



## AGENDA

Board of Education Regular Meeting

Monday, August 10, 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 Regular Meeting on Monday, August 10, 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. Superintendent's Report
  - 1. Above and Beyond-Paul Meyer
  - 2. Back to School Kick Off Celebration - August 17, 2015 starting at 7:15 a.m.
  - 3. MPS Regular Board Monthly Meetings location changing from MEC to Canyon Ridge Intermediate Center cafeteria beginning September 14, 2015.
  - 4. Construction Update
  - 5. Board Correspondence
- D. Deputy Superintendent Report
  - 1. Technology Update
  - 2. Enrollment Update
  - 3. Bond Issue Program Update

E. Board Reports

F. Standing and Financial Resolutions

1. Chief Financial Officer Report

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

G. Public Participation

H. Consent Agenda

1. Board of Education Minutes:

2. Approval of Revisions of Policy and Procedures:

- a. #5080 Student Conduct and Discipline

3. Use of Facilities:

- a. Approval for Optimist Club of Mustang (Ray Meier) the use of Horizon Intermediate's main gym for games for the 2015-16 basketball leagues. Saturdays 7:30 am - 9:00 pm and Sundays 12:30 pm - 5:00 pm beginning August 29th 2015 and ending March 13th 2016. They will also need the gym on Friday nights beginning November 1st 2015 from 6:00 pm until 9:00 pm and ending on March 13th 2016.
- b. Approval for Optimist Club of Mustang (Ray Meier) the use of Canyon Ridge Intermediate's gymnasium for games for the 2015-16 basketball leagues. Friday nights 6:00 pm -9:00 pm, Saturdays 7:30 am - 9:00 pm and Sundays 12:30 pm - 5:00 pm beginning November 1st and ending March 13th 2016.
- c. Approval for Optimist Club of Mustang (Ray Meier)the use of Creek, Valley, Trails and Centennial Elementary gymnasiums for practice for the 2015-16 basketball leagues. Every Monday, Tuesday, Thursday and Friday beginning August 13th 2015 and ending March 4th 2016 from 6:00 pm - 9:00 pm.
- d. Approval for OK Swish Basketball (Robert Foreman)the use of Lakehoma's gym and Horizon's Auxiliary gym for practice for the 2015-16 basketball leagues. They will need the gym every Monday, Tuesday and Thursday from 6:00 pm - 9:00 pm beginning August 11th 2015 and ending May 26th 2016.
- e. Approval for Optimist Club of Mustang (Ray Meier)the use of MMS and MNMS main gymnasiums for games for the 2015-16 basketball leagues. Saturdays 1:00 pm-9:00 pm and Sundays 1:00 - 5:00 pm beginning October 24th 2014 and ending

on March 13th 2016. This will be on an as needed basis only for overflow games due to the number of teams involved or rescheduling.

4. Out-of-State or Overnight Travel:
  - a. Approval for twenty five (25) members of the Varsity softball team and three (3) sponsors to participate in the Broken Arrow Softball Tournament in Broken Arrow, OK on August 13-15, 2015.
  - b. Approval for the JROTC team and two sponsors to attend the Top of Texas Team Competition in Wichita Falls, TX on Saturday, October 3, 2015 and returning the same day.
  - c. Approval for HS Band Wind Ensemble students and sponsors to attend the Music for All National Festival in Indianapolis, IN from March 9-13, 2016.
5. Approval of open transfers for SY2015-2016:
6. Approval of the MPS Student Handbook for SY2015-2016.
7. Approval of recommendation for a 180 day school year, which includes two (2) parent teacher conference days and five(5)PD days, with the flexibility to exercise the 1080 hours calendar option in case of school closures due to inclement weather or other catastrophic circumstances for SY 2015-2016.
8. Approval of renewal of IEP Service Agreement with Putnam City Public Schools to serve students who are identified as deaf for the SY2015-2016.
9. Approval of renewal with Ellevation for SY2015-2016, in the amount of \$2,750.00. This program serves as a administrative and data system for ELL student data. All costs of the service is paid out of Federal Funds #572
10. Approval of renewal with Edmentum Reading Eggs for SY2015-2016, this program serves as ELL Curriculum for students to learn English. All costs of this service is paid out of Federal Funds #572 in the amount of \$2,880.00.
11. Approval of renewal of contract with Oklahoma Department of Career and Technology Education Programs for SY2015-2016.
12. Approval of renewal of contract with Imperial Vending for SY2015-2016.
13. Approval of renewal of contract with Great Plains Coca Cola as Vendor for SY2015-2016.
14. Approval of renewal of contract with Eureka Water Company for SY2015-2016.

15. Approval of Standard Roofing Change Order #2 on Mustang Elementary Re-roof. This will be an add to the original contract sum by \$463.00.
  16. Approval of Timberlake Change Order #2 for the JROTC Training Center. Total to be deducted from contingency - \$15,201.82
  17. Approval of Timberlake Construction Change Order #9 on the MPS Event Center. Total to be deducted from contingency - \$20,781.81.
- I. Business
  - J. New Business:
  - K. Executive Session The Board of Education will consider and may vote to convene in Executive Session.
    1. Oklahoma Statutes Title 25, § Section 307(B)(1): Discuss employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee.
      - a. Schedule "A"
      - b. Schedule "B"
  - L. Acknowledge Return to Open Session
  - M. Statement of Executive Session Minutes by Board Clerk
  - N. Vote to approve or not approve the Superintendent's Recommendation concerning employment as listed on Schedule "A".
  - O. Vote to approve or not approve the Superintendent recommendation concerning employment as listed on Schedule "B".
  - P. Adjournment.

Report Options: As Of Date: 7/31/2015

Cash By Account and Fund

AC 0100	MAPS TRUST		
2015	24	OKC MAPS TRUST	\$75,764.54
			<u>\$75,764.54</u>
		Total AC 0100	\$75,764.54
AC 0101	BANK OF OKLAHOMA, N.A.		
2013	11	General Fund	\$5,348.38
2014	11	General Fund	\$35,129.57
2015	11	General Fund	\$2,972,047.36
2016	11	General Fund	(\$1,386,482.63)
2015	12	Co-op Fund (For Coop Programs)	\$2,387.42
2014	21	Building Fund	\$544.93
2015	21	Building Fund	\$140,804.34
2016	21	Building Fund	(\$124,501.22)
2013	22	Child Nutrition Programs Fund	\$643.66
2014	22	Child Nutrition Programs Fund	\$24,604.58
2015	22	Child Nutrition Programs Fund	\$397,416.17
2016	22	Child Nutrition Programs Fund	(\$16,275.25)
2015	31	Bond Fund #31	\$107,384.37
2015	32	Bond Fund #32	\$1,117,336.70
2016	32	Bond Fund #32	(\$70,832.22)
2015	33	Bond Fund #33	\$2,488,120.08
2016	33	Bond Fund #33	(\$36,059.00)
2015	34	Bond Fund #34	\$105,320.12
2016	34	Bond Fund #34	(\$11,202.93)
2015	35	Bond Fund #35	\$305,366.00
2015	36	Bond Fund #36	\$9,700,000.00
2016	36	Bond Fund #36	(\$8,000.00)
2015	37	Bond Fund #37	\$733,752.93
2016	37	Bond Fund #37	(\$33,789.02)
2015	38	Bond Fund #38	\$275,345.82
2015	39	Bond Fund #39	\$2,992,141.05
2016	39	Bond Fund #39	(\$469,858.17)
2014	41	Sinking Fund	\$1,485,000.00
2015	41	Sinking Fund	\$3,913,944.11
2016	41	Sinking Fund	\$37,356.89
		Total AC 0101	<u>\$24,682,994.04</u>
AI 0103	YUKON NATIONAL		
2015	41	Sinking Fund	\$245,000.00
		Total AI 0103	<u>\$245,000.00</u>
AI 0110	BANK OF COMMERCE		
2015	41	Sinking Fund	\$240,000.00
		Total AI 0110	<u>\$240,000.00</u>
AI 0111	CORNERSTONE BANK		
2015	11	General Fund	\$485,000.00
		Total AI 0111	<u>\$485,000.00</u>
AI 0112	FIRST NATL BANK OF CHICKASHA		
2015	11	General Fund	\$245,000.00
		Total AI 0112	<u>\$245,000.00</u>

Report Options: As Of Date: 7/31/2015

Cash By Account and Fund

AI 0114	BANK OF MIZUHO (BROKERED BOSC)		
2015	11	General Fund	\$249,000.00
			\$249,000.00
		Total AI 0114	\$249,000.00
AI 0120	BANK OF THE WEST		
2015	41	Sinking Fund	\$1,000,000.00
			\$1,000,000.00
		Total AI 0120	\$1,000,000.00
			\$27,222,758.58

Cash By Fund

2013	11	General Fund	\$5,348.38
2014	11	General Fund	\$35,129.57
2015	11	General Fund	\$3,951,047.36
2016	11	General Fund	(\$1,386,482.63)
2015	12	Co-op Fund (For Coop Programs)	\$2,387.42
2014	21	Building Fund	\$544.93
2015	21	Building Fund	\$140,804.34
2016	21	Building Fund	(\$124,501.22)
2013	22	Child Nutrition Programs Fund	\$643.66
2014	22	Child Nutrition Programs Fund	\$24,604.58
2015	22	Child Nutrition Programs Fund	\$397,416.17
2016	22	Child Nutrition Programs Fund	(\$16,275.25)
2015	24	OKC MAPS TRUST	\$75,764.54
2015	31	Bond Fund #31	\$107,384.37
2015	32	Bond Fund #32	\$1,117,336.70
2016	32	Bond Fund #32	(\$70,832.22)
2015	33	Bond Fund #33	\$2,488,120.08
2016	33	Bond Fund #33	(\$36,059.00)
2015	34	Bond Fund #34	\$105,320.12
2016	34	Bond Fund #34	(\$11,202.93)
2015	35	Bond Fund #35	\$305,366.00
2015	36	Bond Fund #36	\$9,700,000.00
2016	36	Bond Fund #36	(\$8,000.00)
2015	37	Bond Fund #37	\$733,752.93
2016	37	Bond Fund #37	(\$33,789.02)
2015	38	Bond Fund #38	\$275,345.82
2015	39	Bond Fund #39	\$2,992,141.05
2016	39	Bond Fund #39	(\$469,858.17)
2014	41	Sinking Fund	\$1,485,000.00
2015	41	Sinking Fund	\$5,398,944.11
2016	41	Sinking Fund	\$37,356.89
			\$27,222,758.58

MUSTANG PUBLIC SCHOOLS  
Custodians Analysis  
SCHOOL ACTIVITY FUNDS

Report Options: As Of Date: 8/2015; Time Frame: For Fiscal Year; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 800 SCHOOL ACTIVITY ACCOUN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	(\$125.00)
Project 801 INDUSTRIAL ARTS	\$9,389.89	\$84.68	\$0.00	\$0.00	\$9,474.57	\$0.00	\$9,474.57
Project 802 ANNUAL - H.S.	\$28,197.27	\$160.00	\$0.00	\$0.00	\$28,357.27	\$3,671.48	\$24,685.79
Project 803 HIGH SCHOOL ATHLETICS	\$64,020.34	\$19,765.00	\$12,440.68	\$32,496.61	\$63,729.41	\$100,849.13	(\$37,119.72)
Project 804 BAND - H.S.	\$13,455.51	\$17,125.57	\$0.00	\$104.00	\$30,477.08	\$28,889.10	\$1,587.98
Project 805 BOYS BASKETBALL - H.S.	\$116.00	\$0.00	(\$116.00)	\$0.00	\$0.00	\$0.00	\$0.00
Project 806 BOYS SOCCER - H.S.	\$1,991.44	\$0.00	(\$1,991.44)	\$0.00	\$0.00	\$0.00	\$0.00
Project 807 CENTENNIAL COUNSELING	\$2,013.70	\$0.00	\$0.00	\$0.00	\$2,013.70	\$2,854.80	(\$841.10)
Project 808 CENTENNIAL MEDIA	\$5,104.53	\$0.00	\$0.00	\$0.00	\$5,104.53	\$14.95	\$5,089.58
Project 809 D.A.R.E.	\$285.17	\$0.00	\$0.00	\$0.00	\$285.17	\$0.00	\$285.17
Project 810 MUSTANG ELEMENTARY	\$22,852.46	\$0.00	\$0.00	\$0.00	\$22,852.46	\$2,720.00	\$20,132.46
Project 812 ART	\$4,902.84	\$0.00	\$0.00	\$0.00	\$4,902.84	\$1,964.27	\$2,938.57
Project 813 CENTENNIAL MUSIC	\$348.29	\$0.00	\$0.00	\$0.00	\$348.29	\$748.54	(\$400.25)
Project 814 FFA - H.S.	\$24,497.84	\$0.00	\$0.00	\$0.00	\$24,497.84	\$197.50	\$24,300.34
Project 815 FCCLA - H.S.	\$2,449.94	\$0.00	\$0.00	\$0.00	\$2,449.94	\$0.00	\$2,449.94
Project 816 FRENCH CLUB - H.S.	\$146.82	\$0.00	\$0.00	\$0.00	\$146.82	\$0.00	\$146.82
Project 817 FRESHMEN CHEER - H.S.	\$104.86	\$0.00	(\$104.86)	\$0.00	\$0.00	\$0.00	\$0.00
Project 818 HIGH SCHOOL GENERAL	\$105,641.69	\$8,559.56	\$146.64	\$874.98	\$113,472.91	\$42,279.72	\$71,193.19
Project 819 GIRLS BASKETBALL - H.S.	\$321.74	\$0.00	(\$321.74)	\$0.00	\$0.00	\$0.00	\$0.00
Project 820 GIRLS TRACK - H.S.	\$364.32	\$0.00	(\$364.32)	\$0.00	\$0.00	\$0.00	\$0.00
Project 821 GIRLS VOLLEYBALL - H.S.	\$5,353.68	\$0.00	\$0.00	\$450.00	\$4,903.68	\$651.84	\$4,251.84
Project 822 GOLF-HS	\$72.33	\$0.00	(\$72.33)	\$0.00	\$0.00	\$0.00	\$0.00
Project 823 LAKEHOMA ELEM	\$34,881.99	\$0.00	\$0.00	\$0.00	\$34,881.99	\$0.00	\$34,881.99
Project 824 CENTENNIAL ART	\$2,803.98	\$0.00	\$0.00	\$0.00	\$2,803.98	\$337.00	\$2,466.98
Project 825 MEDIA-HS	\$4,033.91	\$0.00	\$0.00	\$0.00	\$4,033.91	\$0.00	\$4,033.91
Project 826 MEDIA - MS	\$3,231.97	\$0.00	\$0.00	\$0.00	\$3,231.97	\$0.00	\$3,231.97
Project 827 MEDIA -NORTH MS	\$7,766.15	\$0.00	\$0.00	\$0.00	\$7,766.15	\$0.00	\$7,766.15
Project 828 KEY CLUB HS	\$452.91	\$0.00	\$0.00	\$0.00	\$452.91	\$0.00	\$452.91
Project 829 ATHLETICS - MS	\$8,857.62	\$4,070.00	\$0.00	\$0.00	\$12,927.62	\$17,965.45	(\$5,037.83)
Project 830 BAND - MS	\$6,434.43	\$0.00	\$0.00	\$104.00	\$6,330.43	\$2,848.21	\$3,482.22
Project 831 CHEER - MS	\$986.72	\$0.00	\$0.00	\$0.00	\$986.72	\$0.00	\$986.72
Project 832 FCA -MS	\$2,666.07	\$0.00	\$0.00	\$0.00	\$2,666.07	\$0.00	\$2,666.07
Project 833 MIDDLE SCHOOL	\$15,509.98	\$15.76	\$0.00	\$0.00	\$15,525.74	\$1,314.90	\$14,210.84
Project 834 SKILLS FOR LIVING - MS	\$395.85	\$0.00	\$0.00	\$0.00	\$395.85	\$0.00	\$395.85
Project 835 PEP CLUB - MS	\$781.04	\$0.00	\$0.00	\$0.00	\$781.04	\$0.00	\$781.04
Project 836 SCIENCE CLUB - MS	\$1,327.19	\$0.00	\$0.00	\$0.00	\$1,327.19	\$0.00	\$1,327.19
Project 837 CHEER - NORTH MS	\$650.63	\$0.00	\$0.00	\$0.00	\$650.63	\$0.00	\$650.63
Project 838 STUDENT COUNCIL - MS	\$1,029.99	\$0.00	\$0.00	\$0.00	\$1,029.99	\$350.00	\$679.99
Project 839 VOCAL MUSIC - MS	\$9,555.69	\$0.00	\$0.00	\$0.00	\$9,555.69	\$0.00	\$9,555.69
Project 840 YEARBOOK - MS	\$8,480.76	\$0.00	\$0.00	\$0.00	\$8,480.76	\$0.00	\$8,480.76
Project 841 MUSTANG VALLEY ELEM	\$34,637.45	\$0.00	\$0.00	\$0.00	\$34,637.45	\$1,106.06	\$33,531.39
Project 842 NAT'L HONOR SOCIETY-HS	\$809.96	\$0.00	\$0.00	\$0.00	\$809.96	\$0.00	\$809.96
Project 843 MEDIA -CREEK	\$2,502.73	\$0.00	\$0.00	\$0.00	\$2,502.73	\$0.00	\$2,502.73
Project 844 ATHLETICS - NORTH MS	\$3,745.04	\$4,070.00	\$0.00	\$0.00	\$7,815.04	\$8,570.69	(\$755.65)
Project 845 BAND - NORTH MS	\$2,203.83	\$0.00	\$0.00	\$2,299.00	(\$95.17)	\$304.00	(\$399.17)
Project 846 MISC REVENUE	\$1,023.21	\$474.50	\$0.00	\$0.00	\$1,497.71	\$0.00	\$1,497.71
Project 847 NORTH MIDDLE SCHOOL	\$12,771.29	\$0.00	\$0.00	\$0.00	\$12,771.29	\$5,337.99	\$7,433.30
Project 848 POM-PON - HS	\$3,094.01	\$0.00	\$0.00	\$0.00	\$3,094.01	\$0.00	\$3,094.01
Project 849 PEP CLUB - NORTH MS	\$96.18	\$0.00	\$0.00	\$0.00	\$96.18	\$0.00	\$96.18
Project 850 SCIENCE CLUB - NORTH MS	\$6,548.48	\$0.00	\$0.00	\$0.00	\$6,548.48	\$0.00	\$6,548.48
Project 851 SPEECH CLUB - NORTH MS	\$348.40	\$0.00	\$0.00	\$0.00	\$348.40	\$0.00	\$348.40
Project 852 STUDENT COUNCIL - NORTI	\$1,245.16	\$0.00	\$0.00	\$0.00	\$1,245.16	\$0.00	\$1,245.16
Project 853 VOCAL MUSIC - NORTH MS	\$1,941.35	\$0.00	\$0.00	\$0.00	\$1,941.35	\$713.30	\$1,228.05
Project 854 YEARBOOK-NORTH MS	\$10,518.23	\$28.00	\$0.00	\$0.00	\$10,546.23	\$0.00	\$10,546.23
Project 855 JR CLASS - HS	\$25,812.04	\$0.00	\$0.00	\$0.00	\$25,812.04	\$306.14	\$25,505.90
Project 856 SCIENCE/MATH - H.S.	\$2,415.36	\$0.00	\$0.00	\$0.00	\$2,415.36	\$0.00	\$2,415.36
Project 857 SR CLASS - HS	\$86,710.89	\$130.00	\$0.00	\$0.00	\$86,840.89	\$20,986.60	\$65,854.29
Project 858 SPECIAL OLYMPICS	\$2,976.09	\$0.00	\$0.00	\$0.00	\$2,976.09	\$0.00	\$2,976.09
Project 859 DRAMA DEPARTMENT/CLUE	\$7,193.07	\$0.00	\$0.00	\$0.00	\$7,193.07	\$0.00	\$7,193.07
Project 860 STUDENT COUNCIL - HS	\$3,179.96	\$0.00	\$0.00	\$0.00	\$3,179.96	\$161.05	\$3,018.91
Project 861 VARSITY CHEER - HS	\$10,214.26	\$0.00	(\$200.00)	\$0.00	\$10,014.26	\$0.00	\$10,014.26
Project 862 VOCAL MUSIC - HS	\$3,190.95	\$35.93	\$0.00	\$423.00	\$2,803.88	\$571.00	\$2,232.88
Project 863 SCHOLARSHIP FUND	\$1,252.35	\$0.00	\$0.00	\$1,000.00	\$252.35	\$0.00	\$252.35

MUSTANG PUBLIC SCHOOLS  
Custodians Analysis  
SCHOOL ACTIVITY FUNDS

Report Options: As Of Date: 8/2015; Time Frame: For Fiscal Year; Field Order: Project; Group Totals: ; Page Break: No

	Begin		Adjusting		Cash End	Unpaid	End
	Balance	Receipts	Entries	Checks	Balance	Purchase	Balance
						Orders	
Project 864 D.E.C.A. - H.S.	\$4,583.89	\$0.00	\$0.00	\$0.00	\$4,583.89	\$0.00	\$4,583.89
Project 865 BASEBALL - H.S.	\$73.97	\$0.00	(\$73.97)	\$0.00	\$0.00	\$0.00	\$0.00
Project 866 SIXTH GRADE - NORTH M.S.	\$621.25	\$0.00	\$0.00	\$0.00	\$621.25	\$0.00	\$621.25
Project 867 ADMINISTRATION	\$5,844.13	\$0.00	\$53.36	\$64.75	\$5,832.74	\$639.50	\$5,193.24
Project 868 MEDIA - VALLEY	\$8,881.78	\$0.00	\$0.00	\$0.00	\$8,881.78	\$0.00	\$8,881.78
Project 869 COUNSELING ACTIVITIES -	\$875.69	\$0.00	\$0.00	\$0.00	\$875.69	\$37.50	\$838.19
Project 870 TRAILS ELEMENTARY	\$7,427.35	\$0.00	\$0.00	\$0.00	\$7,427.35	\$63.84	\$7,363.51
Project 871 GIRLS SOFTBALL - H.S.	\$549.62	\$0.00	(\$549.62)	\$0.00	\$0.00	\$0.00	\$0.00
Project 872 SPANISH CLUB - H.S.	\$346.70	\$0.00	\$0.00	\$0.00	\$346.70	\$0.00	\$346.70
Project 873 MEDIA - MUSTANG TRAILS	\$7,253.03	\$0.00	\$0.00	\$0.00	\$7,253.03	\$0.00	\$7,253.03
Project 874 M.E.A.D. - MUSTANG ELEME	\$2,293.24	\$0.00	\$0.00	\$0.00	\$2,293.24	\$0.00	\$2,293.24
Project 875 DRUG FREE CLUB - TRAILS	\$1,785.01	\$0.00	\$0.00	\$0.00	\$1,785.01	\$0.00	\$1,785.01
Project 876 9TH-VARSITY FOOTBALL H.S.	\$1,816.00	\$0.00	(\$1,816.00)	\$0.00	\$0.00	\$0.00	\$0.00
Project 877 GIFTED AND TALENTED	\$759.56	\$0.00	\$0.00	\$0.00	\$759.56	\$0.00	\$759.56
Project 878 TRANSPORTATION	\$2,442.26	\$0.00	\$0.00	\$74.90	\$2,367.36	\$300.00	\$2,067.36
Project 879 CREEK CHOIR	\$443.25	\$0.00	\$0.00	\$0.00	\$443.25	\$0.00	\$443.25
Project 880 BOYS-GIRLS TENNIS H.S.	\$172.83	\$0.00	(\$172.83)	\$0.00	\$0.00	\$0.00	\$0.00
Project 881 L.E. DRUG FREE LEADERS	\$3,000.38	\$0.00	\$0.00	\$0.00	\$3,000.38	\$389.70	\$2,610.68
Project 882 BOYS/GIRLS CROSS COUNTRY	\$3,402.20	\$0.00	(\$3,402.20)	\$0.00	\$0.00	\$1,953.00	(\$1,953.00)
Project 883 GIRLS SOCCER - H.S.	\$2,888.50	\$0.00	(\$2,888.50)	\$0.00	\$0.00	\$0.00	\$0.00
Project 884 CHISHOLM TRAILS	\$2,164.35	\$0.00	\$0.00	\$0.00	\$2,164.35	\$0.00	\$2,164.35
Project 885 BUILDER'S CLUB - MS	\$169.46	\$0.00	\$0.00	\$0.00	\$169.46	\$0.00	\$169.46
Project 886 BUILDER'S CLUB - NORTH M	\$1,517.85	\$0.00	\$0.00	\$0.00	\$1,517.85	\$0.00	\$1,517.85
Project 887 DEBATE CLUB - HS	\$408.28	\$0.00	\$0.00	\$0.00	\$408.28	\$150.00	\$258.28
Project 888 MUSTANG CREEK ELEM	\$10,341.47	\$1,069.88	\$0.00	\$0.00	\$11,411.35	\$300.00	\$11,111.35
Project 889 MEDIA - LE	\$2,310.88	\$0.00	\$0.00	\$0.00	\$2,310.88	\$0.00	\$2,310.88
Project 890 RENAISSANCE - MS	\$682.74	\$370.00	\$0.00	\$0.00	\$1,052.74	\$0.00	\$1,052.74
Project 891 READING - MS	\$6,412.25	\$0.00	\$0.00	\$0.00	\$6,412.25	\$0.00	\$6,412.25
Project 892 RENAISSANCE - NORTH MS	\$1,250.72	\$370.00	\$0.00	\$0.00	\$1,620.72	\$0.00	\$1,620.72
Project 893 RENAISSANCE - HS	\$2,244.85	\$1,110.00	\$0.00	\$0.00	\$3,354.85	\$0.00	\$3,354.85
Project 894 SPECIAL LIFE SKILLS -MS	\$956.72	\$0.00	\$0.00	\$0.00	\$956.72	\$0.00	\$956.72
Project 895 TECHNOLOGY STUDENT-MS	\$3,253.62	\$0.00	\$0.00	\$0.00	\$3,253.62	\$0.00	\$3,253.62
Project 896 ACADEMIC TEAM -HS	\$2,440.93	\$0.00	\$0.00	\$0.00	\$2,440.93	\$0.00	\$2,440.93
Project 897 ART CLUB -HS	\$2,871.55	\$5.00	\$0.00	\$128.00	\$2,748.55	\$342.53	\$2,406.02
Project 898 ATHLETIC TRAINING -HS	\$14,588.78	\$0.00	\$0.00	\$3,659.76	\$10,929.02	\$5,380.39	\$5,548.63
Project 899 TECHNOLOGY - NORTH MS	\$34.42	\$0.00	\$0.00	\$0.00	\$34.42	\$0.00	\$34.42
Project 900 ADMIN USE OF FACILITY	\$50,325.59	\$4,251.21	\$0.00	\$7,797.08	\$46,779.72	\$3,839.52	\$42,940.20
Project 901 P.A.S.S. - MEC	\$4,167.33	\$0.00	\$0.00	\$0.00	\$4,167.33	\$210.10	\$3,957.23
Project 902 CRI ACTIVITY ACCOUNT	\$30,444.63	\$97.55	\$0.00	\$5,025.00	\$25,517.18	\$10,052.16	\$15,465.02
Project 903 ADVANCED PLACEMENT -H	\$10,914.14	\$0.00	\$0.00	\$379.67	\$10,534.47	\$3,087.62	\$7,446.85
Project 904 GROUNDS IMPROVEMENT	\$1,267.69	\$0.00	\$0.00	\$0.00	\$1,267.69	\$0.00	\$1,267.69
Project 905 CRI STAFF ACCOUNT	\$2,646.84	\$0.00	\$0.00	\$0.00	\$2,646.84	\$0.00	\$2,646.84
Project 906 HS FRESHMAN F.C.C.L.A.	\$1,356.08	\$0.00	\$0.00	\$0.00	\$1,356.08	\$0.00	\$1,356.08
Project 907 OUTDOOR CLASSROOM - M	\$3,560.22	\$0.00	\$0.00	\$0.00	\$3,560.22	\$0.00	\$3,560.22
Project 908 GOLF - NORTH MS	\$485.69	\$0.00	\$0.00	\$0.00	\$485.69	\$0.00	\$485.69
Project 909 CRI COUNSELING ACTIVITY	\$1,018.54	\$0.00	\$0.00	\$0.00	\$1,018.54	\$0.00	\$1,018.54
Project 910 CANYON RIDGE INT MEDIA	\$1,071.35	\$0.00	\$0.00	\$0.00	\$1,071.35	\$0.00	\$1,071.35
Project 911	\$2,053.09	\$0.00	\$0.00	\$0.00	\$2,053.09	\$0.00	\$2,053.09
Project 912 CANYON RIDGE VOCAL/MU	\$9,299.15	\$0.00	\$0.00	\$0.00	\$9,299.15	\$0.00	\$9,299.15
Project 913 CRI ART	\$3,262.64	\$0.00	\$0.00	\$0.00	\$3,262.64	\$0.00	\$3,262.64
Project 914 CANYON RIDGE INT PE	\$2,517.70	\$0.00	\$0.00	\$0.00	\$2,517.70	\$0.00	\$2,517.70
Project 915 TRACK/CROSS COUNTRY-N	\$1,117.01	\$0.00	\$0.00	\$0.00	\$1,117.01	\$0.00	\$1,117.01
Project 916 CREEK/NORTH OUTDOOR	\$323.48	\$0.00	\$0.00	\$0.00	\$323.48	\$0.00	\$323.48
Project 917 CANYON RIDGE INT ARCHE	\$23.00	\$0.00	\$0.00	\$0.00	\$23.00	\$0.00	\$23.00
Project 918 FOOTBALL - NORTH MS	\$249.79	\$0.00	\$0.00	\$0.00	\$249.79	\$0.00	\$249.79
Project 919 PRAIRIE VIEW ACTIVITY	\$11,066.73	\$0.00	\$0.00	\$0.00	\$11,066.73	\$0.00	\$11,066.73
Project 920 PRE-KINDERGARTEN- MEC	\$12,112.63	\$0.00	\$0.00	\$0.00	\$12,112.63	\$4,482.10	\$7,630.53
Project 921 PRAIRIE VIEW STAFF	\$1,336.96	\$2.04	\$0.00	\$0.00	\$1,339.00	\$0.00	\$1,339.00
Project 922 SPECIAL EDUCATION - M-H	\$5,510.94	\$0.00	\$0.00	\$0.00	\$5,510.94	\$3,999.00	\$1,511.94
Project 923 ART - LAKEHOMA	\$1,333.26	\$0.00	\$0.00	\$0.00	\$1,333.26	\$0.00	\$1,333.26
Project 924 MUSICAL - HS	\$32,207.07	\$0.00	\$0.00	\$0.00	\$32,207.07	\$0.00	\$32,207.07
Project 925 WRESTLING - HS	\$2.49	\$0.00	(\$2.49)	\$0.00	\$0.00	\$0.00	\$0.00
Project 926 JROTC - HS	\$3,850.74	\$7.00	\$0.00	\$0.00	\$3,857.74	\$0.00	\$3,857.74

MUSTANG PUBLIC SCHOOLS  
Custodians Analysis  
SCHOOL ACTIVITY FUNDS

Report Options: As Of Date: 8/2015; Time Frame: For Fiscal Year; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 927 HS ATHLETIC DEPT. STAFF	\$14,603.60	\$2,870.00	\$0.00	\$0.00	\$17,473.60	\$9,305.23	\$8,168.37
Project 928 CANYON RIDGE INT READIN	\$1,314.98	\$0.00	\$0.00	\$0.00	\$1,314.98	\$0.00	\$1,314.98
Project 929 MUSTANG ELEMENTARY ST	\$5,460.06	\$0.00	\$0.00	\$0.00	\$5,460.06	\$0.00	\$5,460.06
Project 930 MUSTANG VALLEY STAFF	\$5,620.67	\$0.00	\$0.00	\$0.00	\$5,620.67	\$670.00	\$4,950.67
Project 931 MUSTANG LAKEHOMA STAF	\$7,841.53	\$0.00	\$0.00	\$0.00	\$7,841.53	\$0.00	\$7,841.53
Project 932 MUSTANG TRAILS STAFF	\$9,335.61	\$0.00	\$0.00	\$0.00	\$9,335.61	\$282.75	\$9,052.86
Project 933 MUSTANG CREEK STAFF	\$8,780.87	\$38.51	\$0.00	\$0.00	\$8,819.38	\$909.65	\$7,909.73
Project 934 MUSTANG MIDDLE SCHOOL	\$11,242.10	\$370.00	\$0.00	\$0.00	\$11,612.10	\$450.00	\$11,162.10
Project 935 MNMS STAFF	\$2,578.00	\$370.00	\$0.00	\$0.00	\$2,948.00	\$1,182.30	\$1,765.70
Project 937 HIGH SCHOOL STAFF	\$15,710.27	\$740.00	\$0.00	\$0.00	\$16,450.27	\$849.80	\$15,600.47
Project 938 EDUCATION CENTER STAFF	\$3,759.35	\$0.00	\$0.00	\$0.00	\$3,759.35	\$0.00	\$3,759.35
Project 939 ADMINISTRATION STAFF	\$196.75	\$520.00	\$0.00	\$278.35	\$438.40	\$1,693.40	(\$1,255.00)
Project 940 HIGH SCHOOL TECH EDUC/A	\$110.81	\$0.00	\$0.00	\$0.00	\$110.81	\$0.00	\$110.81
Project 941 HIGH SCHOOL BOYS TRACT	\$369.39	\$0.00	(\$369.39)	\$0.00	\$0.00	\$0.00	\$0.00
Project 942 HS - BUSINESS PROF. OF A	\$4,039.84	\$0.00	\$0.00	\$0.00	\$4,039.84	\$0.00	\$4,039.84
Project 943 MUSTANG CREEK COUNSEL	\$3,384.66	\$0.00	\$0.00	\$0.00	\$3,384.66	\$0.00	\$3,384.66
Project 944 MPS SPECIAL NEEDS	\$44.21	\$0.00	\$0.00	\$0.00	\$44.21	\$0.00	\$44.21
Project 945 MUSTANG CREEK ART	\$5,806.60	\$0.00	\$0.00	\$0.00	\$5,806.60	\$1,994.72	\$3,811.88
Project 946 ECO CLUB HIGHSCHOOL	\$255.81	\$0.00	\$0.00	\$0.00	\$255.81	\$0.00	\$255.81
Project 947 LAKEHOMA MUSIC	\$167.41	\$0.00	\$0.00	\$0.00	\$167.41	\$0.00	\$167.41
Project 948 MUSTANG TRAILS ART	\$4,578.19	\$0.00	\$0.00	\$0.00	\$4,578.19	\$0.00	\$4,578.19
Project 949 MUSTANG TRAILS HONOR C	\$1,277.96	\$0.00	\$0.00	\$0.00	\$1,277.96	\$0.00	\$1,277.96
Project 950 CENTENNIAL ELEMENTARY	\$31,140.18	\$213.00	\$0.00	\$0.00	\$31,353.18	\$906.83	\$30,446.35
Project 951 TRAILS SPECIAL ED.	\$619.45	\$0.00	\$0.00	\$0.00	\$619.45	\$0.00	\$619.45
Project 952 CENTENNIAL STAFF	\$4,683.56	\$0.00	\$0.00	\$0.00	\$4,683.56	\$563.34	\$4,120.22
Project 953 MUSTANG ELEM ART	\$2,924.04	\$0.00	\$0.00	\$0.00	\$2,924.04	\$4,000.00	(\$1,075.96)
Project 954 MUSTANG ELEM MEDIA	\$3,622.58	\$0.00	\$0.00	\$0.00	\$3,622.58	\$0.00	\$3,622.58
Project 955 TRAILS READING CARNIVAL	\$1,348.03	\$0.00	\$0.00	\$0.00	\$1,348.03	\$0.00	\$1,348.03
Project 956 TRAILS STUDENT COUNCIL	\$1,987.67	\$0.00	\$0.00	\$0.00	\$1,987.67	\$0.00	\$1,987.67
Project 957 MUSTANG TRAILS PE ACTIV	\$3,265.51	\$0.00	\$0.00	\$0.00	\$3,265.51	\$0.00	\$3,265.51
Project 958 ME COUNSEL CLOSED 8-16-	\$359.04	\$0.00	\$0.00	\$0.00	\$359.04	\$0.00	\$359.04
Project 959 H.S. SPANISH NAT'L HONOF	\$1,510.92	\$0.00	\$0.00	\$0.00	\$1,510.92	\$0.00	\$1,510.92
Project 960 H.S. MAC CHOIR	\$819.99	\$0.00	\$0.00	\$0.00	\$819.99	\$0.00	\$819.99
Project 961 H.S. VIDEO CLUB	\$630.04	\$0.00	\$0.00	\$0.00	\$630.04	\$0.00	\$630.04
Project 962 H.S. SWIM TEAM	\$194.99	\$0.00	(\$194.99)	\$0.00	\$0.00	\$0.00	\$0.00
Project 964 ARCHERY CLUB - MS	\$3,435.47	\$0.00	\$0.00	\$0.00	\$3,435.47	\$0.00	\$3,435.47
Project 965 VALLEY STUDENT COUNCIL	\$2,693.28	\$0.00	\$0.00	\$0.00	\$2,693.28	\$0.00	\$2,693.28
Project 966 CENTENNIAL OUTDOOR CL	\$20.90	\$0.00	\$0.00	\$0.00	\$20.90	\$0.00	\$20.90
Project 967 MUSTANG STUDENTS IN NE	\$5,205.10	\$127.00	\$0.00	\$0.00	\$5,332.10	\$0.00	\$5,332.10
Project 969 CRI OUTDOOR CLASSROOM	\$3,648.31	\$0.00	\$0.00	\$0.00	\$3,648.31	\$0.00	\$3,648.31
Project 970 CRI STUDENT COUNCIL	\$492.78	\$0.00	\$0.00	\$0.00	\$492.78	\$0.00	\$492.78
Project 971 CANYON RIDGE YEARBOOK	\$3,493.12	\$0.00	\$0.00	\$0.00	\$3,493.12	\$0.00	\$3,493.12
Project 972 CRI COMMUNICATIONS/BRC	\$2,355.49	\$0.00	\$0.00	\$0.00	\$2,355.49	\$0.00	\$2,355.49
Project 973 CRI TECHNOLOGY STDNT A	\$532.34	\$0.00	\$0.00	\$0.00	\$532.34	\$0.00	\$532.34
Project 974 CRI SPANISH ACCT	\$867.11	\$0.00	\$0.00	\$0.00	\$867.11	\$0.00	\$867.11
Project 975 CRI RENAISSANCE ACCT	\$1,610.70	\$0.00	\$0.00	\$0.00	\$1,610.70	\$0.00	\$1,610.70
Project 977 CRI SPECIAL EDUCATION A	\$972.85	\$0.00	\$0.00	\$0.00	\$972.85	\$0.00	\$972.85
Project 978 HORIZON INT ACTIVITY ACC	\$34,589.00	\$0.00	\$0.00	\$0.00	\$34,589.00	\$21,335.61	\$13,253.39
Project 979 HORIZON INT STAFF ACCT	\$2,859.45	\$0.00	\$0.00	\$0.00	\$2,859.45	\$466.46	\$2,392.99
Project 980 HORIZON INT COUNSELING	\$1,202.07	\$0.00	\$0.00	\$0.00	\$1,202.07	\$0.00	\$1,202.07
Project 981 HORIZON INT MEDIA ACCT	\$395.46	\$0.00	\$0.00	\$0.00	\$395.46	\$0.00	\$395.46
Project 982 PRAIRIE VIEW MEDIA	\$987.23	\$0.00	\$0.00	\$0.00	\$987.23	\$111.89	\$875.34
Project 983 HORIZON INT VOCAL/MUSIC	\$2,009.08	\$0.00	\$0.00	\$0.00	\$2,009.08	\$0.00	\$2,009.08
Project 984 HORIZON INT ART ACCOUN	\$398.00	\$0.00	\$0.00	\$0.00	\$398.00	\$0.00	\$398.00
Project 989 HORIZON INT OUTDOOR CI	\$3,037.75	\$0.00	\$0.00	\$0.00	\$3,037.75	\$0.00	\$3,037.75
Project 990 CENTENNIAL PE	\$4,657.55	\$0.00	\$0.00	\$0.00	\$4,657.55	\$110.49	\$4,547.06
Project 993 CENTINNIAL ARCHERY	\$276.00	\$0.00	\$0.00	\$0.00	\$276.00	\$0.00	\$276.00
Project 994 PRAIRIE VIEW MUSIC	\$742.77	\$0.00	\$0.00	\$0.00	\$742.77	\$0.00	\$742.77
Project 995 PRAIRIE VIEW PE	\$2,425.97	\$0.00	\$0.00	\$0.00	\$2,425.97	\$0.00	\$2,425.97
Project 997 HORIZON INT SPECIAL ED A	\$1,970.32	\$25.00	\$0.00	\$0.00	\$1,995.32	\$0.00	\$1,995.32
Project 998 MUSTANG VALLEY PE ACTI'	\$2,479.58	\$0.00	\$0.00	\$0.00	\$2,479.58	\$0.00	\$2,479.58
Grand Total	\$1,169,484.47	\$67,075.19	\$0.00	\$55,159.10	\$1,181,400.56	\$325,898.15	\$855,502.41

AUGUST 10TH, 2015 BOARD MEETING

**FISCAL YEAR 2016**

**PAYROLL**

LEASE REVENUE BOND (10)	36-49	
GENERAL FUND (11)	158-368	50169-50618
BUILDING FUND (21)	10	
FOOD SERVICE (22)	53-199	50026-50027
OKC MAPS TRUST (24)	2-12	
BOND FUND (31)	1-2	
BOND FUND (32)	10-15	
BOND FUND (33)	15-37	
BOND FUND (34)	19-25	
BOND FUND (35)	5-9	
BOND FUND (36)	4-6	
BOND FUND (37)	23-31	
BOND FUND (38)		
BOND FUND (39)	39-45	

Bond Fund #39 2015-2016  
Detail Encumbrance Listing  
As of 8/4/2015

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
39	7/13/2015	CDW GOVERNMENT, INC.	056 168 TECHNOLOGY	
		TRIPP PDU METERED ISOBAR SURGE 1URM	168-2580-653-000-0000-000-056	244.00
				Total Purchase Order
				244.00
40	7/13/2015	EAGLE TECHNOLOGIES	056 168 TECHNOLOGY	
		CSR PARTS DELL POWER EDGE R410 TAG GDMVJM1	168-2580-653-000-0000-000-056	300.00
		CSR PARTS DELL POWER EDGE R710 TAG HB7WJM1	168-2580-653-000-0000-000-056	405.00
		CSR PARTS DELL POWER EDGE R710 TAG DNSWJM1	168-2580-653-000-0000-000-056	405.00
		CSR PARTS DELL POWER EDGE R710 TAG DNSXJM1	168-2580-653-000-0000-000-056	405.00
		CSR PARTS DELL POWER EDGE R710 TAG DNTVJM1	168-2580-653-000-0000-000-056	405.00
		CSR PARTS DELL POWER EDGE R710 TAG DNTVJM1	168-2580-653-000-0000-000-056	405.00
		CSR PARTS DELL POWER EDGE R710 TAG HB7XJM1	168-2580-653-000-0000-000-056	405.00
				Total Purchase Order
				2,730.00
41	7/20/2015	IMAGENET CONSULTING, LLC	168 TECHNOLOGY	
		FULL SET CONNON 706 INK CYAN MAGENTA BLACK YELLOW MATTE BLACK GRAY PHOTO CYAN PHOTO MAGENTA	168-2580-653-000-0000-000-056	1,000.00
				Total Purchase Order
				1,000.00
43	8/3/2015	CDW GOVERNMENT, INC.	168 SUPPLIES	
		INFOCUS IN 112A 3000 LUMAN PROJECTOR (QUOTEJMG934)	168-1000-653-003-0000-000-110	299.99
				Total Purchase Order
				299.99
44	8/3/2015	NOAH'S PARK AND PLAYGROUNDS	151 SLIDE MATS 4 LE	
		32542 32"X54"X2" SLIDE MATS	151-2630-459-000-0000-000-115	678.00
				Total Purchase Order
				678.00
45	8/4/2015	FOLLETT SCHOOL SOLUTIONS, INC	168 056 TECHNOLOGY	
		COST INCREASE TO ORIGINIAL PO # 37	168-2230-530-000-0000-000-056	8,608.80
				Total Purchase Order
				8,608.80
				Total Fund
				13,560.79

LSE REVENUE ISS 2012 2015-2016  
Detail Encumbrance Listing  
As of 8/4/2015

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
36	7/23/2015	DOLLAMUR SPORT SURFACES	173 WRESTLING MATS FOR EVENT C	
(2)		42'X42'X1.5" FLEXI ROLL MAT - BLACK/RED	173-2620-654-000-0000-000-705	14,600.00
(2)		6' LOGO - WHITE/BLACK/RED	173-2620-654-000-0000-000-705	900.00
(2)		PAINT OUT OF BOUNDS - BLACK/RED	173-2620-654-000-0000-000-705	1,600.00
		FREIGHT	173-2620-654-000-0000-000-705	1,400.00
Total Purchase Order				18,500.00
37	7/23/2015	THOMPSON EDUCATIONAL FURNISHINGS	173 FURNITURE FOR EVENT CTR	
(2)		HON PARK AVENUE PENNINSULA W/END PANEL #HPC130R	173-2620-654-000-0000-000-705	1,180.00
(2)		HON EXTENDED CORNER TOP, BACK & END PANEL COMPONENTS #HPM680L	173-2620-654-000-0000-000-705	1,042.00
(2)		HON SUPPORT COLUMN #HPX191X	173-2620-654-000-0000-000-705	158.00
(2)		HON MODESTY PANELS #HPC180G	173-2620-654-000-0000-000-705	622.00
(2)		HON PEDESTAL #HPM512X	173-2620-654-000-0000-000-705	680.00
(2)		HON STACK ON STORAGE W/FROSTED DOORS #HPC501G	173-2620-654-000-0000-000-705	2,034.00
(2)		HON TACKBOARD #H90056	173-2620-654-000-0000-000-705	296.00
(2)		HON RECESSED TASK LIGHT #HH870960	173-2620-654-000-0000-000-705	242.00
(2)		HON WOOD CENTER DRAWER #H1522	173-2620-654-000-0000-000-705	186.00
(2)		HON 2 DRAWER LATERAL FILE #HPC634X	173-2620-654-000-0000-000-705	1,186.00
(2)		HON BOOKSCASE HUTCH #HPC690X	173-2620-654-000-0000-000-705	712.00
(2)		HON IGNITION MID BACK CHAIR, MESH BACK W/ARMS #HIWM1	173-2620-654-000-0000-000-705	598.00
(8)		HON IGNITION GUEST CHAIRS #HGCL	173-2620-654-000-0000-000-705	1,656.00
(2)		HON PRESIDE 42" ROUND TABLE TOP #HTLGC42	173-2620-654-000-0000-000-705	434.00
(2)		HON PRESIDE TABLE BASE #HTLR42	173-2620-654-000-0000-000-705	664.00
(6)		OFM ENCORE LEATHERETTE MID BACK CHAIR #508LX	173-2620-654-000-0000-000-705	684.00
(1)		HON BOOKCASE 72"h - 5 ADJUSTABLE SHELVES #H107569	173-2620-654-000-0000-000-705	433.00
(1)		HON CREDENZA W/STORAGE #HPC200D	173-2620-654-000-0000-000-705	1,080.00
(1)		HON DOUBLE PEDESTAL DESK, RECTANGLE TOP #HPC032D	173-2620-654-000-0000-000-705	957.00
(1)		HON CREDENZA W/KNEESPACE #HPC212D	173-2620-654-000-0000-000-705	891.00
(1)		HON 2 DRAWER LATERAL FILE #HPC634X	173-2620-654-000-0000-000-705	593.00
(1)		HON IGNITION MID BACK CHAIR, MESH BACK W/ARMS #HIWM1	173-2620-654-000-0000-000-705	299.00
(1)		HON IGNITION GUEST CHAIR #HGCL	173-2620-654-000-0000-000-705	207.00
(1)		HON STACK ON STORAGE W/FROSTED DOORS #HPC503G	173-2620-654-000-0000-000-705	888.00
(1)		HON RECESSED TASK LIGHT #HH870960	173-2620-654-000-0000-000-705	121.00
(1)		HON TACKBOARD FOR STACK ON STORAGE #H90054	173-2620-654-000-0000-000-705	119.00
(1)		HON IGNITION MID BACK CHAIR MESH BACK W/ARMS #HIWM1	173-2620-654-000-0000-000-705	299.00
(10)		HON MENTOR SERIES DESKS W/PLATINUM LEGS #HA88231	173-2620-654-000-0000-000-705	5,560.00
(10)		HON IGNITION MID BACK CHAIR MESH BACK W/ARMS #HIWM1	173-2620-654-000-0000-000-705	2,990.00
(12)		BRETFORD EXPLORE CHAIR W/GLIDES #EDUSTG	173-2620-654-000-0000-000-705	1,488.00
(60)		OFI STIMULUS LEATHERETTE EXECUTIVE MID BACK CHAIR #521-LX-T-AA	173-2620-654-000-0000-000-705	8,940.00
(10)		SICO MODBILE FOLDING CONFERENCE TABLE 10'LX48"W #TLH51F	173-2620-654-000-0000-000-705	16,300.00
(6)		SICO PACER TABLE - 48" ROUND #EP075-120N	173-2620-654-000-0000-000-705	3,078.00
(6)		HIGH POINT METAL BENCHES #918MET	173-2620-654-000-0000-000-705	3,660.00
(12)		SICO SOCIALIZER TABLE 36" ROUND X 41" HIGH W/MUSTANG LOGO #TRS52USD	173-2620-654-000-0000-000-705	6,696.00
(32)		BRETFORD EXPLORE CHAIR #EDUSTG	173-2620-654-000-0000-000-705	3,968.00
(6)		BRETFORD EXPLORE CHAIR #EDUSTG	173-2620-654-000-0000-000-705	744.00
(50)		CLARIN BOXX SEAT CHAIR W/MUSTANG LOGO ON BACK	173-2620-654-000-0000-000-705	5,750.00

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37	7/23/2015	THOMPSON EDUCATIONAL FURNISHINGS	173 FURNITURE FOR EVENT CTR	
		ONLY #3400		
		(1) CLARIN HANGING CHAIR CART	173-2620-654-000-0000-000-705	687.00
		(50) CLARIN BOXX SEAT CHAIR W/MUSTANG LOGO ON BACK	173-2620-654-000-0000-000-705	5,750.00
		ONLY #3400		
		(1) CLARIN HANGING CHAIR CART #HT301	173-2620-654-000-0000-000-705	687.00
		(1) HON SINGLE PEDESTAL DESK #H94285R	173-2620-654-000-0000-000-705	906.00
		(1) HON BRIDGE #H94270	173-2620-654-000-0000-000-705	350.00
		(1) HON CREDENZA W/LATERAL FILE #H94248L	173-2620-654-000-0000-000-705	850.00
		(1) HON STACK ON STORAGE W/GLASS DOORS #H94236	173-2620-654-000-0000-000-705	801.00
		(6) OFM ENCORE LEATHERETTE MID BACK CHAIRS #508LX	173-2620-654-000-0000-000-705	684.00
		(1) HON 4 DRAWER LATERAL FILE #H94229	173-2620-654-000-0000-000-705	1,027.00
		(1) HON RECESSED TASK LIGHT #HH870960	173-2620-654-000-0000-000-705	121.00
		(1) HON TACKBOARD FOR STACK ON STORAGE #H90054	173-2620-654-000-0000-000-705	119.00
		(500) NATIONAL PUBLIC SEATING FAN BACK PLASTIC FOLDING CHAIR #1110 BLACK PLASTIC & BLACK FRAME	173-2620-654-000-0000-000-705	12,000.00
		(6) NPS DOUBLE TIER HANGING CHAIR RACK W/EXTENSIONS #MODEL84	173-2620-654-000-0000-000-705	2,460.00
		(1) OKLAHOMA SOUND TABLE TOP LECTERN #22	173-2620-654-000-0000-000-705	115.00
		(1) OKLAHOMA SOUND BASE #112	173-2620-654-000-0000-000-705	179.00
		(1) HON PRESIDE BOAT SHAPE CONFERENCE TABLE 72"WX36"D #HTLB3672G/HTLP72	173-2620-654-000-0000-000-705	1,310.00
		(1) HON PRESIDE LAMINATE BOAT SHAPE CONFERENCE TABLE 96"WX48"D #HTLB4896G/HTLP96	173-2620-654-000-0000-000-705	1,640.00
Total Purchase Order				107,121.00
38	7/27/2015	BSN SPORTS, INC.	173 BALLS/CARTS 4 EVENT CENTER	
		BALL LOCKER #1262622	173-1000-681-000-0000-000-705	525.00
		(30) WILSON NFHS VOLLEYBALLS	173-1000-681-000-0000-000-705	1,560.00
		(35) WILSON WAVE BASKETBALLS #1235241	173-1000-681-000-0000-000-705	2,274.65
		(35) WAVE BASKETBALL 28.5 #1235258	173-1000-681-000-0000-000-705	2,274.65
Total Purchase Order				6,634.30
39	7/27/2015	DISCOUNT VAC WORLD, INC.	173 HOOVER SHAMPOOER 4 EC	
		(2) HOOVER SHAMPOOER FOR EVENT CENTER	173-2620-618-000-0000-000-705	400.00
Total Purchase Order				400.00
40	7/27/2015	GRAINGER	175 BOLTLESS SHELVING 4 ME	
		1VG45 BOLTLESS SHELVING, 60X24X72	175-2620-654-000-0000-000-105	684.45
		1VG44 BOLTLESS SHELVING 48X24X72	175-2620-654-000-0000-000-105	194.63
Total Purchase Order				879.08
42	7/27/2015	J & B GRAPHICS	171 COUNSELOR SIGN 4 C.R.	
		COUNSELOR SIGN FOR C.R.	171-2620-654-000-0000-000-145	65.60
Total Purchase Order				65.60
43	7/27/2015	LOWES CREDIT SERVICES	175 WIRE SHELVING 4 ME GYM	
		(2) 4TIER CHROME WIRE SHELVING #64014	175-2620-654-000-0000-000-105	119.96
		(2) 5TIER CHROME WIRE SHELVING #71034	175-2620-654-000-0000-000-105	149.96
Total Purchase Order				269.92
44	7/27/2015	PORTER ATHLETIC	173 VOLLEYBALL ITEMS FOR EC	
		(2) POWR-RIBII VB INTERNATIONAL PACKAGE, RED #01961003	173-2620-654-000-0000-000-705	6,260.00
		(1) POWR VB TRANSPORT SYSTME #00956100	173-2620-654-000-0000-000-705	518.00
		FREIGHT ESTIMATE	173-2620-654-000-0000-000-705	200.00
Total Purchase Order				6,978.00

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45	7/27/2015	UNITED REFRIGERATION, INC.	173 ICE MACHINE 4 TRAINER RM	
		IY0504A MAWOC INDIGO 500 SERIES CUBER ICE MACHINE FOR TRAINER'S RM AT EC	173-2620-651-000-0000-000-705	2,818.77
		B570 MAWOC ICE STORAGE BIN FOR TRAINER RM AT EC	173-2620-651-000-0000-000-705	1,024.59
		FREIGHT COST	173-2620-651-000-0000-000-705	71.00
			Total Purchase Order	3,914.36
46	8/3/2015	BENTLEY FLOORING, INC.	174 REPAIR FLOOR AT P.V.	
		REPAIR FLOOR AT PRAIRIE VIEW	174-2620-459-000-0000-000-150	800.00
			Total Purchase Order	800.00
47	8/3/2015	GRAINGER	173 CUSTODIAL ITEMS 4 E.C.	
		21U664 CONVERTIBLE HAND TRUCK, 62"	173-2620-618-000-0000-000-705	1,281.15
		44U462 PLATFORM TRUCK 24X48	173-2620-618-000-0000-000-705	991.80
		4DJW5 STACKING CHAIR CHAIR	173-2620-618-000-0000-000-705	263.70
		6DHF PLATFORM STEPLADDER	173-2620-618-000-0000-000-705	177.76
		4HVH5 DRILL, BATTERY PACK, CHARGER	173-2620-618-000-0000-000-705	315.83
		48J065 HARDWOOD DOLLY	173-2620-618-000-0000-000-705	123.76
			Total Purchase Order	3,154.00
48	8/4/2015	GRAINGER	175 FINISH SHELVING AT ME	
		(5) 1VG44 BOLTLESS SHELVING 48X24X72, 5 SHELF	175-2620-654-000-0000-000-105	973.15
			Total Purchase Order	973.15
49	8/4/2015	THOMPSON EDUCATIONAL FURNISHINGS	173 FURNITURE 4 E.C. EVENT RM	
		HVL873 HON BASYX SOFA	173-2620-654-000-0000-000-705	2,343.00
		HVL871 HON BASYX CLUB CHAIR	173-2620-654-000-0000-000-705	2,988.00
		H80191 HON COFFEE TABLE	173-2620-654-000-0000-000-705	642.00
		H80192 HON CORNER TABLE	173-2620-654-000-0000-000-705	187.00
			Total Purchase Order	6,160.00
			Total Fund	155,849.41

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158	7/7/2015	<b>NANCY KAY MCKAY</b>	050 FINANCIAL SRVCS	
		FINANCIAL CONSULTING SERVICES	050-2573-310-000-0000-000-050	2,000.00
			050-2573-310-000-0000-000-050	2,500.00
			050-2573-310-000-0000-000-050	2,000.00
			050-2573-310-000-0000-000-050	2,000.00
			050-2573-310-000-0000-000-050	91,500.00
			<b>Total Purchase Order</b>	<b>100,000.00</b>
159	7/13/2015	<b>APPLE INC.</b>	561 IPAD MINI 3 TITLE VII	
		MG NR2LL/A IPAD MINI 3 - JANA GALL CREEK	561-1000-653-424-0000-000-125	379.00
		MG NR2LL/A IPAD MINI 3 - K ARIE GREENWOOD MUST ELEM	561-1000-653-424-0000-000-105	379.00
		MG NR2LL/A IPAD MINI 3 - DENICE MCELHANEY TRAILS	561-1000-653-424-0000-000-120	379.00
		MG NR2LL/A IPAD MINI 3 - KRIS GREEN	561-2330-653-424-0000-000-051	379.00
			<b>Total Purchase Order</b>	<b>1,516.00</b>
160	7/13/2015	<b>BYTESPEED, LLC</b>	561 BYTESPEED TEACH LAPTOP	
		TEACHER LAPTOP FOR JANA GALL - CREEK -- QUOTE AAAQ57955	561-1000-653-424-0000-000-125	760.00
			<b>Total Purchase Order</b>	<b>760.00</b>
161	7/13/2015	<b>CDW GOVERNMENT, INC.</b>	561 CHROMEBOOKS TITLE VII	
		CHROMEBOOKS FOR MUST ELEM	561-1000-653-424-0000-000-105	930.00
			561-1000-653-424-0000-000-105	75.00
		CHROMEBOOKS FOR - K GREENWOOD VALLEY	561-1000-653-424-0000-000-110	930.00
			561-1000-653-424-0000-000-110	75.00
		CHROMEBOOKS FOR K GREENWOOD - PVE	561-1000-653-424-0000-000-150	930.00
			561-1000-653-424-0000-000-150	75.00
		CHROMEBOOKS FOR JANA GALL - CREEK	561-1000-653-424-0000-000-125	930.00
			561-1000-653-424-0000-000-125	75.00
		CHROMEBOOKS FOR JANA GALL - LAKEHOMA	561-1000-653-424-0000-000-115	930.00
			561-1000-653-424-0000-000-115	75.00
		CHROMEBOOKS FOR DENICE MCELHANEY - TRAILS	561-1000-653-424-0000-000-120	930.00
			561-1000-653-424-0000-000-120	75.00
		CHROMEBOOKS FOR DENICE MCELHANEY - CENT	561-1000-653-424-0000-000-135	930.00
			561-1000-653-424-0000-000-135	75.00
		CHROMEBOOKS FOR CANYON RIDGE TITLE VII	561-1000-653-424-0000-000-145	930.00
			561-1000-653-424-0000-000-145	75.00
		CHROMEBOOKS FOR HORIZON TITLE VII	561-1000-653-424-0000-000-140	930.00
			561-1000-653-424-0000-000-140	75.00
			<b>Total Purchase Order</b>	<b>9,045.00</b>
162	7/13/2015	<b>JOHN SEMMLER</b>	053 OVERHEAD DOOR REPAIRS	
		053 OVER HEAD DOOR REPAIRS/SERVICE	053-2620-438-000-0000-000-053	500.00
			<b>Total Purchase Order</b>	<b>500.00</b>
163	7/13/2015	<b>SPORTSTECH QUALITY CARDIO 1 LLC</b>	053 REP BB GOAL AT HWC	
		053 REPAIR THE CABLE ON THE BASKETBALL GOAL AT THE HWC	053-2620-439-000-0000-000-053	500.00
			<b>Total Purchase Order</b>	<b>500.00</b>
164	7/13/2015	<b>BIG WEB APPS</b>	056TECHNOLOGY	
		RENEWEL OF TECHNOLOGY AND MAINTENANCE WORKORDER PROGRAM	056-2580-432-000-0000-000-056	3,005.71
			<b>Total Purchase Order</b>	<b>3,005.71</b>
165	7/13/2015	<b>HAYLEY ELIZABETH BOOTHE</b>	056TECHNOLOGY	
		REIMBURSEMENT FOR MILEAGE	056-2580-580-000-0000-000-056	500.00
			<b>Total Purchase Order</b>	<b>500.00</b>
166	7/13/2015	<b>NATHANAEL JAMES CABRAL</b>	056TECHNOLOGY	15
		MILEAGE REMIBURSEMENT	056-2580-580-000-0000-000-056	500.00

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166	7/13/2015	NATHANAEL JAMES CABRAL	056TECHNOLOGY	
			Total Purchase Order	500.00
167	7/13/2015	TYLER JAMES CHOATE	056TECHNOLOGY	
		REIMBURSEMENT FOR MILEAGE	056-2580-580-000-0000-000-056	500.00
			Total Purchase Order	500.00
168	7/13/2015	JACOB TYLER MANGUS	056TECHNOLOGY	
		REIMBURSEMENT FOR MILEAGE	056-2580-580-000-0000-000-056	81.02
			056-2580-580-000-0000-000-056	418.98
			Total Purchase Order	500.00
169	7/13/2015	OTA	056TECHNOLOGY	
		OTA FEE AND DUES	056-2580-810-000-0000-000-056	300.00
			Total Purchase Order	300.00
170	7/13/2015	LOGAN MICHAEL SHELTS	056TECHNOLOGY	
		REIMBURSEMENT FOR MILEAGE	056-2580-580-000-0000-000-056	500.00
			Total Purchase Order	500.00
171	7/13/2015	MHS	059 PSYCHOLOGY TESTING	
		W46700 RCMAS-2 KIT	059-2140-614-239-0000-000-059	125.00
		W467A0 RCMAS-2 AUTOSCORE FORMS PKG 25	059-2140-614-239-0000-000-059	50.00
		EM-177A GARS-3 SUMMARY/RESPONSE FORMS PKG 50	059-2140-614-239-0000-000-059	59.00
		SHIPPING AND HANDLING	059-2140-614-239-0000-000-059	23.40
			Total Purchase Order	257.40
172	7/13/2015	PEARSON ASSESSMENTS	059 PEASON PSHYC TESTING	
		0158014197 BYI-II KIT	059-2140-614-239-0000-000-059	315.00
		0158014235 BYI-II COMBO BOOKLET PKG 25	059-2140-614-239-0000-000-059	250.00
		0158014324 DEPRESSION PAD	059-2140-614-239-0000-000-059	56.40
		0158014340 ANXIETY PAID	059-2140-614-239-0000-000-059	56.40
		0158014367 ANGER PAD	059-2140-614-239-0000-000-059	56.40
		0158014383 DISRUPTIVE BEHAVIOR PAD	059-2140-614-239-0000-000-059	56.40
		0158014405 SELF CONCEPT PAD	059-2140-614-239-0000-000-059	56.40
		0158978498 RECORD FORMS PKG 25	059-2140-614-239-0000-000-059	125.00
		0158978501 RESPONSE BOOK 1 PKG 25	059-2140-614-239-0000-000-059	81.00
		015897851X RESPONSE BOOK 2 PKG 25	059-2140-614-239-0000-000-059	51.00
		1 YEAR SCORE REPORT SUBSCRIPTION	059-2140-614-239-0000-000-059	35.00
		30883 BASC-3 KIT, 1 YR SUBSCRIPTION, INTERVENTIONS PROGRAM	059-2140-614-239-0000-000-059	604.00
		30803 TRS-C	059-2140-614-239-0000-000-059	117.00
		30805 TRS-A	059-2140-614-239-0000-000-059	78.00
		30810 PRS-C	059-2140-614-239-0000-000-059	117.00
		30813 PRS-A	059-2140-614-239-0000-000-059	78.00
		30818 SRP-C	059-2140-614-239-0000-000-059	39.00
		30821 SRP-A	059-2140-614-239-0000-000-059	78.00
		0158009169 ABAS-3 COMPREHENSIVE KIT SCORING PROGRAM	059-2140-614-239-0000-000-059	450.00
		0158009215 AGES0-5 TEACHER PKG 25	059-2140-614-239-0000-000-059	75.00
		0158009193 AGES 0-5 PARENT PKG 25	059-2140-614-239-0000-000-059	75.00
		0158009258 AGES 5-21 PARENT PKG 25	059-2140-614-239-0000-000-059	225.00
		0158009274 AGES 5-21 SCHOOL PGK 25	059-2140-614-239-0000-000-059	225.00
		0158014588 CONNERS-3 PARENT FORM PKG 25	059-2140-614-239-0000-000-059	130.00
		0158014596 CONNERS-3 TEACHER FORM PKG 25	059-2140-614-239-0000-000-059	139.00
		0158014731 CONNERS-3 SELF FORM PKG 25	059-2140-614-239-0000-000-059	130.00
		0158048520 DAYC-2 ADAPTIVE FORMS PKG 25	059-2140-614-239-0000-000-059	78.00
			059-2140-614-239-0000-000-059	82.00

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172	7/13/2015	<b>PEARSON ASSESSMENTS</b>	059 PEASON PSHYC TESTING	
0158048539		DAYC-2 COGNITIVE FORMS PKG 25		
0158048563		DAYC-2 COMMUNICATION FORMS PKG 25	059-2140-614-239-0000-000-059	82.00
0158048547		DAYC-2 SOCIAL-EMOTIONAL FORMS PKG 25	059-2140-614-239-0000-000-059	78.00
0158048555		DAYC-2 PHYSICAL FORMS PKG 25	059-2140-614-239-0000-000-059	82.00
0158048571		DAYC-2 SUMMARY SHEET PKG 25	059-2140-614-239-0000-000-059	54.00
46241		VMI LONG FULL FORM PKG 100	059-2140-614-239-0000-000-059	404.90
0158981596		WASI II RECORD FORMS PKG 25	059-2140-614-239-0000-000-059	80.45
0158007867		ENHANCED RECORD FORMS 25 RESPONSE BOOKLET	059-2140-614-239-0000-000-059	369.00
0158984676		ORAL READING FLUENCY BOOKLET	059-2140-614-239-0000-000-059	112.50
0158338537		WNV RECORD FORMS PKG 25	059-2140-614-239-0000-000-059	51.75
0158338553		WNV RESPONSE BOOKLETS PKG 25	059-2140-614-239-0000-000-059	37.85
0158340116		WNV SCORING ASSISTANT	059-2140-614-239-0000-000-059	148.50
0158033876		BRACKEN-3 SRA KIT	059-2140-614-239-0000-000-059	179.85
0158033876		BRACKEN-3 RECORD FORMS PKG 25	059-2140-614-239-0000-000-059	31.15
0158339053		BRACKEN-3 SCORING PROGRAM CD	059-2140-614-239-0000-000-059	178.25
		SHIPPING AND HANDLING	059-2140-614-239-0000-000-059	228.21
			Total Purchase Order	5,968.41
173	7/13/2015	<b>PHONAK</b>	059 SERVICE PLAN 15-16	
		2015-16 COMPREHENSIVE SERVICE PLAN - QUOTE #5120073286 - ITEMS AND SERIAL NUMBERS ON QUOTE	059-2153-430-239-0000-000-050	2,463.75
			Total Purchase Order	2,463.75
174	7/13/2015	<b>PHONAK</b>	059 REPLACE FEE 3 RECEIVERS	
		MLXI RECEIVER REPLACEMENT FEE AND WARRANTY	059-2153-658-239-0000-000-059	300.00
			Total Purchase Order	300.00
175	7/13/2015	<b>RIVERSIDE PUBLISHING</b>	059 RIVERSIDE PUBLISHING	
Y211588316		WJ-IV COGNITIVE TEST RECORDS PKG 25	059-2140-614-239-0000-000-059	1,266.00
Y211588317		WJ-IV COGNITIVIE RESPONSE BOOK PKG 25	059-2140-614-239-0000-000-059	490.80
Y211588318		WJ-IV ACHIEEEMNT TEST FORM A PKG 25	059-2140-614-239-0000-000-059	932.00
Y211588319		WJ-IV ACHIEVEMENT RESPONSE BOOK FORM A PKG 25	059-2140-614-239-0000-000-059	490.80
Y211518540		SAED-2 RATING SCALES PKG 25	059-2140-614-239-0000-000-059	50.00
		SHIPPING AND HANDLING	059-2140-614-239-0000-000-059	323.00
			Total Purchase Order	3,552.60
176	7/13/2015	<b>WPS PUBLISHERS DISTRIBUTERS</b>	059 WPS PSYCHOLOGY TESTING	
W-608A		SRS-2 SCHOOL AGES 4-18 FORMS PKG 25	059-2140-614-239-0000-000-059	50.00
		SHIPPING AND HANDLING	059-2140-614-239-0000-000-059	5.00
			Total Purchase Order	55.00
177	7/13/2015	<b>LESA CARTER</b>	641 PROJECT ECCO	
		PROJECT ECCO STUDENT M HARDY 4-21 AND 5/27/2015	641-2194-322-239-1012-000-059	100.00
		PROJECT ECCO STUDENT S CARSON 5/27 AND 6/10/2015	641-2194-322-239-1012-000-059	100.00
		MILEAGE PROJECT ECCO STUDENT M HARDY 4/21 AND 5/27/2015	641-2194-580-239-1012-000-059	34.38
		MILEAGE PROJECT ECCO STUDENT S CARSON 5/27 AND 6/10/2015	641-2194-580-239-1012-000-059	49.68
			Total Purchase Order	284.06
178	7/13/2015	<b>PEARSON ASSESSMENTS</b>	621 PEARSON CLINIC TESTING	
158012852		GFTA-3/KLPA-3 COMBO KIT	621-2152-614-239-0000-000-059	386.00
158012801		GFTA-3 COMPLETE KIT	621-2152-614-239-0000-000-059	2,690.00
		OWLS-II COMPREHENSIVE FORM A	621-2152-614-239-0000-000-059	692.00
		SSI-4 COMPLETE KIT	621-2152-614-239-0000-000-059	157.00

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178	7/13/2015	PEARSON ASSESSMENTS	621 PEARSON CLINIC TESTING	
		SHIPPING AND HANDLING	621-2152-614-239-0000-000-059	157.00
Total Purchase Order				4,082.00
179	7/13/2015	PRO-ED DEPT. RB #0603	621 PRO ED TEST AUDITORY	
		11837 TEST OF AUDITORY PROCESSING SKILLS 3RD EDITION TAPS-3	621-2152-614-239-0000-000-059	175.00
		SHIPPING AND HANDLING	621-2152-614-239-0000-000-059	17.50
Total Purchase Order				192.50
181	7/13/2015	XEROX CORP	456 XEROX SERV AGREEMENT	
		2015/16 SCHOOL YEAR SERVICE AGREEMENT	456-1000-436-239-0000-000-705	147.19
			456-1000-436-239-0000-000-705	1,552.81
Total Purchase Order				1,700.00
182	7/13/2015	PUTNAM CITY PUBLIC SCHOOLS	183 STUDENT TRANSFER ESY	
		TRANSFER IN STATE STUDENTS W/DISABILITIES FOR JULY 2015 ESY	183-1000-561-239-0000-000-059	1,665.46
Total Purchase Order				1,665.46
183	7/13/2015	STAR FUEL	054 DIESEL EXHAUST FLUID	
		054 DIESEL EXHAUST FLUID	054-2740-612-000-0000-000-054	2,000.00
Total Purchase Order				2,000.00
184	7/13/2015	ROSARIO C CHAVEZ	572 ELL CERT TEST	
		CERTIFICATION FOR ELL TEST AUGUST 6, 2015 REGISTRATION - ROSE CHAVEZ	572-2213-810-410-4063-000-705	165.00
Total Purchase Order				165.00
185	7/13/2015	ELLEAVATION LLC	572 ELLEVATION SOFTWARE	
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - MEC	572-1000-653-410-0000-000-130	211.53
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - CENTENNIAL	572-1000-653-410-0000-000-135	211.53
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - CREEK	572-1000-653-410-0000-000-125	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - LAKEHOMA	572-1000-653-410-0000-000-115	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - MUST ELEM	572-1000-653-410-0000-000-105	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - PRAIRIE VIEW	572-1000-653-410-0000-000-150	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - TRAILS	572-1000-653-410-0000-000-120	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - VALLEY	572-1000-653-410-0000-000-110	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - CRI	572-1000-653-410-0000-000-145	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - HORIZON	572-1000-653-410-0000-000-140	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - MMS	572-1000-653-410-0000-000-505	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - MNMS	572-1000-653-410-0000-000-510	211.54
		ELLEVATION SOFTWARE ANNUAL SUBSCRIPTION - MHS	572-1000-653-410-0000-000-705	211.54
Total Purchase Order				2,750.00
186	7/13/2015	JANA A GALL	561 MILEAGE JANA GALL	
		MILEAGE FOR JANA GALL 2015-16	561-1000-580-424-0000-000-125	500.00
Total Purchase Order				500.00
187	7/13/2015	KRISTINA KAYE GREEN	561 MILEAGE KRIS GREEN	
		MILEAGE FOR KRIS GREEN 2015-16	561-2330-580-424-0000-000-051	500.00
Total Purchase Order				500.00
188	7/13/2015	KARIE J GREENWOOD	561 MILEAGE KARIE GREENWOOD	
		MILEAGE FOR KARIE GREENWOOD 2015-16	561-1000-580-424-0000-000-105	500.00

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188	7/13/2015	KARIE J GREENWOOD	561 MILEAGE KARIE GREENWOOD	
			Total Purchase Order	500.00
189	7/13/2015	DENICE D MCELHANEY	561 MILEAGE DENICE MCELHANEY	
		MILEAGE FOR DENICE MCELHANEY 2015-16	561-1000-580-424-0000-000-120	500.00
			Total Purchase Order	500.00
190	7/13/2015	KRISTINA KAYE GREEN	511 MILEAGE KRIS GREEN	
		MILEAGE FOR TITLE I TRAVEL KRIS GREEN	511-2330-580-429-0000-000-051	1,000.00
			Total Purchase Order	1,000.00
191	7/13/2015	CCH INCORPORATED	511 RENEW SUBSCRIPTION	
		RENEW SUBSCRIPTION FOR READING CONNECTION - C PRICE MUST ELEM	511-2194-642-429-1139-000-105	59.75
		RENEW SUBSCRIPTION READING CONNECTION - C BARNES CENT	511-2194-642-429-1139-000-135	59.75
		RENEW SUBSCRIPTION READING CONNECTION - J CHASTAIN CREEK	511-2194-642-429-1139-000-135	59.75
		RENEW SUBSCRIPTION READING CONNECTION - L KOLAR TRAILS	511-2194-642-429-1139-000-120	59.75
		RENEW SUBSCRIPTION MATH CONNECTION - N COOPER CENT	511-2194-642-429-2231-000-135	59.75
		RENEW SUBSCRIPTION MATH CONNECTION - A REYES TRAILS	511-2194-642-429-2231-000-120	59.75
		RENEW SUBSCRIPTION MATH CONNECTION - H STRICKER CREEK	511-2194-642-429-2231-000-125	59.75
		RENEW SUBSCRIPTION MATH CONNECTION - K WILKINS MUST ELEM	511-2194-642-429-2231-000-105	59.75
			Total Purchase Order	478.00
192	7/13/2015	VIDEO REALITY	511 MOUNTING BRACKETS	
		MOUNTING BRACKETS AND INSTALLATION FOR SMART BOARD - A REYES TRAILS QUOTE 35979	511-1000-653-429-2231-000-120	454.00
			Total Purchase Order	454.00
193	7/13/2015	TAMMI LANETTE HAAS	572 TAMMI HAAS MILEAGE	
		TITLE III MILEAGE - TAMMI HAAS	572-1000-580-410-0000-000-135	200.00
			Total Purchase Order	200.00
194	7/13/2015	ANITA SUE HAFTEK	572 MILEAGE ANITA HAFTEK	
		TITLE III MILEAGE - ANITA HAFTEK	572-1000-580-410-0000-000-120	200.00
			Total Purchase Order	200.00
195	7/13/2015	LINDA L LITTLE	572 MILEAGE LINDA LITTLE	
		TITLE III MILEAGE - LINDA LITTLE	572-1000-580-410-0000-000-510	200.00
			Total Purchase Order	200.00
196	7/13/2015	CALAH CHRISTINE LYNES	572 MILEAGE CALAH LYNES	
		TITLE III MILEAGE - CALAH LYNES	572-1000-580-410-0000-000-110	200.00
			Total Purchase Order	200.00
197	7/13/2015	STACY MATTINGLY	572 MILEAGE STACY MATTINGLY	
		TITLE III MILEAGE - STACY MATTINGLY	572-1000-580-410-0000-000-150	200.00
			Total Purchase Order	200.00
198	7/13/2015	ALLISON RAMSFIELD	572 MILEAGE ALLISON RAMSFIELD	
		TITLE III MILEAGE - ALLISON RAMSFIELD	572-1000-580-410-0000-000-120	200.00
			Total Purchase Order	200.00
199	7/13/2015	STACEY ELIZABETH ELLIOTT	412 TRAVEL NEW TEACHER ACADEMY	

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199	7/13/2015	STACEY ELIZABETH ELLIOTT	412 TRAVEL NEW TEACHER ACADEMY	
		MILEAGE TO AND FROM STILLWATER FOR NEW TEACHER CONFERENCE ON JULY 14-16	412-2213-580-314-8400-000-705	115.00
		PER DIEM FOR TWO DAYS NEW TEACHER ACADEMY IN STILLWATER JULY 14-16	412-2213-580-314-8400-000-705	92.00
		HOTEL FOR TWO DAYS IN STILLWATER FOR NEW TEACHER ACADEMY JULY 14-16	412-2213-580-314-8400-000-705	300.00
Total Purchase Order				507.00
200	7/13/2015	PROJECT LEAD THE WAY INC	412 PLTW PARTICIPATION FEE	
		PROJECT LEAD THE WAY PARTICIPATION FEE - W BACK MMS	412-1000-810-317-8700-000-505	750.00
		PROJECT LEAD THE WAY PARTICIPATION FEE - R JOHNSON MNMS	412-1000-810-317-8700-000-510	750.00
Total Purchase Order				1,500.00
201	7/13/2015	CITY OF MUSTANG	367 RSA WORKSHOP FACILITY	
		8/19/15 PAT PAVELKA GUIDED READING WORKSHOP FOR TEACHERS IN THE COMMUNITY CENTER GREAT ROOM FOR ONE DAY WORKSHOP GRADES K-2 TEACHERS 8:30-3:30	367-2213-860-271-0000-000-064	250.00
Total Purchase Order				250.00
202	7/13/2015	CRYSTAL SPRINGS BOOKS	367 RSA GUIDED READING BOOKS	
		STAFF DEVELOPMENT FOR EDUCATORS - 45 COPIES OF GUIDED READING MANAGEMENT BY PAT PAVELKA	367-2212-641-100-0000-000-064	869.22
			367-2212-641-100-0000-000-064	430.78
Total Purchase Order				1,300.00
203	7/13/2015	STAFF DEV OF EDUCATORS	367 RSA WORKSHOP	
		RSA STAFF DEVELOPMENT FOR EDUCATORS CUSTOMIZED PROFESSIONAL DEVELOPMENT ON 11/2-11/5/15 4 DAYS OF CUSTOMIZED PD. 1/2 DAY AT EACH SITE AND 1/2 DAY WITH PRINCIPALS	367-2213-860-271-0000-000-064	14,800.00
Total Purchase Order				14,800.00
204	7/13/2015	STAFF DEV OF EDUCATORS	367 RSA WORKSHOP	
		RSA GUIDED READING WORKSHOP 1 DAY 8/19/15 - PRESENTER IS PAT PAVELKA FOR K-2 TEACHERS	367-2213-860-271-0000-000-064	5,100.00
Total Purchase Order				5,100.00
205	7/13/2015	STACY LYNETTE EDWARDS	064 MILEAGE REIMBURSEMENT	
		MILEAGE REIMBURSEMENT FOR 15-16 SCHL YR	064-2212-580-000-0000-000-064	1,000.00
Total Purchase Order				1,000.00
206	7/13/2015	CAROLYN DENISE LOCKE	064 MILEAGE REIMBURSEMENT	
		MILEAGE REIMBURSEMENT 15-16 SCHL YR	064-2212-580-000-0000-000-064	1,000.00
Total Purchase Order				1,000.00
207	7/13/2015	GAILE ANN LOVING	064 MILEAGE REIMBURSEMENT	
		MILEAGE REIMBURSEMENT 15-16 SCHL YR	064-2212-580-000-0000-000-064	1,000.00
Total Purchase Order				1,000.00
208	7/13/2015	RYAN T MCKINNEY	064 MILEAGE REIMBURSEMENT	
		MILEAGE REIMBURSEMENT FOR 15-16 SCHOOL YEAR	064-2212-580-000-0000-000-064	1,000.00
Total Purchase Order				1,000.00
209	7/13/2015	JULIE LOURE MOORE	64 MILEAGE REIMBURSEMENT	
		MILEAGE REIMBURSEMENT	064-2212-580-000-0000-000-064	1,000.00
Total Purchase Order				1,000.00
210	7/13/2015	MARVA JO OARD	064 MILEAGE REIMBURSEMENT	
		MILEAGE REIMBURSEMENT 15-16 SCHL YEAR	064-2212-580-000-0000-000-064	1,000.00

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210	7/13/2015	MARVA JO OARD	064 MILEAGE REIMBURSEMENT	
			Total Purchase Order	1,000.00
211	7/13/2015	COMTECH DESIGN, PRINT & MAIL LLC	064 CURR TEAM THANK YOU CARDS	
		DISTRICT THANK YOU CARDS FROM THE CURRICULUM TEAM 300 CARDS & 300 ENVELOPES	064-2212-619-100-0000-000-064	170.22
			Total Purchase Order	170.22
212	7/13/2015	USA TEST PREP	064 TESTING MATERIAL	
		DISTRICT WIDE TEST PREP FOR MATH, SCIENCE, READING, SOCIAL STUDIES FOR 2015-2016 SCHOOL YEAR	064-2212-432-271-0000-000-064	9,329.80
			Total Purchase Order	9,329.80
213	7/13/2015	ENGAGING TECHNOLOGIES	064 GRADE CAM FOR 5TH STUDENTS	
		GRADE CAM FOR 5TH GRADE STUDENTS FOR 15-16 SCHOOL YEAR	064-1000-432-100-0000-000-064	2,750.00
			Total Purchase Order	2,750.00
214	7/13/2015	ENGAGING TECHNOLOGIES	367 GRADE CAM FOR STUDENTS	
		GRADE CAM FOR K-4 FOR STUDENTS FOR 15-16 SCHOOL YEAR	367-1000-614-100-0000-000-064	5,000.00
			Total Purchase Order	5,000.00
215	7/14/2015	WILSON ELECTRIC CO.	055 MOTOR SERVICE/REPAIRS	
		055 REPAIRS/SERVICE FOR MOTORS DISTRICT WIDE	055-2620-438-000-0000-000-055	5,000.00
			Total Purchase Order	5,000.00
216	7/17/2015	STACY DELENE BROWN	071 MILEAGE FY16	
		MILEAGE REIMB FOR FY16	071-2511-580-000-0000-000-051	250.00
			Total Purchase Order	250.00
217	7/17/2015	CRYSTAL RENEE JOHNSON	071 MILEAGE FY16	
		MILEAGE REIMB FOR FY16	071-2511-580-000-0000-000-051	250.00
			Total Purchase Order	250.00
218	7/17/2015	JUDY W KELLOGG	071 MILEAGE FY16	
		MILEAGE REIMB FOR FY16	071-2511-580-000-0000-000-051	250.00
			Total Purchase Order	250.00
219	7/17/2015	LYNDA DIANE MARTIN	071 MILEAGE FY16	
		MILEAGE REIMB FOR FY16	071-2511-580-000-0000-000-051	250.00
			Total Purchase Order	250.00
220	7/17/2015	OKLAHOMA ASBO	050 OASBO MEMEBERSHIP	
		MEMEBERSHIP DUES	050-2511-810-000-0000-000-050	975.00
		INSTITUTIONAL MEMBERSHIP - SEAN MCDANIEL, SUPT.		
		ADDITIONAL :		
		CHARLES BRADLEY - DEPT DUPT		
		NANCY MCKAY - CFO		
		STACY BROWN - BUSINESS FACILITATOR/ENCUMB CLERK		
		TRACY SKINNER - HR DIRECTOR		
		KIM WEINRICH - PAYROLL		
		LYNDA MARTIN - ASST TREASURER		
			Total Purchase Order	975.00
221	7/17/2015	LORRAINE OCHOA	071 MILEAGE FY16	
		MILEAGE REIMB FOR FY16	071-2511-580-000-0000-000-051	250.00

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221	7/17/2015	LORRAINE OCHOA	071 MILEAGE FY16	
			Total Purchase Order	250.00
222	7/17/2015	OFFICE DEPOT	071 OFFICE SUPPLIES	
		BIC VELOCITY MECHANICAL PENCILS	071-2511-619-000-0000-000-051	14.38
		ELECTRIC STAPLER	071-2511-656-000-0000-000-051	68.39
		PINK HIGHLIGHTERS	071-2511-619-000-0000-000-051	8.99
		YELLOW HIGHLIGHTERS	071-2511-619-000-0000-000-051	8.99
		ORANGE HIGHLIGHTERS	071-2511-619-000-0000-000-051	8.99
		POST IT FILE TABS	071-2511-619-000-0000-000-051	20.97
		IL.M.		
		AA BATTERIES	071-2511-619-000-0000-000-051	15.99
		AAA BATTERIES	071-2511-619-000-0000-000-051	15.99
		L.M.		
		LARGE PAPER CLIPS	071-2511-619-000-0000-000-051	11.96
		L.M.		
		3" D-RING BINDER	071-2511-619-000-0000-000-051	61.74
		L.M.		
		2 1/2 INCH BINDERS	071-2511-619-000-0000-000-051	37.16
		STORAGE BOXES	071-2511-619-000-0000-000-051	47.96
		2 - LORRAINE		
		2 - LYND		
			Total Purchase Order	321.51
223	7/17/2015	OKLAHOMA STATE UNIVERSITY	071 PROF DEVELOPMENT	
		KIM WEINRICH	071-2573-860-000-0000-000-051	390.00
		GRADUATE LEVEL DEC 9, 10 PAYROLL ISSUES NOV 4, 5		
		LYNDA MARTIN	071-2573-860-000-0000-000-051	875.00
		LEVEL 1, SEPT 9, 10 & JAN 27, 28 INTRO TO TREASURER/ENC CLERK OCT 7, 8 INVESTING SCH FUNDS NOV 18, 19 SCHOOL AUDITORS JUNE 2		
		JUDY KELLOGG	071-2573-860-000-0000-000-051	565.00
		LEVEL II SEPT 23, 24 & FEB 17, 18 ACT FUNDS BEG YEAR OCT 6 ACT FUNDS END OF YEAR MAY 5		
		CRYSTAL JOHNSON	071-2573-860-000-0000-000-051	570.00
		LEVEL I SEPT 9, 10 & JAN 27, 28 PAYROLL ISSUES NOV 4, 5		
		STACY BROWN	071-2573-860-000-0000-000-051	695.00
		GRADUATE LEVEL DEC 9, 10 ADVANCED TREAS/ENC MARCH 9, 10 PURCHASING/FIXED ASSETS JAN 13, 14 SCHOOL AUDITORS JUNE 2		
		LORRAINE OCHOA	071-2573-860-000-0000-000-051	595.00
		LEVEL I SEPT 9, 10 & JAN 27, 28 ACT FUNDS BEG YEAR OCT 6 ACT FUNDS END YEAR MAY 5		22
			Total Purchase Order	3,690.00

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224	7/17/2015	KIM WEINRICH	071 MILEAGE FY16	
		MILEAGE REIMB FOR FY16	071-2511-580-000-0000-000-051	250.00
				Total Purchase Order 250.00
225	7/17/2015	OFFICE DEPOT	060 KEYBOARD/MOUSE	
		060 WIRELESS KEYBOARD AND MOUSE FOR JANA WEST	060-2620-619-000-0000-000-060	79.99
				Total Purchase Order 79.99
226	7/17/2015	SAM'S CLUB	054 CLEANING SUPPLIES	
		054 CLEANING SUPPLIES FOR SPECIAL NEEDS	054-2740-618-000-0000-000-054	195.00
		KLEENEX - WHITE FACIAL TISSUE 2-PLY 100/BOX 36 BOXES/CARTON \$37.30		
		CLOROX DISINFECTING WIPES (5PK. 78 WIPES) 5 X \$10.73 = \$53.65		
		UNISAN ANGLER BROOM 10 X \$9.18 = \$91.80		
				Total Purchase Order 195.00
227	7/17/2015	SAM'S CLUB	054 BOTTLED WATER	
		054 BOTTLED WATER	054-2199-323-000-0000-000-054	199.88
			054-2199-323-000-0000-000-054	100.12
				Total Purchase Order 300.00
228	7/17/2015	INTERLINE BRANDS, INC	057 CUSTODIAL PARTS/SUPPLIES	
		057 CUSTODIAL PARTS/SUPPLIES	057-2620-618-000-0000-000-057	1,000.00
				Total Purchase Order 1,000.00
229	7/17/2015	INTERLINE BRANDS, INC	057 ANTI BACTERIAL HAND SOAP	
		057 PURCHASE NEW FOAM ANTI BACTERIAL HAND SOAP	057-2620-618-000-0000-000-057	6,132.00
				Total Purchase Order 6,132.00
230	7/17/2015	CINTAS CORPORATION	057 DUST MOP SERVICE	
		057 DUST MOP SERVICE	057-2620-425-000-0000-000-057	8,000.00
				Total Purchase Order 8,000.00
231	7/17/2015	CONVERGINT TECHNOLOGIES, LLC	055 FIRE ALARM REPAIR/MAINT	
		055 FIRE ALARM REPAIRS AND MAINTENANCE DISTRICT WIDE	055-2620-438-000-0000-000-055	453.33
			055-2620-438-000-0000-000-055	6,546.67
				Total Purchase Order 7,000.00
232	7/17/2015	CONVERGINT TECHNOLOGIES, LLC	055 FIRE ALARM INSPECTIONS	
		055 FIRE ALARM INSPECTIONS	055-2620-438-000-0000-000-055	10,000.00
				Total Purchase Order 10,000.00
233	7/17/2015	DISCOUNT VAC WORLD, INC.	057 CUSTODIAL PARTS/SUPPLIES	
		057 CUSTODIAL PARTS/SUPPLIES/MATERIALS	057-2620-618-000-0000-000-057	1,000.00
				Total Purchase Order 1,000.00
234	7/17/2015	ECKROAT SEED CO	053 CHEMICALS F/GROUNDS CREW	
		053 PURCHASE CHEMICALS FOR THE GROUNDS CREW	053-2620-618-000-0000-000-053	450.00
			053-2620-618-000-0000-000-053	550.00
				Total Purchase Order 1,000.00
235	7/17/2015	HIGH TECH TRONICS	053 FIRE ALARM REPAIRS @ HS	
		053 FIRE ALARM REPAIRS/SERVICE FOR THE HS	053-2620-438-000-0000-000-053	427.50
			053-2620-438-000-0000-000-053	572.50
				Total Purchase Order 1,000.00
236	7/17/2015	MAXWELL SUPPLY CO, INC	053 WATER REPELLEN	

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236	7/17/2015	<b>MAXWELL SUPPLY CO, INC</b>	053 WATER REPELLEN	
		053 HYDROZO 40 SILANE WATER REPELLENT FOR LANNY NEWCOMB TO SPRAY LAKEHOMA ELEMENTARY, SOUTH MIDDLE SCHOOL, HORIZON INTERMEDIATE AND THE HS GYM	053-2620-618-000-0000-000-053	759.00
		053 CHAPIN #1957 SPRAYER	053-2620-618-000-0000-000-053	91.91
			Total Purchase Order	850.91
237	7/17/2015	<b>MEDLEY MATERIAL HANDLING</b>	053 PREV MAINT F/SHOP EQUIP	
		053 PREVENTIVE MAINTENANCE FOR PALLET JACKS, FORK LIFT AND SCISSOR LIFTS DISTRICT WIDE	053-2620-439-000-0000-000-053	924.78
			053-2620-439-000-0000-000-053	1,075.22
			Total Purchase Order	2,000.00
238	7/17/2015	<b>OSPMA</b>	060 SAFETY SHEETS FOR DW	
		060 PURCHASE SAFETY SHEETS FOR THE TRANSPORATION-BUS DRIVERS AND ALL SO ALL OTHER DISTRICT EMPLOYEES	052-2670-810-000-0000-000-052	520.00
			Total Purchase Order	520.00
239	7/17/2015	<b>P&amp;L FIRE PROTECTION, INC.</b>	053 SPRINKLER WORK AT SMS	
		053 FIRE SPRINKLER REPAIR AT SOUTH MIDDLE SCHOOL	053-2620-438-000-0000-000-053	4,200.00
			Total Purchase Order	4,200.00
240	7/17/2015	<b>PLASTIC WINDOW PRODUCTS</b>	053 GLASS PATCH	
		053 PURCHASE GLASS PATCH TO BE USED ON BROKEN GLASS UNTIL IT CAN BE REPAIRED	053-2620-618-000-0000-000-053	148.00
		FREIGHT	053-2620-618-000-0000-000-053	6.71
			Total Purchase Order	154.71
241	7/17/2015	<b>SAM'S CLUB</b>	052 DW COPY PAPER	
		052 COPY PAPER FOR DISTRICT WIDE USE	052-2520-611-000-0000-000-052	38,744.00
			Total Purchase Order	38,744.00
242	7/17/2015	<b>A-WELDERS SUPPLY</b>	054 WELDING SUPPLIES	
		054 WELDING SUPPLIES	054-2740-612-000-0000-000-054	300.00
			Total Purchase Order	300.00
243	7/17/2015	<b>ALL SEASON BUILDING &amp; SUPPLY</b>	054 HARDWARE SUPPLIES	
		054 HARDWARE SUPPLIES	054-2740-612-000-0000-000-054	400.00
			Total Purchase Order	400.00
244	7/17/2015	<b>BG PRODUCTS, INC.</b>	054 LUBRICANTS/ADDITIVES	
		054 LUBRICANTS/ADDITIVES	054-2740-612-000-0000-000-054	100.00
			Total Purchase Order	100.00
245	7/17/2015	<b>CHEMSEARCH</b>	054 CLEANING SUPPLIES	
		054 CLEANING SUPPLIES	054-2740-618-000-0000-000-054	3,000.00
			Total Purchase Order	3,000.00
246	7/17/2015	<b>D &amp; J FILTER LLC</b>	054 OIL/AIR FILTERS	
		054 OIL/AIR FILTERS	054-2740-612-000-0000-000-054	5,000.00
			Total Purchase Order	5,000.00
247	7/17/2015	<b>DAVID STANLEY</b>	054 VEH MAINT SERVICE	
		054 VEH MAINT SERVICE	054-2740-612-000-0000-000-054	500.00
			Total Purchase Order	500.00
248	7/17/2015	<b>FARRINGTON'S WRECKER SERVICE</b>	054 WRECKER SERVICE	
		054 WRECKER SERVICE	054-2740-439-000-0000-000-054	1,000.00
			Total Purchase Order	1,000.00

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249	7/17/2015	FLEETPRIDE	054 FRONT END ALIGNMENT	
		054 FRONT END ALIGNMENT	054-2740-439-000-0000-000-054	500.00
			Total Purchase Order	500.00
250	7/17/2015	GREEN COUNTRY AUTOMOTIVE INC	054 TIRE SUPPLIES/REPAIRS	
		054 TIRE SUPPLIES/REPAIRS	054-2740-612-000-0000-000-054	100.00
			Total Purchase Order	100.00
251	7/17/2015	JERRY'S STARTER & ALTERNATOR	054 BUS PARTS	
		054 BUS PARTS	054-2740-612-000-0000-000-054	700.00
			Total Purchase Order	700.00
252	7/17/2015	LOBDOCK, INC.	054 DRUG TESTING	
		054 DRUG TESTING	054-2574-336-000-0000-000-054	5,000.00
			Total Purchase Order	5,000.00
253	7/17/2015	VONTUNGELN TAG AGENCY, INC	054 MV REPORTS/TAGS	
		054 MV REPORTS/TAGS	054-2720-810-000-0000-000-054	100.00
			Total Purchase Order	100.00
254	7/17/2015	WARREN CAT POWER CENTER	054 BUS PARTS	
		054 BUS PARTS	054-2740-612-000-0000-000-054	500.00
			Total Purchase Order	500.00
255	7/17/2015	ARCHWAY MARKETING SERVICES	367 READING BOOKS	
		HORIZON 6TH GRADE READING BOOKS OK PE 6 08 1e #9780618902101	367-1000-641-100-1132-000-140	2,960.40
		1 % HANDLING FEE	367-1000-641-100-1132-000-140	29.60
			Total Purchase Order	2,990.00
256	7/17/2015	ARCHWAY MARKETING SERVICES	367 SCIENCE TEXTBOOKS	
		SCIENCE LEVELED READERS FOR 3RD AND 4TH GRADE STUDENTS FOR 15-16 SCHOOL YEAR SEE QUOTE FOR DETAILS	367-1000-641-100-2250-000-064	9,907.60
		HANDLING CHARGES OF 1%	367-1000-641-000-0000-000-064	99.08
			Total Purchase Order	10,006.68
257	7/17/2015	THOMPSON SCHOOL BK.DEPOSITORY	367 READING TEXTBOOKS	
		PRAIRIE VIEW ELEMENTARY KINDERGARDENT READING PACKAGE #0328366781	367-1000-641-100-1130-000-150	2,227.97
		2ND GRADE READING SF READING STREET 2.1 0328336653	367-1000-641-100-1130-000-150	187.50
		2ND GRADE READING SF READING STREET 2.2 #0328336661	367-1000-641-100-1130-000-150	187.50
		3RD GRADE READING SF READING STREET 3.1 #032833667X	367-1000-641-100-1130-000-150	280.00
		3RD GRADE READING SF READING STREET 3.2 #0328336688	367-1000-641-100-1130-000-150	280.00
			Total Purchase Order	3,162.97
258	7/17/2015	THOMPSON SCHOOL BK.DEPOSITORY	367 READING TEXTBOOKS	
		CREEK ELEMENTARY READING BOOKS 4TH GRADE SF READING STREET # 0328336696	367-1000-641-100-1130-000-125	546.00
			Total Purchase Order	546.00
259	7/17/2015	THOMPSON SCHOOL BK.DEPOSITORY	367 READING TEXTBOOKS	25
		TRAILS ELEMENTARY READING BOOKS 2ND GRADE SF READING STREET	367-1000-641-100-1130-000-120	1,125.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
259	7/17/2015	THOMPSON SCHOOL BK.DEPOSITORY	367 READING TEXTBOOKS	
		SF READING STREET 2.1 # 0328336653		
		2ND GRADE SF READING STREET 2.2 #0328336661	367-1000-641-100-1130-000-120	1,387.50
		3RD GRADE READING SF READING STREET 3.1 #032833667X	367-1000-641-100-1130-000-120	240.00
		3RD GRADE READING SF READING STREET 3.2 # 0328336688	367-1000-641-100-1130-000-120	360.00
		4TH GRADE READING SF READING STREET # 0328336696	367-1000-641-100-1130-000-120	1,092.00
			Total Purchase Order	4,204.50
260	7/17/2015	THOMPSON SCHOOL BK.DEPOSITORY	367 READING TEXTBOOKS	
		VALLEY ELEMENTARY READING BOOKS	367-1000-641-100-1130-000-110	546.00
		4TH GRADE SF READING STREET #328336696		
			Total Purchase Order	546.00
261	7/17/2015	THOMPSON SCHOOL BK.DEPOSITORY	367 READING TEXTBOOKS	
		MUSTANG ELEMENTARY 1ST GRADE	367-1000-641-000-0000-000-105	367.50
		SF READING STREET PKG 1.1 328336602		
		SF READING STREET PKG 1.2 #328336611	367-1000-641-000-0000-000-105	367.50
		SF READING STREET PKG 1.3 #328336629	367-1000-641-000-0000-000-105	367.50
		SF READING STREET PKG 1.4 # 328336637	367-1000-641-000-0000-000-105	367.50
		SF READING STREET PKG 1.5 # 328336645	367-1000-641-000-0000-000-105	367.50
		4TH GRADE SF READING STREET PACKAGE # 328336696	367-1000-641-000-0000-000-105	1,092.00
			Total Purchase Order	2,929.50
262	7/17/2015	EAGLE TECHNOLOGIES	056TECHNOLOGY	
		LEVEL 1 SUPPORT PROVIDED BY EAGLE WITH LEVEL 2/3 ESCALATION TO CV; 7X24X365 TOO FREE SUPPORT INCLUDES ALL MAJOR PRODUCT RELEASES COMM VAULTCELL ID#F8C4C	056-2580-432-000-0000-000-056	3,054.05
		1 5 SERVER BUNDLE		
		1 DA ACTIVE DIRECTORY		
		1 DA EXCH MB/DB/PF/WF (TIER 1)		
		2 DA-VIRTUAL INFRASTRUCTURE HOST TERI (1-20VMs)		
		5 DA - WINDOWS		
		1 FILE ARCHIVER FOR WINDOWS FS CLIENT PACK		
		QUOTE #3730		
			Total Purchase Order	3,054.05
263	7/17/2015	MIZUNI, INC	056TECHNOLOGY	
		INTEGRATION SERVER	056-2230-530-000-0000-000-056	5,000.00
		ADAPTER FOR PEARSON POWER SCHOOL	056-2230-530-000-0000-000-056	4,000.00
		ADAPTER FOR FOLLETTE DESTINY	056-2230-530-000-0000-000-056	4,000.00
		70% DISCOUNT ON ADAPTER SOFTWARE	056-2230-530-000-0000-000-056	-5,620.00
			Total Purchase Order	7,380.00
264	7/17/2015	MUSTANG CHAMBER OF COMMERCE	050 MEMBERSHIP DUES	
		ESTIMATED MEMBERSHIP DUES FOR SY15-16	050-2321-810-000-0000-000-050	600.00
			Total Purchase Order	600.00
265	7/17/2015	STANDARD ROOFING, CO., INC.	050 ROOF REPAIR	
		ROOF REPAIR FROM STORM DAMAGE IN ROOM 45, HOME EC.	050-2620-458-000-0000-000-505	3,417.00
			Total Purchase Order	3,417.00

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266	7/20/2015	LOCKE SUPPLY	055 PLUMBING SUPPLIES	
		055 PURCHASE MISC PLUMBING SUPPLIES/PARTS	055-2620-618-000-0000-000-055	86.77
			055-2620-618-000-0000-000-055	31.15
			055-2620-618-000-0000-000-055	882.08
			Total Purchase Order	1,000.00
267	7/20/2015	WAL-MART-6032202040025802	053 SUPPLIES/MATERIALS	
		053 SUPPLIES/MATERIALS TO BE USED DISTRICT WIDE	053-2620-618-000-0000-000-053	250.00
			Total Purchase Order	250.00
268	7/20/2015	OFFICE DEPOT	067 OFFICE SUPPLIES	
		Office Depotr Brand Professional Legal Pad, 5" x 8", Assorted Colors, Narrow Ruled, 50 Sheets, 6 Pads/Pack	067-2572-619-000-0000-000-067	6.99
		Paper Mater Flairr Porous-Point Pens, 1.0 mm, Medium Point, Blue Barrel, Blue Ink, Pack Of 12	067-2572-619-000-0000-000-067	16.29
		BICr Round Sticr Ballpoint Pens, 1.0 mm, Medium Point, Translucent Barrel, Blue Ink, Pack Of 12	067-2572-619-000-0000-000-067	10.74
		Post-itr 1 1/2" x 2" Notes, Neon Collection, 100 Sheets Per Pad, Pack Of 12 Pads	067-2572-619-000-0000-000-067	9.19
		Post-itr 3" x 3" Pop-up Notes, Jewel Pop Collection, 100 Sheets Per Pad, Pack Of 18 Pads	067-2572-619-000-0000-000-067	27.99
		Office Depotr Brand Top Tab Color File Folders, 1/3 Cut, Legal Size, Blue, Pack Of 100	067-2572-619-000-0000-000-067	26.99
		DYMOr LabelWriterr 30251 White Address Labels, 3.5" x 1.13", Pack Of 2 Rollis (260 Labels)	067-2572-619-000-0000-000-067	107.90
		AT-A-GLANCER 14-Month Academic Weekly Appointment Book, 8 1/4" x 10 7/8", 30% Recycled, Black, July 2015-August 2016	067-2572-619-000-0000-000-067	83.97
		Office Depotr Brand Large Monthly Desk Pad Calendar, 30% Recycled, 22" x 17", July 2015-June 2016	067-2572-619-000-0000-000-067	29.97
		ACCOr Jumbo Paper Clips, Silver, Pack Of 1,000	067-2572-619-000-0000-000-067	21.99
		Pilotr Ballpoint Pen Refills, Fits Dr. Grip & All Pilotr Retractable Ballpoint Pens, Medium Point, 1.0 mm, Blue, Pack Of 2	067-2572-619-000-0000-000-067	5.96
			Total Purchase Order	347.98
269	7/21/2015	AGAR FORD JARMON & MULDROW INS	050 BUILDER'S RISK 4 COOLING T	
		BUILDER'S RISK FOR LE COOLING TOWER REPLACEMENT	050-2620-523-000-0000-000-115	1,249.50
		BUILDER'S RISK INSURANCE FOR HS K BLDG COOLING TOWER REPLACEMENT	050-2620-523-000-0000-000-115	1,249.50
			Total Purchase Order	2,499.00
270	7/21/2015	OKLAHOMA DEPT OF LABOR	055 BOILER/VESSEL INSPECTIONS	
		055 BOILER/VESSEL INSPECTION FOR DISTRICT WIDE	055-2620-438-000-0000-000-055	1,000.00
			Total Purchase Order	1,000.00
271	7/21/2015	ERICA LIZETH HERRERA	183 ESY ERICA HERRERA PAR MLG	
		PARENT MILEAGE FOR JULY 2015 ESY	183-2720-513-239-0000-000-059	50.00
			Total Purchase Order	50.00
272	7/21/2015	MELODY THOMASON PT, PC.	183 ESY M THOMASON PT	
		PHYSICAL THERAPY SERVICES FOR JULY 2015 ESY	183-2170-323-239-0000-000-059	935.00
			Total Purchase Order	935.00
273	7/21/2015	JOHN VARUGHESE	183 ESY J VARUGHESE PAR MLG	
		PARENT MILEAGE FOR JULY 2015 ESY	183-2720-513-239-0000-000-059	150.00
			Total Purchase Order	150.00
274	7/21/2015	ASHLEY RENE ARMSTRONG	181 DISTRICT TRAVEL A ARMSTRON	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	181-2132-580-239-0000-000-050	300.00
			Total Purchase Order	300.00

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275	7/21/2015	SANDRA MARIE FARMER	181 DISTRICT TRAVEL S FARMER	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	181-2132-580-239-0000-000-050	300.00
			Total Purchase Order	300.00
276	7/21/2015	KIMBERLY DIANE GUSHING	181 DISTRICT TRAVEL K GUSHING	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	181-2132-580-239-0000-000-050	300.00
			Total Purchase Order	300.00
277	7/21/2015	TAMMY LEANN KAIN	181 DISTRICT TRAVEL T KAIN	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	181-2132-580-239-0000-000-050	300.00
			Total Purchase Order	300.00
278	7/21/2015	LORI LINN KNOWLES	181 DISTRICT TRAVEL L KNOWLES	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	181-2132-580-239-0000-000-050	300.00
			Total Purchase Order	300.00
279	7/21/2015	KIMBERLY ANN SPILLMAN	181 DISTRICT TRAVEL K SPILLMAN	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	181-2132-580-239-0000-000-050	300.00
			Total Purchase Order	300.00
280	7/21/2015	LORIE L TORRES	181 DISTRICT TRAVEL L TORRES	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	181-2132-580-239-0000-000-050	300.00
			Total Purchase Order	300.00
281	7/21/2015	SHAYNA DENISE AUSTIN	059 DISTRICT MILEAGE S AUSTIN	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	059-2140-580-239-0000-000-050	1,500.00
			Total Purchase Order	1,500.00
282	7/21/2015	KIM E BAKER	059 DISTRICT TRAVEL K BAKER	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	059-2340-580-239-0000-000-050	1,000.00
			Total Purchase Order	1,000.00
283	7/21/2015	SHERYL R HAZELBAKER	059 DISTRICT TRAVEL S HAZELBAK	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	059-2340-580-239-0000-000-051	500.00
			Total Purchase Order	500.00
284	7/21/2015	CARLA LEE ANN JOHNSON	059 DISTRICT TRAVEL C JOHNSON	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	059-2140-580-239-0000-000-050	1,500.00
			Total Purchase Order	1,500.00
285	7/21/2015	TAMRA SUE LUCAS	059 DISTRICT TRAVEL T LUCAS	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	059-2140-580-239-0000-000-050	1,500.00
			Total Purchase Order	1,500.00
286	7/21/2015	TANYA LOREE PANCOAST	059 DISTRICT TRAVEL T PANCOAST	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	059-2135-580-239-0000-000-050	500.00
			Total Purchase Order	500.00
287	7/21/2015	TAMARA MICHELLE SCHRICK	059 DISTRICT TRAVEL T SCHRICK	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	059-2140-580-239-0000-000-050	1,500.00
			Total Purchase Order	1,500.00
288	7/21/2015	RACHEL MARIE THOMAS	059 DISTRICT TRAVEL R THOMAS	
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	059-2140-580-239-0000-000-050	500.00
			Total Purchase Order	500.00
289	7/21/2015	KAREN L WILSON	059 DISTRICT TRAVEL K WILSON	28
		DISTRICT TRAVEL FOR SCHOOL YEAR 2015-16	059-2340-580-239-0000-000-051	1,000.00
			Total Purchase Order	1,000.00

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290	7/21/2015	CANADIAN VALLEY TECHNOLOGY CENTER	064 EDGENUITY LICENSES	
		EDGENUITY LICENSES FOR VIRTUAL SCHOOL NETWORK FOR 40 SEATS	064-2230-432-000-0000-000-064	20,000.00
			Total Purchase Order	20,000.00
291	7/21/2015	A-WELDERS SUPPLY	053 RENTAL/LEASE	
		053 THE RENTAL/LEASE CHARGES FOR WELDING CYLINDERS	053-2620-449-000-0000-000-053	660.00
			Total Purchase Order	660.00
292	7/21/2015	ELECTRICAL SURPLUS	055 ELECTRICAL SUPPLIES	
		055 ELECTRICAL SUPPLIES FOR DISTRICT WIDE USE	055-2620-618-000-0000-000-055	85.00
			055-2620-618-000-0000-000-055	415.00
			Total Purchase Order	500.00
293	7/22/2015	SCOTT DRZEWIECKI	SUMMER SCHOOL REFUND	
		SUMMER SCHOOL REFUND	196-1000-810-442-4045-000-705	150.00
			Total Purchase Order	150.00
294	7/23/2015	WILLIAM KEVIN BACK	412 ADDTL TRAVEL W BACK	
		ADDTL NIGHT HOTEL STAY FOR TULSA SUMMER CONF AUGUST 3-4 - W BACK	412-2213-580-317-8700-000-505	150.00
			Total Purchase Order	150.00
295	7/23/2015	ROBERT LEE JOHNSON	412 ADDTL TRAVEL R JOHNSON	
		ADDTL NIGHTS STAY FOR HOTEL FOR SUMMER CONF AUGUST 3-4 R JOHNSON	412-2213-580-317-8700-000-510	150.00
			Total Purchase Order	150.00
296	7/23/2015	E EI	055 HVAC FILTERS F/DW USE	
		055 OPEN PURCHASE ORDER TO GET HVAC FILTERS FOR DISTRICT WIDE USE	055-2620-618-000-0000-000-055	360.72
			055-2620-618-000-0000-000-055	9,639.28
			Total Purchase Order	10,000.00
297	7/23/2015	LOWES CREDIT SERVICES	055 MISC SUPPLIES/PARTS	
		055 OPEN PURCHASE ORDER FOR THE HVAC/LIC TRADE DEPART TO PURCHASE MISC PARTS/SUPPLIES FOR DISTRICT WIDE ISSUES	055-2620-618-000-0000-000-055	1,000.00
			Total Purchase Order	1,000.00
298	7/23/2015	NETCHEMIA	541 TALENT ED LICENSE& FEE	
		ANNUAL LICENSE FOR TALENTED SYNC	541-2213-432-000-0000-000-050	1,653.75
		TALENTED PERFORM TEACHER & PRINCIPAL ANNUAL FEE	541-2213-432-000-0000-000-050	8,776.50
			Total Purchase Order	10,430.25
299	7/23/2015	CANADIAN VALLEY TECHNOLOGY CENTER	050 GCN Prof. Dev. Network	
		GCN - GLOBAL COMPLIANCE NETWORK FOR PROFESSIONAL DEVELOPMENT	311-2580-322-000-0000-000-064	1,200.00
			Total Purchase Order	1,200.00
301	7/27/2015	SANDERS, BLEDSOE & HEWETT	071 AUDIT SERVICES	
		AUDITING SERVICES FOR FY15-16	100-2318-331-000-0000-000-050	29,500.00
			Total Purchase Order	29,500.00
302	7/27/2015	BOONE & BOONE	055 LABOR TO INSTALL VFD DRIVE	
		055 LABOR TO START UP THE VFD DRIVE FOR SMS	055-2620-433-000-0000-000-055	500.00
			Total Purchase Order	500.00
304	7/27/2015	MUSIC EXPRESS MAGAZINE	198 MUSIC SUBSCRIPTIONS	
		00143410 - BASIC SUBSCRIPTION - CREEK MEGAN CREWS	198-1000-648-251-1050-000-125	195.00

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304	7/27/2015	<b>MUSIC EXPRESS MAGAZINE</b>	198 MUSIC SUBSCRIPTIONS	
00143412		PREMIUM SUBSCRIPTION - CREEK MEGAN CREWS	198-1000-648-251-1050-000-125	265.00
00143410		BASIC SUBSCRIPTION - VALLEY LORI GOMEZ	198-1000-648-251-1050-000-110	195.00
00143412		PREMIUM SUBSCRIPTION - VALLEY LORI GOMEZ	198-1000-648-251-1050-000-110	265.00
00143410		BASIC SUBSCRIPTION - CRI SOHAILAH STOUT	198-1000-648-251-1050-000-145	195.00
00143412		PREMIUM SUBSCRIPTION - CRI SOHAILAH STOUT	198-1000-648-251-1050-000-145	265.00
00143410		BASIC SUBSCRIPTION - MHI SARAH GREEN	198-1000-648-251-1050-000-140	195.00
00143412		PREMIUM SUBSCRIPTION - MHI SARAH GREEN	198-1000-648-251-1050-000-140	265.00
00143412		PREMIUM SUBSCRIPTION - CENT WHITNEY WALDROP	198-1000-648-251-1050-000-135	265.00
00143412		PREMIUM SUBSCRIPTION - LAKE MUSIC TEACHER	198-1000-648-251-1050-000-115	265.00
00143412		PREMIUM SUBSCRIPTION - ME RITA MYERS	198-1000-648-251-1050-000-105	265.00
00143412		PREMIUM SUBSCRIPTION - PVE AMANDA THOMAS	198-1000-648-251-1050-000-150	265.00
00143412		PREMIUM SUBSCRIPTION - TRAILS DIANE JOHNSON	198-1000-648-251-1050-000-120	265.00
Total Purchase Order				3,165.00
305	7/27/2015	<b>PLANK ROAD PUBLISHING, INC</b>	198 MUSIC K-8 SUBSCRIPTION	
MK8-ASDP26		MUSIC K8 VOL 26 - ME RITA MYERS	198-1000-648-251-1050-000-105	159.95
MK8-ASDP26		MUSIC K8 VOL 26 - VALLEY LORI GOMEZ	198-1000-648-251-1050-000-110	159.95
MK8-ASDP26		MUSIC K8 VOL 26 - LAKE MUSIC TEACHER	198-1000-648-251-1050-000-115	159.95
MK8-ASDP26		MUSIC K8 VOL 26 - TRAILS DIANE JOHNSON	198-1000-648-251-1050-000-120	159.95
MK8-ASDP26		MUSIC K8 VOL 26 - CREEK MEGAN CREWS	198-1000-648-251-1050-000-125	159.95
MK8-ASDP26		MUSIC K8 VOL 26 - CENT WHITNEY WALDROP	198-1000-648-251-1050-000-135	159.95
MK8-ASDP26		MUSIC K8 VOL 26 - PVE AMANDA THOMAS	198-1000-648-251-1050-000-150	159.95
MK8-ASDP26		MUSIC K8 VOL 26 - MHI SARAH GREEN	198-1000-648-251-1050-000-140	159.95
MK8-ASDP26		MUSIC K8 VOL 26 - CRI SOHAILAH STOUT	198-1000-648-251-1050-000-145	159.95
Total Purchase Order				1,439.55
306	7/27/2015	<b>BMI EDUCATIONAL SERVICES</b>	021 INST NOVELS ELA CLASS	
		CLASS SETS OF GREGOR THE OVERLANDER (WANTING 3 CLASS SETS) ORDER DISCOUNT WILL BE LESS 114.80 ON TOTAL ORDER; THEREFORE LOWER THAN PO AMOUNT. NO SHIPPING NO TAX	021-1000-641-100-4000-000-145	532.05
		CLASS SETS (1963) OF WATSONS GO TO BIRMINGHAM; ORDERING 3 CLASS SETS ORDER DISCOUNT WILL BE 114.80 OFF TOTAL AMOUNT NO TAX NO SHIPPING	021-1000-641-100-4000-000-145	615.96
Total Purchase Order				1,148.01
307	7/29/2015	<b>AIR &amp; EARTH INC</b>	053 AIR SAMPLING	
		053 AIR SAMPLING	053-2620-438-000-0000-000-053	1,000.00
Total Purchase Order				1,000.00
308	7/29/2015	<b>HARBOR FREIGHT TOOLS</b>	053 INFRARED THERMOMETER	
		053 INFRARED THERMOMETER	053-2620-618-000-0000-000-055	200.00
Total Purchase Order				200.00
309	7/29/2015	<b>CARRIER CORP</b>	055 HVAC i-Vu WEB INTERFACE	
		055 PURCHASE 1 REPLACEMENT iVu STANDARD WEB INTERFACE FOR MUSTANG ELEMENTARY TEMPERATURE CONTROLS	055-2620-733-000-0000-000-055	4,477.00
Total Purchase Order				4,477.00
310	7/29/2015	<b>BARNES &amp; NOBLE</b>	541 BARNES NOBLE PD	
		9780325026565 - ACCESSIBLE MATHEMATICS TEN INST	541-2213-641-000-0000-000-050	302.85

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310	7/29/2015	<b>BARNES &amp; NOBLE</b>	541 BARNES NOBLE PD	
		IRTS		
9780325026138		MATH MISCONCEPTIONS PRE K -GRADE5	541-2213-641-000-0000-000-050	369.75
9780325056593		SCIENCE NOTEBOOKS 2ND EDITION WRITING ABOUT INQ	541-2213-641-000-0000-000-050	626.70
9781936137374		UNCOVERING STUDENT IDEAS IN PHY SCIENCE VOL 2	541-2213-641-000-0000-000-050	93.87
9781936137176		UNCOVERING STUDENT IDEAS IN LIFE SCIENCE VOL 1	541-2213-641-000-0000-000-050	91.05
Total Purchase Order				1,484.22
311	7/29/2015	<b>EDMENTUM, INC</b>	572 READING EGGS	
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - CENTENNIAL	572-1000-653-410-0000-000-135	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - CREEK	572-1000-653-410-0000-000-125	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - LAKEHOMA	572-1000-653-410-0000-000-115	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - MUST ELEM	572-1000-653-410-0000-000-105	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - PVE	572-1000-653-410-0000-000-150	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - TRAILS	572-1000-653-410-0000-000-120	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - VALLEY	572-1000-653-410-0000-000-110	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - CRI	572-1000-653-410-0000-000-145	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - MHI	572-1000-653-410-0000-000-140	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - MMS	572-1000-653-410-0000-000-505	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - MNMS	572-1000-653-410-0000-000-510	240.00
		READING EGGS/ESL READING SMART RENEWAL 2015-16 - MHS	572-1000-653-410-0000-000-705	240.00
Total Purchase Order				2,880.00
312	7/29/2015	<b>GRETA CARTER-FORCINA</b>	183 ESY SPEECH PATH G FORCINA	
		SPEECH PATHOLOGY FOR ESY 2015	183-2152-322-239-0000-000-059	1,980.00
Total Purchase Order				1,980.00
313	7/29/2015	<b>STEPHANIE PYLE</b>	183 ESY OCC THERAPY S PYLE	
		OCCUPATIONAL THERAPY FOR ESY 2015	183-2135-322-239-0000-000-059	1,292.50
Total Purchase Order				1,292.50
314	7/29/2015	<b>ERICA LIZETH HERRERA</b>	621 PARENT MILEAGE E HERRERA	
		PARENT MILEAGE FOR VANESSA HERRERA SY 2015-16	621-2720-513-239-0000-000-145	1,000.00
Total Purchase Order				1,000.00
315	7/29/2015	<b>MAXIM HEALTHCARE SERVICES, INC</b>	621 MAXIM HEALTH L TURLEY	
		NURSING SERVICES FOR STUDENT L TURLEY FOR SY 2015-16	621-2132-336-239-0000-000-140	15,000.00
Total Purchase Order				15,000.00
316	7/29/2015	<b>ANGELA K MCKINNEY</b>	621 PARENT MILEAGE A MCKINNEY	
		PARENT MILEAGE FOR SCHOOL YEAR 2015-16	621-2720-513-239-0000-000-150	500.00
Total Purchase Order				500.00
317	7/29/2015	<b>JOHN VARUGHESE</b>	621 PARENT MILEAGE J VARUGHESE	

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317	7/29/2015	JOHN VARUGHESE	621 PARENT MILEAGE J VARUGHESE	
		PARENT MILEAGE FOR JESSICA VARUGHESE SY 2015-16	621-2720-513-239-0000-000-510	2,500.00
			Total Purchase Order	2,500.00
318	7/29/2015	WAL-MART-6032202040025802	197 BRONCO ACADEMY	
		SUPPLIES FOR BRONCO ACADEMY YEAR 2015-16	197-1000-681-100-0000-000-050	500.00
			Total Purchase Order	500.00
319	7/29/2015	NEWS-2 YOU, INC.	059 NEWS 2 YOU RENEWAL	
		NEWS 2 YOU 1 YEAR RENEWAL ACCT 3094 10 SITES QUOTE 203011	059-1000-653-239-0000-000-059	1,510.50
			Total Purchase Order	1,510.50
320	7/29/2015	WAL-MART-6032202040025802	059 ASSISTIVE TECH	
		ASSISTIVE TECHNOLOGY SUPPLIES FOR SY 2015-16	059-1000-658-239-0000-000-059	1,000.00
			Total Purchase Order	1,000.00
321	7/29/2015	WAL-MART-6032202040025802	059 LIFE SKILLS SUPPLIES	
		LIFE SKILLS SUPPLIES SY 2015-16	059-1000-681-239-2765-000-059	2,500.00
			Total Purchase Order	2,500.00
322	7/29/2015	WAL-MART-6032202040025802	059 GENERAL STUDENT SUPPLIES	
		GENERAL STUDENT SERVICES SUPPLIES SY 15-16	059-2340-619-239-0000-000-059	750.00
			Total Purchase Order	750.00
323	7/29/2015	TINA MARIE SCOTT	059 DISTRICT TRAVEL T SCOTT VA	
		DISTRICT TRAVEL SCHOOL YEAR 2015-16	059-2140-580-239-0000-000-050	1,500.00
			Total Purchase Order	1,500.00
324	7/29/2015	CDW GOVERNMENT, INC.	561 CDW SOFTWARE J GALL	
		MICROSOFT SOFTWARE FOR TEACHER LAPTOP - J GALL	561-1000-653-424-0000-000-125	55.00
			Total Purchase Order	55.00
325	7/29/2015	DELL COMPUTER CORP	074 INK CARTRIDGES	
		#310-8395 DELL 8000 PAGE BLACK TONER	074-2321-611-000-0000-000-051	132.99
		#310-8094 DELL 8000 PAGE CYAN TONER 8000 PG	074-2321-611-000-0000-000-051	237.49
			Total Purchase Order	370.48
326	7/29/2015	OFFICE DEPOT	059 DYMO LABELS P ORENDAC	
		DYMO LABELS 2 PK - P ORENDAC	059-1000-619-239-0000-000-059	59.95
			Total Purchase Order	59.95
327	8/3/2015	OFFICE DEPOT	031 CLASSROOM SUPPLIES	
		OFFICE DEPOT BRAND LEATHERETTE TWIN POCKET PORTFOLIOS, YELLOW, PACK OF 10	031-1000-619-100-0000-000-510	14.97
			Total Purchase Order	14.97
328	8/3/2015	OFFICE DEPOT	031 TEACHER SUPPLIES	
		BLACK EXPO LOW ODOR ERASE MARKERS CHISEL TIP PACK OF 12	031-1000-619-100-0000-000-510	188.28
		BLUE EXPO MARKERS LOW ODOR PACK OF 12	031-1000-619-100-0000-000-510	156.90
		EXPO GREEN MARKERS PACK OF 12	031-1000-619-100-0000-000-510	120.72
		RED EXPO MARKERS PACK OF 12	031-1000-619-100-0000-000-510	125.52
		BLACK BALL POINT PENS	031-1000-619-100-0000-000-510	71.88
		PENTEL WOW RETRACTABLE PENS PACK OF 12		
		BLUE BALL POINT RETRACTABLE PENS	031-1000-619-100-0000-000-510	732.88
		PENTEL WOW		
		RED BALL POINT PEN RETRACTABLE	031-1000-619-100-0000-000-510	71.88
		PENTEL WOW		

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328	8/3/2015	OFFICE DEPOT	031 TEACHER SUPPLIES	
		PAPER CLIPS REG BOX OF 10 100PK/BOX	031-1000-619-100-0000-000-510	31.74
		LARGE PAPER CLIPS BOX/100 OF 10	031-1000-619-100-0000-000-510	75.92
		BINDER CLIPS 3/4X3/4	031-1000-619-100-0000-000-510	47.45
		POST IT NOTES 1.5X2 OFFICE DEPOT 12 PK	031-1000-611-100-0000-000-510	35.94
		POST IT NOTES OFFICE DEPOT 3X3 PACK OF 18	031-1000-611-100-0000-000-510	80.94
		POST IT NOTES OFFICE DEPOT 3X5 PACK OF 18	031-1000-611-100-0000-000-510	74.95
		LETTER SIZ LEGAL PAD OFFICE DEPOT 812/11 3/4	031-1000-611-100-0000-000-510	46.76
		TAPE DISPENSER PLUS 8 ROLLS OF TAPE	031-1000-619-100-0000-000-510	179.90
		OFFICE DEPOT BRAND ERASERS	031-1000-619-100-0000-000-510	32.28
		OFFICE DEPOT WHITE OUT 12 PACK	031-1000-619-100-0000-000-510	25.98
		OFFICE DEPOT 72 PACK OF PENCILS	031-1000-619-100-0000-000-510	129.80
		8TAB DIVIDERS BIG TAB	031-1000-619-100-0000-000-510	33.80
		LETTER SIZE FILE FOLDERS 100PK	031-1000-619-100-0000-000-510	119.85
		5 BOXES OF OFFICE DEPOT STAPLES	031-1000-619-100-0000-000-510	42.32
			Total Purchase Order	1,764.69
329	8/3/2015	OFFICE DEPOT	060 OFFICE SUPPLIES	
		LEXMARK BLACK INK CARTRIDGES	060-2620-611-000-0000-000-060	59.98
		CANON P170-DH TEN KEY CALCULATOR	060-2620-619-000-0000-000-060	77.58
		WINDOW ENVELOPES	060-2620-619-000-0000-000-060	987.50
		LEGAL HANGING FOLDERS	060-2620-619-000-0000-000-060	79.98
		FAX TONER CARTRIDGE	060-2620-611-000-0000-000-060	139.98
			Total Purchase Order	1,345.02
330	8/3/2015	SAM'S CLUB	031 TEACHER SUPPLIES	
		POST IT NOTES SUPER STICKY PADS IN RIO DE JANEIRO COLORS 33 90/PAD 10 PADS/PACK #23821	031-1000-611-100-0000-000-510	8.01
		POST IT SUPER STICKY NOTES 4X6 100 SHEETS/PAD 8 PADS #4591	031-1000-611-100-0000-000-510	17.47
		PAPERPRO PRODIGY VALUE PACK	031-1000-619-100-0000-000-510	257.60
			Total Purchase Order	283.08
331	8/3/2015	4V VETERINARY SERVICE AND SUPPLY	412 4V VETERINARY	
		ESTIMATE VET SUPPLIES	412-1000-681-311-8000-000-705	300.00
			Total Purchase Order	300.00
332	8/3/2015	A-WELDERS SUPPLY	412 A WELDERS	
		ESTIMATE SHOP SUPPLIES FOR SCHOOL YEAR 2015-16	412-1000-619-311-8000-000-705	3,500.00
			Total Purchase Order	3,500.00
333	8/3/2015	BERNINA OF OKLAHOMA CITY	412 BERNINA OF OKC - YEILDING	
		SEWING MACHINE MAINTAINENCE AND REPAIR - YEILDING	412-1000-430-314-8400-000-705	500.00

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333	8/3/2015	<b>BERNINA OF OKLAHOMA CITY</b>	412 BERNINA OF OKC - YEILDING	
		PARTS AND SUPPLIES - YEILDING	412-1000-430-314-8400-000-705	200.00
				Total Purchase Order
				700.00
334	8/3/2015	<b>CIMC</b>	412 CIMC	
		AG9030 INTRO TO AGRISCIENCE	412-1000-645-311-8000-000-705	1,050.00
		AG9030 FFA MANUALS	412-1000-645-311-8000-000-705	45.00
		POSTER SET	412-1000-645-311-8000-000-705	10.00
				Total Purchase Order
				1,105.00
335	8/3/2015	<b>DANNY K GRIFFIN</b>	412 DANNY GRIFFIN	
		ESTIMATED EXPENSES FOR SCHOOL YEAR 2015-16 DANNY GRIFFIN	412-2213-580-311-8000-000-705	500.00
				Total Purchase Order
				500.00
336	8/3/2015	<b>HADDOCK CORP</b>	412 HADDOCK CORP - YEILDING	
		EST P1 LAMP - EST P1 PROJECTOR LAMP - YEILDING	412-1000-653-314-8400-000-705	100.00
		SHIPPING	412-1000-653-314-8400-000-705	15.00
				Total Purchase Order
				115.00
337	8/3/2015	<b>HANCOCK FABRICS</b>	412 HANCOCKS - YEILDING	
		ESTIMATED TEACHING SUPPLIES FOR SCHOOL YEAR 2015-16 - YEILDING	412-1000-681-314-8400-000-705	200.00
				Total Purchase Order
				200.00
338	8/3/2015	<b>JOHN R HARRIS</b>	412 RANDY HARRIS	
		ESITMATED EXPENSES FOR SCHOOL YEAR 2015-16 RANDY HARRIS	412-2213-580-311-8000-000-705	1,000.00
				Total Purchase Order
				1,000.00
339	8/3/2015	<b>ROSS SEED CO.</b>	412 ROSS SEED	
		SHAVINGS	412-1000-681-311-8000-000-705	800.00
				Total Purchase Order
				800.00
340	8/3/2015	<b>THE MCCALL PATTERN COMPANY</b>	412 - MCCALL PATTERN - YEILDIN	
		PATTERNS FOR SEWING PROJECTS - YEILDING	412-1000-681-314-8400-000-705	99.00
				Total Purchase Order
				99.00
341	8/3/2015	<b>WAL-MART-6032202040025802</b>	412 WALMART YEILDING	
		ESTIMATED TEACHING SUPPLIES SCHOOL YEAR 2015-16 - YEILDING	412-1000-681-314-8400-000-705	500.00
				Total Purchase Order
				500.00
342	8/3/2015	<b>FROG PUBLICATIONS</b>	511 FROG PUB - CHASTAIN	
		FAMILY FUN PACK GAME SET LEVEL A	511-2194-681-429-1139-000-125	249.95
		SHIPPING	511-2194-681-429-1139-000-125	37.50
				Total Purchase Order
				287.45
343	8/3/2015	<b>REALLY GOOD STUFF</b>	511 REALLY GOOD STUFF - STRICK	
		159094 SCHOOL BAGS JUMBO SET OF 30	511-2194-681-429-2231-000-125	15.98
		162483 GROUP COLOR STORAGE BAGS	511-2194-681-429-2231-000-125	79.96
		701663 PAW PRINTS MINI INCENTIVE CHARTS	511-2194-681-429-2231-000-125	6.98
		701419 PAW PRINTS STICKERS	511-2194-681-429-2231-000-125	19.96
		701661 MINI COLORFUL PAW PRINTS STICKERS	511-2194-681-429-2231-000-125	4.49
		156775 EARN AND RETURN PUNCH CARDS	511-2194-681-429-2231-000-125	11.18
		701457 TOP OF PAPER COMMENT STICKERS	511-2194-681-429-2231-000-125	7.94
		SHIPPING	511-2194-681-429-2231-000-125	20.45
				Total Purchase Order
				166.94

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344	8/3/2015	REALLY GOOD STUFF	511 REALLY GOOD STUFF - CHASTA	
306719		LARGE BOOK POUCHES	511-2194-681-429-1139-000-125	323.28
		SHIPPING	511-2194-681-429-1139-000-125	45.22
Total Purchase Order				368.50
345	8/3/2015	INTERLINE BRANDS, INC	057 CUSTODIAL SUPPLIES	
		DAMP MOP ON THE GO	057-2620-618-000-0000-000-057	549.12
		appeal toilet paper	057-2620-618-000-0000-000-057	2,575.00
		APPEAL GLOVES NITRILE SIZE MEDIUM	057-2620-618-000-0000-000-057	520.00
		APPEAL GLOVES NITRILE SIZE LARGE	057-2620-618-000-0000-000-057	520.00
		38 X 60 TRASH BAGS	057-2620-618-000-0000-000-057	2,807.00
		APPEAL PAPER TOWELS	057-2620-618-000-0000-000-057	565.75
		43 X 48 TRASH BAGS	057-2620-618-000-0000-000-057	2,439.00
		96 CT TOILET PAPER	057-2620-618-000-0000-000-057	1,801.50
		STERIPHENE II DISINFECTANT	057-2620-618-000-0000-000-057	1,035.00
		BGD464 METERED AEROSOL	057-2620-618-000-0000-000-057	199.44
		RENO2528 FOAM ANTIBACTERIAL HANDWASH	057-2620-618-000-0000-000-057	3,066.00
Total Purchase Order				16,077.81
346	8/3/2015	ASSOCIATED APPLIANCE, INC.	053 APPLIANCE PARTS F/DW	
		053 OPEN PO TO PURCHASE MISC PARTS AND SUPPLIES TO REPAIR APPLIANCE DISTRICT WIDE	053-2620-618-000-0000-000-053	500.00
Total Purchase Order				500.00
347	8/3/2015	BATTERIES SOONER LLC	053 BULBS FOR DW USE	
		41W 4100K BASE GX24Q-4	053-2620-618-000-0000-000-053	599.00
		2 CASES		
		26WT QUAD TUBE LUMENS 1825 BASE G24Q3	053-2620-618-000-0000-000-053	249.50
		1 CASE		
		REGULAR 40 WATT LIGHT BULB PLAIN	053-2620-618-000-0000-000-053	21.48
		1 CASE		
		250W M58/E HG MH 250V - WERKER	053-2620-618-000-0000-000-053	268.56
		2 CASES		
		4FT T5's F28T5/841	053-2620-618-000-0000-000-053	1,596.00
		10 CASES		
		SATCO S6503	053-2620-618-000-0000-000-053	47.88
		1 CASES		
		PEN TRON 3500K	053-2620-618-000-0000-000-053	57.48
		1 CASE		
		3500K FB031/835	053-2620-618-000-0000-000-053	159.80
		1 CASE		
		F17T8/TL835	053-2620-618-000-0000-000-053	62.50
		1 CASE		
		1 CASE 9 VOLT BATTERIES - DURACELL PRO CELLS	053-2620-618-000-0000-000-053	138.24
Total Purchase Order				3,200.44
348	8/3/2015	COMTEC ELECTRONIC SYSTEMS, INC	053 SERVICE/REPAIRS ON ALARMS	35
		053 SERVICE/REPAIRS ON ALARM SYSTEMS DISTRICT WIDE	053-2620-438-000-0000-000-053	5,000.00

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348	8/3/2015	COMTEC ELECTRONIC SYSTEMS, INC	053 SERVICE/REPAIRS ON ALARMS	
			Total Purchase Order	5,000.00
349	8/3/2015	OKLAHOMA JANITORIAL SUPPLY	057 CUSTODIAL SUPPLIES	
313000		PAPER TOWELS	057-2620-618-000-0000-000-057	7,190.00
		URINAL SCREENS	057-2620-618-000-0000-000-057	795.00
		WYPALLS 60	057-2620-618-000-0000-000-057	1,018.50
		KITCHEN BROOMS	057-2620-618-000-0000-000-057	312.00
		PLASTIC BOTTLES	057-2620-618-000-0000-000-057	65.00
		BOTTLET SPRAYERS	057-2620-618-000-0000-000-057	65.00
		BLUE HANDLE TOILET MOPS	057-2620-618-000-0000-000-057	79.00
		WHITE HANDLE TOILET MOPS	057-2620-618-000-0000-000-057	79.00
		SPONGES	057-2620-618-000-0000-000-057	435.00
			Total Purchase Order	10,038.50
350	8/3/2015	VOSS ELECTRIC SUPPLY COMPANY	055 BALLAST FOR DW USE	
055 PURCHASE		24 BALLAST FOR DISTRICT WIDE USE	055-2620-618-000-0000-000-055	701.52
055 FREIGHT			055-2620-618-000-0000-000-055	4.00
			Total Purchase Order	705.52
351	8/3/2015	BARNES & NOBLE	541 - ELL PD BOOKS	
		TEACHING ENGLISH LANGUAG ELEARNS ACROSS THE CONTENT AREAS	541-2213-641-100-0000-000-050	1,916.00
			Total Purchase Order	1,916.00
352	8/3/2015	JANA A GALL	56 - CULTURE PD	
		PER DIEM TAHLEQUAH PD AUG 23-24	561-2213-580-424-0000-000-125	92.00
			Total Purchase Order	92.00
353	8/3/2015	KRISTINA KAYE GREEN	066 - DIRECTOR MILEAGE	
		MILEAGE	066-2330-580-000-0000-000-066	250.00
			Total Purchase Order	250.00
354	8/3/2015	KRISTINA KAYE GREEN	561 - CULTURE PD	
		MILEAGE TO TAHLEQUAH AUG 23-24	561-2330-580-424-0000-000-051	230.00
		REIMBURSEMENT FOR HOTEL TO TAHLEQUAH AUG 23-24 FOR KRIS GREEN, KARIE GREENWOOD, DENICE MCELHANEY, AND JANA GALL	561-2330-580-424-0000-000-051	200.00
		PER DIEM FOR TAHLEQUAH AUG 23-24	561-2330-580-424-0000-000-051	92.00
			Total Purchase Order	522.00
355	8/3/2015	KARIE J GREENWOOD	561 - CULTURE PD	
		PER DIEM FOR TAHLEQUAH PD AUG 23=24	561-2213-580-424-0000-000-110	92.00
			Total Purchase Order	92.00
356	8/3/2015	DENICE D MCELHANEY	561 - CULTURE PD	
		PER DIEM TAHLEQUAH AUG 23-24	561-2213-580-424-0000-000-135	92.00
			Total Purchase Order	92.00
357	8/3/2015	CHASE ENTERPRISES, INC.	054 PARTS/SUPPLIES	
		054 PARTS/SUPPLIES	000-2740-612-000-0000-000-054	1,000.00
			Total Purchase Order	1,000.00
358	8/3/2015	AMY VALENTINE JONES	054 STUDENT DSL	
		054 PURCHASED STUDENT DSL	000-2740-623-000-0000-000-054	35.01
			Total Purchase Order	35.01
359	8/3/2015	ROBERTS TRUCK CENTER OF OKLAHOMA	054 BUS PARTS	
		054 BUS PARTS	000-2740-612-000-0000-000-054	6,000.00

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359	8/3/2015	ROBERTS TRUCK CENTER OF OKLAHOMA	054 BUS PARTS	
			Total Purchase Order	6,000.00
360	8/3/2015	NATIONAL ASSOC. SCHOOL NURSES	181 HANDS TRAINING 3 NURSES	
		ONLINE HANDS TRAINING FOR K SPILLMAN, T KAIN, AND SANDRA FARMER	181-2132-860-239-0000-000-059	405.00
			Total Purchase Order	405.00
361	8/3/2015	THOMPSON SCHOOL BK.DEPOSITORY	362 ACE TEXTBOOKS	
		HIGH SCHOOL ENVIRONMENTAL SCIENCE TEXTBOOK	362-1000-641-100-2250-000-064	2,639.10
		9780132534536 YOUR WORLD, YOUR TURN		
		1% HANDLING FEE	362-1000-641-100-2250-000-064	26.39
			Total Purchase Order	2,665.49
362	8/3/2015	ARCHWAY MARKETING SERVICES	367 READING TEXTBOOKS	
		KINDERGARTEN STEM LEVELED READERS	367-1000-641-100-2250-000-064	2,655.80
		9780544430969 PATHWAY TO THE CORE: COVERING NGSS DISCIPLINARY CORE IDEAS PRINT BUNDLE GRADE K		
		GRADE 1 9780544431973 SCIENCE & ENGINEERING LEVELED READERS PRINT PATHWAY TO THE CORE: COVERING NGSS DCIS BUNDLE GRADE 1	367-1000-641-100-2250-000-064	2,655.80
		GRADE 2 9780544432130 PATHWAY TO THE CORE: COVERING NGSS DISCIPLINARY CORE IDEAS PRINT BUNDLE GRADE 2	367-1000-641-100-2250-000-064	2,655.80
		PROCESSING & HANDLING FEE OF 1%	367-1000-641-100-2250-000-064	79.67
		CALL FOR PICK-UP		
			Total Purchase Order	8,047.07
363	8/3/2015	DELL COMPUTER CORP	412 DELL - M RACHLIN	
		310-7899 - DELL IMAGING DRUM AND TRANSFER ROLLER - M RACHLIN	412-1000-653-312-8600-000-705	200.00
			Total Purchase Order	200.00
364	8/4/2015	JOE COOPER FORD - YUKON	054 VEH MAINT/ PARTS	
		054 VEH MAINT/SERVICE	054-2740-612-000-0000-000-054	500.00
			Total Purchase Order	500.00
365	8/4/2015	JOHNSON AUTO GLASS	054 WINDSHIELD REPAIR	
		054 WINDSHIELD REPAIR	054-2740-612-000-0000-000-054	500.00
			Total Purchase Order	500.00
366	8/4/2015	RAM PRODUCTS, LTD	054 VEH MAINT	
		054 VEH MAINT	054-2740-612-000-0000-000-054	500.00
			Total Purchase Order	500.00
367	8/4/2015	WOMACK INDUSTRIAL RADIATOR CO	054 PARTS/SERVICE	
		054 PARTS/SERVICE	054-2740-439-000-0000-000-054	500.00
			Total Purchase Order	500.00
368	8/4/2015	LOCKE SUPPLY	060 TECH TOOLS	
		055 PURCHASE HVAC TECH TOOLS FOR TIM ADAMS AND JOHNNY CLARK	060-2620-618-000-0000-000-060	1,000.00
			Total Purchase Order	1,000.00
			Total Fund	556,374.66

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<i>fYear</i>	<i>Fund</i>	<i>P.O.</i>	<i>Vendor Name</i>	<i>Description</i>	<i>eDate</i>	<i>Classified</i>
2016	11	50169	SONDRA M BIVENS	PAYROLL	7/8/2015	5,506.65
2016	11	50170	CHARLES ELDON BRADLEY JR	PAYROLL	7/8/2015	11,120.08
2016	11	50171	JODY P MCELHANEY	PAYROLL	7/8/2015	7,638.16
2016	11	50172	GEROMY A SCHRICK	PAYROLL	7/8/2015	9,192.13
2016	11	50173	KAREN L WILSON	PAYROLL	7/8/2015	8,599.28
2016	11	50174	RYAN T MCKINNEY	PAYROLL	7/8/2015	8,198.13
2016	11	50175	CHUCK L BAILEY	PAYROLL	7/8/2015	10,295.31
2016	11	50176	SCOTT LINDELL SELBY	PAYROLL	7/8/2015	7,470.15
2016	11	50177	DOUGLAS SEAN MCDANIEL	PAYROLL	7/8/2015	22,376.37
2016	11	50178	ANGELA DENISE MILLS	PAYROLL	7/8/2015	10,717.45
2016	11	50179	TRACY PAIGE SKINNER	PAYROLL	7/8/2015	9,309.76
2016	11	50180	STACY LYNETTE EDWARDS	PAYROLL	7/8/2015	8,698.50
2016	11	50181	TERESA LYNN WILKERSON	PAYROLL	7/8/2015	9,423.75
2016	11	50182	KENNY NELSON	PAYROLL	7/8/2015	8,583.25
2016	11	50183	NIKKI MCCANN	PAYROLL	7/8/2015	6,370.45
2016	11	50184	WILLIAM ALAN GREEN	PAYROLL	7/8/2015	7,597.02
2016	11	50185	KRISTINA KAYE GREEN	PAYROLL	7/8/2015	6,464.51
2016	11	50186	LARRY D BARKER	PAYROLL	7/8/2015	4,006.07
2016	11	50187	CATHERINE M DADY	PAYROLL	7/8/2015	3,526.49
2016	11	50188	RHONDA K BUFFALOE	PAYROLL	7/8/2015	3,243.91
2016	11	50189	LISA A CARTWRIGHT	PAYROLL	7/8/2015	3,914.30
2016	11	50190	SUSAN M CAVETT	PAYROLL	7/8/2015	4,054.84
2016	11	50191	GREG HICKS	PAYROLL	7/8/2015	3,670.01
2016	11	50192	DOYLE W JONES	PAYROLL	7/8/2015	3,525.17
2016	11	50193	DOROTHY M MATTHEWS	PAYROLL	7/8/2015	2,636.93
2016	11	50194	PRISCILLA E MAXEY	PAYROLL	7/8/2015	4,959.88
2016	11	50195	BETH A MOORE	PAYROLL	7/8/2015	2,872.47
2016	11	50196	PAULA D ORENDAC	PAYROLL	7/8/2015	3,848.11
2016	11	50197	DAREN J PETERSEN	PAYROLL	7/8/2015	5,158.15
2016	11	50198	JACK H WARDEN	PAYROLL	7/8/2015	3,394.31
2016	11	50199	JUDY W KELLOGG	PAYROLL	7/8/2015	3,846.15
2016	11	50200	MARCUS A ALEMAN	PAYROLL	7/8/2015	3,009.32
2016	11	50201	VILMA ESTELA CUDE	PAYROLL	7/8/2015	2,889.93
2016	11	50202	GLORIA J OLVERA	PAYROLL	7/8/2015	2,886.33
2016	11	50203	MARK J GOBLE	PAYROLL	7/8/2015	2,813.70
2016	11	50204	MARLENE L WHISENHUNT	PAYROLL	7/8/2015	2,596.12
2016	11	50205	BRENDA JEAN DUNN	PAYROLL	7/8/2015	4,564.26
2016	11	50206	THU X PHAM	PAYROLL	7/8/2015	2,827.05
2016	11	50207	HILDA MARINA VALLEJO	PAYROLL	7/8/2015	2,849.07
2016	11	50208	PHAN QUE TRAN	PAYROLL	7/8/2015	2,848.89
2016	11	50209	MARIBEL FLORES	PAYROLL	7/8/2015	2,762.27
2016	11	50210	JEFFERY SCOTT WOODARD	PAYROLL	7/8/2015	9,697.57
2016	11	50211	MARTHA QUESADA DAUGHERTY	PAYROLL	7/8/2015	3,137.65
2016	11	50212	MICHAEL WAYNE MATTINGLY	PAYROLL	7/8/2015	3,142.41
2016	11	50213	TRAVIS JAMES ROBERTSON	PAYROLL	7/8/2015	4,218.49
2016	11	50214	LANNY DAVIS NEWCOMB	PAYROLL	7/8/2015	5,299.54
2016	11	50215	ELSA SOSA	PAYROLL	7/8/2015	2,849.15
2016	11	50216	STEPHANIE ANNE ALDRICH	PAYROLL	7/8/2015	3,091.97
2016	11	50217	COLIN WESLEY MEEKS	PAYROLL	7/8/2015	5,107.57
2016	11	50218	FRED WARREN CLASON	PAYROLL	7/8/2015	4,138.22
2016	11	50219	MARTHA E CEBALLOS MARTINEZ	PAYROLL	7/8/2015	2,801.77
2016	11	50220	WILSON LEON GRIDER	PAYROLL	7/8/2015	4,050.51
2016	11	50221	ERIC JASON HARRINGTON	PAYROLL	7/8/2015	2,340.93
2016	11	50222	TIM ALLEN HOLT	PAYROLL	7/8/2015	2,803.83
2016	11	50223	RICKIE LYNN GEILE	PAYROLL	7/8/2015	3,760.97
2016	11	50224	SANDRA B HERNANDEZ	PAYROLL	7/8/2015	2,804.67
2016	11	50225	BEVERLY ANN FARRINGTON	PAYROLL	7/8/2015	2,759.35

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2016	11	50226	DAVID GRANT WALLENBERG	PAYROLL	7/8/2015	3,464.55
2016	11	50227	OLGA LYDIA PANDO	PAYROLL	7/8/2015	2,801.77
2016	11	50228	NATHANAEL JAMES CABRAL	PAYROLL	7/8/2015	5,906.93
2016	11	50229	CYNTHIA ANN OKERT-HILL	PAYROLL	7/8/2015	2,763.25
2016	11	50230	VICTOR RICARDO OLIVERAS	PAYROLL	7/8/2015	2,898.72
2016	11	50231	DUSTIN BRAD ROSE	PAYROLL	7/8/2015	3,937.15
2016	11	50232	JORGE EDUARDO MOREIRA	PAYROLL	7/8/2015	6,820.02
2016	11	50233	LYNDA DIANE MARTIN	PAYROLL	7/8/2015	3,868.67
2016	11	50234	JAMIE L CAMPBELL	PAYROLL	7/8/2015	2,421.55
2016	11	50235	JOSHUA LEE CRAWFORD	PAYROLL	7/8/2015	2,762.09
2016	11	50236	DONNA MARIE ROETKER	PAYROLL	7/8/2015	3,878.57
2016	11	50237	DELOIS KAYE GUNDLACH	PAYROLL	7/8/2015	5,350.85
2016	11	50238	DANIEL ADAM DOZIER	PAYROLL	7/8/2015	2,761.17
2016	11	50239	MILLICENT DEVA COOPER	PAYROLL	7/8/2015	3,204.76
2016	11	50240	MICHELLE OLIVERAS	PAYROLL	7/8/2015	2,760.93
2016	11	50241	NANCY MARQUEZ-GONZALEZ	PAYROLL	7/8/2015	2,761.79
2016	11	50242	RITA LYNN BURNETT	PAYROLL	7/8/2015	1,378.06
2016	11	50243	SHELLY RENEE RICE	PAYROLL	7/8/2015	2,685.64
2016	11	50244	CHRISTY LYNN MCKINLEY	PAYROLL	7/8/2015	3,450.55
2016	11	50245	ANA YESENIA RAMOS-ALFARO	PAYROLL	7/8/2015	2,761.91
2016	11	50246	IAN JOSEPH HARRIS	PAYROLL	7/8/2015	2,747.18
2016	11	50247	JOSHUA ALLEN MONDAY	PAYROLL	7/8/2015	2,399.00
2016	11	50248	JERRY GLENN CHAMBERLIN	PAYROLL	7/8/2015	2,761.13
2016	11	50249	CRYSTAL RENEE JOHNSON	PAYROLL	7/8/2015	4,462.21
2016	11	50250	JACOB TYLER MANGUS	PAYROLL	7/8/2015	3,438.71
2016	11	50251	LAMBERTO M SAGURAN	PAYROLL	7/8/2015	2,767.59
2016	11	50252	NICOL M SAGURAN	PAYROLL	7/8/2015	2,770.03
2016	11	50253	STACEY ELIZABETH ELLIOTT	PAYROLL	7/8/2015	3,257.93
2016	11	50254	JOSEPH ANTHONY MURRAY JR	PAYROLL	7/8/2015	2,911.02
2016	11	50255	JESSICA DAWN KEMNITZ	PAYROLL	7/8/2015	2,462.77
2016	11	50256	SHELTON RALPH BOWIE	PAYROLL	7/8/2015	2,734.57
2016	11	50257	KENNETH WAYNE WILSON	PAYROLL	7/8/2015	3,030.25
2016	11	50258	LYNDA MARIE CORNELL	PAYROLL	7/8/2015	2,783.88
2016	11	50259	MEDA FAY LAMANCE	PAYROLL	7/8/2015	2,761.79
2016	11	50260	ROBERT RAY WELLS	PAYROLL	7/8/2015	4,056.32
2016	11	50261	JONATHAN SMITH	PAYROLL	7/8/2015	3,477.14
2016	11	50262	SHAWNA SHAW	PAYROLL	7/8/2015	2,693.21
2016	11	50263	LORRAINE OCHOA	PAYROLL	7/8/2015	3,661.69
2016	11	50264	RYAN ADAM RAINWATER	PAYROLL	7/8/2015	2,665.24
2016	11	50265	MARK LENINGTON	PAYROLL	7/8/2015	2,781.54
2016	11	50266	GERALD GLENN CHAMBERLIN	PAYROLL	7/8/2015	2,343.54
2016	11	50267	SARAH REBECCA DODSON	PAYROLL	7/8/2015	1,323.30
2016	11	50268	GORDON IRL LEAMAN	PAYROLL	7/8/2015	2,644.95
2016	11	50269	KELLY J MARQUEZ	PAYROLL	7/8/2015	3,126.04
2016	11	50270	MARGARET ANN BROWN	PAYROLL	7/8/2015	5,364.24
2016	11	50271	LOGAN MICHAEL SHELTS	PAYROLL	7/8/2015	3,216.45
2016	11	50272	JIMMY DEAN YOUNG	PAYROLL	7/8/2015	3,001.41
2016	11	50273	MELLISA VANESSA MELENDREZ	PAYROLL	7/8/2015	2,693.79
2016	11	50274	BRENDA L MCKINNEY	PAYROLL	7/8/2015	2,636.49
2016	11	50275	ANDREW DAVID GALLARDO	PAYROLL	7/8/2015	2,421.55
2016	11	50276	ZONIA E ARCHILA	PAYROLL	7/8/2015	2,718.35
2016	11	50277	TYLER JAMES CHOATE	PAYROLL	7/8/2015	3,213.25
2016	11	50278	TYLER ALAN GOBLE	PAYROLL	7/8/2015	2,353.94
2016	11	50279	JOHNNY LEROY CLARK	PAYROLL	7/8/2015	6,253.42
2016	11	50280	FRANK L MATTHEWS	PAYROLL	7/8/2015	3,174.80
2016	11	50281	ANNETTE MARSHALL	PAYROLL	7/8/2015	3,926.79
2016	11	50282	CYNTHIA ANN IVY	PAYROLL	7/8/2015	3,322.23

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2016	11	50283	SANDRA SANDEFER	PAYROLL	7/8/2015	3,559.88
2016	11	50284	ROBIN JONES	PAYROLL	7/8/2015	3,171.27
2016	11	50285	TONI ANNETTE DOCKREY	PAYROLL	7/8/2015	2,399.00
2016	11	50286	AMY DIANE FEUERBORN	PAYROLL	7/8/2015	3,536.79
2016	11	50287	TERESITA GONSHOR	PAYROLL	7/8/2015	3,071.45
2016	11	50288	JAMES ROBERT MAXEY	PAYROLL	7/8/2015	3,882.11
2016	11	50289	STACY DELENE BROWN	PAYROLL	7/8/2015	4,861.64
2016	11	50290	LANCE J LAMKIN	PAYROLL	7/8/2015	3,931.89
2016	11	50291	JOHNNY DEWAYNE WILSON	PAYROLL	7/8/2015	3,946.11
2016	11	50292	SHANNON GAIL RIGSBY	PAYROLL	7/8/2015	5,707.41
2016	11	50293	ASHLI RACHAE SANDERS	PAYROLL	7/8/2015	3,323.37
2016	11	50294	DANNY H ELLISON	PAYROLL	7/8/2015	2,845.99
2016	11	50295	JANA CARYL CLASON	PAYROLL	7/8/2015	3,875.73
2016	11	50296	ROBERT WILLIAM BENIGNI	PAYROLL	7/8/2015	3,778.45
2016	11	50297	CAROL ANN HARRIS	PAYROLL	7/8/2015	3,401.37
2016	11	50298	LISA J BAILEY	PAYROLL	7/8/2015	3,239.29
2016	11	50299	DANIEL G BRITT	PAYROLL	7/8/2015	2,775.82
2016	11	50300	JANA M WEST	PAYROLL	7/8/2015	3,306.00
2016	11	50301	EUGENE D KROUSE	PAYROLL	7/8/2015	3,785.21
2016	11	50302	J DWAYNE WILLIAMS	PAYROLL	7/8/2015	2,945.93
2016	11	50303	MARIA ELENA OLIVAREZ	PAYROLL	7/8/2015	2,787.33
2016	11	50304	JOSEPH T MCNULTY	PAYROLL	7/8/2015	2,713.84
2016	11	50305	DEBRA JUNE LOWDER	PAYROLL	7/8/2015	2,852.65
2016	11	50306	ADRIANA CASTRUITA	PAYROLL	7/8/2015	2,898.72
2016	11	50307	LORI WALKABOUT	PAYROLL	7/9/2015	2,171.30
2016	11	50308	JEANNE ELAINE DEVOUS	PAYROLL	7/9/2015	28.22
2016	11	50309	MELVIN O MASENGALE JR	PAYROLL	7/9/2015	775.08
2016	11	50310	ELIZABETH ANN MCCURRY	PAYROLL	7/9/2015	2,106.59
2016	11	50311	SARA ANN RYCZKOWSKI	PAYROLL	7/9/2015	1,894.64
2016	11	50312	FERNANDO S GONZALES	PAYROLL	7/9/2015	1,808.52
2016	11	50313	TYLER STEVEN REYNOLDS	PAYROLL	7/9/2015	947.32
2016	11	50314	RICHARD EDWARD KING	PAYROLL	7/9/2015	1,803.14
2016	11	50315	CHARLES SOWLE	PAYROLL	7/9/2015	968.86
2016	11	50316	TRACY MICHELLE HANNAFORD	PAYROLL	7/9/2015	1,349.41
2016	11	50317	TERESA MARIE BIEBER	PAYROLL	7/9/2015	1,931.75
2016	11	50318	KRISTY DAWN WOOTEN	PAYROLL	7/9/2015	1,667.72
2016	11	50319	WILLIS IVAN DADY	PAYROLL	7/9/2015	8,007.20
2016	11	50320	MARK DAVID BANKS	PAYROLL	7/9/2015	4,041.71
2016	11	50321	WINDI DAWN GARCIA	PAYROLL	7/9/2015	53.83
2016	11	50322	SARA LEONOR BASTINGS	PAYROLL	7/9/2015	376.78
2016	11	50323	AMI RUTH CONNER	PAYROLL	7/9/2015	26.91
2016	11	50324	SAMMY D KILMER	PAYROLL	7/9/2015	2,034.14
2016	11	50325	JULIE MCDANIEL	PAYROLL	7/9/2015	2,196.06
2016	11	50326	JOHNITA ANN MOORE	PAYROLL	7/9/2015	1,855.33
2016	11	50327	GAYLA L CASE	PAYROLL	7/10/2015	6,009.45
2016	11	50328	MARSHA DUNFORD	PAYROLL	7/10/2015	5,382.50
2016	11	50329	GREG A JOHNSON	PAYROLL	7/10/2015	5,382.50
2016	11	50330	TERRE G MCDONALD	PAYROLL	7/10/2015	5,539.24
2016	11	50331	LAQUITA D SEMMLER	PAYROLL	7/10/2015	5,382.50
2016	11	50332	TERRY L TIPTON	PAYROLL	7/10/2015	15,765.99
2016	11	50333	ELAYNE WEGER BOWMAN	PAYROLL	7/10/2015	1,641.66
2016	11	50334	DARRIN LYNN DEAN	PAYROLL	7/10/2015	4,498.82
2016	11	50335	JACQULYN LOU STAFFORD	PAYROLL	7/10/2015	2,852.73
2016	11	50336	JULI DEEANN WILKINS	PAYROLL	7/10/2015	2,776.42
2016	11	50337	KENT T HATHAWAY	PAYROLL	7/10/2015	53.83
2016	11	50338	KATHRYN RENEE JACKSON	PAYROLL	7/10/2015	376.78
2016	11	50339	MARY ANNE DEMOSS	PAYROLL	7/10/2015	134.56

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2016	11	50340	MALLORY PAIGE WALTHER	PAYROLL	7/10/2015	807.38
2016	11	50341	AMANDA JENNIFER MEEKS	PAYROLL	7/10/2015	905.56
2016	11	50342	MEGAN MCGUIRK-ROGERS	PAYROLL	7/10/2015	190.81
2016	11	50343	JON WRAY DOTSON	PAYROLL	7/10/2015	592.08
2016	11	50344	KARLIE JO FREE	PAYROLL	7/10/2015	565.16
2016	11	50345	LANA MARIE HALEY	PAYROLL	7/10/2015	188.39
2016	11	50346	ANNIA NEE MORRIS	PAYROLL	7/10/2015	860.61
2016	11	50347	LAURIE JANE HERBERS	PAYROLL	7/10/2015	322.95
2016	11	50348	SANDRA WYNN	PAYROLL	7/10/2015	80.74
2016	11	50349	KRISTI LEE CONNORS	PAYROLL	7/10/2015	313.79
2016	11	50350	GARY LYNN STINNETT	PAYROLL	7/10/2015	811.31
2016	11	50351	PAMELA BETH OLIGANGA	PAYROLL	7/10/2015	5,476.55
2016	11	50352	STEPHEN ERIC MUEHLBERG	PAYROLL	7/10/2015	6,009.45
2016	11	50353	DEBORAH KAY SUAREZ-CRABB	PAYROLL	7/10/2015	322.95
2016	11	50354	LINDA GAYLE ATCHLEY	PAYROLL	7/15/2015	10,496.61
2016	11	50355	TINA R ADDINGTON	PAYROLL	7/15/2015	501.57
2016	11	50356	MELISSA L CLOGSTON	PAYROLL	7/15/2015	501.57
2016	11	50357	VICKI R BAILEY	PAYROLL	7/15/2015	376.18
2016	11	50358	CYNTHIA A BARNES	PAYROLL	7/15/2015	626.95
2016	11	50359	TANYA L BERNHARDT	PAYROLL	7/15/2015	376.18
2016	11	50360	BARBARA I BINGHAM	PAYROLL	7/15/2015	589.72
2016	11	50361	ROSARIO C CHAVEZ	PAYROLL	7/15/2015	371.61
2016	11	50362	DONNA G DENNY	PAYROLL	7/15/2015	501.57
2016	11	50363	JONI L DILLARD	PAYROLL	7/15/2015	250.78
2016	11	50364	CATHY F FALKNER	PAYROLL	7/15/2015	376.18
2016	11	50365	TERESA P FLETCHER	PAYROLL	7/15/2015	376.18
2016	11	50366	JEANA M WOOD	PAYROLL	7/15/2015	250.78
2016	11	50367	RAYMOND T GARNER	PAYROLL	7/15/2015	689.65
2016	11	50368	SUSAN S GENTRY	PAYROLL	7/15/2015	250.78
2016	11	50369	SONYA J GLOVER	PAYROLL	7/15/2015	689.65
2016	11	50370	MARIA D GLYCKHERR	PAYROLL	7/15/2015	250.78
2016	11	50371	NANCY C GRAHAM	PAYROLL	7/15/2015	501.57
2016	11	50372	KARIE J GREENWOOD	PAYROLL	7/15/2015	626.95
2016	11	50373	KIMBERLY K HARPER	PAYROLL	7/15/2015	376.18
2016	11	50374	LINDA R HICKMAN	PAYROLL	7/15/2015	250.78
2016	11	50375	KARLA W JAMES	PAYROLL	7/15/2015	5,740.93
2016	11	50376	TAMMY LEANN KAIN	PAYROLL	7/15/2015	156.74
2016	11	50377	JANET L LATHAM	PAYROLL	7/15/2015	250.78
2016	11	50378	BETH MARIE LOGAN	PAYROLL	7/15/2015	689.65
2016	11	50379	MARILYN KAY BILBREY	PAYROLL	7/15/2015	501.57
2016	11	50380	PAULA L MCCULLOUGH	PAYROLL	7/15/2015	250.78
2016	11	50381	MICHAEL ALAN MCGARRY	PAYROLL	7/15/2015	438.88
2016	11	50382	CHERYL J MCINNIS	PAYROLL	7/15/2015	501.57
2016	11	50383	TAWNIA R MERCHANT	PAYROLL	7/15/2015	501.57
2016	11	50384	PATRICIA W MILBURN	PAYROLL	7/15/2015	250.78
2016	11	50385	THERESA JOY OSBORNE	PAYROLL	7/15/2015	501.57
2016	11	50386	YLENE C PEEBLES	PAYROLL	7/15/2015	438.88
2016	11	50387	SHEREEN L RASOR	PAYROLL	7/15/2015	501.57
2016	11	50388	DAVETTE J RAVENCRAFT	PAYROLL	7/15/2015	595.62
2016	11	50389	STEPHANIE A REED	PAYROLL	7/15/2015	721.00
2016	11	50390	CHERYL JEANETTE ROWE	PAYROLL	7/15/2015	250.78
2016	11	50391	MARY CHRISTINE RUDNICKI	PAYROLL	7/15/2015	658.29
2016	11	50392	TANYA D SANDBURG	PAYROLL	7/15/2015	376.18
2016	11	50393	GAYE L SANDERS	PAYROLL	7/15/2015	376.18
2016	11	50394	CAROL M SCOTT	PAYROLL	7/15/2015	721.00
2016	11	50395	KIMBERLY K SHELTON	PAYROLL	7/15/2015	125.40
2016	11	50396	LIBBY G SMITH	PAYROLL	7/15/2015	501.57

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2016	11	50397	CHERYL L SNOWDEN	PAYROLL	7/15/2015	721.00
2016	11	50398	BETTY L STOVER	PAYROLL	7/15/2015	376.18
2016	11	50399	ELIZABETH R SUMMERS	PAYROLL	7/15/2015	250.78
2016	11	50400	DLIZA D WILKERSON	PAYROLL	7/15/2015	501.57
2016	11	50401	SALLY J WILSON	PAYROLL	7/15/2015	626.95
2016	11	50402	SUJA A KODUMTHARA	PAYROLL	7/15/2015	689.65
2016	11	50403	BRITNEY DIANE BORNEMANN	PAYROLL	7/15/2015	250.78
2016	11	50404	KISHIA MARIE STEINER	PAYROLL	7/15/2015	250.78
2016	11	50405	JENNIFER LEEANNE REED	PAYROLL	7/15/2015	626.95
2016	11	50406	KELLI NICOLE VANNESS	PAYROLL	7/15/2015	626.95
2016	11	50407	JACOB J COLLINS	PAYROLL	7/15/2015	344.83
2016	11	50408	BREANNE G GEORGE	PAYROLL	7/15/2015	564.27
2016	11	50409	JOY L MORGAN	PAYROLL	7/15/2015	532.91
2016	11	50410	ABBY E KEEVER	PAYROLL	7/15/2015	376.18
2016	11	50411	ALECIA LYNNE DAY	PAYROLL	7/15/2015	595.62
2016	11	50412	CYNTHIA ANN GASS	PAYROLL	7/15/2015	344.83
2016	11	50413	KIMBERLY DIANE GUSHING	PAYROLL	7/15/2015	626.95
2016	11	50414	THOMAS EDWARD WOLFE	PAYROLL	7/15/2015	626.95
2016	11	50415	HOLLIE RENEE FULLER	PAYROLL	7/15/2015	532.91
2016	11	50416	JENE' MARIE THOMAS	PAYROLL	7/15/2015	376.18
2016	11	50417	BECKY JO ARMSTRONG	PAYROLL	7/15/2015	250.78
2016	11	50418	MISCHA KAY GRAY	PAYROLL	7/15/2015	501.57
2016	11	50419	SANDY LYNN GORE	PAYROLL	7/15/2015	595.62
2016	11	50420	AMY M BARRERAS	PAYROLL	7/15/2015	470.23
2016	11	50421	CHRISTOPHER JON BALDWIN	PAYROLL	7/15/2015	376.18
2016	11	50422	CRAIG R ALLEN	PAYROLL	7/15/2015	313.48
2016	11	50423	MICHAEL NEAL RACHLIN	PAYROLL	7/15/2015	595.62
2016	11	50424	DEBRA KAYE DOWNING	PAYROLL	7/15/2015	376.18
2016	11	50425	LAUREN ASHLEY TILLEY	PAYROLL	7/15/2015	250.78
2016	11	50426	MELISSA JO TURNER	PAYROLL	7/15/2015	595.62
2016	11	50427	DAVID LEE PAGELS	PAYROLL	7/15/2015	470.23
2016	11	50428	KRISTIN M STRUCK	PAYROLL	7/15/2015	501.57
2016	11	50429	AMBER DAWN BLACKWELL	PAYROLL	7/15/2015	376.18
2016	11	50430	DESHANTE ROXIE RALPH	PAYROLL	7/15/2015	501.57
2016	11	50431	KATHY DIANE GREEN	PAYROLL	7/15/2015	438.88
2016	11	50432	DAVID L LIVELY	PAYROLL	7/15/2015	626.95
2016	11	50433	JESTINE CHANCE GAINES	PAYROLL	7/15/2015	470.23
2016	11	50434	MOLLY ELIZABETH MURRAY	PAYROLL	7/15/2015	501.57
2016	11	50435	AMANDA SUE LUPER	PAYROLL	7/15/2015	626.95
2016	11	50436	DUSTIN MATTHEW JUSSILA	PAYROLL	7/15/2015	250.78
2016	11	50437	REBECCA LEE WIESEMANN	PAYROLL	7/15/2015	376.18
2016	11	50438	MARGARET NAN HARKEY	PAYROLL	7/15/2015	564.27
2016	11	50439	BRITTANY ANN OSBORNE	PAYROLL	7/15/2015	501.57
2016	11	50440	JACOB STEVENSON HOFER	PAYROLL	7/15/2015	658.29
2016	11	50441	KYLE ARDEN GUYER	PAYROLL	7/15/2015	250.78
2016	11	50442	MEGAN NICOLE PRICE	PAYROLL	7/15/2015	313.48
2016	11	50443	KAYLA LEAYN WATKINS	PAYROLL	7/15/2015	721.00
2016	11	50444	SHEILA KAY KRAMER	PAYROLL	7/15/2015	721.00
2016	11	50445	GREGORY SCOTT OSBORNE	PAYROLL	7/15/2015	470.23
2016	11	50446	LINDSAY RIGGS	PAYROLL	7/15/2015	626.95
2016	11	50447	GINA JO DAVENPORT	PAYROLL	7/15/2015	250.78
2016	11	50448	MEGHAN RASHAEL HONEYCUTT	PAYROLL	7/15/2015	501.57
2016	11	50449	JANICE MARY HARP	PAYROLL	7/15/2015	626.95
2016	11	50450	STEPHANIE PIERCE EASLEY	PAYROLL	7/15/2015	626.95
2016	11	50451	COURTNEY NICOLE WOODWARD	PAYROLL	7/15/2015	282.12
2016	11	50452	JACLYN DANELL GIAMMARIO	PAYROLL	7/15/2015	376.18
2016	11	50453	MADALYN MELISSA EVANS	PAYROLL	7/15/2015	344.83

**MUSTANG PUBLIC SCHOOLS**  
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<i>fYear</i>	<i>Fund</i>	<i>P.O.</i>	<i>Vendor Name</i>	<i>Description</i>	<i>eDate</i>	<i>Classified</i>
2016	11	50454	GENA RENEE HOPPER	PAYROLL	7/15/2015	282.12
2016	11	50455	MEAGAN L HABLUETZEL	PAYROLL	7/15/2015	626.95
2016	11	50456	JULIE DENISE MUSE	PAYROLL	7/15/2015	626.95
2016	11	50457	STACEY DIANN STEVENS	PAYROLL	7/15/2015	501.57
2016	11	50458	TIMOTHY WAYNE BROWN	PAYROLL	7/15/2015	438.88
2016	11	50459	ANGELA D LEE	PAYROLL	7/15/2015	344.83
2016	11	50460	KYLIE LAURA SHERRILL	PAYROLL	7/15/2015	376.18
2016	11	50461	JULIE ANN WILLIAMS	PAYROLL	7/15/2015	532.91
2016	11	50462	AMY FLORES	PAYROLL	7/15/2015	250.78
2016	11	50463	SANDRA MARIE FARMER	PAYROLL	7/15/2015	501.57
2016	11	50464	GREGORY KENDALL OSWALD	PAYROLL	7/15/2015	313.48
2016	11	50465	AMBER KATHLEEN KILLMER	PAYROLL	7/15/2015	658.29
2016	11	50466	MISTIE DAWN TURNER	PAYROLL	7/15/2015	250.78
2016	11	50467	JORDAN ADRIC STANFILL	PAYROLL	7/15/2015	595.62
2016	11	50468	RACHELLE R OWENS	PAYROLL	7/15/2015	532.91
2016	11	50469	JENNIFER GAIL EDWARDS	PAYROLL	7/15/2015	376.18
2016	11	50470	CAITLYN PAIGE BERNHARDT	PAYROLL	7/15/2015	626.95
2016	11	50471	GLENNIS LADON RING	PAYROLL	7/15/2015	626.95
2016	11	50472	GINGER LEIGH DAVIS	PAYROLL	7/15/2015	250.78
2016	11	50473	JAMIE LEIGH SPRADLIN	PAYROLL	7/15/2015	250.78
2016	11	50474	BROOKE LYNN BROWN	PAYROLL	7/15/2015	626.95
2016	11	50475	AMY COZENS	PAYROLL	7/15/2015	250.78
2016	11	50476	AYRIAL DEVIN HENSLEY	PAYROLL	7/15/2015	626.95
2016	11	50477	CHELSEA DAWN DOUGLAS	PAYROLL	7/15/2015	721.00
2016	11	50478	CARISSA ANNE KELLEY	PAYROLL	7/15/2015	721.00
2016	11	50479	CAITLIN MICHELLE TRAIL	PAYROLL	7/15/2015	626.95
2016	11	50480	LORI LINN KNOWLES	PAYROLL	7/15/2015	470.23
2016	11	50481	WHITNEY PAIGE BENNETT	PAYROLL	7/15/2015	501.57
2016	11	50482	SUE SCARBROUGH WILSON	PAYROLL	7/15/2015	438.88
2016	11	50483	VALLAN RENEE BARNES	PAYROLL	7/15/2015	689.65
2016	11	50484	KATELYN LAURI CAUDLE	PAYROLL	7/15/2015	501.57
2016	11	50485	AMY LYN WILSON	PAYROLL	7/15/2015	595.62
2016	11	50486	MELISSA MICHELLE SCHAFER	PAYROLL	7/15/2015	689.65
2016	11	50487	MARILYN N NORMAN	PAYROLL	7/15/2015	376.18
2016	11	50488	GLENDA MICHELLE SERJEANT	PAYROLL	7/15/2015	626.95
2016	11	50489	ALLISON MARIE METCALF	PAYROLL	7/15/2015	376.18
2016	11	50490	KAY LYNN WILLIAMS	PAYROLL	7/15/2015	250.78
2016	11	50491	DAVID HOLLAN PRICE	PAYROLL	7/15/2015	689.65
2016	11	50492	TERRI LYNNE STORY	PAYROLL	7/15/2015	376.18
2016	11	50493	JACQUELINE MARIE GRIMES	PAYROLL	7/15/2015	376.18
2016	11	50494	WHITNEY ANN WALDROP	PAYROLL	7/15/2015	626.95
2016	11	50495	EMILY TAYLOR JACOBSON	PAYROLL	7/15/2015	721.00
2016	11	50496	STACI MARIE HUNT	PAYROLL	7/15/2015	250.78
2016	11	50497	BETSY ANN MOORE	PAYROLL	7/15/2015	626.95
2016	11	50498	WHITNEY LEONNA TAYLOR	PAYROLL	7/15/2015	689.65
2016	11	50499	MORGAN ELISE HELLER	PAYROLL	7/15/2015	1,237.38
2016	11	50500	BRENT SCOTT RAISLEY	PAYROLL	7/15/2015	376.18
2016	11	50501	DAWN LEI HIGGINS	PAYROLL	7/15/2015	376.18
2016	11	50502	MARIAH HUDSON	PAYROLL	7/15/2015	250.78
2016	11	50503	STEVEN METCALF	PAYROLL	7/15/2015	626.95
2016	11	50504	KAITLYN MARIE WITTY	PAYROLL	7/15/2015	344.83
2016	11	50505	NATALIE PARKER	PAYROLL	7/15/2015	721.00
2016	11	50506	AMANDA COFFIN	PAYROLL	7/15/2015	501.57
2016	11	50507	LAUREN MARIE CROUT	PAYROLL	7/15/2015	501.57
2016	11	50508	KASEY WORKING	PAYROLL	7/15/2015	250.78
2016	11	50509	CODY AWBREY	PAYROLL	7/15/2015	501.57
2016	11	50510	HOLLY MICHELLE DITMORE	PAYROLL	7/15/2015	626.95

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2016	11	50511	KRISTIN JEAN PUMFORD	PAYROLL	7/15/2015	376.18
2016	11	50512	ANDREA M REYES	PAYROLL	7/15/2015	501.57
2016	11	50513	NICOLE RENEE PEARCE	PAYROLL	7/15/2015	376.18
2016	11	50514	MEGAN MICHELLE HARGIS	PAYROLL	7/15/2015	626.95
2016	11	50515	TAYLOR JADE BROWN	PAYROLL	7/15/2015	626.95
2016	11	50516	ADRIENNE HOWARD	PAYROLL	7/15/2015	501.57
2016	11	50517	DANNY WAYNE WILLIAMS	PAYROLL	7/15/2015	595.62
2016	11	50518	MICHAEL BRADLEY FUNK	PAYROLL	7/15/2015	501.57
2016	11	50519	CAMERON TAYLOR	PAYROLL	7/15/2015	501.57
2016	11	50520	MOLLY ELIZABETH LONG	PAYROLL	7/15/2015	626.95
2016	11	50521	JASON S LIMKE	PAYROLL	7/15/2015	626.95
2016	11	50522	CHAD ALLEN PARKER	PAYROLL	7/15/2015	19,861.86
2016	11	50523	HOPE BLAIR HEINEN	PAYROLL	7/15/2015	376.18
2016	11	50524	CHRISTOPHER MICHAEL OZINGA	PAYROLL	7/15/2015	626.95
2016	11	50525	KIMBERLY ANNETTE CONKLIN	PAYROLL	7/15/2015	595.62
2016	11	50526	DESTA DONETTE YEILDING	PAYROLL	7/15/2015	501.57
2016	11	50527	ALICIA SUE SPAIN	PAYROLL	7/15/2015	376.18
2016	11	50528	DEANNA GAIL DOWELL	PAYROLL	7/15/2015	250.78
2016	11	50529	CARA LYNELL COMBS	PAYROLL	7/15/2015	501.57
2016	11	50530	STEVEN ALLEN ERDLEY	PAYROLL	7/15/2015	1,272.85
2016	11	50531	BETHANY AMBER BRUCE	PAYROLL	7/15/2015	689.65
2016	11	50532	BREEANNA STARRLINN VANBUSKIRK	PAYROLL	7/15/2015	376.18
2016	11	50533	ROBIN LEA INGHAM	PAYROLL	7/15/2015	376.18
2016	11	50534	KEVIN JONATHAN GRAY	PAYROLL	7/15/2015	250.78
2016	11	50535	WILLIAM THOMAS REDMAN	PAYROLL	7/15/2015	188.09
2016	11	50536	KRISTA MICHELLE BLANCHE	PAYROLL	7/15/2015	250.78
2016	11	50537	KIMBERLY ERIN STRUBLE	PAYROLL	7/15/2015	156.74
2016	11	50538	ELIZABETH M BARBER	PAYROLL	7/15/2015	501.57
2016	11	50539	CRYSTAL RUMBAUGH	PAYROLL	7/15/2015	501.57
2016	11	50540	BELINDA DAWN BENNETT	PAYROLL	7/15/2015	376.18
2016	11	50541	KAREN WOODARD	PAYROLL	7/15/2015	376.18
2016	11	50542	LAURIE L LOCKE	PAYROLL	7/15/2015	250.78
2016	11	50543	ANGELA A BURNS	PAYROLL	7/15/2015	376.18
2016	11	50544	BORDEN B CLIFTON	PAYROLL	7/15/2015	376.18
2016	11	50545	ALLISON REYES	PAYROLL	7/15/2015	371.61
2016	11	50546	JUDITH BRUCE	PAYROLL	7/15/2015	250.78
2016	11	50547	CATHERINE RACHELLE SABO	PAYROLL	7/15/2015	626.97
2016	11	50548	NATHAN BURCH	PAYROLL	7/15/2015	438.88
2016	11	50549	DARLENE MCGILL	PAYROLL	7/15/2015	501.57
2016	11	50550	EMILY ANNE FARNHAM	PAYROLL	7/15/2015	658.29
2016	11	50551	WILLIAM C LONG	PAYROLL	7/15/2015	564.27
2016	11	50552	CARRIE S HIXON	PAYROLL	7/15/2015	626.95
2016	11	50553	MAX L FLETCHER	PAYROLL	7/15/2015	626.95
2016	11	50554	KARI L BRANDON	PAYROLL	7/15/2015	376.18
2016	11	50555	RAYMOND KEITH AYNES	PAYROLL	7/15/2015	626.95
2016	11	50556	GREGORY SCOTT MANGUS	PAYROLL	7/15/2015	250.78
2016	11	50557	ANTONY DOUGLAS EVANS	PAYROLL	7/15/2015	470.23
2016	11	50558	JUSTIN JAMES MARSCHALL	PAYROLL	7/15/2015	250.78
2016	11	50559	BRENDA G LANG	PAYROLL	7/15/2015	376.18
2016	11	50560	J JAY JONES	PAYROLL	7/15/2015	626.95
2016	11	50561	NANCY M KRUG	PAYROLL	7/15/2015	501.57
2016	11	50562	MEGAN E CUPPLES	PAYROLL	7/15/2015	721.00
2016	11	50563	JORDAN L RINEHART	PAYROLL	7/15/2015	501.57
2016	11	50564	JASON DOUGLAS DORAN	PAYROLL	7/15/2015	250.78
2016	11	50565	RYAN M EDGMON	PAYROLL	7/15/2015	626.95
2016	11	50566	CASSIDY L ROBINSON	PAYROLL	7/15/2015	626.95
2016	11	50567	HOLLY ELIZABETH JACKSON	PAYROLL	7/15/2015	250.78

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<i>fYear</i>	<i>Fund</i>	<i>P.O.</i>	<i>Vendor Name</i>	<i>Description</i>	<i>eDate</i>	<i>Classified</i>
2016	11	50568	ERIN NICOLE PATTON	PAYROLL	7/15/2015	501.57
2016	11	50569	MELESSA MARQUETT STRINGER	PAYROLL	7/15/2015	626.95
2016	11	50570	STEPHANIE ANN WEAVER	PAYROLL	7/15/2015	250.78
2016	11	50571	TAMRA SUE LUCAS	PAYROLL	7/15/2015	626.95
2016	11	50572	BRANDON MATHES	PAYROLL	7/15/2015	626.95
2016	11	50573	TAYLOR CHRISTIAN HURST	PAYROLL	7/15/2015	501.57
2016	11	50574	ROCKY D MAYNARD	PAYROLL	7/15/2015	1,141.07
2016	11	50575	LISA MICHELLE HIMES	PAYROLL	7/16/2015	31.34
2016	11	50576	TAMMI LANETTE HAAS	PAYROLL	7/16/2015	183.53
2016	11	50577	MATT E MOORE	PAYROLL	7/16/2015	31.34
2016	11	50578	KATHRYN L NEUENSCHWANDER	PAYROLL	7/16/2015	31.34
2016	11	50579	VIRGINIA S PRATHER	PAYROLL	7/16/2015	94.05
2016	11	50580	DIANA ROSETTA TAYLOR	PAYROLL	7/16/2015	31.34
2016	11	50581	KRISTIN M HARPER	PAYROLL	7/16/2015	62.70
2016	11	50582	KELLY MICHELE GONZALES	PAYROLL	7/16/2015	94.05
2016	11	50583	LORI ANNETTE GOMEZ	PAYROLL	7/16/2015	94.05
2016	11	50584	TROY LYNN GOLEMON	PAYROLL	7/16/2015	31.34
2016	11	50585	DELANA EILEEN JORDAN	PAYROLL	7/16/2015	31.34
2016	11	50586	STACIE RICHELLE ROUSH	PAYROLL	7/16/2015	31.34
2016	11	50587	RACHEL JACQUELYNE MCDANIEL	PAYROLL	7/16/2015	31.34
2016	11	50588	ALISON LEA BOREN	PAYROLL	7/16/2015	62.70
2016	11	50589	REBEKAH RENEE HULL	PAYROLL	7/16/2015	62.70
2016	11	50590	BRIN NICOLE CRAGHEAD	PAYROLL	7/16/2015	94.05
2016	11	50591	ANDREA MICHELLE FRUIT	PAYROLL	7/16/2015	62.70
2016	11	50592	CATHERINE DIANE BOTTS	PAYROLL	7/16/2015	94.05
2016	11	50593	ANGELA ERIN LANG	PAYROLL	7/16/2015	31.34
2016	11	50594	LINDA KAY SMITH	PAYROLL	7/16/2015	62.08
2016	11	50595	GWENDOLYN MICHELLE HILL	PAYROLL	7/16/2015	31.34
2016	11	50596	AMANDA MICHELLE NEELY	PAYROLL	7/16/2015	62.70
2016	11	50597	CHRISTOPHER AARON TOBLER	PAYROLL	7/16/2015	94.05
2016	11	50598	REBECCA M NEITZEL	PAYROLL	7/16/2015	62.70
2016	11	50599	LISA LOEFFELHOLZ	PAYROLL	7/16/2015	31.34
2016	11	50600	SARAH CAITLIN GREEN	PAYROLL	7/16/2015	62.70
2016	11	50601	TIFFANY GALE WALKER	PAYROLL	7/16/2015	31.34
2016	11	50602	ERIN ANN HOLDER	PAYROLL	7/16/2015	94.05
2016	11	50603	ROBERT KYLE PERKINS	PAYROLL	7/16/2015	31.34
2016	11	50604	LORI B HUNT	PAYROLL	7/16/2015	62.70
2016	11	50605	KATRINA LEE HONNOLL	PAYROLL	7/16/2015	62.70
2016	11	50606	CONNIE L GARNER	PAYROLL	7/16/2015	31.34
2016	11	50607	TIFFANY PAIGE HILDEBRAND	PAYROLL	7/16/2015	94.05
2016	11	50608	DIANNA L CALVERT	PAYROLL	7/22/2015	6,295.24
2016	11	50609	TIMOTHY WAYNE ADAMS	PAYROLL	7/28/2015	2,649.25
2016	11	50610	MICHAEL DON SMITH	PAYROLL	7/28/2015	2,674.18
2016	11	50611	TAMI DAWN COOPER	PAYROLL	7/28/2015	438.18
2016	11	50612	SAMUEL R MOSS	PAYROLL	7/28/2015	94.05
2016	11	50613	YOLANDA JO HENDERSON	PAYROLL	7/28/2015	144.21
2016	11	50614	LINDA L LITTLE	PAYROLL	7/28/2015	120.83
2016	11	50615	HOLLY J STRICKER	PAYROLL	7/28/2015	120.83
2016	11	50616	CYNTHIA DEANN GRIMES	PAYROLL	7/28/2015	56.43
2016	11	50617	ALLISON RAMSFIELD	PAYROLL	7/28/2015	120.83
2016	11	50618	PATRICK COURTNEY	PAYROLL	7/28/2015	4,790.43

Total Printed: 837,490.63  
 Total Balance Forward: 2,843,580.93  
 Total to Date: 3,681,074.56

Building Fund 2015-2016  
Detail Encumbrance Listing  
As of 8/4/2015

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
10	7/28/2015	SERVICEMASTER OF OKLAHOMA CITY	HUMIDITY ISSUES AT ME	
		HUMIDITY ISSUES AT MUSTANG ELEMENTARY	000-2620-438-000-0000-000-053	15,000.00
			Total Purchase Order	15,000.00
			Total Fund	15,000.00

Child Nutrition Programs Fund 2015-2016  
Detail Encumbrance Listing  
As of 8/4/2015

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
53	7/13/2015	COZENS REFRIGERATION INC	EVAPORATOR COIL FOR REFRIGERAT	
		EVAPORATOR COIL FOR WALK-IN REFRIGERATOR, PARTS AND SERVICE	176-3140-731-700-0000-000-050	2,700.00
				Total Purchase Order 2,700.00
54	7/13/2015	HUNZICKER BROTHERS, INC.	ELECTRICAL PARTS BLKT	
		ELECTRICAL PARTS BLANKET ORDER	176-3140-618-700-0000-000-050	129.56
			176-3140-618-700-0000-000-050	370.44
				Total Purchase Order 500.00
55	7/13/2015	OKLAHOMA STATE UNIVERSITY	FINANCE WORKSHOP	
		CHILD NUTRITION FINANCE WORKSHOP	176-3140-360-700-0000-000-050	220.00
				Total Purchase Order 220.00
56	7/14/2015	SAMANTHA JOAN AKERS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-125	150.00
				Total Purchase Order 150.00
57	7/14/2015	CYNTHIA AVEY	UNIFORM REIMBURSEMENT BLT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-105	150.00
				Total Purchase Order 150.00
58	7/14/2015	JEAN L AVEY	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-120	150.00
				Total Purchase Order 150.00
59	7/14/2015	MARIA DEL-ROSARIO AVILA	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
				Total Purchase Order 150.00
60	7/14/2015	LEAH JEANETTE BAIRD	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
				Total Purchase Order 150.00
61	7/14/2015	BECKY M BARTON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
				Total Purchase Order 150.00
62	7/14/2015	EDNA BARTON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
				Total Purchase Order 150.00
63	7/14/2015	KYONG BEAVER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
				Total Purchase Order 150.00
64	7/14/2015	CONSUELA RENEA BLACKSHEAR	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
				Total Purchase Order 150.00
65	7/14/2015	COURTNEY MICHELLE BOSARGE	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-505	150.00
				Total Purchase Order 150.00
66	7/14/2015	DONITA LYNN BRADFORD	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-510	150.00
				Total Purchase Order 150.00
67	7/14/2015	JOYCE DIANE BREWER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-140	150.00

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67	7/14/2015	JOYCE DIANE BREWER	UNIFORM REIMBURSEMENT BLKT	
			Total Purchase Order	150.00
68	7/14/2015	JOYCE DAWN BREWSTER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-140	150.00
			Total Purchase Order	150.00
69	7/14/2015	AMANDA BETH CARTER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-145	150.00
			Total Purchase Order	150.00
70	7/14/2015	LAURIE ANN CATHEY	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-120	150.00
			Total Purchase Order	150.00
71	7/14/2015	MEGAN RENAE CATHEY	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-510	150.00
			Total Purchase Order	150.00
72	7/14/2015	KATHERINE CERDA	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
73	7/14/2015	NOMA LUCINDA CHERRY	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-505	150.00
			Total Purchase Order	150.00
74	7/14/2015	MOLLIE JEAN CLARK	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-145	150.00
			Total Purchase Order	150.00
75	7/14/2015	KARA EMILY COULTER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-510	150.00
			Total Purchase Order	150.00
76	7/14/2015	DOROTHY LENISE DAVIDSON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-140	150.00
			Total Purchase Order	150.00
77	7/14/2015	SANDRA LIZETH DAVIDSON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
78	7/14/2015	ROXANNE S DAVIS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-120	150.00
			Total Purchase Order	150.00
79	7/14/2015	RUTH A DUBOIS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-105	150.00
			Total Purchase Order	150.00
80	7/14/2015	AMANDA DAWN EILER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-115	150.00
			Total Purchase Order	150.00
81	7/14/2015	LAWRENCE EUGENE FARNSWORTH	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-105	150.00
			Total Purchase Order	150.00

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82	7/14/2015	CINDY FIENE	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-140	150.00
			Total Purchase Order	150.00
83	7/14/2015	DEANNA FLETCHER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
84	7/14/2015	ESTHER D FLORES	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
85	7/14/2015	TONIA SIMONE FLYNN	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
86	7/14/2015	LANITA DIANE FRANCIS	UNIFORM REIMBURSEMENTBLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-110	150.00
			Total Purchase Order	150.00
87	7/14/2015	ROSA ISELA FRANCO	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
88	7/14/2015	CATHY L GARR	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-135	150.00
			Total Purchase Order	150.00
89	7/14/2015	MARIE E GEBERTH	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-125	150.00
			Total Purchase Order	150.00
90	7/14/2015	LORI GAYE GENTRY	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-145	150.00
			Total Purchase Order	150.00
91	7/14/2015	JANET S GIBSON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-510	150.00
			Total Purchase Order	150.00
92	7/14/2015	JAYNA DEE GORDON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-145	150.00
			Total Purchase Order	150.00
93	7/14/2015	ADRIENNE SUSAN GRAY	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-125	150.00
			Total Purchase Order	150.00
94	7/14/2015	MARGARET LEE GROVES	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-115	150.00
			Total Purchase Order	150.00
95	7/14/2015	CARLA K HAGGY	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-505	150.00
			Total Purchase Order	150.00
96	7/14/2015	TERESA LYNN HALL	UNIFORM REIMBURSEMENT BLKT	49
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-505	150.00
			Total Purchase Order	150.00

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97	7/14/2015	ETHEL REBECCA HAMILTON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-110	150.00
			Total Purchase Order	150.00
98	7/14/2015	DEBRA ANN HARBOLT	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-110	150.00
			Total Purchase Order	150.00
99	7/14/2015	JULIE D HEHENBERGER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-125	150.00
			Total Purchase Order	150.00
100	7/14/2015	ANA ISABEL HERRERA	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
101	7/14/2015	CHARLOTTE ANN HOLT	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
102	7/14/2015	KIMBERLY LYNN HOWARD	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-125	150.00
			Total Purchase Order	150.00
103	7/14/2015	LINDA JONES	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-110	150.00
			Total Purchase Order	150.00
104	7/14/2015	MARTHA E KILBOURNE	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-140	150.00
			Total Purchase Order	150.00
105	7/14/2015	RETA JANE KLEIN	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-140	150.00
			Total Purchase Order	150.00
106	7/14/2015	MELISSA ANN LANGGUTH	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-150	150.00
			Total Purchase Order	150.00
107	7/14/2015	JENNIFER LYNN LINSON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-120	150.00
			Total Purchase Order	150.00
108	7/14/2015	RHEA JANE LOGAN	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-505	150.00
			Total Purchase Order	150.00
109	7/14/2015	CARRIE MICHELLE LONG	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-125	150.00
			Total Purchase Order	150.00
110	7/14/2015	DIANA L MAVIS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-135	150.00
			Total Purchase Order	150.00
111	7/14/2015	ELIZABETH ANN MCCURRY	UNIFORM REIMBURSEMENT BLKT	50
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00

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112	7/14/2015	REBECCA J MEGEHEE	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
113	7/14/2015	JANATH E MEIER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-110	150.00
			Total Purchase Order	150.00
114	7/14/2015	CHERYL ANN MONASCO	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-105	150.00
			Total Purchase Order	150.00
115	7/14/2015	VALERIE N NGUYEN	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-120	150.00
			Total Purchase Order	150.00
116	7/14/2015	JESSIE LEE NITZEL	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
117	7/14/2015	KIMBERLY DAWN NOVOTNY	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
118	7/14/2015	BERTHA SUE OLLISON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-150	150.00
			Total Purchase Order	150.00
119	7/14/2015	KAIRA D OWENS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-135	150.00
			Total Purchase Order	150.00
120	7/14/2015	L DENISE PERHANE	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-115	150.00
			Total Purchase Order	150.00
121	7/14/2015	EMILY KATHALEEN PILAND	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-510	150.00
			Total Purchase Order	150.00
122	7/14/2015	DONNA GALE PRUNEAU	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
123	7/14/2015	PEGGY L RAINES	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
124	7/14/2015	NORA RAINWATER	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-135	150.00
			Total Purchase Order	150.00
125	7/14/2015	LINDA ANN RIGGS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-145	150.00
			Total Purchase Order	150.00
126	7/14/2015	BRENDA K ROBERTS	UNIFORM REIMBURSEMENT BLKT	51
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-510	150.00
			Total Purchase Order	150.00

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127	7/14/2015	HILLARY SCHRANZ	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
128	7/14/2015	ALYSON ANNE SCOTT	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-110	150.00
			Total Purchase Order	150.00
129	7/14/2015	JENNIFER ROSE SCOTT	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-140	150.00
			Total Purchase Order	150.00
130	7/14/2015	DIANA SHEPARD	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-510	150.00
			Total Purchase Order	150.00
131	7/14/2015	BILKIS A SIDDIKI	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-510	150.00
			Total Purchase Order	150.00
132	7/14/2015	SHARON A SMITH	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-505	150.00
			Total Purchase Order	150.00
133	7/14/2015	BARBARA ESTHER STEVENS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-105	150.00
			Total Purchase Order	150.00
134	7/14/2015	BARBARA SUE SULLIVAN	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-150	150.00
			Total Purchase Order	150.00
135	7/14/2015	CAROL LYNN THOMAS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-140	150.00
			Total Purchase Order	150.00
136	7/14/2015	KATRINA CARLEEN THOMAS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-505	150.00
			Total Purchase Order	150.00
137	7/14/2015	LANA J TINDALL	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-145	150.00
			Total Purchase Order	150.00
138	7/14/2015	MARIA ELENA TOVAR	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-115	150.00
			Total Purchase Order	150.00
139	7/14/2015	JUDY ANN TRIPLETT	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-505	150.00
			Total Purchase Order	150.00
140	7/14/2015	EVA VILLA	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-150	150.00
			Total Purchase Order	150.00
141	7/14/2015	KIMBERLY JO WALKER	UNIFORM REIMBURSEMENT BLKT	52
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00

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142	7/14/2015	SHARON EULENE WARREN	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-145	150.00
			Total Purchase Order	150.00
143	7/14/2015	CHERYL ANN WHITE	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-135	150.00
			Total Purchase Order	150.00
144	7/14/2015	JANET SUE WILLIAMS	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-705	150.00
			Total Purchase Order	150.00
145	7/14/2015	LORI ANN WILLIAMSON	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-150	150.00
			Total Purchase Order	150.00
146	7/14/2015	WENDY MARIE WINNINGHAM	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-120	150.00
			Total Purchase Order	150.00
147	7/14/2015	LORIE CASEY WITVOET	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-145	150.00
			Total Purchase Order	150.00
148	7/14/2015	KRISTY DAWN WOOTEN	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-105	150.00
			Total Purchase Order	150.00
149	7/14/2015	JOYCE WRIGHT	UNIFORM REIMBURSEMENT BLKT	
		UNIFORM REIMBURSEMENT BLANKET ORDER	176-3140-657-700-0000-000-115	150.00
			Total Purchase Order	150.00
150	7/14/2015	CANDIS BUTLER	STUDENT LUNCH REFUND-ZACHARY	
		STUDENT LUNCH REFUND FOR ZACHARY FROM HIGH SCHOOL	176-3190-930-700-0000-000-705	8.80
			Total Purchase Order	8.80
151	7/14/2015	KERRY BYERS	STUDENT LUNCH REFUND-NICHOLAS	
		STUDENT LUNCH REFUND FOR NICHOLAS FROM MHS	176-3190-930-700-0000-000-705	5.25
			Total Purchase Order	5.25
152	7/14/2015	LAURA CALHOUN	STUDENT LUNCH REFUND-ALIA	
		STUDENT LUNCH REFUND FOR ALIA FROM MHS	176-3190-930-700-0000-000-705	7.39
			Total Purchase Order	7.39
153	7/14/2015	PAMELA CANNON	STUDENT LUNCH REFUND-ALYSSA	
		STUDENT LUNCH REFUND FOR ALYSSA FROM MHS	176-3190-930-700-0000-000-705	16.25
			Total Purchase Order	16.25
154	7/14/2015	OA CARGILL	STUDENT LUNCH REFUND-KAYLYN	
		STUDENT LUNCH REFUND FOR KAYLYN FROM MHS	176-3190-930-700-0000-000-705	6.25
			Total Purchase Order	6.25
155	7/14/2015	MELARIE CARSON	STUDENT LUNCH REFUND-CODY	
		STUDENT LUNCH REFUND FOR CODY FROM MHS	176-3190-930-700-0000-000-705	7.25
			Total Purchase Order	7.25
156	7/14/2015	DEBRA COX	STDNT LNCH RFND-ALEXANDRA	
		STUDENT LUNCH REFUND FOR ALEXANDRA FROM MHS	176-3190-930-700-0000-000-705	10.90

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156	7/14/2015	DEBRA COX	STDNT LNCH RFND-ALEXANDRA	
		STUDENT LUNCH REFUND FOR VICTORIA FROM MHS	176-3190-930-700-0000-000-705	16.25
			Total Purchase Order	27.15
157	7/14/2015	MARY KELLY DAVIS	STUDENT LUNCH REFUND-MARY	
		STUDENT LUNCH REFUND FOR MARY FROM MHS	176-3190-930-700-0000-000-705	20.95
			Total Purchase Order	20.95
158	7/14/2015	VICKIE DILLDINE	STUDENT LUNCH REFUND-NICHOLAS	
		STUDENT LUNCH REFUND FOR NICHOLAS FROM MHS	176-3190-930-700-0000-000-705	54.30
			Total Purchase Order	54.30
159	7/14/2015	VICKI ERMILING	STUDENT LUNCH REFUND-COLLIN	
		STUDENT LUNCH REFUND FOR COLLIN FROM MHS	176-3190-930-700-0000-000-705	25.70
			Total Purchase Order	25.70
160	7/14/2015	DEBORAH FAUBION	STUDENT LUNCH REFUND-LOGAN	
		STUDENT LUNCH REFUND FOR LOGAN FROM MHS	176-3190-930-700-0000-000-705	7.75
			Total Purchase Order	7.75
161	7/14/2015	MARGARITA FLORES	STUDENT LUNCH REFUND-SELENA	
		STUDENT LUNCH REFUND FOR SELENA FROM MHS	176-3190-930-700-0000-000-705	20.75
			Total Purchase Order	20.75
162	7/14/2015	EDELIA GONZALEZ	STUDENT LUNCH REFUND-MARTIN	
		STUDENT LUNCH REFUND FOR MARTIN FROM MHS	176-3190-930-700-0000-000-705	9.50
			Total Purchase Order	9.50
163	7/14/2015	STEPHANIE HANNING	STD LNCH RFD-ALYSSA-ARYNN	
		STUDENT LUNCH REFUND FOR ALYSSA FROM MHS	176-3190-930-700-0000-000-705	21.00
		STUDENT LUNCH REFUND FOR ARYNN FROM MHS	176-3190-930-700-0000-000-705	8.85
			Total Purchase Order	29.85
164	7/14/2015	KYRA HATFIELD	STUDENT LUNCH REFUND-SKYLEE	
		STUDENT LUNCH REFUND FOR SKYLEE FROM TRAILS	176-3190-930-700-0000-000-120	17.00
			Total Purchase Order	17.00
165	7/14/2015	DANIELLE HIGHTOWER	STUDENT LUNCH REFUND-GEOFFERY	
		STUDENT LUNCH REFUND FOR GEOFFERY FROM MHS	176-3190-930-700-0000-000-705	22.00
			Total Purchase Order	22.00
166	7/14/2015	ANH HOANG	STUDENT LUNCH REFUND-Y	
		STUDENT LUNCH REFUND FOR Y FROM MHS	176-3190-930-700-0000-000-705	6.15
			Total Purchase Order	6.15
167	7/14/2015	LING HUANG	STUDENT LUNCH REFUND-TOMMY	
		STUDENT LUNCH REFUND FOR TOMMY FROM MHS	176-3190-930-700-0000-000-705	5.20
			Total Purchase Order	5.20
168	7/14/2015	ELIZABETH CATHERINE KEIBLER	LUNCH REFUND	
		STUDENT LUNCH REFUND FOR ELIZABETHE KEIBLER FROM PVE	176-3190-930-700-0000-000-150	19.50
			Total Purchase Order	19.50
169	7/14/2015	JIMMIE LAKIN	STUDENT LUNCH REFUND-JOHNATHON	
		STUDENT LUNCH REFUND FOR JOHNATHON FROM MHS	176-3190-930-700-0000-000-705	9.95
			Total Purchase Order	9.95
170	7/14/2015	BOBBI LEGG	STUDENT LUNCH REFUND-TUCKER	
		STUDENT LUNCH REFUND FOR TUCKER FROM MHS	176-3190-930-700-0000-000-705	9.65

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170	7/14/2015	BOBBI LEGG	STUDENT LUNCH REFUND-TUCKER	
			Total Purchase Order	9.65
171	7/14/2015	MICHELLE LEPPKE	STUDENT LUNCH REFUND-DANIEL	
		STUDENT LUNCH REFUND FOR DANIEL FROM MHS	176-3190-930-700-0000-000-705	103.77
			Total Purchase Order	103.77
172	7/14/2015	RHONDA MAGRUDER	STUDENT LUNCH REFUND-ALINA	
		STUDENT LUNCH REFUND FOR ALINA FROM MHS	176-3190-930-700-0000-000-705	37.00
			Total Purchase Order	37.00
173	7/14/2015	BRENDEN MAPLES	STUDENT LUNCH REFUND-BRENDEN	
		STUDENT LUNCH REFUND FOR BRENDEN FROM MHS	176-3190-930-700-0000-000-705	9.10
			Total Purchase Order	9.10
174	7/14/2015	JENNIFER MARRON	STUDENT LUNCH REFUND-TAIA-KAI	
		STUDENT LUNCH REFUND FOR TAIA FROM CENTENNIAL	176-3190-930-700-0000-000-135	84.60
		STUDENT LUNCH REFUND FOR KAI FROM HORIZON	176-3190-930-700-0000-000-140	30.80
			Total Purchase Order	115.40
175	7/14/2015	JEFF MCDANIEL	STUDENT LUNCH REFUND-HEIDI	
		STUDENT LUNCH REFUND FOR HEIDI FROM MHS	176-3190-930-700-0000-000-705	9.25
			Total Purchase Order	9.25
176	7/14/2015	DAWNA MILES	STUDENT LUNCH REFUND-BRANDI	
		STUDENT LUNCH REFUND FOR BRANDI FROM MHS	176-3190-930-700-0000-000-705	7.75
			Total Purchase Order	7.75
177	7/14/2015	SUZANNE MILES	STUDENT LUNCH REFUND-ISABELLA	
		STUDENT LUNCH REFUND FOR ISABELLA FROM LAKEHOMA	176-3190-930-700-0000-000-115	51.40
			Total Purchase Order	51.40
178	7/14/2015	SHARON MILLER	STUDENT LUNCH REFUND-AUTUMN	
		STUDENT LUNCH REFUND FOR AUTUMN FROM MHS	176-3190-930-700-0000-000-705	12.20
			Total Purchase Order	12.20
179	7/14/2015	AMANDA MING	STUDENT LUNCH REFUND-JONATHON	
		STUDENT LUNCH REFUND FOR JONATHON FROM MHS	176-3190-930-700-0000-000-705	16.35
			Total Purchase Order	16.35
180	7/14/2015	SARAH MOORE	STUDENT LUNCH REFUND-RYAN-KAITLYNN	
		STUDENT LUNCH REFUND FOR RYAN FROM MMS	176-3190-930-700-0000-000-505	18.25
		STUDENT LUNCH REFUND FOR KAITLYNN FROM MMS	176-3190-930-700-0000-000-505	11.15
			Total Purchase Order	29.40
181	7/14/2015	LINH NGUYEN	STUDENT LUNCH REFUND-LINH	
		STUDENT LUNCH REFUND FOR LINH FROM MHS	176-3190-930-700-0000-000-705	10.25
			Total Purchase Order	10.25
182	7/14/2015	RONNIE OWENS	STUDENT LUNCH REFUND-ETHAN	
		STUDENT LUNCH REFUND FOR ETHAN FROM MHS	176-3190-930-700-0000-000-705	8.55
			Total Purchase Order	8.55
183	7/14/2015	ELIZABETH PRINCE	STUDENT LUNCH REFUND-NICHOLAS	
		STUDENT LUNCH REFUND FOR NICHOLAS FROM MHS	176-3190-930-700-0000-000-705	19.60
			Total Purchase Order	19.60
184	7/14/2015	CAROL REED	STUDENT LUNCH REFUND-ZACHARY	
		STUDENT LUNCH REFUND FOR ZACHARY FROM MHS	176-3190-930-700-0000-000-705	14.15

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184	7/14/2015	CAROL REED	STUDENT LUNCH REFUND-ZACHARY	
			Total Purchase Order	14.15
185	7/14/2015	STACI RICHMOND	STUDENT LUNCH REFUND-ZACHARY	
		STUDENT LUNCH REFUND FOR ZACHARY FROM MHS	176-3190-930-700-0000-000-705	24.90
			Total Purchase Order	24.90
186	7/14/2015	ACHAMMA SAMKUTTY	STUDENT LUNCH REFUND-DEORAH	
		STUDENT LUNCH REFUND FOR DEBORAH FORM MHS	176-3190-930-700-0000-000-705	6.95
			Total Purchase Order	6.95
187	7/14/2015	STORMI SANCHEZ	STUDENT LUNCH REFUND-BAILEY	
		STUDENT LUNCH REFUND FOR BAILEY FROM MHS	176-3190-930-700-0000-000-705	45.40
			Total Purchase Order	45.40
188	7/14/2015	TRACY SAWYER	STUDENT LUNCH REFUND-BRYCE	
		STUDENT LUNCH REFUND FOR CAMERON FROM MHS	176-3190-930-700-0000-000-705	41.25
			Total Purchase Order	41.25
189	7/14/2015	SABRINA SCHRADER	STUDENT LUNCH REFUND-JOANNA	
		STUDENT LUNCH REFUND FOR JOANNA FROM MHS	176-3190-930-700-0000-000-705	14.80
			Total Purchase Order	14.80
190	7/14/2015	LISA SELF	STUDENT LUNCH REFUND-CAMERON	
		STUDENT LUNCH REFUND FOR CAMERON FROM MHS	176-3190-930-700-0000-000-705	41.25
			Total Purchase Order	41.25
191	7/14/2015	UMMEY SHAYMA	STUDENT LUNCH REFUND-SAADMAN	
		STUDENT LUNCH REFUND FOR SAADMAN FROM MHS	176-3190-930-700-0000-000-705	15.00
			Total Purchase Order	15.00
192	7/14/2015	CASSANDRA SMOKER	STUDENTLUNCH REFUND-KAYLA	
		STUDENT LUNCH REFUND FOR KAYLA FROM MHS	176-3190-930-700-0000-000-705	18.60
			Total Purchase Order	18.60
193	7/14/2015	HOLLY J STRICKER	STUDENT LUNCH REFUND-NOAH	
		STUDENT LUNCH REFUND FOR NOAH FROM MHS	176-3190-930-700-0000-000-705	15.10
			Total Purchase Order	15.10
194	7/14/2015	KATE TO	STUDENT LUNCH REFUND-DAMON	
		STUDENT LUNCH REFUND FOR DAMON FROM MHS	176-3190-930-700-0000-000-705	26.55
			Total Purchase Order	26.55
195	7/14/2015	TONI TOTH	STUDENT LUNCH REFUND-PATRICK	
		STUDENT LUNCH REFUND FOR PATRICK FROM MHS	176-3190-930-700-0000-000-705	71.00
			Total Purchase Order	71.00
196	7/14/2015	LALY VARUGHESE	STUDENT LUNCH REFUND-MATTHEW	
		STUDENT LUNCH REFUND FOR MATTHEW FROM MHS	176-3190-930-700-0000-000-705	6.50
			Total Purchase Order	6.50
197	7/14/2015	CAREY WARNER	STUDENT LUNCH REFUND-BRADLEY	
		STUDENT LUNCH REFUND FOR BRADLEY FROM MHS	176-3190-930-700-0000-000-705	22.85
			Total Purchase Order	22.85
198	7/14/2015	ANGELA WEBB	STD LNCH RFND-AIDEN-ADDISON	
		STUDENT LUNCH REFUND FOR AIDEN FROM CENTENNIAL	176-3190-930-700-0000-000-135	18.00
		STUDENT LUNCH REFUND FOR ADDISON FROM CENTENNIAL	176-3190-930-700-0000-000-135	5.30
			Total Purchase Order	23.30

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<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
199	7/14/2015	CARLITA WHEELER	STUDENT LUNCH REFUND-BAILEY	
		STUDENT LUNCH REFUND FOR BAILEY FROM MHS	176-3190-930-700-0000-000-705	20.65
			Total Purchase Order	20.65
			Total Fund	18,694.86

**MUSTANG PUBLIC SCHOOLS**  
**Encumbrance Register**  
**Child Nutrition Programs Fund 2015-2016**

<i>fYear</i>	<i>Fund</i>	<i>P.O.</i>	<i>Vendor Name</i>	<i>Description</i>	<i>eDate</i>	<i>Classified</i>
2016	22	50026	JENNIFER D MCCRAW	PAYROLL	7/9/2015	161.48
2016	22	50027	AKEMI BURCHILL	PAYROLL	7/9/2015	726.64
Total Printed:						888.12
Total Balance Forward:						1,416,002.03
Total to Date:						1,416,890.15

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PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
2	7/23/2015	ARCHWAY MARKETING SERVICES	112 TEXTBOOKS	
		MS 8TH GRADE GEOMETRY TEXTBOOKS GEOMETRY COMMON CORE SE 2012 #9780547647098	112-1000-641-100-2204-000-505	2,076.10
		1% HANDLING FEE	112-1000-641-100-2204-000-505	20.76
			Total Purchase Order	2,096.86
3	7/23/2015	ARCHWAY MARKETING SERVICES	112 TEXTBOOKS	
		MNMS 8TH GRADE GEOMETRY BOOKS #9780547647098	112-1000-641-100-2204-000-510	3,194.00
		1% HANDLING FEE	112-1000-641-100-2204-000-510	31.94
			Total Purchase Order	3,225.94
4	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOKS	
		PRAIRIE VIEW ELEMENTARY KINDERGARTEN EVERYDAY MATH COMPREHENSIVE STUDENT MATERIAL SET 9780021458370	112-1000-641-100-2200-000-150	2,156.25
		KINDERGARTEN SOCIAL STUDIES WEEKLY 15503054A	112-1000-641-100-2300-000-150	450.49
		1ST GRADE EVERYDAY MATH COMPREHENSIVE STUDENT MATERIAL SET 9780076772162	112-1000-641-100-2200-000-150	181.20
		1ST GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076786343	112-1000-641-100-2200-000-150	2,352.00
		1ST GRADE SOCIAL STUDIES WEEKLY 15503062A	112-1000-641-100-2300-000-150	450.49
		2ND GRADE EVERYDAY MATH COMPREHENSIVE STUDENT MATERIAL SET 9780076760985	112-1000-641-100-2200-000-150	181.20
		2ND GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076776955	112-1000-641-100-2200-000-150	2,310.00
		2ND GRADE SOCIAL STUDIES WEEKLY 15503070A	112-1000-641-100-2300-000-150	189.68
		3RD GRADE EVERYDAY MATH STUDENT MATERIAL SET0076577821	112-1000-641-100-2200-000-150	126.00
		3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577872	112-1000-641-100-2200-000-150	2,035.50
		3RD GRADE EVERYDAY MATH HOME LINKS	112-1000-641-100-2200-000-150	662.40
		3RD GRADE SOCIAL STUDIES WEEKLY 23257255A	112-1000-641-100-2300-000-150	213.39
		4TH GRADE EVERYDAY MATH STUDENT MATERAIL SET 007657783X	112-1000-641-100-2200-000-150	220.50
		4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577880	112-1000-641-100-2200-000-150	2,035.50
		4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623	112-1000-641-100-2200-000-150	662.40
		4TH GRADE SOCIAL STUDIES WEEKLY 23257270A	112-1000-641-100-2300-000-150	450.49
			Total Purchase Order	14,677.49
5	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOK	
		LAKEHOMA ELEMENTARY KINDERGARTEN EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076767298	112-1000-641-100-2200-000-115	1,485.12
		KINDERGARTEN SOCIAL STUDIES WEEKLY 15503054A	112-1000-641-100-2300-000-115	711.40
		1ST GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076767298	112-1000-641-100-2200-000-115	2,625.00
		1ST GRADE SOCIAL STUDIES WEEKLY 15503062A	112-1000-641-100-2300-000-115	924.82
		2ND GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076767298	112-1000-641-100-2200-000-115	1,974.00
		3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577872	112-1000-641-100-2200-000-115	1,947.00
		3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616	112-1000-641-100-2200-000-115	633.60
		4TH GRADE EVERYDAY MATH CLASSROOM RESOURCE PKG 0076574997	112-1000-641-100-2200-000-115	253.38
		4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER	112-1000-641-100-2200-000-115	2,070.90

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5	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOK	
		SET 0076577880		
		4TH GRADE EVERYDAY MATH STUDY LINKS	112-1000-641-100-2200-000-115	673.92
		4TH GRADE SOCIAL STUDIES WEEKLY 23257270A	112-1000-641-100-2300-000-115	543.92
			Total Purchase Order	13,843.06
6	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOKS	
		CENTENNIAL ELEMENTARY	112-1000-641-100-2200-000-135	244.98
		KINDERGARTEN EVERYDAY MATH COMPREHENSIVE CLASSROOM RESOURCE PACKAGE 9780021385751		
		KINDERGARTEN EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076767298	112-1000-641-100-2200-000-135	1,949.25
		KINDERGARTEN SOCIAL STUDIES WEEKLY 15503054A	112-1000-641-100-2300-000-135	142.28
		1ST GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076786343	112-1000-641-100-2200-000-135	2,394.00
		1ST GRADE SOCIAL STUDIES WEEKLY 15503062A	112-1000-641-100-2300-000-135	391.27
		2ND GRAE EVERYDAY MATH COMPREHENSIVE CLASSROOM RESOURCE PACKAGE 9780021385799	112-1000-641-100-2200-000-135	319.98
		2ND GRADE MATH ESSENTIAL STUDENT MATERIAL SET 9780076776955	112-1000-641-100-2200-000-135	2,184.00
		3RD GRADE EVERYDAY MATH CLASSROOM RESOURCE PACKAGE 0076574989	112-1000-641-100-2200-000-135	253.38
		3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577872	112-1000-641-100-2200-000-135	2,141.70
		3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616	112-1000-641-100-2200-000-135	696.96
		4TH GRADE EVERYDAY MATH CLASSROOM RESOURCE PKG 0076574997	112-1000-641-100-2200-000-135	253.38
		4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577880	112-1000-641-100-2200-000-135	2,141.70
		4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623	112-1000-641-100-2200-000-135	696.96
		4TH GRADE SOCIAL STUDIES WEEKLY 23257270A	112-1000-641-100-2300-000-135	251.04
			Total Purchase Order	14,060.88
7	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOK	
		MUSTANG ELEMENTARY	112-1000-641-100-2200-000-105	1,759.50
		KINDERGARTEN EVERYDAY MATH COMPREHENSIVE STUDENT MATERIAL SET 9780021458370		
		KINDERGARTEN SOCIAL STUDIES WEEKLY 15503054A	112-1000-641-100-2300-000-105	604.69
		1ST GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076786343	112-1000-641-100-2200-000-105	2,142.00
		1ST GRADE SOCIAL STUDIES WEEKLY 15503062A	112-1000-641-100-2300-000-105	604.69
		2ND GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076776955	112-1000-641-100-2200-000-105	1,722.00
		3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577872	112-1000-641-100-2200-000-105	1,716.90
		3RD GRADE EVERYDAY MATH HOME LINKS	112-1000-641-100-2200-000-105	558.72
		4TH GRADE EVERYDAY MATH STUDENT MATERIAL SET 007657783X	112-1000-641-100-2200-000-105	535.50
		4TH GRADE STUDENT JOURNAL REORDER SET 0076577880	112-1000-641-100-2200-000-105	1,628.40
		4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623	112-1000-641-100-2200-000-105	529.92
		4TH GRADE SOCIAL STUDIES WEEKLY 23257270A	112-1000-641-100-2300-000-105	167.36
			Total Purchase Order	11,969.68
8	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOKS	
		VALLEY ELEMENTARY	112-1000-641-100-2200-000-110	1,622.40
		KINDERGARTEN EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076767298		60
		1ST GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076786343	112-1000-641-100-2200-000-110	2,730.00
		2ND GRADE EVERYDAY MATH ESSENTIAL STUDENT	112-1000-641-100-2200-000-110	2,940.00

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8	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOKS	
		MATERIAL SET 9780076776955		
		2ND GRADE SOCIAL STUDIES WEEKLY OKLA 2ND GRADE SW 6 YR 15503070A	112-1000-641-100-2300-000-110	71.14
		3rd GRADE EVERYDAY MATH STUDENT MATERIAL SET 0076577821	112-1000-641-100-2200-000-110	189.00
		3RD GRADE STUDENT JOURNAL REORDER SET 0076577872	112-1000-641-100-2200-000-110	2,478.00
		3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616	112-1000-641-100-2200-000-110	8,086.40
		4TH GRADE EVERYDAY MATH STUDENT MATERIAL SET 007657783X	112-1000-641-100-2200-000-110	220.50
		4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577880	112-1000-641-100-2200-000-110	2,495.70
		4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623	112-1000-641-100-2200-000-110	812.16
		4TH GRADE SOCIAL STUDIES WEEKLY OKLA STUDIES US REGION 6 YEAR 2325727A	112-1000-641-100-2300-000-110	794.96
			Total Purchase Order	22,440.26
9	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOKS	
		TRAILS ELEMENTARY KINDERGARTEN MATH EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076767298	112-1000-641-100-2200-000-120	1,684.80
		1ST GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076786343	112-1000-641-100-2200-000-120	2,495.70
		1ST GRADE SOCIAL STUDIES WEEKLY 15503062A	112-1000-641-100-2300-000-120	248.99
		2ND GRADE EVERYDAY MATH COMPREHENSIVE STUDENT MATERIAL SET 9780076760985	112-1000-641-100-2200-000-120	1,377.12
		2ND GRADE EVERYDAY MATH ESSENTIAL STUDENT MATERIAL SET 9780076776955	112-1000-641-100-2200-000-120	2,478.00
		2ND GRADE SOCIAL STUDIES WEEKLY 15503070A	112-1000-641-100-2300-000-120	1,387.23
		3RD GRADE SOCIAL STUDIES WEEKLY 23257255A	112-1000-641-100-2300-000-120	836.80
		3RD GRADE EVERYDAY MATH STUDENT MATERIAL SET 0076577821	112-1000-641-100-2200-000-120	94.50
		3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577872	112-1000-641-100-2200-000-120	2,159.40
		3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616	112-1000-641-100-2200-000-120	720.00
		4TH GRADE EVERYDAY MATH STUDENT MATERIAL SET 007657783X	112-1000-641-100-2200-000-120	756.00
		4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577880	112-1000-641-100-2200-000-120	1,681.50
		4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623	112-1000-641-100-2200-000-120	685.44
		4TH GRADE SOCIAL STUDIES WEEKLY 23257270A	112-1000-641-100-2300-000-120	1,255.20
			Total Purchase Order	17,860.68
10	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOKS	
		CREEK ELEMENTARY TEXTBOOK SOCIAL STUDIES WEEKLY KINDERGARTEN 15503054A	112-1000-641-100-2300-000-125	177.85
		1ST GRADE SOCIAL STUDIES WEEKLY 15503062A	112-1000-641-100-2300-000-125	177.85
		1ST GRADE MATH ESSENTIAL STUDENT MATERIAL SET 9780076786343	112-1000-641-100-2200-000-125	2,352.00
		2ND GRADE EVERYDAY MATH ESSENTIAL STD MATERIAL SET 9780076776955	112-1000-641-100-2200-000-125	2,541.00
		3RD GRADE EVERYDAY MATH STD JOURNAL REORDER SET 0076577872	112-1000-641-100-2200-000-125	2,495.70
		3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616	112-1000-641-100-2200-000-125	812.16
		4TH GRADE EVERYDAY MATH STUDENT MATERIAL SET 007657783X	112-1000-641-100-2200-000-125	472.50
		4TH GRADE EVERYDAY MATH STD JOURNAL REORDER SET	112-1000-641-100-2200-000-125	2,531.10

OKC MAPS TRUST 2015-2016  
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PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
10	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOKS	
76577880				
		4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623	112-1000-641-100-2200-000-125	910.08
		4TH GRADE SOCIAL STUDIES WEEKLY 23257270A	112-1000-641-100-2300-000-125	1,338.88
			Total Purchase Order	13,809.12
11	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOKS	
		CANYON RIDGE 5TH MATH TEXTBOOKS	112-1000-641-100-2204-000-145	7,540.20
		EVERYDAY MATH STD JOURNAL REORDER SETS 0076577899		
		5TH GRADE EVERYDAY MATH STUDY LINKS 9780076576630	112-1000-641-100-2204-000-145	2,453.76
		6TH GRADE MATH EVE9780076576647RYDAY MATH STUDY LINKS	112-1000-641-100-2204-000-145	2,718.72
		6TH GRADE MATH EVERYDAY MATH STD JOURNAL REORDER SETS 0076577902	112-1000-641-100-2204-000-145	8,354.40
			Total Purchase Order	21,067.08
12	7/23/2015	THOMPSON SCHOOL BK.DEPOSITORY	112 TEXTBOOKS	
		HORIZON INTERMEDIATE	112-1000-641-100-2204-000-140	5,841.00
		5TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SETS 0076577899		
		5TH GRADE EVERYDAY MATH STUDY LINKS 9780076576630	112-1000-641-100-2204-000-140	1,900.80
		6TH GRADE EVERYDAY MATH CONSUMABLES STUDY LINKS 9780076576647	112-1000-641-100-2204-000-140	2,188.80
		6TH GRADE EVERYDAY MATH STD JOURNAL REORDER SETS 0076577902	112-1000-641-100-2204-000-140	6,726.00
		6TH GRADE SOCIAL STUDIES WEEKLY 0133262456 MY WORLD GEORGRAPHY	112-1000-641-100-2300-000-140	2,558.80
			Total Purchase Order	19,215.40
			Total Fund	154,266.45

Bond Fund #31 2015-2016  
Detail Encumbrance Listing  
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<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
1	7/17/2015	OFFICE DEPOT	150 SHREDDER	
		FELLOWES 99Ci CROSS-CUT	150-2511-656-000-0000-000-051	299.99
		DOC TIME STAMP	150-2511-656-000-0000-000-051	279.99
			Total Purchase Order	579.98
2	8/4/2015	R.K. BLACK	150 TECHNOLOGY	
		SERVICE AND LEASE AGREEMENT FOR COPIERS	150-2530-440-000-0000-000-000	11,652.18
			150-2530-440-000-0000-000-000	95,152.21
			Total Purchase Order	106,804.39
			Total Fund	107,384.37

Bond Fund #32 2015-2016  
Detail Encumbrance Listing  
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PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
10	7/14/2015	BYTESPEED, LLC	168 TECHNOLOGY	
		DESKTOP COMPUTERS BYTESPEED H81I	168-1000-653-000-0000-000-056	63,050.00
		CREEK and MHS		
		USED IN CONJUCTION WITH BOND 36		
		WINDOWS 8.1 PROFESSIONAL 64-BIT	168-1000-653-000-0000-000-056	186.00
			Total Purchase Order	63,236.00
11	7/20/2015	CASEY BEASLEY	158 RESTRIPE P.L. AROUND DISTR	
		RESTRIPE PARKING AND PAINT HANDICAP PARKING @HWC	158-2630-459-000-0000-000-705	1,165.00
		RESTRIPE PARKING LOT BETWEEN CREEK AND NORTH (INCLUDES CROSSWALK BETWEEN SCHOOLS)	158-2630-459-000-0000-000-705	575.00
		RESTRIPE P.L. AT SOUTH MIDDLE BUSES ONLY (STENCIL IN DRIVE) ARROWS (BUS DRIVE)	158-2630-459-000-0000-000-705	1,050.00
		RESTRIPE 18 SPACES AT NEW P.L. AT ME	158-2630-459-000-0000-000-705	450.00
			Total Purchase Order	3,240.00
12	7/20/2015	SOONER FLOORING, INC	159 ENTRY WALK OFF MATS	
		PURCHASE SHAW WALK OFF MATS, BLACK	159-2620-618-000-0000-000-105	1,491.75
			Total Purchase Order	1,491.75
13	7/20/2015	SOONER FLOORING, INC	159 REPLACE TILE	
		REPLACE CARPET TILE IN RM120	159-2620-618-000-0000-000-105	3,873.00
			Total Purchase Order	3,873.00
14	7/20/2015	SOONER FLOORING, INC	159 REPAIR TILE	
		REMOVE EXISTING TILE AND FLOOR PATCH, FLOOR LEVELING, INSTALL NEW CARPET TILE	159-2620-618-000-0000-000-505	635.00
			Total Purchase Order	635.00
15	8/3/2015	LAKESHORE LEARNING	159 ACTIVITY CARPETS 4 ME	
		(5) "GETTING READY TO READ ACTIVITY CARPET RUGS" #GG288	159-2620-654-000-0000-000-105	2,395.00
			Total Purchase Order	2,395.00
			Total Fund	74,870.75

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
15	7/13/2015	<b>BSN SPORTS, INC.</b>	162 800 FOOTBALL EQUIPMENT	
		ADAMS 4PT-HI VNYL CHINSTRAP	162-1000-683-800-0000-000-705	87.75
		BLACK MOUTHGUARD W/STRAP 25 PAC	162-1000-683-800-0000-000-705	120.00
		6" GAME/BOUNDARY CONE- ORANGE	162-1000-683-800-0000-000-705	40.50
		DONUT KNEE PADS	162-1000-683-800-0000-000-705	180.00
		FOOTBALL BELT 1" SCARLET	162-1000-657-800-0000-000-705	175.00
		TRIPLE GAME PLAN WRIST COACH- ADULT -BLK	162-1000-683-800-0000-000-705	107.40
		WHITE-PRTHOLE MESH FB JERSEY /O LRG/XLG	162-1000-657-800-0000-000-705	1,534.50
		WILSON GST GAME BALL	162-1000-683-800-0000-000-705	1,223.82
		GAME BALL PREP KIT	162-1000-683-800-0000-000-705	24.95
		SINGLE LATCH LAUNDRY BELTS WHITE	162-1000-683-800-0000-000-705	85.18
		BLACK- ADAMS GEL 50 SOLID 4PT HHU CHIN STRAP	162-1000-683-800-0000-000-705	330.00
		CUSTOM OVER THE CALF SOCKS	162-1000-657-800-0000-000-705	1,500.00
		SHIPPING	162-1000-657-800-0000-000-705	250.00
		PLAY CONE 6"6 COLOR PACK	162-1000-683-800-0000-000-705	49.90
			Total Purchase Order	5,709.00
16	7/13/2015	<b>BSN SPORTS, INC.</b>	162 800 BASEBALL UNIFORMS	
		THE GAME BASEBALL HATS FLEX FIT LOW PRO BLACK HAT	162-1000-657-800-0000-000-705	2,220.00
		SHIPPING	162-1000-657-800-0000-000-705	62.10
			Total Purchase Order	2,282.10
17	7/13/2015	<b>BSN SPORTS, INC.</b>	162 800 BASEBALL UNIFORMS	
		THE GAME HAT BLACK FRONT WHITE BACK	162-1000-657-800-0000-000-705	432.00
		SHIPPING	162-1000-657-800-0000-000-705	21.80
			Total Purchase Order	453.80
18	7/13/2015	<b>BSN SPORTS, INC.</b>	162 800 BASEBALL UNIFORMS	
		NIKE DRIFT LEGEND SS SHORTS	162-1000-657-800-0000-000-705	2,550.00
		SCARLET NIKE DRIFT SHORTS	162-1000-657-800-0000-000-705	1,950.00
		SHIPPING	162-1000-657-800-0000-000-705	197.90
			Total Purchase Order	4,697.90
19	7/20/2015	<b>BSN SPORTS, INC.</b>	162 800 FOOTBALL UNIFORMS	
		UNDER ARMOUR CUSTOM ICON JERSEYS AND PANT SET- MORSEY LOGO ON PANTS 2 COLOR TACKLE TWILL	162-1000-657-800-0000-000-705	680.00
			Total Purchase Order	680.00
20	7/20/2015	<b>BSN SPORTS, INC.</b>	162 800 SB/BB EQUIPMENT	
		SOFTBALL AND BASEBALL TEES	162-1000-681-800-0000-000-705	799.90
		SHIPPING	162-1000-681-800-0000-000-705	150.00
			Total Purchase Order	949.90
21	7/20/2015	<b>BSN SPORTS, INC.</b>	162 800 FOOTBALL EQUIPMENT	
		WILSON GST FOOTBALLS	162-1000-681-800-0000-000-705	923.88
		SHIPPING	162-1000-681-800-0000-000-705	69.29
			Total Purchase Order	993.17
22	7/20/2015	<b>POWER AD COMPANY, INC.</b>	162 800 EVENT CENTER SCORETABL	65
		EIGHT FOOT FLOOR MODEL HDT TECHNOLOGY SCORE- RITE TABLE	162-1000-734-800-0000-000-705	17,000.00

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PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
22	7/20/2015	POWER AD COMPANY, INC.	162 800 EVENT CENTER SCORETABL	
		EIGHT FOOT STATIC FLOOR MODEL SCORE-RITE SCORE TABLE	162-1000-734-800-0000-000-705	2,780.00
		FRIEGHT	162-1000-734-800-0000-000-705	500.00
			Total Purchase Order	20,280.00
23	7/20/2015	ALL AMERICAN SPORTS CORP/RIDDELL	162 800 FOOTBALL UNIFORMS	
		REVO SPEED HELMET	162-1000-657-800-0000-000-705	4,207.75
		SPEED ACCESSORY KIT- CONVERT TO BLACK	162-1000-681-800-0000-000-705	210.00
		REVO ACCESSORY KIT	162-1000-681-800-0000-000-705	210.00
		SHIPPING	162-1000-681-800-0000-000-705	193.19
			Total Purchase Order	4,820.94
24	7/20/2015	THOMPSON SCHOOL BK.DEPOSITORY	147 SCIENCE TEXTBOOKS CANYON	
		CANYON RIDGE INTERMEDIATE 6TH GRADE SCIENCE TEXTBOOKS SCI OK STU+6Y LIC, 2016 1/ME #1269944207	147-1000-641-100-2250-000-145	41,752.50
			Total Purchase Order	41,752.50
25	7/20/2015	THOMPSON SCHOOL BK.DEPOSITORY	147 SCIENCE TEXTBOOKS CANYON	
		CANYON RIDGE INTERMEDIATE 5TH GRADE SCIENCE TEXTBOOKS 6YR ADOPTION #126992740X	147-1000-641-100-2250-000-145	31,036.50
			Total Purchase Order	31,036.50
26	7/20/2015	THOMPSON SCHOOL BK.DEPOSITORY	147 SCIENCE TEXTBOOKS HORIZON	
		HORIZON INTERMEDIATE 6TH GRADE SCIENCE TEXTBOOKS SCIE OK STU+ 6Y LIC, 2016 1/E # 1269944207	147-1000-641-100-2250-000-140	30,789.50
			Total Purchase Order	30,789.50
27	7/20/2015	THOMPSON SCHOOL BK.DEPOSITORY	147 SCIENCE TEXTBOOKS HORIZON	
		HORIZON INTERMEDIATE 5TH GRADE SCIENCE TEXTBOOKS INTERACTIVE SCIENCE # 126992740X 6YR SE ADOPTION	147-1000-641-100-2250-000-140	27,588.00
			Total Purchase Order	27,588.00
28	7/21/2015	DELTA EDUCATION INC.	147 SCIENCE TEXTBOOKS	
		K-4 GRADE ORGANISMS COUPONS FOR STUDENTS	147-1000-641-100-2250-000-130	7,616.39
			Total Purchase Order	7,616.39
29	7/21/2015	DELTA EDUCATION INC.	147 SCIENCE TEXTBOOKS	
		K-4 GRADE SCIENCE KITS FOR STUDENTS	147-1000-641-100-2250-000-130	199,810.44
			Total Purchase Order	199,810.44
30	7/21/2015	THOMPSON SCHOOL BK.DEPOSITORY	147 SCIENCE TEXTBOOKS	
		MS 7TH GRADE SCIENCE INTEGRATED ISCIENCE: COURSE 2 # 9780076717743	147-1000-641-100-2250-000-505	12,486.15
		8TH GRADE SCIENCE INTEGRATED ISCIENCE: COURSE 3 SE #97876714500	147-1000-641-100-2250-000-505	12,486.15
			Total Purchase Order	24,972.30
31	7/21/2015	THOMPSON SCHOOL BK.DEPOSITORY	147 SCIENCE TEXTBOOKS	
		MNMS 7TH GRADE SCIENCE INTEGRATED ISCIENCE: COURSE 2, SE #978007671774	147-1000-641-100-2250-000-510	12,486.15
		8TH GRADE SCIENCE	147-1000-641-100-2250-000-510	12,486.15

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PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
31	7/21/2015	THOMPSON SCHOOL BK.DEPOSITORY INTEGRATED ISCIENCE COURSE 3: SE #97876714500	147 SCIENCE TEXTBOOKS	
			Total Purchase Order	24,972.30
32	8/3/2015	ARCHWAY MARKETING SERVICES	147 SCIENCE TEXTBOOKS	
		HIGH SCHOOL SCIENCE TEXTBOOKS BIOLOGY II HOLT MCDUGAL 9780547586663	147-1000-641-100-2250-000-705	6,476.40
		CHEMISTRY I/II/PRE AP CHEM HOUGHTON MIFFLIN HARCOURT/HOLT 9780547586632	147-1000-641-100-2250-000-705	22,237.50
		PHYSICS/PHYSICS STEM BLOCK/PRE AP PHYSICS HOUGHTON MIFFLIN HARCOURT/HOLT MCDUGAL	147-1000-641-100-2250-000-705	3,534.00
		AP ENVIRONMENTAL SCIENCE LIVING IN THE ENVIRONMENT 18TH EDITION CENGAGE PUBLISHING 9781285197289	147-1000-641-100-2250-000-705	6,300.00
		FORENSIC SCIENCE II CENGAGE ADVANCED INVESTIGATIONS 9781305120716	147-1000-641-100-2250-000-705	3,900.00
		1% HANDLING PROCESSING FEE	147-1000-641-100-2250-000-705	424.48
			Total Purchase Order	42,872.38
33	8/3/2015	THOMPSON SCHOOL BK.DEPOSITORY	147 SCIENCE TEXTBOOKS	
		HIGH SCHOOL SCIENCE TEXTBOOKS ANATOMY/PHYSIOLOGY HS BINDING WITH ESSENTIALS OF IP CD-ROM WITH MASTERING A&P WITH PEARSON ETEST UP TO 6 YEARS 9780133481662	147-1000-641-100-2250-000-705	12,944.88
		ASTRONOMY/GEOLOGY EARTH SCIENCE, STD ED HS BINDING WITH 6 YEAR OF MASTERING WITH ETEXT 9780133480375	147-1000-641-100-2250-000-705	9,877.60
		BIOLOGY I MILLER/LEVINE BIOLOGY OK STU 6 YR LIC 2016 1/E 9781269927277	147-1000-641-100-2250-000-705	29,391.00
		PHYSICAL SCIENCE SE 9780076750870	147-1000-641-100-2250-000-705	15,966.72
			Total Purchase Order	68,180.20
34	8/3/2015	BSN SPORTS, INC.	162 800 SB EQUIPMENT	
		LOUISVILLE 3 PIECE CATCHERS GEAR RED/BLACK	162-1000-681-800-0000-000-705	145.99
		SCHUTT REVERSIBLE CHEST PROTECTOR RED/BLACK	162-1000-681-800-0000-000-705	70.00
		SCHUTT LEG GUARDS BLACK/RED	162-1000-681-800-0000-000-705	74.99
		SCHUTT CATCHERS HELMET BLACK	162-1000-681-800-0000-000-705	129.99
		SCHUTT 4.2 BATTERS HELMET WITH MASK	162-1000-681-800-0000-000-705	587.40
		MORSEY DECALS FOR HELMET BLACK	162-1000-681-800-0000-000-705	80.00
		SERIES 7 STICK PACK RED/BLACK WITH LOGOS	162-1000-681-800-0000-000-705	1,319.78
		4 WAY PITCHER RUBBER	162-1000-681-800-0000-000-705	114.99
		HOLLYWOOD IN GROUND HOME PLATE	162-1000-681-800-0000-000-705	125.99
		HOME PLATE MAT	162-1000-681-800-0000-000-705	459.99
		WILSON A9011BSST NFHS FASTPITCH	162-1000-681-800-0000-000-705	770.70
		TCB TRAINING BALLS STANDARD (HOLLOW)	162-1000-681-800-0000-000-705	73.78
		TCB TRAINING BALLS (WEIGHTED)	162-1000-681-800-0000-000-705	163.98
		TCB ATOMIC BALL SET OF 6	162-1000-681-800-0000-000-705	1067.22
		SLUGGER SERIES 7 RIG WHEELED PLAYER BAG RED	162-1000-681-800-0000-000-705	91.99
			162-1000-681-800-0000-000-705	114.75

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PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
34	8/3/2015	<b>BSN SPORTS, INC.</b>	162 800 SB EQUIPMENT	
		MACGREGOR INFIELD TRAINING GLOVE		
		SCHUTT EXTENDED STRIKE ZONE HOME PLATE	162-1000-681-800-0000-000-705	57.38
		THE ULTIMATE PITCHERS/CATCHERS PLATE	162-1000-681-800-0000-000-705	106.58
		SCHUTT TRAVEL TEE	162-1000-681-800-0000-000-705	68.86
		TRAINING BAT	162-1000-681-800-0000-000-705	73.90
		NIKE WOMENS ICON 6.5 MESH SHORTS LOGO ON SHORTS	162-1000-657-800-0000-000-705	84.00
		NIKE FREE WOMENS SIZE 11 BLACK	162-1000-657-800-0000-000-705	72.00
		SHIPPING	162-1000-681-800-0000-000-705	285.00
		NIKE S/S DRIFITS WITH MORSEY LOGO	162-1000-657-800-0000-000-705	88.00
			Total Purchase Order	5,268.26
35	8/3/2015	<b>BSN SPORTS, INC.</b>	162 800 BASEBALL UNIFORMS	
		NIKE GAMEDAY POLOS LETTERED	162-1000-657-800-0000-000-705	800.00
		TANNER TEES	162-1000-657-800-0000-000-705	729.90
		FREIGHT	162-1000-657-800-0000-000-705	78.68
			Total Purchase Order	1,608.58
36	8/3/2015	<b>BSN SPORTS, INC.</b>	162 800 SB UNIFORMS/SUPPLIES	
		NIKE WOMEN'S FULL BUTTON VAPOR JERSEY RED/WHITE MORSEY LOGO	162-1000-657-800-0000-000-705	1,496.00
		NIKE TURNTWO FR S/S JERSEY WHITE/BLACK SLEEVES 2 COLOR LOGO AND NUMBERS	162-1000-657-800-0000-000-705	1,188.00
		NIKE STOCK SOLID RED PANT	162-1000-657-800-0000-000-705	660.00
		SHIPPING	162-1000-657-800-0000-000-705	250.00
			Total Purchase Order	3,594.00
37	8/3/2015	<b>STERLING ATHLETICS</b>	162 800 SB EQUIPMENT	
		LEATHER LOGOED SOFTBALLS WITH NFHS STAMP FOR HIGH SCHOOL PLAY	162-1000-681-800-0000-000-705	635.40
		LEATHER SOFTBALLS NO LOGO WITH NFHS STAMP FOR HIGH SCHOOL PLAY	162-1000-681-800-0000-000-705	635.40
		SHIPPING	162-1000-681-800-0000-000-705	140.00
		NEW FILM/STAMP GOOD FOR ALL REORDERS	162-1000-681-800-0000-000-705	25.00
			Total Purchase Order	1,435.80
			Total Fund	552,363.96

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Detail Encumbrance Listing  
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PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
19	7/20/2015	DIAMOND TROPHIES	169 SIGNS FOR CR AND VALLEY	
		AREA OF REFUGE SIGNS	169-2620-654-000-0000-000-110	16.00
		COUNSELOR NAME PLATES FOR C.R.	169-2620-654-000-0000-000-145	16.00
				Total Purchase Order
				32.00
20	7/20/2015	MAGNUM MATERIALS, INC	169 CEILING TILE	
		5/8" 2X2 FINE FISSURED HIGH HUMIDITY CEILING TILE	169-2620-654-000-0000-000-105	983.04
		(2) 2X4 FINE FISSURED HIGH HUMIDITY CEILING TILES	169-2620-654-000-0000-000-105	60.16
		(38) CHHF197 2X4 FINE FISSURED HIGH HUMIDITY CEILING TILE	169-2620-654-000-0000-000-110	1,143.04
				Total Purchase Order
				2,186.24
21	7/21/2015	OKLAHOMA AUTO DOOR	169 BLEACHER SEATS 4 HZN	
		COURTSIDE MODULE 10" STARTER, RED #194	169-2620-654-000-0000-000-140	195.00
		COURTSIDE MODULE 10" INTERMEDIATE, RED COLOR #194	169-2620-654-000-0000-000-140	1,942.50
		BRACKETS 1 FOR INT AND 2 FOR STARTERS COURTSIDES SEATING #P/N 2097925	169-2620-654-000-0000-000-140	129.00
		M/S 3/8X1 (ONE PER BRACKET), P/N1000665	169-2620-654-000-0000-000-140	21.50
		T NUT (ONE PER BRACKET) P/N2077817	169-2620-654-000-0000-000-140	21.50
		3/8 LK WASHER (ONE PER BRACKET) P/N100781	169-2620-654-000-0000-000-140	21.50
		FREIGHT	169-2620-654-000-0000-000-140	300.00
				Total Purchase Order
				2,631.00
22	8/3/2015	EEI	169 REPLACE HVAC UNITS AT CREEK	
		REPLACE (5) WSHP SZ 042 WCCH5042 HVAC UNITS AT CREEK	169-2620-453-000-0000-000-125	16,180.00
		REPLACE (1) WSHP SZ048 WCCH5048 HVAC UNIT AT CREEK	169-2620-453-000-0000-000-125	3,667.00
				Total Purchase Order
				19,847.00
23	8/3/2015	MAGNUM MATERIALS, INC	169 CEILING TILE FOR CREEK	
		(9) 3/4" 24"X48" FINE FISS CEILING TILE #CHHF497HNRC	169-2620-654-000-0000-000-125	535.68
		(3) R-19 KRAFT 24X48 M37 #OKC192448	169-2620-654-000-0000-000-125	138.24
				Total Purchase Order
				673.92
24	8/3/2015	MAGNUM MATERIALS, INC	169 CEILING TILE	
		(18) CHHF197 2X4 FINE FISSURED HIGH HUMIDITY CEILING TILE	169-2620-654-000-0000-000-510	541.44
		(23) CHHF497HNRC 3/4" 24"X48" FINE FISS HNRC CEILING TILE	169-2620-654-000-0000-000-510	1,368.96
		(45) CHHF197 2X4 FINE FISSURED HIGH HUMIDITY CEILING TILE	169-2620-654-000-0000-000-505	1,353.60
		(6) CHHF157 5/8" 2X2 FINE FISSURED HIGH HUMIDITY CEILING TILE	169-2620-654-000-0000-000-505	180.48
				Total Purchase Order
				3,444.48
25	8/3/2015	NOAH'S PARK AND PLAYGROUNDS	169 SWING MATS	
		32542 32"X54"X2" SWING MATS	169-2630-459-000-0000-000-105	593.25
		FREIGHT/DELIVERY	169-2630-459-000-0000-000-115	304.08
				Total Purchase Order
				897.33
				Total Fund
				29,711.97

Bond Fund #35 2015-2016  
Detail Encumbrance Listing  
As of 8/4/2015

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
5	7/13/2015	<b>ACTION LOCK &amp; SAFE</b>	164 KEYS/CYLINDERS 4 EVENT CTR	
		CYLINDER - PRIMUS I/C CORE	164-2620-654-000-0000-000-705	492.20
		IC CORE - SCHLAGE FOR SIMPLEX	164-2620-654-000-0000-000-705	280.00
		KEY CYLINDER - EXIT DEVICE OR HIGH SECURITY CYLINDER	164-2620-654-000-0000-000-705	250.00
			Total Purchase Order	1,022.20
6	7/20/2015	<b>ACTION LOCK &amp; SAFE</b>	160 RINGS 4 FBL FH	
(64)		SHOWER CURTAIN RINGS FOR FOOTBALL FH SHOWERS	160-2620-654-000-0000-000-705	80.00
			Total Purchase Order	80.00
7	7/20/2015	<b>DOOR CONTROLS OF OKLAHOMA CITY</b>	164 DOOR CLOSURE 4 MNMS	
		REBUILT DOOR CLOSURE RIXSON SZ III, LH-105, #27	164-2620-654-000-0000-000-510	350.00
		ALUMINUM COVER PLATE FOR DOOR CLOSURE	164-2620-654-000-0000-000-510	90.00
			Total Purchase Order	440.00
8	7/20/2015	<b>LUTHER SIGN CO.</b>	164 RECOVERY IMPACT STOP SIGNS	
(2)		IMPACT RECOVERY STOP SIGN AND POLE	164-2620-654-000-0000-000-705	416.62
			Total Purchase Order	416.62
9	7/20/2015	<b>THOMPSON EDUCATIONAL FURNISHINGS</b>	160 OFFICE CHAIRS 4 ADMIN	
		H5001 HON EXECUTIVE HIGH BACK CHAIR, BLACK LEATHER	160-2620-654-000-0000-000-050	664.00
		HIWM3 HON MID BACK CHAIR, BLACK VINYL SEAT WITH MESH BACK	160-2620-654-000-0000-000-050	399.00
		HIWM3 MID BACK CHAIR, BLACK FABRIC SEAT, MESH BACK	160-2620-654-000-0000-000-050	798.00
			Total Purchase Order	1,861.00
			Total Fund	3,819.82

Bond Fund #36 2015-2016  
Detail Encumbrance Listing  
As of 8/4/2015

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
4	7/14/2015	CDW GOVERNMENT, INC.	056 168 TECHNOLOGY	
		OFFICE PRO PLUS 2013	168-1000-653-100-0000-000-056	22,660.00
			Total Purchase Order	22,660.00
5	7/14/2015	BYTESPEED, LLC	056 168 TECHNOLOGY	
		DESKTOP COMPUTERS BYTESPEED H81I	168-1000-653-100-0000-000-056	204,750.00
		CREEK and MHS WINDOWS 8.1 PROFESSIONAL 64-BIT	168-1000-653-100-0000-000-056	12,586.00
			Total Purchase Order	217,336.00
6	7/23/2015	TRACTOR SUPPLY	161 GAS ENGINE 4 TRANSPORTATIO	
		IR 14 HP 30 GALLON HORIZONTAL GAS ENGINE #3481174	161-2740-656-000-0000-000-054	2,089.99
			Total Purchase Order	2,089.99
			Total Fund	242,085.99

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
23	7/20/2015	AMERICAN FENCE COMPANY	164 FENCE AND GATE 4 FTBL	
		50LF OF NEW CHAIN LINK WEST OF FOOTBALL FIELD, RESET ONE GATE POST	164-2630-459-000-0000-000-705	1,000.00
Total Purchase Order				1,000.00
24	7/20/2015	HUNTER MECHANICAL & CONTROLS	157 WATER HEATERS	
		(2) NAVIEN NPE240A TANKLESS WATER HEATERS W/ONBOARD CIRCULATION	157-2620-453-000-0000-000-105	6,314.00
Total Purchase Order				6,314.00
25	7/20/2015	SOONER FLOORING, INC	159 CARPET FOR ME	
		CARPET TILES #27500 SPARK COLOR	159-2620-618-000-0000-000-105	368.00
Total Purchase Order				368.00
26	7/20/2015	STANDARD ROOFING, CO., INC.	156 ROOF REPAIR AT TRANSP.	
		ROOF REPAIR AT TRANSPORTATION BUILDING	156-2620-458-000-0000-000-054	1,263.00
Total Purchase Order				1,263.00
27	7/20/2015	T & W TIRE	149 TRUCK TIRES	
		(4) TIRES FOR VO-AG TRUCK	149-2740-612-000-0000-000-054	644.24
Total Purchase Order				644.24
28	7/20/2015	THOMPSON EDUCATIONAL FURNISHINGS	160 OFFICE FURNITURE 4 ME PRIN	
		30"X66" DOUBLE PED DESK W/CENTER DRAWER	160-2620-654-000-0000-000-105	1,100.00
		24"x72" KNEESPACE CREDENZA, MAHOGANY	160-2620-654-000-0000-000-105	900.00
		72" OVERHEAD STORAGE UNIT, WITH DOORS, MAHOGANY	160-2620-654-000-0000-000-105	550.00
		5 SHELF BOOKCASE, 72" HIGH, MAHOGANY	160-2620-654-000-0000-000-105	535.00
		HIGH BACK EXECUTIVE CHAIR, SWIVEL, TILT, OXBLOOD VINYL	160-2620-654-000-0000-000-105	445.00
		SIDE CHAIRS WITH ARMS, OXBLOOD	160-2620-654-000-0000-000-105	680.00
		BASYX LOVESEAT W/ARMS, BLACK LEATHER	160-2620-654-000-0000-000-105	615.00
		BASYX LOUNGE CHAIRS WITH ARMS BLACK LEATHER	160-2620-654-000-0000-000-105	970.00
		COFFEE TABLE, 20"x48" MAHOGANY	160-2620-654-000-0000-000-105	210.00
		CORNER TABLE, 24"x24" MAHOGANY	160-2620-654-000-0000-000-105	180.00
		INSTALLATION	160-2620-654-000-0000-000-105	450.00
Total Purchase Order				6,635.00
29	7/27/2015	STANDARD ROOFING, CO., INC.	156 ROOF REPAIRS	
		ROOF REPAIR ABOVE GYM AT LE	156-2620-458-000-0000-000-115	344.00
		ROOF REPAIR ABOVE WALK IN COOLER AT MNMS	156-2620-458-000-0000-000-115	324.00
Total Purchase Order				668.00
30	7/29/2015	HUNTER MECHANICAL & CONTROLS	157 REPLACE BOILER AT CREEK	
		2,000,000 BTU BOILER	157-2620-453-000-0000-000-125	42,000.00
		MODIFY EXISTING PIPE FOR FUTURE DOMESTIC WATER HEATING	157-2620-453-000-0000-000-125	3,000.00
Total Purchase Order				45,000.00
31	8/3/2015	CASEY BEASLEY	158 RE-STRIPE HS PARKING LOT	
		RESTRIPE HS STUDENT PARKING LOT, HANDICAP PARKING, RED FIRE LANE AREAS AND BETWEEN ADMIN AND FOOTBALL FH	158-2630-459-000-0000-000-705	4,450.00
Total Purchase Order				4,450.00
Total Fund				66,342.24

Mustang Board of Education  
Regular Board Meeting Minutes  
July 13, 2015

Maxine & George P Morris Alternative Center/Mustang Education Center  
400 N Clear Springs Road, Mustang, OK 73064  
6:00 PM

AUTHORITY OF THE BOARD OF EDUCATION

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District I-069 of Canadian County, Oklahoma held a Regular Meeting on Monday, July 13, 2015 at 6:00 PM. The place and street of the meeting was the Maxine & George P Morris Alternative Center/Mustang Education Center 400 N Clear Springs Road, Mustang, OK 73064.

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

Chad Fulton gave the invocation and Mike Kessler led the flag salute.

Board President, Chad Fulton called the meeting to order at 6:00 p.m. with Mike Kessler, himself and Amanda Strassle present.

Superintendent's Report

1. Construction Update
2. SDE Annual Conference
3. Board Correspondence

Deputy Superintendent Report

1. Summer Central Enrollment
2. HR Update

Board Reports - Amanda Strassle stated that she will not be available for August board meeting.

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

JULY 13TH, 2015 BOARD MEETING		
FISCAL YEAR 2015		
GENERAL FUND (11)		PAYROLL 51556-51559
BUILDING FUND (21)		29-31
JULY 13TH, 2015 BOARD MEETING		
FISCAL YEAR 2016		
LEASE REVENUE BOND (10)	1-35	
GENERAL FUND (11)	1-157	50000-50168
BUILDING FUND (21)	1-9	
FOOD SERVICE (22)	1-52	50000-50025
OKC MAPS TRUST (24)	1	
BOND FUND (32)	1-9	
BOND FUND (33)	1-14	
BOND FUND (34)	1-18	
BOND FUND (35)	1-4	

BOND FUND (36) 1-3  
 BOND FUND (37) 1-22  
 BOND FUND (39) 1-38

abs                      abs                      aye                      aye                      aye  
 Davis                      Landrith                      Strassle                      Kessler                      Fulton

Public Participation - None

On a motion made by Chad Fulton and a second by Amanda Strassle, the Board voted to approve the Consent Agenda with the following changes: Consent item 4A Policy #5065 tabled, Consent item 4c Policy #5080 with adding words district hearing officer to third page. Consent Item #30, change Timberlake Construction to Standard Roofing.

1. Board of Education Minutes:
  - a. June 8, 2015 Regular Board Minutes
  - b. June 24, 2015 Special Board Minutes
2. Transfer of Funds:
  - a. Transfer from HS Activity Acct #818 to Administration Activity Fund #867 in the amount of \$53.36 for reimbursement.
  - b. Transfer from HS Cheer Activity Account #861 to Athletics Activity Account #818 in the amount of \$200.00 for relay for life.
  - c. Transfer to HS Athletics Activity Account #803 from closing activity accounts below:
    1. HS Cheer Athletics Activity Acct #817 - \$104.86
    2. HS Boy's Basketball Activity Acct #805 - \$116.00
    3. HS Boys Tennis Activity Acct #880 - \$172.83
    4. HS Baseball Activity Acct #865 - \$73.97
    5. HS Swim Team Activity Acct #962 - \$194.99
    6. HS Boys Track Activity Acct #941 - \$369.39
    7. HS Wrestling Activity Acct #925 - \$2.49
    8. HS Girls Soccer Activity Acct #883 - \$2,888.50
    9. HS Girls Softball Activity Acct #871 - \$549.62
    10. HS Golf Activity Acct #822 - \$72.33
    11. HS Girls Track Activity Acct #820 - \$364.32
    12. HS Boys Soccer Activity Acct #819 - \$1,991.44
    13. HS Girls Basketball Activity Acct #321.74
    14. HS Freshman/Varsity Football Activity Acct #876 - \$1,816.00
    15. HS Boys/Girls Cross Country Activity Acct #882 - \$3,402.20
3. Acceptance of Donation:
  - a. Approval of donation of purchase and installation of digital sign for Mustang Elementary from the Mustang Elementary PTO.
4. Approval of Revisions of Policy and Procedures:
  - a. Policy #5065 Proficiency-Based Promotion/Credit by Examination - TABLED
  - b. Policy#5070 Promotion & Retention
  - c. Policy #5080 Student Conduct and Discipline - Suspension Appeal Process
5. Approval of list of open transfers for SY15-16:
6. Approval of Technology Surplus of computers, monitors and peripheral components.
7. Approval for Rosenstein Fist & Ringold to provide legal services on an "as needed" basis for SY2015-2016.
8. Approval for Walta & Walta to provide legal services on an "as needed" basis for SY15-16.
9. Approval for McAfee & Taft Law firm to provide legal services on an "as needed" basis for SY15-16.

10. Approval of new job description for Coordinator position: Coordinator of Federal Programs
11. Approval of renewal of contract with City of Mustang for two (2) experienced Mustang police officers for the SY15-16 in the amount of \$117,862.30.
12. Approval of renewal of contract with Westmoreland Therapies, LLC for Speech/Language Therapy to provide services to identified students with special needs for the SY15-16 paid with federal funds.
13. Approval of renewal of contract with Dr. Scott Singleton, BCBA to provide specialized services relating to the provision of educational and behavioral services for specifically identified students for SY15-16, paid with federal funds.
14. Approval of renewal of Contract with Canadian County Health Department for SY15-16 to perform services as part of the Autism Toddler Replication Program of Early Foundations. This program is funded from project 641 of Federal Funds in the amount of \$1,000 per month for a teacher assistant.
15. Approval of renewal of contract with Big Teams to maintain the Mustang Athletics website, [www.mustangbroncos.org](http://www.mustangbroncos.org) for the SY15-16 school year at a fee of \$1,200.00, paid out of Activity Account #803.
16. Approval of renewal of contract for the athletic department to use Rank One Sport Athlete Management and Scheduling Software for the SY15-16 school year at a fee of \$500.00 paid out of Activity Account #803.
17. Approval of renewal of contract with Canadian County Education Center for 12 seats in the amount of \$38,268.00 for the SY15-16.
18. Approval of renewal of contract with Visual Senses to provide educational consultant services of students who present a visual impairment for the SY15-16.
19. Approval of renewal of contract with Speech Pathway, LLC for Speech/Language Therapy to provide services to identified students with special needs for the SY15-16 and paid with federal funds.
20. Approval of renewal of contracts with Sybil George, Amy Farris, Stephanie Pyle, April Sanders and Shelly Neeley for Occupational Therapy to provide services to identified students with special needs for the SY15-16.
21. Approval of renewal of contracts with JoAnne Walkup and Melody Thomason for Physical Therapy services to identified students with special needs for the SY15-16.
22. Approval of renewal of contract with Lesa Carter as Consultant for the Deaf/Hard of Hearing to provide services to identified students with special needs for the SY15-16 paid with federal funds.
23. Approval of renewal of agreement with The University of Central Oklahoma to provide clinical rotation experience for speech-language pathology students for the SY15-16.
24. Approval of renewal of contract with Project Enriching Children's Communication Opportunities (ECCO) to provide services to identified as deaf or hard of hearing with information and training to the family to enhance child's communication development for the SY15-16, paid with federal funds.
25. Approval of renewal of contract with Sign Language Resource Services, Inc. (SLRS, Inc.) for certified Sign Language Services for the entire school district for the SY15-16.
26. Approval of renewal of policy maintenance with Oklahoma State School Board Association for SY15-16 in the amount of \$500.00.
27. Approval of renewal of membership with United Suburban Schools Association for SY15-16 in the amount of \$1,650.00.
28. Approval of the MPS Support Handbook for SY15-16.
29. Approval of awarding Sam's Club the copy paper bid for the District copy paper for the SY15-16.

- 30. Approval of Standard Roofing Change Order #1 for the following on the Mustang Elementary Re-roof:
  - \*This change order will be a deduct to the contract amount for the deletion of new roof insulation and re-using existing roof insulation found to be in good condition.
  - This will be a total decrease to the CONTRACT of \$42,044.00
- 31. Approval of Timberlake Change Order #7 on the Mustang Elementary Gym. This will decrease the contingency of \$7,598.71.
  - a. Field Report #25 - Gap at portal frames - \$2,608.09
  - b. Existing duct leak - \$4,758.57
  - c. Credit for linear diffusers - <\$3,000.00> CREDIT
  - d. New drinking fountains - \$3,232.05
- 32. Approval of Timberlake Change Order #8 on MPS Event Center. Total to be deducted from Contingency - \$608.60
  - a. PCO 28 RFI070 Walls up in IT room 126 - \$2,329
  - b. PCO30 ASI029 Remove front dormer CREDIT <\$8,023.00>
  - c. PCO47 Submittal review comments for Elevator Equipment Room Door re-work - \$77.65
  - d. PCO59 ASI035 Filter concerns for RTU's by Owner - \$5,695.69
  - e. PCO62 ASI040 Add'l electrical outlets requested by Owner - \$529.26
- 33. Approval of Timberlake Change Order #1 for the JROTC Training Center. This will be a credit to the contingency of \$2,367.50.
  - a. PCO 009 - Adjustments per PG&E discussions for pole mounted transformer - <\$830.00> Credit
  - b. PCO 011 - RFI011, ASI006 - Lighting in Drill Space Concerns- \$1,486.00
  - c. PCO 012 - RFI019 Frost Free Hydrant on roof or maintenance of RTU units - \$1,440.30
  - d. PCO 015 - Credit for boring costs, due to access to pull box near AG building - <\$4,671.00> Credit
  - e. PCO 016 - ASI010 Costs for carpet changes per owner's request- \$207.20

_abs_	_abs_	_aye_	_aye_	_aye_
Davis	Landrith	Strassle	Kessler	Fulton

Business

On a motion made by Chad Fulton and a second by Mike Kessler, the Board voted to approve the bids for new computers for classrooms and labs for High School and Creek Elementary.

_abs_	_abs_	_aye_	_aye_	_aye_
Davis	Landrith	Strassle	Kessler	Fulton

On a motion made by Chad Fulton and a second by Amanda Strassle, the Board voted to approve the contract with Earth Networks-WeatherBug severe weather Alerting program for SY15-16, renewal is based annually and will be paid out of Athletic Activity Account #898 in the amount of \$1,500.00.

_abs_	_abs_	_aye_	_aye_	_aye_
Davis	Landrith	Strassle	Kessler	Fulton

On a motion made by Amanda Strassle and a second by Mike Kessler, the Board voted to approve the MAPS request for the purchase of various textbooks district wide in the amount of \$170,000.00.

_abs_	_abs_	_aye_	_aye_	_aye_
Davis	Landrith	Strassle	Kessler	Fulton

New Business: On Schedule A, removal under Resignations the name Gordon Leaman, Add under employment Jamie Roberts as PE Teacher and under Extra Duty/Supplemental adding Jamie Roberts as head softball coach.

On a motion made by Chad Fulton, and a second by Amanda Strassle, the Board voted to convene in Executive Session at 6:50 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"
2. Oklahoma Statutes Title 25, Section 307 (B)(2): Discussing negotiations concerning employees and representatives of employee groups.
3. Oklahoma Statutes Section 307 (B) (3): Discussing the purchase or appraisal of real property

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

On a motion made by Mike Kessler and a second by Amanda Strassle, the Board voted to return to Open Session at 7:32 p.m.

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

Board Clerk Amanda Strassle stated that herself, Mike Kessler, Chad Fulton and Dr. McDaniel were present in Executive Session and the items discussed were personnel and property, no actions were taken.

On a motion made by Mike Kessler and a second by Amanda Strassle, the Board voted to approve Schedule "A" with the changes needed stated in new business.

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

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

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

On a motion made by Chad Fulton and a second by Amanda Strassle, the Board voted to adjourn at 7:33 p.m.

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

  
Minutes Clerk

\_\_\_\_\_  
Board President

SCHEDULE "A"

July 13,2015

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
<b>Retirement</b>				
Atchley	Linda		Admin/Coordinator of Instructional Programs	7/7/2015
Bowman	Elayne		MNMS/Math Teacher	5/21/2015
Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
<b>Resignations</b>				
Banks	Mark		District/General Maintenance	6/26/2015
Brandt	Erin		MHI/Spec Ed TA	5/21/2015
Cherian	Lisa		Trails/Spec Ed Teacher	5/21/2015
Culver	Christopher		High School/Language Arts	2015-2016
Dady	Willis		District/Director Of Maintenance	6/30/2015
Demeter	Risa		High School/Family & Consumer Science	6/12/2015
Free	Karlie		High School/Social Studies	5/21/2015
Garner	Connie		High School/Accounting/Intro to Computers	5/21/2015
Hale	Michael		Transportation/Bus Driver	5/22/2015
Harkey	Margaret		ME/1st Grade	5/21/2015
Harnly	Jaymi		MMS/Reading Spec Ed Teacher	5/21/2015
Harrington	Eric		ME/Custodian	7/24/2015
Hehenberger	Julie		Creek/6.5 Cafe Assistant	5/22/2015
Howard	Bryan		Creek/PE Teacher/Head Softball Coach	5/21/2015
Johnson	Gregory		LE/Vocal Music	5/21/2015
Lindsey	Hillary		LE/1st Grade Teacher	5/21/2015
Lozano	Guillermo E.		Maintenance/HVAC	6/19/2015
Morrison	Barbara		High School/Art Teacher	5/21/2015
Nunley	Linda		Centennial/4th Grade	5/21/2015
Owen	Robert		High School/Spec Ed Teacher	2015-2016
Pelletier	Kristen		High School/Spec Ed Teacher	2015-2016
Richardson	Nicole		Creek/3rd Grade Teacher	5/21/2015
Starr	Shelly		MNMS/Spec Ed Teacher	5/21/2015
Trail	Caitlin		ME/4th Grade Teacher	5/21/2015
Last Name	First Name	Replacing/New	To: Site/Assignment	Effective
<b>Employment</b>				
Open		New Position	MMS/Spec Ed TA	2015-2016
Open			Transportation/Summer Mechanic	7/17/2015
Adams	Timothy	Replacing Enrique Lozano	Maintenance/HVAC Licensed Technician	7/14/2015
Baker	Debera	Replacing Faith Engel	MMS/Social Studies Teacher	2015-2016
Baker	Randi	Replacing a Partial Contract Speech Position	District/Speech Language Pathology Assistant	2015-2016
Bivens	Sondra		MEC/Head Principal	2015-2016
Brewer	Kendyl	Replacing Margaret Harkey	ME/2nd Grade Teacher	2015-2016
Cail	Ambia	Replacing a Partial Contract Speech Position	District/Speech Language Pathology Asst.	2015-2016
Cooper	Tami		Summer Enrollment Substitute	7/1/2015
Dennis	Kristen	Replacing Sandra Torre	Creek/3rd Grade Teacher	2015-2016
Fast	Cindy	Replacing Kristen Pelletier	High School/Spec Ed Teacher	2015-2016
Gibson	Daniel		High School/Adjunct Coach Head Girls Soccer	2015-2016

SCHEDULE "A"

July 13, 2015

Last Name	First Name	Replacing/New	To: Site/Assignment	Effective
<b>Employment</b>				
Hibbard	Brandi	Replacing Caitlyn Trail	ME/2nd Grade Teacher	2015-2016
Kidd	Brian	Replacing Donna Farris	Transportation/Bus Driver	2015-2016
Livingood	Claire	Replacing Carissa Shelton	Cent/Spec Ed Teacher	2015-2016
May	Shannon	Replacing Amy England Conner	LE/Noon Supervisor	2015-2016
Miller	Whitney	Replacing Risa Demeter	High School/Family & Consumer Science Teacher	2015-2016
Miner	Janice	Replacing Kristi Connors	MMS/ELA Teacher	2015-2016
Morse	Brittany	Replacing Keith Aynes	CRI/ELA Teacher	2015-2016
Natseway	Amy	Replacing Hillary Lindsey	LE/1st Grade Teacher	8/17/2015
Roberts	Jamie		Creek/PE Teacher	2015-2016
Russell	Bret	Replacing Pamela Oliganga	MNMS/Spanish Teacher	2015-2016
Severin	Jenna	Replacing Greg Johnson	LE/Music Teacher	2015-2016
Smith	Michael	Replacing Melvin Hibbs	Maintenance/Licensed Plumber	7/14/2015
White	Pamela	Replacing Kayla Watkins	ME/4th Grade Teacher	2015-2016
Wilson	Steven	Replacing JoJo McNeal	High School/Spec Ed TA	2015-2016
Wirsich	Catherine	Replacing Shelly Starr	MNMS/Spec Ed Teacher	2015-2016
Young	Amy	Replacing Angela Farris	MNMS/ELA Teacher	2015-2016
Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
<b>Reassignments</b>				
Calvert	Dianna	Transportation Clerk	Director Of Transportation	7/1/2015
Clason	Fred	Transportation/Mechanic	Transportation/Head Mechanic	7/1/2015
Farris	Angela	MNMS/ELA Teacher	MNMS/Math Teacher	2015-2016
Goble	Mark	District/General Maintenance	Creek/Head Custodian	7/1/2015
Koehn	Lanessa	MVE/Nurse Assistant	MVE/Site Secretary	2015-2016
Lamance	Meda	PVE/Custodian	PVE/Head Custodian	7/1/2015
Lamkin	Terry	Trails/Nurse Assistant	LE/Nurse Assistant	2015-2016
Mills	Angela	MMS/Media Assistant	MMS/Spec Ed TA	2015-2016
Neff	Lisa	Creek/Spec Ed TA	MNMS/Spec Ed TA	2015-2016
Rosko	Cassie	MEC/Nurse Assistant	CRI/Nurse Assistant	2015-2016
Siddiki	Bilkis	MNMS/4.0 Cafe Assistant	MNMS/6.5 Cafe Assistant	7/1/2015
Torre	Sandra	Creek/3rd Grade Teacher	Creek/4th Grade Teacher	2015-2016
Waggoner	Amber	ME/Nurse Assistant	MVE & Trails/Nurse Assistant	2015-2016
Watkins	Kayla	ME/4th Grade Teacher	Cent/4th Grade Teacher	2015-2016
Webster	Theresa	LE/Media Assistant	High School/Spec Ed TA	2015-2016
Last Name	First Name	Assignment	Site	Effective
<b>Extra-Duty/Supplemental:</b>				
Open		Assistant Coach/8th Grade Football	MMS	2015-2016
Open		Assistant Coach/Boys Track	MMS	2015-2016
Open		Assistant Coach/8th Grade Boys Basketball	MNMS	2015-2016
Open		Assistant Coach/Boys Track	MNMS	2015-2016
Open		Assistant Coach/Girls Track	MNMS	2015-2016
Open		Assistant Coach/Softball	High School	2015-2016
Open		Assistant Coach/Softball	High School	2015-2016
Open		Head Coach/Girls Soccer	High School	2015-2016
Open		Assistant Coach/Baseball	High School	2015-2016
Open		Assistant Coach/Baseball	High School	2015-2016

SCHEDULE "A"

July 13,2015

Last Name	First Name	Assignment	Site	Effective
<b>Extra-Duty/Supplemental:</b>				
Open		Assistant Coach/Girls Soccer	High School	2015-2016
Open		Assistant Coach/Girls Soccer	High School	2015-2016
Open		Assistant Coach/Boys Tennis	High School	2015-2016
Open		Assistant Coach/Boys Track	High School	2015-2016
Open		Assistant Coach/Boys Golf	High School	2015-2016
Allen	Craig	Assistant Coach/Wrestling	High School	2015-2016
Allen	Will	Head Coach/Boys Tennis	High School	2015-2016
Allen	Will	Head Coach/Wrestling	High School	2015-2016
Anthony	Resa	Assistant Coach/Girls Track	MNMS	2015-2016
Austin	Kim	5th Grade Team Leader	CRI	2015-2016
Bailey	Vickie	Head Coach/Girls Cross Country	High School	2015-2016
Baldwin	Chris	Head Coach/ 7th Grade Boys Basketball	MNMS	2015-2016
Baldwin	Chris	Assistant Coach/7th Grade Football	MNMS	2015-2016
Baldwin	Chris	Assistant Coach/Boys Track	MNMS	2015-2016
Basco	Gina	Head Coach/ Girls Track	MMS	2015-2016
Bernhardt	Caitlyn	Head Coach/Volleyball	High School	2015-2016
Bjerk	Joy	Spirit Club	MNMS	2015-2016
Blocker	Lance	Head Coach/8th Grade Boys Basketball	MMS	2015-2016
Blocker	Lance	Head Coach/ 7th Grade Football	MMS	2015-2016
Blocker	Lance	Boys Golf	MMS	2015-2016
Booth	Ryan	Head Coach/7th Grade Football	MNMS	2015-2016
Booth	Ryan	Girls Golf	MNMS	2015-2016
Bridges	Karen	Athletic Director	MMS	2015-2016
Bridges	Karen	Boys Cross Country	MMS	2015-2016
Bridges	Karen	Girls Cross Country	MMS	2015-2016
Bridges	Karen	Girls Golf	MMS	2015-2016
Brooks	Sean	Assistant Coach/Baseball	High School	2015-2016
Bryant	Lori	Team Leader	MEC	2015-2016
Bryce	Amanda	Assistant Coach/Girls Cross Country	High School	2015-2016
Bryce	Amanda	Assistant Coach/Girls Track	High School	2015-2016
Burch	Nathan	Boys Cross Country	MNMS	2015-2016
Burch	Nathan	Girls Cross Country	MNMS	2015-2016
Burch	Nathan	Girls Tennis	MNMS	2015-2016
Carothers	Rhoda	Assistant Coach/Volleyball	MNMS	2015-2016
Caudle	Katy	Head Coach/Cheer	High School	2015-2016
Chavez	Jose	Volunteer Assistant Coach/Wrestling	High School	2015-2016
Clifton	Bruce	Head Coach/Swimming	High School	2015-2016
Collins	Jacob	Assistant Coach/ 8th Grade Boys Basketball	MMS	2015-2016
Combs	Christie	5th Grade Team Leader	CRI	2015-2016
Combs	Christie	Student Council Sponsor	CRI	2015-2016
Cooper	Josh	Volunteer Assistant Coach/Football	High School	2015-2016

SCHEDULE "A"

July 13,2015

Last Name	First Name	Assignment	Site	Effective
<b>Extra-Duty/Supplemental:</b>				
Creger	Aimee	Volunteer Assistant Coach/Softball	High School	2015-2016
Cullen	Carnie	Yearbook Sponsor	CRI	2015-2016
Davis	Sharolyn	6th Grade Team Leader	CRI	2015-2016
Dennison	Kelly	Head Coach/Pom Pon	High School	2015-2016
Dewberry	Tiarra	Adjunct Assistant Coach/Girls Basketball	High School	2015-2016
Dick	Brad	Assistant Coach/Wrestling	High School	2015-2016
Dillard	Tom	Boys Golf	MNMS	2015-2016
Dillard	Tom	Head Coach/Volleyball	MNMS	2015-2016
Ditmore	Holly	Head Coach/ Volleyball	MMS	2015-2016
Dombek	Jeremy	Head Coach/Football	High School	2015-2016
Downing	Debra	Professional Development Committee Member	MEC	2015-2016
Earley	Kristen	5th Grade Team Leader	CRI	2015-2016
Earley	Kristen	Assistant Coach/ Softball	MMS	2015-2016
Edwards	Jennifer	Assistant Coach/ Volleyball	MMS	2015-2016
Ervin	Dana	Team Leader	MEC	2015-2016
Evans	Tony	Assistant Coach/7th Grade Football	MNMS	2015-2016
Evans	Tony	Assistant Coach/Swimming	High School	2015-2016
Fears	Shonda	6th Grade Team Leader	CRI	2015-2016
Fletcher	Max	Head Coach/ 7th Grade Boys Basketball	MMS	2015-2016
Golemon	Troy	Head Coach/ 8th Grade Football	MMS	2015-2016
Golemon	Troy	Head Coach/ Boys Track	MMS	2015-2016
Gray	Susan	Speech Path Department Head	District	2015-2016
Hannaford	Tracy	Summer Counseling Secretary	High School	6/1/2015
Hannon	John	Assistant Coach/Boys Track	High School	2015-2016
Hannon	John	Assistant Coach/Football	High School	2015-2016
Harper	Chad	Head Coach/Boys Golf	High School	2015-2016
Harper	Chad	Assistant Coach/Football	High School	2015-2016
Harper	Jeremy	Assistant Coach/Wrestling	High School	2015-2016
Harper	Jeremy	Assistant Coach/Football	High School	2015-2016
Harrison	Jackie	Assistant Coach/Pom Pon	Hign School	2015-2016
Hasty	Jami	Special Education Department Chair	CRI	2015-2016
Haywood	Curtis	Adjunt Assistant Coach/Boys Basketball	High School	2015-2016
Heinen	Hope	Assistant Coach/Girls Basketball	High School	2015-2016
Hess	Wess	Adjunct Assistant Coach/Boys Soccer	High School	2015-2016
Hill	Kameron	Head Coach/ 8th Grade Girls Basketball	MMS	2015-2016
Holder	Erin	6th Grade Team Leader	CRI	2015-2016
Homer	Jared	Assistant Coach/ 7th Grade Football	MMS	2015-2016
Homer	Jared	Head Coach/Boys Soccer	High School	2015-2016
Hull	Adam	Assistant Coach/ 7th Grade Girls Basketball	MMS	2015-2016

**SCHEDULE "A"**

July 13,2015

<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>	<b>Site</b>	<b>Effective</b>
<b>Extra-Duty/Supplemental:</b>				
Hull	Adam	Assistant Coach/ 8th Grade Football	MMS	2015-2016
Hurst	Garrett	Boys Tennis	MNMS	2015-2016
Hurst	Garrett	Assistant Coach/Volleyball	MNMS	2015-2016
Hurst	Taylor	Head Coach/Girls Tennis	High School	2015-2016
Jackson	Kendrick	Adjunt Assistant Coach/Boys Basketball	High School	2015-2016
Johnson	Robert	Assistant Coach/Wrestling	MMS	2015-2016
Johnson	Robert	Assistant Coach/Wrestling	MNMS	2015-2016
Jones	Amy	Assistant Coach/Softball	High School	2015-2016
Jones	Jay	Assistant Coach/Boys Tennis	High School	2015-2016
Karn	Heather	Awards Coordinator	CRI	2015-2016
Ketch	Doug	Assistant Coach/Boys Tennis	High School	2015-2016
Ketch	Doug	Assistant Coach/Football	High School	2015-2016
Koch	Kevin	Webmaster	CRI	2015-2016
Koch	Kevin	6th Grade Scholastic Coach	CRI	2015-2016
Koehler	Kurt	Adjunct Assistant Coach/Swimming	High School	2015-2016
Korstjens	Kevin	Head Coach/Girls Basketball	High School	2015-2016
Lacy	Ricky	Adjunct Assistant Coach/Football	High School	2015-2016
Larson	Dana	Assistant Coach/7th Grade Girls Basketball	MNMS	2015-2016
Larson	Dana	Assistant Coach/8th Grade Girls Basketball	MNMS	2015-2016
Larson	Dana	Assistant Coach/Softball	MNMS	2015-2016
Liberty	Adam	Adjunt Assistant Coach/Boys Basketball	High School	2015-2016
Little	Cody	Assistant Coach/ 7th Grade Football	MMS	2015-2016
Little	Cody	Head Coach/ Wrestling	MMS	2015-2016
Long	Chad	Assistant Coach/Boys Soccer	High School	2015-2016
Long	Terry	Head Coach/Boys Basketball	High School	2015-2016
Mathes	Brandon	Assistant Coach/ 7th Grade Football	MMS	2015-2016
Maynard	Rocky	Athletic Director	MNMS	2015-2016
McGarry	Mike	Head Coach/Boys Cross Country	High School	2015-2016
Meledeo	Mike	Head Coach/Girls Golf	High School	2015-2016
Melvin	Travis	Assistant Coach/7th Grade Boys Basketball	MNMS	2015-2016
Melvin	Travis	Assistant Coach/8th Grade Football	MNMS	2015-2016
Miles	Jody	Assistant Coach/Volleyball	High School	2015-2016
Miller	Eddie	Assistant Coach/Football	High School	2015-2016
Mitchell	Matthew	Head Coach/Girls Track	MNMS	2015-2016
Mitchell	Matthew	Assistant Coach/8th Grade Football	MNMS	2015-2016
Murray	Molly	Webmaster	MEC	2015-2016
Nixon	Kelly	Head Coach/Cheer	MNMS	2015-2016

SCHEDULE "A"

July 13,2015

Last Name	First Name	Assignment	Site	Effective
<b>Extra-Duty/Supplemental:</b>				
Osborne	Greg	Assistant Coach/Boys Cross Country	High School	2015-2016
Osborne	Greg	Assistant Coach/Girls Golf	High School	2015-2016
Oswald	Greg	Assistant Coach/Baseball	High School	2015-2016
Page	Jason	Head Coach/8th Grade Boys Basketball	MNMS	2015-2016
Page	Jason	Assistant Coach/7th Grade Football	MNMS	2015-2016
Patton	Casey	Assistant Coach/Girls Basketball	High School	2015-2016
Peery	Bobbi	Math Data Analyst	CRI	2015-2016
Peterson	Eric	Head Coach/Girls Track	High School	2015-2016
Peterson	Eric	Assistant Coach/Football	High School	2015-2016
Picklo	Brian	Assistant Coach/ Wrestling	MMS	2015-2016
Ponder	Randy	Adjunt Assistant Coach/Boys Basketball	High School	2015-2016
Prestidge	Clif	Adjunct Assistant Coach/Football	High School	2015-2016
Price	Cody	Assistant Coach/Baseball	High School	2015-2016
Prock	Jared	Assistant Coach/Baseball	High School	2015-2016
Reed	Jennifer	Team Leader	MEC	2015-2016
Reed	Stephanie	Head Coach/7th Grade Girls Basketball	MNMS	2015-2016
Reed	Stephanie	Head Coach/8th Grade Girls Basketball	MNMS	2015-2016
Reed	Stephanie	Head Coach/Softball	MNMS	2015-2016
Riggs	Lindsay	Assistant Coach/Girls Soccer	High School	2015-2016
Roberts	Jamie	Head Coach/Softball	High School	2015-2016
Schrick	Tamara	Department Head /Psychologist	District	2015-2016
Selby	Scott	Head Coach/Baseball	High School	2015-2016
Stout	Sohailah	Music	CRI	2015-2016
Stover	Charles	Head Coach/Boys Track	High School	2015-2016
Stover	Charles	Assistant Coach/Football	High School	2015-2016
Troxell	Emilie	Assistant Coach/Volleyball	High School	2015-2016
Tschetter	Ben	Head Coach/8th Grade Football	MNMS	2015-2016
Tschetter	Ben	Head Coach/Boys Track	MNMS	2015-2016
Vanbuskirk	Bree	Assistant Coach/Girls Basketball	High School	2015-2016
Wagnon	J.C.	Head Coach/ 7th Grade Girls Basketball	MMS	2015-2016
Wagnon	J.C.	Assistant Coach/ 8th Grade Football	MMS	2015-2016
Wagnon	J.C.	Girls Tennis	MMS	2015-2016
Walker	Caitlin	Assistant Coach/Cheer	High School	2015-2016
Webb	Harley	Assistant Coach/ Girls Track	MMS	2015-2016
Webb	Harley	Assistant Coach/Softball	High School	2015-2016
Weinrich	Mandy	Head Coach/ Cheer	MMS	2015-2016
Wilkes	Jessica	Professional Development Committee Bldg Coordinator	CRI	2015-2016
Wilkes	Jessica	Academic Team Assistant	CRI	2015-2016
Williams	Kyle	Assistant Coach/Football	High School	2015-2016
Yates	Mark	Assistant Coach/Football	High School	2015-2016

SCHEDULE "A"

July 13,2015

Wilkes	Jessica	Assistant Coach/ 8th Grade Girls Basketball	MMS	2015-2016
<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>	<b>Site</b>	<b>Effective</b>
<b>Extra-Duty/Supplemental:</b>				
Wilkes	Jessica	Head Coach/ Softball	MMS	2015-2016
Williams	Annie	Assistant Coach/ Cheer	MMS	2015-2016
Wood	Jeana	Assistant Coach/ 7th Grade Boys Basketball	MMS	2015-2016
Wood	Jeana	Boys Tennis	MMS	2015-2016
Wythe	Tyler	Adjunct Assistant Coach/Boys Soccer	High School	2015-2016

Schedule "B"

July 13, 2015

SUPPORT OCCUPATIONAL THERAPY ASSISTANT REHIRED FOR 2015-2016 SY		
Pancoast, Tanya		



# Memo

**To:** Angela Mills, Assistant Superintendent, Mustang Public Schools  
Charles Bradley, Deputy Superintendent, Mustang Public Schools *CB*  
**From:** Ryan McKinney, Director of Secondary Schools  
Stacy Edwards, Director of Elementary Schools  
**Date:** 8.3.15  
**Re:** *Policy #5080 language change*

Please discuss, consider, and/or act upon the approval of the following language change in Policy #5080.

**STUDENT CONDUCT AND DISCIPLINE**  
**Policy # 5080**

**FOOD CONSUMPTION**

*Food/drinks must be consumed in cafeteria/commons. **No outside drinks of any kind are allowed, unless parent/guardian has checked in with the front office to have lunch with their child.** Outside food/drinks brought in by parents/guardians can only be consumed by his/her child and cannot be shared by other students unless directed by the school. ex. classroom parties.*

## STUDENT CONDUCT AND DISCIPLINE

### Standards of Behavior

#### Discipline Policy

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

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

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

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

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

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

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

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

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

**Procedures for Hazing/Harassment/Intimidation and Bullying:**

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

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

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

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

### **Personal Technology Device (PTD) Violations**

- PTD's that are used inappropriately will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.

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

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

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

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

### **Dress Code Standards**

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

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

### **General Guidelines:**

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

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

#### Pants/Jeans/Shorts/Skirts

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

#### Shirts/Blouses/Tops

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

#### Hats/Caps/Beanies/Bandanas/Sunglasses

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

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

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

#### Shoes

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

#### Gang or Satanic Cult Related

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

#### Undergarments

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

#### Hair color/ hairstyle

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

## FOOD CONSUMPTION

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

Cafeteria/commons. Outside food/drinks brought in by parents/guardians can only be consumed by his/her child and cannot be shared by other students unless directed by the school. Ex. Classroom parties.

## TOBACCO USE

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

First Offense: The parent is notified and the student is given In School Isolation (ISI).

Second Offense: The parent is notified and the student will be suspended for three (3) days.

Third Offense: The parent is notified and the student will be suspended for five (5) days.

Fourth Offense: The parent is notified and the student may be suspended for a period in excess of five (5) days.

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

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

### **ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:**

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

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

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

First Offense: The student will be suspended for ninety (90) school days. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense.

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

Second Offense: Student will be suspended ninety (90) school days without a reinstatement option. The ten (10) day suspension option is not available for a second offense.

### **SALE OR DISTRIBUTION OF ILLICIT SUBSTANCES**

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified.

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

### **VANDALISM**

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

### **DANGEROUS WEAPONS**

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

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

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

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

### **USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS**

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

### **SUSPENSION OF STUDENTS**

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

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
  - Violation of policy, rule, or regulation
  - Acts of immorality
  - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
  - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
  - Possession of a firearm (may result in out-of-school suspension of not less than one year)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
  - Adjudication as a delinquent
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student, who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

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

### **SHORT-TERM SUSPENSION – ten (10) days or less**

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

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

#### Appeal Process:

1. The first level of appeal for suspensions of ten (10) days or less will be to the building principal.
  - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
  - A conference will be scheduled with the building principal.
  - The Principal may uphold, overrule or modify the suspension.
  - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
  - The student has the right to appeal the decision.
  
2. The second level of appeal for suspensions will be the appeal committee.
  - In order to appeal the building principal's decision, a written request specifying the reason for the appeal must be submitted to the district hearing officer for short-term suspensions within three (3) days.
  - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within three (3) days from the date the notice of intent is filed.
  - The appeal committee will consist of (1) central office administrator and two (2) building principals other than the suspending principal.
  - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
  - The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
  - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
  - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

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

### **LONG-TERM SUSPENSION – more than ten (10) days**

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

- Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted.
- A conference with a site administrator will be arranged to take place when the investigation is complete.
- The parent(s) will be provided a copy of the educational plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.
- A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment.
- Students suspended from school shall be ineligible to participate in or attend extracurricular activities.
- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3)

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

#### **Appeal Process:**

1. The first level of appeal for suspensions will be to the building principal.
  - This step may be skipped if the building principal was part of the first conference.
  - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
  - A conference will be scheduled with the building principal.
  - The Principal may uphold, overrule or modify the suspension.
  - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
  - The student has the right to appeal the decision.
2. The second level of appeal for suspensions will be to the appeal committee.
  - In order to appeal the building principal's decision, a written request specifying the reason(s) for the appeal must be submitted to the district hearing officer for long-term suspensions within-ten (10) days.
  - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing with the appeal committee within ten (10) days from the date the notice of intent is filed.
  - The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.

- During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
  - The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
  - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
  - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
  - If the appeal committee does not withdraw the suspension, the student has the right to appeal the decision.
3. The third level of appeal for suspensions will be to the Board of education/board hearing officer.
- In order to appeal the appeal committee's decision the student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the appeal committee.
  - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the Board of education/board hearing officer.
  - The Board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent.
  - During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
  - The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
  - The Board of Education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.
  - The Board of Education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
  - Decisions of the suspension appeal may not be appealed.
  - The decision of the Board of Education/board hearing officer suspension hearing with the hearing officer shall be final.

NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

### **STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS**

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

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

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

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

Adopted: 12-98

Revised: 10-01

Revised: 08-03

Revised: 08-04

Revised: 07-06

Revised: 07-08

Revised: 10-08

Revised: 07-11-11

Revised: 07-09-12

Revised: 10-14-13

Revised: 02-10-14

Revised: 07-13-15

Proposed Revision: 08-10-15



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

High School

Cafeteria  
Kitchen  
Commons area  
Wrestling Room  
MHS soccer practice field  
Classrooms

MMS

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball field  
Classrooms

MNMS

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/baseball field  
Classrooms

Horizon Intermediate

Main Gymnasium  
Auxiliary Gym

Canyon Ridge Intermediate

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary

Facility

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms

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

Number of participants: 340 Number of Mustang students participating: 170-250

Will admission be charged:  Yes  No

Special Equipment Needed: score Equipment

AGREEMENT:

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

Representative's Signature: \_\_\_\_\_

Ray D. Meier

Date: \_\_\_\_\_

7/23/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date: 8-5-15

Athletic Director (If applicable):

Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Optimist Club of Mustang  
 Name of Applicant: Ray Meier  
 Billing Address: P.O. Box 581, Mustang, Ok 73064  
 E-mail Address: rmeier52cox.net Telephone (Cell) 405-~~977~~ 517-4173  
 Contact Person: Ray Meier Telephone (Other) 405-954-4688

#### EVENT DETAILS:

Name of Activity: Youth Girls & Boys Basketball  
 Purpose of Activity: Games  
 Date(s)/Day(s) Requested: Saturday & Sundays Aug 29th, 2015 - March 13, 2016  
 Facility Entry Time: Sat 7:20 am Facility Exit Time: Sat 9:00 pm  
 Actual Performance (if applicable) Start Time: 9 am Sat / 1:00 pm Sun End Time: 9 pm Sat, 5:00 pm Sun  
 Expected number of participants: 340/weekend Expected number of audience (if applicable): 680 per weekend

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:  Yes  No Expires: 5/16

*Copy of additional Insurance to be sent directly to Admin*

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

**High School**

Cafeteria  
Kitchen  
Commons area  
Wrestling Room  
MHS soccer practice field  
Classrooms

**MMS**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball field  
Classrooms

**MNMS**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/baseball field  
Classrooms

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms

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

Number of participants: 340/weekend Number of Mustang students participating: 170-250/weekend

Will admission be charged:  Yes  No

Special Equipment Needed: Concession access, scoring equipment

**AGREEMENT:**

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

Representative's Signature: Ray D Meier

Date: 7/23/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date: 8-5-15

Athletic Director (If applicable):

Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/28/2015

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

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

PRODUCER Mercer Consumer Mercer Health & Benefits Administration LLC P.O. Box 14521 Des Moines, IA 50306-4521	CONTACT NAME:		
	PHONE (A/C, No):	800-503-9227	
	EMAIL ADDRESS:	plsdsteam.service@mercer.com	
	FAX (A/C, No):	515-365-3005	
	PRODUCER CUSTOMER ID:		
INSURED Optimist International Optimist Club of Mustang Ray Meier PO Box 581 Mustang, OK 73064	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: New Hampshire Insurance Co.		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INS LETR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	x		01LX000917052-11	05/01/2015	05/01/2016	EACH OCCURRENCE	\$ 100000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
							MED EXP (Any one person)	\$ Excluded
							PERSONAL & ADV INJURY	\$ 1000000
							GENERAL AGGREGATE	\$ 2000000
							PRODUCTS - COM P/OP AGG	\$ 1000000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			01LX000917052-11	05/01/2015	05/01/2016	COMBINED SINGLE LIMIT (Each Occurrence)	\$ 1000000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

Effective 08/17/2015 include as additional insured: Certificate Holder (CG2011) Mustang Public Schools, but only with respects to the named insured's negligence with regards to the Youth Basketball event to be held at Mustang Public Schools on 08/17/2015 ending on 03/12/2016.

**CERTIFICATE HOLDER****CANCELLATION**

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Judy R. Allen*

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Effective May 1, 2015

## SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

**Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.**

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

### GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2015 – May 1, 2016	01-LX-000917052	New Hampshire Insurance Co. (AIG)	\$1,000,000 (US)	Per Occurrence
			\$1,000,000 (US)	Products/Completed Operations
			\$2,000,000 (US)	General Aggregate
			\$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

### MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

§ Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&A section for more details).	● Motorized activity, including aircraft or watercraft	● Asbestos, Silica, Lead, Fungi, Bacteria	● Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
§ Medical Payments	● All Boxing Activities	● Igniting or Discharging of Fireworks	● Workers Compensation or Employers Liability
§ Abuse or Molestation	● Club Members as sports participants	● Professional Services including Medical or Counseling	● Pollution
	● Political Events		
	● Shooting/Firearms		

### DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2015 – May 1, 2016	01-LX-000917052	New Hampshire Insurance Co. (AIG)	\$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

### MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

**GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)**

<b>Policy Term:</b>	<b>Policy Number:</b>	<b>Carrier:</b>	<b>Limit of Liability:</b>	<b>Type of Coverage</b>
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	\$1,000,000 (US)	Each Occurrence
			\$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			\$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

**GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)**

**COVERAGE:** Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations Defense & Supplementary Costs	Personal & Advertising Injury Worldwide Coverage & Jurisdictions (excludes USA)	Contingent Auto Liability coverage not subject to policy aggregate
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**MAJOR EXCLUSIONS**

Professional Liability Nuclear Power-related Coverage	Contractual Sole Negligence Aircraft Liability	Bodily Injury to Athletic Participants Non-owned & Hired Auto Liability to persons under 18 years of age	Asbestos
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**UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)**

<b>Policy Term:</b>	<b>Policy Number:</b>	<b>Carrier:</b>	<b>Limit of Liability:</b>	<b>Type of Coverage</b>
May 1, 2015 – May 1, 2016	29-UD-005852309	National Union Fire Insurance Company (AIG)	\$10,000,000 (US)	Per Occurrence

\*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

**MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY**

**All Exclusions on the New Hampshire General Liability policy;  
All Automobile Liability, Foreign Liability and Professional Liability, including:**

All Athletic Activities Abuse or Molestation Bungee Jumping	Liquor Legal Liability Racing & Stunting Recreational Vehicles	E.R.I.S.A. & Employers Liability Pollution, Silica, Lead Paint, Fungus Trampolines & Rebounding Equipment Employee Benefits	Aircraft Products & Grounding D& O Liability Professional Liability Hazards in conjunction with Premises, with sponsored event exception
Cross Suits Political Events	Automobile Liability Shooting/Firearms		

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

## TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

### Liquor

- Q.** What is Liquor Legal Liability?
- A.** Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.
- Q.** Does this policy cover the sale of alcoholic beverages?
- A.** In a limited sense, yes, but see response to question below.
- Q.** What is host liquor liability?
- A.** The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

### Automobile

- Q.** Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
- A.** Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.
- Q.** Is there physical damage coverage for hired or non-owned autos?
- A.** No. This is liability coverage only.
- Q.** Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
- A.** There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to \$1,000,000, subject to the policy terms, exclusions, and conditions.

### Bodily Injury

- Q.** Is this an Accident Medical policy?
- A.** No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

### General Coverages

- Q.** Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
- A.** No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported to YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.
- Q.** Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
- A.** Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
- Q.** Does this policy provide products liability coverage?
- A.** Yes.
- Q.** Are workers' compensation benefits provided?
- A.** No. Clubs would need to purchase separate policies for this.

- Q.** Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
- A.** Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

### Property

- Q.** Is there coverage for damage to Optimist owned property?
- A.** No.

### Examples of Types of Events that may be Covered or Not Covered

- Q.** If our Club contracts with others to conduct a special event, does this policy protect us?
- A.** Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.
- Q.** If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?
- A.** No. The vendor should have their own coverage in place, and the Club should request proof of coverage being in place prior to the event.
- Q.** Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
- A.** Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.
- Q.** Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
- A.** Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.
- Q.** My Club is co-sponsoring an event. Is my Club covered in such an activity?
- A.** Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.
- Q.** What about Optimist sponsored float trips?
- A.** Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
- Q.** If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
- A.** No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.
- Q.** Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?
- A.** No. All loss related to Autos is excluded under this policy.

### Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

**Fax:** 973-404-1040

**Telephone:** 866-391-9675

**Email:** yorkclaimsintake@york-claims.com

**Mail:** York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054



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

High School

Cafeteria  
Kitchen  
Commons area  
Wrestling Room  
MHS soccer practice field  
Classrooms

MMS

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball field  
Classrooms

MNMS

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/baseball field  
Classrooms

Horizon Intermediate

Main Gymnasium  
Auxiliary Gym

Canyon Ridge Intermediate

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary

Facility

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms

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

Number of participants: 340 Number of Mustang students participating: 170-250

Will admission be charged:  Yes  No

Special Equipment Needed: score Equipment

AGREEMENT:

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

Representative's Signature: \_\_\_\_\_

Ray D. Meier

Date: \_\_\_\_\_

7/23/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date: 8-5-15

Athletic Director (If applicable):

Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Optimist Club of Mustang  
 Name of Applicant: Ray Meier  
 Billing Address: P.O. Box 581, Mustang, Ok 73064  
 E-mail Address: rmeier52cox.net Telephone (Cell) 405-~~954~~ 517-4173  
 Contact Person: Ray Meier Telephone (Other) 405-954-4698

#### EVENT DETAILS:

Name of Activity: Youth Girls & Boys Basketball  
 Purpose of Activity: Games  
 Date(s)/Day(s) Requested: Saturday & Sundays Aug 29th, 2015 - March 13, 2016  
 Facility Entry Time: Sat 7:20 am Facility Exit Time: Sat 9:00 pm  
 Actual Performance (if applicable) Start Time: 9 am Sat / 1:00 pm Sun End Time: 9 pm Sat, 5:00 pm Sun  
 Expected number of participants: 340/weekend Expected number of audience (if applicable): 680 per weekend

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:  Yes  No Expires: 5/16

*Copy of additional Insurance to be sent directly to Admin*

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

**High School**

Cafeteria  
Kitchen  
Commons area  
Wrestling Room  
MHS soccer practice field  
Classrooms

**MMS**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball field  
Classrooms

**MNMS**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/baseball field  
Classrooms

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms

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

Number of participants: 340/weekend Number of Mustang students participating: 170-250/weekend

Will admission be charged:  Yes  No

Special Equipment Needed: Concession access, scoring equipment

**AGREEMENT:**

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

Representative's Signature: Ray D Meier

Date: 7/23/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date: 8-5-15

Athletic Director (If applicable):

Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/28/2015

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

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

<b>PRODUCER</b> Mercer Consumer Mercer Health & Benefits Administration LLC P.O. Box 14521 Des Moines, IA 50306-4521	<b>CONTACT NAME:</b> PHONE (A/C, No): 800-503-9227	
	EMAIL ADDRESS: plsdsteam.service@mercer.com PRODUCER CUSTOMER ID:	FAX (A/C, No): 515-365-3005
<b>INSURED</b> Optimist International Optimist Club of Mustang Ray Meier PO Box 581 Mustang, OK 73064	<b>INSURER(S) AFFORDING COVERAGE</b>	
	INSURER A: New Hampshire Insurance Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INS LETR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	x		01LX000917052-11	05/01/2015	05/01/2016	EACH OCCURRENCE	\$ 100000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
							MED EXP (Any one person)	\$ Excluded
							PERSONAL & ADV INJURY	\$ 1000000
							GENERAL AGGREGATE	\$ 2000000
							PRODUCTS - COM P/OP AGG	\$ 1000000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			01LX000917052-11	05/01/2015	05/01/2016	COMBINED SINGLE LIMIT (Each Occurrence)	\$ 1000000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

Effective 08/17/2015 include as additional insured: Certificate Holder (CG2011) Mustang Public Schools, but only with respects to the named insured's negligence with regards to the Youth Basketball event to be held at Mustang Public Schools on 08/17/2015 ending on 03/12/2016.

**CERTIFICATE HOLDER****CANCELLATION**

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE *Judy R. Allen*

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Effective May 1, 2015

## SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

**Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.**

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

### GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2015 – May 1, 2016	01-LX-000917052	New Hampshire Insurance Co. (AIG)	\$1,000,000 (US)	Per Occurrence
			\$1,000,000 (US)	Products/Completed Operations
			\$2,000,000 (US)	General Aggregate
			\$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

### MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

§ Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&A section for more details).	● Motorized activity, including aircraft or watercraft	● Asbestos, Silica, Lead, Fungi, Bacteria	● Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
§ Medical Payments	● All Boxing Activities	● Igniting or Discharging of Fireworks	● Workers Compensation or Employers Liability
§ Abuse or Molestation	● Club Members as sports participants	● Professional Services including Medical or Counseling	● Pollution
	● Political Events		
	● Shooting/Firearms		

### DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2015 – May 1, 2016	01-LX-000917052	New Hampshire Insurance Co. (AIG)	\$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

### MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

**GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)**

<b>Policy Term:</b>	<b>Policy Number:</b>	<b>Carrier:</b>	<b>Limit of Liability:</b>	<b>Type of Coverage</b>
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	\$1,000,000 (US)	Each Occurrence
			\$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			\$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

**GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)**

**COVERAGE:** Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations Defense & Supplementary Costs	Personal & Advertising Injury Worldwide Coverage & Jurisdictions (excludes USA)	Contingent Auto Liability coverage not subject to policy aggregate
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**MAJOR EXCLUSIONS**

Professional Liability Nuclear Power-related Coverage	Contractual Sole Negligence Aircraft Liability	Bodily Injury to Athletic Participants Non-owned & Hired Auto Liability to persons under 18 years of age	Asbestos
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**UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)**

<b>Policy Term:</b>	<b>Policy Number:</b>	<b>Carrier:</b>	<b>Limit of Liability:</b>	<b>Type of Coverage</b>
May 1, 2015 – May 1, 2016	29-UD-005852309	National Union Fire Insurance Company (AIG)	\$10,000,000 (US)	Per Occurrence

\*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

**MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY**

**All Exclusions on the New Hampshire General Liability policy;  
All Automobile Liability, Foreign Liability and Professional Liability, including:**

All Athletic Activities Abuse or Molestation Bungee Jumping	Liquor Legal Liability Racing & Stunting Recreational Vehicles	E.R.I.S.A. & Employers Liability Pollution, Silica, Lead Paint, Fungus Trampolines & Rebounding Equipment Employee Benefits	Aircraft Products & Grounding D& O Liability Professional Liability Hazards in conjunction with Premises, with sponsored event exception
Cross Suits Political Events	Automobile Liability Shooting/Firearms		

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

## TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

### Liquor

- Q.** What is Liquor Legal Liability?
- A.** Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.
- Q.** Does this policy cover the sale of alcoholic beverages?
- A.** In a limited sense, yes, but see response to question below.
- Q.** What is host liquor liability?
- A.** The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

### Automobile

- Q.** Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
- A.** Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.
- Q.** Is there physical damage coverage for hired or non-owned autos?
- A.** No. This is liability coverage only.
- Q.** Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
- A.** There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to \$1,000,000, subject to the policy terms, exclusions, and conditions.

### Bodily Injury

- Q.** Is this an Accident Medical policy?
- A.** No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

### General Coverages

- Q.** Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
- A.** No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported to YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.
- Q.** Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
- A.** Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
- Q.** Does this policy provide products liability coverage?
- A.** Yes.
- Q.** Are workers' compensation benefits provided?
- A.** No. Clubs would need to purchase separate policies for this.

- Q.** Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
- A.** Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

### Property

- Q.** Is there coverage for damage to Optimist owned property?
- A.** No.

### Examples of Types of Events that may be Covered or Not Covered

- Q.** If our Club contracts with others to conduct a special event, does this policy protect us?
- A.** Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.
- Q.** If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?
- A.** No. The vendor should have their own coverage in place, and the Club should request proof of coverage being in place prior to the event.
- Q.** Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
- A.** Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.
- Q.** Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
- A.** Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.
- Q.** My Club is co-sponsoring an event. Is my Club covered in such an activity?
- A.** Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.
- Q.** What about Optimist sponsored float trips?
- A.** Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
- Q.** If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
- A.** No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.
- Q.** Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?
- A.** No. All loss related to Autos is excluded under this policy.

### Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

**Fax:** 973-404-1040

**Telephone:** 866-391-9675

**Email:** yorkclaimsintake@york-claims.com

**Mail:** York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581, Mustang, Ok 73064

E-mail Address: rmeier5@cox.net

Telephone (Cell) 405-517-4173

Contact Person: Ray Meier

Telephone (Other) 405-954-4698

#### EVENT DETAILS:

Name of Activity: youth Girls & Boys Basketball

Purpose of Activity: Practice

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri Aug 13, 2015 to March 4, 2016

Facility Entry Time: 6:00 am  am  pm Facility Exit Time: 9:00 am  am  pm

Actual Performance (if applicable) Start Time: 6:00 am  am  pm End Time: 9:00 am  am  pm

Expected number of participants: 60 Expected number of audience (if applicable): 0  
per night

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:  Yes  No Expires: 5/2016

Additional Insured will be sent Directly to Admin

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

**High School**

Cafeteria  
Kitchen  
Commons area  
Wrestling Room  
MHS soccer practice field  
Classrooms

**MMS**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball field  
Classrooms

**MNMS**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/baseball field  
Classrooms

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms

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

Number of participants: 60 per night Number of Mustang students participating: 60

Will admission be charged: Yes  No

Special Equipment Needed: None

**AGREEMENT:**

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

Representative's Signature: Ray D. Meier

Date: 7/23/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date: 8-5-15

Athletic Director (If applicable):

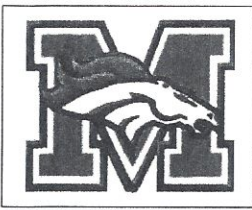
Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Optimist Club of Mustang  
 Name of Applicant: Ray Meier  
 Billing Address: P.O. Box 581, Mustang, Ok 73064  
 E-mail Address: rmeier5@cox.net Telephone (Cell) 405-517-4173  
 Contact Person: Ray Meier Telephone (Other) 405-954-4698

#### EVENT DETAILS:

Name of Activity: Youth Girls & Boys Basketball  
 Purpose of Activity: Practice  
 Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri Aug 13, 2015 - March 4, 2016  
 Facility Entry Time: 6:00 am @ Facility Exit Time: 9:00 am @  
 Actual Performance (if applicable) Start Time: 6:00 am @ End Time: 9:00 am @  
 Expected number of participants: 60 Expected number of audience (if applicable): 0  
per Night

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:  Yes  No Expires: 5/2016  
Additional Insurance will be sent to Admin

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

High School

Cafeteria  
Kitchen  
Commons area  
Wrestling Room  
MHS soccer practice field  
Classrooms

MMS

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball field  
Classrooms

MNMS

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/baseball field  
Classrooms

Horizon Intermediate

Main Gymnasium  
Auxiliary Gym

Canyon Ridge Intermediate

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary

Facility

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms

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

Number of participants: 60/night Number of Mustang students participating: 60

Will admission be charged: Yes  No

Special Equipment Needed: NONE

AGREEMENT:

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

Representative's Signature: Roy D. Meric

Date: 7/23/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date: 8-5-15

Athletic Director (If applicable):

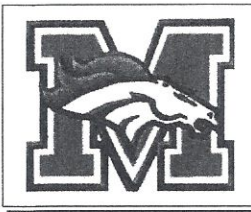
Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Optimist Club of Mustang  
 Name of Applicant: Ray Meier  
 Billing Address: P.O. Box 581, Mustang Ok 73064  
 E-mail Address: rmeier5@cox.net Telephone (Cell) 405-517-4173  
 Contact Person: Ray Meier Telephone (Other) 405-954-4698

#### EVENT DETAILS:

Name of Activity: Youth Girls and Boys Basketball  
 Purpose of Activity: Practice  
 Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri Nov 2, 2015 to March 4, 2016  
 Facility Entry Time: 6:00 am @ Facility Exit Time: 9:00 am @  
 Actual Performance (if applicable) Start Time: 6:00 am @ End Time: 9:00 am @  
 Expected number of participants: 60 Expected number of audience (if applicable): 0  
per year

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:  Yes  No Expires: 5/2016  
Added Insured will be sent directly to Admin

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

High School

- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

MMS

- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

MNMS

- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/baseball field
- Classrooms

Horizon Intermediate

- Main Gymnasium
- Auxiliary Gym

Canyon Ridge Intermediate

- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)

- Mustang Elementary
- Centennial Elementary
- Lakehoma Elementary
- Trails Elementary
- Creek Elementary
- Valley Elementary
- Prairie View Elementary

Facility

- Cafeteria
- Kitchen
- Gymnasium
- Playing Field
- Classrooms

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

Number of participants: 60      Number of Mustang students participating: 60

Will admission be charged:    Yes     No

Special Equipment Needed:      None

**AGREEMENT:**

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

Representative's Signature: Roy D. Merer

Date: 7/23/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:

A handwritten signature in black ink, appearing to read "M. G. ...", is written over the line for the Use of Facilities Coordinator.

Date: 8-5-15

Athletic Director (If applicable):

Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Opticist Club of Mustang  
 Name of Applicant: Roy Meier  
 Billing Address: P.O. Box 581, Mustang, Ok 73064  
 E-mail Address: rmeier5@cox.net Telephone (Cell) 405-517-4173  
 Contact Person: Roy Meier Telephone (Other) 405-954-4698

#### EVENT DETAILS:

Name of Activity: Youth Girls & Boys Basketball  
 Purpose of Activity: Practice  
 Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri Nov 2, 2015 to March 4, 2016  
 Facility Entry Time: 6:00 am  am Facility Exit Time: 9:00 am  am  
 Actual Performance (if applicable) Start Time: 6:00 am  am End Time: 9:00 am  am  
 Expected number of participants: 60 Expected number of audience (if applicable): 0  
per night

#### RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds' Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be **notarized**.
- Provide a **certificate of insurance** for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting**.
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#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:  Yes  No Expires: 5/2016  
Added insured will be sent directly to Admin

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

**High School**

Cafeteria  
Kitchen  
Commons area  
Wrestling Room  
MHS soccer practice field  
Classrooms

**MMS**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball field  
Classrooms

**MNMS**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/baseball field  
Classrooms

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms

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

Number of participants: 60 per night Number of Mustang students participating: 60

Will admission be charged: Yes  No

Special Equipment Needed: None

**AGREEMENT:**

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

Representative's Signature: Roy P. Maier

Date: 7/23/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date: 8-5-15

Athletic Director (If applicable):

Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/28/2015

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

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

PRODUCER Mercer Consumer Mercer Health & Benefits Administration LLC P.O. Box 14521 Des Moines, IA 50306-4521	CONTACT NAME:		
	PHONE (A/C, No):	800-503-9227	
	EMAIL ADDRESS:	plsdsteam.service@mercer.com	
	FAX (A/C, No):	515-365-3005	
	PRODUCER CUSTOMER ID:		
INSURED Optimist International Optimist Club of Mustang Ray Meier PO Box 581 Mustang, OK 73064	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: New Hampshire Insurance Co.		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INS LETR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	x		01LX000917052-11	05/01/2015	05/01/2016	EACH OCCURRENCE	\$ 1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
							MED EXP (Any one person)	\$ Excluded
							PERSONAL & ADV INJURY	\$ 1000000
							GENERAL AGGREGATE	\$ 2000000
							PRODUCTS - COM P/OP AGG	\$ 1000000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			01LX000917052-11	05/01/2015	05/01/2016	COMBINED SINGLE LIMIT (Each Occurrence)	\$ 1000000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

Effective 08/17/2015 include as additional insured: Certificate Holder (CG2011) Mustang Public Schools, but only with respects to the named insured's negligence with regards to the Youth Basketball event to be held at Mustang Public Schools on 08/17/2015 ending on 03/12/2016.

**CERTIFICATE HOLDER****CANCELLATION**Mustang Public Schools  
906 S. Heights Drive  
Mustang, OK 73064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

130

Effective May 1, 2015

## SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

**Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.**

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

### GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2015 – May 1, 2016	01-LX-000917052	New Hampshire Insurance Co. (AIG)	\$1,000,000 (US)	Per Occurrence
			\$1,000,000 (US)	Products/Completed Operations
			\$2,000,000 (US)	General Aggregate
			\$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

### MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

<p>§ Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&amp;A section for more details).</p> <p>§ Medical Payments</p> <p>§ Abuse or Molestation</p>	<ul style="list-style-type: none"> <li>● Motorized activity, including aircraft or watercraft</li> <li>● All Boxing Activities</li> <li>● Club Members as sports participants</li> <li>● Political Events</li> <li>● Shooting/Firearms</li> </ul>	<ul style="list-style-type: none"> <li>● Asbestos, Silica, Lead, Fungi, Bacteria</li> <li>● Igniting or Discharging of Fireworks</li> <li>● Professional Services including Medical or Counseling</li> </ul>	<ul style="list-style-type: none"> <li>● Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs</li> <li>● Workers Compensation or Employers Liability</li> <li>● Pollution</li> </ul>
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### DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2015 – May 1, 2016	01-LX-000917052	New Hampshire Insurance Co. (AIG)	\$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

### MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

**GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)**

<b>Policy Term:</b>	<b>Policy Number:</b>	<b>Carrier:</b>	<b>Limit of Liability:</b>	<b>Type of Coverage</b>
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	\$1,000,000 (US)	Each Occurrence
			\$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			\$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

**GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)**

**COVERAGE:** Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations Defense & Supplementary Costs	Personal & Advertising Injury Worldwide Coverage & Jurisdictions (excludes USA)	Contingent Auto Liability coverage not subject to policy aggregate
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**MAJOR EXCLUSIONS**

Professional Liability Nuclear Power-related Coverage	Contractual Sole Negligence Aircraft Liability	Bodily Injury to Athletic Participants Non-owned & Hired Auto Liability to persons under 18 years of age	Asbestos
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**UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)**

<b>Policy Term:</b>	<b>Policy Number:</b>	<b>Carrier:</b>	<b>Limit of Liability:</b>	<b>Type of Coverage</b>
May 1, 2015 – May 1, 2016	29-UD-005852309	National Union Fire Insurance Company (AIG)	\$10,000,000 (US)	Per Occurrence

\*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

**MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY**

**All Exclusions on the New Hampshire General Liability policy;  
All Automobile Liability, Foreign Liability and Professional Liability, including:**

All Athletic Activities Abuse or Molestation Bungee Jumping	Liquor Legal Liability Racing & Stunting Recreational Vehicles	E.R.I.S.A. & Employers Liability Pollution, Silica, Lead Paint, Fungus Trampolines & Rebounding Equipment Employee Benefits	Aircraft Products & Grounding D& O Liability Professional Liability Hazards in conjunction with Premises, with sponsored event exception
Cross Suits Political Events	Automobile Liability Shooting/Firearms		

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

## TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

### Liquor

- Q.** What is Liquor Legal Liability?  
**A.** Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.
- Q.** Does this policy cover the sale of alcoholic beverages?  
**A.** In a limited sense, yes, but see response to question below.
- Q.** What is host liquor liability?  
**A.** The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

### Automobile

- Q.** Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?  
**A.** Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.
- Q.** Is there physical damage coverage for hired or non-owned autos?  
**A.** No. This is liability coverage only.
- Q.** Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?  
**A.** There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to \$1,000,000, subject to the policy terms, exclusions, and conditions.

### Bodily Injury

- Q.** Is this an Accident Medical policy?  
**A.** No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

### General Coverages

- Q.** Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?  
**A.** No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported to YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.
- Q.** Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?  
**A.** Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
- Q.** Does this policy provide products liability coverage?  
**A.** Yes.
- Q.** Are workers' compensation benefits provided?  
**A.** No. Clubs would need to purchase separate policies for this.

- Q.** Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?  
**A.** Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

### Property

- Q.** Is there coverage for damage to Optimist owned property?  
**A.** No.

### Examples of Types of Events that may be Covered or Not Covered

- Q.** If our Club contracts with others to conduct a special event, does this policy protect us?  
**A.** Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.
- Q.** If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?  
**A.** No. The vendor should have their own coverage in place, and the Club should request proof of coverage being in place prior to the event.
- Q.** Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?  
**A.** Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.
- Q.** Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?  
**A.** Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.
- Q.** My Club is co-sponsoring an event. Is my Club covered in such an activity?  
**A.** Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.
- Q.** What about Optimist sponsored float trips?  
**A.** Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
- Q.** If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?  
**A.** No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.
- Q.** Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?  
**A.** No. All loss related to Autos is excluded under this policy.

### Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

**Fax:** 973-404-1040

**Telephone:** 866-391-9675

**Email:** yorkclaimsintake@york-claims.com

**Mail:** York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: **OK Swish Girls Basketball**

Name of Applicant: **Robert Foreman**

Billing Address: 3725 Joshua Lane Moore, OK

E-mail Address: **robertforeman@okswish.com**

Telephone (Cell) **405-850-4334**

Contact Person: **Robert Foreman**

Telephone (Other)

#### EVENT DETAILS:

Name of Activity: **Basketball practice**

Purpose of Activity: **Basketball Practice**

Date(s)/Day(s) Requested: **8/1/2015-5/30/2016 Mon, Tue, Thur nights**

Facility Entry Time: **6**  am  pm Facility Exit Time: **9**  am  pm

Actual Performance (if applicable) Start Time:  am  pm End Time:  am  pm

Expected number of participants: \_\_\_\_\_ Expected number of audience (if applicable): \_\_\_\_\_

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

\$100,000.00

Property Damage

\$100,000.00

Personal Injury each accident or occurrence

\$100,000.00

Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**

**Mustang Public School District I-69**

**Mustang, Oklahoma 73064**

Current Insurance Verification Provided:  Yes  No

Expires: **8-31-15**

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

**High School**

- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

**MMS**

- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

**MNMS**

- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/baseball field
- Classrooms

**Horizon Intermediate**

- Main Gymnasium
- Auxiliary Gym

**Canyon Ridge Intermediate**

- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

- Mustang Elementary
- Centennial Elementary
- Lakehoma Elementary
- Trails Elementary
- Creek Elementary
- Valley Elementary
- Prairie View Elementary

**Facility**

- Cafeteria
- Kitchen
- Gymnasium
- Playing Field
- Classrooms

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

Number of participants: 135      Number of Mustang students participating: 85

Will admission be charged:  Yes  No

Special Equipment Needed: None

None

**AGREEMENT:**

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

Representative's Signature: 

Date: 8/1/2015

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date: 8-5-15

Athletic Director (If applicable):

Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

[Handwritten Signature]  
Signature of Representative

8/11/15  
Date

STATE OF: Oklahoma  
COUNTY OF: Canadian

Subscribed and sworn to before me this 6<sup>th</sup> day of August, 2015

[Handwritten Signature]  
Signature of Notary Public



Adopted: 08-14-06

**PRACTICE THIRD PARTY CERTIFICATE OF INSURANCE  
AMATEUR ATHLETIC UNION OF THE U.S., INC.**

<b>CERTIFICATE HOLDER</b> Mustang Public Schools Lakehoma Elementary 224 S Clear Springs Rd Mustang, OK 73064	<b>COVERAGE DATES:</b> 03/25/2015 - 8/31/2015
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This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

<b>PRODUCER</b> Foy Insurance 64 Portsmouth Ave PO Box 1030 Exeter, NH 03833-1030	<b>INSURED</b> Amateur Athletic Union of the U.S., Inc. Walt Disney World Resort P.O. Box 10000 Lake Buena Vista, FL 32830-1000 (407) 934-7200	<b>MEMBER CLUB INSURED</b> Oklahoma Swish Basketball 3725 Joshua Lane Moore, OK 73165	<b>CERTIFICATE ID:</b> 5KOKT588 <b>CLUB CODE:</b> WW68Y6
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**INSURER(S) AFFORDING COVERAGE**

Company A United State Fire Insurance Company NAIC# 21113 Company B Everest National Insurance Company NAIC # 40120	*For box below, INSR LTR refers to Company A or B.
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**COVERAGES** - This is to certify that the policy(ies) of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, exclusions, and conditions of such policy(ies), limits shown may have been reduced by paid claims.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	COVERAGE EFF. DATE (MM/DD/YY)	COVERAGE EXP. DATE (MM/DD/YY)	COVERAGES	LIMITS
A	Participant Accident	US16H73	9/01/2014 12:01 AM.	9/01/2015 12:01 AM.	Accident Medical Accidental Death and Dismemberment	50,000 10,000
B	Excess Liability	S18EX00142-141	9/01/2014 12:01 AM.	9/01/2015 12:01 AM.	Each Occurrence Per Club Policy Aggregate Per Club	9,000,000 9,000,000
B	General Liability	S18ML00176-141	9/01/2014 12:01 AM.	9/01/2015 12:01 AM.	Each Occurrence Limit General Aggregate Limit Per Club Participant Legal Liability Personal and Advertising Injury Limit Products-Completed Operations Aggregate Fire Damage to premises Rented to You (Any One Premises) Medical Expenses Limit (Any One Person) Sexual Abuse Liability Sexual Abuse Aggregate	1,000,000 3,000,000 1,000,000 1,000,000 3,000,000 1,000,000 5,000 1,000,000 2,000,000

**ADDITIONAL INFORMATION / RESTRICTIONS / SPECIAL ITEMS**


Coverage applies to Oklahoma Swish Basketball, License # 5KOKT588 Practice, Oklahoma Swish Basketball from 03/25/2015 through 08/31/2015, for the gross negligence and/or liabilities of the AAU Club(s) or registered members. For said club to have coverage, all membership requirements in the AAU must be met.

The Certificate holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, subject to the provisions and limitations of the policy(ies), attached CG 20 26 0413 applies.

**CANCELLATION** - Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. But, failure to mail such notices shall impose no obligation for liability of any kind upon the insurer, its agents or representatives.

**REVOCAION OF MEMBERSHIP** - will result in cancellation of coverage.

**FACILITY OWNER SHOULD VERIFY THIS CERTIFICATE.**  
 Go to [www.aausports.org](http://www.aausports.org), Insurance Overview, and choose 'Print/View' > Certificates

  
 \_\_\_\_\_  
 Authorized Representative

Certificate No. 20150212

3

inscettfacility.rpt

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

**SCHEDULE**

**Name of Person or Organization:**

Mustang Public Schools  
Lakehoma Elementary  
224 S Clear Springs Rd  
Mustang, OK 73064

**Event:** Practice, Oklahoma Swish Basketball

**Date:** 03/25/2015 through 08/31/2015

THE ABOVE PERSON OR ORGANIZATION IS ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT.

endorsement # 20150212

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Section II- Who is An Insured is amended to include as an additional insured the person(s) or Organizations(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The Insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With Respect to the insurance afforded to these additional insureds, the following is added to Section III- Limits Of Insurance:

If Coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This Endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581, Mustang OK 73064

E-mail Address: rmeier@cc.net

Telephone (Cell) 405-517-4123

Contact Person: Ray Meier

Telephone (Other)

#### EVENT DETAILS:

Name of Activity: Girls & Boys Youth Basketball

Purpose of Activity: Games

Date(s)/Day(s) Requested: Nov 7, 2015 to March 13, 2016 Saturday & Sunday only

Facility Entry Time: 7:30<sup>sat</sup> am pm Facility Exit Time: 9:00<sup>sat</sup> am pm

Actual Performance (if applicable) Start Time: Sun 12:30 pm Sat 9:00 am Sun 5:00 pm End Time: 9:00<sup>sat</sup> am pm

Expected number of participants: 320 Expected number of audience (if applicable): 500 pm Sun 640

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: Yes No Expires: 5/1/16

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

**High School**

Cafeteria  
Kitchen  
Commons area  
Wrestling Room  
MHS soccer practice field  
Classrooms

**MMS**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball field  
Classrooms

**MNMS**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/baseball field  
Classrooms

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms

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

Number of participants: 320 Number of Mustang students participating: 200

Will admission be charged:  Yes  No

Special Equipment Needed: Concession Access, Score Equipment

**AGREEMENT:**

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

Representative's Signature: Roy Meier

Date: 8/15/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date:

8/7/15

Athletic Director (If applicable):

Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

mms

2030D

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

*Ray Sheet*

*8/7/15*

Signature of Representative

Date

STATE OF: OKLAHOMA

COUNTY OF: CANADIAN

Subscribed and sworn to before me this 7 day of August, 2015

*Angela Keck*

Signature of Notary Public



Adopted: 08-14-06

Alan Green logged in

Mustang Public Schools Activity Tracker

Schedule Activity

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

- Home
- Main Options
- Activity Options
- Print Options
- Driver Options
- Assistant Options

ID: 18269

School/Department: Mustang Middle School

Type of Fund: District Paid

Type of Activity: In-District

Additional Options: Use of Facilities: Yes  
Custodian Services Needed: Yes  
Auditorium: No  
Field Trip: No  
Transportation: No

Date Needed: 11/7/2015

Date Return: 3/13/2016

Organization/Class: Optimist Basketball

Time of Activity Start: 1:00:00 PM

Time of Activity Finish: 9:00:00 PM

Location: Mustang South Middle School - Mustang, OK

Activity: Basketball Games

Number of Riders: 0

Number of Wheelchairs: 0

Sponsor in Charge: Ray Meier

Sponsor Phone Number: 405-517-4173

Facilities Needed: Gymnasium

Special Equipment Needed: Optimist will need the gym Saturdays from 1:00 pm until 9:00 pm and Sundays from 12:00 noon until 5:00 pm. This will be on a rotating schedule with MNMS every other weekend on an as needed basis only.

Wheelchair Students:

Bill To:

Additional Information/Comments:

P.A.S.S. Objectives:



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Optimist Club of Mustang  
 Name of Applicant: Ray Meier  
 Billing Address: P.O. Box 581, Mustang Ok 73064  
 E-mail Address: rmeier5@cox.net Telephone (Cell) 405-517-4123  
 Contact Person: Ray Meier Telephone (Other) \_\_\_\_\_

#### EVENT DETAILS:

Name of Activity: Girls & Boys Youth Basketball  
 Purpose of Activity: Games  
 Date(s)/Day(s) Requested: Sat & Sun, Nov 7, 2015 to March 13, 2016  
 Facility Entry Time: 7:30 am Sat pm Facility Exit Time: 9:00 pm Sat  
 Actual Performance (if applicable) Start Time: 4:00 am Sat pm End Time: 5:00 am Sat pm  
 Expected number of participants: 320 Expected number of audience (if applicable): 640

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: (Yes) No Expires: 5/1/2016

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

**High School**

Cafeteria  
Kitchen  
Commons area  
Wrestling Room  
MHS soccer practice field  
Classrooms

**MMS**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball field  
Classrooms

**MNMS**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/baseball field  
Classrooms

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms

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

Number of participants: 320 Number of Mustang students participating: 20

Will admission be charged:  Yes  No

Special Equipment Needed: Concession area, score equipment

**AGREEMENT:**

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

Representative's Signature: \_\_\_\_\_

Ray Meier

Date: \_\_\_\_\_

8/6/15

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Use of Facilities Coordinator:



Date: 8/7/15

Athletic Director (If applicable):

Date:

Deputy Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Roy Sheet 8/7/15  
Signature of Representative Date

STATE OF: OKLAHOMA  
COUNTY OF: CANADIAN

Subscribed and sworn to before me this 7 day of August, 2015

Angela Keck  
Signature of Notary Public



Adopted: 08-14-06

Alan Green logged in

Mustang Public Schools Activity Tracker

Schedule Activity

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

- Home
- Main Options
- Activity Options
- Print Options
- Driver Options
- Assistant Options

ID: 18270

School/Department: Mustang North Middle School

Type of Fund: District Paid

Type of Activity: In-District

Additional Options: Use of Facilities: Yes  
Custodian Services Needed: Yes  
Auditorium: No  
Field Trip: No  
Transportation: No

Date Needed: 11/7/2015

Date Return: 3/13/2016

Organization/Class: Optimist Basketball

Time of Activity Start: 1:00:00 PM

Time of Activity Finish: 9:00:00 PM

Location: Mustang North Middle School Gym - Mustang, OK

Activity: Basketball Games

Number of Riders: 0

Number of Wheelchairs: 0

Sponsor in Charge: Ray Meier

Sponsor Phone Number: 405-517-4173

Facilities Needed: Gymnasium

Special Equipment Needed: Optimist will need the gym Saturdays from 1:00 pm until 9:00 pm and Sundays from 12:00 noon until 5:00 pm. This will be on a rotating schedule with MMS every other weekend on an as needed basis only.

Wheelchair Students:

Bill To:

Additional Information/Comments:

P.A.S.S. Objectives:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/28/2015

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

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

<b>PRODUCER</b> Mercer Consumer Mercer Health & Benefits Administration LLC P.O. Box 14521 Des Moines, IA 50306-4521		<b>CONTACT NAME:</b> PHONE (A/C. No): 800-503-9227 EMAIL ADDRESS: plsdsteam.service@mercer.com FAX (A/C. No): 515-365-3005 PRODUCER CUSTOMER ID:	
<b>INSURED</b> Optimist International Optimist Club of Mustang Ray Meier PO Box 581 Mustang, OK 73064		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: New Hampshire Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		<b>NAIC #</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INS LETR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC			01LX000917052-11	05/01/2015	05/01/2016	EACH OCCURRENCE	\$ 100000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
							MED EXP (Any one person)	\$ Excluded
							PERSONAL & ADV INJURY	\$ 1000000
							GENERAL AGGREGATE	\$ 2000000
							PRODUCTS - COM P/OP AGG	\$ 1000000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			01LX000917052-11	05/01/2015	05/01/2016	COMBINED SINGLE LIMIT (Each Occurrence)	\$ 1000000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	
							OTHER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

Effective 08/17/2015 include as additional insured: Certificate Holder (CG2011) Mustang Public Schools, but only with respects to the named insured's negligence with regards to the Youth Basketball event to be held at Mustang Public Schools on 08/17/2015 ending on 03/12/2016.

**CERTIFICATE HOLDER**

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

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE *Judy R. Allen*

150

Effective May 1, 2015

## SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

**Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.**

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

### GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2015 – May 1, 2016	01-LX-000917052	New Hampshire Insurance Co. (AIG)	\$1,000,000 (US)	Per Occurrence
			\$1,000,000 (US)	Products/Completed Operations
			\$2,000,000 (US)	General Aggregate
			\$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

### MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

<p>§ Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&amp;A section for more details).</p> <p>§ Medical Payments</p> <p>§ Abuse or Molestation</p>	<ul style="list-style-type: none"> <li>● Motorized activity, including aircraft or watercraft</li> <li>● All Boxing Activities</li> <li>● Club Members as sports participants</li> <li>● Political Events</li> <li>● Shooting/Firearms</li> </ul>	<ul style="list-style-type: none"> <li>● Asbestos, Silica, Lead, Fungi, Bacteria</li> <li>● Igniting or Discharging of Fireworks</li> <li>● Professional Services including Medical or Counseling</li> </ul>	<ul style="list-style-type: none"> <li>● Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs</li> <li>● Workers Compensation or Employers Liability</li> <li>● Pollution</li> </ul>
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### DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2015 – May 1, 2016	01-LX-000917052	New Hampshire Insurance Co. (AIG)	\$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

### MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

**GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)**

<b>Policy Term:</b>	<b>Policy Number:</b>	<b>Carrier:</b>	<b>Limit of Liability:</b>	<b>Type of Coverage</b>
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	\$1,000,000 (US)	Each Occurrence
			\$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			\$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

**GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)**

**COVERAGE:** Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations Defense & Supplementary Costs	Personal & Advertising Injury Worldwide Coverage & Jurisdictions (excludes USA)	Contingent Auto Liability coverage not subject to policy aggregate
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**MAJOR EXCLUSIONS**

Professional Liability Nuclear Power-related Coverage	Contractual Sole Negligence Aircraft Liability	Bodily Injury to Athletic Participants Non-owned & Hired Auto Liability to persons under 18 years of age	Asbestos
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**UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)**

<b>Policy Term:</b>	<b>Policy Number:</b>	<b>Carrier:</b>	<b>Limit of Liability:</b>	<b>Type of Coverage</b>
May 1, 2015 – May 1, 2016	29-UD-005852309	National Union Fire Insurance Company (AIG)	\$10,000,000 (US)	Per Occurrence

\*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

**MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY**

**All Exclusions on the New Hampshire General Liability policy;  
All Automobile Liability, Foreign Liability and Professional Liability, including:**

All Athletic Activities Abuse or Molestation Bungee Jumping	Liquor Legal Liability Racing & Stunting Recreational Vehicles	E.R.I.S.A. & Employers Liability Pollution, Silica, Lead Paint, Fungus Trampolines & Rebounding Equipment Employee Benefits	Aircraft Products & Grounding D& O Liability Professional Liability Hazards in conjunction with Premises, with sponsored event exception
Cross Suits Political Events	Automobile Liability Shooting/Firearms		

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

## TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

### Liquor

- Q.** What is Liquor Legal Liability?
- A.** Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.
- Q.** Does this policy cover the sale of alcoholic beverages?
- A.** In a limited sense, yes, but see response to question below.
- Q.** What is host liquor liability?
- A.** The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

### Automobile

- Q.** Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
- A.** Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.
- Q.** Is there physical damage coverage for hired or non-owned autos?
- A.** No. This is liability coverage only.
- Q.** Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
- A.** There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to \$1,000,000, subject to the policy terms, exclusions, and conditions.

### Bodily Injury

- Q.** Is this an Accident Medical policy?
- A.** No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

### General Coverages

- Q.** Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
- A.** No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported to YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.
- Q.** Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
- A.** Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
- Q.** Does this policy provide products liability coverage?
- A.** Yes.
- Q.** Are workers' compensation benefits provided?
- A.** No. Clubs would need to purchase separate policies for this.

- Q.** Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
- A.** Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

### Property

- Q.** Is there coverage for damage to Optimist owned property?
- A.** No.

### Examples of Types of Events that may be Covered or Not Covered

- Q.** If our Club contracts with others to conduct a special event, does this policy protect us?
- A.** Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.
- Q.** If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?
- A.** No. The vendor should have their own coverage in place, and the Club should request proof of coverage being in place prior to the event.
- Q.** Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
- A.** Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.
- Q.** Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
- A.** Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.
- Q.** My Club is co-sponsoring an event. Is my Club covered in such an activity?
- A.** Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.
- Q.** What about Optimist sponsored float trips?
- A.** Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
- Q.** If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
- A.** No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.
- Q.** Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?
- A.** No. All loss related to Autos is excluded under this policy.

### Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

**Fax:** 973-404-1040

**Telephone:** 866-391-9675

**Email:** yorkclaimsintake@york-claims.com

**Mail:** York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054



# Memo

**To:** Mr. Sean McDaniel and the Mustang Board of Education

**Date:** August 14-16, 2015

**Re:** Overnight Travel Request for Fast-Pitch Tournament in Broken Arrow, OK

The varsity softball team will be participating in the Broken Arrow Softball Tournament in Broken Arrow, OK on August 13th-15th. Mustang's first round game begins on Friday, August 14th at 10:00 a.m. The varsity team plans to leave from the Mustang High School softball complex at 5:30 p.m. on Thursday, August 13th and will return on Saturday, August 15th once the final game is complete. The team will be provided three meals per day. Reservations for 6 rooms have been made at the Wyndham Tulsa at 10918 East 41st St. in Tulsa, OK. The rooms will be paid for out of the softball activity account. We will be traveling with 24 student athletes and managers on a Mustang Public School District activity bus. All of the students traveling will have parent permission forms on file prior to departure. Three softball coaches on staff will be traveling with the team for this tournament. All meals will be paid for through the Mustang Softball Booster Club. This trip will be of no cost to our student athletes.

*Paul*  
2/31/15

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

Date of Request: 07/31/2015 Site: 806  
 Staff Member Making Request: Jamie Roberts  
 Name of Activity: Broken Arrow Softball Tournament  
 Date/Dates of Activity: August 13-15, 2015  
 Location of Activity: Broken Arrow High School  
 Number of Days Students Will Miss School: 0  
 Number of Students Attending Activity: 25  
 Number and Name(s) of Sponsor(s) Attending Activity: 3 Sponsors: Jamie Roberts, Amy Jones Jennifer Prince

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation <u>Activity Bus (310 total miles)</u>	Paid by: <u>District</u>	<u>\$620.00</u>
Registration Fee <u>\$200 / team</u>	Paid by: <u>Athletics</u>	<u>\$200.00</u>
Meal Expense for Students <u>25 people x \$15 per day X 2 days</u>	Paid by: <u>Booster Club</u>	<u>\$750.00</u>
Meal Expense for Sponsors <u>3 Coaches x \$15 per day X 2 days</u>	Paid by: <u>Booster Club</u>	<u>\$90.00</u>
Room Rate for Students <u>\$79 per night</u>		
Number of Rooms <u>6</u> x Number of Nights = <u>2</u>	Paid by: <u>Softball</u>	<u>\$948.00</u>
Room Rate for Sponsors <u>\$79 per night</u>		
Number of Rooms <u>2</u> x Number of Nights = <u>2</u>	Paid by: <u>Softball</u>	<u>\$474.00</u>
Number of Days Substitute Will Be Required: <u>0</u>	Paid by: <u>District</u>	
# of days <u>0</u> x \$70.00 = <u>0</u> x # of sponsors <u>0</u> =		

Estimated Total Costs: \$3082.00

Sponsor Signature:  7/31/15  
 (Date)

Approved by Principal  7/30/15  
 (Date)

Approved by District Athletic Director (if applicable)  7/31/15  
 (Date)

Approved by Deputy Superintendent \_\_\_\_\_  
 (Date)



## Itinerary Summary

1. **Sport/Activity:** Softball Broken Arrow Tournament
2. **Trip Date:** August 13-15 (Thurs - Sat)
3. **Trip Destination:** Broken Arrow
4. **Travel Date:** August 13
5. **Departure Time:** 5:30 PM
6. **Departure Place:** MHS Softball Complex
7. **Return Date/Time:** August 15 after completion of final game
8. **Transportation Needed:** Activity Bus
9. **Total Number Traveling:** 22 player, 2 managers  
(Athletes, Managers, Trainers)
10. **Cost to Athlete:** \$0.00
11. **Hotel Address/Phone #:** Wyndham Tulsa  
10918 East 41st St  
918-627-5000
12. **Sponsors: (Name and Phone)**
  1. Jamie Robert 850-1589
  2. Amy Jones 818-2633
  3. \_\_\_\_\_
  4. \_\_\_\_\_

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



## Detailed Itinerary

**Date:** Aug 13 (Thursday)

**Times**                      **Activity Occurring**

5:30  
7:30  
9:00  
10:00

Depart from MHS Softball Complex  
Eat Dinner in Tulsa  
Arrive at Wyndham Tulsa  
Lights out

**Date:** Aug 14 (Friday)

**Times**                      **Activity Occurring**

08:00  
09:00  
10:00  
11:30  
01:00  
05:00  
07:30  
09:30  
10:30

Breakfast at the Hotel  
Arrive at Arrow Head Park  
Game vs. Piedmont  
Game vs. Muskogee  
Lunch in Tulsa  
Game vs. Pryor  
Dinner in Tulsa  
Return to Hotel  
Lights Out

**Date:** Aug 15 (Saturday)

**Times**                      **Activity Occurring**

07:00  
08:00  
09:00  
12:30  
5:30  
7:30  
8:30

Breakfast at Hotel  
Arrive at Broken Arrow HS  
Game vs. Bartlesville  
Game vs. Sand Springs  
Game vs. TBA  
Dinner in Tulsa  
Depart for MHS Softball Complex



Sport/Organization: Softball

Date(s) & Times Aug 13-15

Sponsor/Coach: Jamie Roberts

The following students will be gone for the above date(s) and times listed.

*Please list alphabetically ©*

Grade	Name	Grade	Name
<u>10</u>	<u>Audrie Morrison</u>	<u>10</u>	<u>Zoe Jones</u>
<u>12</u>	<u>Brittani Sanders</u>	<u>11</u>	<u>Carly Ochoa</u>
<u>12</u>	<u>Brooklyn Sparkman</u>	<u>12</u>	<u>Jessie Martin</u>
<u>12</u>	<u>Caitlin Cantrell</u>		
<u>12</u>	<u>Cheyenne Woodward</u>		
<u>10</u>	<u>Kaitlyn Thomas</u>		
<u>10</u>	<u>Karis Clark</u>		
<u>10</u>	<u>Kylie Dodson</u>		
<u>12</u>	<u>Lexi Vargas</u>		
<u>09</u>	<u>MacKenzie Donihoo</u>		
<u>09</u>	<u>Madison Hughes</u>		
<u>12</u>	<u>Madison Perrigan</u>		
<u>11</u>	<u>Morgan Woodward</u>		
<u>10</u>	<u>Zion Archer</u>		

Other people traveling

Cascade Trail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Memo

**To:** Ryan McKinney, Director of Secondary Schools *RM*  
**CC:** Charles Bradley, Deputy Superintendent, Mustang Public Schools *CB*  
Sean McDaniel, Superintendent, Mustang Public Schools  
**From:** Teresa Wilkerson, Principal of Mustang High School  
**Date:** July 23, 2015  
**Re:** Consideration of ROTC trip

---

Please discuss, consider, and/or act upon this request to allow the JROTC to attend the Top of Texas Team Competition in Wichita Falls, Texas, on October 3, 2015. The group will be traveling out-of-state, but they will return the same day as their departure. A formal request and specific details of the trip are attached to this memo.



**Mustang High School JROTC Bronco Battalion**

801 South Snyder Drive, Mustang, OK 73064  
Office: (405) 376-2404, Fax: (405) 376-7347, JROTC (405) 376-9334



5 July 2015

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

1. The purpose of the letter is to request approval for the Mustang High School JROTC Dept. to participate in the Top of Texas Invitational Drill Competition at Wichita Falls, Texas, on 3 October 2015. It is our plan to enter teams in the following categories;

- a) Marksmanship, 12 cadets, 3 teams (varsity & junior varsity).
- b) Color Guard, 12 cadets, 3 teams (varsity).
- c) Drill Team, Unarmed, 20 cadets, 2 teams (varsity & junior varsity).
- d) Drill Team, Armed, Non-service, 10 cadets, 2 team (varsity & junior varsity).
- e) Drill Team, Armed, Service, 10 cadets, 1 team (varsity).
- f) Raider Challenge Physical Fitness, 16 cadets, 4 teams (2 male, 2 female).
- g) Academic Team, 5 cadets.

2. In support of this competition, we request that the Mustang School District provide one activity bus and one 8 passenger van to be driven by JROTC instructors. The competition will be held at S. H. Rider High School in Wichita Falls. The 8 passenger van will be used to transport equipment and to move marksmanship cadets between the main site and the marksmanship range during the event. The transportation will be the only cost to the district. All event fees will be paid by the JROTC Booster club. The cadets will be responsible for the cost of their meals.

3. We intend to depart not later than (NLT) 6:00 AM Saturday morning as our first competitive events begin at 8:00 AM. We estimate our return time to be NLT 8:00 PM Saturday evening.

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

5. We respectfully request approval of our request.

OMAR A. JONES  
CW4(Ret), USA  
Senior Army Instructor


# MUSTANG PUBLIC SCHOOLS

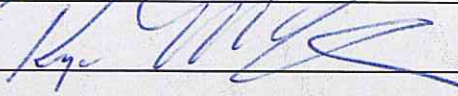
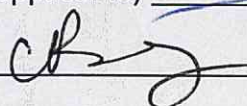
## OUT OF DISTRICT, OVERNIGHT TRAVEL OR OUT OF STATE TRAVEL REQUEST FORM

Date of Request: 6 JUL 2015 Site: MHS  
 Staff Member Making Request: Omar A. Jones  
 Name of Activity: Top Of Texas JROTC Teams Competition  
 Date/Dates of Activity: 3 OCTOBER 2015  
 Location of Activity: H.S. Rider High School, Wichita Falls, Texas  
 Number of Days Students Will Miss School: N/A  
 Number of Students Attending Activity: 53  
 Number and Name(s) of Sponsor(s) Attending Activity: Two (2)  
CW4 Omar A. Jones, MSG Jorge Moreira

### Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation <u>Bus and Van</u>	Paid by: <u>District</u>	<u>\$450.00</u>
Registration Fee _____	Paid by: <u>Booster Club</u>	<u>\$385.00</u>
<b>Registration &amp; lunch meal paid for by the Bronco Battalion Booster Club.</b>		
Meal Expense for Students <u>Dinner Meal (@ \$7.00 each)</u>	Paid by: <u>Students</u>	<u>\$371.00</u>
Meal Expense for Sponsors <u>Dinner Meal (@ \$7.00 each)</u>	Paid by: <u>Sponsors</u>	<u>\$14.00</u>
Room Rate for Students <u>N/A</u>		
Number of Rooms ___ x Number of Nights = _____	Paid by: <u>N/A</u>	
Room Rate for Sponsors _____		
Number of Rooms ___ x Number of Nights = _____	Paid by: <u>N/A</u>	
Number of Days Substitute Will Be Required: <u>N/A</u>	Paid by: _____	
Estimated Total Costs:		<u>\$1,220.00</u>

Sponsor Signature:  \_\_\_\_\_ (Date)

Approved by Principal <u></u>	(Date)
Approved by District Athletic Director (if applicable) _____	N/A (Date)
Approved by Deputy Superintendent <u></u>	<u>8/5/15</u> (Date)

Itinerary	Saturday, October 3, 2015
0500	Formation Accountability Load equipment
0515	Load Bus
0530	Departure
0740	Arrival
0740	Formation
0800	Competition and Activities begin
1130	Golden Corral Restaurant
1330	Formation Accountability Load equipment
1530	Awards ceremony
1630	Departure
1845	Arrival Mustang High School

# Mustang High School Field Trip Request Approval Form

Proposed Activity: Trip to the Top of Texas JROTC Drill Competition

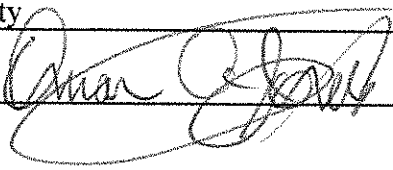
Date of Request Submission: 17 JULY 2015

Name of Staff Member Making the Request: Omar A. Jones

Organization Making the Request: JROTC

Number of Students Involved in this Activity: 53 Cost per Student: \_\_\_\_\_

Funding Source: \_\_\_\_\_ Activity \_\_\_\_\_

Signature of Staff Member Making the Request: 

Date of Proposed Trip: Saturday, October 3, 2015

A complete itinerary of the trip must be included with this form. This itinerary should include departure and arrival times and locations, and it should also include contact information of the location.

**Educational Purpose of Trip (include any curriculum standards met through this activity):**

This is a leadership practicum, and Junior Reserve Officers' Training Corps (JROTC) requirement.  
Demonstrate and put into practice, verbal communication, team building, conflict resolution, and self-discipline.  
\_\_\_\_\_  
\_\_\_\_\_

**Names of Adult Supervisors:**

Omar A. Jones \_\_\_\_\_

Jorge E. Moreira \_\_\_\_\_

**Other Information to be Considered:**

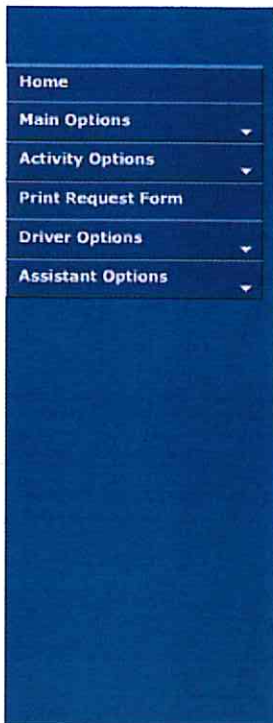
This event will be conducted during a non-school day; meals will be at "No cost," to the district; bus driver is willing to drive for free, and no substitutes are required.  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_

## Mustang Public Schools Activity Tracker

# Schedule Activity

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



ID:	18201
School/Department:	Mustang High School
Type of Fund:	Activity
Type of Activity:	Out of District
Additional Options:	Use of Facilities: No Custodian Services Needed: No Auditorium: No Field Trip: Yes Transportation: Yes
Date Needed:	10/3/2015
Date Return:	10/3/2015
Organization/Class:	JROTC
Time of Activity Start:	8:30:00 AM
Time of Activity Finish:	4:00:00 PM
Location:	S. H. Rider High School, 4611 Cypress Avenue, 76310 - Wichita Falls, TX
Activity:	JROTC Drill Competition
Number of Riders:	46
Number of Wheelchairs:	0
Sponsor in Charge:	OMAR A. JONES
Sponsor Phone Number:	405-376-9334
Facilities Needed:	
Special Equipment Needed:	
Student Liability-Release Forms:	Yes
Vehicle Type:	Bus
Time Needed:	5:0:00
Time of Departure:	5:30:00
Time of Return:	6:30:00
Loading Location:	JROTC BLDG
Return/Dropoff Location:	JROTC BLDG
Transportation to provide driver:	NO
If NO, Name of Driver(s):	Jorge Moreira
Transportation to provide special needs assistant:	NA
If NO, Name of Assistant(s):	
Unusual Loads:	
Wheelchair Students:	
Bill To:	
Account Number:	
Activity Fund P.O. Num:	
Additional Information/Comments:	
P.A.S.S. Objectives:	N/A



# Memo

**To:** Ryan McKinney, Director of Secondary Schools *pm*  
**From:** Teresa Wilkerson, Principal of Mustang High School *AM 8/5*  
**Date:** August 3, 2015  
**Re:** Consideration of MHS Band Students to travel to All Wind National Festival

Please discuss, consider, and/or act upon this request to allow the Mustang High School band Wind Ensemble students to attend the Music for All National Festival in Indianapolis, IN, from March 9-13, 2016. Selection for participation in this festival is an honor earned from a national search and audition process. A proposed itinerary is attached. If approved, fundraising and specific details regarding hotel stay, transportation, and student activities will be submitted. Thank you for your consideration.



# Memo

**To:** Ryan McKinney, Director of Secondary Schools  
**From:** Teresa Wilkerson, Principal of Mustang High School *TW*  
**Date:** August 3, 2015  
**Re:** Consideration of MHS Band Students to travel to All Wind National Festival

---

Please discuss, consider, and/or act upon this request to allow the Mustang High School band Wind Ensemble students to attend the Music for All National Festival in Indianapolis, IN, from March 9-13, 2016. Selection for participation in this festival is an honor earned from a national search and audition process. A proposed itinerary is attached. If approved, fundraising and specific details regarding hotel stay, transportation, and student activities will be submitted. Thank you for your consideration.



# Memo

**To:** Mr. Sean McDaniel and the Mustang Board of Education

**Date:** 7/31/2015

**Re:** Music for All Wind National Festival

---


Requesting approval for the Mustang High School Wind Ensemble to attend the Music for All National Festival in Indianapolis, IN from March 9-13, 2016. Selection for this festival was based on a search and recorded audition process from ensembles all over the United States. The MHS Wind Ensemble is one of 24 ensembles to receive an invitation to perform at this prestigious national festival.

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

Date of Request: 7/31/2015 Site: MHS  
 Staff Member Making Request: Ryan Edgmon  
 Name of Activity: Music for All National Festival  
 Date/Dates of Activity: 3/9/2015 - 3/13/2015  
 Location of Activity: Indianapolis, IN  
 Number of Days Students Will Miss School: 2  
 Number of Students Attending Activity: 50  
 Number and Name(s) of Sponsor(s) Attending Activity: Ryan Edgmon, Greg Mangus, Jacob Hofer  
 Chris Ozinga, Dustin Jussila and Gina Thompson along with 5 parent sponsors.

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation <u>Charter Bus</u>	Paid by: <u>Act 804</u>	<u>\$7500</u>
Registration Fee <u>Music for All</u>	Paid by: <u>Band Booster</u>	
Meal Expense for Students <u>Included with MFA Package</u>	Paid by: _____	
Meal Expense for Sponsors <u>Included with MFA Package</u>	Paid by: _____	
Room Rate for Students <u>Included with MFA Package</u>		
Number of Rooms <u>13</u> x Number of Nights = <u>52</u>	Paid by: <u>Act 804</u>	<u>\$33750</u>
Room Rate for Sponsors <u>Included with MFA Package</u>		
Number of Rooms <u>7</u> x Number of Nights = <u>28</u>	Paid by: <u>Act 804</u>	<u>\$6750</u>
Number of Days Substitute Will Be Required: <u>2</u>	Paid by: _____	
# of days <u>2</u> x \$70.00 = <u>140</u> x # of sponsors <u>1400</u> =		<u>\$700</u>
	Estimated Total Costs:	<u>\$48700</u>

Sponsor Signature:  \_\_\_\_\_ Date: 7-31-15

Approved by Principal _____	(Date)
Approved by District Athletic Director (if applicable) _____	(Date)
Approved by Deputy Superintendent _____	(Date)



## Parent Authorization for Student Travel

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_

Sport/Organization: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Please check one of the following:

\_\_\_\_\_ I hereby give my consent for my son/daughter listed above to participate in the authorized school travel activity listed below.

\_\_\_\_\_ I hereby give my consent for my son/daughter listed above to participate in the authorized school travel activity listed below and to be picked up from the event by (name of driver) \_\_\_\_\_.

\_\_\_\_\_ I **do not** give my consent for my son/daughter to participate in the authorized school travel activity listed below.

Description of Travel Activity: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Date(s) of Travel Activity: \_\_\_\_\_

\*\*Special Medical Instructions: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Coach/Advisor

\_\_\_\_\_  
Date



## Itinerary Summary

- |   |                                      |
|---|--------------------------------------|
| 1. <u>Sport/Activity:</u>   | MHS Band                             |
| 2. <u>Trip Date:</u>  | 3/9/16 - 3/13/16                     |
| 3. <u>Trip Destination:</u>   | Indianapolis, IN                     |
| 4. <u>Travel Date:</u>  | 3/9/16 - 3/13/16                     |
| 5. <u>Departure Time:</u>   | 6:00am                               |
| 6. <u>Departure Place:</u>  | MHS Band Room                        |
| 7. <u>Return Date/Time:</u>   | 3/13/2016 - 10:00pm                  |
| 8. <u>Transportation Needed:</u>                                    | Van 16 and Band Trailer              |
| 9. <u>Total Number Traveling:</u><br>(Athletes, Managers, Trainers) | 50                                   |
| 10. <u>Cost to Athlete:</u>   | \$1000.00                            |
| 11. <u>Hotel Address/Phone #:</u>                                   | TBA- Coordinated by<br>Music for All |
| 12. <u>Sponsors: (Name and Phone)</u>                               |                                      |
| 1. _____  | 3. _____                             |
| 2. _____  | 4. _____                             |

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



## Detailed Itinerary

**Date:** 3/10

**Times**                      **Activity Occurring**

10am  
TBA  
TBA  
TBA

Opening Ceremony  
Instrument Specific Master Classes  
Required Concert Attendance  
MHS Rehearsal with Clinician

**Date:** 3/11

**Times**                      **Activity Occurring**

8am  
TBA  
TBA  
TBA  
8pm

Required Concert Attendance  
MHS Rehearsal  
MHS Required Concert Attendance  
MHS Performance  
Honor Jazz Band of America Concert

**Date:** 3/12

**Times**                      **Activity Occurring**

8am  
10am  
6pm

MHS Concert Attendance  
Honor Band of America Concert  
Closing Ceremony/ Music for All Formal Gala



Sport/Organization: Band Date(s) & Times \_\_\_\_\_

Sponsor/Coach: Ryan Edgmon

The following students will be gone for the above date(s) and times listed.

*Please list alphabetically ☺*

Grade	Name	Grade	Name
_____	TBA via September 2015 Audition	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Other people traveling**  
\_\_\_\_\_  
\_\_\_\_\_

Music for All, Inc.  
39 W. Jackson Place  
Suite 150  
Indianapolis, IN 46225  
800.848.2263 • 317.636.2263  
317.524.6200 Fax  
www.musicforall.org

July 14, 2015



Mr. Ryan Edgmon  
Mustang High School  
906 S. Heights Drive  
Mustang, OK 73064

Dear Mr. Edgmon,

On behalf of Music for All, its Board of Directors and Educational Team, it is with great pleasure that we extend an invitation to the Mustang High School Wind Ensemble to perform as a **Invited Band** at the **National Concert Band Festival**. The Festival is part of the **2016 Music for All National Festival, presented by Yamaha**. Based on the recommendation of our distinguished panel of evaluators, we are pleased to extend this invitation and esteemed recognition to your outstanding ensemble.

Your band was among many outstanding ensembles that applied this year and it was deemed to have achieved the high level of musical performance and artistry worthy of being featured on this national stage. We commend you and your students for your exemplary commitment to excellence and look forward to bringing national attention to your students, program and school.

You will receive a detailed Festival Information Packet in late August. Please read this, as it gives you the vital information needed to start your planning process. In the meantime, please don't hesitate to contact Haley Sparks in our office should you have any questions. She can be reached at [haley.s@musicforall.org](mailto:haley.s@musicforall.org) or 317.524.6238.

Performing at the 25th annual Music for All National Festival is a tremendous honor. It places Mustang High School in the extraordinary position of modeling to the world the results of excellence in achievement and music education. We look forward to the Mustang High School Wind Ensemble representing your school, community and state at the Festival in Indianapolis, March 9-12, 2016. Best wishes for the coming school year and we look forward to working with you leading up to and during the 2016 Music for All National Festival.

With sincere congratulations,

A handwritten signature in black ink, appearing to read "Eric L. Martin".

Eric L. Martin  
President and CEO

# Memo

**To:** Sean McDaniel  
**From:** Charles Bradley  
**Date:** July 28, 2015  
**Re:** Recommendation for an Open Transfer Request for the 2015-2016 School Year

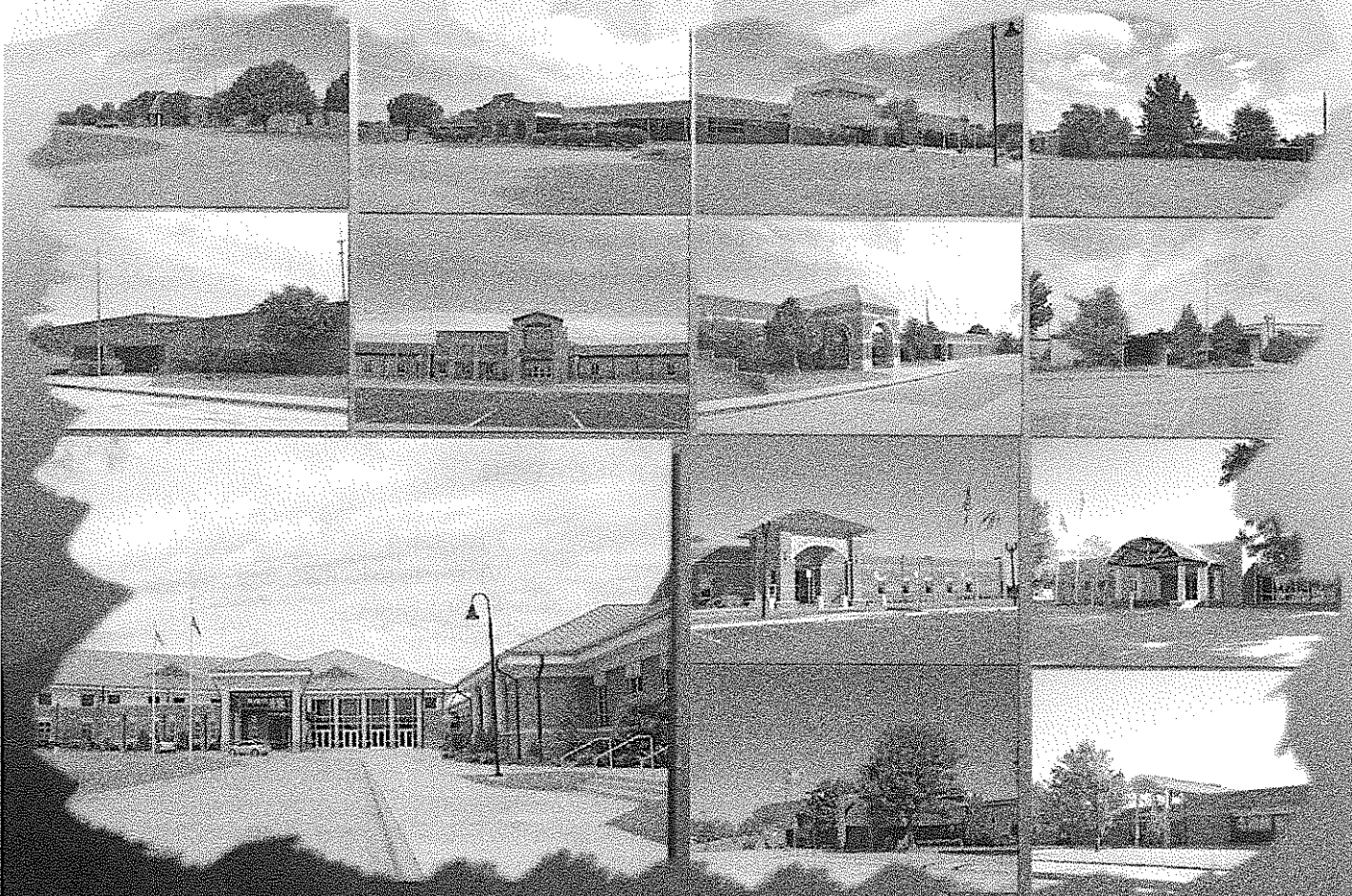
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Please consider and/or act upon my recommendations to approve the following open transfer requests to attend Mustang Public Schools for the 2015-2016 school year:

Annabelle Roberts  
Scott Vartanian  
Tiffany Vartanian  
Taesyn Harper

Mustang Public Schools

# 2015-2016 Student Handbook



*Empowering today to achieve a better tomorrow.*



## Mustang Public Schools

906 SOUTH HEIGHTS DRIVE  
MUSTANG, OKLAHOMA 73064

Mustang Public Schools Telephone Number: (405) 376-2461  
Safe-Call Telephone Number: 1-877-723-3225, ext 651  
District Web Site: [www.mustangps.org](http://www.mustangps.org)

### ADMINISTRATION

Dr. Sean McDaniel, Superintendent  
Charles Bradley, Deputy Superintendent  
Dr. Angela Mills, Assistant Superintendent  
Tracy Skinner, Executive Director of Human Resources  
Geromy Schrick, Executive Director of Instructional Technology  
Stacy Edwards, Director of Elementary Schools  
Ryan McKinney, Director of Secondary Schools  
Karen Wilson, Director of Student Services  
Jeff Woodard, Chief Operating Officer  
Shannon Rigsby, Communications Officer  
Chuck Bailey, District Athletic Director  
Nikki McCann, Assistant Athletic Director  
Scott Selby, Assistant Athletic Director

### BOARD OF EDUCATION

Chad Fulton	President
Mike Kessler	Vice-President
Amanda Strassle	Board Clerk
Jim Davis	Member
Jeff Landrith	Member

This handbook has been prepared to help you and your parents become better acquainted with your school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of the MPS. This handbook will be used as a guideline for students and staff. It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook.

The MPS Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the MPS System annually to review this policy and make changes as necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

**Centennial Elementary School**  
Molly Wilson, Principal  
Daryl Williamson, Assistant Principal  
405.256.6466  
700 South Czech Hall Road  
<http://centennial.mustangps.org>

**Lakehoma Elementary School**  
Shawna Carter, Principal  
Jandra Honeman, Assistant Principal  
405.376.2409  
224 South Clear Springs Road  
<http://lakehoma.mustangps.org>

**Mustang Creek Elementary School**  
Susan Dombek, Principal  
Tamara Rogers, Assistant Principal  
405.324.4567  
10821 Southwest 15<sup>th</sup> Street  
<http://creek.mustangps.org>

**Mustang Elementary School**  
Leah Anderson, Principal  
Andrea Peterson, Assistant Principal  
405.376.2491  
400 South Mustang Road  
<http://elementary.mustangps.org>

**Mustang Trails Elementary School**  
Alisha Suffield, Principal  
Laureen Barnes, Assistant Principal  
405.324.0016  
12025 Southwest 15<sup>th</sup> Street  
<http://trails.mustangps.org>

**Mustang Valley Elementary School**  
Jillian Mitchell, Principal  
Jennifer Young, Assistant Principal  
405.324.2541  
3001 S Morgan Rd.  
<http://valley.mustangps.org>

**Prairie View Elementary**  
Dr. Cindy Daniel, Principal  
Shanda Cummings, Assistant Principal  
405.256.6989  
9201 SW 59th  
<http://prairieview.mustangps.org>

**Canyon Ridge Intermediate Center**  
Kathy Blackwell, Principal  
Ryan Waggoner, Assistant Principal  
405.256.6955  
3600 S. Sara Road  
<http://canyonridge.mustangps.org>

**Mustang Horizon Intermediate Center**  
Holly McKinney, Principal  
Chris Tobler, Assistant Principal  
405.256.6282  
430 W Forster Dr  
<http://horizon.mustangps.org>

**Mustang Middle School**  
Kathy Knowles, Principal  
Jody McElhaney, Assistant Principal  
Heather Wiggins, Assistant Principal  
405.376.2448  
1145 S. Heights Dr.  
<http://mms.mustangps.org>

**Mustang North Middle School**  
Christy Bradley, Principal  
Danny Brown, Assistant Principal  
Katy Korstjens, Assistant Principal  
405.324.2236  
10901 SW 15th St  
<http://mnms.mustangps.org>

**Mustang High School**  
Teresa Wilkerson, Principal  
Craig Chestnut, Assistant Principal (12th)  
Kenny Nelson, Assistant Principal (11th)  
Toby Blair, Assistant Principal (10th)  
Robert Foreman, Assistant Principal (9th)  
Ramae Collins, Assistant Principal (Curriculum)  
Renee Boatman, Assistant Principal (Student Assistance/Technology)  
405.376.2404  
801 South Snyder Dr.  
<http://mhs.mustangps.org>

**Mustang Education Center/ Maxine and George Morris Alternative Education Center**  
Sondra Bivens, Principal  
405.376.7322  
400 North Clear Springs Road  
<http://mec.mustangps.org>



# Mustang Public Schools

*Direction for Excellence*

## *Vision*

### **We Aspire to Have:**

Highly effective, compassionate teachers in every classroom delivering a world-class education to every student in a safe and mutually respectful environment to the extent that Mustang students achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

## *Mission*

### **As We Pursue Our Vision, We Will:**

Develop Mustang's community of collaborative learners as self-confident, creative problem solvers and skillful communicators, who are capable of accessing and processing information in a lifelong pursuit of excellence.

## **Core Values**

1. Attend to relationships
2. Laser focus on student success
3. Clear and timely communication
4. Collaborative culture

## *District Goals*

1. Focus on student success
  - a. All student attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state assessments
  - b. Students will have meaningful opportunities to explore interests and develop talents
  - c. Mustang Public Schools will attain a 100% graduation rate
2. Maintain standards of fiscal stability
  - a. Balance the operating budget, annually
  - b. Adhere to all audit recommendations
3. Provide a culture that values employees as professionals
  - a. Recruit and retain highly effective employees
  - b. Provide opportunities for growth, professional development, and advancement
  - c. Deliver timely and meaningful feedback

*Empowering today to achieve a better tomorrow*

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## GENERAL INFORMATION

### **CLASSROOM ASSIGNMENT OF STUDENTS (PreK-6)**

Principals and teachers, with the aid of evaluative criteria, will group students in the classes that will provide the best possible learning situation. It is recommended that once a student is assigned to a group that he/she continues with that group for the school year.

### **CLOSING OF SCHOOL**

In the event school is dismissed due to bad weather, the announcement will be made on local news stations prior to 6:00 a.m. MPS will also post the information on the district web site at [www.mustangps.org](http://www.mustangps.org).

### **EMERGENCY SIGNALS**

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

### **FIELD TRIPS**

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. The Mustang Board of Education defines educational field trips as visits to an industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, farm, ranch, creek, river, park, zoo, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of or acquiring additional knowledge in the subject. It does not refer to interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students profit more from the field trip than they would from an available videotape, slides, filmstrip, model, experiment, resource person, etc.?

Any school-sponsored field trip exceeding 150 miles (one way) from MPS must have board approval. Any trip less than 150 miles (one way) must have approval of the aforementioned personnel. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

### **FUNDRAISING CAMPAIGNS**

Any methods for raising money must be approved by the principal and the central administration office prior to the beginning of the activity.

### **PARENT / TEACHER CONFERENCES**

Four evenings are set aside for conferences, two in the fall and one in the spring. Consult the school calendar for specific dates.

### **PARTIES (PreK-4)**

**Birthday Invitations:** Birthday party invitations are never to be distributed at school.

**School and Class Parties:** There will be two class parties per year that will be determined by each elementary site. Parties at other times of the year are not allowed in order to preserve instructional time. This includes all other holidays, special events and birthdays. Parents are requested to refrain from bringing preschool children, younger children or siblings to class parties, as their attention needs to be directed to assisting with the party's events for the students and assisting the teacher during this time. No audio or video recordings are allowed during the parties.

### **PERSONAL ITEMS**

Students are not to bring any toys, including toys that look like "fake" weapons, electronic games, cameras, etc. to school without permission from the teachers or administrator.

**THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED, LOST OR STOLEN PERSONAL ITEMS.**

### **PETITIONS AND SURVEYS**

Neither petitions or surveys for any cause may be circulated in the school without the permission of the principal.

### **PLAYGROUND EXPECTATIONS**

Students will follow all playground rules and procedures established by the individual teacher(s) and/or principal at each school site. Children should be dressed appropriately for outdoor activities. Outdoor activities such as recess will take place unless inclement weather, wind chill of 32 degrees or less, or heat index of 100 degrees or more. **In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times.**

### **PRIVATE LESSONS**

Students will not be allowed to take private lessons during school hours.

### **STUDENT IDENTIFICATION**

All students in grades 9-12 should have their official school issued identification badges available upon request during the school day and school activities. The need for replacement due to lost, damaged or stolen ID's will be at the cost to the student at \$5.00 each.

### **STUDENT INSURANCE**

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

### **USE OF THE MEDIA CENTER**

Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The media center provides a wide selection of materials and equipment for student use – books, magazines, newspapers, computers and copying machine.

Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The media center provides a wide selection of materials and equipment for student use – books, cassettes, films, pamphlets, computers, etc.

The following rules shall be observed when visiting the media center:

## **Elementary**

- No more than two (2) books may be checked out at one time.
- Regular library materials may be checked out for two (2) weeks
- The loss of any material will be paid for by the person having checked it out
- Every student will get the opportunity to visit the library on a regular basis
- No food, gum chewing or drink is allowed in the Media Center.

## **Intermediate & Middle School**

- No more than two (2) books may be checked out at one time.
- Regular library materials may be checked out for two (2) weeks.
- Reference material may be checked out only overnight.
- The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).
- Every student will experience instructional time, research and book selection in the Media Center for library skill building.
- No food, gum chewing or drink is allowed in the Media Center.

Many activities are scheduled in the Media Center for you such as book reviews, book fairs, movies, author-taped biographies, guest speakers, contests and computer activities.

Everything in the Media Center is for your convenience and for you to learn and to enjoy. NOON PASSES are available to you to enjoy the Media Center during your lunch period. Just remember to drop by before your noon hour to reserve one. Academic passes are also available in the office before school. This pass will allow students to solicit help from teachers before school starts.

## **High School**

Hours: Monday – Thursday, 8:05 a.m. –3:45 p.m.; Friday, 8:05a.m. – 3:30 p.m.

The following rules shall be observed when visiting the media center:

- No student has the right to interfere with the learning of another student or the purpose of an activity.
- A student may have up to two (2) items checked out under his/her name at one time.
- Students will check out books and other items at the circulation desk; regular books check out for a period of two (2) weeks and can be renewed for an additional two (2) weeks if necessary. Magazines can be checked out during the school day and are due at the end of 6<sup>th</sup> period. Reference items can be checked out overnight and can be renewed one (1) time.
- A fine of five (5) cents per day must be paid for each book kept past the due date. Reference books and magazines are twenty-five (25) cents per day.
- The person checking out material(s) is responsible for returning the item(s) or paying for replacement costs.
- Printing more than five (5) pages will result in a charge of .05 cents per page. Printing assignments to be submitted for a grade will have no charge. Color printing will cost .50 cents per page.
- No student may check out materials for another student.
- Students entering the media center must have a pass designating his/her purpose, signed and dated by his/her teacher. No passes are required for the lunch hour.
- Any student possessing media center materials without having checked them out will be denied the privilege of using the media center for the remainder of the semester.
- Items can be returned in a book drop or taken to the circulation desk for check in.
- Any fine(s) or overdue book(s) must be remedied before a student can check out anything else in

his/her name.

- Students must place unwanted items in their proper place on the shelf or bring them to the circulation desk for re-shelving.
- Books must be returned and fines paid before a student leaves the school either by withdrawing or graduating.
- All media center records are final.

### **USE OF TELEPHONES**

Students should use the telephone in the school office. Neither teachers nor students will be called to the telephone during a class period unless it is an emergency.

### **VIDEOS / FILMS (instructional and non-instructional)**

The use of video or DVD must be approved by the principal. Any non-instructional video or DVD will require written parental permission prior to the child's viewing. Alternate activities will be provided to students whose parent elects for the child not to view a given video or DVD. Upon request, parent(s) will be given the opportunity to preview any video/DVD used in the classroom.

### **VISITORS**

Parents are encouraged to visit the school. **All guests are required to check in at the school office first and receive a visitor's pass. Check in will require a valid photo ID.** If a parent/guardian wishes to visit a classroom, the following guidelines

#### **Classroom Visitor Guidelines**

- Parent(s)/guardian(s) will need to submit a request to a building administrator with a 24 hour notice to request to observe a classroom. Upon approval of request, a building administrator or designated appointee will schedule the visitation. Classroom visits may not exceed one hour. ISL classrooms are not available for classroom visits due to student confidentiality.
- Parent(s)/guardian(s) should not disrupt the learning environment in any way. If the visitor has concerns or questions regarding the curriculum, classroom, or teacher, a meeting can be arranged at a future date and time. Disrupting the classroom is not an option, the parent or guardian will be asked to leave the room immediately if disruption occurs.
- Parent(s)/guardian(s) are not allowed to record any part of the school or classroom; including video, photo, or audio due to privacy of other students.
- Parent(s)/guardian(s) can take notes while observing.
- Parent(s)/guardian(s) should not engage in conversation with the teacher or any students, including their personal child while observing the classroom.
- Convicted sex offenders will not be permitted.
- Administration may determine at any time that classroom observations will not be allowed. His or her decision is not subject to review.

### **VOTING INFORMATION**

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District.

## **ATTENDANCE**

### **SCHOOL ATTENDANCE POLICIES AND PROCEDURES**

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines 184

and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

If a student must be absent from school, the parent/guardian should call the day before, if possible, or the morning of the day the student is absent.

### **CLASSIFICATION OF ABSENCES AND TARDIES**

**Verified/Unverified Absences:** Verified Absence - when a parent or guardian notifies the office of the reason for the absence. Unverified Absence - when no contact with the office has been made to verify the absence. Unverified absences will result in truancy.

Some absences are unavoidable, but every effort should be made to keep absences to a minimum. It is the parents'/guardians' responsibility to inform the school about the circumstances surrounding their student's absence. Verified absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. Assignments and tests missed due to a verified absence can be completed for credit within a reasonable length of time as determined by individual site policy. It is the sole responsibility of the student to make arrangements with each teacher for completing the work missed. If an absence is unverified, the student may be required to make up missed assignments for partial credit.

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for school activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work, but it is his/her responsibility to communicate with the teacher regarding the work. Time given for this make-up work should correspond to length of absence. i.e.-If absent two (2) days, he/she should be given two (2) days following the day of his/her return to make up the work. Every effort will be made to help the student master what was missed.

Requests for homework assignments through the office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. and will be available for pick up the following day.

**School Activity:** (not counted absent): Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone. If a student knows he/she is going to be absent due to a school activity, arrangements should be made with the school at least one day prior to the absence. Assignments should be completed following the same guidelines as verified absences.

**Truancy:** (Absences without permission of parents or school): A student may not be permitted to make up work missed as a result of truancy, which may be recorded as a zero in the teacher's grade book. All truanancies are subject to other discipline such as detention, suspension or other consequences. Each teacher is asked to report all suspected truancy incidents to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

**Tardiness:** Any student who arrives late to school must report to the office for admit. All other tardiness 185

would be classified as an unexcused tardy. Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Teachers will mark all tardies in Powerschool. An absence will be recorded for every three (3) tardies received in a class during a semester. Such absences are applied to the twelve (12) day absence total. Students will be assigned detention after the third (3<sup>rd</sup>) tardy, sixth (6<sup>th</sup>) tardy, and ninth (9<sup>th</sup>) tardy, and every third (3<sup>rd</sup>) tardy thereafter. Parents will be contacted each time the student is assigned detention. Any student missing more than fifteen (15) minutes will be counted absent.

### EXCESSIVE ABSENCES

**Penalty for Excessive Absences:** A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in MED Alt Ed program, not to exceed twelve (12) absences per semester. If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade.

**Appeal of Attendance Record:** A written appeal concerning attendance must be made to the Appeal Committee within five (5) days prior to the end of the current semester. The appeal form is located on the High School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

**Student Activity Absences:** Refer to "Activity Eligibility and Regulation Section" in this handbook.

**College Visits:** Students (9<sup>th</sup> – 12<sup>th</sup>) will be allowed two (2) college visits (4 days total) per year. These days will be counted as activity absences and will not be counted toward exemptions or attendance. The student must apply for college visits through the appropriate counselor and provide documentation of the visit upon return to school.

### ARRIVAL

All classes will begin promptly at the times listed below. TO ENSURE SUPERVISION AND THE SAFETY OF YOUR CHILD, STUDENTS MAY NOT BE DROPPED OFF EARLIER THAN THE DESIGNATED TIMES.

\*If your child is in pre-k, please visit with your child's teacher about arrival time.

	Hours	Students May Arrive
Elementary Schools	7:40-2:35	no earlier than 7:15
Intermediate Schools	8:10-3:05	no earlier than 7:35
Middle Schools	8:40-3:35	no earlier than 8:10
High School	8:40-3:35	no earlier than 8:00

### LEAVING SCHOOL GROUNDS

All MPS have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only after showing proper identification.

## CURRICULUM/ACADEMIC ACHIEVEMENT

### GRADING POLICY

#5071

**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 extracurricular 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.

### Testing exemptions (grades 9-12 only)

**Examinations will be given at the end of each semester.** Any deviation from the scheduled testing dates must have the approval of the administration and teacher five (5) days in advance of the scheduled testing dates.

Students will be exempt from semester tests if they meet all the following criteria:

1. "A" average in the class to be exempted with 3 or less absences
2. "B" average in the class to be exempted with 2 or less absences
3. No discipline referrals for truancy, leaving campus/class without permission, tardies, excessive absences that have been waived with an attendance appeal, outstanding detention or other major discipline issues
4. No suspensions or ISI for the current school year

5. College visits (2 visits/4 days) will not count toward absences or exemptions for semester tests if documentation has been provided to the assistant principal.
- 

**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 188

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

### **Time Enrolled**

#### **Grades 3-8**

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.

#### **Grades 9-12**

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.

- 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.
- 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 ten (10) days of receipt of the teacher's decision. If the written appeal is not provided to the principal within ten (10) 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 investigate the complaint. After consulting with District Administration, 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. In the absence of the site principal, the superintendent or his/her designee will act in the place of the site principal.

### **END-OF-INSTRUCTION TESTS (HS credit courses only)**

Each student who completes the instruction for English II, English III, United States History, Biology I, Algebra I, Geometry and Algebra II shall take an end-of-instruction test in order to graduate with a standard diploma. All students shall take the tests prior to graduation, unless otherwise exempt by law. Students who do not score at least at the proficient level shall be afforded the opportunity to retake each test up to three (3) times each calendar year until achieving at the proficient level. In order to provide an indication of the levels of competency attained by the student in a permanent record for potential future employers and institutions of higher education, the highest achieved state test performance level on the end-of-instruction tests will be reported on the student's high school transcript.

## 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.

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### 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.

Graduation information posted in Graduation section.

## PARENT PORTAL

Parent Portal is a web-based home-to-school program that links parents and schools via the Internet. Data is transferred from (the student information program) and (the teacher's electronic grade book) to a read-only web interface.

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards
- Course History –High School only
- Transcripts –High School only
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an e-mail notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at [www.mustangps.org](http://www.mustangps.org), Parent Portal link or <http://ps.mustangps.org>. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the child's school. Proper picture identification is required to receive the login and password information. Each school will make \$90

copy of the photo identification to keep on file.

**Due to all records and grades being accessed on-line for grades 5-12 through the Parent Portal, progress reports will not be printed and distributed unless parent/guardian/student requests one from the front office.**

### **INCOMPLETES (Grades 5-12)**

A student will receive an incomplete grade for any progress report if that student has been on homebound education or excessively absent due to illness. The appropriate grade will be given for completed work at the time of the semester grades and no assignments will be accepted after the semester without administrative approval.

### **INTERNET BASED INSTRUCTION**

#### **Policy # 5056**

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students, but not limited to:

- Credit for courses not offered by the District
- Curriculum for long-term suspended students
- Credit recovery
- Fulfill graduation requirements
- Virtual school
- Advancement
- Enrichment
- Remediation
- Homebound
- Home-based

This policy complies with 70 O.S Section 1-111, which states:

“Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board.”

#### **Definitions:**

**Alternative Method Delivery System:** the delivery of instruction through Web-based or video-based technologies.

**Asynchronous instruction:** the primary format of instruction does not depend on real-time interaction of the participants. Asynchronous instruction allows the student to engage in learning activities anywhere at any time.

**Supplemental online course:** is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

**Educationally appropriate:** means an instructional delivery method best suited for an individual student to

advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

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**Blended or Hybrid Learning:** a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

**Enhanced or Component Learning**—a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

**Online Course:** a delivery method in which students completes the entire course online with minimal visits to the campus.

**Synchronous instruction:** occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is synchronous instruction.

**Two-way interactive video instruction:** provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real-time.

**Web-based instruction:** uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

### **Guidelines**

Prior to offering an online instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
2. Only students who are enrolled in MPS District will be granted access to supplemental online courses
3. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
4. Requests for enrollment in supplemental online courses shall be as follows:
  - Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
  - The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the student's high school transcript or for grades 6-8 the student cumulative record.
  - If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's

recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

5. If enrollment in the supplemental online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
6. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.
7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS) and the Common Core State Standards (CCSS) when applicable.
8. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.
9. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possess the specific content expertise necessary to teach the course.
10. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.
11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.
12. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
14. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be

counted “present” or “in attendance” when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

15. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.
16. Any student who receives their entire class schedule through an online environment cannot participate in any extracurricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least three (3) periods of the school day to participate in any extracurricular activities.

## **ACADEMIC ACHIEVEMENT**

### **DISTRICT HONOR ROLLS**

#### **Grade 4**

The honor roll for 4th grade students will be published following the end of each nine week period. There are two rolls to be recognized. They are:

- The Superintendent’s Honor Roll - for all students that have all A’s on the nine weeks’ report card.
- The Principal’s Honor Roll - for all students that have A’s and B’s on the nine weeks’ report card.

#### **Grades 5-8**

Students will be recognized at the Academic Awards Assembly at the end of the school year when named to the Superintendent’s or Principal’s Honor Roll. The Superintendent’s Honor Roll shall consist of those students who have no grade less than an “A” in every subject for each quarter of the current school year. The Principal’s Honor Roll shall consist of those students who have no grade below “B” for each quarter of the current school year. For the purpose of computing Honor Roll during the second semester students’ third nine-week grade and the six-week grade of the fourth nine-week period will be averaged.

The State Honor Society is a statewide organization recognizing those students who have made “A’s” each nine-weeks of the second semester of the previous school year and each nine-weeks of the first semester of the current school year.

Transfer students are eligible for the State Honor Society and for the Principal’s and Superintendent’s Honor Roll.

Several additional honors such as academic, citizenship, outstanding boy/girl and 8<sup>th</sup> grade prestige awards are presented at the annual academic awards assembly. Student disciplinary records will be reviewed when students are considered for awards and honors. Frequent or serious referral for behavior will reflect negatively upon honors selections.

#### **Grades 9-12**

The Superintendent’s Semester Honor Roll shall consist of those students who have no grade less than “A” for the indicated period. The Principal’s Honor Roll shall consist of those students who have a grade average of “B” or 3.0 on a four point system who have no grade less than a “B.”

### **RENAISSANCE - (Secondary level only)**

The purpose of the Renaissance program is to recognize students who are achieving academic excellence with incentives, rewards and recognition.

Seniors that have received all A's and B's throughout their four (4) years of high school shall be eligible for Renaissance graduation cords.

### **STATE HONOR SOCIETY MEMBERSHIP**

The member of the State Honor Society shall be designated as the top 10% of each class based on the cumulative grade point average at the end of the first semester. These students will be notified in late spring.

### **NATIONAL HONOR SOCIETY**

Students in the sophomore, junior and senior classes who have attained a cumulative grade point average of 3.8 or higher on a 4.0 scale are academically eligible to apply for membership in the Mustang High School Chapter of the National Honor Society. (Freshmen are not eligible.)

Students who are accepted for membership by the Faculty Advisory Committee must comply with the guidelines set forth in the National Honor Society Constitution and High School Chapter By-laws.

A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one (1) semester in order to retain membership.

### **OKLAHOMA ACADEMIC SCHOLAR**

Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar in compliance with State law, which became effective in 1986.

- Accumulative over grades 9, 10, 11 and the first semester of Grade 12, a minimum grade point average of 3.7 on a 4.0 scale or be in the unweighted top ten (10) percent of their graduation class
- Complete (or will complete) the curricular requirements for a standard diploma
- Achieve a composite score of 27 on the ACT or 1,220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation

### **ACADEMIC LETTERING**

Academic lettering has been established to give recognition to those students who have made outstanding scholastic achievements. The guidelines for academic lettering are as follows:

- students must have a 3.5 or better cumulative grade point average with no semester grade of "D" or "F" recorded on the transcript
- students must have been in attendance at Mustang High School for two (2) full consecutive semesters to be eligible to letter academically
- any student who commits a major offense as outlined in the "Student Handbook" will not be eligible to letter academically. Students who letter academically will be eligible to purchase and wear the "Academic Letter" and letter sweater or letter jacket.

### **ACADEMIC ACHIEVEMENT AWARD**

Mustang High School will issue an Academic Achievement Diploma to all graduating seniors who have fulfilled the following scholastic requirements:

- minimum of 3.60 cumulative grade point average on a 4.0 scale
- minimum score of 25 on the ACT Test or a minimum score of 1050 on the SAT
- minimum of 26 credits earned in the following courses:
  - English 4 credits
  - Science 3 credits – starting with Biology I
  - Math 3 credits – starting with Algebra I
  - Social Studies 3 credits

- Foreign Languages or Approved Computer Technology 2 credits – 1<sup>st</sup> and 2<sup>nd</sup> year courses
- Electives 11 credits

### **CERTIFICATE OF DISTINCTION**

A Certificate of Distinction will be awarded to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.00 scale:

- earned four (4) units each in English, mathematics (excluding Math of Finance), social studies and science
- earned two (2) additional units in the area of technology, the humanities or the arts (Art I, II, III, IV; Instrumental Music I, II, III, IV; Drama I, II, III, IV; Debate I, II, III, IV; Crafts I, II; Digital Art Media, All vocal music choirs)
- earned two (2) units in the same foreign language and
- achieved a satisfactory score or its equivalent on all End-of Instruction Tests as required pursuant to Section 1201.508 of Title 70 of the Oklahoma Statutes, as those tests are implemented

### **ACTIVITY ELIGIBILITY and REGULATIONS**

A student must be maintaining a “passing grade” in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a “passing grade” in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director’s office.

### **\*REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY**

#### **Section 1 – Semester Grades**

- A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

#### **Section 2 – Student Eligibility During a Semester**

- Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.

- A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in whom he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.
- A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

### **Section 3 – Special Provisions**

- A 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)
- An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
- One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
- School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

## **DISCIPLINE**

### **GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES**

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of established policy.

The Boards advocate that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which MPS students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
  - be prompt and regular in attendance
  - complete school assignments on time
  - pay attention to teachers

- learn to criticize fairly and to accept criticism
3. To respect the authority of the administration, faculty and staff of MPS.
  4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish. NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
  5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

### **GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS**

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in MPS are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Therefore, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

### **STUDENT CONDUCT AND DISCIPLINE**

**Policy # 5080**

#### **STANDARDS OF BEHAVIOR**

It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students.

It is further believed that students have the right to learn free of unnecessary distractions and to attend

school in which an atmosphere conducive to learning exists.

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

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

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

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

non-intoxicating

27. Possession, threat or actual use of dangerous or offensive weapons including "fake" weapon
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes) committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus
32. Repeated minor offenses
33. Failure to produce MPS identification badges (grades 9-12).
34. Parking lot violations
35. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action

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

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

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

**ISI:** In-school Intervention is an alternative to home suspension when deemed advisable by the principal. In-school Intervention is assigned during part of or all of a student's schedule, where the student spends time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction and access to equal education opportunities.

**Student Privileges While Under ISI:** When a student's behavior justifies ISI, the student forfeits the privilege of participating in the social activities and will not be permitted to participate in or be in attendance at any extracurricular activities in which schools participate.

#### **Personal Technology Device (PTD) Violations**

- PTD's that are used inappropriately will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.

First offense: Any electronic device will be confiscated, and returned to student at end of the day 200

Repeated offenses: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office.

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

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

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

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

**General Guidelines:**

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

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

**Pants/Jeans/Shorts/Skirts**

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No biker or spandex shorts, short mini-skirts, or boxer shorts. Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

**Shirts/Blouses/Tops**

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

**Hats/Caps/Beanies/Bandanas/Sunglasses**

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

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

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

### **Shoes**

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

### **Gang or Satanic Cult Related**

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

### **Undergarments**

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

### **Hair color/ hairstyle**

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

### **FOOD CONSUMPTION**

Food/drinks must be consumed in cafeteria/commons. Outside food/drinks brought in by parents/guardians can only be consumed by his/her child and cannot be shared by other students unless directed by the school. ex. classroom parties.

### **TOBACCO USE**

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

**1st Offense:** The parent is notified and the student is given In School isolation (ISI).

**2nd Offense:** The parent is notified and the student will be suspended for three (3) days.

**3rd Offense:** The parent is notified and the student will be suspended for five (5) days.

**4th Offense:** The parent is notified and the student may be suspended for a period in excess of five (5) days.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16<sup>th</sup> day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products (e-cigarettes) or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property. There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

### **ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:**

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

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

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

**First Offense:** The student will be suspended for ninety (90) school days. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived.

**Second Offense:** Student will be suspended ninety (90) school days without a reinstatement option. The ten (10) day suspension option is not available for a second offense.

## **SALE OR DISTRIBUTION OF ILLICIT SUBSTANCES**

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified.

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

## **VANDALISM**

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

## **DANGEROUS WEAPONS**

The use, display or possession of any kind of gun, ammunition, fireworks, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the 203

current school semester and possibly the succeeding semester.

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

- rifles, pistols or shotguns of any caliber and/or
- B-B guns, tasers or air pistols and/or
- potato throwers, dart guns or blow guns and/or
- any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

### **USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS**

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

### **SUSPENSION OF STUDENTS**

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

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
  - Violation of policy, rule, or regulation
  - Acts of immorality
  - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
  - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
  - Possession of a firearm (may result in out-of-school suspension of not less than one year)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
  - Adjudication as a delinquent
  - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except

for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

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

### **SHORT-TERM SUSPENSION** - ten (10) days or less

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

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

#### Appeal Process:

1. The first level of appeal for suspensions of ten (10) days or less will be to the building principal.
  - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
  - A conference will be scheduled with the building principal.
  - The Principal may uphold, overrule or modify the suspension.
  - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
  - The student has the right to appeal the decision.
2. The second level of appeal for suspensions will be to the appeal committee.
  - In order to appeal the building principal's decision, a written request specifying the reason for the appeal must be submitted to the for short-term suspensions within three (3) days.
  - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within three (3) days from the date the notice of intent is filed.

- The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
- During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
- Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
- The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

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

### **LONG-TERM SUSPENSION - more than ten (10) days**

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

- Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted.
- A conference with a site administrator will be arranged to take place when the investigation is complete.
- The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.
- A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment.
- Students suspended from school shall be ineligible to participate in or attend extracurricular activities.
- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

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

#### **Appeal Process:**

1. The first level of appeal for suspensions will be to the building principal.
  - This step may be skipped if the building principal was part of the first conference.
  - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
  - A conference will be scheduled with the building principal.
  - The Principal may uphold, overrule or modify the suspension.
  - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

- The student has the right to appeal the decision.
2. The second level of appeal for suspensions will be to the appeal committee.
- In order to appeal the building principal's decision, a written request specifying the reason(s) for the appeal must be submitted to the district hearing officer for long-term suspensions within-ten (10) days.
  - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing with the appeal committee within ten (10) days from the date the notice of intent is filed.
  - The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
  - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
  - The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
  - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
  - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
  - If the appeal committee does not withdraw the suspension, the student has the right to appeal the decision.
3. The third level of appeal for suspensions will be to the board of education/board hearing officer.
- In order to appeal the appeal committee's decision the student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the appeal committee.
  - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/board hearing officer.
  - The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent.
  - During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
  - The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
  - The Board of Education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.
  - The Board of Education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
  - Decisions of the suspension appeal may not be appealed.
  - The decision of the board of education/board hearing officer suspension hearing with the hearing officer shall be final.

NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no 53 public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

## OUT-OF-SCHOOL CONDUCT

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

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

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

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

## PREVENTION OF BULLYING - REPEATED ACTS OR PATTERNS OF HARASSMENT, INTIMIDATION, THREATENING BEHAVIOR OR HAZING

### Policy # 5110

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

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

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

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

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

**Physical Bullying** includes a pattern to harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

**Emotional Bullying** includes the pattern of intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the student.

involved, and age, maturity, and special characteristics of the students.

**Social Bullying** includes a pattern of harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed crime or has an infectious, contagious, or loathsome disease, or similar egregious representations.

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

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

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

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

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

**Reporting Incidents of Bullying:** The system of incident reporting at every school site in this district shall ensure that students are encouraged to report incidents of known bullying and shall remove unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring availability of reporting procedure) 2009

during the school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, school sites shall, at a minimum follow the following procedures: Such procedures shall, at a minimum, address all of the following requirements:

**District Bullying Report Form:** Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the “District Bullying Report Form” which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.).

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

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

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

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

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

**Follow up referrals for the purpose of student support services:** Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

**Consequences for Individuals Who Commit Incidents of Bullying:** Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee discipline.

## ENROLLMENT

### RESIDENCY POLICY

#### Policy # 5015

**Legal Residency:** The MPS will enroll students who are deemed legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with **his/her parent(s), court appointed legal guardian or person having legal custody**. The MPS will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.

If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

**Students without visible means of support, who reside within the MPS district, will be granted enrollment privileges as a Homeless Student.**

**Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.**

Individuals who lack a fixed, regular and adequate nighttime residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

**Custodial and Non-Custodial Parental Rights:** It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

**Residency Due Process:** In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the MPS has the right to submit his/her written appeal to the Residency Dispute Officer of MPS within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

**Proof of Residence:** Students enrolling in MPS shall be required to provide **two (2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

**Residence Affidavit:** Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residence Affidavit Form." At the beginning of each school year a form shall be available and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the 212

homeowner/resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars (\$500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

**New Residence:** The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

### HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey for K-12 School Districts.

New forms must be signed yearly.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for \*ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

### ENROLLMENT OF STUDENTS

#### Policy # 5035

**New Student Enrollment:** Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at <http://www.health.ok.gov>.

**STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE.** Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

**Notification of Changes in Enrollment Information:** Please notify the office when you have a change of address, phone, work, emergency numbers, etc.

**Pre-Enrollment for Returning Students:** Returning students will fill out pre-enrollment forms during each spring semester. District policy requires two (2) proofs of residency (gas, water, or electric bills).

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**Enrollment of Students From a School Not Accredited  
By the Oklahoma State Board of Education  
Policy # 5016**

A student enrolling in grades 1-8 in the MPS after having attended a school not accredited by the Oklahoma State Board of Education for nine weeks or longer shall be required to be tested by the MPS before enrollment is completed. The principal shall determine the test and indicate it on a written permission to enroll. If achievement testing is required, the written permission to enroll shall have recorded on it the achievement test scores and be placed in the student's permanent record folder prior to completion of enrollment.

Students requesting validation of credits from a school not accredited at the high school level (grades 9-12) by the Oklahoma State Board of Education must submit an official transcript from the school to the Principal of Mustang High School. The Principal, after evaluating the official transcript, shall require the student to take one or more tests to determine validity of any or all of the credits on the transcript. The local school counselors shall supervise all testing and the Principal shall validate credit based on testing.

In addition to the use of achievement testing, other consideration may be given by the principal or delegated authority to the type of program in which the student participated, the facilities and equipment, types of activities, number of hours per week, etc. No credit will be given for tutorial study. Only passing grades (A, B, C, D) from the non-accredited school will be considered and all tests will be considered. The receiving school shall administer testing and results shall be kept on file for one (1) year.

**TRANSFER POLICY  
Policy # 5005**

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

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

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

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

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

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

Siblings of students granted transfers may apply to attend the same said school system. Parent may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and to the office of the Deputy Superintendent.

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

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

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

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

**IN-DISTRICT TRANSFER**

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

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer. Parents will be notified three (3) business days before the first day of school if the transfer request is approved or denied. An in-district transfer may be revoked at any time for disciplinary reasons.

**OPEN TRANSFER**

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

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

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

approve or to deny the application for transfer shall take place in open session. Upon Mustang Board of Education approval, a student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

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No student shall be permitted an open transfer more than once in any school year. Completed applications for open transfers will be accepted after January 1 of each year. Any application received after the first Monday of June will be considered emergency status only. On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

### **EMERGENCY TRANSFER**

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

An emergency transfer shall include only:

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

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

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

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade.

Students transferring from private, non-accredited schools shall be tested and placed accordingly.

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

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise. Beginning July 1, 2008, the transfer of a child with disabilities for three (3) years creates an automatic and permanent transfer to this school district.

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

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

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

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

### **FOREIGN EXCHANGE STUDENTS**

#### **Policy # 5025**

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code, and limit to five (5) students in any academic year.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, MPS is not an I-20 issuing school.
3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.
- 6.

### **CLASSIFICATION OF STUDENTS (Grades 9-12)**

Students will be classified at the beginning of each school year and again at the end of the first semester.

The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and eighteen (18) credits for senior classification.

Those students who fail a required course are strongly encouraged to repeat the course in summer school, correspondence or approved online course. In addition, at least two (2) credits of the last three (3) credits completed for graduation shall be completed in attendance in the accredited high school from which the individual expects his/her diploma. Any deviation must be approved by the administration.

Any student who has not obtained sufficient credits to advance to a higher grade level has two (2) options: <sup>217</sup>

- Reclassification – The student will be classified as being in the grade previously attempted. The

student may be reclassified at the beginning of each school year with the exception of a reclassified junior who has the possibility of graduating. This student may graduate with his/her original class if all credits are made up in summer school, correspondence or approved online courses.

- Retention – The student will repeat the grade previously attempted. Any student who is retained may be enrolled in required courses failed in previous years. Any retained student will be unable to graduate with his/her original class. A student will not be retained if sufficient credits to advance to a higher grade have been obtained. No student will be enrolled in more than one (1) required English course during the regular school day.

## **SCHEDULE CHANGES**

Determining academic schedules should be for the growth of the student. Therefore, changes for such reasons as to have the student moved to a class generally below the intellectual capability of the student, a student's failure due to incomplete assignments, "to be with a friend" or "that the teacher is too hard" will not be considered serious enough reason to cause a schedule change.

**Schedule changes are permitted through the first five (5) days of the semester with the exception of AP courses.** Schedule changes will be considered for legitimate reasons such as a schedule conflict, meeting graduation requirements or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. **Any change after the first five (5) days of a semester requires administrative approval. See procedures for appeal process for a change of schedule after the deadline.**

Schedules may be adjusted if any of the following criteria exist and space is available:

- incomplete schedules or computer errors
- duplication of courses
- student who does not meet prerequisites or does not have teacher approval
- student accepted to a special program (Career Tech, PASS, work experience, etc.)
- enrolled in a course with a teacher under whom the student previously failed
- taking a more challenging course (no reversal at a later date)

## **Appeal Process for a Schedule or Teacher Change After the Deadline**

1. A conference with parent, student, teacher, and an administrator is required. During this conference, the problem/concern is discussed and a plan should be made by which the student and teacher can solve the problem/concern through mutual effort. The plan must be in effect for a minimum of six weeks.
2. If the parent feels the above plan has not been successful, he or she may write a letter to the principal, describing efforts the student has made to meet the specifications of the plan and why they have not solved the problem.
3. The principal will determine, based on the letter from the parent and an interview with the student and the teacher, as to whether a problem exists and a change is in the best interest of the student.

## **PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION**

### **Policy # 5065**

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in MPS and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application

for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies  
Languages

Language Arts  
Mathematics

The Arts  
Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript. Application forms, testing dates and other information are available from the school counselor.

## **STUDENT PROMOTION/RETENTION**

### **Policy #5070**

In accordance with the Reading Sufficiency Act of the state of Oklahoma and the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

#### **Grades K-4:**

Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.

If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.

If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade, the student may qualify for automatic promotion to the fourth grade upon scoring at the proficient or advanced level on the reading portion of the statewide third-grade criterion-referenced test.

If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

A student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for "probationary promotion by a "Student Reading Proficiency Team" composed of:

- The parent(s) and or guardian(s) of the student
- The teacher assigned to the student who had the responsibility for reading instruction in that academic year
- A teacher in reading who teaches in the subsequent grade level
- A certified reading specialist if one is available

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the school principal and district superintendent for approval. If a student is allowed a “probationary promotion”, the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

Beginning with the 2015-2016 school year, students who score at the limited knowledge or unsatisfactory level on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports.

A third grade student may be promoted for “good cause” if the student meets one of the seven good-cause exemptions:

- (1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and who were previously retained or were in a transitional grade during kindergarten, first grade, second grade, or third grade for a total of two years;
- (6) Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained or in a transitional class during kindergarten, first grade, second grade, or third grade for a total of two (2) years.
- (7) Student faced exceptional emergency circumstances which prevented the student from being assessed during the OCCT testing window (Must be approved by the Office of Accountability and Assessment)

Requests to exempt students from the mandatory retention requirements based on one of the good cause exemptions shall be made using the following process:

Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and that the promotion of the student is appropriate and is based upon the record of the student. The documentation shall consist only of the alternative assessment results or student portfolio work and the IEP;

The principal shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted, based on the documentation provided, the principal shall make a recommendation in writing to the school district 220

superintendent; and

After the review of the documentation, the school district superintendent shall accept or reject the recommendation of the principal in writing.

**For other students in grades K-4 that do not fall under the Reading Sufficiency Act guidelines:**

A classroom teacher may recommend promotion or retention of a student. A placement committee that may consist of a principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider grade level achievement, standardized test scores, attendance records and other criteria as needed, penmanship, art, music and physical education grades are not included in the core subjects when considering retention. A student may be considered for retention if he/she has in excess of twelve (12) absences during the semester. A conference with parent(s) or guardian(s) will be held prior to the retention of any student.

Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

The district will comply with the laws and rules applicable to the Reading Sufficiency Act.

**Grades 5-8:**

A conference with parent(s) or guardian(s) will be held prior to the retention of any student. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.

**Grades 9-12:**

Shall receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Promotion in grades 9-12 is based upon the number of earned credits. Grade classification is as follows:

Students will be classified at the beginning of each school year and at the semester. The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and eighteen (18) credits for senior classification.

Those students who fail a required course are strongly encouraged to repeat the course in summer school, correspondence or approved online course. In addition, at least two (2) credits of the last three (3) credits completed for graduation shall be completed in attendance in the accredited high school from which the individual expects his/her diploma. Any deviation must be approved by the administration.

Any student who has not obtained sufficient credits to advance to a higher grade level has two (2) options:

- Reclassification – The student will be classified as being in the grade previously attempted. The student may be reclassified at the beginning of each school year and at the semester with the exception of a reclassified junior who has the possibility of graduating. This student may graduate with his/her original class if all credits are made up in summer school, correspondence or approved online courses.
- MEC Alternative Education Program - A student may not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in the MEC Alternative Education Program, not to exceed twelve (12) absences per semester. If a student exceeds the twelve (12) absences per class,

a No Credit (NC) will be posted in place of a letter grade

**Appeal of Attendance Record:** A written appeal concerning attendance must be made to the Appeal Committee within 10 days from the last day of the semester. The appeal form is located on the High School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

### **OFFICIAL WITHDRAWAL FROM SCHOOL**

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the school. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the counseling office. After he/she gets his/her teachers' and counselor's signatures on the slip, he/she must present it to the principal for approval.

## **GRADUATION**

### **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**
  - 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**
  - **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
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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.

- Algebra I
- English II

Two of the following five:

1. Algebra II
2. Biology II
3. English III
4. Geometry
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:

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.

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.

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:

1. Upon completion of credit, the student may receive his/her diploma at that time.
2. Upon completion of requirements, a student will be allowed to participate in the commencement 225

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 designee and the decision of the superintendent or designee will be final. The approved cord list can be found in the high school handbook starting with the 2014-2015 school year.

#### **Policy #5071 (Continued from Curriculum)**

**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 administrative 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.

**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.

## **NCAA CLEARINGHOUSE**

To be certified by the clearinghouse, the student must:

- Graduate from high school and have successfully complete sixteen (16) core courses and have a core-course grade-point average (based on a 4.00 scale) and a combined score on the SAT or a sum score on the ACT based on the new core GPA/test score index.

It is the responsibility of the student/parent to notify the appropriate counselor if they have registered with the NCAA Clearinghouse. Counselors will assist students tracking the necessary coursework for eligibility. However, the student is ultimately responsible for completing all of the requirements of the program. The NCAA requires that a student's ACT score come directly from ACT. Students and parents need to be sure to use the ACT Code (9999) when registering for the ACT. It is recommended a student register by spring of the junior year. Go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) to register.

## **HEALTH & SAFETY**

### **HEALTHY and FIT POLICY**

#### **Policy # 5145**

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information, refer to Board Policy # 5145 in the Policy and Procedures Handbook at [www.mustangps.org](http://www.mustangps.org).

### **HEALTH SERVICES**

#### **Policy # 5045**

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic 227

illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

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**Illness:** Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and/or has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

**Head lice:** Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

**Medication:** It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

#### **General Procedures for the Authorization of Medication**

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by the last day of the school year or it will be disposed
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the

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- guidelines listed under Procedure for self-administration of a medication
- Any prescription or nonprescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

### **Non-Prescription/Over the Counter**

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring into the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school by the parent/guardian or appropriate designee
- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician \*
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian

\*As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.

### **Prescription Medication**

Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

## Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and EpiPen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

## Field Trips/Medication

If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

## PHYSICAL EXAMINATION POLICY

It is the intent of the Mustang Board of Education to safeguard the health and wellness of all students. To that end, students wishing to participate in extracurricular, secondary level (grades 7-12) sport teams will be required to obtain a physical examination by a licensed medical doctor prior to participation.

In the event the administration becomes aware of a medical condition occurring after the physical examination, the district requires a new physical examination conducted by a physician in the subspecialty area and a medical clearance or release before the student will be allowed to physically participate in the sport. If the illness or condition warrants, more frequent monitoring may be required. (i.e. monthly, quarterly, etc.)

For the purpose of this policy, a "medical condition" is defined as any injury, illness or condition where continued stressful physical participation might adversely affect the student's health.

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

MPS will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information

regarding any asbestos-related activities planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

## NUTRITION

### HOUSEHOLD APPLICATION FOR FREE/REDUCED MEALS

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1<sup>st</sup> and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at [mustangps.schoollunchapp.com](http://mustangps.schoollunchapp.com). This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, Attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. \*\*Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or email request to [balest@mustangps.org](mailto:balest@mustangps.org).

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must re-apply before October 1<sup>st</sup> of the current school year or you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Until you receive notification, money should be sent with student to cover the price of full-priced meals.

### PAYING FOR LUNCHES

Mustang Public Schools has a no charging policy. In extenuating circumstances, the Child Nutrition Department will allow two (2) charges of reimbursable meals to make sure anyone who needs food receives it. Ala carte items cannot be purchased until all charges are paid.

Student identification cards are issued to each student and scanned at mealtimes to charge the proper accounts, so it is necessary to have your I.D. cards with you in the cafeteria every day. The student picture and barcode must not be covered up or destroyed, or the student will be sent to the office to purchase a new card. The I.D. card numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches. Students are not allowed to use other students' lunch

accounts.

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\*\*Online payments can be made by going to the school website, [www.mustanggps.org](http://www.mustanggps.org), Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a \$1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Meal prices can be found on the district website.

A \$25.00 fee will be charged for insufficient checks – No Exceptions. Further checks will not be accepted at any school until the insufficient check is cleared up. In order to ensure that funds sent in cover any insufficient checks, please send cash or a money order rather than make an online payment.

### **REFUNDS**

Students in the MPS district with money left in their meal accounts at the end of the school year will automatically have that money rolled into their accounts for the following school year.

Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria cashier. If the refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than \$5.00 unless at parent's request.

### **STUDENTS WITH FOOD ALLERGIES**

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy, and recommended substitute for that food item. (forms on next pages). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served. In order to remove an allergy note from a child's account, the Child Nutrition Office must have a written note, dated and signed by a doctor or parent, stating the child no longer has that allergy.

Forms can be found on the district website or at the site upon request.

## **PROCEDURES**

### **COMPLAINT POLICY - Policy # 1095**

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

### **PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL Policy # 1095.1**

### **Step One**

All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

### **Step Two**

If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for, an appeal, the building principal or supervising administrator shall on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

### **Step Three**

Within ten (10) working days of receipt of the written request for a Step Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

## **STUDENT SERVICES**

### **EXCEPTIONAL STUDENT CHILD FIND**

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are 233

considered an unaccompanied youth are included in this effort.

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Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.

If you are aware of any student who resides in the MPS District and is in need of specialized school services, please contact, Karen Wilson, Director of Student Services, at (405) 376-7335.

### **PARENTS RIGHT TO KNOW**

The *No Child Left Behind Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *No Child Left Behind* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

### **NO CHILD LEFT BEHIND (NCLB) ACT OF 2001**

#### **Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students**

The term "Limited English Proficient" means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English may be sufficient to deny the individual
  - the ability to meet the State's proficient level of achievement on State assessments
  - the ability to successfully achieve in classrooms where the language of instruction is English or
  - the opportunity to participate fully in society.

The term "immigrant" means individuals who—

- are aged 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.

MPS will provide the following assurances for language instruction of all Limited English Proficient (LEP) ~~and~~

immigrant students enrolled in the district following the guidelines of the No Child Left Behind (NCLB) Act of 2001, Title III, Part A.

- Compliance with parental notification as outlined in section 3302 of NCLB
  - Annual assessment of English proficiency of all LEP students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
  - Use of scientifically based research for language instruction programs for LEP students
  - Evidence that LEP programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
  - No violation of any state law, including state constitutional law, regarding the education of LEP students
  - Consultation with teachers, school administrators and parents in developing appropriate plans of study for the LEP student
  - Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.
- \* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

### **EQUAL OPPORTUNITIES**

It is the policy of the MPS to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for MPS.

### **NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

#### **Policy # 2045**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the Mustang Public Schools receives a written request for access.
- Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school principal or other appropriate school official. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Parents or eligible students who wish to ask the Mustang Public Schools to amend a record should write the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written

consent:

1. Student name
2. Participation of officially recognized activities and sports
3. Weights and height of members of athletic teams
4. Dates of attendance
5. Degrees and awards received
6. The most recent school attended by the student
7. Current grade level

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.<sup>236</sup>

(§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

### **Policy # 2047**

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

- political affiliations or beliefs of the student or student's parent
- mental or psychological problems of the student or student's family
- sex behavior or attitudes
- illegal, antisocial, self-incriminating or demeaning behavior
- critical appraisals of others with whom respondents have close family relationships
- legally recognized privileged relationships, such as with lawyers, doctors or ministers
- religious practices, affiliations or beliefs of the student or parents

- income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of

- any other protected information survey, regardless of funding
- any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
- activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect, upon request and before administration or use of

- protected information surveys of students
- instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- instructional material used as part of the educational curriculum

MPS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. MPS will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. MPS will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any nonemergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **GUIDANCE and TESTING SERVICES**

Guidance is considered an essential part of any good school program. Guidance and counseling services are available to all students of the Mustang Schools. Your school has a testing program designed to provide information to help the student know himself/herself better, his/her interest and capabilities and to help in planning his/her schoolwork and his/her life work. A well-rounded testing program has been developed that can be very valuable to each student if the information is properly interpreted and used. General test results are made available and explained to each student taking them. Any student or parent having questions about the tests or testing program is encouraged to ask for help from the school counselor.

## **REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT**

### **Policy # 2050**

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student.

to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

## TECHNOLOGY

### **INTERNET ACCEPTABLE USE AND SAFETY POLICY**

#### **Policy #2130**

The Mustang Public Schools ("District") provides access to the district's internet systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the district's Internet systems, including district e-mail and district-provided access to the Internet, and applies to the use of the district internet systems both on and off district property.

"The District's Internet Systems" means district-provided devices, Internet connections (including wireless connections) provided by the district, district-provided email accounts, intranet and any remote connection to District systems. A user is deemed to access and use the district's internet systems through any electronic activity conducted on the district's internet systems using any device (whether or not such device is a district-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the district, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the district's internet systems is governed by this policy, district regulations, policies and guidelines.

By using the district's internet systems, a user agrees to follow this policy and all applicable district regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

## PRINCIPLES OF ACCEPTABLE AND SAFE INTERNET USE

**General:** Internet access and email provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

**Monitoring and Privacy:** Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

**Prohibited Uses of the District's Internet Systems:** Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in email messages, material posted on District web pages, or professional social media sites
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others
- Sending, posting, or otherwise distributing chain letters or engaging in spamming
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's

computer system, such as:

- Malicious tampering, phishing or hacking activities
- Intentionally seeking information about passwords belonging to other users
- Disclosing a user's password to the District's Internet Systems to other individuals (students may share their district password with their parents)
- Modifying passwords belonging to other users
- Attempting to log in through another person's account
- Attempting to gain access to material that is blocked or filtered by the district
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity
- Using the password or identifier of an account that does not belong to the user
- Engaging in uses that jeopardize access into others' accounts or other computer networks

3. Using the district's internet systems for commercial purposes, such as:

- Using the district's internet systems for personal financial gain
- Conducting for-profit business activities, personal advertising, or other non-district business communications
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610)
- Using the district's internet systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee

4. Engaging in criminal or other unlawful activities.

**Filtering:** In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional <http://www.fcc.gov/guides/childrens-internet-protection-act>

**Protection of Personally Identifiable & Confidential Information:** The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that emails that include or attach confidential information are only sent to the intended recipients.

### **Student Internet Safety**

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

## 2. Students Using the District's Internet Systems:

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

## 3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
  - Social Media
    - "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, Snapchat, Instagram etc.
    - Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

## 4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

**Violations of this Policy:** The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

**Limitation of Liability:** The District makes no guarantees about the quality of the services

provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The district also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

## **PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY**

### **Policy # 2140**

**Personal Device Use:** The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator.

Acceptable device types include but are not limited to the following:

- Laptop
- Computer
- Tablet  
(I-Pad)
- Cellular Phone
- Smart Phone
- Kindles

Devices whose primary purpose is gaming are specifically prohibited.

### **PURPOSE: COMMUNICATION AND INSTRUCTION**

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERate regulation.

### **PERSONAL COMPLIANCE**

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

### **ACCEPTABLE USE/ CIPA COMPLIANCE**

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

the instructor.

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## **LIABILITY**

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

## **TRANSPORTATION**

### **TRANSPORTATION - USE OF BUSES**

#### **POLICY 5155**

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:

1. to ensure that all children of our school that are eligible to ride are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

#### **SCHOOL BUS ROUTE POLICIES**

- The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations)
- The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road
- Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard
- No school bus shall be permitted to operate on any private driveway
- All school bus stops shall be selected with the safety of the children at the bus stop the first consideration
- Whenever possible, a bus stop shall be located within one fourth (1/4) mile of the home of every child being transported
- No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes
- No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waiver from the Mustang School District to complete the form and return it as directed
- No bus stop shall be established in which a school bus must back up in order to complete a regular route
- No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

#### **SPECIAL BUS RIDING PRIVILEGES**

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and it must be

signed by a building administrator.

Students are not permitted to change buses (routes) to go to another location except as following:

- Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
- Bus transfers for the purpose of babysitting arrangements will be made on an individual basis, if the following conditions are present:
  - "Special-Riding Privilege" form has been completed and returned to the building principal
  - the bus transfer will not cause a passenger overload on the receiving bus
  - no new stop will be established to accommodate the transfer
  - the transfer must have the student exiting the bus at the same location each day
  - Student must be already eligible to ride
  - No students will be delivered to a job site.
  - All students will exit the bus prior to the beginning of the next scheduled route

### **PARENT COMPLAINT PROCEDURE**

The MPS strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

### **STUDENT CONDUCT ON BUSES**

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats
- The noise level on the bus must remain at a low quiet voice level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, students are not allowed to throw objects from the windows or extend any part of the body through a window.
- The use of tobacco or electronic cigarettes or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.

- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Front Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

### WRITTEN CONDUCT REPORT






A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation. The student must then present the signed copy to the bus driver to regain riding privilege within three (3) days.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

### B.U.S.

#### Be Responsible - Use Safety - Show Respect

BUS	Responsible	Safe	Respectful
Waiting for the Bus 	Be on time Have belongings together and organized Know and understand expectations	Stay at least 20 feet back Line up single file in an orderly manner Wait for Driver directions	Respect each other Respect others' property Use proper language
Entering the Bus 	Move to assigned seat Dispose of trash in receptacle (uneaten foods included)	Proceed in a single file line Use handrail Walk on bus and walk to seats	Greet driver Be courteous Use proper language
Riding the Bus 	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep hands, feet and objects to self Use appropriate language Use a quiet voice (level 2) Respect bus property
Exiting the Bus 	Follow Driver directions Take belongings with you	Stay seated until bus comes to a complete stop Take turns leaving; front to back Move safely away from the bus Use handrail	Appreciate and respect others Keep hands, feet and objects to self Be courteous
Evacuation 	Stay quiet Leave belongings on bus	Listen for directions Exit quickly and safely	Follow Driver directions Help others when appropriate

## **ACTIVITY/FIELD TRIPS**

**Policy # 3115 and Policy # 3130**

### **ACTIVITY TRIPS**

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

### **WALKERS**

If your child walks to and from school, discuss safe and appropriate routes and encourage him/her to respect other people's property.

### **STUDENT PARKING**

All students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker. Parking permits are available through the Central Office of the high school. The main lot is the designated student parking area (and any additional parking areas selected by district). Students who occasionally drive a vehicle other than the one normally driven to school are to notify the office, giving the description of the vehicle and tag number to receive a temporary parking pass. Vehicles parked in a staff parking spot, handicapped parking, no parking zones, or those which are illegally parked may receive a parking fine of \$10.00. Three parking infractions can result in the loss of parking privileges. Parking violations of any kind may result in the use of a wheel lock, which prevents the movement of the vehicle. Moving a vehicle with a wheel lock attached will cause damage to the vehicle. Mustang Public Schools, employees of Mustang Public Schools, Mustang Police Department, and employees of the Mustang Police Department are not liable for any damages sustained from a car being driven with the wheel lock still in place. Removal of the wheel lock by a site administrator or campus resource officer will cost a fee of \$25.00. Vehicles will be towed at the owner's expense if vehicles are parked in staff parking lot, handicapped parking, no parking areas or illegally parked.

Students who drive a vehicle to school which does not have a parking permit and who do not notify the office, shall lose the privilege of bringing a vehicle on the school grounds.

Continued parking violations by a student shall cost him/her the privilege of bringing a vehicle on the school grounds for the remainder of the school year. All student vehicles must be parked in the student parking areas. Students with motorcycles must park them in the designated and assigned areas of the student parking areas.

Students are not to be in the parking lot at any time after arriving at school unless they have an authorized pass from an instructor or the office.

### **REGULATIONS**

1. Students who drive an automobile or other vehicle on the school grounds must purchase a parking permit.

and display a current registration sticker.

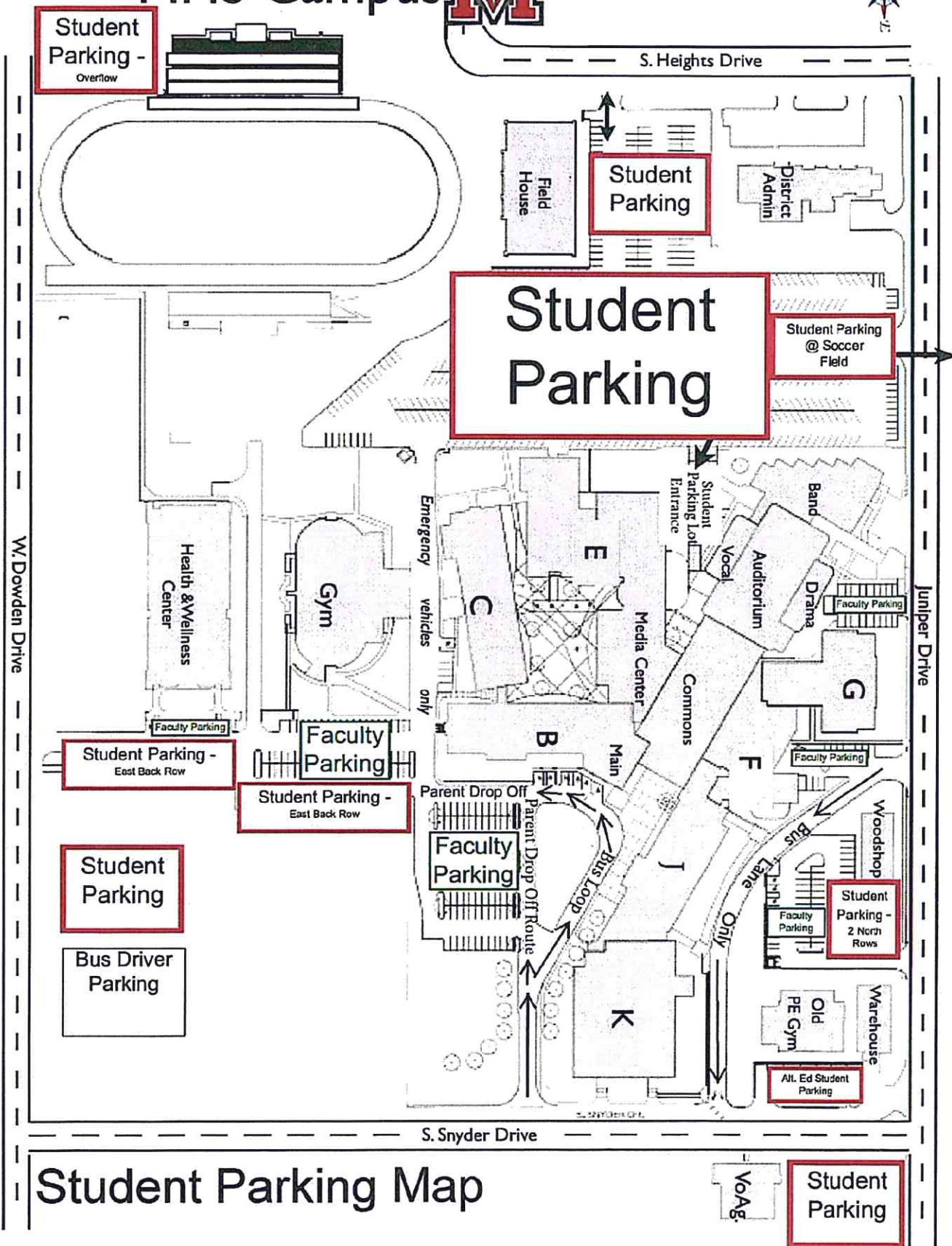
2. Students may only park in areas designated for student parking.
3. Students who drive a vehicle to school that does not have a parking permit and do not notify the office will lose the privilege of bringing a vehicle on school grounds, receive detention or the vehicle will be towed at the owner's expense.
4. A parking fee of \$30.00 per year shall be charged to all students who desire to drive a motor vehicle to school and meet the requirements stated in this policy. Replacement stickers will cost \$5.00.  
\*No sticker will be replaced unless the old sticker (with the number) or proof of windshield replacement is brought to the office.
5. Placement of sticker is the responsibility of the student/driver. All motor vehicles must have a parking sticker permanently affixed to the front lower left window. The sticker must be placed on the inside of the window! (No exceptions!)
6. Persons counterfeiting, altering, defacing or transferring a parking sticker to another vehicle or person, or providing false information will be subject to disciplinary action and will face loss of parking privileges.
7. Vehicles shall be parked only in areas designated by the building principal for student parking. Motor vehicles that do not have a parking sticker or are improperly parked can be fined, have a wheel lock placed on the vehicle, or be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or the vehicle owner to pay for any towing and storage charges.

**MPS is not responsible for any damage, vandalism or theft of a vehicle.**

## High School Parking Info for the 2015-16 School Year

- Map
- Number of Spaces
- Student Handbook language
- Student Vehicle Parking Registration Form
- Staff Only - Parking Violation Guidelines

# MHS Campus



## Student Parking Map



Parking Area	# of Spaces
Main Student Parking Lot	657
Student Parking North of Bus Barn	77
Student Parking East of Gym and HWC	51
Student Parking Woodshop	20
Student Parking Vo-Ag Building	40
Student Parking Soccer Field	79
Student Southwest of Stadium	57
Student Parking Alt. Ed.	17
<b>Total</b>	<b>998</b>

#### 4. p. 72-73 - Student Parking

### STUDENT PARKING

All students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker. Parking permits are available through the Central Office of the high school. The main lot is the designated student parking area (and any additional parking areas selected by district). Students who occasionally drive a vehicle other than the one normally driven to school are to notify the office, giving the description of the vehicle and tag number to receive a temporary parking pass. Vehicles parked in a staff parking spot, handicapped parking, no parking zones, or those which are illegally parked may receive a parking fine of \$10.00. Three parking infractions can result in the loss of parking privileges. Parking violations of any kind may result in the use of a wheel lock, which prevents the movement of the vehicle. Moving a vehicle with a wheel lock attached will cause damage to the vehicle. Mustang Public Schools, employees of Mustang Public Schools, Mustang Police Department, and employees of the Mustang Police Department are not liable for any damages sustained from a car being driven with the wheel lock still in place. Removal of the wheel lock by a site administrator or campus resource officer will cost a fee of \$25.00. Vehicles will be towed at the owner's expense if vehicles are parked in staff parking lot, handicapped parking, no parking areas or illegally parked.

Students who drive a vehicle to school which does not have a parking permit and who do not notify the office, shall lose the privilege of bringing a vehicle on the school grounds.

Continued parking violations by a student shall cost him/her the privilege of bringing a vehicle on the school grounds for the remainder of the school year. All student vehicles must be parked in the student parking areas. Students with motorcycles must park them in the designated and assigned areas of the student parking areas.

Students are not to be in the parking lot at any time after arriving at school unless they have an authorized pass from an instructor or the office.

### REGULATIONS

1. Students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker.
2. ~~The main parking lot will be used until all spaces are filled and the baseball field lot will be used for overflow parking.~~ Students may only park in areas designated for student parking.
3. Students who drive a vehicle to school that does not have a parking permit and do not notify the office will lose the privilege of bringing a vehicle on school grounds, receive detention or the vehicle will be towed at the owner's expense.
4. A parking fee of ~~\$25.00~~ \$30.00 per year shall be charged to all students who desire to drive a motor vehicle to school and meet the requirements stated in this policy. Replacement stickers will cost ~~\$25.00~~ \$5.00. \*No sticker will be replaced unless the old sticker (with the number) or proof of windshield replacement is brought to the office.
5. Placement of sticker is the responsibility of the student/driver. All motor vehicles must have a parking sticker permanently affixed to the front lower left window. The sticker must be placed on the inside of the window! (No exceptions!)

6. Persons counterfeiting, altering, defacing or transferring a parking sticker to another vehicle or person, or providing false information will be subject to disciplinary action and will face loss of parking privileges.
7. Vehicles shall be parked only in areas designated by the building principal for student parking. Motor vehicles that do not have a parking sticker or are improperly parked ~~shall~~ **can be fined, have a wheel lock placed on the vehicle, or** be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or the vehicle owner to pay for any towing and storage charges.

**MPS is not responsible for any damage, vandalism or theft of a vehicle.**

STUDENT VEHICLE PARKING

PERMIT # \_\_\_\_\_

REGISTRATION FORM

NAME \_\_\_\_\_

2015-2016

GRADE \_\_\_\_\_

Registration, Parking of Vehicles & Parking Lot

Students who drive an automobile or other vehicle on school grounds must purchase a parking permit and display a current registration sticker. The permit shall be placed on the lower left hand corner of the driver's side windshield. No other location will be accepted. Student vehicles will not be permitted in the parking lot without a proper permit. If you must drive a vehicle other than the one you normally drive, notify the office and give a description of the vehicle along with your parking permit number and the tag number. Unregistered vehicles or vehicles parked in a staff parking spot, handicapped parking, no parking zones, or those which are illegally parked may receive a parking fine of \$10.00. Three parking infractions can result in the loss of parking privileges. Repeated parking violations of any kind may result in the use of a wheel lock, which prevents the movement of the vehicle. Moving a vehicle with a wheel lock attached will cause damage to the vehicle. Mustang Public Schools, employees of the Mustang Public Schools, Mustang Police Department, and employees of the Mustang Police Department are not liable for any damages sustained from a car being driven with the wheel lock still in place. Removal of the wheel lock by a site administrator or campus resource officer will cost a fee of \$25.00. Vehicles can be towed at the owner's expense in necessary situations.

Students should not be in the parking lot at any time after they arrive at school. Students who drive any type of vehicle are required to observe the traffic markings in the parking lots and around campus. Vehicles must be parked within parking spaces in accordance with the directional markings. Speed zones must be carefully observed on and around campus. Closed campus violations can result in a 2 week loss of driving privileges in addition to after school detention and /or ISI and loss of exemption for semester tests.

THE COST OF AN ORIGINAL PARKING PERMIT WILL BE \$30.00 EACH. REPLACEMENT STICKERS WILL BE \$5.00.

Student's Name \_\_\_\_\_ Grade: 12 11 10 9

Student's Signature \_\_\_\_\_ Student Cell # \_\_\_\_\_

Parent Signature \_\_\_\_\_ Parent Cell # \_\_\_\_\_

Vehicle Tag # \_\_\_\_\_ Driver's License # (no permits) \_\_\_\_\_

Insurance Co. Name \_\_\_\_\_ Policy # \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Vehicle Color \_\_\_\_\_

Circle if applicable: OJT Vo-Tech Concurrent PASS Service Learning

\*\*\* To ensure that you get a parking permit, you should purchase permits during schedule pick-up days.

**For Staff ONLY**  
**Parking Violation Guidelines for HS**

**Minor Offenses - \$10 ticket**

- parking in a staff parking spot
- handicapped parking
- no parking zones - ex. on grass area outside of regular parking area
- illegal parking - ex. fire lane

*Three parking infractions can result in the loss of parking privileges.*

**Major violation** - Use of a wheel lock - removal fee of \$25.00 or towing at owner's expense (in emergency situations)

- Repeated Offenders - This is an option for students that have multiple offenses (more than three)
- Such as car is blocking a driveway
- Unable to locate driver
- Driver refuses to move vehicle.



# Memo

**To:** Angela Mills, Assistant Superintendent, Mustang Public Schools  
Charles Bradley, Deputy Superintendent, Mustang Public Schools  
**From:** Ryan McKinney, Director of Secondary Schools  
Stacy Edwards, Director of Elementary Schools  
**Date:** 8.3.15  
**Re:** *Student Handbook for 2015-2016*

Please discuss, consider, and/or act upon the approval of the MPS Student Handbook for the 2015-2016 school year.

Attached:

- Summary
- Student Handbook



## Student Handbook Changes

### Summary

- Four Student Handbooks (elementary, Intermediate, Middle School, and High School) have been combined into one comprehensive Student Handbook
- Topics are sorted by departments
- p. 4-5 Table of Contents
- Took out calendar and forms - they are located and available for download/print off the district website
- New Policies that were approved by the Board during the 14-15 school year are now listed in the Handbook

### Changes or new material in the Handbook

1. Classroom Visitor Guidelines (All grades)
2. Food Consumption (All grades)
3. Reclassification (High School Students)
4. Student Parking (High School Students)

1. p. 9 “Classroom Visitor Guidelines” (Practice for parent visitors to classrooms that was implemented during the 14-15 school year). Documentation is now kept any time a parent visits a classrooms for the purpose of observation.

## VISITORS

Parents are encouraged to visit the school. **All guests are required to check in at the school office first and receive a visitor’s pass. Check in will require a valid photo ID. If a parent/guardian wishes to visit a classroom, the following guidelines**

### Classroom Visitor Guidelines

- Parent(s)/guardian(s) will need to submit a request to a building administrator with a 24 hour notice to request to observe a classroom. Upon approval of request, a building administrator or designated appointee will schedule the visitation. Classroom visits may not exceed one hour. ISI classrooms are not available for classroom visits due to student confidentiality.
- Parent(s)/guardian(s) should not disrupt the learning environment in any way. If the visitor has concerns or questions regarding the curriculum, classroom, or teacher, a meeting can be arranged at a future date and time. Disrupting the classroom is not an option, the parent or guardian will be asked to leave the room immediately if disruption occurs.
- Parent(s)/guardian(s) are not allowed to record any part of the school or classroom; including video, photo, or audio due to privacy of other students.
- Parent(s)/guardian(s) can take notes while observing.

- Parent(s)/guardian(s) should not engage in conversation with the teacher or any students, including their personal child while observing the classroom.
- Convicted sex offenders will not be permitted.
- Administration may determine at any time that classroom observations will not be allowed. His or her decision is not subject to review.

## 2. p. 27 - food consumption

### STUDENT CONDUCT AND DISCIPLINE

#### Policy # 5080

#### FOOD CONSUMPTION

Food/drinks must be consumed in cafeteria commons. **No outside drinks of any kind are allowed, unless parent/guardian has checked in with the front office to have lunch with their child.** Outside food/drinks brought in by parents/guardians can only be consumed by his/her child and cannot be shared by other students unless directed by the school. ex. classroom parties.

**3. p. 46 - Reclassification** - We reclassify at the end of each semester so it would be at the beginning of the year and at the beginning of 2nd semester. This allows students to be with their proper cohort as soon as possible. Margaret and I have discussed this.

### STUDENT PROMOTION/RETENTION

#### Policy #5070

#### Grades 9-12:

Shall receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Promotion in grades 9-12 is based upon the number of earned credits. Grade classification is as follows:

Students will be classified at the beginning of each school year **and at the semester**. The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and eighteen (18) credits for senior classification.

Those students who fail a required course are strongly encouraged to repeat the course in summer school, correspondence or approved online course. In addition, at least two (2) credits of the last three (3) credits completed for graduation shall be completed in attendance in the accredited high school from which the individual expects his/her diploma. Any deviation must be approved by the administration.

Any student who has not obtained sufficient credits to advance to a higher grade level has two (2) options:

- Reclassification – The student will be classified as being in the grade previously attempted. The student may be reclassified at the beginning of each school year **and at the semester** with the exception of a reclassified junior who has the possibility of graduating. This student may graduate with his/her original class if all credits are made up in summer school, correspondence or approved online courses.

- MEC Alternative Education Program - A student may not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in the MEC Alternative Education Program, not to exceed twelve (12) absences per semester. If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade.

#### 4. p. 72-73 - Student Parking

### STUDENT PARKING

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**MPS is not responsible for any damage, vandalism or theft of a vehicle.**



*Charles Bradley*  
Deputy Superintendent

# Memo

**To:** Mr. Sean McDaniel   
**Date:** July 20, 2015  
**Re:** 180 Day School Year with a 1080 Hours Calendar

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Please discuss, consider and/or act upon the recommendation for a 180 day school year, which includes two (2) parent teacher conference days, five (5) professional development days, and two (2) teacher collaboration days with the flexibility to exercises the 1080 hours calendar option in cases of school closures due to inclement weather or other catastrophic circumstances for the 2015-2016 school year.



**MUSTANG PUBLIC SCHOOLS**

906 S. Heights Drive  
Mustang, OK 73099

August 11, 2015

Accreditation Section  
Oklahoma State Department of Education  
2500 North Lincoln Blvd.  
Oklahoma City, Oklahoma 73105

To Whom It May Concern,

This letter is to confirm that at the August 10, 2015 regular board meeting the Mustang Board of Education approved the recommendation of choosing a calendar calculated by hours, in lieu of calculated by days. Mustang Public Schools will have a 180 day school year, which includes two (2) parent teacher conference days and five (5) professional development days, with the flexibility to exercise the 1080 hour option in cases of school closures due to inclement weather or other catastrophic circumstances.

If you have any questions, please do not hesitate to contact my office at (405) 376-7394.

Respectfully,

Sean McDaniel  
Superintendent of Schools

Chad Fulton  
President of Board



# Mustang Public Schools

## 15-16 School Calendar



Empowering today for a better tomorrow

July 2015							August 6	Central Enrollment Closes	January 2016							
S	M	T	W	T	F	S	August 11	Intermediate School Schedule Pick-up	S	M	T	W	T	F	S	
			1	2	3	4	August 13	Middle School Schedule Pick-up						<del>8</del>	2	
5	6	7	8	9	10	11	August 10-13	High School Schedule Pick-up	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	August 18	Elementary Open House	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	August 25	Intermediate School Open House	17	<del>18</del>	19	20	21	22	23	
26	27	28	29	30	31		August 27	Middle School Open House	24	25	26	27	28	29	30	
							August 25	High School Open House	31							
August 2015										February 2016						
S	M	T	W	T	F	S				S	M	T	W	T	F	S
						1					1	2	3	4	5	6
2	3	4	5	6	7	8	August 13-14	New Teacher Orientation	7	8	9	10	11	12	13	
9	10	11	12	13	14	15	August 17-19	Professional Development Days	14	15	16	17	18	19	20	
16	17	18	19	20	21	22	August 20	First Day of School for Students	21	22	23	24	25	26	27	
23	24	25	26	27	28	29	September 7	Labor Day	28	29						
30	31						Sept 17 & 22	HS & MS Parent/Teacher Conferences								
September 2015							September 28	Professional Day/No School	March 2016							
S	M	T	W	T	F	S	October 13	End of 1st 9 Weeks	S	M	T	W	T	F	S	
		1	2	3	4	5	October 14-16	Fall Break			1	2	3	4	5	
6	<del>7</del>	8	9	10	11	12	October 22 & 27	IM & Elementary Parent/Teacher Conf.	6	7	8	9	10	<del>11</del>	12	
13	14	15	16	17	18	19	November 23-27	Thanksgiving Vacation	13	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	19	
20	21	22	23	24	25	26	December 18	End of 1st Semester	20	21	22	23	24	25	26	
27	28	29	30				December 21-1	Winter Break	27	28	29	30	31			
							January 4	Teacher Collaboration Day/No School								
October 2015							January 18	Martin Luther King, Jr. Day	April 2016							
S	M	T	W	T	F	S	February 4 & 9	HS & MS Parent/Teacher Conferences	S	M	T	W	T	F	S	
				1	2	3	February 12	Teacher Collaboration Day/No School						1	2	
4	5	6	7	8	9	10	February 15	Professional Day/No School	3	4	5	6	7	8	9	
11	12	13	<del>14</del>	<del>15</del>	<del>16</del>	17	March 3 & 8	IM & Elementary Parent/Teacher Conf.	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	March 11	End of 3rd 9 Weeks	17	18	19	20	21	22	23	
25	26	27	28	29	30	31	March 11-18	Spring Break	24	25	26	27	28	29	30	
14th counts						20	May 20	High School Graduation							21	
November 2015							May 26	Last Day of School - Shortened Day	May 2016							
S	M	T	W	T	F	S	May 30	Memorial Day	S	M	T	W	T	F	S	
1	2	3	4	5	6	7										
8	9	10	11	12	13	14										
15	16	17	18	19	20	21	#of Days	Instructional Period	15	16	17	18	19	20	21	
22	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	28	38	1st Quarter	22	23	24	25	26	27	28	
29	30						40	2nd Quarter	29	30	31					
							78	1st Semester								
December 2015							46	3rd Quarter	June 2016							
S	M	T	W	T	F	S	49	4th Quarter	S	M	T	W	T	F	S	
		1	2	3	4	5	95	2nd Semester				1	2	3	4	
6	7	8	9	10	11	12			5	6	7	8	9	10	11	
13	14	15	16	17	18	19			12	13	14	15	16	17	18	
20	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	26			19	20	21	22	23	24	25	
27	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>					26	27	28	29	30			



# Memo

To: Charles Bradley, Deputy Superintendent  
Sean McDaniel, Superintendent

From: Karen Wilson, Director of Student Services *kw*

Date: 7/24/2015

Subject: Continuing IEP Service Agreement

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This memo is to request the approval of a continuing contract between Putnam City Public Schools (PCPS) and Mustang Public School District for an IEP Service Agreement in order for PCPS to serve students who are identified as deaf. Mustang Public Schools desires to enter into this IEP Service Agreement to satisfy its legal obligation to provide students with a free and appropriate public education in accordance with the requirements of the law.

The attached contract covers August 1, 2015 through June 30, 2016.

If you have any questions, please do not hesitate to contact Karen Wilson.

## IEP SERVICE AGREEMENT

This Agreement is entered into between Mustang Public School District No. I-069 of Canadian County, Oklahoma ("Resident District"), and Independent School District No. 1 of Oklahoma County, Oklahoma ("Receiving District"), for the 2015-2016 school year.

### Recitals:

- A. The Students who are the subject of this Agreement are children with a disability as defined by the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. §§ 1400, *et seq.*, who are residents of the Resident District for educational purposes and are entitled to receive a free appropriate public education ("FAPE") in accordance with the requirements of the law.
- B. The Resident District desires to enter into this IEP Service Agreement with the Receiving District to satisfy its legal obligation to provide the Students identified on Exhibit A to this Agreement with FAPE as defined by law.
- C. The Receiving District desires to enter into this Agreement with the Resident District to provide the Students with the special education and related services identified in the Students' then-current Individualized Education Programs ("IEPs").
- D. The Resident and Receiving Districts understand that if they enter into an IEP Service Agreement for three (3) consecutive years that covers one or more of the Students subject to this Agreement, the Agreement will be automatically renewed for each subsequent year for such covered Student(s), and, in that event, the Resident District will continue to pay tuition for the covered Student(s) to the Receiving District as provided by law.

### Therefore, the parties agree as follows:

1. The term of this Agreement extends from August 1, 2015 through June 30, 2016. During the term of this Agreement, either party may terminate the Agreement upon thirty (30) days' advance notice in writing to the other party. The terminating party will also notify the Students' parent(s) or guardian(s) in writing thirty (30) days in advance of the termination date.
2. During the term of this Agreement, the Receiving District will provide all special education and related services identified in the Students' then-current IEPs, except transportation to/from school, which will be provided by the Resident District, and any other services specifically identified in the Students' IEPs as services that the Resident District will provide. The parties to this Agreement understand that the Students' IEPs may be amended and that new IEPs may be developed during the term of this Agreement, and the parties intend that the Receiving District implement the amended, interim or subsequent IEPs as well as the IEPs in place at the time this Agreement takes effect.

3. The Receiving District will notify the Resident District of any Student who is to be provided services under this Agreement and will issue progress reports and report cards to the Students, following the same procedures it applies to all other students. The Students will have the opportunity to participate in all programs, events and activities available to other students of the same ages and grades attending the Receiving District.
4. If the IEP team or Review of Existing Data group determines that reevaluation or further evaluation of a Student is necessary, the Resident and Receiving Districts will jointly determine who will administer the evaluation and how it will be administered.
5. The Resident District is legally and financially responsible for the provision of FAPE to the Students, as the term "FAPE" is defined by law. The Resident District is responsible for the development and implementation of the Students' IEP(s). In the event a special education due process complaint ("Complaint") is filed concerning a Student, the Resident District will be legally and financially responsible for that Complaint and, to the extent permitted by law, will indemnify and hold harmless the Receiving District for any expenses the Receiving District incurs in responding to that Complaint, including but not limited to attorney's fees and costs. The Resident District shall remain the Local Educational Agency ("LEA") responsible for responding to a Complaint and complying with IDEA.
6. The Receiving District will use reasonable efforts to comply with the procedural safeguards set out in the IDEA and the then-current version of the *Policies and Procedures for Special Education in Oklahoma* in its delivery of special education and related services to the Students.
7. The Primary Contact or designee for the Receiving District will schedule IEP and IEP Review meetings for the Students. To provide the Resident District the opportunity to participate, the Primary Contact or designee for the Receiving District will provide reasonable advance notice of every such meeting to the Primary Contact at the Resident District.
8. The Primary Contact or designee at the Receiving District will promptly notify the Primary Contact at the Resident District of any student seeking to attend the Receiving District's program and obtain authorization for enrollment of that student before providing services. Additionally, the Primary Contact or designee at the Receiving District will promptly notify the Primary Contact at the Resident District of every proposed disciplinary removal that would constitute a change of placement for a Student before that disciplinary removal is implemented.
9. The Primary Contact or designee at the Receiving District will use reasonable efforts to advise the Primary Contact at the Resident District of concerns about a Student's special education and related services expressed by a Student's parent(s) or guardian(s). Personnel at the Resident and Receiving Districts will use reasonable efforts to cooperate

and resolve disagreements concerning appropriate special education and related services for Students, implementation of the Students' then-current IEPs and any other issues that may arise.

10. All funds generated for the Students will remain with the Resident District. The Resident District will include the Students on its Child Count. The Students' average daily membership will be credited to the Resident District.
11. The Resident District will pay the Receiving District tuition for the delivery of special education and related services to the Students on the payment schedule identified on Exhibit A to this Agreement. This amount includes the cost of all educational and related services that the Receiving District could reasonably anticipate based upon review of the Students' current IEPs. The Receiving District will promptly provide the Resident District a detailed breakdown of the tuition amounts upon request. If the IEP team amends a Student's IEP or develops another IEP that increases the cost of services to the Receiving District, the parties to this Agreement will mutually consider and negotiate any increase in the tuition amount sought by the Receiving District to cover the increased cost of services.
12. Any amounts the Receiving District receives as the result of billing Medicaid for services it provided to one or more of the Students during the term of this Agreement will be credited against the Resident District's tuition obligation.
13. The parties will **not** identify the Students as transfer students for student information purposes.
14. This Agreement contains the entire agreement of the parties. Any changes to this Agreement will be made in writing and signed by both parties.

**Signatures:**

**Mustang Public School District No. I-069 of Canadian County, Oklahoma**

\_\_\_\_\_  
By President, Board of Education                      Date  
"Resident District"

**Putnam City School District No. I-001 of Oklahoma County, Oklahoma**

\_\_\_\_\_  
By President, Board of Education                      Date  
"Receiving District"

## ATTACHMENT A TO IEP SERVICE AGREEMENT

### **1. The following students are covered by the IEP Service Agreement:**

\*Students may be added to this IEP Service Agreement through mutual agreement in writing throughout the 2015-2016 school year. The resident district must also submit a student information form and an IEP Service Agreement Enrollment Form signed by either the Director of Special Services, or the Superintendent.

### **2. Tuition amount and payment schedule:**

\*Billing will be sent out by June 30, 2015.

\*Tuition will be billed by rate of per pupil expenditure x (grade weight+ disability weight) and prorated based on total days of attendance.



Indispensable Tools for Today's ELL Professionals

## Mustang Public Schools Proposal Renewal Estimate Monday June 8, 2015

### Overview

Ellevation is a software company exclusively focused on English Language Learners (ELLs) and their educators. Today, Ellevation serves more than 335 public school districts across 31 states. The Company offers two integrated ELL-focused products for use by school district educators:

- The **Ellevation Platform** puts all information and data about ELLs in one place, helping educators enhance instruction, save time, and improve collaboration.
- **Ellevation InClass** provides classroom educators with tools to identify their ELL students, learn about their language acquisition needs, and collaborate with all stakeholders to ensure instructional success. InClass works seamlessly with the Ellevation Platform to provide all educators with the data, insight and strategies they need. To learn more you can watch this short [2-minute video](#).

### KEY FEATURES

#### **Inform Exiting of ELLs** (New in 2015)

- Easily view the ELLs that have met criteria for reclassification.
- Take action to exit students and begin the required Monitoring process.

#### **Effective Monitoring of Exited Students** (New in 2015)

- Enable the easy collection of feedback to review the progress of students.
- Flag students that may be struggling and help initiate additional attention and support.

#### **Inform Instruction & Support Collaboration**

- View demographic, assessment, and other data in a dynamic graphical format on the Dashboard.
- Use the Ellevation Goal Center to set goals for students tied to ELD Standards
- Create individualized language plans aligned to WIDA's Can-Do descriptors.

#### **ELL Data Collection, Management and Tracking, and Monitoring**

- Collect and organize a wide array of student data including proficiency levels by domain, services, monitoring history, duration as an ELL, and more.
- Easily record and track linguistic accommodations.

## District Investment

Ellevation pricing includes annual software subscriptions based on the number of users, as well as training costs. This proposal for year two of the partnership builds on the lessons learned to date and will enable us to broaden our impact together. Below you will find three different pricing options:

### Option 1: 5 users for 12 months

Ellevation Implementation	Cost
Software: <i>Ellevation Platform</i> . 5 subscriptions @ \$400 per user/year	\$2,000
*Refresher Training Webinars	\$750
<b>Investment TOTAL for 1 year</b>	<b>\$2,750</b>

### Option 2: 5 users for 24 months

Ellevation Implementation	Cost
Software: <i>Ellevation Platform</i> . 5 subscriptions @ \$380 per user/year	\$3,800
*Refresher Training Webinars	\$750
<b>Investment TOTAL for 1 year</b>	<b>\$4,550</b>

### Option 3: 5 users for 36 months

Ellevation Implementation	Cost
Software: <i>Ellevation Platform</i> . 5 subscriptions @ \$360 per user/year	\$5,400
*Refresher Training Webinars	\$750
<b>Investment TOTAL for 1 year</b>	<b>\$6,150</b>

\*Listed on your estimate is the annual Online Refresher Training fee. Partners who choose to enroll in this program will have access to online refresher training sessions that we will offer throughout the year. These webinars will focus more on data analysis and/or instructional needs, based on feedback from our partners.

## Optional Training

The Ellevation training team includes data specialists and many former ELL teachers and Coordinators. These dedicated professionals provide data integration support, in-person training, access to our Help Desk, multiple training webinars and "refresher" trainings, and much more.

Beyond the services and training days provided in this proposal, the following details the costs associated with any additional services and training:

### Ellevation Platform

- Additional Onsite Refresher Training (in-person) - \$3,000
- Refresher Platform Training (customized online) - \$1,000

### Ellevation InClass

- InClass Train-the-Trainer (in-person) - \$3,000

- InClass Train-the-Trainer (online) - \$1,000

**Professional Development**

- Ask for pricing and additional details about our scope of PD services

Thank you very much for the partnership to date and consideration of this proposal.



# Memo

To: Angela Mills, Assistant Superintendent, Mustang Public Schools

From: Kris Green, Director of Federal Programs, Mustang Public Schools

Date: 7/31/2015

Re: Recommendation for Edmentum Reading Eggs

*Handwritten initials and date:*  
AM  
8/5  
CS

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Please discuss, consider and/or act upon a 1 year annual service for Edmentum Reading Eggs. This program serves as ELL Curriculum for students to learn English. All costs of the service will be paid with ELL 572 funds.

Total Cost: \$2880.00



# Memo

To: Angela Mills, Assistant Superintendent, Mustang Public Schools

From: Kris Green, Federal Programs, Mustang Public Schools

Date: 8/4/2015

Re: Recommendation for Career Tech Contract Renewal

*Handwritten notes:*  
KMG  
CS 8-5

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Please discuss, consider and/or act upon the contract renewal with Oklahoma Department of Career and Technology Education for program assistance funds and salary supplement for middle school and high school Career Tech programs/teachers.

\*Board President signature required

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
CONTRACT FOR SECONDARY  
CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2015-2016

It is understood and agreed that Oklahoma career and technology education funds will be used to assist in the development and maintenance of a career and technology education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to career and technology education, state laws, and federal policies pertaining to career and technology education. The aforementioned district will provide funds necessary for a quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, due by September 30, 2015 is one of these reports and is considered a part of this contract. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other career and technology education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

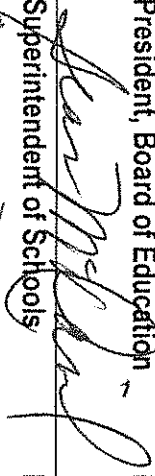
It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Programs assistance funds received from ODCTE shall be spent on Careertech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided career and technology education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned no later than September 30, 2015 to: Debbie Hamble, Oklahoma Department of Career and Technology Education, 1500 W. Seventh Ave., Stillwater, OK 74074.

Approved:

President, Board of Education	Date
	<u>7/29/15</u>
Superintendent of Schools	Date
<u>Mustang Public Schools</u>	

Marcie Mack, Ed.D., State Director      Date  
ODCTE

District Name (please print)

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
NOTICE OF ALLOCATION  
OF STATE OR FEDERAL AID TO DISTRICTS FOR FY 2016**

SEAN MCDANIEL, SUPERINTENDENT  
MUSTANG SCHOOL SYSTEM  
906 S HEIGHTS DR  
MUSTANG OK 73064-3599

Date: 07/10/15

TYPE OF AID	Project Code	Income Code	AMOUNT
Program Assistance Grant	412	3812	
2.0 AG EDUCATION			24,360.00
1.0 BUS & INFO TECH ED			12,610.00
3.0 FAM & CONSUMER SCIENCES			18,120.00
1.0 MARKETING ED			6,040.00
2.7 SCIENCE TECHNOLOGY ENGINEERING & MATH			24,337.50
Summer Salary	411	3811	
2.0 AG EDUCATION			12,640.00
State Teacher Salary Reimb	411	3811	
2.0 AG EDUCATION			4,800.00
1.0 BUS & INFO TECH ED			2,000.00
3.0 FAM & CONSUMER SCIENCES			6,000.00
1.0 MARKETING ED			2,000.00
2.7 SCIENCE TECHNOLOGY ENGINEERING & MATH			6,000.00

*llch*  
*12180*  
*6040*  
*8850* → *Chad Harper \$6637.50*

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located.

Total: 118,907.50

I, the Director of Finance of the State Board of Career and Technology Education, hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

*Lisa Batchelder*

Lisa Batchelder, Finance Manager  
Oklahoma Department of Career and Technology Education

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# IMPERIAL

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**vending - catering - coffee**

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## Vending Service Agreement

This Agreement is made this 14th day of July, 2015 by and between Mustang Public Schools and Imperial, LLC 2020 N. Mingo, Tulsa, OK 74116.

1. The Client agrees to allow Imperial to provide vending machines upon Client's business premises subject to the terms and conditions of this agreement.
2. Imperial shall be responsible for installing and maintaining vending machines which reasonably meets the location's needs.
3. Mustang Public Schools grants Imperial the exclusive rights to provide snack, products as limited to vending machine services. Imperial will provide merchandise through its vending machines that is reasonably priced and offered in reasonably sized portions. Any change in the wholesale price may result in a change in the selling price. **Vending Prices and Products will be determined by Imperial as agreed upon by Mustang Public Schools.**
4. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available on request.
5. Imperial agrees to obtain and display all applicable Federal, State and local licenses.
6. Imperial's personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.
7. Either party may terminate this agreement with cause upon (60) days written notice to the other party.
8. This is the 3<sup>rd</sup> year of a (3) Year Agreement and will become effective July, 14th 2015 -2016 and remain in force for this period.
9. Client agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow, labor hours, holiday employment or special functions.

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# IMPERIAL

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## vending - catering - coffee

10. If during the first year of the agreement the Client desires to change price or commission structures, they must notify Imperial in writing 60 days prior to the first year anniversary contract date.
11. Should the Client feel that Imperial failed to provide proposed service levels, Client will notify Imperial in writing of failure to supply service. Service failures will be limited to equipment or service levels. If within thirty (30) days of the notice of service failure the problem has not been corrected, the Client may cancel the agreement.
12. Imperial will operate and maintain all vending machines and other equipment in a clean, sanitary condition in accordance with recognized standards for such machines and in accordance with all applicable laws and regulations.
13. This agreement will be made and construed in accordance with the Laws of the State of Oklahoma.
14. The Parties agree to negotiate the removal or relocation of *underperforming machine(s)*. For the purpose of this Agreement, an *underperforming machine* shall be defined as a machine which has gross sales of less than \$3,000.00 per year.
15. The Parties agree to add additional snack, beverage or food vending machines without requiring an amendment to the Agreement.

Pricing 2015-16

- Student Mandated Snacks \$1.25
- Student Mandated Chips \$1.00
- Staff Candy ~~\$1.25~~ 1.55
- Staff Pastry \$1.50
- Staff Large Candy \$1.50
- Staff Regular Chips & Snacks \$1.00

Commission & Donation

- 2015-16 Commission from all Snack machines. 21%
- \$2,500 Leadership Cash Donation & \$500.00 Product Donation.

Imperial, LLC  
2020 N. Mingo, Tulsa, OK 74116  
Imperial Representative



Mustang Public Schools  
Client  
Client Signee



MUSTANG TRAILS ELEMENTARY

<b>Date From</b>	<b>Date To</b>	<b>Revenue</b>	<b>Units Vended</b>	<b>Product Sales</b>
1/1/2015	2/1/2015	113.85	124	135.75
2/1/2015	3/1/2015	92.35	97	107.75
3/1/2015	4/1/2015	55.4	48	55
4/1/2015	5/1/2015	116.5	114	133.25
5/1/2015	6/1/2015	96	131	150.5
6/1/2015	7/1/2015	0	0	0

MUSTANG VALLEY ELEMENTARY

<b>Date From</b>	<b>Date To</b>	<b>Revenue</b>	<b>Units Vended</b>	<b>Product Sales</b>
1/1/2015	2/1/2015	66	57	62.75
2/1/2015	3/1/2015	77	96	102.75
3/1/2015	4/1/2015	42	41	45.25
4/1/2015	5/1/2015	97.95	95	106
5/1/2015	6/1/2015	54.2	70	77
6/1/2015	7/1/2015	0	0	0

## SCHOOL BEVERAGE AGREEMENT

THIS SCHOOL BEVERAGE AGREEMENT (the "Agreement") is made by and between GREAT PLAINS COCA-COLA BOTTLING COMPANY ("Great Plains") and Mustang School District/School identified below (the "School") on this 1st day of July, 2014.

1. Background. School owns and/or operates one or more schools (together with all athletic and any other related sites, the "Facilities") serving grade school and/or high school students. Great Plains distributes various beverages in support of the School's operations. The parties have combined their resources to develop a beverage program for the Facilities that will enhance the educational experience of the School's students, and promote healthy choices by the students. For purposes of this Agreement, the term "Beverages" shall refer to bottled water, milk and juice products, soft drinks and all other beverages of any type whatsoever, including hot, cold or frozen, carbonated or non-carbonated, and naturally or artificially flavored drinks (but excluding coffees and teas freshly brewed on the premises, tap water, and juice squeezed fresh on the premises).

2. Term. The term (the "Term") of this Agreement shall begin on July 1, 2014 and end on the later of (a) 5 full years after the start date, and (b) 120 days after the School gives Great Plains written instructions to remove its equipment from the Facilities, subject to the other terms and provisions hereof.

3. Healthy Choices. The parties agree that the applicable American Beverage Association standards (or other appropriate standards selected by Great Plains after consultation with the School) promoting healthy options for students will be followed in the performance of this Agreement, which currently are as outlined in Exhibit B attached hereto.

4. Distribution Equipment. To facilitate the distribution of Beverages at the Facilities, Great Plains shall place the equipment listed on Exhibit A at the Facilities at no cost to the School. All equipment is and shall remain the property of Great Plains. Commission rates, if applicable, are reflected in Exhibit A hereto. Great Plains shall maintain all of its equipment in good working condition and keep the equipment in a clean, neat, and sanitary condition. Product pricing is reflected in Exhibit A hereto, provided that due to the long term nature of this Agreement Great Plains shall have the right (i) to modify retail vend pricing to fit market conditions, and (ii) to increase wholesale prices, provided that any such increase will not exceed 7% during any calendar year. Great Plains will maintain adequate insurance coverages at all times during the Term and, upon the request of the School, provide certificates of insurance evidencing such coverage.

5. Funding Elements. Any commission rights, funding or other support agreements between Great Plains and School associated with this Agreement are reflected in Exhibit A hereto. All equipment commitments by Great Plains and all funding elements associated with this Agreement are based upon an expectation that the minimum volume level(s) reflected in Exhibit A hereto will be met (or exceeded) for all periods during the Term. If the referenced volume levels are not maintained for any reason or material changes in the School's operations occur that are reasonably expected to reduce volume, the parties shall attempt in good faith to reach an agreement to reduce equipment placements and/or funding and, if such an agreement

cannot be reached, Great Plains shall have the right to terminate this Agreement by giving written notice to School.

6. Exclusive Distribution. Any and all Beverages distributed, used or otherwise located on any of the Facilities during the Term will be purchased from Great Plains. No competitive Beverages will be distributed, used or otherwise located on any of the Facilities during the Term. Any and all signage and other marketing activities associated with the Facilities will promote those Beverages distributed by Great Plains only. No competitive Beverages will be promoted under any circumstances at any of the Facilities during the Term.

7. No Conflicting Rights. School represents and warrants that (a) this Agreement has been properly authorized by all necessary action of School, including all necessary governing board approvals, and is a valid, binding and enforceable agreement binding on School, (b) no third parties hold any contractual rights which could reasonably be expected to adversely affect the rights granted to Great Plains in this Agreement, and (c) no rights will be granted by School in the future which could reasonably be expected to adversely affect Great Plains' rights hereunder.


8. Integrated Agreement. The parties agree that there are no representations, understandings, stipulations, agreements or promises pertaining to this Agreement which are not incorporated herein. This Agreement will not be altered, waived, amended or extended, except by a written agreement signed by Great Plains and School. At the end of the Term, recognizing the significant account start-up and capital costs incurred by Great Plains in reliance on this contract, School agrees to negotiate in good faith with Great Plains exclusively for a period of sixty (60) days towards renewal, and Great Plains shall have a right of first refusal with respect to subsequent contracts involving any dispensing rights for any Products at the Facilities, or any Facility. This Agreement amends by substitution and supersedes any previous agreements between School and Great Plains governing the sale and distribution of Beverages at the Facilities or any portion thereof.

9. Miscellaneous. The provisions of this Agreement will be binding upon and insure to the benefit of School and Great Plains and their respective successors in interest and legal representatives, provided that the School will not be entitled to assign its rights hereunder without Great Plains' prior written consent. This Agreement will be construed and enforced according to the internal laws of the State of Oklahoma. If either party fails to fulfill its obligation under this Agreement, such party shall be in default. If such party fails to cure such default within thirty (30) days after written notice of such default, the other party may terminate this Agreement by giving the defaulting party written notice of termination and/or recover its damages. Any suit, action or proceeding with respect to this Agreement shall be brought exclusively in courts located in Oklahoma County, Oklahoma. If any provision of this Agreement is illegal, invalid or unenforceable under any present or future law, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible and which is legal, valid and enforceable.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date above written, provided School acknowledges that this Agreement is not binding on Great Plains

until executed by the President or a Vice President of Great Plains, and a fully executed copy is returned to School.

GREAT PLAINS COCA-COLA  
BOTTLING COMPANY

By:  \_\_\_\_\_  
Name: Rickey Truelove \_\_\_\_\_  
Title: Market Unit Vice President \_\_\_\_\_  
Date: 7.14.14 \_\_\_\_\_

**Mustang School District**

\_\_\_\_\_  
[School/School District Name]  
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Notice Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

T:\0020.7029\FORM\School Beverage Agt CLN 062707 (227243).doc

**Funding Elements/Volume Expectations**

Great Plains has agreed to make the following payments to Customer during the contract years indicated.

<b>Cash Funding</b>						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Bonus Funding-See Exhibit C						
\$1.00 per cs wholesale rebate						
Exclusivity Funding	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000	\$185,000

Great Plains has agreed to donate certain Beverages to Customer at no cost, provided the maximum retail value for the donations are as follows for each contract year.

<b>Product Donations</b>						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Powerade Side Line Kit	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$6,250
Donated Product	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000

Great Plains donated certain items to Customer under prior agreements which Great Plains will allow Customer to utilize during the current term, as follows:

<b>Carryover Support</b>	
Description	Value

Great Plains has agreed to provide certain signage or other items described below to Customer at no cost for Customer's use during the Term.

<b>Other Support</b>	
Description	Maximum Cost

**Minimum volume level(s) per Section 5 of the Agreement.**

Minimum number of wholesale cases per semester 1932  
 Minimum number of full service cases per semester 1587

**IN NO EVENT WILL GREAT PLAINS PROVIDE ADDITIONAL CONSIDERATION OR CONSIDER ADDITIONAL FUNDING REQUESTS PRIOR TO THE END OF THE TERM SET FORTH IN THE AGREEMENT.**

**GREAT PLAINS COCA-COLA  
 BOTTLING COMPANY**

**Mustang School District**

By:   
 Name: Rickey Truelove  
 Title: Market Unit Vice President  
 Date: 7.14.14

[School/School District Name]  
 By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Exhibit A - Pricing and Equipment

Wholesale Pricing	
Description	Case Price
8oz Bottles CSD	N/A
7.5oz Can CSD	N/A
12oz 6pk Can CSD	\$11.85
12oz 12pk PET CSD	N/A
20oz Bottles CSD	\$25.54
1 Liter Bottles CSD	N/A
2 Liter Bottles CSD	N/A
355ml Glass CSD	N/A
500ml Glass CSD	N/A
Seagrams 10oz Bottles	N/A
Seagrams 1 Liter Bottles	N/A
Seagrams 2 Liter Bottles	N/A
300ml Dasani	\$13.00
20oz Dasani	\$16.91
1 Liter Dasani	N/A
.5lt 24pk Dasani	N/A
Dasani Drops	N/A
24oz H2OU, OSU, HOG	N/A
Evian 1L 12ct	N/A
20oz Smartwater	N/A
700ml Smartwater	N/A
1 Liter Smartwater 12ct	N/A
12oz Vitaminwater	N/A
20oz Vitaminwater	N/A
32oz Vitaminwater 12ct	N/A
16.9oz fruitwater	N/A
14oz ZICO	N/A
10oz Bottles Minute Maid 100% Juice	N/A
15.2oz Bottles Minute Maid 100% Juice	N/A
12oz Bottles V8 100% Juice	N/A
16oz Bottles V8 Splash Juice Blend	N/A
20oz MM Refreshment	N/A
11.5oz Core Power	N/A
16.9oz FUZE Juice Blend	N/A
Tum-E Yummies 12ct	N/A
16.9oz Honest Tea	N/A
Gold Peak 18.5 PET 12ct	N/A
20oz FUZE Tea	N/A
12oz Bottles Powerade	\$14.85
20oz Bottles Powerade	\$26.52
32oz Bottles (15ct) Powerade	N/A
Powder 2.5gal 8ct Powerade	N/A
Powerade Drops	N/A
22oz NOS Active Bottle Energy	N/A
16oz Cans (24ct) Energy	N/A
16oz Cans (12ct) Energy	N/A
2.5 Gallon BNB Fountain	N/A
5 Gallon BNB Fountain - Coke	N/A
5 Gallon BNB Fountain - Dr Pepper	N/A
Premix Fountain	N/A
20lb CO2	N/A
12oz Paper Cups	N/A
21oz Paper Cups	N/A
24oz Paper Cups	N/A
32oz Paper Cups	N/A
44oz Paper Cups	N/A
44oz Paper Cups	N/A
16oz Foam Cups	N/A
24oz Foam Cups	N/A
32oz Foam Cups	N/A
32oz Contour Cups	N/A

Vend Price & Commission Rate		
Description	Vend Rate	Commission
12oz CSD	\$0.85	10%
20oz CSD	\$1.50	35%
12oz PET CSD	N/A	N/A
10oz NR MMJTG	\$1.50	15%
15.2oz MMJTG	N/A	N/A
20oz Min Maid Ref	N/A	N/A
16.9oz Fuze PET	N/A	N/A
16oz Full Throttle	N/A	N/A
16oz NOS	N/A	N/A
16oz Monster *NW Arkansas Only	N/A	N/A
12oz PET POWERaDE	N/A	N/A
20oz POWERaDE	\$1.75	15%
300ml Dasani	\$0.85	10%
20oz Dasani	\$1.50	35%
24oz H2O Wtr	N/A	N/A
20oz Vitamin Water/Zero	\$1.75	15%
12oz Vitamin Water	N/A	N/A
Gold Peak 18.5oz PET	N/A	N/A
20oz Fuze Tea	N/A	N/A
16.9oz Honest Tea	N/A	N/A
12oz Bottles V8 100% Juice	N/A	N/A
16oz Bottles V8 Splash Juice Blend	N/A	N/A

Equipment	
Description	Quantity
Bottle Vendor	5
Can Vendor	0
Double Door CCM	3
Single Glass Front Vendor	1
Single Door CCM	2
Drop In	0
Bar Gun	0
Premix Mch	0
Postmix Mch/Ice Combo	0

Soft Assets	
Description	Quantity
Barrel Cooler	N/A
Texas Tanker	N/A
Clock	N/A
Menu Board	N/A

**Great Plains Coca Cola**

Print Name: Rickey Truelove  
 Signature: [Signature]  
 Title: Market Unit Vice President  
 Date: 7.14.11

**Mustang School District**

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## EXHIBIT B

### School Beverage Guidelines

The American Beverage Association & The Alliance for a Healthier Generation

#### Elementary Schools

- Bottled water
- Up to 8 ounce servings of milk and 100% juice
  - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces\*

#### Middle School

- Same as elementary school, except juice and milk may be sold in 10 ounce servings
- As a practical matter, if middle school and high school students have shared access to areas on a common campus or in common buildings, then the school community has the option to adopt the high school standard

#### High School

- Bottled water
- No – or low – calorie beverages with up to 10 calories/8 ounces
- Up to 12 ounce servings of milk, 100% juice and certain other drinks
  - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces\*
  - 100% juice with no added sweeteners, up to 120 calories/8 ounces, and with at least 10% of the recommended daily value for three or more vitamins and minerals
  - Other drinks with no more than 66 calories/8 ounces
- At least 50% of non-milk beverages must be water and no- or low-calorie options

\*In recognition of the currently limited availability of flavored milk with less than 150 calories/8 oz and the importance of milk's natural nutrients in children's diets, flavored milk with up to 180 calories/8 oz will be allowed under these guidelines until August 31, 2008 so long as schools attempt to buy the lowest calorie flavored milk available to them. Because of unique CA state milk regulations, the calorie limit for fat-free and low fat flavored milk in CA schools is 180 calories/8 oz with a transition period until August 31, 2008 that allows 210 calories/8 oz.

#### Time of Day

- All beverages sold on school grounds during the regular **and** extended school day.
- The extended school day includes before and after school activities like clubs, yearbook, bank, student government, drama and childcare/latchkey programs.
- These guidelines do not apply to school-related events where parents and other adults are part of an audience or are selling beverages as boosters during intermission, as well as immediately before or after an event. Examples of these events include school plays and band concerts.

# Exhibit C

## Bonus

- **Bonus Funding:** Bonus Funding will be paid once total case volume for the respective school year has been met. Volume and bonus structure are listed below and volume must meet or exceed that year's quota.

	2015	2016	2017	2018	2019
Bonus	\$3,000	\$4,500	\$6,000	\$7,500	\$9,000
Total Cases Volume	3,851	4,236	4,660	5,126	5,638



*Charles Bradley*  
Deputy Superintendent

# Memo

**To:** Mustang Board of Education  
**Date:** August 4, 2015  
**Re:** Contract with Eureka Water Company

Handwritten initials in blue ink, appearing to be 'CB'.

---

Please discuss, consider and/or act upon the approval of the continuing contract with Eureka Water Company to supply drinking water to selected sites throughout the district for the 2015-2016 school year.

# EUREKA WATER COMPANY

729 S.W. 3rd - Oklahoma City, Oklahoma 73109 - (405) 235-8474 - www.ozarkah2o.com

Account # **076996**

Contract # **086887**

OFFICE COPY

WATER

Route	Tax Code	Qty	Water Type	Special Price	Delivery	Order Taken By	Order Date
		1	OZ DRINK	\$4.25 No Tax	S	TRACY	08/03/2015
<b>Installation Instructions:</b> Set 08/03/15 Any Time CONTRACT RENEWAL FOR 2015-2016 CALANDAR YR. 7 TOTAL UNITS. 5 UNITS ARE \$5 EACH MTHLY RENT & 2 ARE LOANERS. 42R CUPS \$3.11, 7OZ FL BTM CUPS \$4.43 & \$7.00 REFUNDABLE BTLE DEP PER RW.				<b>Equipment:</b> HC Mat: Any Shpe: Any Cups: 42R&7OZ FL 5 UNITS&2 LOANERS			
<b>Billing Address:</b> THANKS MUSTANG PUBLIC SCHOOLS  906 S HEIGHTS DRIVE MUSTANG, OK 73064 Phone: (405) 376-7322 Contact: AP <i>Sue Cavett</i> 3769047				<b>Delivery Address:</b> MUSTANG PUBLIC SCHOOLS  906 S HEIGHTS DRIVE MUSTANG, OK 73064 Phone: (405) 376-7399 Contact:			

Route Delivery Instructions:

**Customer Credit Information:**

Landlord: Existing Customer

Phone:

Address:

Cust Employer:

Phone:

Spouse:

Employer:

Phone:

Owner/Manager:

Home Phone:

Home Address:

Rental Terms: RENTAL

1. Customer agrees to pay as rent \$5.00 NO sales tax per month in the Company's offices. Failure by Customer to purchase a minimum of two (2) bottles of water for a six (6) week period will result in the monthly rental charge being increased by \$2.00.
2. This lease agreement is for a period of 12 months.

How Did You Hear of Eureka?

CONTRACT RENEWAL FOR 2015-2016 CALANDAR SCHOOL YR

**EQUIPMENT AGREEMENT**

The following **LEASE AGREEMENT** is made this day by and between Eureka Water Company, herinafter called the Company and above named herinafter called the Customer.

**Lease Agreement**

The Company hereby agrees to lease the above listed water cooler/dispensing equipment for use by Customer at the Customer's address shown.

See Rental Terms above. Customer understands this rental fee is **NOT A DEPOSIT** and is **NOT REFUNDABLE** and is **NOT APPLIED TOWARD PURCHASE**. Subsequent payments are due monthly (or as specified above) in advance thereafter. The term of this lease shall commence on the date of installation and shall extend from year-to-year until terminated by written notice given by either party not less than 30 days prior to the desired cancellation date. Termination before end of initial term will subject customer to a charge equal to the remainder of months of rent for said initial term of this agreement.

The Company shall at all times keep the above listed equipment in good working condition, provided notice of failure of the equipment is given by the Customer. The Company shall not be held liable for damages caused by the overflow or leaking of the bottle water cooler, coffee brewer or damaged water bottle. We do not recommend the equipment or water bottles to be placed on any type of wood flooring due to the possibility of water damage that could occur in the event of a leak or overflow. Customer agrees to keep the equipment clean and to use only water or coffee purchased from Eureka Water Company in the equipment listed above.

Title to the equipment, with right of immediate possession, is to remain in the Company, and Customer hereby agrees never to move this equipment from the premises herein described without prior written consent from the Company.

**General Terms**

Should Customer default in payment when due, the Company shall terminate this Agreement without notice and may enter Customer's premises without liability of any kind and re-take possession of the equipment described above.

Customer agrees to indemnify the Company for any liability resulting from the use of said equipment by Customer. Customer further agrees to pay a reasonable attorney's fee for any action taken as a result of any breach of this agreement.

On all payments in arrears 10 days or more, Customer shall pay a late charge of 1.5% per month on the delinquent amount.

It is hereby agreed and understood that this contract constitutes the entire agreement between the parties with respect to the lease/purchase of the equipment described above, and no other agreement, unless in writing, dated and signed by both parties, shall limit or qualify its terms.

ACCEPTANCE: I am the Customer or authorized by the Customer to accept the terms of this agreement and have received the above listed items.

Accepted By: \_\_\_\_\_

Set By: *Butcher Vactor* 289

Title: \_\_\_\_\_

Date Set: *8-4-15*

# EUREKA WATER COMPANY

729 S.W. 3rd - Oklahoma City, Oklahoma 73109 - (405) 235-8474 - www.ozarkah2o.com

Account # **076996**

Contract # **086887**

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Route	Tax Code	Qty	Water Type	Special Price	Delivery	Order Taken By	Order Date
		1	OZ DRINK	\$4.25 No Tax	S	TRACY	08/03/2015
<b>Installation Instructions:</b> Set 08/03/15 Any Time CONTRACT RENEWAL FOR 2015-2016 CALANDAR YR. 7 TOTAL UNITS. 5 UNITS ARE \$5 EACH MTHLY RENT & 2 ARE LOANERS. 42R CUPS \$3.11, 7OZ FL BTM CUPS \$4.43 & \$7.00 REFUNDABLE BTLE DEP PER RW.				<b>Equipment:</b> HC Mat: Any Shpe: Any Cups: 42R&7OZ FL 5 UNITS&2 LOANERS			
<b>Billing Address:</b> THANKS MUSTANG PUBLIC SCHOOLS  906 S HEIGHTS DRIVE MUSTANG, OK 73064 Phone: (405) 376-7322 <i>Sue Carveth</i> Contact: AP JUDY 3769047				<b>Tag # Set:</b> _____ <b>Brand:</b> _____  <b>Delivery Address:</b> MUSTANG PUBLIC SCHOOLS  906 S HEIGHTS DRIVE MUSTANG, OK 73064 Phone: (405) 376-7399 Contact: _____			

Route Delivery Instructions:

**Customer Credit Information:**

Landlord: Existing Customer

Phone:

Address:

Cust Employer:

Phone:

Spouse:

Employer:

Phone:

Owner/Manager:

Home Phone:

Home Address:

Rental Terms: RENTAL

1. Customer agrees to pay as rent \$5.00 NO sales tax per month in the Company's offices. Failure by Customer to purchase a minimum of two (2) bottles of water for a six (6) week period will result in the monthly rental charge being increased by \$2.00.
2. This lease agreement is for a period of 12 months.

How Did You Hear of Eureka?

CONTRACT RENEWAL FOR 2015-2016 CALANDAR SCHOOL YR

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See Rental Terms above. Customer understands this rental fee is **NOT A DEPOSIT** and is **NOT REFUNDABLE** and is **NOT APPLIED TOWARD PURCHASE**. Subsequent payments are due monthly (or as specified above) in advance thereafter. The term of this lease shall commence on the date of installation and shall extend from year-to-year until terminated by written notice given by either party not less than 30 days prior to the desired cancellation date. Termination before end of initial term will subject customer to a charge equal to the remainder of months of rent for said initial term of this agreement.

The Company shall at all times keep the above listed equipment in good working condition, provided notice of failure of the equipment is given by the Customer. The Company shall not be held liable for damages caused by the overflow or leaking of the bottle water cooler, coffee brewer or damaged water bottle. We do not recommend the equipment or water bottles to be placed on any type of wood flooring due to the possibility of water damage that could occur in the event of a leak or overflow. Customer agrees to keep the equipment clean and to use only water or coffee purchased from Eureka Water Company in the equipment listed above.

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It is hereby agreed and understood that this contract constitutes the entire agreement between the parties with respect to the lease/purchase of the equipment described above, and no other agreement, unless in writing, dated and signed by both parties, shall limit or qualify its terms.

ACCEPTANCE: I am the Customer or authorized by the Customer to accept the terms of this agreement and have received the above listed items.

290

Accepted By: \_\_\_\_\_

Set By: *Butch Victor*

Title: \_\_\_\_\_

Date Set: *8-4-15*

MEMO

To: Sean McDaniel, Superintendent *SMC 7/30/15*  
From: Jeff Woodard, Director of Bonds/Construction  
Date: July 28, 2015  
Re: Standard Roofing Change Order #2

Respectfully request that the Board discuss, consider, and/or act upon approval of the change order from Standard Roofing for the following on the Mustang Elementary Re-roof:

\*COR#2: Fabrication and installation of prefinished downspout and collector head for through walk water drainage to be provided by Standard Roofing. - \$463.00

\*Under walk pipe routing, concrete walk cutting and patching, and cover plate to be provided by Connelly Paving at no cost, per Robert Johnson, TCI in construction meeting on 7/31/2015 – NO CHARGE

This will be an add to the original contract sum by \$463.00

# AIA® Document G701™ – 2001

## Change Order

<b>PROJECT</b> <i>(Name and address):</i>	<b>CHANGE ORDER NUMBER:</b> 002	<b>OWNER:</b> <input checked="" type="checkbox"/>
Mustang Elementary Re-roof Mustang, Oklahoma	<b>DATE:</b> July 23, 2015	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i>	<b>ARCHITECT'S PROJECT NUMBER:</b> 0115E34	<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
Standard Roofing Company, Inc. 19 N. W. 16 <sup>th</sup> Street Oklahoma City, OK 73013	<b>CONTRACT DATE:</b> May 21, 2015	<b>FIELD:</b> <input type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	<b>OTHER:</b> <input type="checkbox"/>

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

COR #2: Fabrication and installation of prefinished downspout and collector head for through walk water drainage to be provided by Standard Roofing. ADD: \$463.00

Under walk pipe routing, concrete walk cutting and patching, and cover plate to be provided by Connelly Paving at no cost, per Robert Johnson, TCI in construction meeting on 7/13/2015. NO CHARGE

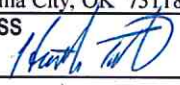
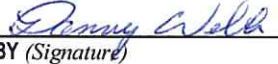
The original Contract Sum was	\$ 254,731.00
The net change by previously authorized Change Orders	\$ -42,044.00
The Contract Sum prior to this Change Order was	\$ 212,687.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 463.00
The new Contract Sum including this Change Order will be	\$ 213,150.00

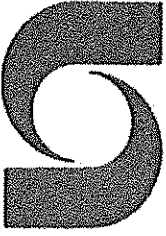
The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is August 1, 2015.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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

MA+ Architecture, LLC	Standard Roofing Company, Inc.	Mustang Public Schools Board of Education
<b>ARCHITECT</b> <i>(Firm name)</i>	<b>CONTRACTOR</b> <i>(Firm name)</i>	<b>OWNER</b> <i>(Firm name)</i>
4000 N. Classen Blvd., Suite 100 Oklahoma City, OK 73118	19 N.W. 16 <sup>th</sup> Street Oklahoma City, OK 73013	906 S. Heights Drive Mustang, OK 73064
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> <i>(Signature)</i>	<b>BY</b> <i>(Signature)</i>	<b>BY</b> <i>(Signature)</i>
Heath Tate		
<i>(Typed name)</i>	<i>(Typed name)</i>	<i>(Typed name)</i>
7/24/15	7-24-15	
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>



# STANDARD ROOFING COMPANY, INC.

19 N.W. 16 Oklahoma City, Oklahoma 73103  
P.O. Box 60150 Oklahoma City, Oklahoma 73146  
Phone: (405) 236-8401  
Fax: (405) 236-0620

July 8, 2015

Oklahoma Roofing Contractor Registration No. 80000006

**Project:** Mustang Elementary Re-Roof

**Project Location:** Mustang, OK

**Owner:** Mustang Public Schools

**Architect:** M + A Architecture

**Attention:** Josh

**Email:** [josh@maplusarchitecture.com](mailto:josh@maplusarchitecture.com)

**We propose and agree to furnish all the necessary labor & material, and install, as described herein, the following:**

❖ **Option 1:**

- Fabricate and install prefinished downspout with collector head on scupper location.

**FOR THE SUM OF:** \$463.00 (Four Hundred Sixty Three and 00/100)

**ALTERNATES & EXCEPTIONS:**

- Concrete splash block by others.
- Routing of piping under existing sidewalk by others.
- Concrete cutting/patching by others.
- Steel plate cover by others at sidewalk.

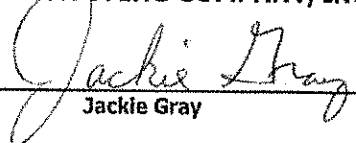
**TERMS: PAYMENTS ARE TO BE MADE ON ESTIMATES IN THE AMOUNT OF 100% OF WORK IN PLANTO BE PAID BY THE 10<sup>TH</sup> OF EACH MONTH AND THE BALANCE OF CONTRACT PRICE WITH EXTRAS UPON COMPLETION OF OUR CONTRACT.**

This proposal is subject to cancellation by us within ten (10) days unless it is accepted by both parties before that date AND approved by our office.

Accepted \_\_\_\_\_

\_\_\_\_\_  
MustangElementaryReRoof7.7.15

STANDARD ROOFING COMPANY, INC.

By   
Jackie Gray

MEMO

To: Sean McDaniel, Superintendent  
From: Jeff Woodard, Director of Bonds/Construction  
Date: August 4, 2015  
Re: JROTC Change Order #2

JW  
8-4-15

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change orders from Timberlake Construction for the JROTC Training Center:

- \*PCO 21 – ASI 11 – Window added between office & classroom space, wall removed dividing weapons storage and vestibule - \$304.05
- \*PCO 13 – This walled black pipe to be removed and replaced with poly - \$3,237.47
- \*PCO 10 – RFI7&8 – Site utilities adjustments and water line re-location - \$11,060.30
- \*PCO 5 – RFI3 – FDC adjustments, bring to the south wall, confirmation of location - \$600

Total to be deducted from contingency - \$15,201.82



# AIA® Document G701™ – 2001

## Change Order

<b>PROJECT (Name and address):</b> Mustang JROTC Training Center 121 W Forster Mustang, OK 73064	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b> July 27, 2015	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City, OK 73154	<b>ARCHITECT'S PROJECT NUMBER:</b> <b>CONTRACT DATE:</b> November 07, 2014 <b>CONTRACT FOR:</b> General Construction	

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

PCO - 21 - ASI 11 - Window added between office & classroom space, wall removed dividing weapons storage and vestibule	\$ 304.05
PCO - 13 - This walled black pipe to be removed and replaced with poly	3,237.47
PCO - 10 - RFI 7 & 8 - Site utilities adjustments and water line re-location	11,060.30
PCO - 5 - RFI 3 - FDC adjustments, bring to the south wall, confirmation of location	600.00
Total to be deducted from Contingency	\$ 15,201.82

Balance remaining in Contingency \$ 35,533.65

The original Contract Sum was	\$ 1,298,129.20
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,298,129.20
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 1,298,129.20

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 Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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

<u>MA+ Architecture</u> <b>ARCHITECT (Firm name)</b>	<u>Timberlake Construction Co., Inc.</u> <b>CONTRACTOR (Firm name)</b>	<u>Mustang Public Schools</u> <b>OWNER (Firm name)</b>
4000 North Classen Suite 100N, Oklahoma City, OK 73118	PO Box 18297, Oklahoma City, OK 73154	906 S Heights Drive, Mustang, OK 73064
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
<u></u> <b>BY (Signature)</b>	<u></u> <b>BY (Signature)</b>	<u></u> <b>BY (Signature)</b>
Heath Tate <b>(Typed name)</b>	Sean McDaniel <b>(Typed name)</b>	Sean McDaniel <b>(Typed name)</b>
8/4/15 <b>DATE</b>	8/3/15 <b>DATE</b>	<b>DATE</b>



PCCO #002

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1426 - Mustang JROTC Training Facility  
 121 W Forster  
 Mustang, Oklahoma 73064

**Prime Contract Change Order #002: CO-002 for JROTC approved PCO's 005, 010, 013, 021**

<b>TO:</b>	<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma 73154
<b>DATE CREATED:</b>	7/11/2015	<b>CREATED BY:</b> Cale Lopp (Timberlake Construction Co., Inc.)
<b>CONTRACT STATUS:</b>	Pending - In Review	<b>REVISION:</b> 0
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>
<b>SCHEDULE IMPACT:</b>		<b>EXECUTED:</b> No
<b>CONTRACT FOR:</b>	1:Mustang JROTC Training Facility Prime Contract	<b>TOTAL AMOUNT:</b> \$15,201.82

**DESCRIPTION:**  
 Approved PCO's for JROTC

**ATTACHMENTS:**

**CHANGE ORDER REQUESTS IN THIS CHANGE ORDER:**

COR #	Title	Schedule Impact	Amount
002	Approved PCO's for JROTC, 005, 010, 013, 021		\$15,201.82
<b>TOTAL:</b>			<b>\$15,201.82</b>

**CHANGE ORDER LINE ITEMS:**

**PCO #021:ASI-011 - Window added between office and classroom space, wall removed dividing weapons storage and vestibule**

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Avenue C add for additional window in office space	Commitment	\$270.00		\$270.00
<b>Subtotal:</b>						\$270.00
<b>Builders Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$0.65
<b>Bonds: 0.63% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$2.24
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$10.92
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$0.86
<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$0.59
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$0.68
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$15.73
<b>Subcontractor Bonds: 0.88% on Commitment</b>						\$2.38
<b>Grand Total:</b>						<b>\$304.05</b>

**PCO #013:Thin Walled Black pipe to be removed and replaced with poly**

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Commercial pricing for thin walled black pipe	Commitment	\$2,875.00	\$0.00	\$2,875.00
<b>Subtotal:</b>						\$2,875.00
Builders Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$6.90
Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$23.86
Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$116.23
Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$9.20
Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$6.33
Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$7.19
General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$167.46
Subcontractor Bonds: 0.88% on Commitment						\$25.30
<b>Grand Total:</b>						<b>\$3,237.47</b>

**PCO #010:RFI 007 and 008 - Site Utilities Adjustments and Water Line Re-Location**

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Commercial pricing for road cut and additional waterline	Commitment	\$5,900.00	\$0.00	\$5,900.00
2		Pedro's Concrete Pricing for road patch	Commitment	\$3,922.00	\$0.00	\$3,922.00
<b>Subtotal:</b>						\$9,822.00
Builders Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$23.57
Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$81.52
Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$397.08
Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$31.43
Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$21.61
Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$24.56
General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$572.10
Subcontractor Bonds: 0.88% on Commitment						\$86.43
<b>Grand Total:</b>						<b>\$11,060.30</b>

**PCO #005:RFI 003 - FDC adjustments, bring to the south wall, confirmation of location.**

#	Cost Code	Description	Type	Amount
1		FDC Adjustments Ccredit	Commitment	\$600.00
<b>Subtotal:</b>				\$600.00
<b>Grand Total:</b>				<b>\$600.00</b>

The original (Contract Sum) \$0.00  
 Net change by previously authorized Change Orders \$0.00  
 The contract sum prior to this Change Order was \$0.00  
 The contract sum will be increased by this Change Order in the amount of \$15,201.82  
 The new contract sum including this Change Order will be \$15,201.82  
 The contract time will by this Change Order by

Timberlake Construction Co., Inc.  
PO Box 18297  
Oklahoma City Oklahoma 73154

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE 298



PCO #005

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1426 - Mustang JROTC Training Facility  
 121 W Forster  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #005: RFI 003 - FDC adjustments, bring to the south wall, confirmation of location.**

<b>TO:</b>		<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
<b>PCO NUMBER/REVISION:</b>	005 / 0	<b>CONTRACT:</b>	1 - Mustang JROTC Training Facility Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Cale Lopp (Timberlake Construction Co., Inc.)	<b>CREATED BY:</b>	Cale Lopp (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	4/14 /2015
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	#002 - RFI 003 - FDC adjustments, bring to the south wall, confirmation of location.
<b>FIELD CHANGE:</b>	No	<b>CHANGE ORDER REQUEST:</b>	#002 - RFI 003 - FDC adjustments, bring to the south wall, confirmation of location.
<b>LOCATION:</b>	(None)	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>	0 days	<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$600.00

POTENTIAL CHANGE ORDER TITLE: RFI 003 - FDC adjustments, bring to the south wall, confirmation of location.

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
 This RFI requested the adjustment of the FDC on the job site. See RFI 003 for clarification.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1		FDC Adjustments Ccredit	Commitment	\$600.00
<b>Subtotal:</b>				\$600.00
<b>Grand Total:</b>				\$600.00

## Cale Lopp

---

**From:** Raymond Lawson <Raymond.Lawson@wsfp.us>  
**Sent:** Thursday, July 02, 2015 4:13 PM  
**To:** Cale Lopp  
**Subject:** RE: contacts

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Cale,

Was this to have been a remote FDC and know it is at the wall? If it is a remote and the utility company installed the Storz FDC and locking cap there would be a credit of \$600.

Thanks



Ray Lawson | Operations Manager | [WSFP.COM](http://WSFP.COM)  
**Western States Fire Protection**  
1631 SE 15<sup>th</sup> Oklahoma City, OK 73129  
O: (405) 619-9989 | M: (405) 740-2461 | F: (405) 619-FIRE

---

**From:** Cale Lopp [<mailto:clopp@timberlakeconstruction.com>]  
**Sent:** Thursday, July 02, 2015 2:01 AM  
**To:** Tommy Hughes  
**Cc:** Eugene Cantu; Larry Claggett; Raymond Lawson; Corey Scott  
**Subject:** RE: contacts

All,

The only item I'm waiting on from you is a pricing credit for shorter run of pipe for the FDC per RFI-003 attached.

I'm not sure of whom this is to go to, but I need this item resolved shortly. By end of day tomorrow if possible.

Thanks!

---

**From:** Tommy Hughes [<mailto:tommy.hughes@wsfp.us>]  
**Sent:** Monday, June 29, 2015 8:12 AM  
**To:** Cale Lopp  
**Cc:** Eugene Cantu; Larry Claggett; Raymond Lawson; Corey Scott  
**Subject:** contacts

Cale.. Please send all future emails to these guys. Tuesday is my last day. Enjoyed working with you guy's.  
Thanks,



Tommy Hughes | Estimator [WSFP.COM](http://WSFP.COM)

**Western States Fire Protection**

1631 SE 15<sup>th</sup> Oklahoma City, OK 73129

D: 405-835-6913 | M: 405-627-0149

O: 405-619-9989



PCO #010

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1426 - Mustang JROTC Training Facility  
 121 W Forster  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #010: RFI 007 and 008 - Site Utilities Adjustments and Water Line Re-Location**

<b>TO:</b>		<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
<b>PCO NUMBER/REVISION:</b>	010 / 0	<b>CONTRACT:</b>	1 - Mustang JROTC Training Facility Prime Contract
<b>REQUEST RECEIVED FROM:</b>	George Ablah (Young Contracting LLC)	<b>CREATED BY:</b>	Cale Lopp (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	4/23 /2015
<b>REFERENCE:</b>	RFI 007 and 008	<b>PRIME CONTRACT CHANGE ORDER:</b>	#002 - CO-002 for JROTC approved PCO's 005, 010, 013, 014, 021
<b>FIELD CHANGE:</b>	No	<b>CHANGE ORDER REQUEST:</b>	#002 - Approved PCO's for JROTC, 005, 010, 013, 014, 021
<b>LOCATION:</b>	(None)	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$11,060.30

POTENTIAL CHANGE ORDER TITLE: RFI 007 and 008 - Site Utilities Adjustments and Water Line Re-Location

CHANGE REASON: Additional Scope

**POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)**

Per RFI 007 and 008 response. Waterline adjustments were needed for site utilities. The waterline was discovered to be on the other side of the road from what was shown on the documents.

**ATTACHMENTS:**

1426-Pedro\_s Concrete-Roadway Patch.pdf 1426-Commercial Contractors-Pricing.pdf

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Commercial pricing for road cut and additional waterline	Commitment	\$5,900.00	\$0.00	\$5,900.00
2		Pedro's Concrete Pricing for road patch	Commitment	\$3,922.00	\$0.00	\$3,922.00
<b>Subtotal:</b>				\$9,822.00	\$0.00	\$9,822.00
<b>Builders Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$23.57
<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$81.52
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$397.08
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$31.43
<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$21.61
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$24.56
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$572.10
<b>Subcontractor Bonds: 0.88% on Commitment</b>						\$88.43

	Grand Total: \$11,060.30
--	--------------------------

## Cale Lopp

---

**From:** Andres Guerrero (Pedro's Concrete) <andres@pedrosconcretecompany.com>  
**Sent:** Monday, July 13, 2015 12:23 PM  
**To:** Cale Lopp  
**Subject:** Re: Pricing for road patch at waterline crossing

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Cale,

Here is the Price for the Patching.

10'X24' Area to Patch with 7" Concrete 3500 PSI  
Reinforced with #4's  
Gravel base to be 6" to be 1" 1/2 Crusher Run.

**\$3,922.00**

Thanks Cale, Please let me know if I owe you anything else.

AG

On Sat, Jul 11, 2015 at 2:52 PM, Cale Lopp <[clopp@timberlakeconstruction.com](mailto:clopp@timberlakeconstruction.com)> wrote:

Andres,

See attached plans, I need a quick price for the road patch. The plans call out for 19 square yards of patch material. We will need a 6" thick concrete patch on the road. Approximately 10' wide by 24' long.

Please provide this price as soon as possible.

Thanks!

*Cale Lopp*

Assistant Project Manager

Timberlake Construction Co., Inc.

P.O. Box 18297

Oklahoma City, OK 73154

405-840-2521 office

405-570-0611 cell

405-840-5469 fax

[clopp@timberlakeconstruction.com](mailto:clopp@timberlakeconstruction.com)

[www.timberlakeconstruction.com](http://www.timberlakeconstruction.com)



**Andres Guerrero**

General Manager, Pedro's Concrete Company, LLC

Phone: (405) 601-9728

Mobile: (918) 694-4969

Fax: (405) 609-3967

Email: [andres@pedrosconcretecompany.com](mailto:andres@pedrosconcretecompany.com)

Website: [www.pedrosconcretecompany.com](http://www.pedrosconcretecompany.com)

Address: P.O. Box 890848 Oklahoma City, OK 73189

## Cale Lopp

---

**From:** commercial commercial <commercial@pldi.net>  
**Sent:** Thursday, July 02, 2015 11:32 AM  
**To:** Cale Lopp  
**Subject:** Re: Mustang JROTC - Utilities Changes and Pricing

Cale,

Here is the pricing that you requested.

~~Fireline \$11,750.00~~ PCO -014: City review changes ASI-002 and 003, 003R1  
~~Domestic \$5,900.00~~ PCO -010: RFI-007 and 008  
~~Fire hydrant \$9,500.00~~ PCO -014: City review changes ASI-002 and 003, 003R1  
~~Meter relocate \$2,875.00~~ PCO -013: Thin walled black pipe replacement  
Storm sewer (includes down spout boots) \$7,300.00

The quantities on the plans will be right for the patch.

### EXCLUDES

patching of concrete  
landscaping  
erosion control  
density testing  
impact fees

Thanks,  
Trevor

---

**From:** "Cale Lopp" <clopp@timberlakeconstruction.com>  
**To:** "commercial commercial" <commercial@pldi.net>  
**Cc:** "Gary Sweeney" <garys@timberlakeconstruction.com>  
**Sent:** Tuesday, June 30, 2015 2:11:23 PM  
**Subject:** Mustang JROTC - Utilities Changes and Pricing

Trevor,

See link below for utilities and scopes. Please get with Gary Sweeney for further information on this item.

<https://backup.filesanywhere.com/fs/v.aspx?v=8d6a6886586271bdab6a>

Thanks!

### **Cale Lopp**

Assistant Project Manager  
Timberlake Construction Co., Inc.  
P.O. Box 18297  
Oklahoma City, OK 73154  
405-840-2521 office  
405-570-0611 cell  
405-840-5469 fax

[clopp@timberlakeconstruction.com](mailto:clopp@timberlakeconstruction.com)  
[www.timberlakeconstruction.com](http://www.timberlakeconstruction.com)





PCO #013

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1426 - Mustang JROTC Training Facility  
 121 W Forster  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #013: Thin Walled Black pipe to be removed and replaced with poly**

<b>TO:</b>		<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
<b>PCO NUMBER/REVISION:</b>	013 / 0	<b>CONTRACT:</b>	1 - Mustang JROTC Training Facility Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Cale Lopp (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	5/4 /2015
<b>REFERENCE:</b>	Owner Requested Replacement of Thin Walled Pipe	<b>PRIME CONTRACT CHANGE ORDER:</b>	#002 - RFI 003 - FDC adjustments, bring to the south wall, confirmation of location.
<b>FIELD CHANGE:</b>	No	<b>CHANGE ORDER REQUEST:</b>	#002 - RFI 003 - FDC adjustments, bring to the south wall, confirmation of location.
<b>LOCATION:</b>	(None)	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$3,237.47

POTENTIAL CHANGE ORDER TITLE: Thin Walled Black pipe to be removed and replaced with poly

**CHANGE REASON:**

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
 Thin walled black pipe to be removed under west side of site.

**ATTACHMENTS:**

[1426-Commercial Contractors-Pricing.pdf](#)

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Commercial pricing for thin walled black pipe	Commitment	\$2,875.00	\$0.00	\$2,875.00
<b>Subtotal:</b>				\$2,875.00	\$0.00	\$2,875.00
<b>Builders Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$6.90
<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$23.86
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$116.23
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$9.20
<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$6.33
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$7.19
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$167.46
<b>Subcontractor Bonds: 0.88% on Commitment</b>						\$25.30
<b>Grand Total:</b>						<b>\$3,237.47</b>

308

## Cale Lopp

---

**From:** commercial commercial <commercial@pldi.net>  
**Sent:** Thursday, July 02, 2015 11:32 AM  
**To:** Cale Lopp  
**Subject:** Re: Mustang JROTC - Utilities Changes and Pricing

Cale,

Here is the pricing that you requested.

~~Fireline \$11,750.00~~ PCO -014: City review changes ASI-002 and 003, 003R1  
Domestic \$5,900.00 PCO -010: RFI-007 and 008  
~~Fire hydrant \$9,500.00~~ PCO -014: City review changes ASI-002 and 003, 003R1  
Meter relocate \$2,875.00 PCO -013: Thin walled black pipe replacement  
Storm sewer (includes down spout boots) \$7,300.00

The quantities on the plans will be right for the patch.

### EXCLUDES

patching of concrete  
landscaping  
erosion control  
density testing  
impact fees

Thanks,  
Trevor

---

**From:** "Cale Lopp" <clopp@timberlakeconstruction.com>  
**To:** "commercial commercial" <commercial@pldi.net>  
**Cc:** "Gary Sweeney" <garys@timberlakeconstruction.com>  
**Sent:** Tuesday, June 30, 2015 2:11:23 PM  
**Subject:** Mustang JROTC - Utilities Changes and Pricing

Trevor,

See link below for utilities and scopes. Please get with Gary Sweeney for further information on this item.

<https://backup.filesanywhere.com/fs/v.aspx?v=8d6a6886586271bdab6a>

Thanks!

### **Cale Lopp**

Assistant Project Manager  
Timberlake Construction Co., Inc.  
P.O. Box 18297  
Oklahoma City, OK 73154  
405-840-2521 office  
405-570-0611 cell  
405-840-5469 fax

[clopp@timberlakeconstruction.com](mailto:clopp@timberlakeconstruction.com)  
[www.timberlakeconstruction.com](http://www.timberlakeconstruction.com)





PCO #021

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1426 - Mustang JROTC Training Facility  
 121 W Forster  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #021: ASI-011 - Window added between office and classroom space, wall removed dividing weapons storage and vestibule**

TO:	FROM:	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
PCO NUMBER/REVISION: 021 / 0	CONTRACT:	1 - Mustang JROTC Training Facility Prime Contract
REQUEST RECEIVED FROM:	CREATED BY:	Cale Lopp (Timberlake Construction Co., Inc.)
STATUS: Pending - In Review	CREATED DATE:	6/23 /2015
REFERENCE:	PRIME CONTRACT CHANGE ORDER:	#002 - RFI 003 - FDC adjustments, bring to the south wall, confirmation of location.
FIELD CHANGE: No	CHANGE ORDER REQUEST:	#002 - RFI 003 - FDC adjustments, bring to the south wall, confirmation of location.
LOCATION: (None)	ACCOUNTING METHOD:	Amount Based (G702/G703)
SCHEDULE IMPACT:	PAID IN FULL:	No
	TOTAL AMOUNT:	\$304.05

POTENTIAL CHANGE ORDER TITLE: ASI-011 - Window added between office and classroom space, wall removed dividing weapons storage and vestibule

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

ATTACHMENTS:

1426 - Avenue C - Pricing for Added Window.pdf

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Avenue C add for additional window in office space	Commitment	\$270.00	\$0.00	\$270.00
Subtotal:				\$270.00	\$0.00	\$270.00
Builders Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$0.65
Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$2.24
Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$10.92
Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$0.86
Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$0.59
Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$0.68
General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$15.73
Subcontractor Bonds: 0.88% on Commitment						\$2.38
Grand Total:						\$304.05



## Cale Lopp

---

**From:** Calvin Kirkland <ckirkland@avenuecglass.com>  
**Sent:** Thursday, June 18, 2015 11:20 AM  
**To:** Cale Lopp  
**Cc:** Michael (Pops) Rogers; Brian Williams; Ron Swift  
**Subject:** Re: 6230 Mustang JROTC glass release approval

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Cale,

As long as the framing is the same finish as the exterior, the price will be as follows...

Material \$195.00  
Labor \$75.00

Total \$270.00

If they accept I can break it down into overhead and profit if need be. Just let me know because we need to order this glass as soon as possible and make sure you hold that opening size. If the opening is ready now we can get it measured but if you can give us the RO that would be helpful. For this pricing I really do not need to make a trip just to measure the opening. Call me if you need to discuss. Thanks.

## *Calvin Kirkland*

*General Manager  
Avenue C Glass, LLC  
1601 SE 1st Street  
Lawton, OK 73501  
(580) 357-6260 Office  
(580) 280-0424 Cell  
www.avenuecglass.com*

---

**From:** Cale Lopp <clopp@timberlakeconstruction.com>  
**To:** Brian Williams <brian@avenuecglass.com>; Ron Swift <rons@timberlakeconstruction.com>  
**Cc:** Calvin Kirkland <ckirkland@avenuecglass.com>; Michael (Pops) Rogers <mbrogers@avenuecglass.com>; Mike Marlin <marlin@avenuecglass.com>  
**Sent:** Thursday, June 18, 2015 11:07 AM  
**Subject:** RE: 6230 Mustang JROTC glass release approval

Brian,

I'm needing a price and you can measure for the window added in the attached ASI.

313

Thanks!

---

**From:** Brian Williams [mailto:[brian@avenuecglass.com](mailto:brian@avenuecglass.com)]  
**Sent:** Thursday, June 18, 2015 10:42 AM  
**To:** Ron Swift  
**Cc:** Cale Lopp; Calvin Kirkland; Michael (Pops) Rogers; Mike Marlin  
**Subject:** Re: 6230 Mustang JROTC glass release approval

Ron,

- Elevation C's (starting at the west side of the building and moving east)

-39 7/8" x 145" R.O.  
-39 5/16" x 145" R.O.  
-39 7/16" x 145" R.O.  
-40" x 145" R.O.

## **Brian Williams**

*Glazing Superintendent*  
Avenue C Glass, LLC  
mobile-(580)678-3787  
[brian@avenuecglass.com](mailto:brian@avenuecglass.com)

---

**From:** Ron Swift <[rons@timberlakeconstruction.com](mailto:rons@timberlakeconstruction.com)>  
**To:** Brian Williams <[brian@avenuecglass.com](mailto:brian@avenuecglass.com)>  
**Cc:** Cale Lopp <[clopp@timberlakeconstruction.com](mailto:clopp@timberlakeconstruction.com)>; Calvin Kirkland <[ckirkland@avenuecglass.com](mailto:ckirkland@avenuecglass.com)>; Michael (Pops) Rogers <[mbrogers@avenuecglass.com](mailto:mbrogers@avenuecglass.com)>; Mike Marlin <[marlin@avenuecglass.com](mailto:marlin@avenuecglass.com)>  
**Sent:** Thursday, June 18, 2015 10:27 AM  
**Subject:** Re: 6230 Mustang JROTC glass release approval

Brian I don't see a measurement for the window between class 104. And office 103

Ron Swift  
Superintendent  
Timberlake Construction Co. Inc  
PO Box18297  
Oklahoma City,Okla.  
405-593-7891 Cell  
405-840-2521 Office  
[rons@timberlakeconstruction.com](mailto:rons@timberlakeconstruction.com)

> On Jun 15, 2015, at 2:48 PM, "Brian Williams" <[brian@avenuecglass.com](mailto:brian@avenuecglass.com)> wrote:

>

> Ron/Cale,

> I am needing "approval" that the following rough opening sizes will be held to in order to release<sup>314</sup>

glass: (note that all sizes are based off of plumb, and level of each opening)

>

> \* Elevation A- 335 3/4" x 142 5/8" R.O.

>

> note: the width of this rough opening is based off of the edge of the wood on the north side of this opening in picture #3 to the edge of the wood on the south side of this opening. The height of this opening is found by minusing 3 1/2" from the stud header for 1 1/2" hat track and 2" soffit.

>

> \* Elevation B- 39 9/16" x 143" R.O.

>

> note: the width of this rough opening is measured from 3/4" plywood to 3/4" plywood and the height of this opening is found by minusing 3 1/2" from the stud header for 1 1/2" hat track and 2" soffit.

>

> \* Elevation C's (starting at the west side of the building and moving east)

>

> -39 7/8" x 145" R.O.

> -39 5/16" x 145" R.O.

> -39 7/16" x 145" R.O.

> -40" x 145" R.O.

>

> Note: the rough opening sizes for the elevation C's are measured from the 3/4" plywood to 3/4" plywood to determine the width, and from the foundation concrete to the stud header to determine the height.

>

> Most of these frames will not be able to be installed until at least the sill bricks are installed because of the 2 3/4" reveals called out on the architectural. But with the above rough opening sizes being guaranteed we can have the glass here before that time comes in order to speed up the process. If you "guarantee" the following rough opening sizes and would like us to release for glass based off of these sizes simply reply "approved".

>

> Thank you.

>

>

> Brian Williams

> Glazing Superintendent

> Avenue C Glass, LLC

> mobile-(580)678-3787

> [brian@avenuecglass.com](mailto:brian@avenuecglass.com)

> <pict 1.jpg>

> <pict 2.jpg>

> <pict 3.jpg>

> <pict 4.jpg>

> <pict 5.jpg>

> <pict 6.jpg>

> <pict 7.jpg>

MEMO

To: Sean McDaniel, Superintendent  
From: Jeff Woodard, Director of Bonds/Construction  
Date: August 4, 2015  
Re: Event Center Change Order #9

JW  
8-4-15

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:

- \*PCO72 – ASI 48 – Water and gas piping adjustments per owner’s request - \$1,689.11
- \*PCO70 – ASI 45 – Additional can lights added per owner’s request - \$2,224.01
- \*PCO67- ASI 42, 43, 50 – Rough in additional electrical - \$2,032.55
- \*PCO65 – RFI 104 – Stemwall height on SE corner grading & drainage concerns - \$2,088.87
- \*PCO58 – RFI 109 – Lighting in stairwells - \$2,370.38
- \*PCO44 – RFI 77 – Tapered insulation layout confirmation & adjustments – CREDIT \$<419.20>
- \*PCO29 – RFI 68 – Duct sock elevation changes - \$12,681.09
- \*PCO21 – ASI 20 – Paint 2 logos on SV flooring, delete inlaid carpet w/logo – CREDIT \$<1,885.00>

Total to be deducted from Contingency - \$20,781.81

# **AIA® Document G701™ – 2001**

## Change Order

<b>PROJECT (Name and address):</b> Mustang High School Event Center 921 S. Snyder Drive Mustang, Oklahoma 73064	<b>CHANGE ORDER NUMBER:</b> 009  <b>DATE:</b> July 27, 2015	<b>OWNER:</b> <input checked="" type="checkbox"/>  <b>ARCHITECT:</b> <input checked="" type="checkbox"/>  <b>CONTRACTOR:</b> <input checked="" type="checkbox"/>  <b>FIELD:</b> <input type="checkbox"/>  <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City, OK 73154	<b>ARCHITECT'S PROJECT NUMBER:</b>  <b>CONTRACT DATE:</b> 4-26-12  <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

PCO - 72 - ASI 48 - Water and Gas Piping adjustments per Owner's Request	\$ 1,689.11
PCO - 70 - ASI 45 - Additional can lights added per Owner's Request	2,224.01
PCO - 67 - ASI 42, 43, 50 - Rough in Additional Electric	2,032.55
PCO - 65 - RFI 104 - Stemwall height on SE Corner grading & drainage concerns	2,088.87
PCO - 58 - RFI 109 - Lighting in stairwells	2,370.38
PCO - 44 - RFI 77 - Tapered insulation layout confirmation & adjustments	(419.20)
PCO - 29 - RFI 68 - Duct Sock Elevation Changes	12,681.09
PCO - 21 - ASI 20 - Paint 2 logos on SV Flooring, Delete inlaid carpet w/logo	(1,885.00)
Total to be deducted from Contingency	\$ 20,781.81
Balance of Contingency	\$ 96,224.20

The original Guaranteed Maximum Price was	\$ 11,229,395.58
The net change by previously authorized Change Orders	\$ 42,733.23
The Guaranteed Maximum Price prior to this Change Order was	\$ 11,272,128.81
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	\$ 11,272,128.81

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 Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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

MA+ Architecture <b>ARCHITECT (Firm name)</b>  4000 North Classen Suite 100N, Oklahoma City, OK 73118 <b>ADDRESS</b>  BY (Signature)  Heath Tate (Typed name) 8/4/15 <b>DATE</b>	Timberlake Construction Co., Inc. <b>CONTRACTOR (Firm name)</b>  PO Box 18297, Oklahoma City, OK 73154 <b>ADDRESS</b>  BY (Signature)  Sean McDaniel (Typed name) 8/3/15 <b>DATE</b>	Mustang Public Schools <b>OWNER (Firm name)</b>  906 S Heights Drive, Mustang, OK 73064 <b>ADDRESS</b>  BY (Signature)  Sean McDaniel (Typed name) <b>DATE</b>
---	---	--



**PCCO #009**

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

## Prime Contract Change Order #009: Approved CO - 009 Mustang Event Center

<b>TO:</b>	Mustang Public Schools 906 S Heights Drive Mustang, Oklahoma 73064	<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma 73154
<b>DATE CREATED:</b>	7/24/2015	<b>CREATED BY:</b>	Cale Lopp (Timberlake Construction Co., Inc.)
<b>CONTRACT STATUS:</b>	Pending - In Review	<b>REVISION:</b>	0
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	07/27/2015	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>SCHEDULE IMPACT:</b>		<b>EXECUTED:</b>	No
<b>CONTRACT FOR:</b>	1:Mustang High School Event Center Prime Contract	<b>TOTAL AMOUNT:</b>	\$20,781.81

**DESCRIPTION:**  
 Approved PCO's for month of July.

**ATTACHMENTS:**

**CHANGE ORDER REQUESTS IN THIS CHANGE ORDER:**

COR #	Title	Schedule Impact	Amount
012	CO for approved PCO's in July		\$20,781.81
<b>TOTAL:</b>			<b>\$20,781.81</b>

**CHANGE ORDER LINE ITEMS:**

**PCO #PCO-1411-072:ASI-048 - Water and gas piping adjustments per owners request**

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Pricing from Harrison-Orr for ASI-048A	Commitment	\$1,500.00		\$1,500.00
				<b>Subtotal:</b>		<b>\$1,500.00</b>
						<b>\$0.00</b>
<b>Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						<b>\$3.60</b>
<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						<b>\$12.45</b>
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						<b>\$60.64</b>
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						<b>\$4.80</b>
<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						<b>\$3.30</b>
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						<b>\$3.75</b>
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						<b>\$87.37</b>
<b>Subcontractor Bonds: 0.88% on Commitment</b>						<b>\$13.20</b>
<b>Grand Total:</b>						<b>\$1,689.11</b>

**PCO #PCO-1411-070:ASI-045 additional can lights added per owners request**

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Tri-State add for additional can lights	Commitment	\$1,975.00		\$1,975.00
<b>Subtotal:</b>						\$1,975.00
Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$4.74
Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$16.39
Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$79.85
Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$6.32
Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$4.35
Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$4.94
General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$115.04
Subcontractor Bonds: 0.88% on Commitment						\$17.38
<b>Grand Total:</b>						<b>\$2,224.01</b>

**PCO #PCO-1411-067:ASI-042, ASI-043, ASI-050 - rough in additional electric**

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Tri-State add for touch screen rough in	Commitment	\$690.00		\$690.00
2		Tri-State add for electrical changes per owners request	Commitment	\$455.00		\$455.00
3		Tri-State add for ASI-050	Commitment	\$660.00		\$660.00
<b>Subtotal:</b>						\$1,805.00
Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$4.33
Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$14.98
Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$72.97
Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$5.78
Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$3.97
Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$4.51
General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$105.13
Subcontractor Bonds: 0.88% on Commitment						\$15.88
<b>Grand Total:</b>						<b>\$2,032.55</b>

PCO #PCO-1411-065:RFI-104 - Stemwall Height on SE Corner grading and drainage concerns

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Pedro's pricing for adjustments to stem wall at SE corner of building	Commitment	\$1,855.00		\$0.00 \$1,855.00
				<b>Subtotal:</b>		\$0.00 \$1,855.00
<b>Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.45
<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$15.40
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$74.99
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$5.94
<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.08
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.64
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$108.05
<b>Subcontractor Bonds: 0.88% on Commitment</b>						\$16.32
<b>Grand Total:</b>						<b>\$2,088.87</b>

PCO #PCO-1411-058:RFI-109 - Lighting in stairwells

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Tri-State Industrial Group Cost for Additional Lighting In Stairwells	Commitment	\$2,105.00		\$0.00 \$2,105.00
				<b>Subtotal:</b>		\$0.00 \$2,105.00
<b>Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$5.05
<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$17.47
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$85.10
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$6.74
<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.63
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$5.26
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$122.61
<b>Subcontractor Bonds: 0.88% on Commitment</b>						\$18.52
<b>Grand Total:</b>						<b>\$2,370.38</b>

PCO #PCO-1411-044:RFI 077 - Tapered insulation layout confirmation and adjustments

#	Cost Code	Description	Type	Amount	
1		Eastern Corporation Credit for Tapered Insulation	Commitment	(\$419.20)	
				<b>Subtotal:</b>	(\$419.20)
				<b>Grand Total:</b>	<b>(\$419.20)</b>

**PCO #PCO-1411-029:RFI 068 - Duct Sock Elevation Changes**

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subcontractor Bonds (0.88% on Commitment)	Subtotal	
1		Harrison-Orr Duct Sock Changes	Commitment	\$11,251.00	\$0.00	\$99.01	\$11,350.01	
				<b>Subtotal:</b>	\$11,251.00	\$0.00	\$99.01	\$11,350.01
							<b>Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>	\$27.24
							<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>	\$94.21
							<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>	\$458.86
							<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>	\$36.32
							<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>	\$24.97
							<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>	\$28.38
							<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>	\$661.10
							<b>Grand Total:</b>	\$12,681.09

**PCO #PCO-1411-021:ASI-020: Add: Paint Two (2) Logos on SV Flooring. Credit: Delete Inlayed Carpet w Logo**

#	Cost Code	Description	Type	Amount	
1		Andeco Flooring (Credit Carpet)	Commitment	(\$1,885.00)	
				<b>Subtotal:</b>	(\$1,885.00)
				<b>Grand Total:</b>	(\$1,885.00)

The original (Contract Sum)	\$11,229,395.58
Net change by previously authorized Change Orders	(\$60,729.00)
The contract sum prior to this Change Order was	\$11,168,666.58
The contract sum will be increased by this Change Order in the amount of	\$20,781.81
The new contract sum including this Change Order will be	\$11,189,448.39
The contract time will by this Change Order by	

Mustang Public Schools  
906 S Heights Drive  
Mustang Oklahoma 73064

Timberlake Construction Co., Inc.  
PO Box 18297  
Oklahoma City Oklahoma 73154

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



**PCO #PCO-1411-021**

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #PCO-1411-021: ASI-020: Add: Paint Two (2) Logos on SV Flooring. Credit: Delete Inlayed Carpet w Logo**

<b>TO:</b>	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
<b>PCO NUMBER/REVISION:</b>	PCO-1411-021 / 0	<b>CONTRACT:</b>	1 - Mustang High School Event Center Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Justin Mitchell (MA+Architecture)	<b>CREATED BY:</b>	Steven Wild (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	2/12 /2015
<b>REFERENCE:</b>	ASI-020	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>CHANGE ORDER REQUEST:</b>	#012 - CO for approved PCO's in July
<b>LOCATION:</b>	(None)	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>	0 days	<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	(\$1,885.00)

POTENTIAL CHANGE ORDER TITLE: ASI-020: Add: Paint Two (2) Logos on SV Flooring. Credit: Delete Inlayed Carpet w Logo

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

ATTACHMENTS:

[Andeco Flooring.pdf](#)

#	Cost Code	Description	Type	Amount
1		Andeco Flooring (Credit Carpet)	Commitment	(\$1,885.00)
<b>Subtotal:</b>				<b>(\$1,885.00)</b>
<b>Grand Total:</b>				<b>(\$1,885.00)</b>

# ANDECO Flooring & Blinds

14701 Metro Plaza Blvd.

Edmond, OK 73013

405-752-5151 ofc

405-752-5155 fax

Bill To:

Steve Wild  
Timberlake

# ESTIMATE

Number: E1169

Date: January 22, 2015

Ship To:

Mustang Event Center  
ASI 20

PO Number	Terms	Project

Description	Quantity	Price	Tax	Amount
credit for Carpet 2 logos	2.00	(900.00)		(1,800.00)
credit for carpet 2 install	2.00	(42.50)		(85.00)

Sub-Total \$(1,885.00)

State Tax 8.375% on 0.00 ~~0.00~~

Total \$(1,885.00)



**PCO #PCO-1411-029**

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #PCO-1411-029: RFI 068 - Duct Sock Elevation Changes**

<b>TO:</b>	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
<b>PCO NUMBER/REVISION:</b>	PCO-1411-029 / 0	<b>CONTRACT:</b>	1 - Mustang High School Event Center Prime Contract
<b>REQUEST RECEIVED FROM:</b>	John Craft (Harrison-Orr Air Conditioning, LLC)	<b>CREATED BY:</b>	Cale Lopp (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	4/21 /2015
<b>REFERENCE:</b>	RFI 068	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>CHANGE ORDER REQUEST:</b>	#012 - CO for approved PCO's in July
<b>LOCATION:</b>	(None)	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$12,681.09

**POTENTIAL CHANGE ORDER TITLE:** RFI 068 - Duct Sock Elevation Changes

**CHANGE REASON:** Per RFI response, see RFI 068

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
 Duct Sock Elevations were changed per RFI 068. This change was made to shift the duct socks into the bar joists.

**ATTACHMENTS:**  
[1411-Harrison-Orr-CO #2 Duct Sox elevation change REVISED.pdf](#)

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subcontractor Bonds (0.88% on Commitment)	Subtotal
1		Harrison-Orr Duct Sock Changes	Commitment	\$11,251.00	\$0.00	\$99.01	\$11,350.01
<b>Subtotal:</b>				\$11,251.00	\$0.00	\$99.01	\$11,350.01
<b>Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>							\$27.24
<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>							\$94.21
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>							\$458.86
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>							\$36.32
<b>Shop Draw: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>							\$24.97
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>							\$28.38
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>							\$661.10
<b>Grand Total:</b>							<b>\$12,681.09</b>



# CHANGE ORDER

HARRISON-ORR  
AIR CONDITIONING, LLC.

4100 North Walnut • Oklahoma City, OK 73105-3798  
Phone (405) 528-3333 Fax (405) 528-3359

TO Timberlake Construction  
PO Box 18297  
Oklahoma City, OK 73154

Attention: Steve Wild

From: John Craft

Date	June 23, 2015
RFCM No.	002
Job No.	3475
Contract No.	
Purchase Order	
RE:	Mustang High School Event Center
	Ducting elevation change
	<b>REVISED</b>

Steve,

Below is our price for additional ducting and fittings to change the elevation of the duct in the gymnasium, per the engineer's response to RFI #68 received 3-3-2015.

Duct and fitting materials: .....	\$2,347.00
Fabricate/Install Labor: 112 hours @ 67.00 .....	\$7,504.00
Larger man lift required for height difference.....	\$1,400.00
Overhead @ 10%.....	\$0.00
Profit @ 10%.....	\$0.00

Total Cost: .....\$11,251.00

Sincerely,  
John Craft



**PCO #PCO-1411-044**

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #PCO-1411-044: RFI 077 - Tapered insulation layout confirmation and adjustments**

<b>TO:</b>	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
<b>PCO NUMBER/REVISION:</b>	PCO-1411-044 / 0	<b>CONTRACT:</b>	1 - Mustang High School Event Center Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Cale Lopp (Timberlake Construction Co., Inc.)	<b>CREATED BY:</b>	Cale Lopp (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	4/10 /2015
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>CHANGE ORDER REQUEST:</b>	#012 - CO for approved PCO's in July
<b>LOCATION:</b>	(None)	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	(\$419.20)

**POTENTIAL CHANGE ORDER TITLE:** RFI 077 - Tapered insulation layout confirmation and adjustments

**CHANGE REASON:**

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
 Amount of tapered insulation was reduced due to RFI #077.

**ATTACHMENTS:**

[1411-Eastern Corporation-Mustang Tapered Credit.pdf](#) [1411-Eastern Corporation-Final Tapered Insulation credit.pdf](#)

#	Cost Code	Description	Type	Amount
1		Eastern Corporation Credit for Tapered Insulation	Commitment	(\$419.20)
			<b>Subtotal:</b>	(\$419.20)
			<b>Grand Total:</b>	(\$419.20)

## Cale Lopp

---

**From:** Joe Loudermilk <jl@usaeastern.com>  
**Sent:** Wednesday, July 01, 2015 5:57 PM  
**To:** Cale Lopp  
**Subject:** Fwd: Re: Fwd: Mustang Event Center Pricing

Cale  
Please see the attached email concerning the tapered insulation  
if you have any questions please feel free to call me

Sent on the new Sprint Network from my Samsung Galaxy S®4.

----- Original message -----

**From:** Kyu Lee  
**Date:** 07/01/2015 6:40 PM (GMT-05:00)  
**To:** Joe Loudermilk  
**Subject:** Re: Fwd: Mustang Event Center Pricing

Joe,

The redesign of the taper had minimal effect on the cost.  
It was less than half a bundle of the insulation.  
The total cost of material and labor saved is \$419.20.

**Kyu Lee**  
Eastern Corporation | [www.EasternCorpUS.com](http://www.EasternCorpUS.com)  
4274 Shackleford Rd., Ste. A, Norcross, Ga 30093  
Mobile 678.770.2883 | Direct 678.355.9010 | Fax 678.355.9080

*Please be advised our office has moved and update our contact information accordingly. 4274 Shackleford Rd., Ste. A, Norcross, GA 30093 Phone and fax numbers will remain the same.*

---

**From:** Joe Loudermilk <jl@usaeastern.com>  
**To:** Kyu Lee <kyu@usaeastern.com>  
**Sent:** Wednesday, July 1, 2015 2:14 PM  
**Subject:** Fwd: Mustang Event Center Pricing

Let's put this together today a realistic price even if it's minimal.  
Also put together a price to fix damaged wall panel.

Sent on the new Sprint Network from my Samsung Galaxy S®4.

----- Original message -----

**From:** Cale Lopp  
**Date:** 07/01/2015 2:02 PM (GMT-05:00)

To: Joe Loudermilk  
Cc: Kyu Lee ,Chris Shin ,Gary Laird ,Gary Sweeney  
Subject: Mustang Event Center Pricing

Joe,

I've requested pricing multiple times for this item, on this job. We've already had to price one item for you, I don't want to do that again. Please provide the pricing for the following item by tomorrow morning or we will price something for you.

- RFI-077 – Tapered insulation layout adjustments: We've reduced the amount of insulation required at the corners I'm needing an honest and true credit for the labor and materials that were saved per this change.

Thanks!

***Cale Lopp***

Assistant Project Manager  
Timberlake Construction Co., Inc.  
P.O. Box 18297  
Oklahoma City, OK 73154  
405-840-2521 office  
405-570-0611 cell  
405-840-5469 fax

[clopp@timberlakeconstruction.com](mailto:clopp@timberlakeconstruction.com)  
[www.timberlakeconstruction.com](http://www.timberlakeconstruction.com)





PCO #PCO-1411-058

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #PCO-1411-058: RFI-109 - Lighting in stairwells**

<b>TO:</b>	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
<b>PCO NUMBER/REVISION:</b>	PCO-1411-058 / 0	<b>CONTRACT:</b>	1 - Mustang High School Event Center Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Cale Lopp (Timberlake Construction Co., Inc.)	<b>CREATED BY:</b>	Cale Lopp (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	5/28 /2015
<b>REFERENCE:</b>	RFI109	<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>CHANGE ORDER REQUEST:</b>	#012 - CO for approved PCO's in July
<b>LOCATION:</b>	(None)	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$2,370.38

POTENTIAL CHANGE ORDER TITLE: RFI-109 - Lighting in stairwells

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

Adjustments to lights in stairwells due to head clearance issues and lack of details on intermediate landings.

ATTACHMENTS:

[1411 - Tri-State - CO#11 RFI 109.pdf](#) [1411 - Tri-State - MUSTANG EVENT CENTER STAIRWELL LIGHTING.pdf](#)

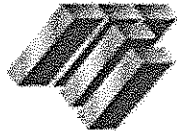
#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Tri-State Industrial Group Cost for Additional Lighting In Stairwells	Commitment	\$2,105.00		\$2,105.00
<b>Subtotal:</b>				\$2,105.00		\$2,105.00
<b>Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$5.05
<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$17.47
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$85.10
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$6.74
<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.63
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$5.26
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$122.61
<b>Subcontractor Bonds: 0.88% on Commitment</b>						\$18.52
<b>Grand Total:</b>						\$2,370.38



PCO #PCO-1411-058

1	TYPE [T] 4' WRAP-AROUND	3E	2.25	198.13	594.39
2	3/4" CONDUIT - EMT	120C	3.84	36.99	44.39
3	3/4" COUPLING COMP STL - EMT	12C	1.08	31.25	3.75
4	3/4" CONN COMP STL INSUL - EMT	8C	1.04	319.75	25.58
5	1/2 OR 3/4" SNAP CLOSE CLIP - BTMMNT ON 1/4" FLNG HNGR	17C	1.39	120.05	20.41
5	#10 THHN BLACK	660M	3.73	190.25	125.57
7	WIRE CONN RED	6C	0.36	18.22	1.09
3	4x 2 1/8" SQ BOX COMB KO	3C	0.69	1,354.83	40.64
3	4" SQ BLANK COVER	3C	0.07	202.76	6.08
0	3/16x3 TGL BOLT SPRING WING P/H	6C	0.36	52.38	3.14
1	24" SPANT-BAR HNGR ADJ TO 8" DEPTH	3C	0.45	933.02	27.99
2	48" 3500K 86 CRI 32W LAMP - T8	6E	0.30	0.00	0.00
Totals		847	15.57		893.04

Final Pricing	Modified (\$)	Modified (%)
Database Material (Extension)	298.65	
Quoted Material (Extension)	594.39	
Material Tax		
Material Total	893.04	
Direct Labor	984.44	
Labor Total	984.44	
Total Cost	1,877.48	
Database Material Overhead		
Quoted Material Overhead		
Labor Overhead		
Total Overhead		
Database Material Markup		
Quoted Material Markup		
Labor Markup		
Adjustment Markup	187.75	10.000
Total Markup	187.75	10.000
Adjustment #1	41.30	2.000
Final Adjustment	-1.53	-0.073
Selling Price	2,105.00	
Final Price	2,105.00	



# TRI-STATE INDUSTRIAL GROUP

## CHANGE ORDER

<b>PROJECT (Name and address):</b> Mustang Event Center 921 S. Snyder Drive Mustang, OK 73064	<b>CHANGE ORDER NUMBER:</b> 11  <b>DATE:</b> 6/12/2015  <b>PROJECT NUMBER:</b> TIMB1622EC10014 <b>PO DATE:</b> <b>PO#:</b>  <b>CONTRACT FOR:</b>
<b>TO: Contractor (Name and address):</b> Timberlake Construction PO Box 18297 Oklahoma City, OK 73154	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Task	Units	Lot Sum	Total
Install 3 new stairwell lights per RFI 109			\$2,105.00

	<b>Total:</b>	<b>\$2,105.00</b>
The original Contract Sum was:		\$623,440.00
The net change by previous authorized Change Orders:		\$2,175
The Contract Sum prior to this Change Order was:		\$625,615.00
The new Contract Sum will be	<u>Increased</u>	\$2,105.00
by this Change Order in the amount of:		\$ 627,720.00
		N/A
		N/A

NOTE: This Change Order does not include changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**CONTRACTOR**  
 Tri-State Electrical Contractors, Inc.  
 7608 N. Harvey Ave.  
 Oklahoma City, OK 73116

**SUBCONTRACTOR:**  
 Timberlake Construction  
 PO Box 18297  
 Oklahoma City, OK 73154

\_\_\_\_\_  
 BY (Signature)

\_\_\_\_\_  
 BY (Signature)

\_\_\_\_\_  
 (Type name & Title)

\_\_\_\_\_  
 (Type name & Title)

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 DATE

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 DATE



**PCO #PCO-1411-065**

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #PCO-1411-065: RFI-104 - Stemwall Height on SE Corner grading and drainage concerns**

<b>TO:</b>	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
<b>PCO NUMBER/REVISION:</b>	PCO-1411-065 / 0	<b>CONTRACT:</b>	1 - Mustang High School Event Center Prime Contract
<b>REQUEST RECEIVED FROM:</b>	Cale Lopp (Timberlake Construction Co., Inc.)	<b>CREATED BY:</b>	Cale Lopp (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	6/5 /2015
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>CHANGE ORDER REQUEST:</b>	#012 - CO for approved PCO's in July
<b>LOCATION:</b>	(None)	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$2,088.87

**POTENTIAL CHANGE ORDER TITLE:** RFI-104 - Stemwall Height on SE Corner grading and drainage concerns

**CHANGE REASON:** RFI-104

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
 Adjustments to stem wall and grading and drainage per RFI-104 response.

**ATTACHMENTS:**

[1411-Pedro\\_s Concrete - Per RFI-104 and stem wall high concerns.pdf](#)

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Pedro's pricing for adjustments to stem wall at SE corner of building	Commitment	\$1,855.00	\$0.00	\$1,855.00
<b>Subtotal:</b>				\$1,855.00	\$0.00	\$1,855.00
<b>Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.45
<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$15.40
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$74.99
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$5.94
<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.08
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.64
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$108.05
<b>Subcontractor Bonds: 0.88% on Commitment</b>						\$16.32
<b>Grand Total:</b>						\$2,088.87



PCO #PCO-1411-065



Invoice 000000689

Date Jun 24, 2015

Due Date Jul 24, 2015

**Pedro's Concrete Company, LLC**  
26-4550161

P.O. Box 890848 Oklahoma City, OK 73189  
Email: info@pedrosconcretecompany.com  
Mobile: (405) 314-5678  
Phone: (405) 601-9728  
Fax: (405) 609-3967

To: **Gary Sweeney**  
P.O. Box 18297 Oklahoma City, OK 73154

Product or Service	Qty/Hours	Price/Rate	Total
<b>Wall Work at Mustang HS</b> Labor Concrete Epoxy WaterStop Mobilization.	1.00	1,855.00	1,855.00
Net Total			USD 1,855.00
<b>Grand Total</b>			<b>USD 1,855.00</b>

**Terms & Conditions**

All invoices are payable within thirty (30) days of the date of the invoice.  
Please write all Checks to Pedro's Concrete Co.

For Administrative Questions, Concerns, or Requests please email andres@pedrosconcretecompany.com or cynthia@pedrosconcretecompany.com for a prompt response.



PCO #PCO-1411-067

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #PCO-1411-067: ASI-042, ASI-043, ASI-050 - rough in additional electric**

TO:	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	FROM:	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
PCO NUMBER/REVISION:	PCO-1411-067 / 0	CONTRACT:	1 - Mustang High School Event Center Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Cale Lopp (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	6/17 /2015
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	CHANGE ORDER REQUEST:	#012 - CO for approved PCO's in July
LOCATION:	(None)	ACCOUNTING METHOD:	Amount Based (G702/G703)
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$2,032.55

POTENTIAL CHANGE ORDER TITLE: ASI-042, ASI-043, ASI-050 - rough in additional electric

CHANGE REASON: change in scope of work

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
 Scope increase per ASI-042, ASI-043, ASI-050.

**ATTACHMENTS:**

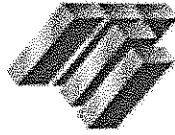
[1411-Tri-State-MUSTANG EVENT ASI-050 TV ADD.pdf](#) [1411-Tri-State-CO#15 ASI 050.pdf](#) [1411-Tri-State-CO#13 ASI 042.pdf](#) [1411-Tri-State-MUSTANG EVENT CO 13 TOUCH SCREENS ASI 42.pdf](#) [1411-Tri-State-MUSTANG EVENT CO 14 OWNER REQUESTS.pdf](#) [1411-Tri-State-CO#14 ASI 043.pdf](#)

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Tri-State add for touch screen rough in	Commitment	\$690.00	\$0.00	\$690.00
2		Tri-State add for electrical changes per owners request	Commitment	\$455.00	\$0.00	\$455.00
3		Tri-State add for ASI-050	Commitment	\$660.00	\$0.00	\$660.00
Subtotal:				\$1,805.00	\$0.00	\$1,805.00
Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$4.33
Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$14.98
Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$72.97
Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$5.78
Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$3.97



PCO #PCO-1411-067

Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other	\$4.51
General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other	\$105.13
Subcontractor Bonds: 0.88% on Commitment	\$15.88
Grand Total:	\$2,032.55



# TRI-STATE INDUSTRIAL GROUP

## CHANGE ORDER

<b>PROJECT (Name and address):</b> Mustang Event Center 921 S. Snyder Drive Mustang, OK 73064	<b>CHANGE ORDER NUMBER:</b> 13
<b>TO: Contractor (Name and address):</b> Timberlake Construction PO Box 18297 Oklahoma City, OK 73154	<b>DATE:</b> 6/25/2015
	<b>PROJECT NUMBER:</b> TIMB1622EC10014
	<b>PO DATE:</b>
	<b>PO#:</b>
	<b>CONTRACT FOR:</b>

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Task	Units	Lot Sum			
Install data and electrical for touchscreens per ASI 42					\$690.00

	<b>Total:</b>	\$690.00
The original Contract Sum was:		\$623,440.00
The net change by previous authorized Change Orders:		\$2,175
The Contract Sum prior to this Change Order was:		\$625,615.00
The new Contract Sum will be <u>Increased</u> by this Change Order in the amount of:		\$690.00
The new Contract Sum including this Change Order will be:		\$ 626,305.00

N/A  
N/A

NOTE: This Change Order does not include changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**CONTRACTOR**  
Tri-State Electrical Contractors, Inc.  
7608 N. Harvey Ave.  
Oklahoma City, OK 73116

**SUBCONTRACTOR:**  
Timberlake Construction  
PO Box 18297  
Oklahoma City, OK 73154

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BY (Signature)

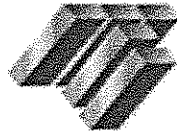
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# TRI-STATE INDUSTRIAL GROUP

## CHANGE ORDER

<b>PROJECT (Name and address):</b> Mustang Event Center 921 S. Snyder Drive Mustang, OK 73064	<b>CHANGE ORDER NUMBER:</b> 14  <b>DATE:</b> 6/25/2015  <b>PROJECT NUMBER:</b> TIMB1622EC10014 <b>PO DATE:</b> <b>PO#:</b>  <b>CONTRACT FOR:</b>
<b>TO: Contractor (Name and address):</b> Timberlake Construction PO Box 18297 Oklahoma City, OK 73154	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Task	Units	Lot Sum	
Install electrical per owners request ASI 043. This does not include the stainless steel kick plates			\$455.00

	<b>Total:</b>	\$455.00
The original Contract Sum was:		\$623,440.00
The net change by previous authorized Change Orders:		\$2,175
The Contract Sum prior to this Change Order was:		\$625,615.00
The new Contract Sum will be <u>Increased</u> by this Change Order in the amount of:		\$455.00
The new Contract Sum including this Change Order will be:		\$ 626,070.00

N/A  
N/A

NOTE: This Change Order does not include changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**CONTRACTOR**  
 Tri-State Electrical Contractors, Inc.  
 7608 N. Harvey Ave.  
 Oklahoma City, OK 73116

**SUBCONTRACTOR:**  
 Timberlake Construction  
 PO Box 18297  
 Oklahoma City, OK 73154

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 BY (Signature)

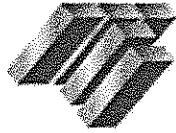
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# TRI-STATE INDUSTRIAL GROUP

## CHANGE ORDER

<b>PROJECT (Name and address):</b> Mustang Event Center 921 S. Snyder Drive Mustang, OK 73064	<b>CHANGE ORDER NUMBER:</b> 15  <b>DATE:</b> 7/13/2015
<b>TO: Contractor (Name and address):</b> Timberlake Construction PO Box 18297 Oklahoma City, OK 73154	<b>PROJECT NUMBER:</b> TIMB1622EC10014 <b>PO DATE:</b> <b>PO#:</b>  <b>CONTRACT FOR:</b>

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Task	Units	Lot Sum	Total
Install electrical for TV's per ASI 050			\$660.00

	<b>Total:</b>	<b>\$660.00</b>
The original Contract Sum was:		\$623,440.00
The net change by previous authorized Change Orders:		\$2,175
The Contract Sum prior to this Change Order was:		\$625,615.00
The new Contract Sum will be <u>increased</u> by this Change Order in the amount of:		\$660.00
The new Contract Sum including this Change Order will be:		\$ 626,275.00

N/A  
N/A

NOTE: This Change Order does not include changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**CONTRACTOR**  
 Tri-State Electrical Contractors, Inc.  
 7608 N. Harvey Ave.  
 Oklahoma City, OK 73116

**SUBCONTRACTOR:**  
 Timberlake Construction  
 PO Box 18297  
 Oklahoma City, OK 73154

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 BY (Signature)

\_\_\_\_\_  
 BY (Signature)

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 (Type name & Title)

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 (Type name & Title)

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 DATE

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 DATE

1	3/4" CONDUIT - EMT	75	C	3.30	36.99	27.74
2	1" CONDUIT - EMT	10	C	0.51	68.00	6.80
3	3/4" CONN SS STL - EMT	2	C	0.25	24.53	0.49
4	1" CONN SS STL - EMT	2	C	0.30	37.57	0.75
5	3/4" COUPLING SS STL - EMT	1	C	0.00	31.02	0.31
6	1" COUPLING SS STL - EMT	1	C	0.06	30.96	0.31
7	3/4" CONN COMP STL - EMT	2	C	0.33	22.76	0.46
8	3/4" COUPLING COMP STL - EMT	6	C	0.68	31.25	1.88
9	1/2 OR 3/4" SNAP CLOSE CLIP - BTM MNT ON 1/4" FLNG HNGR	7	C	0.72	120.05	8.40
0	1/2 OR 3/4" SNAP CLOSE CLIP - SIDE MNT TO MTL STUD SUPPORT	2	C	0.18	116.50	2.33
1	1" SNAP CLOSE CLIP - SIDE MNT TO MTL STUD SUPPORT	2	C	0.20	159.89	3.20
2	1/2 OR 3/4" SNAP CLOSE CLIP ON ANGLE BRKT	2	C	0.20	103.72	2.07
3	1/2 OR 3/4" CONDUIT+BOX SUPPORT - BTM MNT ON 1/4" FLNG HNGR	1	C	0.12	435.73	4.36
4	#12 THHN BLACK	34	M	0.22	122.29	4.16
5	#10 THHN BLACK	198	M	1.40	190.25	37.67
6	#12 THHN GREEN	17	M	0.11	119.78	2.04
7	WIRE CONN RED	2	C	0.15	18.22	0.36
8	4x 1 1/2" SQ BOX COMB KO	1	C	0.29	400.47	4.00
9	4x 2 1/8" SQ BOX COMB KO	1	C	0.29	1,354.83	13.55
0	4x 2 1/8" SQ BOX 1" KO	1	C	0.29	731.07	7.31
1	4" SQ 1G PLSTR RING 5/8" RISE	2	C	0.06	543.58	10.87
2	4" SQ BLANK COVER	1	C	0.03	202.76	2.03
3	GROUND SCREW W/INSUL #12 LEAD	1	C	0.04	219.65	2.20
4	#8x 1/2 WAFER HEAD SELF-TAP STUD SCREW - 12G	4	C	0.12	1.82	0.07
5	#8x 1/2 WAFER HEAD SHEET MTL SCREW	11	C	0.21	3.82	0.42
6	SQ BOX MNT G BRKT TO 2 1/2-3 1/2" STUD	2	C	0.13	125.82	2.52
7	1G DUPLEX REC PLATE - PLASTIC IVY	1	C	0.03	42.36	0.42
8	20A 125V DUP REC - IVY (SG)	1	C	0.25	105.00	1.05
Totals		390		10.44		147.77

Final Pricing	Modified (\$)	Modified (%)
Database Material (Extension)	147.77	
Material Tax		
Material Total	147.77	
Direct Labor	440.15	
Labor Total	440.15	
Total Cost	587.92	
Database Material Overhead		
Labor Overhead		
Total Overhead		
Database Material Markup		
Labor Markup		
Adjustment Markup	58.79	10.000
Total Markup	58.79	10.000
Adjustment #1	12.93	2.000
Final Adjustment	0.36	0.055
Selling Price	660.00	
Final Price	660.00	

1	3/4" CONDUIT - EMT	50	C	1.76	36.99	18.50
2	1" CONDUIT - EMT	20	C	0.81	68.00	13.60
3	3/4" CONN SS STL - EMT	4	C	0.40	24.53	0.98
4	1" CONN SS STL - EMT	4	C	0.48	37.57	1.50
5	3/4" COUPLING SS STL - EMT	6	C	0.00	31.02	1.86
5	1" COUPLING SS STL - EMT	2	C	0.10	30.96	0.62
7	1/2 OR 3/4" SNAP CLOSE CLIP - SIDE MNT TO MTL STUD SUPPORT	4	C	0.29	116.50	4.66
3	1" SNAP CLOSE CLIP - SIDE MNT TO MTL STUD SUPPORT	4	C	0.32	159.89	6.40
3	1/2 OR 3/4" SNAP CLOSE CLIP ON ANGLE BRKT	4	C	0.33	103.72	4.15
0	#12 THHN BLACK	68	M	0.35	122.29	8.32
1	#12 THHN GREEN	34	M	0.18	119.78	4.07
2	WIRE CONN RED	4	C	0.24	18.22	0.73
3	4x2 1/8" SQ BOX COMB KO	2	C	0.46	1,354.83	27.10
4	4x2 1/8" SQ BOX 1" KO	2	C	0.46	731.07	14.62
5	4" SQ 1G PLSTR RING 5/8" RISE	2	C	0.05	543.58	10.87
6	4" SQ 2G PLSTR RING 5/8" RISE	2	C	0.05	725.27	14.51
7	GROUND SCREW W/INSUL #12 LEAD	2	C	0.06	219.65	4.39
8	#8x 1/2 WAFER HEAD SELF-TAP STUD SCREW - 12G	8	C	0.19	1.82	0.15
9	#8x 1/2 WAFER HEAD SHEET MTL SCREW	18	C	0.27	3.82	0.69
0	SQ BOX MNT G BRKT TO 2 1/2-3 1/2" STUD	4	C	0.20	125.82	5.03
1	1G DUPLEX REC PLATE - PLASTIC IVY	2	C	0.05	42.36	0.85
2	20A 125V DUP REC - IVY (SG)	2	C	0.40	105.00	2.10
Totals		248		7.44		145.68

Final Pricing	Modified (\$)	Modified (%)
Database Material (Extension)	145.68	
Material Tax		
Material Total	145.68	
Direct Labor	470.51	
Labor Total	470.51	
Total Cost	616.19	
Database Material Overhead		
Labor Overhead		
Total Overhead		
Database Material Markup		
Labor Markup		
Adjustment Markup	61.62	10.000
Total Markup	61.62	10.000
BOND	13.56	2.000
Final Adjustment	-1.37	-0.198
Selling Price	690.00	
Final Price	690.00	

1	3/4" CONDUIT - EMT	35C	2.06	35.44	12.40
2	3/4" CONN SS STL - EMT	2C	0.33	85.77	1.72
3	3/4" COUPLING SS STL - EMT	1C	0.00	54.78	0.55
4	3/4" CONN COMP STL - EMT	2C	0.43	22.76	0.46
5	3/4" COUPLING COMP STL - EMT	2C	0.30	31.25	0.63
5	3/4" EMT & 1/2" RMC 1-PC STRUT CLAMP W/ SADDLE - PLTD	2C	0.15	137.84	2.76
7	1/2 OR 3/4" SNAP CLOSE CLIP - SIDE MNT TO MTL STUD SUPPORT	2C	0.24	123.30	2.47
3	1/2 OR 3/4" SNAP CLOSE CLIP ON ANGLE BRKT	2C	0.27	87.70	1.75
3	1/2 OR 3/4" CONDUIT + BOX SUPPORT W/ 9/32" MNTG HOLE	1C	0.13	341.19	3.41
0	#12 THHN BLACK	117M	1.01	128.48	15.03
1	#12 THHN GREEN	17M	0.15	128.48	2.18
2	WIRE CONN RED	3C	0.30	7.27	0.22
3	4x 1 1/2" SQ BOX COMB KO	1C	0.38	66.74	0.67
4	4x 1 1/2" SQ BOX COMB KO W/ FLUSH MTL STUD BRKT	1C	0.38	534.49	5.34
5	4" SQ 2G PLSTR RING 5/8" RISE	1C	0.04	725.27	7.25
6	4" SQ BLANK COVER	1C	0.04	27.58	0.28
7	GROUND SCREW W/ INSUL #12 LEAD	1C	0.05	219.65	2.20
8	1/4-20x 1 HEX HEAD BOLT - PLTD STL	1C	0.06	4.37	0.04
9	#8x 1/2 WAFER HEAD SELF-TAP STUD SCREW - 12G	2C	0.08	1.82	0.04
0	#8x 1/2 WAFER HEAD SHEET MTL SCREW	7C	0.18	3.82	0.27
1	SQ BOX MNTG BRKT TO 2 1/2-3 1/2" STUD	1C	0.08	77.69	0.78
2	2G DUPLEX REC PLATE - PLASTIC IVY	1C	0.07	118.32	1.18
3	20A 125V DUP REC - IVY (SG)	2C	0.67	1,496.00	29.92
Totals		205	7.41		91.54

Final Pricing	Modified (\$)	Modified (%)
Database Material (Extension)	91.54	
Material Tax		
Material Total	91.54	
Direct Labor	312.41	
Labor Total	312.41	
Total Cost	403.95	
Database Material Overhead		
Labor Overhead		
Total Overhead		
Database Material Markup		
Labor Markup		
Adjustment Markup	40.40	10.001
Total Markup	40.40	10.000
BOND	8.89	2.000
Final Adjustment	1.76	0.388
Selling Price	455.00	
Final Price	455.00	



PCO #PCO-1411-068

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #PCO-1411-068: ASI-015, RFI-114:  
 Additional hardware and power requirements for card readers**

TO:	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	FROM:	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
PCO NUMBER/REVISION:	PCO-1411-068 / 0	CONTRACT:	1 - Mustang High School Event Center Prime Contract
REQUEST RECEIVED FROM:	Deborah Lee (Door Controls of Oklahoma)	CREATED BY:	Cale Lopp (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	6/22 /2015
REFERENCE:	ASI-015, RFI-114	PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	CHANGE ORDER REQUEST:	None
LOCATION:	(None)	ACCOUNTING METHOD:	Amount Based (G702/G703)
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$2,808.45

POTENTIAL CHANGE ORDER TITLE: ASI-015, RFI-114: Additional hardware and power requirements for card readers

CHANGE REASON: change in scope of work

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

Per ASI-015, and RFI-114: Card readers were added to doors 113B and 161B. This requires the upgrade of the hardware to electronic, this is the cost for that add.

ATTACHMENTS:

[1411-Tri-State-MUSTANG EVENT RFI 114 ACCESS DOORS.pdf](#) [1411-Tri-State-CO#16 RFI 114.pdf](#) [1411-Door Controls-Hardware Pricing.pdf](#)

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Door Controls add for hardware adjustments to doors 113B and 161B	Commitment	\$2,054.00	\$0.00	\$2,054.00
2		Tri-State add for power to hardware on 4 doors	Commitment	\$440.00	\$0.00	\$440.00
Subtotal:				\$2,494.00	\$0.00	\$2,494.00
Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$5.99
Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$20.70
Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$100.83
Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$7.98
Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$5.49
Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$624.34
General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$145.27



PCO #PCO-1411-068

	Subcontractor Bonds: 0.88% on Commitment	\$21.95
	Grand Total:	\$2,808.45

Database Material (Extension)	72.43	
Material Tax		
Material Total	72.43	
Direct Labor	321.68	
Labor Total	321.68	
Total Cost	394.11	
Database Material Overhead		
Labor Overhead		
Total Overhead		
Database Material Markup		
Labor Markup		
Adjustment Markup	39.41	10.000
Total Markup	39.41	10.000
Adjustment #1	8.67	2.000
Final Adjustment	-2.19	-0.495
Selling Price	440.00	
Final Price	440.00	



# TRI-STATE INDUSTRIAL GROUP

## CHANGE ORDER

<b>PROJECT (Name and address):</b> Mustang Event Center 921 S. Snyder Drive Mustang, OK 73064	<b>CHANGE ORDER NUMBER:</b> 16  <b>DATE:</b> 7/13/2015  <b>PROJECT NUMBER:</b> TIMB1622EC10014 <b>PO DATE:</b> <b>PO#:</b>  <b>CONTRACT FOR:</b>
<b>TO: Contractor (Name and address):</b> Timberlake Construction PO Box 18297 Oklahoma City, OK 73154	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Task	Units	Lot Sum	Total
Install electrical for corridor doors per RFI 114			\$440.00

The original Contract Sum was:	Total:	\$440.00
The net change by previous authorized Change Orders:		\$623,440.00
The Contract Sum prior to this Change Order was:		\$2,175
The new Contract Sum will be <u>Increased</u> by this Change Order in the amount of:		\$625,615.00
The new Contract Sum including this Change Order will be:		\$440.00
		\$ 626,055.00
		N/A
		N/A

NOTE: This Change Order does not include changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**CONTRACTOR**  
 Tri-State Electrical Contractors, Inc.  
 7608 N. Harvey Ave.  
 Oklahoma City, OK 73116

**SUBCONTRACTOR:**  
 Timberlake Construction  
 PO Box 18297  
 Oklahoma City, OK 73154

\_\_\_\_\_  
 BY (Signature)

\_\_\_\_\_  
 BY (Signature)

\_\_\_\_\_  
 (Type name & Title)

\_\_\_\_\_  
 (Type name & Title)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 DATE



118 SOUTH 122 EAST AVENUE  
TULSA, OKLAHOMA 74128  
OFFICE 918.438.7450  
FAX 918.438.7451  
TULSA@DOORCONTROLSINC.COM

Quote valid for 60 days

Monday, June 22, 2015

Furnish hardware per ASI 015 changing doors 113B & 161B to hardware set 9A. Price included freight to one location.

TO: Timberlake Construction

PROJECT: Mustang High School Event Center

BASE BID: \$2,054.00 (Two thousand fifty four dollars)

NOTE: Please allow 2-3 weeks for delivery of product after signed proposal has been returned.

**EXCLUSIONS:**

- Tax
- Doors & Frames
- Electrical
- Installation

Thank You

Debbie Lee  
Door Controls, Inc  
918 437-0905-Office  
918 438-7451-Fax  
918 808-8943-Cell

Prepared by: Deborah Lee  
DLee@Dorma-usa.com

Bid Accepted by \_\_\_\_\_  
Date: \_\_\_\_\_

Quote expires 60 days after  
Monday, June 22, 2015



**PCO #PCO-1411-070**

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #PCO-1411-070: ASI-045 additional can lights added per owners request**

<b>TO:</b>	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	<b>FROM:</b>	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
<b>PCO NUMBER/REVISION:</b>	PCO-1411-070 / 0	<b>CONTRACT:</b>	1 - Mustang High School Event Center Prime Contract
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Cale Lopp (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	7/1 /2015
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No	<b>CHANGE ORDER REQUEST:</b>	#012 - CO for approved PCO's in July
<b>LOCATION:</b>	(None)	<b>ACCOUNTING METHOD:</b>	Amount Based (G702/G703)
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	\$2,224.01

POTENTIAL CHANGE ORDER TITLE: ASI-045 additional can lights added per owners request

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

ATTACHMENTS:

1411-Tri-State-CO#12 ASI 045.pdf 1411-Tri-State-MUSTANG EVENT C1 ADDER.pdf

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Tri-State add for additional can lights	Commitment	\$1,975.00		\$1,975.00
<b>Subtotal:</b>				\$1,975.00	\$0.00	\$1,975.00
<b>Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.74
<b>Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$16.39
<b>Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$79.85
<b>Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$6.32
<b>Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.35
<b>Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$4.94
<b>General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other</b>						\$115.04
<b>Subcontractor Bonds: 0.88% on Commitment</b>						\$17.38
<b>Grand Total:</b>						<b>\$2,224.01</b>



# TRI-STATE INDUSTRIAL GROUP

## CHANGE ORDER

<b>PROJECT (Name and address):</b> Mustang Event Center 921 S. Snyder Drive Mustang, OK 73064	<b>CHANGE ORDER NUMBER:</b> 12  <b>DATE:</b> 6/18/2015  <b>PROJECT NUMBER:</b> TIMB1622EC10014 <b>PO DATE:</b> <b>PO#:</b>  <b>CONTRACT FOR:</b>
<b>TO: Contractor (Name and address):</b> Timberlake Construction PO Box 18297 Oklahoma City, OK 73154	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Task	Units	Lot Sum	Total
Install 5 new C1 can lights in the entry soffit per ASI #045			\$1,975.00

	<b>Total:</b>	<b>\$1,975.00</b>
The original Contract Sum was:		\$623,440.00
The net change by previous authorized Change Orders:		\$2,175
The Contract Sum prior to this Change Order was:		\$625,615.00
The new Contract Sum will be <u>Increased</u> by this Change Order in the amount of:		\$1,975.00
The new Contract Sum including this Change Order will be:		\$ 627,590.00

N/A  
N/A

NOTE: This Change Order does not include changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**CONTRACTOR**  
 Tri-State Electrical Contractors, Inc.  
 7608 N. Harvey Ave.  
 Oklahoma City, OK 73116

**SUBCONTRACTOR:**  
 Timberlake Construction  
 PO Box 18297  
 Oklahoma City, OK 73154

\_\_\_\_\_  
 BY (Signature)

\_\_\_\_\_  
 BY (Signature)

\_\_\_\_\_  
 (Type name & Title)

\_\_\_\_\_  
 (Type name & Title)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 DATE

1	TYPE [C1] 5" RCSD DNLTHSG - IC-	5E	6.00	194.50	972.50
2	1/2" FLEX - STEEL	40C	2.40	40.62	16.25
3	1/2" CONNFLEXDC SQUEEZE STRAIGHT	10C	2.00	35.22	3.52
4	WIRE CONNRED	15C	1.80	18.22	2.73
5	4x2 1/8" SQ BOX COMB KO	0C	0.00	1,354.83	0.00
5	4" SQ BLANK COVER	0C	0.00	202.76	0.00
7	HAMMER-ON CLIP TO 1/4" FLANGE	10C	1.20	44.78	4.48
3	5/8 SUSPENSION BAR FORT-BAR MNT LIGHT FIXTURE	5C	0.80	697.50	34.88
3	#12 CEILING WIRE	30C	1.20	38.00	11.40
0	5W 4100K 82 CRI LAMP - T4 2-PIN G23	5E	0.30	10.54	52.70
Totals		120	15.70		1,098.46

Final Pricing	Modified (\$)	Modified (%)
Database Material (Extension)	61.86	
Quoted Material (Extension)	1,036.60	
Material Tax		
Material Total	1,098.46	
Direct Labor	661.91	
Labor Total	661.91	
Total Cost	1,760.37	
Database Material Overhead		
Quoted Material Overhead		
Labor Overhead		
Total Overhead		
Database Material Markup		
Quoted Material Markup		
Labor Markup		
Adjustment Markup	176.04	10.000
Total Markup	176.04	10.000
BOND	38.73	2.000
Final Adjustment	-0.14	-0.007
Selling Price	1,975.00	
Final Price	1,975.00	



PCO #PCO-1411-072

Timberlake Construction Co., Inc.  
 PO Box 18297  
 Oklahoma City, Oklahoma 73154  
 Phone: 405.840.2521  
 Fax: 405.840.5469

Project: 1411 - Mustang High School Event Center  
 921 S. Snyder Drive  
 Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #PCO-1411-072: ASI-048 - Water and gas piping adjustments per owners request**

TO:	Mustang Public Schools 906 S Heights Drive Mustang Oklahoma, 73064	FROM:	Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City Oklahoma, 73154
PCO NUMBER/REVISION:	PCO-1411-072 / 0	CONTRACT:	1 - Mustang High School Event Center Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Cale Lopp (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	7/1 /2015
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	CHANGE ORDER REQUEST:	#012 - CO for approved PCO's in July
LOCATION:	(None)	ACCOUNTING METHOD:	Amount Based (G702/G703)
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$1,689.11

POTENTIAL CHANGE ORDER TITLE: ASI-048 - Water and gas piping adjustments per owners request

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
 Two prices were provided.

Option 48A - was valves only (this was accepted)  
 Option 48B - was for raising all the piping up 4' (this was not accepted)

ATTACHMENTS:

[1411-Harrison-Orr-Mustang Event Center ASI-48A.pdf](#)

#	Cost Code	Description	Type	Amount	Labor Burden (38.44% on Labor)	Subtotal
1		Pricing from Harrison-Orr for ASI-048A	Commitment	\$1,500.00		\$1,500.00
				Subtotal:	\$1,500.00	\$1,500.00
Builder's Risk: 0.24% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$3.60
Bonds: 0.83% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$12.45
Fee: 4.00% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$60.64
Safety: 0.32% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$4.80
Shop Dray: 0.22% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$3.30
Cleanup: 0.25% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$3.75
General Conditions: 5.50% on Labor, Equipment, Materials, Commitment, Owner Cost, Professional Services, and Other						\$83.52
Subcontractor Bonds: 0.88% on Commitment						\$13.20



PCO #PCO-1411-072

	Grand Total: \$1,689.11
--	-------------------------



**HARRISON-ORR AIR CONDITIONING, L.L.C.**

4100 N. Walnut • Oklahoma City, Oklahoma 73105-3798  
(405) 528-3333 • FAX 528-3359

Timberlake Construction Co.  
P.O. Box 18297  
Oklahoma City, Ok 73154

June 08, 2015

Re: Mustang Schools Event Center ASI NO. 048A

We propose to furnish labor and material for the addition of ball valves in storage room 144 as requested on ASI-48 by Allen Consulting, INC. dated 06/23/15.

Our Proposal Includes:

- 1: Add one each, 2 ½" cold water, 2" hot water and ¾" hot water return valves.
- 2: Add one 1 ½" gas valve.
- 3: Insulation for water piping.

Our Proposal Excludes:

- 1: Overtime.

Material and subs:	\$ 793.00
Labor:	<u>\$ 572.00</u>
Total Cost:	\$1,365.00
10% Profit:	<u>\$ 136.50</u>
Total	\$1,501.50
Our Price:	\$1,500.00

Respectfully Submitted,

*Jerry Hawkins*

Schedule "A"  
August 10, 2015

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
<b>Retirement</b>				
James	Karla		Creek/4th Grade Teacher	5/21/2015
Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
<b>Resignations</b>				
Brubaker	Randall		Transportation/Bus Driver	5/22/2015
Courtney	Patrick		PASS/ Math	5/21/2015
Dodson	Sarah		MMS/Custodian	7/10/2015
Erdley	Steven		High School/Math Teacher	5/21/2015
Flowers	Tiffany		MEC/Pre-K Teacher Assistant	5/21/2015
Fuller	Hollie		CRI/5th Grade Teacher	5/21/2015
Harris	Ian		General Maintenance	8/14/2015
Heller	Morgan		Creek/2nd Grade Teacher	5/21/2015
Hill	Pam		MHI/Spec Ed Teacher	5/21/2015
Keiser	Cynthia		MNMS/Bronco Academy Teacher	5/21/2015
Lee	Connie		High School/Reading Teacher	5/21/2015
Portwood	Sonya		Trails/2nd Grade	5/21/2015
Potter	Andrea		PVE/Noon Supervisor	5/21/2015
Ramirez	Mariana		PVE/Custodian	7/30/2015
Sanders	Kelsey		HS/Speech,Drama,Debate	2015-2016
Thiemann	Linda		Centennial/Spec Ed TA	5/22/2015
Villa	Eva		PVE/7.0 Cafe Assistant	5/22/2015
Welch	Sandi		MHI/5th Grade	5/21/2015
Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
<b>Termination</b>				
Burnett	Rita		High School/Custodian	7/6/2015
Last Name	First Name	Replacing/New	To: Site/Assignment	Effective
<b>Employment</b>				
Open		New Position	MVE/Elementary Ed	2015-2016
Open		New Position	PVE/Elementary Ed	2015-2016
Open		New Position	Trails/Pre-K Teacher Assistant	2015-2016
Bennett	Deborah	Replacing Mike Gage	Transportation/Bus Driver	2015-2016
Biggers	Lauren	Replacing Mallory Walther	Trails/Spec Ed Teacher	2015-2016
Bollinger	Kyler	Replacing Matt Owen	High School/Spec Ed Teacher	2015-2016
Carrier	Anthony	Replacing Karlie Free	High School/Social Studies Teacher	2015-2016
Dawson	Detra	Replacing Sam Kilmer	Transportation/Bus Driver	2015-2016
Emmons	Anita	Open Position at PVE that was moved to Trails	Trails/Spec Ed TA	2015-2016
Empson	Julie	Replacing Hollie Fuller	CRI/5th Grade Math	2015-2016
Ford	Tawana Nicole	Replacing Lisa Cherian	Trails/Spec Ed Teacher	2015-2016
Gentry	Janna	Replacing Chris Culver	High School/Language Arts Teacher	2015-2016
Gonzales Servantes	Fernando	Replacing Marlene Whisenhunt	MHI/PM Custodian	8/10/2015
Hampton	Sharon	Replacing Patricia Henthorn	Transportation/Bus Assistant	2015-2016
Harris	Kelly	Replacing Morgan Heller	Creek/2nd Grade Teacher	2015-2016
Healey	Martha	New Position	MNMS/Spec Ed Teacher	2015-2016
Kubat	Allyson	Replacing Kelsey Sanders	High School/Speech,Debate Teacher	2015-2016
Langham	Cindy	Replacing Sonya Portwood	Trails/2nd Grade	2015-2016
Langham-McClain	Jessica	Replacing Joyce Winters	Trails/ Crossing Guard	2015-2016
Ley	Polly	Replacing Mandi Booth	Trails/Noon Supervisor	2015-2016
McFarland	Tara	Replacing Traci Reimer	Trails/Spec Ed Teacher	2015-2016
O'Hearn	Katlyn	Replacing Nicole Richardson	Creek/3rd Grade Teacher	2015-2016
Last Name	First Name	Replacing/New	To: Site/Assignment	Effective
<b>Employment</b>				
Orr	Marissa	Replacing Steve Erdley	High School/Math Teacher	2015-2016

Schedule "A"  
August 10, 2015

Paschal	Jo Ann	New Position	MNMS/Spec Ed TA	2015-2016
Pratt	David	Replacing Eric Harrington	ME/PM Custodian	7/28/2015
Prince	Jennifer		Volunteer/Assistant Softball Coach	2015-2016
Ramirez	Mariana	Replacing Meda Lamance	PVE/PM Custodian	7/27/2015
Ray	Tammy	Replacing Tommy Justus	Transportation/Bus Driver	2015-2016
Robertson	Melanie	New Position	MMS/Spec Ed TA	2015-2016
Robinson	Jennifer	Replacing Connie Garner	High School/Business Technology Teacher	2015-2016
Rounsaville	Kylee		Adjunct/Assistant Softball Coach	2015-2016
Sanders	William		Transportation/Summer Mechanic	2015-2016
Solano	Tamara	Replacing Mike Hale	Transportation/Bus Driver	2015-2016
Walls	Sharon	Replacing Randy Feldman	MNMS/ISI Supervisor	2015-2016
Wilkerson	Rebecca	Replacing Dr. Pamela Hill	MHI/Spec Ed Teacher	2015-2016
<b>Last Name</b>	<b>First Name</b>	<b>From: Site/Assignment</b>	<b>To: Site/Assignment</b>	<b>Effective</b>
<b>Reassignments</b>				
Adkins	Susan	Centennial/Spec Ed Para	PVE/Spec Ed Para	2015-2016
Bensch	Greta	LE/Art Teacher Assistant	Centennial/Spec Ed TA	2015-2016
Bogard	Lindsay	Creek/Art Teacher Assistant	Trails/Pre-K Teacher Assistant	2015-2016
Henthorn	Patricia	Transportation/Bus Assistant	Transportation/Transportation Clerk	2015-2016
Johnson	Cindy	Trails/Kindergarten Teacher	Trails/Pre-K Teacher	2015-2016
Ketch	Doug	High School/Assistant Coach Boys Tennis	High School/Assistant Coach Girls Tennis	2015-2016
Mathews	Dorothy	Creek/PM Custodian	High School/PM Custodian Supervisor	7/13/2015
Moates	Linsey	Centennial/Spec Ed TA	MEC/Pre-K Teacher Assistant	2015-2016
Natseway	Amy	LE/1st Grade	Centennial/Kindergarten	2015-2016
Neff	Lisa	MNMS/Spec Ed TA	Creek/6.5 Cafe Assistant	2015-2016
Ollison	Bertha Sue	PVE/6.5 Cafe Assistant	PVE/7.0 Cafe Assistant	2015-2016
Phipps	Dalycia	Creek/Spec Ed TA	Creek/Spec Ed Para	2015-2016
Reed	Amy	Creek/Teacher Assistant	Centennial/Spec Ed TA	2015-2016
Sizemore	Tiffany	MMS/Spec Ed TA	High School/Spec Ed Teacher	2015-2016
Sondag	Tracy	Centennial/Spec Ed Teacher	PVE/Spec Ed Teacher	2015-2016
Trammell	Alisa	MHI/Media Assistant	MHI/Spec Ed TA	2015-2016
<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>	<b>Site</b>	<b>Effective</b>
<b>Duty/Supplemental:</b>				
Berry	Julie	7th Grade Team Leader	MMS	2015-2016
Berryman	Madison	Assistant Coach/Boys Track	High School	2015-2016
Bilbrey	Marilyn	8th Grade Team Leader	MNMS	2015-2016
Brooks	Bryan Sean	Athletic Field Maintenance Worker	District	2015-2016
Bryant	Regena	8th Grade Team Leader	MMS	2015-2016
Carothers	Rhoda	7th Grade Team Leader	MNMS	2015-2016
Collins	Jacob	7th Grade Team Leader	MMS	2015-2016
Creach	Jessica	Science Fair Co-Sponsor	MMS	2015-2015
Creach	Jessica	Site Webmaster	MMS	2015-2016
Dillard	Tom	Scholastic Coach	MNMS	2015-2016
Grimes	Cynthia	Student Council Co-Sponsor	MNMS	2015-2016
Grimes	Cynthia	Site Webmaster	MNMS	2015-2016
Harper	Kristin	Renaissance Sponsor	MMS	2015-2016
Harper	Kristin	Scholastic Coach 7th/8th Grades	MMS	2015-2016
Hill	Kameron	Student Council Sponsor	MMS	2015-2016
Hood	Terri	Speech/Drama/Debate	MMS	2015-2016
<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>	<b>Site</b>	<b>Effective</b>
<b>Duty/Supplemental:</b>				
Horton	Rebecca	Vocal Music	MNMS	2015-2016
Hunt	Staci	Yearbook	MNMS	2015-2016
Hunt	Staci	Renaissance Sponsor	MNMS	2015-2016
Joy	Jennifer	Spec Ed Department Chair	MNMS	2015-2016

Schedule "A"  
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Krug	Nancy	Science Fair Co-Sponsor	MMS	2015-2016
Larza	Darla	Student Council Co-Sponsor	MNMS	2015-2016
Larza	Darla	7th Grade Team Leader	MNMS	2015-2016
Miller	Eddie	Assistant Coach/Boys Golf	High School	2015-2016
Miner	Janice	Awards Program Coordinator	MMS	2015-2016
Moore	Betsy	Electives Team Leader	MNMS	2015-2016
Simmons	Jae	8th Grade Team Leader	MMS	2015-2016
Slavik	Deborah	Yearbook	MMS	2015-2016
Spillman	Kim	Head of Nursing Department	District	2015-2016
Stevens	Kathy	Awards Program Coordinator	MNMS	2015-2016
Stevens	Kathy	8th Grade Team Leader	MNMS	2015-2016
Summers	Sarah	7th Grade Team Leader	MNMS	2015-2016
Wagnon	JC	Electives Team Leader	MMS	2015-2016
Weinrich	Mandy	Spec Ed Department Chair	MMS	2015-2016
Woods	Jeanna	Vocal Music	MMS	2015-2016
Wyckoff	Kristin	8th Grade Team Leader	MNMS	2015-2016
Yates	Mark	Assistant Coach/Girls Track	High School	2015-2016

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Schedule "B"  
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<b>SUPPORT PERSONNEL RE-HIRED FOR THE 2015-2016 SCHOOL YEAR</b>		
Sizemore,Tiffany		
<b>Support Substitutes - \$7.25 per hour</b>		
Browne,Julie	Hill,Jordan	Mount,Marissa
Buel,Cherish	Hoggatt,Donald	Murar,Claudia
Cabral,Sharon	Hurte,Jeri	Murray,Caroline
Cain,Renae	Jackson,Bobby	Phillips,Susan Kay
Calhoun,Carisa	Kilgore,Alice	Phipps,Diane
Cheek,Branka	Killingsworth,Trinia	Pollard,Kimberly
Clanton,Lisa	Kolander,Angela	Price,April
Deal,LaDale	Kramer,Diana	Rees,Janet
Devonshire,Elena	Lamberth,Kathryn	Roady,Robin
Dunford,Marsha	Langham,Cindy	Rodgers,Keith
Emmons,Anita	Langham-McClain,Jessica	Stehr,Vivian
George,Paul	Lovelace,Sandra	Streets,Whitney
Grabeal,Billie	Luton,Jamie	Thompson-Butler,Mary Jo
Grayson,Debbie	Malone,Jana	Vandruff,Shanna
Grayson,Shelbie	Martin,Sheila	Walden,Evon
Hamilton,Cindy	Mattenson,Kaitlin	Walker,Sonja
Handke,Amber	McDonald,Terre	Welle,Michelle
Hanson,Jodi	McIntire,Jennifer	Whitehead,Melissa
Hanson,Richard	Mercer,Ginger	Wright,Roy
Harris,Kelly	Michaud,Megan	
<b>Non-Certified/Non-Degreed Substitutes at \$60 per day</b>		
Browne,Julie	Jackson,Bobby	Ogden,Jamie
Calhoun,Carisa	Kilgore,Alice	Phillips,Paul
Cheek,Branka	Killingsworth,Trinia	Pollard,Kimberly
Clanton,Lisa	Kolander,Angela	Rees,Janet
Coker,Patricia	Kramer,Diana	Stehr,Vivian
Deal,LaDale	Lamberth,Kathryn	Streets,Whitney
Devonshire,Elena	Langham-McClain,Jessica	Walden,Evon
Emmons,Anita	Lovelace,Sandra	Watson,Angela
Gilbertson,Stanley	Martin,Sheila	Welle,Michelle
Grabeal,Billie	Mercer,Ginger	Whitehead,Melissa
Grayson,Debbie	Michaud,Megan	Wright,Betty
Grayson,Shelbie	Mount,Marissa	Wright,Roy
Hoggatt,Donald	Murar,Claudia	
Hurte,Jeri	Murray,Caroline	
<b>Non-Certified/Degreed Substitutes at \$60 per day</b>		
Buel,Cherish	Handke,Amber	Rodgers,Keith
Burger,Donna	Hanson,Richard	Sheets,Sharbee
Cabral,Sharon	Luton,Jamie	Smith,Sandra
Cain,Renae	Mattenson,Kaitlin	Stephenson,Marty
Eldridge,Charlette	Price,April	Thompson-Butler,Mary Jo
Gafford,Charles	Ramseyer,Edwina	Vandruff,Shanna
George,Paul	Roady,Robin	Walker,Sonja
Cail,Ambia	Hill,Jordan	McIntire,Jennifer
<b>Certified Substitutes at \$70 per day</b>		

Schedule "B"  
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Dillard,Louann	Kimmel,Rhonda	Phillips,Susan Kay
Dunford,Marsha	Kuhlman,LuAnn	Phipps,Diane
Fink,Charlene	Langham,Cindy	Ross,Patricia
Hale,Jimmie	Malone,Jana	Willis,Jennifer
Hamilton,Cindy	Mangus,Jennifer	Wood,Goldie
Hanson,Jodi	Mangus,Thomas	
Harris,Kelly	McCurdy,Vikki	
Hathaway,Brenda	McDonald,Terre	