust mops as needed for best results.
22. Never uses same swab on drinking fountains as used on stools and urinals.
23. Always uses appropriate materials when cleaning (e.g. mild cleaners on all metals and rinsed thoroughly).
24. Keeps supply and custodian rooms in building clean, neat, safe, and in efficient order.
25. Closes and locks all padlocks when not in use in order to avoid theft, vandalism, pranks, etc.
26. If assigned to gymnasium, runs dust mop over playing floor at end of 2nd and 4th hours and at end of day and ensures that steam boiler is blown down daily.
27. Performs night duties (e.g. basketball games, open house, music events, etc.) as assigned by supervisor.
28. Is aware of extra activities in assigned building or area of responsibility through the weekly bulletin.
29. Makes certain appropriate lighting is on for night functions.

30. Is certain building or assigned area is set up for special activities as requested.
31. Reports any problems to immediate supervisor first.
32. Is responsible also to the principal of the building in which working.
33. **Abides by all district policies and state and federal laws.**
34. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

260-day-calendar, 8 hours per day; **Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.**

EVALUATION:

Performance of this job will be evaluated annually ~~by supervisor.~~ **In accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.**

WORKING ENVIRONMENT:

Inside various site buildings and work outside in adverse weather conditions.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also, ability to lift.0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

Adopted: 03-01-99
Revised: 04-08-02
Revised: 09-12-05
Revised: 02-09-09
Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Mailman/Warehouseman |
| QUALIFICATIONS: | A working knowledge of receiving, distributing and/or shipping of all materials. Have a clear understanding of processing and distribution of all incoming and outgoing mail |
| REPORTS TO: | Director of Operations Chief Operations Officer |

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for processing and distribution of all incoming and outgoing first class, registered, certified and parcel post mail items, library and film documents, UPS, RPS, Express Mail and any freight transport company of packages and cargo.
2. Is responsible for the distribution of mass mailings. (i.e. school to community newsletters, special school projects, report cards, etc.)
3. Delivers inter-school mail, warehouse requests and incoming purchase orders to schools daily.
4. Handles all district shipping and receiving materials.
5. Receives and processes purchase orders.
6. Processes and delivers all in-house purchase requests.
7. Receives, accounts and distributes all sample textbooks.
8. Solicits price quotes and bids (i.e. warehouse inventory such as paper, all custodial equipment and supplies, equipment such as televisions, VCR's, copiers, trash cans, etc.)
9. Collects, inventories and solicits bids on used, out-dated textbooks, ~~clocks, benches.~~
10. Operates and maintains a one-ton forklift.
11. Collects and destroys district's confidential records, reports and any other identifying related material.
12. Collects and disposes district's regulated medical waste and bio-hazardous materials.
13. ~~Abides by all district policies and state and federal laws.~~
14. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract

WORKING ENVIRONMENT:

Some mail room environment, some warehouse environment, majority in vehicle making deliveries around the District and some working outside in adverse weather conditions.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift 0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

EVALUATION:

Performance of this job will be evaluated annually by the ~~Director of Operations~~. ~~Chief Operations Officer~~. in accordance with the provisions of the Board of Education policy of evaluation of Support Personnel.

Adopted: 12-10-01

Revised: 10-09-06

Revised: 02-09-09

Revised: 01-02-2014

Revised: 1-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|--|
| TITLE: | Construction Foreman |
| QUALIFICATIONS: | A working knowledge of most major aspects of construction with emphasis in carpentry skills. Demonstrates ability to supervise and direct other employees. |
| REPORTS TO: | Director of Bond Projects/Construction and Director of Operations |

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for implementation of new construction and/or remodel projects to MPS district facilities.
2. Assists with planning and development of **small** construction projects in MPS district.
3. Directs carpenters and helpers with proper work instructions.
4. Is responsible for the demolition of materials related to buildings.
5. Ability to construct walls, frames/installs doors, installs ceiling materials, etc. to standard practices.
6. ~~Lifts up to 74 pounds continuously, and frequently between 75-100 pounds.~~
7. Serves as a resource person for the Director of Bond Projects/Construction.
8. Provides input towards the purchasing of all construction supplies and equipment required to perform various jobs.
9. Ensures quality work and site clean-up after job completion.
10. Is responsible for adhering and enforcing proper safety procedures for general construction practices.
11. Provides input to the Director concerning discipline, dismissal and/or promotion of subordinates.
12. Coordinates annual job performance reviews of subordinates with the Director.
13. **Abides by all district policies and state and federal laws.**
14. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~260~~-day calendar, 8 hours per day. Compensation based on Board approved support personnel salary schedule.

245

EVALUATION:

Performance of this job will be evaluated annually by the Director of Bond Projects/Construction. ~~and the Director of Operations.~~

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift ~~0~~ – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

Adopted: 07-13-09

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Project Support Specialist |
| QUALIFICATIONS: | Working knowledge of most aspects of construction with emphasis in finishing stages of projects including furniture, fixtures, equipment, security, flooring, etc.. Must be organized, able to prioritize work responsibilities and have excellent time management skills. |
| REPORTS TO: | Director of Bonds and Construction |

PERFORMANCE RESPONSIBILITIES:

1. Responsible for coordination thru implementation of furniture, fixtures, and equipment for projects related to Mustang Public School district facilities.
2. Assist with planning and development of district projects as related to Bonds and Construction in Mustang Public School district.
3. Provide project management skills with multi-tasking ability to each project.
4. Provide input for design criteria based on district requirements for projects.
5. Secure quotations for non-contract related items required on district projects.
6. Provide input towards the purchasing of all school supplies and equipment as required for district projects.
7. Ensures quality and warranty of items procured by the district for school use.
8. Serve as a resource person for the Director of Bonds and Construction/Operations.
9. Responsible for adhering and enforcing proper safety procedures related to projects.
10. Bend, stoop, kneel, push, pull occasionally
11. Lifts up to 50 pounds frequently.
12. Abides by all district policies and state and federal laws.
13. Perform other duties as assigned by Director.

TERMS OF EMPLOYMENT:

245-day calendar, 8 hours per day. Compensation based on Board approved support personnel salary schedule.

EVALUATION:

Evaluation of performance will be conducted on an annual basis by the Director of Bonds/Construction.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift 0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

Adopted: 10-14-2013

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | Director of Transportation |
| QUALIFICATIONS: | High School diploma/Bachelor's Degree preferred Supervisory experience; Experience in transportation in a school district preferred |
| REPORTS TO: | Administrative Assistant Chief Operations Officer |
| SUPERVISES: | Transportation Department Personnel |

PERFORMANCE RESPONSIBILITIES:

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Prepares bus routes for Mustang Public Schools.
3. Prepares and updates bus schedules for all public schools in the district.
4. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
5. Supervises maintenance of all district-owned equipment and develops plans for preventive maintenance.
6. Authorizes transportation related purchases in accordance with budgetary limitations and district rules.
7. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
8. Cooperates with school principals and others responsible for planning special school trips.
9. Consults with building principals in solving discipline problems occurring on school buses.
10. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
11. Acts as a liaison with parents and principals for complaints and special requests.
12. Conforms to all state laws and regulations regarding school transportation.
13. Completes insurance reports concerning the transportation department.
14. Submits all reports required by state authorities.
15. Advises superintendent on road hazards for decision on school closing during inclement weather.
16. Attends appropriate committee and staff meetings.
17. Assists in the development of student bus transportation regulations, and coordinates the bus transportation video camera system.
18. ~~Abides by all district, state and federal laws, policies and procedures.~~
19. ~~Maintains confidentiality.~~
20. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240- 245 day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually ~~by the Administrative Assistant.~~ Chief Operations Officer. in accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.

PHYSICAL DEMANDS:

Ability to stand, walk, sit, and squat frequently.

Ability to lift up to 20 pounds frequently.

Ability to do outside duties in inclement weather.

Ability to walk or move long distances from location to location multiple times each day.

Adopted: 03-1999
Revised: 02-09-09
Revised: 1-12-15

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

| | |
|------------------------|---|
| TITLE: | Executive Secretary to the Chief Operations Officer |
| QUALIFICATIONS: | High School diploma; Extensive knowledge of accounting and budgetary procedures and exceptional clerical skills |
| REPORTS TO: | Chief Operations Officer |

PERFORMANCE RESPONSIBILITIES:

1. Answers office telephones, takes messages and distributes accordingly.
2. Assists directors with meeting schedules and appointments.
3. E-mails documents and messages when applicable.
4. Works directly with district business department on all fund transactions.
5. Coordinates funds within departments for maintenance needs and/or construction.
6. Assists in the supervision of appropriate departmental budgets.
7. Adjusts departmental budgets as needed on a day-to-day basis.
8. Generates all on-line requisitions for HVAC, Electrical, Transportation, Building and Grounds, Custodial, Warehouse and District Operations Departments.
9. Prepares documents, spreadsheets, making photocopies, facsimile of documents when required.
10. *Abides by all district policies and state and federal laws.*
11. Performs such other tasks as may be assigned by supervisor.

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract.

WORK ENVIRONMENT:

Generally works in an office environment, but may occasionally be required to perform job duties outside of the typical office setting.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on step stool, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift. O- 24 lbs. continuously, 25-50 lbs. frequently Exposure to dust and cleaning materials.

Adapted: 10-09-06

Revised: 02-09-09

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Secretary to the Director of Bond Projects/Construction |
| QUALIFICATIONS: | High School diploma; Extensive knowledge of accounting and budgetary procedures and exceptional clerical skills |
| REPORTS TO: | Director of Bond Projects/Construction |

PERFORMANCE RESPONSIBILITIES:

1. Answers office telephones, takes messages and distributes accordingly.
2. Assists director with meeting schedules and appointments.
3. E-mails documents and messages when applicable.
4. Prepares documents, spreadsheets, making photocopies, facsimile of documents when required.
5. Is responsible for bid advertisement, **project quotes**, document preparation, mailing, certifying returns, post bid tabulations and preparing results for board meetings.
6. ~~Assists in supervising the District Workers Compensation Insurance by generating all appropriate documentation.~~ **Responsible for Gen Liability Insurance and Property Insurance. Maintain insurance claims, including accident reports.**
7. ~~Schedules medical appointments with district medical carrier for Workers Compensation.~~
8. ~~Coordinates with district personnel and payroll offices in all aspects of injured workers pay distribution.~~
9. ~~Serves as liaison between the school district and their workers compensation carrier.~~
10. ~~Organizes and maintains all required Department of Labor information, records, and forms pertaining to on-the-job employee accidents and injuries.~~
11. Is responsible for the filing of appropriate documents dealing with construction, bonds, M.A.P.S., insurance, etc.
12. **Organize/maintain bond and lease revenue spreadsheets.**
13. **Work with architects and construction contractors as required.**
14. **Organize/maintain all office records for yearly reports and audits.**
15. **Abides by all district policies and state and federal laws.**
16. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

240- 245, 7.5 hours per day contract. Compensation based on Board approved support personnel salary schedule.

EVALUATION:

Job performance of this job will be evaluated annually by the Director of Bond Projects/Construction.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 10-09-06
Revised: 02-09-09
Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Director of Maintenance |
| QUALIFICATIONS: | Supervisory and Managerial skills and experience required. Basic Required knowledge of building operations and dealing with license trades such as plumbing, electrical and HVAC. Computer skills a necessity, must be well-organized and task oriented. |
| REPORTS TO: | Chief Operating Officer |

PERFORMANCE RESPONSIBILITIES:

1. Supervises all aspects of the Maintenance ~~License trades~~ Department and its personnel. Direct supervision of the HVAC IT position.
2. Works in conjunction with the COO dealing with evaluations, disciplinary actions, transfers, reassignments and/or promotions of maintenance employees.
3. Collects the appropriate quotes for services performed by outside vendors. Ensures maintenance employees collect the appropriate quotes for services, supplies and materials.
4. Responsible for ensuring all Maintenance employees adhere to established District safety policies and procedures and oversees the annual safety program requirements set forth by MPS and DOL.
5. Responsible for monitoring the work of all Maintenance employees and to ensure school sites are satisfied with work performed.
6. Inspects all work performed by outside vendors for the Maintenance Department.
7. Responsible for required reports, forms and/or paperwork pertaining to the job.
8. Position requires employees to be on-call 24/7 and answer the phone provided by the District after hours, weekends and holidays.
9. Liaison between the District and ~~its-all~~ contracted ~~services such as not limited to~~ **water treatment programs, boiler PM's, security service, locksmith service, elevator** inspection and repair, fire alarm and fire sprinkler monitoring and repair service, fire extinguisher maintenance and service company, ~~intercom repair and installation service company and solid waste disposal company.~~
10. ~~Coordinates with the purchasing of all maintenance vehicles with the COO as well as supplies and materials.~~
11. Establish and oversee a preventative maintenance program for the District pertaining to all aspects of the District buildings and operating services.
12. Ensure all equipment and vehicles used in the Maintenance ~~License trade~~ Department are well maintained and kept clean. Responsible for employee time sheets, time clock approval and appropriate documents.
13. Responsible for interviewing, hiring, evaluating and discipline of Maintenance personnel.
14. Assist the COO with budgeting process for the Maintenance Department.
15. ~~Abides by all district policies and state and federal laws.~~
16. Assist the COO in all aspects of his duties as well as other duties as assigned.

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract
– see new language for this item.

WORKING ENVIRONMENT:

Some office environment, inside various site buildings and work outside in adverse weather conditions

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above

shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift. 0 – 24 lbs. continuously, 25-50 lbs. frequently. Exposure to dust, fumes, gases and cleaning materials.

EVALUATION: Performance of this position evaluated annually by ~~COO~~. In accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.

Revised: 03-14-2014

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|-----------------|--|
| TITLE: | Custodial Trainer/Warehouse Clerk |
| QUALIFICATIONS: | Working knowledge of custodial procedures, cleaning, chemicals and machinery. Self-starter and self-motivated. |
| REPORTS TO: | Director of Custodial Services |

PERFORMANCE RESPONSIBILITIES:

1. Insures all custodians receive in-service instructions on the proper use and storage of all chemicals and cleaning products used by the custodians in the performance of their duties.
2. Provides in-service instruction to all new hire and existing custodial staff on proper cleaning procedures as outlined in the **"PROCEDURE REFERENCE MANUAL FOR CUSTODIANS"**.
3. Provides in-service instruction to all custodial staff on the proper use and maintenance of custodial cleaning equipment.
4. Maintains a good list of vendors for the department
5. Assists Director of Custodial Services with clerical duties as needed.
6. Insures dust mops are collected, cleaned and redistributed.
7. Site scheduling of night floaters
8. Answers phone and distribute messages accordingly.
9. Manages "Use of Facility" event paperwork and notifies Head Custodian at the appropriate site.
10. Checks to ensure all cleaning equipment is being properly cleaned and maintained.
11. Reports equipment problems through maintenance work order system for pickup and repair.
12. Evaluates new chemicals and equipment to stay current with new products, equipment and procedures and discusses with Director of Custodial Services needed changes or new equipment ordering.
13. ~~Fluctuates~~ **Work flexible** hours to cover the district **sites** and all custodial employees.
14. Fills in for a Head Custodian when absent if Day Floater is not available.
15. **Abides by all district policies and state and federal laws.**
16. Performs any and all duties as assigned by the Director of Custodial Services.

TERMS OF EMPLOYMENT:

~~8 hr./245 day, 12-month contract~~ **Number of days and compensation is based on the Board approved support personnel salary schedule and the employee work calendars.**

WORKING ENVIRONMENT:

Some office environment, some warehouse environment, majority of work inside the various sites around the District.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift. 0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

EVALUATION:

Performance of this job will be evaluated annually ~~by the Director of Custodial Services~~ in accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|-----------------|---|
| TITLE: | Director of Custodial Services |
| QUALIFICATIONS: | Knowledge-Principle, practices of management, supervision and administration, oral and written skills, knowledge or technical aspects of maintenance and operation functions. |
| REPORTS TO: | Director of Operations Chief Operating Officer |
| SUPERVISES: | Custodial Service Employees, Custodial Trainer and Custodial Helper |

PERFORMANCE RESPONSIBILITIES:

1. Supervise all aspects of the District Custodial Services.
2. Conduct frequent inspections of all facilities to measure quality of work and cleanliness of buildings.
3. Conducts monthly meetings with head custodians as a group to discuss custodial procedures, scheduling, projects, concerns, training, etc.
4. Ability to organize, evaluate and reorganize the department as needed to ensure quality and efficiency.
5. Fluctuating work hours to ensure proper supervision of employees and work performance.
6. Maintains inventory of custodial cleaning equipment.
7. Responsible for interviewing, hiring, evaluation and disciplinary action of all custodial employees.
8. Ensure adequate inventory of all cleaning and custodial supplies in the warehouse for site distribution.
9. Direct supervision of site head custodians.
10. Responsible for employees time sheets, time clock approval and appropriate documents
11. Communicates with site principals regarding custodial issues, scheduling, personnel, etc.
12. Maintains confidentiality.
13. Abides by all district policies and state and federal laws.
14. Supervises Custodial Trainer, Custodial Warehouse Clerk, Floaters and Administration Custodian.

TERMS OF EMPLOYMENT:

~~260 day contract~~ Number of days and compensation is based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board of Education policy on evaluation of Support Personnel. ~~by the Chief Operations Officer~~

WORKING ENVIRONMENT:

Some office environment work with other inside the various sites around the District, some warehouse environment and some outside in adverse weather conditions.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also, ability to lift 0 – 24 lbs. continuously, 25-50 lbs. frequently. Exposure to dust, fumes, gases and cleaning materials.

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|--|
| TITLE: | General Maintenance Supervisor |
| QUALIFICATIONS: | Knowledge of most major aspects of building and machinery maintenance; demonstrate ability to supervise and direct other employees |
| REPORTS TO: | Director of Maintenance/Chief Operations Officer |

PERFORMANCE RESPONSIBILITIES:

1. Supervises the maintenance foreman and general maintenance employees of the district.
2. **Recommends and** Coordinates the purchase of maintenance supplies and equipment with the Director of Maintenance.
3. Gives ~~input to the Director of Maintenance~~ **recommendation** concerning interviewing, hiring, evaluating, discipline, and promotion of maintenance employees.
4. Resource person for ~~the Director of Maintenance~~ in the area of maintenance services and training of maintenance employees.
5. Responsible for required reports, forms and/or other paper work pertaining to general maintenance staff.
6. **Responsible for monitoring the work of all Maintenance employees and to ensure school sites are satisfied with work performed.**
7. Responsible for keeping maintenance equipment in proper working condition.
8. Responsible to provide in-service to employees concerning proper usage of equipment.
9. Responsible for developing and demanding proper safety procedures for maintenance employees.
10. Responsible for an on-going preventative maintenance and inspection program on grounds equipment.
11. **Ensure all equipment and vehicles used in the Maintenance license trade department are well maintained and kept clean. Responsible for employee time sheets, time clock approval and appropriate documents.**
12. Responsible for monitoring performance on job sites as to work order requests.
13. Inspects contracted work on buildings and grounds, and ensures that materials and services are received in the fulfillment of contracts.
14. Answer alarm calls and other emergencies for the District 24/7.
15. Assign work orders to general maintenance employees.
16. **Abides by all district policies and state and federal laws.**
17. **Performs other duties as assigned by supervisor.**

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract.

WORK ENVIRONMENT:

Generally works outside in all types of weather conditions with some office environment setting.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above

shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also, ability to lift.0 – 24 lbs. continuously, 25-50 lbs. frequently and 51-100 lbs. occasionally. Exposure to dust, fumes, gases and cleaning materials.

EVALUATION:

Performance of this job will be evaluated annually ~~by the Director of Operations.~~ ~~Chief Operations Officer.~~ in accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.

Adopted: 03-01-99
Revised: 09-12-05
Revised: 02-09-09
Revised: 01-02-2014
Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Shipping & Receiving/Procurement Specialist |
| QUALIFICATIONS: | Working knowledge of receiving, distributing and/or shipping of all postal materials sent and received by the District. Knowledge of purchasing/ordering custodial and instructional supplies/materials for the District, working with budgets associated with the position as well as inventory and warehouse of supplies and materials. |
| REPORTS TO: | Chief Operating Officer |

PERFORMANCE RESPONSIBILITIES:

1. Process and distribute all incoming & outgoing mail whether first class, registered, certified and parcel post mail items, library and multi-media documents, UPS, FedEx and any other freight transport company of packages and cargo. Works in conjunction with the COO dealing with evaluations, disciplinary actions, transfers, reassignments and/or promotions of maintenance employees.
2. Distribution of all District mass mailings utilizing existing postal equipment leased or owned by the District.
3. Handle all requests and incoming purchase orders regarding instructional materials, print shop supplies, custodial supplies and District furniture.
4. Good working knowledge of District accounting program, for the purpose of entering purchase order requests under the custodial and instructional warehouse budgets.
5. Solicit price quotes and bids for all custodial supplies and equipment, copy paper, print shop materials, used textbooks, bulk mail equipment/supplies, and other supplies as needed.
6. Ability to operate a fork lift to unload trucks and store items properly in the warehouse.
7. Assists Chief Operating Office with the collection, inventory and sale of surplus furniture, materials and technology-based equipment generated by the District..
8. Responsible for the collection of Bio-Hazard Waste from the District sites and having it disposed of properly.
9. Collect all sensitive documents to be shredded and disposed of properly.
10. Abides by all district policies and state and federal laws.
11. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

8 hr./245 day, 12-month contract

WORKING ENVIRONMENT:

Some office environment, outside work unloading trucks, inside warehouses, adverse weather and conditions.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb and work on ladders and lifts, reach above shoulder, crouch, kneel, push, pull, perform repetitive movement of hands and feet, grasp, manipulate, within an eight hour period. Also ability to lift.0 – 24 lbs. continuously, 25-50 lbs. frequently. Exposure to dust, fumes, gases and cleaning materials. Revised: 03-14-2014

EVALUATION:

Performance of this position evaluated annually by ~~COO~~. In accordance with the provisions of the Board of Education policy on evaluation of Support Personnel.

Revised: 1-12-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

| | |
|------------------------|---|
| TITLE: | Secretary to the Superintendent of Schools |
| QUALIFICATIONS: | High school diploma; proficiency in typing and computer skills; working knowledge of basic office procedures and the operation of common office equipment |
| REPORTS TO: | Superintendent of Schools |

PERFORMANCE RESPONSIBILITIES:

1. Performs office management activities that will ensure the smooth and efficient operation of the Superintendent's office with attention to detail.
2. Maintains general information and knowledge of school district operations.
3. Maintains confidentiality of all business matters and confidential material; displays unquestionable integrity.
4. Processes the Superintendent's mail, sorting and arranging for immediate attention, including faxes and e-mails.
5. Reviews, scans/copies and distributes Superintendent's mail to all appropriate staff.
6. Schedules appointments and maintains the Superintendent's calendar.
7. Answers incoming calls and handles questions from public, outside agencies, Board of Education and staff with tact and courtesy. When appropriate, refers inquiries to appropriate personnel requiring independent judgment and discretion.
8. Greets and announces visitors for the Superintendent's office.
9. Prepares and writes routine correspondence and memoranda for the Superintendent.
10. Prioritizes multiple tasks and changes priorities, as appropriate, to meet the needs of the district.
11. Completes travel and lodging arrangements for Superintendent and the Board of Education as required.
12. Prepares purchase orders as required for proper operation of the Superintendent's office.
13. Maintains contracts that have been approved by the Board of Education between Mustang Public Schools and various vendors.
14. Maintains personnel and student records as required by board policy and state law.
15. Orders office supplies as needed for the Superintendent's office.
16. Maintains Mustang Public Schools' District Reporting Site on the Web for the Oklahoma State Department of Education.
17. Obtains, gathers, organizes, accurately prepares and completes state and district reports in an efficient and effective manner.
18. Posts job openings as positions become available at the central office, sends posting to each school site and electronically to all staff through the GroupWise program.
19. Annually coordinates the ordering of Superintendent's Citizenship Awards for students.
20. ~~Maintains the board approved "Use of Facility Requests."~~ Maintains annual service awards program.
21. Prepares for presentation to the Board of Education the proposed changes for the student handbooks, Policy and Procedures Handbook and the Job Description Handbook. Once the Board of Education approves the changes, prepares document to be given to the Publication Tech for print.
22. Performs the duties of the Minutes Clerk for the Board of Education.
Below are the Minutes Clerk responsibilities:
23. Notifies the county court clerk of pending regular, special and/or emergency meetings by fax.
24. Collects and organizes pertinent data in the Superintendent's Office from administrators, school sites, patrons and board members for preparation of the board agenda.
25. Compiles all data to formulate an agenda.
26. Attends agenda meetings with central office administration to finalize the final draft for agenda.
27. E-mails a draft of the agenda to the President of the Board of Education.
28. Prepares paperless packets that contain supporting documents for each item that is to be considered by the Board of Education.
29. Posts board agenda according to the Open Meeting Act.

30. E-mails prepared Non-Personnel agenda to designated administrators, Mustang Education Association president and newspaper contacts.
31. Prints prepared agenda, including the personnel documentation, for Superintendent, Deputy Superintendent, Administrative Assistant Superintendent, Chief Financial Officer, Executive Director of Personnel Human Resources, Chief Operations Officer, Director of Student Services and Minutes Clerk.
- ~~32. Distributes board agenda to pertinent personnel. by GroupWise. (principals, directors, administration building personnel)~~
33. Notifies and reminds the board members of the meetings.
34. Record minutes at board meetings (regular, special or emergency).
35. Prepares the official board minutes for board approval within one week of the meeting.
- ~~36. Sends minutes by GroupWise to all staff.~~
37. Performs other duties as assigned by the Superintendent of Schools and the Board of Education.
38. Abides by all district policies and state and federal laws.
39. Performs other duties assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240-245~~ day contract. Number of days and compensation based on Board approved support personnel salary schedule and employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually by the Superintendent of Schools.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 03-99
Revised: 02-01
Revised: 10-09-06
Revised: 02-09-09
Revised: 01-12-15


Memo

Date: 12/10/2014
To: Mr. Charles Bradley *CB*
From: Dr. Angela Mills *AM*
RE: New Courses for the 2015-2016 School Year

Please submit to the board for consideration and/or approval to offer the following classes next year. Course descriptions and information is attached.

| | |
|---|--|
| 7 th & 8 th Grade Outdoor Education | 9 week elective |
| Housing and Interior Design II | 1 semester elective |
| FACS Capstone | 1 year elective |
| PreAP Algebra II for Engineers (Algebra II & physics) | 1 year core science & math credit 1 class period |
| STEM Research (science & statistics) | 1 year core science & math credit 2 class periods |
| Experiencing Music (humanities credit) | 1 semester elective |
| Newspaper (previously included in Journalism I) | 1 year elective |
| Dance I (fine arts credit) | 1 semester elective |
| Student Athletic Training | 1 year elective |

Respectfully submitted,


Angela Mills

Assistant Superintendent,
of Academic Services
Mustang Public Schools



MUSTANG PUBLIC SCHOOLS

2015-2016 - New Course Proposals

- **Outdoor Education:**

- 7th & 8th Grade Elective

Outdoor Education will develop valuable life-long skills and activities. Programs that will be included in the course consist of fishing, archery, bow hunting, hunter education, and scholastic shooting sports. Students will have the opportunity to develop their physical skills in new and challenging situations as well as exercise important social skills such as teamwork and leadership. This is a high-interest class that complements similar programs at the elementary and high school levels. The course will utilize the outdoor classrooms at both middle schools, and grants will be written for equipment and supplies.

- **Housing and Interior Design II:**

- High School Career Tech Elective

This is a specialized course designed to prepare students to understand the influences affecting both residential and commercial decisions. This course is a continuation of Housing and Home Environments I. Instruction will focus on space planning and functionality, finishing materials, furniture styles and functions, design and presentation. The addition of Housing and Interior Design II will enable the MHS FACS Department to offer a complete plan of study for the Design Assistant pathway as organized by the Oklahoma State Department of Career & Technology Education.

- **FACS Capstone:**

- High School Career Tech Elective

A FACS Capstone class will allow students to demonstrate the project management skills and strategies they have learned throughout their academic career. Each student will be required to identify a project that impacts a community and develop the project from inception to implementation. In this context, community can be defined as school group, classroom, church, community town, city, etc. A FACS Capstone class will allow students to complete the Career Tech FACS Plan of Study and receive a Career Readiness Certificate.

- **PreAP Algebra II for Engineers:**

- High School STEM Block for both a math & science credit

This is a single instructional period class that combines the curriculum and objectives of PreAP Algebra II and PreAP Physics. Since Algebra II is an EOI subject, Algebra II objectives will drive the course. Currently, many of our students interested in STEM careers are forced to sacrifice an elective if they want to take multiple AP math & science courses during their Junior and/or Senior years. This course allows students to learn two of the prerequisites for such courses at once, opening future opportunities. Students who successfully complete PreAP Algebra II for Engineers will receive credit for PreAP Algebra II and credit for PreAP Physics, including weighted GPA bonuses for both subjects.

- **STEM Research (science & statistics):**

- High School STEM block for both a math & science credit

STEM Research will enhance the current science curricula at MHS and provide a platform from which students at MHS can once again participate in local, regional and international science fairs/competitions. This proposed class is a year-long, two hour block class for juniors and seniors. Students will ultimately design experiments, statistically analyze collected data and publish results.

These “capstone-type” projects will be used to represent MHS at a variety of science competitions. The course will rigorously examine methods and protocols from a wide range of sciences. The Nature of Science and scientific processes will be discussed. Students will hone their skills in talking/making accurate and precise measurements/observations, asking appropriate questions, forming reasonable hypotheses, designing experiments, conducting research, statistical analysis, publishing results and making public presentations. Students will be required to review and critique current literature from peer reviewed journals concerning engineering, biological sciences, physical sciences and earth sciences. This will provide a foundation from which students can choose the type of research project he/she wishes to conduct for the class project.

- **Experiencing Music:**

- MHS Elective

In this course students will develop performance skills through in-class presentations of their critiquing skills, song-lyric analysis, identifying voice quality, exploration of musical styles, audience and performance etiquette and music composition.

- **Newspaper**

- MHS Elective

This course is offered to students who qualify to be on the newspaper staff. Students in this class will work to develop, create and produce a quality monthly newspaper. Students may take the class more than one year and will receive credit. Enrollment is subject to instructor approval.

- **Dance/Fine Arts:**

- MHS Elective

Dance I is an introductory movement course in the fundamentals of Ballet/Jazz, Contemporary, and Hip Hop. Each unit of study includes dance technique, history, anatomy, written/reading assignments, in-

class evaluations, and a final exam. Additional study includes cultural and social dance forms.

- **Student Athletic Training:**

- MHS Elective

As the field of athletic training continues to grow, more and more high school students are showing an interest in learning about, and possibly pursuing, an athletic training education/career. Using a medical-based education model, student athletic trainers will be educated to provide comprehensive client/patient care in five domains of clinical practice: prevention; clinical evaluation and diagnosis; immediate and emergency care; treatment and rehabilitation; and organizational and professional health and well-being.



MUSTANG PUBLIC SCHOOLS

2015-2016 - New Course Proposals

- **Outdoor Education:**

- 7th & 8th Grade Elective

Outdoor Education will develop valuable life-long skills and activities. Programs that will be included in the course consist of fishing, archery, bow hunting, hunter education, and scholastic shooting sports. Students will have the opportunity to develop their physical skills in new and challenging situations as well as exercise important social skills such as teamwork and leadership. This is a high-interest class that complements similar programs at the elementary and high school levels. The course will utilize the outdoor classrooms at both middle schools, and grants will be written for equipment and supplies.

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class evaluations, and a final exam. Additional study includes cultural and social dance forms.

- **Student Athletic Training:**

- MHS Elective

As the field of athletic training continues to grow, more and more high school students are showing an interest in learning about, and possibly pursuing, an athletic training education/career. Using a medical-based education model, student athletic trainers will be educated to provide comprehensive client/patient care in five domains of clinical practice: prevention; clinical evaluation and diagnosis; immediate and emergency care; treatment and rehabilitation; and organizational and professional health and well-being.

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: January 5, 2015
Re: Mustang Elementary Gym Change Order #1

SM 1-6-15
JW
1-5-15

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change orders from Timberlake Construction for the Mustang Elementary Gym:

- *PC#1 –RFI 005 – Existing Sanitary Line Relocation - \$2,610.21
- *PC#2 – RFP 002 – Shunt for AV System - \$932.22
- *PC#3 – RFP 003 – Fire Wall Revisions - \$2822.10
- *PC#4 – RFI 017 – Sanitary Sewer 6” tie replacing 4” existing - \$9,847.67
- *PC#5 – RFI 009 – SCH 10 in lieu of Sch 40 fire line piping mains – **CREDIT** <922.07>

This will be a net **DECREASE** to the contingency of **\$15,290.13**



AIA Document G701/CMa™ - 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
Mustang Elementary Gym Addition &
Building Renovation
400 S Mustang Rd
Mustang, OK 73064

CHANGE ORDER NUMBER: 001
INITIATION DATE: January 5, 2015

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
Timberlake Construction Co., Inc.
PO Box 18297
Oklahoma City, OK 73154

PROJECT NUMBERS: / 1413
CONTRACT DATE: April 26, 2012
CONTRACT FOR: General
Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

| | |
|---|--------------|
| PC #1 - RFI 005 - Existing Sanitary Line Relocation | \$ 2,610.21 |
| PC #2 - RFP 002 - Shunt for AV System | 932.22 |
| PC #3 - RFP 003 - Fire Wall Revisions | 2,822.10 |
| PC #4 - RFI 017 - Sanitary Sewer 6" tie in replacing 4" existing | 9,847.67 |
| PC #5 - RFI 009 - SCH 10 in lieu of Sch 40 fire line piping mains | (922.07) |
| Total to be deducted from contingency | \$ 15,290.13 |

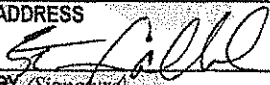
Balance of contingency: \$ 59,709.87

| | |
|--|-----------------|
| The original Guaranteed Maximum Price was | \$ 2,936,624.76 |
| Net change by previously authorized Change Orders | \$ 0.00 |
| The Guaranteed Maximum Price prior to this Change Order was | \$ 2,936,624.76 |
| 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 | \$ 2,936,624.76 |

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is August 1, 2015.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive..

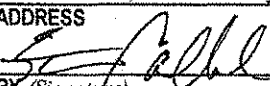
NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

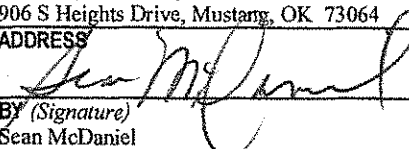
Timberlake Construction Co., Inc.
CONSTRUCTION MANAGER (Firm name)
PO Box 18297, Oklahoma City, OK 73154
ADDRESS

BY (Signature)
Steven Callendar, VP Operations
(Typed name) **DATE:** 12/23/14

MA+ Architecture
ARCHITECT (Firm name)
4000 North Classe, Suite 100N, Oklahoma City, OK 73118
ADDRESS

BY (Signature)

(Typed name) **DATE:**

Timberlake Construction Co., Inc.
CONTRACTOR (Firm name)
PO Box 18297, Oklahoma City, OK 73154
ADDRESS

BY (Signature)
Steven Callendar, VP Operations
(Typed name) **DATE:** 12/23/14

Mustang Public Schools
OWNER (Firm name)
906 S Heights Drive, Mustang, OK 73064
ADDRESS

BY (Signature)
Sean McDaniel
(Typed name) **DATE:**

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: January 5, 2015
Re: Softball/Baseball facility Change Order #1

SM-6-15
JW 1-5-15

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change order from Timberlake Construction for the Softball/Baseball facility:

- *PC#001- Right Field lighting power supply relocation - \$4,131.44
- *PC#002 – Sanitary sewer piping material alternate – **CREDIT** <\$1,809.37>
- *PC#003 – ASI004 – Exterior paint color selection and press box deduct – **CREDIT** <\$534.97>
- *PC#004 – ASI007 – Additional sidewalk at north side - \$2,519.02
- *PC#005 – ASI009 – Masonry flashing detail modification – **CREDIT** <\$401.49>
- *PC#007 – RFP002 – Provide knox box per fire marshal requirement - \$852.33
- *PC#008 – RFP001 – Add battery backup to restroom light fixtures per fire marshal request - \$1,103.84
- *PC#009 – ASI008 – HVAC ventilation option - \$1,274.37
- *PC#011 – ASI005 – Added electrical outlets at Rooms 103&104 - \$477.76

This will be a net DECREASE to the contingency of **\$7,612.93**



AIA® Document G701/CMa™ – 1992

Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
Mustang Softball/Baseball Facility
255 W. Juniper
Mustang, OK 73064

CHANGE ORDER NUMBER: 001
INITIATION DATE: January 5, 2015

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
Timberlake Construction Co., Inc.
PO Box 18297
Oklahoma City, OK 73154

PROJECT NUMBERS: / 1416
CONTRACT DATE: March 10, 2014
CONTRACT FOR: General
Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

| | |
|--|-------------|
| PC #001 - Right Field Lighting Power Supply Relocation | \$ 4,131.44 |
| PC #002 - Sanitary Sewer Piping Material Alternate Credit | (1,809.37) |
| PC #003 - ASI 004 - Exterior Paint Color Selection and Press Box Deduct | (534.97) |
| PC #004 - ASI 007 - Additional Sidewalk at North Side | 2,519.02 |
| PC #005 - ASI 009 - Masonry Flashing Detail Modification Credit | (401.49) |
| PC #007 - RFP 002 - Provide Knox Box per Fire Marshal Requirement | 852.33 |
| PC #008 - RFP 001 - Add Battery Backup to Restroom Light Fixtures per Fire Marshal Requirement | 1,103.84 |
| PC #009 - ASI 008 - HVAC Ventilation Option | 1,274.37 |
| PC #011 - ASI 005 - Added Electrical Outlets at Rooms 103 & 104 | 477.76 |
| Total to be deducted from contingency | \$ 7,612.93 |

Balance of contingency: \$ 40,330.07

| | |
|--|-----------------|
| The original Contract Sum was | \$ 1,062,671.00 |
| Net change by previously authorized Change Orders | \$ 0.00 |
| The Contract Sum prior to this Change Order was | \$ 1,062,671.00 |
| 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 | \$ 1,062,671.00 |

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is January 31, 2015.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive..

BID TAB SHEET
Horizon Chiller Replacement
TUESDAY, JANUARY 6, 2015 at 2pm

| COMPANY NAME | AMOUNT | |
|----------------------------|---------------------|--|
| Hunter Mechanical | \$96,101 | |
| GoForth Mechanical | \$105,000 | |
| Jackson Mechanical | \$112,735.30 | |
| Cooley Construction | \$135,000.00 | |
| | | |
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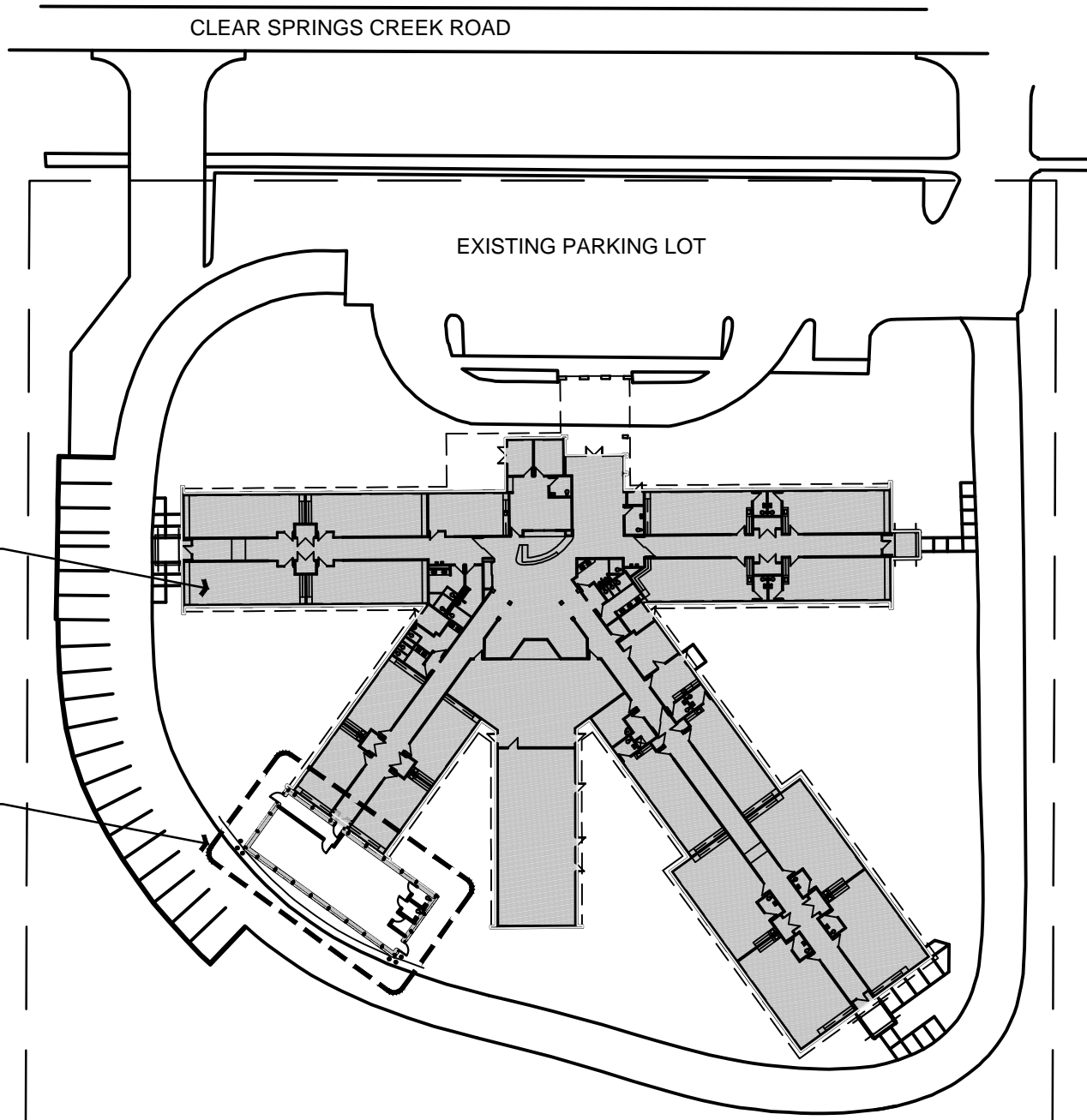
| | | |
|--|--|--|
| | | |
|--|--|--|

CLEAR SPRINGS CREEK ROAD

EXISTING PARKING LOT

EXISTING MUSTANG
EDUCATION CENTER

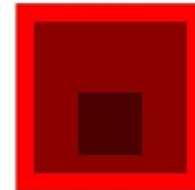
LOCATION OF NEW
MULTIPURPOSE
ACTIVITY ROOM WHICH
WILL ALSO BE A STORM
SHELTER



NORTH

SITE PLAN

SCALE: 1" = 60'
REFER:



MA+
architecture

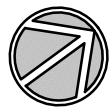
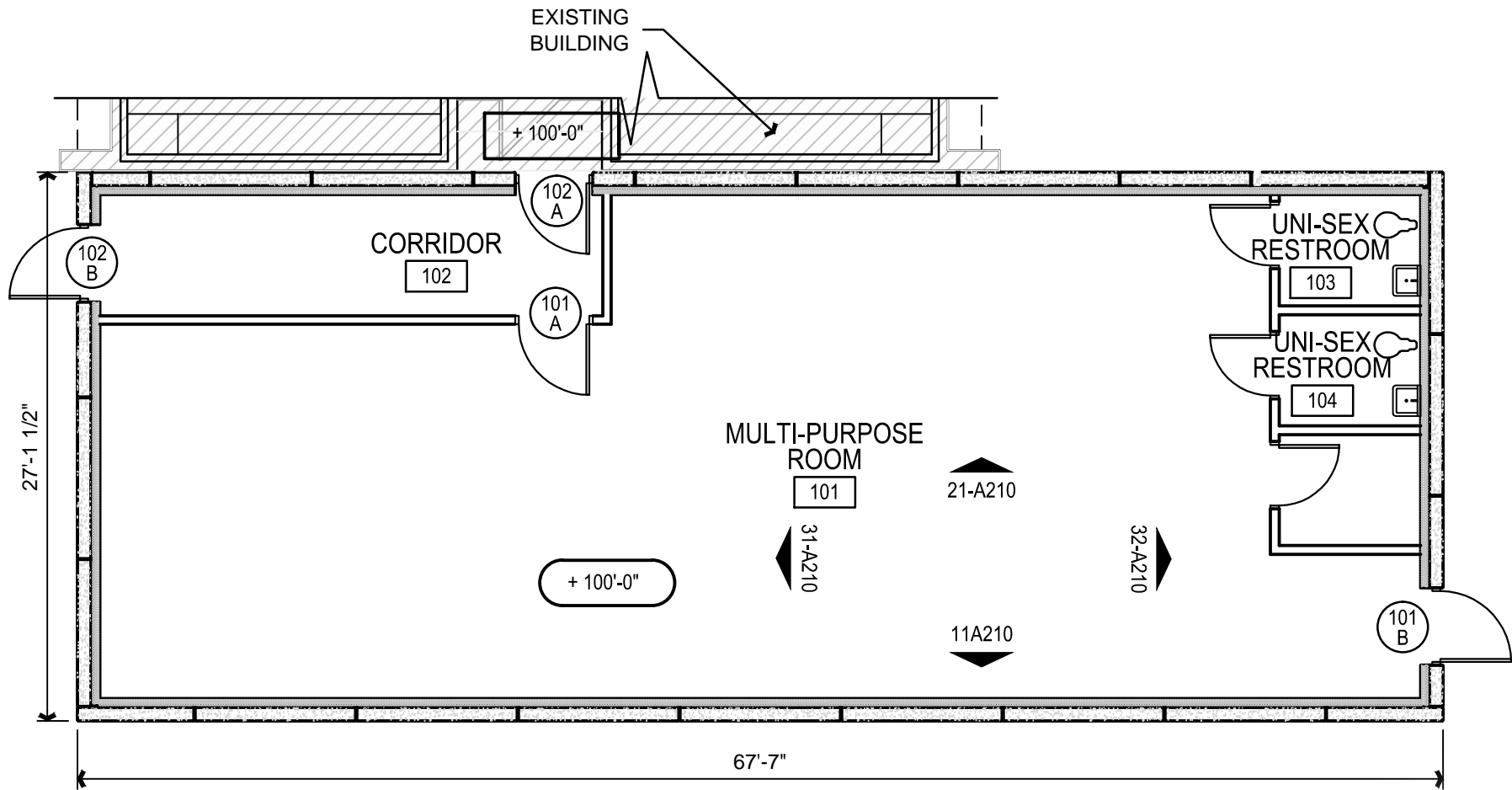
MUSTANG ED CENTER STORM SHELTER

MA+ Architecture, L.L.C.
4000 N. Classen Blvd, Suite 100N, Oklahoma City, OK 73118

phone: 405.525.8806 fax: 405.525.8807 www.maplusarchitecture.com

date: JAN. 8, 2015

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TRUE
NORTH



PLAN
NORTH

64

FLOOR PLAN

SCALE: 1/4"=1'-0"
REFER:



MA+
architecture

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MA+ Architecture, L.L.C.

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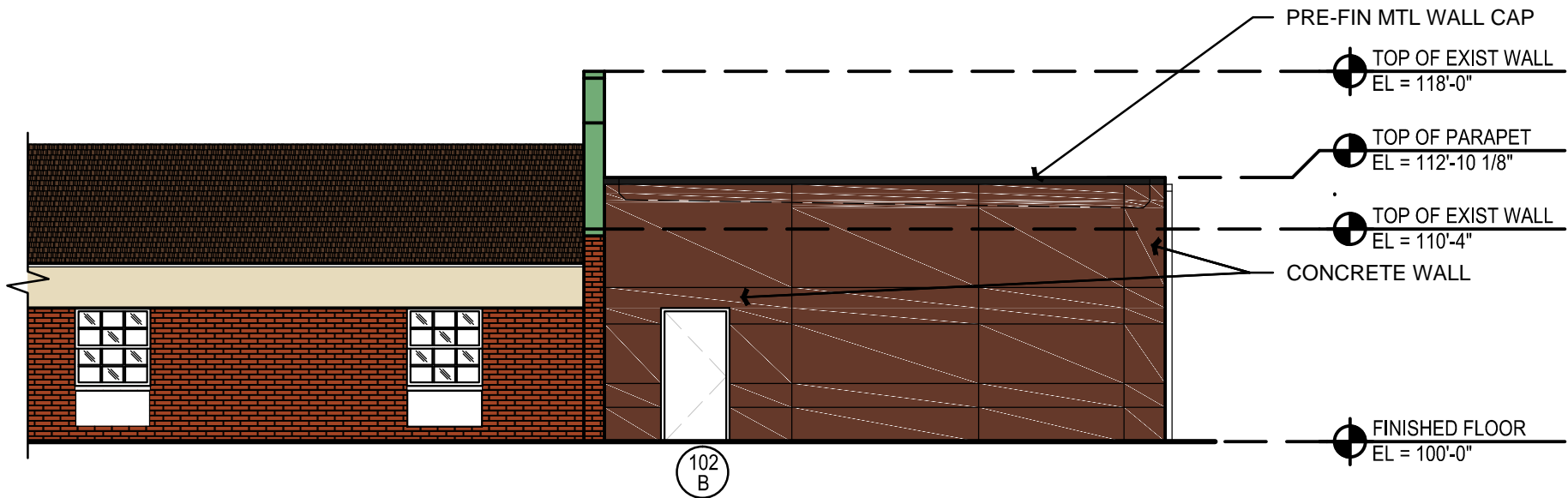
phone: 405.525.8806

fax: 405.525.8807

www.maplusarchitecture.com

date: Jan 2015

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34 WEST EXTERIOR ELEVATION

SCALE: 1/8"=1'-0"
 REFER: 64-A110



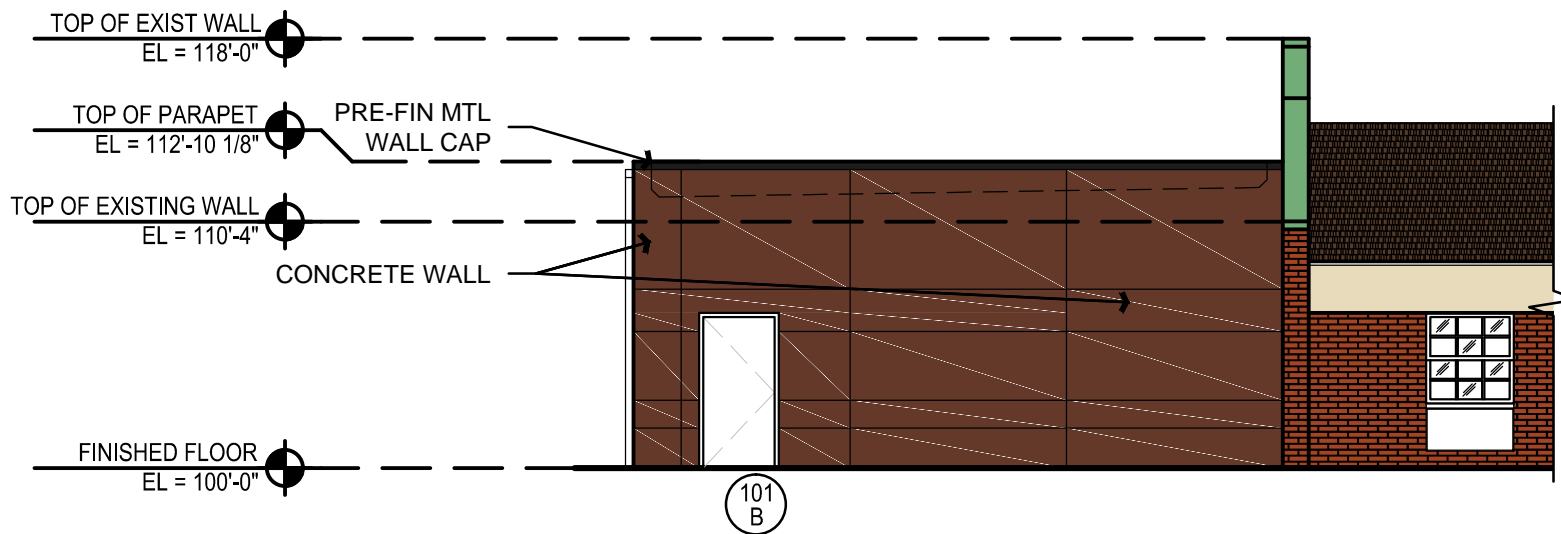
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date: Jan 2015

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54

EAST EXTERIOR ELEVATION

SCALE: 1/8"=1'-0"
 REFER: 64-A110



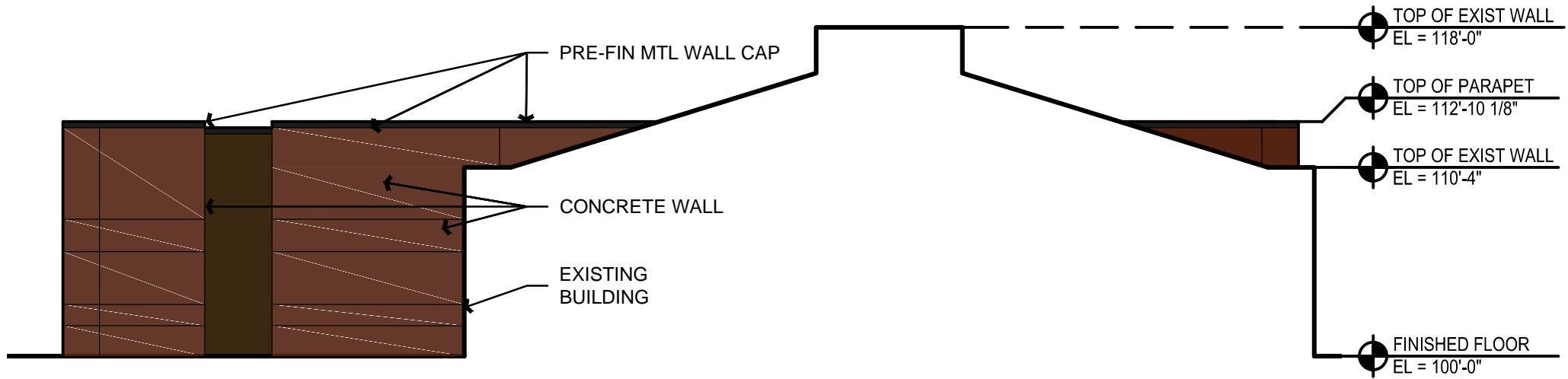
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64 NORTH EXTERIOR ELEVATION

SCALE: 1/8"=1'-0"
 REFER: 64-A110

MUSTANG ED CENTER STORM SHELTER

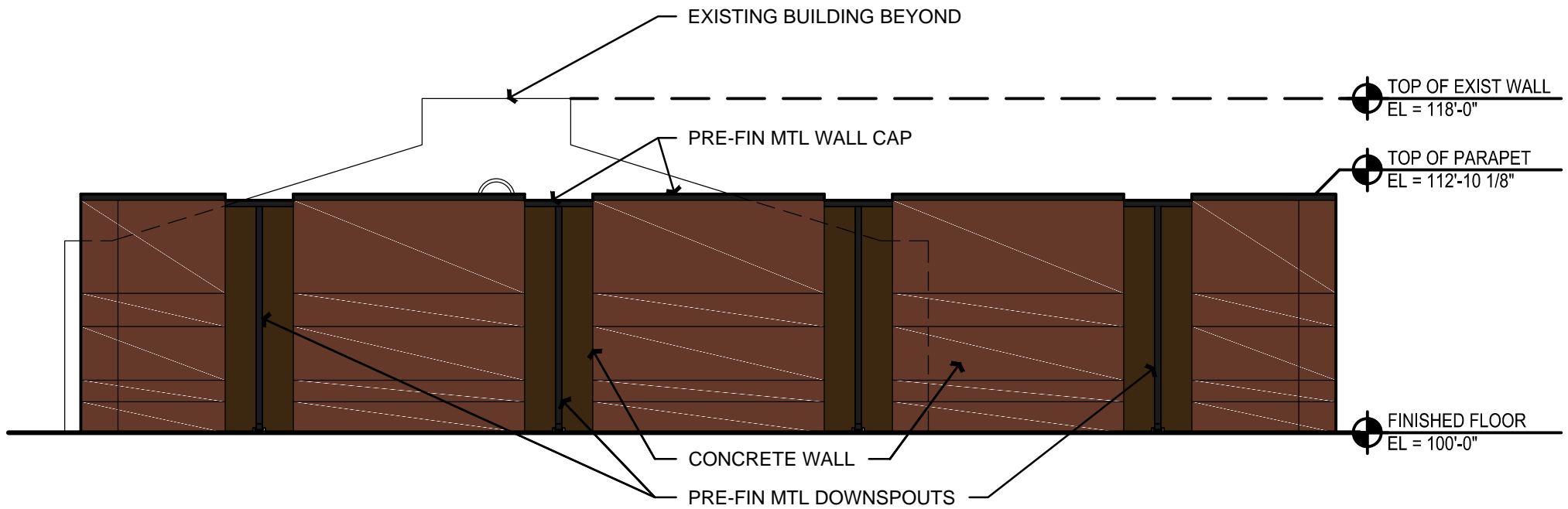
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 4000 N. Classen Blvd, Suite 100N, Oklahoma City, OK 73118

phone: 405.525.8806 fax: 405.525.8807 www.maplusarchitecture.com

date: Jan 2015

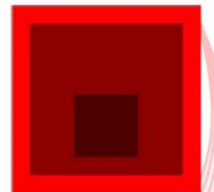
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24 SOUTH EXTERIOR ELEVATION

SCALE: 1/8"=1'-0"
REFER: 64-A110



MA+
architecture

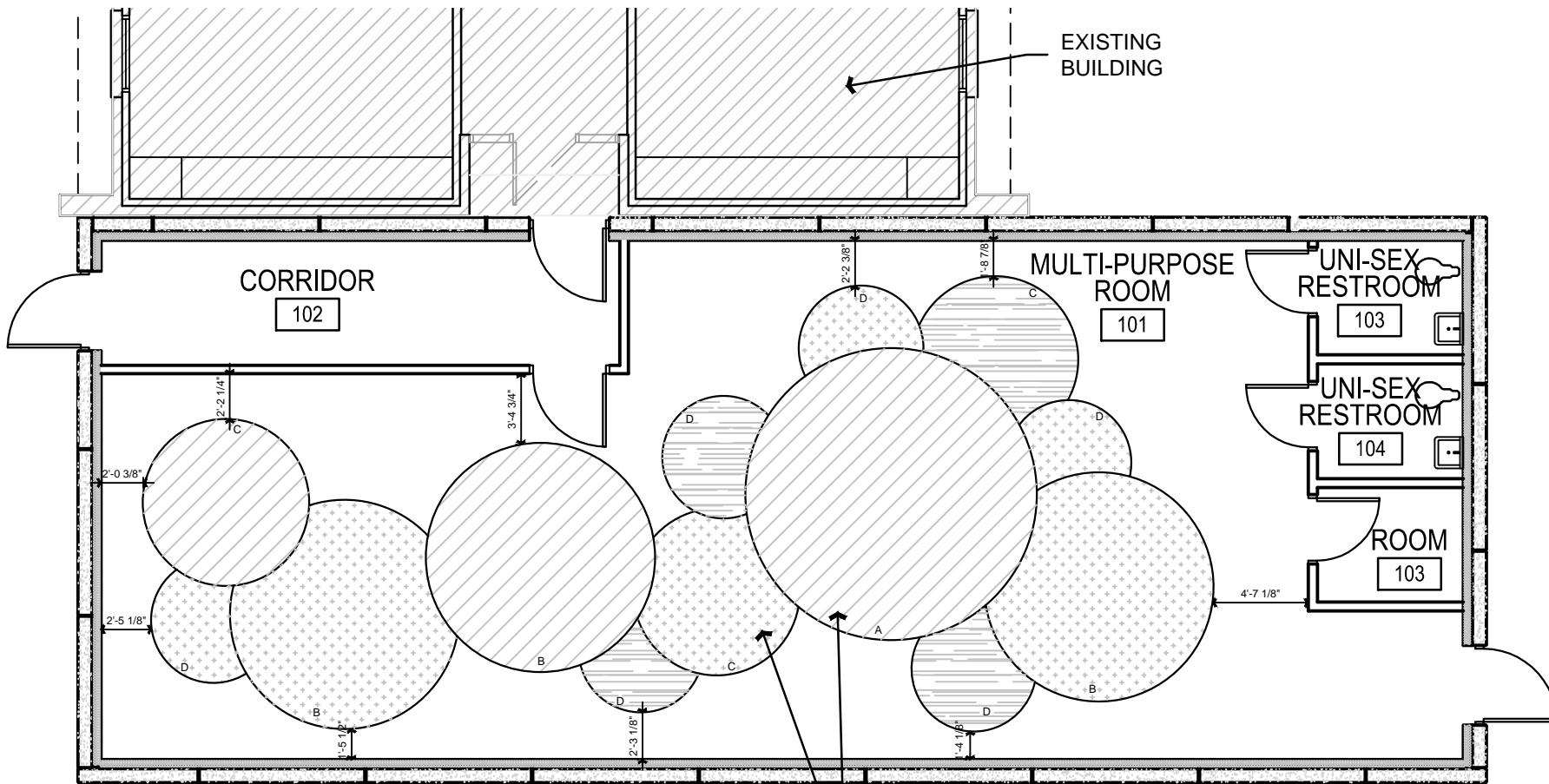
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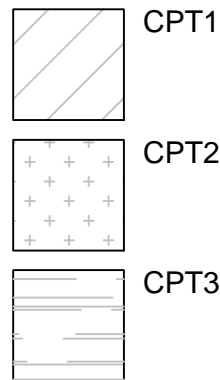


34

FINISH FLOOR PLAN

SCALE: 1/8"=1'-0"
 REFER: 64-A110

CPT: 3 COLORS;
 RE: FINISH FLOOR
 PLAN LEGEND



- A: 14' DIAMETER
- B: 11' DIAMETER
- C: 8' DIAMETER
- D: 6' DIAMETER



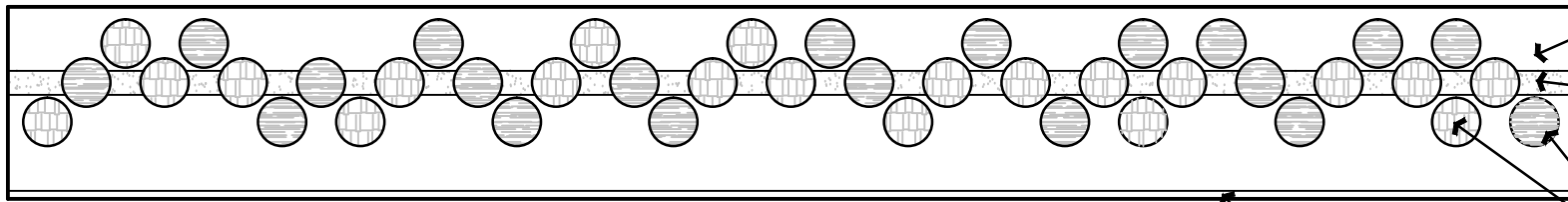
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date: Jan 2015

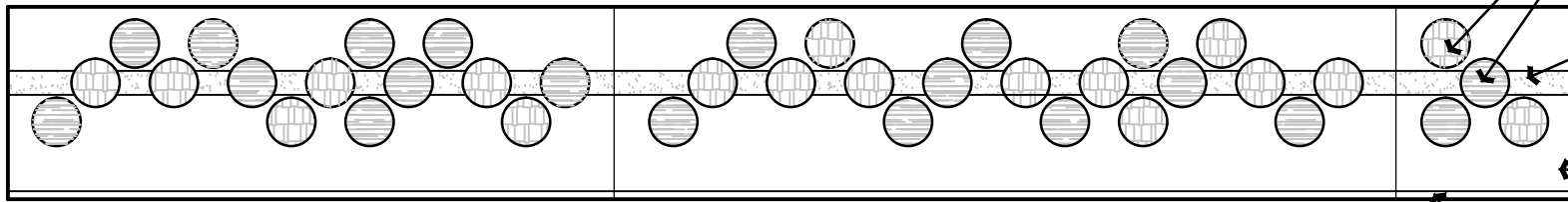
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11 NORTH INTERIOR ELEVATION

SCALE: 1/8"=1'-0"
REFER:

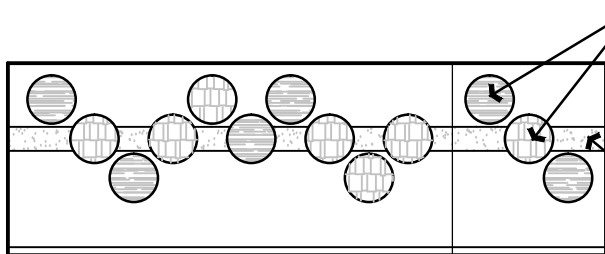
PAINT WALL PT1
PAINT ACCENT STRIPE PT2
ROUND 4' DIAMETER ACOUSTIC WALL PANELS COVERED IN PANEL FABRIC, RE: FINISH LEGEND



21 SOUTH INTERIOR ELEVATION

SCALE: 1/8"=1'-0"
REFER:

PAINT ACCENT STRIPE PT2
PAINT WALL PT1

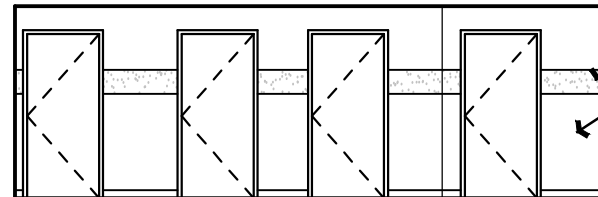


31 WEST INTERIOR EL

SCALE: 1/8"=1'-0"
REFER:

ROUND 4' DIAMETER ACOUSTIC WALL PANELS COVERED IN PANEL FABRIC, RE: FINISH LEGEND

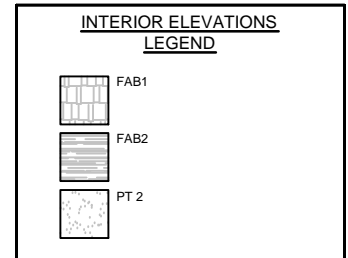
PAINT ACCENT STRIPE PT2



32 EAST INTERIOR EL

SCALE: 1/4"=1'-0"
REFER:

PAINT ACCENT STRIPE PT2
PAINT WALL PT1



MUSTANG ED CENTER STORM SHELTER

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date: Jan 2015

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Schedule A
January 12,2015

| Last Name | First Name | | SITE/ASSIGNMENT | EFFECTIVE |
|---------------------------------|------------|--|---|------------|
| Resignations | | | | |
| Alarcon | Josefina | | MVE/Custodian | 11/14/2014 |
| Brinsfield | Kerri | | ME/3rd Grade | 1/7/2015 |
| Douglas | Andrea | | MNMS/Career-Leadership | 12/19/2014 |
| Epling | Jared | | High School/Spec Ed | 12/19/2014 |
| Evans | Terri | | MHI/6th Grade | 12/19/2014 |
| Hickman | Kelly | | Tech Support Specialist | 1/28/2015 |
| Iglesias | Leslie | | MVE/Noon Supervisor | 12/19/2014 |
| Lauen | Marshall | | MNMS/8th Grade Science | 12/19/2014 |
| Murphy | Connie | | MNMS/2.0 Cafe Assistant | 5/23/2014 |
| Piper | Angie | | Cent/Spec Ed TA | 12/17/2014 |
| Schwartz | Betty | | PVE/Spec Ed TA | 12/19/2014 |
| Scott | Denise | | MHI/Custodian | 1/16/2015 |
| Self | Georgia | | MNMS/4.0 Cafe Assistant | 12/12/2014 |
| Last Name | First Name | | SITE/ASSIGNMENT | Effective |
| Termination | | | | |
| Maness | Barbara | | High School/6.5 Cafe Assistant | 1/5/2015 |
| Last Name | First Name | New Position/Replacing | To: Site/Assignment | Effective |
| Employment | | | | |
| Open | | New Position | MVE/Spec Ed TA | 2014-2015 |
| Aguilar | Maria | Replacing Angie Piper | Cent/Spec Ed TA | 12/18/2014 |
| Atnip | Rachel | Replacing Chasity Head | PVE/Spec Ed TA | 12/17/2014 |
| Blanche | Krista | Replacing Terri Evans | MHI/6th Grade Math | 1/12/2015 |
| Byrnes | Sherry | New Position | Cent/Spec Ed TA | 12/15/2014 |
| Freeman | Calee | Replacing Marshall Lauen | MNMS/8th Grade Science | 1/2/2015 |
| Gallardo | Andrew | Replacing Tabitha Thomas | Lakehoma/PM Custodian | 12/16/2014 |
| Lindauer | Donald | Replacing Peter Lefebvre | High School/PM Custodial Supervisor | 12/16/2014 |
| McIntire | Jennifer | New Position | PVE/Reading Specialist | 12/10/2014 |
| McKinney | Brenda | Replacing Stephanie Rolling | CRI/PM Custodian | 12/16/2014 |
| Schuneman | Kevin | Replacing Connie Murphy | Transportation/Bus Driver | 1/8/2015 |
| Speck | Kim | Replacing Betty Schwartz | PVE/Spec Ed Para | 1/5/2015 |
| Thomas | Jene | Replacing Andrea Douglas | MNMS/Career & Leadership | 1/5/2015 |
| Vanderschans | Regeania | | Child Nutrition/Substitute | 12/15/2014 |
| Last Name | First Name | From: Site/Assignment | To: Site/Assignment | Effective |
| Reassignments | | | | |
| Gallardo | Andrew | LE/PM Custodian | High School/PM Custodian | 1/5/2015 |
| Head | Chasity | PVE/Spec Ed TA | High School/Site Secretary | 1/5/2015 |
| Rolling | Stephanie | CRI/PM Custodian | High School/PM Custodian | 12/15/2014 |
| Rolling | Stephanie | High School/PM Custodian | LE/PM Custodian | 1/5/2015 |
| Waggoner | Amber | ME Nurse Assistant /7.0 Hours Five Days Per Week | ME Nurse Assistant/7.5 Hours Four Days Per Week | 1/12/2015 |
| Last Name | First Name | Assignment | Site | Effective |
| Extra-Duty/Supplemental: | | | | |
| Grimes | Cynthia | Site Webmaster | MNMS | 1/5/2015 |
| Moore | Betsy | Team Leader | MNMS | 1/5/2015 |
| Page | Jason | Assistant Boys Track Coach | MNMS | 2014-2015 |
| Treadaway | Isaac | Assistant Baseball Coach | High School | 2014-2015 |

Schedule B
January 12, 2015

| Support Substitutes - \$7.25 per hour | | |
|--|------------------|------------------|
| Boydston, David | Julian, Jennifer | Ogden, Jamie |
| Hoggart, Donald | Michaud, Megan | Pagano, Ruby Ann |
| Non-Certified/Non-Degreed Substitutes at \$60 per day | | |
| Hoggart, Donald | Michaud, Megan | Treadaway, Isaac |
| Julian, Jennifer | Ogden, Jamie | |
| Mason, John | Pagano, Ruby Ann | |
| Non-Certified/Degreed Substitutes at \$60 per day | | |
| Boydston, David | | |
| Certified Substitutes at \$70 per day | | |
| Aria, Mehdi | Lehman, Diane | |
| | | |