



## AGENDA

Mustang Board of Education Regular Meeting

Monday, January 13, 2025 at 6:00 PM

Mustang Educational Resource Center, 909 S. Mustang Rd., Mustang, OK  
73064

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District Number I-069 of Canadian County, Oklahoma will hold a Mustang Board of Education Regular Meeting on Monday, January 13, 2025 at 6:00 PM. The place and street of the meeting will be Mustang Educational Resource Center, 909 S. Mustang Rd., Mustang, OK 73064.

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

{{Name: Agenda Item Name}}

A. Invocation and Flag Salute

B. Call to Order and Roll Call (may be silent)

C. Superintendent's Report

1. Bronco Leadership Code - Student of the Month

D. Assistant Superintendent's Report

1. State Report Card

2. Intermediate and Middle Schools Boundaries Realignment

E. Board Reports

F. Public Participation

G. Consent Agenda

1. Board of Education Minutes

a. December 9, 2024 Regular Board Meeting Minutes

2. Out of State or Overnight Travel

a. Men's and Women's Wrestling teams to compete in the Mid America National Wrestling on December 13-14, 2024 in Enid, OK.

- b. Women's Wrestling Team to compete in the Super Girl 64 National Wrestling tournament on January 3-4, 2025 in Tulsa, OK.
- c. Women's Wrestling Team to compete in the Sand Springs Women's Wrestling Tournament on January 31–February 1, 2025 in Tulsa, OK.
- d. Men's Wrestling Team to compete in the Sand Springs Triangular/Broken Arrow Bud Griener Invitational on February 6-7, 2025 in Tulsa, OK.
- e. Mustang High School Boys Soccer team and coaches to participate in the Jenks Clash of Champions Tournament on March 6-8, 2025 in Jenks, OK.
- f. Mustang High School Football Coaching Staff to attend the Glazier Football Clinic on February 7-10, 2025 in Kansas City, MO.
- g. Gary Knowles to attend the NASA Space Explorers Educators Conference on February 4-9, 2025 at the NASA Johnson Space Center in Houston, TX.
- h. Deblin Badillo, Samantha Crissup, Christy Elliot, Breeana Melendez and Brandee Yates to attend the General & Special Educators Collaborating for Student Success on July 21-23, 2025 at the Cox Business Center in Tulsa, OK.
- i. Christopher Cody McDaniel to attend the American Football Coaches Association Convention on January 10-15, 2025 in Charlotte, NC.
- j. Career Tech STEM Division and Curriculum Directors to attend the Texas Computer Education Association (TCEA) Convention and Exposition on February 1-5, 2025 in Austin, TX.
- k. Stephanie Matthews, Lorie Naehner and Karen Wilson to attend the Council for Exceptional Children 2025 Special Education Convention and Expo on March 11-15, 2025 in Baltimore, MD.
- l. Mustang High School Key Club and sponsors to attend the Texas-Oklahoma District Convention on April 10-13, 2025 in Denton, TX.

- m. Mustang High School Robotics Team and sponsors to attend the FIRST Robotics Championships on April 15-19, 2025 in Houston, TX.
3. Revisions of Policy and Procedures
    - a. Policy 5005 - Transfer Policy
    - b. Policy 5020 - Student Attendance Policy
    - c. Policy 2150 and Policy 3035 - Teachers - Employment, Assignment and Reassignment of Personnel
  4. Renewal and Ratification of Agreements/Contracts
    - a. McDaniel Consulting Group, LLC
    - b. CINTAS
    - c. United Turf and Track - Mustang Middle School Softball Field
    - d. United Turf and Track - Replace irrigation on the softball field
    - e. State contract with Digi for District wide digital security improvements.
    - f. Sunset Hill Elementary - State Contract
      1. ACS - Playground Equipment
      2. K1 - Furniture
    - g. Student Services
      1. Anna's House Foundation
      2. Advanced Therapy Associates
  5. Change Orders
    - a. Timberlake Construction - Softball Hitting Facility
      1. CO #21 Conduit Painting
  6. Approval of the Community Education Spring/Summer 2025 classes.

7. Approval of Mustang Public Schools 2025-2026 Academic Calendar.
  8. Approval of Andy Fugitt and Justin Cliburn as Board Hearing Officers.
- H. Financial Consent Agenda
1. Encumbrance Registers
  2. Change Orders Registers
  3. Treasurer's Report
  4. General Fund Revenue Analysis
- I. Business
1. Discussion and possible board action to approve the Certificate of Substantial Completion for the Softball Hitting Facility.
  2. Discussion and possible board action to approve the proposed new elementary boundaries' realignment for the 2025-2026 school year.
- J. New Business
- K. **Executive Session: The Board of Education will consider and may vote to convene in Executive Session.**
1. Proposed executive session to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee. 25 O.S. Section 307 (B)(1). As listed on Schedule A, B & C and Adjunct Teacher.
- L. Acknowledge Return to Open Session
- M. Statement of Executive Session minutes by Board Clerk
- N. Discussion and possible board action to approve Andrew Cranford as an Adjunct Teacher for Canyon Ridge Intermediate.
- O. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "A".

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







Mustang Board of Education Regular Meeting  
Minutes

Monday, December 9, 2024 6:00 PM

Mustang Educational Resource Center, 909 South Mustang Rd., Mustang, OK 73064

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 Number I-069 of Canadian County, Oklahoma held Mustang Board of Education Regular Meeting on Monday, December 9, 2024 at 6:00 PM. The place and street of the meeting was Mustang Educational Resource Center, 909 South Mustang Rd., 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 Educational Resource Center 909 South Mustang Rd., Mustang, OK 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.

**A. Invocation and Flag Salute**

Invocation - Dr. Rader Flag Salute - Dr. Rader

**B. Call to Order and Roll Call (may be silent)**

Dr. Rader, Board President, called the meeting to order at 6:00 PM. Dr. Rader, Todd Lovelace, and Toby Thompson were present. Travis Helling and Sarah Lippencott were absent.

**C. Superintendent's Report**

1. Bronco Leadership Club - Students of the Month

|                         |                |                               |                     |
|-------------------------|----------------|-------------------------------|---------------------|
| Centennial Elementary   | Ford Myers     | Canyon Ridge Intermediate     | Harrison Holsinger  |
| Creek Elementary        | Finnlee Pack   | Horizon Intermediate          | Annabella Gonzalez  |
| Lakehoma Elementary     | Maddux Miles   | Meadow Brook Intermediate     | Henry Blair         |
| Mustang Elementary      | Rutva Patel    | Mustang Central Middle School | Ralston Stepanek    |
| Prairie View Elementary | Charley Glover | Mustang North Middle School   | Urijah Sanchez      |
| Riverwood Elementary    | Kobe Gible     | Mustang Middle School         | Presley Smith       |
| Trails Elementary       | Layla Ross     | Mustang Education Center      | Karen Luevano Lopez |
| Valley Elementary       | London Payne   | Mustang High School           | Nicholas Lapham     |

2. Weather Procedures

**D. Assistant Superintendent's Report**  
Sunset Hill Elementary Update

**E. Board Reports**  
No Board Reports

**F. Public Participation**

The floor shall be open to the public, and any regular meeting shall include an opportunity for the public to address the Board other than personnel matters. Presentations under Public Participation are limited to five (5) minutes and where several people wish to address the same subject, a spokesperson must be selected. Those residents wishing to address the Board of Education must complete a Request for Public Participation form prior to the scheduled starting time of the regular Board meeting. A response may not be provided at this time. Questions or concerns related to employees of the district will not be permitted at this time. Those are to be referred to the Superintendent at another time.

No Public Participation

**G. Consent Agenda**

All the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of discussion, consideration and action on the following items that the Superintendent recommends be approved.

Motion to approve consent agenda. This motion, made by Todd Lovelace and seconded by Toby Thompson, Passed.

Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

1. Board of Education Minutes

a. November 11, 2024 Regular Board Meeting Minutes

2. Out of State or Overnight Travel

a. Mustang High School Girls Soccer team and coaches to attend the NWA Varsity Invitational Tournament on March 6-8, 2025 in Bentonville, AR.

b. Katy Patterson, Coordinator of Indian Education, to attend the 2025 Communities in Schools Student Support Institute on February 19-21, 2025 in Las Vegas, NV.

c. Approval of the choir students and sponsors from the following sites to participate in the Oklahoma Choral Directors Association (OkCDA) All-State Choir at the Oklahoma City Convention Center in Oklahoma City on January 9-11, 2025.

Mustang Middle School Mustang North Middle School Mustang Central Middle School

d. Approval of Mustang High School choir students and sponsors to participate in the Oklahoma Choral Directors Association (OkCDA) All State Choral and Jazz Festival at the Oklahoma City Convention Center in Oklahoma City on January 9-11, 2025.

e. Approval of the choir students and sponsors from the following sites to participate in the Oklahoma Music Educators Association (OkMEA) Children's All State in Tulsa, OK on January 15-17, 2025.

Meadow Brook Intermediate

Canyon Ridge Intermediate

Horizon Intermediate

f. Approval for Mustang High School choir students and sponsors to participate in the Oklahoma Music Educators Association (OkMEA) All State Choral Festival in Tulsa, OK on January 15-18, 2025.

g. Approval for Mustang High School band students and sponsors to participate in the Oklahoma Music Educators Association (OkMEA) All State Band Clinic/Convention in Tulsa, OK on January 15-18, 2025.

h. Mustang Public Schools band directors to participate in the Midwest Band and Orchestra Clinic on December 17-21, 2024 in Chicago, IL.

3. Renewal and Ratification of Agreements/Contracts

a. Booster Enterprise - Valley Elementary

4. Approval of the 2024-2025 Gifted and Talented Education (GATE) plan.

5. Change Orders

a. CADE Construction - Sunset Hill Elementary

1. CO #26 - NexSpaces - Added locks to cabinet doors and drawers

2. CO #27 - Added access control to door 123A

3. CO #28 - Hot water isolation valves

4. CO #29 - Solid surface surrounds

5. CO #30 - Added bus loop sidewalk

6. CO #31 - Shower Accessories

7. CO #32 - Utilize Steel Allowance

8. CO #33 - Bear Creek - City of OKC storm line across Sara Rd.

9. CO #34 - Add power for lobby TV's

10. CO #35 - Baker Brothers Electrical - expedite electrical gear

11. CO #36 - Arrow VE Fluid Applied Weather Barrier

**H. Financial Consent Agenda**

Mr. Bradley corrected H5, Activity Fund Purpose of Accounts. The title was Debate, project #956 and program #900. Should have been titled Reach, project #981 and program #900.

Motion to approve financial consent agenda with the change by Superintendent Bradley. This motion, made by Todd Lovelace and seconded by Toby Thompson, Passed.

Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

1. Encumbrance Registers

2. Change Orders Registers

- 3. Treasurer's Report
- 4. General Fund Revenue Analysis
- 5. Activity Fund Purpose of Accounts

**I. Business**

1. Discussion and possible board action to approve the following new courses at Mustang High School for the 2025-2026 school year.

- |                                                              |                           |                        |
|--------------------------------------------------------------|---------------------------|------------------------|
| Agricultural Structures                                      | EL Literacy Support II    | Livestock Production   |
| Ap Precalculus                                               | Girls' Fitness            | Lyric Writing          |
| Beginning Guitar                                             | High School Essentials II | Popular Music Ensemble |
| Ceramics II                                                  | History of Rock and Roll  |                        |
| Print and Broadcast Journalism in Agricultural Communication |                           |                        |
| Small Animal Care and Veterinary Assisting                   |                           |                        |

Motion to approve business item 1I. This motion, made by Todd Lovelace and seconded by Toby Thompson, Passed.

Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

**J. New Business** This business, in accordance with Oklahoma Statues, title 25- 311 (A)(9), is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

No New Business

**K. Executive Session: The Board of Education will consider and may vote to convene in Executive Session.**

Time 6:43 PM

Motion to convene into executive session. This motion, made by Todd Lovelace and seconded by Toby Thompson, Passed.

Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

- 1. Proposed executive session to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee. 25 O.S. Section 307 (B)(1). As listed on Schedule A, B & C.

**L. Acknowledge Return to Open Session**

Time 7:16 PM

**M. Statement of Executive Session minutes by Board Clerk**

The board convened into executive session at 6:43 PM. The board discussed only the agenda items authorized by state law and no action was taken. Those in attendance were Dr. Rader, Todd Lovelace, Toby Thompson and Charles Bradley.

**N. Discussion and possible board action to approve the naming of the principal for Sunset Hill Elementary.**

Motion to approve Jandra Honeman. This motion, made by Todd Lovelace and seconded by Toby Thompson, Passed.

Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

**O. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "A".**

Motion to approve schedule A. This motion, made by Todd Lovelace and seconded by Toby Thompson, Passed.

Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

**P. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "B".**

Motion to approve Schedule B. This motion, made by Toby Thompson and seconded by Todd Lovelace, Passed.

Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

**Q. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "C".**

Motion to approve Schedule C. This motion, made by Todd Lovelace and seconded by Toby Thompson, Passed.

Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

**R. Adjournment**

Time 7:17

Motion to adjourn. This motion, made by Todd Lovelace and seconded by Toby Thompson, Passed.

Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

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Minutes Clerk

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Board President



## Schedule "A"

December 9, 2024

| Employment       |            |                                     |                                      |            |
|------------------|------------|-------------------------------------|--------------------------------------|------------|
| Last Name        | First Name | Replacing/New Position              | Site/Assignment                      | Effective  |
| Chabiel          | Daniel     | Karen Williams                      | MHS/CN Cafeteria Assistant           | 12/02/2024 |
| Chancey          | John       | Ravon Nero                          | MHS/Teacher                          | 12/16/2024 |
| Handke           | Rebecca    | New Position                        | MCMS/Behavior Support Teacher        | 11/18/2024 |
| Harley           | Afton      | James Parker                        | Operations/Custodian                 | 12/04/2024 |
| Higgins          | Braden     | Jeremy Vroman                       | MHS/Special Ed Paraprofessional      | 12/05/2024 |
| Kenney           | Amanda     | Aubrey Paasch                       | MHS/Special Ed Paraprofessional      | 12/02/2024 |
| Metcalf          | Kandi      | Lauren Tiedke                       | MHS/Administrative Assistant         | 12/04/2024 |
| Porter           | Rodney     | Joy Witte Hunt                      | MNMS/ISI Supervisor                  | 12/02/2024 |
| Sieger           | Ashlynn    | Julie Muse                          | MV/Special Ed Teacher                | 01/06/2025 |
| Stephens         | Caitlin    | Kelly Moberly                       | MNMS/Special Ed Paraprofessional     | 12/02/2024 |
| Tate             | Nichole    | Mike Hale                           | Transportation/Bus Driver            | 11/18/2024 |
| Wiedebusch       | Tami       | Greg McDonald                       | Transportation/Bus Driver            | 12/02/2024 |
| OPEN             | OPEN       | New Position                        | Sunset Hill Elementary/Principal     | 2025-2026  |
| Reassignments    |            |                                     |                                      |            |
| Last Name        | First Name | From: Site/Assignment               | Site/Assignment                      | Effective  |
| Glover           | Melissa    | ME/Noon Supervisor                  | ME/Special Ed Paraprofessional       | 12/16/2024 |
| Tiedke           | Lauren     | MHS/Campus Administrative Assistant | MERC/Central Enrollment Specialist   | 12/03/2024 |
| Witten           | Blaike     | MHS/ Special Ed Paraprofessional    | MHS/Special Ed Behavior Support Para | 12/02/2024 |
| Resignations     |            |                                     |                                      |            |
| Last Name        | First Name | From: Site/Assignment               |                                      | Effective  |
| Crissman         | Laura      | HZI/Special Ed Paraprofessional     |                                      | 12/19/2024 |
| Mahoney          | Sheryl     | MCMS/Special Ed Paraprofessional    |                                      | 12/06/2024 |
| Moberly          | Kelly      | MNMS/Special Ed Paraprofessional    |                                      | 11/13/2024 |
| Morris           | Christie   | CRI/Teacher                         |                                      | 11/15/2024 |
| Moss             | Matthew    | MERC/Technology Support Specialist  |                                      | 11/22/2024 |
| Nero             | Ravon      | MHS/Teacher                         |                                      | 11/22/2024 |
| Paasch           | Aubrey     | MHS/Special Ed Paraprofessional     |                                      | 11/22/2024 |
| Patten           | Casey      | Transportation/Bus Driver           |                                      | 12/06/2024 |
| Petty            | Karla      | ME/Special Ed Paraprofessional      |                                      | 11/22/2024 |
| Posada Trinidad  | Jennifer   | Operations/Custodial Supervisor     |                                      | 11/08/2024 |
| Santiago Santana | Alberto    | MNMS/Custodial                      |                                      | 11/08/2024 |
| Spoonemore       | Cassandra  | HZI/Noon Supervisor                 |                                      | 12/06/2024 |
| Tomasi           | Chelsea    | RWE/CN Cafeteria Assistant          |                                      | 11/20/2024 |
| Retirements      |            |                                     |                                      |            |
| Last Name        | First Name | From: Site/Assignment               |                                      | Effective  |
| Aleman           | Marcus     | MHS/Custodial Supervisor            |                                      | 12/20/2024 |
| Venters          | David      | Transportation/Bus Driver           |                                      | 12/12/2024 |
| Termination      |            |                                     |                                      |            |
| Last Name        | First Name | From: Site/Assignment               |                                      | Effective  |
| Graham           | Christy    | MHS/CN Cafeteria Assistant          |                                      | 11/07/2024 |



## Schedule "B"

December 9, 2024

| Additional Duties |            |                           |          |            |
|-------------------|------------|---------------------------|----------|------------|
| Last Name         | First Name | Assignment                | Site     | Effective  |
| Ceballos Guerrero | Javier     | Assistant HS Girls Soccer | MHS      | 11/20/2024 |
| Walley            | Brooke     | Homebased/Homebound       | District | 10/22/2024 |



## Schedule "C"

December 9, 2024

| Guest Teacher               |            |                 |           |
|-----------------------------|------------|-----------------|-----------|
| Last Name                   | First Name | Site/Assignment | Effective |
| Collins                     | Robert     | District        | 2024-2025 |
| David                       | Bandi      | District        | 2024-2025 |
| Dyer                        | Jace       | District        | 2024-2025 |
| Ervin                       | Michelle   | District        | 2024-2025 |
| Flaherty                    | Robert     | District        | 2024-2025 |
| Fowler                      | Hannah     | District        | 2024-2025 |
| Goss                        | Jessica    | District        | 2024-2025 |
| Haley Seikel                | Cynthia    | District        | 2024-2025 |
| Howard                      | Maria      | District        | 2024-2025 |
| Lanier                      | Ryan       | District        | 2024-2025 |
| Long                        | Tiffany    | District        | 2024-2025 |
| Machuca                     | Germaire   | District        | 2024-2025 |
| Mills                       | Sarah      | District        | 2024-2025 |
| Scott                       | Nanette    | District        | 2024-2025 |
| Weaver                      | Madison    | District        | 2024-2025 |
| Whitley                     | Dana       | District        | 2024-2025 |
| Registered Nurse Substitute |            |                 |           |
| Last Name                   | First Name | Site/Assignment | Effective |
| Muniz                       | Kalei      | District        | 2024-2025 |
| Bronco Club 2024-2025 SY    |            |                 |           |
| Last Name                   | First Name | Site            | Effective |
| Denny                       | Holly      | MTE             | 2024-2025 |
| Moy                         | Kendra     | MVE             | 2024-2025 |
| Sugg                        | Sherri     | RWE             | 2024-2025 |



## Mustang Public Schools

12400 SW 15<sup>th</sup> St.  
Yukon, Okla. 73099

# Memo

To: Charles Bradley, Superintendent  
From: Dr. Jason Pittenger, Assistant Superintendent of Operations  
Date: December 19, 2024  
Re: Revision to Policy 5005 – Transfer Policy

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Respectfully request that the Board discuss, consider, and/or act upon approving the revision to Policy 5005 – Transfer policy.

**OPEN TRANSFERS****Previous Transfers (prior to January 1st, 2022)**

Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon discipline, or attendance as addressed within this policy. Parents/Guardians will be notified by July 15<sup>th</sup> of the district's decision to deny continuance. This discontinuance can be appealed to the school board according to this policy.

**Transfer Application Overview & Timeline**

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. Parents/Guardians can request a transfer at any time. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will notify parents/guardians of the decision to approve or deny within 30 calendar days of request receipt in writing by either hand-delivery, by U.S. Mail or electronic mail. If denied, the notification shall include an explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made; A copy or electronic link of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept; a copy or electronic link of 210:10-1-18.1 from the Administrative Code; and the date upon which the appeal will be due.

Upon notification of an approved transfer, the parents/guardian has 10 calendar days to initiate enrollment. Failure to do so may result in transfer revocation.

For existing transfers, the district will not require parents to resubmit a new transfer application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student. A student shall be allowed to transfer to a district in which the **custodial** parent or legal guardian of the student is employed as an ~~employee~~ as per 70 O.S. § 8-113.

State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

### Capacity Determination

Capacity, determinations are specifically for the purpose of complying with Oklahoma state law (70 O.S. § 18-113.1) establishing guidelines to determine the capacity for Mustang Public Schools to accept transfer students as defined by law. Capacity is not intended to define district decisions related to staffing allocations or class size determinations for non-transfer students.

In making the decision to determine Capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of specified classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size. Mustang Public Schools recognizes the need to provide additional support in schools designated as School wide Title I sites. Capacity limits are smaller for these sites as described below.

The following calculations will be used to determine Program Capacity for schools **not** designated as School wide Title I school sites.

- ● PK-4th Grades
    - By site, the number of core grade level teachers per grade level x 20 students = capacity for that grade level.
  - ● 5th -6th Grades
    - By site, the number of English Language Arts sections per grade level x 20 students = capacity for that grade level.
  - ● 7th-8th Grades
    - By site, the number of English Language Arts sections per grade level x 25 students = capacity for that grade level.
  - ● 9th-12th Grades
    - By site, the number of English Language Arts sections per grade level x 28 students = capacity for that grade level.
- Reserve capacity of 3 students per site shall be established to accommodate Intra-District transfers.

The following calculations will be used to determine Program Capacity for schools designated as School wide Title I school sites.

- PK-4th Grades
  - By site, the number of core grade level teachers per grade level x 18 students = capacity for that grade level.
- 5th -6th Grades

By site, the number of English Language Arts sections per grade level x 18 students = capacity for that grade level.

- 7th-8th Grades

By site, the number of English Language Arts sections per grade level x 22 students = capacity for that grade level.

- 9th-12th Grades

By site, the number of English Language Arts sections per grade level x 25 students = capacity for that grade level.

- Reserve capacity of 3 students per site shall be established to accommodate Intra-District transfers.

As it relates to Capacity, "Student" is defined as any student currently enrolled in Mustang Public Schools, regardless of instructional delivery format.

As it relates to Capacity, "English Language Arts" includes all levels of English Instruction for each specific grade level (e.g. English 3 and AP English Language). Self-contained special education courses and special education related teacher maximums are defined elsewhere.

As it relates to Capacity, the "sections" of English Language Arts are defined as one regular class taught by at least one teacher for a time of 1 period in the school day.

### **Transfer Capacity Review**

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

### **Uniformed Military Services - Dependent Children**

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 students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
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 national disaster requiring the use of orders for more than thirty (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.

A student shall be considered in compliance with the residency provisions of Section 1-113 of this title if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

MPS shall accept applications by electronic means for enrollment including enrollment in a specific school or program within the school district and course registration for students. The Parent or legal guardian of a student shall provide proof of residence in the school district within ten (10) days after the published arrival date provided on official documentation. A parent or legal guardian may use the following addresses as proof of residence:

- a. a temporary on-base billeting facility,
- b. a purchased or leased home or apartment, or
- c. federal government or public-private venture off-base military housing. (70 O.S. § 8-103.1)

### **Transfer Acceptance**

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Parents will be responsible for transportation for accepted transfers.

### **Academic Program Capacity Reserved**

Mustang Public Schools has placed an emphasis on diverse academic program offerings, specifically at the High School. Considering such, out of district transfer capacity has been reserved for innovative high school programs not offered in most other metro school districts. These include programs such as ROTC, Aviation, Outdoor Education, or Agriscience. Out of district transfer applicants choosing to participate in these programs may be considered priority candidates for approval regardless of capacity.

### **Automatic Approvals**

If a parent receives notification from the State Department of Education their transfer has been automatically approved due to military, foster care or a teacher employment status situation, Mustang Public Schools may immediately revoke the transfer upon failure to meet qualifying approval criteria outlined in law; teacher hired but never shows for work; military deployment orders are rescinded; etc.

### **Transfer Denial & Appeal**

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) calendar days of notification of denial to the board of education. The appeal period begins 3 days after notification sent by US mail or the day after a notification sent by email or hand delivered. The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following: The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken; the date the district gave notice denying the transfer request; the basis for appealing the decision of the school district; and the name, address and telephone number of the legal representative, if applicable. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. Any board vote on the appeal must be taken in open session. The student's name should not be included in the agenda or in the motion. If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include: An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made; a copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept; a copy of the State Board of Education's prescribed form for an appeal; and a copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer. If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) calendar days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent will immediately provide copies of the

appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) calendar days prior to the date at which the State Board of Education is scheduled to consider the appeal, the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

### **Athletics**

Students who transfer into Mustang Public Schools shall retain varsity athletic eligibility according to "rule 8" from the Oklahoma Secondary Schools Athletics Association (OSSAA); amended 2024.

### **INTRA-DISTRICT TRANSFERS**

~~Intra-district Transfers shall follow the same guidelines as out of district transfers. Employee preference is given regardless of capacity. When wait-listed, intra-district transfers will be given priority over out of district transfers regarding capacity and open spots at school sites. Discipline and attendance will be reviewed for each intra-district transfer application.~~

~~The assignment of students to a school attendance zone shall be made on the basis of residency of students. School boundaries are reevaluated annually to ensure a fair and effective allocation of resources and access to education within the district. Specifically, school boundaries can be adjusted based on one (or more) of the following factors: school capacity, new enrollments, neighborhood development, projected growth, new school construction or any circumstances beyond the district's control (tornado, rezoning, etc.).~~

~~Beginning July 1, 2024, a student may transfer between school sites within the district at any time during the year unless the student's grade level has reached capacity at the receiving site. The district's capacity determinations are referenced in this same policy.~~

~~Excepting a student in Department of Human Services foster care, a student shall not transfer more than two times per school year, but a student may always re-enroll at any time at the student's site of residence.~~

~~For grade levels with limited capacity, the district shall give preference and reserve capacity to the following students submitting an intra-district transfer request. Following the acceptance of these students, the district will approve transfer requests in the order they were received.~~

- ~~1. Students who reside in the school site boundary.~~
- ~~2. Students who attended the school site the prior year.~~
- ~~3. Siblings of students who are already enrolled at the school site.~~
- ~~4. Children of school district employees who wish to attend a different school site within the school district.~~
- ~~5. Students who change residence within a school district and who wish to attend the same school site.~~

~~The District will approve an intra-district transfer request for the following students at any time during the school year:~~

- ~~1. The child of a custodial parent/guardian that is employed by the District.~~
- ~~2. Any child in the custody of the Department of Human Services and living in foster care who resides in the home of another student who transfers intra-district may attend the school site to which the student transferred.~~

If and Intra-district transfer is wait-listed, intra district transfers will be given priority over out of district transfers regarding capacity and open spots at school sites.

Discipline and attendance will be reviewed for each intra-district transfer application and can be denied for the following reasons:

- a. violation of a school regulation,
- b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
- c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
- d. The transferring student has a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

The denial of an Intra-district transfer request by the district shall be final and not appealable.

Reference: OKLA. STAT. tit. 70, §§ 8-101.1, 8-101.2, 8-103, 8-103.1, 8-103.2

OKLA. STAT. tit.70, § 18-110(E)

OKLA. STAT. tit. 70, § 8-113

OKLA. STAT. tit. 70, § 13-103(B)

OKLA. STAT. tit. 70, § 13-101

O.A.C. 210: 10-1-18

OKLA. STAT. tit. 70, § 1-114

OKLA. STAT. tit. 70, § 8-114

### **Transfer of Special Education Students**

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act, the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the child in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the child.

For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

REFERENCE: 70 O.S. §13-103.

Adopted: 12-99

Revised: 10-01

Revised: 08-03  
Revised: 08-04  
Revised: 07-06  
Revised: 07-11-11  
Revised: 01-21-14  
Revised: 08-14-17  
Revised: 08-14-19  
Revised 12-13-21  
Revised: 02-15-22  
Revised 06-13-22  
Revised: 06-27-24  
Revised: 07-15-24  
Revised: 08-12-24  
Revised: 11-11-24  
Revised: 01-13-25



## Mustang Public Schools

12400 SW 15<sup>th</sup> St.  
Yukon, Okla. 73099

# Memo

To: Charles Bradley, Superintendent

From: Dr. Jason Pittenger, Assistant Superintendent of Operations



Date: December 19, 2024

Re: Revision to Policy 5020 – Student Attendance Policy

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Respectfully request that the Board discuss, consider, and/or act upon approving the revision to Policy 5020 – Student Attendance Policy

## STUDENT ATTENDANCE POLICY

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance and to schedule non-academic activities during times which will not conflict with classroom instruction. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100.4 degrees Fahrenheit should not be at school or school activities.

Students will be recorded as "absent" when they are late to their assigned class or do not attend in accordance with each building's administrative regulations. This will apply to both the regular schedule and to a modified schedule.

## COMPULSORY ATTENDANCE

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless he or she is exempted by one of the following conditions:

1. Such child has been screened as required by Oklahoma School Law and has been determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during that first year, notification of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older as appropriately provided for by Oklahoma School Law.
2. Such child has completed the 12<sup>th</sup> grade. It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session except as provided by Oklahoma School Law.
3. Other conditions as stated in Article 10, Section 229 of the School Law of Oklahoma. Parents or guardians who fail to comply with the attendance law may be charged with a misdemeanor. 70 O.S. § 10-105

## CHRONIC ABSENTEEISM

**Definitions** The following words and terms, when used in this Section, shall have the following meaning, unless the context clearly indicates otherwise:

- (1) "**Chronic absenteeism**" means absence from school at least ten percent (10%) of the time that school is in session and the student is included in membership.
- (2) "**Significant medical condition**" means, for the purposes of this Section, a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.

## CATEGORIES OF ABSENCES

### Excused Absence:

- A. Excused Absences will be granted in accordance with 70 O.S. § 10-105
1. The student is excused from attending school by reason of mental or physical disability as determined by the district upon receipt of written recommendation by a duly licensed and practicing physician.
  2. The student is excused from attendance at school during observance of a religious holiday.
  3. The student is excused from attendance at school if the absence is deemed by the principal and parent/guardian to be an emergency.
  4. The student is excused with Physician's diagnosis accompanying documentation.
  5. The student is excused with a documented court appearance.
- B. A student is excused from attendance if the parent/legal guardian has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting and may be granted excused absences at the discretion of the Superintendent or designee.

### Unexcused Absence:

- A. When a student misses one or more classes during a school day **with or without the knowledge** or permission of a parent/guardian and school authorities provided the absence does not qualify as an excused absence.
- B. Unexcused absences are limited to eight (8) per semester for each class.

### Excessive Absences:

- A. Students who exceed eight (8) unexcused absences in a semester shall receive a NC for that class, unless they have failed the class and then they will receive an F.
- B. If a student exceeds eight (8) unexcused absences, a doctor's statement that confirms the dates of the illness may be turned in to the attendance office upon the student's return to school resulting in the absence(s) being changed to an excused absence(s). Doctors' notes should be submitted to building administrative assistants upon return from absence(s). Original doctor's notes or other documentation should be kept for your own records.
- C. Students who fail based only on their attendance exceeding the eight-day limit may submit an appeal to a site committee within five (5) days prior to the end of the current semester. The appeal form is located on the school website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. The 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.

## ATTENDANCE PROVISIONS

- A. If a student is absent, a parent or guardian must notify the school office, give a reason for the absence, and an approximate date of return.
- B. Students who are unaccounted for and/or truant may receive additional disciplinary action in accordance with Board Policy #5080.
- C. Students must be in attendance at least two of the first three hours or two of the last three hours to be recorded present one-half day, each for the morning and afternoon.
- D. Students are encouraged to make up any work missed due to an absence. In order to receive credit, the student is responsible for obtaining, completing and returning to the teacher the assignments missed during the absence. In general, students will be granted one school day for each school

day missed due to an absence. More time may be allowed at the discretion of the teacher, depending on the nature of the assignment(s) and length of the absence. 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.

- E. 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 10A of the Oklahoma Statutes. 70 O.S. § 10-106 (OSCN 2023)
- F. All students attending Mustang schools, unless they are legally emancipated or meet the requirements to qualify for "Self-support," shall be required to have notification of absence by their parent/guardian. Students who are legally emancipated or meet the requirement of "self-support" may assume responsibility for all absences.
- G. College visitations may be counted as a school activity and will not count as an absence provided the following criteria are met:
  1. limited to two per year, or four (4) days
  2. The student applies through the appropriate counselor
  3. documentation confirming the visit is provided by the college or university and turned in to the attendance office upon return to school.

## ACTIVITIES ABSENCE:

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 class period of each academic school year. Any absences in excess of the ten (10) days will be reviewed by the appointed Internal Activities Review Committee. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by school sponsors and approved by the Internal Activities Review Committee. The criteria submitted to the MPS Internal Activities Review Committee should support a balanced education for each student through co-curricular and extra-curricular programs. The MPS Board of Education shall appoint the members of the Internal Activities Review Committee at the beginning of each school year. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the MPS Board of Education.

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.)
- Recognition events by community organizations
- Performances for local community organizations
- Local service learning activities
- State approved exemptions

## TRUANCY

Truancy is defined as an absence 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 truanies 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.

## TARDINESS AND EARLY CHECKOUT

Any student who arrives late to school must report to the office for admission. All other tardiness 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 the student information system. An absence will be recorded for every three (3) tardies received in a class during a semester.

Any student leaving early from school, must checkout through the office. An Early checkout will be added to attendance for the student. An absence will be recorded for every three (3) early checkouts received in a class during a semester.

Tardies and Early Checkout absences are applied to the eight (8) day unexcused absence total. Students will be assigned detention after the third (3<sup>rd</sup>) tardy, and every third (3<sup>rd</sup>) tardy thereafter, and/or ISI assigned at the discretion of an administrator. Any student missing more than fifteen (15) minutes will be counted absent.

## CHRONIC ABSENTEEISM MEDICAL EXEMPTION

A student, parent, or legal guardian may request a medical exemption for a chronically absent student in the event of a significant medical condition, meaning a severe, chronic, or life threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets all of the following criteria:

1. The condition affects the student so severely as to incapacitate the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care requiring absence from school;
2. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or its treatment, or homebound education is not appropriate due to brief recurring absences for the purpose of receiving treatment.
3. The school or school district has been provided with written documentation of the condition that is verified in writing by a physician licensed to practice in the State of Oklahoma, or by a physician licensed in another state if the student has received related treatment out of state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. Should the student meet the above listed criteria, the medical exemption form can be found online or in the school attendance office. It will need to be completed with all supporting documentation and submitted to the principal or designee five (5) days prior to the end of the current semester. The same committee reviewing appeals will review the merits of the exemption request and submit a final decision to the site administrator. The decision of the committee is final. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee (OAC § 210-10-13-25.) The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

## REDISTRICTING

~~Any student going into an exit grade at a school site affected by redistricting will be given the opportunity to continue attendance during the exit year. The parent/guardian must provide transportation during the initial redistricting year for student/students. Siblings of said student/students will be required to attend the school in the new residency area. Requests for intra-district transfer will be considered in accordance to the existing intra-district policy #5005.~~

## VIRTUAL, BLENDED, AND DISTANCE LEARNING ENVIRONMENTS

The district will not require medical documentation to support personal or family illness that results in an excused absence from virtual classes. However, students will be required to make up any work that has been missed.

A student will **not** be considered absent from school in a virtual, blended, or distance learning environment if:

They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

1. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, in-person communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
2. The student is on pace for on-time completion of the course as required by the school district,
3. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

Attendance/participation in a virtual, blended or distance learning environment may 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, posting/submission of lessons. The student may be counted "present" or "in attendance" when the instructor provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Such attendance/participation reports, progress reports, and grades shall be provided on a regular basis to parents and the school district via electronic format.

Upon the need to stay home for illness, quarantine, caring for ill family members, or COVID-19 related reasons, parents/legal guardians should immediately notify school personnel prepared to share the specific circumstances to ensure proper attendance coding within the school districts record keeping.

Adopted: February 10, 2020  
 Revised: July 13, 2020  
 Revised: August 8, 2022  
 Revised: August 14, 2023  
 Revised: May 13, 2024

Revised: August 12, 2024  
 Revised: January 13, 2025



# Memo

To: Charles Bradley  
CC: Sue Cavett  
From: Chris Tobler  
Date: January 13, 2025  
Subject: New Language - Resignations

---

I am requesting the following language be added to Board Policy #2150 and #3035.  
Thank you.

**Compensation for an employee who resigns from Mustang Public Schools will end at the ~~contractual~~ conclusion of the employee's final in-person work day. Employee leave of any kind may not be used beyond the final in-person work day by the resigning employee unless approved in writing by the Superintendent or designee.**

Chris Tobler

## EMPLOYMENT, ASSIGNMENT AND REASSIGNMENT OF PERSONNEL

The Superintendent recommends employment to the Board of Education. When the Board has voted to employ certified or non-certified personnel, the Superintendent is authorized to give notification of the appointment.

A requirement in the selection process for all applicants is that a person must be able to perform tasks necessary to a particular position in a safe and effective manner.

Effective July 1, 2010, a "national criminal history record check" will be submitted prior to employment of certified or non-certified personnel. A "national criminal history record check" means a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person. A "national criminal history record check" may be obtained only when authorized or required by state or federal law. (74 O.S. § 150.9)

Prospective employees will be required to go to the Oklahoma State Department of Education where a national criminal history record check (NCHRC) shall be submitted. All fees associated with this process are the responsibility of the prospective employee.

Falsification of any records will be grounds for termination.

A prospective employee is defined as an individual who has received an offer of temporary employment by a school district pending the results of the NCHRC. The temporary employment of a prospective employee shall be terminated after sixty (60) days unless the district receives the results of the NCHRC. The sixty (60) day temporary employment period begins on the first day the prospective employee reports for duty in the district. If a prospective employee has had a NCHRC completed for Oklahoma teacher certification within the last year, a new NCHRC will not be required.

Any person applying for employment as a substitute teacher shall be required to have a NCHRC for the school year. If a substitute teacher has been employed by the district in the last year, a new NCHRC will not be required. Any person employed as a full-time teacher by a school district in this state in the five (5) years immediately preceding an application for employment as a substitute teacher will not be required to have a NCHRC, if the teacher submits a copy of a NCHRC completed within the preceding five (5) years and a letter from the district in which the teacher was last employed stating that the teacher left in good standing. Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as the person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

The Superintendent shall have the authority to place a substitute teacher in a teaching assignment if a NCHRC is received prior to the next scheduled board meeting.

The Superintendent shall have the authority to accept voluntary resignations from employees on behalf of the Board of Education. The Superintendent shall have the authority to post the position openings when the need arises and begin the selection process to fill vacant positions prior to Board action.

Employment and resignations are official only on Board vote.

Compensation for an employee who resigns from Mustang Public Schools will end at the conclusion of the employee's final in-person workday. Employee leave of any kind may not be used beyond the final in-person workday by the resigning employee unless approved in writing by the Superintendent or designee.

Adopted: 12-98  
Revised: 10-01  
Revised: 08-09-10

Revised: 07-11-11  
Revised: 10-08-12  
Revised: 08-14-17  
Proposed Revision: 01-13-25



# Memo

To: Charles Bradley  
CC: Sue Cavett  
From: Chris Tobler  
Date: January 13, 2025  
Subject: New Language - Resignations

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I am requesting the following language be added to Board Policy #2150 and #3035.  
Thank you.

**Compensation for an employee who resigns from Mustang Public Schools will end at the ~~contractual~~ conclusion of the employee's final in-person work day. Employee leave of any kind may not be used beyond the final in-person work day by the resigning employee unless approved in writing by the Superintendent or designee.**

Chris Tobler

## TEACHERS

Teachers shall be responsible for the care, discipline and instruction of students during the prescribed school day or any additional time they are placed in a position of responsibility by the principal or superintendent. Teachers shall exercise such control over children as would be exercised by a kind, firm and judicious parent. Students shall only be released to parents, guardians and/or authorized personnel.

Teachers shall report to, and are responsible to the principal. All members of the educational staff are professional colleagues with specialized skills to contribute.

### **Teacher Performance Responsibilities**

1. Meets and instructs assigned classes at designated time unless appropriate Principal/Personnel has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflect objectives to be achieved.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students within the limits of the resources of the district.
4. Guides the learning process toward the achievement of curriculum goals and in harmony with these goals. Establishes clear objectives and communicates these objectives to students.
5. Discerns students' needs, and refers, when appropriate, to school personnel who can best help with their problems.
6. Works to establish and maintain open lines of communications with students and their parents concerning academic and behavioral progress of assigned students.
7. Plans curriculum in cooperation with administration that, as much as possible, meets the individual needs, interests, and abilities of students.
8. Takes necessary and reasonable precautions to protect students, equipment and facilities.
9. Assists administration in developing/implementing policies, rules and regulations.
10. Attends and participates in faculty and professional activities and serves on committees as requires.
11. Completes reports and other school related paperwork within time and date requested.
12. Accepts the responsibility and arrives punctually for activities and duties as assigned.
13. Establishes and maintains cooperative relations with co-workers.
14. Upgrades professional growth through one or more of the following:
  - a. professional training courses
  - b. workshops
  - c. seminars
  - d. conferences
  - e. college classes
  - f. other professional activities
15. Maintains appropriate emotional control, physical health and personal appearance.
16. Performs such other tasks and assumes other tasks and responsibilities, as may be assigned by the principal and/or superintendent.
17. Demonstrates fiscal responsibility as relates to school equipment and supplies.
18. Assesses the accomplishments of students on a regular basis and provides progress reports as required through report cards and parent-teacher conferences.

### **New Teachers**

In accordance with state law and to help new teachers, consulting teachers within the same local school are to be assigned to help with any problems of adjustment to the routine procedures of the system and to acquaint the new teacher with the system more quickly and easily. If at all possible, consulting teachers will be assigned in the same subject fields as the new teacher in the secondary schools and on the same grade level in the elementary schools.

**Procedure for Handling Teacher Evaluations**

During the first week of school the Superintendent or his designee will hold a meeting(s) for the purpose of orienting a new teacher to the evaluation procedure.

Probationary teachers shall receive formative feedback at least three times yearly.

Career teachers shall be evaluated once every year prior to February 10 of that year except as otherwise provided by law.

For the purpose of evaluation, each certified employee shall be observed in the performance of his/her assigned duties. At least one (1) formal observation of not less than thirty (30) minutes will be required in the evaluation of all certified employees. Prior to each formal observation, the evaluator shall contact the certified employee to set a date and time for the observation. A pre-observation conference shall be held if either the evaluator or the certified employee so desires.

Certified employees shall be evaluated in accordance with the criteria covered by the Board approved evaluation form. Development of the form will be a collaborative effort between the Board, the administration and the MEA.

A copy of the completed evaluation report form shall be given to the certified employee within fifteen (15) working days of the conclusion of the formal observations. An evaluation conference will be either held or scheduled at that time.

The District shall make every reasonable effort to give all necessary support and assistance to teachers with respect to maintenance of an appropriate learning environment in the classroom.

**Admonishment of a Teacher**

When an administrator who has the responsibility to evaluate a teacher identifies poor performance or conduct that the administrator believes may lead to a recommendation for the teacher's dismissal or non-reemployment, the administrator shall:

1. Hold a conference with the teacher to discuss the teacher's poor performance or conduct. Written verification of the date and problems discussed will be provided to the teacher. If the administrator believes the situation is severe enough he/she may skip step one (1) and go directly to step two (2);
2. Admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and
3. Establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher's performance or conduct.

If the teacher does not correct the poor performance or conduct cited in the admonition within the specified time, the administrator shall make a recommendation to the superintendent of the school district for the dismissal or non-reemployment of the teacher.

**Open Positions and Transfers**

Teachers currently employed by the Mustang School District may request a transfer to any open position for which the teacher is qualified according to the following guidelines:

- Currently employed teachers may ask to transfer to open positions that occur before the beginning of the school year. Current employees will be given first consideration. (First consideration is defined as, current teacher's application will be reviewed to determine if the teacher has the qualifications required to fill the position. Upon determination that the teacher does meet the qualifications that teacher, upon request, will be granted an interview in a reasonable time frame.)

- Open positions shall be posted on the District website. Upon request, a brief job description, a statement of minimum qualifications and salary range (salary range should indicate if there is additional compensation for certain aspects of the position) may be obtained.
- Anyone who wishes to be considered for an open position shall apply for said position on the job postings page of the district website.
- Any teacher currently employed by the Mustang Schools who wishes to be considered for an open position that occurs during the summer months must advise the Superintendent or his designee in writing by the end of the 5th day following the posting. Said advisement may be made by telephone if time does not permit a written advisement to be received before the deadline.
- When it does not conflict with the best interests of the District open positions shall be filled by qualified voluntary transfers versus involuntary transfers.

### **Resignation**

When a teacher wishes to resign, the teacher should submit the "Voluntary Resignation from Employment Form" to the site principal, giving as much advance notice as possible and indicating the date to terminate employment and the reason for resigning. This form can be obtained from the immediate supervisor and/or the administration office.

Compensation for a teacher who resigns from Mustang Public Schools will end at the conclusion of the teacher's final in-person workday. Employee leave of any kind may not be used beyond the final in-person workday by the resigning teacher unless approved in writing by the Superintendent or designee.

### **Contracts**

Employment of teachers on a regular contract in Oklahoma is on a continuing contract basis. Temporary contracts have specific beginning and ending dates, and have no expectation of continuing employment. The following quotation is from the Oklahoma School Code as amended in 1955. "A board of education shall have the authority to enter into written contracts with teachers for the ensuing fiscal year prior to the beginning of such year. If, prior to the first Monday in June, a board of education has not entered into a written contract with a regularly employed teacher or notified him/her in writing by registered mail or certified mail that he/she will not be employed for the ensuing fiscal year, and if, by fifteen (15) days after the first Monday in June, such teacher has not notified the board of education in writing that he/she does not desire to be re-employed in such school district for the ensuing year, such teacher shall be considered as employed on a continuing contract basis and on the same salary schedule used for other teachers in the school district for the ensuing fiscal year, and such employment and continuing contract shall be binding on the teacher and on the school district..."

Whenever any person shall enter into a contract with any school district in Oklahoma to teach in such school district the contract shall be binding on the teacher and on the board of education until the teacher legally has been discharged from his/her teaching position or released by the board of education from his/her contract..." (Article VI, Section 112, Oklahoma School Law.)

### **Extra Duty Contracts and Assignments**

Teachers are expected to assume reasonable duties over and above their regular in class teaching responsibilities. Activities and services that make minor demands on the teacher's time are part of each teacher's basic assignment and shall not require extra duty compensation. Administrators will strive to equalize such duties among teachers.

The Superintendent shall annually recommend to the Board certified personnel for employment in extra duty assignments. No certified employee shall be assigned to an extra duty position or given an extra duty contract until Board approval. A written extra duty contract, separate and distinct from the certified employee's basic teaching contract, shall be executed between the district and employee.

Extra duty contracts shall not be continuing contracts and shall automatically terminate at the end of each

school year unless terminated by Board action.

**Substitutes and Sick Leave**

Teachers will report all absences through an automated substitute system. The system will contact a substitute from the substitute list approved by the administration. Sick leave will be in accordance with the policy as adopted by the Board of Education and distributed to the faculty.

**Leave of Absence**

Requests for leave of absence from certified personnel must be submitted to the Board of Education through the Superintendent of Schools. A leave of absence will not be approved for more than one year, except in rare and extenuating circumstances.

Adopted: 12-98

Revised: 10-01

Revised: 08-14-06

Revised: 12-14-09

Revised: 10-14-13

Revised: 02-10-2020

Revised: 9-11-23

Proposed Revision: 01-13-25



# Memo

**To:** Charles Bradley  
**CC:** Sue Cavett  
**From:** Chris Tobler  
**Date:** For the January 2025 Board Agenda  
**Subject:** Negotiations Consultant Agreement

---

I am requesting the following contracts be reviewed and approved for the MPS administration and association(s) negotiations which will commence in the summer of 2025. McDaniel Consulting Group, LLC will fulfill the same role as Barlow and Associates in previous years. Barlow and Associates no longer provide consulting services for collective bargaining. Mustang Public School will have the right to determine the best consultant available from McDaniel Consulting Group, LLC.

Chris Tobler

12-17-24

8:30am



**MCDANIEL**  
CONSULTING GROUP, LLC  
*Proven Leaders - Proven Solutions*

## CONTRACT FOR SERVICES

THIS AGREEMENT is made by and between Mustang Independent School District Number Sixty-Nine of Canadian County, Oklahoma (“School District”) and the McDaniel Consulting Group, LLC (“MCG”).

### RECITALS:

- A. The School District has recognized the Mustang Education Association (“Association”) as the bargaining representative of the bargaining unit composed of the School District’s classroom teachers.
- B. The School District desires to employ MCG, and MCG desires to be employed by the School District to provide a representative of MCG to serve as chief negotiator of the School District in contract negotiations with the Association.

Wherefore, the School District and MCG covenant and agree to be bound as follows:

1. This Agreement shall commence on 4-1-25 and expire upon the completion of negotiations regarding the 2025-2026 Negotiated Agreement.
2. The School District agrees to compensate MCG for services rendered for the provision of a representative to serve as the School District’s chief negotiator at an initial engagement fee rate of Five Thousand Five Hundred Dollars (\$5,500.00), plus Ninety-Five Dollars (\$95.00) for each hour worked and Fifty Dollars (\$50.00) for each hour traveled. There shall be no hourly charges for the initial Board/Administrative planning session(s), telephone consultation throughout negotiations and the post-negotiations Administrative/Board seminar.
  - a. Upon presentation of a written statement, the School District shall compensate MCG at the rate of One Thousand One Hundred Dollars (\$1,100) for the first five (5) months of this Agreement. Hourly fees will be compensated upon a written statement on a monthly basis.

3. A representative of MCG shall be appointed by MCG and shall act as the School District's chief negotiator and perform all such duties as may be assigned by the Board and the Superintendent, including but not limited to:
  - a. Meetings and conference with the Board of Education, individual Board members, members of the administrative staff and School District legal counsel.
  - b. Meetings and conferences with the members of the Board's negotiating team(s).
  - c. All sessions at which negotiations are conducted with the Association.
  - d. All meetings and conferences with members of the Association's negotiating team members or its representatives.
  - e. Meetings and conferences with mediators and fact finding representatives.
  - f. Research and preparation necessary to the negotiating process.
  
4. The School District agrees to provide direction to MCG and/or the appointed MCG representative on all issues to be negotiated with the Association and MCG and/or the appointed MCG representative agrees to present to the Association only those proposals and counter proposals that are consistent with the direction given by the Board of Education and Administration of the School District.
  
5. MCG and/or the appointed MCG representative expenses incurred in performing the duties required by this Agreement shall be reimbursed upon presentation of a written statement on the following basis:
  - a. Mileage shall be compensated at the current Internal Revenue Service rate.
  - b. Meals consumed away from the MCG office or the MCG representative's home shall be reimbursed at the actual cost of such meal, not to exceed Fifteen Dollars (\$15.00) per meal.
  - c. Lodging expenses necessary in order to perform the work outlined herein will be reimbursed at the actual cost.
  - d. Copying, duplicating, telephoning, postage, and other normal and reasonable business expenses shall be reimbursed upon presentation of a statement setting forth such expenditures.

MUSTANG INDEPENDENT SCHOOL DISTRICT  
NUMBER SIXTY-NINE OF CANADIAN COUNTY, OKLAHOMA

BY: \_\_\_\_\_

MCDANIEL CONSULTING GROUP, LLC

BY: Sean McDaniel

*Chris Toble*  
12-17-24



**MCDANIEL**  
CONSULTING GROUP, LLC  
*Proven Leaders - Proven Solutions*

## CONTRACT FOR SERVICES

THIS AGREEMENT is made by and between Mustang Independent School District Number Sixty-Nine of Canadian County, Oklahoma (“School District”) and the McDaniel Consulting Group, LLC (“MCG”).

### RECITALS:

- A. The School District has recognized the Mustang Education Support Professionals (“Association”) as the bargaining representative of the bargaining unit composed of the School District’s support employees.
- B. The School District desires to employ MCG, and MCG desires to be employed by the School District to provide a representative of MCG to serve as chief negotiator of the School District in contract negotiations with the Association.

Wherefore, the School District and MCG covenant and agree to be bound as follows:

1. This Agreement shall commence on 4-1-25 and expire upon the completion of negotiations regarding the 2025-2026 Negotiated Agreement.
2. The School District agrees to compensate MCG for services rendered for the provision of a representative to serve as the School District’s chief negotiator at an initial engagement fee rate of Five Thousand Five Hundred Dollars (\$5,500.00), plus Ninety-Five Dollars (\$95.00) for each hour worked and Fifty Dollars (\$50.00) for each hour traveled. There shall be no hourly charges for the initial Board/Administrative planning session(s), telephone consultation throughout negotiations and the post-negotiations Administrative/Board seminar.
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  - a. Meetings and conference with the Board of Education, individual Board members, members of the administrative staff and School District legal counsel.
  - b. Meetings and conferences with the members of the Board's negotiating team(s).
  - c. All sessions at which negotiations are conducted with the Association.
  - d. All meetings and conferences with members of the Association's negotiating team members or its representatives.
  - e. Meetings and conferences with mediators and fact finding representatives.
  - f. Research and preparation necessary to the negotiating process.
  
4. The School District agrees to provide direction to MCG and/or the appointed MCG representative on all issues to be negotiated with the Association and MCG and/or the appointed MCG representative agrees to present to the Association only those proposals and counter proposals that are consistent with the direction given by the Board of Education and Administration of the School District.
  
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  - a. Mileage shall be compensated at the current Internal Revenue Service rate.
  - b. Meals consumed away from the MCG office or the MCG representative's home shall be reimbursed at the actual cost of such meal, not to exceed Fifteen Dollars (\$15.00) per meal.
  - c. Lodging expenses necessary in order to perform the work outlined herein will be reimbursed at the actual cost.
  - d. Copying, duplicating, telephoning, postage, and other normal and reasonable business expenses shall be reimbursed upon presentation of a statement setting forth such expenditures.

MUSTANG INDEPENDENT SCHOOL DISTRICT  
NUMBER SIXTY-NINE OF CANADIAN COUNTY, OKLAHOMA

BY: \_\_\_\_\_

MCDANIEL CONSULTING GROUP, LLC

BY: Sean McDaniel

Chris Table  
12-17-24

# CONTRACT APPROVAL MEMO



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent

**From:** Dr. Jason Pittenger, Assistant Superintendent, Operations / CFO 

**Board Meeting Date:**

**Contract Vendor:** CINTAS **Time Frame:** Jan 25

**Amount:** \_\_\_\_\_ **Fund:** \_\_\_\_\_ **Project:** \_\_\_\_\_

**New Contract:**  **Renewal Contract:**  (check one)

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:  
Amendment to the existing CINTAS contract to include Carhart work shirts and jackets. Expected annual increase from \$5000 to \$6500.

# Workplace Solutions Cooperative Acceptance Agreement



Location #: 064  
 Contract #: 211121462  
 Customer #: 16666642

Main Corporate Code → Omnia Nebraska Rental/FS MLA CC #13897 MLA Agreement #211011348

GPO CC #13897 GPO Agreement #211011196

Date:

Customer/Participating Agency: MUSTANG PUBLIC SCHOOLS ("Customer") Phone: 405-376-7921  
 Address: 12400 SW 15TH ST YUKON, OK 73099-7734 City: YUKON State: OK Zip: 73099-7734

## UNIFORM PRODUCT RENTAL PRICING:

| ITEM # | DESCRIPTION                            | STANDARD ITEM                                            | UNIT PRICE | LOSS/DAMAGE REPLACE. VALUE |
|--------|----------------------------------------|----------------------------------------------------------|------------|----------------------------|
| X275   | MENS SNAG RESISTANT MM POLO - Unilease | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.350      |                            |
| X970   | MENS LINED SERVICE JACKET - Rental     | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.370      |                            |
| X278   | T-SHIRT/CARHARTT                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.596      |                            |
| X23273 | WORKSHIRT                              | <input type="checkbox"/> Yes <input type="checkbox"/> No | 0.736      |                            |
| X376   | CARHARTT ACTIVE JKT                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | 2.00       |                            |

Space for additional entries provided on page 5

This Workplace Solutions Cooperative Acceptance Agreement (this "Acceptance Agreement") is effective as of the date of execution for a term of 60 months from the date of installation or renewal (the "Term").

|                                                                                                                                                           |                                                                                                                                                                                                                              |    |                        |          |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------|----------|-------------|
| Standard Name Emblem                                                                                                                                      | \$                                                                                                                                                                                                                           | ea | Standard Agency Emblem | \$       | ea          |
| Custom Agency Emblem                                                                                                                                      | \$                                                                                                                                                                                                                           | ea | Embroidery             | \$       | ea          |
| Uniform Advantage                                                                                                                                         | Item:                                                                                                                                                                                                                        |    |                        | \$       | ea per week |
| Premium Uniform Advantage                                                                                                                                 | Item:                                                                                                                                                                                                                        |    |                        | \$       | ea per week |
| Emblem Advantage                                                                                                                                          | Item:                                                                                                                                                                                                                        |    |                        | \$       | ea per week |
| Prep Advantage                                                                                                                                            | Item:                                                                                                                                                                                                                        |    |                        | \$       | ea per week |
| Minimum Charge                                                                                                                                            | \$35 per delivery or 50% of initial invoice (the greater of the two).                                                                                                                                                        |    |                        |          |             |
| Make-Up Charge                                                                                                                                            | \$ 4.240 per garment                                                                                                                                                                                                         |    |                        |          |             |
| Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium |                                                                                                                                                                                                                              |    |                        | \$ 0.350 | per garment |
| Under no circumstances will Cintas accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.                    |                                                                                                                                                                                                                              |    |                        |          |             |
| Artwork Charge for Logo Mat                                                                                                                               | \$                                                                                                                                                                                                                           |    |                        |          |             |
| Payment Terms: Net 30                                                                                                                                     |                                                                                                                                                                                                                              |    |                        |          |             |
| Size Change                                                                                                                                               | Customer agrees to have employees measured by a Cintas representative using garment "size samples" or Cintas TruFit. A charge of \$ per garment will be assessed for employee's size changed within 4 weeks of installation. |    |                        |          |             |
| Other                                                                                                                                                     |                                                                                                                                                                                                                              |    |                        |          |             |

## WORKPLACE SERVICES PRODUCTS PRICING:

| ITEM # | DESCRIPTION | RENTAL FREQ. | INVENTORY | UNIT PRICE |
|--------|-------------|--------------|-----------|------------|
|        |             |              |           |            |
|        |             |              |           |            |
|        |             |              |           |            |
|        |             |              |           |            |
|        |             |              |           |            |
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|        |             |              |           |            |
|        |             |              |           |            |

Space for additional entries provided on page 5

|                                   |             |                      |          |    |
|-----------------------------------|-------------|----------------------|----------|----|
| Automatic Lost Replacement Charge | Item: X2161 | % of inventory 4.000 | \$ 1.355 | ea |
| Automatic Lost Replacement Charge | Item: X2960 | % of inventory 4.000 | \$ 2.167 | ea |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CHECKBOX                 | INITIALS | DATE |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------|------|
| Initial and check box if Unilease. All Garments will be cleaned by customer.                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |          |      |
| Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control.                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |          |      |
| Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments direct embroidery for any reason, or terminates this Acceptance Agreement for any reason or fails to renew this Acceptance Agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values. (See Section 6 of Cintas General Service Terms Section). | <input type="checkbox"/> |          |      |

Cintas Representative Initials: RS Customer Initials: \_\_\_\_\_

**PLEASE READ THESE TERMS CAREFULLY. BY SIGNING THIS ACCEPTANCE AGREEMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ, AND THAT YOU UNDERSTAND AND AGREE TO BE BOUND BY, THESE TERMS.**

**OMNIA PARTICIPATING PUBLIC AGENCIES TERMS**

- Participating Public Agencies:** Cintas Corporation No. 2 ("Cintas") agrees to extend the same terms, conditions, and covenants agreed to under the OMNIA Vendor Agreement executed between Cintas and University of Nebraska (the "Master Agreement") to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each Participating Public Agency will be exclusively responsible and deal directly with Cintas on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. By executing this Acceptance Agreement, the Customer identified on Page 1 herein agrees to be bound by the terms and conditions set forth in the Master Agreement as a Participating Public Agency and the terms and conditions set forth in this Acceptance Agreement. Master Agreement available at <https://www.omniapartners.com/publicsector>.
- Dispute Resolution – Arbitration and Class Waiver:** This provision shall take precedence over and supersede any contrary or conflicting provision in the Master Agreement.
  - Arbitration Notice:** Customer agrees to the maximum extent permitted by law that any dispute, controversy, or claim arising out of or relating to this Acceptance Agreement (including its enforcement, performance, breach, arbitrability, or interpretation) or to the products or services provided hereunder will be submitted to and resolved by final and binding individual arbitration. ARBITRATION MEANS THAT AN ARBITRATOR, AND NOT A JUDGE OR A JURY, WILL DECIDE THE DISPUTE, CONTROVERSY, OR CLAIM. BY ACCEPTING THESE TERMS, YOU AND CINTAS ARE EACH EXPRESSLY WAIVING THE RIGHT TO A TRIAL BY JURY AND TO PURSUE OR PARTICIPATE IN ANY CLASS ACTION, COLLECTIVE ACTION, OR REPRESENTATIVE CLAIMS OR PROCEEDINGS EITHER IN ARBITRATION OR IN ANY COURT. To the extent a class or collective action or representative claim or proceeding may not be waived, you agree to stay any such actions, claims, and proceedings until after all actions, claims, and proceedings subject to arbitration are fully resolved.
  - Arbitration Procedures:** Any arbitration between Customer and Cintas will be governed by the Commercial Dispute Resolution Procedures and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Acceptance Agreement, and will be administered by the AAA. The AAA Rules and filing forms are available online at [www.adr.org](http://www.adr.org), by calling the AAA at 1-800-778-7879, or by contacting Cintas. Any arbitration hearings will take place in the state in which Customer is located; provided, however, that if the claim is for \$10,000 or less, Customer may choose for the arbitration instead to be conducted: (i) solely on the basis of documents submitted to the arbitrator; or (ii) through a telephonic hearing. The arbitrator must issue a reasoned written decision sufficient to explain the essential findings and conclusions on which the decision and award, if any, are based.
  - Fees:** Arbitration fees will be assessed consistent with the AAA Rules.
  - No Class Actions in Arbitration or in Any Court, No Jury Trial:** CUSTOMER AND CINTAS AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY LAW, EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN THEIR INDIVIDUAL CAPACITIES AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING, WHETHER IN ARBITRATION OR IN ANY COURT. FURTHER, UNLESS BOTH CUSTOMER AND CINTAS AGREE OTHERWISE, AN ARBITRATOR OR JUDGE MAY NOT CONSOLIDATE MORE THAN ONE PARTICIPATING PUBLIC AGENCY'S CLAIMS AND MAY NOT OTHERWISE PRESIDE OVER ANY FORM OF A REPRESENTATIVE OR CLASS PROCEEDING.  
FOR THE AVOIDANCE OF DOUBT, CUSTOMER AND CINTAS AGREE TO RESOLVE ANY DISPUTE ON AN INDIVIDUAL, NON-REPRESENTATIVE, NON-CLASS BASIS IN ARBITRATION, BUT IF FOR ANY REASON SUCH DISPUTE PROCEEDS IN COURT, CUSTOMER AND CINTAS AGREE TO WAIVE ANY RIGHT TO HAVE THE DISPUTE PROCEED AS A CLASS ACTION OR IN ANY REPRESENTATIVE CAPACITY WHATSOEVER. IF THE DISPUTE PROCEEDS IN COURT, CUSTOMER AND CINTAS AGREE TO WAIVE ANY RIGHT TO A TRIAL BY JURY.
  - Enforceability:** If the requirement to submit any and all disputes, controversies, and claims to binding arbitration is found to be unenforceable or contrary to applicable law, the dispute, controversy or claim will be resolved in accordance with, and governed by, the laws of the State in which the Participating Public Agency exists.
  - Severability:** If any section or provision of this § 2, Dispute Resolution – Arbitration and Class Waiver, is found to be unenforceable or invalid, the parties will substitute an enforceable provision that, to the maximum extent possible under applicable law, preserves the original intentions of the parties, and the remainder will be given full force and effect.
- Dispute Resolution – Timing of invoice challenges:** Requests for an invoice adjustment or challenges to invoice amounts must be received by Cintas within 60 days of Customer's receipt of the contested invoice, or any billing dispute is waived. Notification to Cintas of a request for an invoice adjustment must be made in writing and must include the invoice number, disputed amount, and the reason for the disputed charge.
- In the event of any conflict between this Acceptance Agreement and the Master Agreement, the Master Agreement shall prevail, except to the extent this Acceptance Agreement specifically provides that it is superseding a provision in the Master Agreement.

**CINTAS GENERAL SERVICE TERMS SECTION**

- Prices:** Customer agrees to rent from Cintas, and Cintas agrees to provide to Customer, all of Customer's requirements for uniform rental products and services at the prices listed in the Master Agreement, including annual price adjustments. An amendment to this Acceptance Agreement is not required when pricing in the Master Agreement is updated and adjusted. There will be a minimum charge of thirty-five dollars (\$35.00) or 50% of initial invoice (whichever is greater) per delivery (the "Minimum Stop Charge") for each Customer location required to purchase its rental services from Cintas as set forth in this Acceptance Agreement. The Minimum Stop Charge shall supersede any conflicting or different term in the Master Agreement.
- Buyback of Non-Standard Garments:** Customer has ordered from Company a garment rental service requiring garments that may not be standard to Company's normal rental product line or include direct embroidery or an unusual emblem placement. Non-standard items will also include standard garments that have been embroidered. Those non-standard products will be designated as such under Garment Description in the Uniform Product Rental Pricing Chart(s). In the event the Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement in whole or in part for any reason, the Customer agrees to buyback all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
- Garments' Lack of Flame Retardant or Acid Resistant Features:** Unless specified otherwise in writing by Cintas, the garments supplied under this Acceptance Agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. They are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Flame resistant and acid resistant garments are available from Cintas upon request. Customer warrants that none of the employees for whom garments are supplied pursuant to this Acceptance Agreement require flame retardant or acid resistant clothing.
- Logo Mats:** In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this Acceptance Agreement for any reason or fails to renew this Acceptance Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that Cintas has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.
- Adding Employees:** Additional employees and merchandise may be added to this Acceptance Agreement at any time upon written or oral request by the Customer to Cintas. Any such additional employees or merchandise shall automatically become a part of and subject to the terms of this Acceptance Agreement. If such employees are employed at a Customer location that is then participating under this Acceptance Agreement, the Customer shall pay Cintas the one-time preparation fee indicated on the Master Agreement and / or outlined above. Customer shall not pay Cintas any one-time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
- Emblem Guarantee:** If Customer has requested that Cintas supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"), Cintas will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.  
In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Acceptance Agreement for any reason or fails to renew this Acceptance Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that Cintas allocated to Customer at the price indicated on the Master Agreement and / or outlined above of this Acceptance Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Cintas and Customer and noted on the Master Agreement and / or outlined above.
- Terminating Employees:** Subject to the provisions of this Acceptance Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to Cintas but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Cintas.
- Replacement:** In the event any merchandise is lost, stolen or is not returned to Cintas, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said merchandise at the then current Loss/Damage Replacement Values.
- Additional Customer Locations:** Notwithstanding anything to the contrary contained herein, there will be a minimum term equal to the greater of thirty-six (36) months or the remainder of the Term for any individual Customer location added after the date of this Acceptance Agreement.

Cintas Representative Initials:



Customer Initials: \_\_\_\_\_

10. **Additional Items:** Additional Customer employees, products and services may be added to this Acceptance Agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this Acceptance Agreement is terminated early for convenience, the parties agree that the damages sustained by Cintas will be substantial and difficult to ascertain. Therefore, if this Acceptance Agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Cintas for non-payment by Customer at any time Customer will pay to Cintas, as termination charges and not as a penalty based upon the following schedule:
- If this Acceptance Agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 52 weeks of rental service.
  - If this Acceptance Agreement is cancelled for convenience in months thirteen (13) through twenty-four (24) of the term, Customer shall pay as termination charges equal to thirty-nine (39) weeks of rental service.
  - If this Acceptance Agreement is cancelled for convenience in months twenty-five (25) through thirty-six (36) of the term, Customer shall pay as termination charges equal to twenty-six (26) weeks of rental service.
  - If this Acceptance Agreement is cancelled for convenience after forty-eight (48) months of service, Customer shall pay as termination charges of thirteen (13) weeks of rental service.
  - Customer shall also be responsible to return all of the merchandise allocated to such Customer locations terminating this Acceptance Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.
11. **No Federal Contractor:** As a material condition of this Agreement, Customer represents and warrants that: (a) this Agreement is not federally funded; (b) this Agreement does not constitute, and is not entered into to support a federal government contract, subcontract or third party contract; (c) Cintas does not hereby become a subrecipient, subgrantee, project participant, or third party contractor or subcontractor in relation to any contract with the federal government; and (d) by entering this Agreement, Cintas does not become obligated to comply with federal regulations or federal laws (including specifically the Service Contract Act), whether by virtue of such obligation flowing down from a contract between Customer and any third party, by virtue of federal funding being used in relation to this project, or otherwise. In the event that any of the foregoing is or becomes untrue, Cintas shall have the option to unilaterally terminate this Agreement.
12. **Prevailing Wage/Living Wage:** Customer represents and warrants that this agreement is not subject to laws pertaining to prevailing wages, living wages, or other wage and/or benefit requirements established by law ("Wage Statutes"). Customer agrees and acknowledges that it will not attempt to enforce any Wage Statutes in relation to this agreement and Customer hereby waives and releases Cintas from any and all fines, penalties, interest, or other costs, expenses, or charges of any type imposed by any federal, state, or local authority in relation to Cintas's failure to satisfy any such Wage Statute in relation to agreement.
13. **Customer Type:** Customer must select the appropriate response below:  
Is Customer a United States federal government agency or instrumentality?
- Yes  No (If Yes, Customer must provide any applicable U.S. government flowdown terms and conditions, which will only be binding on Cintas if attached hereto and agreed to by Cintas prior to execution of this Acceptance Agreement).
14. **Customer Funding Source:** Customer must select the appropriate response below:  
Will Customer pay for the goods and services ordered under this Acceptance Agreement with any United States government funds?
- Yes  No (If Yes, Customer must provide any applicable U.S. government flowdown terms and conditions, which will only be binding on Cintas if attached hereto and agreed to by Cintas prior to execution of this Acceptance Agreement).
15. **Additional Terms:** Customer must select the appropriate response below:  
Does Customer require any additional terms and conditions to be incorporated into this Acceptance Agreement, or is Customer accepting the Agreement without additional terms?
- Yes, additional terms required (If Yes, Customer must provide any applicable additional terms and conditions, which will only be binding on Cintas if attached hereto and agreed to by Cintas prior to execution of this Acceptance Agreement).
- No additional terms needed
16. I authorize Cintas to verify my credit on Credit.net and/or by contacting the parties provided. I am authorized to sign on behalf of this company. In addition, I authorize Cintas to open a new account on behalf of the company and deliver the products or services listed above at the agreed upon pricing and delivery terms.

Cintas Location #: 0064

Customer Signature: \_\_\_\_\_

CintasRepSignature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: Key Account Manager

Print Title: \_\_\_\_\_

Accepted-GM: \_\_\_\_\_

Email: \_\_\_\_\_

Cintas Enterprise Account:  Yes  No

Customer Contact: \_\_\_\_\_

Cintas Enterprise Partner Name: \_\_\_\_\_

Customer Contact Email: \_\_\_\_\_

Cintas Representative Initials: \_\_\_\_\_



Customer Initials: \_\_\_\_\_

## **ADDENDUM**

CINTAS CORPORATION has agreed to service Mustang Public School for the initial term of (12) months. After the initial (12) month term, the parties will have (4) successive options to renew this agreement for the term of (12) months. Each renewal will be under the terms exercised in the Service Agreement unless Cintas is notified of cancellation by certified letter within 60 days of the anniversary date.

**Cintas Representative**

Sign \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Customer Representative**

Sign \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# MPS Board MEMO



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent

**From:** Dr. Jason Pittenger, Assistant Superintendent, Operations 

**Date:** 1.7.25

**Contract Vendor:** United Turf and Track **Time Frame:** Jan 25'

---

Discussion, motion and possible action to approve the following:

Replace water drainage systems for Mustang Middle School that run beneath the softball field to work with new subgrade resulting from turf installation. Estimated cost \$10,275.



**UNITED**  
 TURF AND TRACK  
 PO BOX 565 ARCADIA, OK 73007  
 WWW.UNITEDTURFANDTRACK.COM

Monday, December 23, 2024

Mustang Public Schools  
 Robert Foreman  
 Director of Athletics  
 foremanr@mustangps.org

**RE: Mustang Softball Storm Water Line Relocation**

Robert,

Thank you for the continued opportunity to work with Mustang Public Schools. Below is a quote to demo and re install the Mustang Middle School Parking Lot Storm Drainage.

**Storm Drain**

- Currently there are 2- tin horns catching water from the Middle School and running under the Game Softball Field.
- These pipes will need to be removed and adjust the grades to adequately install the Softball Synthetic Subbase system.
  - These pipes were only 6" below existing grade and were hit while removing the organic layer from the field.
  - The new synthetic field will have a total subbase and drainage layer that is 1.5' below existing grade.
- Demo and dispose existing corrugated metal
- Make new connections to the drainage inlet at the parking lot
- Install new 2-18" ADS pipe runs at correct elevations to drain the Middle School parking lot.

**Total cost for all materials, labor, equipment, and insurance..... \$10,275.00**

Respectfully,

Jerrod Simmons, CFB  
 President  
 405-747-0993  
[Jerrod@unitedturfandtrack.com](mailto:Jerrod@unitedturfandtrack.com)  
 Unitedturfandtrack.com

# MPS Board MEMO



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent

**From:** Dr. Jason Pittenger, Assistant Superintendent, Operations

A blue handwritten signature, likely of Dr. Jason Pittenger, consisting of stylized initials 'JP'.

**Date:** 1.7.25

**Contract Vendor:** United Turf and Track **Time Frame:** Jan 25'

---

Discussion, motion and possible action to approve the following:

Replace irrigation for the softball field during the installation of turf. estimated cost is \$2750.



**UNITED**  
TURF AND TRACK  
PO BOX 565 ARCADIA, OK 73007  
WWW.UNITEDTURFANDTRACK.COM

Monday, December 23, 2024

Mustang Public Schools  
Robert Foreman  
Director of Athletics  
foremanr@mustangps.org

**RE: Mustang Softball Practice Softball Irrigation**

Robert,

Thank you for the continued opportunity to work with Mustang Public Schools. Below is a quote to protect the Mustang Softball Field subbase.

**Irrigation Line**

- Demo and remove the existing PVC irrigation mainline that runs under the game softball field.
- Replace and re connect the irrigation mainline with a Poly Pipe Main.
  - This will provide the safest, most leakproof option.
- Make all necessary connections to re activate the practice softball field irrigation system.

**Total cost for all materials, labor, equipment, and insurance..... \$ 2,750.00**

Respectfully,


Jerrod Simmons, CFB  
President  
405-747-0993  
[Jerrod@unitedturfandtrack.com](mailto:Jerrod@unitedturfandtrack.com)  
Unitedturfandtrack.com



## Mustang Public Schools

12400 SW 15<sup>th</sup> St.  
Yukon, Okla. 73099

# Memo

To: Charles Bradley, Superintendent  
From: Dr. Jason Pittenger, Assistant Superintendent of Operations   
Date: December 17, 2024  
Re: State Contract for Sunset Hill Playground Equipment

---


Discussion, motion and possible action to approve a state contract with ACS for the purchase of the playground equipment for Sunset Hill Elementary.



## Mustang Public Schools

12400 SW 15<sup>th</sup> St.  
Yukon, Okla. 73099

# Memo

To: Charles Bradley, Superintendent  
From: Dr. Jason Pittenger, Assistant Superintendent of Operations   
Date: December 17, 2024  
Re: State Contract for Sunset Hill Furniture

---


Discussion, motion and possible action to approve a state contract with KI for the purchase of the furniture for Sunset Hill Elementary.



## Mustang Public Schools

12400 SW 15<sup>th</sup> St.  
Yukon, Okla. 73099

# Memo

To: Charles Bradley, Superintendent  
From: Dr. Jason Pittenger, Assistant Superintendent of Operations   
Date: December 17, 2024  
Re: State Contract for Districtwide Digital Security Improvements

---

Discussion, motion and possible action to approve a state contract with Digi for Districtwide digital security improvements.

## Memorandum of Understanding (MOU)

### Private Mental Health Services for Students in the School Setting

This Memorandum of Understanding (MOU) is entered into on the 12th day of ,December 2024 by and between Independent School District I- 069 Mustang Public Schools in Canadian County, Oklahoma, hereinafter referred to as "District", and Anna's House Foundation, an Oklahoma corporation.

WHEREAS, the District and Anna's House Foundation desires to enter into a Memorandum of Understanding advantageous to both parties.

WHEREAS, Anna's House Foundation desires to provide the mental health and social work services under the terms and conditions of this MOU.

NOW, THEREFORE, the parties agree as follows:

1. With respect to the students receiving private mental health services or social work services in the school setting, Anna's House Foundation shall provide an employee to deliver individual and family counseling, family intervention, and other mental health services to students at the assigned school. The Anna's House Foundation employee shall be a licensed clinical social worker or licensed mental health counselor or under supervision with a licensed mental health counselor.
2. In the event that a Anna's House Foundation employee providing services under this MOU is not providing services in accordance with the stated direction provided by the Director of Student Assistance, the designated Anna's House Foundation administrative representative will be contacted. In the event that said issues are not resolved, Anna's House Foundation will, upon written request by the District, remove said personnel immediately from the program.
3. All wages, taxes, benefits and other employment-related expenses and duties associated with the Anna's House Foundation employees are the sole responsibility of Anna's House Foundation.
4. The District agrees to provide adequate space determined by the site principal or designee. Schedules for the students receiving services will be set accordingly to have the least impact on the student's instructional day.
5. Anna's House Foundation will maintain all records, logs and documentation, including progress notes, prepared by the Anna's House Foundation employees concerning students in the Program in compliance with the Family Educational Rights and Privacy Act. Anna's House Foundation will coordinate care in a manner that complies with privacy and confidentiality requirements, including, but not limited to, those of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Pub. L. No. 104-1911. 110 STAT. 1936 (1996) and all amendments following, 42 CFR Part 2, and other federal and state laws, including privacy requirements specific to the care of minors, as appropriate.
6. Anna's House Foundation shall act as the Mental Health Provider from all services provided under this MOU and will promptly bill Medicaid for all services provided to District students who are Medicaid eligible pursuant to the fee schedule set forth in federal and state law. Anna's House Foundation will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. Anna's House Foundation is solely responsible for the proper billing of Medicaid-covered services under this MOU. Further, if Anna's House Foundation employs a staff member under this contract who is ineligible to bill

Medicaid, Anna's House Foundation shall bear the full cost of such person's services when provided to any Medicaid eligible student.

7. Also, as the Medicaid Provider under this MOU, Anna's House Foundation shall specifically indemnify and hold harmless the District, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss or expense, including reasonable attorneys' fees, relating to any legal proceedings (including, but not limited to, administrative proceedings), penalties, claims, or Medicaid disallowances arising out of any omission, fault or negligence by Anna's House Foundation its agents, employees or anyone under its direction or control, or on its behalf, in connection with the billing of and reimbursement from Medicaid as required in this MOU.

8. Anna's House Foundation agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Anna's House Foundation its officers, agents, employees, or contractors.

9. Anna's House Foundation agrees that prior to entering into this Agreement Anna's House Foundation has obtained a Commercial General Liability ("CGL") insurance policy, Professional Liability insurance policy ("PL") and School Leaders Legal Liability insurance policy ("SLL") (otherwise known as Directors and Officers Liability insurance), each insuring Anna's House Foundation an amount not less than \$125,000.00 for personal injury to or death of any individual, and \$ 1,000,000.00 in the aggregate for personal injury or death. Anna's House Foundation agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies are canceled during this school year, Anna's House Foundation must immediately notify the District.

10. Further, Anna's House Foundation affirms that its employees and any subcontractor who will be on District property and acting on behalf of Anna's House Foundation in performance of this Agreement are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.

11. The Anna's House Foundation employees will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to the program.

12. The District and Anna's House Foundation agree that student safety is a top priority. In an effort to protect student safety, Anna's House Foundation agrees that it will not hire an individual, whether as an officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. Anna's House Foundation also declares that none of its employees working on school premises is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippe Violent Crime Offenders Registration Act.

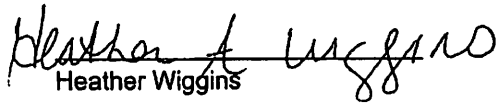
13. Anna's House Foundation shall submit written proof to the District's Student Assistance office that all applicable Anna's House Foundation employees have passed background checks and a drug screening prior to their entering the building of the school to provide services pursuant to this MOU.

14. All Anna's House Foundation employees must have in their possession, at all times, a current photo ID which identifies them as a staff member of Anna's House Foundation.

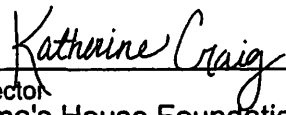
15. The District may choose to discontinue services during the term of this MOU for any reason with (30) calendar days' written notice to the other party.

IN WITNESS WHEREOF, the District and Anna's House Foundation have Executed this MOU on the day and year first above written.

Independent School District I-069  
Canadian County, Oklahoma

  
Heather Wiggins  
Director of Student Assistance  
Mustang Public Schools

12/16/24  
Date

  
Director  
Anna's House Foundation

1101 N Bryant Avenue  
Street Address  
Edmond, OK 73034  
City, State, Zip Code  
12/16/2024  
Date



# Memo

To: Charles Bradley, Superintendent  
CC: Ryan McKinney, Asst. Superintendent  
Karen Wilson, Exec. Dir. of Student Services  
From: Heather Wiggins, Director of Student Assistance Programs  
Date: 11/19/2024  
Subject: MOU for Counseling Services

---

Please discuss, consider and/or act upon consideration of the attached memorandum of understanding between Mustang Public Schools and Advanced Therapy Associates. This MOU is to allow an outside counselor to provide services during the school day at no cost to the district.

If you have any questions, do not hesitate to contact Heather Wiggins.

## **Memorandum of Understanding (MOU)**

### **Private Mental Health Services for Students in the School Setting**

This Memorandum of Understanding (MOU) is entered into on the 22nd day of ,October 2024 by and between Independent School District I- 069 Mustang Public Schools in Canadian County, Oklahoma, hereinafter referred to as "District", and Advanced Therapy Associates, an Oklahoma corporation.

WHEREAS, the District and Advanced Therapy Associates desires to enter into a Memorandum of Understanding advantageous to both parties.

WHEREAS, Advanced Therapy Associates desires to provide the mental health and social work services under the terms and conditions of this MOU.

NOW, THEREFORE, the parties agree as follows:

1. With respect to the students receiving private mental health services or social work services in the school setting, Advanced Therapy Associates shall provide an employee to deliver individual and family counseling, family intervention, and other mental health services to students at the assigned school. The Advanced Therapy Associates employee shall be a licensed clinical social worker or licensed mental health counselor or under supervision with a licensed mental health counselor.
2. In the event that a Advanced Therapy Associates employee providing services under this MOU is not providing services in accordance with the stated direction provided by the Director of Student Assistance, the designated Advanced Therapy Associates administrative representative will be contacted. In the event that said issues are not resolved, Advanced Therapy Associates will, upon written request by the District, remove said personnel immediately from the program.
3. All wages, taxes, benefits and other employment-related expenses and duties associated with the Advanced Therapy Associates employees are the sole responsibility of Advanced Therapy Associates.
4. The District agrees to provide adequate space determined by the site principal or designee. Schedules for the students receiving services will be set accordingly to have the least impact on the student's instructional day.
5. Advanced Therapy Associates will maintain all records, logs and documentation, including progress notes, prepared by the Advanced Therapy Associates employees concerning students in the Program in compliance with the Family Educational Rights and Privacy Act. Advanced Therapy Associates will coordinate care in a manner that complies with privacy and confidentiality requirements, including, but not limited to, those of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Pub. L. No. 104-191. 110 STAT. 1936 (1996) and all amendments following, 42 CFR Part 2, and other federal and state laws, including privacy requirements specific to the care of minors, as appropriate.
6. Advanced Therapy Associates shall act as the Mental Health Provider from all services provided under this MOU and will promptly bill Medicaid for all services provided to District students who are Medicaid eligible pursuant to the fee schedule set forth in federal and state law. Advanced Therapy Associates will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. Advanced Therapy Associates is solely responsible for the proper billing of Medicaid-covered services under this MOU. Further, if Advanced Therapy Associates employs a staff member under this

contract who is ineligible to bill Medicaid, Advanced Therapy Associates shall bear the full cost of such person's services when provided to any Medicaid eligible student.

7. Also, as the Medicaid Provider under this MOU, Advanced Therapy Associates shall specifically indemnify and

hold harmless the District, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss or expense, including reasonable attorneys' fees, relating to any legal proceedings (including, but not limited to, administrative proceedings), penalties, claims, or Medicaid disallowances arising out of any omission, fault or negligence by Advanced Therapy Associates

its agents, employees or anyone under its direction or control, or on its behalf, in connection with the billing of and reimbursement from Medicaid as required in this MOU.

8. Advanced Therapy Associates agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Advanced Therapy Associates its officers, agents, employees, or contractors.

9. Advanced Therapy Associates agrees that prior to entering into this Agreement Advanced Therapy Associates has obtained a Commercial General Liability ("CGL") insurance policy, Professional Liability insurance policy ("PL") and School Leaders Legal Liability insurance policy ("SLL") (otherwise known as Directors and Officers Liability insurance), each insuring Advanced Therapy Associates an amount not less than \$125,000.00 for personal injury to or death of any individual, and \$ 1,000,000.00 in the aggregate for personal injury or death. Advanced Therapy Associates agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies are canceled during this school year, Advanced Therapy Associates must immediately notify the District.

10. Further, Advanced Therapy Associates affirms that its employees and any subcontractor who will be on District property and acting on behalf of Advanced Therapy Associates in performance of this Agreement are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.

11. The Advanced Therapy Associates employees will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to the program.

12. The District and Advanced Therapy Associates agree that student safety is a top priority. In an effort to protect student safety, Advanced Therapy Associates agrees that it will not hire an individual, whether as an officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. Advanced Therapy Associates also declares that none of its employees working on school premises is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippe Violent Crime Offenders Registration Act.

13. Advanced Therapy Associates shall submit written proof to the District's Student Assistance office that all applicable Advanced Therapy Associates employees have passed background checks and a drug screening prior to their entering the building of the school to provide services pursuant to this MOU.

14. All Advanced Therapy Associates employees must have in their possession, at all times, a current photo ID which identifies them as a staff member of Advanced Therapy Associates.

15. The District may choose to discontinue services during the term of this MOU for any reason with (30) calendar days' written notice to the other party.

IN WITNESS WHEREOF, the District and Advanced Therapy Associates have Executed this MOU on the day and year first above written.

Independent School District I-069  
Canadian County, Oklahoma

*Heather A Wiggins*

Heather Wiggins  
Director of Student Assistance  
Mustang Public Schools

10/30/24  
Date

Shelly McCharen

Director  
Advanced Therapy Associates

Name of Agency

9212 N Kelley Ave.

Street Address OKC, OK 73131


City, State, Zip Code

10/30/2024

Date

# Change Order MEMO



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent  
Dr. Jason Pittenger, Assistant Superintendent, Operations 

**From:** Colin Meeks, Director of Construction

**Date:** 12/16/2024

**Contract Vendor:** Timberlake Constction **Time Frame:** \_\_\_\_\_

Discussion, motion and possible action to approve the potential change order with the Construction Manager at-Risk:

Softball Hitting Facility

PCO #21 Conduit Painting

PCO #21 after a walk through with MPS a request was made to paint the conduit in the main area in front of the restrooms to match the color of the metal wall panels.

Contingency will be used (\$3,661.80)

Timberlake Construction Co., Inc.  
7613 N Classen Blvd  
Oklahoma City, Oklahoma 73116  
Phone: (405) 840-2521  
Fax: (405) 840-5469

**Project: 23-20 - Mustang Softball Batting Facility**  
421 W Dowden  
Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #021: Conduit Paint Addition**

|                               |                                                                       |                                     |                                                                                           |
|-------------------------------|-----------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------|
| <b>TO:</b>                    | Mustang Public Schools<br>909 S Mustang Rd<br>Mustang Oklahoma, 73064 | <b>FROM:</b>                        | Timberlake Construction Co., Inc.<br>7613 N Classen Blvd<br>Oklahoma City Oklahoma, 73116 |
| <b>PCO NUMBER/REVISION:</b>   | 021 / 0                                                               | <b>CONTRACT:</b>                    | 23-20 - Mustang Softball Field                                                            |
| <b>REQUEST RECEIVED FROM:</b> |                                                                       | <b>CREATED BY:</b>                  | Malcolm Becton (Timberlake Construction Co., Inc.)                                        |
| <b>STATUS:</b>                | Pending - In Review                                                   | <b>CREATED DATE:</b>                | 11/8 /2024                                                                                |
| <b>REFERENCE:</b>             |                                                                       | <b>PRIME CONTRACT CHANGE ORDER:</b> | None                                                                                      |
| <b>FIELD CHANGE:</b>          | No                                                                    |                                     |                                                                                           |
| <b>LOCATION:</b>              |                                                                       | <b>ACCOUNTING METHOD:</b>           | Amount Based                                                                              |
| <b>SCHEDULE IMPACT:</b>       |                                                                       | <b>PAID IN FULL:</b>                | No                                                                                        |
|                               |                                                                       | <b>TOTAL AMOUNT:</b>                | \$3,661.80                                                                                |

**POTENTIAL CHANGE ORDER TITLE:** Conduit Paint Addition

**CHANGE REASON:** Allowance

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CE #021 - Conduit Paint Addition

After a walkthrough with MPS a request was made to paint the conduit in the main area in front of the restrooms to match the color of the metal wall panels.

**ATTACHMENTS:**

MPS Softball ALPR quote for conduit painting 11.08.24.pdf

| #                                                               | Cost Code          | Description            | Type        | Amount      |
|-----------------------------------------------------------------|--------------------|------------------------|-------------|-------------|
| 1                                                               | 099-100 - Painting | Conduit Paint Addition | Subcontract | \$ 3,400.00 |
| <b>Subtotal:</b>                                                |                    |                        |             | \$3,400.00  |
| <b>Insurance: 0.28% Applies to all line item types.</b>         |                    |                        |             | \$ 9.52     |
| <b>Bonds: 1.50% Applies to all line item types.</b>             |                    |                        |             | \$ 51.00    |
| <b>Safety: 0.32% Applies to all line item types.</b>            |                    |                        |             | \$ 10.88    |
| <b>Shop Support: 0.30% Applies to all line item types.</b>      |                    |                        |             | \$ 10.20    |
| <b>Cleaning General : 0.30% Applies to all line item types.</b> |                    |                        |             | \$ 10.20    |
| <b>Fee: 5.00% Applies to all line item types.</b>               |                    |                        |             | \$ 170.00   |
| <b>Grand Total:</b>                                             |                    |                        |             | \$3,661.80  |

22

**Mustang Public Schools**  
909 S Mustang Rd  
Mustang, Oklahoma 73064

**MA+ Architecture**  
4000 N Classen Blvd Ste 100N  
Oklahoma City, Oklahoma 73118

**Timberlake Construction Co., Inc.**  
Oklahoma City  
Oklahoma, United States 73116

\_\_\_\_\_  
SIGNATURE DATE

 12-18-2024  
\_\_\_\_\_  
SIGNATURE DATE

 12-18-24  
\_\_\_\_\_  
SIGNATURE DATE



2824 SW 34th ST Oklahoma City, OK, 73119

Change Order: A:421-1  
Date: 11/8/2024

O: 405-588-2025 E: alprconstructionllc@gmail.com

### Change Order Quote

|                                                        |                                            |
|--------------------------------------------------------|--------------------------------------------|
| Firm: Timberlake Construction                          | Project: Mustang Softball Batting Facility |
| Address: 7613 N. Classen Blvd. Oklahoma City, OK 73116 | Location: 421 W Mustang, Oklahoma 73064    |
| Attn:                                                  |                                            |

### Scope of Work

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p><b>Supply and install the following items.</b></p> <ul style="list-style-type: none"> <li>Prep all metal conduit grt resdy for paint all around the buidling</li> <li>Cover all items not called for paint all aroundf the buidling</li> <li>Use scaffold or ladder to do work</li> <li>Provide materials and equipment</li> <li>General Cleanup of the Area after the work has been completed</li> </ul> <p>Labor ..... \$2,300</p> <p>Materials..... \$650</p> <p>Mobilization Equipment such as scaffold ,spray rigs, or rollers... \$450</p> | <p><b>\$3,400.00</b></p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|

**Invoice Total: \$3,400.00**

| Notes                                                                                               | Terms and Conditions |
|-----------------------------------------------------------------------------------------------------|----------------------|
| <p>Thank you for your business!</p> <p>ADAN PEREZ<br/>OWNER/OPERATOR<br/>ALPR CONSTRUCTION, LLC</p> |                      |



**Memo**

To: Charles Bradley, Superintendent  
Kirk Wilson, Executive Director of Communication *KW*

From: Kris Green, Director of Community Education *KG*

Date: December 11, 2024

Re: Community Education Spring/Summer 2025 Classes

---

Please discuss, consider and/or act upon the attached Community Education Spring/Summer 2025 classes which will run March 1 – July 31, 2025.

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| Barn Quilt                                                                                  |
| Bow Class                                                                                   |
| Festive Firecracker: 4th of July Wooden Trio                                                |
| Red, White & Crafty: Kids' Wood Flag & Firecracker Class                                    |
| Shabby Rag Flag                                                                             |
| Fast Family Meals                                                                           |
| Marry Me Gnocchi with Chicken & Homemade Breadsticks                                        |
| Savor the Season Comfort Food: Sheppard's Pie Stuffed Baked Potatoes & Chocolate Stout Cake |
| Sourdough for Newbies: All You Need to Know to Get "Started"                                |
| Spring Roll Symphony: Homemade Wrapper Crispy Spring Rolls & Fresh Spring Rolls             |
| Tippi Mini Ballet & Jazz                                                                    |
| Tippi Jr Ballet & Jazz                                                                      |
| De-Age Your Brain                                                                           |
| Improve Your Health At Any Age                                                              |
| Just Breathe! Techniques to Calm, Center and Balance                                        |
| The Art of Aging Well: Peel Years Off your Bio Age                                          |
| Women, Weight & Hormones                                                                    |
| Adult Conversational Spanish: Beginner Part 1                                               |
| Adult Conversational Spanish: Beginner Part 2                                               |
| Beginner Spanish Boost                                                                      |
| Spanish for Travelers                                                                       |
| Spanish Summer Camp: ¡Vamos por la Galaxia!                                                 |
| Post Like a Pro: Navigating Facebook & Instagram with Meta Business Suite                   |
| Golf Squad                                                                                  |
| Parents with Littles: Your Technology Safety Toolbox                                        |
| Tech-Savvy Survival in 60 Minutes: Essential Skills for Everyday Life                       |
| Cowboy Driving - Driver Ed                                                                  |
| Theatre Camp                                                                                |
| High School Musical 2 Jr. Summer Camp                                                       |
| Little Mermaid Jr. Summer Camp                                                              |
| Night of Broadway                                                                           |
| First Crochet Steps: Kids & Teens Beginner Crochet                                          |
| Knots & Loops: Beginner's Crochet                                                           |

**Stitches & Smiles: Crochet with Your Favorite Grown-Up**

**Community Theatre Presents: The Little Mermaid**

**Finding Nemo Kids Spring Break Camp**



# Memo

**To:** Mustang Board of Education  
Charles Bradley, Superintendent

**From:** Ryan McKinney, Assistant Superintendent of Secondary Education *RM*

**Date:** January 7, 2025

**Re:** Academic Calendar for 2025-2026

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Please discuss, consider, and/or act upon the recommendation for the following Academic Calendar for the 2025-2026 school year.



MUSTANG PUBLIC SCHOOLS  
**DRAFT**

2025-2026 District Calendar



| July '25 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    |    |    |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

| October '25 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    |    |    |
|             |    |    | 1  | 2  | 3  | 4  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 | 31 |    |

| January '26 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    |    |    |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

| April '26 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    |    |    |    |    |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

| August '25 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

| November '25 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           |    |    |    |    |    |    |

| February '26 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    |    |    |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
|              |    |    |    |    |    |    |

| May '26 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

| September '25 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    |    |    |    |    |    |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 |    |    |    |    |

| December '25 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    |    |    |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

| March '26 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    |    |    |    |    |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 | 31 |    |    |    |    |

| June '26 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    |    |    |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 |    |    |    |    |

| TEACHER / PARENT CONFERENCE INFORMATION |                  |
|-----------------------------------------|------------------|
| New Teacher Orientation                 | August 4-7       |
| District assigned days                  | August 8, 11-13  |
| First Day of School                     | August 14        |
| District assigned day                   | September 22     |
| Inter/MS Parent Teacher Conf            | Sept 25 & 29     |
| HS Parent Teacher Conf                  | October 2 & 6    |
| Flem Parent Teacher Conf                | October 2 & 7    |
| District assigned day                   | October 20       |
| District assigned day                   | October 21       |
| District assigned day                   | January 5        |
| District assigned day                   | January 6        |
| District assigned day                   | February 9       |
| District assigned day                   | February 10      |
| Inter/MS Parent Teacher Conf            | Feb 26 & March 3 |
| Flem/HS Parent Teacher Conf             | March 5 & 10     |
| District assigned day                   | March 23         |
| NO SCHOOL                               | April 3          |
| Last Day of School                      | May 20           |
| Record Day                              | May 21           |
| High School Graduation                  | TBD              |

| NO SCHOOL FOR STUDENTS |                        |
|------------------------|------------------------|
| September 1            | Labor Day              |
| September 22           | Prof Dev/Collab Day    |
| October 15-17          | Fall Break             |
| October 20-21          | Prof Dev/Collab Day    |
| November 24-28         | Thanksgiving Break     |
| Dec 22 - Jan 2         | Winter Break           |
| January 5-6            | Prof Dev/Collab Day    |
| January 19             | Martin Luther King Day |
| February 9             | Prof Dev/Collab Day    |
| February 10            | Prof Dev Day           |
| March 13-20            | Spring Break           |
| March 23               | Prof Dev/Collab Day    |
| April 3                | No School              |

| OPEN HOUSE / SCHEDULE PICK-UP DATES |                              |
|-------------------------------------|------------------------------|
| TBA                                 | Freshmen Orientation         |
| TBA                                 | HS Schedule Pick-Up          |
| TBA                                 | MS Schedule Pick-Up          |
| TBA                                 | Elementary Open House        |
| TBA                                 | 5th Grade IS Schedule Pickup |
| TBA                                 | 6th Grade IS Schedule Pickup |
| TBA                                 | IS Open House                |
| TBA                                 | MS Open House                |
| TBA                                 | HS Open House                |

| Instructional Period / Number of Days |                 |     |
|---------------------------------------|-----------------|-----|
| Quarter 1                             | Aug 14 - Oct 14 | 42  |
| Quarter 2                             | Oct 22 - Dec 19 | 38  |
| 1st Semester                          | Aug 14- Dec 19  | 80  |
| Quarter 3                             | Jan 7 - Mar 12  | 44  |
| Quarter 4                             | Mar 24 - May 20 | 41  |
| 2nd Semester                          | Jan 7 - May 20  | 85  |
| Total Days of Instruction             |                 | 165 |

District assigned days will consist of: District and/or site Professional development, collaboration, and work time. MPS is meeting and working with staff to design a schedule that meets the needs for all. These dates are "no school" days for students. These dates will be clarified within the next couple of months.



# Memo

**To:** Mustang Board of Education  
Charles Bradley, Superintendent

**From:** Ryan McKinney, Assistant Superintendent of Secondary Education *RM*

**Date:** January 8, 2025

**Re:** School Board Hearing Officer Appointment

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Please discuss, consider, and/or act upon the approval of the following names below.

These individuals upon approval could be assigned as a Board Hearing Officer in any student situation where per Board Policy requires a Board Hearing Officer.

Andy Fugitt  
Justin Cliburn

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1304 - 49999, Fund(s): 11-General

| Fund | PO No | Date       | Vendor No | Vendor                                                                                                               | Description                                     | Amount   |
|------|-------|------------|-----------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------|
| 11   | 1304  | 12/09/2024 | 68998     | THE TRISTESSE GRIEF CENTER                                                                                           | 048-Ethics Training-Jae Miller                  | 70.00    |
|      |       |            |           | 048-Ethics Training-Jae Miller                                                                                       | 11-048-2213-860-100-0000-000-160                | 70.00    |
| 11   | 1305  | 12/09/2024 | 68998     | THE TRISTESSE GRIEF CENTER                                                                                           | 048-Ethics Training-Nicki Fruehling             | 70.00    |
|      |       |            |           | 048-Ethics Training-Nicki Fruehling                                                                                  | 11-048-2213-860-100-0000-000-135                | 70.00    |
| 11   | 1306  | 12/09/2024 | 68996     | Jacy Manning                                                                                                         | 615 PD Session for SLPs                         | 100.00   |
|      |       |            |           | 615 4hr PD Session for SLPs                                                                                          | 11-615-2573-860-239-0000-000-050                | 100.00   |
| 11   | 1307  | 12/09/2024 | 19888     | OKLAHOMA RESTAURANT ASSOCIATION                                                                                      | 023 - SERVESAFE TRAINING                        | 110.00   |
|      |       |            |           | SERVESAFE TRAINING FOR KRISTEN CHANDLER ON TUESDAY, JANUARY 7TH, 2025 AT VALLIANCE TOWER, 1601 NW EXPRESSWAY         | 11-023-3140-860-700-0000-000-510                | 110.00   |
| 11   | 1308  | 12/09/2024 | 19888     | OKLAHOMA RESTAURANT ASSOCIATION                                                                                      | 023 - SERVESAFE TRAINING                        | 110.00   |
|      |       |            |           | SERVESAFE TRAINING FOR DEBRA BROWN TO BE HELD THURSDAY, MARCH 27TH, 2025 AT VALLIANCE TOWER, 1601 NW EXPRESSWAY, OKC | 11-023-3140-860-700-0000-000-505                | 110.00   |
| 11   | 1309  | 12/09/2024 | 19251     | Oklahoma Bandmasters Association                                                                                     | 066 Middle School Concert Band Entries          | 900.00   |
|      |       |            |           | 066 Middle School Concert Band Entries for February 28, 2025                                                         | 11-066-1000-320-100-3000-000-505                | 300.00   |
|      |       |            |           |                                                                                                                      | 11-066-1000-320-100-3000-000-510                | 300.00   |
|      |       |            |           |                                                                                                                      | 11-066-1000-320-100-3000-000-525                | 300.00   |
| 11   | 1310  | 12/09/2024 | 19251     | Oklahoma Bandmasters Association                                                                                     | 066 High School Concert Band Entries            | 1,500.00 |
|      |       |            |           | 066 High School Concert Band Entries for 3 Bands on April 4, 2025                                                    | 11-066-1000-320-100-3000-000-705                | 1,500.00 |
| 11   | 1311  | 12/09/2024 | 22987     | WINTER GUARD & PERCUSSION OF OK                                                                                      | 066 MS & HS Contest Circuit Entries Spring 2025 | 2,000.00 |
|      |       |            |           | 066 MS and HS Contest Circuit for Entries starting January 25th and ending April 12, 2025                            | 11-066-1000-320-100-3000-000-705                | 1,400.00 |
|      |       |            |           |                                                                                                                      | 11-066-1000-320-100-3000-000-705                | 600.00   |
| 11   | 1312  | 12/09/2024 | 11601     | The House of Clay                                                                                                    | 072 OAC Grant CRI Art Items                     | 294.00   |
|      |       |            |           | 072 OAC Grant for CRI Art 350 lbs of clay                                                                            | 11-072-1000-619-100-1173-000-145                | 294.00   |
| 11   | 1313  | 12/09/2024 | 66640     | Trafera Holdings, LLC                                                                                                | 025-INTERACTIVE PANEL REPLACEMENTS              | 7,992.00 |
|      |       |            |           | QUOTE#E000132318750Q 4K LED 4K Multi-Touch Display w/USB Type-C                                                      | 11-025-2580-653-000-0000-000-050                | 7,992.00 |
| 11   | 1314  | 12/09/2024 | 64746     | OK Assoc of Career & Tech Ed                                                                                         | 412 T Hardeman Registration NTA Follow-Up       | 30.00    |
|      |       |            |           | 412 Tara Hardeman Registration to attend New Teacher Academy Training Follow-Up; Stillwater, OK (1/23/25)            | 11-412-2213-860-314-8400-000-525                | 30.00    |
| 11   | 1315  | 12/09/2024 | 64746     | OK Assoc of Career & Tech Ed                                                                                         | 412 J Morris Registration NTA Follow-Up         | 30.00    |
|      |       |            |           | 412 Jennifer Morris Registration to attend New Teacher Academy Training Follow-Up; Stillwater, OK (1/23/25)          | 11-412-2213-860-314-8400-000-505                | 30.00    |

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1304 - 49999, Fund(s): 11-General

| Fund | PO No | Date       | Vendor No                        | Vendor                          | Description                                                                                                                                                                                   | Amount    |
|------|-------|------------|----------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 11   | 1316  | 12/09/2024 | 64746                            | OK Assoc of Career & Tech Ed    | 412 C Roby Registration NTA Follow-Up                                                                                                                                                         | 30.00     |
|      |       |            | 11-412-2213-860-314-8400-000-510 |                                 | 412 Christina Roby's Registration to attend New Teacher Academy Training Follow-Up; Stillwater, OK (1/23/25)                                                                                  | 30.00     |
| 11   | 1317  | 12/09/2024 | 83326                            | Amanda Joy Lafon Thomas         | 541 A Thomas Travel Exp. Reim (OkMEA Winter Conf.)                                                                                                                                            | 1,650.00  |
|      |       |            | 11-541-2213-580-000-0000-000-155 |                                 | 541 Fine Arts - Amanda Thomas Travel Reimbursement to attend OkMEA Winter Conference; Tulsa, OK (Jan. 15-18, 2025), Hotel, Mileage, Per Diem                                                  | 1,650.00  |
| 11   | 1318  | 12/09/2024 | 82746                            | Sohailah Houri Stout            | 541 S Stout Travel Exp. Reim. (OkMEA Winter Conf)                                                                                                                                             | 1,650.00  |
|      |       |            | 11-541-2213-580-000-0000-000-705 |                                 | 541 Fine Arts - Sohailah Stout Travel Reimbursement to attend OkMEA Winter Conference; Tulsa, OK (Jan. 15-18, 2025), Hotel, Mileage, Per Diem                                                 | 1,650.00  |
| 11   | 1319  | 12/09/2024 | 82976                            | Stephanie Pierce Easley         | 541 S Easley Travel Exp. Reim. (OkMEA Winter Conf)                                                                                                                                            | 1,650.00  |
|      |       |            | 11-541-2213-580-000-0000-000-705 |                                 | 541 Fine Arts - Stephanie Easley Travel Reimbursement to attend OkMEA Winter Conference; Tulsa, OK (Jan. 15-18, 2025), Hotel, Mileage, Per Diem                                               | 1,650.00  |
| 11   | 1320  | 12/09/2024 | 87386                            | Heather Rachel Ely              | 541 H Ely Travel Exp. Reim. (OkMEA Winter Conf.)                                                                                                                                              | 1,650.00  |
|      |       |            | 11-541-2213-580-000-0000-000-110 |                                 | 541 Fine Arts - Heather Ely Travel Reimbursement to attend OkMEA Winter Conference; Tulsa, OK (Jan. 15-18, 2025), Hotel, Mileage, Per Diem                                                    | 1,650.00  |
| 11   | 1321  | 12/09/2024 | 99999                            | MUSTANG PUBLIC SCHOOLS          | 541-Transportation TCEA Conf. (Feb. 1-5,2025)                                                                                                                                                 | 12,000.00 |
|      |       |            | 11-541-2213-580-000-0000-000-050 |                                 | 541 District Transportation to attend the TCEA (Instructional Coaching Group) Conference & Exposition in Austin, TX. (Feb. 1-5,2025) for 16 district employees. 1 People Mover and 1 Suburban | 12,000.00 |
| 11   | 1322  | 12/09/2024 | 67043                            | NATIONAL INDIAN EDUCATION ASSOC | 561-NIEA/TCIS Partnership                                                                                                                                                                     | 15,531.00 |
|      |       |            | 11-561-2120-323-000-0000-000-510 |                                 | 561-NIEA/TCIS Partnership                                                                                                                                                                     | 8,255.00  |
|      |       |            | 11-561-2120-342-000-0000-000-510 |                                 |                                                                                                                                                                                               | 5,000.00  |
|      |       |            | 11-561-2213-581-000-0000-000-510 |                                 |                                                                                                                                                                                               | 625.00    |
|      |       |            | 11-561-2490-323-000-0000-000-510 |                                 |                                                                                                                                                                                               | 1,651.00  |
| 11   | 1323  | 12/10/2024 | 64746                            | OK Assoc of Career & Tech Ed    | 412-Registration to Mid-Winter Conf. (01/31/25)                                                                                                                                               | 200.00    |
|      |       |            | 11-412-2213-860-315-8700-000-140 |                                 | 412 STEM Early Bird Registration to attend Mid-Winter Conference;                                                                                                                             | 50.00     |
|      |       |            | 11-412-2213-860-315-8700-000-145 |                                 | Metro Technology Centers, Springlake Drive, Oklahoma City, OK (January 31, 2025) Attendees: @ \$50                                                                                            | 50.00     |
|      |       |            | 11-412-2213-860-315-8700-000-160 |                                 | EachVanessa Baca - MBI Erin Holder - MBIShadai LaPlace - CRIJosh Neal - MHI                                                                                                                   | 100.00    |

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1304 - 49999, Fund(s): 11-General

| Fund | PO No | Date       | Vendor No | Vendor                                                                                                                                                                                                                                                                                     | Description                                                                                              | Amount                                 |                                   |
|------|-------|------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------|
| 11   | 1324  | 12/10/2024 | 67046     | COMMERCE BANK                                                                                                                                                                                                                                                                              | 541 - Palmer House/Chicago, IL (5/1/25)                                                                  | 1,500.00                               |                                   |
|      |       |            |           | 541 Fine Arts Lodging for OAKE Conference Chicago, IL (March 5-9, 2025 ) ATTENDEES:Natasha Duke - TEJennifer Wooten - PVE                                                                                                                                                                  | 11-541-2213-580-000-0000-(Empty)-120<br>11-541-2213-580-000-0000-000-150                                 | 12/10/2024<br>12/10/2024               | 750.00<br>750.00                  |
| 11   | 1325  | 12/10/2024 | 67046     | COMMERCE BANK                                                                                                                                                                                                                                                                              | 541 - Hilton Austin (02/01/25)                                                                           | 16,200.00                              |                                   |
|      |       |            |           | 541 and 424 Lodging for TCEA Austin, TX (Feb. 1-5, 2025) ATTENDEES: Paula SharpBrittany HartleyShanda Cummings Lesa RohrerKrista OwenJennifer WilhmGina Sewell-DelanyBrandy SkoropowskiMatt Moore Rhoda SwanGary Knowles Jessica HolmanShadai LaPlaceBrett CoffmanMatt StephensJeremy Ford | 11-424-2213-580-333-0000-000-000<br>11-541-2213-580-429-0000-000-000<br>11-541-2573-580-429-0000-000-000 | 12/10/2024<br>12/10/2024<br>12/10/2024 | 12,600.00<br>1,800.00<br>1,800.00 |
| 11   | 1326  | 12/10/2024 | 13393     | School Specialty, LLC                                                                                                                                                                                                                                                                      | 054 GATE Classroom Supplies (C Rumbaugh)                                                                 | 200.00                                 |                                   |
|      |       |            |           | 054 - GATE Classroom Supplies for Crystal Rumbaugh such as pattern blocks, craft sticks, velcro, wooden blocks etc.                                                                                                                                                                        | 11-054-1000-681-251-0000-000-110                                                                         | 12/10/2024                             | 200.00                            |
| 11   | 1327  | 12/10/2024 | 10170     | Apple, Inc.                                                                                                                                                                                                                                                                                | 054 S Blair Instructional Tech Supplies                                                                  | 49.80                                  |                                   |
|      |       |            |           | 054 S Blair Gate Instructional Tech Supplies(20) License - Green Screen by Do Ink @ \$2.49 each                                                                                                                                                                                            | 11-054-1000-653-251-0000-000-115<br>11-054-1000-653-251-0000-000-155                                     | 12/10/2024<br>12/10/2024               | 24.90<br>24.90                    |
| 11   | 1328  | 12/10/2024 | 67046     | COMMERCE BANK                                                                                                                                                                                                                                                                              | Install condenser and service front/rear ac                                                              | 1,500.00                               |                                   |
|      |       |            |           | 026 blanket Install condenser and service both front/back a/c units                                                                                                                                                                                                                        | 11-026-2740-612-000-0000-000-050                                                                         | 12/10/2024                             | 1,500.00                          |
| 11   | 1329  | 12/10/2024 | 68988     | K and A Services 2019 LLC                                                                                                                                                                                                                                                                  | 002- Install Sink for Art in E Hall                                                                      | 2,993.54                               |                                   |
|      |       |            |           | 004- HS ArtsNew sink installation for art in E hall                                                                                                                                                                                                                                        | 11-002-2620-437-000-0000-000-705                                                                         | 12/10/2024                             | 2,993.54                          |
| 11   | 1330  | 12/10/2024 | 15346     | CENTRAL OKLAHOMA WINNELSON                                                                                                                                                                                                                                                                 | 004 MHS Art Sink Install                                                                                 | 3,206.17                               |                                   |
|      |       |            |           | 004 Installation of sink at MHS Art Class                                                                                                                                                                                                                                                  | 11-004-2620-437-000-0000-000-705                                                                         | 12/10/2024                             | 3,206.17                          |
| 11   | 1331  | 12/10/2024 | 61446     | OKLAHOMA SCHOOLS INSURANCE GROUP                                                                                                                                                                                                                                                           | 016-Deductible                                                                                           | 1,000.00                               |                                   |
|      |       |            |           | 016-Deductible related to Bus Accident DOL 12.5.24; Claim#009845002076-AD-01                                                                                                                                                                                                               | 11-016-2720-521-000-0000-000-050                                                                         | 12/10/2024                             | 1,000.00                          |
| 11   | 1332  | 12/10/2024 | 61446     | OKLAHOMA SCHOOLS INSURANCE GROUP                                                                                                                                                                                                                                                           | 016-Endorsement for Softball Batting Facility                                                            | 2,981.00                               |                                   |
|      |       |            |           | 016-Insurance endorsement effective 12.4.24 for Contents and Building of the Softball Hitting Facility                                                                                                                                                                                     | 11-016-2620-523-000-0000-000-050                                                                         | 12/10/2024                             | 2,981.00                          |
| 11   | 1333  | 12/11/2024 | 61446     | OKLAHOMA SCHOOLS INSURANCE GROUP                                                                                                                                                                                                                                                           | 016-Deductible                                                                                           | 1,000.00                               |                                   |
|      |       |            |           | 016-Insurance Deductible for Bus Accident DOL 12-10-24                                                                                                                                                                                                                                     | 11-016-2720-521-000-0000-000-050                                                                         | 12/11/2024                             | 1,000.00                          |
| 11   | 1334  | 12/11/2024 | 10298     | Ramsey Enterprises, Inc.                                                                                                                                                                                                                                                                   | 412 Classroom Supplies C Roby                                                                            | 400.00                                 |                                   |
|      |       |            |           | 412 Christina Roby Classroom Sewing Machine Supplies such as (15) Bobbin Cases                                                                                                                                                                                                             | 11-412-1000-681-314-8400-000-510                                                                         | 12/11/2024                             | 400.00                            |

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1304 - 49999, Fund(s): 11-General

| Fund | PO No | Date       | Vendor No | Vendor                                                                                                                                                                                                                                                                                                                                                                   | Description                                        | Amount   |
|------|-------|------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------|
| 11   | 1335  | 12/11/2024 | 12785     | OKLAHOMA LIBRARY ASSOCIATION                                                                                                                                                                                                                                                                                                                                             | 11-03 OLA Conference Regis                         | 275.00   |
|      |       |            |           | 11-03 Oklahoma Library Association<br>ConferenceNorman, OKMarch 13-<br>14/2025 Jessica Pool Media<br>Specialist                                                                                                                                                                                                                                                          | 11-003-2575-860-900-0000-000-160<br>12/11/2024     | 275.00   |
| 11   | 1336  | 12/16/2024 | 66397     | MNJ TECHNOLOGIES DIRECT, INC.                                                                                                                                                                                                                                                                                                                                            | 002-smartboard projector bulbs                     | 125.00   |
|      |       |            |           | BTI Projector lamp for music room<br>projector.                                                                                                                                                                                                                                                                                                                          | 11-002-1000-653-100-0000-000-110<br>12/16/2024     | 125.00   |
| 11   | 1337  | 12/16/2024 | 11601     | The House of Clay                                                                                                                                                                                                                                                                                                                                                        | 002 - Clay                                         | 300.00   |
|      |       |            |           | Jackie OrdonezClay for Art Class                                                                                                                                                                                                                                                                                                                                         | 11-002-1000-619-100-0000-000-505<br>12/16/2024     | 300.00   |
| 11   | 1338  | 12/16/2024 | 12881     | PAPER THERMOMETER CO., INC.                                                                                                                                                                                                                                                                                                                                              | 023 - DISH MACHIHNE<br>TEMPERATURE TEST STRIPS     | 716.00   |
|      |       |            |           | TL1-160 DISH MACHINE<br>TEMPERATURE TEST STRIPS                                                                                                                                                                                                                                                                                                                          | 11-023-3140-618-700-0000-000-050<br>12/16/2024     | 671.00   |
|      |       |            |           | SHIPPING                                                                                                                                                                                                                                                                                                                                                                 | 11-023-3140-618-700-0000-000-050<br>12/16/2024     | 25.00    |
|      |       |            |           | INCREASE P.O. 1338 TO MEET 2025<br>PRICING OF 13.82 PER PACKAGE                                                                                                                                                                                                                                                                                                          | 11-023-3140-618-700-0000-000-050<br>01/06/2025     | 20.00    |
| 11   | 1339  | 12/16/2024 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                                                                                                                                                                                                                                                                                                   | 003- SUB Amanda Thomas                             | 220.00   |
|      |       |            |           | Amanda Thomas Sub coverage during<br>the OKMEA Music ConferenceJan 16<br>and 17th 2025                                                                                                                                                                                                                                                                                   | 11-003-5600-930-900-1050-000-155<br>12/16/2024     | 220.00   |
| 11   | 1340  | 12/16/2024 | 10582     | CCOSA                                                                                                                                                                                                                                                                                                                                                                    | 003 OMLEA CONFERENCE<br>REGISTRATION               | 1,076.00 |
|      |       |            |           | Registration for admin and teachers<br>to attend OMLEA Conference,<br>February 13-14, 2025 in Edmond, OK                                                                                                                                                                                                                                                                 | 11-003-2213-860-000-0000-000-510<br>12/16/2024     | 1,076.00 |
| 11   | 1341  | 12/16/2024 | 67707     | STEINBRUCK TAG AGENCY                                                                                                                                                                                                                                                                                                                                                    | 026-Blanket: Vehicle Tags                          | 750.00   |
|      |       |            |           | 026-Blanket; Tags for new<br>transportation vehicles                                                                                                                                                                                                                                                                                                                     | 11-026-2720-810-000-0000-000-050<br>12/16/2024     | 750.00   |
| 11   | 1342  | 12/19/2024 | 67319     | OK SCIENCE TECHNOLOGY                                                                                                                                                                                                                                                                                                                                                    | 412-Registration to Mid-Winter<br>Conf. (01/31/25) | 300.00   |
|      |       |            |           | 412 STEM Early Bird Registration to<br>attend Mid-Winter Conference;                                                                                                                                                                                                                                                                                                     | 11-412-2213-860-315-8700-000-140<br>12/19/2024     | 100.00   |
|      |       |            |           | Metro Technology Centers, Springlake<br>Drive, Oklahoma City, OK (January 31,<br>2025) Attendees: Vanessa Baca - MBI<br>Erin Holder - MBI Shadai LaPlace - CRI<br>Josh Neal - MHI                                                                                                                                                                                        | 11-412-2213-860-315-8700-000-145<br>12/19/2024     | 100.00   |
|      |       |            |           |                                                                                                                                                                                                                                                                                                                                                                          | 11-412-2213-860-315-8700-000-160<br>12/19/2024     | 100.00   |
| 11   | 1343  | 12/19/2024 | 67046     | COMMERCE BANK                                                                                                                                                                                                                                                                                                                                                            | 572 Classroom Supplies                             | 550.00   |
|      |       |            |           | 572 Classroom Supply such as Annual<br>Educator License: Avatars/Comics for<br>Dense Phipps, Kristina Dunn and<br>Veronica Pinion                                                                                                                                                                                                                                        | 11-572-1000-653-410-1310-000-705<br>12/19/2024     | 550.00   |
| 11   | 1344  | 12/19/2024 | 10170     | Apple, Inc.                                                                                                                                                                                                                                                                                                                                                              | 511 Federal Programs Tech<br>Supplies              | 3,793.00 |
|      |       |            |           | 511 Federal Programs Tech Vendor:<br>Apple Education15-inch MacBook Air<br>Apple M3 chip with 8-core<br>CPU#MC9D4LL/A\$1199.0011-inch<br>iPad Pro WiFi 256GB<br>#MNV86LL/A\$899.00 each x 2 =<br>\$1798.00Apple Pencil<br>Pro#MX2D3AM/A\$119.00 each x 2 =<br>\$238.00Magic Keyboard for iPad Pro<br>11-inch#MWR23LL/A\$279.00 x 2 =<br>\$558.00Total for Apple\$3793.00 | 11-511-2330-653-429-0000-000-050<br>12/19/2024     | 3,793.00 |

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1304 - 49999, Fund(s): 11-General

| Fund | PO No | Date       | Vendor No | Vendor                                                                                                                                                                                                                                       | Description                                       | Amount     |          |
|------|-------|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------|----------|
| 11   | 1345  | 12/19/2024 | 66794     | MOSYLE CORPORATION                                                                                                                                                                                                                           | 511 Federal Programs Tech Support                 | 28.08      |          |
|      |       |            |           | 511 Federal Programs Tech Support Premium Subscription Mosyle Manager MDM (this is for the iPads and the Mac)3 @ 8.25 each = \$24.75 Mosyle Auth Subscription (this is for the Mac- it has to have both)1 @ \$3.33Total for Mosyle - \$28.08 | 11-511-2230-653-429-0000-000-050                  | 12/19/2024 | 28.08    |
| 11   | 1346  | 12/19/2024 | 65090     | SWIVL, INC                                                                                                                                                                                                                                   | 541 Swivl Reflectivity Individual License Renewal | 5,544.00   |          |
|      |       |            |           | Quote#31372541 - (4) Reflectivity Individual Licenses and Swivl Equipment                                                                                                                                                                    | 11-541-2213-653-000-0000-000-050                  | 12/19/2024 | 5,544.00 |
| 11   | 1347  | 12/19/2024 | 12834     | OSSAA                                                                                                                                                                                                                                        | 054 GATE Fine Arts Speech Tournament              | 200.00     |          |
|      |       |            |           | 054 GATE Fine Arts Speech Tournament at Deer Creek HS January 11, 2025                                                                                                                                                                       | 11-054-2213-860-000-0000-000-705                  | 12/19/2024 | 200.00   |
| 11   | 1348  | 12/19/2024 | 63672     | SCHOOL SAFE ID, LLC                                                                                                                                                                                                                          | 025-Surface Pro check in device                   | 769.95     |          |
|      |       |            |           | Estimate#2431Surface Pro 7 (windows 10 pro) -refurbished and imaged with SSIDsoftware                                                                                                                                                        | 11-025-2560-653-000-0000-000-050                  | 12/19/2024 | 750.00   |
|      |       |            |           | Shipping                                                                                                                                                                                                                                     | 11-025-2560-653-000-0000-000-050                  | 12/19/2024 | 19.95    |
| 11   | 1349  | 12/19/2024 | 67046     | COMMERCE BANK                                                                                                                                                                                                                                | 561- CIS Student Support Institute Airfare        | 500.00     |          |
|      |       |            |           | 561- Communities in Schools Student Support Institute Airfare: Attended by Katy Patterson, Feb. 18-21, Las Vegas Nevada                                                                                                                      | 11-561-2573-580-000-0000-000-050                  | 12/19/2024 | 500.00   |
| 11   | 1350  | 12/19/2024 | 67046     | COMMERCE BANK                                                                                                                                                                                                                                | 561-CIS Student Support Institute Registration    | 650.00     |          |
|      |       |            |           | 561-Communities in Schools Student Support Institute Registration: Attended by Katy Patterson; Feb. 18-21; Las Vegas, NV                                                                                                                     | 11-561-2213-860-252-0000-000-050                  | 12/19/2024 | 650.00   |
| 11   | 1351  | 12/19/2024 | 67046     | COMMERCE BANK                                                                                                                                                                                                                                | 561-CIS Student Support Institute Hotel           | 600.00     |          |
|      |       |            |           | 561-Communities in Schools Student Support Institute Hotel-Attended by Katy Patterson; Feb. 18-21; Las Vegas, NV                                                                                                                             | 11-561-2573-580-000-0000-000-050                  | 12/19/2024 | 600.00   |
| 11   | 1352  | 12/19/2024 | 85450     | Katy Dawn Patterson                                                                                                                                                                                                                          | 561-Per Diem & Travel Reim-CIS SSI                | 500.00     |          |
|      |       |            |           | 561-Per Diem & Travel Reimbursement for Communities in Schools Student Support Institute- Attended by Katy Patterson; Feb. 18-21; Las Vegas, NV                                                                                              | 11-561-2573-580-000-0000-000-050                  | 12/19/2024 | 500.00   |
| 11   | 1353  | 12/19/2024 | 67046     | COMMERCE BANK                                                                                                                                                                                                                                | 621 Hotel for Solution Tree Training              | 1,002.00   |          |
|      |       |            |           | 621 Hotel for Solution Tree TrainingGeneral & Special Educators Collaborating for Student Success07/21/25 - 07/23/25 in Tulsa, OKDeblin Badillo, Samantha Crissup, Christy Elliot, Breeana Melendez, Brandee Yates                           | 11-621-2213-580-239-0000-000-525                  | 12/19/2024 | 1,002.00 |

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1304 - 49999, Fund(s): 11-General

| Fund | PO No | Date       | Vendor No | Vendor                                                                                                                                                                                                                                 | Description                                       | Amount     |          |
|------|-------|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------|----------|
| 11   | 1354  | 12/19/2024 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                                                                                                                                                                 | 621 Travel & Per Diem for Solution Tree Training  | 556.00     |          |
|      |       |            |           | 621Travel & Per Diem Expenses for Solution Tree TrainingGeneral & Special Educators Collaborating for Student Success07/21/25 - 07/23/25 in Tulsa, OKDeblin Badillo, Samantha Crissup, Christy Elliot, Breeana Melendez, Brandee Yates | 11-621-2213-580-239-0000-000-525                  | 12/19/2024 | 556.00   |
| 11   | 1355  | 12/19/2024 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                                           | 621 Trampoline for FS Classroom - Alexis Brown    | 98.99      |          |
|      |       |            |           | 621 Trampoline for FS Classroom at CRI - Alexis Brown                                                                                                                                                                                  | 11-621-1000-619-239-0000-000-145                  | 12/19/2024 | 98.99    |
| 11   | 1356  | 12/19/2024 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                                           | 621 OT Saucer Swing for MNMS - Alexis Chaffee     | 150.00     |          |
|      |       |            |           | 621 OT Saucer Swing for MNMS - Alexis Chaffee                                                                                                                                                                                          | 11-621-1000-619-239-0000-000-510                  | 12/19/2024 | 150.00   |
| 11   | 1357  | 12/19/2024 | 14092     | WPS PUBLISHERS DISTRIBUTERS                                                                                                                                                                                                            | 621 Psych Protocols & Assessments                 | 500.00     |          |
|      |       |            |           | 621 Psych Protocols & Assessments                                                                                                                                                                                                      | 11-621-2140-614-239-0000-000-050                  | 12/19/2024 | 500.00   |
| 11   | 1358  | 12/19/2024 | 13059     | PSYCHOLOGICAL ASSESSMENT RESOU                                                                                                                                                                                                         | 621 FAR Professional Manual (includes Fast Guide) | 250.00     |          |
|      |       |            |           | 621 FAR Professional Manual (includes Fast Guide)                                                                                                                                                                                      | 11-621-2140-614-239-0000-000-050                  | 12/19/2024 | 250.00   |
| 11   | 1359  | 12/19/2024 | 19969     | SOLUTION TREE                                                                                                                                                                                                                          | 621 Collaborating for Student Success Training    | 3,845.00   |          |
|      |       |            |           | 621 Collaborating for Student Success Training07/21/25 - 07/23/25Tulsa, OKAttendees: Deblin Badillo, Samantha Crissup, Christy Elliot, Breeana Melendez, Brandee Yates                                                                 | 11-621-2213-860-239-0000-000-525                  | 12/19/2024 | 3,845.00 |
| 11   | 1360  | 12/20/2024 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                                           | 005-Supplies for Phy Sci-T.Rogers                 | 475.00     |          |
|      |       |            |           | 005- HS Science DeptTennis BallsDumdumsPlastic cups (red)Masking tapeAA batteriesButton BatteriesPlastic SpoonsPaper platesBalloonsWhite vinegarAluminum FoilEffervescent                                                              | 11-005-1000-619-900-0000-000-705                  | 12/20/2024 | 475.00   |
| 11   | 1361  | 12/20/2024 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                                           | Increase to req# 159163                           | 150.00     |          |
|      |       |            |           | 005- HS Science DepartmentPhysical science classroom supplies to be purchased for Corey W and Trena R                                                                                                                                  | 11-005-1000-619-900-0000-000-705                  | 12/20/2024 | 150.00   |
| 11   | 1362  | 12/20/2024 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                                           | 621 Desk Chairs w/ arms for TE - Jami Hasty       | 150.00     |          |
|      |       |            |           | 621 Desk Chairs w/ arms for TE - Jami Hasty                                                                                                                                                                                            | 11-621-1000-651-239-0000-000-120                  | 12/20/2024 | 150.00   |
| 11   | 1363  | 12/20/2024 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                                           | 621 Changing Pad & Wedge Pillow for FS at MHS     | 150.00     |          |
|      |       |            |           | 621 Changing Pad & Wedge Pillow for FS at MHS                                                                                                                                                                                          | 11-621-1000-619-239-0000-000-705                  | 12/20/2024 | 150.00   |
| 11   | 1364  | 01/06/2025 | 69006     | Tara Light                                                                                                                                                                                                                             | 066 Professional Dev Presenter Jan 6, 2025        | 200.00     |          |
|      |       |            |           | 066 Presenter for Fine Arts PD on January 6, 2025                                                                                                                                                                                      | 11-066-2213-359-000-0000-000-050                  | 01/06/2025 | 200.00   |
| 11   | 1365  | 01/06/2025 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                                           | 066 Fine Arts Activity Envelopes                  | 125.00     |          |
|      |       |            |           | 066 Activity Fund Envelopes for fees                                                                                                                                                                                                   | 11-066-1000-619-100-0000-000-050                  | 01/06/2025 | 125.00   |

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1304 - 49999, Fund(s): 11-General

| Fund | PO No | Date       | Vendor No | Vendor                                                                                                          | Description                           | Amount     |        |
|------|-------|------------|-----------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------|------------|--------|
| 11   | 1366  | 01/06/2025 | 12960     | Betrold Enterprises, Inc.                                                                                       | 066 MHS Vocal Contest Music           | 1,502.80   |        |
|      |       |            |           | 066 MHS Vocal Contest MusicChi La Gagliarda                                                                     | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 214.50 |
|      |       |            |           | O Love                                                                                                          | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 275.00 |
|      |       |            |           | Ad Astra                                                                                                        | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 72.00  |
|      |       |            |           | O Magnum Mysterium                                                                                              | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 99.00  |
|      |       |            |           | Amor de mi Alma                                                                                                 | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 117.80 |
|      |       |            |           | Daemon Irepit Callidus                                                                                          | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 110.50 |
|      |       |            |           | Within Thy House Forever                                                                                        | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 48.00  |
|      |       |            |           | Ave Regina Caelorum                                                                                             | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 90.00  |
|      |       |            |           | Heart We Will Forget Him                                                                                        | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 71.40  |
|      |       |            |           | Non Nobis, Domine                                                                                               | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 178.75 |
|      |       |            |           | Loch Lomond                                                                                                     | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 54.00  |
|      |       |            |           | Vive L'amour                                                                                                    | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 34.85  |
|      |       |            |           | Ticket to the Kingdom                                                                                           | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 45.00  |
|      |       |            |           | Home on the Range                                                                                               | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 42.00  |
|      |       |            |           | Shipping or Price Increase coverage                                                                             | 11-066-1000-619-100-3071-000-705      | 01/06/2025 | 50.00  |
| 11   | 1367  | 01/06/2025 | 11059     | Blick Art Materials, LLC                                                                                        | 072 Grant for Lakehoma Art Supplies   | 500.00     |        |
|      |       |            |           | 072 Lakehoma Grant for Art Supplies                                                                             | 11-072-1000-611-100-1173-000-115      | 01/06/2025 | 338.00 |
|      |       |            |           |                                                                                                                 | 11-072-1000-619-100-1173-000-115      | 01/06/2025 | 162.00 |
| 11   | 1368  | 01/06/2025 | 11059     | Blick Art Materials, LLC                                                                                        | 072 Grant for MCMS Art Supplies       | 500.00     |        |
|      |       |            |           | 072 MCMS Grant Art Supplies                                                                                     | 11-072-1000-619-100-1173-000-525      | 01/06/2025 | 500.00 |
| 11   | 1369  | 01/06/2025 | 12598     | Nasco Education LLC                                                                                             | 072 Grant for Centennial Art Class    | 499.99     |        |
|      |       |            |           | 072 Grant for Centennial Art Supplies                                                                           | 11-072-1000-619-100-1173-000-135      | 01/06/2025 | 289.20 |
|      |       |            |           | Clay Celluclay White 24 lbs                                                                                     |                                       |            |        |
|      |       |            |           | Clay Air-Dry White 25 lbs                                                                                       | 11-072-1000-619-100-1173-000-135      | 01/06/2025 | 104.64 |
|      |       |            |           | Shipping                                                                                                        | 11-072-1000-619-100-1173-000-135      | 01/06/2025 | 106.15 |
| 11   | 1370  | 01/06/2025 | 11059     | Blick Art Materials, LLC                                                                                        | 072 Grant for MHS Tilley Art supplies | 500.00     |        |
|      |       |            |           | 072 Grant for MHS Tilley Art Supplies                                                                           | 11-072-1000-619-100-2800-000-705      | 01/06/2025 | 500.00 |
|      |       |            |           | 11 X 14 Cotton Canvas Panels                                                                                    |                                       |            |        |
| 11   | 1371  | 01/06/2025 | 14462     | Amazon Capital Services Inc.                                                                                    | 066 MBI Art Class Items               | 66.72      |        |
|      |       |            |           | 066 Classroom Art Items glue and markers                                                                        | 11-066-1000-619-100-1173-000-160      | 01/06/2025 | 66.72  |
| 11   | 1372  | 01/06/2025 | 17451     | J.W. Pepper & Son, Inc.                                                                                         | 072 Grant for MNMS Vocal Supplies     | 300.00     |        |
|      |       |            |           | 072 Grant Funds for MNMS Vocal class contest music                                                              | 11-072-1000-619-100-1183-000-510      | 01/06/2025 | 300.00 |
| 11   | 1373  | 01/06/2025 | 14462     | Amazon Capital Services Inc.                                                                                    | 621 OT Supplies                       | 800.00     |        |
|      |       |            |           | 621 OT Supplies                                                                                                 | 11-621-2135-658-239-0000-000-050      | 01/06/2025 | 800.00 |
| 11   | 1374  | 01/06/2025 | 14462     | Amazon Capital Services Inc.                                                                                    | 002 - Weight Room Equipment           | 130.00     |        |
|      |       |            |           | Chris SawyerWeight Room Equipment (Will be placed after Christmas Break)                                        | 11-002-1000-619-900-0000-000-505      | 01/06/2025 | 130.00 |
| 11   | 1375  | 01/06/2025 | 14462     | Amazon Capital Services Inc.                                                                                    | 412 Classroom Supplies (R Swan)       | 250.00     |        |
|      |       |            |           | 412 Rhoda Swan Classroom Supplies such as Logitech remotes for robotics, presentation boards and report covers. | 11-412-1000-681-315-8700-700-510      | 01/06/2025 | 250.00 |

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1304 - 49999, Fund(s): 11-General

| Fund | PO No | Date       | Vendor No                                                                                                                                                        | Vendor                                | Description                                   | Amount   |
|------|-------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------|----------|
| 11   | 1376  | 01/06/2025 | 14689                                                                                                                                                            | STAPLES BUSINESS ADVANTAGE<br>1561215 | 541 Professional Recruitment<br>Flyers        | 200.00   |
|      |       |            | 541 - Professional Recruitment Flyers to present at Job Fairs for spring semester.                                                                               | 11-541-2571-550-000-000-050           | 01/06/2025                                    | 200.00   |
| 11   | 1377  | 01/06/2025 | 14462                                                                                                                                                            | Amazon Capital Services Inc.          | 412 Classroom Materials (G<br>Knowles)        | 600.00   |
|      |       |            | 412 Gary Knowles Classroom Materials such as filament, cutting blades, hot glue sticks, triangle rulers, food grade gloves etc.                                  | 11-412-1000-681-315-8700-000-705      | 01/06/2025                                    | 600.00   |
| 11   | 1378  | 01/06/2025 | 68518                                                                                                                                                            | JOSHUA AND HOPE FINN                  | 412 Competition Supplies (G<br>Knowles)       | 900.00   |
|      |       |            | 412 Gary Knowles Competition Supplies for TSA and Speedfest such as Tech Flyer TSA Competition Kits, Speed Deamon Competition Kits                               | 11-412-1000-681-315-8700-000-705      | 01/06/2025                                    | 900.00   |
| 11   | 1379  | 01/06/2025 | 14462                                                                                                                                                            | Amazon Capital Services Inc.          | 572- EL Classroom Supplies Katie<br>Pruett    | 100.00   |
|      |       |            | 572- EL Classroom Supplies Katie Pruett such as replacement toner cartridge Dell DRYXV Toner Cartridge B1260dn/B1265dnf/B1265dfw Laser Printers, Black, One Size | 11-572-1000-611-410-1310-000-115      | 01/06/2025                                    | 100.00   |
| 11   | 1380  | 01/07/2025 | 64746                                                                                                                                                            | OK Assoc of Career & Tech Ed          | 412 Rachel Kain Registration NTA<br>Follow-Up | 50.00    |
|      |       |            | 412 Rachel Kain - Registration to attend New Teacher Academy Training Follow-Up; Stillwater, OK (1/23/25)                                                        | 11-412-2213-860-314-8400-000-705      | 01/07/2025                                    | 50.00    |
| 11   | 1381  | 01/07/2025 | 86826                                                                                                                                                            | Rachel Xiomara Courtney Kain          | 412 Est. Travel Expenses (R Kain)<br>01/23/25 | 125.00   |
|      |       |            | 412 Rachel Kain Est. Travel Exp. for New Teacher Follow Spring Mtg. (01/23/25)                                                                                   | 11-412-2213-580-314-8400-000-705      | 01/07/2025                                    | 125.00   |
| 11   | 1382  | 01/07/2025 | 14462                                                                                                                                                            | Amazon Capital Services Inc.          | 054 GATE Classroom Supplies (E<br>Velders)    | 200.00   |
|      |       |            | 054 Erin Velders Classroom Supplies such as glass beads, stretch cord, ink stamps, wood letters etc.                                                             | 11-054-1000-681-251-0000-000-150      | 01/07/2025                                    | 200.00   |
| 11   | 1383  | 01/07/2025 | 99999                                                                                                                                                            | MUSTANG PUBLIC SCHOOLS                | 412 Rachel Kain Sub Pay                       | 110.00   |
|      |       |            | 412 Rachel Kain - Sub Pay to attend New Teacher Spring Follow-Up Mtg, Stillwater, OK at OK Dept. Career Tech on 1/23/25                                          | 11-412-5600-930-314-8400-000-705      | 01/07/2025                                    | 110.00   |
| 11   | 1384  | 01/07/2025 | 23066                                                                                                                                                            | AndyMark Inc.                         | 412 M Moore Classroom<br>Materials            | 1,500.00 |
|      |       |            | Jessica Holman Classroom Materials such as game/field elements.                                                                                                  | 11-412-1000-681-315-8700-000-705      | 01/07/2025                                    | 1,500.00 |
| 11   | 1385  | 01/07/2025 | 15147                                                                                                                                                            | LOWES CREDIT SERVICES                 | 412 M Moore Classroom<br>Materials            | 350.00   |
|      |       |            | 412 Matt Moore Classroom game/field construction materials                                                                                                       | 11-412-1000-681-315-8700-000-705      | 01/07/2025                                    | 350.00   |
| 11   | 1386  | 01/07/2025 | 69011                                                                                                                                                            | Lonnie Easter                         | 054 Fine Arts Jazz Clinician                  | 200.00   |
|      |       |            | 054 Fine Arts Jazz Clinician                                                                                                                                     | 11-054-1000-322-251-0000-000-705      | 01/07/2025                                    | 200.00   |

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**Options:** Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1304 - 49999, Fund(s): 11-General

| Fund | PO No | Date       | Vendor No | Vendor                                                                                                                                                                                                                     | Description                                    | Amount   |
|------|-------|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------|
| 11   | 1387  | 01/07/2025 | 11601     | The House of Clay                                                                                                                                                                                                          | 054 Fine Arts Materials for CRI                | 50.00    |
|      |       |            |           | 054 Fine Arts 25lbs of clay for Mozaic Project at CRI                                                                                                                                                                      | 11-054-1000-619-251-0000-000-145               | 50.00    |
| 11   | 1388  | 01/07/2025 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                               | 054 Fine Arts Project Supplies CRI             | 200.00   |
|      |       |            |           | 054 Fine Arts Mosaic Project Supplies such as safety goggles and mosaic pieces for CRI                                                                                                                                     | 11-054-1000-619-251-0000-000-145               | 200.00   |
| 11   | 1389  | 01/07/2025 | 15147     | LOWES CREDIT SERVICES                                                                                                                                                                                                      | 054 Fine Arts Project Supplies CRI             | 500.00   |
|      |       |            |           | 054 Fine Arts Mosaic Project Supplies for CRI such as tile, tile adhesive, tile grouter, tile nipper, etc.                                                                                                                 | 11-054-1000-619-251-0000-000-145               | 500.00   |
| 11   | 1390  | 01/07/2025 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                               | 025-Technology                                 | 1,000.00 |
|      |       |            |           | Technology Supplies                                                                                                                                                                                                        | 11-025-2580-653-000-0000-000-050               | 1,000.00 |
| 11   | 1391  | 01/07/2025 | 10007     | Randall Five Inc                                                                                                                                                                                                           | 412 AG S Stevens Classroom Supplies            | 400.00   |
|      |       |            |           | 412 AG: Scott Stevens Glass Bottle Refill                                                                                                                                                                                  | 11-412-1000-681-311-8000-000-705               | 400.00   |
| 11   | 1392  | 01/07/2025 | 69007     | Equipment Zone, Inc                                                                                                                                                                                                        | 412 Classroom Supplies (J Ford)                | 3,000.00 |
|      |       |            |           | 412 Jeremy Ford classroom supplies for DTG Printer                                                                                                                                                                         | 11-412-1000-653-315-8700-000-525               | 3,000.00 |
| 11   | 1393  | 01/07/2025 | 69007     | Equipment Zone, Inc                                                                                                                                                                                                        | 421 Carl Perkins Classroom Equipment (J Ford)  | 5,595.88 |
|      |       |            |           | 421 Carl Perkins Classroom Equipment for Jeremy Ford                                                                                                                                                                       | 11-421-1000-653-332-8700-000-525               | 5,595.88 |
| 11   | 1394  | 01/07/2025 | 10170     | Apple, Inc.                                                                                                                                                                                                                | 541 Instructional Tech Supplies                | 1,555.80 |
|      |       |            |           | 541 Instructional Tech Supplies for Instructional Coaches Updated QuoteVendor: APPLEQuote#211195798310.9 in iPad Wi-Fi 64GB#MPQ03LL/A\$329.00 x 4 = \$1316.00STM Dux Plus for iPad 10 Gen #HQF32ZM/A\$59.95 x 4 = \$239.80 | 11-541-2213-653-000-0000-000-705               | 1,555.80 |
| 11   | 1395  | 01/07/2025 | 66794     | MOSYLE CORPORATION                                                                                                                                                                                                         | 541 Instructional Tech Support                 | 33.00    |
|      |       |            |           | 541 Instructional Tech Support for Instructional Coaches Premium Subscription MDM Manager\$8.25 each x 4 = \$33.00                                                                                                         | 11-541-2213-653-000-0000-000-705               | 31.36    |
|      |       |            |           |                                                                                                                                                                                                                            | 11-541-2213-653-000-0000-000-705               | 1.64     |
| 11   | 1396  | 01/07/2025 | 67396     | TRIUMPH COLLEGE PLANNING LLC                                                                                                                                                                                               | 561-Blanket PO: ACT Prep for Title VI Students | 3,000.00 |
|      |       |            |           | 561-Blanket PO: ACT Prep for Title VI Students                                                                                                                                                                             | 11-561-2199-322-424-0000-000-705               | 3,000.00 |
| 11   | 1397  | 01/08/2025 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                               | 333-Accelerated Novels for MHS English         | 529.99   |
|      |       |            |           | 333-ELA II Accelerated English Novels.                                                                                                                                                                                     | 11-333-1000-641-100-1114-000-705               | 529.99   |
| 11   | 1398  | 01/08/2025 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                                               | 002 MNMS OFFICE/CLASSROOM SUPPLIES - BLANKET   | 1,000.00 |
|      |       |            |           | FILE FOLDERS, PENS, PENCILS, PENCIL SHARPENERS, WHITEBOARD ERASERS, STICKERS, PUSH PINS, PAPER CLIPS, ETC                                                                                                                  | 11-002-1000-619-900-0000-000-510               | 500.00   |
|      |       |            |           | NOTEPADS, CARDSTOCK, FOLDERS, COLORED PAPER, ETC                                                                                                                                                                           | 11-002-1000-611-900-0000-000-510               | 500.00   |

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| Fund | PO No | Date       | Vendor No | Vendor                                                                                                                       | Description                              | Amount            |
|------|-------|------------|-----------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------|
| 11   | 1399  | 01/08/2025 | 12960     | Betroid Enterprises, Inc.                                                                                                    | 072 Grant CRI Vocal Class Supplies       | 110.00            |
|      |       |            |           | 072 Grant CRI Vocal Class Supplies                                                                                           | 11-072-1000-619-100-1183-000-145         | 110.00            |
| 11   | 1400  | 01/08/2025 | 14462     | Amazon Capital Services Inc.                                                                                                 | 072 Grant Trails Art Supplies            | 300.00            |
|      |       |            |           | 072 Grant Trails Art Class Supplies                                                                                          | 11-072-1000-611-100-1173-000-120         | 76.00             |
|      |       |            |           |                                                                                                                              | 11-072-1000-619-100-1173-000-120         | 224.00            |
| 11   | 1401  | 01/08/2025 | 14462     | Amazon Capital Services Inc.                                                                                                 | 072 Grant Trails Music Items             | 150.00            |
|      |       |            |           | 072 Grant Trails Music Items for Classroom                                                                                   | 11-072-1000-611-100-1183-000-120         | 25.00             |
|      |       |            |           |                                                                                                                              | 11-072-1000-619-100-1183-000-120         | 125.00            |
| 11   | 1402  | 01/08/2025 | 66794     | MOSYLE CORPORATION                                                                                                           | 025-Licensing                            | 11.01             |
|      |       |            |           | Premium SubscriptionMosyle Manager MDM                                                                                       | 11-025-2580-653-000-0000-000-050         | 7.84              |
|      |       |            |           | Mosyle Auth Subscription                                                                                                     | 11-025-2580-653-000-0000-000-050         | 3.17              |
| 11   | 1403  | 01/08/2025 | 10170     | Apple, Inc.                                                                                                                  | 025-Technology MacBook                   | 1,399.00          |
|      |       |            |           | 15-inch MacBook Air: Apple M3 chip with 8-core CPU and 10-core GPU, 16GB, 512GB SSD - Space GrayDaren Petersen               | 11-025-2580-653-000-0000-000-050         | 1,399.00          |
| 11   | 1404  | 01/08/2025 | 23641     | QUICK PRINT                                                                                                                  | 054 Fine Arts Programs                   | 500.00            |
|      |       |            |           | 054 Fine Arts - 325 Programs for Jazz Honor Concert (OkMEA) on 01/16/2024                                                    | 11-054-1000-550-251-0000-000-705         | 500.00            |
| 11   | 1405  | 01/08/2025 | 17621     | American Plant Products & Svcs Inc                                                                                           | 412 AG Scott Stevens Supplies            | 200.00            |
|      |       |            |           | 412 AG Scott Stevens Greenhouse plant trays.                                                                                 | 11-412-1000-681-311-8000-000-705         | 200.00            |
| 11   | 1406  | 01/08/2025 | 14462     | Amazon Capital Services Inc.                                                                                                 | 541 Anxious Generation Books             | 900.00            |
|      |       |            |           | 541 District Counselors (50) Anxious Generation Books                                                                        | 11-054-2213-641-000-0000-000-050         | 900.00            |
| 11   | 1407  | 01/08/2025 | 12994     | PITSCO EDUCATION, LLC                                                                                                        | 412 Classroom Materials (B Coffman)      | 550.00            |
|      |       |            |           | 412 Brett Coffman Classroom Materials for Flight & Space project                                                             | 11-412-1000-681-315-8700-000-505         | 550.00            |
| 11   | 1408  | 01/08/2025 | 23067     | VEX ROBOTICS, INC                                                                                                            | 412 Classroom Materials (B Coffman)      | 450.00            |
|      |       |            |           | 412 Brett Coffman Robotics Supplies                                                                                          | 11-412-1000-681-315-8700-000-505         | 450.00            |
| 11   | 1409  | 01/08/2025 | 69012     | Robolink, Inc                                                                                                                | 412 Classroom Supplies (G Sewell-Delany) | 250.00            |
|      |       |            |           | 412 Gina Sewell-Delany Classroom materials such as codedrones motors for robotics                                            | 11-412-1000-681-315-8700-000-140         | 250.00            |
| 11   | 1410  | 01/08/2025 | 14462     | Amazon Capital Services Inc.                                                                                                 | 412 Classroom Supplies (B Coffman)       | 600.00            |
|      |       |            |           | 412 Brett Coffman Classroom Supplies such as sand blocks, tennis balls, foil, food service products, drone landing pad, etc. | 11-412-1000-681-315-8700-000-505         | 600.00            |
| 11   | 1411  | 01/09/2025 | 14462     | Amazon Capital Services Inc.                                                                                                 | 072 Grant CRI Art Supplies               | 95.00             |
|      |       |            |           | 072 Grant CRI Variety of Art Supplies                                                                                        | 11-072-1000-619-100-1173-000-145         | 95.00             |
| 11   | 1412  | 01/09/2025 | 12834     | OSSAA                                                                                                                        | 066 MHS Choir State Entry Fees           | 525.00            |
|      |       |            |           | 066 MHS Vocal OSSAA State Contest Entry Fees                                                                                 | 11-066-1000-810-100-3071-000-705         | 525.00            |
| 11   | 1413  | 01/09/2025 | 14462     | Amazon Capital Services Inc.                                                                                                 | 066 Valley Music Class Items             | <del>850.00</del> |
|      |       |            |           | 066 Valley Music Classroom Items                                                                                             | 11-066-1000-619-100-1183-000-110         | 150.00            |

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| Fund | PO No | Date       | Vendor No | Vendor                                  | Description                      | Amount   |
|------|-------|------------|-----------|-----------------------------------------|----------------------------------|----------|
| 11   | 1414  | 01/09/2025 | 14462     | Amazon Capital Services Inc.            | 066 RW Music Class Items         | 70.00    |
|      |       |            |           | 066 Riverwood Music Class items-        | 11-066-1000-611-100-1183-000-155 | 19.00    |
|      |       |            |           | Construction paper, Laminating          | 11-066-1000-619-100-1183-000-155 | 51.00    |
|      |       |            |           | Sheets, Sit Spots                       |                                  |          |
| 11   | 1415  | 01/09/2025 | 11474     | THE PROPHET CORPORATION                 | 066 RW Music Class Items         | 87.00    |
|      |       |            |           | 066 RW Rainbow Jump bands               | 11-066-1000-619-100-1183-000-155 | 87.00    |
| 11   | 1416  | 01/09/2025 | 14462     | Amazon Capital Services Inc.            | 415 Classroom Supplies (C        | 250.00   |
|      |       |            |           | Matlock)                                |                                  |          |
|      |       |            |           | 412 Courtney Matlock Classroom          | 11-412-1000-681-314-8400-000-705 | 250.00   |
|      |       |            |           | Supplies such as (16) sets of terracota |                                  |          |
|      |       |            |           | pots                                    |                                  |          |
| 11   | 1417  | 01/09/2025 | 11592     | HAC, INC.                               | 412 - Cox Blanket PO             | 1,000.00 |
|      |       |            |           | (Supplies/Groceries)                    |                                  |          |
|      |       |            |           | 412 Marinda Cox Classroom Supplies      | 11-412-1000-681-314-8400-000-705 | 1,000.00 |
|      |       |            |           | and Groceries                           |                                  |          |
| 11   | 1418  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                  | 541 Sub Pay for Judy Bristol     | 110.00   |
|      |       |            |           | (1/22/25)                               |                                  |          |
|      |       |            |           | 541 Sub Pay for Judy Bristol to attend  | 11-541-5600-930-000-0000-000-505 | 110.00   |
|      |       |            |           | District Leadership - Mustang, OK on    |                                  |          |
|      |       |            |           | 1/22/25.                                |                                  |          |
| 11   | 1419  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                  | 541 Sub Pay for Alexis Brown     | 110.00   |
|      |       |            |           | (1/22/25)                               |                                  |          |
|      |       |            |           | 541 Sub Pay for Alexis Brown to         | 11-541-5600-930-000-0000-000-145 | 110.00   |
|      |       |            |           | attend District Leadership - Mustang,   |                                  |          |
|      |       |            |           | OK on 1/22/25.                          |                                  |          |
| 11   | 1420  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                  | 541 Sub Pay for Christopher      | 110.00   |
|      |       |            |           | Casarez (1/22/25)                       |                                  |          |
|      |       |            |           | 541 Sub Pay for Christopher Casarez     | 11-541-5600-930-000-0000-000-705 | 110.00   |
|      |       |            |           | to attend District Leadership -         |                                  |          |
|      |       |            |           | Mustang, OK on 1/22/25.                 |                                  |          |
| 11   | 1421  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                  | 541 Sub Pay for Cale Cochran     | 110.00   |
|      |       |            |           | (1/22/25)                               |                                  |          |
|      |       |            |           | 541 Sub Pay for Cale Cochran to         | 11-541-5600-930-000-0000-000-705 | 110.00   |
|      |       |            |           | attend District Leadership - Mustang,   |                                  |          |
|      |       |            |           | OK on 1/22/25.                          |                                  |          |
| 11   | 1422  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                  | 541 Sub Pay for Christopher      | 110.00   |
|      |       |            |           | Cunningham (1/22/25)                    |                                  |          |
|      |       |            |           | 541 Sub Pay for Christopher             | 11-541-5600-930-000-0000-000-510 | 110.00   |
|      |       |            |           | Cunningham to attend District           |                                  |          |
|      |       |            |           | Leadership - Mustang, OK on             |                                  |          |
|      |       |            |           | 1/22/25.                                |                                  |          |
| 11   | 1423  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                  | 541 Sub Pay for Tyler Davis      | 110.00   |
|      |       |            |           | (1/22/25)                               |                                  |          |
|      |       |            |           | 541 Sub Pay for Tyler Davis to attend   | 11-541-5200-930-000-0000-000-160 | 110.00   |
|      |       |            |           | District Leadership - Mustang, OK on    |                                  |          |
|      |       |            |           | 1/22/25.                                |                                  |          |
| 11   | 1424  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                  | 541 Sub Pay Steve Garcia         | 110.00   |
|      |       |            |           | (1/22/25)                               |                                  |          |
|      |       |            |           | 541 Sub Pay for Steve Garcia to         | 11-541-5200-930-000-0000-000-510 | 110.00   |
|      |       |            |           | attend District Leadership - Mustang,   |                                  |          |
|      |       |            |           | OK on 1/22/25.                          |                                  |          |
| 11   | 1425  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                  | 541 Sub Pay for Sarah Green      | 110.00   |
|      |       |            |           | (1/22/25)                               |                                  |          |
|      |       |            |           | 541 Sub Pay for Sarah Green to          | 11-541-5200-930-000-0000-000-505 | 110.00   |
|      |       |            |           | attend District Leadership - Mustang,   |                                  |          |
|      |       |            |           | OK on 1/22/25.                          |                                  |          |

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| Fund | PO No | Date       | Vendor No | Vendor                                                                                   | Description                                    | Amount |
|------|-------|------------|-----------|------------------------------------------------------------------------------------------|------------------------------------------------|--------|
| 11   | 1426  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay Brent Hardin<br>(1/22/25)          | 110.00 |
|      |       |            |           | 541 Sub Pay for Brent Hardin to attend District Leadership - Mustang, OK on 1/22/25.     | 11-541-5200-930-000-0000-000-705<br>01/09/2025 | 110.00 |
| 11   | 1427  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay for Kimberlee Hardin (1/22/25)     | 100.00 |
|      |       |            |           | 541 Sub Pay for Kymberlee Hardin to attend District Leadership - Mustang, OK on 1/22/25. | 11-541-5200-930-000-0000-000-135<br>01/09/2025 | 100.00 |
| 11   | 1428  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub pay for Taylor Hardin (1/22/25)        | 110.00 |
|      |       |            |           | 541 Sub Pay for Taylor Hardin to attend District Leadership - Mustang, OK on 1/22/25.    | 11-541-5200-930-000-0000-000-110<br>01/09/2025 | 110.00 |
| 11   | 1429  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay Donitta Harris (1/22/25)           | 110.00 |
|      |       |            |           | 541 Sub Pay for Donitta Harris to attend District Leadership - Mustang, OK on 1/22/25.   | 11-541-5200-930-000-0000-000-705<br>01/09/2025 | 110.00 |
| 11   | 1430  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay Ali Holliday (1/22/25)             | 110.00 |
|      |       |            |           | 541 Sub Pay for Ali Holliday to attend District Leadership - Mustang, OK on 1/22/25.     | 11-541-5200-930-000-0000-000-105<br>01/09/2025 | 110.00 |
| 11   | 1431  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay Steve Kluge (1/22/25)              | 110.00 |
|      |       |            |           | 541 Sub Pay for Steve Kluge to attend District Leadership - Mustang, OK on 1/22/25.      | 11-541-5200-930-000-0000-000-705<br>01/09/2025 | 110.00 |
| 11   | 1432  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay Jonathan Knopfel (1/22/25)         | 110.00 |
|      |       |            |           | 541 Sub Pay for Jonathan Knopfel to attend District Leadership - Mustang, OK on 1/22/25. | 11-541-5200-930-000-0000-000-505<br>01/09/2025 | 110.00 |
| 11   | 1433  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay Amy LaRue (1/22/25)                | 110.00 |
|      |       |            |           | 541 Sub Pay for Amy LaRue to attend District Leadership - Mustang, OK on 1/22/25.        | 11-541-5200-930-000-0000-000-505<br>01/09/2025 | 110.00 |
| 11   | 1434  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay Rylee Lutts (1/22/25)              | 110.00 |
|      |       |            |           | 541 Sub Pay for Rylee Lutts to attend District Leadership - Mustang, OK on 1/22/25.      | 11-541-5200-930-000-0000-000-510<br>01/09/2025 | 110.00 |
| 11   | 1435  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay Lance Miller (1/22/25)             | 110.00 |
|      |       |            |           | 541 Sub Pay for Lance Miller to attend District Leadership - Mustang, OK on 1/22/25.     | 11-541-5200-930-000-0000-000-140<br>01/09/2025 | 110.00 |
| 11   | 1436  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                   | 541 Sub Pay Adam Mooney (1/22/25)              | 110.00 |
|      |       |            |           | 541 Sub Pay for Adam Mooney to attend District Leadership - Mustang, OK on 1/22/25.      | 11-541-5200-930-000-0000-000-525<br>01/09/2025 | 110.00 |

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| Fund | PO No | Date       | Vendor No | Vendor                                                                                     | Description                                    | Amount   |
|------|-------|------------|-----------|--------------------------------------------------------------------------------------------|------------------------------------------------|----------|
| 11   | 1437  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                     | 541 Sub Pay Darian Moya-Rhoads (1/22/25)       | 110.00   |
|      |       |            |           | 541 Sub Pay for Darian Maya-Rhoads to attend District Leadership - Mustang, OK on 1/22/25. | 11-541-5200-930-000-0000-000-705<br>01/09/2025 | 110.00   |
| 11   | 1438  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                     | 541 Sub Pay Trena Rogers (1/22/25)             | 110.00   |
|      |       |            |           | 541 Sub Pay for Trena Rogers to attend District Leadership - Mustang, OK on 1/22/25.       | 11-541-5200-930-000-0000-000-705<br>01/09/2025 | 110.00   |
| 11   | 1439  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                     | 541 Sub Pay Bobbie Williams (1/22/25)          | 110.00   |
|      |       |            |           | 541 Sub Pay for Bobbie Williams to attend District Leadership - Mustang, OK on 1/22/25.    | 11-541-5200-930-000-0000-000-150<br>01/09/2025 | 110.00   |
| 11   | 1440  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                     | 541 Sub Pay Crystal Willingham (1/22/25)       | 110.00   |
|      |       |            |           | 541 Sub Pay for Crystal Willingham to attend District Leadership - Mustang, OK on 1/22/25. | 11-541-5200-930-000-0000-000-115<br>01/09/2025 | 110.00   |
| 11   | 1441  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                     | 541 Sub Pay Amy Wilson (1/22/25)               | 110.00   |
|      |       |            |           | 541 Sub Pay for Amy Wilson to attend District Leadership - Mustang, OK on 1/22/25.         | 11-541-5200-930-000-0000-000-150<br>01/09/2025 | 110.00   |
| 11   | 1442  | 01/09/2025 | 99999     | MUSTANG PUBLIC SCHOOLS                                                                     | 541 Sub Pay Tara Zadora (1/22/25)              | 110.00   |
|      |       |            |           | 541 Sub Pay for Tara Zadorato attend District Leadership - Mustang, OK on 1/22/25.         | 11-541-5200-930-000-0000-000-145<br>01/09/2025 | 110.00   |
| 11   | 1443  | 01/09/2025 | 19611     | LEGO EDUCATION                                                                             | 070 Garver Grant Items                         | 511.90   |
|      |       |            |           | 070 Garver Grant LEGO Education SPIKE Essential Set                                        | 11-070-1000-619-100-0000-000-050<br>01/09/2025 | 329.95   |
|      |       |            |           | LEGO Education SPIKE Prime Expansions S                                                    | 11-070-1000-619-100-0000-000-050<br>01/09/2025 | 181.95   |
| 11   | 1444  | 01/09/2025 | 10588     | CENTER FOR EDUCATION LAW                                                                   | 011 - Legal Fees                               | 2,000.00 |
|      |       |            |           | Blanket for Legal Fees SY2025                                                              | 11-011-2317-357-000-0000-000-050<br>01/09/2025 | 2,000.00 |

|                           |                     |
|---------------------------|---------------------|
| <b>Non-Payroll Total:</b> | <b>\$142,244.62</b> |
| <b>Payroll Total:</b>     | <b>\$0.00</b>       |
| <b>Balance Forward:</b>   | <b>\$100.00</b>     |
| <b>Report Total:</b>      | <b>\$142,344.62</b> |

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 194 - 500, Fund(s): 21-Building

| <b>Fund</b> | <b>PO No</b> | <b>Date</b> | <b>Vendor No</b>                 | <b>Vendor</b>                  | <b>Description</b>                                       | <b>Amount</b> |
|-------------|--------------|-------------|----------------------------------|--------------------------------|----------------------------------------------------------|---------------|
| 21          | 194          | 12/06/2024  | 62873                            | Classic Paper Supply, Inc.     | Bulk TP/PT for remainder of FY 25                        | 78,000.00     |
|             |              |             |                                  |                                | Bulk TP/PT for remainder of FY 25                        |               |
|             |              |             | 21-034-2620-618-000-0000-000-050 |                                | 12/06/2024                                               | 77,374.65     |
|             |              |             | 21-034-2620-618-000-0000-000-050 |                                | 12/06/2024                                               | 625.35        |
| 21          | 195          | 12/06/2024  | 67014                            | EVCO SERVICE CO., INC          | 032-Hydraulic seal for tractor                           | 500.00        |
|             |              |             |                                  |                                | 032-Hydraulic seal for tractor                           |               |
|             |              |             | 21-032-2620-655-000-0000-000-050 |                                | 12/06/2024                                               | 225.00        |
|             |              |             | 21-032-2620-655-000-0000-000-050 |                                | 12/06/2024                                               | 275.00        |
| 21          | 196          | 12/09/2024  | 22481                            | The Pitney Bowes Bank Inc      | 031-Annual postage machine supplies                      | 1,288.33      |
|             |              |             |                                  |                                | 031-Annual postage machine supplies                      |               |
|             |              |             | 21-031-2620-619-000-0000-000-050 |                                | 12/09/2024                                               | 1,288.33      |
| 21          | 197          | 12/10/2024  | 13854                            | Trane U.S. Inc                 | 036-Diagnose & service ERV system at the PAC             | 2,040.00      |
|             |              |             |                                  |                                | 036-Diagnose and service the ERV system at the MHS PAC   |               |
|             |              |             | 21-036-2620-453-000-0000-000-705 |                                | 12/10/2024                                               | 2,040.00      |
| 21          | 198          | 12/19/2024  | 14462                            | Amazon Capital Services Inc.   | 031-2 Air purifier/sterilizers for OPS Offices           | 422.94        |
|             |              |             |                                  |                                | 031-2 Air purifier/sterilizers for Operations offices    |               |
|             |              |             | 21-031-2620-656-000-0000-000-054 |                                | 12/19/2024                                               | 43.95         |
|             |              |             | 21-031-2620-656-000-0000-000-054 |                                | 12/19/2024                                               | 378.99        |
| 21          | 199          | 12/19/2024  | 64132                            | UNITED MECHANICAL SERVICE, INC | 036-Installation of fabricated roof cap-MBI              | 250.00        |
|             |              |             |                                  |                                | 036-Labor & materials to fabricate roof cap for MBI      |               |
|             |              |             | 21-036-2620-458-000-0000-000-160 |                                | 12/19/2024                                               | 250.00        |
| 21          | 200          | 01/08/2025  | 17061                            | Varner Enterprises LLC         | US and OK outdoor flags                                  | 500.00        |
|             |              |             |                                  |                                | US and OK outdoor flags                                  |               |
|             |              |             | 21-034-2620-651-000-0000-000-050 |                                | 01/08/2025                                               | 500.00        |
| 21          | 201          | 01/08/2025  | 16092                            | Air Products Supply Co.        | 036-Replacement heat pump for Trails Rm 309              | 4,976.50      |
|             |              |             |                                  |                                | 036-Replacement heat pump and hose kit for Trails-Rm 309 |               |
|             |              |             | 21-036-2620-656-000-0000-000-120 |                                | 01/08/2025                                               | 4,976.50      |

|                           |                    |
|---------------------------|--------------------|
| <b>Non-Payroll Total:</b> | <b>\$87,977.77</b> |
| <b>Payroll Total:</b>     | <b>\$0.00</b>      |
| <b>Balance Forward:</b>   | <b>\$0.00</b>      |
| <b>Report Total:</b>      | <b>\$87,977.77</b> |

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 44 - 500, Fund(s): 33-2023 Recurring

| Fund | PO No | Date       | Vendor No | Vendor                                                                                                                                                                                                | Description                          | Amount     |          |
|------|-------|------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------|----------|
| 33   | 44    | 12/10/2024 | 11059     | Blick Art Materials, LLC                                                                                                                                                                              | 066 MHS Art Items McIntire           | 859.98     |          |
|      |       |            |           | 066 Tabletop Easel                                                                                                                                                                                    | 33-066-1000-619-100-2800-000-705     | 12/10/2024 | 590.00   |
|      |       |            |           | Blick Studio Convertible Studio Easel                                                                                                                                                                 | 33-066-1000-619-100-2800-000-705     | 12/10/2024 | 269.98   |
| 33   | 45    | 12/10/2024 | 10170     | Apple, Inc.                                                                                                                                                                                           | 066 MHS Vocal Apps for Ipad          | 199.84     |          |
|      |       |            |           | 066 Vocal Music app ForScore                                                                                                                                                                          | 33-066-1000-653-100-1183-000-140     | 12/10/2024 | 19.99    |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-145     | 12/10/2024 | 19.99    |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-160     | 12/10/2024 | 19.99    |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-505     | 12/10/2024 | 19.99    |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-510     | 12/10/2024 | 19.99    |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-525     | 12/10/2024 | 19.99    |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-3071-000-705     | 12/10/2024 | 39.98    |
|      |       |            |           | Vocal App tonalenergy Turner & Metronome                                                                                                                                                              | 33-066-1000-653-100-1183-000-140     | 12/10/2024 | 4.99     |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-145     | 12/10/2024 | 4.99     |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-160     | 12/10/2024 | 4.99     |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-505     | 12/10/2024 | 4.99     |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-510     | 12/10/2024 | 4.99     |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-1183-000-525     | 12/10/2024 | 4.99     |
|      |       |            |           |                                                                                                                                                                                                       | 33-066-1000-653-100-3071-000-705     | 12/10/2024 | 9.98     |
| 33   | 46    | 12/16/2024 | 16264     | ALL AMERICAN SPORTS CORP/RIDDELL                                                                                                                                                                      | 021 705 MMS FB HELMET RECONDITIONING | 2,257.94   |          |
|      |       |            |           | 64 HELMET REVO SPEED CLASSIC YTH                                                                                                                                                                      | 33-021-1000-681-809-0000-000-505     | 12/16/2024 | 2,257.94 |
| 33   | 47    | 12/16/2024 | 16264     | ALL AMERICAN SPORTS CORP/RIDDELL                                                                                                                                                                      | 021 705 FB EQUIPMENT                 | 15,351.70  |          |
|      |       |            |           | FB_HELMET_SPDFX SPEED FLEX (19)                                                                                                                                                                       | 33-021-1000-681-809-0000-000-705     | 12/16/2024 | 7,573.75 |
|      |       |            |           | FB_HELMET_SPD_CL_YSPEED CLASSIC YOUTH (30)                                                                                                                                                            | 33-021-1000-681-809-0000-000-705     | 12/16/2024 | 4,845.00 |
|      |       |            |           | SPEEDFLEX ACCESSORY KITVARSITY BLK                                                                                                                                                                    | 33-021-1000-681-809-0000-000-705     | 12/16/2024 | 820.00   |
|      |       |            |           | POWER PMX LN SHOULDER PAD 1X                                                                                                                                                                          | 33-021-1000-681-809-0000-000-705     | 12/16/2024 | 1,425.00 |
|      |       |            |           | FREIGHT                                                                                                                                                                                               | 33-021-1000-681-809-0000-000-705     | 12/16/2024 | 687.95   |
| 33   | 48    | 01/06/2025 | 14462     | Amazon Capital Services Inc.                                                                                                                                                                          | 066 Fine Arts Bond MHS McIntire Art  | 967.85     |          |
|      |       |            |           | 066 Elmo 1379 Model TT-12W STEM-CAM Visual Presenter, Document Camera with 192x Zoom (12x Optical + 16x Digital), 1/2.3" CMOS Sensor, 3.4 Megapixel, 30 Fps, HDMI in & Out, RGB, USB, Ethernet, Wi-Fi | 33-066-1000-653-100-2800-000-705     | 01/06/2025 | 627.87   |
|      |       |            |           | Metal Storage Cabinet, Locking Storage Cabinet with Adjustable Shelf, 36" H Metal Cabinets with Two Drawers for Office, Garage, Home-White                                                            | 33-066-1000-734-100-2800-000-705     | 01/06/2025 | 339.98   |

|                           |                    |
|---------------------------|--------------------|
| <b>Non-Payroll Total:</b> | <b>\$19,637.31</b> |
| <b>Payroll Total:</b>     | <b>\$0.00</b>      |
| <b>Balance Forward:</b>   | <b>\$0.00</b>      |
| <b>Report Total:</b>      | <b>\$19,637.31</b> |

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1 - 500, Fund(s): 34-2012 Recurring

| <b>Fund</b> | <b>PO No</b> | <b>Date</b> | <b>Vendor No</b>                 | <b>Vendor</b>                                                                                                                                                              | <b>Description</b>                     | <b>Amount</b> |
|-------------|--------------|-------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------|
| 34          | 54           | 12/16/2024  | 16264                            | ALL AMERICAN SPORTS CORP/RIDDELL                                                                                                                                           | 021 705 MMS FB HELMET RECONDITIONING   | 2,487.86      |
|             |              |             | 34-021-1000-681-809-0000-000-505 |                                                                                                                                                                            | 12/16/2024                             | 2,487.86      |
| 34          | 55           | 01/07/2025  | 15147                            | LOWES CREDIT SERVICES                                                                                                                                                      | 037-Supplies for flood response truck  | 1,000.00      |
|             |              |             | 34-037-2620-651-000-0000-000-050 |                                                                                                                                                                            | 01/07/2025                             | 1,000.00      |
|             |              |             |                                  | 037-Supplies for flood response truck<br>Items to be purchased are extension cords and equipment racks for the flood response vehicle per Michelle Smith's email 1-7-2025. |                                        |               |
| 34          | 56           | 01/07/2025  | 62873                            | Classic Paper Supply, Inc.                                                                                                                                                 | 037-Air cubes for flood response truck | 3,720.00      |
|             |              |             | 34-037-2620-656-000-0000-000-050 |                                                                                                                                                                            | 01/07/2025                             | 3,720.00      |
|             |              |             |                                  | 037-6 air cubes for flood response truck                                                                                                                                   |                                        |               |

|                           |                     |
|---------------------------|---------------------|
| <b>Non-Payroll Total:</b> | <b>\$7,207.86</b>   |
| <b>Payroll Total:</b>     | <b>\$0.00</b>       |
| <b>Balance Forward:</b>   | <b>\$481,374.37</b> |
| <b>Report Total:</b>      | <b>\$488,582.23</b> |

**Change Order Listing**

**Options:** Fund(s): 11-General, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1 - 1303, Include Negative Changes: False

| PO No | Date                                                                                                      | Vendor No                        | Vendor                             | Description                                       | Amount   |
|-------|-----------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------|---------------------------------------------------|----------|
| 146   | 07/01/2024                                                                                                | 14569                            | Staples, Inc.                      | 023 - OFFICE SUPPLIES                             | 4,000.00 |
|       | INCREASE P.O. 11-146                                                                                      | 11-023-3140-619-700-0000-000-000 |                                    | 12/13/2024                                        | 4,000.00 |
| 239   | 07/10/2024                                                                                                | 18290                            | OKLAHOMA FAMILY COUNSELING CENTERS | 042-EAP SY 24-25                                  | 5,000.00 |
|       | 042-PO # 239 Increase-5000-EAP                                                                            | 11-042-1000-322-100-0000-000-140 |                                    | 12/05/2024                                        | 5,000.00 |
| 823   | 09/12/2024                                                                                                | 64409                            | ROGUE COMP AUTOMOTIVE INC.         | 026-Blanket: Repairs to Transportation Fleet      | 1,500.00 |
|       | 026-Blanket - PO INCREASE 11-823                                                                          | 11-026-2740-612-000-0000-000-050 |                                    | 01/02/2025                                        | 1,500.00 |
| 1165  | 11/06/2024                                                                                                | 68973                            | Matthew James Heagerty             | 11-002 Author Visit 12/9                          | 50.00    |
|       | 11-02 Author visit 12/9Increase PO 11-1165Keyed in wrong amount                                           | 11-002-1000-322-900-0000-000-160 |                                    | 12/09/2024                                        | 50.00    |
| 1231  | 11/20/2024                                                                                                | 68060                            | Broadway Works                     | 541 Fine Arts Reg. Fee Broadway Teachers Workshop | 100.00   |
|       | 541 Increase to PO1231 for registration fee. Amount changed from original request. Attendee:Emily Farnham | 11-541-2213-860-000-0000-000-705 |                                    | 12/17/2024                                        | 100.00   |

|                           |                    |
|---------------------------|--------------------|
| <b>Non-Payroll Total:</b> | <b>\$10,650.00</b> |
| <b>Payroll Total:</b>     | <b>\$0.00</b>      |
| <b>Report Total:</b>      | <b>\$10,650.00</b> |

**Project Totals**

|     |                               |          |
|-----|-------------------------------|----------|
| 002 | Site General Budget           | 50.00    |
| 023 | Child Nutrition               | 4,000.00 |
| 026 | Transportation                | 1,500.00 |
| 042 | Behavioral Counseling         | 5,000.00 |
| 541 | TITLE II, PART A, TCHR/PRINC. | 100.00   |

**Unit Totals**

|     |                   |          |
|-----|-------------------|----------|
| 000 | PAYROLL ALLOCATED | 4,000.00 |
| 050 | District Wide     | 1,500.00 |
| 140 | Horizon Int       | 5,000.00 |
| 160 | Meadow Brook Int  | 50.00    |
| 705 | Mustang High      | 100.00   |

**Change Order Listing**

**Options:** Fund(s): 21-Building, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 12/5/2024 - 1/9/2025, PO Range: 1 - 193, Include Negative Changes: False

| PO No | Date                                                                                | Vendor No                        | Vendor                            | Description                            | Amount     |           |
|-------|-------------------------------------------------------------------------------------|----------------------------------|-----------------------------------|----------------------------------------|------------|-----------|
| 14    | 07/01/2024                                                                          | 10064                            | All Season Building Supply Co Inc | 036-Blanket PO for misc parts/supplies | 2,000.00   |           |
|       | 036-Increase PO# 2025-21-14                                                         | 21-036-2620-655-000-0000-000-050 |                                   | 01/08/2025                             | 2,000.00   |           |
| 15    | 07/01/2024                                                                          | 15346                            | CENTRAL OKLAHOMA WINNELSON        | 036-Blanket PO for misc parts/supplies | 5,000.00   |           |
|       | 036-Blanket PO for license trades to purchase plumbing parts/supplies/and materials | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 117.86     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 208.14     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 228.52     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 432.92     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 791.38     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 105.10     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 690.65     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 192.80     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 632.04     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 174.40     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 394.72     |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 81.62      |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 29.90      |           |
|       |                                                                                     | 21-036-2620-655-000-0000-000-050 |                                   | 12/05/2024                             | 919.95     |           |
|       | 036-Increase PO# 2025-21-15                                                         | 21-036-2620-655-000-0000-000-050 |                                   | 11/11/2024                             | 12/05/2024 | -5,000.00 |
|       | 036-Increase to PO# 2025-21-15                                                      | 21-036-2620-655-000-0000-000-050 |                                   | 12/06/2024                             | 5,000.00   |           |
| 20    | 07/01/2024                                                                          | 12242                            | LOCKE SUPPLY                      | 036-Blanket PO for misc parts/supplies | 2,000.00   |           |
|       | 036-Increase PO# 2025-21-20                                                         | 21-036-2620-655-000-0000-000-050 |                                   | 01/08/2025                             | 2,000.00   |           |
| 66    | 07/09/2024                                                                          | 18261                            | Carrier Enterprise, LLC           | 036-Blanket for misc parts/supplies    | 2,000.00   |           |
|       | 036-Increase PO# 2025-21-66                                                         | 21-036-2620-655-000-0000-000-050 |                                   | 12/11/2024                             | 2,000.00   |           |
| 95    | 07/22/2024                                                                          | 62873                            | Classic Paper Supply, Inc.        | 034-Bulk Supplies for Start up         | 44,267.67  |           |
|       | Chemicals, TP/PT, Large/Small trash liners, gloves, urinal screens                  | 21-034-2620-618-000-0000-000-050 |                                   | 07/22/2024                             | 12/09/2024 | -1,195.23 |
|       |                                                                                     | 21-034-2620-618-000-0000-000-050 |                                   | 12/09/2024                             | 5,462.90   |           |
|       | Increase PO 21-95 Bulk supplies                                                     | 21-034-2620-618-000-0000-000-050 |                                   | 01/07/2025                             | 40,000.00  |           |
| 126   | 08/13/2024                                                                          | 14221                            | VOSS ELECTRIC CO                  | 036-Blanket for misc bulbs, etc.       | 2,000.00   |           |
|       | 036-Increase PO# 2025-21-126                                                        | 21-036-2620-651-000-0000-000-050 |                                   | 01/07/2025                             | 2,000.00   |           |

|                           |                    |
|---------------------------|--------------------|
| <b>Non-Payroll Total:</b> | <b>\$57,267.67</b> |
| <b>Payroll Total:</b>     | <b>\$0.00</b>      |
| <b>Report Total:</b>      | <b>\$57,267.67</b> |

**Project Totals**

|     |                 |           |
|-----|-----------------|-----------|
| 034 | Custodial       | 44,267.67 |
| 036 | Licensed Trades | 13,000.00 |

**Unit Totals**

|     |               |           |
|-----|---------------|-----------|
| 050 | District Wide | 57,267.67 |
|-----|---------------|-----------|

# MUSTANG SCHOOLS - TREASURER'S REPORT

As of December 31, 2024

| GOVERNMENTAL FUNDS                                    |  |                         |
|-------------------------------------------------------|--|-------------------------|
| <b>Bank Statements</b>                                |  |                         |
| Bank of Oklahoma Revenue Account                      |  | \$ 0.00                 |
| Bank of Oklahoma Expenditure Account                  |  | \$ 0.00                 |
| BOK Cavanal Hill General Fund Sweep Account           |  | \$ 3,089,916.04         |
| 4.61 % as of 12/31/2024                               |  |                         |
| BOK ICS Investments - General Fund                    |  | \$ 18,777,473.98        |
| 4.25 % as of 12/31/2024                               |  |                         |
| <b>Subtotal</b>                                       |  | <b>\$ 21,867,390.02</b> |
| Computer Cash Balance                                 |  | \$ 21,866,006.67        |
| *** American Fidelity Product-corrected 1/8/25        |  | \$ 0.02                 |
| *** American Fidelity HSA Return - resubmitted 1/6/25 |  | \$ 1,383.33             |
| Reconciliation - Should equal \$0.00                  |  | \$ (0.00)               |
| <b>Total - Governmental Funds</b>                     |  | <b>\$ 21,867,390.02</b> |

| ACTIVITY FUNDS                           |  |                        |
|------------------------------------------|--|------------------------|
| <b>Bank Statements</b>                   |  |                        |
| Bank of Oklahoma Account                 |  | \$ 0.00                |
| BOK Cavanal Hill Activity Sweep Account  |  | \$ 621,435.86          |
| 4.61% as of 11/30/2024                   |  |                        |
| OLAP Investments - Activity Fund         |  | \$ 5,287,751.76        |
| 4.361% as of 11/30/2024                  |  |                        |
| All America Bank Certificates of Deposit |  | \$ 240,579.93          |
| 4.25%                                    |  |                        |
| <b>Subtotal</b>                          |  | <b>\$ 6,149,767.55</b> |
| Computer Cash Balance                    |  | \$ 6,118,260.75        |
| Plus Outstanding Warrants                |  | \$ 31,506.80           |
| <b>Adjusted Computer Cash Balance</b>    |  | <b>\$ 6,149,767.55</b> |
| *** Exceptions: None                     |  | \$ 0.00                |
| Reconciliation - Should equal \$0.00     |  | \$ 0.00                |
| <b>Total - Activity Fund</b>             |  | <b>\$ 6,149,767.55</b> |

| OTHER FUNDS                                |  |              |
|--------------------------------------------|--|--------------|
| Commerce Bank - Governmental Revenue Share |  | \$ 58,825.44 |
| Commerce Bank - Activity Revenue Share     |  | \$ 14,639.55 |

|                          |                         |
|--------------------------|-------------------------|
| <b>TOTAL CASH ASSETS</b> | <b>\$ 28,090,622.56</b> |
|--------------------------|-------------------------|

| GOVERNMENTAL FUND CASH BALANCES     |  |                  |
|-------------------------------------|--|------------------|
| Fund 11 - General Fund              |  | \$ 2,164,229.21  |
| Fund 21 - Building Fund             |  | \$ 1,863,417.90  |
| Fund 33 - 2023 Recurring Bond Funds |  | \$ 1,262,933.87  |
| Fund 34 - 2012 Recurring Bond Funds |  | \$ 2,234,904.12  |
| Fund 38 - Transportation Bond       |  | \$ 838,684.00    |
| Fund 41 - Sinking Fund              |  | \$ 10,988,611.67 |
| Fund 86 - Insurance Recoveries      |  | \$ 2,513,225.90  |

| MONTHLY PAYROLL |  |                 |
|-----------------|--|-----------------|
| Total Payroll   |  | \$ 9,127,341.91 |

Treasurer \_\_\_\_\_



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

1/9/25

# Mustang Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 12/31/2024

|                                           | Estimated Revenue | Revenue Collected      | Revenue Receivable | Unappropriated Receipts | % Rev Collected | Current Month         |
|-------------------------------------------|-------------------|------------------------|--------------------|-------------------------|-----------------|-----------------------|
| <b>Fund - 11 11-General</b>               |                   |                        |                    |                         |                 |                       |
| <b>Series - 1000</b>                      |                   |                        |                    |                         |                 |                       |
| Source - 1120 Ad Valorem Prior Years      | \$0.00            | \$2,153,975.36         | \$0.00             | \$2,153,975.36          | N/A             | \$1,305,396.58        |
| Source - 1190 Other Taxes                 | \$0.00            | \$0.00                 | \$0.00             | \$0.00                  | N/A             | \$0.00                |
| Source - 1310 Interest Earnings           | \$0.00            | \$11,611.22            | \$0.00             | \$11,611.22             | N/A             | \$1,638.00            |
| Source - 1312 Investment Earnings         | \$0.00            | \$918,134.98           | \$0.00             | \$918,134.98            | N/A             | \$79,471.57           |
| Source - 1351 Interest on Protested taxes | \$0.00            | \$80.54                | \$0.00             | \$80.54                 | N/A             | \$0.00                |
| Source - 1352 Unapportioned Interest      | \$0.00            | \$3,731.56             | \$0.00             | \$3,731.56              | N/A             | \$136.43              |
| Source - 1440 Sales of Equipment          | \$0.00            | \$410.00               | \$0.00             | \$410.00                | N/A             | \$0.00                |
| Source - 1510 Insurance Loss Recovery     | \$0.00            | \$17,694.90            | \$0.00             | \$17,694.90             | N/A             | \$0.00                |
| Source - 1590 Misc Reimbursements         | \$0.00            | \$3,724.62             | \$0.00             | \$3,724.62              | N/A             | \$110.00              |
| Source - 1620 Community Service           | \$0.00            | \$3,455.00             | \$0.00             | \$3,455.00              | N/A             | \$0.00                |
| Source - 1680 Refund of PY Expense        | \$0.00            | \$598.86               | \$0.00             | \$598.86                | N/A             | \$0.00                |
| Source - 1690 Misc Revenue/ District      | \$0.00            | \$23,010.51            | \$0.00             | \$23,010.51             | N/A             | \$4,400.51            |
| Source - 1795 Promotional Rebate          | \$0.00            | \$13,218.44            | \$0.00             | \$13,218.44             | N/A             | \$0.00                |
| <b>Series - 1000 Total</b>                | <b>\$0.00</b>     | <b>\$3,149,645.99</b>  | <b>\$0.00</b>      | <b>\$3,149,645.99</b>   | <b>N/A</b>      | <b>\$1,391,153.09</b> |
| <b>Series - 2000</b>                      |                   |                        |                    |                         |                 |                       |
| Source - 2100 County 4 Mill Tax           | \$0.00            | \$222,347.22           | \$0.00             | \$222,347.22            | N/A             | \$142,284.55          |
| Source - 2200 County Mortgage Tax         | \$0.00            | \$347,207.88           | \$0.00             | \$347,207.88            | N/A             | \$53,221.76           |
| <b>Series - 2000 Total</b>                | <b>\$0.00</b>     | <b>\$569,555.10</b>    | <b>\$0.00</b>      | <b>\$569,555.10</b>     | <b>N/A</b>      | <b>\$195,506.31</b>   |
| <b>Series - 3000</b>                      |                   |                        |                    |                         |                 |                       |
| Source - 3110 Gross Production            | \$0.00            | \$2,103,423.94         | \$0.00             | \$2,103,423.94          | N/A             | \$299,086.87          |
| Source - 3120 Motor Vehicle               | \$0.00            | \$2,564,212.04         | \$0.00             | \$2,564,212.04          | N/A             | \$405,747.82          |
| Source - 3130 Rural Electric              | \$0.00            | \$108,236.69           | \$0.00             | \$108,236.69            | N/A             | \$17,357.55           |
| Source - 3140 State School Land           | \$0.00            | \$1,035,710.77         | \$0.00             | \$1,035,710.77          | N/A             | \$178,730.01          |
| Source - 3150 Vehicle Tax Stamp           | \$0.00            | \$3,607.78             | \$0.00             | \$3,607.78              | N/A             | \$539.46              |
| Source - 3210 State Aid                   | \$0.00            | \$22,924,424.64        | \$0.00             | \$22,924,424.64         | N/A             | \$4,584,884.93        |
| Source - 3250 Flex Benefit Allowance      | \$0.00            | \$4,467,572.27         | \$0.00             | \$4,467,572.27          | N/A             | \$885,439.12          |
| Source - 3300 St Aid-Comp Gts-Cat         | \$0.00            | \$0.00                 | \$0.00             | \$0.00                  | N/A             | \$0.00                |
| Source - 3310 Alt/High Challenge Ed       | \$0.00            | \$46,789.73            | \$0.00             | \$46,789.73             | N/A             | \$46,789.73           |
| Source - 3400 State-Categorical           | \$0.00            | \$0.00                 | \$0.00             | \$0.00                  | N/A             | \$0.00                |
| Source - 3413 Staff Development Stipend   | \$0.00            | \$4,000.00             | \$0.00             | \$4,000.00              | N/A             | \$0.00                |
| Source - 3420 State Textbook              | \$0.00            | \$864,655.16           | \$0.00             | \$864,655.16            | N/A             | \$0.00                |
| Source - 3436 School Resource Officer     | \$0.00            | \$111,849.62           | \$0.00             | \$111,849.62            | N/A             | \$0.00                |
| Source - 3437 Maternity Leave             | \$0.00            | \$60,765.93            | \$0.00             | \$60,765.93             | N/A             | \$0.00                |
| Source - 3690 Misc State Revenue          | \$0.00            | \$3,380.00             | \$0.00             | \$3,380.00              | N/A             | \$0.00                |
| Source - 3811 Career Tech Salary          | \$0.00            | \$44,380.00            | \$0.00             | \$44,380.00             | N/A             | \$38,440.00           |
| Source - 3812 Career Tech Program         | \$0.00            | \$141,498.00           | \$0.00             | \$141,498.00            | N/A             | \$70,749.00           |
| Source - 3892 Career Tech Lottery Fund    | \$0.00            | \$14,927.94            | \$0.00             | \$14,927.94             | N/A             | \$0.00                |
| <b>Series - 3000 Total</b>                | <b>\$0.00</b>     | <b>\$34,499,434.51</b> | <b>\$0.00</b>      | <b>\$34,499,434.51</b>  | <b>N/A</b>      | <b>\$6,527,764.49</b> |
| <b>Series - 4000</b>                      |                   |                        |                    |                         |                 |                       |
| Source - 4140 Title VI Indian Education   | \$0.00            | \$108,760.16           | \$0.00             | \$108,760.16            | N/A             | \$0.00                |
| Source - 4210 Title I/Part A              | \$0.00            | \$679,817.27           | \$0.00             | \$679,817.27            | N/A             | \$0.00                |
| Source - 4271 Title II Part A             | \$0.00            | \$91,785.29            | \$0.00             | \$91,785.29             | N/A             | \$0.00                |
| Source - 4281 Title III Part A ELL        | \$0.00            | \$9,178.90             | \$0.00             | \$9,178.90              | N/A             | \$0.00                |
| Source - 4310 IDEA Part B                 | \$0.00            | \$1,289,462.55         | \$0.00             | \$1,289,462.55          | N/A             | \$340,066.76          |
| Source - 4340 IDEA PART B Preschool       | \$0.00            | \$25,907.44            | \$0.00             | \$25,907.44             | N/A             | \$8,703.43            |
| Source - 4442 Title IV Student Supp       | \$0.00            | \$3,223.29             | \$0.00             | \$3,223.29              | N/A             | \$0.00                |
| Source - 4689 Other Misc Fed Rev          | \$0.00            | \$207,359.67           | \$0.00             | \$207,359.67            | N/A             | \$144,603.19          |
| Source - 4710 Federal Lunch               | \$0.00            | \$1,226,085.08         | \$0.00             | \$1,226,085.08          | N/A             | \$265,608.90          |
| Source - 4720 Federal Breakfast           | \$0.00            | \$307,506.33           | \$0.00             | \$307,506.33            | N/A             | \$68,109.37           |
| Source - 4821 Carl Perkins                | \$0.00            | \$105,908.93           | \$0.00             | \$105,908.93            | N/A             | \$86,354.22           |
| <b>Series - 4000 Total</b>                | <b>\$0.00</b>     | <b>\$4,054,994.91</b>  | <b>\$0.00</b>      | <b>\$4,054,994.91</b>   | <b>N/A</b>      | <b>\$913,445.87</b>   |
| <b>Series - 5000</b>                      |                   |                        |                    |                         |                 |                       |
| Source - 5160 Activity Fund Reimb         | \$0.00            | \$323,549.26           | \$0.00             | \$323,549.26            | N/A             | \$440.00              |
| Source - 5600 Correcting Entry            | \$0.00            | \$8,767.51             | \$0.00             | \$8,767.51              | N/A             | \$1,267.80            |

# Mustang Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 12/31/2024


|                            | Estimated Revenue | Revenue Collected      | Revenue Receivable | Unappropriated Receipts | % Rev Collected | Current Month         |
|----------------------------|-------------------|------------------------|--------------------|-------------------------|-----------------|-----------------------|
| Series - 5000 Total        | \$0.00            | \$332,316.77           | \$0.00             | \$332,316.77            | N/A             | \$1,707.80            |
| Fund - 11 11-General Total | \$0.00            | \$42,605,947.28        | \$0.00             | \$42,605,947.28         | N/A             | \$9,029,577.56        |
| <b>Report Total</b>        | <b>\$0.00</b>     | <b>\$42,605,947.28</b> | <b>\$0.00</b>      | <b>\$42,605,947.28</b>  | <b>N/A</b>      | <b>\$9,029,577.56</b> |



## Mustang Public Schools

12400 SW 15<sup>th</sup> St.  
Yukon, Okla. 73099

# Memo

To: Charles Bradley, Superintendent  
From: Dr. Jason Pittenger, Assistant Superintendent of Operations   
Date: December 18, 2024  
Re: Certificate of Substantial Completion Softball Hitting facility

---

Discussion, motion and possible action to approve the Certificate of Substantial Completion for the Softball Hitting Facility.

# AIA® Document G704® – 2017

## Certificate of Substantial Completion

|                                                                                                                                                                  |                                                                                                                                        |                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROJECT:</b> <i>(name and address)</i><br>Mustang High School Softball Facility<br>421 W Dowden Rd.<br>Mustang, OK 73064                                      | <b>CONTRACT INFORMATION:</b><br>Contract For: General Construction<br>Date: May 13, 2024                                               | <b>CERTIFICATE INFORMATION:</b><br>Certificate Number: 001<br>Date: November 21, 2024                                                 |
| <b>OWNER:</b> <i>(name and address)</i><br>Mustang Board of Education -<br>Independent School District ( I-069)<br>909 S. Mustang Rd.<br>Mustang, Oklahoma 73064 | <b>ARCHITECT:</b> <i>(name and address)</i><br>MA+ Architecture, LLC<br>4000 N. Classen Blvd.<br>Suite 100N<br>Oklahoma City, OK 73118 | <b>CONTRACTOR:</b> <i>(name and address)</i><br>Timberlake Construction Co., Inc.<br>7613 N. Classen Blvd.<br>Oklahoma City, OK 73116 |

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.  
*(Identify the Work, or portion thereof, that is substantially complete.)*

|                                                              |                                                                                                |                                                                   |                                                            |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------|
| <u>MA+ Architecture, LLC</u><br>ARCHITECT <i>(Firm Name)</i> | <br>SIGNATURE | Heath Tate, AIA, Principal<br>Architect<br>PRINTED NAME AND TITLE | <u>November 21, 2024</u><br>DATE OF SUBSTANTIAL COMPLETION |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------|

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:  
*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*  
November 21, 2024

### WORK TO BE COMPLETED OR CORRECTED


A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:  
*(Identify the list of Work to be completed or corrected.)*  
see attached Punch List

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$10,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:  
*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

|                                                                                                      |                                                                                                  |                                        |                               |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------|
| <u>Timberlake Construction Co., Inc.</u><br>CONTRACTOR <i>(Firm Name)</i>                            | <br>SIGNATURE | JAY CRAWFORD<br>PRINTED NAME AND TITLE | <u>SM PM 12.18.24</u><br>DATE |
| <u>Mustang Board of Education - Independent School District ( I-069)</u><br>OWNER <i>(Firm Name)</i> | _____<br>SIGNATURE                                                                               | _____<br>PRINTED NAME AND TITLE        | _____<br>DATE                 |

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User Notes: (3B9ADA42)

# PUNCH LIST - EXTERIOR



Date: 10/24/2024 Job #: 1423E99

Project: Mustang High School Softball Batting Facility

Location: Mustang High School

Present at Inspection: Hooman Torabi, Heath Tate (MA+)

Kaylon Bates, Jay Crawford, Malcom Becton (Timberlake)

Colin Meeks (MPS)

Oklahoma City + Norman

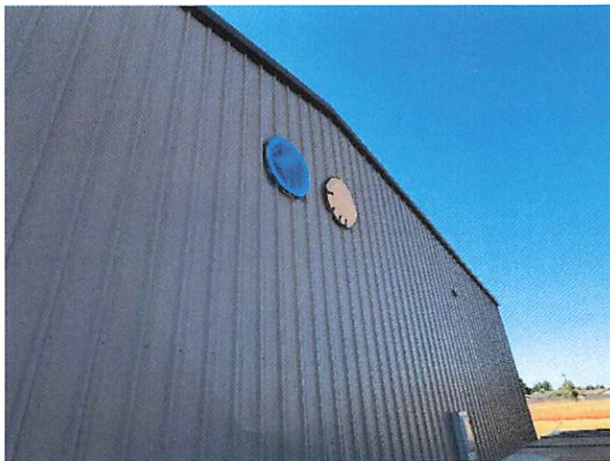
Phone: 405.525.8806

www.maplusarch.com

## GENERAL

| ASSIGNED TO | RM # | ROOM NAME | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                       | VERIFIED | COMMENTS / IMAGES |
|-------------|------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|
| Timberlake  |      | All Areas | Sod is continuing to be irrigated, monitor another 30 days. General Note for Sodding/Grading: Ensure all areas are graded, rolled level, and have proper drainage away from building or into channel. Fill in gaps or infill at sidewalks to ensure sod is level up to concrete walks.                                                                            |          |                   |
|             |      |           | Splashblocks noted on drawings at all downspout locations.                                                                                                                                                                                                                                                                                                        |          |                   |
|             |      |           | Need additional sealant at recessed slab edge, close off all gaps to provide a weathertight barrier. Provide metal panel closure trim where applicable.                                                                                                                                                                                                           |          |                   |
|             |      |           | Mechanical ductwork to RTU on north side is waiting on material fabrication. Will assess during Interior Punch walk once work is completed.                                                                                                                                                                                                                       |          |                   |
|             |      |           | Gas Meter: waiting on ONG to install meter on south side.                                                                                                                                                                                                                                                                                                         |          |                   |
|             |      |           | Flashing ridge cap exposed at rake trim is white per manuf. as installed by roofing contractor: provide black if avail. or paint black to match rake trim                                                                                                                                                                                                         |          |                   |
|             |      |           | No visible issues with sidewalk paving and joints. Provide sealant at joints only if applicable. Final clean and powerwash any residual mud/dirt upon final completion of project.                                                                                                                                                                                |          |                   |
|             |      |           | Door Frames: clean off all residual paint and/or sealant off the door and door frames, touch up as required.                                                                                                                                                                                                                                                      |          |                   |
|             |      |           | Door and Frames: Assess all doors upon final install of all hardware. Ensure all doors open and close properly, check all doors for proper closure. Install any missing screws on hardware on doors and hinges. check all new doors on project for proper hardware required. Clean off all smudges, handprints, residual paint off the hardware and doors if app. |          |                   |
|             |      |           | Downspouts: check all throats at the bottom of the downspouts, one was bent on east side and not a squared opening.                                                                                                                                                                                                                                               |          |                   |
|             |      |           | Lighting: ensure all lighting is working properly.                                                                                                                                                                                                                                                                                                                |          |                   |
|             |      |           | Provide sealant and/or caulk between door frame and metal panel, above door at drip edge.                                                                                                                                                                                                                                                                         |          |                   |
|             |      |           | Fire Striping to be completed at new concrete in parking lot. Backfill and grade up to the concrete edge. Relocate parking curb to east side of sod area.                                                                                                                                                                                                         |          |                   |
|             |      |           | Install glass in doors w/ vision                                                                                                                                                                                                                                                                                                                                  |          |                   |
|             |      |           | Final Cleanup: exterior metal panel, sidewalks, perimeter of building for any debris, etc. Clean off an excess concrete or paint on new walls, sidewalks, etc.                                                                                                                                                                                                    |          |                   |
|             |      |           |                                                                                                                                                                                                                                                                                                                                                                   |          |                   |
|             |      |           |                                                                                                                                                                                                                                                                                                                                                                   |          |                   |
|             |      |           |                                                                                                                                                                                                                                                                                                                                                                   |          |                   |
|             |      |           |                                                                                                                                                                                                                                                                                                                                                                   |          |                   |
|             |      |           |                                                                                                                                                                                                                                                                                                                                                                   |          |                   |
|             |      |           |                                                                                                                                                                                                                                                                                                                                                                   |          |                   |
|             |      |           |                                                                                                                                                                                                                                                                                                                                                                   |          |                   |
|             |      |           |                                                                                                                                                                                                                                                                                                                                                                   |          |                   |
|             |      |           |                                                                                                                                                                                                                                                                                                                                                                   |          |                   |

**Mustang High School Softball Batting Facility Exterior Punch 10/24/24**





Oklahoma City

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

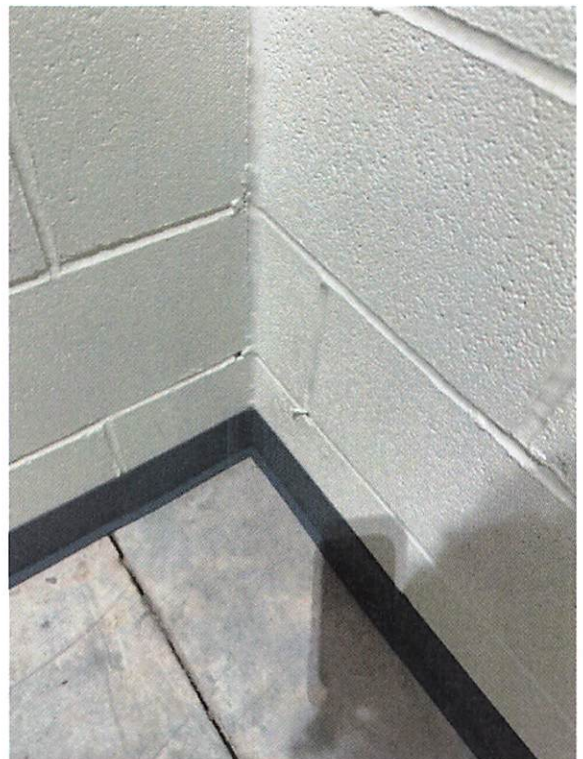
Phone: 405.525.8806  
[www.maplusarch.com](http://www.maplusarch.com)

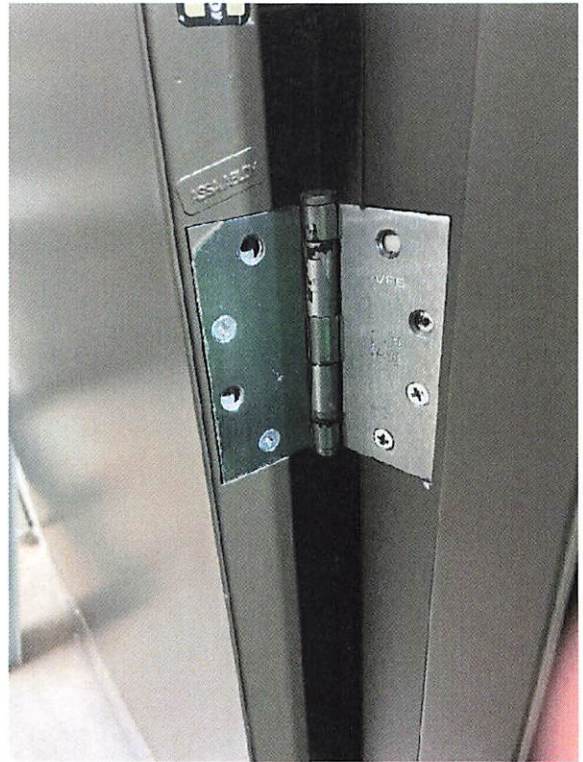
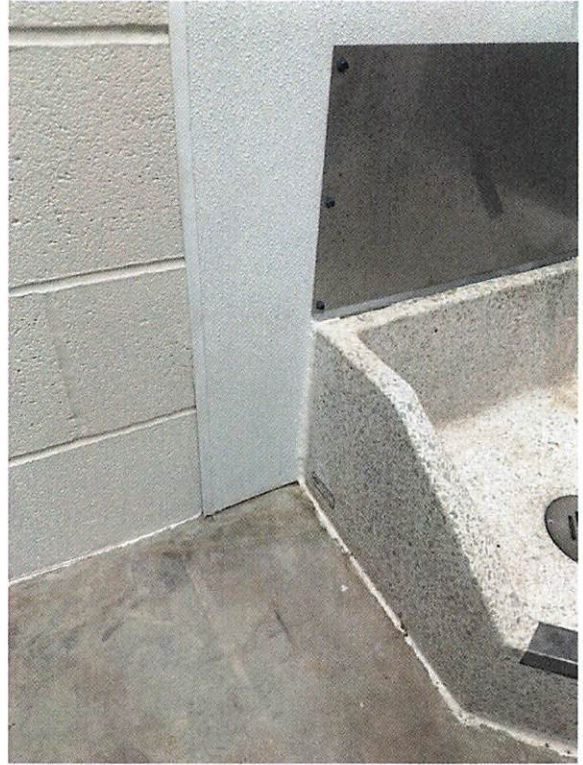
Norman

110 N. Mercedes Dr., Suite 200  
Norman, OK 73069



**Mustang High School Softball Batting Facility Interior Punch 11/21/24**





Oklahoma City

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

Phone: 405.525.8806  
[www.maplusarch.com](http://www.maplusarch.com)

Norman

110 N. Mercedes Dr., Suite 200  
Norman, OK 73069



# Memo

To: Charles Bradley  
CC: Sue Cavett  
From: Chris Tobler *CT*  
Date: For January 2025 Board Meeting  
Subject: Adjunct Teacher for January Board Meeting

---

**FOR: Monday, January 13th, 2023 Board Meeting**

Please consider:

## H. Business

1. Approval of Andrew Cranford as an Adjunct Teacher for Canyon Ridge Intermediate School for the 2024-2025 school year.



**Schedule "A"**  
**January 13, 2025**

| Employment           |            |                                     |                                    |            |
|----------------------|------------|-------------------------------------|------------------------------------|------------|
| Last Name            | First Name | Replacing/New Position              | Site/Assignment                    | Effective  |
| Cranford             | Andrew     | Christie Morris                     | CRI/Teacher                        | 01/06/2025 |
| Howeth               | Jennifer   | New Position                        | MHS/Parking Lot Attendent          | 01/13/2025 |
| Nolting              | Kylie      | John Chancey                        | MHS/Teacher                        | 01/13/2025 |
| Ortiz                | Chaez      | Kelsey Taylor                       | MCE/Teacher                        | 01/10/2025 |
| Smith                | Margaret   | Traci Sholer                        | Transportation/Bus Driver          | 01/07/2025 |
| Whitesell            | Stacy      | Melissa Glover                      | ME/Noon Supervisor                 | 01/08/2025 |
| Reassignments        |            |                                     |                                    |            |
| Last Name            | First Name | From: Site/Assignment               | Site/Assignment                    | Effective  |
| Bledsoe              | Chelsea    | PVE/ Administrative Assistant       | SH/Administrative Assistant        | 07/28/2025 |
| Foster               | Savannah   | MMS/Special Ed Paraprofessional     | MMS/FS Special Ed Paraprofessional | 01/08/2025 |
| Keeth                | Lyndon     | Transportation/Bus Driver           | Transportation/Bus Driver          | 12/16/2024 |
| Nagle                | Patsy      | LE/Custodial Supervisor             | MHS/Custodial Supervisor           | 01/02/2025 |
| Rescinded Employment |            |                                     |                                    |            |
| Last Name            | First Name | From: Site/Assignment               |                                    | Effective  |
| Chancey              | John       | MHS/Teacher                         |                                    | 12/11/2024 |
| Resignations         |            |                                     |                                    |            |
| Last Name            | First Name | From: Site/Assignment               |                                    | Effective  |
| Neal                 | Katherine  | Transportation/Bus Driver           |                                    | 01/10/2025 |
| Ramos                | Denise     | MNMS/Teacher                        |                                    | 01/31/2025 |
| Reynosa              | Courtney   | LE/CN Assistant                     |                                    | 12/19/2024 |
| Taylor               | Kelsey     | MCE/Teacher                         |                                    | 01/08/2025 |
| Walker               | Kaila      | RWE/Paraprofessional                |                                    | 12/16/2024 |
| Retirements          |            |                                     |                                    |            |
| Last Name            | First Name | From: Site/Assignment               |                                    | Effective  |
| Corn                 | Margaret   | SSC/Coordinator of Special Programs |                                    | 06/06/2025 |
| Taylor               | Diana      | MBI/Teacher                         |                                    | 05/21/2025 |
| Termination          |            |                                     |                                    |            |
| Last Name            | First Name | From: Site/Assignment               |                                    | Effective  |
| Ross Akers           | Treena     | MMS/Paraprofessional                |                                    | 12/09/2024 |
| Leave of Absence     |            |                                     |                                    |            |
| Last Name            | First Name | From: Site/Assignment               |                                    | Effective  |
| Gatlin               | Kelcy      | CE/Teacher                          |                                    | 2025-2026  |



## Schedule "B"

January 13, 2025

| Additional Duties |            |                       |          |           |
|-------------------|------------|-----------------------|----------|-----------|
| Last Name         | First Name | Assignment            | Site     | Effective |
| Grauberger        | Heather    | Homebased/Homebound   | District | 2024-2025 |
| Ray               | Glendia    | Team Leader           | MHS      | 2024-2025 |
| Teague            | Thomas     | Mock Trial            | MHS      | 2024-2025 |
| Tello             | Albert     | Asst HS Cheer/Pom Pom | MHS      | 1/8/2025  |



## Schedule "C"

January 13, 2025

| Guest Teacher            |            |                           |           |
|--------------------------|------------|---------------------------|-----------|
| Last Name                | First Name | Site/Assignment           | Effective |
| Harris                   | Jessica    | District                  | 2024-2025 |
| Leduc                    | Shawna     | District                  | 2024-2025 |
| Matthews                 | Kyrstein   | District                  | 2024-2025 |
| Spoonmore                | Cassandra  | District                  | 2024-2025 |
| Thompson                 | Trinity    | District                  | 2024-2025 |
| Bus Driver Substitute    |            |                           |           |
| Last Name                | First Name | Site/Assignment           | Effective |
| Silver                   | Andrew     | Transportation/Bus Driver | 2024-2025 |
| Bronco Club 2024-2025 SY |            |                           |           |
| Last Name                | First Name | Site                      | Effective |
| Brown                    | Emrie      | MCE                       | 2024-2025 |
| Carlisle                 | Chelsea    | MBI                       | 2024-2025 |
| Garcia                   | Brionna    | RWE                       | 2024-2025 |
| Maninga                  | Dakota     | HZ                        | 2024-2025 |
| McCathern                | Kayla      | MCE                       | 2024-2025 |