



AGENDA

Board of Education Meeting

Monday, March 9, 2015 at 6:00 PM

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

Oklahoma 73099

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District Number I-069 of Canadian County, Oklahoma will hold a Board of Education Meeting on Monday, March 9, 2015 at 6:00 PM. The place and street of the meeting will be Maxine and George P Morris Alternative Center/Mustang Education Center, 400 N Clear Springs Road, Mustang, OK 73064, 12400 SW 15th St., Yukon, Oklahoma 73099.

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

- A. Invocation and Flag Salute
- B. Roll Call (may be silent)
- C. Reorganization of the Board
- D. Superintendent's Report
 1. Citizens of Character - Leadership
 2. Above & Beyond - Billie Grabeal
 3. 2015 District Teacher of the Year - Bettilou Stover
 4. MPS Production of "Annie"
 5. May 11, 2015 End of Year Service Awards and Retirements Ceremony at 5:00 p.m.
May 11, 2015 at Canyon Ridge Intermediate School Cafeteria.
 6. May 11, 2015 Board Meeting location changed to Canyon Ridge Intermediate School located in Cafeteria.
 7. HIV Abstinence Presentation
 8. Legislative Update

9. Board Correspondence
- E. Deputy Superintendent Report
1. Long Range Planning
 2. Inclement weather update
 3. March 30, 2015 Education Rally
 4. OG&E Hearing
- F. Board Reports
- G. Standing and Financial Resolutions
1. Chief Financial Officer Report
 - a. Vote to approve or not approve the Schedule of Encumbrances and Monthly Financial Reports:
- H. Public Participation
- I. Consent Agenda
1. Board of Education Minutes:
 2. Acceptance of Donation:
 - a. Donation from Mustang Soccer Booster Club to MHS Boys Soccer Activity Account #806 in the amount of \$600.00 for field tarps.
 - b. Donation from Mustang Softball Booster Club to MHS Athletics Activity Acct #803 in the amount of \$6,027.00 for softball rings.
 - c. Donation from Tractor Supply (Dan Gleichman) of new hand tools, such as saws, impact drills, reciprocating saws, skill saws, drills to our district in excess of \$1,500.00 value.
 3. Transfer of Funds:
 - a. Transfer from MEC Activity Acct #920 to MEC Staff Activity Acct #938 in the amount of \$422.38.
 - b. Transfer from Mustang Valley Counseling Activity Acct #869 to Prairie View Activity Account #919 in the amount of \$200.00 for reimbursement cost of

assembly.

- c. Transfer from CRI Activity #902 to CRI Media Activity #910 in the amount of \$650.00 for reimbursement for portion of cost of SAFARI online program for students and teachers.
 - d. Transfer from MHS Activity Acct #818-60 to the MPS Athletic Acct #803 in the amount of \$10,000.00. This was their portion of the \$25 high school student fee collected.
4. Approval of 2014-2015 Calendar Revisions
 5. Approval of Policy and Procedures:
 - a. Graduation Policy #5075
 6. Out-of-State or Overnight Travel:
 - a. Approval for three (3) MPS employees (TBD) to attend the Math Leadership Summit in Santa Fe, New Mexico March 18-20th, 2015. Cost of the conference and travel is covered by Carnegie Learning.
 - b. Approval for six (6) HS girls varsity golf team members and one (1) coach and one (1) sponsor to travel to Jenks, Oklahoma to participate in the Jenks Trojan Invitational Girls Golf Tournament March 25-26, 2015.
 - c. Approval for sixteen (16) MHS Key Club students and two (2) sponsors to attend the Texas-Oklahoma District Convention on April 9-12, 2015 in Dallas, Texas.
 - d. Approval for fifty (50) MMS 8th grade band members and four (4) sponsors to travel to Arlington, TX on April 25, 2015 for band performance.
 - e. Approval for the HS boy's basketball team and five (5) sponsors to travel to The Beach Ball Classic of Myrtle Beach, SC on December 26-31, 2015.
 7. Approval of annual review and update of the District's Exposure Control Plan for Bloodborne Pathogens.
 8. Approval of revised job descriptions for Transportation.
 9. Approval of the Sanitary Sewer Easement to the City of Mustang for the JROTC Training Center.
 10. Approval to hire the following band technicians for the SY2014-2015 at the following flat fees from Band Activity Acct#804: Daniel Atkinson - \$12,000 Colton Hines -

\$5,000 Kyle Myers - \$3,500

11. Approval for two (2) HS counselors to work during the summer months not to exceed 120 hours in the sum of \$18.00 an hour.
12. Approval of Timberlake Change Order #2 for the Softball/Baseball facility. This will be a net decrease to the contingency of \$1,562.56 a.COR#010–RFI009–Interior wall intel requirement- \$370.78 b.COR#015 – ASI012 – Building Signage Modifications - \$537.10 c.COR#017 – FM walk added smoke detector - \$654.68
13. Approval of Timberlake Change Order #3 for the Mustang Elementary Gym. This will be a net decrease to the contingency of \$5,398.42 a. COR#006 – RFI024 – Stem wall at connection point from PEMB to conventional steel - \$\$1,955.55 b. COR#009 – ASI003 – Chalyn Dr Concrete paving & sawcutting - \$3,442.87
14. Approval of Timberlake Change Order #3 on the MPS Event Center. This will be a deduction to the contingency of \$39,445.37.

J. Business

1. The Board will consider and may vote to approve the MA+ Architecture's design development phase for MEC shelter and move forward to construction drawing phase to bid project.
2. Grading Policy #5071 - First Reading
3. The Board will consider and may vote to support the Education Rally March 30, 2015 as recommended by the Superintendent.

K. New Business:

L. 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"

M. Acknowledge Return to Open Session

N. Statement of Executive Session Minutes by Board Clerk

- O. Vote to approve or not approve the Superintendent's Recommendation concerning employment as listed on Schedule "A".
- P. Vote to approve or not approve the Superintendent recommendation concerning employment as listed on Schedule "B".
- Q. Adjournment.

Memo



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

From: Linda Atchley, Director of Instructional Programs

March 2nd, 2015

Leadership – Demonstrating good character by doing what is right.

I will:

- Do what is right and encourage others to do the same.
- Learn to stand-alone.
- Be part of the solution rather than the problem.
- Look for ways to help others.

Centennial Elementary: Kinley Anthony

Creek Elementary: Christian Mathes

Lakehoma Elementary: Anderson Collier

Prairie View Elementary: Angeline Kurikose

Mustang Elementary: Spencer Kemp

Trails Elementary: Hannah Guion

Valley Elementary: Gage Wentz

Canyon Ridge Intermediate Center: Samantha Lorenzen

Horizon Intermediate Center: Nataleigh Morgan

Mustang Middle School: Jacob Embree

Mustang North Middle School: Morgan Johnson

Mustang High School: Sarah Atkins

Dunn, Brenda

From: Barnes, Laureen
Sent: Thursday, February 19, 2015 9:18 PM
To: Dunn, Brenda
Cc: Edwards, Stacy L
Subject: Above and Beyond nominee

Follow Up Flag: Follow up
Flag Status: Flagged

Good Evening!!

Mustang Trails would like to nominate Billie Grabeal for the above and beyond award. Ms. Billie as we call her is a very gracious volunteer. She is retired and loves to spend time at our school. Some of the ways she volunteers is helping out secretaries in the office. She offers to file, answer phones or do whatever job they need help in. She also volunteers to cover classes and help teachers without expecting anything in return. She reads with our students especially our students that don't have much support at home. She has built relationships with these students and have become like a grandma to them. Ms. Billie likes to cook for us here at Trails. She will often bring up homemade goodies to set out for the faculty. Of course we all love the cookies, brownies, and pies that she makes. Whenever we have our faculty luncheon days she won't just bring one dish, she brings 4-5 dishes! She always says, "well I don't want you guys to run out." On the luncheon days she also stays in the lounge to visit each of the different grade level teachers as they come in to eat. Another reason why we would like to nominate Ms. Billie is that on the day before our Valentines day parties she brought up a sack for each teacher. Inside that sack was a goodie bag for each teacher and a hand written valentine for every student in that class. She took the time to write each child's name in our whole school (around 660 valentines) on the valentine. She wanted every student to receive a valentine from her and to feel like they are loved!!! Ms. Billie is just one of those people with a kind spirit and enjoys giving to others. I really hope you consider her for this award. Thank you so much!!!

Laureen Barnes
Assistant Principal
Mustang Trails Elementary
405-324-0016

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MUSTANG PUBLIC SCHOOLS

Cash Balances January 31, 2015

Cash by Account and Fund

AC 0100		OKC MAPS - BOK	\$ 149,755.74
		Total AC 0100	\$ 149,755.74
AC 0101	FUND	BANK OF OKLAHOMA	
2013	11	General Fund	\$ 5,348.38
2014	11	General Fund	\$ 40,292.50
2015	11	General Fund	\$ 24,208,448.20
2015	12	Co-op Fund	\$ (5,921.06)
2014	21	Building Fund	\$ 544.93
2015	21	Building Fund	\$ 1,694,388.54
2013	22	Child Nutrition Program Fund	\$ 643.66
2014	22	Child Nutrition Program Fund	\$ 42,128.51
2015	22	Child Nutrition Program Fund	\$ 1,940,833.58
2015	24	OKC MAPS TRUST	\$ 30.17
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>\$ 10,758,393.57</u>
			\$ 58,698,447.73
 INVESTMENTS			
AI 0103	41	YUKON NATIONAL	\$ 245,000.00
AI 0110	41	BANK OF COMMERCE	\$ 245,000.00
AI 0120	41	CORNERSTONE BANK	\$ 240,000.00
AI 0111	11	BANK OF THE WEST	\$ 1,000,000.00
AI 0112	11	SOONER STATE-TUTTLE	\$ 240,000.00
AI 0113	11	1ST NATIONAL BANK & TRUST SW OKC BRANCH	\$ 245,000.00
AI 0114	11	BANK OF OKLAHOMA (BROKERED)	<u>\$ 249,000.00</u>
			\$ 2,464,000.00
		TOTAL OF BANK OF OKLAHOMA CHECKING	\$ 61,312,203.47
		SUBSTRACT ACCOUNTS PAYABLE:	<u>\$ (16,334,660.93)</u>
		BOOK BALANCE 01/31/2015	\$ 44,977,542.54

MUSTANG PUBLIC SCHOOLS

Cash Balances February 28, 2015

Cash by Account and Fund

AC 0100		OKC MAPS - BOK	\$	149,788.83
				<u>149,788.83</u>
		Total AC 0100	\$	149,788.83
AC 0101	FUND	BANK OF OKLAHOMA		
2013	11	General Fund	\$	5,348.38
2014	11	General Fund	\$	40,292.50
2015	11	General Fund	\$	28,464,438.15
2015	12	Co-op Fund	\$	(5,921.06)
2014	21	Building Fund	\$	544.93
2015	21	Building Fund	\$	1,958,567.17
2013	22	Child Nutrition Program Fund	\$	643.66
2014	22	Child Nutrition Program Fund	\$	42,128.51
2015	22	Child Nutrition Program Fund	\$	2,404,207.17
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	\$	12,144,301.41
			\$	<u>65,067,867.57</u>
 INVESTMENTS				
AI 0103	41	YUKON NATIONAL	\$	245,000.00
AI 0110	41	BANK OF COMMERCE	\$	245,000.00
AI 0120	41	CORNERSTONE BANK	\$	240,000.00
AI 0111	11	BANK OF THE WEST	\$	1,000,000.00
AI 0112	11	SOONER STATE-TUTTLE	\$	240,000.00
AI 0113	11	1ST NATIONAL BANK & TRUST SW OKC BRANCH	\$	245,000.00
AI 0114	11	BANK OF OKLAHOMA (BROKERED)	\$	249,000.00
			\$	<u>2,464,000.00</u>
		TOTAL OF BANK OF OKLAHOMA CHECKING	\$	67,681,656.40
		SUBSTRACT ACCOUNTS PAYABLE:	\$	(17,816,105.83)
		BOOK BALANCE 2/28/2015	\$	<u>49,865,550.57</u>

CUSTODIAL ANALYSIS 10-31-2014

10/31/2014						
ACCOUNT TITLE	BEG BALANCE	DEPOSITS	TRANSFERS	TOTAL	EXPENSES	ACCT TOTAL
801 HS Industrial Arts	\$ 547.37	\$ 192.00	\$ 5,758.49	\$ 6,497.86	\$ 189.95	\$ 6,307.91
802 HS Annual	\$ 22,486.08	\$ 17,654.50	\$ (1,750.00)	\$ 38,390.58	\$ 3,545.43	\$ 34,845.15
803 HS Athletics	\$ 48,142.60	\$ 134,059.09		\$ 182,201.69	\$ 59,135.36	\$ 123,066.33
804 HS Band	\$ 11,779.13	\$ 126,265.24		\$ 138,044.37	\$ 95,723.53	\$ 42,320.84
805 HS Boys Basketball	\$ 24,983.33	\$ 4,276.60	\$ (2,700.48)	\$ 26,559.45	\$ 23,086.99	\$ 3,472.46
806 HS Boys Soccer	\$ 12,443.30	\$ 5,740.00		\$ 18,183.30	\$ 8,366.17	\$ 9,817.13
807 CE Counseling	\$ 1,588.19	\$ 1,554.82		\$ 3,143.01	\$ 2,320.92	\$ 822.09
808 CE Media	\$ 6,134.68	\$ 5,128.95		\$ 11,263.63	\$ 5,446.79	\$ 5,816.84
809 HS SADD	\$ 474.17			\$ 474.17		\$ 474.17
810 Mustang Elementary	\$ 12,593.25	\$ 2,454.52		\$ 15,047.77	\$ 3,385.01	\$ 11,662.76
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	\$ 39,477.00		\$ 64,527.68	\$ 45,388.35	\$ 19,139.33
815 HS FCCLA	\$ 1,362.75	\$ 3,419.00		\$ 4,781.75	\$ 1,891.90	\$ 2,889.85
816 HS French Club	\$ 151.23	\$ 390.00		\$ 541.23	\$ 183.43	\$ 357.80
817 HS Cheer	\$ 104.86			\$ 104.86		\$ 104.86
818 HS General	\$ 111,020.80	\$ 96,084.08	\$ (700.00)	\$ 206,404.88	\$ 45,296.22	\$ 161,108.66
819 HS Girls Basketball	\$ 3,417.32	\$ 300.00	\$ 2,700.48	\$ 6,417.80	\$ 4,372.41	\$ 2,045.39
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	\$ 1,912.98		\$ 39,136.15	\$ 1,928.99	\$ 37,207.16
824 CE Art	\$ 1,758.20	\$ 2,077.15		\$ 3,835.35	\$ 1,047.38	\$ 2,787.97
825 HS Media	\$ 5,628.23	\$ 732.46		\$ 6,360.69	\$ 262.91	\$ 6,097.78
826 MS Media	\$ 1,156.28	\$ 600.30		\$ 1,756.58		\$ 1,756.58
827 MNMS Media	\$ 11,242.64	\$ 4,400.45	\$ (35.00)	\$ 15,608.09	\$ 2,927.04	\$ 12,681.05
828 HS Key Club	\$ 1,031.72	\$ 1,134.00		\$ 2,165.72	\$ 1,560.00	\$ 605.72
829 MS Athletics	\$ 66,060.59	\$ 16,443.20		\$ 82,503.79	\$ 30,134.34	\$ 52,369.45
830 MMS Band	\$ 7,156.57	\$ 15,297.29		\$ 22,453.86	\$ 4,383.12	\$ 18,070.74
831 MS Cheerleaders	\$ 1,106.72			\$ 1,106.72		\$ 1,106.72
832 MS FCA	\$ 2,764.07			\$ 2,764.07	\$ 18.00	\$ 2,746.07
833 MS Middle School	\$ 16,384.07	\$ 3,830.35		\$ 20,214.42	\$ 2,399.82	\$ 17,814.60
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			\$ 278.95		\$ 278.95
837 MNMS Cheerleaders	\$ 650.63			\$ 650.63		\$ 650.63
838 MS Student Council	\$ 1,140.93			\$ 1,140.93		\$ 1,140.93
839 MS Vocal Music	\$ 10,529.63	\$ 7,658.32		\$ 18,187.95	\$ 5,429.45	\$ 12,758.50
840 MS Yearbook	\$ 8,438.75	\$ 390.00		\$ 8,828.75	\$ 3,074.11	\$ 5,754.64
841 MV Activity	\$ 28,278.62	\$ 11,077.22		\$ 39,355.84	\$ 1,146.25	\$ 38,209.59
842 HS Nat'l Honor Society	\$ 2,632.77			\$ 2,632.77	\$ 637.50	\$ 1,995.27
843 MC Media	\$ 2,216.22	\$ 6,673.12		\$ 8,889.34	\$ 624.04	\$ 8,265.30
844 MNMS Athletics	\$ 28,469.90	\$ 1,806.20		\$ 30,276.10	\$ 11,967.02	\$ 18,309.08
845 MNMS Band	\$ 14,510.60	\$ 29,213.00		\$ 43,723.60	\$ 3,279.20	\$ 40,444.40
846 MISC Revenue	\$ -	\$ 9,278.71	\$ (5,758.49)	\$ 3,520.22		\$ 3,520.22
847 MNMS	\$ 13,508.66	\$ 9,731.26		\$ 23,239.92	\$ 8,778.67	\$ 14,461.25
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	\$ 1,250.20		\$ 6,336.44	\$ 1,080.00	\$ 5,256.44
851 MNMS Speech Club	\$ 210.40			\$ 210.40		\$ 210.40
852 MNMS Student Council	\$ 876.59			\$ 876.59		\$ 876.59
853 MNMS Vocal Music	\$ 4,708.38	\$ 12,286.00		\$ 16,994.38		\$ 16,994.38
854 MNMS Yearbook	\$ 9,409.88	\$ 875.00		\$ 10,284.88	\$ 3,210.00	\$ 7,074.88
855 HS Jr. Class	\$ 22,697.39			\$ 22,697.39		\$ 22,697.39
856 HS Math/Science Club	\$ 546.07	\$ 7,000.00		\$ 7,546.07	\$ 2,147.93	\$ 5,398.14
857 HS Sr. Class	\$ 63,326.26	\$ 18,058.25		\$ 81,384.51	\$ 484.69	\$ 80,899.82
858 Special Olympics	\$ 2,093.15	\$ 56.32		\$ 2,149.47		\$ 2,149.47
859 HS Speech Club	\$ 9,135.96	\$ 2,929.65		\$ 12,065.61	\$ 3,246.67	\$ 8,818.94

860 HS Student Council	\$ 7,705.88	\$ 11,250.79		\$ 18,956.67	\$9,311.37	\$ 9,645.30
861 HS Varsity Cheer	\$ 8,000.96		\$ 35.00	\$ 8,035.96		\$ 8,035.96
862 HS Vocal Music	\$ 4,547.56	\$ 6,310.00		\$ 10,857.56	\$6,458.40	\$ 4,399.16
863 HS Scholarships	\$ 2,252.35	\$ 1,000.00		\$ 3,252.35	\$2,000.00	\$ 1,252.35
864 HS DECA	\$ 6,935.14	\$ 7,925.20		\$ 14,860.34	\$9,046.80	\$ 5,813.54
865 HS Baseball	\$ 3,941.91			\$ 3,941.91	\$405.98	\$ 3,535.93
866 CRI 6th Grade	\$ 888.84		\$ 707.23	\$ 1,596.07		\$ 1,596.07
867 Administration	\$ 11,943.42	\$ 305.00	\$ (5,729.00)	\$ 6,519.42	\$732.01	\$ 5,787.41
868 MV Media	\$ 15,370.19	\$ 595.41		\$ 15,965.60	\$1,249.95	\$ 14,715.65
869 MV Counseling Activities	\$ 1,183.02	\$ 988.25		\$ 2,171.27	\$261.42	\$ 1,909.85
870 M Trails Activity	\$ 9,362.51	\$ 1,350.15		\$ 10,712.66	\$1,791.06	\$ 8,921.60
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	\$667.00	\$ 851.14
873 M Trails Media	\$ 527.32	\$ 5,708.88		\$ 6,236.20	\$4,805.88	\$ 1,430.32
874 ME MEAD	\$ 2,971.59	\$ 1,358.00		\$ 4,329.59		\$ 4,329.59
875 MT Drug Free Club	\$ 1,917.30	\$ 2,118.00		\$ 4,035.30	\$925.00	\$ 3,110.30
876 HS Fresh./Varsity Football	\$ 8,380.89	\$ 4,550.00		\$ 12,930.89	\$5,246.67	\$ 7,684.22
877 Gifted & Talented	\$ 759.56			\$ 759.56		\$ 759.56
878 Transportation	\$ 2,217.84	\$ 138.60		\$ 2,356.44		\$ 2,356.44
879 MC Choir	\$ 404.75	\$ 500.00		\$ 904.75		\$ 904.75
880 HS Boys Tennis	\$ 172.83			\$ 172.83		\$ 172.83
881 LE Lakehoma Drug Free	\$ 2,600.38	\$ 840.00		\$ 3,440.38		\$ 3,440.38
882 HS Boys/Girls X-Country	\$ 2,953.92	\$ 2,294.21		\$ 5,248.13	\$1,200.00	\$ 4,048.13
883 HS Girls Soccer	\$ 4,402.50			\$ 4,402.50		\$ 4,402.50
884 Chisholm Trails	\$ 1,574.45	\$ 1,404.00		\$ 2,978.45	\$646.49	\$ 2,331.96
885 MS Builders Club	\$ 169.46			\$ 169.46		\$ 169.46
886 MNMS Builders Club	\$ 2,161.43			\$ 2,161.43	\$169.38	\$ 1,992.05
887 HS Debate Club	\$ 408.28			\$ 408.28		\$ 408.28
888 M Creek Activity	\$ 11,171.54	\$ 2,708.35		\$ 13,879.89	\$2,123.11	\$ 11,756.78
889 LE Media	\$ 2,858.31	\$ 5,977.85		\$ 8,836.16	\$978.03	\$ 7,858.13
890 MS Renaissance	\$ 390.25	\$ -		\$ 390.25		\$ 390.25
891 MS Reading	\$ 5,652.75	\$ 194.15		\$ 5,846.90	\$925.49	\$ 4,921.41
892 MNMS Renaissance	\$ 1,117.84	\$ 102.00		\$ 1,219.84		\$ 1,219.84
893 HS Renaissance	\$ 2,372.05			\$ 2,372.05		\$ 2,372.05
894 MS Special Life Skills	\$ 1,543.99			\$ 1,543.99	\$72.60	\$ 1,471.39
895 ME PE	\$ -		\$ 2,500.00	\$ 2,500.00		\$ 2,500.00
896 ME MUSIC	\$ -	\$ 466.00	\$ 2,500.00	\$ 2,966.00	\$2,168.48	\$ 797.52
897 HS Art Club	\$ 1,829.90	\$ 14,305.33		\$ 16,135.23	\$4,534.77	\$ 11,600.46
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	\$ 7,206.80	\$ (647.84)	\$ 35,349.50	\$1,069.53	\$ 34,279.97
901 MEC PASS	\$ 452.45	\$ 2,725.00		\$ 3,177.45	\$2,225.12	\$ 952.33
902 CRI Activity	\$ 7,992.16	\$ 17,638.94		\$ 25,631.10	\$13,122.88	\$ 12,508.22
903 HS Advanced Placement	\$ 10,569.01	\$ 5,292.00		\$ 15,861.01	\$1,311.62	\$ 14,549.39
904 HS Ground Improvement	\$ 1,267.69			\$ 1,267.69		\$ 1,267.69
905 CRI Staff	\$ 1,758.71	\$ 432.88	\$ 1,000.00	\$ 3,191.59		\$ 3,191.59
906 HS Freshman FCCLA	\$ 1,498.13			\$ 1,498.13	\$307.00	\$ 1,191.13
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		\$ 856.76
910 CRI Media	\$ 1,967.17	\$ 8,991.83		\$ 10,959.00	\$6,973.93	\$ 3,985.07
911 MHS Crafts II	\$ -	\$ 387.50	\$ 2,530.00	\$ 2,917.50	\$130.18	\$ 2,787.32
912 CRI Vocal	\$ 4,762.09	\$ 8,156.71	\$ 70.00	\$ 12,988.80	\$4,575.19	\$ 8,413.61
913 CRI Art	\$ 1,191.28	\$ 633.00		\$ 1,824.28	\$659.48	\$ 1,164.80
914 Canyon Ridge Athletics	\$ 4,848.16	\$ 2,961.00		\$ 7,809.16	\$4,594.00	\$ 3,215.16
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	\$ -	\$ 3,800.00		\$ 3,800.00	\$444.00	\$ 3,356.00
918 MNMS Football	\$ 249.79			\$ 249.79		\$ 249.79
919 Prairie View Activity	\$ -	\$ 3,000.05	\$ 4,000.00	\$ 7,000.05	\$2,425.64	\$ 4,574.41
920 MEC Pre-K	\$ 10,509.02	\$ 11,242.21		\$ 21,751.23	\$7,300.77	\$ 14,450.46
921 Prairie View Staff	\$ -	\$ 17.38	\$ 2,000.00	\$ 2,017.38	\$278.55	\$ 1,738.83
922 HS Special Education	\$ 631.77	\$ 124.96		\$ 756.73	\$222.08	\$ 534.65
923 Lakehoma Elem Art	\$ 2,359.43			\$ 2,359.43	\$873.59	\$ 1,485.84

924 HS Musical	\$ 5,343.33	\$ 460.00		\$ 5,803.33		\$ 5,803.33
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	\$ 11,500.00		\$ 26,106.50	\$15,048.56	\$ 11,057.94
928 Canyon Ridge Reading	\$ 4,549.92	\$ 394.84	\$ (3,987.23)	\$ 957.53	\$310.80	\$ 646.73
929 ME Staff	\$ 3,659.81	\$ 1,356.64	\$ 1,000.00	\$ 6,016.45	\$1,438.10	\$ 4,578.35
930 MV Staff	\$ 4,595.33	\$ 534.89	\$ 1,000.00	\$ 6,130.22	\$1,686.75	\$ 4,443.47
931 LE Staff	\$ 7,056.75	\$ 12.13	\$ 1,000.00	\$ 8,068.88	\$447.31	\$ 7,621.57
932 MT Staff	\$ 3,955.19	\$ 5,198.87	\$ 1,000.00	\$ 10,154.06	\$648.00	\$ 9,506.06
933 MC Staff	\$ 4,459.15	\$ 1,698.39	\$ 1,000.00	\$ 7,157.54	\$659.22	\$ 6,498.32
934 MS Staff	\$ 11,697.54	\$ 702.97		\$ 12,400.51	\$100.00	\$ 12,300.51
935 MNMS Staff	\$ 2,300.15	\$ 1,312.59		\$ 3,612.74	\$1,900.79	\$ 1,711.95
936 CRI Science Club	\$ -	\$ -		\$ -		\$ -
937 HS Staff	\$ 17,344.13	\$ 3,629.11		\$ 20,973.24	\$4,615.99	\$ 16,357.25
938 MEC Staff	\$ 3,787.32	\$ 500.37		\$ 4,287.69	\$1,209.93	\$ 3,077.76
939 Admin. Staff	\$ 3,200.29	\$ 111.74		\$ 3,312.03	\$953.94	\$ 2,358.09
940 HS Tech Ed.	\$ 1,169.90			\$ 1,169.90	\$646.85	\$ 523.05
941 HS Boys Track	\$ 369.39			\$ 369.39		\$ 369.39
942 HS Bus. Prof. of America	\$ 3,321.18	\$ 4,892.00		\$ 8,213.18	\$2,035.00	\$ 6,178.18
943 Creek Counseling	\$ 2,853.16	\$ 790.00	\$ 943.00	\$ 4,586.16	\$178.54	\$ 4,407.62
944 MPS Special Needs	\$ 44.21			\$ 44.21		\$ 44.21
945 M Creek Art	\$ 4,895.86			\$ 4,895.86	\$1,602.95	\$ 3,292.91
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	\$ 1,169.00		\$ 7,676.77	\$3,864.55	\$ 3,812.22
949 MT Honor Choir	\$ 989.90			\$ 989.90	\$49.94	\$ 939.96
950 Centennial General Activity	\$ 22,835.37	\$ 14,004.45		\$ 36,839.82	\$5,776.97	\$ 31,062.85
951 M Trails Special Ed.	\$ 438.48			\$ 438.48		\$ 438.48
952 CE Staff	\$ 3,876.88	\$ 133.29	\$ 1,000.00	\$ 5,010.17	\$41.04	\$ 4,969.13
953 ME Art	\$ 8,589.21		\$ (5,943.00)	\$ 2,646.21	\$147.74	\$ 2,498.47
954 ME Media	\$ 5,587.17	\$ 6,346.65		\$ 11,933.82	\$4,822.15	\$ 7,111.67
955 MT Reading Carnival	\$ 2,737.42			\$ 2,737.42	\$412.00	\$ 2,325.42
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	\$ -	\$ 4,481.49		\$ 4,481.49	\$2,889.06	\$ 1,592.43
959 HS Spanish Nat'l Hnr Society	\$ 1,128.13	\$ 563.00		\$ 1,691.13	\$210.21	\$ 1,480.92
960 HS MAC	\$ 819.99			\$ 819.99		\$ 819.99
961 HS Video Club	\$ 920.63	\$ 687.00		\$ 1,607.63		\$ 1,607.63
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	\$ 681.46		\$ 3,110.92	\$1,019.55	\$ 2,091.37
966 CE Outdoor Classroom	\$ 20.90			\$ 20.90		\$ 20.90
967 Mustang Student in Need	\$ 3,906.99	\$ 374.00		\$ 4,280.99		\$ 4,280.99
968 MHS HOSA	\$ -			\$ -		\$ -
969 CRI Outdoor Classroom	\$ 4,500.31			\$ 4,500.31		\$ 4,500.31
970 CRI Student Council	\$ 1,154.78			\$ 1,154.78		\$ 1,154.78
971 CRI Yearbook	\$ 1,408.44	\$ 1,547.00		\$ 2,955.44		\$ 2,955.44
972 CRI Communications/broadcasting	\$ -	\$ 7,886.89	\$ 920.45	\$ 8,807.34		\$ 8,807.34
973 CRI Technology	\$ -	\$ 431.69	\$ 1,052.63	\$ 1,484.32		\$ 1,484.32
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	\$ -	\$ 272.00		\$ 272.00		\$ 272.00
978 Horizon Activity	\$ 4,738.24	\$ 15,453.01	\$ (959.05)	\$ 19,232.20	\$6,834.30	\$ 12,397.90
979 Horizon Staff Acct	\$ 3,241.24	\$ 426.88	\$ 1,000.00	\$ 4,668.12	\$155.72	\$ 4,512.40
980 Horizon Counseling	\$ 152.09	\$ 1,924.52		\$ 2,076.61	\$104.50	\$ 1,972.11
981 Horizon Media	\$ -	\$ 5,694.97		\$ 5,694.97	\$3,787.13	\$ 1,907.84
982 Prairie View Media	\$ -	\$ 7,147.61		\$ 7,147.61		\$ 7,147.61
983 Horizon Vocal/music	\$ -	\$ 1,496.00	\$ 959.05	\$ 2,455.05		\$ 2,455.05
984 Horizon Art Account	\$ 261.02	\$ 784.25		\$ 1,045.27	\$20.64	\$ 1,024.63
985 Horizon Athletics	\$ -			\$ -		\$ -
986 Horizon Archery	\$ -			\$ -		\$ -
987 Horizon Reading	\$ -			\$ -		\$ -

988 Horizon Science Acct	\$	-		\$	-		\$	-
989 Horizon Outdoor/Classroom	\$	-		\$	-		\$	-
990 CENTENNIAL PE	\$	-	\$ 9,055.85	\$	9,055.85	\$2,168.00	\$	6,887.85
991 Horizon Yearbook	\$	-		\$	-		\$	-
992 Horizon Communications	\$	-		\$	-		\$	-
993 CENTENNIAL ARCHERY	\$	-	\$ 100.00	\$	100.00		\$	100.00
994 PRAIRIE VIEW MUSIC	\$	-		\$	-		\$	-
995 PRAIRIE VIEW PE	\$	-	\$ 4,874.50	\$	4,874.50		\$	4,874.50
996 Horizon Academic	\$	-	\$ 150.00	\$	150.00		\$	150.00
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	\$ 872,276.08	\$	-	\$ 1,958,980.80	\$558,783.33	\$ 1,400,197.47

CUSTODIAL ANALYSIS 3-3-15

3/3/2015						
	BEG BALANCE	DEPOSITS	TRANSFERS	TOTAL	EXPENSES	ACCT TOTAL
801 HS Industrial Arts	\$ 547.37	\$ 5,392.50	\$ 5,758.49	\$ 11,698.36	\$4,682.67	\$ 7,015.69
802 HS Annual	\$ 22,486.08	\$ 24,480.49	\$ (1,750.00)	\$ 45,216.57	\$8,523.80	\$ 36,692.77
803 HS Athletics	\$ 48,142.60	\$ 241,005.40		\$ 289,148.00	\$198,680.23	\$ 90,467.77
804 HS Band	\$ 11,779.13	\$ 145,264.83		\$ 157,043.96	\$133,336.49	\$ 23,707.47
805 HS Boys Basketball	\$ 24,983.33	\$ 4,601.50	\$ (2,700.48)	\$ 26,884.35	\$25,053.43	\$ 1,830.92
806 HS Boys Soccer	\$ 12,443.30	\$ 9,479.06		\$ 21,922.36	\$18,081.64	\$ 3,840.72
807 CE Counseling	\$ 1,588.19	\$ 2,803.77	\$ 788.92	\$ 5,180.88	\$2,880.68	\$ 2,300.20
808 CE Media	\$ 6,134.68	\$ 9,952.07	\$ (1,834.99)	\$ 14,251.76	\$7,773.98	\$ 6,477.78
809 HS SADD	\$ 474.17	\$ 134.00		\$ 608.17	\$429.00	\$ 179.17
810 Mustang Elementary	\$ 12,593.25	\$ 24,410.47		\$ 37,003.72	\$9,747.29	\$ 27,256.43
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	\$ 748.50		\$ 1,163.70	\$379.00	\$ 784.70
814 HS FFA	\$ 25,050.68	\$ 61,255.50		\$ 86,306.18	\$63,393.40	\$ 22,912.78
815 HS FCCLA	\$ 1,362.75	\$ 4,503.93		\$ 5,866.68	\$3,341.36	\$ 2,525.32
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	\$ 120,724.07	\$ (2,416.21)	\$ 229,328.66	\$85,181.42	\$ 144,147.24
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	\$ 29,380.98		\$ 66,604.15	\$24,053.96	\$ 42,550.19
824 CE Art	\$ 1,758.20	\$ 3,956.66	\$ 220.85	\$ 5,935.71	\$3,194.35	\$ 2,741.36
825 HS Media	\$ 5,628.23	\$ 837.39		\$ 6,465.62	\$1,329.29	\$ 5,136.33
826 MS Media	\$ 1,156.28	\$ 3,641.58		\$ 4,797.86	\$2,599.39	\$ 2,198.47
827 MNMS Media	\$ 11,242.64	\$ 6,334.60	\$ (35.00)	\$ 17,542.24	\$10,024.21	\$ 7,518.03
828 HS Key Club	\$ 1,031.72	\$ 4,094.19		\$ 5,125.91	\$3,173.00	\$ 1,952.91
829 MS Athletics	\$ 66,060.59	\$ 33,571.58		\$ 99,632.17	\$47,701.72	\$ 51,930.45
830 MMS Band	\$ 7,156.57	\$ 24,768.29		\$ 31,924.86	\$12,520.65	\$ 19,404.21
831 MS Cheerleaders	\$ 1,106.72			\$ 1,106.72	\$120.00	\$ 986.72
832 MS FCA	\$ 2,764.07			\$ 2,764.07	\$63.00	\$ 2,701.07
833 MS Middle School	\$ 16,384.07	\$ 7,228.66		\$ 23,612.73	\$8,138.22	\$ 15,474.51
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	\$ 1,194.01		\$ 1,472.96	\$600.00	\$ 872.96
837 MNMS Cheerleaders	\$ 650.63			\$ 650.63		\$ 650.63
838 MS Student Council	\$ 1,140.93	\$ 1,030.88		\$ 2,171.81	\$5.94	\$ 2,165.87
839 MS Vocal Music	\$ 10,529.63	\$ 8,311.32		\$ 18,840.95	\$8,957.66	\$ 9,883.29
840 MS Yearbook	\$ 8,438.75	\$ 1,920.00		\$ 10,358.75	\$5,734.01	\$ 4,624.74
841 MV Activity	\$ 28,278.62	\$ 27,870.50	\$ 166.21	\$ 56,315.33	\$27,456.29	\$ 28,859.04
842 HS Nat'l Honor Society	\$ 2,632.77	\$ 2,181.00		\$ 4,813.77	\$940.81	\$ 3,872.96
843 MC Media	\$ 2,216.22	\$ 7,883.22		\$ 10,099.44	\$8,610.09	\$ 1,489.35
844 MNMS Athletics	\$ 28,469.90	\$ 14,245.05		\$ 42,714.95	\$32,391.99	\$ 10,322.96
845 MNMS Band	\$ 14,510.60	\$ 29,790.00		\$ 44,300.60	\$25,758.61	\$ 18,541.99
846 MISC Revenue	\$ -	\$ 9,439.64	\$ (5,758.49)	\$ 3,681.15		\$ 3,681.15
847 MNMS	\$ 13,508.66	\$ 16,882.78		\$ 30,391.44	\$17,037.99	\$ 13,353.45
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	\$ 388.05		\$ 1,264.64	\$19.48	\$ 1,245.16
853 MNMS Vocal Music	\$ 4,708.38	\$ 17,549.00		\$ 22,257.38	\$15,797.74	\$ 6,459.64
854 MNMS Yearbook	\$ 9,409.88	\$ 2,870.00		\$ 12,279.88	\$3,510.00	\$ 8,769.88
855 HS Jr. Class	\$ 22,697.39	\$ 229.00		\$ 22,926.39	\$3,134.49	\$ 19,791.90
856 HS Math/Science Club	\$ 546.07	\$ 7,050.00		\$ 7,596.07	\$5,780.71	\$ 1,815.36
857 HS Sr. Class	\$ 63,326.26	\$ 19,808.25		\$ 83,134.51	\$3,742.69	\$ 79,391.82
858 Special Olympics	\$ 2,093.15	\$ 3,061.32		\$ 5,154.47	\$1,072.40	\$ 4,082.07
859 HS Speech Club	\$ 9,135.96	\$ 6,604.45		\$ 15,740.41	\$8,702.91	\$ 7,037.50
860 HS Student Council	\$ 7,705.88	\$ 23,365.95	\$ (704.00)	\$ 30,367.83	\$13,858.55	\$ 16,509.28
861 HS Varsity Cheer	\$ 8,000.96		\$ 35.00	\$ 8,035.96		\$ 8,035.96
862 HS Vocal Music	\$ 4,547.56	\$ 14,819.52		\$ 19,367.08	\$13,856.22	\$ 5,510.86
863 HS Scholarships	\$ 2,252.35	\$ 1,000.00		\$ 3,252.35	\$2,000.00	\$ 1,252.35
864 HS DECA	\$ 6,935.14	\$ 18,762.94	\$ 200.00	\$ 25,898.08	\$18,380.73	\$ 7,517.35
865 HS Baseball	\$ 3,941.91	\$ 775.00		\$ 4,716.91	\$1,924.45	\$ 2,792.46
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	\$1,357.87	\$ 7,661.55
868 MV Media	\$ 15,370.19	\$ 1,724.70		\$ 17,094.89	\$7,245.33	\$ 9,849.56
869 MV Counseling Activities	\$ 1,183.02	\$ 1,688.63		\$ 2,871.65	\$1,247.42	\$ 1,624.23

870 M Trails Activity	\$ 9,362.51	\$ 5,565.34		\$ 14,927.85	\$4,208.50	\$ 10,719.35
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	\$ 9,103.79		\$ 9,631.11	\$7,414.53	\$ 2,216.58
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	\$9,982.90	\$ 2,947.99
877 Gifted & Talented	\$ 759.56			\$ 759.56		\$ 759.56
878 Transportation	\$ 2,217.84	\$ 398.30		\$ 2,616.14	\$261.10	\$ 2,355.04
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	\$ 1,740.00		\$ 6,142.50	\$3,068.00	\$ 3,074.50
884 Chisholm Trails	\$ 1,574.45	\$ 1,985.83		\$ 3,560.28	\$1,248.14	\$ 2,312.14
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	\$ 8,444.69		\$ 19,616.23	\$6,058.02	\$ 13,558.21
889 LE Media	\$ 2,858.31	\$ 6,227.01		\$ 9,085.32	\$7,100.65	\$ 1,984.67
890 MS Renaissance	\$ 390.25	\$ 500.00		\$ 890.25		\$ 890.25
891 MS Reading	\$ 5,652.75	\$ 1,094.42		\$ 6,747.17	\$1,279.06	\$ 5,468.11
892 MNMS Renaissance	\$ 1,117.84	\$ 615.51		\$ 1,733.35	\$340.28	\$ 1,393.07
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	\$542.47	\$ 1,134.52
895 ME PE	\$ -	\$ 2,869.20	\$ 2,500.00	\$ 5,369.20	\$2,079.00	\$ 3,290.20
896 ME MUSIC	\$ -	\$ 2,584.34	\$ 2,500.00	\$ 5,084.34	\$2,606.28	\$ 2,478.06
897 HS Art Club	\$ 1,829.90	\$ 15,308.00		\$ 17,137.90	\$13,966.88	\$ 3,171.02
898 HS Athletic Training	\$ 1,070.25	\$ 264.00		\$ 1,334.25		\$ 1,334.25
899 MNMS Tech	\$ 34.42			\$ 34.42		\$ 34.42
900 Admin-Use of Facility	\$ 28,790.54	\$ 55,262.46	\$ (647.84)	\$ 83,405.16	\$8,209.22	\$ 75,195.94
901 MEC PASS	\$ 452.45	\$ 7,424.38		\$ 7,876.83	\$5,243.73	\$ 2,633.10
902 CRI Activity	\$ 7,992.16	\$ 29,286.47	\$ (256.47)	\$ 37,022.16	\$17,838.63	\$ 19,183.53
903 HS Advanced Placement	\$ 10,569.01	\$ 5,587.00		\$ 16,156.01	\$8,878.79	\$ 7,277.22
904 HS Ground Improvement	\$ 1,267.69			\$ 1,267.69		\$ 1,267.69
905 CRI Staff	\$ 1,758.71	\$ 745.36	\$ 1,300.00	\$ 3,804.07	\$1,168.48	\$ 2,635.59
906 HS Freshman FCCLA	\$ 1,498.13	\$ 778.50		\$ 2,276.63	\$738.00	\$ 1,538.63
907 M Valley Outdoor Classroom	\$ 3,136.82			\$ 3,136.82	\$301.60	\$ 2,835.22
908 MNMS Golf	\$ 723.09	\$ 80.00		\$ 803.09	\$237.40	\$ 565.69
909 CRI Counseling	\$ 396.76	\$ 785.05	\$ 221.62	\$ 1,403.43	\$784.89	\$ 618.54
910 CRI Media	\$ 1,967.17	\$ 9,074.62		\$ 11,041.79	\$10,517.62	\$ 524.17
911 MHS Crafts II	\$ -	\$ 1,322.50	\$ 3,034.00	\$ 4,356.50	\$1,849.42	\$ 2,507.08
912 CRI Vocal	\$ 4,762.09	\$ 16,051.20	\$ 270.00	\$ 21,083.29	\$10,221.50	\$ 10,861.79
913 CRI Art	\$ 1,191.28	\$ 1,678.00	\$ 200.00	\$ 3,069.28	\$1,644.72	\$ 1,424.56
914 Canyon Ridge Athletics	\$ 4,848.16	\$ 7,470.34	\$ (2,325.00)	\$ 9,993.50	\$7,721.00	\$ 2,272.50
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	\$ (180.00)	\$ 3,640.00	\$2,574.00	\$ 1,066.00
918 MNMS Football	\$ 249.79			\$ 249.79		\$ 249.79
919 Prairie View Activity	\$ -	\$ 10,360.37	\$ 4,000.00	\$ 14,360.37	\$3,245.95	\$ 11,114.42
920 MEC Pre-K	\$ 10,509.02	\$ 14,698.63		\$ 25,207.65	\$10,753.59	\$ 14,454.06
921 Prairie View Staff	\$ -	\$ 61.95	\$ 2,000.00	\$ 2,061.95	\$641.22	\$ 1,420.73
922 HS Special Education	\$ 631.77	\$ 324.96		\$ 956.73	\$572.43	\$ 384.30
923 Lakehoma Elem Art	\$ 2,359.43			\$ 2,359.43	\$877.27	\$ 1,482.16
924 HS Musical	\$ 5,343.33	\$ 39,704.25		\$ 45,047.58	\$11,231.09	\$ 33,816.49
925 HS Wrestling	\$ 2.49			\$ 2.49		\$ 2.49
926 HS JROTC	\$ 3,313.36			\$ 3,313.36	\$325.00	\$ 2,988.36
927 HS Athletic Dept. Staff	\$ 14,606.50	\$ 22,405.53		\$ 37,012.03	\$25,131.18	\$ 11,880.85
928 Canyon Ridge Reading	\$ 4,549.92	\$ 531.89	\$ (4,362.23)	\$ 719.58	\$310.80	\$ 408.78
929 ME Staff	\$ 3,659.81	\$ 1,379.48	\$ 1,000.00	\$ 6,039.29	\$1,724.75	\$ 4,314.54
930 MV Staff	\$ 4,595.33	\$ 773.10	\$ 1,000.00	\$ 6,368.43	\$2,079.20	\$ 4,289.23
931 LE Staff	\$ 7,056.75	\$ 536.53	\$ 1,000.00	\$ 8,593.28	\$931.62	\$ 7,661.66
932 MT Staff	\$ 3,955.19	\$ 9,512.92	\$ 1,000.00	\$ 14,468.11	\$4,606.26	\$ 9,861.85
933 MC Staff	\$ 4,459.15	\$ 3,109.29	\$ 1,000.00	\$ 8,568.44	\$1,611.88	\$ 6,956.56
934 MS Staff	\$ 11,697.54	\$ 2,402.08	\$ (75.00)	\$ 14,024.62	\$365.15	\$ 13,659.47
935 MNMS Staff	\$ 2,300.15	\$ 2,358.22	\$ (75.00)	\$ 4,583.37	\$2,614.83	\$ 1,968.54
936 CRI Science Club	\$ -	\$ -		\$ -		\$ -
937 HS Staff	\$ 17,344.13	\$ 7,432.81		\$ 24,776.94	\$6,693.76	\$ 18,083.18
938 MEC Staff	\$ 3,787.32	\$ 1,782.04	\$ (75.00)	\$ 5,494.36	\$1,833.00	\$ 3,661.36
939 Admin. Staff	\$ 3,200.29	\$ 741.21	\$ (1,901.00)	\$ 2,040.50	\$2,414.91	\$ (374.41)
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	\$4,052.00	\$ 5,854.18
943 Creek Counseling	\$ 2,853.16	\$ 3,492.00	\$ 943.00	\$ 7,288.16	\$1,201.50	\$ 6,086.66

944 MPS Special Needs	\$ 44.21			\$ 44.21		\$ 44.21
945 M Creek Art	\$ 4,895.86	\$ 3,275.12		\$ 8,170.98	\$2,517.90	\$ 5,653.08
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	\$ 3,081.15		\$ 9,588.92	\$5,199.14	\$ 4,389.78
949 MT Honor Choir	\$ 989.90	\$ 430.00		\$ 1,419.90	\$244.94	\$ 1,174.96
950 Centennial General Activity	\$ 22,835.37	\$ 23,292.55	\$ (1,155.95)	\$ 44,971.97	\$14,191.49	\$ 30,780.48
951 M Trails Special Ed.	\$ 438.48	\$ 105.31		\$ 543.79		\$ 543.79
952 CE Staff	\$ 3,876.88	\$ 2,194.91	\$ 806.01	\$ 6,877.80	\$1,631.83	\$ 5,245.97
953 ME Art	\$ 8,589.21		\$ (5,943.00)	\$ 2,646.21	\$360.99	\$ 2,285.22
954 ME Media	\$ 5,587.17	\$ 7,254.73		\$ 12,841.90	\$9,502.30	\$ 3,339.60
955 MT Reading Carnival	\$ 2,737.42	\$ 399.30		\$ 3,136.72	\$944.44	\$ 2,192.28
956 MT Student Council	\$ 1,987.67			\$ 1,987.67		\$ 1,987.67
957 Trails PE Activity Acct	\$ 1,702.24	\$ 2,155.27		\$ 3,857.51	\$1,088.00	\$ 2,769.51
958 Prairie View Art	\$ -	\$ 5,966.66		\$ 5,966.66	\$6,102.18	\$ (135.52)
959 HS Spanish Nat'l Hnr Society	\$ 1,128.13	\$ 1,187.00		\$ 2,315.13	\$629.21	\$ 1,685.92
960 HS MAC	\$ 819.99			\$ 819.99		\$ 819.99
961 HS Video Club	\$ 920.63	\$ 788.00		\$ 1,708.63	\$1,336.32	\$ 372.31
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	\$ 1,236.13		\$ 3,665.59	\$1,362.45	\$ 2,303.14
966 CE Outdoor Classroom	\$ 20.90			\$ 20.90		\$ 20.90
967 Mustang Student in Need	\$ 3,906.99	\$ 1,074.00		\$ 4,980.99		\$ 4,980.99
968 MHS HOSA	\$ -			\$ -		\$ -
969 CRI Outdoor Classroom	\$ 4,500.31	\$ 30.00		\$ 4,530.31		\$ 4,530.31
970 CRI Student Council	\$ 1,154.78			\$ 1,154.78	\$516.00	\$ 638.78
971 CRI Yearbook	\$ 1,408.44	\$ 4,047.00		\$ 5,455.44	\$2,500.00	\$ 2,955.44
972 CRI Communications/broadcasting	\$ -	\$ 8,211.89	\$ 1,142.07	\$ 9,353.96	\$552.00	\$ 8,801.96
973 CRI Technology	\$ -	\$ 929.53	\$ 1,252.63	\$ 2,182.16	\$1,399.00	\$ 783.16
974 CRI Spanish Acct	\$ 667.11		\$ 200.00	\$ 867.11		\$ 867.11
975 CRI Elective/Life App	\$ -	\$ 651.55	\$ 2,680.15	\$ 3,331.70		\$ 3,331.70
976 CRI Academic Team	\$ -			\$ -		\$ -
977 CRI 5th GRADE	\$ -	\$ 844.45	\$ 75.00	\$ 919.45	\$75.58	\$ 843.87
978 Horizon Activity	\$ 4,738.24	\$ 28,062.35	\$ (419.05)	\$ 32,381.54	\$18,331.75	\$ 14,049.79
979 Horizon Staff Acct	\$ 3,241.24	\$ 501.08	\$ 925.00	\$ 4,667.32	\$871.58	\$ 3,795.74
980 Horizon Counseling	\$ 152.09	\$ 2,202.02	\$ (595.00)	\$ 1,759.11	\$654.44	\$ 1,104.67
981 Horizon Media	\$ -	\$ 6,216.38	\$ 2,175.16	\$ 8,391.54	\$3,787.13	\$ 4,604.41
982 Prairie View Media	\$ -	\$ 12,176.48		\$ 12,176.48	\$7,089.30	\$ 5,087.18
983 Horizon Vocal/music	\$ -	\$ 3,732.78	\$ 959.05	\$ 4,691.83	\$2,212.75	\$ 2,479.08
984 Horizon Art Account	\$ 261.02	\$ 1,075.25		\$ 1,336.27	\$742.54	\$ 593.73
985 Horizon Athletics	\$ -			\$ -		\$ -
986 Horizon Archery	\$ -			\$ -		\$ -
987 Horizon Reading	\$ -			\$ -		\$ -
988 Horizon Science Acct	\$ -			\$ -		\$ -
989 Teacher of the Year	\$ -	\$ 1,588.00	\$ 1,901.00	\$ 3,489.00	\$260.81	\$ 3,228.19
990 CENTENNIAL PE	\$ -	\$ 11,961.57		\$ 11,961.57	\$9,100.76	\$ 2,860.81
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	\$1,449.49	\$ 856.01
995 PRAIRIE VIEW PE	\$ -	\$ 7,374.20	\$ (2,168.50)	\$ 5,205.70	\$2,296.02	\$ 2,909.68
996 Horizon Academic	\$ -	\$ 165.00	\$ 55.00	\$ 220.00		\$ 220.00
997 MHS Archery & Hunting	\$ -	\$ 1,050.00	\$ 1,925.00	\$ 2,975.00		\$ 2,975.00
998 Mustang Valley PE Activity	\$ 1,724.38			\$ 1,724.38		\$ 1,724.38
	\$ 1,086,704.72	\$ 1,501,219.53	\$ 0.00	\$ 2,587,924.25	\$1,241,336.68	\$ 1,346,587.57

MARCH 9TH, 2015 BOARD MEETING

FISCAL YEAR 2015

LEASE REVENUE BOND (10) 15005373, 15005375, 15005381-15005382

GENERAL FUND (11) 15005387-15005393, 15005409-15005434, 15005462-15005469, 15005472-15005477, 15005518-15005519, 15005574-15005580, 15005648-15005658, 15005695-15005706, 15005755-15005759, 15005803-15005814, 15005847, 15005879-15005892

BUILDING FUND (21)

FOOD SERVICE (22) 15005643-15005647, 15005707-15005710, 15005760-15005763, 15005845-15005846, 15005893

LEASE REVENUE BOND (23)

OKC MAPS TRUST (24)

BOND FUND (31)

BOND FUND (32)

BOND FUND (33)

BOND FUND (34) 15005374, 15005378-15005380, 15005384-15005385, 15005436, 15005471, 15005712, 15005718, 15005894, 15005896

BOND FUND (35) 15005715-15005716

BOND FUND (36) 15005717

BOND FUND (37) 15005435, 15005470, 15005581, 15005895, 15005897

BOND FUND (38)

BOND FUND (39) 15005376-15005377, 15005383, 15005386, 15005517, 15005711, 15005713-15005714, 15005719, 15005802

Mustang Public Schools

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders FODET01A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005387	AMSAN EVE SUPPLY	10818	02/06/15	00009140	WCAST		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	4	52.00	.00	208.00	.00		APPEAL POWDER FREE NITRILE EXAM GLOVES, MEDIUM, BLUE, 10 BXES PER CASE
Accounts		Account Desc		Paid	Liquidated	Remaining	
15-11-059-2132-616-239-0000-000-059	SPEC ED DIST - MED SRVC - FIRST AID SUPP			208.00	.00	208.00	
Total Accounts: 1		PO Total:		208.00	.00	208.00	

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
15005388	BARNES & NOBLE	10257	02/06/15	00009035	Sondra Bivens		
1	6	10.83	.00	64.98	.00		Book - Brain Rules: 12 Principles for Surviving and Thriving at Work, Home, and School by John Medina (Paperback)
Accounts		Account Desc		Paid	Liquidated	Remaining	
15-11-311-2213-641-271-0000-000-130	New Account			64.98	.00	64.98	
Total Accounts: 1		PO Total:		64.98	.00	64.98	

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
15005389	CREATIVE MATHEMATICS	21547	02/06/15	00009105	Mary DeHoss		
1	1	225.00	.00	225.00	.00		Creative Math Seminar at Holiday Inn, OKC 4/1/2015
Accounts		Account Desc		Paid	Liquidated	Remaining	
15-11-311-2120-860-100-0000-000-115	GUID SRVC-STAFF REG			225.00	.00	225.00	
Total Accounts: 1		PO Total:		225.00	.00	225.00	

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
15005390	DEVELOPMENTAL RESOURCES INC.	11027	02/06/15	00009110	Mary Essary		
1	1	149.00	.00	149.00	.00		Critical Mental Health Challenges in Schools Gr 3-12 on 3/2/2015 in Dallas TX
Accounts		Account Desc		Paid	Liquidated	Remaining	
15-11-311-2120-860-100-0000-000-115	GUID SRVC-STAFF REG			149.00	.00	149.00	
Total Accounts: 1		PO Total:		149.00	.00	149.00	

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
15005391	DISCOUNT VAC WORLD INC.	11062	02/06/15	00009111	JWEST		
1	1	500.00	.00	500.00	.00		MISC CUSTODIAL EQUIPMENT SUPPLIES/MATERIALS
Accounts		Account Desc		Paid	Liquidated	Remaining	
15-11-057-2620-618-000-0000-000-057	CUSTODIAL - BLDG OPS - CHEM/CLN			500.00	.00	500.00	
Total Accounts: 1		PO Total:		500.00	.00	500.00	

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
15005392	OFFICE DEPOT	12719	02/06/15	00008601	Stacey Elliott		
1	1	99.99	.00	99.99	.00		Epson WF 2530 Printer
2	2	12.99	.00	25.98	.00		Epson WF 2530 black ink
3	2	24.99	.00	49.98	.00		Epson WF 2530 color ink 3 pk
Accounts		Account Desc		Paid	Liquidated	Remaining	
				99.99	.00	500.00	
Total Accounts: 1		PO Total:		500.00	.00	500.00	

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO NO All Purchase Orders FODET01A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005392	OFFICE DEPOT	12719	02/06/15	00008601	Stacey Elliott		
15-11-561-1000-653-424-0000-000-105	INST-TECH EQUIP		99.99	.00	99.99		
15-11-561-1000-611-424-0000-000-105	New Account		75.96	.00	75.96		
Total Accounts: 2			175.95	.00	175.95		
15005393	OFFICE DEPOT	12719	02/06/15	00009155	Jennifer Tipton		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc
1	3	8.54	.00	25.62	.00		Xerox Multipurpose color paper ream of 500 salmon
Accounts							
15-11-023-2410-611-000-0000-000-150				Encumbrance	Paid	Liquidated	Remaining
				25.62	.00	.00	25.62
Total Accounts: 1				25.62	.00	.00	25.62
15005409	APPLE INC.	10170	02/10/15	00009091	Stacey Elliott		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc
1	6	19.00	.00	114.00	.00		12W USB Power adapter
2	1	19.00	.00	19.00	.00		Apple 30 pin to USB Cable
Accounts							
15-11-511-1000-653-429-0000-000-120				Encumbrance	Paid	Liquidated	Remaining
				133.00	.00	.00	133.00
Total Accounts: 1				133.00	.00	.00	133.00
15005410	BARNES & NOBLE	10257	02/10/15	00008600	stacey elliot		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc
1	50	14.23	.00	711.50	.00		Jingle Dancer
Accounts							
15-11-561-1000-681-424-0000-000-110				Encumbrance	Paid	Liquidated	Remaining
				711.50	.00	.00	711.50
Total Accounts: 1				711.50	.00	.00	711.50
15005411	BATTERIES PLUS LLC.	17769	02/10/15	00009208	JWEST		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc
1	10	37.95	.00	379.50	.00		10 CUSTOM BATTERY PACKS FOR SOCCER EMERGENCY LIGHTS
Accounts							
15-11-053-2620-618-000-0000-000-053				Encumbrance	Paid	Liquidated	Remaining
				379.50	.00	.00	379.50
Total Accounts: 1				379.50	.00	.00	379.50
15005412	BEHAVIOR DOCTOR SEMINARS	61652	02/10/15	00009159	PENAR		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc
1	1	150.00	.00	150.00	.00		BEHAVIOR SEMINAR FEB 12
Accounts							
15-11-311-2213-860-271-0000-000-510				Encumbrance	Paid	Liquidated	Remaining
				150.00	.00	.00	150.00
Total Accounts: 1				150.00	.00	.00	150.00
15005413	BRADFORD SUPPLY	10387	02/10/15	00009201	JWEST		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc
1	1	150.00	.00	150.00	.00		PD-INST STAFF TRAIN-STAFF REG
Accounts							
15-11-311-2213-860-271-0000-000-510				Encumbrance	Paid	Liquidated	Remaining
				150.00	.00	.00	150.00
Total Accounts: 1				150.00	.00	.00	150.00

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005413	BRADFORD SUPPLY	10387	02/10/15	00009201	JWET		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	3,245.00	.00	3,245.00	.00		PURCHASE FREON/REFRIGERANT FOR DW USE
Accounts							
15-11-055-2620-618-000-0000-055	HVAC - BLDG OPS - CHEM/CLN		Encumbrance	Paid	Liquidated	Remaining	
			3,245.00	.00	.00	3,245.00	
Total Accounts: 1 PO Total: 3,245.00							

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005414	CENTRAL OKLAHOMA WINNELSON	15346	02/10/15	00009190	JWET		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	778.56	.00	778.56	.00		WATER HEATER/EXPANSION TANK FOR THE HS "K" BLDG
Accounts							
15-11-055-2620-654-000-0000-055	HVAC - BLDG OPS - FURN/FIXTURES		Encumbrance	Paid	Liquidated	Remaining	
			778.56	.00	.00	778.56	
Total Accounts: 1 PO Total: 778.56							

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005415	CENTRAL OKLAHOMA WINNELSON	15346	02/10/15	00009191	JWET		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	648.26	.00	648.26	.00		K403 PF SINK MACHINE F/SINKS AND SMALL PLUGS
Accounts							
15-11-060-2620-656-000-0000-060	OPS - BLDG OPS - MACHINERY		Encumbrance	Paid	Liquidated	Remaining	
			648.26	.00	.00	648.26	
Total Accounts: 1 PO Total: 648.26							

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005416	DIAMOND TROPHIES	22288	02/10/15	00009198	T SKINNER		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	100.00	.00	100.00	.00		MPS ROLL UP BANNER TO BE USED AT JOB FAIRS & MEETINGS
Accounts							
15-11-067-2572-682-000-0000-067	HR - PRSNL SRVC - AWARDS/DECOR		Encumbrance	Paid	Liquidated	Remaining	
			100.00	.00	.00	100.00	
Total Accounts: 1 PO Total: 100.00							

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005417	EDUSKILLS LLC	62202	02/10/15	00009244	stacey elliott		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	2	150.00	.00	300.00	.00		Registration fee for Reaching Every Child February 20th
Accounts							
15-11-572-2213-860-410-1310-000-110	INST STAFF TRAIN-STAFF REG		Encumbrance	Paid	Liquidated	Remaining	
			150.00	.00	.00	150.00	
15-11-572-2213-860-410-1310-000-135	INST STAFF TRAIN-STAFF REG		Encumbrance	Paid	Liquidated	Remaining	
			150.00	.00	.00	150.00	
Total Accounts: 2 PO Total: 300.00							

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005418	ERIC ARMIN INC.	17674	02/10/15	00009172	stacey elliott		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	12.95	.00	12.95	.00		Hot Dots Jr The alphabet
2	1	11.95	.00	11.95	.00		Hot Dots Jr Beginning Phonics
Accounts							
15-11-511-1000-681-429-1139-000-120	New Account		Encumbrance	Paid	Liquidated	Remaining	
			24.90	.00	.00	24.90	
Total Accounts: 2 PO Total: 24.90							

Beginning Date: 02/05/15 Ending Date: 03/03/15

Purchase Order Report By PO No

All Purchase Orders

FODET01A

PO No	Vendor Name	PO Date	Requisition No	Requested By
15005418	ERIC ARMIN INC.	02/10/15	00009172	stacey elliott

Total Accounts: 1	PO Total:	24.90	.00	.00	24.90
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15005419	GRAINGER	11480	02/10/15	00009163	stacey elliott		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	2	20.27	.00	40.54	.00		rivets

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-412-1000-681-317-8700-000-705	Instructional-Cocurricular-	40.54	.00	.00	40.54

Total Accounts: 1	PO Total:	40.54	.00	.00	40.54
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15005420	GRIZELY INDUSTRIES	20362	02/10/15	00009165	stacey elliott		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	2	13.95	.00	27.90	.00		Bandsaw blades

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-412-1000-681-317-8700-000-705	Instructional-Cocurricular-	73.80	.00	.00	73.80

Total Accounts: 1	PO Total:	73.80	.00	.00	73.80
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15005421	HUNZICKER BROTHERS INC.	11609	02/10/15	00009192	JWEST		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	550.00	.00	550.00	.00		ELECTRICAL SUPPLIES TO INSTALL 4 ELECTRICAL RECEPTALS IN THE HS LADIES LOCKER ROOM IN THE SOCCER FACILITY

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-060-2620-618-000-0000-000-060	OPS - BLDG OPS - CHEM/CLN	550.00	.00	.00	550.00

Total Accounts: 1	PO Total:	550.00	.00	.00	550.00
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15005422	OASCD	12711	02/10/15	00009068	JenniferThomas		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	125.00	.00	125.00	.00		March 5 2015 Spring Conference- Trails Teacher of the Year Allison Reyes

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-311-2213-860-271-0000-000-120	INST STAFF TRAIN-STAFF REG	125.00	.00	.00	125.00

Total Accounts: 1	PO Total:	125.00	.00	.00	125.00
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15005423	OFFICE DEPOT	12719	02/10/15	00008441	stacey elliott		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
3	10	14.99	.00	149.90	.00		Targus AMMO10US Stylus

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-511-1000-653-429-1130-000-120	Instructional--	149.90	.00	.00	149.90

Total Accounts: 1	PO Total:	149.90	.00	.00	149.90
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15005424	OFFICE DEPOT	12719	02/10/15	00008737	Stacey Elliott		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	25	6.99	.00	174.75	.00		Gear Head Mpuse

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-511-1000-653-429-1130-000-120	Instructional--	174.75	.00	.00	174.75

Total Accounts: 1	PO Total:	174.75	.00	.00	174.75
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Beginning Date: 02/05/15 Ending Date: 03/03/15

Purchase Order Report By PO No

All Purchase Orders

FODET01A

PO No	Vendor Name	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	PO Date	Requisition No	Requested By
15005424	OFFICE DEPOT							02/10/15	00008737	Stacey Elliott
2	20	12.99	.00	259.80	.00			V7 HAS10-2NP Headphone		
Accounts										
15-11-412-1000-653-317-8700-000-510				174.75	.00		Encumbrance		Paid	Liquidated
15-11-412-1000-652-317-8700-000-510				259.80	.00		New Account		Paid	Liquidated
Total Accounts: 2										
PO Total: 434.55										

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	PO Date	Requisition No	Requested By
15005425	OFFICE DEPOT							02/10/15	00009215	WCAST
1	2	13.49	.00	26.98	.00		OFFICE DEPOT BRAND HANGING FOLDERS, 1/3 CUT, LEGAL SIZE, 100% RECYCLED, GREEN, PACK OF 25		Paid	Liquidated
Accounts										
15-11-059-2340-619-239-0000-000-059				26.98	.00		Encumbrance		Paid	Liquidated
Total Accounts: 1										
PO Total: 26.98										

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	PO Date	Requisition No	Requested By
15005426	NCS/PEARSON INC							02/10/15	00009185	WCAST
1	1	83.00	.00	83.00	.00		ABAS-II PARENT/PRIMARY CAREGIVER FORM AGES 0-5, PKG OF 25		Paid	Liquidated
2	1	83.00	.00	83.00	.00		ABAS-II PARENT FORM AGES 5-21, PKG OF 25		Paid	Liquidated
3	1	83.00	.00	83.00	.00		ABAS-II TEACHER FORM AGES 5-21, PKG OF 25		Paid	Liquidated
4	1	15.00	.00	15.00	.00		SHIPPING CHARGES		Paid	Liquidated
Accounts										
15-11-059-2140-614-239-0000-000-059				264.00	.00		Encumbrance		Paid	Liquidated
Total Accounts: 1										
PO Total: 264.00										

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	PO Date	Requisition No	Requested By
15005427	PITSCO							02/10/15	00009162	Stacey Elliott
1	10	6.50	.00	65.00	.00		axles		Paid	Liquidated
2	200	2.65	.00	530.00	.00		co2 car blanks		Paid	Liquidated
3	240	.55	.00	132.00	.00		co2 cartridges		Paid	Liquidated
4	1	1,395.95	.00	1,395.95	.00		bridge braker		Paid	Liquidated
5	1	1,195.00	.00	1,195.00	.00		co2 race track		Paid	Liquidated
6	1	39.95	.00	39.95	.00		Physics Book		Paid	Liquidated
Accounts										
15-11-412-1000-681-317-8700-000-705				3,357.90	.00		Encumbrance		Paid	Liquidated
Total Accounts: 1										
PO Total: 3,357.90										

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	PO Date	Requisition No	Requested By
15005428	REALLY GOOD STUFF							02/10/15	00009094	Stacey Elliott
1	1	3,357.90	.00	3,357.90	.00		Instructional-Cocurricular-		Paid	Liquidated
Total Accounts: 1										
PO Total: 3,357.90										

Mustang Public Schools

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders FODET01A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By			
15005428	REALLY GOOD STUFF	13119	02/10/15	00009094	Stacey Elliott			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	24.99	.00	24.99	.00		CVC Make a Word Photo card and letter tile kit	
2	1	24.99	.00	24.99	.00		CVC Make a word photo card and interlocking cube	
3	1	16.99	.00	16.99	.00		Six stamp set of three	
4	1	69.98	.00	69.98	.00		EZread Magnetic Photo Tiles Complete Set	
Accounts								
15-11-511-1000-581-429-1139-000-120				Account Desc	Encumbrance	Paid	Liquidated	
				New Account	136.95	.00	.00	
Total Accounts: 1					PO Total:	136.95	.00	136.95
15005429 REALLY GOOD STUFF								
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	15.99	.00	15.99	.00		CVC Flip	
2	1	29.99	.00	29.99	.00		All About Letter Pocket Chart	
3	1	184.98	.00	184.98	.00		Really Good Classroom Organziing Center w bins	
4	2	19.99	.00	39.98	.00		Book Baskets with Labels	
Accounts								
15-11-511-1000-581-429-1139-000-120				Account Desc	Encumbrance	Paid	Liquidated	
				New Account	270.94	.00	.00	
Total Accounts: 1					PO Total:	270.94	.00	270.94

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By			
15005430	DRAKE DANIEL	22866	02/10/15	00009084	Brenda Dunn			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	75.00	.00	75.00	.00		February Board Meeting Security - Feb 9th, 2015	
Accounts								
15-11-050-2660-344-000-0000-000-050				Account Desc	Encumbrance	Paid	Liquidated	
				New Account	75.00	.00	.00	
Total Accounts: 1					PO Total:	75.00	.00	75.00

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By			
15005431	SECURITY	19138	02/10/15	00009085	Brenda Dunn			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	75.00	.00	75.00	.00		March board meeting security	
Accounts								
15-11-050-2660-344-000-0000-000-050				Account Desc	Encumbrance	Paid	Liquidated	
				New Account	75.00	.00	.00	
Total Accounts: 1					PO Total:	75.00	.00	75.00

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By			
15005432	STAPLES	14689	02/10/15	00009096	Stacey Elliott			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	5	13.00	.00	65.00	.00		Pack of 20 AAA Batteries	
2	1	76.99	.00	76.99	.00		Duracell AA Batteries 144 pack	
Accounts								
15-11-050-2660-344-000-0000-000-050				Account Desc	Encumbrance	Paid	Liquidated	
				New Account	75.00	.00	.00	
Total Accounts: 1					PO Total:	75.00	.00	75.00

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO NO All Purchase Orders FODFT01A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By
15005432	STAPLES	14689	02/10/15	00009096	Stacey Elliott
Accounts			Encumbrance	Paid	Liquidated
15-11-511-1000-619-429-1139-000-120			141.99	.00	141.99
Total Accounts: 1			PO Total: 141.99	.00	141.99

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	2	3.79	.00	7.58	.00		Expo Dry Erase Eraser
2	2	11.39	.00	22.78	.00		Stacoles Masking Tape 4 / pack
3	3	17.40	.00	52.20	.00		Expo Chisel Tip Dry-Erase Markers Assorted colors 12/ pack
4	12	1.25	.00	15.00	.00		Staples Pink Wedge Erasers, 3/ pack
5	8	7.99	.00	63.92	.00		Staples #2 Yellow Pencils 6 dozen
6	1	29.29	.00	29.29	.00		Kodak10 B/C - Ink color and black
7	1	35.99	.00	35.99	.00		HP 61 Color and Black Ink
8	1	45.00	.00	45.00	.00		Shipping and Handling
Accounts			Account Desc				Liquidated
15-11-184-1000-619-430-0000-000-705			New Account	271.76	.00		271.76
Total Accounts: 1			PO Total: 271.76	.00			271.76

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	75.00	.00	75.00	.00		Multicultural Education: Teachers are the Heart of Diversity Conf Feb 27-28, 2015
Accounts			Account Desc				Liquidated
15-11-311-2213-860-271-0000-000-705			New Account	75.00	.00		75.00
Total Accounts: 1			PO Total: 75.00	.00			75.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	730.22	.00	730.22	.00		BOILER PUMP
Accounts			Account Desc				Liquidated
15-11-055-2620-618-000-0000-000-055			HVAC - BLDG OPS - MACHINERY	730.22	.00		730.22
Total Accounts: 1			PO Total: 730.22	.00			730.22

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	302.17	.00	302.17	.00		SEAL, BRG ASSY #5 MAINTENANCE FREE BEARINGS
Accounts			Account Desc				Liquidated
15-11-055-2620-618-000-0000-000-055			HVAC - BLDG OPS - CHEM/CLN	302.17	.00		302.17
Total Accounts: 1			PO Total: 302.17	.00			302.17

Beginning Date: 02/05/15 Ending Date: 03/03/15

Purchase Order Report By PO No

All Purchase Orders

FODETOLA

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By			
15005463	FEDERAL CORPORATION	11321	02/11/15	00009272	JWEST			
<p>PO Total: 302.17</p>								
15005464	FOLLETT SCHOOL SOLUTIONS INC	14129	02/11/15	00009252	MTOBLER			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Remaining
1	1	200.00	.00	200.00	.00		E books	200.00
<p>Accounts</p>								
15-11-021-2220-641-100-1140-000-145				LIBRARY SRVC - BOOKS			Encumbrance	200.00
				LIBRARY SRVC - BOOKS			Paid	.00
				LIBRARY SRVC - BOOKS			Liquidated	.00
<p>Total Accounts: 1</p>								
15005465	FOLLETT SCHOOL SOLUTIONS INC	14129	02/11/15	00009253	MTOBLER			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Remaining
1	1	800.00	.00	800.00	.00		Library Books	800.00
<p>Accounts</p>								
15-11-021-2220-641-100-1140-000-145				LIBRARY SRVC - BOOKS			Encumbrance	800.00
				LIBRARY SRVC - BOOKS			Paid	.00
				LIBRARY SRVC - BOOKS			Liquidated	.00
<p>Total Accounts: 1</p>								
15005466	OASCD	12711	02/11/15	00009248	S. Sandefer			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Remaining
1	1	125.00	.00	125.00	.00		Registration for D. Locke to attend OASCD Conf. 3/5/15	125.00
<p>Accounts</p>								
15-11-311-2213-860-271-0000-000-054				PD - INST STAFF TRAIN - STAFF REG - CUR			Encumbrance	125.00
				PD - INST STAFF TRAIN - STAFF REG - CUR			Paid	.00
				PD - INST STAFF TRAIN - STAFF REG - CUR			Liquidated	.00
<p>Total Accounts: 1</p>								
15005467	OMLEA/CCOSA	12819	02/11/15	00009243	penar			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Remaining
1	9	100.00	.00	900.00	.00		9 teachers to OMLEA in Tulsa Feb 26	125.00
<p>Accounts</p>								
15-11-311-2213-860-271-0000-000-510				PD-INST STAFF TRAIN-STAFF REG			Encumbrance	900.00
				PD-INST STAFF TRAIN-STAFF REG			Paid	.00
				PD-INST STAFF TRAIN-STAFF REG			Liquidated	.00
<p>Total Accounts: 1</p>								
15005468	OSPMA	12833	02/11/15	00009156	JWEST			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Remaining
1	3	20.00	.00	60.00	.00		TRAINING SEMINAR FOR CUSTODIAN/MAINTENANCE	900.00
<p>Accounts</p>								
15-11-050-2620-860-000-0000-000-050				New Account			Encumbrance	60.00
				New Account			Paid	.00
				New Account			Liquidated	.00
<p>Total Accounts: 1</p>								
15005469	OSPMA	12833	02/11/15	00009189	JWEST			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Remaining
1	1	60.00	.00	60.00	.00		WINTER TRAINING SEMINAR F/CUST AND MAINT	60.00
<p>Accounts</p>								
15-11-053-2620-860-000-0000-000-053				New Account			Encumbrance	60.00
				New Account			Paid	.00
				New Account			Liquidated	.00
<p>Total Accounts: 1</p>								

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005469	OSPMA	12833	02/11/15	00009189	JWEST		
Total Accounts: 1							
PO Total: 60.00 .00 .00 60.00							
15005472	BOYD LAURA ANN	81896	02/11/15	00008674	Vardeman		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	50.00	.00	50.00	.00		Increase P/O #15004199 Christian Fuller/Teacher going an extra day for 2nd Semester
Accounts							
15-11-189-1000-580-422-0000-000-705				HOMEBOUNDED - INST - STAFF TRVL - HS			Encumbrance
							Paid
							Liquidated
							Remaining
Total Accounts: 1							
PO Total: 50.00 .00 .00 50.00							
15005473	DILLARD JONI	80279	02/11/15	00008143	Vardeman		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	240.00	.00	240.00	.00		Mileage to and from Rebecca Hicks home for Homebound 1/8/15 - 5/21/15
Accounts							
15-11-189-1000-580-422-0000-000-705				HOMEBOUNDED - INST - STAFF TRVL - HS			Encumbrance
							Paid
							Liquidated
							Remaining
Total Accounts: 1							
PO Total: 240.00 .00 .00 240.00							
15005474	DILLARD JONI	80279	02/11/15	00008189	Vardeman		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	93.96	.00	93.96	.00		Homebound Services 1/12/15-5/22/15 Bailey Akins
Accounts							
15-11-189-1000-580-422-0000-000-705				HOMEBOUNDED - INST - STAFF TRVL - HS			Encumbrance
							Paid
							Liquidated
							Remaining
Total Accounts: 1							
PO Total: 93.96 .00 .00 93.96							
15005475	DOWNING DEBRA K	82411	02/11/15	00008719	Vardeman		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	363.12	.00	363.12	.00		Homebound Services 1/13/15-5/26/15 Madison Merrill
Accounts							
15-11-189-1000-580-422-0000-000-705				HOMEBOUNDED - INST - STAFF TRVL - HS			Encumbrance
							Paid
							Liquidated
							Remaining
Total Accounts: 1							
PO Total: 363.12 .00 .00 363.12							
15005476	LOCKE JESSICA DANIELLE	62061	02/11/15	00008140	Vardeman		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	186.30	.00	186.30	.00		Mileage to and from Paige Wedman's home for Homebound 1/9/2015-5/21/2015
Accounts							
15-11-189-1000-580-422-0000-000-705				HOMEBOUNDED - INST - STAFF TRVL - HS			Encumbrance
							Paid
							Liquidated
							Remaining
Total Accounts: 1							
PO Total: 186.30 .00 .00 186.30							
15005477	MCINTIRE VANESSA	90223	02/11/15	00008713	Vardeman		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	119.60	.00	119.60	.00		Increase P/O #15002191 Homebound Services extended to 5/21/2015 Alexandria Anderson
Accounts							
15-11-189-1000-580-422-0000-000-705				HOMEBOUNDED - INST - STAFF TRVL - HS			Encumbrance
							Paid
							Liquidated
							Remaining
Total Accounts: 1							
PO Total: 119.60 .00 .00 119.60							

Mustang Public Schools

Report Date: 03/03/15 01:15 PM

Purchase Order Report By PO No

03/03/15

Ending Date: 02/05/15

All Purchase Orders FODET01A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By							
15005477	MCINTIRE VANESSA	90223	02/11/15	00008713	Vardeman							
Total Accounts: 1 PO Total: 119.60 .00 119.60												
15005518	KATELYN LAURI CAUDLE	83383	02/11/15	00009302	Vardeman							
Line No	Qty Ordered	Unit Price	Disc/Fright	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	1	58.60	.00	58.60	.00		Homebound Services 2/16/15-5/22/15 Brian Sears	HOMEBOUND - INST - STAFF TRVL - HS	58.60	.00	.00	58.60
Total Accounts: 1 PO Total: 58.60 .00 58.60												
15005519	MOORE CAROL	62206	02/11/15	00009298	L WALKABOUT							
Line No	Qty Ordered	Unit Price	Disc/Fright	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	180	.58	.00	103.50	.00		MILEAGE FROM 1/5/15 TO 5/22/15	HOMEBOUND - INST - STAFF TRVL - MMS	103.50	.00	.00	103.50
Total Accounts: 1 PO Total: 103.50 .00 103.50												
15005574	ESN SPORTS INC.	14840	02/13/15	00009383	MILLY COOPER							
Line No	Qty Ordered	Unit Price	Disc/Fright	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	1	116.95	.00	116.95	.00		PO INCREASE # 15001442	ATH - INST - UNIFORMS - HS	116.95	.00	.00	116.95
Total Accounts: 1 PO Total: 116.95 .00 116.95												
15005575	BUDGET FLAG & BANNER	17061	02/13/15	00009354	JWEST							
Line No	Qty Ordered	Unit Price	Disc/Fright	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	1	405.00	.00	405.00	.00		HEAVY WINCH FOR THE HS FLAG POLE IN FRONT AREA	BLDG & GRNDS - BLDG OPS - CHEM/CLN	405.00	.00	.00	405.00
Total Accounts: 1 PO Total: 405.00 .00 405.00												
15005576	DELL COMPUTER CORP	15012	02/13/15	00009161	Stacey Elliott							
Line No	Qty Ordered	Unit Price	Disc/Fright	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	2	113.99	.00	227.98	.00		Printer Cartridge	New Account	227.98	.00	.00	227.98
Total Accounts: 1 PO Total: 227.98 .00 227.98												
15005577	OFFICE DEPOT	12719	02/13/15	00009305	A Sanders							
Line No	Qty Ordered	Unit Price	Disc/Fright	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	2	2.42	.00	4.84	.00		Markerboard eraser	New Account	4.84	.00	.00	4.84
2	1	33.39	.00	33.39	.00		Air duster, box of 6	New Account	33.39	.00	.00	33.39
Total Accounts: 2 PO Total: 38.23 .00 38.23												

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PO No	Vendor Name	Unit Price	Disc	Price	Final Cost	Qty Rcvd	Qty Canceled	PO Date	Requisition No	Requested By
15005577	OFFICE DEPOT							02/13/15	00009305	A Sanders
3	30	3.14	.00	94.20	.00	.00				Brochure holder
Accounts										
15-11-065-2620-619-000-0000-065	BONDS DIR - BLDNG OPS - OFC SUPPLIES									
Total Accounts: 1										
PO Total: 132.43										
15005578	OFFICE DEPOT							02/13/15	00009373	Stacey Elliott
1	1	59.89	.00	59.89	.00	.00				Oxford Top Tab File Folder
Accounts										
15-11-561-1000-681-424-0000-000-125	INST-COCUR SUPP									
Total Accounts: 1										
PO Total: 59.89										
15005579	PITSCO							02/13/15	00009361	stacey elliott
1	100	2.40	.00	240.00	.00	.00				8" Balsa Blanks
2	230	.50	.00	115.00	.00	.00				8 Gram Co2 Cartridges
3	20	1.25	.00	25.00	.00	.00				Aluminum Alxes 10 pack
4	6	11.00	.00	66.00	.00	.00				GT FX Wheels 100 pack
5	6	29.95	.00	179.70	.00	.00				Balsa Strips 100 pack
Accounts										
15-11-412-1000-681-317-8700-000-505	Instructional-Cocurricular-									
Total Accounts: 1										
PO Total: 625.70										
15005580	WAL-MART GENERAL/BOND FUNDS							02/13/15	00009247	stacey elliott
1	1	125.00	.00	125.00	.00	.00				Parental Involvement Supplies
Accounts										
15-11-511-2194-617-429-2231-000-135	New Account									
Total Accounts: 1										
PO Total: 125.00										
15005648	AMAZON.COM							02/18/15	00009455	Mitchell, Jill
1	5	7.89	.00	39.45	.00	.00				15 ft AC power adaptor
Accounts										
15-11-000-1000-653-100-1050-000-110	INST - TECH EQUIP									
Total Accounts: 1										
PO Total: 39.45										
15005649	CANADIAN COUNTY SHERIFF OFFICE							02/18/15	00009406	Brenda Dunn
1	1	39.45	.00	39.45	.00	.00				15 ft AC power adaptor
Accounts										
15-11-000-1000-653-100-1050-000-110	INST - TECH EQUIP									
Total Accounts: 1										
PO Total: 39.45										

Mustang Public Schools

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FODR01A

PO No	Vendor Name	PO Date	Requisition No	Requested By
15005649	CANADIAN COUNTY SHERIFF OFFICE	02/18/15	00009406	Brenda Dunn
1	Qty Ordered 3	10,871.00	.00	32,613.00
	Account Desc			Remaining School Year for JerryRogers and Eric Bruce including 3% increase
	New Account			32,613.00
Total Accounts: 1				
PO Total: 32,613.00				
15005650	CITY OF MUSTANG	02/18/15	00009407	Brenda Dunn
1	Qty Ordered 3	12,217.35	.00	36,652.05
	Account Desc			3 months of remaining contract for SY2014-2015
	New Account			36,652.05
Total Accounts: 1				
PO Total: 36,652.05				
15005651	CREATIVE MATHEMATICS	02/18/15	00009392	WCRST
1	Qty Ordered 2	210.00	.00	420.00
	Account Desc			2 TEACHERS TO ATTEND WORKSHOP AT GROUP OF 3 RATE
	New Account			420.00
Total Accounts: 1				
PO Total: 420.00				
15005652	HEINEMANN	02/18/15	00009370	Stacey Elliott
1	Qty Ordered 1	4,750.00	.00	4,750.00
	Account Desc			Fountas & Pinnell LLI Red System Levels L-Q Gd 3
	New Account			4,750.00
2	Qty Ordered 1	427.50	.00	427.50
	Account Desc			Shipping and Handling
	New Account			427.50
Total Accounts: 1				
PO Total: 5,177.50				
15005653	OSSEA-OK STATE SCH BOARDS	02/18/15	00009468	Brenda Dunn
1	Qty Ordered 2	100.00	.00	200.00
	Account Desc			Two Board Members to attend May 2 conference called Ballot Box to Board Room
	New Account			200.00
Total Accounts: 1				
PO Total: 200.00				
15005654	ROSENSTEIN FIST & RINGOLD	02/18/15	00009404	Brenda Dunn
1	Qty Ordered 1	10,000.00	.00	10,000.00
	Account Desc			Legal Services for remaining SY14-15
	New Account			10,000.00
Total Accounts: 1				
PO Total: 10,000.00				

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All Purchase Orders

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PO No	Vendor Name	PO Date	Requisition No	Requested By							
15005654	ROSENSTEIN FIST & RINGOLD	02/18/15	00009404	Brenda Dunn							
PO Total: 10,000.00											
15005655	SOLARWINDS	02/18/15	00009464	MARSHALLA							
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	1	320.00	.00	320.00	.00		TECH - ADMIN TECH SRVC - COMMUNICATION	320.00	.00	.00	320.00
Total Accounts: 1								320.00	.00	.00	320.00
15005656	SOLARWINDS	02/18/15			00009466		MARSHALLA				
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	1	1,245.00	.00	1,245.00	.00		TECH - ADMIN TECH SRVC - COMMUNICATION	1,245.00	.00	.00	1,245.00
Total Accounts: 1								1,245.00	.00	.00	1,245.00
15005657	TEACHER DIRECT	02/18/15			00009246		stacey elliott				
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	5	111.48	.00	557.40	.00		4 Position Listening Center w/CD player	557.40	.00	.00	557.40
Total Accounts: 1								557.40	.00	.00	557.40
15005658	TRIUMPH LEARNING LLC	02/18/15			00009494		Mitchell, Jill				
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	21	6.99	.00	146.79	.00		Buckle Down math grade 4	146.79	.00	.00	146.79
Total Accounts: 1								146.79	.00	.00	146.79
15005695	AMAZON.COM	02/20/15			00009445		penar				
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
1	2	12.55	.00	25.10	.00		test tube clamps 10pk	25.10	.00	.00	25.10
2	2	24.02	.00	48.04	.00		5.5 gal tank AAG 10005	48.04	.00	.00	48.04
3	8	7.93	.00	63.44	.00		measuring cups oxo black	63.44	.00	.00	63.44
4	8	4.95	.00	39.60	.00		measuring spoons oxo black	39.60	.00	.00	39.60
5	2	12.90	.00	25.80	.00		glass scratch plate blocks	25.80	.00	.00	25.80
6	2	6.95	.00	13.90	.00		black scratch plates	13.90	.00	.00	13.90
Total Accounts: 1								146.79	.00	.00	146.79

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PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By
15005695	AMAZON.COM	14462	02/20/15	00009445	penar
7	1	89.95	.00	89.95	red luxor tub cart
8	5	95.00	.00	475.00	triple balance beam
9	5	19.95	.00	99.75	digital scales
10	8	6.51	.00	52.08	uv light
11	1	4.95	.00	4.95	hemitite minerals
12	5	11.95	.00	59.75	award ribbons
13	8	30.00	.00	240.00	microscopes
14	3	87.82	.00	263.46	ipad document stand

Accounts
 15-11-198-1000-681-251-2250-000-510 GFT/AP - INST - COCURR SUPP - SCI MNMS
 Total Accounts: 1 PO Total: 1,500.82 Encumbrance Paid Liquidated Remaining
 1,500.82 1,500.82 .00 1,500.82

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	6,272.40	.00	6,272.40	.00		RENTAL AND ACQUISITION PAYMENT
Account Desc							
15-11-050-2511-449-000-0000-000-050							Encumbrance Paid Liquidated Remaining
							6,272.40 .00 6,272.40
Total Accounts: 1 PO Total: 6,272.40 Encumbrance Paid Liquidated Remaining							
6,272.40 .00 6,272.40							

15005697 CCOSA
 02/20/15 00008232 LYNDA MARTIN

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	200.00	.00	200.00	.00		CCOSA OCAS CODING FINANCIAL ACCING WORKSHOP
Account Desc							
15-11-050-2573-850-000-0000-000-050							Encumbrance Paid Liquidated Remaining
							200.00 .00 200.00
Total Accounts: 1 PO Total: 200.00 Encumbrance Paid Liquidated Remaining							
200.00 .00 200.00							

15005698 CCOSA
 02/20/15 00009524 S. Sandefer

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	3	100.00	.00	300.00	.00		Registration for OMLEA 2/27/15 only - R. Mckinney, Christy Bradley, Kathy Knowles
Account Desc							
15-11-311-2213-850-271-0000-000-064							Encumbrance Paid Liquidated Remaining
							300.00 .00 300.00
Total Accounts: 1 PO Total: 300.00 Encumbrance Paid Liquidated Remaining							
300.00 .00 300.00							

15005699 CREATIVE MATHEMATICS
 02/20/15 00009596 Stacey Elliott

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	6	210.00	.00	1,260.00	.00		Math Fact Fluency Workshop - April 1 Registration for K Wilkins, A Killmer, A Hensley, K Mowery, T Brown, and B Edwards
Account Desc							
15-11-311-2213-850-271-0000-000-064							Encumbrance Paid Liquidated Remaining
							300.00 .00 300.00
Total Accounts: 1 PO Total: 300.00 Encumbrance Paid Liquidated Remaining							
300.00 .00 300.00							

Mustang Public Schools

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PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By
15005699	CREATIVE MATHEMATICS	21547	02/20/15	00009596	Stacey Elliott
Accounts	Account Desc		Encumbrance	Paid	Liquidated
15-11-511-2213-860-429-2231-000-105	New Account		1,260.00	.00	.00
Total Accounts: 1			PO Total: 1,260.00	.00	.00
15005700	EDUCATIONAL RESOURCE SERVICES INC	15866	02/20/15	00009589	Henderson W
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled			Order Desc		
1 3 209.00 .00 627.00 .00			From Chaos to Classroom Control Seminar Registration		
Accounts	Account Desc		Encumbrance	Paid	Liquidated
15-11-311-2213-860-271-0000-000-105	PD - INST STAFF TRAIN - STAFF REG - ME		627.00	.00	.00
Total Accounts: 1			PO Total: 627.00	.00	.00
15005701	ENGEL FAITH	62208	02/20/15	00009518	L WALKABOUT
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled			Order Desc		
1 49 .58 .00 28.42 .00			MILEAGE FOR HOMEBOUND TRAVEL		
Accounts	Account Desc		Encumbrance	Paid	Liquidated
15-11-189-1000-580-422-0000-000-505	HOMEBOUND - INST - STAFF TRVL - MMS		28.42	.00	.00
Total Accounts: 1			PO Total: 28.42	.00	.00
15005702	FEDERAL CORPORATION	11321	02/20/15	00009603	JWEST
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled			Order Desc		
1 1 758.89 .00 758.89 .00			HOT WATER CIRCULATING PUMP FOR CE		
Accounts	Account Desc		Encumbrance	Paid	Liquidated
15-11-055-2620-618-000-0000-000-055	HVAC - BLDG OPS - CHERM/CLN		758.89	.00	.00
Total Accounts: 1			PO Total: 758.89	.00	.00
15005703	LAKESHORE LEARNING	12097	02/20/15	00009549	Stacey Elliott
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled			Order Desc		
1 1 99.95 .00 99.95 .00			RAZ Kids Renew Subscription for 1 year		
Accounts	Account Desc		Encumbrance	Paid	Liquidated
15-11-511-1000-444-429-0000-000-105	INST-SOFTWARE SRVC		99.95	.00	.00
Total Accounts: 1			PO Total: 99.95	.00	.00
15005704	UNITED REFRIGERATION INC.	13894	02/20/15	00009546	JWEST
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled			Order Desc		
1 1 225.00 .00 225.00 .00			ADVANCED SERVICE TRAINING FOR ICE MACHINES		
Accounts	Account Desc		Encumbrance	Paid	Liquidated
15-11-060-2620-860-000-0000-000-060	New Account		225.00	.00	.00
Total Accounts: 1			PO Total: 225.00	.00	.00
15005705	WAL-MART GENERAL/BOND FUNDS	13963	02/20/15	00009551	Stacey Elliott
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled			Order Desc		
1 1 150.00 .00 150.00 .00			Parent Night		
Accounts	Account Desc		Encumbrance	Paid	Liquidated
15-11-060-2620-860-000-0000-000-060	New Account		150.00	.00	.00
Total Accounts: 1			PO Total: 150.00	.00	.00

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15005705	WAL-MART GENERAL/BOND FUNDS	13963	02/20/15	00009551	Stacey Elliott		
15-11-511-2194-681-429-2231-000-120	Account Desc		Encumbrance	Paid	Liquidated		
	PRNTL ADVISORY-COCURR SUPP		150.00	.00	150.00		
Total Accounts: 1 PO Total: 150.00							
15005706	YOUR MAIL STORE	19051	02/20/15	00009545	Stacey Elliott		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	960.10	.00	960.10	.00		Postage for CogAR testing
Accounts							
15-11-198-1000-614-251-1050-000-105			GFT/AP	- INST - TEST SUPP - ME			Encumbrance
							137.16
15-11-198-1000-614-251-1050-000-110			GFT/AP	- INST - TEST SUPP - VE			.00
							137.15
15-11-198-1000-614-251-1050-000-115			GFT/AP	- INST - TEST SUPP - LE			.00
							137.15
15-11-198-1000-614-251-1050-000-120			GFT/AP	- INST - TEST SUPP - TE			.00
							137.16
15-11-198-1000-614-251-1050-000-125			GFT/AP	- INST - TEST SUPP - CREEK			.00
							137.16
15-11-198-1000-614-251-1050-000-135			GFT/AP	- INST - TEST SUPP - CENT			.00
							137.16
15-11-198-1000-614-251-1050-000-150			New Account				.00
							137.16
Total Accounts: 7 PO Total: 960.10							
15005755	BROOKE DANIELL ELLIS	82716	02/25/15	00009576	PAULA ALLISON		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	78	.58	.00	45.43	.00		HOMEBOUND MILEAGE FOR HALLIE COLLINS 2/19-5/21/15
Accounts							
15-11-189-1000-580-422-0000-000-145			New Account				Encumbrance
							45.43
Total Accounts: 1 PO Total: 45.43							
15005756	FLEETPRIDE	15855	02/25/15	00009154	L CARTWRIGHT		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	500.00	.00	500.00	.00		FRONT END ALIGNMENT
Accounts							
15-11-054-2740-439-000-0000-000-054			TRAN - STDNT VHCL SRVC - Othr Vhcl Equip				Encumbrance
							500.00
Total Accounts: 1 PO Total: 500.00							
15005757	WAREHOUSE SUPPLIES	99052	02/25/15	00009552	penar		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	909.60	.00	909.60	.00		pallet of paper
2	6	23.25	.00	139.50	.00		Standard mailing envelope no logo
Accounts							
15-11-029-1000-611-100-1050-000-510			WAREHOUSE - INST - PAPER/COPY SUPP				Encumbrance
							909.60
15-11-029-1000-619-100-1050-000-510			WAREHOUSE - INST - OFC/CLSRM SUPP				.00
							139.50
Total Accounts: 2 PO Total: 1,049.10							
15005758	WAREHOUSE SUPPLIES	99052	02/25/15	00009597	PAULA ALLISON		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	909.60	.00	909.60	.00		WAREHOUSE - INST - PAPER/COPY SUPP
2	6	23.25	.00	139.50	.00		WAREHOUSE - INST - OFC/CLSRM SUPP
Accounts							
15-11-029-1000-611-100-1050-000-510			WAREHOUSE - INST - PAPER/COPY SUPP				Encumbrance
							909.60
15-11-029-1000-619-100-1050-000-510			WAREHOUSE - INST - OFC/CLSRM SUPP				.00
							139.50
Total Accounts: 2 PO Total: 1,049.10							

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PO No	Vendor Name	Unit Price	Disc	Fright	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Liquidated	Remaining
15005758	WAREHOUSE SUPPLIES	955.20	.00	2,865.60	2,865.60	.00		Account Desc	2,865.60	.00	2,865.60
Accounts 15-11-023-2410-611-000-000-145 OFC OF PRNCP - PAPER/COPY SUPP Total Accounts: 1 PO Total: 2,865.60											
15005759	WPS PUBLISHERS DISTRIBUTORS	42.00	.00	42.00	42.00	.00		Account Desc	42.00	.00	42.00
Accounts 15-11-621-2152-614-239-000-000-059 BLDG & GRNDS - BLDG OPS - CHEM/CLN Total Accounts: 1 PO Total: 42.00											
15005803	ALBRIGHT STEEL & WIRE	500.00	.00	500.00	500.00	.00		Account Desc	500.00	.00	500.00
Accounts 15-11-053-2620-618-000-000-053 BLDG & GRNDS - BLDG OPS - CHEM/CLN Total Accounts: 1 PO Total: 500.00											
15005804	AMSAN EVE SUPPLY	376.20	.00	1,128.60	1,128.60	.00		Account Desc	1,128.60	.00	1,128.60
Accounts 15-11-057-2620-618-000-000-057 CUSTODIAL - BLDG OPS - CHEM/CLN Total Accounts: 1 PO Total: 1,128.60											
15005805	CARTER LESA	6,500.00	.00	6,500.00	6,500.00	.00		Account Desc	6,500.00	.00	6,500.00
Accounts 15-11-621-1000-322-239-000-000-059 CONTINENTAL PRESS INC. Total Accounts: 1 PO Total: 6,500.00											
15005806	CONTINENTAL PRESS INC.	20.95	.00	104.75	104.75	.00		Account Desc	104.75	.00	104.75
Accounts 15-11-621-1000-322-239-000-000-059 DEAF/HEARING SERVICES FOR FEBRUARY/MARCH 2015 Total Accounts: 1 PO Total: 104.75											
15005806	CONTINENTAL PRESS INC.	40.50	.00	40.50	40.50	.00		Account Desc	40.50	.00	40.50
Accounts 15-11-621-1000-322-239-000-000-059 GRADE 1 STUDENT BOOKS Total Accounts: 1 PO Total: 40.50											
15005806	CONTINENTAL PRESS INC.	9.50	.00	9.50	9.50	.00		Account Desc	9.50	.00	9.50
Accounts 15-11-621-1000-322-239-000-000-059 GRADE 1 AUDIO CD Total Accounts: 1 PO Total: 9.50											

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PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By	
15005806	CONTINENTAL PRESS INC.	10789	02/25/15	00009664	Stacey Elliott	
4	5	20.95	.00	104.75	.00	Grade 2: Student Books
5	1	40.50	.00	40.50	.00	Grade 2 Teacher Edition
6	1	9.50	.00	9.50	.00	Grade 2 Audio CD
7	5	20.95	.00	104.75	.00	Grade 3 Student Books
8	1	40.50	.00	40.50	.00	Grade 3 Teacher Edition
9	1	9.50	.00	9.50	.00	Grade 3 Audio CD
10	5	20.95	.00	104.75	.00	Grade 4 Student Books
11	1	40.50	.00	40.50	.00	Grade 4 Teacher Edition
12	1	9.50	.00	9.50	.00	Grade 4 Audio CD

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-572-1000-681-410-1310-000-150		619.00	.00	.00	619.00
Total Accounts: 1		619.00	.00	.00	619.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	4,000.00	.00	4,000.00	.00		ANNUAL INSPECTIONS/SERVICE & REPAIRS
Total Accounts: 1				4,000.00	.00		

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-053-2620-438-000-0000-000-053	BLDG & GRNDS - BLDG OPS - Othr bldg srvc	4,000.00	.00	.00	4,000.00
Total Accounts: 1		4,000.00	.00	.00	4,000.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	13,000.00	.00	13,000.00	.00		CONTRACT SERVICES FOR FEBRUARY-MARCH 2015
Total Accounts: 1				13,000.00	.00		

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-621-2152-322-239-0000-000-059	New Account	13,000.00	.00	.00	13,000.00
Total Accounts: 1		13,000.00	.00	.00	13,000.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	100.00	.00	100.00	.00		Mileage for homebound student until May 21
Total Accounts: 1				100.00	.00		

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-11-189-1000-580-422-1050-000-510	New Account	100.00	.00	.00	100.00
Total Accounts: 1		100.00	.00	.00	100.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	100.00	.00	100.00	.00		Mileage for homebound student until May 21
Total Accounts: 1				100.00	.00		

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15005810	MIDWEST BUS SALES INC.	100.00	.00	.00	100.00
Total Accounts: 1		100.00	.00	.00	100.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	100.00	.00	100.00	.00		Mileage for homebound student until May 21
Total Accounts: 1				100.00	.00		

Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15005810	MIDWEST BUS SALES INC.	100.00	.00	.00	100.00
Total Accounts: 1		100.00	.00	.00	100.00

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders FODET01A

PO No	Vendor Name	Unit Price	Disc	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Requisition No	Requested By	PO Date	PO Total:	Remaining
15005810	MIDWEST BUS SALES INC.	70.60		70.60	.00		TRAN - STDNT VHCL SRVC - AUTO/BUS SUPP	00009688	L CARTWRIGHT	02/25/15	70.60	70.60
<p>Accounts</p> <p>15-11-054-2740-612-000-000-054</p> <p>Total Accounts: 1</p>												
15005811	PITNEY BOWES	5,000.00		5,000.00	.00		INST WAREHOUSE - BLDNG OPS - COMMUNICATI	00009670	JWEST	02/25/15	5,000.00	5,000.00
<p>Accounts</p> <p>15-11-052-2620-530-000-000-052</p> <p>Total Accounts: 1</p>												
15005812	PYLE STEPHANIE	6,500.00		6,500.00	.00		CLASSROOM SUPPLIES	00009661	Stacey Elliott	02/25/15	6,500.00	6,500.00
<p>Accounts</p> <p>15-11-621-2135-322-239-0000-000-050</p> <p>Total Accounts: 1</p>												
15005813	WAL-MART GENERAL/BOND FUNDS	1,300.00		1,300.00	.00		INSTRUCTIONAL-COCURRICULAR	00009701	WCAST	02/25/15	1,300.00	1,300.00
<p>Accounts</p> <p>15-11-612-1000-661-317-8700-000-505</p> <p>Total Accounts: 1</p>												
15005814	WESTMORELAND THERAPIES SERVICES, LLC	150.00		150.00	.00		SPEECH PATHOLOGY SERVICES FOR FEBRUARY/MARCH 2015	00009712	Vardeman	02/27/15	150.00	150.00
<p>Accounts</p> <p>15-11-621-2152-323-239-0000-000-059</p> <p>Total Accounts: 1</p>												
15005847	WARDS NATURAL SCIENCE	49.00		49.00	.00		SQUID 10/PKG	00009712	Vardeman	02/27/15	49.00	49.00
<p>Accounts</p> <p>15-11-621-2152-323-239-0000-000-059</p> <p>Total Accounts: 1</p>												

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By			
15005847	WARDS NATURAL SCIENCE	16768	02/27/15	00009712	Vardeman			
15-11-025-1000-681-100-5000-000-705	SCI - INST - COCURR SUPP		338.71	.00	.00			
Total Accounts: 1 PO Total: 338.71								
15005879	BETHANY PUBLIC SCHOOLS	17695	03/03/15	00009824	WCAST			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	4	55.00	.00	220.00	.00	.00	REGISTRATION FOR OKLAHOMA SCHOOL SLP CONFERENCE MARCH 6, 2015	
Accounts								
15-11-621-2573-860-239-0000-000-059				Account Desc	Encumbrance	Paid	Liquidated	Remaining
				New Account	220.00	.00	.00	220.00
Total Accounts: 1 PO Total: 220.00								
15005880	CANADIAN COUNTY JUVENILE CENTER	17375	03/03/15	00009716	STACY BROWN			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	19,134.00	.00	19,134.00	.00	.00	2ND SEMESTER PO FOR CCEC 1/10 per contract \$3,189.00 month for 10 months	
Accounts								
15-11-388-1000-561-430-0000-000-705				Account Desc	Encumbrance	Paid	Liquidated	Remaining
				ALT ED GRNT - INST - OTHER LEA TUITION	19,134.00	.00	.00	19,134.00
Total Accounts: 1 PO Total: 19,134.00								
15005881	DILLARD JONI	80279	03/03/15	00009791	Vardeman			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	19.47	.00	19.47	.00	.00	Mileage for Homebound Services for Zachary Richmond/2 times a wk/3-9-15 thru 5-21-15	
Accounts								
15-11-189-1000-580-422-0000-000-705				Account Desc	Encumbrance	Paid	Liquidated	Remaining
				HOMEBOUND - INST - STAFF TRVL - HS	19.47	.00	.00	19.47
Total Accounts: 1 PO Total: 19.47								
15005882	ENDEX OF OKLAHOMA INC.	11262	03/03/15	00009741	JWEST			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	2,000.00	.00	2,000.00	.00	.00	SERVICE/REPAIRS FOR INTERCOMS DISTRICT WIDE	
Accounts								
15-11-053-2620-438-000-0000-000-053				Account Desc	Encumbrance	Paid	Liquidated	Remaining
				BLDG & GRNDS - BLDG OPS - Other bldg svcs	2,000.00	.00	.00	2,000.00
Total Accounts: 1 PO Total: 2,000.00								
15005883	FITE JACIE	21318	03/03/15	00009749	WCAST			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	4,500.00	.00	4,500.00	.00	.00	PHYSICAL THERAPY SERVICES FOR SY 2014-2015	
Accounts								
15-11-059-2170-323-239-0000-000-059				Account Desc	Encumbrance	Paid	Liquidated	Remaining
				New Account	4,500.00	.00	.00	4,500.00
Total Accounts: 1 PO Total: 4,500.00								
15005884	KAREN L WILSON	81237	03/03/15	00009691	WCAST			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	1,000.00	.00	1,000.00	.00	.00	DISTRICT MILEAGE FOR SY 2014-2015	

Beginning Date: 02/05/15 Ending Date: 03/03/15

Purchase Order Report By PO NO

All Purchase Orders

Requested By FODEF01A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By
15005884	KAREN L WILSON	81237	03/03/15	00009681	WCAST
Accounts	Account Desc		Encumbrance	Paid	Liquidated
15-11-050-2340-580-000-0000-050	New Account		1,000.00	.00	.00
Total Accounts: 1			PO Total: 1,000.00	.00	.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	PO Total:	Remaining
15005885	KILBURN TONYA	62095	03/03/15	00007506	Sondra Bivens					
1	1	1,900.00	.00	1,900.00	.00		Performing Arts teacher - Alt Ed - State Arts Grant	Encumbrance	1,900.00	1,900.00
Accounts	Account Desc							Paid	Liquidated	Remaining
15-11-337-1000-320-100-1170-000-705	Instructional-Professional Education Ser							.00	.00	1,900.00
Total Accounts: 1								PO Total: 1,900.00	.00	1,900.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	PO Total:	Remaining
15005886	OFFICE DEPOT	12719	03/03/15	00009705	JWEST					
1	25	19.25	.00	481.25	.00		Security Window Envelopes	Encumbrance	1,900.00	1,900.00
Accounts	Account Desc							Paid	Liquidated	Remaining
15-11-052-2620-619-000-0000-052	INST WAREHOUSE - BLDNG OPS - OFC SUPP							.00	.00	1,900.00
Total Accounts: 1								PO Total: 1,900.00	.00	1,900.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	PO Total:	Remaining
15005887	PERMA BOUND BOOKS	12971	03/03/15	00009678	Kayla Henagar					
1	1	315.22	.00	315.22	.00		Books to finish out I Survive Collection Series	Encumbrance	557.71	557.71
Accounts	Account Desc							Paid	Liquidated	Remaining
15-11-021-2220-641-100-1140-000-135	LIBRARY SRVC - BOOKS							.00	.00	557.71
Total Accounts: 1								PO Total: 557.71	.00	557.71

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	PO Total:	Remaining
15005888	SAM'S CLUB	13343	03/03/15	00009702	JWEST					
1	1	500.00	.00	500.00	.00		PURCHASE #10 SECURITY ENVELOPES FOR DW USE	Encumbrance	315.22	315.22
Accounts	Account Desc							Paid	Liquidated	Remaining
15-11-052-2620-619-000-0000-052	INST WAREHOUSE - BLDNG OPS - OFC SUPP							.00	.00	315.22
Total Accounts: 1								PO Total: 315.22	.00	315.22

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Account Desc	PO Total:	Remaining
15005889	SAM'S CLUB	13343	03/03/15	00009810	L. SEMMLER					
1	2	6.58	.00	13.16	.00		Q-TIP COTTON SWABS 1375 COUNT	Encumbrance	500.00	500.00
Accounts	Account Desc							Paid	Liquidated	Remaining
15-11-052-2620-619-000-0000-052	INST WAREHOUSE - BLDNG OPS - OFC SUPP							.00	.00	500.00
Total Accounts: 1								PO Total: 500.00	.00	500.00

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders Requested By FODETOLA

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By
15005889	SAM'S CLUB	13343	03/03/15	00009810	L. SEMMLER

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
2	1	14.98	.00	14.98	.00	.00	AA MEMBER MARK BATTERIES 48 PACK	59.76	.00	.00	59.76
3	1	11.68	.00	11.68	.00	.00	SCHOTCH 3850 SHIPPING TAPE 2X27.7 (6 ROLLS W/DISPENSER)	59.76	.00	.00	59.76
4	1	19.94	.00	19.94	.00	.00	SCOTCH TAPE 3/4 X 1296 12 PACK	59.76	.00	.00	59.76
Total Accounts: 1 PO Total: 59.76											

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15005890	TEACHING SYSTEMS										
1	6	399.99	.00	2,399.94	.00	.00	Order Desc	2,399.94	.00	.00	2,399.94
Total Accounts: 1 PO Total: 2,399.94											
15005891	THE MARKERBOARD PEOPLE										
1	15	4.75	.00	71.25	.00	.00	Order Desc	71.25	.00	.00	71.25
Total Accounts: 1 PO Total: 71.25											

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15005892	WAREHOUSE SUPPLIES										
1	2	23.25	.00	46.50	.00	.00	Order Desc	71.25	.00	.00	71.25
2	3	7.90	.00	23.70	.00	.00	4 TO A PAGE RECEIPT BOOKS	71.25	.00	.00	71.25
3	1	1,043.60	.00	1,043.60	.00	.00	DUPPLICATING PAPER/PALLET/40 CASES	71.25	.00	.00	71.25
Total Accounts: 2 PO Total: 1,113.80											

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15005892	WAREHOUSE SUPPLIES										
1	2	23.25	.00	46.50	.00	.00	ENVELOPES	71.25	.00	.00	71.25
2	3	7.90	.00	23.70	.00	.00	4 TO A PAGE RECEIPT BOOKS	71.25	.00	.00	71.25
3	1	1,043.60	.00	1,043.60	.00	.00	DUPPLICATING PAPER/PALLET/40 CASES	71.25	.00	.00	71.25
Total Accounts: 2 PO Total: 1,113.80											

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15005892	WAREHOUSE SUPPLIES										
1	2	23.25	.00	46.50	.00	.00	ENVELOPES	71.25	.00	.00	71.25
2	3	7.90	.00	23.70	.00	.00	4 TO A PAGE RECEIPT BOOKS	71.25	.00	.00	71.25
3	1	1,043.60	.00	1,043.60	.00	.00	DUPPLICATING PAPER/PALLET/40 CASES	71.25	.00	.00	71.25
Total Accounts: 2 PO Total: 1,113.80											
Grand Totals:											212,087.96

Mustang Public Schools

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders F0DET01A

PO No	Vendor Name	Unit Price	Disc	Frht	Final Cost	Qty Rcvd	Qty Canceled	PO Date	Requisition No	Requested By	Remaining
15005643	DUBOIS JOHN	22.00			22.00	.00		02/18/15	00009507	RACHEL MARTIN	22.00
1	1	22.00			22.00	.00		STUDENT LUNCH REFUND FOR KADEN FROM CANYON RIDGE			
2	1	6.10			6.10	.00		STUDENT LUNCH REFUND FOR CALLUM FROM VALLEY			
Accounts											
15-22-176-3190-700-0000-000-145	LUNCH REFUND - CANYON RIDGE										22.00
15-22-176-3190-700-0000-000-110	LUNCH REFUND - VALLEY										6.10
Total Accounts: 2 PO Total: 28.10 .00 .00											
15005644	GLOBAL EQUIPMENT COMPANY	30.65			245.20	.00		02/18/15	00009472	RACHEL MARTIN	28.10
1	8	30.65			245.20	.00		12" TUBING DISPENSER			
2	1	19.43			19.43	.00		SHIPPING			
Accounts											
15-22-176-3140-618-700-0000-000-050	OTHER DRCT CNS-CLEAN/MAINT SHPP										264.63
Total Accounts: 1 PO Total: 264.63 .00 .00											
15005645	LEAH J BAIRD	60.00			60.00	.00		02/18/15	00009471	RACHEL MARTIN	264.63
1	1	60.00			60.00	.00		UNIFORM REIMBURSEMENT BLANKET ORDER			
Accounts											
15-22-176-3140-657-700-0000-000-050	New Account										60.00
Total Accounts: 1 PO Total: 60.00 .00 .00											
15005646	OFFICE DEPOT	79.99			479.94	.00		02/18/15	00009470	RACHEL MARTIN	60.00
1	6	79.99			479.94	.00		78A PRINTER CARTRIDGE			
2	3	68.99			206.97	.00		85A PRINTER CARTRIDGE			
3	8	79.99			639.92	.00		36A PRINTER CARTRIDGE			
4	3	89.95			269.85	.00		15A PRINTER CARTRIDGE			
Accounts											
15-22-176-3140-619-700-0000-000-050	OTHER DRCT CNS-CLSRM/OFC SUPP										1,596.68
Total Accounts: 1 PO Total: 1,596.68 .00 .00											
15005647	PEETE TAMIKA	5.00			5.00	.00		02/18/15	00009506	RACHEL MARTIN	1,596.68
1	1	5.00			5.00	.00		STUDENT LUNCH REFUND FOR KEYONA FROM MHS			
Accounts											
15-22-176-5600-930-700-0000-000-705	CORRECTION-REFUND										5.00
Total Accounts: 1 PO Total: 5.00 .00 .00											

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PO No	Vendor Name	PO Date	Requisition No	Requested By
15005647	PEETE TAMIKA	02/18/15	00009506	RACHEL MARTIN

Total Accounts: 1 PO Total: 5.00 .00 .00 5.00

15005707	JOHNSON ASHLEY	02/20/15	00009529	RACHEL MARTIN		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled
1	1	7.00	.00	7.00	.00	

Accounts
 15-22-176-5600-930-700-0000-000-120
 Account Desc
 New Account
 Encumbrance 7.00
 Paid .00
 Liquidated .00
 Remaining 7.00

Total Accounts: 1 PO Total: 7.00 .00 .00 7.00

15005708	MERRIMAN CANDACE	02/20/15	00009530	RACHEL MARTIN		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled
1	1	14.40	.00	14.40	.00	

Accounts
 15-22-176-5600-930-700-0000-000-145
 Account Desc
 New Account
 Encumbrance 14.40
 Paid .00
 Liquidated .00
 Remaining 14.40

Total Accounts: 1 PO Total: 14.40 .00 .00 14.40

15005709	ROWLAND NATHANIEL	02/20/15	00009531	RACHEL MARTIN		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled
1	1	65.50	.00	65.50	.00	

Accounts
 15-22-176-5600-930-700-0000-000-125
 Account Desc
 New Account
 Encumbrance 65.50
 Paid .00
 Liquidated .00
 Remaining 65.50

Total Accounts: 1 PO Total: 65.50 .00 .00 65.50

15005710	WRIGHT KRISTI	02/20/15	00009532	RACHEL MARTIN		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled
1	1	4.65	.00	4.65	.00	

Accounts
 15-22-176-5600-930-700-0000-000-510
 Account Desc
 New Account
 Encumbrance 4.65
 Paid .00
 Liquidated .00
 Remaining 4.65

Total Accounts: 1 PO Total: 4.65 .00 .00 4.65

15005760	HAMILTON ETHEL R	02/25/15	00009620	RACHEL MARTIN		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled
1	1	90.00	.00	90.00	.00	

Accounts
 15-22-176-3140-657-700-0000-000-110
 Account Desc
 New Account
 Encumbrance 90.00
 Paid .00
 Liquidated .00
 Remaining 90.00

Total Accounts: 1 PO Total: 90.00 .00 .00 90.00

15005761	MEDRANO VANESA	02/25/15	00009622	RACHEL MARTIN		
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled
1	1	90.00	.00	90.00	.00	

Accounts
 15-22-176-3140-657-700-0000-000-110
 Account Desc
 New Account
 Encumbrance 90.00
 Paid .00
 Liquidated .00
 Remaining 90.00

Total Accounts: 1 PO Total: 90.00 .00 .00 90.00

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders FODET01A

PO No	Vendor Name	PO Date	Requisition No	Requested By	
15005761	MEDRANO VANESA	02/25/15	00009622	RACHEL MARTIN	
1	1	28.30	.00	STUDENT LUNCH REFUND FOR CHRISTOPHER FROM HORIZON	
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-22-176-5600-930-700-0000-140	New Account	28.30	.00	.00	28.30
Total Accounts: 1		28.30	.00	.00	28.30
15005762	PARK CHRISTINA	02/25/15	00009623	RACHEL MARTIN	
1	1	18.00	.00	STUDENT LUNCH REFUND FOR FLORA FROM CENTENNIAL	
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-22-176-5600-930-700-0000-135	New Account	18.00	.00	.00	18.00
Total Accounts: 1		18.00	.00	.00	18.00
15005763	TRIPLETT JUDY ANN	02/25/15	00009621	RACHEL MARTIN	
1	1	90.00	.00	UNIFORM REIMBURSEMENT BLANKET ORDER	
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-22-176-3140-657-700-0000-505	OTHER CNS SRVC-UNIFORMS	90.00	.00	.00	90.00
Total Accounts: 1		90.00	.00	.00	90.00
15005845	BIGHEAD JAMES	02/27/15	00009715	RACHEL MARTIN	
1	1	39.20	.00	STUDENT LUNCH REFUND FOR RUBY FROM M.E.	
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-22-176-5600-930-700-0000-105	CORRECTING ENTRY - REIMB	39.20	.00	.00	39.20
Total Accounts: 1		39.20	.00	.00	39.20
15005846	JOURNEY DESIRAE	02/27/15	00009714	RACHEL MARTIN	
1	1	10.00	.00	STUDENT LUNCH REFUND FOR OLIVIA FROM M.E.	
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-22-176-5600-930-700-0000-105	CORRECTING ENTRY - REIMB	10.00	.00	.00	10.00
Total Accounts: 1		10.00	.00	.00	10.00
15005893	JONES MICHELLE	03/03/15	00009786	RACHEL MARTIN	
1	1	40.60	.00	STUDENT LUNCH REFUND FOR ELIJAH FROM MHS	
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-22-176-5600-930-700-0000-705	CORRECTION-REFUND	40.60	.00	.00	40.60
Total Accounts: 1		40.60	.00	.00	40.60
Grand Totals:		2,363.76	.00	.00	2,363.76

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PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By			
15005373	ACME FENCE OF OKLAHOMA CITY	10025	02/06/15	00008966	A Sanders			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	9	32.41	.00	291.69	.00		3/8X10-101/2 poles	
2	9	.70	.00	6.26	.00		3/8 dome caps for poles	
Accounts				Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-10-172-2620-618-000-0000-000-140				BLDNG OPS-CLEAN/MAINT SUPP	297.95	.00	.00	297.95
Total Accounts: 1				PO Total:	297.95	.00	.00	297.95
15005374	ALL SEASON BUILDING & SUPPLY	10064	02/06/15	00008972	A Sanders			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	250.00	.00	250.00	.00		supplies for misc. renovations at ME	
2	1	250.00	.00	250.00	.00		supplies for misc. renovations for LE	
Accounts				Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-34-169-2620-618-000-0000-000-105				New Account	250.00	.00	.00	250.00
15-34-169-2620-618-000-0000-000-115				New Account	250.00	.00	.00	250.00
Total Accounts: 2				PO Total:	500.00	.00	.00	500.00
15005375	ALLIANCE STEEL	16445	02/06/15	00008962	A Sanders			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	743.53	.00	743.53	.00		Corrugated metal for trash receptable fence	
Accounts				Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-10-172-2620-619-000-0000-000-140				BLDNG OPS-CLEAN/MAINT SUPP	743.53	.00	.00	743.53
Total Accounts: 1				PO Total:	743.53	.00	.00	743.53
15005376	BATTERIES PLUS LLC.	17769	02/06/15	00009081	MARSHALLA			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	60	11.95	.00	717.00	.00		SLAA-7.2F	
Accounts				Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-39-168-2580-653-000-0000-000-056				New Account	717.00	.00	.00	717.00
Total Accounts: 1				PO Total:	717.00	.00	.00	717.00
15005377	CDW GOVERNMENT INC.	10583	02/06/15	00008707	MARSHALLA			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	
1	1	682.55	.00	682.55	.00		APC SMART-UPS x 1500 RACK/TOWER LCD	
2	1	438.24	.00	438.24	.00		APC SMART-UPS x 48V EXTERNAL BATTERY PACK RACK/TOWER BATTERY ENCLOSURE	
Accounts				Account Desc	Encumbrance	Paid	Liquidated	Remaining
15-39-168-2580-653-000-0000-000-056				New Account	1,120.79	.00	.00	1,120.79
Total Accounts: 1				PO Total:	1,120.79	.00	.00	1,120.79
15005378	DECKER EQUIPMENT	16306	02/06/15	00009005	A Sanders			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	

Mustang Public Schools

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders Requested By FODET01A

PO No	Vendor Name	PO Date	Requisition No	Requested By
15005378	DECKER EQUIPMENT	02/06/15	00009005	A Sanders

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Encumbrance	Paid	Liquidated	Remaining
1	10	12.50	.00	125.00	.00		6"X8" men/women blue restroom signage	402.50	.00	.00	402.50
2	8	12.50	.00	100.00	.00		6"X8' girls blue restroom signage				
3	8	12.50	.00	100.00	.00		6"X8" boys blue restroom signage				
4	1	12.50	.00	12.50	.00		6"X8" men blue handicap restroom signage				
5	1	12.50	.00	12.50	.00		6"X8" women blue handicap restroom signage				
6	1	52.50	.00	52.50	.00		shipping/handling				

Total Accounts: 1 PO Total: 402.50
 15005379 EARTHSWART CONTROLS LLC 61435 02/06/15 00009059 A Sanders

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Encumbrance	Paid	Liquidated	Remaining
1	2	213.00	.00	426.00	.00		Honeywell hot water valves for HS C bldg	426.00	.00	.00	426.00

Total Accounts: 1 PO Total: 426.00
 15005380 LOWES CREDIT SERVICES 15147 02/06/15 00008955 A Sanders

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Encumbrance	Paid	Liquidated	Remaining
1	1	1,250.00	.00	1,250.00	.00		Supplies for Misc renovations at ME	1,250.00	.00	.00	1,250.00
2	1	1,250.00	.00	1,250.00	.00		Supplies for misc renovations at LE	1,250.00	.00	.00	1,250.00

Total Accounts: 2 PO Total: 2,500.00
 15005381 LOWES CREDIT SERVICES 15147 02/06/15 00008954 A Sanders

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Encumbrance	Paid	Liquidated	Remaining
1	1	54.00	.00	54.00	.00		80lb sackcrete/concrete mix for trash receptable fence	54.00	.00	.00	54.00

Total Accounts: 1 PO Total: 54.00
 15005382 LUTHER SIGN CO. 12292 02/06/15 00008951 A Sanders

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc	Encumbrance	Paid	Liquidated	Remaining
1	2	158.79	.00	317.58	.00		Crosswalk sign	317.58	.00	.00	317.58

Mustang Public Schools

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders Requested By FODE701A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By		
15005382	LUTHER SIGN CO.	12292	02/06/15	00008951	A Sanders		
2	2	48.82	.00	97.64	.00	Arrow symbol for crosswalk signs	
3	2	45.28	.00	90.56	.00	3/4"X12' sq. post	
4	8	1.47	.00	11.76	.00	Drive rivets	
5	1	85.49	.00	85.49	.00	18X24 Pull up to this point no passing sign	
6	1	157.34	.00	157.34	.00	Impact recovery base w/60" post and clamps	
7	2	70.49	.00	140.98	.00	18X24 left turn only sign	
8	4	1.47	.00	5.88	.00	drive rivets	
Accounts							
15-10-175-2620-654-000-0000-105							
Account Desc New Account							
Encumbrance Paid Liquidated Remaining							
907.23 .00 .00 907.23							
Total Accounts: 1							
PO Total: 907.23 .00 .00 907.23							
15005383 LUTHER SIGN CO.							
Vendor No 12292 PO Date 02/06/15 Requisition No 00008954 Requested By A Sanders							
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	4	158.79	.00	635.16	.00		30" pent. crosswalk signs
2	4	48.82	.00	195.28	.00		24X12 arrow symbols for crosswalk signs
3	4	45.28	.00	181.12	.00		3/4"X12' sq. posts
4	16	1.47	.00	23.52	.00		drive rivets for posts
Accounts							
15-39-162-2620-654-000-0000-705							
Account Desc New Account							
Encumbrance Paid Liquidated Remaining							
1,035.08 .00 .00 1,035.08							
Total Accounts: 1							
PO Total: 1,035.08 .00 .00 1,035.08							
15005384 MAGNUM MATERIALS, INC							
Vendor No 62054 PO Date 02/06/15 Requisition No 00009086 Requested By A Sanders							
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	571.52	.00	571.52	.00		Ceiling tile for LE
Accounts							
15-34-169-2620-654-000-0000-115							
Account Desc New Account							
Encumbrance Paid Liquidated Remaining							
571.52 .00 .00 571.52							
Total Accounts: 1							
PO Total: 571.52 .00 .00 571.52							
15005385 MAGNUM MATERIALS, INC							
Vendor No 62054 PO Date 02/06/15 Requisition No 00009088 Requested By A Sanders							
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	4,464.00	.00	4,464.00	.00		Ceiling tile for LE gym
Accounts							
15-34-169-2620-654-000-0000-115							
Account Desc New Account							
Encumbrance Paid Liquidated Remaining							
4,464.00 .00 .00 4,464.00							
Total Accounts: 1							
PO Total: 4,464.00 .00 .00 4,464.00							

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders FODET01A

PO No	Vendor Name	Requisition No	PO Date	Requested By			
15005386	SYNERGY DATA COM	02/06/15	00008874	TWIEHAUSW			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	7	15.57	.00	108.99	.00		RACEWAY 1 3/4 8FT W/ADHESIVE IVORY
2	3	1.23	.00	3.69	.00		RACEWAY SPLICE COVER 1 3/4 IVORY
3	1	5.00	.00	5.00	.00		RACEWAY ELBOW COVER 1 3/4 IVORY
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining		
15-39-168-1000-653-003-0000-000-705	BONDS - INST - TECH EQUIP - HS	117.68	.00	.00	117.68		
Total Accounts: 1		117.68	.00	.00	117.68		

PO No	Vendor Name	Requisition No	PO Date	Requested By			
15005435	LDS BUILDING SPECIALITIES	02/10/15	00009207	A Sanders			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	209.00	.00	209.00	.00		Lock body for door at Creek
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining		
15-37-164-2620-618-000-0000-000-125	New Account	209.00	.00	.00	209.00		
Total Accounts: 1		209.00	.00	.00	209.00		

PO No	Vendor Name	Requisition No	PO Date	Requested By			
15005436	SEAL TIGHT DOORS & WINDOWS	02/10/15	00009202	A Sanders			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	297	3.47	.00	1,030.59	.00		Replacement windows for MEC
2	48	3.02	.00	144.96	.00		Colonial light on above windows
3	1	300.00	.00	300.00	.00		Labor to install
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining		
15-34-169-2620-459-000-0000-000-130	New Account	1,475.55	.00	.00	1,475.55		
Total Accounts: 1		1,475.55	.00	.00	1,475.55		

PO No	Vendor Name	Requisition No	PO Date	Requested By			
15005470	KODIAK SPORTS, LLC	02/11/15	00009218	A Sanders			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	3	299.99	.00	899.97	.00		8x8 padded softball screen w/wheels
2	3	369.99	.00	1,109.97	.00		8x8 net w/grommetted vinyl padding
3	2	369.99	.00	739.98	.00		8x8 padded field screen w/wheels
4	2	249.99	.00	499.98	.00		3x10 softball pitcher's mat w/powerline stripe
5	1	100.00	.00	100.00	.00		freight
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining		
15-37-160-2620-654-000-0000-000-705	New Account	3,349.90	.00	.00	3,349.90		
Total Accounts: 1		3,349.90	.00	.00	3,349.90		

PO No	Vendor Name	Requisition No	PO Date	Requested By			
15005471	LOWES CREDIT SERVICES	02/11/15	00009203	A Sanders			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Rcvd	Qty Canceled	Order Desc
1	1	151.47	.00	151.47	.00		Lock body for door at Creek
Accounts	Account Desc	Encumbrance	Paid	Liquidated	Remaining		
15-37-164-2620-618-000-0000-000-125	New Account	151.47	.00	.00	151.47		
Total Accounts: 1		151.47	.00	.00	151.47		

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders FODET01A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By
15005471	LOWES CREDIT SERVICES	15147	02/11/15	00009203	A Sanders
1	1	215.64	.00	Blinds for MEC	
Accounts	Account Desc	215.64	.00	Liquidated	Remaining
15-34-169-2620-654-000-0000-130	New Account	215.64	.00	.00	215.64
Total Accounts: 1					
PO Total: 215.64					
15005517	WEST COAST NETTING, INC	62122	02/11/15	00009195	A Sanders
1	1	540.00	.00	Order Desc	
2	1	100.00	.00	Leadline for netting base of batting cages shipping	
Accounts	Account Desc	640.00	.00	Liquidated	Remaining
15-39-162-2620-654-000-0000-000-705	New Account	640.00	.00	.00	640.00
Total Accounts: 1					
PO Total: 640.00					
15005581	ANDECO FLOORING & BLINDS LLC	62207	02/13/15	00009300	A Sanders
1	24	24.50	.00	Order Desc	
2	1	65.00	.00	"Riot" carpet tiles for baseball/softball freight	
Accounts	Account Desc	653.00	.00	Liquidated	Remaining
15-37-159-2620-654-000-0000-000-705	New Account	653.00	.00	.00	653.00
Total Accounts: 1					
PO Total: 653.00					
15005711	BYTESPEED, LLC	61818	02/20/15	00009508	MARSHALLA
1	1	365.00	.00	Order Desc	
Accounts	Account Desc	365.00	.00	Liquidated	Remaining
15-39-168-2580-653-000-0000-000-056	New Account	365.00	.00	.00	365.00
Total Accounts: 1					
PO Total: 365.00					
15005712	CUSTOM CLIMATE	62211	02/20/15	00009516	A Sanders
1	1	6,489.00	.00	Order Desc	
Accounts	Account Desc	6,489.00	.00	Liquidated	Remaining
15-34-157-2620-453-000-0000-000-065	New Account	6,489.00	.00	.00	6,489.00
Total Accounts: 1					
PO Total: 6,489.00					
15005713	MACK BRASS OF VIRGINIA	61451	02/20/15	00009360	A Sanders
1	20	795.00	.00	Order Desc	
2	12	1,795.00	.00	DBL French Horns in Lac	
Accounts	Account Desc	21,540.00	.00	Liquidated	Remaining
15-34-157-2620-453-000-0000-000-065	New Account	21,540.00	.00	.00	6,489.00
Total Accounts: 1					
PO Total: 6,489.00					

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders FODET01A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By
15005713	MACK BRASS OF VIRGINIA	61451	02/20/15	00009360	A Sanders
3	1	2,200.00	.00	Shipping	
Accounts					
15-39-165-1000-655-000-0000-000-705	Account Desc			Paid	Liquidated
	New Account			.00	.00
Total Accounts: 1					
PO Total: 39,640.00					
15005714	MACK BRASS OF VIRGINIA	61451	02/20/15	00009521	A Sanders
1	10	795.00	.00	DBL French horn in lac	
2	1	440.00	.00	Shipping	
Accounts					
15-39-165-1000-655-000-0000-000-705	Account Desc			Paid	Liquidated
	New Account			.00	.00
Total Accounts: 1					
PO Total: 8,390.00					
15005715	OKLAHOMA ROOFING & SHEET METAL	12794	02/20/15	00009487	A Sanders
1	1	1,869.65	.00	Roof repairs at MMS Library	
Accounts					
15-35-156-2620-438-000-0000-000-505	Account Desc			Paid	Liquidated
	New Account			.00	.00
Total Accounts: 1					
PO Total: 1,869.65					
15005716	OKLAHOMA ROOFING & SHEET METAL	12794	02/20/15	00009489	A Sanders
1	1	11,495.56	.00	Roof repairs at MMS cafeteria	
Accounts					
15-35-156-2620-438-000-0000-000-505	Account Desc			Paid	Liquidated
	New Account			.00	.00
Total Accounts: 1					
PO Total: 11,495.56					
15005717	TIMBERLAKE CONSTRUCTION	22300	02/20/15	00009402	A Sanders
1	1	3,500.00	.00	change out compressor at IT room of B bldg	
Accounts					
15-36-157-2620-453-000-0000-000-705	Account Desc			Paid	Liquidated
	New Account			.00	.00
Total Accounts: 1					
PO Total: 3,500.00					
15005718	TIMBERLAKE CONSTRUCTION	22300	02/20/15	00009403	A Sanders
1	1	2,000.00	.00	Repair HVAC unit at HS G Bldg	
2	1	2,000.00	.00	Repair HVAC unit at admin offices	
Accounts					
	Account Desc			Paid	Liquidated
	New Account			.00	.00
Total Accounts: 1					
PO Total: 3,500.00					

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders FODET01A

PO No	Vendor Name	PO Date	Requisition No	Requested By
15005718	TIMBERLAKE CONSTRUCTION	02/20/15	00009403	A Sanders
15-34-162-2620-453-002-0000-000-705	New Account	2,000.00	.00	.00
15-34-162-2620-453-002-0000-000-050	New Account	2,000.00	.00	.00
Total Accounts: 2		4,000.00	.00	4,000.00
15005719	TIME CLOCK PLUS	02/20/15	00009461	MARSHALLA
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled				
1 2 3,072.00 .00 6,144.00 .00				
2 1 302.99 .00 302.99 .00				
3 1 42.00 .00 42.00 .00				
Accounts				
15-39-168-2580-653-000-0000-000-056	New Account	6,488.99	.00	Liquidated 6,488.99
Encumbrance		6,488.99	.00	Liquidated .00
Total Accounts: 1		6,488.99	.00	6,488.99
15005802	CDW GOVERNMENT INC.	02/25/15	00009650	MARSHALLA
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled				
1 1 199.99 .00 199.99 .00				
Accounts				
15-39-168-2580-653-000-0000-000-056	New Account	199.99	.00	Liquidated 199.99
Encumbrance		199.99	.00	Liquidated .00
Total Accounts: 1		199.99	.00	199.99
15005894	ALL SEASON BUILDING & SUPPLY	03/03/15	00009726	A Sanders
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled				
1 1 200.00 .00 200.00 .00				
Accounts				
15-34-169-2620-618-000-0000-000-050	New Account	200.00	.00	Liquidated 200.00
Encumbrance		200.00	.00	Liquidated .00
Total Accounts: 1		200.00	.00	200.00
15005895	AMSAN EVE SUPPLY	03/03/15	00009673	A Sanders
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled				
1 3 100.00 .00 300.00 .00				
2 1 150.00 .00 150.00 .00				
3 1 50.00 .00 50.00 .00				
Accounts				
15-37-159-2620-654-000-0000-000-705	New Account	500.00	.00	Liquidated 500.00
Encumbrance		500.00	.00	Liquidated .00
Total Accounts: 1		500.00	.00	500.00
15005896	LOWES CREDIT SERVICES	03/03/15	00009725	A Sanders
Line No Qty Ordered Unit Price Disc/Frght Final Cost Qty Rcvd Qty Canceled				
1 1 300.00 .00 300.00 .00				
Accounts				
15-37-159-2620-654-000-0000-000-705	New Account	300.00	.00	Liquidated 300.00
Encumbrance		300.00	.00	Liquidated .00
Total Accounts: 1		300.00	.00	300.00

Beginning Date: 02/05/15 Ending Date: 03/03/15 Purchase Order Report By PO No All Purchase Orders FODET01A

PO No	Vendor Name	Vendor No	PO Date	Requisition No	Requested By
15005896	LOWES CREDIT SERVICES	15147	03/03/15	00009725	A Sanders
Accounts	Account Desc		Encumbrance	Paid	Liquidated
15-34-169-2620-618-000-0000-000-050	New Account		300.00	.00	.00
Total Accounts: 1			PO Total:		300.00

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Order Desc	Order Desc	Qty Rcvd	Qty Canceled	PO Total:	Grand Totals:
15005897	TIMBERLAKE CONSTRUCTION									
1	1	1,800.88	.00	1,800.88	Softball/baseball sidewalk	Softball/baseball sidewalk				
Accounts	Account Desc		Account Desc	Encumbrance	Paid	Liquidated				
15-37-158-2630-455-000-0000-000-705	New Account		New Account	1,800.88	.00	.00			1,800.88	1,800.88
Total Accounts: 1			PO Total:	1,800.88		.00			1,800.88	1,800.88
			Grand Totals:	105,639.44		.00			105,639.44	105,639.44

MARCH 9TH, 2015 BOARD MEETING

FISCAL YEAR 2015

PAYROLL

LEASE REVENUE BOND (10)

GENERAL FUND (11)

51468-51493

GENERAL FUND CO-OP (12)

BUILDING FUND (21)

FOOD SERVICE (22)

50126-50129

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
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	50126	ETHEL RECECCA HAMILTON	PAYROLL	02/12/2015	439.20
2015	22	50127	PISA LYNN BOHN	PAYROLL	02/12/2015	107.48
2015	22	50128	BRANDI MARCIA ALLEN	PAYROLL	02/12/2015	107.48
2015	22	50129	JUDY ANN TRIPLETT	PAYROLL	02/12/2015	164.20
Total Printed:						818.36
Total Balance Forward:						1,873,405.69
Total to Date:						1,874,224.05

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	51468	JUNE A CARTER	PAYROLL	02/12/2015	173.81
2015	11	51469	JUDITH F BRIGHT	PAYROLL	02/12/2015	581.31
2015	11	51470	JULIEANN NDUDILI ODO	PAYROLL	02/12/2015	64.59
2015	11	51471	JOHN KELLY MASON	PAYROLL	02/12/2015	193.77
2015	11	51472	CARL OWEN HAMMER	PAYROLL	02/12/2015	32.30
2015	11	51473	MEHDI ARIA	PAYROLL	02/12/2015	452.13
2015	11	51474	THERESA LUANN GATZ	PAYROLL	02/12/2015	54.64
2015	11	51475	ADDISON PAIGE LEE	PAYROLL	02/12/2015	888.54
2015	11	51476	TINA IRENE CARPENTER	PAYROLL	02/12/2015	64.59
2015	11	51477	NIKKI ADDISON STEWART	PAYROLL	02/12/2015	1,227.21
2015	11	51478	DIANE S LEHMAN	PAYROLL	02/12/2015	1,431.75
2015	11	51479	DAVID LEE BOYDSTON	PAYROLL	02/12/2015	64.59
2015	11	51480	DONALD EDWARD HOGGATT	PAYROLL	02/12/2015	290.66
2015	11	51481	JENNIFER MARIE JULIAN	PAYROLL	02/12/2015	904.26
2015	11	51482	RICKY LEE RAVENCRAFT	PAYROLL	02/12/2015	424.92
2015	11	51483	PISA LYNN BOHN	PAYROLL	02/12/2015	54.64
2015	11	51484	DEBBIE LORENE VANENKEVORT	PAYROLL	02/12/2015	113.03
2015	11	51485	VAL M BRANCH	PAYROLL	02/12/2015	193.77
2015	11	51486	ALYSSA DENEER WITTER	PAYROLL	02/12/2015	64.59
2015	11	51487	AMANDA KAY SCAGNETTI	PAYROLL	02/12/2015	798.23
2015	11	51488	MICHAEL LEE RANSOME	PAYROLL	02/12/2015	1,069.30
2015	11	51489	SAMANTHA KRYSTAL HALE	PAYROLL	02/18/2015	3,225.23
2015	11	51490	KRISTA MICHELLE BLANCHE	PAYROLL	02/18/2015	3,164.35
2015	11	51491	ZONIA E ARCHILA	PAYROLL	02/26/2015	2,421.81
2015	11	51492	WILSON M GRIDER	PAYROLL	02/26/2015	176.38
2015	11	51493	MALENA ELIZABETH WOMACK	PAYROLL	02/26/2015	385.77

Total Printed: 18,516.17
 Total Balance Forward: 53,498,111.00
 Total to Date: 53,516,627.17

Board of Education
Regular Board Meeting Minutes
February 09, 2015
Maxine & George P Morris/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, February 09, 2015 at 6:00 PM. The place and street of the meeting was the Maxine & George P Morris/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.

Board President Chad Fulton called the meeting to order at 6:00 p.m. with Jim Davis, Mike Kessler and Jeff Landrith all present.

Jim Davis gave the invocation and Jeff Landrith led the flag salute.

Superintendent's Report

1. Citizens of Character - Tolerance
 - Centennial Elementary - Megan Byfield
 - Creek Elementary - Ellie Dombek
 - Lakehoma Elementary - Kelsea Slattery
 - Mustang Elementary - Ella Reynolds
 - Prairie View Elementary - Joslynn Peterson
 - Trails Elementary - Chase Hunter
 - Valley Elementary - Alyssa Witvoet
 - Canyon Ridge Intermediate Center - Tatum Nelson
 - Horizon Intermediate Center - Riley Willis
 - Mustang Middle School - Tayler Conley
 - Mustang North Middle School - Esmeralda Plascencia
 - Mustang High School - Seth Everaard
2. Above & Beyond - The Bridge
3. All-State Jazz Band
 - Logan Gorrell - 1st Chair Alto Sax
 - Garrison Brown - 2nd Chair Trumpet
 - Ethan Vascellero - Piano AlternateAll-State Wind Symphony
 - Betty Withers - 8th Chair ClarinetAll State Orchestra
 - Tommy Chau - 1st Chair French Horn
 - Kyle Dalton - 1st Chair Tuba
4. Mustang Varsity Cheer - 2015 NCA National Champions
5. Teacher of the Year Nominees - Dr. Angela Mills
 - Centennial Elementary/Rebecca Witthuhn - 1st Grade Teacher
 - Creek Elementary/Breanne George - Art Teacher

- Mustang Elementary/Kaylee Mangus - 2nd Grade Teacher
- Lakehoma Elementary/Amber Terrell - 4th Grade Teacher
- Trails Elementary/Allison Reyes - Title I Math Teacher
- Valley Elementary/Brandy Wheatley - 1st Grade Teacher
- Prairie View Elementary/Bettilou Stover - PE Teacher
- Canyon Ridge/Tom Wolfe - 6th Science Teacher
- Horizon/Lauren Shaffer - Art Teacher
- Middle School/Kristi Connors - 7th ELA Teacher
- North Middle School/Kristin Wyckoff - 8th ELA Teacher
- MEC/Molly Murray - PK Teacher
- High School/Mike Meledeo - Architecture Teacher
- High School/Valerie Hammer - English Teacher
- 6. Mustang Mayor - Jay Adams - Gave update on Reconstruction of S Mustang Rd
- 7. Read across America - MEA President, Carnie Cullen
- 8. District Fine Arts Report
- 9. Youth Speak Out
- 10. Board/Student Engagement
- 11. Oklahoma Certified Healthy Business 2014 Award
- 12. High School Musical - Annie, Feb. 26-28th, 2015
- 13. Legislative Update
- 14. Board Correspondence

Board Reports - Jeff Landrith went to State Robotics Competition in Weatherford and STEM meeting. Chad Fulton met with secondary administrators: Great presentation, issues parking at high school and passing and failing students.

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

FISCAL YEAR 2015
 LEASE REVENUE BOND (10) 15004694, 15004700-15004702, 15004708, 15005071, 15005193
 GENERAL FUND (11) 15004396-15004403, 15004711-15004736, 15004875, 15004915, 15004929-15004948, 15004953-15004954, 15004956, 15005002, 15005080-15005148
 FOOD SERVICE (22) 15004949-15004950, 15005004-15005016, 15005072-15005079, 15005187-15005189, 15005280
 OKC MAPS TRUST (24) 15005292-15005293
 BOND (32) 15005069
 BOND FUND (34) 15005070
 BOND FUND (35) 15004408, 15004705
 BOND FUND (36) 15004406
 BOND FUND (37) 15004404, 15004699, 15004703-15004704, 15005068
 BOND FUND (39) 15004405, 15004407, 15004695-15004698, 15004706-15004707, 15004709-15004710, 15004810-15004811, 15004951-15004952, 15005067, 15005194
 FISCAL YEAR 2015 PAYROLL
 GENERAL FUND (11) 51446-51467
 FOOD SERVICE (22) 50125

aye aye aye aye
 Kessler Landrith Davis Fulton

Public Participation - NONE

On a motion made by Jim Davis and a second by Jeff Landrith, 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. January 12, 2015 Regular Board Minutes
 - b. January 22, 2015, Special Board Meeting Minutes
2. Acceptance of Donation:
 - a. Donation from Mustang Diamond Club to Mustang High School Athletics Acct#803 in the amount of \$18,000.00 to be used for installation cost on baseball scoreboard.
3. Approval of new Activity Account for Teacher of the Year expenses and donations.
4. Transfer of Funds:
 - a. Approval of \$75.00 transfer each from Acct#938 MEC Faculty, Acct#935 MNMS Staff Acct, Acct#934 MMS Staff Acct, Acct#979 Horizon Staff Acct, #905 CRI Staff Acct to #818 MHS Account in the total amount of \$375.00 for reimbursement for MPS Board Appreciation gift.
 - b. Approval of transfer from Acct#952 Centennial Staff Account to #807 Counseling Act. Fund in the amount of \$141.42 due to incorrect coding.
 - c. Approval of transfer from Acct#950 Centennial Activity to #952 Centennial Staff Activity in the amount of \$12.60 due to incorrect coding.
 - d. Approval of transfer from Acct#950 Centennial Activity to #807 Counseling Act. Fund in the amount of \$647.50 due to incorrect coding.
 - e. Approval of transfer from Acct#902 Canyon Ridge Activity in the amount of \$886.47 to Acct#975 STEM-\$443.23, to Acct#909 Counseling - \$221.62 and Acct#972 Communication in the amount of \$221.62.
 - f. Approval of Transfer from Acct#914 Canyon Ridge PE in the amount of \$2,325.00 profits from Dodgeball Tournament dispersed to life/app elective activity accts, to purchase classroom manipulatives, technology and materials for student activities and distributed as follows:
 - Acct#912 - Vocal - \$200.00
 - Acct#974 - Spanish - \$200.00
 - Acct#973 - Tech - \$200.00
 - Acct#913 - Art - \$200.00
 - Acct#975 - STEM - \$1,000.00
 - Acct#902 - CRI Activity - \$450.00
 - Acct#977 - Spec. Ed - \$75.00
 - g. Approval of transfer from CRI Acct#917 Archery Club to Acct#902 CRI Activity in the amount of \$180.00 to pay for substitutes for teachers to go to Regional Archery Contest.
 - h. Approval of transfer from Acct#939-910 Administration Staff Account to new Acct#989-900 Teacher of the Year in the amount of \$1,901.80.
5. Approval of Policy and Procedures:
 - a. Policy #5070 - Student Promotion/Retention
6. Out-of-State or Overnight Travel:
 - a. Approval for Superintendent Dr. Sean McDaniel to attend the March Education Congress in Palm Springs, CA on March 1-3, 2015. Conference and hotel is paid for by RTM Education Congress.
 - b. Approval for Varsity Baseball team along with two (2) coaches to participate in the Broken Arrow/Jenks Tournament to be held March 26-28th, 2015 in Broken Arrow, Oklahoma.
 - c. Approval for Coordinator of Special Education Programs, Sheryl Hazelbaker to attend the National Conference for Council of Exceptional Children in San Diego, CA April 8-11th, 2015.
7. Approval of Open Transfer requests to attend MPS for the 2014-2015

school year, as listed:

8. Approval to hire certified and non-certified personnel for Extended School Year (ESY) to be held June 9-July 16th, 2015. Final number of positions required will be dependent on the number of IEPs requiring ESY.
9. Approval to pay school employee \$18.00 an hour to monitor state testing for homebound students if the testing time is outside of the regular work day. This would be on an as needed basis depending upon number of homebound students that require tests to be administered in their home.
10. Approval to hire a coordinator and teachers for the 2015 June and July sessions of MHS Summer School. Coordinator rate is \$2,500.00 per session and teachers for the following courses at the rate of \$18.00 per hour: Oklahoma History, American History, World History, Algebra, Algebra II, Geometry, Biology and English.
11. Approval to hire ACE remediation teachers/tutors and/or ACE alternative project supervisors for the 2014-2015 school year. Teachers will work outside of their contract time and will be paid \$18 an hour for tutoring or \$100 for an alternative ACE project out of ACE remediation funds.
12. Approval to hire two (2) coordinators for the RSA Summer Reading Academy to be paid through RSA fund #367. Coordinators will be paid \$2,500.00. Candidates must have specific training, or hold a reading specialist certification.
13. Approval to hire teachers to provide instruction for the RSA Summer Reading Academy at a rate of \$18 per hour plus benefits paid for through RSA fund #367. Candidates must have specific training, or hold a reading specialist certification.
14. Approval of the SY2015-2016 School Calendar.
15. Approval of Revisions of Job Descriptions: Athletics, Finance Department, Operations, Assistant Superintendent, Child Nutrition, Superintendent Secretary/Minutes Clerk
16. Approval of renewal of contract with ATT service agreement. This agreement is for POTS phone lines (92) to all school sites that are used for fax lines, fire and security alarm monitoring lines. This is year 5 of a 5 year agreement that will take place on July 1, 2015.
17. Approval of continuing contract with Cox Business for Wide Area Network (WAN) connections for all facilities and Digital Phone Service (PRI) for SY2015-2016. This is the third year on a 5 year contract that is renewable annually. No additions or changes from SY2014-2015.
18. Approval of renewal of internet service agreement with OneNet at 1000 MB for the entire district. Renewal of service July 1, 2015. No cost to the District.
19. Approval of the following items to be added to surplus:
 - a. Plugs from NEO Word Processors
20. Approval of Timberlake Change Order #2 on Mustang Elementary Gym. This will be a net decrease to the contingency of \$10,018.22.
 - a. PC#17 - RFI31, Metal panel attachment requirements. \$10,018.22
21. Approval on Timberlake Change Order #2 on Event Center.
 - a. Reduction in CM contract due to scope reductions Engineering Meeting dated 9/10/14. Deduction of \$60,729.00 making new contract amount \$11,168.666.58.
22. Approval of Completion Notification of MAPS for Kids project 110 - 120 W. Forster. The total amount returned will be \$27.51.
23. Approval of Completion Notification of MAPS for Kids project 111 - 817/819 S Mustang Road. The total amount returned will be \$1.23.

aye
Kessler

aye
Landrith

aye
Davis

aye
Fulton

Business

On a motion made by Jeff Landrith and a second by Jim Davis, the Board voted to approve the acceptance of the 2013-2014 annual audit for Mustang Public Schools as presented by Darrel Johnston from Angel, Johnston & Blasingame, P.C.

 aye aye aye aye
Kessler Landrith Davis Fulton

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to approve the Transfer agreement between Child Nutrition and General Fund.

 aye aye aye aye
Kessler Landrith Davis Fulton

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to approve the Supplemental Appropriation Form for the general fund in the amount of \$287,189.00.

 aye aye aye aye
Kessler Landrith Davis Fulton

On a motion made by Jim Davis and a second by Chad Fulton, the Board voted to name Mike Kessler as a deputy board clerk.

 aye aye aye aye
Kessler Landrith Davis Fulton

New Business: None

On a motion made by Chad Fulton and a second by Jim Davis, the Board voted to convene in Executive Session at 7:27 p.m.

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"

 aye aye aye aye
Kessler Landrith Davis Fulton

On a motion made by Chad Fulton and a second by Mike Kessler, the Board voted to reconvene from Executive Session at 8:10 p.m.

 aye aye aye aye
Kessler Landrith Davis Fulton

Deputy Board Clerk Mike Kessler stated that Dr. Sean McDaniel, Chad Fulton, Jim Davis and Jeff Landrith were all present and items discussed were personnel and no action was taken.

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to approve employment as listed on Schedule "A".

 aye aye aye aye
Kessler Landrith Davis Fulton

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to approve employment as listed on Schedule "B".

aye
Kessler

aye
Landrith

aye
Davis

aye
Fulton

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to adjourn at 8:11 p.m.

aye
Kessler

aye
Landrith

aye
Davis

aye
Fulton



Minutes Clerk

Board President

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

TITLE:	Director of Facilities
QUALIFICATIONS:	Bachelor degree required, Administrative experience preferred
REPORTS TO:	Chief Operating Officer

SCOPE OF WORK: Organizes, administers, and leads a comprehensive facilities program to include custodial services, safety programs, and energy management that provide and maintain an efficient and economical manner district wide so that all students, staff, and administration are ensured of a clean, safe, and attractive environment in which to learn and work so students and employees achieve at their highest level.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and evaluates the Custodial manager, Energy Management Specialist, Safety Officer.
2. Assists Chief Operating Officer in development and implementation of energy, safety and district wide facility programs.
3. Assists in the selection and assignment of support staff as directed by the Chief Operating Officer.
4. Coordinates with district staff in dealing with in-district inspections, audits, schedules, and training including Department of Labor, asbestos, air quality, intercom systems, elevators, fire, and hazard identification.
5. Maintains effective coordination with schools regarding energy conservation, site evacuation plans, and district safety initiatives.
6. Develops and maintains district facilities plans and budgets to include both custodial resource management and long range planning.
7. Strong motivational leader with excellent organizational skills.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Administer the department of facilities and custodial services
10. Lead, organize, and manage all custodial operations of the district in compliance with all applicable federal, state, and local laws and regulations and the board of education policies and procedures.
11. Recommend policies and procedures dealing with facilities.
12. Conduct regular inspections of all school facilities to ensure cleanliness, attractiveness, and safety standards are maintained.
13. Analyze all accidents and injury reports in order to establish correct procedures to reduce the potential for future accidents or hazards.
14. Develop/Monitor and annual review of district safety management plan with procedures to ensure the safety and security of all facilities.
15. Develop and recommend facilities budget.
16. Maintain current district wide site evacuation plans for fire, storm, etc.
17. Develop, implement, and monitor an energy conservation program making recommendations for efficiency and reduction in the cost of operating district facilities which may include recycle/reuse initiatives.
18. Provide and maintain an efficient and effective waste disposal program permitted by local state regulations including MSDS (Material Safety Data Sheets) for all sites.
19. Maintain effective communication with students, staff, and administrators to solicit ideas for improvements of all district facilities.
20. Coordinate with outside vendors as required for annual air quality, liability insurance, workman's comp., and fire audits and inspections. Follow up with corrective action reports.
21. Submits all reports required by state law and regulations.

22. Abides by all district policies and state and federal laws.
23. Performs other duties as assigned by the Chief Operating Officer.

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 Chief Operating 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

Adopted: 2-9-15

SCHEDULE "A"
February 9,2015

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Resignations				
Brayton	Sasha		Creek/ School Nurse	2/6/2015
Harvey	Deanna		MEC/Spec Ed Para	3/6/2015
Jackson	Kathryn		CRI/ 6th Grade ELA	5/27/2015
Koonce	Jessica		Trails/Spec Ed TA	1/30/2015
Kuhn-Arnett	Karissa		MVE/Art Teacher	5/21/2015
Warren	Elizabeth		High School/ ELL Specialist	1/13/2015
Whitener	Ronda		MMS/3.0 Cafe Assistant	1/7/2015
Last Name	First Name	New Position/Replacing	To: Site/Assignment	Effective
Employment				
		New Position	District/* Director of Facilities	
Open		New Position	Trails/Spec Ed TA	2014-2015
Allen	Brandi		Child Nutrition/Substitute	2/4/2015
Archila	Zonia	Replacing Denise Scott	MHI/PM Custodian	2/2/2015
Baird	Leah		Child Nutrition/Substitute	1/16/2015
Bohn	Pisa		Child Nutrition/Substitute	1/22/2015
Fuentes	Natasha	Adjunct Coach/Soccer Goal Keeper Trainer	High School	2014-2015
Grider	Wilson (Mike)	New Position	Creek/Spec Ed TA	2/16/2015
Hadlock	Colton	Volunteer Assistant Coach/ Soccer Goal Keeper Trainer	High School	2014-2015
Hale	Samantha	Replacing Kerri Brinsfield	ME/3rd Grade	1/15/2015
Hamilton	Ethel	Replacing Georgia Self	MNMS/4.0 Cafe Assistant	1/15/2015
Lehman	Diane	Subbing For Brandy Wauters	MVE/Long Term Sub	2/3/2015
Ransome	Michael	Replacing Patty Fish	Transportation/Bus Driver	1/20/2015
Ravencraft	Rick	Replacing Lacie Upchurch	CRI/Crossing Guard	1/19/2015
Redman	William	Replacing Jared Epling	High School/Spec Ed	1/14/2015
Triplett	Judy	Replacing Ronda Whitener	MMS/3.0 Cafe Assistant	1/27/2015
Womack	Malena	Replacing Jessica Koonce	Trails/Spec Ed TA	2/6/2015
Wood	Nita	Subbing For Chelsea Price	ME/Long Term Substitute	1/20/2015
Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Astley	Esther	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Bailey	Vicky	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Baker	Rhonda	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Berry	Julie	ACE Tutor and/or Alternative Project Supervisor	MMS	2014-2015
Bjerk	Joy	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Bowman	Elayne	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Brock	Karissa	ACE Tutor and/or Alternative Project Supervisor	MMS	2014-2015
Bryant	Regena	ACE Tutor and/or Alternative Project Supervisor	MMS	2014-2015
Burns	Angela	ACE Tutor and/or Alternative Project Supervisor	MMS	2014-2015
Christensen	Teresa	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Coffin	Amanda	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Dalrymple	Celesta	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Downing	Debra	ACE Tutor and/or Alternative Project Supervisor	MEC	2014-2015
Edmonds	Louis	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Everson	Jennifer	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Funk	Michael	Title VII After School Tutoring	District	2014-2015
Gore	Brandi	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Gore	Brandi	Title VII After School Tutoring	District	2014-2015

SCHEDULE "A"
February 9,2015

Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Gray	Kevin	Title VII After School Tutoring	District	2014-2015
Grimes	Cynthia	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Habluetzel	Meagan	ACE Tutor and/or Alternative Project Supervisor	MMS	2014-2015
Harp	Janice	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Harper	Kristin	ACE Tutor and/or Alternative Project Supervisor	MMS	2014-2015
Herndon	Sherilyn	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Holmes	Danielle	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Hull	Adam	ACE Tutor and/or Alternative Project Supervisor	MMS	2014-2015
Ketch	Doug	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Miles	Jody	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Osborne	Greg	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Ownbey	Andrea	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Page	Jason	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Raisley	Brent	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Redman	William	Assistant Boys Track Coach	High School	2014-2015
Rowe	Cheryl	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Slavik	Deborah	ACE Tutor and/or Alternative Project Supervisor	MMS	2014-2015
Smith	Andrea	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Stanfill	Jordan	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Steiner	Elliott	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Umphrey	Kim	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Wilkins	Kathleen	Math Data Analyst	ME	2014-2015
Williams	Danny	ACE Tutor and/or Alternative Project Supervisor	High School	2014-2015
Wyckoff	Kristin	ACE Tutor and/or Alternative Project Supervisor	MNMS	2014-2015
Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Reassignments				
Hamilton	Ethel	MNMS/4.0 Cafe Assistant	MVE/4.0 Cafe Assistant	1/21/2015
Scagnetti	Amanda	MVE/Cafe Assistant	MVE/Spec ED TA	1/20/2015

*Job Description Attached

Schedule "B"
February 9,2015

Support Substitutes - \$7.25 per hour		
Bohn,Pisa	Ravencraft,Ricky	Witty,Emily
Burk,Diana	Schwartz,Betty Lou	Witty,Sarah
Jackson,Rumer	Witter,Alyssa	
Non-Certified/Non-Degreed Substitutes at \$60 per day		
Bohn,Pisa	Helms,Jennifer	Stewart,Nikki
Davis,Cristy	Schwartz,Betty Lou	Witter,Alyssa
Non-Certified/Degreed Substitutes at \$60 per day		
Branch,Valerie	Jones,B T	Ravencraft,Ricky
Davis,Jason	Lee,Addison	Witty,Emily
Jackson,Rumer	Odo,Julieann	Witty,Sarah
Certified Substitutes at \$70 per day		
Gold,Sean	Vanenkevort,Debbie	Willis,Jennifer
Langley,Chase	Walker,Dorothy	



Chuck Bailey
District Athletic Director
mustangbrancos.org
405-376-7366

Memo

To: Mr. Charles Bradley and the Mustang Board of Education
C.C: Tracy Skinner, Director of Personnel
Date: February 10, 2015
Re: Donation of funds for Mustang High School Boys Soccer

CB

Please consider and/or act upon Mustang High School Boys Soccer to accept a donation from the Mustang Soccer Booster Club, in the amount of \$600.00. The funds will be deposited into Activity Account # 806.

CB
2/10/15



Chuck Bailey
District Athletic Director
mustangbroncos.org
405-376-7366

Memo

To: Mr. Charles Bradley and the Mustang Board of Education
C.C: Tracy Skinner, Director of Personnel
Date: February 10, 2015
Re: Donation of funds for Mustang High School Athletics

Handwritten initials 'CB' in blue ink, positioned to the right of the 'To' and 'C.C' lines.

Please consider and/or act upon Mustang High School Athletics to accept a donation from the Mustang Softball Booster Club, in the amount of \$6027.00, for softball rings. The funds will be deposited into Activity Account #803.

Handwritten signature 'C Bailey' and date '2/10/15' in blue ink, located below the main text.

Memo

To: Board of Education

Date: March 6, 2015

Re: Donation

SM
3-6-15

Please consider and/or act upon my recommendation to accept the donation from Tractor Supply (Dan Gleichman) of new hand tools, such as saws, impact drills, reciprocating saws, skill saws, drills to our district in excess of \$1,500.00 value.

Mustang Public Schools Request for transfer of Funds

From: MEC Activity Act. 130 Sandra Owens 2/23/15
 Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

Account #	Activity Fund Account Name	Amount to be transferred	
From: <u>920</u>	<u>MEC Activity Account</u>	\$ <u>368.</u> ⁹²	11-14-14 FR# 28
From: <u>920</u>	<u>" "</u>	\$ <u>53.46</u>	1-21-15 FR# 314
From: _____	_____	\$ _____	
To: <u>938</u>	<u>MEC Staff</u>	\$ <u>368.</u> ⁹²	
To: <u>938</u>	<u>MEC Staff</u>	\$ <u>53.46</u>	
To: _____	_____	\$ _____	

Reason for funds to be transferred: Deposits made in wrong accounts.

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: Valley - Counseling Account 110 Lesha Taylor
 Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

Account #	Activity Fund Account Name	Amount to be transferred
From: <u>869</u>	<u>Valley Counseling</u>	\$ <u>200</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____
To: <u>919</u>	<u>PRIVILEGE VIEW ACTIVITY ACCOUNT</u>	\$ <u>200</u>
To: _____	_____	\$ _____
To: _____	_____	\$ _____

Reason for funds to be transferred: _____

splitting the cost of an assembly that P.V. paid for

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: High School General Activity
705-818 Activity Fund Name 705 Site [Signature] Sponsor Signature

Please transfer funds as indicated below:

Account #	Activity Fund Account Name	Amount to be transferred
From: <u>818</u>	<u>General High School Activity</u> ⁷⁰⁵	\$ <u>10,000</u> ⁰⁰
From: _____	_____	\$ _____
From: _____	_____	\$ _____
To: <u>803</u>	<u>athletic account</u>	\$ _____
To: _____	_____	\$ _____
To: _____	_____	\$ _____

Reason for funds to be transferred: Athletic portion of student fees. This fee allows admittance for every student to all home athletic events free (with the exception of football).

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


Board approval: _____ Date _____ Approved _____ Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
 Activity Fund Custodian

to B. Dunn
[Signature]

Memo

Date: 3/5/2015
To: Mr. Charles Bradley 
From: Dr. Angela Mills
RE: Adjusted School Calendar

Please submit to the board for consideration and/or action upon the recommendation to approve the adjusted school calendar for school year 14-15. This calendar shows the loss of 4 instructional days due to inclement weather.

Respectfully submitted,



Angela Mills
Assistant Superintendent,
of Academic Services
Mustang Public Schools



Mustang Public Schools 14-15 School Calendar



Empowering today to achieve a better tomorrow

July '14							August 5	Intermediate School Schedule Pick-up	January '15							
Su	M	Tu	W	Th	F	Sa	August 7	Middle School Schedule Pick-up	Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	August 4-8	High School Schedule Pick-up					1	2	3	
6	7	8	9	10	11	12	August 12	Elementary Open House	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	August 19	Intermediate School Open House	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	August 21	Middle School Open House	18	19	20	21	22	23	24	
27	28	29	30	31			August 19	High School Open House	25	26	27	28	29	30	31	
August '14										February '15						
Su	M	Tu	W	Th	F	Sa	August 7 & 8	New Teachers	Su	M	Tu	W	Th	F	Sa	
					1	2	August 11-13	Professional Days	1	2	3	4	5	6	7	
3	4	5	6	7	8	9	August 14	First Day of School	8	9	10	11	12	13	14	
10	11	12	13	14	15	16	September 1	Labor Day	15	16	17	18	19	20	21	
17	18	19	20	21	22	23	September 15	Professional Day	22	23	★	25	26	27	28	
24	25	26	27	28	29	30	September 23&25	P/T Conf								
31							September 26	No School								
							October 15	End of 1st 9 weeks								
September '14							October 16 & 17	Fall Break	March '15							
Su	M	Tu	W	Th	F	Sa	November 24-28	Thanksgiving	Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	December 19	End of 1st Semester	1	2	3	★	★	6	7	
7	8	9	10	11	12	13	Dec 22 - Jan 2	Winter Break	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	January 19th	MLK Day	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	February 16	Professional Day	22	23	24	25	26	27	28	
28	29	30					March 10 & 12	P/T Conf	29	30	31					
							March 12	End of 3rd 9 weeks								
							March 13	No School								
October '14							March 16-20	Spring Break	April '15							
Su	M	Tu	W	Th	F	Sa	May 21	Last Day of School*	Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	May 21	*Shortend Day With Early Dismissal				1	2	3	4	
5	6	7	8	9	10	11	May 25	Memorial Day	5	6	7	8	9	10	11	
12	13	14	15	16	17	18			12	13	14	15	16	17	18	
19	20	21	22	23	24	25			19	20	21	22	23	24	25	
26	27	28	29	30	31				26	27	28	29	30			
November '14							# of Days	Instructional Period	May '15							
Su	M	Tu	W	Th	F	Sa	43	1st Quarter	Su	M	Tu	W	Th	F	Sa	
						1	40 (39)	2nd Quarter						1	2	
2	3	4	5	6	7	8	83(82)	1st Semester	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	48 (45)	3rd Quarter	10	11	12	13	14	15	16	
16	★	18	19	20	21	22	44	4th Quarter	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	92 (89)	2nd Semester	24	25	26	27	28	29	30	
30									31							
								★ Canceled Due To Weather								
December '14									June '15							
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6				1	2	3	4	5	6	
7	8	9	10	11	12	13			7	8	9	10	11	12	13	
14	15	16	17	18	19	20			14	15	16	17	18	19	20	
21	22	23	24	25	26	27			21	22	23	24	25	26	27	
28	29	30	31						28	29	30					

GRADUATION

The Mustang Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that the required course units plus elective units must be equal to a minimum of 26 units for graduation.

A credit/unit represents the credit/unit given for successful completion of one (1) year of study in a solid subject. All students must be enrolled in a minimum of seven (7) classes per semester.

MHS GRADUATION REQUIREMENTS

All classes taken to meet graduation requirements must be taken in grades 9-12.

COLLEGE PREPARATORY CURRICULUM (for those following ACE and/or Oklahoma's Promise/OHLAP):

4-English:

1 unit grammar and composition

3 units selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics ~~Must be taken in grade 9-12~~

Limited to Intermediate Algebra, Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.

3-Laboratory Science:

Limited to Biology, Chemistry, Physics, Forensic Science or any lab science course with content and/or rigor equal to or above Biology and approved for college

3-Social Studies:

1 unit United States History,

½ to 1 unit United States Government

½ unit Oklahoma History, and

½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-Foreign Language or Non-English Language OR Computer Technology:

2 units of the same foreign or non-English language or

2 units of computer technology approved for college admission requirements

1-Additional Unit selected from the courses listed above:

1- unit selected from the courses listed above or career and technology courses approved for college admission requirements

1-Fine Arts:

1- unit or set of competencies for fine arts, such as Music, Drama, or Art or 1 credit of Speech

* All students shall fulfill the requirement for a Personal Financial Literacy Passport in order to graduate from an accredited public high school with a standard diploma.

*Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

To meet graduation requirements, local options may include comparable courses taken by advanced placement.

A student must complete a Carnegie Unit or demonstrate mastery of the state academic content standards as outlined by the SDE. A Carnegie Unit of credit is given for the successful completion of a course that meets forty (40) minutes a day, five (5) days per week, for at least thirty-six (36) weeks, or equivalent of one hundred twenty (120) clock hours with the school year.

CORE CURRICULUM (for those opting out of the College Preparatory curriculum):

4-English:

1 unit-grammar and composition
3 units-selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics (must be taken in grades 9-12)

1 unit-Algebra I
2 units-selected from Algebra II, Geometry, Trigonometry, Math Analysis or Pre-calculus, Foundation of College Mathematics, Calculus, Statistics and/or Probability, or Mathematics of Finance,
Intermediate Algebra, Computer Science (if taught by a certified math teacher).

3-Science:

1 unit-Biology I
1 unit-of a **physical science**
1 unit-in the following areas but not limited to: Chemistry I, Physics I, Physics II, Biology II, Chemistry II, Forensic Science, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy/Meteorology, Geology, applied sciences, principles of technology qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.

3-Social Studies:

1 unit United States History,
½ to 1 unit United States Government
½ unit Oklahoma History, and
½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-The Arts:

2- units or sets of competencies including Humanities, Instrumental Music, Choir, General Music, AP European History, Art, Drama

* All students shall fulfill the requirement for a Personal Financial Literacy Passport in order to graduate from an accredited public high school with a standard diploma.

*Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects is writing.

Concurrent Enrollment

High school students taking college courses as concurrent enrollment will be granted high school elective credit, which will count toward graduation. Only concurrent English, Comp I and Comp 2, and government and College Algebra will be counted as a core curriculum graduation requirement. All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the

cumulative GPA. **The student has the responsibility of notifying the college and his/her high school counselor when he/she drops or stops attending the concurrent college course.** A grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be entered on the student's transcript to indicate the student has not successfully completed the college course. All WP and WF grades will be computed into the student's transcript the same as NC (No Credit) which will compute as a failing grade (0.0). Students who drop any concurrent course within the first twenty (20) days of the semester may enroll in a Mustang High School course for full credit. Failing a concurrent class may affect graduation status. If a student should take any summer concurrent class, he/she must meet the concurrent college entrance requirements and must have prior approval from his/her high school counselor. Before a student is accepted for concurrent credit, he or she must sign the concurrent enrollment contract which will be kept in the student cumulative file.

Once Graduation requirements have been met (all required course units plus enough elective units to equal 26) the student will be required to graduate at the end of that academic year. Students with an Individualized Education Program with transition goals are exempt from this requirement.

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

- a. Algebra I;
- b. English II; and
- c. Two of the following five:
 1. Algebra II.
 2. Biology II,
 3. English III,
 4. Geometry, and
 5. United State History.

To demonstrate mastery, the student shall attain at least a satisfactory/proficient score on the end-of-instruction criterion-referenced tests administered for these courses. The State Board of Education has approved a process for alternative tests and an alternative method for students to demonstrate mastery, including exceptions and exemptions to these requirements for unusual circumstances, as required by law.

Students with disabilities whose individualized education program indicates that they are to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program may be eligible to graduate from a public high school with a standard diploma after failing to meet the end-of-instruction requirements of state law, if a determination is made by the local school district that the student;

1. Obtains a written recommendation from the student's teacher of record in consultation with the teacher in each subject in which the student failed to meet the requirements of the end-of-instruction examination. The recommendation must be supported by the principal by documentation demonstrating the acquired knowledge of the student by alternative measures as required by the individualized education program.
2. Completes remediation opportunities to the extent required by the individualized education program.
3. Retakes the exam in each subject in which the student failed to meet the end-of-instruction requirement if the individualized education program requires retake opportunities.

4. Maintains at least a C average or the equivalent in each subject in which the student failed to pass the end-of-instruction examination.
5. Meets all other district graduation requirements.

End-of-instruction testing shall not be required for those students who qualify as follows:

1. Students who score ten percent (10%) above the cut scores approved by the State Board of Education for the American College Testing Program (ACT), the Scholastic Aptitude Test (SAT), ACT plan or Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Tests (PSAT/NMSQT) alternative tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standard in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of-instruction tests in the subject areas of Algebra II, English III, Geometry, or United States History.
2. Students who have a score that is equal to or above the cut scores approved by the State Board of Education for Advanced Level Examination Program (CLEP) or International Baccalaureate (IB) alternative tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standard in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of-instruction tests in the subject areas of Algebra II, English III, Geometry, or United States History.
3. Students who have a score that is equal to or above the cut scores approved by the State Board of Education for Advanced Placement course exams, ACT, Workkey's job skills assessment, College-Level Examination Program (CLEP) or International Baccalaureate (IB) alternative tests shall be exempt from taking the end-of-instruction criterion-referenced tests in the subject areas of Algebra II, English III, Geometry, or United States History.

GRADUATION EXERCISES

Only those seniors in attendance at Mustang High School and qualified under the aforementioned requirements shall be considered for participation in the Mustang graduation ceremony.

A student must complete all graduation requirements to participate in graduation exercises. If a student is missing $\frac{1}{2}$ a credit, an appeal can be made to the High School Principal. An Appeal Committee comprised of at least one administrator, one counselor, and one teacher will review each case individually. The Appeal Committee's decision is final.

A Mustang High School student who is not allowed to graduate and participate in commencement exercises because of lack of sufficient units of credit, but subsequently completes the required credits through correspondence, summer school or similar approved methods, will have two options:

- a. Upon completion of credit, the student may receive his/her diploma at that time.
- b. Upon completion of requirements, a student will be allowed to participate in the commencement

exercises of the next graduating class and receive his/her diploma at that time. If the student desires to participate in the exercise, he/she must notify the school on or before April 1. The student understands that he/she must abide by all policies as stated in the Mustang High School Student Handbook for the current year.

A student will not be able to participate in graduation exercises if under school suspension or incarcerated.

Dress Requirements:

- Male students should wear long trousers, a shirt with a collar and preferably a tie.
- Female students should wear a dress or long pants and a blouse.
- Regular street shoes with dark socks for men must be worn. Tennis shoes are not appropriate. No flip-flops will be worn.
- Decorations on the mortar board and gown will not be allowed
- Students who have graduated from a military active duty boot-camp and have been issued a uniform from military basic training may wear the uniform of the appropriate armed force of the United States during graduation.
- All Valedictorians & Salutatorians will wear gold hoods.
- National Honor Society members meeting the senior level requirements will wear gold silk stoles.
- Cords are approved for students who are designated with honors in the following organizations:
 - Black Cords – Renaissance Program for 4 years
 - White Cords – Student Council
 - Silver and Red Cords – National Forensic League
 - Blue and Gold Cords – International Thespian Society
 - Red and Yellow Cords – Spanish National Honor Society
 - Blue and White Cords – DECA National Honor Society

Procedure for Adding additional cords

- High school organizations who are governed by a National Organization and are tied to a transcribed course can request cords to be worn at graduation. The organizations may submit a written request for consideration of additional cords to the Cord committee for approval. This request should include all important information including the requirements for earning the cord through the organization. The Cord Committee will be open to the high school for voluntary participation and will consist of, but not be limited to, one administrator, one counselor, three teachers, including representation of one approved organization. The committee will make a recommendation to the superintendent or designees and the decision of the superintendent or designees will be final. The approved cord list can be found in the high school handbook starting with the 2015-2015 school year.

Adopted: 12-98

Revised: 10-01

Revised: 07-25-06

Revised: 07-12-10

Revised: 08-11-14


Proposed Revision: 03-09-15

Memo

Date: 3/5/2015
To: Mr. Charles Bradley *CB*
From: Dr. Angela Mills
RE: Out of State Travel for Math Conference

Please submit to the board for consideration and/or action upon the recommendation to allow three Mustang School employees the opportunity to attend the Math Leadership Summit in Santa Fe, New Mexico. The conference is March 18-20 over spring break. No substitutes will be needed and the cost of the conference and travel is covered by Carnegie Learning.

Respectfully submitted,


Angela Mills
Assistant Superintendent,
of Academic Services
Mustang Public Schools

Mustang Public Schools
Faculty Overnight or Out of State Travel Request Form

Date of Request: 3-3-15

Staff Member Making Request: Angela Mills

Name of Activity: Math Leadership Summit

Location of Activity: Santa Fe, NM

Dates of Activities: March 18-20

Faculty Attending: 3 Members

Estimate of Expenses for Trip

Type of Transportation: Flight Paid by: Estimated Cost: \$

Registration Fee: \$ 0 Paid by: Estimated Cost: \$

Daily Per Diem* \$ 0 Paid by: Estimated Cost: \$

Room Rate: \$ 0

Number of Rooms x Number of nights Paid by: Estimated Cost: \$

Substitutes Required x Number of days Paid by: Estimated Cost: \$

*All expenses paid by Carnegie Learning

Estimated Total Costs: \$ 0

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

Supervisor Signature: _____

(Date)

Approved by Assistant Superintendent CB 3/6/15

(Date)

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


Subject:

FW: Last Chance to Register: 2015 Math Leadership Summit

Math Leadership Summit
March 18-20, 2015 | La Porte | 8am-5pm PT/7am-4pm ET

Anticipation is high for the 2015 Math Leadership Summit. Our previous summits have joined together hundreds of educational leaders in focusing on creating an instructional shift in their districts. This year's summit promises to be the best yet, featuring keynote speakers Elizabeth City, Janice Jackson, and various leading practitioners as they discuss the latest trends and research in leadership and professional development.

Register Below by March 5



Who Attends?
This event is specifically designed for leaders focused on systemic strategy and practice to help teachers address the rigor and instructional shift required by Common Core and other state standards.

It's Worth the Trip!

- Learn new strategies and practices to help your math teachers and students reach their full potential
- Network with district leaders from across the country
- Utilize the instructional rounds model at a local school to collaboratively describe and analyze the teaching and learning and engage in robust collegial discussions about next levels of work
- Plan your district's next steps towards developing a culture to support the new instructional shifts in math education

Summit Features:

Elizabeth City, Ed.L.D.
Director, Doctor of Education Leadership Program
Lecturer, Harvard Graduate School of Education

Janice E. Jackson, Ed.D.
Independent Education Consultant,
Former Senior Associate with the National Equity Project.

Liz Storey
Director of Education Partnerships
Carnegie Learning, Inc.

*Hotel accommodations and travel expenses are compliments of Carnegie Learning. There will be no cost for you

to attend the event.

**Carnegie Learning, Inc. Frick Building, Suite 1906, 437 Grant Street, Pittsburgh,
PA 15219. 888.851.7094**

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Memo

To: Mr. Sean McDaniel and the Mustang Board of Education
Date: March 3, 2015
Re: Jenks Trojan Invitational Girls Golf Tournament

The high school girl's varsity golf team is requesting an overnight stay on Wednesday, March 25th. The Jenks Invitational Golf tournament is scheduled for Thursday, March 26 at 8:00 a.m. The girls would benefit by playing a practice round on the 25th and eliminate having the pressure of leaving Mustang at 5:00 a.m. to make the 8:00 tee time on the 26th. We will be leaving after school on Wednesday, March 25th. There will be six girls and one coach traveling in a van followed by several parents. Our stay will be at the Holiday Inn Express & Suites in Jenks. Phone # 918-296-7300. The financial account will be #803. Four rooms will be needed for this stay. Breakfast will be provided by the hotel and sandwiches and snacks will be provided by the booster club. The team will travel back to Mustang on March 26th.

Sean
3/3/15

CB

Itinerary for Girls Golf Tournament at Jenks

March 25, 2:35 - Depart from Mustang

5:00 - Arrive at South Lakes Golf Course in Jenks

5:00- 8:00 – Practice round at South Lakes

8:30 – Eat , Go back to hotel .

March 26, 6:30 - Eat breakfast, Leave hotel and warm up at South Lakes

8:00 - Tournament begins

3:00- Depart from Jenks, eat and come home

6:00- Hopefully be back in Mustang

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

Date of Request: March 3, 2015 Site: 705
 Staff Member Making Request: Mike Meledeo
 Name of Activity: Girls Golf Tournament
 Date/Dates of Activity: March 26
 Location of Activity: Jenks, OK
 Number of Days Students Will Miss School: 1
 Number of Students Attending Activity: 6
 Number and Name(s) of Sponsor(s) Attending Activity: Mike Meledeo, Judy Kellogg

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation <u>School Van</u>	Paid by: <u>District</u>	<u>\$244.00</u>
Registration Fee <u>Jenks Trojan Invitational Golf Tour.</u>	Paid by: <u>803</u>	<u>\$215.00</u>
Meal Expense for Students <u>2 meals x 7 people x \$10</u>	Paid by: <u>Booster Club</u>	<u>N/A</u>
Meal Expense for Sponsors <u>1 meal x 7 people x \$10</u>	Paid by: <u>803</u>	<u>\$70.00</u>
Room Rate for Students <u>\$99.00</u>		
Number of Rooms <u>3</u> x Number of Nights = <u>1</u>	Paid by: <u>803</u>	<u>\$297.00</u>
Room Rate for Sponsors <u>\$99.00</u>		
Number of Rooms <u>1</u> x Number of Nights = <u>1</u>	Paid by: <u>803</u>	<u>\$99.00</u>
Number of Days Substitute Will Be Required: <u>1</u>	Paid by: <u>District</u>	<u>\$70.00</u>
# of days <u> </u> x \$70.00 = <u> </u> x # of sponsors <u> </u> =		
Estimated Total Costs:		<u>\$995.00</u>

Sponsor Signature: *Mike Meledeo* 3-3-2015
 (Date)

Approved by Principal	<u><i>[Signature]</i></u>	<u>3/3/15</u>	(Date)
Approved by District Athletic Director (if applicable)	<u><i>[Signature]</i></u>	<u>3/3/15</u>	(Date)
Approved by Deputy Superintendent	<u><i>[Signature]</i></u>	<u>3/5/15</u>	(Date)



Memo

To: Ryan McKinney, Director of Secondary Schools *RM*
From: Teresa Wilkerson, Principal of Mustang High School *TW*
Date: February 11, 2015
Re: Consideration of Key Club students to attend District Convention

CB
JM
3-2-15

Please discuss, consider, and/or act upon this request to allow the Mustang High School Key Club students to attend the Texas-Oklahoma District Convention on April 9-12, 2015, in Dallas, Texas. The parameters of the event require that selected students stay overnight to participate. Additional information including the itinerary, the names of the students, a female and male sponsor, and the funds for the trip are attached. Thank you for your consideration.

Key Club

Texas Oklahoma District Convention

Quick View Itinerary

Departure: Mustang High School

Departure Date: April 9, 2015

Departure Time: 10:45 AM

Lunch Stop: 12:30-1:30 PM Gainesville, TX

Arrival: 3:00-4:00 PM Texas Oklahoma District Convention

Sheraton Hotel Dallas

400 North Olive Street

Dallas, Texas, 75201

Phone Number: 214-922-8000

Convention is to be held at the hotel.

Arrival back at Mustang High School: 4:00 PM

Luke Ellis
Kiwanis
Dave Van
3/2/15

To: Mustang Public Schools Board of Education
From: Lauren Colbert, Key Club Sponsor
Date: February 9, 2014
Subject: Key Club District Convention

To the Mustang Public Schools Board of Education,

The Mustang High School Key Club would like to attend the Texas-Oklahoma District Convention in Dallas, TX. The purpose of this convention is to develop the leadership skills of current Key Club leaders and members, with the focus of training new leaders to strengthen the future of the club. Student leaders are hoping to better understand the true value of community service, and seek to learn how to effectively implement successful projects in Mustang.

16 students, accompanied by 2 sponsors (myself and Kiwanis' Luke Ellis), will be attending this 4-day event. Students will miss 1.5 days of school (half of Thursday and all of Friday). We will be leaving from Mustang High School at approximately 10:45 AM on April 9th, using 2 Mustang Public Schools vans (8 students per van) to be driven by myself and Luke Ellis. We will stop for lunch around 12:30-1:00 PM in Gainsville, TX (or another convenient town). Upon arrival in Dallas, we will check into the hotel (Sheraton Dallas), where the remainder of the events will take place throughout the weekend. See the attached "Tentative Schedule" provided by Texas-Oklahoma Key Club for further information on specific events. 2 meals will be paid for with the students' registration fees, while the other meals will be the responsibility of each student. Parents have been given this information, and they understand the financial responsibilities of each student. We will leave Dallas shortly after lunch on Sunday, April 12th and will arrive back at Mustang High School around 4:00 PM. Kiwanis Club of Mustang will be graciously covering the expenses of the trip (except for my substitute, which will be paid for out of the Key Club account), and Key Club will reimburse Kiwanis \$2,000 from the Key Club account. Each year, Kiwanis budgets for the additional expenses because they support the mission of the District Convention and see the value in developing student leaders within Key Club.

Please let me know if you have any questions. I can be reached at colbertl@mustangps.org.

Best,

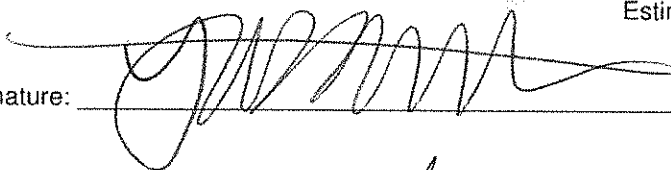
Lauren Colbert
Key Club Sponsor
Mustang High School


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

Date of Request: 2/6/15 Site: MHS 705
 Staff Member Making Request: Lauren Colbert
 Name of Activity: Texas-Oklahoma District Key Club Convention
 Date/Dates of Activity: April 9th-12th, 2015
 Location of Activity: Dallas, TX (Sheraton Hotel)
 Number of Days Students Will Miss School: 1.5
 Number of Students Attending Activity: 16
 Number and Name(s) of Sponsor(s) Attending Activity: Lauren Colbert (Key Club Advisor) and Luke Ellis (Kiwanis Representative)

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation <u>2 MPS Vans</u>	Paid by: <u>Kiwanis</u>	<u>\$1,000</u>
Registration Fee <u>\$120/student and adult</u>	Paid by: <u>Kiwanis</u>	<u>\$2160</u>
Meal Expense for Students <u>\$34/student</u>	Paid by: <u>Student</u>	<u>\$544</u>
Meal Expense for Sponsors <u>\$34/adult</u>	Paid by: <u>Kiwanis</u>	<u>\$68</u>
Room Rate for Students <u>\$152.55</u>		
Number of Rooms <u>4</u> x Number of Nights = <u>\$1830.60</u>	Paid by: <u>Kiwanis</u>	<u>\$1830.60</u>
Room Rate for Sponsors <u>\$152.55</u>		
Number of Rooms <u>2</u> x Number of Nights = <u>\$915.30</u>	Paid by: <u>Kiwanis</u>	<u>\$915.30</u>
Number of Days Substitute Will Be Required: <u>2</u>	Paid by: <u>Key Club Account</u>	
# of days <u> </u> x \$70.00 = <u> </u> x # of sponsors <u> </u> =		<u>\$140</u>
	Estimated Total Costs:	<u>\$6,657.90</u>

Sponsor Signature:  2/6/15
 (Date)

Approved by Principal <u></u>	<u>2/11/2015</u> (Date)
Approved by District Athletic Director (if applicable) _____	(Date)
Approved by Deputy Superintendent _____	(Date)



Thurs - Sunday

club: Key Club

Date(s) of Activity: 4/9 - 4/12 2015

Sponsor/Coach: Lauren Colbert

The following ~~athletes, managers, and student~~ ^{students} trainers will be gone for the date(s) listed.

Grade	Name	Grade	Name
<u>12</u>	<u>Rosa Tran ✓</u>	_____	_____
<u>12</u>	<u>Celine Le ✓</u>	_____	_____
<u>12</u>	<u>Alisa Vo ✓</u>	_____	_____
<u>12</u>	<u>Peyton Upley ✓</u>	_____	_____
<u>12</u>	<u>Damon Truong ✓</u>	_____	_____
<u>12</u>	<u>Jordan Lai ✓</u>	_____	_____
<u>12</u>	<u>Saadman Shan</u>	_____	_____
<u>12</u>	<u>Jaimin Patel</u>	_____	_____
<u>10</u>	<u>Anesia Aguirre ✓</u>	_____	_____
<u>10</u>	<u>Christine Hoang ✓</u>	_____	_____
<u>9</u>	<u>Alexis Le ✓</u>	_____	_____
<u>11</u>	<u>Sandy Bui ✓</u>	_____	_____
<u>9</u>	<u>John Bui</u>	_____	_____
<u>9</u>	<u>Nguyen Nguyen ✓</u>	_____	_____
<u>11</u>	<u>John Nguyen ✓</u>	_____	_____
<u>12</u>	<u>Jaxon Taylor</u>	_____	_____
_____	_____	_____	_____



Daily Itinerary

Date: 4/9/15

Times Activity Occurring

--

See attached
itinerary: last page of
info packet

Date: 4/10/15

Times Activity Occurring

--

See attached
itinerary: last page of
info packet

Date: 4/11/15

Times Activity Occurring

--

See attached
itinerary: last page of
info packet



Overnight Travel Itinerary

1. Sport/Activity: Key club District Convention
2. Trip Date: April 9th - 12th
3. Trip Destination: Dallas, TX
4. Travel Date: Depart April 9th, Return April 12th
5. Departure Time: 10:45 AM
6. Departure Place: Mustang High School
7. Return Date/Time: April 12th
8. Transportation Needed: MPS bus
9. Total Number Traveling: 16 students, 2 sponsors
(Athletes, Managers, Student Trainers)
10. Cost to Athlete: \$120 registration + food
11. Hotel Address/Phone #: Sheraton Hotel Dallas
400 N. Olive Street
Dallas, TX 75201
(214) 922-8000
12. Sponsors:
Lauren Colbert
Luke Ellis

****Attach a Student Roster and Bracket of Tournament Schedule****



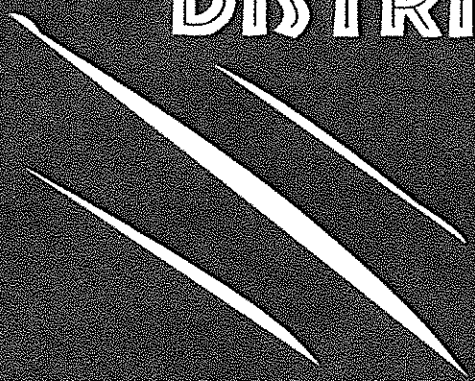
SERVICE ADVENTURE



YOU ARE INVITED TO THE 66TH ANNUAL
TEXAS-OKLAHOMA
DISTRICT CONVENTION



APRIL 9-12, 2015
DALLAS, TEXAS



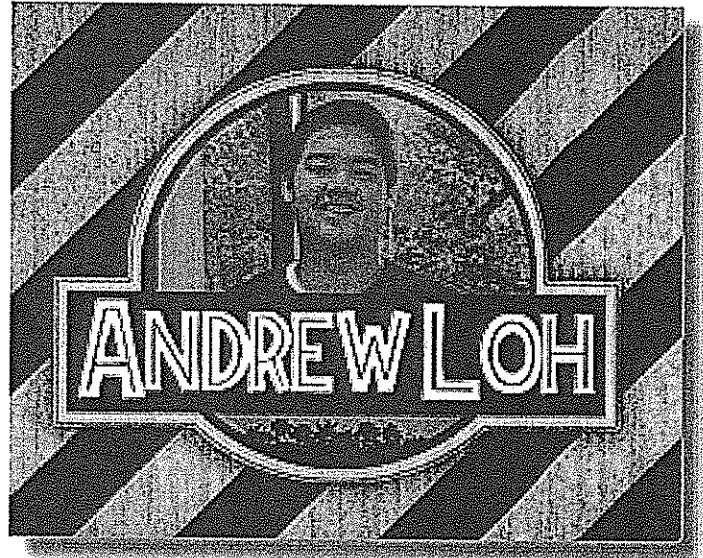
INVITATION

Texas-Oklahoma Key Clubbers,

It is my honor and privilege to officially invite you all to the 66th Annual District Convention in Dallas, Texas from April 9-12, 2015. This is the most fun and exciting event of the Key Club year where you'll surely have an "adventure." I cannot wait for you all to see how we incorporate the theme into every aspect of your time at DCON 2015!

For four days and three nights at the Sheraton Hotel in the heart of Downtown Dallas, over 1000 Key Clubbers will meet for a huge celebration of accomplishments and a year of service. Not only will you be able to meet these other members, but you'll have the chance to make lasting friendships and share ideas, making the most out of this unforgettable experience. I hope you all are ready for some informative yet exciting forums, fun activities, and a lot of contests that anyone can enter!

The District Board and I hope that this convention will help spark a new passion in you as a servant leader. In order to do this, we are once again offering forums that will provide quality information in an array of areas. Some forum topics include improving public speaking, reaching out to the community, stress management, and planning events. You will have the opportunity to attend 6 forums during your stay!



Included in this bulletin are the basics for attending convention. You can find details about pricing, requirements for attendance, how to register, and the different activities available at convention. After reading this bulletin, look through the rest of the Resources Package for information on contests and awards, running for office, patch requirements, etc. If you have any questions, feel free to contact your respective LTG or myself. We hope to see you on April 9-12 at District Convention 2015 for a Service Adventure!

Yours in Service,

Andrew Loh
Convention Liaison
Texas-Oklahoma District
Key Club International
CL@tokeyclub.com⁹⁴

REGISTRATION PRICES

(PER PERSON)

Early Registration Fee: \$120

Early Registration Deadline: March 13, 2015

Regular Registration Fee: \$150

HOTEL INFORMATION

The Sheraton Hotel is a clear landmark in Downtown Dallas with its gorgeous city views from 242 suites. Convention guests will enjoy relaxing in the comfort of the modern rooms provided by the four diamond rated hotel with a crisp white Sheraton Sweet Sleeper Bed, flat panel HDTV, and eco-friendly features. With its recent \$90 million redesign, attendees are sure to have a luxurious stay.

All hotel reservations must be made through the HOTEL by each club separately before registering for District Convention. You will need to contact the convention hotel to make room reservations for your club (making note of the confirmation numbers). To reserve your rooms, call the Sheraton at 214.922.8000 and then submit your convention registration online and mail your convention registration fees as instructed by the site. **You cannot make room reservations through the T-O District office.** Be sure to inform the hotel that you are with the Texas-Oklahoma Key Club Convention to ensure you get our discounted convention rate.

The hotel price is set at \$145.00/night per room plus tax. It is a requirement that all convention attendees

stay at the appropriate convention hotel. Failure to register at the Sheraton Dallas Hotel will effectively cancel your convention registration. If the hotel becomes overbooked, contact the T-O District Key Club Administrator for overflow hotel information at 830-733-0008.

Be sure to request a confirmation of hotel reservations from the hotel. This will ensure that your rooms will be available and eliminate confusion or problems when checking into the hotel. **The total occupancy tax rate in Dallas is 15%.** Of that, the state sales tax rate is 6.0%. Schools are encouraged to use their tax-exempt status (TX schools only) to remove 6.0% sales tax (NO exemption for remaining hotel tax). To take advantage of this, a club must pay for room and tax by school or organization check

and present a copy of their tax-exempt certificate. This may be done upon check-in.

Before requesting a school check or determining your means of payment, confirm with the hotel the total cost of all rooms, **including all taxes.**

We suggest that any club that plans to arrive late contact the hotel to make sure room reservations are held. Check-in time is at 3:00PM and checkout time on April 12th is at 12:00PM.

Per Key Club International policy, no adult may share a sleeping room with a student. In addition, male and female students are prohibited from accommodating the same room. Please make your reservations accordingly.

The convention registration fee covers admission to all general sessions, including the Opening Session, Leadership Luncheon, Awards Banquet and Farewell Breakfast. In addition, convention guests gain admission to all breakout forums, the opportunity to enter a variety of competitions (see Code of Contests and Awards), entry into the Governor's Ball, and rights to vote in Regional Caucuses and the House of Delegates (see District Bylaws and Code for Elections and House of Delegates for eligibility).

Each attendee will receive forum materials, the convention program book, the souvenir convention bag, official convention t-shirt, and a Texas- Oklahoma District convention lapel pin.

Key Club guests will enjoy three catered meals and dining service. Advisors are also invited to attend a special Advisor's Round Table lunch on Friday to share ideas and learn from their peers.

Our convention registration fee is \$150 per person for students and adults (\$120 if submitted by March 13, 2015). This remains one of the lowest registration fees across Key Club International for a 4-day convention. By keeping our rate lower, we hope that more T-O Key Clubbers and Kiwanians can join us in our celebration! Note that this fee is separate from hotel registration fees (see Hotel Information).

WHAT YOU GET FOR YOUR MONEY

HOUSE OF DELEGATES & SERGEANT-AT-ARMS

According to Article VII, Section 3 of the Texas-Oklahoma District Bylaws, "Each club in good standing shall be entitled to two (2) voting delegates at convention." These delegates (and 2 alternates) should be elected by a vote of the club membership during the month of February. They will represent the club on all matters of business, including elections and amendments to the bylaws, to come before the House of Delegates.

The students elected as delegates and alternate delegates from your club are appointed as such when checking in using our automated kiosks. Be sure to select the right students for this position. We recommend the delegates attend Parliamentary Procedure forum on Friday before attending the House of Delegates.

Each club must submit a specified number of Sergeant-at-Arms representatives to aid in the enforcement of the Code of Conduct at convention. The students who are chosen must be responsible and willing to stay up late. The main job of a Sergeant-at-Arms representative is to make sure students are not outside of their rooms after curfew (12:00 AM) by patrolling a specific hallway.

The required number of Sergeant-at-Arms representatives is determined as follows:

2-10 attendees	2 SAA
11-20 attendees	3 SAA
21-30 attendees	4 SAA
31+ attendees	5 SAA

The students chosen to serve as Sergeants-at-Arms are appointed when checking-in.

HOD

SAA

CONTESTS & AWARDS



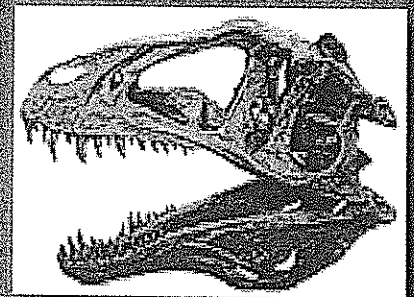
Each year, the Texas-Oklahoma District awards over 75 trophies, plaques, and other honors at our annual convention. Both clubs and individuals have many opportunities to compete and gain pride for their schools. See the Code of Contests and Awards to learn what competitions are available, understand the applicable rules, and learn how to enter.

The most coveted of these awards is the Top 25 ranking of our clubs, including the naming of the T-O Champion Club and awarding of the Traveling Cup. Clubs are ranked based on the points earned through monthly reports. If your club isn't currently reporting, contact our District Secretary, Samuel Kinnin, at secretary@tokeyclub.com.

Some awards include the works of best clubs from the following categories: Governor's Project, District Project, Major Emphasis, Single Service, Service Fair, and Outstanding Club Officers.

THEME CONTEST

Continuing the tradition of a theme contest every year, the 2015 contest will be to design/build the coolest and most creative dinosaur head fossil anyone's ever seen. You'll be judged based on the quality and creativity of your entry, plus you get bonus points for inventing a new species name for your dinosaur and including a short write-up of its history (just for fun). The best fossils will be included as part of our convention stage! More information and rules will be included in the Contest and Awards folder in the DCON Resources Package.



VIDEO GAME

Are you into head-to-head fighting games? We hope so, because the video game contest this year is a fast-paced brawl between your favorite Nintendo characters - Super Smash Bros. Brawl! If you are interested in entering this contest, be sure to register at the convention kiosks during check-in. Let's see if you have the skills to make it into the final match during the Leadership Luncheon!



KEYNOTE SPEAKER



ALAN FAULK

Each year at the Opening Session, we have the pleasure of hosting a keynote speaker who shares their experiences in a funny yet inspiring way. This year's keynote speaker is Alan Faulk from Tulsa, Oklahoma. Since 1998, he has spoken at more than 2,000 events across the United States and Canada. He focuses on developing leadership skills through powerful storytelling that is bound to make you laugh and think at the same time!

WELCOMING ACTIVITY & SERVICE FAIR



In order to kick off the convention, we prepare a Welcoming Activity that gets everyone in the mood of the theme and excited for the weekend. This year, we have placed extra emphasis on the Welcoming Activity in order to create an even better start to our Service Adventure. Prepare to be trained as we certify you to go into the wild world of service. You'll receive a souvenir passbook that you'll need to get stamped as proof of your training.

The Service Fair is ongoing during the Welcoming Activity, where clubs can show off a service project from the year. All you have to do is fill out an application and make a tri-fold display with a theme to bring to convention. All entries will be displayed during the Welcoming Activity and trophies will be awarded to the best entries! For more information on how to get involved, check out the Service Fair folder in the Resources Package.

HOW TO REGISTER ONLINE STEP-BY-STEP

Advisors must register their clubs for District Convention on the T-O District web site. DO NOT REGISTER until you have booked your hotel rooms through the Sheraton, as you will need your hotel confirmation numbers in order to complete your registration. Please follow the steps below to register your club:

1. Go to <http://www.tokeyclub.com> and click on the Login link on the upper right corner of the page.

3. Once logged in, hover over the Members Only button. Then click on District Convention Registration from the dropdown menu. Registration will not open until February 1st, 2015.

5. After you've submitted your registration, it will be in pending status until approved. Make sure the email address you enter is a working address, as you will receive email notification at that address once your registration is updated or approved. Approval is required to set the registration price for each attendee (based on timing of submission), as well as to ensure compliance with our district's policies on adult-student ratio.

7. All payments should be mailed to District Administrator, Walt Roetter, at the address below. Please write "Convention Fees" AND YOUR CLUB NAME in the memo line to ensure proper credit to your account.

Walt Roetter, Administrator
T-O District Convention
422 Meadow Ridge Drive
Kerrville, TX 78028

2. Log in using your club user ID and password. If you do not know your user ID or password, contact District Administrator, Walt Roetter, for assistance at 830-733-0008 or administrator@tokeyclub.com.

4. After the page loads, follow the onscreen instructions to register each convention attendee. Prior to beginning, you will need to know the following information about each attendee: Name, Office, Gender, T-Shirt Size and Meal Option. In addition, you will need your hotel confirmation number(s).

6. You can check your status at any time (or once you receive an email notification) by logging in, hovering over the Members Only button, and clicking Check DCON Registration Status. This screen will indicate the current amount owed for registration fees (once approved), as well as what payments have been received and credited to your account. This will change and be updated if additional registrants are added throughout the registration process. If this liability is not cleared prior to your arrival at District Convention, you will be required to pay any amount still owed at check-in.

If you have additional questions, you can click our DCON Frequently Asked Questions page from the Members Only area of the website. We update this as we get questions that might pertain to others. You can also email us with specific convention registration-related questions at DCON@TOKEYCLUB.COM.

DISTRICT STAFF ELECTIONS

Amongst all of the excitement and adventure during DCON, an election is held for three out of the five incoming District Staff Officers. This means that you can make a difference in the way our Mighty Texas-Oklahoma District is governed. If you are chosen to represent your school and fellow Key Clubbers, the future of T-O is in your hands! Each position is different in its own way, but together act as the chief executives of the district, overseeing the work of Lieutenant Governors and clubs.

Interested in running? Go onto the district website for details on each office position; the candidacy forms are available for download from the website and are included in the DCON Resource Package. If you have any questions, please don't hesitate to contact Governor Kaitlyn Wilson at Governor@tokeyclub.com or District Administrator Walt Roetter at Administrator@tokeyclub.com.

SENIOR SCHOLARSHIPS

If you're a senior in Key Club looking for some free money, don't miss out on the chance to win college scholarships! Provided by the Texas-Oklahoma District Kiwanis Foundation, thousands of dollars are granted in scholarship funds each year to Key Clubbers. The program is exclusive to Key Club and CKI members in the Texas-Oklahoma District, so be sure to take advantage of this great opportunity.

Candidates must maintain a strong Key Club service record and high academic performance. If selected, the applicants will be scheduled for an interview at District Convention. Look in the scholarship folder in the DCON Resources Package for more information.

CONVENTION DRESS CODE

Ladies & Gentlemen

Professional or tasteful formal dress will be permitted. Formal or semiformal dresses no shorter than fingertip length; spaghetti straps, halters, one-shoulder, and strapless dresses are acceptable; all other rules for professional attire apply.

Ladies

Dresses, suits, pantsuits, skirts (no shorter than fingertip length) with blouse (sleeve at least dollar bill width (around 3")), dress shoes, and sweaters/ dress jackets. Unacceptable: flip-flops, sneakers, denim, shirts with sleeves less than dollar bill width (halters, spaghetti straps, one-shoulder, strapless, etc.), bare midriff, shorts, excessively low-cut blouses, or letterman jackets.

OPTIONAL PROFESSIONAL
 FORMAL ATTIRE
 PROFESSIONAL CASUAL
 ATTIRE ATTIRE

Suit or dress coat and tie with dress

slacks or khakis, socks, and dress shoes. Dress coat and tie are absolutely mandatory. Unacceptable: shorts, denim, sneakers, sandals of any kind, or letterman jackets.

Appropriate dollar bill width shirt straps and

fingertip length shorts/skirts. Unacceptable: any excessively low-cut shirt, tattered or torn jeans, shirts not abiding by proper measurements (dollar bill width and fingertip length; ex: halters, spaghetti straps, one-shoulder, etc.), bare midriff, or excessive skin, any clothes with explicit language or symbols (includes sexual innuendo, tobacco, alcohol, drugs, foul language, etc.).

Gentlemen

Ladies & Gentlemen

The dress code is strictly enforced at all convention events and sessions. Students and sponsors alike are expected to abide by the posted dress guidelines for each specific event (see the Tentative Agenda on the last page of this bulletin). Note the details of this dress code, as attendees will be refused entry at session doors for non-compliance. Advisors and sponsors will be required to acknowledge understanding of these rules at convention check-in.

REMINDERS

SEATING ASSIGNMENTS

Seating for general sessions is assigned by letter grouping. The earlier the money from your registration is received, the better your seat is! The letter groupings range from A to D. The A seating group will be invited to enter all sessions first, followed by B, C then D. Sit close to the front for all sessions by registering your club and submitting your registration fees as soon as possible.

MEDICAL RELEASE & CODE OF CONDUCT FORMS

All Key Club members, chaperones, and advisors attending MUST sign a Medical Release and Code of Conduct form before registration can be completed. The advisor or his/her representative must present a copy of all the forms upon convention check-in and should retain the originals for his/her own use. This form is included with the DCON Resources Package.

PARKING & SHUTTLES

Self-parking is available for cars in the hotel parking garage. The cost is \$12.00 per day plus tax (about 40% off the normal price). There is no bus parking available at the hotel. For information on where buses can park, contact Marellie Robinson at 918.299.5425. The Sheraton Hotel is located 10 minutes from Dallas Love Field Airport and 25 minutes from DFW International.

CONTEST JUDGES

Each school must register at least one adult judge for contests. This judge shall meet all requirements listed in Article V of the Code of Contest and Awards. No sponsor may judge a contest in which the Key Club he/she represents is entered. Sponsors may not judge the same contest for consecutive years. Judges are registered upon convention check-in.*

*Contest entries will be penalized for clubs whose judges do not appear at their required judging times.

TENTATIVE DISTRICT CONVENTION SCHEDULE

Thursday, April 9, 2015:

3:00 PM-10:00 PM	Convention and Contest Check-In	Casual Dress
6:00 PM-9:00 PM	Service Fair and Welcoming Activity	Casual Dress
8:30 PM-9:00 PM	Advisors/Judges Orientation Meeting	Casual Dress
9:30 PM-10:00 PM	Candidates Orientation Meeting	Casual Dress
10:00 PM-11:30 PM	Sergeant-at-Arms Orientation Meeting	Casual Dress

Friday, April 10, 2015:

7:00 AM-8:30 AM	Last-minute Contest Check-In	Casual Dress
8:00 AM-12:00 PM	Late Convention Check-In	Casual Dress
8:00 AM-12:00 PM	Forums	Casual Dress
8:00 AM-4:00 PM	Scholarship Interviews	Professional Dress
9:00 AM-12:00 PM	Contests	
12:00 PM-2:00 PM	Advisors' Round Table Lunch/Meal Provided (Advisors/Sponsors Only)	Casual Dress
2:00 PM-4:00 PM	Forums	Casual Dress
5:30 PM-7:30 PM	Opening Session	Professional Dress

Saturday, April 11, 2015:

8:00 AM-10:00 AM	Regional Caucuses	Professional Dress
8:00 AM-4:00 PM	Scholarship Interviews	Professional Dress
12:30 PM-2:00 PM	Leadership Luncheon/Meal Provided	Professional Dress
2:30 PM-4:30 PM	House of Delegates	Professional Dress
6:30 PM-9:00 PM	Awards Banquet**/Meal Provided	Professional Dress
9:00 PM-11:45 PM	Governor's Ball (Dance)	Casual Dress

Sunday, April 12, 2015:

9:00 AM-11:00 AM	Farewell Breakfast/Meal Provided	Casual Dress
11:00 AM-11:30 AM	2015-2016 District Board Meeting	

*All events and times are subject to change

** Dress is optional formal for the Awards Banquet



Memo

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

From: Kathy Knowles, Principal, Mustang Middle School

Date: February 26, 2015

Re: Request for Overnight MMS Activity, Board Agenda Item

AM
352
OB

Please discuss, consider, and/or act upon the approval for 50 students and (4) sponsors: Gina Thompson, Dustin Jussila, Jacob Hofer, and Ryan Edgmon to attend a band performance trip for 8th grade students to Six Flags in Arlington, TX April 25-26, 2015. Students will not miss any classes. Expenses will be paid by the MMS Band Account # 830.

Thank you for your consideration.

Very respectfully,

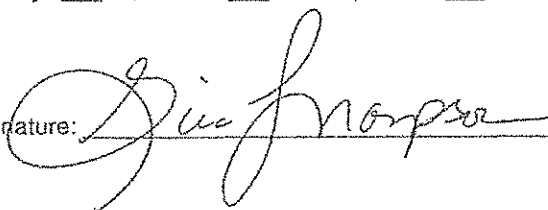
Kathy Knowles

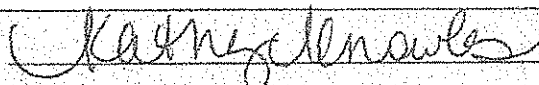
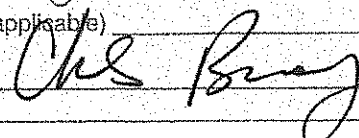
MUSTANG PUBLIC SCHOOLS
 OUT OF DISTRICT, OVERNIGHT TRAVEL OR OUT OF STATE TRAVEL
 REQUEST FORM

Date of Request: 2-12-15 Site: MMS
 Staff Member Making Request: Gina Thompson
 Name of Activity: Band Performance trip - 8th Grade
 Date/Dates of Activity: 4-25-15
 Location of Activity: Arlington TX
 Number of Days Students Will Miss School: 0
 Number of Students Attending Activity: 50
 Number and Name(s) of Sponsor(s) Attending Activity: Gina Thompson, Dustin Jussila, Jacob Hofer, Ryan Edgman

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation <u>Charter Bus</u>	Paid by: <u># 830</u>	<u>1750⁰⁰</u>
Registration Fee <u>Band -150⁰⁰/person 42⁰⁰</u>	Paid by: <u># 830</u>	<u>2418⁰⁰</u>
Meal Expense for Students <u>15⁰⁰ each</u>	Paid by: <u>Student</u>	<u>750⁰⁰</u>
Meal Expense for Sponsors <u>15⁰⁰ each</u>	Paid by: <u>Sponsor</u>	<u>600⁰⁰</u>
Room Rate for Students <u>N/A</u>		
Number of Rooms ___ x Number of Nights = ___	Paid by: _____	_____
Room Rate for Sponsors <u>N/A</u>		
Number of Rooms ___ x Number of Nights = ___	Paid by: _____	_____
Number of Days Substitute Will Be Required: <u>0</u>	Paid by: _____	_____
# of days ___ x \$70.00 = ___ x # of sponsors ___ =		
	Estimated Total Costs:	<u>4978⁰⁰</u>

Sponsor Signature:  2-12-15
 (Date)

Approved by Principal <u></u>	<u>3/2/15</u>
	(Date)
Approved by District Athletic Director (if applicable)	
Approved by Deputy Superintendent <u></u>	<u>3/2/15</u>
	(Date)

Revised: 09-11



Chuck Bailey
District Athletic Director
mustangbroncos.org
405-376-7366

Memo

To: Mr. Charles Bradley and the Mustang Board of Education

C.C: Tracy Skinner, Director of Personnel

CB

Date: March 3, 2015

Re: Consideration of Boys Basketball Travel to Myrtle Beach Convention Center

Please discuss, consider, and/or act upon this request to allow the Mustang High School boys' basketball team travel to The Beach Ball Classic of Myrtle Beach being held in South Carolina on December 26-31, 2015. A formal request and specific details of the trip are attached to this memo.

bae 3/3/15

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

Date of Request: March 3, 2015 Site: 705
 Staff Member Making Request: Terry Long
 Name of Activity: Boys Basketball Tournament
 Date/Dates of Activity: December 26-31, 2015
 Location of Activity: Myrtle Beach, South Carolina
 Number of Days Students Will Miss School: None
 Number of Students Attending Activity: 15
 Number and Name(s) of Sponsor(s) Attending Activity: 5 - Terry Long, Curtis Haywood, Kendrick Jackson, Adam Liberty, Randy Ponder

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation <u>Air and Ground Travel</u>	Paid by: <u>Tourn.</u>	<u>N/A</u>
Registration Fee _____	Paid by: _____	_____
Meal Expense for Students <u>Tournament Paying for</u>	Paid by: <u>Tourn.</u>	<u>N/A</u>
Meal Expense for Sponsors <u>all meals</u>	Paid by: _____	_____
Room Rate for Students <u>Tournament Paying for Rooms</u>		
Number of Rooms _____ x Number of Nights = _____	Paid by: <u>Tourn</u>	<u>N/A</u>
Room Rate for Sponsors <u>Tournament Paying for Rooms</u>		
Number of Rooms _____ x Number of Nights = _____	Paid by: <u>Tourn.</u>	<u>N/A</u>
Number of Days Substitute Will Be Required: <u>None</u>	Paid by: <u>N/A</u>	<u>N/A</u>
# of days _____ x \$70.00 = _____ x # of sponsors _____ =		_____
Estimated Total Costs:		<u>\$0.00</u>

Sponsor Signature: Terry Long _____ (Date)

Approved by Principal <u>[Signature]</u>	<u>3/3/15</u>
Approved by District Athletic Director (if applicable) <u>[Signature]</u>	<u>3/3/15</u> (Date)
Approved by Deputy Superintendent <u>[Signature]</u>	<u>3/3/15</u> (Date)

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS



Mustang Public Schools
906 S. Heights Dr.
Mustang, OK 73064

03-12-07
Revised 1/11
Revised 1/12
Revised 2/13
Revised 2-10-14
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SECTION I

EXPOSURE CONTROL PLAN FOR BLOODBORNE DISEASE

PURPOSE OF THE PLAN

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

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

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

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

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

SECTION II

GENERAL PROGRAM MANAGEMENT

GENERAL PROGRAM MANAGEMENT

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

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

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

1) “Exposure Control Officer”

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

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

2) Infection Control Roles and Responsibilities

A. *Superintendent of Schools*

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

The Superintendent’s Office responsibilities include:

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

B. *Infection Control Officer*

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

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

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

C. *Principals and School Nurses*

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

D. *All MPS Personnel*

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

3) **Education/Training Instruction**

All employees will be required to complete:

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

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

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

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

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

4) Availability of the Exposure Control Plan to Employees

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

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

5) Review and Update of the Plan

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

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

SECTION III

EXPOSURE CONTROL PLAN

EXPOSURE CONTROL PLAN

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

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

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

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

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

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

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

2) Job Classifications

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

Category I

Site principals/assistant principals
Site secretaries
School nurses
Nursing assistants
Coaches, physical education teachers
Teachers of pre-kindergarten children and multi-handicapped children
Teachers of Wood Shop and Arts and Crafts
Custodians
Special Education teacher assistants/paraprofessionals
Bus drivers and bus assistants
Maintenance personnel
Office assistants/Playground assistants

Category II

Classroom teachers
Teacher assistants
Classroom volunteers
Speech pathologists
Counselors
Physical and Occupational therapists
Secretarial staff other than site secretaries
Staff in building, not attended by students
Child Nutrition personnel

SECTION IV

METHODS OF COMPLIANCE

METHODS OF COMPLIANCE

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

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

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

1) Personal Protection Equipment

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

- B. Selection and use of personal protection equipment

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

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

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

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

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

2) "Universal Precautions"

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

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

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

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

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

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

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

3) Hand Washing Procedure

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

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

4) Sharps Injury Log

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

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

SECTION V

DECONTAMINATION GUIDELINES/HOUSEKEEPING

Decontamination Guidelines/Housekeeping

1. Cleaning spilled body fluids

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

2. Disinfection of hard surfaces

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

3. Disinfection of rugs

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

4. Clothing soiled with body fluids

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

5. Miscellaneous

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

6. Guidelines for Providers of First Aid

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

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

7. Labels and Signs

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

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



BIOHAZARD

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

SECTION VI

HEPATITIS B VACCINATION, POST-EXPOSURE EVALAUTION AND FOLLOW UP

A. Hepatitis B Vaccination Program

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

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

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

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

B. Record Keeping

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

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

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

C. Copies of the Plan

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

D. Plan Review and Update

The plan shall be reviewed and updated annually.

E. Post-Exposure Protocols

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

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

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

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

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

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

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

F. Post-Exposure Evaluation and Follow-Up

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

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

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

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

SECTION VII

LABELS AND SIGNS

Labels and Signs

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

The following items will be labeled accordingly:

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

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



SECTION VIII

INFORMATION AND TRAINING

Information and Training

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

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

A. Training Topics

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

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

B. Training Methods

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

on line training programs

_____ (other, specify)

C. Record Keeping

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

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

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

SECTION IX

APPENDIX

~~APPENDIX A~~

REMOVE ALL OF APPENDIX A and Replace with new instructions

General Directions

For Accessing the Global Compliance Network

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

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

Appendix A

General Directions For Accessing the Global Compliance Network for Mustang Public Schools

(Questions? Please contact GCN at help@gcntraining.com)

Connect to the Internet. Be sure to turn your speakers on. Type www.gcntraining.com into the address bar within your browser and press **enter**. If your computer doesn't have the latest version of Flash Player, you may be prompted to update. If this occurs, follow the on screen instructions to update Flash.

Once the GCN Training website has loaded, click **Login**.

GCN TRAINING
GLOBAL COMPLIANCE NETWORK
YOUR SITE FOR INTERNET-BASED TRAINING

HOME LOGIN INFO FAQ CONTACT

OVER 1 MILLION TUTORIALS COMPLETED EVERY YEAR

If your organization has directed you here to watch GCN Training tutorials, press **LOGIN** below. You should have been provided an **ORGANIZATION ID**, check with your School or Employer for details.

LOGIN TO VIEW TRAINING

WHAT IS GCN TRAINING?

With over 125 tutorials, Global Compliance Network has an ever-growing number of tutorials covering a broad range of topics from Health & Safety to Policies and Regulations. Check out our current list of [Tutorials Available](#) or [LOGIN](#).

Are you interested in what GCN Training can do for your organization? Click the **ABOUT GCN** button to discover everything GCN has to offer!

Home Login Clear Cache Info FAQ Contact Us Admin Login

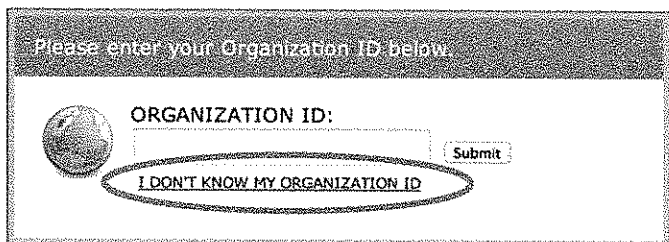
Copyright © 2008 Global Compliance Network, Inc.

Please select from the following:

- Existing User - I have a Personal ID**
I already have an account/Personal ID with GCN.
- New User - I do not have a Personal ID**
I have NOT yet created an account/Personal ID with GCN.
- I do not know or have forgotten.

If you are an existing user and you remember your personal ID, click "existing user", then "next". When prompted for the Organization ID, click "I don't know my organization ID".

If you are a new user and do not have a user ID, select "new user" and click "next". You will be prompted to enter the Organization ID. Click "I don't know my organization ID".



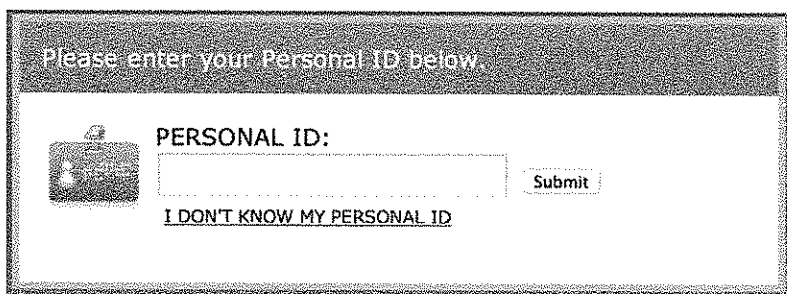
Please enter your Organization ID below.

ORGANIZATION ID:

I DON'T KNOW MY ORGANIZATION ID

If you are unsure, click "I don't know or have forgotten" and click "next".

Next, select "Educational Institution", then "next". Fill in the appropriate info and click "submit". Continue to fill in any info you are prompted to complete.



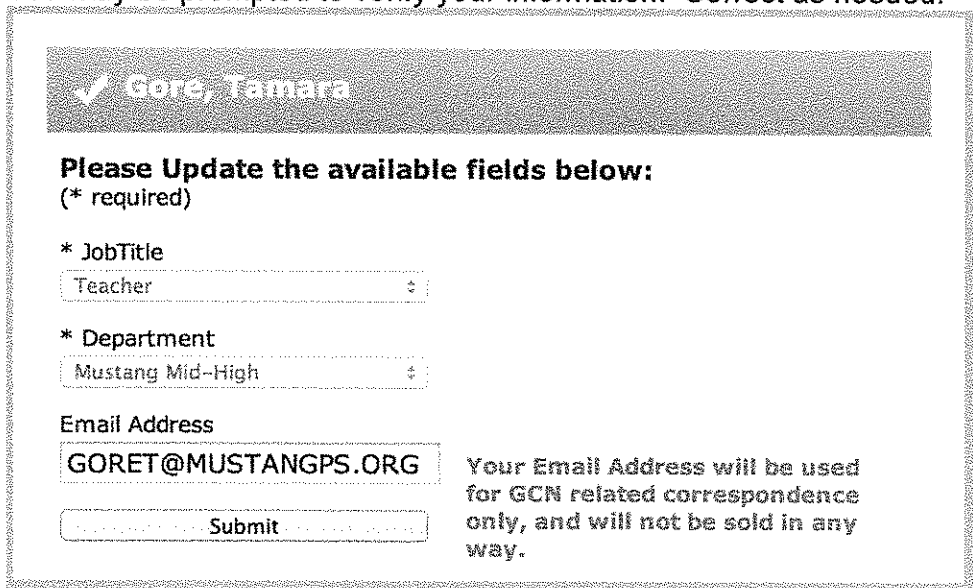
Please enter your Personal ID below.

PERSONAL ID:

I DON'T KNOW MY PERSONAL ID

Once all requested info is complete, you see the window above, with your personal ID visible. Click "submit".

You may be prompted to verify your information. Correct as needed.



✓ Gore, Tamara

Please Update the available fields below:
(* required)

* JobTitle

* Department

Email Address

Your Email Address will be used for GCN related correspondence only, and will not be sold in any way.

Click "submit" once all info is correct.

You should now see a screen similar to the one below. Check to make sure that the info in the "user account" section is correct.

GCN TRAINING
GLOBAL COMPLIANCE NETWORK
YOUR SITE FOR INTERNET-BASED TRAINING

Mustang Public Schools
For direct assistance contact:
Jana Clason

Tutorial Progress

Please view the tutorials required for your job classification. If you have not received a list of the tutorials required for you to view, contact your HR / Personnel department. When you have finished, you may print your Certificate*.

You have completed 0 Available Tutorials.
Not seeing the latest records?
[CLICK HERE TO REFRESH](#)

Note: Completed Records are at the bottom.

403(b)	0% Completed	VIEW
A Guide for Substitute Teachers	0% Completed	VIEW
ADAAA	0% Completed	VIEW
ADHD	0% Completed	VIEW
AED		

Need help? Contact help@gcntraining.com

User Account

[LOGOUT](#)

Gore, Tamara
PID: goret@mustangps.org
GORET@MUSTANGPS.ORG

[PRINT YOUR CERTIFICATE](#)

*SAVE SOME PAPER Wait until you complete the last of your tutorials before printing your Certificate. They're all printed on a single page.

News & Information

[REFRESH](#)

Past Completion Records

[Click here to Download your Archived Records Certificate.](#)

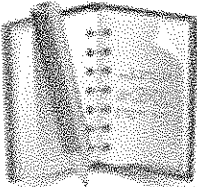
The 2013-14 Cycle has begun
7/1/2013

For most users, completion records prior to 7/1/2013 have been *archived* -- look for the Archived Certificate if you need proof of your past records. Contact your Organization if you have concerns about your 2012-13 records/requirements.

The "Tutorial Progress" section displays the number of tutorials you have completed and allows you to see a list of available tutorials. Using the scroll bar, find the tutorial you wish to complete and click "View" to begin.

Tutorial Progress

Please view the tutorials required for your job classification. If you have not received a list of the tutorials required for you to view, contact your HR / Personnel department. When you have finished, you may print your Certificate*.

 **You have completed 0 Available Tutorials.**
Not seeing the latest records? [CLICK HERE TO REFRESH](#)

Note: Completed Records are at the bottom. ↓

Back Safety - Spanish	0% Completed	VIEW
Behavioral Interventions for Students with	0% Completed	VIEW
Bloodborne Pathogens	0% Completed	VIEW
Bloodborne Pathogens Spanish	0% Completed	VIEW
Bullying		

Find the topic and the % you have completed for each tutorial.

Once you have selected a topic, click "view" to begin the tutorial.

Use the scroll bar to move through the list of available tutorials.

Once you select to view a particular tutorial, you will first see an overview of the tutorial (similar to the picture below). Click "Start Tutorial" to begin.

User Account [BACK TO MAIN PAGE](#)

Name Gore, Tamara

JobTitle Teacher

Department Mustang Mid-High

Email Address GORET@MUSTANGPS.ORG

Request changes to your information: [contact help](#)

Not you? [LOGOUT](#)

Selected Tutorial

Tutorial: Bloodborne Pathogens

START TUTORIAL

Slides: 39 **Est. Time:** 20 min

Type: Health

Description:
 This tutorial provides basic awareness level training for the Occupational Exposure to Bloodborne Pathogens Standard. This standard requires employers to train employees who are a reasonable risk of exposure to blood and other infectious material. The training must be completed at the time of initial assignment and annually thereafter. The Employer Exposure Control Plan as well as workplace and job duty specific requirements are the responsibility of the employer.

The first slide of the tutorial is the "instructions" slide. Read carefully.

Gore, Tamara PID: goret@mustangps.org [LOGOUT](#)

Slide Listing

- Instructions**
- Slide 1
- Slide 2
- Slide 3
- Slide 4
- Slide 5
- Slide 6
- Slide 7
- Slide 8
- Slide 9
- Slide 10
- Slide 11
- Slide 12
- Slide 13
- Slide 14
- Slide 15

Now Viewing: Bloodborne Pathogens [BACK TO MAIN](#)

Instructions for the Tutorial Viewer

Please turn on your Speakers

DO YOU HEAR THE AUDIO LOOP?

YES

If NOT, check your speakers and make sure your computer volume is turned up and unmuted.

Viewing Slide: Slide 1

Slide Progress: - / 39

Slide 1
Prev
Play
Next
Slide 1
HELP

Pay particular attention to the slide which explains how to navigate the tutorial.

This screenshot shows the 'Instructions for the Tutorial Viewer' slide. The interface includes a slide listing on the left, a header with the user's name and email, and a navigation bar at the bottom. The main content area contains the following text:

Instructions for the Tutorial Viewer

Buttons shown on screen:

To select a different tutorial, press **BACK TO MAIN**

If you need help or experience an issue while viewing a slide, press **HELP**

If you would like to comment or leave feedback about a slide press **COMMENT**

Jump to **SLIDE 1**

Move to **PREVIOUS** slide

Move to **NEXT** slide

Jump to **LAST** available slide

OK

Viewing Slide: Slide 1

Slide Progress: - / 39

Navigation buttons: Slide 1, Prev, Play, Next, Slide 1, HELP

This screenshot shows the 'Instructions for the Tutorial Viewer' slide, focusing on the slide list. The interface includes a slide listing on the left, a header with the user's name and email, and a navigation bar at the bottom. The main content area contains the following text:

Instructions for the Tutorial Viewer

The **Slide List** to the Left will show which slides have been viewed, loaded and playing. If the slide is a link, you may click it at any time to jump to that slide.

Press Play to Begin

Viewing Slide: Slide 1

Slide Progress: - / 39

Navigation buttons: Slide 1, Prev, Play, Next, Slide 1, HELP

The last few slides of the tutorial are a quiz. Make sure to answer each question.

This screenshot shows a quiz slide titled "Bloodborn Pathogens Activity" with the instruction "Answer the following questions". The slide is part of a tutorial on "Bloodborne Pathogens". On the left, a "Slide Listing" sidebar shows slides 25 through 39, with "Slide 39" selected. The top of the slide area shows the user's name "Gore, Tamara" and PID "goret@mustangps.org", along with a "LOGOUT" link and a "BACK TO MAIN" button. The quiz question is: "Employees should wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. True or False?". The "True" radio button is selected. A feedback box below the question states: "Correct: True; After removal of gloves or other PPE equipment, you should always wash your hands as soon as feasible." At the bottom, a navigation bar shows "Viewing Slide: 39" and "Slide Progress: 38 / 39". Navigation icons include "Slide 1", "Prev", "Complete" (a checkmark icon), "Next", "Slide 39", and "HELP".

Once you have successfully answered the questions, you will see a screen similar to the one below. Click "Return to the Welcome Page" to view/print your completion certificate.

This screenshot shows a completion slide titled "You have Successfully completed: Bloodborne Pathogens". The slide is part of the same tutorial. The "Slide Listing" sidebar on the left shows "Slide 39" selected. The top of the slide area shows the user's name "Gore, Tamara" and PID "goret@mustangps.org", along with a "LOGOUT" link and a "BACK TO MAIN" button. The slide content includes the heading "What's next?" and two main options: "Return to the Welcome Page" and "LOGOUT". The "Return to the Welcome Page" button is highlighted, and next to it are the instructions: "- Begin another tutorial" and "- Print a Certificate of Completion". The "LOGOUT" button is also highlighted, with the instruction: "- Your information has been saved, you may logout at any time." At the bottom, a navigation bar shows "Viewing Slide: -" and "Slide Progress: 39 / 39". Navigation icons include "Slide 1", "Prev", "Complete BACK TO MAIN" (a checkmark icon with "BACK TO MAIN" text), "Next", "Slide 39", and "HELP".

Note the "user account" section now has a "Print your certificate" option. You may use this option to print your certificate of completion.

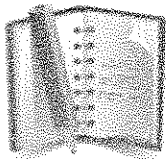
NOTE: to save on printing costs, wait until you have completed all required tutorials to print your completion certificate.



Mustang Public Schools
For direct assistance contact:
[Jana Clason](#)

Tutorial Progress

Please view the tutorials required for your job classification. If you have not received a list of the tutorials required for you to view, contact your HR / Personnel department. When you have finished, you may print your Certificate*.



**You have completed
1
Available Tutorials.**

Not seeing the latest records?

[CLICK HERE TO REFRESH](#)

Note: Completed Records are at the bottom.

403(b)

0% Completed

[VIEW](#)

A Guide for Substitute Teachers

0% Completed

[VIEW](#)

ADAAA

0% Completed

[VIEW](#)

ADHD

0% Completed

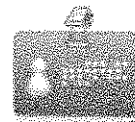
[VIEW](#)

AED

Need help? Contact help@gcntraining.com

User Account

[LOGOUT](#)



Gore, Tamara
PID: goret@mustangps.org
GORET@MUSTANGPS.ORG



**PRINT YOUR
CERTIFICATE***



***SAVE SOME PAPER:** wait until you complete the last of your tutorials before printing your Certificate. They're all printed on a single page.

News & Information

[REFRESH](#)

Past Completion Records

[Click here to Download your Archived Records Certificate.](#)



**The 2013-14 Cycle has
begun**

7/1/2013

For most users, completion records prior to 7/1/2013 have been *archived* -- look for the Archived Certificate if you need proof of your past records. Contact your Organization if you have concerns about your 2012-13 records/requirements.

Appendix B

Mustang Public Schools Information about Hepatitis B Vaccine

The Disease

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

The Vaccine

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

Possible Vaccine Side Effects

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

Who Should Receive the Vaccine

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

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

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

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

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

Appendix C
Mustang Public Schools

REFUSAL OF HEPATITIS B VACCINE

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

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

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

Decline Hepatitis B vaccination at this time

Received the Hepatitis B vaccine previously Year _____

Immune to Hepatitis B

Employee Signature

Date

Appendix D
Mustang Public Schools

CONSENT FOR HEPATITIS B VACCINE

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

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

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

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

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

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

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

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

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

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

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

I have had the opportunity to ask questions.

I have all the information I desire.

I understand the benefits and risks of Hepatitis B vaccination.

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

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

I understand that adverse effects may be experienced.

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

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

Dose # 1 Date _____ Given by _____

Dose # 2 Date _____ Given by _____

Dose # 3 Date _____ Given by _____

Employee's Name Printed

Employee's Signature

Date

Appendix E
Mustang Public Schools

EXPOSURE INCIDENT FORM

Name of Employee: _____

Date Incident Occurred: _____ School Site: _____

Description of Circumstances of the Incident: _____

Treatment: _____

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

- | | | |
|--|------------------------------|-----------------------------|
| Exposure to a specific eye | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Mouth | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other mucous membrane | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Non-intact skin | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Parenteral contact with blood
or other potentially infectious materials | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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

- | | |
|--|--|
| <input type="checkbox"/> An Exposure Incident Occurred | <input type="checkbox"/> Exposure Incident Did Not Occur |
|--|--|

First Aid Provider / Nurse

Date Form Completed

APPENDIX F
INSTRUCTIONS
Oklahoma State Department of Health
Communicable Disease Risk Exposure Report

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

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

PART I: Exposed Worker Section

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

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

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

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

Routing:

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

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

PART II: Source Patient Health Care Provider Section

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

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

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

Routing:

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

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

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

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

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

Source Patient Information

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

28. Primary Diagnoses: _____

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

30. If yes, specify: _____

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

Source Patient Test Results

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

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

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

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

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

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

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

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

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

Part III: OSDH Section (Please Print)

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

OSDH Division: _____

Follow-Up Action: _____

Communicable Disease Risk Exposure Report

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

PART I: Exposed Worker Section (Please Print)

1. Employee Name: _____ 2. Birth date: _____ / _____ / _____
(Last) (First) (MI) Mo. Day Yr.

3. Home Telephone: (_____) _____ 4. Profession/Job Title: _____

5. Employer/Company Name: _____

6. Work Address/Telephone: _____ (_____) _____
(Street) (City) (Zip) Telephone

7. Number of hepatitis B vaccinations previously received: None; 1; 2; 3

8. Date of Exposure: (Mo./Day/Yr.) _____ / _____ / _____ 9. Time of Exposure: _____ AM or PM (Circle One)

10. Supervisor's Name/Telephone: _____ (_____) _____
Telephone

11. Description of Exposure: _____

12. Source Patient Name: _____ (Last) (First) (M.I.)

13. Location of Source Patient (include name of facility, address and phone number): _____

To Be Completed by Employer's Designee

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

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

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

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

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

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

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

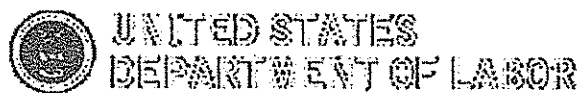
For consultation regarding exposures and PEP needs: PEP Hotline 1-888-448-4911

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

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

- A. Yellow copy to be mailed *immediately* to the OSDH HIV/STD Service (use gray, self-addressed, metered envelope) at 1000 N.E. 11, OKC, OK 73110
- B. Green copy, a gray metered envelope and instruction page to be delivered *immediately* to the designated person (usually the Infection Control Practitioner) at the location of the source patient.

APPENDIX H


[A to Z Index](#) | [En español](#)
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• Title:	Bloodborne pathogens.
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1910.1030(a)

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

1910.1030(b)

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

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

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

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

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

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

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

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

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

Director means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and

Human Services, or designated representative.

Engineering Controls means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

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

Handwashing Facilities means a facility providing an adequate supply of running potable water, soap, and single-use towels or air-drying machines.

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

HBV means hepatitis B virus.

HIV means human immunodeficiency virus.

Needleless systems means a device that does not use needles for:

(1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

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

Other Potentially Infectious Materials means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

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

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

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

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

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

Sharps with engineered sharps injury protections means a nonneedle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in

institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

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

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

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

1910.1030(c)

Exposure Control --

1910.1030(c)(1)

Exposure Control Plan.

1910.1030(c)(1)(i)

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

1910.1030(c)(1)(ii)

The Exposure Control Plan shall contain at least the following elements:

1910.1030(c)(1)(ii)(A)

The exposure determination required by paragraph (c)(2),

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

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

1910.1030(c)(1)(ii)(C)

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

1910.1030(c)(1)(iii)

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

1910.1030(c)(1)(iv)

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

1910.1030(c)(1)(iv)(A)

Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and

1910.1030(c)(1)(iv)(B)

Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

1910.1030(c)(1)(v)

An employer, who is required to establish an Exposure Control Plan shall solicit input from non-managerial employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document the solicitation in the Exposure Control Plan.

1910.1030(c)(1)(vi)

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

1910.1030(c)(2)

Exposure Determination.

1910.1030(c)(2)(i)

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

1910.1030(c)(2)(i)(A)

A list of all job classifications in which all employees in those job classifications have occupational exposure;

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

A list of job classifications in which some employees have occupational exposure, and

1910.1030(c)(2)(i)(C)

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

1910.1030(c)(2)(ii)

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

1910.1030(d)

Methods of Compliance --

1910.1030(d)(1)

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

1910.1030(d)(2)

Engineering and Work Practice Controls.

1910.1030(d)(2)(i)

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

1910.1030(d)(2)(ii)

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

1910.1030(d)(2)(iii)

Employers shall provide handwashing facilities which are readily accessible to employees.

1910.1030(d)(2)(iv)

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

1910.1030(d)(2)(v)

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

1910.1030(d)(2)(vi)

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

1910.1030(d)(2)(vii)

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

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

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

1910.1030(d)(2)(vii)(B)

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

1910.1030(d)(2)(viii)

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

1910.1030(d)(2)(viii)(A)

Puncture resistant;

1910.1030(d)(2)(viii)(B)

Labeled or color-coded in accordance with this standard;

1910.1030(d)(2)(viii)(C)

Leakproof on the sides and bottom; and

1910.1030(d)(2)(viii)(D)

In accordance with the requirements set forth in paragraph (d)(4)(ii)(E) for reusable sharps.

1910.1030(d)(2)(ix)

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

1910.1030(d)(2)(x)

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

1910.1030(d)(2)(xi)

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

1910.1030(d)(2)(xii)

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

1910.1030(d)(2)(xiii)

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

1910.1030(d)(2)(xiii)(A)

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

1910.1030(d)(2)(xiii)(B)

If outside contamination of the primary container occurs, the primary container shall be placed within a second container

which prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color-coded according to the requirements of this standard.

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

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

1910.1030(d)(2)(xiv)

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

1910.1030(d)(2)(xiv)(A)

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

1910.1030(d)(2)(xiv)(B)

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

1910.1030(d)(3)

Personal Protective Equipment --

1910.1030(d)(3)(i)

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

1910.1030(d)(3)(ii)

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

1910.1030(d)(3)(iii)

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

1910.1030(d)(3)(iv)

Cleaning, Laundering, and Disposal. The employer shall clean, launder, and dispose of personal protective equipment required

by paragraphs (d) and (e) of this standard, at no cost to the employee.

1910.1030(d)(3)(v)

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

1910.1030(d)(3)(vi)

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

1910.1030(d)(3)(vii)

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

1910.1030(d)(3)(viii)

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

1910.1030(d)(3)(ix)

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

1910.1030(d)(3)(ix)(A)

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

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

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

1910.1030(d)(3)(ix)(C)

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

1910.1030(d)(3)(ix)(D)

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

1910.1030(d)(3)(ix)(D)(1)

Periodically reevaluate this policy;

1910.1030(d)(3)(ix)(D)(2)

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

1910.1030(d)(3)(ix)(D)(3)

Not discourage the use of gloves for phlebotomy; and

1910.1030(d)(3)(ix)(D)(4)

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

1910.1030(d)(3)(ix)(D)(4)(i)

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

1910.1030(d)(3)(ix)(D)(4)(ii)

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

1910.1030(d)(3)(ix)(D)(4)(iii)

When the employee is receiving training in phlebotomy.

1910.1030(d)(3)(x)

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

1910.1030(d)(3)(xi)

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

1910.1030(d)(3)(xii)

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

1910.1030(d)(4)

Housekeeping --

1910.1030(d)(4)(i)

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

1910.1030(d)(4)(ii)

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

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

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

1910.1030(d)(4)(ii)(B)

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

1910.1030(d)(4)(ii)(C)

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

1910.1030(d)(4)(ii)(D)

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

1910.1030(d)(4)(ii)(E)

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

1910.1030(d)(4)(iii)

Regulated Waste --

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

Contaminated Sharps Discarding and Containment

1910.1030(d)(4)(iii)(A)(1)

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

1910.1030(d)(4)(iii)(A)(1)(i)

Closable;

1910.1030(d)(4)(iii)(A)(1)(ii)

Puncture resistant;

1910.1030(d)(4)(iii)(A)(1)(iii)

Leakproof on sides and bottom; and

1910.1030(d)(4)(iii)(A)(1)(iv)

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

1910.1030(d)(4)(iii)(A)(2)

During use, containers for contaminated sharps shall be:

1910.1030(d)(4)(iii)(A)(2)(i)

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

1910.1030(d)(4)(iii)(A)(2)(ii)

Maintained upright throughout use; and

1910.1030(d)(4)(iii)(A)(2)(iii)

Replaced routinely and not be allowed to overfill.

1910.1030(d)(4)(iii)(A)(3)

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

1910.1030(d)(4)(iii)(A)(3)(i)

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

1910.1030(d)(4)(iii)(A)(3)(ii)

Placed in a secondary container if leakage is possible. The second container shall be:

1910.1030(d)(4)(iii)(A)(3)(ii)(A)

Closable;

1910.1030(d)(4)(iii)(A)(3)(ii)(B)

Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping; and

1910.1030(d)(4)(iii)(A)(3)(ii)(C)

Labeled or color-coded according to paragraph (g)(1)(i) of this standard.

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

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

1910.1030(d)(4)(iii)(B)

Other Regulated Waste Containment --

1910.1030(d)(4)(iii)(B)(1)

Regulated waste shall be placed in containers which are:

1910.1030(d)(4)(iii)(B)(1)(i)

Closable;

1910.1030(d)(4)(iii)(B)(1)(ii)

Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;

1910.1030(d)(4)(iii)(B)(1)(iii)

Labeled or color-coded in accordance with paragraph (g)(1)(i) this standard; and

1910.1030(d)(4)(iii)(B)(1)(iv)

Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

1910.1030(d)(4)(iii)(B)(2)

If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:

1910.1030(d)(4)(iii)(B)(2)(i)

Closable;

1910.1030(d)(4)(iii)(B)(2)(ii)

Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;

1910.1030(d)(4)(iii)(B)(2)(iii)

Labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard; and

1910.1030(d)(4)(iii)(B)(2)(iv)

Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

1910.1030(d)(4)(iii)(C)

Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, States and Territories, and political subdivisions of States and Territories.

1910.1030(d)(4)(iv)

Laundry.

1910.1030(d)(4)(iv)(A)

Contaminated laundry shall be handled as little as possible with a minimum of agitation.

1910.1030(d)(4)(iv)(A)(1)

Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.

1910.1030(d)(4)(iv)(A)(2)

Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard. When a facility utilizes Universal Precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.

1910.1030(d)(4)(iv)(A)(3)

Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

1910.1030(d)(4)(iv)(B)

The employer shall ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.

1910.1030(d)(4)(iv)(C)

When a facility ships contaminated laundry off-site to a second facility which does not utilize Universal Precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers which are labeled or color-coded in accordance with paragraph (g)(1)(i).

1910.1030(e)

HIV and HBV Research Laboratories and Production Facilities.

1910.1030(e)(1)

This paragraph applies to research laboratories and production facilities engaged in the culture, production, concentration, experimentation, and manipulation of HIV and HBV. It does not apply to clinical or diagnostic laboratories engaged solely in the analysis of blood, tissues, or organs. These requirements apply in addition to the other requirements of the standard.

1910.1030(e)(2)

Research laboratories and production facilities shall meet the following criteria:

1910.1030(e)(2)(i)

Standard Microbiological Practices. All regulated waste shall either be incinerated or decontaminated by a method such as autoclaving known to effectively destroy bloodborne pathogens.

1910.1030(e)(2)(ii)

Special Practices.

1910.1030(e)(2)(ii)(A)

Laboratory doors shall be kept closed when work involving HIV or HBV is in progress.

1910.1030(e)(2)(ii)(B)

Contaminated materials that are to be decontaminated at a site away from the work area shall be placed in a durable, leakproof, labeled or color-coded container that is closed before being removed from the work area.

1910.1030(e)(2)(ii)(C)

Access to the work area shall be limited to authorized persons. Written policies and procedures shall be established whereby only persons who have been advised of the potential biohazard, who meet any specific entry requirements, and who comply with all entry and exit procedures shall be allowed to enter the work areas and animal rooms.

1910.1030(e)(2)(ii)(D)

When other potentially infectious materials or infected animals are present in the work area or containment module, a hazard warning sign incorporating the universal biohazard symbol shall be posted on all access doors. The hazard warning sign shall comply with paragraph (g)(1)(ii) of this standard.

1910.1030(e)(2)(ii)(E)

All activities involving other potentially infectious materials shall be conducted in biological safety cabinets or other physical-containment devices within the containment module. No work with these other potentially infectious materials shall be conducted on the open bench.

1910.1030(e)(2)(ii)(F)

Laboratory coats, gowns, smocks, uniforms, or other appropriate protective clothing shall be used in the work area and animal rooms. Protective clothing shall not be worn outside of the work area and shall be decontaminated before being laundered.

1910.1030(e)(2)(ii)(G)

Special care shall be taken to avoid skin contact with other potentially infectious materials. Gloves shall be worn when handling infected animals and when making hand contact with other potentially infectious materials is unavoidable.

1910.1030(e)(2)(ii)(H)

Before disposal all waste from work areas and from animal rooms shall either be incinerated or decontaminated by a method such as autoclaving known to effectively destroy bloodborne pathogens.

1910.1030(e)(2)(ii)(I)

Vacuum lines shall be protected with liquid disinfectant traps and high-efficiency particulate air (HEPA) filters or filters of equivalent or superior efficiency and which are checked routinely and maintained or replaced as necessary.

1910.1030(e)(2)(ii)(J)

Hypodermic needles and syringes shall be used only for parenteral injection and aspiration of fluids from laboratory animals and diaphragm bottles. Only needle-locking syringes or disposable syringe-needle units (i.e., the needle is integral to the syringe) shall be used for the injection or aspiration of other potentially infectious materials. Extreme caution shall be used when handling needles and syringes. A needle shall not be bent, sheared, replaced in the sheath or guard, or removed from the syringe following use. The needle and syringe shall be promptly placed in a puncture-resistant container and autoclaved or decontaminated before reuse or disposal.

1910.1030(e)(2)(ii)(K)

All spills shall be immediately contained and cleaned up by appropriate professional staff or others properly trained and equipped to work with potentially concentrated infectious materials.

1910.1030(e)(2)(ii)(L)

A spill or accident that results in an exposure incident shall be immediately reported to the laboratory director or other responsible person.

1910.1030(e)(2)(ii)(M)

A biosafety manual shall be prepared or adopted and periodically reviewed and updated at least annually or more often if necessary. Personnel shall be advised of potential hazards, shall be required to read instructions on practices and procedures, and shall be required to follow them.

1910.1030(e)(2)(iii)

Containment Equipment.

1910.1030(e)(2)(iii)(A)

Certified biological safety cabinets (Class I, II, or III) or other appropriate combinations of personal protection or physical containment devices, such as special protective clothing, respirators, centrifuge safety cups, sealed centrifuge rotors, and containment caging for animals, shall be used for all activities with other potentially infectious materials that pose a threat of exposure to droplets, splashes, spills, or aerosols.

1910.1030(e)(2)(iii)(B)

Biological safety cabinets shall be certified when installed, whenever they are moved and at least annually.

1910.1030(e)(3)

HIV and HBV research laboratories shall meet the following criteria:

1910.1030(e)(3)(i)

Each laboratory shall contain a facility for hand washing and an eye wash facility which is readily available within the work area.

1910.1030(e)(3)(ii)

An autoclave for decontamination of regulated waste shall be available.

1910.1030(e)(4)

HIV and HBV production facilities shall meet the following criteria:

1910.1030(e)(4)(i)

The work areas shall be separated from areas that are open to unrestricted traffic flow within the building. Passage through two sets of doors shall be the basic requirement for entry into the work area from access corridors or other contiguous areas. Physical separation of the high-containment work area from access corridors or other areas or activities may also be provided by a double-doored clothes-change room (showers may be included), airlock, or other access facility that requires passing through two sets of doors before entering the work area.

1910.1030(e)(4)(ii)

The surfaces of doors, walls, floors and ceilings in the work area shall be water resistant so that they can be easily cleaned. Penetrations in these surfaces shall be sealed or capable of being sealed to facilitate decontamination.

1910.1030(e)(4)(iii)

Each work area shall contain a sink for washing hands and a readily available eye wash facility. The sink shall be foot, elbow, or automatically operated and shall be located near the exit door of the work area.

1910.1030(e)(4)(iv)

Access doors to the work area or containment module shall be self-closing.

1910.1030(e)(4)(v)

An autoclave for decontamination of regulated waste shall be available within or as near as possible to the work area.

1910.1030(e)(4)(vi)

A ducted exhaust-air ventilation system shall be provided. This system shall create directional airflow that draws air into the work area through the entry area. The exhaust air shall not be recirculated to any other area of the building, shall be discharged to the outside, and shall be dispersed away from occupied areas and air intakes. The proper direction of the airflow shall be verified (i.e., into the work area).

1910.1030(e)(5)

Training Requirements. Additional training requirements for employees in HIV and HBV research laboratories and HIV and HBV production facilities are specified in paragraph (g)(2)(ix).

1910.1030(f)

Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up --

1910.1030(f)(1)

General.

1910.1030(f)(1)(i)

The employer shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.

1910.1030(f)(1)(ii)

The employer shall ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are:

1910.1030(f)(1)(ii)(A)

Made available at no cost to the employee;

1910.1030(f)(1)(ii)(B)

Made available to the employee at a reasonable time and place;

1910.1030(f)(1)(ii)(C)

Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and

1910.1030(f)(1)(ii)(D)

Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified by this paragraph (f).

1910.1030(f)(1)(iii)

The employer shall ensure that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

1910.1030(f)(2)

Hepatitis B Vaccination.

1910.1030(f)(2)(i)

Hepatitis B vaccination shall be made available after the employee has received the training required in paragraph (g)(2)(vii)(I) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

1910.1030(f)(2)(ii)

The employer shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.

1910.1030(f)(2)(iii)

If the employee initially declines hepatitis B vaccination but at a later date while still covered under the

standard decides to accept the vaccination, the employer shall make available hepatitis B vaccination at that time.

1910.1030(f)(2)(iv)

The employer shall assure that employees who decline to accept hepatitis B vaccination offered by the employer sign the statement in Appendix A.

1910.1030(f)(2)(v)

If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available in accordance with section (f)(1)(ii).

1910.1030(f)(3)

Post-exposure Evaluation and Follow-up. Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

1910.1030(f)(3)(i)

Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;

1910.1030(f)(3)(ii)

Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law;

1910.1030(f)(3)(ii)(A)

The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

1910.1030(f)(3)(ii)(B)

When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

1910.1030(f)(3)(ii)(C)

Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

1910.1030(f)(3)(iii)

Collection and testing of blood for HBV and HIV serological status;

1910.1030(f)(3)(iii)(A)

The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

1910.1030(f)(3)(iii)(B)

If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

1910.1030(f)(3)(iv)

Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;

1910.1030(f)(3)(v)

Counseling; and

1910.1030(f)(3)(vi)

Evaluation of reported illnesses.

1910.1030(f)(4)

Information Provided to the Healthcare Professional.

1910.1030(f)(4)(i)

The employer shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation.

1910.1030(f)(4)(ii)

The employer shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:

1910.1030(f)(4)(ii)(A)

A copy of this regulation;

1910.1030(f)(4)(ii)(B)

A description of the exposed employee's duties as they relate to the exposure incident;

1910.1030(f)(4)(ii)(C)

Documentation of the route(s) of exposure and circumstances under which exposure occurred;

1910.1030(f)(4)(ii)(D)

Results of the source individual's blood testing, if available; and

1910.1030(f)(4)(ii)(E)

All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.

1910.1030(f)(5)

Healthcare Professional's Written Opinion. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

1910.1030(f)(5)(i)

The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.

1910.1030(f)(5)(ii)

The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

1910.1030(f)(5)(ii)(A)

That the employee has been informed of the results of the evaluation; and

1910.1030(f)(5)(ii)(B)

That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

1910.1030(f)(5)(iii)

All other findings or diagnoses shall remain confidential and shall not be included in the written report.

1910.1030(f)(6)

Medical Recordkeeping. Medical records required by this standard shall be maintained in accordance with paragraph (h)(1) of this section.

1910.1030(g)

Communication of Hazards to Employees --

1910.1030(g)(1)

Labels and Signs --

1910.1030(g)(1)(i)

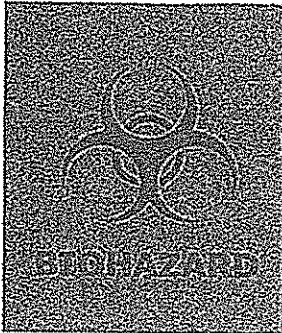
Labels.

1910.1030(g)(1)(i)(A)

Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials, except as provided in paragraph (g)(1)(i)(E), (F) and (G).

1910.1030(g)(1)(i)(B)

Labels required by this section shall include the following legend:



1910.1030(g)(1)(i)(C)

These labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

1910.1030(g)(1)(i)(D)

Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

1910.1030(g)(1)(i)(E)

Red bags or red containers may be substituted for labels.

1910.1030(g)(1)(i)(F)

Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of paragraph (g).

1910.1030(g)(1)(i)(G)

Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.

1910.1030(g)(1)(i)(H)

Labels required for contaminated equipment shall be in accordance with this paragraph and shall also state which portions of the equipment remain contaminated.

1910.1030(g)(1)(i)(I)

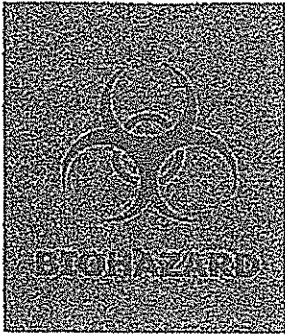
Regulated waste that has been decontaminated need not be labeled or color-coded.

1910.1030(g)(1)(ii)

Signs.

1910.1030(g)(1)(ii)(A)

The employer shall post signs at the entrance to work areas specified in paragraph (e), HIV and HBV Research Laboratory and Production Facilities, which shall bear the following legend:



(Name of the Infectious Agent)
(Special requirements for entering the area)
(Name, telephone number of the laboratory director or other responsible person.)

1910.1030(g)(1)(ii)(B)

These signs shall be fluorescent orange-red or predominantly so, with lettering and symbols in a contrasting color.

1910.1030(g)(2)

Information and Training.

1910.1030(g)(2)(i)

The employer shall train each employee with occupational exposure in accordance with the requirements of this section. Such training must be provided at no cost to the employee and during working hours. The employer shall institute a training program and ensure employee participation in the program.

1910.1030(g)(2)(ii)

Training shall be provided as follows:

1910.1030(g)(2)(ii)(A)

At the time of initial assignment to tasks where occupational exposure may take place;

1910.1030(g)(2)(ii)(B)

At least annually thereafter.

1910.1030(g)(2)(iii)

[Reserved]

1910.1030(g)(2)(iv)

Annual training for all employees shall be provided within one year of their previous training.

1910.1030(g)(2)(v)

Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

1910.1030(g)(2)(vi)

Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.

1910.1030(g)(2)(vii)

The training program shall contain at a minimum the following elements:

1910.1030(g)(2)(vii)(A)

An accessible copy of the regulatory text of this standard and an explanation of its contents;

1910.1030(g)(2)(vii)(B)

A general explanation of the epidemiology and symptoms of bloodborne diseases;

1910.1030(g)(2)(vii)(C)

An explanation of the modes of transmission of bloodborne pathogens;

1910.1030(g)(2)(vii)(D)

An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;

1910.1030(g)(2)(vii)(E)

An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;

1910.1030(g)(2)(vii)(F)

An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;

1910.1030(g)(2)(vii)(G)

Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;

1910.1030(g)(2)(vii)(H)

An explanation of the basis for selection of personal protective equipment;

1910.1030(g)(2)(vii)(I)

Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;

1910.1030(g)(2)(vii)(J)

Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

1910.1030(g)(2)(vii)(K)

An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;

1910.1030(g)(2)(vii)(L)

Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;

1910.1030(g)(2)(vii)(M)

An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and

1910.1030(g)(2)(vii)(N)

An opportunity for interactive questions and answers with the person conducting the training session.

1910.1030(g)(2)(viii)

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

1910.1030(g)(2)(ix)

Additional Initial Training for Employees in HIV and HBV Laboratories and Production Facilities. Employees in HIV or HBV research laboratories and HIV or HBV production facilities shall receive the following initial training in addition to the above training requirements.

1910.1030(g)(2)(ix)(A)

The employer shall assure that employees demonstrate proficiency in standard microbiological practices and techniques and in the practices and operations specific to the facility before being allowed to work with HIV or HBV.

1910.1030(g)(2)(ix)(B)

The employer shall assure that employees have prior experience in the handling of human pathogens or tissue cultures before working with HIV or HBV.

1910.1030(g)(2)(ix)(C)

The employer shall provide a training program to employees who have no prior experience in handling human pathogens. Initial work activities shall not include the handling of infectious agents. A progression of work activities shall be assigned as techniques are learned and proficiency is developed. The employer shall assure that employees participate in work activities involving infectious agents only after proficiency has been demonstrated.

1910.1030(h)

Recordkeeping --

1910.1030(h)(1)

Medical Records.

1910.1030(h)(1)(i)

The employer shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with 29 CFR 1910.1020.

1910.1030(h)(1)(ii)

This record shall include:

1910.1030(h)(1)(ii)(A)

The name and social security number of the employee;

1910.1030(h)(1)(ii)(B)

A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by paragraph (f)(2);

1910.1030(h)(1)(ii)(C)

A copy of all results of examinations, medical testing, and follow-up procedures as required by paragraph (f)(3);

1910.1030(h)(1)(ii)(D)

The employer's copy of the healthcare professional's written opinion as required by paragraph (f)(5); and

1910.1030(h)(1)(ii)(E)

A copy of the information provided to the healthcare professional as required by paragraphs (f)(4)(ii)(B)(C) and (D).

1910.1030(h)(1)(iii)

Confidentiality. The employer shall ensure that employee medical records required by paragraph (h)(1) are:

1910.1030(h)(1)(iii)(A)

Kept confidential; and

1910.1030(h)(1)(iii)(B)

Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.

1910.1030(h)(1)(iv)

The employer shall maintain the records required by paragraph (h) for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

1910.1030(h)(2)

Training Records.

1910.1030(h)(2)(i)

Training records shall include the following information:

1910.1030(h)(2)(i)(A)

The dates of the training sessions;

1910.1030(h)(2)(i)(B)

The contents or a summary of the training sessions;

1910.1030(h)(2)(i)(C)

The names and qualifications of persons conducting the training; and

1910.1030(h)(2)(i)(D)

The names and job titles of all persons attending the training sessions.

1910.1030(h)(2)(ii)

Training records shall be maintained for 3 years from the date on which the training occurred.

1910.1030(h)(3)

Availability.

1910.1030(h)(3)(i)

The employer shall ensure that all records required to be maintained by this section shall be made available upon request to the Assistant Secretary and the Director for examination and copying.

1910.1030(h)(3)(ii)

Employee training records required by this paragraph shall be provided upon request for examination and copying to employees, to employee representatives, to the Director, and to the Assistant Secretary.

1910.1030(h)(3)(iii)

Employee medical records required by this paragraph shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary in accordance with 29 CFR 1910.1020.

1910.1030(h)(4)

Transfer of Records. The employer shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

OSHA recently discovered mistakes made by the Federal Register editors of the CFR in implementing the 2001 OSHA final rule for Bloodborne Pathogens; these mistakes affected 29 CFR 1910.1030(h) and (i). OSHA is in the process of correcting these mistakes in the CFR. In the meantime, OSHA is revising this website to reflect the correct regulations as they will soon appear in eCFR and in the July 1, 2012, edition of the hard copy CFR. We will remove this notice from this website when the Federal Register editors make the necessary corrections in the eCFR.

1910.1030(h)(5)

Sharps injury log.

1910.1030(h)(5)(i)

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

1910.1030(h)(5)(i)(A)

The type and brand of device involved in the incident,

1910.1030(h)(5)(i)(B)

The department or work area where the exposure incident occurred, and

1910.1030(h)(5)(i)(C)

An explanation of how the incident occurred.

1910.1030(h)(5)(ii)

The requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses under 29 CFR part 1904.

1910.1030(h)(5)(iii)

The sharps injury log shall be maintained for the period required by 29 CFR 1904.33.

1910.1030(i)

Dates —

1910.1030(i)(1)

Effective Date. The standard shall become effective on March 6, 1992.

1910.1030(i)(2)

The Exposure Control Plan required by paragraph (c) of this section shall be completed on or before May 5, 1992.

1910.1030(i)(3)

Paragraphs (g)(2) Information and Training and (h) Recordkeeping of this section shall take effect on or before June 4, 1992.

1910.1030(i)(4)

Paragraphs (d)(2) Engineering and Work Practice Controls, (d)(3) Personal Protective Equipment, (d)(4) Housekeeping, (e) HIV and HBV Research Laboratories and Production Facilities, (f) Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up, and (g)(1) Labels and Signs of this section, shall take effect July 6, 1992.

[56 FR 64004, Dec. 06, 1991, as amended at 57 FR 12717, April 13, 1992; 57 FR 29206, July 1, 1992; 61 FR 5507, Feb. 13 1996; 66 FR 5325 Jan., 18, 2001; 71 FR 16672 and 16673, April 3, 2006; 73 FR 75586, Dec. 12, 2008; 76 FR 33608, June 2011; 76 FR 80740, Dec. 27, 2011; 77 FR 19934, April 3, 2012]

◀ [Next Standard \(1910.1030 App A\)](#)

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U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington,
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

Appendix I
Mustang Public Schools

Glossary of Common Words and Terminology

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

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

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

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

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

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

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

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

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

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

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

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

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

Hepatitis B (HBV) (“Serum Hepatitis”): A viral form of hepatitis spread through blood contact, and also as a sexually transmitted disease. Hepatitis B is a significant risk for emergency care workers. Infection may result in death, chronic hepatitis, liver, cancer or cirrhosis of the liver. A vaccine to prevent spread of Hepatitis B is available.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Memo

To: Sean McDaniel, Superintendent
Charles Bradley, Deputy Superintendent

From: Tracy Skinner, Executive Director of Human Resources

Date: March 2, 2015

Re: MPS Job Descriptions

Please discuss, consider, and/or act upon approving the Transportation Job Descriptions for 2014-2015.

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

5026

TITLE:	Transportation Clerk
QUALIFICATIONS:	High school diploma Oklahoma school bus driver license and certification Satisfy districts requirements with regard to physical health and citizenship Knowledge of MPS Windows, basic office procedures and common office equipment Ability to use computer based routing and activity trip scheduling programs
REPORTS TO:	Director of Transportation

PERFORMANCE RESPONSIBILITIES:

1. Performs all functions associated with computerized school bus routing.
2. Performs all functions associated with the scheduling of activity trips.
3. Monitors and verifies department employee's work hours daily.
4. **Abides by all district policies and state and federal laws.**
5. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~205-day calendar.~~ **Number of days and** compensation based on Board approved support personnel salary schedule of a site secretary.

EVALUATION:

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

PHYSICAL DEMANDS:

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

Adopted: 06-25-08
Revised: 02-09-09
Revised: 03-09-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Automotive/Bus. Mechanic
QUALIFICATIONS:	Demonstrated success in performing a wide variety of tasks requiring an understanding of and proficiency at automotive mechanical repair.
REPORTS TO:	Transportation Director and Head Mechanic

PERFORMANCE RESPONSIBILITIES:

1. Diagnoses and repairs district automotive equipment.
2. Maintains a current inventory of supplies and equipment.
3. Establishes an efficient and effective system of routine automotive maintenance and preventive care.
4. Promotes high standards of safety and good housekeeping methods in all work connected areas.
5. Drives bus route as required.
6. *Abides by all district policies and state and federal laws.*
7. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~260-day calendar.~~ *Number of days and* compensation based on Board approved support personnel salary schedule.

EVALUATION:

Job performance will be evaluated annually by the Director of Transportation.

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb, lift, 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: 10-09-06
Revised: 02-09-09
Revised: 03-09-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Bus Driver
QUALIFICATIONS:	Valid license to drive a school bus, which will include Commercial Chauffeur's License and Oklahoma state School Bus Driver's Certification, which includes attending the School Bus Driver's School Such additional health and age requirements as the board may require
REPORTS TO:	Director of Transportation, Principal and/or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the building administrator.
5. Keeps assigned bus cleaned.
6. Keeps to assigned schedule.
7. Checks bus before each operation for mechanical defects.
8. Notifies the proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents to the Director and the Police, and completes required reports.
13. Enforces regulations against smoking, or chewing tobacco, eating, or drinking on the bus.
14. Enforces bus riding regulations established by the Director or the state.
15. **Abides by all district policies and state and federal laws.**
16. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~475-day calendar.~~ **Number of days and** compensation based on Board approved support personnel salary schedule.

EVALUATION:

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

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to support and stabilize students with physical disabilities.

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

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

5025

TITLE:	Director of Transportation's Secretary
QUALIFICATIONS:	High school diploma; satisfy all district requirements with regard to physical Health and citizenship; knowledge of MS DOS/Windows; working knowledge of Basic office procedures and the operation of common office equipment
REPORTS TO:	Director of Transportation/Administrative Assistant

PERFORMANCE RESPONSIBILITIES:

1. Performs all functions associated with management software products.
2. Records all transportation requests.
3. Enters data for fuel report.
4. Performs any bookkeeping tasks associated with position.
5. Places and receives telephone calls and records the messages.
6. Obtains, gathers and organizes pertinent data as needed and puts it into usable form.
7. **Abides by all district policies and state and federal laws.**
8. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~205-day calendar.~~ **Number of days and** compensation based on Board approved support personnel salary schedule of a site secretary.

EVALUATION:

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

PHYSICAL DEMANDS:

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

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

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

5030

TITLE:	Head Automotive/Bus Mechanic
QUALIFICATIONS:	Demonstrates success in performing a wide variety of tasks requiring an understanding of a proficiency at automotive mechanical repair; qualified to inspect school buses as authorized by the Oklahoma State Board of Education Regulations
SUPERVISES:	Automotive/Bus Mechanic(s)
REPORTS TO:	Director of Transportation.

PERFORMANCE RESPONSIBILITIES:

1. Diagnoses and repairs district automotive equipment.
2. Inspects school buses as authorized by the Oklahoma State Board of Education Regulations.
3. Maintains a current inventory of supplies and equipment.
4. Establishes an efficient and effective system of routine automotive maintenance and preventative care.
5. Assigns repair work to the other mechanic(s) in the department.
6. Provides input to the Director of Transportation concerning the hiring, discipline and dismissal of mechanics.
7. Coordinates annual job performance reviews of mechanics with Director of Transportation.
8. Assists Transportation Secretary with Director of Transportation duties in director's absence.
9. Drives bus route as required.
10. Promotes high standards of safety and good housekeeping methods in all work connected areas.
11. Abides by all district policies and state and federal laws.
12. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~260 day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule.

EVALUATION:

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

PHYSICAL DEMANDS:

Ability to sit, stand, walk, bend, stoop, squat, crawl, climb, lift, 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: 10-09-06
Revised: 02-09-09
Revised: 03-09-15

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE: Special Education Bus Assistant

QUALIFICATIONS: Demonstrated aptitude for the work to be performed

REPORTS TO: Director of Transportation and/or Director of Special Services

PERFORMANCE RESPONSIBILITIES:

1. Assists handicapped students on and off the special bus.
2. Secures the students in the seats of the bus.
3. Maintains order on the bus.
4. *Abides by all district policies and state and federal laws.*
5. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~175-day calendar.~~ *Number of days and* compensation based on Board approved support personnel salary schedule.

EVALUATION:

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

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to support and stabilize students with physical disabilities.

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

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: February 11, 2015
Re: Approval of Sanitary Sewer Easement for JROTC




SM 2-12-15

*JW
2-11-15*

Respectfully request that the Board discuss, consider, and/or act upon approval of the Sanitary Sewer Easement for JROTC Training Center provided by Legacy Engineering.



Memo

To: Tracy Skinner, Executive Director of Human Resources, Mustang Public Schools 
CC: Ryan McKinney, Director of Secondary Instruction 
From: Teresa Wilkerson, Principal Mustang High School 
Date: 3/5/2015
Re: Request to hire band technicians

Please discuss, consider and/or act upon this request to hire the following band technicians for the 2014-2015 school year at the following flat fees:

Daniel Atkinson at \$12,000

Colton Hines at \$5,000

Kyle Myers at \$3,500

These technicians will be paid from the band activity account #804 through the payroll department. Thank you for your consideration.



Memo

To: Tracy Skinner, Executive Director of Human Resources, Mustang Public Schools
CC: Ryan McKinney, Directory of Secondary Instruction, Charles Bradley, Deputy
Superintendent, Mustang Public Schools, Sean McDaniel, Superintendent,
Mustang Public Schools
From: Teresa Wilkerson, Principal Mustang High School
Date: 2/28/2015
Re: Recommendation to hire summer counselors on supplemental contract

FM
3-2
CB

Please discuss, consider and/or act upon a supplemental contract for two Mustang High School counselors to work during the summer months. We are requesting that each summer counselor receive as compensation during the period of the assignment, the sum of \$18.00 per hour not to exceed 120 hours for the 2014-2015 school year. Thank you for your consideration.

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: February 26, 2015
Re: Softball/Baseball facility Change Order #2

JW
2-26-15

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:

- *COR#010 – RFI009 – Interior wall intel requirement - \$370.78
- *COR#015 – ASI012 – Building Signange Modifications - \$537.10
- *COR#017 – FM walk added smoke detector - \$654.68

This will be a net DECREASE to the contingency of **\$1,562.56**



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: 002 INITIATION DATE: February 18, 2015	OWNER: <input type="checkbox"/> CONSTRUCTION MANAGER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City, OK 73154	PROJECT NUMBERS: / 1416 CONTRACT DATE: March 10, 2014 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

COR 010 - RFI 009 - Interior Wall intel requirement	\$ 370.78
COR 015 - ASI 012 - Building Signage Modifications	537.10
COR 017 - FM Walk - Added smoke detector	654.68
Total to be deducted from Contingency	\$ 1,562.56

Balance remaining in Contingency: \$ 38,767.51

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 increased by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	1,062,671.00

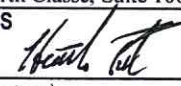
The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is January 31, 2015.

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..

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)
 Robert Renshaw Jr.
 (Typed name) **DATE:** 2/19/15

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

BY (Signature)
 Heath Tate
 (Typed name) **DATE:** 2-23-15

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

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

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

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



PCCOR #010

Timberlake Construction Co., Inc.
 PO Box 18297
 Oklahoma City, Oklahoma 73154
 Phone: 405.840.2521
 Fax: 405.840.5469

Project: 1416 - Mustang Softball/Baseball Training Facility
 249 W. Juniper
 Mustang, Oklahoma 73064

DRAFT

Prime Contract Change Order Request #010: RFI 009 - Interior Wall Lintel Requirement

TO:	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	FROM:	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
CHANGE ORDER REQUEST NUMBER / REVISION:	010 / 0	PRIME CONTRACT CHANGE ORDER:	None
STATUS:	Draft	CREATED BY:	Brent Dunning (Timberlake Construction Co., Inc.)
SCHEDULE IMPACT:		DATE CREATED:	12/10/2014
		TOTAL AMOUNT:	\$370.78

CHANGE ORDER REQUEST TITLE: RFI 009 - Interior Wall Lintel Requirement

CHANGE ORDER REQUEST DESCRIPTION:

Scope includes wall type modifications as required in accordance with RFI 009, dated 12/5/2014.

ATTACHMENTS:

[RFI 009 - Timberlake Int pricing - REV 1.pdf](#) [RFI 009 - Wiljo Pricing.pdf](#) [RFI 009 - C N Pricing.pdf](#) [Mustang Softball Baseball - RFI 009.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
010	Mustang Public Schools	RFI 009 - Interior Wall Lintel Requirement		\$370.78
			Total:	\$370.78

CHANGE ORDER REQUEST LINE ITEMS:



PCCOR #010

PCO: 010

#	Cost Code	Description	Type	Amount
1	04-220 - Concrete Masonry Units (CMU)	RFI 009 - Deduct - Interior Wall Lintel Requirement	Commitment	(\$356.00)
2	09-700 - Wall Finishes -	RFI 009 - Tape & Bed	Materials	\$150.00
3	09-250 - Gypsum Wallboard	RFI 009 - Added Gyp Board Assembly	Commitment	\$556.00
Subtotal:				\$350.00
Builders Risk: 0.24% on all line item types				\$0.84
Bonds: 0.83% on all line item types				\$2.91
Safety: 0.32% on all line item types				\$1.12
Shop Dray: 0.22% on all line item types				\$0.77
Cleanup: 0.25% on all line item types				\$0.88
OH&P: 4.00% on all line item types				\$14.26
Grand Total:				\$370.78

Justin Mitchell (MA+Architecture)
 4000 Classen Center, Suite 100N
 Oklahoma City Oklahoma 73118

Mustang Public Schools
 906 S Heights Drive
 Mustang Oklahoma 73064

Timberlake Construction Co., Inc.
 PO Box 18297
 Oklahoma City Oklahoma 73154

 SIGNATURE DATE
 Timberlake Construction Co., Inc.

 SIGNATURE DATE
 page 2 of 2

 SIGNATURE DATE
 Printed On: 12/30/2014 01:37 PM

Proposal



WilJo Interiors, Inc.

7421 NW 83rd Street, Oklahoma City, Ok 73132

Phone: (405) 792-7979

Fax: (405) 792-7980

www.wiljointeriors.com

To:	Brent Dunning Timberlake Construction
Job:	Mustang Softball Training Facility
Date:	12/15/2014
RE:	RFI#9

SCOPE:	AMOUNT
All Labor, materials, and equipment necessary to complete our scope of work unless noted otherwise. Tape & bed new gyp wall in lieu of CMU	\$150
TOTAL:	\$150

Respectfully Submitted,

Matt Lanzer
Wiljo Interiors, Inc.



P.O.Box 54985, OKC., OK 73154
 Phone 405-840-8377 Fax 405-840-1096

Date: 12/30/2014
 Proposal Request #: 1 R
 Project: Mustang Softball / Baseball
 Location: Mustang, OK.

Description for Change: RFI 9 - Build a bulk head header at south side of corridor 102
 Using 6" metal studs, high impact board to the deck on the front side & 6" above ceiling on the back side.

Materials	Cost Code	Unit	Unit Cost	Total
6" 20ga Studs / track	708100M	120	0.65	78.00
5/8" High impact board	708200M	96	0.90	86.40
Fastener / tools / beads	701038G	1	40.00	40.00
				0.00
				0.00
		Sales Tax	8.375%	17.12
			Subtotal	221.52

Labor	Cost Code	No of Hours	Hourly Cost	Total
Journeyman	708100L	2.5	35.00	87.50
Journeyman	708200L	2.5	35.00	87.50
				0.00
				0.00
PM / Supervision	6015G	1	50.00	50.00
			Subtotal	225.00

Equipment	Cost Code	No of Hours	Hourly Cost	Total
Scaffolding	701037G	1	50.00	50.00
				0.00
				0.00
		Sales Tax	8.375%	4.19
			Subtotal	54.19

Subcontractors	Total
	Subtotal
	0.00

Inclusions:

Cleanup to a central location
 Equipment for our work only

Exclusions:

Trash Removal from Site & Trash Receptacles
 All Rough Carpentry, Blocking & Backing
 All Tape, Bed & Paint
 All Caulking, Sealants & Grouting
 All Attachment by Bolting or Welding
 All premium expense for OT as a result of any acceleration of schedule or as a result of delays caused by others is excluded.
 All temporary enclosures, lighting, ventilation, heating &/or utilities

Total Raw Costs		500.71
Gen Req'ments, Insurance, Bond	1%	5.01
Subtotal		505.71
Overhead	10%	50.29
Profit		0.00
Total Change Order Proposal		556.00

Timberlake Interiors reserves the right to withdraw this pricing if not accepted in writing within (15) days of the date of this proposal.



PO Box 18297
Oklahoma City, Oklahoma 73154
Phone: 405.840.2521
Fax: 405.840.5469

Project: 1416 - Mustang Softball/Baseball Training Facility
249 W. Juniper
Mustang, Oklahoma 73064

Interior Wall Lintel Requirement

TO:	Justin Mitchell (MA+Architecture) 4000 Classen Center, Suite 100N Oklahoma City, Oklahoma 73118	FROM:	Brent Dunning (Timberlake Construction Co., Inc.) PO Box 18297 Oklahoma City, Oklahoma 73154
DATE INITIATED:	12/03/ 2014	STATUS:	Closed
LOCATION:		DUE DATE:	12/06/2014
COST CODE:		REFERENCE:	
COST IMPACT:	TBD	SCHEDULE IMPACT:	
DRAWING NUMBER:	ASI 005 CA-7	SPEC SECTION:	
RECEIVED FROM:	Chris Conway (C & N Masonry)		
COPIES TO:	Cale Lopp (Timberlake Construction Co., Inc.), Ron Swift (Timberlake Construction Co., Inc.), Heath Tate (MA+Architecture)		

Question from Brent Dunning (Timberlake Construction Co., Inc.) at 05:58 PM on 12/03/2014

Please refer to the green highlighted area in the attached RFI 009 Sketch. The South wall for the Girls Dressing Room 103 was shifted further South in ASI 005. The mason is concerned that a lintel is now required at the Restroom 105 South wall where it spans across the hallway to support the East side of the wall and dies into the Girls Dressing Room. No lintel has been called out. Please advise if one is required. Per discussions with Justin Mitchell, another option may be to stop CMU at the hallway and install framing / gyp board at the highlighted area.

Attachments:
[RFI 009 Sketch.pdf](#)

Official Response: Justin Mitchell (MA+Architecture) responded on Friday, December 5th, 2014 at 11:36AM CST

It is acceptable to install a gyp board header in lieu of the CMU lintel. Please refer to attachment for further requirements discussed via email.

Attachments:
[RE_RFI 009.pdf](#)

All Replies:

Response from Justin Mitchell (MA+Architecture) at 11:36 AM on 12/05/2014

It is acceptable to install a gyp board header in lieu of the CMU lintel. Please refer to attachment for further requirements discussed via email.

Attachments:
[RE_RFI 009.pdf](#)

BY _____ DATE _____ COPIES TO _____



PCCOR #015

Timberlake Construction Co., Inc.
 PO Box 18297
 Oklahoma City, Oklahoma 73154
 Phone: 405.840.2521
 Fax: 405.840.5469

Project: 1416 - Mustang Softball/Baseball Training Facility
 249 W. Juniper
 Mustang, Oklahoma 73064

DRAFT

Prime Contract Change Order Request #015: ASI 012 - Building Signage Modifications

TO:	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	FROM:	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
CHANGE ORDER REQUEST NUMBER / REVISION:	015 / 0	PRIME CONTRACT CHANGE ORDER:	None
STATUS:	Draft	CREATED BY:	Brent Dunning (Timberlake Construction Co., Inc.)
SCHEDULE IMPACT:		DATE CREATED:	1/5/2015
		TOTAL AMOUNT:	\$537.10

CHANGE ORDER REQUEST TITLE: ASI 012 - Building Signage Modifications

CHANGE ORDER REQUEST DESCRIPTION:

Scope includes deletion of cast metal letters, addition of dibond Mustang Schools logo, and paint selection for existing canopy.

ATTACHMENTS:

[ASI 012 - Building Signage Modification.pdf](#) [ASI 012 - Wiljo pricing.pdf](#) [ASI 012 - Metro Signs.pdf](#) [ASI 012 - Kebko pricing.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
015	Mustang Public Schools	ASI 012 - Building Signage Modifications		\$537.10
			Total:	\$537.10

CHANGE ORDER REQUEST LINE ITEMS:

TIMBERLAKE
Construction

PCCOR #015

PCO: 015

#	Cost Code	Description	Type	Amount
1	10-000 - General	Kebko - Scope includes deduct for eliminating metal letters as required in accordance with ASI 012, dated 12/24/2014.	Commitment	(\$2,583.00)
2	10-000 - General	Metro Signs - Scope includes one aluminum backed vinyl logo as required in accordance with ASI 012, dated 12/24/2014.	Other	\$2,175.00
3	09-900 - Paints and Coatings	Wijo Interiors - Scope includes painting of existing canopy as required in accordance with ASI 012, dated 12/24/2014.	Commitment	\$915.00
Subtotal:				\$507.00
Builders Risk: 0.24% on all line item types				\$1.22
Bonds: 0.83% on all line item types				\$4.21
Safety: 0.32% on all line item types				\$1.62
Shop Dray: 0.22% on all line item types				\$1.12
Cleanup: 0.25% on all line item types				\$1.27
OH&P: 4.00% on all line item types				\$20.66
Grand Total:				\$537.10

Justin Mitchell (MA+Architecture)
4000 Classen Center, Suite 100N
Oklahoma City Oklahoma 73118

Mustang Public Schools
906 S Heights Drive
Mustang Oklahoma 73064

Timberlake Construction Co., Inc.
PO Box 18297
Oklahoma City Oklahoma 73154

SIGNATURE DATE
Timberlake Construction Co., Inc.

SIGNATURE DATE
page 2 of 2

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ADA Signage – Cast Plaques & Letters – Engraved Signage & Graphics



Architectural Signage

A Woman-Owned Company
– Bonded – Insured
Delivering Exceptional Value Since 1993

19304 N 62nd Avenue
Glendale, AZ 85308
Phone: 480-413-9808
Fax: 480-413-9809

DATE: January 16, 2014
TO: Brent Dunning
COMPANY: Timberlake Construction
FROM: Paula Gatzemeier
PROJECT: Mustang Softball/Baseball Training Facility JOB #: 0814E16

ASI NO: 012 - Proposed Change on building exterior:

-eliminate metal letters

(\$ 2,583)

-Add Mustang Logo to South side

(1) 5'5 3/4" T x 8' w **Digital print** mounted on

Aluminum composite board with Install

\$1,975

-Add Mustang Logo to South side

(1) 5'5 3/4" T x 8' w **High Performance Vinyl**

Mounted on aluminum composite with install

\$2,175

Using the highest standard digital prints for southern exposure, you can expect 3-5 years.

Using High performance vinyl, you can expect 5-7 years.

If you need anything else, please contact me at kebko1@gmail.com or 602-363-7673.

Sincerely,

Paula Gatzemeier



401 N. Ann Arbor
 Oklahoma City, OK 73127
 Phone (405) 949-1555;
 Fax (405) 949-1587

**PROPOSAL and
 SALES AGREEMENT**

TIMBERLAKE CONSTRUCTION		Contract Number #P-25537
7613 N. Classen Blvd. Oklahoma City, OK 73116 Leslie Dean	Phone (405) 840-2521 Fax (405) 840-5469	Date 1/30/2015
Project Location Mustang High School		Salesman Bill Fair

Manufacture and install one single faced pan panel sign. This sign will be framed with 1" aluminum tubing. The face will be .125 aluminum with vinyl copy.

Permit if required will be added to final billing.

Scope of Work

Scope of work includes all design, permits, fabrication, delivery to job- site, and installation. Work does not include bringing of primary electrical service to the sign, or hook-up of same.

Warranty

Five (5) years on all fabrication, structural integrity, paint finishes against excessive fading, and installation. Two (2) years on all electrical components. Warranty does not cover damage from external sources.

Signs(s) as specified	\$1,581.00
Installation	\$594.00
Permits	\$0.00
Freight	\$0.00
Sub-Total	\$2,175.00
Sales Tax 0.000%	\$0.00
TOTAL PROJECT	\$2,175.00
<i>Down payment</i> \$1,087.50	<i>Balance upon completion</i> \$1,087.50

THE ABOVE PRICES ARE SUBJECT TO APPLICABLE TAX AND LOCAL PERMIT FEES. ALL QUOTATIONS ARE VALID FOR 30 DAYS
 Amounts past due more than 20 days shall be subject to a 2% monthly service charge.

THIS ORDER IS SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE. The undersigned Buyer hereby orders the goods and services described above and METRO SIGN CORPORATION agrees to furnish, perform, and sell the same for the prices shown above and on the terms and conditions which are set forth on the reverse side hereof and incorporated herein by reference.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions, are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

DATE ACCEPTED _____, 20____

PURCHASER _____

SIGNATURE _____

This contract is not binding until signed by an officer of METRO SIGN CORPORATION.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard prices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Our Workers are fully covered by Workman's Compensation Insurance.

METRO SIGN CORPORATION

By _____ Date _____

Proposal



WilJo Interiors, Inc.
 109 NE 38th Street Oklahoma City, Ok 73105
 Phone: (405) 792-7979
 Fax: (405) 792-7980
 www.wiljointeriors.com

To:	Brent Dunning Timberlake Construction
Job:	Mustang Softball/ Baseball Training Facility
Date:	2/3/2015
RE:	Paint existing canopy per ASI#12

SCOPE:	AMOUNT
<p>All Labor, materials, and equipment necessary to complete our scope of work unless noted otherwise.</p> <p>Paint existing canopy at west side of existing building, Aprox. 7' wide & 9' tall: Masking as necessary. Clean metal and prepar for paint. Sanding & spot prime as necessary. Paint underside of deck and two steel support beams.</p> <p style="text-align: right;"> Labor \$515 Burden \$155 Material \$120 Overhead \$80 Profit \$45 Total \$915 </p>	
<p>Disclaimer: After washing, the canopy will need to dry out before paint can be applied. Time will be necessary for drying between coats. Appropriate weather is necessary in order to apply paint.</p> <p>Exclusions: Paint downspouts, paint flashing, paint roof of canopy, overtime, nightwork.</p>	
TOTAL:	\$915

Respectfully Submitted,

Matt Lanzer
 Wiljo Interiors, Inc.

208



MA+
architecture

ARCHITECT'S SUPPLEMENTAL INSTRUCTION

DATE: December 24, 2014

TO: Brent Dunning

COMPANY: Timberlake Construction

FROM: Justin Mitchell

PROJECT: Mustang Softball/Baseball Training Facility

JOB #: 0814E16

CONTRACT DATE: 10/2014

ASI NO. 012

- The owner requested that the exterior signage for the building be changed from cast metal letters to dibond Mustang Schools logo. Provide a credit for the cast letters no longer being used. Refer to attached revised sheet A201 for further requirements.
- A pant color has been selected for the canopy over the north most door on the west elevation of the existing baseball locker room. Refer to attached revised sheet A201 for further requirements.



PCCOR #017

Timberlake Construction Co., Inc.
 PO Box 18297
 Oklahoma City, Oklahoma 73154
 Phone: 405.840.2521
 Fax: 405.840.5469

Project: 1416 - Mustang Softball/Baseball Training Facility
 249 W. Juniper
 Mustang, Oklahoma 73064

DRAFT

Prime Contract Change Order Request #017: Fire Marshal Walk - Added Smoke Detector

TO:	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	FROM:	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
CHANGE ORDER REQUEST NUMBER / REVISION:	017 / 0	PRIME CONTRACT CHANGE ORDER:	None
STATUS:	Draft	CREATED BY:	Brent Dunning (Timberlake Construction Co., Inc.)
SCHEDULE IMPACT:		DATE CREATED:	2/17/2015
		TOTAL AMOUNT:	\$654.68

CHANGE ORDER REQUEST TITLE: Fire Marshal Walk - Added Smoke Detector

CHANGE ORDER REQUEST DESCRIPTION:

Scope includes the addition of one smoke detector at the overhead access space per Fire Marshal direction.

ATTACHMENTS:

[Added Smoke - J Curry Pricing.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
017	Mustang Public Schools	Fire Marshal Walk - Added Smoke Detector		\$654.68
Total:				\$654.68

CHANGE ORDER REQUEST LINE ITEMS:

PCO: 017

#	Cost Code	Description	Type	Amount
1	16-100 - Electrical	J Curry - Scope includes the addition of one smoke detector at the overhead access space as directed by the Fire Marshal.	Commitment	\$618.00
Subtotal:				\$618.00
Builders Risk: 0.24% on all line item types				\$1.48
Bonds: 0.83% on all line item types				\$5.13
Safety: 0.32% on all line item types				\$1.98
Shop Dray: 0.22% on all line item types				\$1.36
Cleanup: 0.25% on all line item types				\$1.55
OH&P: 4.00% on all line item types				\$25.18
Grand Total:				\$654.68

CHANGE ORDER

J. CURRY ELECTRIC COMPANY, INC.
ELECTRICAL CONTRACTORS STATE LIC.#02090

5130 South Eastern P.O. BOX 95665
OKLAHOMA CITY, OKLAHOMA 73143
(405) 672-1665 672-4589
FAX (405) 670-1558

TO: Timberlake Construction		NUMBER #6	
STREET P.O. Box 18297		PHONE 840-2521	DATE 2/16/2015
CITY, STATE and ZIP CODE Oklahoma City, OK 73154		JOB NAME - LOCATION Mustang Softball & Baseball	
EXISTING CONTRACT NUMBER ASI #7	EXISTING CONTRACT DATE	JOB NUMBER	JOB PHONE

WE HEREBY AGREE TO MAKE THE CHANGE(S) SPECIFIED BELOW:
Change Order #6

This is a price to pipe, wire and program additional Smoke Detector over Storage Area, as per Fire Marshall. All labor and material, for the total sum of \$618.00

Material-----\$141.00
Labor-----\$384.00
15%Overhead & Profit----\$93.00

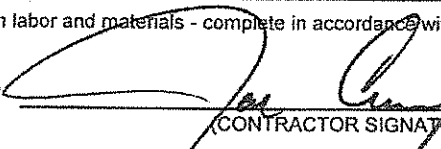
ADDITIONAL CHARGE FOR ABOVE WORK IS: \$ 618.00

Payment will be made as follows: Progress draws

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Date _____ Authorizing Signature _____
(OWNER SIGNS HERE)

We hereby agree to furnish labor and materials - complete in accordance with the above specifications, at above stated price.

Authorizing Signature  _____ Date _____
(CONTRACTOR SIGNATURE HERE)

THIS IS A CHANGE ORDER NO. #6

NOTE: This Revision becomes part of, and in conformance with, the existing contract.

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: February 26, 2015
Re: Mustang Elementary Gym Change Order #3

JW
2/26/15

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:

- *COR#006 – RFI024 – Stem wall at connection point from PEMB to conventional steel - \$1,955.55
- *COR#009 – ASI003 – Chalyn Dr Concrete paving & sawcutting - \$3,442.87

This will be a net **DECREASE** to the contingency of **\$5,398.42**



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: 003 INITIATION DATE: February 19, 2015	OWNER: <input type="checkbox"/> CONSTRUCTION MANAGER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City, OK 73154	PROJECT NUMBERS: / 1413 CONTRACT DATE: April 26, 2012 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

COR 006 - RFI 024 - Stem wall at connection point from PEMB to conventional steel	\$ 1,955.55
COR 009 - ASI 003 - Chaylyn Dr Concrete Paving & Sawcutting	\$ 3,442.87
Total to be deducted from Contingency	\$ 5,398.42

Balance of Contingency \$ 44,293.23

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

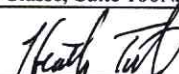
The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is August 1, 2015.

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)
(Typed name) **DATE:** 2/23/15

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

BY (Signature)
Heath Tate **DATE:** 2-24-15
(Typed name)

Timberlake Construction Co., Inc.
CONTRACTOR (Firm name)
PO Box 18297, Oklahoma City, OK 73154
ADDRESS
BY (Signature)
(Typed name) **DATE:**

Mustang Public Schools
OWNER (Firm name)
906 S Heights Drive, Mustang, OK 73064
ADDRESS
BY (Signature)
Sean McDaniel
(Typed name) **DATE:**



PCCOR #006

Timberlake Construction Co., Inc.
 PO Box 18297
 Oklahoma City, Oklahoma 73154
 Phone: 405.840.2521
 Fax: 405.840.5469

Project: 1413 - Mustang Elementary Gym Addition & Building Renovation
 400 S Mustang Road
 Mustang, Oklahoma 73064

DRAFT

Prime Contract Change Order Request #006: RFI 024 - Stem-wall at connection point from PEMB to conventional steel

TO:	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	FROM:	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
CHANGE ORDER REQUEST NUMBER / REVISION:	006 / 0	PRIME CONTRACT CHANGE ORDER:	None
STATUS:	Draft	CREATED BY:	Brent Dunning (Timberlake Construction Co., Inc.)
SCHEDULE IMPACT:		DATE CREATED:	12/12/2014
		TOTAL AMOUNT:	\$1,955.55

CHANGE ORDER REQUEST TITLE: RFI 024 - Stem-wall at connection point from PEMB to conventional steel

CHANGE ORDER REQUEST DESCRIPTION:

Scope includes the addition of 12' long stem wall as required in accordance with RFI 024, dated 12/11/2014.

ATTACHMENTS:

[Mustang Elementary Gym - RFI 024 - Added Stem Wall.pdf](#) [RFI 024 - Cantera pricing - REV 2.pdf](#) [RFI 024 - Bone Dry pricing.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
006	Mustang Public Schools	RFI 024 - Stem-wall at connection point from PEMB to conventional steel		\$1,955.55
			Total:	\$1,955.55

CHANGE ORDER REQUEST LINE ITEMS:

TIMBERLAKE Construction

PCCOR #006

PCO: 006

#	Cost Code	Description	Type	Amount	Builders Risk (0.24% on all line item types)	Bonds (0.83% on all line item types)	Safety (0.32% on all line item types)	Shop Dray (0.22% on all line item types)	Cleanup (0.25% on all line item types)	Subtotal
1	03-100 - Concrete Formwork, Reinforce- ment and Materials	Cantera - Scope includes concrete stem wall as required in accordance with RFI 024, dated 12/11/2014.	Commitment	\$1,174.00	\$2.82	\$9.74	\$3.76	\$2.58	\$2.94	\$1,195.84
2	07-100 - Waterproofin g & Dampproofin g	Bone Dry - Scope includes waterproofing of stem wall as required in accordance with RFI 024, dated 12/11/2014.	Commitment	\$672.00	\$1.61	\$5.58	\$2.15	\$1.48	\$1.68	\$684.50
Subtotal:				\$1,846.00	\$4.43	\$15.32	\$5.91	\$4.06	\$4.62	\$1,880.34
OH&P: 4.00% on all line item types										\$75.21
Grand Total:										\$1,955.55

Heath Tate (MA+Architecture)
4000 Classen Center, Suite 100N
Oklahoma City Oklahoma 73118

Mustang Public Schools
906 S Heights Drive
Mustang Oklahoma 73064

Timberlake Construction Co., Inc.
PO Box 18297
Oklahoma City Oklahoma 73154

SIGNATURE DATE
Timberlake Construction Co., Inc.

SIGNATURE DATE
page 2 of 2

SIGNATURE DATE 17
Printed On: 2/6/2015 09:44 AM



1/21/15

Timberlake Construction, Inc.

ATTN: Brent Dunning

RE: PCO #004 Add Stem wall.

CHANGE ORDER PROPOSAL #001

Per your request we are submitting the following changes in cost of **\$1,174.00**. Please see additional work and clarifications listed below:

1. This work will result in an extension to our contract time of **02** days.
2. 12 Lineal foot of retaining wall.

Please indicate your approval by signing and returning one copy of this letter to our office or issue a CHANGE ORDER for this work no later than **00/00/00**. We will need this proposal approved before we can begin work. Signing this proposal will be considered a notice to proceed and a change order will be coming for the above work. If you have any questions please call the undersigned at (405) 525-9000.

Sincerely,
Cantera Concrete Company

Randy Hall
Division Manager
rhall@canteraconcrete.com

ACCEPTED BY:
GC Name

Signature

Printed name/title

Date

CC: File – Job #693



BONE DRY WATERPROOFING LLC

An MBE/WBE Enterprise

February 2, 2015

BID PROPOSAL

To: Timberlake Construction

Project: Mustang Elementary Gymnasium

Waterproof Stemwall per Brent Dunning:

Bentonite Waterproofing: \$ 894.00

Material: \$ 344.00 Labor: \$ 400.00 Mobilization: \$ 150.00

HLM5000: \$ 672.00

Material: \$ 202.00 Labor: \$ 320.00 Mobilization: \$ 150.00

Tracee Craig

2/2/2015

Managing Partner

Call John Ferencich at 405-550-9139 with any questions.

2600 Shoreridge Avenue Norman, OK 73072
PH: 405-550-9139 PH: 405-615-7696 Fax: 405-701-2898
bonedrywaterproofing@gmail.com



MA+
architecture

RFI RESPONSE

DATE: 1/27/2015

TO: Brent Dunning

COMPANY: Timberlake Construction Co., Inc.

FROM: Josh Pendleton

PROJECT: Mustang Elementary Gym Addition & Building Renovation

JOB #: 1411E66

CONTRACT DATE: June 7, 2012

RFI QUESTION NO. 024 (received 12/05/2014):

The foundations and slab along grid line B running north from grid line 4 to the edge of the sidewalk does not have a stem wall. This will need to be added to accommodate holding back the earth under the slab due to the difference in elevation between the two buildings.

See sheets; S201, 1/S501, 8/S501. Please review and provide detail showing stem wall placement.

ORIGINAL RFI RESPONSE:

Contractor shall install a concrete stem wall as shown in attached Structural details SSK-05 & SSK-06 and also architectural detail 15-CA8.

It is the intent to provide this stem wall only for the length required and necessary to hold back the grade. Contractor shall review and field verify all dimensions, heights, lengths, etc to verify that the dimensions shown on details are correct and appropriate for the grading conditions found on site. Contractor shall notify the Architect of any discrepancies.

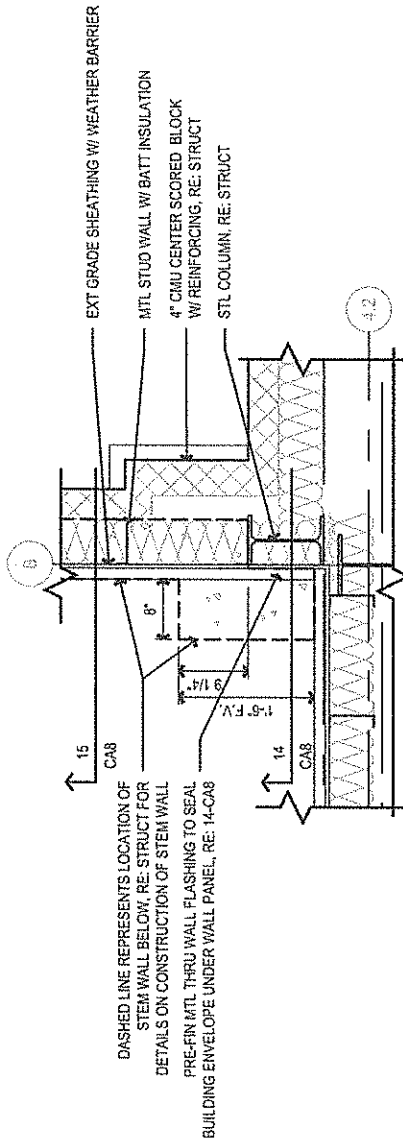
REVISED RFI RESPONSE:

Based on information of existing column located in conflict with the south end of the stem wall, Contractor shall review attached revised details shown on sheet CA8 & SSK-05, SSK-06 & SSK-08, which provide direction to have the stem wall bump out around the column at the location of conflict.

It is the intent to provide this stem wall only for the length required and necessary to hold back the grade. Contractor shall review and field verify all dimensions, heights, lengths, etc to verify that the dimensions shown on details are correct and appropriate for the grading conditions found on site.

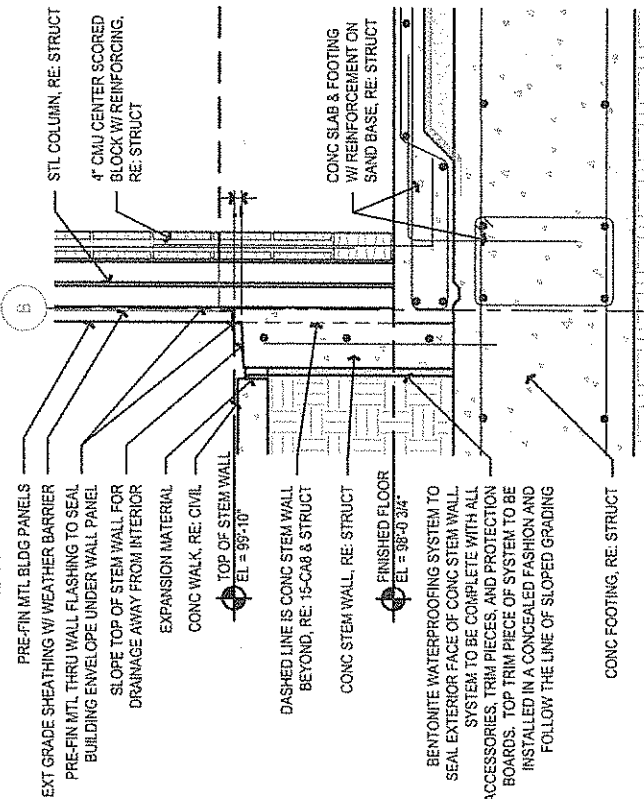
Contractor shall notify the Architect of any discrepancies and of any questions.

END OF RFI RESPONSE



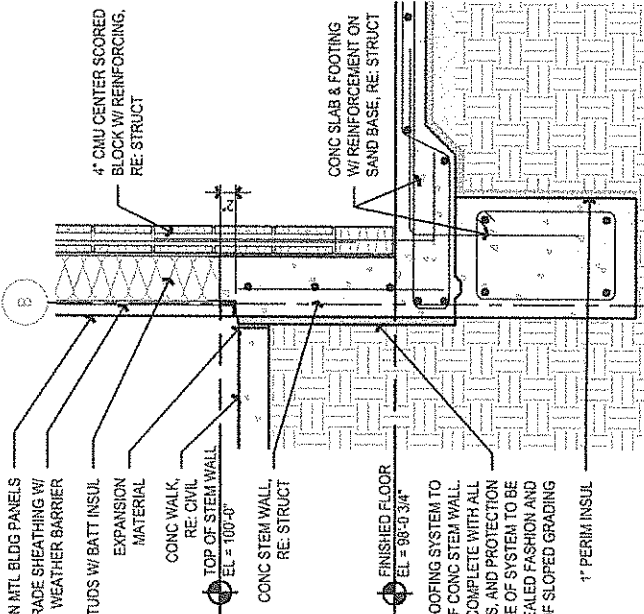
10 STEM WALL PLAN @ COLUMN

SCALE: 3/4"=1'-0"
REVISED RFI 024 RESPONSE
REFER: 10-CAB



14 STEM WALL SECTION @ COLUMN

SCALE: 3/4"=1'-0"
REFER: 10-CAB



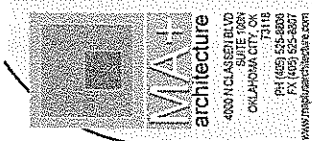
15 STEM WALL SECTION

SCALE: 3/4"=1'-0"
REFER: 10-CAB

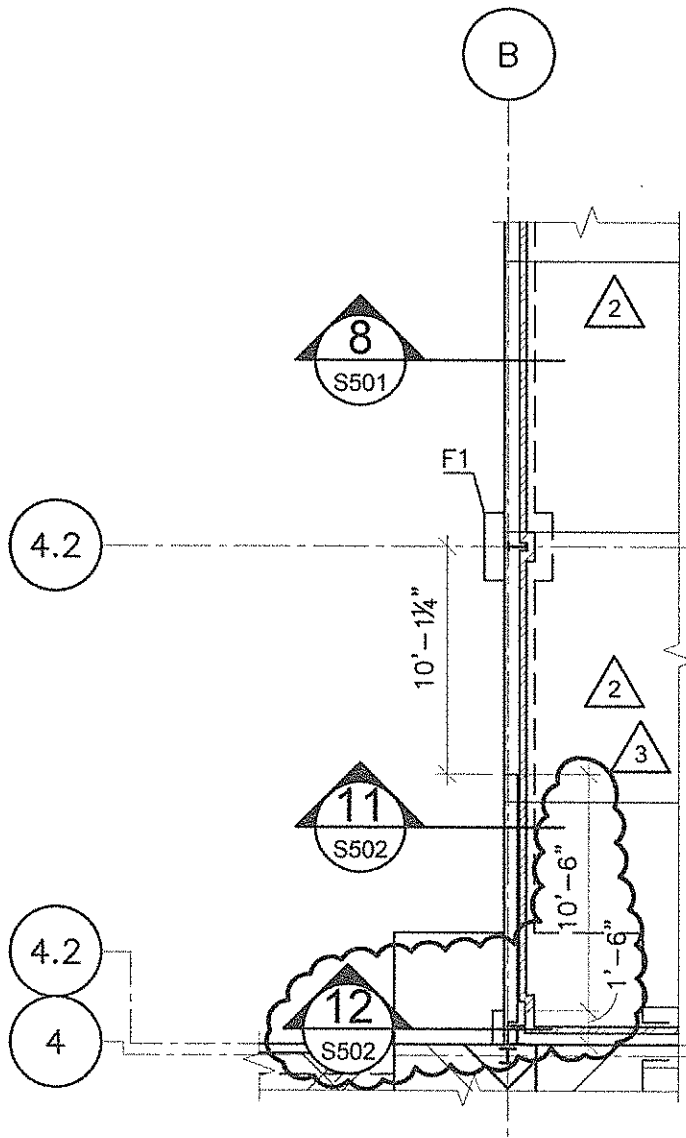
MUSTANG ELEMENTARY
GYM ADDITION & BLDG RENOV.
400 S MUSTANG RD
MUSTANG OK, 73064

PROJECT NO: 1500
DATE: 01/15/10
BY: J. WILSON
CHECKED: J. WILSON
SCALE: AS SHOWN
SHEET TITLE: STEM WALL SECTION

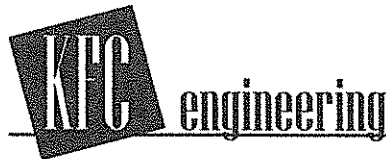
CA8
SHEETS



REGISTERED ARCHITECTS
JAMES W. VANCE, JR., AIA
MARTHA VAUGHAN, AIA
DANIELA M. HARRIS, AIA
DANIELA M. HARRIS, AIA
DANIELA M. HARRIS, AIA



1 PARTIAL FOUNDATION PLAN
 S201 SCALE: 1/8"=1'-0"



Kirkpatrick Forest Curtis PC
 Structural Engineering
 OK CA #3888, EXP. 06/30/15
 205 NW 63rd, Suite 390
 Oklahoma City, OK 73116
 Telephone: 405.528.4596
 Fax: 405.528.4580

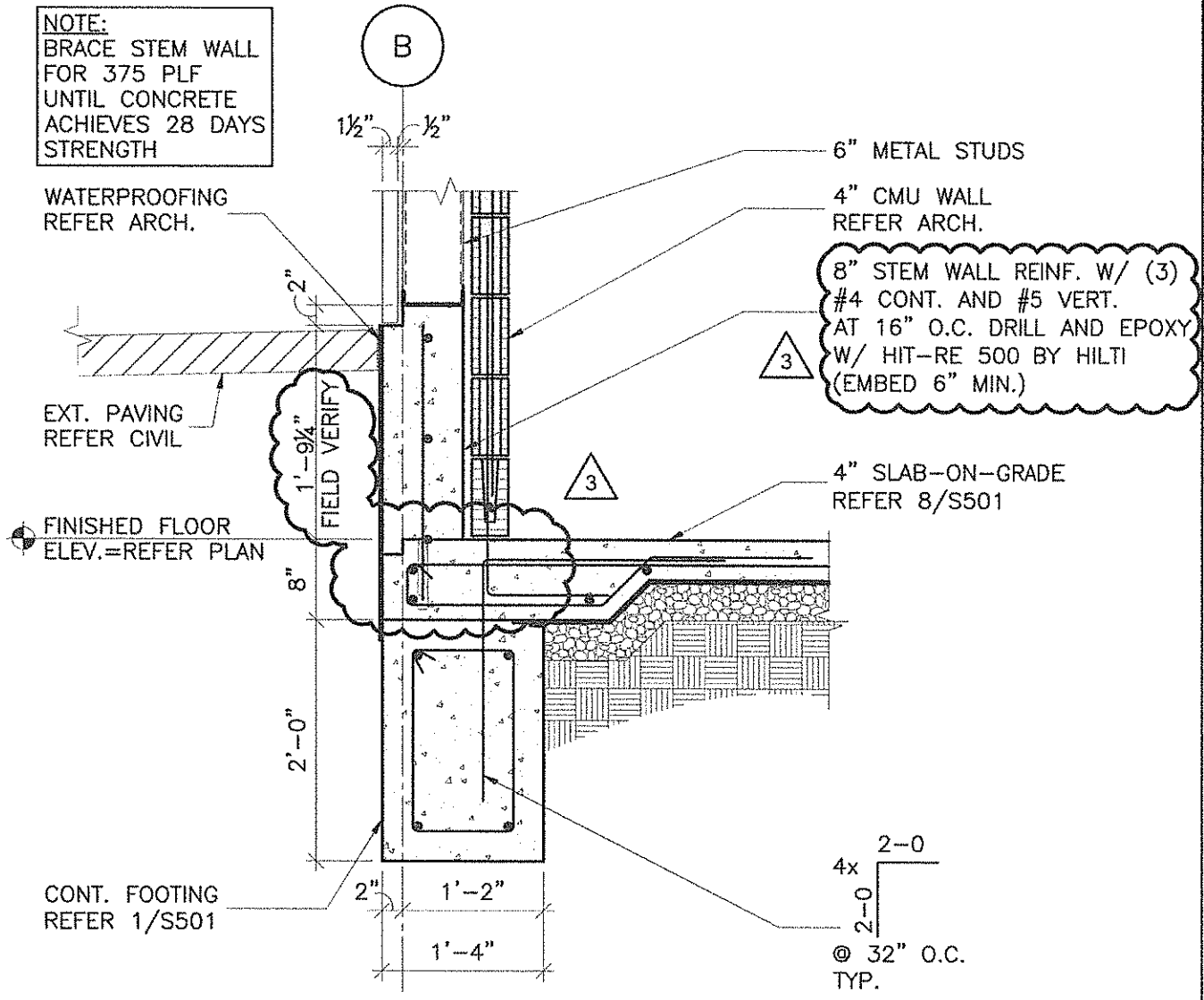
**MUSTANG ELEM. GYM
 ADDITION AND BLDG.
 RENOV.**

REVISIONS		
NO.	DATE	DESCRIPTION
2	12/11/14	RFI NO. 24
3	01/27/15	RFI NO. 24 REVISED

SCALE: AS NOTED
 DATE: 05/01/2014
 PROJECT # 1411E86

SSK-05²²

NOTE:
BRACE STEM WALL
FOR 375 PLF
UNTIL CONCRETE
ACHIEVES 28 DAYS
STRENGTH



11 DETAIL 2
S502 SCALE: 3/4"=1'-0"



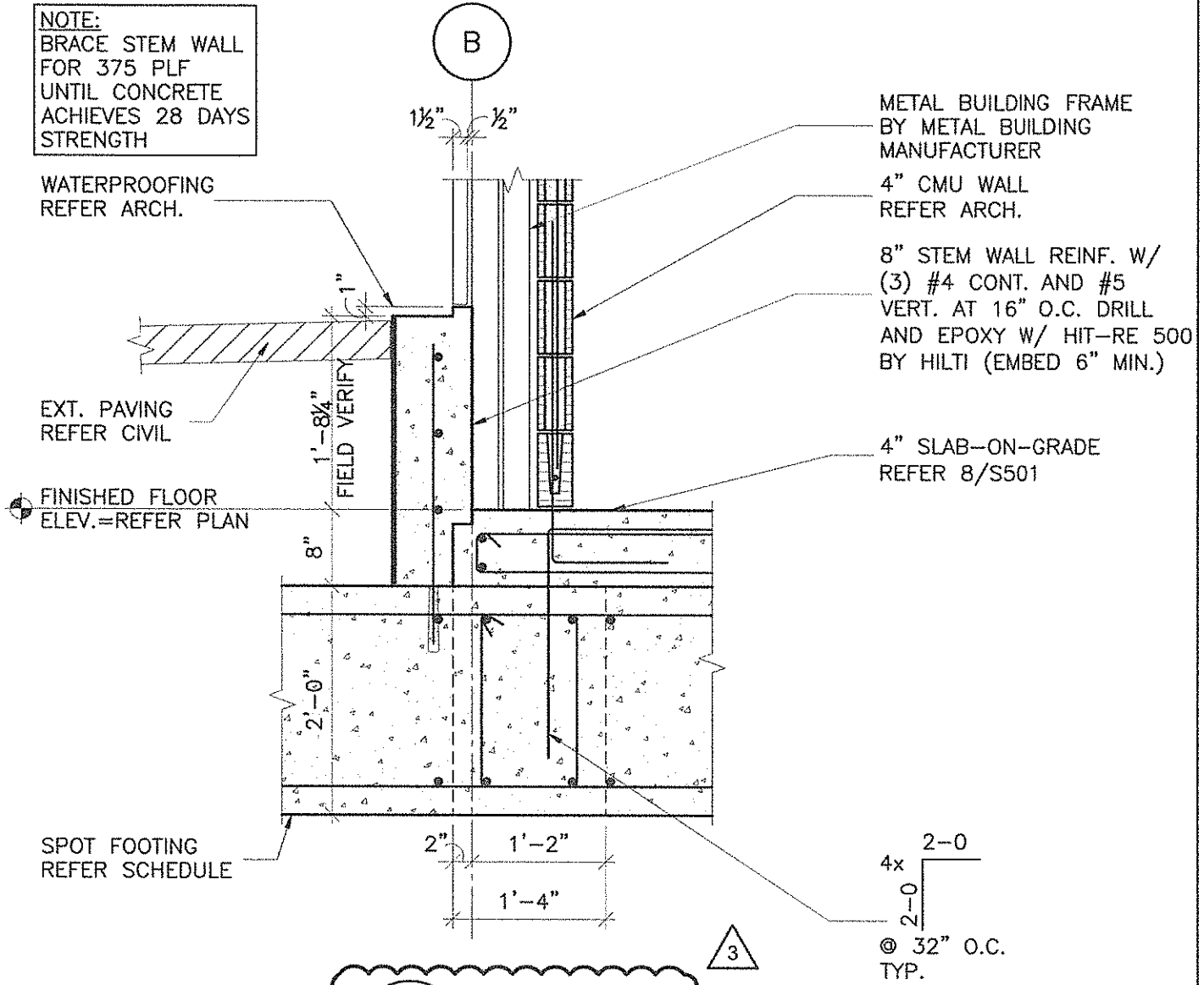
KFC engineering
Kirkpatrick Forest Curtis PC
Structural Engineering
OK CA #3888, EXP. 06/30/15
205 NW 63rd, Suite 390
Oklahoma City, OK 73116
Telephone: 405.528.4596
Fax: 405.528.4580

**MUSTANG ELEM. GYM
ADDITION AND BLDG.
RENOV.**

REVISIONS		
NO.	DATE	DESCRIPTION
2	12/11/14	RFI NO. 24
3	01/27/15	RFI NO. 24 REVISED

SCALE: AS NOTED
DATE: 05/01/2014
PROJECT # 1411E66
SSK-06²³

NOTE:
BRACE STEM WALL
FOR 375 PLF
UNTIL CONCRETE
ACHIEVES 28 DAYS
STRENGTH



12 DETAIL
S502 SCALE: 3/4"=1'-0"



KFC engineering
Kirkpatrick Forest Curtis PC
Structural Engineering
OK CA #3888, EXP. 06/30/15
205 NW 63rd, Suite 390
Oklahoma City, OK 73116
Telephone: 405.528.4596
Fax: 405.528.4580

**MUSTANG ELEM. GYM
ADDITION AND BLDG.
RENOV.**

REVISIONS			SCALE:
NO.	DATE	DESCRIPTION	AS NOTED
3	01/27/15	RFI NO. 24 REVISED	DATE: 05/01/2014
			PROJECT # 1411E66
			SSK-08²⁴



PCCOR #009

Timberlake Construction Co., Inc.
 PO Box 18297
 Oklahoma City, Oklahoma 73154
 Phone: 405.840.2521
 Fax: 405.840.5469

Project: 1413 - Mustang Elementary Gym Addition & Building Renovation
 400 S Mustang Road
 Mustang, Oklahoma 73064

DRAFT

**Prime Contract Change Order Request #009: ASI 003 - Chaylyn Dr.
 Concrete Paving and Sawcutting**

TO:	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	FROM:	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
CHANGE ORDER REQUEST NUMBER / REVISION:	009 / 0	PRIME CONTRACT CHANGE ORDER:	#003 - PCCO 003 - March 2015
STATUS:	Draft	CREATED BY:	Brent Dunning (Timberlake Construction Co., Inc.)
SCHEDULE IMPACT:		DATE CREATED:	1/16/2015
		TOTAL AMOUNT:	\$3,442.88

CHANGE ORDER REQUEST TITLE: ASI 003 - Chaylyn Dr. Concrete Paving and Sawcutting

CHANGE ORDER REQUEST DESCRIPTION:

Scope includes concrete paving in lieu of asphalt at the Chaylyn drive street widening and saw cutting of architectural joint pattern at the Corridor 113 & Lobby 102 as required in accordance with ASI 003, dated 12/11/2014.

ATTACHMENTS:

[ASI 003 - Cantera pricing.pdf](#) [ASI 003 - VE Items Included in Original Contract.pdf](#) [ASI 003 - Connelly pricing - Rev 1.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:

PCO #	Contract Company	Title	Schedule Impact	Amount
009	Mustang Public Schools	ASI 003 - Chaylyn Dr. Concrete Paving and Sawcutting		\$3,442.88
			Total:	\$3,442.88

CHANGE ORDER REQUEST LINE ITEMS:



TIMBERLAKE
Construction

PCCOR #009

PCO: 009

#	Cost Code	Description	Type	Amount
1	02-770 - Curb and Gutters	Connally - Scope includes concrete paving in lieu of asphalt at the Chaylyn Drive street widening as required in accordance with ASI 003, dated 12/11/2014.	Commitment	\$2,440.00
2	03-350 - Concrete Finishing	Cantera - Scope includes sawcutting of architectural joint pattern as required in accordance with ASI 003, dated 12/11/2014.	Commitment	\$810.00
Subtotal:				\$3,250.00
Builders Risk: 0.24% on all line item types				\$7.80
Bonds: 0.83% on all line item types				\$26.98
Safety: 0.32% on all line item types				\$10.40
Shop Dray: 0.22% on all line item types				\$7.15
Cleanup: 0.25% on all line item types				\$8.13
OH&P: 4.00% on all line item types				\$132.42
Grand Total:				\$3,442.88

Heath Tate (MA+Architecture)
4000 Classen Center, Suite 100N
Oklahoma City Oklahoma 73118

Mustang Public Schools
906 S Heights Drive
Mustang Oklahoma 73064

Timberlake Construction Co., Inc.
PO Box 18297
Oklahoma City Oklahoma 73154

SIGNATURE DATE

Timberlake Construction Co., Inc.

SIGNATURE DATE

page 2 of 2

SIGNATURE DATE 26

Printed On: 2/21/2015 12:38 PM

CONNELLY PAVING CHANGE ORDER REQUEST #2 Rev 1 (2/6/2015)

PROEJCT NAME: Mustang Elementary Gym JOB# 1411E66
 PROEJCT LOCATION: Mustang, OK.

CUSTOMER: Timberlake ConstructionCo

DESCRIPTION

ASI No. 3 - Bid Pack 4 item 4g states that "Chaylyn Dr. street widening should remain as concrete".
 Email to Steven Wild on 6/16/2014 provides a <\$15,000.00> deduct to change all paving from PCC to asphalt.
 If Chaylyn Dr. is to remain 5"PCC please add \$2,440 back into our contract

SUMMARY

X	INCREASE IN THE CONTRACT PRICE	\$2,440.00
	NO CHANGE TO THE CONTRACT PRICE	
	DEDUCT IN THE CONTRACT PRICE OF	\$
	WITH AN EXTENSION OF <u>0</u> DAYS TO THE CONTRACT SCHEDULE	

COST DETAIL

A. LABOR			2,111.00
B. MATERIALS AND EQUIPMENT			212.00
C. 10% OVERHEAD			117.00
D. 5% PROFIT			
TOTAL			\$ 2,440.00

SUBMITTED BY: _____ COMPANY: CONNELLY PAVING COMPANY 02/06/15
DATE

SIGNATURE: _____



1/12/15

Timberlake Construction, Inc.

ATTN: Brent Dunning

RE: PCO #003 Added Sawcutting

CHANGE ORDER PROPOSAL #001

Per your request we are submitting the following changes in cost of \$810.00. Please see additional work and clarifications listed below:

1. This work will result in an extension to our contract time of 01 days.
2. Additional Sawcutting added back into the projects after being taken out for value engineering.

Please indicate your approval by signing and returning one copy of this letter to our office or issue a CHANGE ORDER for this work no later than 00/00/00. We will need this proposal approved before we can begin work. Signing this proposal will be considered a notice to proceed and a change order will be coming for the above work. If you have any questions please call the undersigned at (405) 525-9000.

Sincerely,
Cantera Concrete Company

Randy Hall
Division Manager
rhall@canteraconcrete.com

ACCEPTED BY:
GC Name

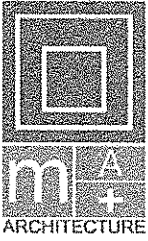
Signature

Printed name/title

Date

CC: File – Job #693

Cantera Concrete Company
3941 N Stiles Ave., Oklahoma City, OK 73105
Phone: 405-525-9000 Fax: 405-525-9005



Architect's Supplemental Instructions

DATE: December 11, 2014

TO: Brent Dunning

COMPANY: Timberlake Construction Co. Inc

FROM: Josh Pendleton

PROJECT: Mustang Elementary Gym Addition & Building Renovation

JOB #: 1411E66

CONTRACT DATE: June 7, 2012

ASI NO. 003 :

The following supplemental instructions are directed to the Contractor regarding the value engineering items accepted and included within the Contract for construction.

BID PACKAGE 4: SITE CONCRETE & ASPHALT PAVING

Contractor to review the following supplemental instructions for the work included in Bid Package 4:

- 4a. Change stainless steel bollards to standard bollards with plastic high visibility sleeves, as described by attached Decorative Bollard Detail from Civil ASI 03 dated 10/30/2014. These bollards are located at the east front entrance to the Gym Addition.
- 4b. Delete the patterned and colored requirements for concrete types PS3 and PS4. PS3 & PS4 were located at the crosswalks and front entrance to the building. Concrete shall remain grey concrete.
- 4e. Remove the outdoor concrete learning area west of the existing gym, between the new addition, existing school building and existing gym, as shown in attached detail Outdoor Learning Area Detail from Civil ASI 03 dated 10/30/2014. Site utilities to remain as shown in same Outdoor Learning Area Detail.
- 4g. Change paving material from concrete to asphalt at the east parking lot and entrance drive at the east building entry. This material change is noted on detail 64-A101 by the following:
 "BASE BID: New Concrete parking lot & auxillary lane, Alt #1: Substitute Asphalt Paving in lieu of Concrete Paving.
 It should be noted that the Chaylyn Drive street widening portion of paving noted as paving PS2 on sheet C2.0 shall remain as concrete paving.

BID PACKAGE 6: BUILDING CONCRETE

Contractor to review the following supplemental instructions for the work included in Bid Package 6:

- 6a. Delete outside classroom step seating, which was located in the outdoor learning area described in item 4e. This area is to be configured as shown in attached Outdoor Learning Area Detail from Civil ASI 03 dated 10/30/2014.
- 6c. Remove stained concrete at Lobby 102 & Corridor 113. Architectural joint pattern to remain. In lieu of polishing concrete, provide sealed concrete conforming to the attached specification 09742 Concrete Sealer System.

BID PACKAGE 7: MASONRY

MA+ form # CA003 – 1/08

Contractor to review the following supplemental instructions for the work included in Bid Package 7:

- 7d. At the two new masonry screen walls surrounding the existing metal building mechanical equipment, lower the height of the screen walls to that shown on the attached sheet CA2.

BID PACKAGE 11: ROOFING, SHEET METAL & METAL WALL PANELS

Contractor to review the following supplemental instructions for the work included in Bid Package 11:

- 11a. Reduce scope of work to eliminate the roof for the pre-manufactured metal building. The roof for the pre-manufactured building roof will be provided by the pre-manufactured building provider. Construction Manager to coordinate extents of reduction with both trades to maintain a complete roof for the project and to prevent discrepancies between the trades at locations and connections where disagreements or discrepancies could occur. The acceptance of any submitted credit for reduction in Bid Package 11 scope does not remove the Construction Manager from providing a fully functional and warranted roof system for the entire project.

BID PACKAGE 17: DRYWALL & ACOUSTICAL CEILING & SOUND ABSORPTION

Contractor to review the following supplemental instructions for the work included in Bid Package 17:

- 17c. Change interior stud framing gauge from 18 to 24, typical. All exterior stud framing is to remain 18 gauge.
- 17e. Remove the 3" gaps/ corners in the acoustic cloud grid, as shown in the attached detail 35-CA4. These gaps shall change to 1-1/2" (verify width dimension allows for installation of B4 fixture) and shall utilize 2" U-Channel (USG US31 or equal) trim along the edge.
- 17g. Change top track of metal framing at top of all parapet framing from 16ga to 20ga.
- 17h. Remove the cloud ceiling elements (including light fixtures) in corridor 113. Install 2x2 light fixtures as shown in attached Electrical ASI 03 and 64-CA4. Grid ceiling to be adjusted as required to provide centered and even light fixture mounting within the corridor.

BID PACKAGE 19: CERAMIC TILE

Contractor to review the following supplemental instructions for the work included in Bid Package 19:

- 19a. Remove requirement for wall tile in the corridors and lobby, with the replacement material to be finished impact resistant gypsum board.
- 19b. Contractor to install tile pattern behind the drinking fountains as shown on details 51-CA5.1 & 22-CA5.2, dated 11/7/2014.

BID PACKAGE 33: PLUMBING

Contractor to review the following supplemental instructions for the work included in Bid Package 33:

- 33a: **FOR REFERENCE:** Original VE work prior to creation of contract required the Bradley Washstations to be deleted and replaced with wall mounted sinks. Bradley Washstations are to be provided in the project as originally scheduled, reference RFP 04, which adds the equipment back into the contract.
- 33c. Utilize PVC in lieu of cast iron for sanitary sewer & storm waste & vent.
- 33f. **FOR REFERENCE:** Original VE work prior to creation of contract required installation of EBV-500A Battery Operated side Mount Operator on Toilets and Urinals in lieu of that specified in the documents. Contractor to reference RFP 04, which changes this requirement.
- 33g. Change Water Heater to AO Smith DVE-80-15.
- 33h. Utilize Sure Seal Drain Trap Seal in lieu of trap primers.

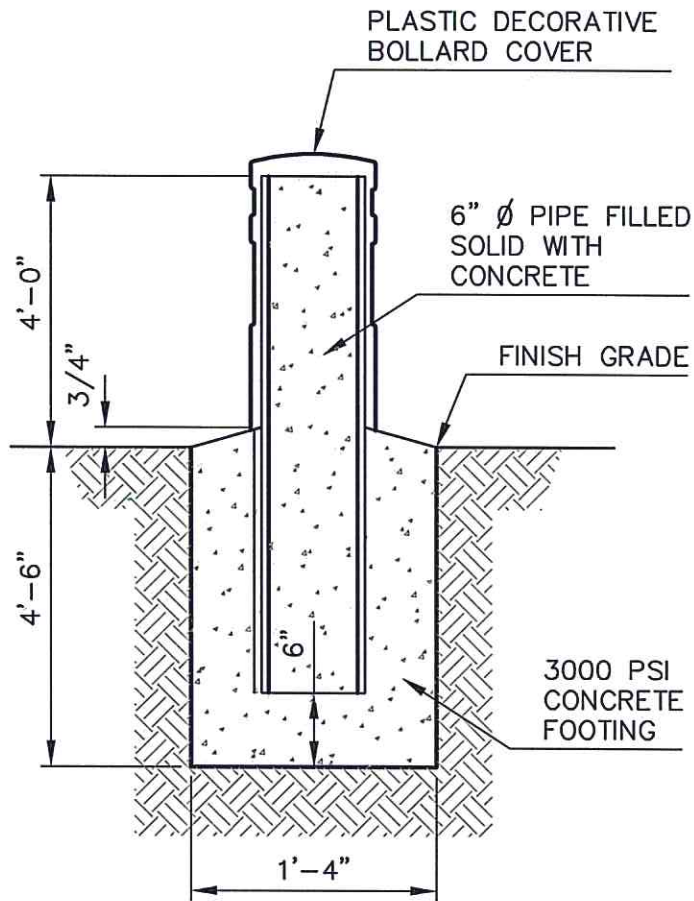
- 33i. Change Hot & Cold Water insulation from fiberglass to ½" Tubolit.
- 33j. Delete Vertical Roof drain insulation. Horizontal roof drain insulation to remain.
- 33k. Delete canvas jacketing requirement.

BID PACKAGE 35: ELECTRICAL

Contractor to review the following supplemental instructions for the work included in Bid Package 35:

- 35c. **FOR REFERENCE:** Original VE work prior to the creation of the contract required reducing the number of B4 fixtures in Room 103. Contractor to reference RFP 04, which changes this requirement.
- 35d. Reduce the number of B4 fixtures in Lobby 102 and layout ceiling cloud elements as shown in attached Electrical ASI 03 & 64-CA4.

END OF ASI DOCUMENT



PGS **BOLLARD DETAIL**
NOT TO SCALE

52" ARCH PLASTIC DECORATIVE BOLLARD COVER FOR 6" DIA. BOLLARD, MODEL NO. BCP-DA-R AS MANUFACTURED BY VESTIL MANUFACTURING, OR APPROVED EQUAL. COLOR AND STYLE TO BE APPROVED BY ARCHITECT.

△ ASI 03 OCT. 30, 2014

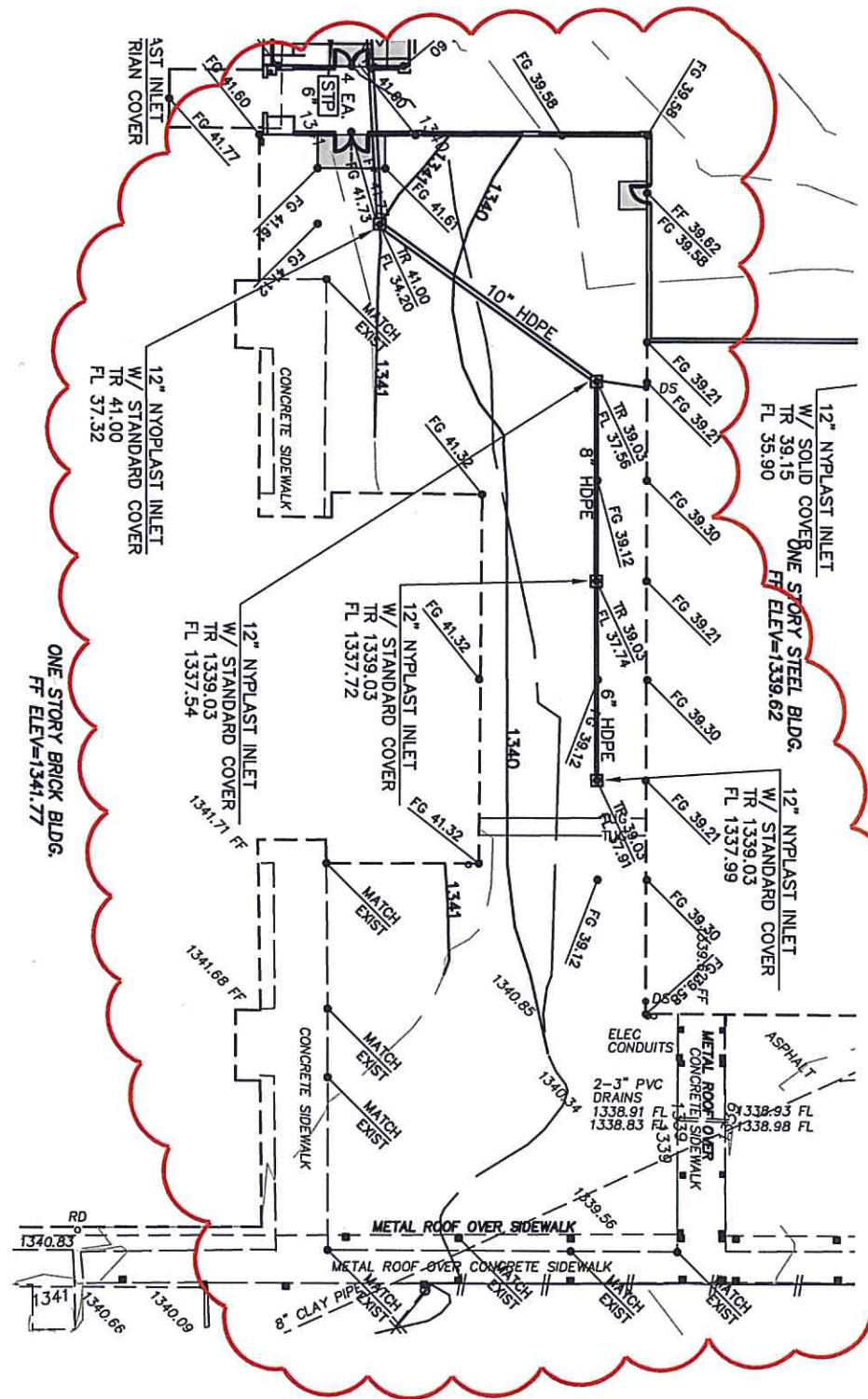


LEGACY ENGINEERING, INC.
Engineering Tomorrow's Infrastructure
One N.W. 64th Street, Suite C
Oklahoma City, OK 73116
405/840-0995 info@legacyengr.com

**MUSTANG ELEM. GYM
ADDITION & BLDG. RENOV.
Mustang, Oklahoma**

**DECORATIVE BOLLARD
DETAIL**

Drawn By: MAH	Scale: N.T.S.
Checked By: BSB	Date: Nov. 7, 2014
Project No.: 1411E66	Sheet 1 of 1



ASI 03 OCT. 30, 2014

LEGACY ENGINEERING, INC.
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 One N.W. 64th Street, Suite C
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 405/840-0995 info@legacyengr.com

**MUSTANG ELEM. GYM
 ADDITION & BLDG. RENOV.
 Mustang, Oklahoma**

OUTDOOR LEARNING AREA

Drawn By: MAH	Scale: 1" = 30'
Checked By: BSB	Date: Oct. 30, 2014
Project No.: 1411E66	Sheet 1 of 1

SECTION 09742

CONCRETE SEALER SYSTEM

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes:
 - 1 Moisture vapor emission testing.
 - 2 Surface preparation.
 - 3 Joint treatment.
 - 4 Furnishing and installation of chemical resistant polyurethane floor coating system.

- B. Related Sections:
 - 1. Section 03300 -Cast-In-Place Concrete:
 - a. Concrete slabs on or below grade shall be installed over an effective moisture vapor barrier.
 - b. Concrete slabs shall be cured 30 days, be structurally sound and have a steel trowel finish.
 - c. Surface shall be well sloped to drains, straight and level with the permissible degree of tolerance of 1/4" in 10'-0" in any direction.
 - d. No curing compounds or surface contaminants shall be used in placing new concrete.

1.02 SYSTEM DESCRIPTION

- A. The flooring system shall consist of a primer coat and a finish coat. Total dry film thickness shall be 8-20 mils.

- B. Finished flooring system shall have the following performance characteristics:
 - 1 Gloss (60 degrees): 90-95
 - 2 Hardness (sward): 30
 - 3 Tabor Abrasion: (1000 gm load, 1000 cycles, CS-17 wheel): 40 mg loss.
 - 4 Flexibility (ASTM D-222): Passes 1/8 inch.
 - 5 Impact Resistance (ASTM D-2794): Passes 160 inch-pounds, direct and reverse.

- C. Chemical Resistance: (ASTM D-1308 7-day exposure) Unaffected by the following:
 - 1. Brake Fluid
 - 2. Skydrol B-4
 - 3. Gasoline
 - 4. Hydraulic Fluid #83282
 - 5. Mineral Spirits
 - 6. Xylene
 - 7. 50% Sodium Hydroxide
 - 8. 25% Hydrochloric Acid
 - 9. 25% Sulphuric Acid

1.03 SUBMITTALS

- A. Submit manufacturer's product data, literature and brochures.
- B. Submit manufacturer's samples showing color choices and texture.
- C. Submit a statement from the manufacturer indicating the installer's certification.
- D. Prior to commencing work, installer shall prepare two 6" x 6" samples of the resinous flooring chosen for the project showing actual color, thickness and texture. These samples shall serve as a basis for comparison through the duration of the work.

1.04 QUALITY ASSURANCE

- A. All resin material used in this system shall be manufactured by a single manufacturer to ensure compatibility and proper bonding.
- B. Applicator must have a minimum of 3 years experience in installing polymeric flooring systems and be certified by the manufacturer.
- C. All work shall be performed in strict accordance with the manufacturer's written instructions.

1.05 DELIVERY, STORAGE AND HANDLING

- A. All material shall be delivered to the jobsite in unopened containers clearly labeled by the manufacturer and stored in a dry location at a minimum of 65 degrees F.

1.06 WARRANTY

- A. Manufacturer shall guarantee that his materials are free from defects and comply with published specifications.
- B. Applicator shall warranty against faulty workmanship for a period of 3 years from substantial completion of the project.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Basis of design is Tough Seal 400 Sealer System by Arizona Polymer Flooring Inc., Glendale, Arizona.
- B. Substitutions: See Section 01600 – Product Requirements.

2.02 MATERIALS

- A. Primer: 100 percent volume solids epoxy primer, Arizona Polymer Flooring Epoxy 400 or equal.
- B. Finish Coat: 62.5 percent volume solids, two-component, VOC compliant, aliphatic chemical resistant polyurethane, Arizona Polymer Flooring Polyurethane 100 or equal.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verification of Conditions:
 - 1 Inspect surfaces to receive floor system.
 - 2 Conduct calcium chloride moisture vapor emission testing according to ASTM 1869-04. If test reading is above three pounds, consult Arizona Polymer Flooring before proceeding.
 - 3 Before starting work, report in writing to the Architect any unsatisfactory conditions.
 - 4 Application of any material shall signify that surfaces have been inspected and are satisfactory.

3.02 SURFACE PREPARATION

- A. Surfaces to receive flooring system shall be abraded to a minimum of 5 mil profile using diamond grinding or acid etching. If acid etching is used, it shall be done in strict accordance with the manufacturer's written instructions. Etching shall be accomplished using a mechanical scrubber with an aggressive "nylogrit" type brush.

3.03 INSTALLATION

- A. Allow sufficient time for the installation of the flooring system. At no time shall the speed of project completion be allowed to detrimentally affect the application.
- B. Provide sufficient light, power, heat and working conditions to permit proper application of the materials. Substrate temperature shall be at a minimum of 50°F during application and for 48 hours thereafter.
- C. Prime prepared substrate with Epoxy 400 at 150-250 sq. ft. per gallon. Allow to cure overnight before proceeding.
- D. If slip resistance is required, broadcast 60 mesh bleached aluminum oxide at a rate of 1-2 pounds per 1000 sq. ft. into the prime coat. Allow to cure overnight before proceeding.
- E. Apply finish coat of Polyurethane 100, 100VOC or Polyurethane 501 at 300-325 sq. ft. per gallon.

3.04 FIELD QUALITY CONTROL

- A. Installer shall monitor the thickness of the system as the work progresses. Areas found not to meet the required thickness shall receive additional material until desired thickness is attained.

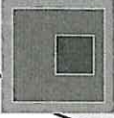
3.05 PROTECTION

- A. Installation areas must be kept free from traffic and other trades during the application procedure and cure time.

3.06 MAINTENANCE

- A. Floor should be cleaned with ammonia and water or a mild, non-filming detergent. For difficult stains, paint thinner may be used without harming the finish.

END OF SECTION

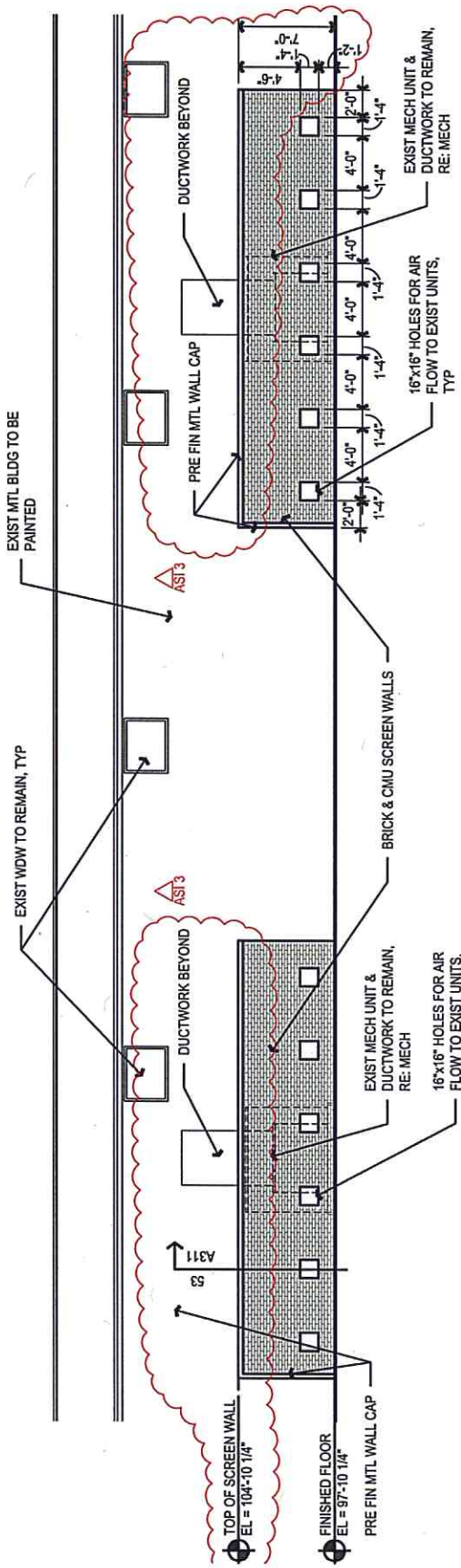


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 SUITE 100
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 FX (405) 525-8807
 www.mplarchitecture.com

THE DRAWINGS AND THE DESIGN SHOWN ARE TO BE CONSIDERED AS A PRELIMINARY DESIGN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES.

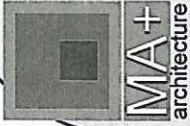
MUSTANG ELEMENTARY
GYM ADDITION & BLDG RENOV.
 400 S MUSTANG RD
 MUSTANG OK, 73064

SHEET INFO
 PROJECT: MUSTANG ELEMENTARY
 DRAWING NO: 24-0000
 FILE NAME: GYM.DWG
SHEET TITLE
 MASONRY SCREEN WALL HEIGHT
SHEET NUMBER
CA2
 OF SHEETS



34 EAST ELEVATION AREA 2

SCALE: 1/8"=1'-0"
 REFER: 34-A201



4000 N CLASSEN BLVD
OKLAHOMA CITY, OK
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CONSULTANTS
LEACH ENGINEERS
ARCHITECTS
MPC
ALLEN CONSULTING INC

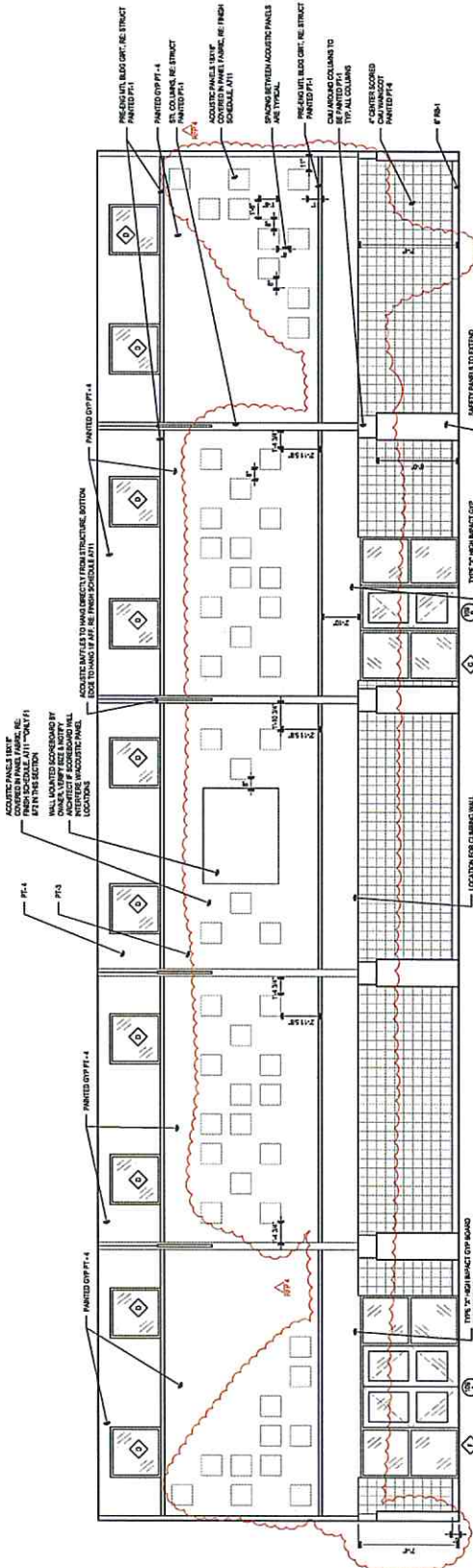
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MUSTANG ELEM GYM ADDITION & BLDG RENOV.

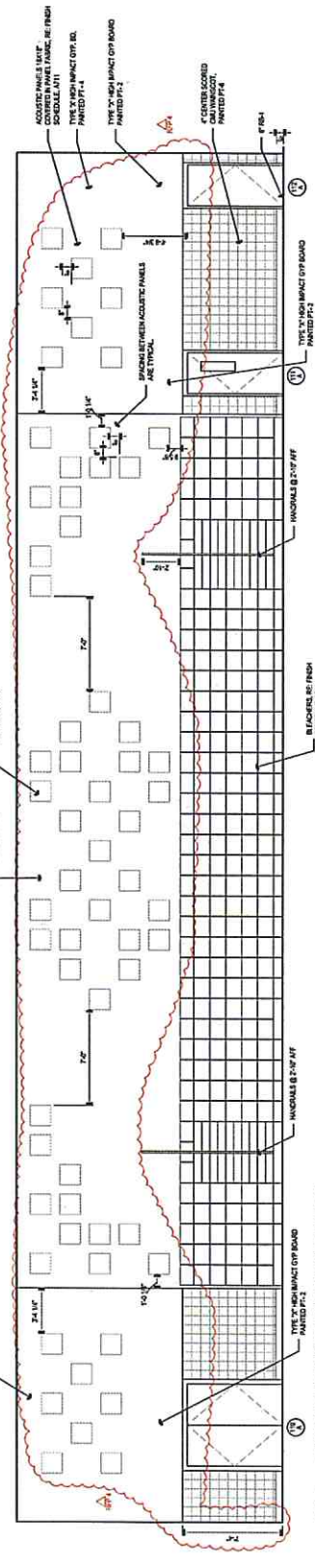
400 S MUSTANG RD
MUSTANG, OK 73064

DRAWING ISSUE
DATE: 05/11/17
DESCRIPTION: INTERIOR ELEVATIONS
SCALE: 1/8" = 1'-0"

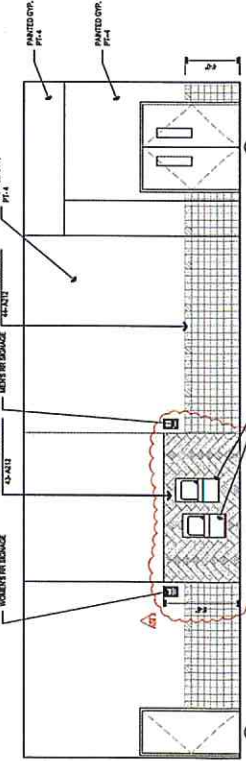
SHEET INFO
SHEET TITLE: INTERIOR ELEVATIONS
SHEET NUMBER: CA5.1
OF TWENTY NINE (20) SHEETS



21 GYM SOUTH INTERIOR ELEVATION
SCALE: 1/8" = 1'-0"

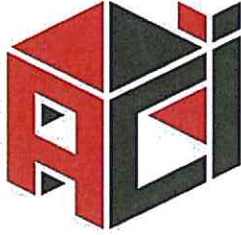


31 GYM NORTH INTERIOR ELEVATION
SCALE: 1/8" = 1'-0"



51 LOBBY WEST ELEVATION
SCALE: 1/8" = 1'-0"

GENERAL NOTES:
• DIMENSIONS/NOTES NOT SHOWN IN LEGENDS.
• RE. MECH



ALLEN CONSULTING INCORPORATED

115 W. Main, Norman, OK
Ph (405) 447-2282

ASI 03

Date: 11/3/2014

Project: Mustang Public Schools Gym Addition & Renovation

ACI Project No.: 201.13

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Description:

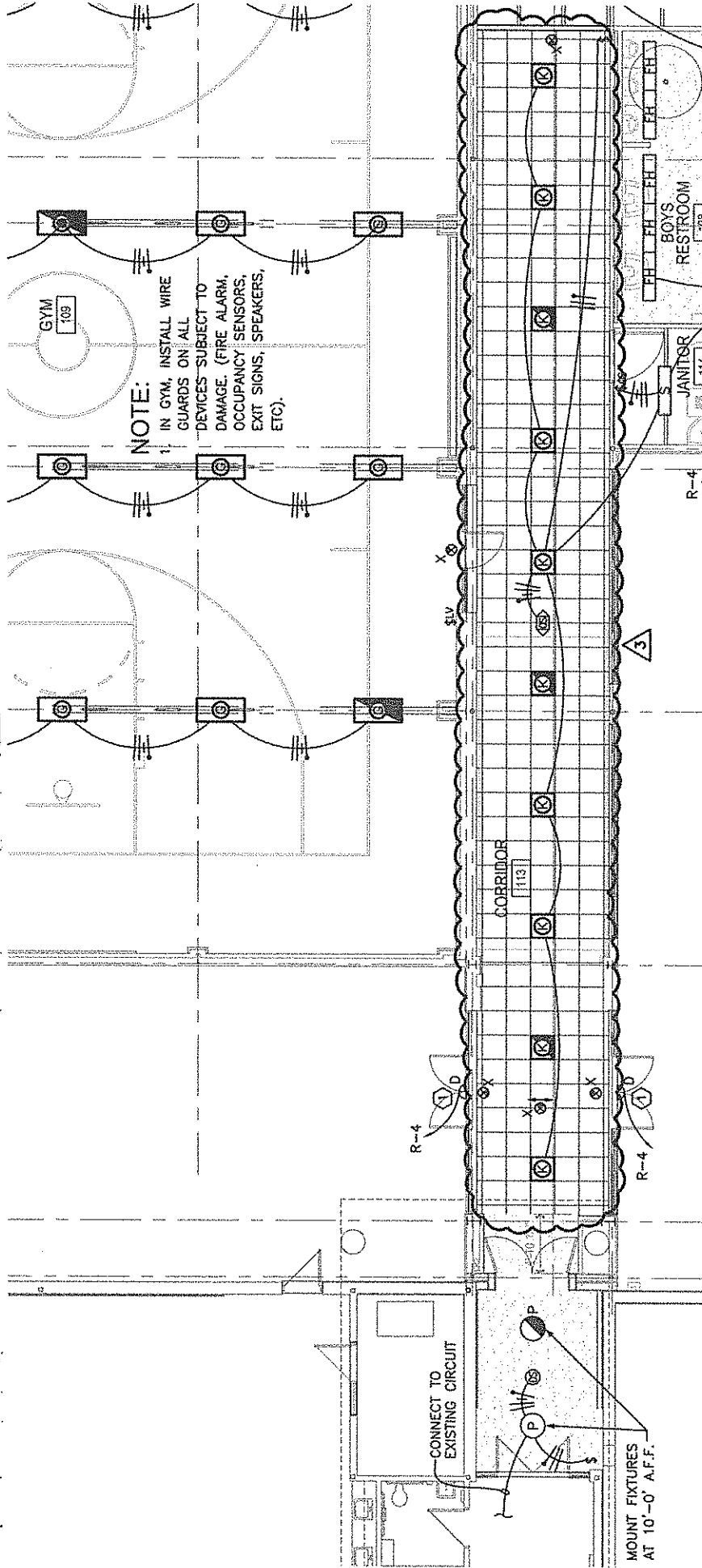
Provide all materials, labor, services and incidentals required for furnishing and installing complete the several kinds of work described below. Refer to applicable or referenced specifications sections for product and/or execution requirements. Coordinate related work and modify surrounding work as required to complete the following described work:

-
1. Remove the light fixtures in corridor 113. Install 2x2 light fixtures as shown on SKE8.
 2. Reduce the number of B4 fixtures in Lobby 102 as shown on SKE9.



LIGHTING FIXTURE SCHEDULE

FIXTURE TYPE	DESCRIPTION	VOLTAGE	MOUNTING	LAMPS	NOTES
K	RECESSED 2X2 FLUORESCENT WILLIAMS, METCS221115CA-EB200N-FR1C/P2B4-1ECC	120VOLT	GRID	(2) 14W T5	



ELEC. LIGHTING PLAN AREA 1

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



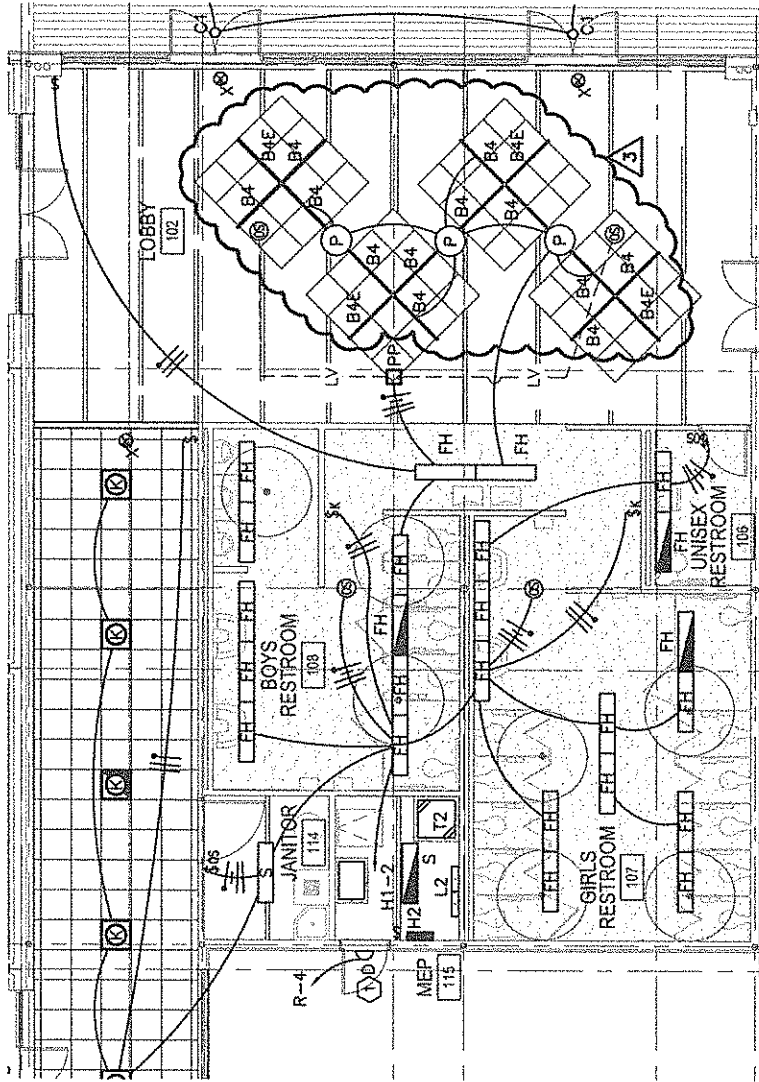
NORTH

3 ASI 03 11/03/2014

ACI ALLEN CONSULTING, INC.
ARCHITECTURAL PLANNING ENERGY CONSULTANTS
100 BAYVIEW, OKLAHOMA 74117-2282

MUSTANG ELEMENTARY SCHOOL
GYM ADDITION & BLDG. RENOV.
MUSTANG, OK

Project # 1103/14
20113
Sheet Ref. 3/20/14
ESB SKYEB



NORTH

A

ELEC. LIGHTING PLAN AREA 1

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

3 ASI 03 11/03/2014

ACI ALLEN CONSULTING, INC. ENGINEERS, PLANNERS, ENERGY CONSULTANTS NORMAN, OKLAHOMA (405)447-2222	MUSTANG ELEMENTARY SCHOOL GYM ADDITION & BLDG. RENOV. MUSTANG, OK	Project # 20113	Date 11/03/14
		Sheet # 23.0	Sheet # SKES9

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: February 27, 2015
Re: Event Center Change Order #3

JW
2-27-15

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change order from Timberlake Construction for the HS Event Center:

- *RFI014 – Added P7a showers - \$9,433.50
- *RFI017 – Add wallboard substrate P-7 & P-7a showers - \$5,152.63
- *ASI001 – changes per Fire Marshal review - \$4,824.60
- *ASI014 – C3.0 add concrete in lieu of gravel inside mechanical screen walls - \$6,730.59
Relocate P5 light fixture & pole
- *RFI021 – Modify structural steel due to RTU conflicts - \$3,206.39
- *ASI011 – R1 southwest corner stair modifications - \$3,248.93
- *ASI012 – Storm shelter escape hatch modifications - \$3,743.91
- *AIA010 – Delete steel dumpster gates & remove paving - \$3,104.82
Add curb/SW transition/enclosure/foundation

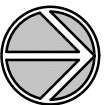
Total to be **deducted** from contingency - **\$39,445.37**

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:

MUSTANG ED CENTER STORM SHELTER

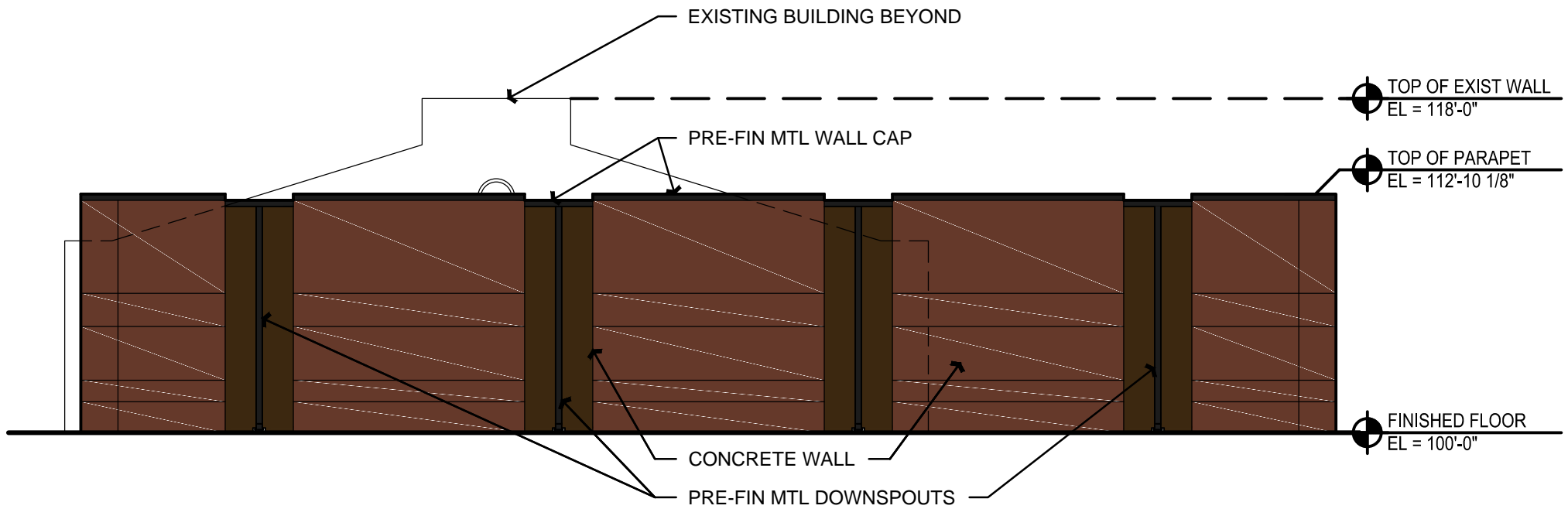
MA+ Architecture, L.L.C.
4000 N. Classen Blvd, Suite 100N, Oklahoma City, OK 73118

phone: 405.525.8806 fax: 405.525.8807 www.maplusarchitecture.com

date: JAN. 8, 2015

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24 SOUTH EXTERIOR ELEVATION

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

MUSTANG ED CENTER STORM SHELTER

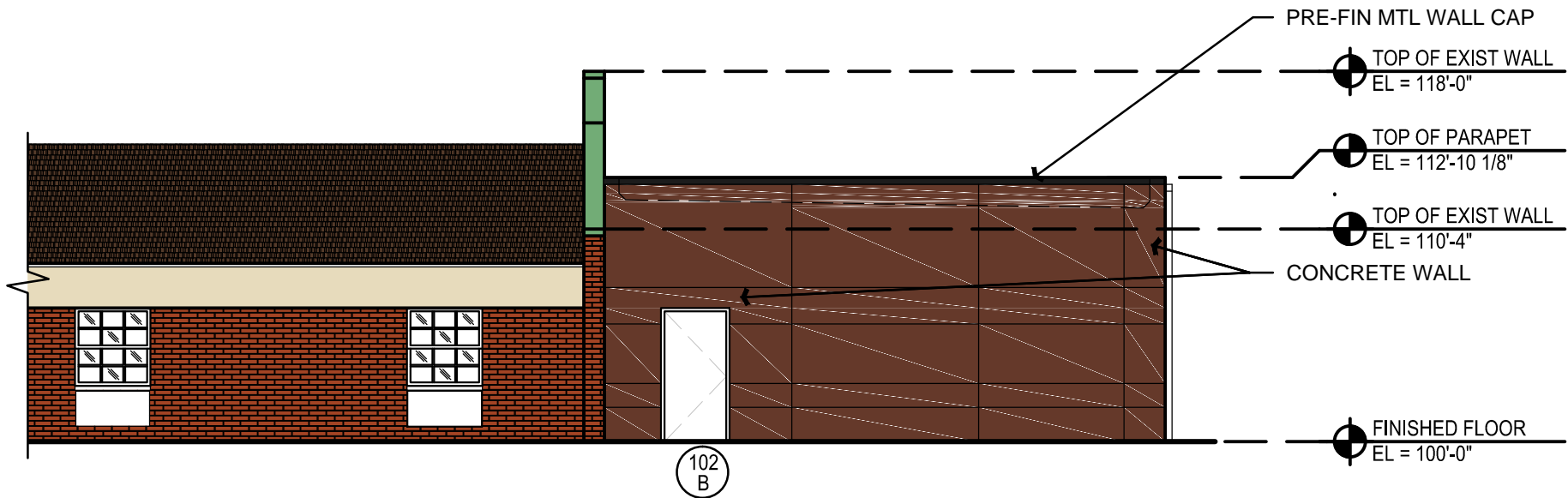
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date: Jan 2015

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34 WEST EXTERIOR ELEVATION

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



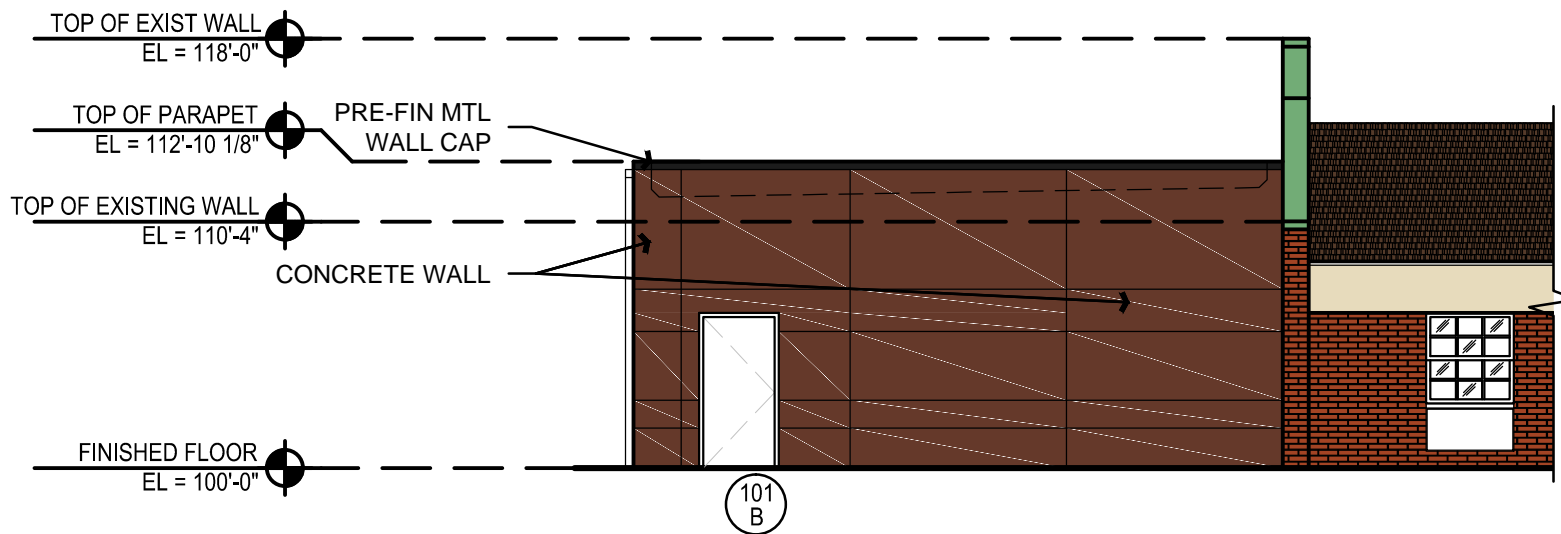
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54

EAST EXTERIOR ELEVATION

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



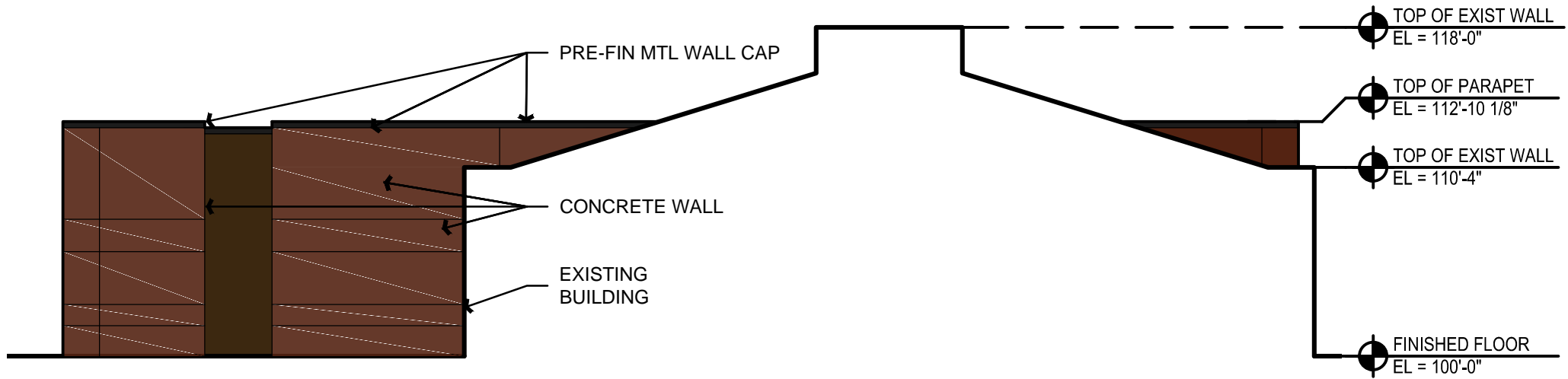
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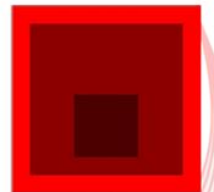
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64 NORTH EXTERIOR ELEVATION

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



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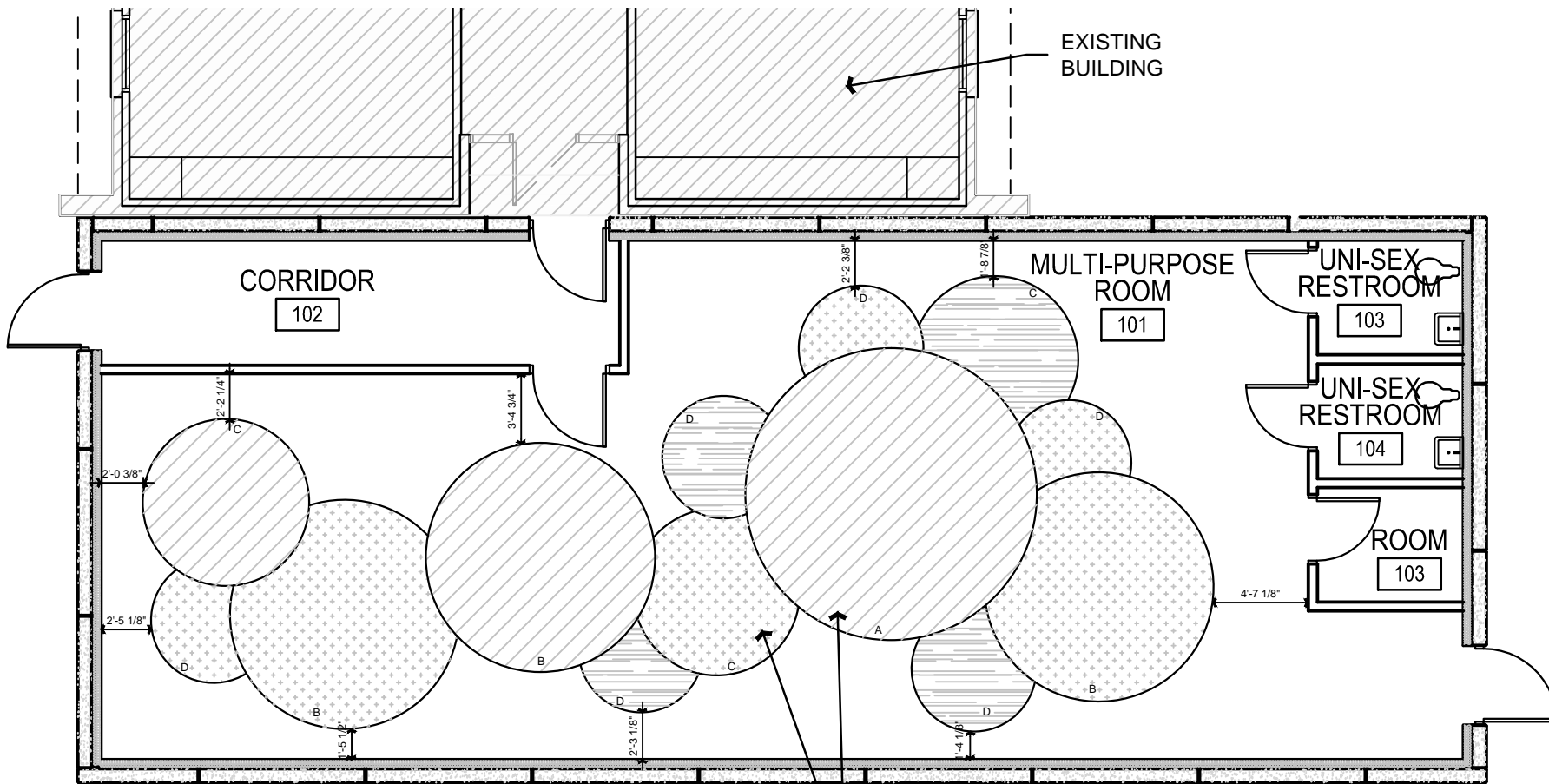
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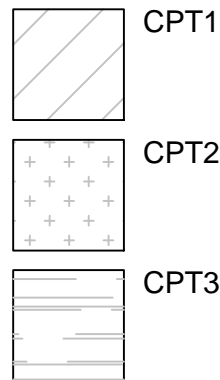


34

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



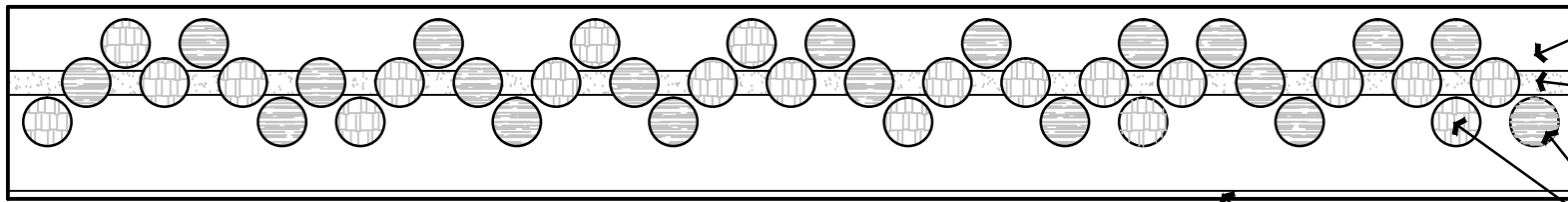
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date: Jan 2015

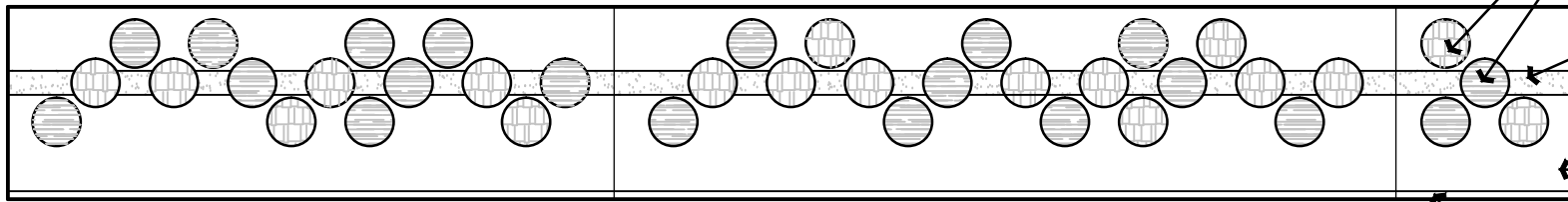
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11 NORTH INTERIOR ELEVATION

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

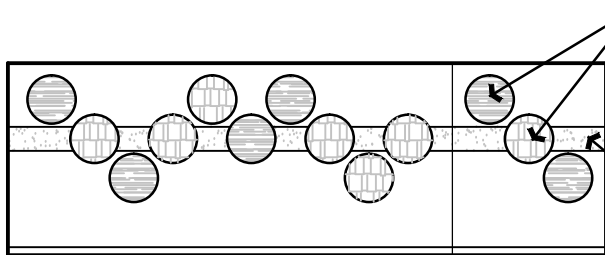
PAINT WALL PT1
PAINT ACCENT STRIPE PT2
ROUND 4' DIAMETER ACOUSTIC WALL PANELS COVERED IN PANEL FABRIC, RE: FINISH LEGEND



21 SOUTH INTERIOR ELEVATION

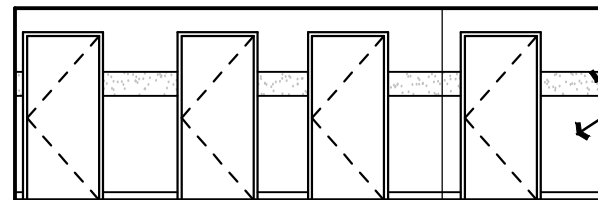
SCALE: 1/8"=1'-0"
REFER:

PAINT ACCENT STRIPE PT2
PAINT WALL PT1

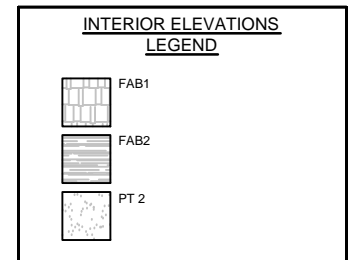


ROUND 4' DIAMETER ACOUSTIC WALL PANELS COVERED IN PANEL FABRIC, RE: FINISH LEGEND

PAINT ACCENT STRIPE PT2



PAINT ACCENT STRIPE PT2
PAINT WALL PT1



31 WEST INTERIOR EL

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

32 EAST INTERIOR EL

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



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 2015

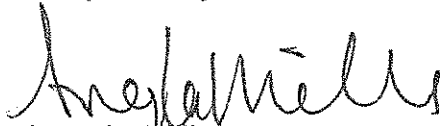
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Memo

Date: 2/24/2015
To: Mr. Charles Bradley *CB*
From: Dr. Angela Mills
RE: First Reading of Grading Policy 5071

Please submit to the board for review the first reading of the attached Grading Policy 5071. This is a new policy that was drafted by a grading committee and reviewed by principals.

Respectfully submitted,



Angela Mills
Assistant Superintendent,
of Academic Services
Mustang Public Schools

Process for Developing Grading Policy #5071

March 4, 2015

A couple of times during the 13-14 school year, an issue came up concerning grades. We went to look for guidance in policy and found that MPS did not have a grading policy. It was determined that a committee should be convened to begin working on a policy. Below are the steps that were taken to get a policy ready for your first reading.

- A committee consisting of a teacher from every building plus building and district administration began meeting monthly starting in October.
- At the first meeting, the committee listed all the grading issues they felt needed to be addressed.
- It was determined that some of the issues would best be addressed in board policy, some in a philosophy statement, and some only in faculty handbooks.
- The purpose of the philosophy statement is to establish MPS's beliefs without putting restrictions on teachers.
- The committee divided into three groups to work on each section. Each group reviewed policies from other districts in Oklahoma and other states.
- The Grading Procedures section was taken from the current student handbook.
Changes include:
 - A statement on how grades are rounded
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 - Time Enrolled – has been in practice
 - Grade Appeal Process – new
 - Val/Sal is based on 4 years of high school grades only
 - Valedictorian speakers – want to give more students opportunities
- Once the policy was in a format approved by the committee, it was presented in Superintendent's Cabinet and in District Administrators' meeting for input.
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Grading Policy

Grading Philosophy

Purpose of Grades:

We believe the purpose of grades is to communicate, as concisely as possible, a student's academic progress. Grades should reflect a valid and pure representation of what a student knows and is able to do based on a given set of concepts and skills specified by the standards. Grades are used to provide feedback, document progress, and guide instructional decisions.

Students with Special Needs:

We believe the philosophy behind grades is the same for all students. However students with special needs or special circumstances may need accommodations or modifications. As a legal document, any accommodation or modification as determined by the educational team and listed in the Individualized Educational Program (IEP) or 504, must be followed.

Number of Grades:

Grades should be taken frequently in a manner that allows for students, parents, and teachers to monitor progress. A grade should not be locked in for a period of time with no means for a student to improve his/her grade. For example, it would be inappropriate for a teacher to only take one cumulative grade on a large, lengthy assignment, weight tests grades extremely more than other grades with several weeks between tests, or any other method that prohibits a student from the ability to continually improve.

Homework:

We believe homework compliments mastery of learning objectives. Homework is a school related assignment which requires time and effort outside the regular classroom. Homework shall be meaningful and have purpose aligned to the content standards.

Extra Credit:

We believe extra credit, if given, should be on a limited, but equal basis and should only be for the completion of standards based work. Extra credit that is not attached to a learning objective is not appropriate: ex. Bringing tissues, classroom supplies, attending extra-curricular events.

Assessment:

We believe assessments should be used to gather more information about instruction, student achievement and where gaps in learning have occurred. Assessments can vary in formality from verbal responses, daily assignments, exit slips, observations, quizzes, end of unit/chapter tests, interim assessments, benchmarks, and semester tests to state assessments. Any assessment should have purpose beyond the single purpose of assigning a grade. Assessments should guide instruction, provide feedback, and

determine where remediation is needed. According to Doug Reeves, "Effective feedback not only tells students how they performed, but how to improve the next time they engage in the task." Effective feedback is also conclusively supported by many researchers such as Marzano, Wiggins, & Reeves as the single most effective teaching behavior for academic growth.

Common Grading Practices:

We believe grading practices for courses with the same title should apply consistent expectations and practices: ex. weighting of grades, late work, missing work, number of tests or assignments. Clear grading criteria from grade levels or departments shall be explicitly communicated to students and parents at the beginning of the course.

Parent Expectations:

We believe that parents are partners in the education of their child and essential to the academic success of students. We recognize parents as the first and most important lifelong teachers of their children.

We believe parents should ensure their child attends school and is ready to learn. Parents should monitor and guide their child's academic progress to ensure success: ex. check parent portal regularly, review homework & help study for tests.

Communication between parents, teachers and other education professionals is vital to student achievement.

Grading Procedures

Grades PK – 2

Rate specific skills by:

- mastery/satisfactory,
- needing improvement
- unsatisfactory.

Grades 3-12

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
P	Proficient	0.0
U	Failing	0.0
NC	No Credit	0.0

Grades will be rounded to the nearest whole number.
Semester grades are continuous and do not start over at the end of the quarter.

Grades PK-4

Report cards will be sent home at the end of each nine-week period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be available after approximately five weeks of instruction.

Grades 5-8

Report cards will be available in Parent Portal at the end of each nine-week period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be available in Parent Portal after approximately five weeks of instruction.

Grades 9-12

Report cards will be available in Parent Portal at the close of each semester grading period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be available in Parent Portal after approximately every five weeks of instruction.

Grades 3-12

Student grades may be accessed anytime by using Parent Portal.

Time Enrolled

3rd - 8th grade:

A student must be enrolled a minimum of twenty days in a quarter in order to receive a grade from Mustang Public Schools.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the quarter and/or semester.

High School:

A student must be enrolled 90% of the semester in a class in order to receive credit for that class.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the semester.

If a student transfers in without grades, that student must be enrolled for 90% of the semester to obtain credit.

Any student not receiving credit for time enrolled, may apply for an appeal with the appeal committee. The appeal committee's decision is final.

Grade Appeal Process

In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

- A. Student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes reason(s) for the appeal and relief sought by the complainant, within twenty (20) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated in writing within ten (10) days of receipt of the statement of appeal.
- B. If the complainant is dissatisfied with the decision of the teacher, a written appeal can be made to the school site principal. The appeal must include a written statement with the reason(s) for the appeal and relief sought by the complainant. It must be requested within five (5) days of receipt of the teacher's decision. If the written appeal is not provided to the principal within five (5) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final.
It will be the responsibility of the school principal to fully investigate the complaint. The principal will issue a written ruling in the matter within ten (10) days of the receipt of the statement of appeal. The principal's decision is final.

EOI/Grade Appeals Procedure

If a student passes the End-of-Instruction exam with a proficient or advanced score but fails the corresponding course, the student has two options.

Option 1

Retake the course. The original grade of "F" will remain on the transcript and the grade earned from retaking the course will also be added to their transcript. Both grades will be calculated in the grade point average.

Option 2

The student or parent may request credit by End-of-Instruction examination. The request shall be submitted using the Request for Credit Examination form that will be located in the counseling office. Once the appeal is received, a "P" will be added to the transcript, awarding credit for completion of the class, but the grade of "F" will remain on the transcript and be calculated in the grade point average. With option 2, the course will not have to be taken again.

Grades of NC or No Credit due to lack of attendance are not eligible for the appeal process without administrative approval.

Valedictorian and Salutatorian

Valedictorian and Salutatorian status will be based on student's performance from their ninth, tenth, eleventh, and twelfth grade year. All students with a GPA of 4.00, weighted or unweighted (no rounding of points) and above will be valedictorians and will have a class rank of number 1. All students with a 3.970 (no rounding of points) through 3.999, with no grade lower than a B, will be salutatorians. This is computed from a seven (7) semester transcript.

Early Graduates:

Six (6) semester graduates must have twenty-two and one-half (22.5) credits completed by the end of the 5th semester; the weighted GPA of those twenty-two and one-half (22.5) credits is used for valedictorian/salutatorian determination.

Students with weighted GPAs, which fall within the designated range for

valedictorian/salutatorian, will be removed from consideration for the following:

- one (1) or more grades lower than a "B"
- one (1) or more grades of "NC"
- one (1) or more semesters of grades of "P," which may be transcribed from out-of-state/out-of-country transfer grades, unless administration approval is granted
- have attended high school more than 8 semesters
- fewer than seven (7) semesters of grades, unless on an early graduation contract

Students coming from out-of-state/out-of-country institutions with transfer grades that can only be transcribed as "P" may be eligible for valedictorian/salutatorian consideration only with administrative approval.

The speaker(s) at graduation will be chosen from any senior class officer and any valedictorian who applies and is selected by the graduation committee.

Grade Point Average

A "simple average" of the grade points from all classes for a student will be calculated (add grade points from each class and divide by the number of classes taken). If a student has not taken an advanced placement (AP) or advanced placement prep class, the process ends here.

Grade weighting

The following grade weight policy is:

- advanced placement classes will be weighted on a 5-point scale in computing grade point averages
- pre-advanced placement classes will be weighted on a 4.5-point scale
- courses termed "honors" will be noted on the high school transcript as such, but will receive no additional grade weight.

First Reading 3-9-15

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SCHEDULE "A"
March 9,2015

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Resignations				
Atnip	Rachel		PVE/Spec Ed Teacher Assistant	2/27/2015
Johnson	Amber		CRI/Nurse Assistant	3/12/2015
Patrick	Cynthia		Trails/Cafe Assistant	2/6/2015
Perry	LaDonna		High School/Cafeteria Assistant	3/6/2015
Santiago Santana	Elvin		High School/Custodian	2/6/2015
Spurgeon	Deborah		MNMS/Spec Ed Para	2/7/2015
Womack	Malena		Trails/Spec Ed Teacher Assistant	2/12/2015
Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Retirements				
Case	Gayla		High School/English Teacher	5/21/2015
Dunford	Marsha		High School/English Teacher	5/21/2015
Wynn	Sandra		High School/Literature Teacher	5/21/2015
Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Termination				
Tucker	Cagney		High School/Custodian	2/10/2015
Last Name	First Name	New position/Replacing	To: Site/Assignment	Effective
Employment				
Open		2- Positions	High School/Central Enrollment	6/1/2015
Baird	Leah	Replacing Barbara Maness	High School/6.5 Cafe Assistant	2/9/2015
Choate	Tyler	Replacing Kelly Hickman	Admin/Tech Support Specialist	2/23/2015
Fontenot	Randi	New position	Trails/Spec Ed Teacher Assistant	2/11/2015
Galloway	Jayme	Replacing Deanna Harvey	MEC/Spec Ed Teacher Assistant	3/9/2015
Kain	Tammy	Replacing Sasha Brayton	MNMS/School Nurse	2/23/2015
Laird	Gwendolyn	New Position	ME/Teacher Assistant	2/17/2015
Langham-McClain	Jessica	New Position	Trails/Spec Ed Teacher Assistant	3/9/2015
Lee	Addison	Replacing Malana Womack	Trails/Spec Ed Teacher Assistant	2/23/2015
Reid	Nicole		Child Nutrition/Cafeteria Substitute	2/20/2015
Vickers	Ronald	Replacing Deborah Spurgeon	MNMS/Spec Ed Teacher Assistant	2/18/2015
Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Reassignments				
Berry	Kimberly	MMS/Cafe Assistant	MVE/Noon Supervisor	2/23/2015
Dockrey	Toni	Trails/PM Custodian	LE/PM Custodian	2/23/2015
Dozier	Daniel	High School/PM Custodian	PVE/PM Custodian	2/4/2015
Ellison	Danny	PVE/PM Custodian	High School/Custodian	2/4/2015
Green	Alan	District/Athletic Compliance Officer	Admin/Director of Facilities	7/1/2015
Lenington	Mark	High School/PM Custodian	MNMS & Creek/Split PM Custodian	2/2/2015
McCann	Nikki	HS/Teacher	District/Assistant Athletic Director	7/1/2015
Matthews	Dorothy	Trails/PM Custodian	Creek/PM Custodian	2/23/2015
Monday	Joshua	Creek/PM Custodian	Trails/PM Custodian	2/23/2014
Rolling	Stephanie	LE/PM Custodian	Trails/PM Custodian	2/23/2015
Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Dillard	Joni	ACE Remediation Teacher/Tutor/and/or Alternative Project Supervisor	District	2014-2015
Erdley	Steve	Title VII After School Tutor	District	1/5/2015
Massie	Tiffany	ESY Coordinator	District	6/1/2015

Schedule "B"
March 9,2015

Support Substitutes - \$7.25 per hour		
Arnold,Kirstie	Jackson,Bobby	Price,April
Campbell,Janie	Kolander,Angela	Rivers,Gem Amber
Danielson,Cassie	Lane,Alicia	Tapparo,Kimberly
Ewart,Stephanie	North,Jeanne	Sears,Donna
Hazelbaker,Shelby	Noviello,Jennifer	
Non-Certified/Non-Degreed Substitutes at \$60 per day		
Campbell,Janie	Knight,Sherron	Tapparo,Kimberly
Ewart,Stephanie	Kolander,Angela	Vinson,Michelle
Hazelbaker,Shelby	North,Jeanne	Wright,Roy
Jackson,Bobby	Rivers,Gem Amber	
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Danielson,Cassie	Price,April	
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Arnold,Kirstie	O'Hearn,Katlyn	Prater-Knight,Angela
Kuhlman,LuAnn	Phillips,Susan	Riddles,Missy

Administrators Recommended for re-hire for 2015-2016 School Year

Name	Current Position	Recommended Position
Bailey, Chuck	Director of Athletics	Director of Athletics
Bales, Tammy	Director of Food Services and Child Nutrition	Director of Food Services and Child Nutrition
Bradley, Charles	Deputy Superintendent	Deputy Superintendent
Dotson, Jon	Chief Financial Officer	Chief Financial Officer
Edwards, Stacy	Director of Elementary Schools	Director of Elementary Schools
Green, Alan	Athletic Compliance Officer	Director of Facilities
McCann, Nikki	HS Teacher	Assistant Director of Athletics
McKinney, Ryan	Director of Secondary Schools	Director of Secondary Schools
Mills, Angela Dr.	Asst. Superintendent of Academic Services	Asst. Superintendent of Academic Services
Schrack, Geromy	Executive Director of Technology	Executive Director of Technology
Selby, Scott	Assistant Director of Athletics	Assistant Director of Athletics
Skinner, Tracy	Executive Director of Human Resources	Executive Director of Human Resources
Tipton, Terry	Director of Transportation	Director of Transportation
Wilson, Karen	Director of Special Services	Director of Special Services
Woodard, Jeff	Chief Operations Officer	Chief Operations Officer

Schedule "B"
March 9,2015

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Bivens, Sondra	Mustang Education Center
Blackwell, Kathy	Canyon Ridge Intermediate School
Bradley, Christy	Mustang North Middle School
Carter, Shawna	Lakehoma Elementary
Daniel, Cindy Dr.	Prairie View Elementary
Dombek, Susan	Mustang Creek Elementary
Knowles, Kathy	Mustang Middle School
McKinney, Holly	Horizon Intermediate School
Mitchell, Jill	Mustang Valley Elementary
Semmler, Laquita	Mustang Elementary
Suffield, Alicia	Mustang Trails Elementary
Wilkerson, Teresa	Mustang High School
Wilson, Molly	Centennial Elementary

Asst. Principals Recommended for Re-Hire for 2015-2016 School Year

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Boatman, Renee	Mustang High School
Chestnut, Craig	Mustang High School
Collins, Ramae	Mustang High School
Foreman, Robert	Mustang High School
Nelson, Kenny	Mustang High School
Brown, Danny	Mustang North Middle School
Korstjens, Kathryn	Mustang North Middle School
Collier, Andy	Mustang Middle School
McElhaney, Jody	Mustang Middle School
Tobler, Chris	Horizon Intermediate School
Waggoner, Ryan	Canyon Ridge Intermediate School
Young, Jennifer	Mustang Valley Elementary
Barnes, Laureen	Mustang Trails Elementary
Honeman, Jandra	Mustang Elementary
Williamson, Daryl	Centennial Elementary
Rogers, Tamara	Mustang Creek
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