AGENDA
Mustang Board of Education Regular Meeting
Monday, August 11, 2025 at 6:00 PM
Mustang Education Resource Center, 909 S. Mustang Rd., Mustang, Oklahoma 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, August 11, 2025 at 6:00 PM. The place and street of the meeting will be Mustang Education Resource Center, 909 S. Mustang Rd., Mustang, Oklahoma 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.

A. Invocation and Flag Salute

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

C. Superintendent's Report

    1. Preparation for the 2025-2026 School Year

D. Assistant Superintendent’s Report

E. Board Reports

F. Public Participation

G. Consent Agenda

    1. Board of Education Minutes

        a. July 14, 2025 Regular Board Meeting Minutes

    2. Use of Facilities

        a. Girl Scout Troop 358

        b. Girl Scouts of Western Oklahoma

        c. Optimist Club of Mustang - Youth Basketball Games

d. Optimist Club of Mustang - Youth Basketball Practice

e. Oklahoma Charge Volleyball Club - Volleyball Practice

f. Refuge Church

g. Space Jam and Broncos Basketball - Basketball Practice

h. The Well Church

i. Performing Arts Center (PAC)

1. Ms. Senior Oklahoma

2. Oklahoma City Ballet Fall Series and Spring Performance

3. Renovacion Carismatica De Oklahoma

4. Triumph National Talent

5. Velocity Dance Center Winter and Spring Recital

3. Out of State or Overnight Travel

a. Wilson Grider - Oklahoma School Plant Management Association Annual Conference on September 7-10, 2025 in Ardmore, OK

b. Mustang High School Wrestling Program - OSU Clinic/Dual verses China Olympic Team on July 31, 2025 in Dallas, TX

4. Renewal and Ratification of Agreements/Contracts

a. Academics

1. Instructure, Inc.

2. Canadian Valley Technology Center Syllabi for SY 2025-2026

3. Approval of the recommendation from the Oklahoma State Department of Education to approve the following courses to receive Computer Technology Credit

b. Child Nutrition

1. Digi SmartSense, LLC

2. Heartland Payment Systems, LLC - Heartland School Solutions

c. Community Education

1. Approval of the Community Education 2025-2026 Fall/Winter Classes

d. Federal Programs

1. Oklahoma Department of Career and Technology Education Notice of Allocation of State Program Assistance and Salary Supplements for FY 2026

e. Operations

1. Vesta Foundation Solutions

f. Student Services

1. Hands of Hope Youth and Family Services

2. Oklahoma Counseling Group

3. Red Rock Counseling Services, LLC

g. Technology

1. CDW Education - HR/Finance Google Voice Renewal Licenses

h. Mustang North Middle School

1. Lifetouch - Shutterfly Lifetouch, LLC - School Pictures

5. Change Order Memos

a. Cade Construction CO #61 - Additional Roof Penetrations at Water Heater Room

b. Cade Construction CO #62 - Wireless ADA Transmitters and Receivers

c. Cade Construction CO #63 - Walk in Cooler/Freezer Self-Leveler

d. Cade Construction CO #64 - Type M Light Fixture at East Canopy

e. Cade Construction CO #65 - Painting of Fire Lane per City of OKC Fire Marshal

f. Timberlake Construction Co., Inc. CO #22 - ASI #2 Door Lites

g. Timberlake Construction Co., Inc. CO #23 - RFI #29 Remove Concrete Structure

h. Timberlake Construction Co., Inc. CO #24 - Jetting Sanitary Lines

i. Timberlake Construction Co., Inc. CO #25 - Rock Excavation Earthwork

j. Timberlake Construction Co., Inc. CO #26 - ASI 03 Signage

6. Approval of the 2025-2026 Booster Club Sanctioning Applications

7. Approval of the 2025-2026 Mustang Public Schools Student Handbook

8. Approval of the following appointments as School Board Hearing Officers for 2025-2026

9. Approval of 2025-2026 Authorized Personnel Appointments

10. Approval of Dr. Karen Wilson, Executive Director of Student Services, and Amy Hill, Director of Federal Programs, are the authorized representatives to legally sign on behalf of the Local Education Agency (LEA) for the 2025-2026 fiscal year.

11. Revisions of Policy and Procedures

a. Policy 1096 - Section 504 Title IX Student Parent Grievance Procedures

b. Policy 2123 - Instructional Year Calendar

c. Policy 2130 - Internet Acceptable Use and Safety Policy

d. Policy 2140 - Personal Technology Device Use Policy

e. Policy 2220 - Code of Conduct for Employees

f. Policy 3000 - Standards of Performance and Conduct for Teachers

g. Policy 5020 - Student Attendance Policy

h. Policy 5071 - Grading

i. Policy 5075 - Graduation

j. Policy 5080- Student Conduct and Discipline (Standards of Behavior)

H. Financial Consent Agenda

1. Encumbrance Registers
2. Change Orders Registers
3. Treasurer's Report
4. General Fund Revenue Analysis
5. Activity Fund Revenue and Expenditure Summary
6. Activity Fund Purpose of Accounts
7. Transfer of Funds

I. Business

1. New Policy 1094 - Non-Discrimination
2. New Policy 2131 - Artificial Intelligence Systems and Tools Use in the School District
3. Discussion and possible board action to approve the Change of Accreditation Status for Mustang Education Center (site 130) for the 2025-2026 School Year.
4. Discussion and possible board action to approve the purchase of five work vans for Licensed trades HVAC/Mechanical staff.
5. Discussion and possible board action to approve terms for the purchase of land.
6. Discussion and possible board action to approve a request from the City of Mustang for installation of a 16" waterline alignment and to grant a permanent easement for the project.

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 conduct on-going evaluation of the superintendent. 25 O.S. Section 307(B)(1).
2. 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.
3. Proposed executive session to discuss negotiations concerning Mustang Education Association (MEA) and Mustang Education Support Professionals (MESP). 25 O.S.

Section 307(B)(2).

L. Acknowledge Return to Open Session

M. Statement of Executive Session minutes by Board Clerk

N. Vote to approve or not approve the 2025-2026 Mustang Education Association (MEA) Negotiated Agreement.

O. Vote to approve or not approve the 2025-2026 Mustang Education Support Professionals (MESP) Negotiated Agreement.

P. Vote to approve or not to approve the following Adjunct Teachers for the 2025-2026 school year:

Q. Vote to approve or not approve the implementation of the Teacher Empowerment Grant for the 2025-2026 school year.

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

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

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

U. Adjournment

Mustang Board of Education Regular Meeting
Minutes
Monday, July 14, 2025 6:00 PM
Mustang Education Resource Center, 909 S. Mustang Rd., Mustang, Oklahoma 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, July 14, 2025 at 6:00 PM. The place and street of the meeting was Mustang Education Resource Center, 909 S. Mustang Rd., Mustang, Oklahoma 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. Robert Rader
Flag Salute - Todd Lovelace

B. Call to Order and Roll Call (may be silent)
Dr. Robert Rader called the meeting to order at 6:01 PM. Those present were Dr. Robert Rader, Todd Lovelace, Travis Helling, Toby Thompson and Sarah Lippencott.

C. Superintendent's Report

1. Instructional Technology - AI
Presentation given by Shanda Cummings concerning Instructional Technology and AI.

D. Assistant Superintendent's Report

1. Mustang High School - Update
Presentation given by Ryan McKinney and Kathryn Knowles concerning Mustang High School updates.

2. Student Services - Update
Presentation given by Dr. Karen Wilson and Stephanie Matthews concerning Student Services updates.

E. Board Reports
There were no reports given by board members.

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.
There was 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.
The board voted to approve consent agenda items G1 - G6.
Motion to approve consent agenda. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.
Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

1. Board of Education Minutes

   a. June 17, 2025 Special Board Meeting Minutes

   b. June 30, 2025 Special Board Meeting Minutes

2. Use of Facilities

   a. The Bridge AG - Mustang - July 27-28, 2025 - 2 Buses and Drivers to and from Tahlequah, OK

3. Out of State or Overnight Travel

   a. Career Tech Instructors - Oklahoma Summer Summit on August 4-5, 2025 in Tulsa, OK

   b. Crystal Duncan - All Means All PLC Conference on July 21-23, 2025 in Tulsa, OK

   c. Mustang High School Varsity Volleyball Team - Sand Springs Varsity Volleyball Tournament on August 15-16, 2025 in Tulsa, OK

   d. Katy Patterson, Bailey Murrah & Allison Phillips - National Indian Education Association Convention on October 8-11, 2025 in Spokane, WA

   e. Jennifer Valadez & Rachel Kain Harper - FACS New Teacher Academy on July 20-24, 2025 in Stillwater, OK

   f. Kirk Wilson - Apptegy School CEO Conference on September 24-25, 2025 in Little Rock, AR

4. Revisions of Policy and Procedures

a. Policy 1035 - Meetings of the Board of Education

b. Policy 1075.3 - Teleconferencing or Videoconference Regulations

c. Policy 1114 - Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process

d. Policy 5080 - Student Conduct and Discipline

5. Renewal and Ratification of Agreements/Contracts

a. Academics

1. ESGI Riverside Insights

2. Lexia Learning Systems, LLC

3. Linkit

4. Project Read Al

5. Skill Struck

b. Child Nutrition

1. Heartland School Solutions - Heartland Payment Systems

c. Fine Arts

1. Art of Education University Curriculum - PreK - 12th

2. Digital Theatre Plus - Theatre Curriculum - 7th - 12th

3. Palen Music Center, Inc.

4. Quaver Music Curriculum - PreK - 6th

d. Operations

1. EarthSmart Controls, LLC

e. Sites

1. Mustang Horizon Intermediate

1. Lifetouch - Shutterfly Lifetouch, LLC

2. Mustang North Middle School

1. Lifetouch - Shutterfly Lifetouch, LLC

f. Student Services

1. Perspective Counseling Group - MOU for Counseling Services

2. State of Oklahoma Department of Rehabilitation Services - Work Adjustment Training

g. Transportation

1. Noregon Systems, LLC - JPRO Commercial Vehicle Diagnostic Software

h. Change Order Memos

1. Cade Construction CO #57 - Additional Flashing at Parapet Cap
2. Cade Construction CO #58 - ASI #36 - Rock Landscaping
3. Cade Construction CO #59 - Kitchen Serving Line FRP
4. Cade Construction CO #60 - Utilize Earthwork Allowance
5. Timberlake Construction Co., Inc. CO #19 - Altro Flooring Escalation
6. Timberlake Construction Co., Inc. CO #20 - Remove and Replace Concrete
7. Timberlake Construction Co., Inc. CO #21 - ASI #1 Permit, JHA Notes

6. Surplus

a. Technology - Surplus Equipment

H. Financial Consent Agenda

The board voted to approve financial consent agenda items H1 - H7.
Motion to approve the financial consent agenda. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.
Travis Helling: Aye, Sarah Lippencott: Aye, 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 Revenue and Expenditure Summary
6. Activity Fund Purpose of Accounts
7. Transfer of Funds

I. Business

1. Discussion and possible board action to approve the purchase of a used City of Mustang Police Vehicle for the purpose of the School Safety and Security Director.
Motion to approve the purchase of 2021 Chevrolet Tahoe in the amount of $40,000.00 from the City of Mustang for the Purpose of the School Safety and Security Director. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.
Travis Helling: Aye, Sarah Lippencott: Aye, 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.
There is no New Business.

K. Executive Session: The Board of Education will consider and may vote to convene in Executive Session.
The board did not convene in Executive Session at this meeting.

1. Proposed executive session to conduct on-going evaluation of the superintendent. 25 O.S. Section 307(B)(1).

2. 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.

3. Proposed executive session to discuss negotiations concerning Mustang Education Association (MEA) and Mustang Education Support Professionals (MESP). 25 O.S. Section 307(B)(2).

L. Acknowledge Return to Open Session

M. Statement of Executive Session minutes by Board Clerk

N. Vote to approve or not to approve the following Adjunct Teachers for the 2025-2026 school year:

Anthony Leatherwood	Intermediate Math	Mustang Middle School

Motion to approve adjunct teacher Anthony Leatherwood for the 25-26 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.
Travis Helling: Aye, Sarah Lippencott: Aye, 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 Travis Helling and seconded by Todd Lovelace, Passed.
Travis Helling: Aye, Sarah Lippencott: Aye, 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 Todd Lovelace and seconded by Travis Helling, Passed.
Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

Q. Adjournment
Time 7:14 PM
Motion to adjourn. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.
Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye, Toby Thompson: Aye

Brooke Carruth

Minutes Clerk

Board President

Schedule "A"

July 14, 2025

Employment				
Last Name	**First Name**	**Replacing/New Position**	**Site/Assignment**	**Effective**
Aleman	Daniela	Natasha Heupel	MHS/Teacher	08/04/2025
Barrett	James	Michael Parker	MHS/Teacher	08/04/2025
Bloch	Kelsey	Kyle Lakin	MHS/Teacher	08/04/2025
Brannen	Sarah	Kristi Michaelson	MV/Paraprofessional	08/12/2025
Cook	Ashley	Denise Perhane	HZ/CN Manager	08/05/2025
Gammon	Tasha	Brittany Hood	RWE/Noon Supervisor	08/12/2025
Hoben	Jayce	Paige Baker	MV/Teacher	08/04/2025
Kay	Michaela	Shelby McCrackin	MHS/Teacher	08/04/2025
Leatherwood	Anthony	Hannah Naff	MMS/Teacher	08/04/2025
Lopez	Shanna	Ella Nguyen	MMS/CN Cafeteria Assistant	08/05/2025
Miller	Brittany	Tara Sager	PVE/Administrative Assistant	07/21/2025
Sargeant	Chelsea	Tiffany Easley	RWE/Special Ed Paraprofessional	08/13/2025
Schritter	Jason	Gabriela Nunez	Transportation/Bus Driver	08/08/2025
Shottenkirk	Stephanie	Robin Clauser	MMS/Special Ed Teacher	08/04/2025
Turrubiartes	Mario	Brett Jobe	Transportation/Bus Driver	08/07/2025
Williams	Jennifer	Lance Miller	HZ/Teacher	08/08/2025
Reassignments				
Last Name	**First Name**	**From: Site/Assignment**	**Site/Assignment**	**Effective**
Irby	Kathy	MC/CN Cafeteria Assistant	Transportation	08/07/2025
McGrew	Stacie	MCMS/Teacher	HZ/Teacher	08/08/2025
Muse	Julie	MHS/Teacher	District/Special Ed Program Coordinator	07/01/2025
Rescinded Employment				
Last Name	**First Name**	**From: Site/Assignment**		**Effective**
Nunez	Gabriela	Transportation/Bus Driver		07/02/2025
White	John	MHS/Teacher		06/17/2025
Rescinded Resignation				
Last Name	**First Name**	**From: Site/Assignment**		**Effective**
Brothers	Rebecca	MNMS/Special Ed Teacher		06/17/2025
McGrew	Stacie	MCMS/Teacher		08/08/2025
Resignations				
Last Name	**First Name**	**From: Site/Assignment**		**Effective**
Andrade	Emily	MHS/Custodian		06/11/2025
Eddleman	Amber	MC/Special Ed Paraprofessional		05/20/2025
Hoelscher	Charles	Operations/HVAC Journeyman		07/11/2025
Michaelson	Kristi	MV/Paraprofessional		05/20/2025
Parker	Michael	MHS/Teacher		05/21/2025
Sullinger	Melissa	HZ/Teacher		05/21/2025
Tindle	Brittany	RWE/Special Ed Paraprofessional		05/20/2025
Waller	Zach	Operations/Apprentice Plumber		06/18/2025
Wiggins	Heather	Special Ed/Director of Student Assistance		08/01/2025
Retirements				
Last Name	**First Name**	**From: Site/Assignment**		**Effective**
Schrick	Kenneth	Operations/Mailroom/Shipping/Rcving		08/01/2025

Schedule "B"

July 14, 2025

Additional Duties				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
Boothby	Kaci	District Art Show	MC	2025-2026
Carter	Carlye	District Art Show	MBI	2025-2026
Fruit	Tina	District Art Show	MCE	2025-2026
George	Breanne	District Art Show	CRI	2025-2026
Hartley	Brittany	District Art Show	LE	2025-2026
Hixson	Michael	District Art Show	MNMS	2025-2026
Lane	Alicia	District Art Show	MCMS	2025-2026
Legleiter	Hannah	District Art Show	MT	2025-2026
Leochner	Amy	District Art Show	SH	2025-2026
Lynes	Lauren	District Art Show	PVE	2025-2026
Machado	Sierra	District Art Show	MHS	2025-2026
McIntire	Vanessa	District Art Show	MHS	2025-2026
Mills	Cheyenne	District Art Show	HZ	2025-2026
Moody	Sarah	District Art Show	MV	2025-2026
Odom	Emily	District Art Show	MHS	2025-2026
Ordonez	Jacqueline	District Art Show	MMS	2025-2026
Pitts	Karen	District Art Show	ME	2025-2026
Robinson	Mary	District Art Show	RWE	2025-2026
Starr	Kristel	District Art Show	MHS	2025-2026
Tilley	Rachel	District Art Show	MHS	2025-2026
Ozinga	Christopher	District Percussion Coordinator	MHS	2025-2026
Farnham	Emily	Drama HS	MHS	2025-2026
Edgmon	Ryan	Instrumental Music HS	MHS	2025-2026
Amendt	Craig	Assistant Instrumental HS	HZ	2025-2026
Chai	Cleon	Assistant Instrumental HS	MHS	2025-2026
Fleming	Madison	Assistant Instrumental HS	MBI	2025-2026
Hofer	Jacob	Assistant Instrumental HS	MHS	2025-2026
Holmquist	Shane	Assistant Instrumental HS	MCMS	2025-2026
Knopfel	Jonathon	Assistant Instrumental HS	MMS	2025-2026
Ozinga	Christopher	Assistant Instrumental HS	MHS	2025-2026
Steward	Nicholas	Assistant Instrumental HS	MMS	2025-2026
Thompson	Kyle	Assistant Instrumental HS	CRI	2025-2026
Holt	Jessica	Instrumental Music Coordinator	MCMS	2025-2026
Amendt	Craig	Jazz Chamber Music (GATE)	HZ	2025-2026
Chai	Cleon	Jazz Chamber Music (GATE)	MHS	2025-2026
Edgmon	Ryan	Jazz Chamber Music (GATE)	MHS	2025-2026
Fleming	Madison	Jazz Chamber Music (GATE)	MBI	2025-2026
Hofer	Jacob	Jazz Chamber Music (GATE)	MHS	2025-2026
Holmquist	Shane	Jazz Chamber Music (GATE)	MCMS	2025-2026
Holt	Jessica	Jazz Chamber Music (GATE)	MCMS	2025-2026

Knopfel	Jonathon	Jazz Chamber Music (GATE)	MMS	2025-2026
Ozinga	Christopher	Jazz Chamber Music (GATE)	MHS	2025-2026
Steward	Nicholas	Jazz Chamber Music (GATE)	MMS	2025-2026
Thompson	Kyle	Jazz Chamber Music (GATE)	CRI	2025-2026
Amendt	Craig	Marching Band (Summer and Fall)	HZ	2025-2026
Chai	Cleon	Marching Band (Summer and Fall)	MHS	2025-2026
Edgmon	Ryan	Marching Band (Summer and Fall)	MHS	2025-2026
Fleming	Madison	Marching Band (Summer and Fall)	MBI	2025-2026
Hofer	Jacob	Marching Band (Summer and Fall)	MHS	2025-2026
Holmquist	Shane	Marching Band (Summer and Fall)	MCMS	2025-2026
Knopfel	Jonathon	Marching Band (Summer and Fall)	MMS	2025-2026
Ozinga	Christopher	Marching Band (Summer and Fall)	MHS	2025-2026
Steward	Nicholas	Marching Band (Summer and Fall)	MMS	2025-2026
Thompson	Kyle	Marching Band (Summer and Fall)	CRI	2025-2026
Holt	Jessica	MS Band Only / No HS	MCMS	2025-2026
Farnham	Emily	Speech & Debate HS / 2	MHS	2025-2026
Teague	Thomas	Speech & Debate HS / 2	MHS	2025-2026
Easley	Stephanie	HS Show Choir (GATE)	MHS	2025-2026
Stout	Sohailah	HS Show Choir (GATE)	MHS	2025-2026
Eastland	Ian	Speech / Drama / Debate - MS	MCMS	2025-2026
Hood	Teri	Speech / Drama / Debate - MS	MMS	2025-2026
Easley	Stephanie	Musical / Theater Production Asst	MHS	2025-2026
Edgmon	Ryan	Musical / Theater Production Asst	MHS	2025-2026
Stout	Sohailah	Musical / Theater Production Asst	MHS	2025-2026
Farnham	Emily	Musical / Theater Production HS	MHS	2025-2026
Easley	Stephanie	Vocal Music Assistant HS	MHS	2025-2026
Aubrey	Tanner	Vocal Music Elem / Int	HZ	2025-2026
Bellows	Sarah	Vocal Music Elem / Int	LE	2025-2026
Chen	Jacob	Vocal Music Elem / Int	SH	2025-2026
Finley	Erin	Vocal Music Elem / Int	CRI	2025-2026
Claussen	Abigail	Vocal Music Elem / Int	MV	2025-2026
Crews	Megan	Vocal Music Elem / Int	MC	2025-2026
Duke	Natasha	Vocal Music Elem / Int	MT	2025-2026
Hooten	Jennifer	Vocal Music Elem / Int	PVE	2025-2026
Kirkwood	Whitney	Vocal Music Elem / Int	MCE	2025-2026
Stokes	Hannah	Vocal Music Elem / Int	MBI	2025-2026
Thomas	Amanda	Vocal Music Elem / Int	RWE	2025-2026
Whitehead	Sheryl	Vocal Music Elem / Int	ME	2025-2026
Stout	Sohailah	Vocal Music HS	MHS	2025-2026
Deister	Megan	Vocal Music MS	MNMS	2025-2026
Green	Sarah	Vocal Music MS	MMS	2025-2026
Pritchard	Holly	Vocal Music MS	MCMS	2025-2026
Almatasem	Abraham	Asst 7th Football	MCMS	2025-2026
Almatasem	Abraham	Head 8th Boys Basketball	MCMS	2025-2026
Almatasem	Abraham	Head MS Boys Track	MCMS	2025-2026
Almatasem	Abraham	MS Multi-Sport (3 or More)	MCMS	2025-2026
Arenas Lucas	Juan	Head HS Boys Soccer	MHS	2025-2026

Atkinson	Shanon	Head HS Boys Track	MHS	2025-2026
Atkinson	Shanon	Head HS Girls Track	MHS	2025-2026
Audette	Ryan	Asst HS Girls Track	MHS	2025-2026
Awbrey	Cody	Asst 8th Football	MNMS	2025-2026
Awbrey	Cody	Asst MS Boys Track	MNMS	2025-2026
Awbrey	Cody	MS Multi Sport (2 Sports)	MNMS	2025-2026
Badillo	Daniel	Asst MS Softball	MCMS	2025-2026
Badillo	Daniel	Head MS Boys Golf	MCMS	2025-2026
Badillo	Daniel	MS Multi Sport (2 Sports)	MCMS	2025-2026
Badillo	Deblin	Head MS Cheer	MCMS	2025-2026
Baldwin	Christopher	Head 8th Football	MNMS	2025-2026
Baldwin	Christopher	Head 7th Football	MNMS	2025-2026
Baldwin	Christopher	Head MS Boys Tennis	MNMS	2025-2026
Baldwin	Christopher	MS Multi-Sport (3 or More)	MNMS	2025-2026
Barrett	James	Asst HS Boys Basketball	MHS	2025-2026
Basco	Gina	Head MS Girls Track	MMS	2025-2026
Bates	Thomas	Head 8th Football	MCMS	2025-2026
Bates	Thomas	Head 7th Football	MCMS	2025-2026
Bates	Thomas	Asst 8th Boys Basketball	MCMS	2025-2026
Bates	Thomas	Asst MS Boys Track	MCMS	2025-2026
Bates	Thomas	MS Multi-Sport (3 or More)	MCMS	2025-2026
Bland	Kenneth	Asst 7th Football	MNMS	2025-2026
Bland	Kenneth	Asst MS Wrestling	MNMS	2025-2026
Bland	Kenneth	MS Multi Sport (2 Sports)	MNMS	2025-2026
Blankenship	Lee	Head HS Football	MHS	2025-2026
Bolingbroke	Connor	Asst 7th Football	MMS	2025-2026
Bolingbroke	Connor	Head MS Boys Tennis	MMS	2025-2026
Bolingbroke	Connor	MS Multi Sport (2 Sports)	MMS	2025-2026
Bowen	Blake	Head 7th Football	MMS	2025-2026
Bowles	Jordyn	Head MS Volleyball	MCMS	2025-2026
Brakebill	Heather	Asst 8th Girls Basketball	MMS	2025-2026
Brakebill	Heather	Asst MS Girls Track	MMS	2025-2026
Brakebill	Heather	MS Multi Sport (2 Sports)	MMS	2025-2026
Bristol	Judy	MS Spirit Sponsor	MMS	2025-2026
Brotherton	Adam	Asst HS Football/9th Head FB	MHS	2025-2026
Burch	Blake	Head MS Boys Golf	MNMS	2025-2026
Burch	Blake	Head MS Girls Golf	MNMS	2025-2026
Burch	Blake	MS Multi Sport (2 Sports)	MNMS	2025-2026
Burch	Nathan	Head MS Boys Cross Country	MNMS	2025-2026
Burch	Nathan	Head MS Girls Cross Country	MNMS	2025-2026
Burch	Nathan	MS Multi Sport (2 Sports)	MNMS	2025-2026
Burrows	Jaison	Asst HS Volleyball	MHS	2025-2026
Cambio	Zane	Asst 9th Football or 1/2 HS Asst	MHS	2025-2026
Casarez	Christopher	Asst HS Fastpitch Softball	MHS	2025-2026
Ceballos Guerrero	Javier	Asst HS Girls Soccer	MHS	2025-2026
Cerny	Emily	Asst HS Girls Track	MHS	2025-2026
Chacon Diaz	Angelo	Asst HS Boys Soccer	MHS	2025-2026

Christy	David	Asst HS Slowpitch Softball	MHS	2025-2026
Clark	DeAngelo	Asst HS Boys Basketball	MHS	2025-2026
Clark	Karis	Asst HS Fastpitch Softball	MHS	2025-2026
Cook	Kyle	Asst 8th Girls Basketball	MCMS	2025-2026
Cook	Kyle	Head MS Boys Tennis	MCMS	2025-2026
Cook	Kyle	MS Multi Sport (2 Sport)	MCMS	2025-2026
Covarrubias	Ivanna	Asst MS Volleyball	MMS	2025-2026
Crawl	Devin	Head MS Wrestling	MMS	2025-2026
Crockett	Jamie	Asst HS Girls Golf	MHS	2025-2026
Cunningham	Christopher	Asst 7th Football	MNMS	2025-2026
Cunningham	Christopher	Head MS Girls Track	MNMS	2025-2026
Cunningham	Christopher	MS Multi Sport (2 Sports)	MNMS	2025-2026
Darity	Lacy	Head HS Fastpitch Softball	MHS	2025-2026
Darity	Lacy	Head HS Slowpitch Softball	MHS	2025-2026
Davis	Mario	Lay Coach Asst 8th Football	MMS	2025-2026
Deason	Justin	Asst HS Football/9th Head FB	MHS	2025-2026
Dickerson	Cabe	Asst HS Wrestling	MHS	2025-2026
Doran	Jason	HS Football 10 Addl Days	MHS	2025-2026
Doran	Jason	Asst HS Football/9th Head FB	MHS	2025-2026
Edwards	Elijah	Asst HS Boys Track	MHS	2025-2026
Eibal	Jordan	Asst HS Boys Basketball	MHS	2025-2026
Elmore	Shawn	Asst MS Volleyball	MCMS	2025-2026
Evans	Antony	Asst 9th Football	MHS	2025-2026
Evans	Antony	Head HS Boys Swim	MHS	2025-2026
Evans	Antony	Head HS Girls Swim	MHS	2025-2026
Fair	Bethany	Head MS Cheer	MMS	2025-2026
Ferguson	Waleed	HS Football 50 Addl Days	MHS	2025-2026
Ferguson	Waleed	Asst HS Football/9th Head FB	MHS	2025-2026
Fielder	Jake	Head HS Boys Cross Country	MHS	2025-2026
Fielder	Jake	Asst HS Boys Track	MHS	2025-2026
Ford	Mason	Asst HS Wrestling	MHS	2025-2026
Foster	Dakota	Asst 8th Football	MMS	2025-2026
Foster	Dakota	Asst 8th Boys Basketball	MMS	2025-2026
Foster	Dakota	Head 7th Boys Basketball	MMS	2025-2026
Foster	Dakota	Asst MS Boys Track	MMS	2025-2026
Foster	Dakota	MS Multi-Sport (3 or More)	MMS	2025-2026
Garretson	Emma	Asst HS Cheer/Pom	MHS	2025-2026
Garrett	Rondalyn	Asst 7th Girls Basketball	MNMS	2025-2026
Garrett	Rondalyn	Asst 8th Girls Basketball	MNMS	2025-2026
Garrett	Rondalyn	Asst MS Softball	MNMS	2025-2026
Garrett	Rondalyn	Asst MS Boys Track	MNMS	2025-2026
Garrett	Rondalyn	MS Multi-Sport (3 or More)	MNMS	2025-2026
Gates	Taylor	Head HS Girls Tennis/2	MHS	2025-2026
Grimm	Justin	Lay Coach Asst 8th Football	MCMS	2025-2026
Gulikers	Shana	Head HS Girls Soccer	MHS	2025-2026
Harris	Jeremy	Asst HS Football/9th Head FB	MHS	2025-2026
Heath	Joel	Head HS Boys Golf	MHS	2025-2026

Heath	Joel	Head HS Girls Golf	MHS	2025-2026
Hightower	Derrick	Asst HS Girls Basketball	MMS	2025-2026
Hinds	Tristan	Asst 9th Football or 1/2 HS Asst	MHS	2025-2026
Hodges	Scott	Asst HS Baseball	MHS	2025-2026
Hurst	Taylor	Head HS Girls Tennis/2	MHS	2025-2026
Hurst	Trenton	Head HS Boys Tennis	MHS	2025-2026
Jackson	Bobby	Asst 8th Football	MCMS	2025-2026
Jackson	Bobby	Asst 7th Boys Basketball	MCMS	2025-2026
Jackson	Bobby	MS Multi Sport (2 Sports)	MCMS	2025-2026
Jackson	Brandon	Lay Coach Head HS Boys Basketball	MHS	2025-2026
Jenkins	Tess	Head MS Girls Cross Country	MMS	2025-2026
Jones	Chanae	Head MS Softball	MCMS	2025-2026
Kay	Michaela	Asst HS Girls Basketball	MHS	2025-2026
Kenedy	Patrick	Asst HS Football/9th Head FB	MHS	2025-2026
Kenedy	Patrick	Asst HS Baseball	MHS	2025-2026
Kissner	Michael	Asst MS 7th Football	MMS	2025-2026
Knox	Alexander	Asst HS Football/9th Head FB	MHS	2025-2026
Knox	Alexander	Asst HS Girls Track	MHS	2025-2026
Koehler	Kyle	Head MS Boys Track	MNMS	2025-2026
Koehler	Kyle	Asst MS 8th Football	MNMS	2025-2026
Koehler	Kyle	MS Multi Sport (2 Sports)	MNMS	2025-2026
Koehler	Kurt	Lay Asst Coach Swim	MHS	2025-2026
Kusik	Catherine	Head MS Volleyball	MNMS	2025-2026
Landry	Kim	Asst HS Cross Country	MHS	2025-2026
Landry	Kim	Asst HS Girls Track	MHS	2025-2026
Leep	Lloyd	MS Athletic Director	MCMS	2025-2026
Leep	Lloyd	Asst 7th Football	MCMS	2025-2026
Leep	Lloyd	Asst MS Tennis	MCMS	2025-2026
Leep	Lloyd	MS Multi Sport (2 Sports)	MCMS	2025-2026
Lewis	Jaylenn	Head MS Wrestling	MNMS	2025-2026
Lindsay	Justin	Asst HS Boys Golf	MHS	2025-2026
Long	William	Asst HS Boys Soccer	MHS	2025-2026
Lusher	Andrew	Head 7th Girls Basketball	MCMS	2025-2026
Lusher	Andrew	Head 8th Girls Basketball	MCMS	2025-2026
Lusher	Andrew	Head MS Girls Golf	MCMS	2025-2026
Lusher	Andrew	MS Multi-Sport (3 or More)	MCMS	2025-2026
Lutts	Rylee	Asst MS Volleyball	MNMS	2025-2026
Lutts	Rylee	Head MS Girls Tennis	MNMS	2025-2026
Lutts	Rylee	MS Multi Sport (2 Sports)	MNMS	2025-2026
Lux	Savannah	Asst MS Tennis	MMS	2025-2026
Mash	Barret	Head 8th Boys Basketball	MNMS	2025-2026
Mash	Barret	Head 7th Boys Basketball	MNMS	2025-2026
Mash	Barret	MS Multi Sport (2 Sports)	MNMS	2025-2026
Massey	Tyler	Lay Coach 9th Asst Football	MHS	2025-2026
Mathes	Brandon	Asst HS Baseball	MHS	2025-2026
McCorvey	Andre	Asst 9th Football or 1/2 HS Asst	MHS	2025-2026
McDaniel	Cody	Asst 9th Football or 1/2 HS Asst	MHS	2025-2026

McGill	Elizabeth	MS Spirit Sponsor	MNMS	2025-2026
McGill	Elizabeth	Asst MS Girls Track	MNMS	2025-2026
McGill	Elizabeth	MS Multi Sport (2 Sports)	MNMS	2025-2026
Melvin	Travis	Asst 8th Boys Basketball	MNMS	2025-2026
Melvin	Travis	Asst 7th Boys Basketball	NMMS	2025-2026
Melvin	Travis	MS Multi Sport (2 Sports)	MNMS	2025-2026
Michael	Elizabeth	Asst HS Volleyball	MHS	2025-2026
Miller	Dustin	Head 9th Football or 1/2 HS Asst	MHS	2025-2026
Miller	Karina	Asst 7th Girls Basketball	MCMS	2025-2026
Mooney	Adam	Asst 7th Football	MCMS	2025-2026
Mooney	Adam	Head 7th Boys Basketball	MCMS	2025-2026
Mooney	Adam	Head MS Girls Track	MCMS	2025-2026
Mooney	Adam	MS Multi-Sport (3 or More)	MCMS	2025-2026
Moore	Joseph	Asst HS Baseball	MHS	2025-2026
Newman	Kenneth	Lay Coach Head HS Volleyball	MHS	2025-2026
Okon	Jessica	Asst MS Tennis	MNMS	2025-2026
Oltmann	Kacy	Asst HS Cheer/Pom	MHS	2025-2026
Omosigho	David	Asst HS Football/9th Head FB	MHS	2025-2026
Osborne	Gregory	Head HS Girls Cross Country	MHS	2025-2026
Page	John	Head MS Girls Tennis	MMS	2025-2026
Page	John	Asst MS 8th Football	MMS	2025-2026
Page	John	MS Multi Sport (2 Sports)	MMS	2025-2026
Palmer	Jared	Head 8th Football	MMS	2025-2026
Palmer	Jared	Head 8th Boys Basketball	MMS	2025-2026
Palmer	Jared	Asst 7th Boys Basketball	MMS	2025-2026
Palmer	Jared	Head MS Boys Track	MMS	2025-2026
Palmer	Jared	MS Multi-Sport (3 or More)	MMS	2025-2026
Patterson	Joe	Head HS Baseball	MHS	2025-2026
Penney	Sean	Asst MS Softball	MMS	2025-2026
Perkins	Stephen	Asst 9th Football or 1/2 HS Asst	MHS	2025-2026
Peters	Timothy	Asst HS Football/9th Head FB	MHS	2025-2026
Peterson	Eric	Asst HS Football/9th Head FB	MHS	2025-2026
Pettigrew	Shane	Asst MS Girls Track	MCMS	2025-2026
Phillips	Brandon	Asst HS Girls Basketball	MHS	2025-2026
Reed	Stephanie	Head 8th Girls Basketball	MNMS	2025-2026
Reed	Stephanie	Head MS Softball	MNMS	2025-2026
Reed	Stephanie	Asst MS Girls Track	MNMS	2025-2026
Reed	Stephanie	MS Multi-Sport (3 or More)	MNMS	2025-2026
Reed	Stephanie	Head 7th Girls Basketball	MNMS	2025-2026
Renyer	Terry	Asst HS Boys Soccer	MHS	2025-2026
Rhodes	Chandler	Asst HS Football/9th Head FB	MHS	2025-2026
Rother	Melissa	Asst HS Girls Soccer	MHS	2025-2026
Roush	Luke	Asst HS Boys Crosscountry	MHS	2025-2026
Roush	Luke	Asst HS Boys Track	MHS	2025-2026
Rowe	Don	Asst HS Swim	MHS	2025-2026
Sarette	Brent	Asst HS Wrestling	MHS	2025-2026
Sarette	Brent	Asst MS Wrestling	MMS	2025-2026

Sarette	Brent	MS Multi Sport (2 Sports)	MMS	2025-2026
Sawyer	Christopher	Head MS Boys Cross Country	MMS	2025-2026
Sawyer	Christopher	Asst MS Boys Track	MMS	2025-2026
Sawyer	Christopher	MS Multi Sport (2 Sports)	MMS	2025-2026
Sawyer	Christopher	MS Athletic Director	MMS	2025-2026
Sawyer	Mandy	Asst MS Volleyball	MMS	2025-2026
Scott	Payton	Asst HS Football/9th Head FB	MHS	2025-2026
Scott	Payton	Asst HS Wrestling	MHS	2025-2026
Sears	Karri	Asst HS Girls Basketball	MHS	2025-2026
Shackleford	Amie	Head 7th Girls Basketball	MMS	2025-2026
Shackleford	Amie	Head MS Softball	MMS	2025-2026
Shackleford	Amie	MS Multi Sport (2 Sports)	MMS	2025-2026
Shelton Delk	Willie	HS Wrestling 10 Addl Days	MHS	2025-2026
Shelton Delk	Willie	Head HS Boys Wrestling	MHS	2025-2026
Shelton Delk	Willie	Head HS Girls Wrestling	MHS	2025-2026
Simmons	Ashlyn	Asst HS Fastpitch Softball	MHS	2025-2026
Simmons	Ashlyn	Asst HS Slowpitch Softball	MHS	2025-2026
Smith	Kathryn	Head HS Girls Basketball	MHS	2025-2026
Smith	Kimber	Asst MS Girls Track	MCMS	2025-2026
Sosebee	Kelsey	Head 8th Girls Basketball	MMS	2025-2026
Sosebee	Kelsey	Head MS Volleyball	MMS	2025-2026
Sosebee	Kelsey	Head MS Boys Golf	MMS	2025-2026
Sosebee	Kelsey	Head MS Girls Golf	MMS	2025-2026
Sosebee	Kelsey	MS Multi-Sport (3 or More)	MMS	2025-2026
Staats	William	Asst HS Wrestling	MHS	2025-2026
Staats	William	Asst MS Wrestling	MCMS	2025-2026
Staats	William	MS Multi Sport (2 Sports)	MCMS	2025-2026
Stephens	Matthew	Asst 7th Football	MMS	2025-2026
Strickland	Colton	Asst HS Football/9th Head FB	MHS	2025-2026
Sullivan	Tyrel	Head MS Boys Cross Country	MCMS	2025-2026
Sullivan	Tyrel	Head MS Girls Cross Country	MCMS	2025-2026
Sullivan	Tyrel	MS Multi Sport (2 Sports)	MCMS	2025-2026
Tello	Albert	Asst HS Cheer/Pom	MHS	2025-2026
Thompson	Tyler	Asst HS Boys Track	MHS	2025-2026
Tollers	Lauren	Asst MS Volleyball	MCMS	2025-2026
Tollers	Lauren	Asst MS Boys Track	MCMS	2025-2026
Tollers	Lauren	MS Multi Sport (2 Sports)	MCMS	2025-2026
Unruh	Cameron	Asst HS B/G Soccer	MHS	2025-2026
Van Aken	Ben	Asst HS Girls Track	MHS	2025-2026
Waggoner	Ryan	MS Athletic Director	MNMS	2025-2026
Walker	Caitlin	Head HS Cheer	MHS	2025-2026
Walker	Caitlin	Head HS Pom	MHS	2025-2026
Walker	Shauna	Asst MS Girls Track	MMS	2025-2026
Walker	Shauna	Asst 7th Girls Basketball	MMS	2025-2026
Walker	Shauna	MS Multi Sport (2 Sports)	MMS	2025-2026
Ward	Kasey	MS Spirit Sponsor	MCMS	2025-2026
Wehba	Karis	Asst HS Slowpitch Softball	MHS	2025-2026

Wehba	Karis	Asst HS Fastpitch Softball	MHS	2025-2026
Weston	Kelsy	Head MS Cheer	MNMS	2025-2026
Willis	Brandon	Asst HS Boys Basketball	MHS	2025-2026
Workman	Erin	Asst HS Fastpitch Softball	MHS	2025-2026
Zaragoza	Brandon	Asst HS Baseball	MHS	2025-2026
Cederquist	Baylee	Bronco Club Coordinator	CE	2025-2026
Dyche	Lucinda	Bronco Club Coordinator	CE	2025-2026
Tucker	Erika	Bronco Club Coordinator	CE	2025-2026
Collet	Danielle	Bronco Club Coordinator	MC	2025-2026
Keele	Robyn	Bronco Club Coordinator	MC	2025-2026
Dick	Karis	Bronco Club Coordinator	LE	2025-2026
Hodges	Annalisa	Bronco Club Coordinator	LE	2025-2026
Bernhardt	Tanya	Bronco Club Coordinator	ME	2025-2026
Andrews	Jayne	Bronco Club Coordinator	PV	2025-2026
Balliew	Kayla	Bronco Club Coordinator	RE	2025-2026
Grove	Misty	Bronco Club Coordinator	RE	2025-2026
Kuper	Michelle	Bronco Club Coordinator	RE	2025-2026
Hill	Gwendolyn	Bronco Club Coordinator	SH	2025-2026
Smith	Ryan	Bronco Club Coordinator	SH	2025-2026
Elliott	Malinda	Bronco Club Coordinator	TE	2025-2026
Tucker	Angela	Bronco Club Coordinator	TE	2025-2026
Weber	Tricia	Bronco Club Coordinator	MV	2025-2026
Brown	Timothy	Bronco Club Coordinator	CRI	2025-2026
Fincher	Mark	Bronco Club Coordinator	CRI	2025-2026
Sewell-Delaney	Gina	Bronco Club Coordinator	HI	2025-2026
Evans	Mary	Bronco Club Coordinator	HI	2025-2026
Tonay	Christina	Bronco Club Coordinator	HI	2025-2026
Brock	Karissa	Bronco Club Coordinator	MBI	2025-2026
Carlisle	Chelsea	Bronco Club Coordinator	MBI	2025-2026

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

APPLICANT: Organization: Girl Scout Troop 358

Name of Applicant: Jenny Matthews

Billing Address: 1422 South Larriat Dr., Mustang, OK 73064

E-mail Address: JennyAM45@yahoo.com Telephone (Cell) (405) 973-8508

Contact Person: Robbyn Glinsmann Telephone (Other) (405) 615-7435

EVENT DETAILS:

Name of Activity: Girl Scout Troop 358 bi-weekly meetings

Purpose of Activity: Bi-weekly meetings are used to gather girls in Troop 358 to work towards their badges

Date(s)/Day(s) Requested: see attached list of specific Thursday dates for 2025-26 school year
Facility **Entry** Time: __6:15__ am pm Facility **Exit** Time: __7:45__ am pm
Actual Performance (if applicable) Start Time: __6:30__am pm End Time: __7:30__ am pm
Expected number of participants: __40__ Expected number of audience (if applicable): _n/a____

RESPONSIBILITIES OF THE APPLICANT:

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

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** **No** **Expires:** 10/1/24

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

Mustang High School	MCMS (Central MS)	MMS (South MS)	MNMS (North MS)
Cafeteria	Caferteria	Cafeteria	Cafeteria
Kitchen	Kitchen	Kitchen	Kitchen
Commons Area	Gymnasium	Wrestling Room	Commons Gym
Wrestling Room	Softball Field	Gymnasium	Gymnasium
MHS soccer practice field	Softball Field	Softball Field	Softball/Baseball Field
Classroom/s	Classroom/s	Classroom/s	Classroom/s

Horizon Intermediate	Canyon Ridge Intermediate	Meadowbrook Intermediate
Main Gymnasium	Gymnasium	Gymnasium
Auxiliary Gym	Cafetorium (Cafeteria and Stage Area)	Cafetorium (Cafeteria and Stage Area)
Cafeteria		

Elementary Schools (Please select a site)	Facility
Mustang Elementary	Cafeteria
Centennial Elementary	Kitchen
Lakehoma Elementary	Gymnasium
Trails Elementary	Playing Field
Creek Elementary	Classrooms
Valley Elementary	
Prairie View Elementary	
Riverwood Elementary	
Mustang Education Center	Main Conference Room

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

Number of participants: 45 Number of Mustang students participating: _35_

Will admission be charged: Yes No

Special Equipment Needed:

AGREEMENT:

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

Representative's Signature: Jenny Matthews Date: 7-24-25

OFFICE USE ONLY:

Estimated Charge for Use of Facility

Rental of Facility: **Custodial Costs:** Other:

TOTAL COST:

Signatures:

Chief Operations Officer: Date: 8-1-25

Athletic Director (If applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

2030D

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Jenny Matthews 7-24-25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 29 day of July, 2025

Brooke Carruth

Signature of Notary Public

BROOKE CARRUTH NOTARY PUBLIC #25005883 EXP. 05/15/29 STATE OF OKLAHOMA

Adopted: 08-14-06

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/1/2024

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

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

PRODUCER
Palmer & Cay, LLC
22 Barnard Street
Suite 200
Savannah GA 31401

CONTACT NAME:
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS: gssolutions@palmerandcay.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : New Hampshire Insurance Company	23841
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED 195
Girl Scouts - Western Oklahoma, Inc.
6100 N. Robinson
Oklahoma City OK 73118

COVERAGES **CERTIFICATE NUMBER:** 2079909834 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		AIP3450489701	10/1/2024	10/1/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Sex Abuse & Molestation			AIP3450489701	10/1/2024	10/1/2025	Per Occurrence	1,000,000
							Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Mustang Board of Education and Mustang Public Schools are named as additional insured on the general liability policy with respect to the use of its premises for Girl Scout activities of the insured Girl Scout Council.

CERTIFICATE HOLDER
Meadowbrook School
12500 SW 15th
Yukon OK 73099
United States

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

AUTHORIZED REPRESENTATIVE

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Girl Scout Troop 358 Meetings for 2025-26 School Year

2025
August 28th, Parent Meeting
September 11th Back To Troop Meeting
September 25th, First official meeting
October 9th, Regular Meeting
October 23rd, Regular Meeting
November 6th, Regular Meeting
November 20th, Regular Meeting
December 4th, Regular Meeting
December 18th, Regular Meeting

2025

January 8th, Regular Meeting
January 22nd, Regular Meeting
February 5th, Regular Meeting
February 19th, Regular Meeting
March 5th, Regular Meeting
March 19th, Regular Meeting
April 2nd, Regular Meeting
April 16th, Regular Meeting
April 30th, Regular Meeting
May 14th, Regular Meeting

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT

Organization: Girl Scouts of Western Oklahoma

Name of Applicant: Kathryn Dimmick

Billing Address: 2829 Canyon Berry Ln., Yukon, OK 73099

E-mail shopkalee@gmail.com

Contact Person: Kathryn Dimmick

Telephone (Cell) 4056309867 Telephone (Other) 4056309867

EVENT DETAILS

Name of Activity: Girl Scout Troop Meetings

Purpose of Activity: Badge earning and other Girl Scout activities

Date(s) Requested: August 14, 2025 - May 14th 2025

Day(s) Requested Thursdays

Facility **Entry** Time: 6:30 PM Facility **Exit** Time: 8:30 PM

Actual Performance if applicable) Start Time: End Time:

Expected Number of Participants 15 Expected Number of audience (if applicable)

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: Yes ☐ No ☐ Expires: ☐

This will be emailed to Alan Green by the Girls Scout Council.

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)

		Elementary Facilities
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☑
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☑	Gymnasium ☐
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

Number of participants: 15 Number of Mustang Students participating: 10

Will Admission be charged: No

Special Equipment Needed: None

AGREEMENT:

* We(I) Kathryn Dimmick understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature:_____ Date: 07/24/2025

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-1-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

[signature] 7/24/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Oklahoma

Subscribed and sworn to before me this 24 day of July, 2025

[signature]

Signature of Notary Public

SEAL

JAEL MERCADO OLIVA
NOTARY PUBLIC
No. 16000697
EXP. 1/22/2028
IN AND
FOR
STATE OF OKLAHOMA

Adopted: 08-14-06

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/24/2025

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

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

PRODUCER
Palmer & Cay, LLC
22 Barnard Street
Suite 200
Savannah GA 31401

CONTACT NAME:
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS: gssolutions@palmerandcay.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : New Hampshire Insurance Company	23841
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED 195
Girl Scouts - Western Oklahoma, Inc.
6100 N. Robinson
Oklahoma City OK 73118

COVERAGES **CERTIFICATE NUMBER:** 1718263364 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			AIP3450489701	10/1/2024	10/1/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	POLICY [ ] PRO-JECT [X] LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Sex Abuse & Molestation			AIP3450489701	10/1/2024	10/1/2025	Per Occurrence	1,000,000
							Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder named below is an additional insured on the general liability policy with respect to the use of its premises for Girl Scout activities of the insured Girl Scout Council.

CERTIFICATE HOLDER
Mustang Public Schools - Prarie View Elementary
9201 SW 59th St
Oklahoma City OK 73179

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

AUTHORIZED REPRESENTATIVE
Thomas M. Gallen

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MUSTANG PUBLIC SCHOOLS
Use of Facility Form

CENTRAL

GENERAL INFORMATION

APPLICANT

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier, President

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

E-mail rmeier5@cox.net

Contact Person: Ray Meier

Telephone (Cell) 405-517-4173 Telephone (Other) 405-808-1585

EVENT DETAILS

Name of Activity: Youth Basketball Games

Purpose of Activity: Provide youth basketball for 6 - 14 yr olds

Date(s) Requested: November 6, 2025 through March 8, 2026

Day(s) Requested Friday Nights, 6:00 - 9:00, Saturdays, 9:00am - 9:00pm and Sundays 1:00pm to 6:00 for date range above

Facility **Entry** Time: 7:30 AM Facility **Exit** Time: 9:30 PM

Actual Performance if applicable) Start Time: 9:00 AM End Time: 9:00 PM

Expected Number of Participants 420 / weekend Expected Number of audience (if applicable) 800 / weekend

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☑
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)

		Elementary Facilities
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☐
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

Number of participants: 420 per weekend Number of Mustang Students participating: 800 per weekend

Will Admission be charged: Yes

Special Equipment Needed: Basketball goals set at regulation 10' height

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AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: Roy D Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Ray D Meier 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL

TIFFANY K. SANDERS NOTARY # 18010409 EXP. 10/16/26 PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

CRT

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Games				
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds				
Date(s) Requested:	November 6, 2025 through March 8, 2026				
Day(s) Requested	Friday Nights, 6:00 - 9:00, Saturdays, 9:00am - 9:00pm and Sundays 1:00pm to 6:00 for date range above				
Facility **Entry** Time:	7:30	AM	Facility **Exit** Time:	9:30	PM
Actual Performance if applicable) Start Time:	9:00	AM	End Time:	9:00	PM
Expected Number of Participants	420 / weekend		Expected Number of audience (if applicable)	800 / weekend	

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
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INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☑	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☐
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

Number of participants: 420 per weekend Number of Mustang Students participating: 800 per weekend

Will Admission be charged: Yes

Special Equipment Needed: Basketball goals set at regulation 10' height

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AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: Roy A. Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Keck 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL

TIFFANY K. SANDERS NOTARY # 18010409 EXP. 10/16/26 PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

HORIZON

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Games			
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds			
Date(s) Requested:	November 6, 2025 through March 8, 2026			
Day(s) Requested	Friday Nights, 6:00 - 9:00, Saturdays, 9:00am - 9:00pm and Sundays 1:00pm to 6:00 for date range above			
Facility **Entry** Time:	7:30	AM	Facility **Exit** Time: 9:30	PM
Actual Performance if applicable) Start Time:	9:00	AM	End Time: 9:00	PM
Expected Number of Participants	420 / weekend		Expected Number of audience (if applicable)	800 / weekend

---

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☑	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☐
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

Number of participants: 420 per weekend Number of Mustang Students participating: 800 per weekend

Will Admission be charged: Yes

Special Equipment Needed: Basketball goals set at regulation 10' height, access to concession stand, Score keeping equipment

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AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: Roy D. Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Heck 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL



Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

NORTH

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Games (backup in case of weather cancellations)			
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds			
Date(s) Requested:	November 6, 2025 through March 8, 2026			
Day(s) Requested	Friday Nights, 6:00 - 9:00, Saturdays, 9:00am - 9:00pm and Sundays 1:00pm to 6:00 for date range above			
Facility **Entry** Time:	7:30	AM	Facility **Exit** Time: 9:30	PM
Actual Performance if applicable) Start Time:	9:00	AM	End Time: 9:00	PM
Expected Number of Participants	420 / weekend		Expected Number of audience (if applicable)	800 / weekend

---

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☑	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☐
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

Number of participants: 420 per weekend Number of Mustang Students participating: 800 per weekend

Will Admission be charged: Yes

Special Equipment Needed: Basketball goals set at regulation 10' height

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AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

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Representative's Signature: Ray D. Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Keeler 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K. Sanders

Signature of Notary Public

SEAL

TIFFANY K. SANDERS NOTARY # 18010409 EXP. 10/16/26 PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

South

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang
Name of Applicant:	Ray Meier, President
Billing Address:	P. O. Box 581, Mustang, OK 73064
E-mail	rmeier5@cox.net
Contact Person:	Ray Meier
Telephone (Cell)	405-517-4173
Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Games (backup in case of weather cancellations)			
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds			
Date(s) Requested:	November 6, 2025 through March 8, 2026			
Day(s) Requested	Friday Nights, 6:00 - 9:00, Saturdays, 9:00am - 9:00pm and Sundays 1:00pm to 6:00 for date range above			
Facility **Entry** Time:	7:30	AM	Facility **Exit** Time: 9:30	PM
Actual Performance if applicable) Start Time:	9:00	AM	End Time: 9:00	PM
Expected Number of Participants	420 / weekend		Expected Number of audience (if applicable)	800 / weekend

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	MNMS (North Middle School)	MCMS (Central Middle School
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☑	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	Canyon Ridge Intermediate	Meadow Brook Intermediate
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		Elementary Facilities
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☐
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

Number of participants: 420 per weekend Number of Mustang Students participating: 800 per weekend

Will Admission be charged: Yes

Special Equipment Needed: Basketball goals set at regulation 10' height

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AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

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Representative's Signature: Ray Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Mercer 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL

TIFFANY K. SANDERS NOTARY PUBLIC STATE OF OKLAHOMA # 18010409 EXP. 10/16/26

Adopted: 08-14-06

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/02/2025

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

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

PRODUCER AMBA PO Box 14542 Des Moines, IA 50306	CONTACT NAME: PHONE (A/C, No, Ext): 800-503-9227 FAX (A/C, No): 515-993-9681 EMAIL ADDRESS: amba.service@getamba.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A: Philadelphia Indemnity Insurance Co
INSURED Optimist International Optimist Club of Mustang Ray Meier P.O. Box 581 Mustang, Oklahoma 73064	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[x] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [x] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [x] LOC [ ] OTHER:	[x]	[ ]	PHPK2679423-009	05/01/2025	05/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 1000000 $ 100000 $ excluded $ 1000000 $ 2000000 $ 2000000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [x] HIRED AUTOS ONLY [x] NON-OWNED AUTOS ONLY	[ ]	[ ]	PHPK2679423-009	05/01/2025	05/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ 1000000 $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $	[ ]	[ ]				EACH OCCURRENCE AGGREGATE [ ]	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

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

Effective 11/03/2025 include as additional insured: Certificate Holder (CG2011) Mustang Public Schools
but only with respects to the named insured negligence with regards to the Youth Basketball event to be held at Mustang Public Schools
on 11/03/2025 ending on 03/08/2026

CERTIFICATE HOLDER	CANCELLATION
Mustang Public Schools 12400 SW 15th St Yukon, OK 73009,	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Stephen Miller

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MUSTANG PUBLIC SCHOOLS
Use of Facility Form

ELEMENTARY

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Practice				
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds				
Date(s) Requested:	November 1, 2025 through March 8, 2026				
Day(s) Requested	Monday, Tuesday, Thursday and Friday for date range above				
Facility **Entry** Time:	6:00	PM	Facility **Exit** Time:	9:00	PM
Actual Performance if applicable) Start Time:	6:00	PM	End Time:	9:00	PM
Expected Number of Participants	60 per night		Expected Number of audience (if applicable)	60 parents	

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
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- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☑	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☑
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

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

Will Admission be charged: No

Special Equipment Needed: Basketball goals set at regulation 10' height

---

AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

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Representative's Signature: Ray Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Meeks 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL

TIFFANY K. SANDERS NOTARY # 18010409 EXP. 10/16/26 PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

VALLEY

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Practice			
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds			
Date(s) Requested:	November 1, 2025 through March 8, 2026			
Day(s) Requested	Monday, Tuesday, Thursday and Friday for date range above			
Facility **Entry** Time:	6:00	PM	Facility **Exit** Time: 9:00	PM
Actual Performance if applicable) Start Time:	6:00	PM	End Time: 9:00	PM
Expected Number of Participants	60 per night		Expected Number of audience (if applicable)	60 parents

---

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
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The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☑	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☑
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

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

Will Admission be charged: No

Special Equipment Needed: Basketball goals set at regulation 10' height

---

AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: Ray Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Meeks 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL

TIFFANY K. SANDERS NOTARY # 18010409 EXP. 10/16/26 PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

TRAILS

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Practice			
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds			
Date(s) Requested:	November 1, 2025 through March 8, 2026			
Day(s) Requested	Monday, Tuesday, Thursday and Friday for date range above			
Facility **Entry** Time:	6:00	PM	Facility **Exit** Time: 9:00	PM
Actual Performance if applicable) Start Time:	6:00	PM	End Time: 9:00	PM
Expected Number of Participants	60 per night		Expected Number of audience (if applicable)	60 parents

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	MNMS (North Middle School)	MCMS (Central Middle School
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	Canyon Ridge Intermediate	Meadow Brook Intermediate
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		Elementary Facilities
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☑
Trails Elementary ☑	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

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

Will Admission be charged: No

Special Equipment Needed: Basketball goals set at regulation 10' height

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AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

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Representative's Signature: Ray D. Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Practice			
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds			
Date(s) Requested:	November 1, 2025 through March 8, 2026			
Day(s) Requested	Monday, Tuesday, Thursday and Friday for date range above			
Facility **Entry** Time:	6:00	PM	Facility **Exit** Time: 9:00	PM
Actual Performance if applicable) Start Time:	6:00	PM	End Time: 9:00	PM
Expected Number of Participants	60 per night		Expected Number of audience (if applicable)	60 parents

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	MNMS (North Middle School)	MCMS (Central Middle School
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	Canyon Ridge Intermediate	Meadow Brook Intermediate
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		Elementary Facilities
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☑	Gymnasium ☑
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

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

Will Admission be charged: No

Special Equipment Needed: Basketball goals set at regulation 10' height

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AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

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* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: Ray D Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D Reeds 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

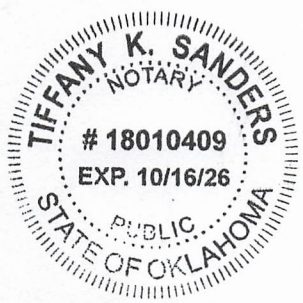
COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL



Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

LAKE ETOMA

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Practice				
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds				
Date(s) Requested:	November 1, 2025 through March 8, 2026				
Day(s) Requested	Monday, Tuesday, Thursday and Friday for date range above				
Facility **Entry** Time:	6:00	PM	Facility **Exit** Time:	9:00	PM
Actual Performance if applicable) Start Time:	6:00	PM	End Time:	9:00	PM
Expected Number of Participants	60 per night		Expected Number of audience (if applicable)	60 parents	

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
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The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☑	Prairie View Elementary ☐	Gymnasium ☑
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

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

Will Admission be charged: No

Special Equipment Needed: Basketball goals set at regulation 10' height

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AGREEMENT:

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Representative's Signature: Ray D. Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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Rory D. Rees 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL



Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

CREEK

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Practice			
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds			
Date(s) Requested:	November 1, 2025 through March 8, 2026			
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Mustang, Oklahoma 73064

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

Mustang High School

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Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

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Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
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Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☑	Cafeteria ☐
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Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☑
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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Representative's Signature: Ray Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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Roy D. Thew 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL

TIFFANY K. SANDERS NOTARY # 18010409 EXP. 10/16/26 PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

CENTENNIAL

GENERAL INFORMATION

APPLICANT

Organization:	Optimist Club of Mustang		
Name of Applicant:	Ray Meier, President		
Billing Address:	P. O. Box 581, Mustang, OK 73064		
E-mail	rmeier5@cox.net		
Contact Person:	Ray Meier		
Telephone (Cell)	405-517-4173	Telephone (Other)	405-808-1585

EVENT DETAILS

Name of Activity:	Youth Basketball Practice				
Purpose of Activity:	Provide youth basketball for 6 - 14 yr olds				
Date(s) Requested:	November 1, 2025 through March 8, 2026				
Day(s) Requested	Monday, Tuesday, Thursday and Friday for date range above				
Facility **Entry** Time:	6:00	PM	Facility **Exit** Time:	9:00	PM
Actual Performance if applicable) Start Time:	6:00	PM	End Time:	9:00	PM
Expected Number of Participants	60 per night		Expected Number of audience (if applicable)	60 parents	

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: May 30, 2026

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☑	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☑
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

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

Will Admission be charged: No

Special Equipment Needed: Basketball goals set at regulation 10' height

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AGREEMENT:

* We(I) Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: Ray Meier Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Mock 8/4/25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025

Tiffany K Sanders

Signature of Notary Public

SEAL

TIFFANY K. SANDERS NOTARY # 18010409 EXP. 10/16/26 PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/02/2025

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

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

PRODUCER AMBA PO Box 14542 Des Moines, IA 50306	CONTACT NAME: PHONE (A/C, No, Ext): 800-503-9227 FAX (A/C, No): 515-993-9681 EMAIL ADDRESS: amba.service@getamba.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Insurance Co	
INSURED Optimist International Optimist Club of Mustang Ray Meier P.O. Box 581 Mustang, Oklahoma 73064	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[x] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [x] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [x] LOC [ ] OTHER:	[x]	[ ]	PHPK2679423-009	05/01/2025	05/01/2026	EACH OCCURRENCE	$ 1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100000
							MED EXP (Any one person)	$ excluded
							PERSONAL & ADV INJURY	$ 1000000
							GENERAL AGGREGATE	$ 2000000
							PRODUCTS - COMP/OP AGG	$ 2000000
								$
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [x] HIRED AUTOS ONLY [x] NON-OWNED AUTOS ONLY	[ ]	[ ]	PHPK2679423-009	05/01/2025	05/01/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1000000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $	[ ]	[ ]				EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

Effective 11/03/2025 include as additional insured: Certificate Holder (CG2011) Mustang Public Schools
but only with respects to the named insured negligence with regards to the Youth Basketball event to be held at Mustang Public Schools
on 11/03/2025 ending on 03/08/2026

CERTIFICATE HOLDER

Mustang Public Schools
12400 SW 15th St

Yukon, OK 73009,

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Stephen Miller

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MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT

Organization:	Oklahoma Charge Volleyball Club
Name of Applicant:	Tracie Taylor
Billing Address:	1301 NW 141st St, Edmond, OK 73013
E-mail	tractayl@Aol.com
Contact Person:	Tracie Taylor
Telephone (Cell)	405-410-7159
Telephone (Other)	

EVENT DETAILS

Name of Activity:	Volleyball practice			
Purpose of Activity:	Provide volleyball teams for Mustang Students			
Date(s) Requested:	Practice for 2025-2026 Volleyball Season runs from November 4, 2025 to April 30, 2026			
Day(s) Requested	Mondays, Tuesdays, and/or Thursdays (would need two nights per week per team)			
Facility **Entry** Time:	6	PM	Facility **Exit** Time: 8	PM
Actual Performance if applicable) Start Time:	6	PM	End Time: 8	PM
Expected Number of Participants	10		Expected Number of audience (if applicable)	10

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: 08/31/2025

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☑	Gymnasium ☑
Gymnasium ☑	Gymnasium ☑	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☑	Gymnasium ☑	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☑
Trails Elementary ☐	Riverwood Elementary ☑	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

Number of participants: 10 Number of Mustang Students participating: 10

Will Admission be charged: No

Special Equipment Needed: Volleyball net system

AGREEMENT:

* We(I) Tracie Taylor understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: Tracie Taylor Date: 08/01/2025

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Tracie Taylor 8-4-2025

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Oklahoma

Subscribed and sworn to before me this 4th day of August, 2025

Kathleen J Gifford

Signature of Notary Public

KATHLEEN J. GIFFORD
NOTARY PUBLIC
STATE OF OKLAHOMA
SEAL
Commission # 02009928 Expires 07/05/26

Adopted: 08-14-06

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT

Organization: Refuge Church

Name of Applicant: logan Key

Billing Address: PO box 850581 yukon,ok 73085

E-mail logan@teamrefuge.com

Contact Person: logan key

Telephone (Cell) 4058337439 Telephone (Other)

EVENT DETAILS

Name of Activity: Church

Purpose of Activity:

Date(s) Requested: 2025-2026 school year

Day(s) Requested Sundays

Facility **Entry** Time: 7:30 AM Facility **Exit** Time: 12:00 PM

Actual Performance if applicable) Start Time: 10:00 AM End Time: 11:00 AM

Expected Number of Participants 100 Expected Number of audience (if applicable)

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each reques**t. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
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- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: _____

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☑
Trails Elementary ☐	Riverwood Elementary ☑	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☑

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

Number of participants: Number of Mustang Students participating:

Will Admission be charged: No

Special Equipment Needed:

AGREEMENT:

* We(I) refuge church understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: Date: 8/4/25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Signature of Representative — Date: 8-4-25

STATE OF: Oklahoma

COUNTY OF: Oklahoma

Subscribed and sworn to before me this 4th day of Aug., 2025

Signature of Notary Public

SEAL

JO ANN THOLE NOTARY # 06011611 EXP. 12/12/26 PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

REFUCHU-02 MKELLER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/4/2025

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

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

PRODUCER
Church Insurance Specialists, Inc.
PO Box 3307
Shawnee, OK 74802

CONTACT NAME:
PHONE (A/C, No, Ext): (405) 273-2412 FAX (A/C, No): (405) 273-2413
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Brotherhood Mutual	13528
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Refuge Church
PO Box 850581
Yukon, OK 73085

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY							
	CLAIMS-MADE X OCCUR			35M5A0510034	8/22/2025	8/22/2026	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER: General Aggregate							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

CERTIFICATE HOLDER

Mustang Board of Education
Mustang Public School District I-69
Mustang, OK 73064

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Michelle Keller

90

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MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT

Organization: 11U Space Jam and 7U Broncos Basketball

Name of Applicant: Lisa Stacey

Billing Address: 2501 N Richland Road, Yukon OK 73099

E-mail staceyl@mustangps.org

Contact Person: Lisa Stacey

Telephone (Cell) 4058229489 Telephone (Other)

EVENT DETAILS

Name of Activity: Basketball Practice

Purpose of Activity: practice

Date(s) Requested: Oct 1st, 2025 - March 12th, 2026

Day(s) Requested Mon, Tues, Wed, Thurs, Fri

Facility **Entry** Time: 6 PM Facility **Exit** Time: 9 PM

Actual Performance if applicable) Start Time: End Time:

Expected Number of Participants 20 Expected Number of audience (if applicable) 20

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☑ **No** ☐ Expires: _____

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☑
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☐
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☐

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☐
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only Classroom/s ☐

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

Number of participants: 20 Number of Mustang Students participating: 20

Will Admission be charged

Special Equipment Needed

AGREEMENT:

* We(I) Lisa Stacey understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature:_____ Date: 7/30/2025

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-5-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

Commercial Insurance Quote Proposal

To: Inszone Insurance Agency
Contact Name: Jennifer Quinn
Contact Email: jquinn@inszoneins.com
Contact Phone:

From: RPS - Tulsa, OK
Address: 2448 E 81st St Ste 4400 Tulsa OK 74137-4239
Contact Name: Patti Ford
Contact Email: Patti_ford@rpsins.com
Contact Phone: 405-254-9424
License #:

Underwritten By: SCOTTSDALE INSURANCE COMPANY **A.M. Best rated A (Excellent), FSC XV**

Commission: 12% **Minimum Earned:** 100% **Minimum and Advance Premium:** 100%

These terms are valid for 60 days from AUGUST 01,2025. Our quote may differ from the terms requested. Please review the quote carefully.

If the policy is cancelled at the insured's request, including non-payment of premium, there will be a minimum earned premium retained by us. If a policy or inspection fee is applicable to this policy, the fees are fully earned. No flat cancellations.

At the close of each audit period, we will compute the earned premium for that period. If the earned premium is greater than the advance premium paid, an audit premium will be due. There will be no returned premium upon Audit if the estimated exposure is less than shown, unless the Minimum and Advance Premium is less than 100%.

Applicant Name:	JUSTIN STACEY
Proposed Policy Period:	10/01/2025 To 10/01/2026
Quote Number:	QT-07404252
Agent Reference Number:	
Renewal of #:	NEW

Premium Summary

LIABILITY	$	500.00 MP
Sub Total Premium:	**$**	**500.00**
Policy Fee (Taxable)	$	100.00
Surplus Lines Tax	$	36.00
Clearinghouse	$	1.05
Grand Total:	**$**	**637.05**

Terrorism: Terrorism coverage can be purchased for an additional premium of $25.00 plus applicable taxes and fees. Signed acceptance/rejection required at binding.

Subject to following terms and conditions:

- Completed, signed and dated ACORD application.
- Completed, signed and dated supplemental application.
- Policy cannot be cancelled flat.
- Signed TRIA form at time of binding, rejecting or accepting coverage.

- OK Diligent Effort Form

Commercial Liability Coverage

	Limits
General Aggregate	$2,000,000
Products/Completed Operations Aggregate	$2,000,000
Personal and Advertising Injury	$1,000,000
Per Occurrence	$1,000,000
Damage to Premises Rented to You	$100,000
Medical Payments	$5,000
Deductible	$0 BI/PD/PA PER CLAIMANT

Liability Rating Classifications and Premium

Loc #/ Bldg #	Program / ISO	Class Code	Description	Exposure	Prem / Prod Rate	Prem / Prod Premium
12500 SW 15TH ST YUKON OK 73099						
1 / 1	GH	40066	BASKETBALL PRACTICES	25 / PER GAME/EACH	$5.10	$128

Commercial Liability Additional Coverages

Coverage Description	Form	Limit 1	Limit 2	Deductible	Premium
COMPETITIVE ATHLETIC OR SPORTS PARTICIPANTS - LIMITED LIABILITY COVERAGE	GLS-736	$25,000	$50,000		$0
SEXUALLY ABUSIVE ACTS - LIMITED LIABILITY COVERAGE	GLS-621	$100,000	$300,000		$0

Commercial Liability Additional Insureds

Coverage Description	Form	Premium Basis	Number of A/I's	Premium
ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES	CG 20 11	NO CHARGE	1	INCLUDED
MEADOW BROOK INTERMEDIATE SCHOOL 12500 SW 15TH TER YUKON OK 73099-7069 UNITED STATES				

Final Liability Premium: **$500 MP**

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT

Organization: The Well Church

Name of Applicant: Steven Giblet

Billing Address: 331 Cemetery Rd Suite L Yukon, OK 73099

E-mail Sgiblet@tucmustang.com

Contact Person: Steven Giblet / Jessica Pool

Telephone (Cell) 214-385-1108 Telephone (Other) 405-541-9256

EVENT DETAILS

Name of Activity: The Well Church ~~Gathering~~ Church Service

Purpose of Activity: Sunday worship Service

Date(s) Requested: 8/1/25 → 8-1-26

Day(s) Requested Sundays only

Facility **Entry** Time: 9AM Facility **Exit** Time: 1PM

Actual Performance if applicable) Start Time: End Time:

Expected Number of Participants 250-300 Expected Number of audience (if applicable)

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: **Yes** ☒ **No** ☐ Expires: _____

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

Mustang High School

Cafeteria ☐	Commons Area ☐	MHS Soccer Practice Field ☐
Kitchen ☐	Wrestling Room ☐	Classroom/s ☐

MMS (South Middle School)	**MNMS (North Middle School)**	**MCMS (Central Middle School**
Cafeteria ☐	Cafeteria ☐	Cafeteria ☐
Kitchen ☐	Kitchen ☐	Kitchen ☐
Wrestling Room ☐	Commons Gym ☐	Gymnasium ☐
Gymnasium ☐	Gymnasium ☐	Softball Field ☐
Softball Fields ☐	Softball/Baseball Field ☐	Classroom/s ☐
Classroom/s ☐	Classroom's ☐	

Horizon Intermediate	**Canyon Ridge Intermediate**	**Meadow Brook Intermediate**
Main Gymnasium ☐	Gymnasium ☐	Gymnasium ☐
Auxiliary Gym ☐	Cafeteria ☐	Cafeteria ☒
Cafeteria ☐	Cafeteria & Stage Area ☐	Cafeteria & Stage Area ☒

Elementary Schools (Please Select a Site)		**Elementary Facilities**
Mustang Elementary ☐	Creek Elementary ☐	Cafeteria ☐
Centennial Elementary ☐	Valley Elementary ☐	Kitchen ☐
Lakehoma Elementary ☐	Prairie View Elementary ☐	Gymnasium ☐
Trails Elementary ☐	Riverwood Elementary ☐	Playing Field ☐

Mustang Education Center (MEC) ☐ Main Conference Room Only ☐ Classroom/s

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

Number of participants: 250-300 Number of Mustang Students participating: N/A

Will Admission be charged N/A

Special Equipment Needed N/A

AGREEMENT:

* We(I) Steven Giblet understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: Steven Giblet Date: 8-4-25

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility: Custodial Costs: Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer: Date: 8-4-25

Athletic Director (If Applicable): Date:

Assistant Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

[signature] 8-4-25

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 4th day of August, 2025.

Cheryl L Hindman

Signature of Notary Public

SEAL

CHERYL L. HINDMAN NOTARY # 06004278 EXP. 04/28/26 PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

NPP1622223
Renewal of Number

POLICY DECLARATIONS

No. NPP1622223A

*** RENEWAL CERTIFICATE ***

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

THE WELL CHURCH CORP
11812 SW 3RD ST
YUKON, OK 73099

POLICY PERIOD: (MO. DAY YR.) From: 08/11/2024 To: 08/11/2025

12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Non Profit Places Of Worship

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER NPP1622223 IS RENEWED FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Liability Coverage Part	$745.00
TOTAL:	**$745.00**

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **ONE GENERAL AGENCY (1810)**
P.O. Box 54017
Oklahoma City, OK 73154

Broker: Cornerstone Insurance Group LLC

Issued: **08/13/2024 12:57 PM**

By: Thomas P. Kenney
Authorized Representative

100

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

EXTENSION OF DECLARATIONS

Policy No. NPP1622223A

Effective Date: **08/11/2024**
12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

The following forms apply to the Commercial Liability coverage part

Endt#	*Revised*	*Description of Endorsements*
CG0001	12/07	Commercial General Liability Coverage Form
CG0068	05/09	Recording And Distribution Of Material Or Information In Violation Of Law Exclusion
CG0109	11/85	Kansas And Oklahoma Changes - Transfer Of Rights
CG2011	04/13	Additional Insured - Managers or Lessors of Premises
CG2022	10/01	Additional Insured - Church Members And Officers
CG2107	05/14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included
CG2132	05/09	Communicable Disease Exclusion
CG2136	03/05	Exclusion - New Entities
CG2139	10/93	Contractual Liability Limitation
CG2147	12/07	Employment-Related Practices Exclusion
CG2173	01/15	Exclusion Of Certified Acts Of Terrorism
CG2230	07/98	Exclusion - Corporal Punishment
* CG4032	05/23	Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)
IL0017	11/98	Common Policy Conditions
IL0021	09/08	Nuclear Energy Liability Exclusion Endorsement
IL0179	10/02	Oklahoma Notice
IL0236	09/07	Oklahoma Changes - Cancellation and Nonrenewal
Jacket	07/19	Policy Jacket
L 278CH	03/14	Independent Contractors/Subcontractors Exclusion
L-224	10/10	Punitive Or Exemplary Damages Exclusion
L-232s	09/05	Classification Limitation Endorsement
L-387	03/06	Exclusion - Mechanical Rides
L-433	02/11	Trampoline Or Rebounding Device Exclusion
L-472	07/08	Exclusion - Injury To Performers Or Entertainers
L-549	12/07	Absolute Professional Liability Exclusion
L-599	10/12	Absolute Exclusion for Pollution, Organic Pathogen, Silica, Asbestos and Lead with a Hostile Fire Exception
L-607	02/11	Exclusion For Climbing, Rebounding And Interactive Games And Devices
L-608	02/11	Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices
L-609	02/11	Animal Exclusion
L-610	11/04	Expanded Definition Of Bodily Injury
L-703 DOL OK	07/16	Molestation or Abuse Insurance (Defense Outside Limits)
L-716	05/15	Pastoral Professional Liability Insurance
L-734NPP	10/16	Exclusion-Specific Activities, Events or Conditions
L-756	08/11	Exclusion - Sponsored Athletic Programs Or Competition

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

EXTENSION OF DECLARATIONS

Policy No. NPP1622223A

Effective Date: **08/11/2024**
12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

L-767 NPP	11/11	Exclusion - Bleacher Collapse
L-783NPP	07/18	Amendment of Liquor Liability Exclusion
LLQ100	07/06	Amendatory Endorsement
LLQ368	08/10	Separation Of Insureds Clarification Endorsement
NTE	12/20	Notice of Terrorism Exclusion
NTP OK	06/12	Oklahoma Fraud Notice
Oklahoma Notice	12/15	Oklahoma Notice Earthquakes Resulting From Oil And Gas Activities

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NPP1622223A

Effective Date: 08/11/2024
12:01 STANDARD TIME

LIMITS OF INSURANCE

Each Occurrence Limit	**$1,000,000**
Personal & Advertising Injury Limit (Any One Person/Organization)	**$1,000,000**
Medical Expense (Any One Person)	**$5,000**
Damages To Premises Rented To You (Any One Premises)	**$100,000**
Products/Completed Operations Aggregate Limit	**Included**
General Aggregate Limit	**$2,000,000**
Child Molestation Or Abuse Defense Outside Limits Each Claim	**$100,000**
Child Molestation Or Abuse Defense Outside Limits Aggregate	**$300,000**
Pastoral Professional Liability Each Claim	**$1,000,000**
Pastoral Professional Liability Aggregate Limit	**$1,000,000**

LIABILITY DEDUCTIBLE **$0**

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	*Address*	*Territory*
1	12500 Sw 15th Street, Yukon, OK 73099	003

PREMIUM COMPUTATION

				Rate		Advance Premium	
Loc	*Classification*	*Code No.*	*Premium Basis*	*Pr/Co*	*All Other*	*Pr/Co*	*All Other*
1	Abuse & Molestation Liability- Church-Defense Outside Limits	41794	Flat	Included	25.000	Included	$25
1	Additional Insured - Church Members / Officers	49950	1 Flat	Included	0.000	Included	Included
1	Churches or other Houses of Worship	41650	10,000 Per 1,000 Total Area	Included	36.973	Included	$370
1	Pastoral Professional Liability	72991	Flat	Included	250.000	Included	$250
1	Additional Insured - Managers or Lessors of Premises	49950	1 Per Additional Insured	Included	100.000	Included	$100

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: $500

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: $745

(This Premium may be subject to adjustment.) **MP - minimum premium**

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

Includes copyrighted material of ISO Commercial Risk Services, Inc., with its permission.
Copyright, ISO Commercial Risk Services, Inc., 1983, 1984, 1988

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person(s) Or Organization(s) (Additional Insured):

Effective Date: 08/11/2024
MUSTANG BOARD OF EDUCATION; MUSTANG PUBLIC SCHOOL DISTRICT - 69
12400 SW 15TH ST
MUSTANG, OK 73064

Designation of Premises (Part Leased To You):
12500 SW 15TH STREET
YUKON, OK 73099

Additional Premium: $

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II - Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person (s) or organization(s) shown in the Schedule.

However:

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

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

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

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

whichever is less.

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

© Insurance Services Office, Inc., 2012

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Ms. Senior Oklahoma

Board Meeting Date: August 11, 2025

Contract Vendor: Performing Arts Center **Time Frame:** March 21, 2026

Amount: $ 2,400.00 **Fund:** 905 **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:

Please discuss, consider, and/or act upon the attached rental request for the 25-26 school year.

Mustang Performing Arts Center
Technical Rider

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

Please complete the following information. If you have questions, please contact the following: Mustang PAC Technical Director | Andi Gleichman | gleichmana@mustangps.org

Production : Ms. Senior OK

Sponsoring Organization:

Contact: Carol & Deb Medel

Contact Phone Number:

Contact Email:

Rehearsal Date: 3/21/26

Rehearsal Setup time: Beginning: Ending: 9am

Production\Performance Date:

Production Times Setup Time: Beginning: Ending: 9am - 4pm

Performance Time: Beginning: Ending: Theatre Doors Open(Lobby/House):

STAGE: CHECK IF NEEDED (REFER TO EQUIPMENT RENTAL RATES)

- ☐ Flown Scenery
- ☐ Choral Risers, Number:____
- ☐ Platforms, Number:____
- ☐ Conductor's Podium
- ☐ Speaker's Lectern
- ☐ Upright Piano
- ☒ Grand Piano
- ☐ Chairs, Number:____
- ☐ Stands, Number:____
- ☐ Scenery
- ☐ Acoustic Shell

Other:____

PRODUCTION WILL PLAY IN FRONT OF:

- ☐ House Curtain (Red)
- ☒ Mid-stage Traveler (Black)
- ☐ Cyclorama
- ☐ Blackout Curtain

Other:____

LIGHTING

- ☐ Follow Spots, Number:____(requires additional technicians)
- ☒ Video Projector
- ☒ Projection Screen
- ☐ Stage Wash: General Wash or Specific

Other:____

SOUND

- ☒ Down Stage Monitors

Other:____

- ☐ Backstage Monitors
- ☒ Microphones, Number:____Describe purpose and locaiton____

LOBBY

- ☐ Round Tables, Number:____Other:____
- ☐ Chairs, Number:____
- ☒ 6' Serving Tables, Number:____
- ☐ Table clothes for serving tables, Number:____

Comments: Same as previous Rental. JW

Mustang Performing Arts Center
Rental Requirements

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

INSURANCE:

☐ A certificate of liability insurance in amounts sufficient to insure against loss on claims within the scope of the Governmental Tort Claims Act with Mustang Public Schools listed as the additional insured. Such certificate must be furnished to the Mustang PAC no later than ten (10) days prior to the scheduled event. The minimum coverage for claims within the scope of this shall be:

- $25,000 for any claim or to any claimant for loss of property arising out of a single act, accident or occurrence.
- $125,000 to the claimant for any other loss arising out of a single act,accident or occurrence.
- $1,000,000 for any number of claims out of a single occurrence or accident.

I agree to provide proof of insurance no later than 10 days before the scheduled event. Failure to provide may result in the cancellation of the event.

Initial _____

DEPOSIT:

☐ A deposit of 25% of the full rental costs must be submitted at the time of the rental agreement to complete reservation. This deposit is not refundable unless in the case of a ***Force Majeure.***

Payment:

☐ Payment in full of all known charges shall take place prior to or on the day of the event. Additional charges that may develop because of required changes in equipment, additional personnel needed, or additional facility use will be billed to the Client.

Weather Contingency Provision: In the event that weather conditions render the designated parking lot inaccessible or unsafe for use, the lessee shall have the right to exercise one of the following options:

- a) Upon mutual agreement with the lessor, the lessee may opt to pay additional fees for parking lot clearance, thereby ensuring accessibility for the intended event. Such fees shall be determined and agreed upon in writing prior to the commencement of any clearance efforts.
- b) Alternatively, the lessee reserves the right to reschedule the event to a mutually agreeable alternative date, subject to availability and confirmation by both parties.
- The decision to exercise either option shall be communicated promptly to the lessor, with due consideration given to the safety and feasibility of the proposed course of action.
- This provision is intended to accommodate unforeseen circumstances beyond the control of either party and shall not be construed as a waiver of any other terms or conditions outlined within this agreement.

*To solidify and lock the date on our events calendar, insurance, deposit, and a signed copy of this document are required.

Force Majeure

In the event that the venue is unfit for occupancy by Client during the period covered by this Agreement, by reason of fire, tornado, earthquake, strike, civil disturbance, or any other force beyond the control of Mustang Public Schools, this Agreement shall terminate and shall be of no further force and effect. In the event of a power outage, fire, tornado, earthquake, civil disturbance, or any other force beyond the control of Mustang Public Schools, Mustang Public Schools will not be responsible for loss or damage to the Client's property.

Initial _____

Mustang Performing Arts Center Acknowledgments

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

ACKNOWLEDGMENTS:

I confirm that I am the sole responsible party representing the Client and its constituents.

I agree that I have read and understand this Mustang PAC Rental Agreement and agree to comply with all policies and rules contained therein.

I understand that by signing this document does not ensure a confirmed rental date\agreement until all rental requirements are met and the Mustang PAC team confirms it can fulfill the requirements of the rental request by accepting the initial rental deposit.

By submitting this form, I attest that the information I have provided on the form is true and accurate.

X _____ 7-14-2025

Lessee Signature and Date

X _____ 7/14/25

Representative of Mustang Public Schools Signature and Date

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Deborah Hedel 7-14-2025

Signature of Representative Date

STATE OF:_____

COUNTY OF: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Invoice

Mustang Performing Arts Center

PERFORMING ARTS CENTER

Physical Adress:	200 W. Juniper Mustang, OK
Mailing Address: (Mail checks to this address.)	12400 SW 15th st. Yukon, OK 73099

BILL TO:

Ms. Senior OK

INVOICE #

3-21-26

DATE

4/16/25

INVOICE DUE DATE

CURRENT DEPOSIT DUE

$1,200.00

	Item	Description	Quantity	Price	Amount
3/21/26					
	Performance Hall Rental Friday- Sunday	Rental of Performance Hall for 5 hours.	1	$1,750.00	$1,750.00
	Additional hours PH Friday-Sunday	Additional rental time for Performance Hall per hour	1	$300.00	$300.00
	Technician	Additional technician per hour min. of 4 hours	5	$20.00	$100.00
	Technician	Additional technician per hour min. of 4 hours	5	$20.00	$100.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	5	$30.00	$150.00

Total	$2400.00
Paid Deposit	-$1,200.00

NOTES:

50% deposit due to lock in reserved dates.Cancellations made by the renter will result in a 25% non-applicable cancellation fee.

In the event of a force majeure, the renter will be issued a full refund or the opportunity to reschedule their rental without any cancellation fee.

$1,200.00

Mustang Public Schools

Waldrop, Samantha <waldrops@mustangps.org>

Receipt #360620

1 message

noreply@intouchpay.com <noreply@intouchpay.com> Thu, Apr 17, 2025 at 2:11 PM
To: waldrops@mustangps.org

Mustang Public Schools

Tax ID# 73-0766864

909 S Mustang Rd

Receipt #: 360620

Clerk: Mills

Terminal: 17

4/17/2025 2:11 PM

NIS-50

Non Student, Non Student

Qty	Item	Amount
1	PAC Rental PAC Rental Deposit for Sr MS OK	1200.00

Sub Total	1200.00
Tax	0.00
Total	1200.00
Check 154	1200.00
Change Due	0.00

Mustang, OK 73064

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: OKC Ballet Fall Series & Spring Performance

Board Meeting Date: August 11, 2025

Contract Vendor: Performing Arts Center **Time Frame:** October 14, 2025 & May 16, 2026

Amount: $ 8,780.00 **Fund:** 905 **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:

Please discuss, consider, and/or act upon the attached rental request for the 25-26 school year.

Mustang Performing Arts Center
Technical Rider

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

Please complete the following information. If you have questions, please contact the following: Mustang PAC Technical Director | Andi Gleichman | gleichmana@mustangps.org

Production : Fall Series

Sponsoring Organization: Oklahoma City Ballet

Contact: Sarah Klump

Contact Phone Number: (405) 843-9898

Contact Email: SKlump@okcballet.org

Rehearsal Date:

Rehearsal Setup time: Beginning: Ending:

Production\Performance Date: 10/14/25

Production Times Setup Time: Beginning: Ending:

Performance Time: Beginning: Ending: Theatre Doors Open(Lobby/House): 7:00 pm

STAGE: CHECK IF NEEDED (REFER TO EQUIPMENT RENTAL RATES)

- ☐ Flown Scenery
- ☐ Choral Risers, Number:____
- ☐ Platforms, Number:____
- ☐ Conductor's Podium
- ☐ Speaker's Lectern
- ☐ Upright Piano
- ☐ Grand Piano
- ☐ Chairs, Number:____
- ☐ Stands, Number:____
- ☐ Scenery
- ☐ Acoustic Shell

Other:_____

PRODUCTION WILL PLAY IN FRONT OF:

- ☐ House Curtain (Red)
- ☐ Mid-stage Traveler (Black)
- ☒ Cyclorama
- ☐ Blackout Curtain

Other:_____

LIGHTING

- ☐ Follow Spots, Number:____(requires additional technicians)
- ☐ Video Projector
- ☐ Projection Screen
- ☒ Stage Wash: General Wash or Specific

Other:_____

SOUND

- ☒ Down Stage Monitors

Other:_____

- ☒ Backstage Monitors
- ☒ Microphones, Number: 1 Describe purpose and locaiton Downstage R

LOBBY

- ☐ Round Tables, Number:____Other:_____
- ☐ Chairs, Number:____
- ☐ 6' Serving Tables, Number:____
- ☐ Table clothes for serving tables, Number:____

Comments:_____

Mustang Performing Arts Center
Technical Rider

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

Please complete the following information. If you have questions, please contact the following: Mustang PAC Technical Director | Andi Gleichman | gleichmana@mustangps.org

Production: Spring Performance

Sponsoring Organization: Oklahoma City Ballet

Contact: Sarah Klump

Contact Phone Number: (405) 843-9898

Contact Email: SKlump@okcballet.org

Rehearsal Date: 5/15/2026

Rehearsal Setup time: Beginning: Ending:

Production\Performance Date: 5/16/2026

Production Times Setup Time: Beginning: Ending:

Performance Time: Beginning: Ending: Theatre Doors Open(Lobby/House): 2:00 pm & 7:00 pm

STAGE: CHECK IF NEEDED (REFER TO EQUIPMENT RENTAL RATES)

- ☐ Flown Scenery
- ☐ Choral Risers, Number:____
- ☐ Platforms, Number:____
- ☐ Conductor's Podium
- ☐ Speaker's Lectern
- ☐ Upright Piano
- ☐ Grand Piano
- ☐ Chairs, Number:____
- ☐ Stands, Number:____
- ☐ Scenery
- ☐ Acoustic Shell

Other:____

PRODUCTION WILL PLAY IN FRONT OF:

- ☐ House Curtain (Red)
- ☐ Mid-stage Traveler (Black)
- ☑ Cyclorama
- ☐ Blackout Curtain

Other:____

LIGHTING

- ☐ Follow Spots, Number:____(requires additional technicians)
- ☐ Video Projector
- ☐ Projection Screen
- ☑ Stage Wash: General Wash or Specific

Other:____

SOUND

- ☑ Down Stage Monitors

Other:____

- ☑ Backstage Monitors
- ☑ Microphones, Number: 1 Describe purpose and locaiton Downstage R

LOBBY

- ☐ Round Tables, Number:____Other:____
- ☐ Chairs, Number:____
- ☐ 6' Serving Tables, Number:____
- ☐ Table clothes for serving tables, Number:____

Comments:____

Mustang Performing Arts Center
Rental Requirements



200 W Juniper | Mustang, OK 73064

INSURANCE:

☑ A certificate of liability insurance in amounts sufficient to insure against loss on claims within the scope of the Governmental Tort Claims Act with Mustang Public Schools listed as the additional insured. Such certificate must be furnished to the Mustang PAC no later than ten (10) days prior to the scheduled event. The minimum coverage for claims within the scope of this shall be:

- $25,000 for any claim or to any claimant for loss of property arising out of a single act, accident or occurrence.
- $125,000 to the claimant for any other loss arising out of a single act,accident or occurrence.
- $1,000,000 for any number of claims out of a single occurrence or accident.

I agree to provide proof of insurance no later than 10 days before the scheduled event. Failure to provide may result in the cancellation of the event.

Initial _____

DEPOSIT:

☑ A deposit of 25% of the full rental costs must be submitted at the time of the rental agreement to complete reservation. This deposit is not refundable unless in the case of a ***Force Majeure.***

Payment:

☑ Payment in full of all known charges shall take place prior to or on the day of the event. Additional charges that may develop because of required changes in equipment, additional personnel needed, or additional facility use will be billed to the Client.

Weather Contingency Provision: In the event that weather conditions render the designated parking lot inaccessible or unsafe for use, the lessee shall have the right to exercise one of the following options:

- a) Upon mutual agreement with the lessor, the lessee may opt to pay additional fees for parking lot clearance, thereby ensuring accessibility for the intended event. Such fees shall be determined and agreed upon in writing prior to the commencement of any clearance efforts.
- b) Alternatively, the lessee reserves the right to reschedule the event to a mutually agreeable alternative date, subject to availability and confirmation by both parties.
- The decision to exercise either option shall be communicated promptly to the lessor, with due consideration given to the safety and feasibility of the proposed course of action.
- This provision is intended to accommodate unforeseen circumstances beyond the control of either party and shall not be construed as a waiver of any other terms or conditions outlined within this agreement.

*To solidify and lock the date on our events calendar, insurance, deposit, and a signed copy of this document are required.

Force Majeure

In the event that the venue is unfit for occupancy by Client during the period covered by this Agreement, by reason of fire, tornado, earthquake, strike, civil disturbance, or any other force beyond the control of Mustang Public Schools, this Agreement shall terminate and shall be of no further force and effect. In the event of a power outage, fire, tornado, earthquake, civil disturbance, or any other force beyond the control of Mustang Public Schools, Mustang Public Schools will not be responsible for loss or damage to the Client's property.

Initial _____

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Signature of Representative — Date: 4/17/25

STATE OF:_____

COUNTY OF: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Mustang Performing Arts Center
Acknowledgments

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

ACKNOWLEDGMENTS:

I confirm that I am the sole responsible party representing the Client and its constituents.

I agree that I have read and understand this Mustang PAC Rental Agreement and agree to comply with all policies and rules contained therein.

I understand that by signing this document does not ensure a confirmed rental date\agreement until all rental requirements are met and the Mustang PAC team confirms it can fulfill the requirements of the rental request by accepting the initial rental deposit.

By submitting this form, I attest that the information I have provided on the form is true and accurate.

X Rye 4/17/25

Lessee Signature and Date

X Samantha Waldrop 8/7/25

Representative of Mustang Public Schools Signature and Date

Invoice

Mustang Performing Arts Center

PERFORMING ARTS CENTER

Physical Adress:	200 W. Juniper Mustang, OK
Mailing Address: (Mail checks to this address.)	12400 SW 15th st. Yukon, OK

BILL TO:

Yvonne Chouteau School/ OKC Ballet

6800 N Classen Blvd, Oklahoma City, OK 73116

INVOICE #

5-22-26

DATE

6/4/25

INVOICE DUE DATE

5/23/26

CURRENT DEPOSIT DUE

$2,195.00

	Item	Description	Quantity	Price	Amount
5/22/26	Rehearsal/Load-in/Load-out on the previous day (no audience/ no FOH)	per hour 4 hour min. 12pm-9pm (9 hours)	9	$300.00	$2,700.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	8	$30.00	$240.00
	Theater Technician (Sound/lights/stagehands/ etc.)	$20 each per hour (8 am-11 pm) Min. of 4 hours	9	$20.00	$180.00
5/23/26	Performance Hall Rental Friday- Sunday	Rental of Performance Hall for 5 hours. 9am-2pm	1	$1,750.00	$1,750.00
	Additional hours PH Friday-Sunday	2pm-10:30pm	8.5	$300.00	$2,550.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	14	$30.00	$420.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	14	$30.00	$420.00
	Marley Dance Floor	Setup fee for use of Marley Dance Floor	1	$350.00	$350.00
	Theater Technician (Sound/lights/stagehands/ etc.)	$20 each per hour (8 am-11 pm) Min. of 4 hours	8.5	$20.00	$170.00
				Total	$8,780.00
				Deposit Paid	-2195

NOTES:

25% non-refundable deposit required to complete reservation.

In the event of a force majeure, the renter will be issued a full refund or the opportunity to reschedule their rental without any cancellation fee.

TOTAL

$6,585.00

Mustang Public Schools

Waldrop, Samantha <waldrops@mustangps.org>

Receipt #364792

1 message

noreply@intouchpay.com <noreply@intouchpay.com> Mon, Jun 30, 2025 at 2:05 PM
To: waldrops@mustangps.org

Mustang Public Schools

Tax ID# 73-0766864

909 S Mustang Rd

Receipt #: 364792

Clerk: Mills

Terminal: 17

6/30/2025 2:05 PM

NIS-50

Non Student, Non Student

Qty	Item	Amount
1	PAC Rental PAC Rental OKC Ballet	2195.00

Sub Total	2195.00
Tax	0.00
Total	2195.00
Check 24732	2195.00
Change Due	0.00

Mustang, OK 73064

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Renovacion Carismatica De Oklahoma

Board Meeting Date: August 11, 2025

Contract Vendor: Performing Arts Center **Time Frame:** September 20, 2025

Amount: $ 4,440.00 **Fund:** 905 **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:

Please discuss, consider, and/or act upon the attached rental request for the 25-26 school year.

- The decision to exercise either option shall be communicated promptly to the lessor, with due consideration given to the safety and feasibility of the proposed course of action.
- This provision is intended to accommodate unforeseen circumstances beyond the control of either party and shall not be construed as a waiver of any other terms or conditions outlined within this agreement.

*To solidify and lock the date on our events calendar, insurance, deposit, and a signed copy of this document are required.

Force Majeure

In the event that the venue is unfit for occupancy by Client during the period covered by this Agreement, by reason of fire, tornado, earthquake, strike, civil disturbance, or any other force beyond the control of Mustang Public Schools, this Agreement shall terminate and shall be of no further force and effect. In the event of a power outage, fire, tornado, earthquake, civil disturbance, or any other force beyond the control of Mustang Public Schools, Mustang Public Schools will not be responsible for loss or damage to the Client's property.

Initial ____MG_____

Mustang Performing Arts Center Technical Rider

PERFORMING ARTS CENTER

200 W Juniper | Mustang, OK 73064

Please complete the following information. If you have questions, please contact the following: Mustang PAC Technical Director | Andi Gleichman | gleichmana@mustangps.org

Production :

Sponsoring Organization: RENOVACION CARISMATICA DE OKLAHOMA

Contact: MARIA LOURDES GARCIA

Contact Phone Number: 405-863-9208

Contact Email: marialougarcia68@gmail.com

Rehearsal Date: 9-20-25

Rehearsal Setup time: Beginning 2:00pm : Ending: 10:00pm

Production\Performance Date: 9-20-25

Production Times Setup Time: Beginning:2:00pm Ending:10:00pm

Performance Time: Beginning:2:00pm Ending: 10:00pm Theatre Doors Open(Lobby/House):

Chairs, Number:__10__

Stands, Number:_____

Scenery

Acoustic Shell

Other:_____

STAGE: CHECK IF NEEDED (REFER TO EQUIPMENT RENTAL RATES)

Flown Scenery

Choral Risers, Number:_____

Platforms, Number:_____

Conductor's Podium

Speaker's Lectern

Upright Piano

Grand Piano

PRODUCTION WILL PLAY IN FRONT OF: House Curtain (Red)

Mid-stage Traveler (Black)

Cyclorama

Blackout Curtain

Other:_____

DRESSING ROOMS: The dressing rooms assigned to you are for your exclusive use during your stay. Please do not leave valuables in them, as there is no lockbox provided. Please do not bring visitors to the dressing rooms. Rolling racks are available; you can request these through MPAC Technical Director. Each dressing room contains mirrors, clothing racks, and a private bathroom.

MAKE-UP ROOM: The shared make-up room is available for use providing make-up lighting and a sink. Client is responsible for removing all items from the space following event.

GREEN ROOM | Performers Lounge: This is a community room for everyone involved in the event. The crew is allowed to use the Green Room except for one-half hour before performance and till one-half hour after the performance. The green room contains couch seating, a refrigerator, storage, and drinks.

Mustang Performing Arts Center Rental Requirements

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

INSURANCE:

☐ A certificate of liability insurance in amounts sufficient to insure against loss on claims within the scope of the Governmental Tort Claims Act with Mustang Public Schools listed as the additional insured. Such certificate must be furnished to the Mustang PAC no later than ten (10) days prior to the scheduled event. The minimum coverage for claims within the scope of this shall be:

- $25,000 for any claim or to any claimant for loss of property arising out of a single act, accident or occurrence.
- $125,000 to the claimant for any other loss arising out of a single act,accident or occurrence.
- $1,000,000 for any number of claims out of a single occurrence or accident.

I agree to provide proof of insurance no later than 10 days before the scheduled event. Failure to provide may result in the cancellation of the event.

Initial _____MG____

DEPOSIT:

☐ A deposit of 25% of the full rental costs must be submitted at the time of the rental agreement to complete reservation. This deposit is not refundable unless in the case of a ***Force Majeure.***

Payment:

☐ Payment in full of all known charges shall take place prior to or on the day of the event. Additional charges that may develop because of required changes in equipment, additional personnel needed, or additional facility use will be billed to the Client.

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- b) Alternatively, the lessee reserves the right to reschedule the event to a mutually agreeable alternative date, subject to availability and confirmation by both parties.

LIGHTING

Follow Spots, Number:____(requires additional technicians)

Video Projector

Projection Screen

Stage Wash: General Wash or Specific

Other:_____

SOUND

Down Stage Monitors

Other:_____

Backstage Monitors

Microphones, Number:____Describe purpose and locaiton_____

LOBBY

Round Tables,

Number:____Other:_____

Chairs, Number:____

6' Serving Tables, Number:____

Table clothes for serving tables, Number:____

Comments:_____

_____

Mustang Performing Arts Center Acknowledgments

PERFORMING ARTS CENTER

200 W Juniper | Mustang, OK 73064

ACKNOWLEDGMENTS:

I confirm that I am the sole responsible party representing the Client and its constituents.

I agree that I have read and understand this Mustang PAC Rental Agreement and agree to comply with all policies and rules contained therein.

I understand that by signing this document does not ensure a confirmed rental date\agreement until all rental requirements are met and the Mustang PAC team confirms it can fulfill the requirements of the rental request by accepting the initial rental deposit.

By submitting this form, I attest that the information I have provided on the form is true and

accurate. X

Lessee Signature and Date

X *Maria L Garcia 7/15/25*

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Mario Garcia — July 21,2025

Signature of Representative — Date

STATE OF: Oklahoma

COUNTY OF: Oklahoma

Subscribed and sworn to before me this 21 day of July, 2025.

Invoice

Mustang Performing Arts Center

PERFORMING ARTS CENTER

Physical Adress: 200 W. Juniper Mustang, OK

Mailing Address: (Mail checks to this address.) 12400 SW 15th st. Yukon, OK

BILL TO:

Renovacion Carismatica De Oklahoma

INVOICE #

9-20-25

DATE

7/10/25

INVOICE DUE DATE

7/24/25

CURRENT DEPOSIT DUE

$1,150.00

	Item	Description	Quantity	Price	Amount
5/23/26	Performance Hall Rental Friday- Sunday	Rental of Performance Hall for 5 hours. 2pm-7pm	1	$1,750.00	$1,750.00
	Additional hours PH Friday-Sunday	7pm-10pm	3	$300.00	$900.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	8	$30.00	$240.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	8	$30.00	$240.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	8	$30.00	$240.00
	Technical Director/Audio Engineer/Lighting	per day	1	$350.00	$350.00
	FOH Manager (2nd manager required for events over 450)	$35 each per hour (scheduled for doors open- closing time)	8	$35.00	$280.00
	Cleaning Fee	Per Event	1	$140.00	$140.00
	Security Officer	Off- duty police officer per hour	4	$75.00	$300.00
				Total	$4,400.00
				deposit	-$1,150.00

NOTES:

25% non-refundable deposit required to complete reservation.

In the event of a force majeure, the renter will be issued a full refund or the opportunity to reschedule their rental without any cancellation fee.

$3,290.00

Mustang Public Schools

Tax ID# 73-0766864

909 S Mustang Rd

Receipt #: 365311

Clerk: Mills

Terminal: 17

7/29/2025 3:17 PM

NIS-50

Non Student, Non Student

Qty	Item	Amount
1	PAC Rental PAC Rental Archdiocese of OKC Rental	1150.00

Sub Total	1150.00
Tax	0.00
Total	1150.00
Check 7116	1150.00
Change Due	0.00

Mustang, OK 73064

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Triumph National Talent

Board Meeting Date: August 11, 2025

Contract Vendor: Performing Arts Center **Time Frame:** March 7-9, 2026

Amount: $ 15,080.00 **Fund:** 905 **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:

Please discuss, consider, and/or act upon the attached rental request for the 25-26 school year.

Mustang Performing Arts Center
Technical Rider

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

Please complete the following information. If you have questions, please contact the following: Mustang PAC Technical Director | William Bennyhoff | bennyhoffw@mustangps.org | 405.256.6474

Production :

Sponsoring Organization: Triumph National Talent

Contact: Dana Bigham

Contact Phone Number: 407-375-1028

Contact Email: dana@triumphnationaltalent.com

Rehearsal Date: load in Friday, March 7, 2025

Rehearsal Setup time: Beginning: Ending: 4:00pm - 8:00pm

Production\Performance Date: March 7-9, 2025

Production Times Setup Time: Beginning: Ending: 7am - 10pm

Performance Time: Beginning: Ending: Theatre Doors Open(Lobby/House): Doors 7:15am

STAGE: CHECK IF NEEDED (REFER TO EQUIPMENT RENTAL RATES)

- ☐ Flown Scenery
- ☐ Choral Risers, Number:_____
- ☐ Platforms, Number:_____
- ☐ Conductor's Podium
- ☐ Speaker's Lectern
- ☐ Upright Piano
- ☐ Grand Piano
- ☐ Chairs, Number:10
- ☐ Stands, Number:_____
- ☐ Scenery
- ☐ Acoustic Shell

Other:_____

PRODUCTION WILL PLAY IN FRONT OF:

- ☐ House Curtain (Red)
- ☐ Mid-stage Traveler (Black)
- ☐ Cyclorama
- ☐ Blackout Curtain

Other:_____

LIGHTING

- ☐ Follow Spots, Number:_____(requires additional technicians)
- ☐ Video Projector
- ☐ Projection Screen
- ☒ Stage Wash: General Wash or Specific

Other:_____

SOUND

- ☐ Down Stage Monitors

Other:_____

- ☐ Backstage Monitors
- ☐ Microphones, Number:_____Describe purpose and locaiton_____

LOBBY

- ☐ Round Tables, Number:_____Other:_____
- ☐ Chairs, Number:2
- ☐ 6' Serving Tables, Number:4
- ☐ Table clothes for serving tables, Number:_____

Comments:_____

Mustang Performing Arts Center
Rental Requirements

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

INSURANCE:

☐ A certificate of liability insurance in amounts sufficient to insure against loss on claims within the scope of the Governmental Tort Claims Act with Mustang Public Schools listed as the additional insured. Such certificate must be furnished to the Mustang PAC no later than ten (10) days prior to the scheduled event. The minimum coverage for claims within the scope of this shall be:

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Initial DCB

DEPOSIT:

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Payment:

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*To solidify and lock the date on our events calendar, insurance, deposit, and a signed copy of this document are required.

Force Majeure

In the event that the venue is unfit for occupancy by Client during the period covered by this Agreement, by reason of fire, tornado, earthquake, strike, civil disturbance, or any other force beyond the control of Mustang Public Schools, this Agreement shall terminate and shall be of no further force and effect. In the event of a power outage, fire, tornado, earthquake, civil disturbance, or any other force beyond the control of Mustang Public Schools, Mustang Public Schools will not be responsible for loss or damage to the Client's property.

Initial DCB

Mustang Performing Arts Center
Acknowledgments

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

ACKNOWLEDGMENTS:

I confirm that I am the sole responsible party representing the Client and its constituents.

I agree that I have read and understand this Mustang PAC Rental Agreement and agree to comply with all policies and rules contained therein.

I understand that by signing this document does not ensure a confirmed rental date\agreement until all rental requirements are met and the Mustang PAC team confirms it can fulfill the requirements of the rental request by accepting the initial rental deposit.

By submitting this form, I attest that the information I have provided on the form is true and accurate.

X

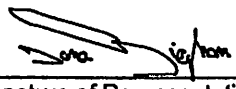
Lessee Signature and Date

X Samantha Wallace 2/24/25

Representative of Mustang Public Schools Signature and Date

FELONY CHECKS & SEX OFFENDER REGISTRY

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



6/5/2024

Signature of Representative — Date

STATE OF:_____

COUNTY OF: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Invoice

Mustang Performing Arts Center

PERFORMING ARTS CENTER

Physical Adress: 200 W. Juniper
Mustang, OK

Mailing Address: (Mail checks to this address.) 12400 SW 15th st.
Yukon, OK 73099

BILL TO:

Triumph Dance Competition

INVOICE #
3-6-8-26

DATE
4/17/25

INVOICE DUE DATE
5/1/25

CURRENT DEPOSIT DUE
$3,770.00

	Item	Description	Quantity	Price	Amount
3/6/26	Performance Hall Rental Friday- Sunday	Rental of Performance Hall for 5 hours. 5pm-10pm	1	$1,750.00	$1,750.00
	Technical Director/Audio Engineer/Lighting Designer	per day	1	$350.00	$350.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	5	$30.00	$150.00
3/7/26	Performance Hall Rental Friday- Sunday	Rental of Performance Hall for 5 hours. 7am-12pm	1	$1,750.00	$1,750.00
	Additional hours PH Friday-Sunday	Additional rental time for Performance Hall per hour 12pm-10pm	10	$300.00	$3,000.00
	Technical Director/Audio Engineer/Lighting Designer	per day	1	$350.00	$350.00
	FOH Manager (2nd manager required for events over 450)	$35 each per hour (8 am-11 pm)	12	$35.00	$420.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	14	$30.00	$420.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	14	$30.00	$420.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	14	$30.00	$420.00
	Door Usher	Door Usher	14	$20.00	$280.00
	Door Usher	Door Usher	14	$20.00	$280.00
3/8/26	Performance Hall Rental Friday- Sunday	Rental of Performance Hall for 5 hours. 7am-12pm	1	$1,750.00	$1,750.00
	Additional hours PH Friday-Sunday	Additional rental time for Performance Hall per hour 12pm-6pm	6	$300.00	$1,800.00
	Technical Director/Audio Engineer/Lighting Designer	per day	1	$350.00	$350.00
	FOH Manager (2nd manager required for events over 450)	$35 each per hour (8 am-11 pm)	8	$35.00	$280.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	9	$30.00	$270.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	9	$30.00	$270.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	9	$30.00	$270.00
	Door Usher	Door Usher	9	$20.00	$180.00
	Door Usher	Door Usher	9	$20.00	$180.00
	Cleaning Fee	Per Event	1	$140.00	$140.00

Total $15,080.00

Deposit $3770.00

$11,310.00

NOTES:

25% non-refundable deposit required to complete reservation

In the event of a force majeure, the renter will be issued a full refund or the opportunity to reschedule their rental without any cancellation fee

Mustang Public Schools

Waldrop, Samantha <waldrops@mustangps.org>

Receipt #364419

1 message

noreply@intouchpay.com <noreply@intouchpay.com> Tue, May 27, 2025 at 11:12 AM
To: waldrops@mustangps.org

Mustang Public Schools

Tax ID# 73-0766864

909 S Mustang Rd

Receipt #: 364419

Clerk: Mills

Terminal: 17

5/27/2025 11:12 AM

NIS-50

Non Student, Non Student

Qty	Item	Amount
1	PAC Rental PAC Rental Triumph National Talent	3770.00

Sub Total	3770.00
Tax	0.00
Total	3770.00
Check 0728	3770.00
Change Due	0.00

Mustang, OK 73064

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Velocity Dance Center Winter & Spring Recital

Board Meeting Date: August 11, 2025

Contract Vendor: Performing Arts Center **Time Frame:** January 17,2026 & June 4-5, 2026

Amount: $ 10,005.00 **Fund:** 905 **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:

Please discuss, consider, and/or act upon the attached rental request for the 25-26 school year.

Mustang Performing Arts Center
Technical Rider

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

Please complete the following information. If you have questions, please contact the following: Mustang PAC Technical Director | Andi Gleichman | gleichmana@mustangps.org

Production: Velocity Dance Center Winter Showcase and Recital

Sponsoring Organization: Velocity Dance Center

Contact: Meghan Dunn

Contact Phone Number: 405 8186688

Contact Email: meghan@oklahomacitydancestudio.com

Rehearsal Date: June 4 & 5

Rehearsal Setup time: Beginning: Ending: June 4 (4 - 8 PM) and June 5 (5 - 9 PM)

Production\Performance Date: January 17 and June 6

Production Times Setup Time: Beginning: Ending: January 17 9:30 am - 2:30 PM - June 6 9:00 am - 4:00 PM

Performance Time: Beginning: Ending: Theatre Doors Open(Lobby/House):

STAGE: CHECK IF NEEDED (REFER TO EQUIPMENT RENTAL RATES)

- ☑ Flown Scenery possibly a backdrop
- ☐ Choral Risers, Number:_____
- ☐ Platforms, Number:_____
- ☐ Conductor's Podium
- ☐ Speaker's Lectern
- ☐ Upright Piano
- ☐ Grand Piano
- ☐ Chairs, Number:_____
- ☐ Stands, Number:_____
- ☐ Scenery
- ☐ Acoustic Shell

Other:_____

PRODUCTION WILL PLAY IN FRONT OF:

- ☐ House Curtain (Red)
- ☐ Mid-stage Traveler (Black)
- ☑ Cyclorama
- ☐ Blackout Curtain

Other:_____

LIGHTING

- ☐ Follow Spots, Number:_____(requires additional technicians)
- ☑ Video Projector maybe?
- ☑ Projection Screen
- ☑ Stage Wash: General Wash or Specific

Other:_____

SOUND

- ☐ Down Stage Monitors

Other:_____

- ☑ Backstage Monitors
- ☑ Microphones, Number:_1_Describe purpose and locaiton handheld announcements

LOBBY

- ☐ Round Tables, Number:_____Other:_____
- ☐ Chairs, Number:_____
- ☐ 6' Serving Tables, Number:_____
- ☐ Table clothes for serving tables, Number:_____

Comments:_____

Mustang Performing Arts Center
Rental Requirements

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

INSURANCE:

☑ A certificate of liability insurance in amounts sufficient to insure against loss on claims within the scope of the Governmental Tort Claims Act with Mustang Public Schools listed as the additional insured. Such certificate must be furnished to the Mustang PAC no later than ten (10) days prior to the scheduled event. The minimum coverage for claims within the scope of this shall be:

- $25,000 for any claim or to any claimant for loss of property arising out of a single act, accident or occurrence.
- $125,000 to the claimant for any other loss arising out of a single act,accident or occurrence.
- $1,000,000 for any number of claims out of a single occurrence or accident.

I agree to provide proof of insurance no later than 10 days before the scheduled event. Failure to provide may result in the cancellation of the event.

Initial _____

DEPOSIT:

☑ A deposit of 25% of the full rental costs must be submitted at the time of the rental agreement to complete reservation. This deposit is not refundable unless in the case of a *Force Majeure.*

Payment:

☑ Payment in full of all known charges shall take place prior to or on the day of the event. Additional charges that may develop because of required changes in equipment, additional personnel needed, or additional facility use will be billed to the Client.

Weather Contingency Provision: In the event that weather conditions render the designated parking lot inaccessible or unsafe for use, the lessee shall have the right to exercise one of the following options:

- a) Upon mutual agreement with the lessor, the lessee may opt to pay additional fees for parking lot clearance, thereby ensuring accessibility for the intended event. Such fees shall be determined and agreed upon in writing prior to the commencement of any clearance efforts.
- b) Alternatively, the lessee reserves the right to reschedule the event to a mutually agreeable alternative date, subject to availability and confirmation by both parties.
- The decision to exercise either option shall be communicated promptly to the lessor, with due consideration given to the safety and feasibility of the proposed course of action.
- This provision is intended to accommodate unforeseen circumstances beyond the control of either party and shall not be construed as a waiver of any other terms or conditions outlined within this agreement.

*To solidify and lock the date on our events calendar, insurance, deposit, and a signed copy of this document are required.

Force Majeure

In the event that the venue is unfit for occupancy by Client during the period covered by this Agreement, by reason of fire, tornado, earthquake, strike, civil disturbance, or any other force beyond the control of Mustang Public Schools, this Agreement shall terminate and shall be of no further force and effect. In the event of a power outage, fire, tornado, earthquake, civil disturbance, or any other force beyond the control of Mustang Public Schools, Mustang Public Schools will not be responsible for loss or damage to the Client's property.

Initial

Mustang Performing Arts Center
Acknowledgments

200 W Juniper | Mustang, OK 73064

PERFORMING ARTS CENTER

ACKNOWLEDGMENTS:

I confirm that I am the sole responsible party representing the Client and its constituents.

I agree that I have read and understand this Mustang PAC Rental Agreement and agree to comply with all policies and rules contained therein.

I understand that by signing this document does not ensure a confirmed rental date\agreement until all rental requirements are met and the Mustang PAC team confirms it can fulfill the requirements of the rental request by accepting the initial rental deposit.

By submitting this form, I attest that the information I have provided on the form is true and accurate.

X

Lessee Signature and Date

X

Representative of Mustang Public Schools Signature and Date

FELONY CHECKS & SEX OFFENDER REGISTRY

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



Signature of Representative Date

STATE OF:_____

COUNTY OF: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Invoice

Mustang Performing Arts Center

PERFORMING ARTS CENTER

Physical Adress:	200 W. Juniper Mustang, OK
Mailing Address: (Mail checks to this address.)	12400 SW 15th st. Yukon, OK

BILL TO:

Velocity Dance Recital

INVOICE #

1-17-26

DATE

7/7/25

INVOICE DUE DATE

7/14/26

CURRENT DEPOSIT DUE

	Item	Description	Quantity	Price	Amount
1/17/26	Performance Hall Rental Friday- Sunday	Rental of Performance Hall for 5 hours. 9:30pm-2:30pm	1	$1,750.00	$1,750.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	5	$30.00	$150.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	5	$30.00	$150.00
	Theater Technician (Sound/lights/stagehands/ etc.)	$20 each per hour (8 am-11 pm) Min. of 4 hours	5	$20.00	$100.00
	Theater Technician (Sound/lights/stagehands/ etc.)	$20 each per hour (8 am-11 pm) Min. of 4 hours	5	$20.00	$100.00
	Marley Dance Floor	Setup fee for use of Marley Dance Floor	1	$350.00	$350.00
	Cleaning Fee	Per Event	1	$140.00	$140.00
6/4/26	Rehearsal/Load-in/Load-out on the previous day (no audience/ no FOH)	per hour 4 hour min. 4pm-8:30pm (4.5 hours)	4.5	$300.00	$1,350.00

	Custodial	Custodial/ Cleaning Service min. of 4 hours	4.5	$30.00	$135.00
	Theater Technician (Sound/lights/stagehands/ etc.)	$20 each per hour (8 am-11 pm) Min. of 4 hours	4.5	$20.00	$90.00
	Theater Technician (Sound/lights/stagehands/ etc.)	$20 each per hour (8 am-11 pm) Min. of 4 hours	4.5	$20.00	$90.00
6/5/26	Rehearsal/Load-in/Load-out on the previous day (no audience/ no FOH)	per hour 4 hour min. 4pm-9pm (5 hours)	5	$300.00	$1,500.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	5	$30.00	$150.00
	Theater Technician (Sound/lights/stagehands/ etc.)	$20 each per hour (8 am-11 pm) Min. of 4 hours	5	$20.00	$100.00
	Theater Technician (Sound/lights/stagehands/ etc.)	$20 each per hour (8 am-11 pm) Min. of 4 hours	5	$20.00	$100.00
6/6/26					
	Performance Hall Rental Friday- Sunday	Rental of Performance Hall for 5 hours. 9am-2pm	1	$1,750.00	$1,750.00
	Additional hours PH Friday-Sunday	Additional rental time for Performance Hall per hour 2pm-4pm	2	$300.00	$600.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	7	$30.00	$210.00
	Custodial	Custodial/ Cleaning Service min. of 4 hours	7	$30.00	$210.00
	Theater Technician (Sound/lights/stagehands/ etc.)	$20 each per hour (8 am-11 pm) Min. of 4 hours	7	$20.00	$140.00
	Technical Director/Audio Engineer/Lighting Designer	$350 per day Text	1	$350.00	$350.00
	Marley Dance Floor	Setup fee for use of Marley Dance Floor	1	$350.00	$350.00
	Cleaning Fee	Per Event	1	$140.00	$140.00
			Total		$10.005.00
			Deposit		$2501.25

NOTES:

25% non-refundable deposit required to complete reservation.

In the event of a force majeure, the renter will be issued a full refund or the opportunity to reschedule their rental without any cancellation fee.

$7,503.75

Mustang Public Schools

Waldrop, Samantha <waldrops@mustangps.org>

Receipt #365100

1 message

noreply@intouchpay.com <noreply@intouchpay.com> Wed, Jul 23, 2025 at 3:32 PM
To: waldrops@mustangps.org

Mustang Public Schools

Tax ID# 73-0766864

909 S Mustang Rd

Receipt #: 365100

Clerk: Mills

Terminal: 17

7/23/2025 3:33 PM

NIS-50

Non Student, Non Student

Qty	Item	Amount
1	PAC Rental PAC Rental VDC Rental	2501.25

Sub Total	2501.25
Tax	0.00
Total	2501.25
Check 6526	2501.25
Change Due	0.00

Mustang, OK 73064

MEMO

MUSTANG PUBLIC SCHOOLS

To: Charles Bradley, Superintendent

From: Alan Green, Chief Operations Officer AG

Date: 8/11/2025

Re: Overnight Travel for Wilson Grider

Respectfully request that the board discuss, consider and/or act upon approval of overnight travel for Wilson Grider, General Maintenance Manger. He will be attending the OSPMA Annual Conference located Lake Murray State Park. Dates of travel will be September 7 - 10, 2025.

All expenses will be paid through the Buildings and Grounds budget funds.

OSPMA 2025 Conference agenda

Sunday Sept. 7, 2025

4:00 p.m.	Pre-Convention/August Board Meeting

Monday Sept. 8, 2025

7:00 a.m.	Board of Director's Meeting Continued
8:00 a.m.	Fishing Tournament – Lodge Dock – ????????
11:30 – 1:00	Lunch provided by the OSPMA Board Lake Murray Golf Course
1:00 pm	Jim Shields' Memorial Scholarship Golf Tournament
Afternoon	Vendor booth set up - Event Planning by Leilani
7:30 - 9 pm	Meet and Greet Sponsored by Certified Commercial Restoration – Lodge Lobby

Tuesday Sept. 9, 2025

7:00 a.m.	Late Vendor Set-Up
7:00 a.m.	Conference Registration
7:30 a.m.	Vendor Meeting... Jay Evans ServPro
8:00 – 10:00 a.m.	Visit Vendors
10:00 a.m.	Call to Order - Invocation/Flag Salute ..... Hummingbird Welcome – Brad Logan, OSPMA President Keynote - Connecting With Why Our Work Matters .... Ken Wertz, NSPMA Executive Director Sponsor Vendor Introductions
11:00 a.m.	Visit vendors.
12:00 – 1:00	Luncheon Buffet provided by our Gold Vendors
1:00 – 1:45	Leaders' vs Managers: Which are you? Ken Wertz, NSPMA Executive Director..... Hummingbird
2:00 - 3:00	The Public Bidding Act of 1974 – Understanding Title 61 Julie Miller – Deputy Executive Director and General Counsel, OSSBA EVERYONE WELCOME **ALL CORE CERTIFICATION CANDIDATES MUST ATTEND**
2:00 - 3:00	Breakouts ????????????
3:00 - 3:30	Break and visit vendors.
3:30 - 4:15 p.m.	Effective Hiring and Orientation Process ..... Hummingbird Larin Roberts, Operations Director Ponca City Public School **ALL CORE CERTIFICATION CANDIDATES MUST ATTEND**
3:30 - 4:15	SDE Breakout ..... Hospitality Room Using a Buy Board in Oklahoma ..... Lobby
4:30 – 5:15	Modules #'s 5 & 6 of certification ..... Hummingbird

Tuesday Evening Sept. 9, 2024

6:30 - ?	BBQ and Corn Hole Tournament ..... Pavilion Hosted by ServPro, Blackmon Mooring, Firetrol

Wednesday September 10, 2025

8:00-8:45	Modules #'s 5 & 6 of certification ..... Hummingbird
9:00 – 9:45	Modules #'s 5 & 6 of certification ..... Hummingbird SDE Breakout ..... Hospitality Room Using a Buy Board in Oklahoma ..... Lobby
10:00-10:30	Visit Vendors / Drawings
10:30-NOON	Business Meeting and Lunch Elections, Treasurer's Report, Wrap-up, Evaluations, & Door Prizes
12:00-12:45 p.m.	Modules #'s 5 & 6 of certification ..... Hummingbird
12:00-12:45 p.m.	Breakouts - M. E. Fike – Oklahoma School Security Institute ...Break Room Use of AI in facilities .....Lobby
1:00 – 1:45 p.m.	Modules #'s 5 & 6 of certification ..... Hummingbird Breakouts - M. E. Fike – Oklahoma School Security Institute ...Break Room Use of AI in facilities .....Lobby
2:00 – 2:45 p.m.	Modules #'s 5 & 6 of certification ..... Hummingbird

Memo

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

Date: July 25, 2025

Re: Oklahoma State Clinic/ Dual vs China Olympic Team

Mustang wrestling program was invited to come to a clinic with the Oklahoma State head wrestling coach David Taylor and athletes. We will watch a dual with them competing against China's Olympic team in Dallas Texas at Lake Highlands High School. This was just presented to us on July 24th by an alum wanting to provide the finaces for the entry to give back to a program that gave so much to hlim.

MUSTANGPUBLICSCHOOLS

OUT OF DISTRICT, OVERNIGHT TRAVEL OR OUT OF STATE TRAVEL

REQUEST FORM 2025-2026

Date of Request: July 25, 2025 Site: MHS

Staff Member Making Request: Will Delk

Name of Activity: Cowboy RTC Event

Date/Dates of Activity: July 31, 2025

Location of Activity: Lake Highlands HS Dallas, TX

Number of Days Students Will Miss School: 0

Number of Students Attending Activity: 16

Number and Name(s) of Sponsor(s) Attending Activity: Will Delk 918-344-9232, Jaylenn Lewis 405-371-3387

Estimate of Expenses For Trip

		Fund	Estimated Cost
Type of Transportation	School SUV (209 X 2.00)	Paid by: Booster	$418
Registration Fee	$5,000	Paid by: Donor	$5,000
Meal Expense for Students (daily per diem)	0	Paid by:	0
Meal Expense for Sponsors (daily per diem)	0	Paid by:	0

Number of **Students** 0

Room Rate $_____

of Rooms 0 # of Nights _____ Paid by: _____ 0

Number of **Male Sponsors** _____ ***Must have a least one (1) Male Sponsor if Male Students are attending***

Room Rate $_____

of Rooms 0 # of Nights _____ Paid by: _____ 0

Number of **Female Sponsors** _____ ***Must have a least one (1) Female Sponsor if Female Students are attending***

Room Rate $_____

of Rooms 0 # of Nights _____ Paid by: _____ 0

Number of Days Substitute Will be Required: 0

of days ____ x 110.00 _ # of sponsors____ = Paid by: _____ 0

Estimated Total Cost: $5,418

Sponsor Signature: Will Delk Date July 31, 2025

Approved by Athletic Director/Fine Arts Director(if applicable) _____ Date 7/28/25

Approved by Principal _____ Date _____

Assistant Superintendent _____ Date _____

Parent Authorization for Student Travel

Name of Student: _____

School: _____

Sport/Organization: _____

Student's Address: _____

_____

Contact Number: _____

Parent/Guardian: _____

Please check one of the following:

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

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

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

Description of Travel Activity: _____

Destination(s): _____

Method of Transportation: _____

Date(s) of Travel Activity: _____

****Special Medical Instructions:** _____

_____ _____

Signature of Parent/Guardian **Date**

_____ _____

Signature of Coach/Advisor **Date**

Itinerary Summary

1. **Sport/Activity:** Cowboy RTC Event
2. **Trip Date:** July 31, 2025
3. **Trip Destination:** Dallas, TX
4. **Travel Date:** July 31, 2025
5. **Departure Time:** 12:00 PM
6. **Departure Place:** Mustang HS Wrestling RM
7. **Return Date/Time:** July 31, 2025
8. **Transportation Needed:** SUV
9. **Total Number Traveling:** 20
   (Athletes, Managers, Trainers)
10. **Cost to Athlete:** 0
11. **Hotel Address/Phone #:** N/A

12. **Sponsors: (Name and Phone)**

1. Will Delk 918-344-9232
2. Mason Ford 405-938-6929
3. Jaylenn Lewis 405-371-3387
4. Devin Crawl 423-805-0429

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

Detailed Itinerary

Date: July 31, 2025

Times	Activity Occurring
12pm	Depart from wrestling room
3:30	Arrive at Lakehighland HS
4:00	Start of Clinic
7:00	Start of Dual
9:00	Depart for Mustang
11:30	Arrive at Mustang HS

Date: _____

Times	Activity Occurring

Date: _____

Times	Activity Occurring

Sport/Organization: Wrestling **Date(s) & Times** July 31, 2025 12-11:30

Sponsor/Coach: Will Delk

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

Please list alphabetically ☺

Grade	Name	Grade	Name
9th	Easton Pierce	11th	Hank Bullard
9th	Walker Lahue	12th	Kaden Stitt
9th	Camdyn Slaughter		
10th	James Anderson		
12th	Jaren Peterson		
11th	Levi Dicksion		
11th	Coleman Iker		
10th	Mason Hoffman		
10th	Theron Davis		
9th	Noah Majka		
11th	Van Smith		
11th	Trusten Douglas		
11th	Jace Reed		
11th	Caleb Moates		

Other people traveling

Mason Ford	Devin Crawl	Jaylenn Lewis
Will Delk		

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent
Jason Pittenger, CFO

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 5, 2025

Re: Instructure/Parchment Contract for SY 2025-2026

Please discuss, consider, and/or act upon the recommendation to approve the three-year contract with Instructure/Parchment. This service will provide Mustang High School with a platform to electronically verify and share academic credentials, including transcripts and diplomas.

The proposed agreement includes a termination clause that allows either party to cancel the contract with sufficient notice, and the financial terms are structured to be paid on an annual basis.

The total cost for the 2025-2026 school year is $11,574.90

INSTRUCTURE

Instructure, Inc.
6330 South 3000 East, Suite 700
Salt Lake City, UT 84121
United States

Order Form

Order: Q-470520-1
Date: 2025-08-05
Order Valid Through: 2025-09-30

Order Form for Mustang Public Schools

Bill to Information

Entity Name: Mustang Public Schools
Address: 12400 SW 15th St
City: Yukon
State/Province: Oklahoma
Zip/Postal Code: 73128
Country: United States

Billing Contact

Name:

Email:

Phone:

Ship to Information

Entity Name: Mustang Public Schools
Address: 12400 SW 15th St
City: Yukon
State/Province: Oklahoma
Zip/Postal Code: 73128
Country: United States

Shipping Contact

Name: Ryan McKinney

Email: mckinneyr@mustangps.org

Phone: +1 405 376 2461

Billing Information

Billing Frequency: Annual Upfront + Transaction

Billing Frequency Term:
In the event Customer purchases a combination of transactional products (e.g., transcripts) and subscription offerings (e.g., diplomas), the following shall apply:

- **Transactional products** will continue to be billed via credit card through the platform at the time of each transaction.
- **Subscription products** will be billed separately via invoice. Payment for subscription offerings is due annually in advance in accordance with the invoicing terms set forth in this Order Form.

Payment Terms: Net 30

Year 1								
Ref	**Description**	**Start Date**	**End Date**	**Invoice**	**Metric**	**Qty**	**Price**	**Amount**
S2	Transcript Services	2025-08-18	2026-08-17	Recurring	Enrollment	1	USD 11,574.90	USD 11,574.90

Year 1 Transaction Pricing:				
Reference	**Description**	**Start Date**	**End Date**	**Price**
S2	Transcript Services	2025-08-18	2026-08-17	USD 4.65
T4	Transcript Services TPO	2025-08-18	2026-08-17	USD 12.75

Year 2								
Ref	**Description**	**Start Date**	**End Date**	**Invoice**	**Metric**	**Qty**	**Price**	**Amount**
S2	Transcript Services	2026-08-18	2027-08-17	Recurring	Enrollment	1	USD 12,153.65	USD 12,153.65

Year 2 Transaction Pricing:

Reference	Description	Start Date	End Date	Price
S2	Transcript Services	2026-08-18	2027-08-17	USD 4.65
T4	Transcript Services TPO	2026-08-18	2027-08-17	USD 12.75

Year 3								
Ref	**Description**	**Start Date**	**End Date**	**Invoice**	**Metric**	**Qty**	**Price**	**Amount**
S2	Transcript Services	2027-08-18	2028-08-17	Recurring	Enrollment	1	USD 12,761.33	USD 12,761.33

Year 3 Transaction Pricing:				
Reference	**Description**	**Start Date**	**End Date**	**Price**
S2	Transcript Services	2027-08-18	2028-08-17	USD 4.65
T4	Transcript Services TPO	2027-08-18	2028-08-17	USD 12.75

Billing Summary			
Segment	**Recurring**	**Non-Recurring**	**Total**
Year 1	USD 11,574.90	USD 0.00	USD 11,574.90
Year 2	USD 12,153.65	USD 0.00	USD 12,153.65
Year 3	USD 12,761.33	USD 0.00	USD 12,761.33
Total	**USD 36,489.88**	**USD 0.00**	**USD 36,489.88**

Reference	Products	Description
S2	Transcript Services	Learner Type: Alumni Only Delivery Method: Parchment Print and Digital Financing Option: Transaction - Requestor Pay
S2	Transcript Services	Learner Type: Current Only Delivery Method: Parchment Print and Digital Financing Option: Subscription - Recurring

Quote Special Terms

Recurring items on this Order Form (other than any 3rd Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of **5%** unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

Payment Processing Fee: Subject to limitations and prior written approval of Instructure, Customer can add a surcharge to each credential request as a method of cost recovery for some or all of Customer's fees, or an auxiliary revenue source. Due to the processing fees assessed by Instructure's credit card processing vendor, there will be a 20% processing fee on all credit card (including debit) charges in excess of the credential request fee. Instructure will remit to Customer any surcharges (less any processing fees on a monthly basis, no later than 45 days following the end of each calendar month.

Overages: The annual subscription fee is non-refundable, and any credential requests included within the subscription must be used within each annual period of the Term. If the cumulative number of credential requests during an annual period exceeds the subscription's credential request limit, Customer will be charged an overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Overage Fees will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

Pricing: Unless otherwise expressly specified in the Order Form, after the first twelve (12) months of the Agreement, Instructure, in its sole discretion, may increase the fees payable for Services under this Agreement annually. Instructure will provide at least sixty (60) days advance notice of such fees increase, which will be effective as of the date in such notice.

Terms and Conditions

Governing Terms: This Order Form shall be governed by the Master Terms and Conditions which can be found here: https://www.instructure.com/policies/mastertermsconditions

Conflict Clause: In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:

If Yes, please enter PO Number:	*Please email all US state sales tax exemption certifications to ar@instructure.com*

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Mustang Public Schools		**Instructure, Inc. (USA/CAN)**	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 6, 2025

Re: Canadian Valley Technology Center Syllabi for 2025-2026 SY

Please discuss, consider, and/or act upon the recommendation to accept the Canadian Valley Technology Center Syllabi for the 2024-2025 school year.

6.85 in.

CVTECH

0.85 in.

2025-2026

Program Information Sheets

Dr. Earl Cowan and El Reno Campuses



Dr. Earl Cowan Campus
1701 S Czech Hall Rd
Yukon, OK 73099
(405) 345-3333

El Reno Campus
16505 E HWY 66
El Reno, OK 73036
(405) 262-2629

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Canadian Valley Technology Center

Our mission is to prepare people to succeed through quality career and technical education programs and services.

Since 1970, we have been providing educational opportunities for high school students and adults. Our programs and services help you if you're ready to enter the workforce, if you're going to college, if you're an adult ready to make a career change or simply ready to expand your skills. CV Tech is ready to help you focus on your future.

CV Tech's student body is a diverse group of high school students from 14 sending schools and adults from the communities we serve. We have three campuses and offer training in 29 career fields.

Each year, hundreds of students choose to maximize their education by adding Canadian Valley's career-focused curriculum to their class schedules. Students are taught the fundamental concepts of their chosen field and learn to apply them in a professional lab/shop environment, all while learning to apply math, science, literacy, and employment readiness into their studies. This approach helps our students master highly technical procedures and gives them a head start on developing the work ethic employers demand from employees. As a result, our graduates are prepared to keep up with today's rapidly changing job market.

At CV Tech, instructors utilize instructional delivery that consists of individualized, standards-based learning through the use of an online learning management system and hands-on, skills-driven, project-based learning that includes work-based learning opportunities and capstone projects. Employability skills and academic skills instruction are incorporated with occupational skills education throughout the program.

El Reno



Cowan



Chickasha



CV Tech Information

Schedule

We offer two daytime class sessions:

AM 8:20 - 11:20 PM 12:20 - 3:20

Class sessions are approximately three hours with a ten minute break. Students will spend the entire time in their program unless they are taking a math class at CV Tech.

Transportation

Bus transportation is provided from each high school campus or students may choose to drive to campus.

Industry Certifications

The District will pay up to $350.00 per student, per program toward trade-specific certification examinations and licenses related to the student's approved program of study. To receive this benefit, a student must:

- be taking their first attempt; does not count for retakes
- be currently enrolled or recently completed (within the current year)
- be an in district student in good standing
- have the program instructor's recommendation to take the exam.

High School Credit

Courses that qualify for credit are marked with this symbol on the program syllabus. They will also be marked with one of the following symbols to identify the type of credit earned.

= Science Credit = Computer Science Credit = Math Credit

All marked courses qualify for Oklahoma Promise credit. OCAS codes are listed on the program information sheet. Awarding of high school credit for courses shall be at the option of the local independent board of education.

Check ODCTE website for continuous updates.
https://oklahoma.gov/careertech/educators/ocas-codes.html

College Credit

Our current partnership with Southwestern Oklahoma State University does allow students from certain programs to receive dual credits. This information is noted on the applicable program information sheets. For more information contact a CV Tech counselor. Many Oklahoma colleges use Prior Learning Assessments (PLAs) to award college credit for courses taken or certifications earned at technology centers.
See current Statewide PLA Technical Inventory at
https://showwhatyouknowok.org/careertech-occupational-licenses/.

Contact Information

El Reno Campus (405) 262-2629 6505 East HWY 66 El Reno, OK 73036	**Program Administrators** Jennie Croslin (405) 422-2348 Brandon Cary (405) 422-2267 Alan Cook (405) 422-2314 Markus Truelove (405) 422-2383 Corey Herndon (405) 422-2288 **Counselors** Debra Booth (405) 422-2262 Kristi Stephens (405) 422-2252 Jennifer Davis (405) 422-2384 **Special Needs Coordinator** Kari Stomprud (405) 422-2284 **Outreach and Recruitment Specialist** Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522

Cowan Campus (405) 345-3333 1701 S Czech Hall Road Yukon, OK 73099	**Program Administrators** Joe Meziere (405) 422-2301 Karen Sneary (405) 345-3345 **Counselor** Carrie Brunk (405) 345-3340 **Special Needs Counselor/Assessment** Melissa Holcomb (405) 345-3376 **Outreach and Recruitment Specialist** Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522

Program Counselor and Administrator

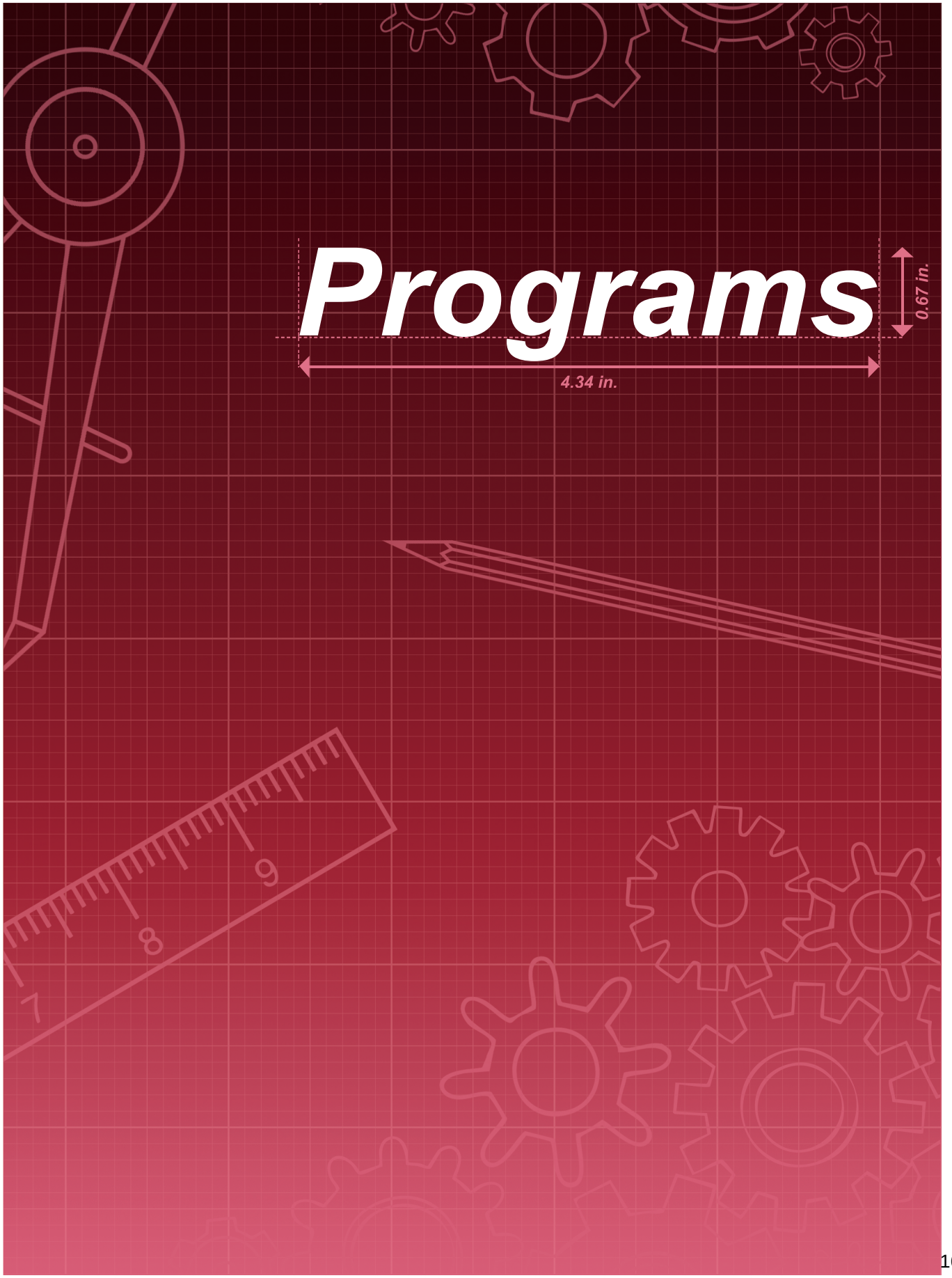
Please direct questions to the counselor and/or administrator that supports each program.

Program	Campus	Counselor	Administrator
Accounting and Business Management	Cowan	Melissa Holcomb	Karen Sneary
Automotive Collision Technology	El Reno	Kristi Stephens	Alan Cook
Automotive Service Technology	El Reno	Kristi Stephens	Alan Cook
Aviation Maintenance Technology (Adult)	El Reno	Kristi Stephens	Brandon Cary
Aviation Maintenance Technology (High School)	El Reno	Kristi Stephens	Brandon Cary
Basic Police Officer Certification	El Reno	Debra Booth	Alan Cook
Biomedical Sciences	Cowan	Carrie Brunk	Meziere/Sneary
Computer Aided Drafting & Design	El Reno	Jennifer Davis	Alan Cook
Computer Information Systems	El Reno	Jennifer Davis	Markus Truelove
Computer Programming	El Reno	Jennifer Davis	Markus Truelove
Construction Trades	El Reno	Jennifer Davis	Brandon Cary
Cosmetology	El Reno	Jennifer Davis	Brandon Cary
Criminal Justice	El Reno	Debra Booth	Alan Cook
Cyber Security	El Reno	Jennifer Davis	Markus Truelove
Diesel Technology	El Reno	Kristi Stephens	Alan Cook
Digital Media Technology	El Reno	Debra Booth	Alan Cook
Early Care and Education	El Reno	Debra Booth	Brandon Cary
Electrical Trades	El Reno	Kristi Stephens	Brandon Cary
Esthetician	El Reno	Debra Booth	Brandon Cary
Graphic Design	El Reno	Debra Booth	Alan Cook
Health Careers - CNA & AUA	Cowan	Melissa Holcomb	Meziere/Sneary
Heating, Ventilation, Air Conditioning & Refrigeration	El Reno	Jennifer Davis	Brandon Cary
Industrial Automation	El Reno	Jennifer Davis	Alan Cook
Math	El Reno	All Counselors	Markus Truelove
Medical Assistant	Cowan	Carrie Brunk	Karen Sneary

Program Counselor and Administrator (Cont.)

Please direct questions to the counselor and/or administrator that supports each program.

Program	Campus	Counselor	Administrator
Medical Office Specialist	Cowan	Melissa Holcomb	Karen Sneary
Physical Therapy Services	Cowan	Melissa Holcomb	Joe Meziere
Plumbing	El Reno	Debra Booth	Corey Herndon
Practical Nursing	Cowan	Carrie Brunk	Pam Roberts
Precision Machining Technology	El Reno	Kristi Stephens	Brandon Cary
Pre-Engineering	El Reno	Debra Booth	Alan Cook
Project Connect	El Reno	Brandi Bird	Markus Truelove
Project Search	Cowan	Kari Stomprud	Joe Meziere
Service Careers - Building and Grounds	El Reno	Kari Stomprud	Alan Cook
Service Careers - Hospitality	El Reno	Kari Stomprud	Alan Cook
Surgical Technology	Cowan	Carrie Brunk	Pam Roberts
Teacher Prep	El Reno	Jennifer Davis	Markus Truelove
Underground Utility Locating Technician	El Reno	Jennifer Davis	Alan Cook
Vision Care Technician	Cowan	Carrie Brunk	Joe Meziere
Welding	El Reno	Debra Booth	Brandon Cary



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Accounting and Business Management

The Accounting & Business Management program at CV Tech provides students with technology and managerial skills needed for success in competitive business careers as well as valuable prerequisite skills for success in college business majors such as accounting, finance, marketing and management. Students choose an emphasis on either accounting or administrative support.

A focus on professional business communication, office procedures, and advanced Microsoft Office software programs including word processing, spreadsheet, database, and presentation software, assist with college readiness and provide professional training for immediate job placement in positions related to accounting and administrative support.

Local Program

Accounting Clerk/Administrative Assistant, OCAS 9202/9226

Option 1: Accounting Clerk
Option 2: Administrative Assistant

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Fundamentals of Administrative Technologies	120	8103
Office Administration & Management	120	8105
Business Math	40	
Administrative Technologies II	120	8104
Accounting I	120	
Accounting II *Option 1* Human Resources Concepts and Digital Marketing *Option 2*	120	
Payroll Accounting *Option 1* Customer Assistance *Option 2*	120	
Capstone	80	
Total Hours	**960**	

Occupations
- Administrative Assistant
- Receptionist
- Financial Clerk
- Accounts Payable and Receivable Clerk
- Payroll Clerk

Entry Level Salary Range
$15.00 - $23.00 per hour

Licensure/Certification
- Microsoft Office Specialist
- Intuit Certified Bookkeeping Professional
- Quickbooks Certified User

Suggested Entry Level Skills
- 9th grade reading level;
- Basic math skills

Resources
- Microsoft Office
- GCFLearnFree.org
- The Office: Procedures and Technology
- Records Management
- The Office Specialist
- Customer Service
- Accounting General Journal
- QuickBooks Pro
- Payroll Accounting
-

Automotive Collision Technology

CVTech's Automotive Collision Technology program, an I-CAR affiliate, prepares students for success in the collision repair industry. Students gain hands-on experience in auto detailing, nonstructural and structural repair, refinishing, shop management, and customer service. The program emphasizes industry standards, safety, and precision to develop well-rounded, job-ready technicians.

Local Program
Collision Repair Technician, OCAS 9904/9905

Courses	Hours	OCAS
Non-Structural Repair	300	
Structural Analysis and Damage Repair	40	
Painting and Refinishing	300	
Damage Analysis, Estimating, and Customer Service	70	
Electrical / Electronics	40	
Mig (GMAW) Welding	90	
Detailing	30	
Capstone Projects	90	
Total Hours	**960**	

Occupations
Painter Helper
Body Technician Helper
Auto Detailer
Refinishing Technician
Collision Technician
Estimator / Appraiser
Service Writer
Industrial Refinishing
Heavy Truck Collision Repair

Entry Level Salary Range
$10.00 - $22.00 per hour

Licensure/Certification
I-Car Academy Pro Level 1
I-CAR Academy Platinum Refinishing
I-CAR AcademyPlatinum Nonstructural

ODCTE Competency Tests:
CRR Non-Structural Analysis & Damage Repair
CRR Painting and Refinishing

Suggested Entry Level Skills
9th grade reading level; Basic math skills; Algebra, Geometry

Clothing Requirement
Students must wear long pants or shorts, a shirt, and close-toed shoes. No basketball shorts. Must wear clothes that can get dirty; be prepared to get dusty.

Resources
- I-CAR Collision Repair PDP Online
- Auto Collision Repair and Refinishing

Automotive Service Technology

The Automotive Service Technology program at CV Tech is a NATEF-certified curriculum designed to prepare students for careers in the automotive industry through hands-on training and technical instruction. The program emphasizes the diagnosis, maintenance, and repair of passenger vehicles and light trucks, including modern, computer-controlled models. Students receive training across key automotive systems, including brakes, steering and suspension, electrical systems, heating and air conditioning, automatic and manual transmissions, drivetrains, and engine repair and performance.

Local Program
Automotive Technician (NATEF Aligned), OCAS 9906/9907

Courses	Hours	OCAS
Automotive Brakes	120	
Automotive Heating and Air-Conditioning	120	
Automotive Electrical/Electronics	120	
Automotive Steering and Suspension	120	
Automotive Manual DriveTrain and Axle	120	
Automotive Automatic Transmission	120	
Automotive Engine Repair	120	
Automotive Engine Performance	120	
Total Hours	**960**	

Occupations
Automotive Technician
Automotive Service Advisor
Maintenance/Light Repair Tech
Parts Counter Associate

Entry Level Salary Range
$12.00 - $25.00 per hour

Licensure/Certification
EPA 609 Certification
Student ASE:
Brakes
Suspension and Steering
Electrical and Electronic Systems
Heating and Air Conditioning
Maintenance and Light Repair
Engine Performance
Engine Repair
Manual DriveTrain and Axles
Automatic Transmission/Transaxle
Automobile Service Technology

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement
Work shirt and work pants; valuable clothing should not be worn, as it could be ruined by contact with dirt and grease. Closed-toe shoes are required; leather, high top, steel toe work shoes, or boots with oil resistant non-slip soles are preferred. Safety glasses are required (1st pair provided).

Resources
- CDX Online Fundamentals of Automotive Technology
- AllData website
- ProDemand website

Aviation Maintenance Technology

High School Only

The Aviation Structural Technician program is composed of training and course work that helps prepare students for a career as an Aviation Structural Technician. This program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance, and repair. Students prepare for a career as aircraft structural technicians and support personnel. Topics include flight line and shop safety, aircraft structures, metals, hand tools, and measuring devices, aircraft riveting, hardware, technical drawings, forming processes, structural repair, and corrosion control.

Local Program
Aviation Maintenance, OCAS 9879/9880

Courses	Hours	OCAS
Applied Sciences of Aircraft Maintenance	180	8886
Basic Electricity	180	8887
Aerospace General	200	
Aerospace General II	120	
Airframe I	280	
Total Hours	**960**	

Occupations
Aviation Structural Technician

Entry Level Salary Range
$16.00 - $28.00 per hour

Licensure/Certification
Completion of this course may lead to advanced standing in the Adult Aviation program at CVTech.

Suggested Entry Level Skills
11th grade reading level; Basic math skills; Algebra, Geometry

Clothing Requirement

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

Resources

- Aircraft Structural Technician (Dale Crane)
- Texas Instruments TI30XIIS Calculator
- A&P Technician General Textbook
- A&P Technician Airframe Textbook
- ASA General Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43, 13 1B and 2B
- Federal Aviation Regulations

Aviation Maintenance

Adult Only

The Aviation Maintenance Technology program is composed of the training and course work that meet the eligibility requirements to take the Federal Aviation Maintenance (FAA) examinations for Airframe and Powerplant certification.

This FAA-approved program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance and repair. Students are prepared for jobs as aircraft maintenance technicians and support personnel. Topics include general information, basic electricity, airframe structure, airframe systems, reciprocating engines and systems, propeller systems, and gas turbines and systems. The curriculum is structured as follows.

Local Program

Aviation Maintenance Technician, OCAS 9901

Aviation consists of the three areas below. Individual courses for each area are listed on the next page

Courses	Hours	OCAS
General	480	
Airframe	828	
Powerplant	672	
Total Hours	**1980**	

Occupations

Aviation Maintenance Technician

Entry Level Salary Range

$18.00 - $25.00 per hour

Licensure/Certification

Preparation for assessment/certifications:
FAA Mechanics Certificate with Airframe and Powerplant ratings
Federal Aviation Administration (FAA, part 147) approved program

Suggested Entry Level Skills

Minimum scores of 245 in reading and 245 in Quantitative Reasoning, Algebra, and Statistics on the Accuplacer exam.

Clothing Requirement

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

Resources

- Texas Instruments TI30XIIS Calculator
- Aviation Mechanic Series General
- A&P Technician Airframe Textbook
- A&P Technician Powerplant Textbook
- ASA General Test Guide
- ASA Airframe Test Guide
- ASA Powerplant Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43.13 1B and 2B
- Federal Aviation Regulations (FAR-AMT)

Basic Peace Officer Certification

Adult Only

The Basic Peace Officer Certification (BPOC) at CV Tech is made possible through a collaborative effort between the Council on Law Enforcement Education and Training (CLEET), the Oklahoma legislature, and Career Tech. The program prepares cadets for a career in law enforcement, corrections, and public safety. Cadets learn a variety of police fundamentals and functions including firearms, investigations, and forensics.

Courses	Hours	OCAS
Orientation / Intro to Law	4	
Ethics	16	
Report Writing	13	
Community / Human Relation	14	
Legal Matters	47	
NIMS 700	2	
Traffic	17	
SFST	32	
Radar / Lidar	4	
First Aid for Peace Officers	12	
Criminal Investigations	82	
Patrol	68	
Firearms Training	73	
Law Enforcement Driver Training	42	
Custody and Control	72	
EOI Practical Exercises	66	
Administrative and Exams	23	
Physical Training	51	
Crisis Intervention Team	40	
Taser Training	8	
LASER	16	
Emotional/Financial Planning for LE	4	
Total Hours	**706**	

Occupations

Law Enforcement
Security
Corrections
Public Safety

Entry Level Salary Range

$39,981- 57,860- Annually

Licensure/Certification

Basic Peace Officer Certification

Resources

70 OS 3311 CLEET Training

Suggested Entry Level Skills

10th grade reading level; Basic math skills

Prerequisites

Must meet CLEET requirements (background check, fingerprints, physical assessment, POSSE Exam, MMPI, H.S. diploma or GED, age 21, U.S. citizen or resident alien), physical agility test, and physician's assessment.

Prior Learning Assessment:

Students that complete this program may receive credit from SWOSU for 29 hours of 4000 level course credit.

Biomedical Sciences

High School Only

The Biomedical Science program at CV Tech offers students an engaging, hands-on learning experience focused on the human body, cell biology, genetics, disease processes, and related biomedical topics. Utilizing the nationally recognized Project Lead the Way curriculum, the program is complemented by advanced coursework in science and mathematics. Designed for college-bound students, this program provides a strong foundation for those pursuing advanced studies in medicine, healthcare, and related fields.

Local Program

Biomedical Sciences STEM Academy, OCAS 9852/9870

Courses	Hours	OCAS
Sophomore		
Accelerated Algebra II	120	4412
Accelerated Chemistry	120	5051
PLTW Principles of Biomedical Sciences	240	8706
Junior		
AP Pre-Calculus	120	4614
AP Chemistry or Anatomy and Physiology	120	5055 5333
PLTW Medical Interventions	240	8708
Senior		
AP Statistics	120	4760
AP Biology	120	5035
PLTW Biomedical Innovation	240	8719
Total Hours	**1440**	

Retention Criteria

It is recommended that students maintain a C or higher to progress to the next semester.

Credits and Certifications

NOCTI Biotechnology Certification

Students are expected to take AP exams and may earn college credit with qualifying scores

Suggested Entry Level Skills

Completed Biology I, Algebra I, and Geometry in high school with a grade of “B” or better in all math and science courses and a strong interest in the medical field. A grade of “C” or better in accelerated and AP courses. 90% attendance for the previous semester, or supporting documentation for extenuating circumstances.

Dual Credit Options:

CVTech Course:
- AP Pre-Calculus
- Anatomy and Physiology

SWOSU Course:
- College Algebra
- Anatomy and Physiology 1

Resources

- Biology In Focus: AP Edition
- Human Anatomy and Physiology
- Introductory Chemistry
- Chemistry: A Molecular Approach AP
- Pearson Algebra 2
- Practice of Statistics, 6th Ed
- Precalculus: Graphical, Numerical, Algebraic 8th Ed

Computer Aided Drafting and Design

The CADD program at CV Tech emphasizes communication design through 3D modeling, texturing, animating, rigging, and game design. Students gain introductory skills in traditional design software (AutoCAD, Revit, Bentley Systems, Inventor) to prepare for skills and techniques of emerging technologies (advanced real-time rendering, interactive design and virtual reality using Twinmotion, Blender, and Unreal). Options are offered in civil, architectural, and mechanical design and drafting.

Local Program

Computer Aided Drafting, OCAS 9681/9682

Option 1 Civil
Option 2 Architectural
Option 3 Mechanical

Courses	Hours	OCAS
Fundamentals of Computer Aided Drafting and Design	120	8905
Engineering Computer Aided Drafting and Design	120	8904
Fundamentals and Applications in CAD	120	
Drawing and Document Management	190	
CAD Civil *Option 1* CAD Architectural *Option 2* CAD Mechanical *Option 3*	230	
Capstone	180	
Total Hours	**960**	

Occupations

CAD Drafter Designer
2D Drafter Designer
3D Drafter Designer

Entry Level Salary Range

$12.00 - $26.00 per hour

Licensure/Certification

AutoDesk-AutoCAD
AutoDesk-Inventor
AutoDesk-Revit
Bentley Systems

Suggested Entry Level Skills

9th grade reading level; Basic math skills;

Resources

- Solid Professor
- Bentley Systems

Computer Information Systems

The Computer Information Systems program at CV Tech provides comprehensive training in the installation, maintenance, and repair of personal computers, servers, and network systems. Students gain hands-on experience in building, configuring, upgrading, diagnosing, and troubleshooting workstations, servers, and network infrastructure. The curriculum also includes instruction in assembling and installing Ethernet cabling, configuring and managing network devices such as switches, hubs, and routers, and supporting various aspects of network communication. This program prepares students for careers in IT support, network administration, and systems management.

Local Program
Network PC Support Technician, OCAS 9542/9543

Courses	Hours	OCAS
Computer Repair & Troubleshooting I	240	8136
Computer Repair & Troubleshooting II	240	8137
Routing & Switching I	240	8125
Routing & Switching II	240	8126
Total Hours	**960**	

Occupations
- Entry Level Computer Technician
- Client Support Technician
- Help Desk Technician
- Network Technician
- PC Technician

Entry Level Salary Range
$18.00 - $20.00 per hour

Licensure/Certification
All students:
PC Pro

Optional:
CompTIA
- A+
- Network+
- Security+
- Linux+

ITS
- Device Configuration and Management
- Network Security
- Cybersecurity
- Networking

Suggested Entry Level Skills
10th grade reading level;
Basic math skills;

Resources
- LabSIM TestOut

Computer Programming

The Computer Programming program at CV Tech provides students with a strong foundation in object-oriented programming and software development. Using a variety of programming languages—including HTML5, JavaScript, Python, C#, MySQL, and others—students design and develop event-driven applications for both Windows and web-based platforms. The curriculum also includes coding for game engines, enabling students to create interactive applications and computer games featuring real-time graphics. This program prepares students for careers in software development, web programming, and interactive media design.

Local Program
Web Applications Developer, OCAS 9557/9558

Courses	Hours	OCAS
Fundamentals of Web Design	120	8153
Python	120	8871
Web Scripting Foundations	240	8157
SQL and PL/SQL Database Applications Development	120	8141
C# Programming	180	8166
Network/Client Operating Systems	120	8121
Employment Readiness (Capstone)	60	
Total Hours	**960**	

Occupations
Web Designer
.Net/C# Programmer
Python Developer
Artificial Intelligence

Entry Level Salary Range
$15.00 - $28.00 per hour

Licensure/Certification

ITS:
HTML5 Application Development Fundamentals
Software Development Fundamental - C#
Introduction to JavaScript
Introduction to Programming: Using HTML and CSS
Database Fundamentals
Networking
Python

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Resources

- W3 Schools Website
- Mozilla
- Stack Overflow
- React.dev
- Gmetrix

Construction Trades

The Construction Trades program at CV Tech provides hands-on training in modern commercial and residential building techniques including frame and finish carpentry. Instruction covers roofing, wood and metal framing, siding, doors and trim, cabinetmaking, and basic flooring concepts.

Local Program
General Carpenter, OCAS 9098/9099

Courses	Hours	OCAS
Core Construction	120	
Structural Framing	360	
Cabinet Construction	250	
Cabinet Installation	80	
Interior Finishing	90	
Construction Principles	60	
Total Hours	**960**	

Occupations
Carpenter
Cabinet Maker's Assistant
Equipment Operator

Entry Level Salary Range
$17.50 - $22.00 per hour

Licensure/Certification
OSHA 10 General

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Clothing Requirement
Closed-toe shoes (work boots or tennis shoes); no loose-fitting clothing.

Resources
- Carpenters International Career Connections
- Project Book 3 Residential and Commercial

Cosmetology

The Cosmetology program at CV Tech prepares students enrolled in the cosmetologist program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation, hair, scalp, nail, and facial treatments. Students must complete 1250 hours of training; high school students may have 250 hours waived if high school courses are successfully completed. Students must register with the State Board of Cosmetology which requires a $10.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

High school students may not be enrolled in a pull-out academic class.

Local Program
Cosmetologist Public and Cosmetologist, OCAS 9478/9488

Courses	Hours HS	Hours Adult
Introduction to Cosmetology/Theory	150	125
Scalp Treatments and Shampoo/Conditioning	30	25
Hair Cutting and Hair Shaping	180	160
Hairstyling	120	250
Hair Color Tints and Bleaching	120	140
Hair Restructuring / Permanent Waving	180	200
Basic Manicure/Pedicure	60	70
Basic Facials	60	130
Professional Development/Customer Service/Shop Management	100	150
Total Hours	**1000**	**1250**

Occupations
Cosmetologist
Nail Technician
Esthetician

Entry Level Salary Range
$17.00 - $35.00 per hour

Licensure/Certification
Cosmetologist License from the State Board of Cosmetology

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Clothing Requirement
Uniforms are required; the cost is typically between $50 to $60 for top and pants and $20 for shoes.

Resources
- Pivot Point Cosmetology
- S/P2 Safety

Criminal Justice

The Criminal Justice program at CV Tech is designed to prepare students for careers in public safety and emergency response. With a focus on foundational skills and real-world scenarios, students explore roles such as dispatcher, corrections officer, security professional, and are equipped to pursue further education toward becoming a police officer. The program includes training and certification opportunities, helping students develop into well-rounded, service-driven first responders committed to community safety.

Local Program
Criminal Justice, OCAS 9629/9638

Courses	Hours	OCAS
Police Function and Fundamentals	100	
First Aid & CPR	9	
911 Telecommunicator	90	
Criminal Law / Procedures	105	
Narcotics and Clandestine Lab Investigations	30	
Defensive Tactics and Physical Fitness	160	
Traffic Management & Accident Investigation	40	
Criminal Investigations and Evidence	195	
CLEET Phase 1	135	
CLEET Phase II	36	
Crisis Intervention and the Emotionally Disturbed	60	
Total Hours	**960**	

Occupations
Emergency Telecommunicator
Security Guard
Detention Officer

Requires additional education or certifications:
Police Officer

Entry Level Salary Range
$14.00 - $37.00 per hour

Licensure/Certification
Basic Life Support
Private Security, Phase I Basic
Private Security, Phase II Basic
Private Investigator, Phase III

Suggested Entry Level Skills
10th grade reading level; Basic math skills

Resources
- Forensic Science Fundamentals & Investigations, 3rd Edition
- Law Enforcement I
- Private Security, Phase I Basic
- Private Security, Phase II Basic
- Private Investigator, Phase III

Clothing Requirement
Students must wear closed-toe shoes for all activities (no sandals allowed). Students are required to wear a uniform that will be purchased in the bookstore. If a hat is worn, the brim must be facing their face.

Cybersecurity

The Cybersecurity program at CV Tech prepares students to protect computer networks and digital information by planning, implementing, upgrading, and monitoring security measures. Students learn to assess system vulnerabilities, identify security risks, and develop and implement effective risk mitigation strategies. The program also emphasizes the application of appropriate security controls to safeguard digital files and critical electronic infrastructure.

Local Program
Cybersecurity Specialist, OCAS 9530/9564

Courses	Hours	OCAS
Network/Client Operating Systems	120	8121
Enterprise Security Management	270	
Network Security	270	
Cyber Forensics	60	8134
Regulatory Compliance & Auditing	120	8186
Ethical Hacking & Pen Testing Essentials	120	
Total Hours	**960**	

Occupations

SOC Analyst
Cybersecurity Analyst
Pentester

Entry Level Salary Range

$20.00 - $29.00 per hour

Licensure/Certification

All students:
CompTIA Security+

Also Optional:
CompTIA PenTest+
CompTIA CySA+
Cisco Certified Support Technician - Cybersecurity

Suggested Entry Level Skills

10th grade reading level; Basic math skills

Resources

- Ascend
- Cisco Net Academy
- EC-Council
- Hack the Box

Diesel Technology

The Diesel Technology program at CV Tech is a NATEF-aligned curriculum designed to prepare students for careers in diesel maintenance and repair. With a focus on heavy-duty, over-the-road trucks and equipment, students receive hands-on training in servicing diesel engines, powertrain components, fuel and electrical systems, air brake systems, and cab air conditioning.

Local Program
Commercial Truck Technician, OCAS 9912/9913

Courses	Hours	OCAS
Fundamentals of Medium/Heavy Diesel Truck Technology	75	
Medium/Heavy Truck Steering and Suspension	90	
Medium/Heavy Truck Brakes	105	
Medium/Heavy Truck Preventive Maintenance	105	
Medium/Heavy Diesel Truck Drivetrain	45	
Medium/Heavy Truck Electricity	220	
Medium/Heavy Diesel Truck Heating and Air Conditioning Introduction	90	
Medium/Heavy Truck Engine Systems	230	
Total Hours	**960**	

Occupations
Diesel Technician
Hydraulic Equipment Technician
Diesel Drive Hydraulic Technician

Entry Level Salary Range
$17.00 - $25.00 per hour

Licensure/Certification
Student ASE:
Brakes
Steering and Suspension
Electrical
Diesel Engines

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement
Jeans, steel-toe shoes or boots, and safety glasses are required and metatarsal guards are recommended. Lightweight coveralls may be used to protect clothing.

Resources
- CDX Medium/Heavy Vehicle
- AllData website
- Truck Pro website

Digital Media Technology

The Digital Media Technology program at CV Tech prepares students for careers in video production and digital communication. Using Apple computers and industry-standard software, students produce a variety of media content while gaining hands-on experience in both creative and technical aspects of digital media. All students receive training in drone operation, with the opportunity to earn FAA commercial drone pilot certification. Video Production students focus on Adobe Premiere Pro and After Effects, while Digital Communications students develop marketing materials using Adobe Photoshop and InDesign, along with strategies for digital marketing through social media platforms.

Local Program

Multimedia Specialist, OCAS 9540/9541

Option 1 Digital Communications
Option 2 Video Producer

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Digital Media Production	120	
Multimedia & Image Management Techniques	120	8150
Digital Editing and Production Photography	120	
Digital Marketing *Option 1* Broadcast Production *Option 2*	80	
Non-Linear Digital Editing *Option 1&2*	80	
Desktop Publishing and Graphic Design *Option 1* Audio Production *Option 2*	120	8149
Advertising Strategies *Option 1* Non-Linear Digital Production *Option 2*	120	
Capstone	80	
Total Hours	**960**	

Occupations
- Production Assistant
- Digital Media Specialist
- Photographer
- Marketing Assistant

Entry Level Salary Range

$14.00-$25.00 per hour

Licensure/Certification

Adobe Certified Associate:
- InDesign
- Photoshop
- Premiere Pro

FAA Certification:
- Recreational Flyer
- Commercial Unmanned Aerial Systems (UAS)

Students will create a professional portfolio or demo reel

Suggested Entry Level Skills

9th grade reading level;
Basic math skills

Resources
- Gmetrix
- AccuSkills
- Stukent

Early Care and Education

The Early Care and Education program at CV Tech prepares students for careers in child care and early childhood education. Students gain hands-on experience through rotations at the on-site Child Development Center, accredited by the National Accreditation Commission for Early Care and Education Programs (NAC). The center serves children from six weeks to five years of age. As part of the program, students begin building a professional portfolio toward earning the nationally recognized Child Development Associate (CDA) Credential.

Local Program
Early Care Education, OCAS 9480/9489

Courses	Hours	OCAS
Planning a Safe, Healthy Learning Environment	120	
Advancing Children's Physical and Intellectual Development	120	
Supporting Children's Social and Emotional Development	120	
Building Productive Relationships with Families	120	
Managing an Effective Program	120	
Maintaining a Commitment to Professionalism	120	
Observing and Recording Children's Behavior	120	
Understanding Principles of Child Development	120	
Total Hours	**960**	

Occupations
Early Care & Education Master Teacher

Entry Level Salary Range
$8.00 - $18.00 per hour

Licensure/Certification
CECPD Certifications:
Entry Level Child Care Training
Sleep Safe
Early Learning Guidelines
American Heart Association BLS / First Aid

ODCTE Competency Tests:
Teacher Assistant
Master Teacher
Pathway to Your National Credential

After completing this program, students who complete the CDA process while working at a child development center may apply for their National Credential.

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Clothing Requirement
Closed-toe shoes required in the Child Development Center kitchen. Clothing should be washable and fit to allow for movement, outdoor activities and sitting on the floor with children.

Resources
- Working with Young Children
- Child Development
- The Child Development Associate National Credentialing Program and CDA Competency Standards

Electrical Trades

The daytime and evening Electrical Trades programs at CVTech are a CareerTech State affiliated program. They provide training in residential and commercial electrical installations. The curriculum covers the National Electrical Code (NEC), blueprint reading, code calculations, safety procedures, and various wiring methods. Graduates of the program earn a certificate recognized by the Oklahoma Construction Industries Board as one year of credit toward the four-year experience requirement for a journeyman electrician license. *The evening program is an adult only program.*

Local Program
Electrician's Assistant, OCAS 9058/9086

Courses	Hours	OCAS
General Safety	50	
Tools and Meters	90	
Blueprint Reading	30	
Electrical Distribution in Construction	40	
Basic Conduit Theory	100	
Alternative Current Theory	60	
Electrical Wiring Installations	390	
Environmental Electrical Practices	60	
Electric Motor Control	80	
National Electrical Code	100	
Total Hours	**1000**	

Occupations
Electrical Apprentice
Electric Maintenance
Motor Control Apprentice
Junior Electrical Estimator
Generator Installation and Maintenance Technician

Entry Level Salary Range
$16.00 - $24.00 per hour

Licensure/Certification
OSHA 10 - Construction

CIB Apprenticeship License

Suggested Entry Level Skills
9th grade reading level; Basic math skills; Algebra; Geometry;

Clothing Requirement
Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes and coveralls or overalls.

Resources
- Construction Core Curriculum;
- 221 Trainee Guide
- Modern Residential Wiring
- Modern Commercial Wiring

Esthetician

The Esthetician program at CVTech prepares students enrolled in the esthetician program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation and facial treatments. Students must complete 600 hours of training. Students must register with the State Board of Cosmetology which requires a $10.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

High school students may not be enrolled in a pull-out academic class and must commit to attending in June to complete the program.

Local Program
Esthetician/Facialist/Facial Operator, OCAS 9481

Courses	Hours	OCAS
Bacteriology, Disinfection, Sanitation and Safety	80	
Sciences: Histology, Dermatology and Physiology of the Skin	180	
Facials	200	
Non-Permanent Hair Removal	40	
Salon Development	60	
Board Rules, Regulations and Statutes	40	
Total Hours	**600**	

Occupations
Esthetician
Facialist
Facial Operator
Skin Care Specialist

Entry Level Salary Range
$18 - $23 per hour

Licensure/Certification
Esthetician / Facialist License from the State Board of Cosmetology

Suggested Entry Level Skills
10th grade reading level; Basic math skills

Clothing Requirement
Uniforms are required; the cost is typically between $50 to $60 for top and pants and $20 minimum for shoes.

Resources
- Pivot Point

Firefighter

High School Seniors Only

The Firefighting program at CVTech is a one year program targeted to high school seniors. The program provides a foundational understanding of firefighting and hazardous materials response. Through a combination of classroom instruction and hands-on training, students will study fire behavior, fire prevention, suppression techniques, rescue operations, and the use of personal protective equipment that will prepare them for industry certifications. Embedded in this course is CPR, National Incident Management Systems (NIMS), Traffic Incident Management Systems (TIMS) and Physical Fitness.

Local Program
Firefighter, OCAS 9630/9645

Courses	Hours	OCAS
First Aid and CPR	10	
National Incident Management Systems	20	
Hazardous Materials Awareness	70	
Firefighter I	210	
Firefighter Physical Training	84	
Firefighter II	50	
Basic Vehicle Extrication	20	
Flammable Liquid and Gas Emergencies	16	
Total Hours	**480**	

Occupations
Firefighter

Entry Level Salary Range
$21.00 - $28.00 per hour

Licensure/Certification
Basic Life Support
Firefighter I
Firefighter II
NIMS/TIMS
Hazardous Materials Operations

Suggested Entry Level Skills
10th grade reading level; Basic math skills

Resources

- Hazardous Materials For First Responders 6th Edition
- Essentials 8 For Firefighting-Firefighter 1 & 2
- 2024 Emergency Response Guide
- National Incident Management Systems 100, 200, 700 and 800 online course

Clothing Requirement

Students must wear closed-toe shoes for all activities (no sandals allowed). Students are required to wear a uniform for class and for physical training that will be purchased in the bookstore. If a hat is worn, the brim must be facing their face.

Graphic Design

The Graphic Design program at CV Tech prepares students for entry-level positions in the graphic design industry, including roles in print shops, sublimation studios, and related fields. Students gain proficiency in Adobe Creative Cloud software—InDesign, Illustrator, and Photoshop—along with various supporting tools used to create and edit visual content.

The curriculum emphasizes core design principles such as composition, color theory, layout, illustration, and typography. In addition, students receive hands-on training with industry-relevant production equipment, including large-format printers, sublimation tools, and banner-making devices, while also developing skills in file management, creativity, and conceptual sketching.

Local Program
Graphic Designer, OCAS 9133/9144

Courses	Hours	OCAS
Desktop Publishing and Graphic Design	180	8149
Multimedia & Image Management Techniques	120	8150
Graphics Installation	80	
Typography	100	
Production Techniques	140	
Illustration	140	
Page Layout Advertising Design	20	
Fundamentals to Portfolio Development	20	
Total Hours	**960**	

Occupations
- Introductory Graphic Designer
- Graphic Artist
- Print Shop Associate
- Production Assistant
- Sublimation Technician

Entry Level Salary Range
$15.00 - $25.00 per hour

Licensure/Certification
Adobe Certified Associate:
- Illustrator
- Photoshop
- InDesign

Students will create a professional portfolio

Suggested Entry Level Skills
10th grade reading level; Basic math skills (understanding the marks on a ruler for example)

Required Materials
There is a $45 materials fee that is required for all students in this program.

Resources
- Advertising and Design
- Creative Workshop
- GO: A Kidd's Guide to Graphic Design
- GMetrix
- CONDÈ Video Training
- The Print Handbook

Health Careers – CNA

High School Only

The first year of the Health Careers program at CV Tech prepares students in core medical knowledge, anatomy, physiology, medical terminology, CPR, health care communication, and long term care aide skills. Students who complete the program will take the certification test for Long Term Care Aide, also known as Certified Nursing Assistant (CNA), and have the opportunity to add Home Health Aide to their certification. Students who receive their CNA may choose from the following for their second year of the program: Advanced Unlicensed Assistant AUA+, Medical Assistant, Vision Care Technician, Physical Therapy Services, or Medical Office.

Local Program
Health Careers CNA, OCAS 9301

Courses	Hours	OCAS
Medical Terminology	60	
Anatomy and Physiology	120	5333
HealthCare Provider CPR	9	
Certified Nursing Assistant *includes National Health Science Standards (Core) and a minimum of 16 clinical hours in a long term care facility or setting*	275	
Home Health Care Nursing Assistant	16	
Total Hours	**480**	

Occupations
Certified Nursing Assistant
Home Health Aide

Entry Level Salary Range
$15.00 - $16.00 per hour

Licensure/Certification
AHA BLS Provider CPR
Long Term Care Aide LTCA / Certified Nursing Assistant CNA
Home Health Aide

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Clothing Requirement

Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A sweatshirt or jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

Dual Credit Options:

CVTech Course:	SWOSU Course:
Anatomy and Physiology	Anatomy and Physiology 1

Resources

- Dean Vaughn Medical Terminology
- Chabner Medical Terminology
- The Human Body in Health and Illness
- Hartman's Nursing Assistant Care – Long Term Care and Home Care

Health Careers – AUA+ High School Only

The Health Careers AUA+ program at CV Tech offers students a comprehensive entry point into the healthcare field, beginning with training and certification as an Advanced Unlicensed Assistant (AUA). Students then advance to focused instruction in EKG technology and phlebotomy.

Those who meet additional qualifications may pursue a specialized track designed to serve as a foundation for nursing education. Each pathway within the program equips students with the knowledge, skills, and experience needed for continued education and long-term career advancement in the healthcare industry. *This program requires that a student has already completed Health Careers CNA.*

Local Program
Health Careers AUA+, OCAS 9331

Courses	Hours	OCAS
Advanced Unlicensed Assistant	240	
Option 1		
EKG Technician	120	
Phlebotomy	120	
Option 2		
Fundamentals of Nursing I	165	
Fundamentals of Nursing II	75	
Total Hours	**480**	

Occupations
Certified Nursing Assistant
Home Health Aide
Advanced Unlicensed Assistant
Phlebotomist
EKG Tech
Monitor Tech

Entry Level Salary Range
$15.00 - $19.00 per hour

Licensure/Certification
AHA BLS Provider, CPR
NCCT ECG Technician NCET
NCCT Phlebotomy Technician NCPT
Advanced Unlicensed Assistant

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra

Required for Enrollment

- *For AUA and Option 1 above:* Must have Long Term Care Aide Certificate
- *For AUA and Option 2 above:* Must have Long Term Care Aide Certificate, Score of 250 or higher on Accuplacer Reading and Arithmetic Tests; an 80% or higher in MedTerm and Anatomy and Physiology

Clothing Requirement

Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

Resources

- Lippincott Acute Care Skills for Advanced Nursing Assistants
- Basic Arrhythmias
- Blood Collection
- Fundamentals of Nursing Care
- The Human Body in Health and Illness

Heating, Ventilation, Air Conditioning, & Refrigeration

The HVACR program at CV Tech provides an introduction to residential and light commercial systems. Students gain foundational knowledge and hands-on experience in key areas, including workplace safety, mechanical systems, refrigeration principles, electrical systems specific to HVACR, residential and light commercial air conditioning, domestic and commercial refrigeration, and sheet metal fabrication. *The evening program is adult only.*

Local Program
Residential and Light Commercial HVACR Technician, OCAS 9059/9080

Courses	Hours	OCAS
Zoning, Ductless, and Variable Refrigerant Flow Systems	70	
Refrigeration Handling and Systems	85	
Heat Pumps	45	
HVAC System Installation and Start-Up	305	
Principles of Heat Transfer and Thermodynamics	195	
Electricity for HVAC	50	
Heat and Air Flow	105	
General Safety	90	
Career major Capstone - WBL/Internship	55	
Total Hours	**1000**	

Occupations
Apprentice HVAC Technician
Sheet Metal Fabrication Apprenticeship

Entry Level Salary Range
$15.00 - $20.00 per hour
After obtaining a Journeyman's License, employees may earn $20.00/hour or more.

Licensure/Certification
EPA 608 Certification
HC/HFO Certification Techniques and Regulations for the Safe Handling of Flammable Hydrocarbon and Hydrofluoroolefin Refrigerants

OSHA 10 General Safety
Gastite Certification
Two years of experience toward the 3-years required for a Journeyman License

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement
Closed-toe shoes and proper PPE are required and long pants are recommended in the shop.

Resources
- NCCER Core Curriculum Trainee Guide
- Your Role in the Green Environment
- NCCER HVAC Level 1-4 Trainee Guide
- Refrigerant Charging and Service Procedures for Air Conditioning

Industrial Automation

The Industrial Automation program at CV Tech prepares students for careers in the rapidly evolving manufacturing and automation industries. Career opportunities include roles such as electro-mechanical technician, controls technician, and programmable logic controller (PLC) technician.

Students gain hands-on experience in mechanical systems integration and maintenance, electrical controls, robotic automation, fluid power systems (including hydraulics and pneumatics), and programmable logic controllers. Graduates emerge as multi-skilled professionals equipped to succeed and grow across a wide range of industrial and automation technology fields.

Local Program
Industrial Automation, OCAS 9723/9724

Courses	Hours	OCAS
AC/DC Electrical Systems	104	
Electric Motor Control	82	
Variable Frequency Drives	36	
Fluid Power	203	
Mechanical Systems	122	
Programmable Applications	105	
Robot Integration	55	
Mechatronics/Instrumentations Systems	90	
Energy Transmission and Distribution	65	
Capstone - Communication	90	
Total Hours	**960**	

Occupations
Programmable Logic Control Technician
Programmable Logic Controller
Controls Technician
Electromechanical Technician

Entry Level Salary Range
$28.00 - $35.00 per hour

Licensure/Certification
OSHA - Lockout/Tagout
SACA - Silver Level Certifications
Forklift Certification

Suggested Entry Level Skills
11th grade reading level; Algebra; Geometry; Trigonometry

Clothing Requirement
Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

Resources
- Amatrol: Industrial Maintenance Electrical Systems Advanced Manufacturing
- Universal Robotics UR Academy
- Tech Labs

Medical Assistant

High School Only

The Medical Assistant program at CVTech prepares students for a dynamic career in healthcare. Students will learn essential clinical skills like assisting with patient exams, performing diagnostic tests, and conducting lab procedures, along with key administrative tasks such as scheduling and electronic health record management. Upon completion, students are eligible to sit for the NCCT Medical Assistant, ECG Technician, and Phlebotomy Technician exams. This program opens doors to employment in clinics, hospitals, and physician offices, and can also serve as a stepping stone toward other careers in nursing.

Local Program

Medical Assistant, OCAS 9326/9388

Courses	Hours	OCAS
Medical Terminology	60	
Anatomy and Physiology	120	5333
Medical Assisting Simulation	60	
Law and Ethics for Medical Careers	120	
Clinical Procedures I	120	
Medical Assisting Lab Procedures	120	
Pharmacology	120	
Clinical Procedures II	120	
Administrative Medical Office	60	
Medical Assisting Practicum	60	
Total Hours	**960**	

Occupations

Medical Assistant
Phlebotomist

Entry Level Salary Range

$14.00 - $18.00 per hour

Licensure/Certification

NCCT Certified Medical Assistant
NCCT Phlebotomy Certification
NCCT EKG Technician

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs, navy, are required for clinical rotation.

Resources

- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- HIPAA Online

Medical Assistant

Adult Only

The Medical Assistant program at CVTech prepares students for a dynamic career in healthcare. Students will learn essential clinical skills like assisting with patient exams, performing diagnostic tests, and conducting lab procedures, along with key administrative tasks such as scheduling and electronic health record management. Upon completion, students are eligible to sit for the NCCT Medical Assistant, ECG Technician, and Phlebotomy Technician exams. This program opens doors to employment in clinics, hospitals, and physician offices, and can also serve as a stepping stone toward other careers in nursing.

Local Program
Medical Assistant, OCAS 9326

Courses	Hours	OCAS
Medical Terminology	60	
Anatomy and Physiology	60	
Administrative Procedures	120	
Pharmacology	60	
Phlebotomy for the Clinical Medical Assistant	60	
Clinical Procedures	180	
Medical Assisting Clinical Experience	60	
Total Hours	**600**	

Occupations
Medical Assistant
Phlebotomist
EKG Technician

Entry Level Salary Range
$14.00 - $18.00 per hour

Licensure/Certification
NCCT Certified Medical Assistant
NCCT Phlebotomy Certification
NCCT EKG Technician
BLS for Healthcare Providers

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Resources
- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- HIPAA Online

Clothing Requirement
Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs, navy, are required for clinical rotation.

Dual Credit Options:

CVTech Course:
Medical Terminology
Anatomy and Physiology

SWOSU Course:
Medical Terminology
Anatomy and Physiology I

Medical Office Specialist - Coding

Adult Only

The Medical Coding Specialist program at CV Tech equips students with the knowledge and skills needed for careers in medical billing, coding, and administrative support. The curriculum includes training in administrative medical assisting, medical terminology, basic anatomy and physiology, medical coding, insurance processing, and electronic health records. This training prepares students for employment in medical offices and healthcare facilities in roles such as medical billing specialist, medical coder, or administrative medical assistant.

Local Program

Medical Coding Specialist, OCAS 9230

Courses	Hours	OCAS
Foundations of Medical Office	100	
Medical Insurance	160	
Electronic Health Record	140	
Medical Terminology and Disease Processes for Medical Coding	200	
Diagnostic Coding ICD-10-CM	135	
Procedure Coding	135	
Advanced Diagnostic Coding	135	
Advanced Procedure Coding	135	
Employment Essentials	120	
Total Hours	**1260**	

Occupations

- Medical Insurance/Billing Specialist
- Medical Coder
- Medical Office Assistant
- Medical Administrative Assistant
- Patient Services Representative

Entry Level Salary Range

$15.00 - $19.00 per hour

Licensure/Certification

- AHIMA Certified Coding Specialist
- AAPC Certified Professional Coder
- NHA Certified Billing and Coding Specialist
- NHA Certified Electronic Health Record Specialist

Suggested Entry Level Skills

Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

Dual Credit Options:

CVTech Course:	SWOSU Course:
Outpatient Coding	Coding 1
Inpatient Coding	Coding 2
Medical Terminology	Medical Terminology

Prior Learning Assessment:

Students that receive a certification listed above may receive credit from SWOSU for Coding I, Coding I, and Coding III.

Resources

- Administrative Medical Assistant
- Medical Terminology and Anatomy for Medical Coding
- CPT - Step-By-Step
- CPT - Professional
- Icd-10-Cm/Pcs Coding
- Icd-10-Cm Expert for Hospitals
- Icd-10-Pcs Expert
- Insurance Handbook for The Medical Office

Medical Office Specialist
Patient Account Representative

Adult Only

The Patient Account Representative program at CV Tech provides adult students with comprehensive training in administrative medical assisting, medical billing, and electronic health records. This program prepares students for employment in medical offices and healthcare settings in a variety of administrative roles. Students may also have the opportunity to earn nationally recognized certifications through the National Healthcareer Association (NHA), enhancing their qualifications and job readiness in the healthcare industry.

Local Program

Patient Account Representative, OCAS 9213

Courses	Hours	OCAS
Fundamentals of Administrative Technologies	120	
Medical Terminology	80	
Patient Billing and Medical Insurance	160	
Electronic Health Records	120	
Medical Office Procedures	120	
Total Hours	**600**	

Occupations

Patient Account Representative
Patient Services Representative
Medical Office Assistant
Medical Administrative Assistant

Entry Level Salary Range

$14.00 - $16.00 per hour

Licensure/Certification

Administrative Medical Assistant CTTC
NHA Certified Electronic Health Record Specialist
NHA Certified Medical Administrative Assistant

Suggested Entry Level Skills

Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

Resources

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

Medical Office Specialist
Patient Account Specialist

High School Only

The Patient Account Specialist program at CV Tech prepares high school students for careers in healthcare administration through focused training in administrative medical assisting, medical billing, and electronic health records. The curriculum equips students with the skills necessary for employment in medical offices and healthcare facilities in a variety of administrative roles.

Students also have the opportunity to earn nationally recognized certifications through the National Healthcareer Association (NHA) and Microsoft Office. This allows students to demonstrate proficiency in essential software applications commonly used in healthcare environments and enhance students' professional credentials and readiness for both immediate employment and future educational opportunities.

Local Program

Patient Account Specialist, OCAS 9230/9231

Courses	Hours	OCAS
Fundamentals of Technology	120	8169
Fundamentals of Administrative Technologies	120	8103
Office Administration and Management	120	8105
Medical Terminology	180	
Electronic Health Records	100	
Patient Billing and Medical Insurance	160	
Foundations of Medical Office	120	
Business Math	40	
Total Hours	**960**	

Occupations

Patient Account Representative
Patient Services Representative
Medical Office Assistant
Medical Administrative Assistant

Entry Level Salary Range

$14.00 - $16.00 per hour

Licensure/Certification

Administrative Medical Assistant CTTC
NHA Certified Electronic Health Record Specialist
NHA Certified Medical Administrative Assistant

Suggested Entry Level Skills

Keyboarding at 35 words per minute with 97% accuracy; 10th grade reading level; Basic math skills

Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

Resources

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

Physical Therapy Services

High School Only

The Physical Therapy Services program at CVTech is a one year program designed to prepare students to perform the duties of physical therapy technician. Students will gain knowledge of functional musculoskeletal anatomy, basic evaluation skills, gait training/ambulation/patient transfers, therapeutic modalities, therapeutic functional and sports specific rehabilitation/fitness testing, orthotics/prosthetics, taping/bracing, and patient charting/insurance/billing. They will experience hands-on in class instruction, clinical observations, and perform direct patient care. Students also prepare to earn a physical therapy aide certification from the American Medical Certification Association (AMCA).

Local Program

Physical Therapy Aide, OCAS 9382

Courses	Hours	OCAS
Healthcare Provider CPR	15	
Medical Terminology	45	
Functional Anatomy	60	
Essentials of Physical Therapy	60	
Introduction to Sports Medicine & Therapy Careers	60	
Therapeutic Modalities & Rehabilitations for the Physical Therapy Aide	90	
Sports Med & Rehab Essentials	90	
Physical Therapy Aide Mentorship	60	
Total Hours	**480**	

Occupations

Physical Therapy Aide
Rehabilitation Technician Aide
Occupational Therapy Aide

Entry Level Salary Range

$15.00 - $20.00 per hour

Licensure/Certification

Physical Therapy Technician/Aide Certification (PTTC)
AHA BLS Provider, CPR, First Aid

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Clothing Requirement

Students must wear black jogger style scrub pants with a CVTech t-shirt. CVTech (or sending high school) sweatshirts and jackets are allowed. No torn, ripped, or stained clothing is allowed. Students must wear healthcare appropriate shoes (athletic/tennis shoes- closed toe that are clean and professional, no Croc type shoes).

Resources

- Sports Medicine Essentials: Core Concepts in Athletic Training
- Physical Therapy Aide
- Introduction to Medical Terminology

Plumbing

Adult Only

The Plumbing program at CV Tech is designed to prepare students for entry-level employment as plumbing technicians. The curriculum provides a strong foundation in plumbing fundamentals, including trade safety, proper use of tools and equipment, and the responsibilities associated with working in the construction industry.

This program serves as an introduction to the plumbing trade and may lead to further education and career advancement, including the pursuit of licensure as a Journeyman Plumber. Students also have the opportunity to earn up to two years of credit toward apprenticeship requirements with the Oklahoma Construction Industries Board, accelerating their path to professional certification. *This is an adult only evening program.*

Local Program
Plumbing Technician, OCAS 9067/9095

Courses	Hours	OCAS
Introduction to Plumbing Tools and Materials	100	
Calculations and Drawings	100	
Plumbing Utilities	100	
Rough-In for Final Phase	360	
Plumbing System Repair and Diagnosis	340	
Total Hours	**1000**	

Occupations
Commercial or Residential Plumbing Apprentice
Underground Utilities Apprentice
Commercial or Residential Maintenance

Entry Level Salary Range
$17.50 - $20.00 per hour

Licensure/Certification
OSHA 10 - General
Apprenticeship License

Two years of experience toward a Journeyman License

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement
Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes or boots, and long pants are required in the shop.

Resources
- PHCC Plumbing 101, 201, 301, and 401

Practical Nursing

Adult Only

The Practical Nursing program at CV Tech is designed to prepare adult students for a career as Licensed Practical Nurses (LPNs). Upon successful completion of the program, graduates are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN), the required step for obtaining licensure and entering the workforce as a qualified LPN.

Local Program
Practical Nursing, OCAS 9323

Courses	Hours	OCAS
Medical Terminology	45	
Anatomy & Physiology	120	
Intro to Nursing	40	
Fundamentals of Nursing I	165	
Fundamentals of Nursing II	70	
Pharmacology and Intravenous Therapy Skills	60	
Clinical Level II	167	
Medical Surgical Nursing I	85	
Pediatric Nursing	65	
Clinical Level III	241	
Maternal/Newborn Nursing	65	
Mental Health Nursing	40	
Clinical Level IV	205	
Medical Surgical Nursing II	95	
Total Hours	**1463**	

Occupations
Licensed Practical Nurse

Entry Level Salary Range
$12.00 - $27.00 per hour

Licensure/Certification
Students able to apply for NCLEX examination for Practical Nursing licensure

Entry Level Skills
Minimum scores of 250 in reading and 250 in arithmetic on the Accuplacer exam.

Prerequisite
Must complete a Medical Terminology and Anatomy & Physiology course at an approved post secondary institution prior to being admitted into the Practical Nursing program. Canadian Valley also offers prerequisite courses through our Flex Health program. See program director or counselor for more information on these courses.

Clothing Requirement
Students are required to wear scrubs of any color to class every day. School uniform scrubs (specific color with specific patches) are only required during clinicals and are purchased from the CV Tech bookstore.

Resources

- Human Body in Health & Illness
- Fundamentals of Nursing Care
- Nursing Leadership
- Calculate with Confidence
- All in One Care Planning
- Med-Surg Nursing Concepts and Practice
- CPR – BLS for Healthcare Provider
- CPR Training Mouthpiece
- Introduction to Maternity and Pediatrics
- Mental Health Nursing
- Understanding Pharmacology

Precision Machining Technology

The Manufacturing and Machining program at CVTech prepares students for a career in the machining field. Students learn blueprint reading, math, measuring tools, and setup and operation of manual machine tools such as lathes, grinding machines, mills and are introduced to CNC machining during their first two years in the program. Students may return as an adult to learn Advanced CNC machining where they will set up, operate, and write programs for CNC mills and lathes and complete an introduction to CADD.

Local Program: Machinist, OCAS 9679/9680

Courses	Hours	OCAS
General Safety	30	
Industrial Print Reading	60	
Precision Measurement	50	
Fundamentals of Manufacturing	190	
Manual Milling I	220	
Manual Lathe I	220	
CNC Machining I	190	
Total Hours	**960**	

Occupations
Machinist

Entry Level Salary Range
$20.00 - $22.00 per hour

Licensure/Certification
ODCTE Competency Tests:
Drill Press Operator
Lathe Operator
CNC Machine Center Operator

Suggested Entry Level Skills
11th grade reading level;
Algebra; Geometry; Trig

Resources
Immerse2Learn
Precision Machining Technology
Turning and Machine Center Programming and Operation
HAAS training manual

Local Program (Adult Only): CNC Machinist, OCAS 9679

Courses	Hours	OCAS
CNC Lathe Programming	240	
CNC Mill Programming	240	
CADD / Cam	120	
Total Hours	**600**	

Prerequisite
Complete the Machinist program or have comparable, documented work experience

Occupations
CNC Machine Operator / Programmer

Entry Level Salary Range
$22.00 - $24.00 per hour

Licensure/Certification
ODCTE Competency Tests:
CNC Machine Center Operator

Clothing Requirement
Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

Pre-Engineering

High School Only

The Pre-Engineering program at CV Tech is a college preparatory curriculum designed for sophomores, juniors, and seniors. It integrates advanced mathematics and science with hands-on, real-world applications of engineering principles. Students apply these principles to design, construct, and program a variety of innovative projects. Project-based learning includes robotics, rocketry, circuitry, computer-aided design (CAD), and drone technology. Course placement within the program is determined based on each student's prior coursework completed at their home high school. As a result, individual course schedules may vary.

Local Program
Pre-Engineering Academy, OCAS 9862/9871

Courses	Hours	OCAS
Sophomore		
Accelerated Algebra II	120	4412
Accelerated Chemistry	120	5051
PLTW Introduction to Engineering and Design	120	8709
PLTW Principles of Engineering	120	8710
Junior		
Accelerated Pre-Calculus	120	4611
AP Physics I	120	5213
PLTW Aerospace Engineering	120	8715
PLTW Computer Integrated Manufacturing	120	8712
Senior		
AP Calculus BC	120	4616
AP Physics C - Mechanics or AP Physics C - Electricity and Magnetism	120	5216 5217
PLTW Digital Electronics	120	8711
PLTW Engineering Design and Development	120	8716
Total Hours	**1440**	

Retention Criteria

A student must make a B or higher each semester to progress to the next semester.

Credits

Many students earn college credit in the AP courses

Project Lead the Way college credit hours may be earned

Resources

Flamingo Math
College Physics
Mechanics and Electricity and Magnetism Physics for Scientists and Engineers
Algebra 2 Common Core
TI-Nspire CX calculator
TI-Nspire CX2 CAS calculator
Chemistry: A Molecular Approach
World of Chemistry

Suggested Entry Level Skills / Academic Criteria

A student who meets pre-ACT/SAT college readiness benchmarks in STEM or math and science and has a grade B or higher in high school math and science courses may be accepted.

Project Connect

High School Only

Project Connect is an alternative education program designed to help high school students ages 16-19 acquire a marketable skill while earning the credits necessary to receive a high school diploma. The school week includes 15 hours of academic instruction and 15 hours of occupational instruction. During the six hours in the school day, students are in Project Connect for three hours and they are in a tech program for the other three hours.

Local Program
Project Connect

Goals

1. Assist students with gaining the knowledge and understanding of required academic courses with 80% accuracy as presented in individual academic contracts.

2. Practice effective communication and life skills.

3. Provide students with the writing, grammar and math skills necessary to become a successful employee.

4. Provide students with the study skills and critical thinking skills needed to prepare them for higher education and training.

5. Develop character traits that will contribute to success in the workplace and society.

Students must be referred by partner school principals or counselors. **Contact the following to make a referral or submit completed applications**:

Markus Truelove - PC Principal
405.422.2383
mtruelove@cvtech.edu

Brandi Bird - PC Counselor
405.422.2252
brandi.bird@cvtech.edu

Diploma Requirements
Students must meet graduation requirements of their partner schools. Through one-on-one counseling, students contract to earn the credits needed for a high school diploma. Credits are transcripted by the partner high school.

Intake Schedule for the 2025-2026 School Year

2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks	Year 26-27 1st Nine Weeks
Start Date: 10/20/25 Applications Due: 9/22/25 Intake Interviews: 9/29/25	Start Date: 01/06/26 Applications Due: 12/01/25 Intake Interviews: 12/08/25	Start Date: 03/23/26 Applications Due: 02/23/26 Intake Interviews: 03/02/26	Start Date: Fall 2026 Applications Due: 04/20/26 Intake Interviews: 04/27/26

Location: Project Connect Conference Room

*Dates/times/locations subject to change.

Project Search

Adult Only

Project SEARCH provides employment and educational opportunities for post-secondary technology center students with disabilities. This nine-month, non-paid internship program is designed to prepare students for entry-level employment through training and career development. Emphasis is on employability skills and the desire to work.

The Project SEARCH "classroom" is in a business setting provided by INTEGRIS Hospital. Students' immersion in the workplace encourages teaching and learning to take place through continuous feedback and the acquisition of work skills. Project SEARCH is made possible through a partnership of INTEGRIS Canadian Valley Hospital in Yukon, Canadian Valley Technology Center Cowan Campus, and a variety of support agencies.

Local Program
Project Search, OCAS 9321

Framework	Hours	OCAS
Rotation	550	
Employability Skills	50	
Total Hours	**600**	

Possible Course / Rotations

Nursing	Patient Materials
Dietary	Building Maintenance Services
Outpatient Surgery	Environmental Services
Materials/Warehouse	Women's Center
Admissions	Mail Room
Physical Therapy	Medical Records

Qualifications and Requirements

- One-year successful attendance at career tech or work-study during high school
- Preference given to prior CV Tech students
- Active Department of Rehabilitation Services case file
- Basic math, reading, and communication skills
- Employee Health Screening including a drug screen, two Tuberculosis tests,and any other tests requested by INTEGRIS Employee Health Department

Clothing Requirement

Closed-toe, non-slip shoes are required. Interns will wear washable, properly fitting scrubs that allow for movement and physical activities required by the program. Scrubs will be a designated color and require Project SEARCH and Canadian Valley Technology Center logos. Students must wear a hospital-issued identification badge. If lost or ruined, students are required to pay fifteen dollars ($15) to replace the badge.

Service Careers - Building and Grounds

The Service Careers Building and Grounds Maintenance program at CV Tech provides students with hands-on training in horticulture, landscaping, floral design, and facilities cleaning. Students gain practical experience by working in the on-site greenhouse, maintaining the Service Careers garden, and applying landscaping and floral design techniques in real-world settings. The program places a strong emphasis on developing employability skills, including professionalism, a positive attitude, teamwork, and a strong work ethic—qualities essential for success in the building and grounds maintenance industry.

Local Program
Service Careers - Building and Grounds, OCAS 9071/9076

Courses	Hours	OCAS
Introduction to Service Careers	360	
Groundskeeping and Tool Operation	300	
Facility Care/Basic Grounds Care	120	
Professional Service	180	
Total Hours	**960**	

Occupations
- Greenhouse Assistant
- Landscape Assistant
- Custodian
- Florist Assistant
- Home and Garden Store Associate

Entry Level Salary Range
$8.00 - $15.00 per hour

Licensure/Certification
Forklift

ODCTE Competency Test:
Facility Maintenance Tech

Suggested Entry Level Skills
Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

Clothing Requirement
Closed-toe shoes are required for all activities. Long pants are required for custodial and landscape labs. Students should wear old clothes or may keep a set of work clothes in their lockers.

Resources
- Teacher Created and Industry-Based

Service Careers - Hospitality

The Service Careers Hospitality program at CV Tech prepares students for entry-level employment in the hospitality and service industries by developing essential skills in customer service, event setup, hotel housekeeping and laundry operations, and office cleaning services. The program also emphasizes effective communication, teamwork, and organizational abilities. A strong focus is placed on the development of employability skills, including a positive attitude, professionalism, and a strong work ethic—qualities highly valued by employers in the hospitality sector.

Local Program
Service Careers - Hospitality, OCAS 9434/9442

Courses	Hours	OCAS
Introduction to Hospitality & Tourism	30	
Sanitation and Cleaning	90	
Customer Service	120	
Lodging Services	240	
Food & Beverage Services	240	
Event Services	120	
Employment Readiness	120	
Total Hours	**960**	

Occupations
Housekeeper
Event Staff
Breakfast Attendant
Laundry Attendant
Room Service Server
Dining Room Attendant

Categories
- Accommodations
- Transportation
- Food and Beverage
- Attractions

Entry Level Salary Range
$8.00 - $18.00 per hour

Licensure/Certification
Hospitabilities

Suggested Entry Level Skills
Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

Clothing Requirement
Students must wear closed-toe shoes for all activities (no sandals allowed). Students should wear shirts that cover their shoulders (no tank tops allowed). If a hat is worn, the brim must be facing their face.

Resources
- Teacher created and Industry-Based

Surgical Technology

Adult Only

The Surgical Technology program prepares competent entry-level surgical technologists through education in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be equipped to provide high-quality healthcare to a diverse patient population, with consideration for individuals of all ages and cultural backgrounds. Students are encouraged to remain engaged in continuing education to stay current with evolving trends in healthcare. Throughout the program, emphasis is placed on developing professional behavior that aligns with legal standards and the ethical principles outlined in the Association of Surgical Technologists (AST) Code of Ethics.

Local Program

Surgical Technologist (Accredited Program), OCAS 9343

Courses	Hours	OCAS
Medical Terminology	40	
Anatomy and Physiology	120	
Surgical Techniques I	30	
Introduction of Surgical Technology	60	
Basic Sciences of Surgical Technology	50	
Essentials of Surgical Asepsis	120	
Surgical Case Management	120	
Surgical Procedures I	120	
Sutrical Technology Practicum I	210	
Surgical Procedures II	120	
Surgical Technology Practicum II	210	
Total Hours	**1200**	

Occupations

Surgical Technologist

Entry Level Salary Range

$20.00 - $25.00 per hour

Licensure/Certification

CST Nationally Certified Surgical Technologist
TS-C Tech in Surgery - Certified
CPR

Entry Level Skills

9th grade reading level; Must score 250 in reading and 238 in arithmetic on Accuplacer to apply.

Clothing Requirement

The Surgical Technology Program dress code requires students to wear black scrubs every day. See classroom rules and ST Policy and Procedure book for any further clothing requirements.

Prerequisite:

Students must have already completed Medical Terminology and Anatomy & Physiology. A transcript with grade must be submitted as documentation. Canadian Valley also offers prerequisite courses through our Flex Health program. See program director or counselor for more information on these courses.

Resources

- Surgical Technology for the Surgical Technologist: A Positive Care Approach, 6th Ed. with MindTap
- Surgical Case Counts
- Practical Pharmacology for the Surgical Technologist 1st Ed.
- Surgical Instrumentation, 3rd Ed. with MindTap

Teacher Prep

High School Only

The Teacher Prep program at CV Tech is designed to give high school students an early start toward a career in education, whether as a future teacher or in support roles such as a paraprofessional. This one-year program introduces students to a variety of teaching careers and provides valuable hands-on experience through internships in local school classrooms. Students have the opportunity to earn certification as a teacher's aide and build a strong foundation for entry into a college-level teacher education program. The curriculum emphasizes both practical experience and career exploration within the field of education.

Local Program
Teacher Prep, OCAS 9241

Courses	Hours	OCAS
The History of Education	30	
Human Growth and Development	90	
Instructional Methods	150	
Diverse Learners	90	
Internship	60	
Educator of Tomorrow	60	
Total Hours	**480**	

Occupations
Paraprofessional
Teaching Assistant

Requires additional education or certifications:
Teacher

Entry Level Salary Range
$11.00 - $15.00 per hour

Licensure/Certification
Praxis Parapro Assessment

Suggested Entry Level Skills
10th grade reading level; Basic math skills

Prior Learning Assessment:

Students that complete this program may receive credit from SWOSU for Foundations of Education.

Resources

- Teach Oklahoma
- Teaching Textbook, 4th edition
- Teaching Workbook
- First Days of Teaching
- The Classroom Management Book

Underground Utility Locating Technician

High School Seniors Only

The Underground Utility Locating Technician program at CVTech prepares students with the skills required to be a line locating technician. Students will be introduced to utility types, installation methods and the theory of electromagnetic locating and will apply their knowledge of safe work techniques and industry best practices. Students will learn how locating underground utilities is necessary for the excavation and construction industry not only to keep excavators and homeowners safe while digging but also to prevent the disruption of vital utility services such as electric, gas, phone, cable, and fiber optics.

Local Program
Underground Utility Locating Technician, OCAS 9736

Courses	Hours	OCAS
Industry Orientation	30	
Theory of Electromagnetic Locating	50	
Equipment Orientation	50	
Cable TV Facilities	40	
Telephone Facilities	40	
Electric Facilities	50	
Natural Gas Facilities	50	
Fiber Optic Facilities	50	
Capstone - Work Based Learning	120	
Total Hours	**480**	

Occupations
Underground Utility Locating Technician

Entry Level Salary Range
$20.00 per hour

Licensure/Certification
OSHA 10 - General Industry
Basic Life Support (CPR)

Suggested Entry Level Skills
10th grade reading level; Basic math skills; Algebra; Geometry

Requirements:
- Must have a valid driver's license and a good driving record
- Must be able to pass a DOT-level drug screening.

Clothing Requirement
Personal Protective Equipment (PPE) including safety glasses and closed-toe shoes

Resources
- USIC: U.S. Infrastructure Corporation

Vision Care Assistant

High School Only

The Vision Care Assistant program at CV Tech prepares students for entry-level positions in the eye care field through comprehensive training in diagnostic testing, clinical assistance, and administrative support. Students learn to perform and document a variety of diagnostic procedures under physician supervision, record patient information and medical history using electronic medical records, and maintain ophthalmic instruments. The program also emphasizes supporting physicians during patient appointments, delivering exceptional customer service, and providing patient care. In addition, students gain skills in patient instruction and education regarding the proper care and use of corrective lenses.

Local Program
Vision Care Assistant, OCAS 9346

Courses	Hours	OCAS
Vision Care Introduction	30	
Optics	120	
Ocular Anatomy and Physiology	80	
Ocular Medical Terminology	40	
Photography and Imaging	80	
Ocular Disease and Ocular Pharmacology	60	
Clinical Skills	70	
Total Hours	**480**	

Occupations
Ophthalmic Assistant
Optometric Assistant
Ophthalmic Photographer

Entry Level Salary Range
$16 - $19 per hour

Licensure/Certification
AHA BLS Provider, CPR, First Aid

Suggested Entry Level Skills
10th grade reading level; Basic Algebra

Clothing Requirement

Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.

Resources

- The Ophthalmic Assistant
- Anatomy & Physiology Overview

Vision Care Technician
Ophthalmic Medical Technician Apprenticeship

Adult Only

The Ophthalmic Medical Technician Apprenticeship program at CV Tech is a partnership with industry that provides apprentices the opportunity to work while learning about becoming an Ophthalmic Medical Technician through both related technical instruction and long-term work-based learning. Apprentices will learn to perform and document a variety of diagnostic tests as directed by a physician, record patient information and medical history in electronic medical records, clean and maintain ophthalmic instruments, assist physicians during patient appointments, and provide excellent customer service and patient care. The apprenticeship is a registered apprenticeship with the U.S. Department of Labor, USDOL, that provides a nationally recognized credential at the end of the apprenticeship.

Local Program
Vision Care Technician, OCAS 9346

Courses	Hours	OCAS
Eye Care and Safety	25	
Optics	85	
Ocular Anatomy and Physiology	65	
Ocular Medical Terminology	35	
Photography and Imaging	50	
Optical Pharmacology and Diseases	50	
Basics of Opticianry	40	
Apprenticeship Work Process Schedule	2000	
Total Hours	**2350**	

Occupations
Ophthalmic Assistant
Optometric Assistant
Ophthalmic Photographer

Entry Level Salary Range
$16 - $19 per hour

Licensure/Certification
Certified Ophthalmic Assistant
AHA BLS Provider, CPR, First Aid
Davis-Bacon Credential from USDOL

Suggested Entry Level Skills
10th grade reading level; Basic Algebra

Clothing Requirement

Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.

Resources

- The Ophthalmic Assistant
- Anatomy & Physiology Overview

APPRENTICESHIPUSA

CVTECH

Welding

The Welding program at CV Tech prepares students for careers in the welding and metal fabrication industry. The program offers hands-on training in a variety of welding processes, including Shielded Metal Arc Welding (SMAW/Stick), Gas Metal Arc Welding (GMAW/MIG), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW/TIG). Students also receive instruction in oxy-fuel cutting and weld shop blueprint reading, equipping them with the foundational skills needed for success in industrial, construction, and manufacturing settings. *The evening program is for adults only.*

Local Program:
Pipe/Structural Welder/Fitter, OCAS 9707/9708

Courses	Hours	OCAS
Fundamentals of Metal Fabrication	240	
Shielded Metal Arc Welding	120	
Advanced Shielded Metal Arc Welding	120	
Gas Tungsten Arc Welding	120	
GMAW *option 1* FCAW *option 2*	120	
Advanced Metal Cutting and Fabrication	240	
Total Hours	**960**	

Occupations
Welder
Fabricator
Fitter
Inspector
Retail Sales

Entry Level Salary Range
$15.00 - $30.00 per hour

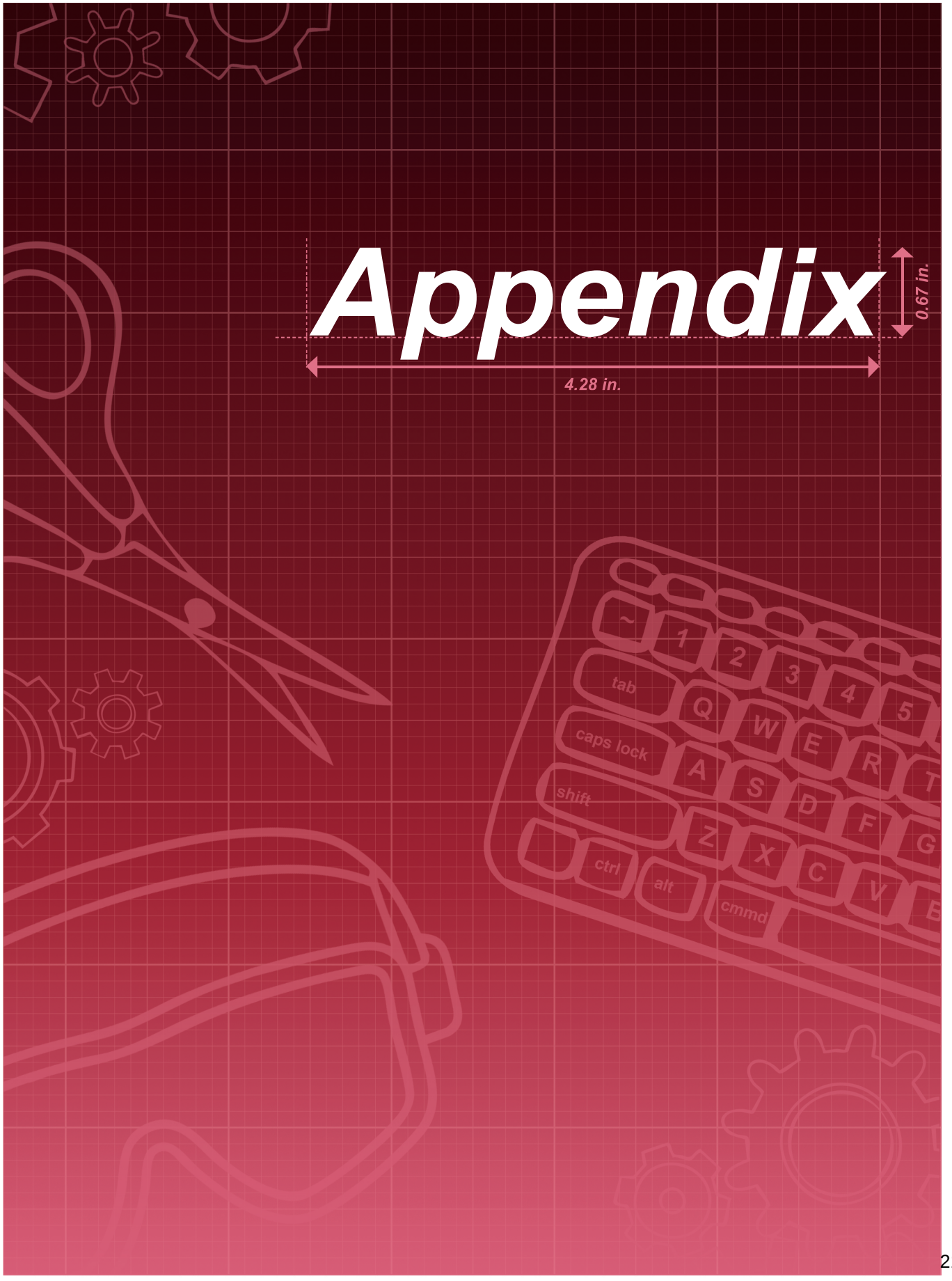
Licensure/Certification
Certified Welder

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Clothing Requirement
Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap and welding gloves. Adult students must purchase a welding hood.

Resources
- Welding Technology Fundamentals
- Hobart Institute of Welding Technology Step-by-Step Books
- Miller Open Book Online

Appendix


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cmmd

Computer Technology Competencies

Secondary students who complete a CareerTech program at CVTech will have gained the set of competencies in computer technology listed below. All CV Tech programs are using Canvas as their Learning Management System.

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Accounting and Business Management	Microsoft Office GCFLearnFree.org Quickbooks Pro Canva Gmetrix Knowledge matters TestOut	• 8169 Fundamentals of Technology • 8103 Fundamentals of Administrative Technologies • 8105 Office Administration & Management • 8104 Administrative Technologies II
Auto Collision Technology	iCar PPG OneTouch Paint Mixing Software CCC1 Estimating Software Velocity Frame Analysis System AllData	
Auto Service Technology	CDX Auto Diagnostic Technology Scan tools to pull diagnostic trouble codes Alignment Diagnostic Machine Oscilloscope for Wave Forms AllData ProDemand	
Aviation Maintenance Technician	Eddy Current Flaw Detectors Electronic Sonogram Machine Electronic Multimeters	• 8886 Applied Sciences of Aircraft Maintenance • 8887 Aviation Electricity
Basic Peace Officer Certification	Google Apps for Education Milo Range Simulator	
Biomedical Sciences	Lab Pro TI-Nspire Logger Pro	• See program information sheet for a full list

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Computer Aided Drafting and Design	AutoCAD Revit Civil 3D AutoDesk Vault Maya Stingray 3DS MAX Solid Work Professor Bentley Systems	• 8905 Fundamentals of Computer Aided Drafting and Design • 8904 Engineering Computer Aided Drafting and Design
Computer Information Systems	Google Apps for Education LabSim Test Out Packet Tracer Hardware Labs Complex Cisco	• 8136 Computer Repair & Troubleshooting I • 8137 Computer Repair & Troubleshooting II • 8125 Routing & Switching I • 8126 Routing & Switching II
Computer Programming	W3 Schools Gmetrix Stack Overflow Mozilla React.dev Multiple Programming Language	• 8153 Fundamental of Web Design • 8871 Python • 8157 Web Scripting Foundations • 8141 SQL and PL/SQL Database Applications • 8166 C# Programming • 8121 Network/Client Operating Systems
Construction Trades	Laser Level NCCER Testing Center Kapp IQ Construction Master Calculator	
Cosmetology	Google Apps for Education Pivot Point	
Criminal Justice	Google Apps for Education Two-way radios Dispatch software Digital Cameras Ultraviolet flashlights Amplivox systems Sirens/emergency lights on vehicles	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Cybersecurity	Wireshark tcpdump Nmap Netcat Traceroute Splunk Software: VMWare Kali Linux Metasploit Burp Suite John the Ripper Hydra Snort	• 8121 Network/Client Operating Systems • 8134 Cyber Forensics • 8186 Regulatory Compliance & Auditing
Diesel Technology	CDX Bosch HD Scanner System Snap-On Solus Pro Scanner AllData Tractor Trailer Pro	
Digital Media Technology	Photoshop Indesign Adobe Premiere Pro Gmetrix	• 8169 Fundamentals of Technology • 8149 Desktop Publishing and Graphic Design • 8150 Multimedia & Image Management Techniques
Early Care Education	Presentation Safe Sleep Center for Early Childhood PD	
Electrical Trades	Programmable Logic Controller Alarm System Fire Alarm System NCCER Testing Center	
Esthetician	Google Apps for Education Pivot Point	
Firefighter	Google Apps for Education National Incident Management Systems IFSTA Study Guide App Canvas Firefighter Program site	
Graphic Design	Photoshop Indesign Illustrator GMetrix	• 8149 Desktop Publishing and Graphic Design • 8150 Multimedia & Image Management Techniques

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Health Careers	EKG Machine Sonogram Machine Pass Assured system Patient Care database Anatomage table	• 5333 Anatomy and Physiology
Heating, Ventilation, and Air Conditioning	ECM Tester Digital Thermostats Control Boards on furnaces and AC Load Calculation System NCCER	
Industrial Automation	Amatrol Programmable Logic Controllers Universal Robot Hytrol Conveyance Systems Multimeters Oscilloscopes Vibration Analysis Tool	
Medical Assistant	Adview Diagnostic Station EKG Machine MOSS Medical Records Hemocue 801 Analyzer Coag-Sense Analyzer Centrifuge, Glucometers	
Medical Office Specialist	Google Apps for Education Microsoft Office Suite Electronic Health Records	
Physical Therapy Services	Google Apps for Education Goniometer Various Exercise Equipment Therapeutic Modalities Assistive Devices Pulse Oximeters / BP Monitors	
Plumbing	Google Apps for Education Plumbing Diagnostic Tools	
Practical Nursing	Google Apps for Classroom EDGT Evolve iTunes U ATI YouTube Anatomage Table	
Precision Machining Technology	CNC Programming Ink Scape BobCAD	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Pre-Engineering	Robot C Programming Lab Pro 3D Printer TI-Nspire AutoDesk Inventor / CAD Logger Pro Multi SIM Virtual Circuitry Word Processing Spreadsheets EBSCO Google Patent	• 8709 Introduction to Engineering Design • 8710 Principles of Engineering • 8712 Computer Integrated Manufacturing See Syllabus for complete list
Service Careers - Building and Grounds	Google Apps for Education	
Service Careers - Hospitality	Google Apps for Education	
Surgical Technology	Google Apps for Education YouTube AORN Association of Surgical Techs JOMI Anatomage Table	
Underground Utility Locating Technician	Electromagnatic Locating Equipment Ground Penetrating Radar USIC Truck Technology	
Vision Care Technician	Google Apps for Classroom Anatomage table Blooket Computerized Diagnostic Equipment for Vision Care	
Welding	Plasma Cutter Programming Auto CAD Mach 3 Sheet Cam	

Suggested Reading and Math Levels for Enrollment

Below are the suggested entry level skills for each program in reading and math.

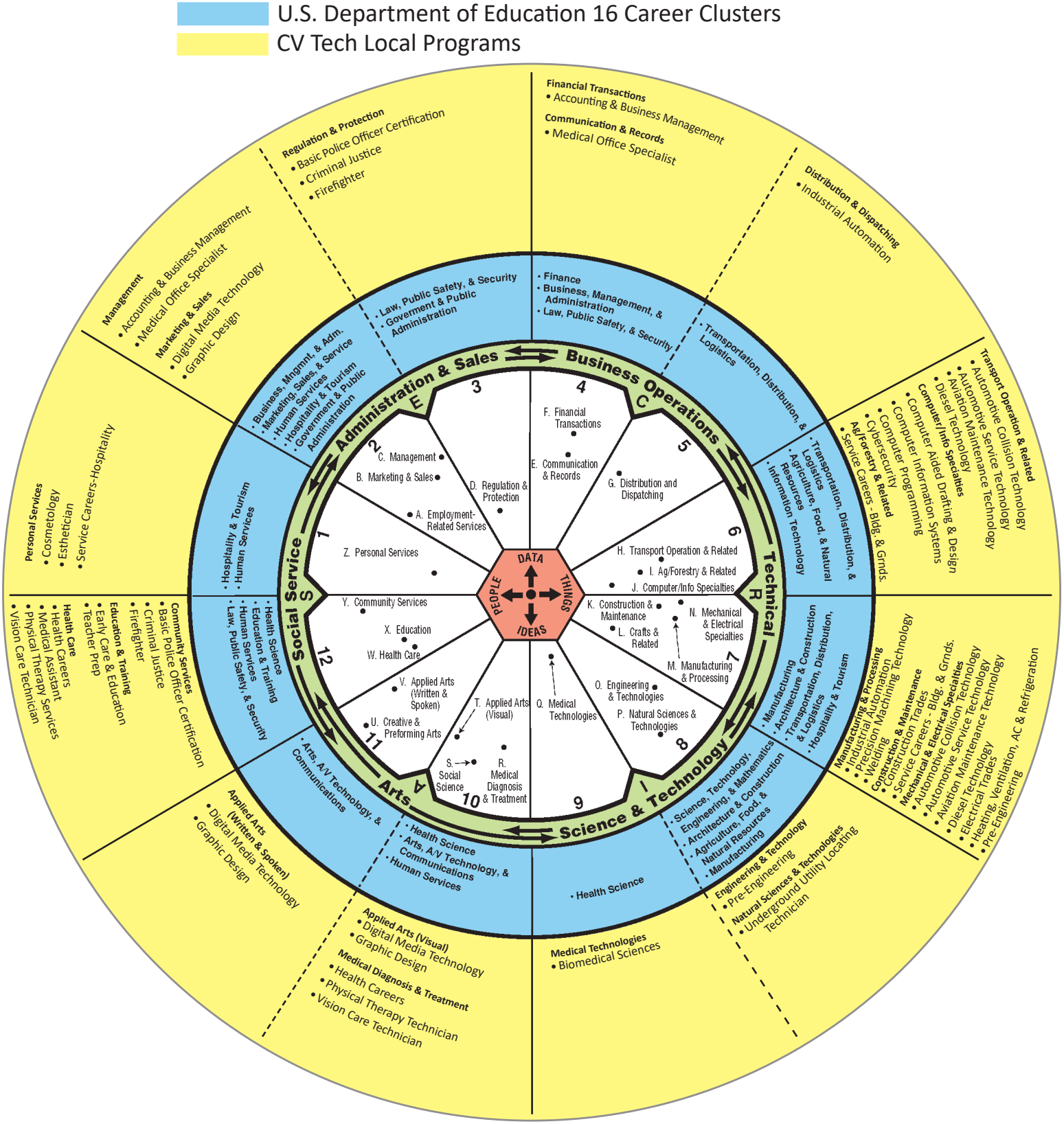
Program	Reading	Math Level
Accounting and Business Management	9	Basic Math
Automotive Collision Technology	9	Algebra, Geometry
Automotive Service Technology	10	Algebra, Geometry
Aviation Maintenance Technology (Adult)	11	Algebra, Geometry
Aviation Maintenance Technology (HS)	11	Algebra, Geometry
Basic Peace Officer Certification	10	Basic Math
Biomedical Sciences	11	Algebra, Geometry
Computer Aided Drafting & Design	9	Basic Math
Computer Information Systems	10	Basic Math
Computer Programming	10	Algebra
Construction Trades	9	Basic Math
Cosmetology	10	Basic Math
Criminal Justice	10	Algebra, Geometry
Cybersecurity	10	Basic Math
Diesel Technology	10	Algebra, Geometry
Digital Media Technology	9	Basic Math
Early Care and Education	9	Basic Math
Electrical Trades	11	Algebra, Geometry
Esthetician	10	Basic Math
Firefighter	10	Basic Math
Graphic Design	10	Basic Math
Health Careers	10	Algebra
Heathing, Ventilation, Air Conditioning, & Refrigeration	10	Algebra, Geometry
Industrial Automation	11	Algebra, Geometry
Medical Assistant	9	Basic Math

Suggested Reading and Math Levels for Enrollment

(continued)

Program	Reading	Math Level
Medical Office	10	Basic Math
Physical Therapy Services	9	Basic Math
Plumbing	10	Basic Math
Practical Nursing	10	Algebra
Pre-Engineering	11	Algebra, Geometry
Precision Machining Technology	11	Algebra, Geometry
Project Connect	8	Basic Math
Project Search	3	Basic Math
Service Careers	3	Basic Math
Surgical Technology	9	Algebra
Teacher Prep	10	Basic Math
Underground Utility Locating Technician	10	Algebra, Geometry
Vision Care Technician	10	Algebra
Welding	9	Basic Math

World-of-Work Map and U.S. Department of Education Career Clusters



Oklahoma based the above model on the ACT World-of-Work Map in order to crosswalk the 6 ACT Career Clusters to the 16 U.S. Department of Education Clusters. This version does not imply endorsement by ACT or the U.S. Department of Education.

Oklahoma CareerTech Certifications Processes

CareerTech Certifications and High School Transcripts HB 3218 (2016)

Any business or industry recognized endorsements must be reported on the transcript as provided by the local Career Technology Center. Course vendor identifiers (i.e., "PLTW" for Project Lead The Way) should not be placed on the transcript alongside the course title. Use approved course titles and course codes for transcript purposes.

**This is from Page 15 of the Oklahoma State Dept of Education 2024-25 Academic Advisement and Policy Guidebook booklet "Show What You Know."*

Question: **What business or industry endorsements do I put on a transcript?**

Answer: On the Oklahoma Department of Career and Technology Education website under "Educators" and then "Certificates and Badging," the division of the CareerTech Testing Center, has an easy-to-read credentialing book. This and the students' technology center are the most accurate resources. The credentials booklet shows these abbreviations in the "Type" box: IA, Industry Aligned; IE, Industry Endorsed; and IR, Industry Required; those types of endorsements and certifications should be listed on a transcript.

Example of a transcript statement: **OSCHA 10, name of technology center, April 2023**

Additionally:

- Each K-12 student information system has its own locations where information can be placed on transcripts. The SIS vendor and school will need to determine the best method of adding the information.
- A best practice would be to enter certifications at least twice a year or when grades are added.
- An additional resource is the website supported by the Regents of Higher Education. On this website there is a guide to industry credentials that count toward degrees at Oklahoma's two- and four-year institutions.
- For more guidance or if you have specific questions, please contact the student's technology center or the Oklahoma Department of Career and Technology Education.

Career Tech Program Meeting Math Requirement

Using CareerTech to Satisfy 3rd Math for Core Graduation Requirements

S.B. 1370 (2018) allows for the acceptance and completion of one (1) year of a full-time, three-hour career and technology program *leading* to an industry credential/certificate (endorsed or aligned) to satisfy a third math to meet graduation requirements for students on the CORE curriculum.

Conditions for Using S.B. 1370 Regarding Math

- For students under the age of 18, school districts shall require a parent or legal guardian of the student to meet with a designee of the school prior to enrollment in the **CORE** curriculum. All parties must sign off.
- CareerTech programs cannot satisfy both CORE Math and a computer credit in the same year.

How to show on the transcript, from SDE:

Question: A student on the Core Diploma Pathway has opted to take one year of a full-time, three-hour career and technology program in place of a third mathematics credit. What subject code belongs on this student's transcript?

Answer: If a student is on the Core Diploma pathway and is taking a three-hour career and technology course in place of a third math credit, the subject code for the course they are taking is recorded on the transcript. Then, a comment may be added to the transcript stating that the third math requirement for graduation has been satisfied by [course name/code].

Example: *9707 Welding MN*
3rd math credit has been satisfied by 9707 Welding MN

Additionally:

- S.B. 1370 is **NOT** the same as a student taking a pull-out math course at Career Tech.
- Students taking an SDE-coded math course at a CareerTech should have grades transcribed as if the course were taken at the student's local high school.
- Satisfying math **may not** meet college entrance requirements. Satisfying math **does not** meet the OK Promise requirements.
- Although this is available for students, all students should be encouraged to take SDE or CT math courses when available. (Historically, 52% of our students attend college or university)

From the Counseling and Career Development Division at the Oklahoma Department of Career Tech.
For additional questions, please contact 405.744.5110

Career Tech Academic Credits / Transcripting

Math and Science Courses

On March 26, 2015, the Oklahoma State Board of Education approved certain math and science courses taught at technology centers and selected high schools to count for academic credit on high school transcripts. On June 8, 2015, the Oklahoma State Regents for Higher Education approved the PLTW Pre-Engineering and PLTW Biomedical courses to count for academic credit on the College Prep/Work Ready curriculum and to count for OKPromise. CTE Biotechnology courses will count as a science course on the CORE curriculum and will count as electives on the CollegePrep/WorkReady curriculum. Additional courses were approved in December 2016.

In order for students to receive credit for these courses, it is imperative that schools follow these guidelines:

1) Technology Centers must submit these courses to their partner schools' boards of education for approval to count these courses as academic credit for graduation purposes.

2) NCAA – High schools will need to submit to the NCAA course syllabi for the courses approved by the local BOEs that meet the requirements for math or science credit. Technology Centers will need to work with their partner schools to supply the information needed by the NCAA.

3) It is **very important** that the technology centers send their partner schools the correct OCAS code when listing courses receiving academic credit. (Just as technology centers have been doing for Human Anatomy/Physiology in Health and for courses already on the OKPromise list of approved courses.) It is also **very important** that high schools use these same codes when adding the courses to the students' transcripts. The correct OCAS codes for the science and math courses are listed in the chart below.

4) Additional computer education courses approved for OKPromise and the CollegePrep/WorkReady curriculum are listed under **CTE Academics and Transcripting.** Here is the link to the list of courses on the SDE's website:
https://oklahoma.gov/careertech/educators/ocas-codes.html

Adult Enrollment Steps

How do I apply?

Step 1: Submit your testing waiver or complete placement testing.

Do I qualify for a testing waiver? The following can be used as a testing waiver for enrollment. Test scores are valid for 5 years from the test date.

- ACT: Composite of 19 or higher
- SAT: Composite of 980 or higher
- Pass at least 12 hours of level one college courses or Associate Degree (within the last 5 years). Students must be in good standing with the previous school.
- Bachelor or Master's Degree (can be older than 5 years, no time restriction)
- Prior Assessment
    - Accuplacer Next Gen scores: 235 in Reading; 238 in Arithmetic
    - Workkeys: 3 in all areas
    - ASVAB: 65 or higher

If you do not meet any of the above criteria, schedule the Accuplacer Assessment

- Call: El Reno Campus (405) 422-2318; Cowan Campus (405) 422-2382. The first test is free; retest or no show will result in a fee.
- Cut scores: Reading 235 / Arithmetic 238
    - Exceptions: Practical Nursing program: Reading 250; Arithmetic 250
      Surgical Technology: Reading 250; 238 Arithmetic
      Aviation Maintenance Technician: 245 Reading; 245 QRAS
- If accommodations are needed: Prior to scheduling your assessment,
  Call: El Reno Campus (405) 422-2284 ; Cowan Campus (405) 345-3376

Once you submit your testing waiver or complete your accuplacer testing, you will meet with the appropriate program counselor. At this point, you will be enrolled, placed on a waiting list, or offered remediation.

Step 2: Payment options

- Students may complete the FAFSA application online:
  https://studentaid.gov Use school code: 009965
- Determine if you qualify for the Next Step Scholarship.
    - Are you 23 years of age or younger?
    - Do you have a high school diploma or GED?
    - Do you live in one of our partner school districts?
    - All adult students must complete the FAFSA in order to be considered for the Next Step Tuition waiver from CVTech.
- Self pay or other scholarships awarded.

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 6, 2025

Re: Credits for Various High School Courses

Please discuss, consider, and/or act upon the recommendation to approve the following courses to have the ability to receive computer tech credit. This request comes per the guidance from the OSDE.

Courses:

Aviation I & IV
Engineering CADD

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

Dr. Jason Pittenger, CFO

Mark Lebsack, Assistant Superintendent of Operation

From: Kay Rainwater Child Nutrition Director/Kimberly Novotny Child Nutrition Assistant Director

Board Meeting Date: 8-11-25

Contract Vendor: Smart Sense **Time Frame:** July 1, 2025 - June 30, 2026

Amount: $ 1,268.81 **Fund:** 11 **Project:** 023

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:

Quote for hardware and annual monitoring for 1 walk in cooler and 2 walk in freezers at Sunset Hill Elementary School.

SMART SENSE
BY DIGI

Digi SmartSense, LLC
9350 Excelsior Blvd. Suite 700
Hopkins MN 55343
United States

QUOTE #134054

Mustang Public Schools

Expiration Date 9/5/2025
Currency USD

BILL TO:	SHIP TO:
Mustang Public Schools **12400 SW 15th St** **ATTN: Kim Novotny** **Yukon OK 73099** **United States**	**Mustang Public Schools** **12400 SW 15th St** **ATTN: Kim Novotny** **Yukon OK 73099** **United States**

ONE TIME ITEMS

ITEM	QTY	PRICE	TOTAL
TM-GW-BZ-GBL-C-ATT Gateway with support for B & Z Sensors (Global)	1	$450.00	$450.00
TM-ZP300-DS Wireless Sensor + Display Screen	2	$175.00	$350.00
DS-SCREEN Display Screen	1	$75.00	$75.00
AC-BZ-GTW-MNTBRT Mounting Bracket for BZ Gateway	1	$10.00	$10.00
SVC-ONB-SMART-START Premium on-boarding including; assigned Project Manager focused on timelines, milestones, training, and delivery.	1	$100.00	$100.00
3PL FedEx Ground®	1	$40.81	$40.81
		SUBTOTAL	**$1,025.81**

RECURRING ITEMS

ITEM	QTY	PRICE	TOTAL
SMRTS-EDU-ASSET-1YR Annual Monitoring (Education) 1 Year/Annual	1	$243.00	$243.00
		SUBTOTAL	**$243.00**

FIRST YEAR TOTAL	**$1,268.81**

SMARTSENSE
BY DIGI

Digi SmartSense, LLC
9350 Excelsior Blvd. Suite 700
Hopkins MN 55343
United States

QUOTE #134054

GRAND TOTAL	**$1,268.81**

Special Instructions
Net 30

Unless otherwise stated in this Quote, this Quote will expire 60 days after the date of submission by SmartSense.

This Quote is an offer by Digi SmartSense, LLC ("SmartSense") to provide the equipment and services described above to the above-identified customer ("Customer") under the terms of this Quote (including any referenced addenda), the then-current SmartSense Terms of Service (available at https://www.smartsense.co/terms-of-service), and any additional terms specifically agreed in writing by SmartSense and Customer. Any different, additional or inconsistent terms or conditions of Customer's documents are rejected. When signed by Customer in the space below and received by SmartSense, this Quote will become a binding order between SmartSense and the Customer (the "Order").

Expected shipment date will be as stated in the Quote (or if not specified, within three weeks after receipt by SmartSense of signed Customer acceptance).

Some installations may require additional Equipment not specified in this Quote. The cost of the additional Equipment as well as any associated implementation / installation charges will be the responsibility of the Customer as part of the overall system cost. Every effort will be made to make the Customer aware of the amount of Equipment and related cost at the time of the order. Additional taxes and fees may apply.

Customer acknowledges and agrees that prices do not include costs of shipping, forwarding, insurance or similar fees, storage after delivery, or any import or export duties, or sales, use, excise or similar taxes levied by any governmental authority, all of which expenses, shall be borne by Customer. FOB point (origin) will be in the United States.

Actual shipping charges will be calculated and charged to the Customer upon order fulfillment.

OPTIONAL: PO Number: 2026-11-219. If a number is inserted in this blank, SmartSense will reference it on invoices issued under this Quote. PO terms conflicting with or in addition to those specified in this Quote will not apply.

Billing Contact Name: Rachel Martin

Billing Contact Phone Number: 405-376-7323

Billing Contact Email Address: martinr@mustangps.org

Tax Exempt? X Yes _____No. If yes, please email your tax exempt certificate to DigiOrders@Digi.com and reference this quote number.

Customer Signature

Signature: _____ Date: _____

Print Name: _____ Title: _____

SMART SENSE
BY DIGI

Digi SmartSense, LLC
9350 Excelsior Blvd. Suite 700
Hopkins MN 55343
United States

QUOTE #134054

This document may not be copied, modified, distributed or otherwise disseminated, in whole or part, without express written permission from SmartSense. All rights reserved.

Quote submitted for your review by: Laura Wisdom.
Contact me at Laura.Wisdom@digi.com if you have any questions regarding this quote.

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

Dr. Jason Pittenger, CFO

Mark Lebsack, Assistant Superintendent of Operation

From: Kay Rainwater Child Nutrition Director/Kimberly Novotny Child Nutrition Assistant Director

Board Meeting Date: 8-11-25

Contract Vendor: Heartland Payment Systems, LLC **Time Frame:** 08/01/2025-07/31/2026

Amount: $ 17,167.00 **Fund:** 11 **Project:** 023

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:

Updated Heartland Payment Systems, LLC contract to include the previously approved contract renewal for Mustang Public Schools and the new contract to add Sunset Hill Elementary. All schools will fall under one renewal contract for Sy 26-27.

Heartland

Heartland School Solutions
765 Jefferson Road Suite #400
Rochester, NY 14623
Phone: (800) 256-8224
Email: kathryn.munna@e-hps.com

Account: Mustang Public Schools
HSS ID: 6878264-112030
Date: 7/9/2025
Contact: Kim Novotny
Sales Rep: Katy Munna
Quote: Q-26634

Valid for 30 days from the date of this quote. It is provided for informational and/or budgetary purposes only.

Product Code	Software Products	Quantity	Price	Total
HSS0027	SFW: NK MP and NA Network License	1	$ 475.00	$ 475.00
HSS0037	SFW: NK Inventory Site License	1	$ 350.00	$ 350.00
HSS0040	SFW: NK POS Site License	1	$ 2,175.00	$ 2,175.00
HSS0051	SFW: NK POS Station License	2	$ 490.00	$ 980.00
			Software Total	$3,980.00

Total: $3,980.00
Grand Total: $3,980.00

Annual Maintenance Support
Your software purchase includes one year of free Annual Maintenance which begins on the first day of delivery of service. Each following year Annual Maintenance will be billed on August 1. The first August 1 billing cycle takes into consideration the free year and prorates the number of months to be included. Annual Maintenance includes all software enhancements and technical phone support to customers who are in good financial standing with Heartland School Solutions.

Product Code	Support Products	Quantity	Price	Total
HSS0371	SUP: NK MP Network License Annual	1	$ 240.00	$ 240.00
HSS0375	SUP: NK Inventory Bldg License Annual	1	$ 160.00	$ 160.00
HSS0378A	SUP: NK Site POS Annual	1	$ 600.00	$ 600.00
			Support Total	$1,000.00

Terms and Conditions
- Standard hardware product lead time is 2 weeks.
- Lead time is subject to change without notice based on product availability.
- If applicable, lead time updates will be provided.
- Prices are subject to change without notice.

Agreement between said Account and Heartland School Solutions

1. Upon agreement to proceed, Heartland School Solutions requests said Account provide an original Purchase Order and signed proposal for the purchase of the products and/or services described in this proposal.
2. The Purchase Order must include both a Bill to and Ship to address. When a valid Purchase Order is provided, there is no requirement to fill out the Address and Contact information below.
3. In lieu of a Purchase Order, this signed document may serve as the confirmation that said Account has committed the necessary funds for the purchase of the products and/or services described in this proposal.
4. In lieu of a Purchase Order, Address and Contact information must be provided below.
5. When applicable, provide a current Tax Exempt Certificate for our files, otherwise sales tax will be included on your invoice.
6. When applicable, implementation dates will be confirmed by the Heartland School Solutions Implementation Coordinator.
7. When applicable, travel expenses (air, lodging, rental car, meals, mileage, other related charges) incurred while conducting onsite services will be included on your invoice.
8. Annual Subscription: The effective start date of your Annual Subscription begins on the first day of service upon the completion of your project implementation.
9. Unless otherwise indicated, the ongoing Annual Subscription fee will be invoiced to said Account that signed this agreement.***
10. Your signature on this proposal confirms you understand the agreement.

This Proposal is subject to written acceptance by an authorized Purchaser and Heartland School Solutions. By signing this proposal you are agreeing to the terms and conditions set forth in this Proposal and the agreement(s) included with this Proposal or attached hereto and made a part hereof.

Signature _____ **Date** 7/24/25

Print Name Chris Brady **Title** Superintendent

*** Annual Subscription: If Annual Subscription fee is invoiced to an Account other than said Account that signed this Agreement, list the Account here.

Account Name_____

Billing Contact_____

Email _____

If no valid Purchase Order is provided, the following Account Address and Contact Information are Required.

Bill to Account Address and Contact Information

Name _____

Phone _____

Email _____

Address _____

City _____

State _____

Zip Code _____
If possible please include +4 digits

Ship to Account Address and Contact Information (Ship to Address must not be a PO Box)

Name _____

Phone _____

Email _____

Address _____

City _____

State _____

Zip Code _____
If possible please include +4 digits

Heartland

Heartland Payment Systems
dba Heartland School Solutions
PO Box 936565
Atlanta, GA 31193-6565

***THIS IS A QUOTATION** for Annual Support/Subscription Services Renewal. Please sign and provide a purchase order number, or respond with changes needed by 08/22/2025. If your establishment does not require purchase orders, please sign as agreement and return to us; invoices will be forthcoming.*

Annual Support/Subscription Renewal 2025/2026

Bill To:

Mustang Public Schools
906 S Heights Dr
Accounts Payable
Mustang OK 73064-3542

Rachel Martin
martinr@mustangps.org
(405) 376-7323

If address information is incorrect, please make corrections above.

Customer #	Contract #	Location (if applicable)	Terms	Invoice Date
6878264-112030	HSS_00002517	Mustang OK	Net 30	07/31/2025

Coverage Start Date	Coverage End Date	Product Code	Item Description	Quantity	Annual Unit Price	Extended Price
08/01/2025	07/31/2026	HSS0367	SUP: NK Production Records Annual	1	$ 166.00	$ 166.00
08/01/2025	07/31/2026	HSS0366	SUP: NK Menu Planning Annual	1	$ 425.00	$ 425.00
08/01/2025	07/31/2026	HSS0370	SUP: NK Production Site Lite Annual	15	$ 114.00	$ 1,710.00
08/01/2025	07/31/2026	HSS0371	SUP: NK MP Network License Annual	4	$ 182.00	$ 728.00
08/01/2025	07/31/2026	HSS0373	SUP: NK Bidding Module Annual	1	$ 171.00	$ 171.00
08/01/2025	07/31/2026	HSS0374	SUP: NK Warehouse Module Annual	1	$ 322.00	$ 322.00
08/01/2025	07/31/2026	HSS0372	SUP: NK Inventory Annual	1	$ 570.00	$ 570.00
08/01/2025	07/31/2026	HSS0375	SUP: NK Inventory Bldg License Annual	15	$ 130.00	$ 1,950.00
08/01/2025	07/31/2026	HSS0378	SUP: NK Cafeteria License Annual	15	$ 400.00	$ 6,000.00
08/01/2025	07/31/2026	HSS1471A	SUB: Data Privacy & Security Fee	1	$ 415.00	$ 415.00

Coverage Start Date	Coverage End Date	Product Code	Item Description	Quantity	Annual Unit Price	Extended Price
08/01/2025	07/31/2026	HSS0376	SUP: NK POS Manager Annual	1	$ 365.00	$ 365.00
08/01/2025	07/31/2026	HSS0377	SUP: NK Free and Reduced Annual	1	$ 365.00	$ 365.00

Renewal Quotation Total:	$	13,187.00

If you require a PO to be referenced on your invoice, please provide the PO#_____

First Name: Last Name:

Email:

Date:

globalpayments

January 7, 2025

RE: 2025 Heartland Payment Systems, LLC IRS Form W-9

Please find attached a Form W-9 for Heartland Payment Systems, LLC ("Heartland").

Due to Heartland's status as a single member LLC which is disregarded for federal income tax purposes, the name, entity type and federal employer identification number ("FEIN") of Heartland's parent company, Global Payments Inc. will appear on line 1, line 3 and Part I of the form respectively.
When setting up Heartland in your system, please use the following information:

Legal Name: Global Payments Inc.
Doing Business as: Heartland Payment Systems, LLC FEIN:
58-2567903

If you have any questions or concerns regarding this form, please contact Chris Barron at cbarron@tsys.com. Please refer all other questions about your account to your sales representative.

Sincerely

Christopher Barron
Tax Manager

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Global Payments Inc.

2 Business name/disregarded entity name, if different from above.

Heartland Payment Systems LLC (dba Heartland School Solutions)

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) D

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

3550 Lenox Road, Suite 3000

6 City, state, and ZIP code

Atlanta, GA 30326

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				

or

Employer identification number

5	8	-	2	5	6	7	9	0	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | Signature of U.S. person Christopher Barrow | Date 1-7-2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Heartland

8320 S. Hardy Drive ▫ Tempe, AZ 85282
P: 800.724.9853 Opt. 8
heartlandschoolsolutions.com

January 1st, 2025

Remittance Address and Banking Instructions Change Notification

Dear Heartland School Solutions Customer,

To ensure a more efficient delivery and application of your payments were are updating our banking instructions. Note the following instructions for all payment methods:

ACH/Wire Payment Instructions

Bank Name: Wells Fargo N A
Bank Address: Atlanta, Georgia
Account Name: Heartland
Account Number: 4113004105
Routing Number: 121000248
SWIFT/BIC code: WFBIUS6S

(Please ensure that the invoice number is included in the ACH/Wire Payment Instructions)

Remittance Address for Payment by Check

Heartland
PO Box 936565
Atlanta, Georgia 31193-6565

Remittance Address for Overnight Payment by Check

Lockbox Services 936565
Heartland
Attn: Lockbox 936565
3585 Atlanta Avenue
Hapeville, Georgia 30354-1705

If you have any questions or need additional information please feel free to contact us via email at HSSForms@e-hps.com or call us at 1-800-724-9853 option 8.

Thank you,

Heartland School Solutions
Accounting Department
Email: HSSForms@e-hps.com

COMMUNITY EDUCATION
MUSTANG PUBLIC SCHOOLS

Memo

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

From: Kris Green, Director of Community Education kg

Date: July 23, 2025

Re: Community Education Fall/Winter 2025-26 Classes

Please discuss, consider and/or act upon the attached Community Education Fall/Winter 2024-25 classes which will run September 1, 2025 – January 31, 2026.

From Pods to Pumpkins

Oui Made Bells

Air Fryer Appetizers (FREE)

Bigs & Littles: Frosting Fun Together

Bigs & Littles: Frosting Fun Together

Bigs & Littles: Frosting Fun Together

Bigs & Littles: Frosting Fun Together

Board to Impress: The Art of Charcuterie

Cookie Canvas: Decorating for Beginners

Cookie Canvas: Decorating for Beginners

Cookie Canvas: Decorating for Beginners

Cookie Canvas: Decorating for Beginners

Freezer Ready: Meals to Make Life Easier

Gingerbread House Bake & Build

Great-Grandma Rodriguez's Enchiladas

Master Class: Principles of Pizza Making

Pastitsio, Greek Gourmet Hot Dish & Garlic Rolls

Sweet Baklava & Savory Spanakopita

Winter Wonderland Monster Cookies & stuffed NYC Cookies

All That Jazz & Ballet Too!

All That Jazz & Ballet Too!

Driver Ed

Driver Ed

Overcome Your Carbohydrate Cravings

Thyroid Things You Need to Know

Bellydance Rhythm & Tone

Bellydance Rhythm & Tone

Bellydance Rhythm & Tone

Conversational Spanish: Beginner Part 1

Conversational Spanish: Beginner Part 2

Conversational Spanish: Intermediate Part 1

Google Sheets for Awesome Beginners

Practical ChatGPT Training for Everyone

Unlocking the Power of Chat GPT for Marketing Success

YouTube Channel Starter Kit: Launch in 60 Minutes

Little Scientists: Science

Little Scientists: Technology

Little Scientists: Engineering

Little Scientists: Art

Little Scientists: Math

Amigurumi Basics - Crafting Crochet Plushies

First Crochet Steps: Beginner Workshop for Kids & Teens

Knots & Loops: A Beginner's Guide to Crochet

Knots & Loops: Beyond the Basics of Crochet

Intro to Solar

Intro to Solar

Woodshop Works: Build Your Own Project

Alice in Wonderalnd Jr.

The Addams Family: School Edition

White Christmas

Memo

To: Mustang Public Schools Board of Education
Superintendent Charles Bradley

From: Amy Hill, Director of Federal Programs

Date: July 28, 2025

Re: 2025-2026 Notice of Allocation

Please review and sign the attached notice of allocation.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 26

SUPERINTENDENT
MUSTANG SCHOOL SYSTEM
906 S HEIGHTS DR
MUSTANG, OK, 73064

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
3.00 AG EDUCATION			$39,000.00
2.00 BUS & INFO TECH ED			$26,000.00
7.00 FAM AND CONSUMER SCIENCES			$56,000.00
1.00 MARKETING EDUCATION			$8,000.00
13.50 SCIENCE TECHNOLOGY ENGINEERING AND MATH			$128,250.00
Summer Salary	411	3811	
3.00 AG EDUCATION			$23,760.00
State Teacher Supplement	411	3811	
3.00 AG EDUCATION			$7,800.00
2.00 BUS & INFO TECH ED			$4,400.00
7.00 FAM AND CONSUMER SCIENCES			$15,400.00
1.00 MARKETING EDUCATION			$2,200.00
13.50 SCIENCE TECHNOLOGY ENGINEERING AND MATH			$29,700.00
		Total:	$340,510.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

Questions regarding this Notice of Allocation should be directed to Valerie McBane at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Danielle Kipp, 7/22/2025 3:56 PM

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 26

Finance Manager — Date
Oklahoma Department of Career and Technology Education

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2025-2026

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All
programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The **Salary and Teaching Schedule due September 30** is one of these reports and is considered a part of this contract in addition to **CESI Enrollment due October 31** and the **Follow-Up Reports due November 30.** Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to secondarycontracts@careertech.ok.gov **no later than September 30.**

Approved:

President, Board of Education **Date**

Charles Bradley 8/11/25

Superintendent of Schools **Date**

Mustang School System

District Name (please print)

Brent Haken, State Director **Date**

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Asst. Superintendent of Operations
Dr. Jason Pittenger, Chief Financial Officer

From: Alan Green, Chief Operations Officer AG

Date: 8/11/2025

Contract Vendor: Vesta Foundation Solutions **Time Frame:** 2025-2026

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following services:

Repair of foundation leak at the MHS Event Center wrestling room for the quoted price of $6,330.60.

VESTA Foundation Solutions

4.9 ★★★★★ 243 Google reviews

Angie's list

Prepared by:
Steven Daghlian
sdaghlian@vestafs.com

VESTA Foundation Solutions
www.vestafoundationsolutions.com
TF 405-213-0492
F Oklahoma Zone

Prepared on:
4-30-25

Prepared for:
Alan Green
greena@mustangps.org
P (405) 973-4134
PR80600

Job location:
929 S Snyder Dr
Mustang, OK 73064

Project Summary

My Basement	$7,034.00
Total Investment	$7,034.00
SDS - Concrete Repair	$703.40
Total Contract Price	**$6,330.60**
Deposit Required - 25%	$1,582.65
Deposit Paid	$0.00
Amount Due Upon Installation	**$6,330.60**

Customer Consent

Any alteration from the above specifications and corresponding price adjustment (if necessary) will be made only at the Customer's request or approval. Completing the work in this Proposal at the time scheduled is contingent upon accidents or delays beyond our control. This Proposal is based primarily on the Customer's description of the problem. This Proposal may be withdrawn if not accepted by the Customer within 10 days due to prices being subject to market fluctuations.

Authorized Signature _____ **Date** _____

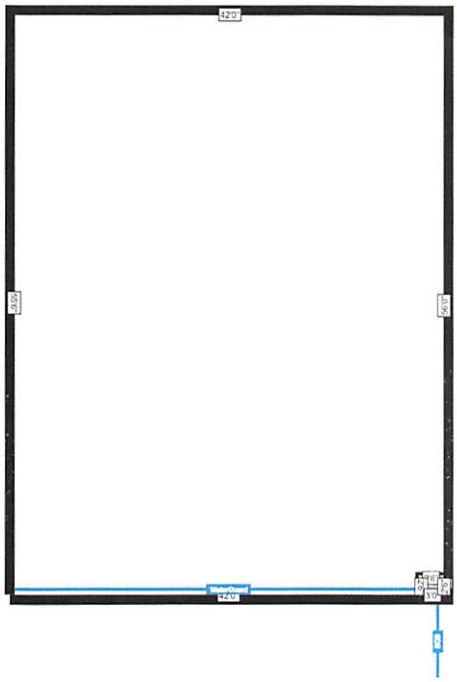
Acceptance of Contract— I am/we are aware of and agree to the contents of this Proposal, the attached Job Detail sheet(s), and the attached Limited Warranty, (together, the "Contract"). You are authorized to do the work as specified in the Contract. I/we will make the payment set forth in this Contract at the time it is due. I/we will pay your service charge of 1-1/3% per month (16% per annum) if my/our account is 5 days or more past due, plus your attorney's fees and costs to collect and enforce this Contract. Vesta is only liable for the 'Total Contract Price.' NO VERBAL COMMITMENTS AND PROMISES ARE EXPRESSED OR IMPLIED OUTSIDE OF THIS WRITTEN DOCUMENT.

Customer Signature _____ **Date** _____

Customer understands VFS is not liable for damage caused by lift. **Initial** _____

Customer understands original position may not be possible. **Initial** _____

Job Details



Job Details (Continued)

Specifications

1) Install WaterGuard sub-floor drainage system as indicated in job drawing. 2) Install WaterGuard Port for access to system. 3) Install StarPipe Drainage System in area shown on drawing. 4) Install Pit Boss Deluxe 3/4hp Sump System. Sump basin included. Electrical outlet NOT included. 5) Remove and replace concrete as indicated on job drawing.

Additional Notes

Underground lines that cannot be located may be subject to damage during excavation. Vesta is not liable for damage to underground hidden lines that may be damaged. _____

Customer understands to move personal belongings away from work area prior to installation date. If items are not moved then the project will need to be rescheduled and may be subject to a rescheduling fee at the discretion of management. _____

Customer understands that VFS will attempt to confirm installation date and time 10 business days prior to installation. If we are unable to confirm the installation date, the project will need to be rescheduled and may be subject to a rescheduling fee at the discretion of management. _____

Customer understands that payment of balance due is required upon installation. If the project involves multiple services/stages then partial payment is required after installation of each stage. _____

Customer understands that if balance is not paid upon installation, it is subject to collection attempts by Vesta and/or a 3rd party collection agency. Customer is responsible for all fees associated with collection attempts. Vesta's liability is limited to the quoted project total price _____

If the project involves going through flooring to install crawlspace products, customer understands that project scope and price is subject to change. _____

Product List

My Basement

WaterGuard	42 ft
WaterGuard Port	1
Starpipe Drainage System	17 ft
Pit Boss Deluxe 3/4 Sump Pump	1
Concrete R & R, Per Anchor	1

Products

WaterGuard



WaterGuard

WaterGuard Port



Limited Warranty

Standard Exclusions Permitted By State Law
This Foundation Limited Warranty ("Warranty") is made in lieu of and excludes all other warranties, express or implied, and all other obligations on the part of Vesta Foundation Solutions ("Contractor") to the customer ("Customer"). There are no other verbal or written warranties and no warranties that extend beyond the description on the face hereof, including NO WARRANTIES OF EXPRESS OR IMPLIED MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

General Terms
For the applicable time periods indicated below, this Warranty is transferable at no charge to future owners of the structure on which the work specified in this Contract is completed. This Warranty is in effect if the job specified in this Contract is completed and paid in full and, alternatively, is null and void if full payment is not received. Contractor does not warrant products not mentioned below, but some of such products may be covered by a manufacturer's warranty. All material used is warranted to be as specified in this Contract. All work will be completed in a workmanlike manner according to the standard practices of the industry. Due to unknown seismic events and characteristics of concrete this material and warranty are subject to observation of seismic occurrences and their effect to the home and repair.

Exclusions
THIS WARRANTY DOES NOT COVER, CONTRACTOR SPECIFICALLY DISCLAIMS LIABILITY FOR, AND CUSTOMER HOLDS CONTRACTOR HARMLESS FROM: 1) exterior waterproofing; 2) plumbing damage; 3) Customer-caused damage; 4) dust from installation; 5) damage to real or personal property such as walls, countertop, or floor coverings, framing, sheetrock, exterior materials, cabinets, appliances, and so on, including any damage alleged to have been done by the Contractor's use of heavy equipment necessary to complete the job; 6) any injury or damage caused by mold to property or person; 7) failure or delay in performance or damage caused by acts of God (flood, fire, storm, methane gas, etc.), acts of civil or military authority, or any cause outside Contractor's control; 8) damage from a lifting operation; 9) basement water seepage; and 10) damage from heave, lateral movements/forces of hillside creep, land sliding, or slumping of fill soils. Contractor does not express or imply verbal or written, any liability for damage to underground hidden utility lines.

Items For Which Customer Is Responsible
Customer shall: 1) make full payment to the crew leader upon completion of work; 2) prepare the work area for installation; 3) be responsible for any finish carpentry, painting, paneling, landscaping, etc. that may be necessary after Contractor's work is finished; 4) mark private lines (satellite, propane, sprinkler, etc.) 5) maintain positive drainage away from the repaired wall(s); 6) keep gutters clean and in good working order; 7) direct downspouts a sufficient distance away from the repaired wall(s); 8) maintain proper expansion joints in concrete slabs that are adjacent to the repaired wall(s); and 9) any items mentioned in this Contract under "Customer Will" or "Additional Notes."

Water Management
Water Management -- The Contractor warrants that if water from the walls or floor wall joint passes through the perimeter water management system and into the basement floor that we will provide the additional labor and materials to fix the leak at no additional charge to the Customer. Contractor is not responsible for any damages caused as a result of failure of the water management system. Contractor is not responsible for any damage to contents of the property. This warranty applies to WaterGuard systems along the specific areas where the system is installed. Said warranty will be in effect for the lifetime of the structure. This warranty will be transferred to future homeowners provided VFS, LLC. is notified of the real estate transfer. The water management system shall not rust, rot or corrode for the life of the structure. If the entire perimeter of the basement was not treated, then additional work at an additional charge may be necessary to extend the system or treat other areas or other problems not addressed by this work. In addition, a pump or power failure is possible, therefore this warranty is not a guarantee of a dry basement, as the scope of this work cannot guarantee that in all circumstances. This warranty shall not apply to: condensation, or any system that has been altered in any way, water vapor transmission, concrete discoloration from capillary action, water squirting out of the walls over the system, window well flooding, plumbing leaks, surface water flooding, leaks from chimneys or garages, wall dampness, or efflorescence (white powder) on concrete, masonry or bricks, hurricanes or other acts of God. Contractor is not responsible for peeling paint, water once it is pumped from the house, dust created from installation, damage to hidden or buried fuel/utility service lines, or frozen discharge lines without an IceGuard. Floor cracks are warranted against leakage only with full perimeter WaterGuard systems. Primary AC operated sump pumps and DC back-up pumps are covered under a separate manufacture's warranty which is 60 months from date of installation. Failure of any pump for any reason is outside the scope of this warranty. Back-up pumps that run off a battery, if not maintained, or that are called on to run beyond the current life of the battery, can fail. These systems are recommended but cannot be relied upon to work in every situation. Annual maintenance is recommended to find potential problems, but not required for this warranty to be in effect. Unless otherwise noted, electrical work is not included in this contract and problems for electrical connections or lack thereof are the responsibility of the customer. Systems that drain to daylight cannot be warranted by the contractor if such drain: does not drain enough water, does not drain water from under the floor, clogs or freezes. While drainage systems clogging or malfunctioning from iron ochre, iron get or iron bacteria from the soil are rare, the contractor cannot be responsible for these situations, or for a system which requires cleaning, flushing or other service as necessary to keep it functioning. Wall cracks repaired with FlexiSpan are warranted against leakage for 1 year.

Encapsulation
VESTA Encapsulation System -- A crawl space encapsulation system will isolate the home from the earth. The humidity level in the air will be lowered, reducing moisture, however the encapsulation system does not claim to be a mold mitigation system and a April Aire dehumidification/air purification system is highly recommended to further reduce mold growth. Wet crawl spaces require a drainage system, and a Sump system to remedy the problem with water below the VESTA Liner liner. VESTA Liner has a transferable 25 year warranty— there will be no charge for service calls on any tears or holes in the VESTA liner (not caused by abuse or misuse), in the unlikely event this occurs. Sump pumps are covered under a separate manufacturer's warranty. Installation of the system does not include extending discharge lines more than five feet form the foundation or electrical work unless specified . Contractor is not responsible for frozen discharge lines without an IceGuard, water once it is pumped from house, or condensation. THIS WARRANTY DOES NOT COVER, AND THE CONTRACTOR SPECIFICALLY DISCLAIMS LIABILITY FOR: WATER DAMAGE TO FLOOR COVERINGS, FURNITURE, STORED ITEMS, FINISHED WALLS AND OTHER OBJECTS INSIDE THE FOUNDATION. Contractor will not be responsible for any damages caused by mold, to include but not be limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse heath effects, or any other effects. Customer agrees to keep area dry and to promptly report any problems to the Contractor. There are no other warranties, oral or written.

Notice of Right to Cancel

You are entering into a contract. If that contract is a result of, or in connection with a salesman's direct contact with, or call to you at your residence without your soliciting the contract or call, then you have a legal right to void the contract or sale by notifying us within five (5) business days from whichever of the following events occurs last:

1. The date of the transaction, which is: _____ or
2. The date you received this notice of cancellation.

How to Cancel

If you decide to cancel this transaction, you may do so by notifying us in writing at:
VESTA FOUNDATION SOLUTIONS CORPORATE OFFICE
3709 NW 3rd St, Oklahoma City, OK 73107

VESTA Foundation Solutions
TF 405-213-0492
F Oklahoma Zone
www.vestafoundationsolutions.com
3709 NW 3rd St
Oklahoma City, OK 73107

You may use any written statement that is signed and dated by you and states your intentions to cancel, or you may use this notice by dating and signing below. We will not cancel work order or process refunds until signed copies have been received. Notice: Any expenses adopted by Vesta Foundation Solutions during the setup of your project will be retained. These expenses include but are not limited by: Engineering fees, stocking of special ordered product, wages toward employees, database files and or/ financing fees from Greensky. ANY MONIES RECEIVED AS A DEPOSIT ARE NONREFUNDABLE IF RIGHT TO CANCEL IS EXERCISED OUTSIDE OF THE AFOREMENTIONED FIVE (5) BUSINESS DAYS FROM THE DATE OF SIGNATURE.

I wish to cancel.

_____

Owner's Signature **Date**

_____

Owner's Signature **Date**

The undersigned acknowledges receipt of the Notice of Right to Cancel.

_____

Owner's Signature **Date**

_____

Owner's Signature **Date**

Purchase Order

Mustang Public Schools

PO No
2026-33-36

PO Date
7/29/2025

Bill To ⟹

Ship To: Mustang Public Schools
Mustang Public Schools Warehouse
12400 S.W. 15TH ST
YUKON OK 73099

Vendor No: 64574
To: VESTA FOUNDATION SOLUTIONS LLC

4609 S ROCKWELL AVE SUITE C
OKLAHOMA CITY OK 73179

Amount
$8,000.00

Date Requested	Date Approved
7/28/2025	7/29/2025

Requested By
Michelle Smith

Encumbered By

Description	Vendor Item No	Qty	Unit Price	Amount
Materials & labor for foundation leak repair at the Event Center.		1.000	$8,000.00	$8,000.00

Memo

To: Charles Bradley, Superintendent

CC: Ryan McKinney, Asst. Superintendent

Stacy Edwards, Asst. Superintendent

From: Mike Barrick, Exec Director of Student Support

Date: 8/07/2025

Subject: MOU for Counseling Services

Please discuss, consider and/or act upon consideration of the attached memorandum of understanding between Mustang Public Schools and Hands Of Hope. 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 Mike Barrick.

Memorandum of Understanding (MOU)

Private Mental Health Services for Students in the School Setting

This Memorandum of Understanding (MOU) is entered into on the 1st day of ,July 2025 by and between Independent School District I- 069 Mustang Public Schools in Canadian County, Oklahoma, hereinafter referred to as "District", and Hands Of Hope, an Oklahoma corporation.

WHEREAS, the District and Hands Of Hope desires to enter into a Memorandum of Understanding advantageous to both parties.

WHEREAS, Hands Of Hope 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, Hands Of Hope shall provide an employee to deliver individual and family counseling, family intervention, and other mental health services to students at the assigned school.The Hands Of Hope 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 Hands Of Hope 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 Hands Of Hope administrative representative will be contacted. In the event that said issues are not resolved, Hands Of Hope 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 Hands Of Hope employees are the sole responsibility of Hands Of Hope.

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. Hands Of Hope will maintain all records, logs and documentation, including progress notes, prepared by the Hands Of Hope employees concerning students in the Program in compliance with the Family Educational Rights and Privacy Act. Hands Of Hope 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 (Pun. 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. Hands Of Hope 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. Hands Of Hope will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. Hands Of Hope is solely responsible for the proper billing of Medicaid-covered services under this MOU. Further, if Hands Of Hope employs a staff member under this contract who is ineligible to bill Medicaid, Hands Of Hope 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, Hands Of Hope 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 Hands Of Hope 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. Hands Of Hope 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 Hands Of Hope its officers, agents, employees, or contractors.

9. Hands Of Hope agrees that prior to entering into this Agreement Hands Of Hope 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 Hands Of Hope 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. The Hands Of Hope 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, Hands Of Hope must immediately notify the District.

10. Further, Hands Of Hope affirms that its employees and any subcontractor who will be on District property and acting on behalf of Hands Of Hope 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 Hands Of Hope 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 Hands Of Hope agree that student safety is a top priority. In an effort to protect student safety, Hands Of Hope 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. Hands Of Hope 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 Rippy Violent Crime Offenders Registration Act.

13. Hands Of Hope shall submit written proof to the District's Student Assistance office that all applicable Hands Of Hope 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 Hands Of Hope employees must have in their possession, at all times, a current photo ID which identifies them as a staff member of Hands Of Hope.

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 Hands Of Hope have Executed this MOU on the day and year first above written.

Independent School District I-069
Canadian County, Oklahoma

Micheal Barrick
Exec. Director of Student Support
Mustang Public Schools

8/5/25
Date

Director

Hands of Hope Youth and Family Services
Name of Agency

[illegible] Suite 201N
Street Address

Oklahoma City, OK 73107
City, State, Zip Code

[illegible]
Date

Memo

To: Charles Bradley, Superintendent

CC: Ryan McKinney, Asst. Superintendent

Stacy Edwards, Asst. Superintendent

From: Mike Barrick, Exec Director of Student Support

Date: 8/07/2025

Subject: MOU for Counseling Services

Please discuss, consider and/or act upon consideration of the attached memorandum of understanding between Mustang Public Schools and Oklahoma Counseling Group. 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 Mike Barrick.

Memorandum of Understanding (MOU)

Private Mental Health Services for Students in the School Setting

This Memorandum of Understanding (MOU) is entered into on the 11th day of ,August 2025 by and between Independent School District I- 069 Mustang Public Schools in Canadian County, Oklahoma, hereinafter referred to as "District", and Oklahoma Counseling Group, an Oklahoma corporation.

WHEREAS, the District and Oklahoma Counseling Group desires to enter into a Memorandum of Understanding advantageous to both parties.

WHEREAS, Oklahoma Counseling Group 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, Oklahoma Counseling Group shall provide an employee to deliver individual and family counseling, family intervention, and other mental health services to students at the assigned school.The Oklahoma Counseling Group 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 an Oklahoma Counseling Group 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 Oklahoma Counseling Group administrative representative will be contacted. In the event that said issues are not resolved, Oklahoma Counseling Group 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 Oklahoma Counseling Group employees are the sole responsibility of Oklahoma Counseling Group.

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. Oklahoma Counseling Group will maintain all records, logs and documentation, including progress notes, prepared by the Oklahoma Counseling Group employees concerning students in the Program in compliance with the Family Educational Rights and Privacy Act. Oklahoma Counseling Group 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 (Pun. 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. Oklahoma Counseling Group 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. Oklahoma Counseling Group will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. Oklahoma Counseling Group is solely responsible for the proper billing of Medicaid-covered services under this MOU. Further. if Oklahoma Counseling Group employs a staff member under this contract who is

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 Oklahoma Counseling Group have Executed this MOU on the day and year first above written.

Independent School District I-069
Canadian County, Oklahoma

Micheal Barrick
Exec. Director of Student Support
Mustang Public Schools

8-5-25
Date

MA, LPC-S, RPT
Director

Oklahoma Counseling Group
Name of Agency

416 S Mustang rd, Suite B
Street Address

Yukon OK 73099
City, State, Zip Code

8/6/25
Date

Memo

To: Charles Bradley, Superintendent

CC: Ryan McKinney, Asst. Superintendent

Stacy Edwards, Asst. Superintendent

From: Mike Barrick, Exec Director of Student Support MB

Date: 8/07/2025

Subject: MOU for Counseling Services

Please discuss, consider and/or act upon consideration of the attached memorandum of understanding between Mustang Public Schools and Red Road Counseling. 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 Mike Barrick.

Memorandum of Understanding (MOU)

Private Mental Health Services for Students in the School Setting

This Memorandum of Understanding (MOU) is entered into on the 1st day of ,July 2025 by and between Independent School District I- 069 Mustang Public Schools in Canadian County, Oklahoma, hereinafter referred to as "District", and Red Road Counseling, LLC, an Oklahoma corporation.

WHEREAS, the District and Red Road Counseling, LLC desires to enter into a Memorandum of Understanding advantageous to both parties.

WHEREAS, Red Road Counseling, LLC 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, Red Road Counseling, LLC shall provide an employee to deliver individual and family counseling, family intervention, and other mental health services to students at the assigned school.The Red Road Counseling, LLC 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 Red Road Counseling, LLC 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 Red Road Counseling, LLC administrative representative will be contacted. In the event that said issues are not resolved, Red Road Counseling, LLC 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 Red Road Counseling, LLC employees are the sole responsibility of Red Road Counseling, LLC.

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. Red Road Counseling, LLC will maintain all records, logs and documentation, including progress notes, prepared by the Red Road Counseling, LLC employees concerning students in the Program In compliance with the Family Educational Rights and Privacy Act. Red Road Counseling, LLC 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 (Pun. 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. Red Road Counseling, LLC 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. Red Road Counseling, LLC will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. Red Road Counseling, LLC is solely responsible for the proper billing of Medicaid-covered services under this MOU. Further, if Red Road Counseling, LLC employs a staff member under this contract who is ineligible to bill

Medicaid, Red Road Counseling, LLC 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, Red Road Counseling, LLC 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 Red Road Counseling, LLC
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. Red Road Counseling, LLC 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 Red Road Counseling, LLC its officers, agents, employees, or contractors.

9. Red Road Counseling, LLC agrees that prior to entering into this Agreement Red Road Counseling, LLC 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 Red Road Counseling, LLC 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. The Red Road Counseling, LLC 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, Red Road Counseling, LLC must immediately notify the District.

10. Further, Red Road Counseling, LLC affirms that its employees and any subcontractor who will be on District property and acting on behalf of Red Road Counseling, LLC 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 Red Road Counseling, LLC 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 Red Road Counseling, LLC agree that student safety is a top priority. In an effort to protect student safety, Red Road Counseling, LLC 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. Red Road Counseling, LLC 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 Rippy Violent Crime Offenders Registration Act.

13. Red Road Counseling, LLC shall submit written proof to the District's Student Assistance office that all applicable Red Road Counseling, LLC 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 Red Road Counseling, LLC employees must have in their possession, at all times, a current photo ID which identifies them as a staff member of Red Road Counseling, LLC.

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 Red Road Counseling, LLC have Executed this MOU on the day and year first above written.

Independent School District I-069
Canadian County, Oklahoma

Micheal Barrick
Exec. Director of Student Support
Mustang Public Schools

8-1-25
Date

Cecilia Madonna, Director of Operations
Director

Red Road Counseling Services, LLC
Name of Agency

1139 36th Ave NW Suite 200
Street Address

Norman, OK 73072
City, State, Zip Code

Date

Mustang Public Schools

Memo

To: Mustang Public Schools Board of Education, Charles Bradley

From: Geromy Schrick

CC: Ryan McKinney, Jason Pittenger

Date: July 30th 2025

Re: HR/Finance Google Voice Renewal

Please Discuss, consider and/or act upon the renewal of annual licensing for 5 Google Voice accounts used by HR and Finance to make contact with current and future employees via text messages. Cost is $773.40 a year for all 5 licenses

Geromy Schrick

Executive Director of Technology

CDW Education
75 Remittance Drive, Suite 1515
Chicago, IL 60675

Prepared For
Mustang Public Schools
906
South Heights Drive
Mustang, OK 73064

Estimate Date
07/30/2025

Estimate Number
0100710

Description	Rate	Qty	Line Total
GOO-VOI-0026 Google Voice User Licenses 1-999: Google Voice User Licenses 5.0 license(s) billed monthly for 12 months at $10.0/license/month (5.0 x 12 x 10.0 = $600) Licensed Domains: mustangps.org License Term: 2025-07-01 - 2026-06-30	$120.00	5	$600.00
GOO-VRF-0000 Google Voice Regulatory Fees - Annual Cost (Billed Monthly): Google Voice Regulatory Fees Licensed Domains: mustangps.org License Term: 2025-07-01 - 2026-06-30	$34.68	5	$173.40

Subtotal	773.40
Tax	0.00
Estimate Total (USD)	$773.40

Notes
Expecting a quote from Amplified IT? Amplified IT is now a part of CDW! We're moving all of the Amplified IT's products on to CDW's systems. This means quotes and invoices will come from CDW and Purchase Orders need to be made out to CDW. Unfortunately we will no longer be able to accept Purchase Orders made out to Amplified IT for these products. If you have any questions ask your Account Manager or GCS rep.

Our estimates show the total estimated annual cost of these licenses, but you will be invoiced monthly for the actual utilization of this service.

If you're already a voice customer and would like to suspend or cancel service at this time, please contact us at voice@amplifiedit.com

As a reminder, Voice billing reflects the number of active licenses being utilized. You can control the number of active user licenses under the billing section of the Voice Admin console.

Please don't hesitate to reach out to voice@amplifiedit.com directly if you have questions or concerns.

Please note as required by Google you must purchase Google Workspace for Education and Google Voice from the same Reseller. All quotes are subject to Google confirmation of staff or student population size.
Terms
About Us https://www.cdwg.com/content/cdwg/en/about/overview.html
Privacy Policy https://www.cdwg.com/content/cdwg/en/terms-conditions/privacy-notice.html
Terms and Conditions https://www.cdwg.com/content/cdwg/en/terms-conditions.html

Please send purchase orders to cdwg@amplifiedit.com or fax to 757-585-3550. If possible, please also include a copy of your organization's tax-exempt certificate with your purchase order. An exemption certificate is required to process Google Voice orders.

This email was sent by CDW Government LLC. All information and offers are subject to the CDW•G Terms and Conditions, and CDW•G policies.

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CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

Dr. Jason Pittenger, Chief Financial Officer

From: Christy Bradley, MNMS Principal CB

Board Meeting Date: August 11, 2025

Contract Vendor: Shutterfuly Lifetouch, LLC **Time Frame:** 2025-2026

Amount: $2300 **Fund:** 60 **Project:** 927

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:

Mustang North MS school pictures contract renewal for the 2025-2026 school year.

Revised: 5/24/2023

Lifetouch

Service Agreement

Mustang North Middle School

Lifetouch ID: 100240
Account Representative Email: dallas.arnold@lifetouch.com

School Year(s): 2025-2026
Agreement Length: 1

Account Information

Mustang North Middle School
10901 SW 15th St
Yukon, OK 73099

Main Phone: 405-324-2236
Enrollment: 825
Grades: 7 - 8

Summary of Programs Provided

✓ Fall Individuals	Yearbook	Groups	Commencements
✓ Spring Individuals	Prestige Seniors	Dance	Other/Misc
Underclass Grads	Sports	Special Events	

Program Type*	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo'd	Setup Location
Fall Individuals - Original							
Spring Individuals - Original							

*All dates are tentative and subject to change or TBD if blank.

Account Services

✓ Yearbook - Media CD/DMD

Storefront

Storefront Contact:

✓ Lifetouch Portal

Lifetouch Portal Contact: Jaclyn Giammario

Picture Day Notify is a complimentary service included when parent/guardian email addresses are provided

Other Services

Digital Media Download - Medium Res - Territory

Additional Details

Description	Incentive Details
Fall Individual	Eligible for up to 30% commission paid on net sales to end customers based upon % of students with purchases.
Spring Individual	Eligible for up to 20% commission paid on net sales to end customers based upon % of students with purchases.

Contact information

Contact Name	Title	Phone	Email
Christy Bradley	Principal	405-324-2236	bradleyc@mustangps.org

Agreement Terms

The account noted above (referred to as "you") designates Shutterfly Lifetouch, LLC (referred to as "Lifetouch") as your exclusive professional photographer and authorizes Lifetouch to: (i) photograph all students and staff who participate in "Picture Day" or other photography events, and (ii) produce and deliver photographs and services for the programs identified above. You are solely responsible for obtaining staff and parent or guardian consent to, or opt out of: (i) participation in all events and activities, and (ii) inclusion in class photographs or yearbooks (if included in services). You will provide us with access to students and staff, and use of your facilities, property and information for the purpose of performing the services, including Picture Day or event administration, fulfillment and distribution of photographs and yearbooks to you, delivery of Picture Day or event notices, and providing parents or guardians of photographed students opportunities to purchase individual and class pictures and yearbooks(if included in services).Lifetouch may modify the terms of this agreement or terminate this agreement upon notice to you. You may terminate this agreement if Lifetouch notifies you of a material change. If you do not terminate this agreement within 30 days after you receive notice of a change to the terms, you will be deemed to have accepted the change. Lifetouch's liability for any breach is limited to the amount you paid for services. Lifetouch will not disclose confidential information provided by you or use or retain it for any purpose other than performing the services or other internal uses as allowed by law. Lifetouch agrees to comply with laws, regulations and governmental orders governing the privacy and security of personal information including, where applicable and without limitation, the Family Educational Rights in Privacy Act. Lifetouch is and remains the copyright owner of all photographic images created in connection with this agreement. If Lifetouch is obligated to provide photographic images to the you as part of the services provided under this agreement, Lifetouch hereby grants you a nonexclusive, irrevocable, royalty-free license to use such photographic images solely for your administrative and educational purposes.

Signatures

E-SIGNED by Dallas Arnold
on 2024-11-08 18:41:46 GMT

November 08, 2024

Dallas Arnold

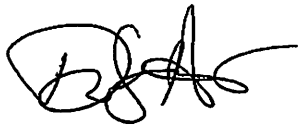
Sales Account Executive - School

E-SIGNED by Christy Bradley
on 2024-11-11 14:09:28 GMT

November 11, 2024

Christy Bradley

Principal



Dallas Arnold

Email Address: dallas.arnold@lifetouch.com

Authorized School Representative (Signature) **Authorized School Representative** **Date**

Christy Bradley

Pending BOARD APPROVAL

Terms of Publication Agreement

THIS PUBLICATION AGREEMENT includes the Terms on the front and back of this form and cannot be changed except in writing, signed by the School and Shutterfly Lifetouch, LLC. ("Lifetouch")

LIFETOUCH will provide materials in the form of yearbook kits, layouts, envelopes, instructions and a production schedule for the programs selected to enable the School to prepare its yearbook for printing. The School agrees to prepare and submit all materials, including photographs, graphics and clip art in accordance with the instructions and deadline schedules.

INTERNET-BASED APPLICATION: Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the School authorizes Lifetouch to transmit information, including images, to and from the School and Lifetouch, its affiliated companies, their employees, agents and representatives. The School agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, user access credentials.The Lifetouch Portal is a web-based tool and does not require a license.

EMAIL COMMUNICATIONS: Many yearbook communications between Lifetouch and the School will be by email. The Yearbook Adviser email address designated on the front of this Agreement, or such other email address as provided by the School, will be an agreed communication address and communication method. The School agrees to regularly monitor and keep secure the email address and advise Lifetouch promptly of any changes.

PHOTOGRAPHS AND GRAPHICS: Lifetouch reserves the right to crop photographs, graphics, clip art and other materials as deemed necessary by Lifetouch and is not liable for their loss or damage. Lifetouch will make a reasonable effort to return original materials but does not guarantee their return.

PROOFS: So that production will not be delayed, the School agrees to check proofs and return them in the envelope provided or approved via the Web site within 48 hours after receipt. Delay in returning proofs will delay delivery of the yearbooks.

DELIVERY: For on-time delivery, Lifetouch must receive the materials for the correct pages (including cover selection and final order quantity) on or before the deadline dates indicated on the front of this Agreement as may be updated via the Web site. Lifetouch is excused from meeting the requested ship date if pages are not in the plant by the specified deadline date. Handwork in the book or on the cover will require the final deadline to be one week earlier. Books will be shipped to the School.

ADDITIONAL CHARGE ITEMS: The School agrees to pay for artwork provided by Lifetouch, corrective work on School material and non-standard composition or layout. All artwork and custom design work provided by Lifetouch, including any embossing or debossing dies and designs developed at the School's expense, are provided to the School on a nonexclusive basis, and Lifetouch retains all copyrights therein. Charges will be discussed with a School Representative and appear on the final invoice.

END USER BOOK SALES: In all cases, the School, not Lifetouch, is the Seller of the yearbook to end users (parents and students). The School is responsible for paying Lifetouch for the contracted amount of yearbooks. As a convenience to the School, Lifetouch offers an online payment service (YBPay) to collect payments from end users on the School's behalf. Sales tax may or may not apply depending on applicable state and local laws. The School is solely responsible for collecting and remitting any taxes applicable to yearbook sales to end users.

PAYMENT PLAN: The School is the purchaser of the books. The School agrees to pre-sell all books. The School agrees to pay a minimum deposit per the Deposit Rate indicated in the Agreement Details above by the time final pages are submitted to Lifetouch's plant. A deposit notice will be sent at the later of on or about October 1 or 30 days after this Agreement has been signed.

The deposit must be remitted to Shutterfly Lifetouch LLC, 2291 W Fourth St, Suite C, Ontario, OH 44906. A final invoice will be sent to the School approximately three days after book shipment. Full payment is due (to above address) within 10 days after books are received at the School.

PAYING BY CHECK: When the School pays by check, the School authorizes Lifetouch to process the payment as a check transaction, or to use information from the check to make a one-time electronic fund transfer from the School's checking account. Funds may be withdrawn from the account on the day Lifetouch receives payment, and the financial institution will not return the check. A service fee may be charged on returned checks.

THE SCHOOL grants to Lifetouch and its related companies permission to reproduce, distribute and otherwise use reproductions of the School's materials, including without limitation the cover design and production materials, in sales and promotional literature and as samples, without compensation to the School.

MISC: Lifetouch may assign its rights and obligations hereunder. This Agreement binds and benefits the parties and their respective successors and assigns.

LIFETOUCH reserves the right to refuse to print any material, which in its opinion is tortious, illegal or violates any copyright or proprietary rights. Lifetouch assumes no obligation for reviewing or editing materials submitted by or on behalf of the School.

THE SCHOOL is responsible for the content of the book and materials submitted to Lifetouch for printing. Upon request, the School agrees to obtain such authorizations as considered necessary by Lifetouch. The School releases Lifetouch and, to the extent permitted by applicable law, will indemnify and hold harmless Lifetouch, its affiliated companies, employees, agents and representatives from any and all claims, demands, actions, losses, costs, expenses and reasonable attorney fees arising out of or in connection with the printing of any materials submitted by the School, its faculty, administrators, students, employees, representatives, agents or breach of the School's obligations for Applications.

CANCELLATION: This Agreement is not subjected to cancellation by either party during the term of this Agreement except by written consent of both the School and Lifetouch.

NEITHER PARTY is liable for delays or losses as a result of strikes, accidents, government restrictions, acts of God, acts of war, or other causes beyond its control, and such delays will not constitute a breach of contract.

Remit Payment To:
Shutterfly Lifetouch LLC
2291 W Fourth St
Suite C
Ontario, OH 44906

Yearbook Adviser Support
Email: yearbookadvisersupport@lifetouch.com
Phone: 1.800.736.4761

©2025 Shutterfly, Lifetouch LLC

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations MSL

From: Colin Meeks, Director of Construction

Date: 04-28-2025 7-30-25 CM

Contract Vendor: CADE Construction **Time Frame:**

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

Sunset Hill Elementary

PCO #61 additional roof penetrations at water heater room

PCO #61- Standard Roofing- $1,835.00

In order to properly vent the electric water heaters per the maufactures recomendation, additional flues were requires beyond what was originally shown. PCO #61 includes all labor and material to roof and flash the additional roof penetrations.

Contengincy will be used - $1,835.00

CADE CONSTRUCTION

PCO #061

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Sunset Hill Elementary
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #061: Additional Roof Penetrations at Water Heater Room

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	061 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:		**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	7/25/2025
REFERENCE:	Attached CO & Drawings	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: Additional Roof Penetrations at Water Heater Room

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #61 - Standard Roofing - Additional Roof Penetrations at Water Heater Room - $1,835.00

In order to properly vent the electric water heaters per the manufacturer's recommendation, additional flues were required beyond what was originally shown. PCO #61 includes all materials and labor to roof and flash the additional roof penetrations.

ATTACHMENTS:

Standard Roofing QUOTE - Additional Roof Penetrations at Water Heater Room.pdf

#	Budget Code	Description	Amount
1	07-101-S.O Membrane Roofing - Standard Roofing	Additional Roof Penetrations for Water Heater Vents	$1,625.00
2	01-103-L.O Project Manager	Staff Cost	$210.00
3	01-040-O.O Contingency.Other	Utilize Contingency	$(1,835.00)
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

SIGNATURE 7/29/2025 DATE

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE DATE

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

SIGNATURE 7/29/25 DATE

STANDARD
EST. 1898
ROOFING COMPANY

CONSTRUCTION CHANGE ORDER

PROJECT NAME	Mustang Elementary #9		
LOCATION OF WORK	4800 S Sara Rd, Oklahoma City, OK, USA		
PROJECT MANAGER	Tyler Welch	CLIENT	CADE construction
REQUESTING PARTY	Standard Roofing	DATE OF REQUEST	4/25/25

CHANGE REQUEST OVERVIEW

DESCRIPTION OF CHANGES NEEDED	A collection of additional work that was done: • Cut out, Fill in, and flash 12 Pipe Boots ~~+ 1 Fire Hydrant on Roof 3~~ • Fill in & Flash 3 curbs on Roof 1 & 3 • Fill in & Fix burnt corner on Roof 2 • Patch Holes Roof 2 & 4
REASON FOR CHANGE	Penetrations added after roof was installed and damages by other trades.
SUPPORT & JUSTIFICATION DOCUMENTS	*List all attached documents which support the requested change and justify any increased cost and time.* $1,650.00 Damage by Other Trades - Lieber Mechanical ~~$1,625.00 Additional Roof Penetrations at Water Heater Room~~
SPECIFICATIONS	None
ADDITIONAL INFORMATION	None

CHANGE IN CONTRACT PRICE

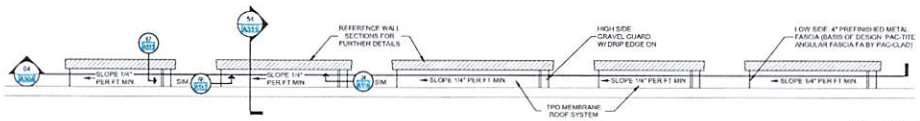
ORIGINAL PRICE	$1,282,415.00
NET CHANGES OF PREVIOUS CHANGE ORDERS	$5,195.00 (CO 1 & 2)
NET INCREASE / DECREASE	$3,275.00
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	$1,291,185.00

CHANGE IN CONTRACT TIMES

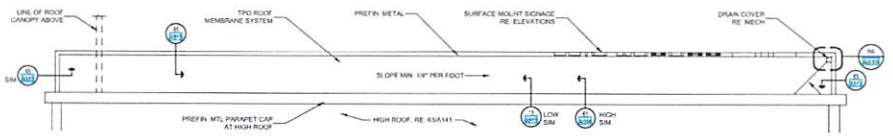
ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	
TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ACCEPTED BY *SIGNATURE*	Tyler Welch
NAME & TITLE	Tyler Welch. Project Manager
DATE	7/14/25

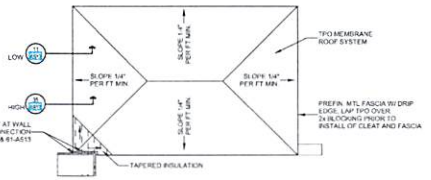
APPROVED BY *SIGNATURE*	
NAME & TITLE	
DATE	



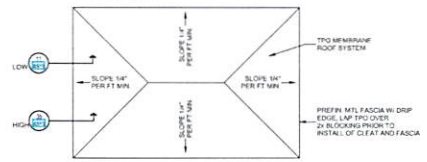
11 ENLARGED ROOF PLAN
SCALE: 1/4" = 1'-0" REFER: 63-A141



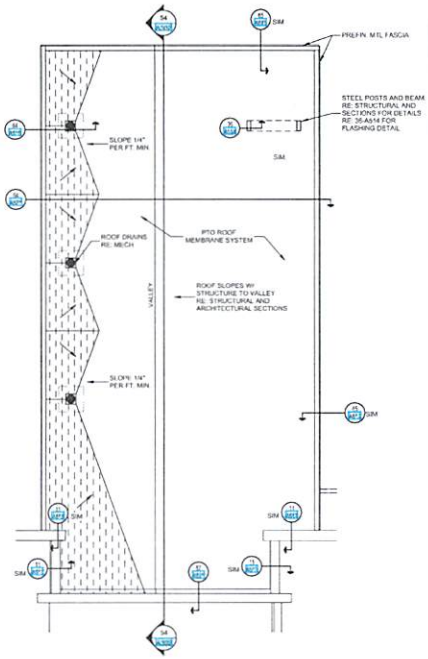
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SCALE: 1/4" = 1'-0" REFER: 63-A141



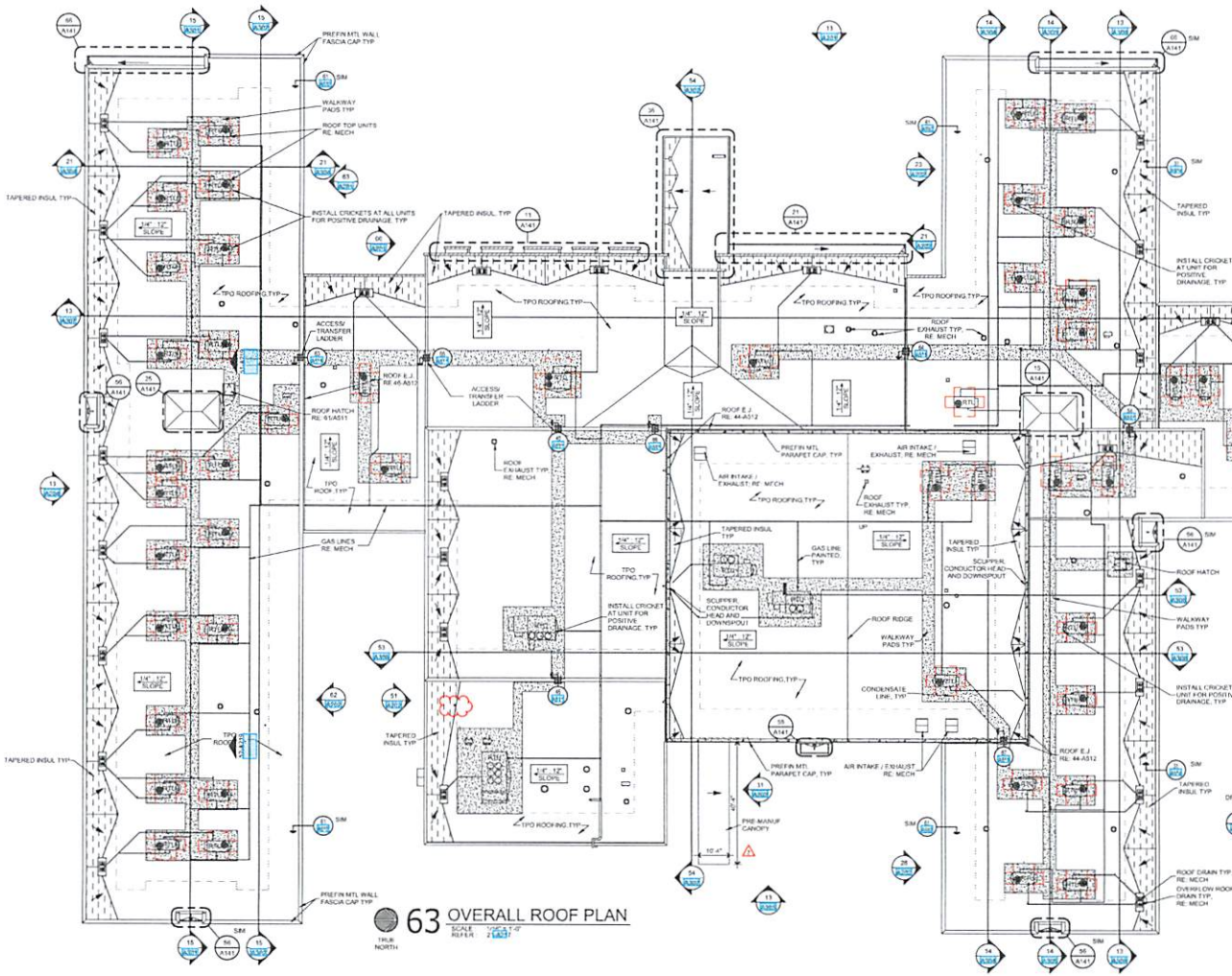
15 ENLARGED ROOF PLAN
SCALE: 1/4" = 1'-0" REFER: 63-A141



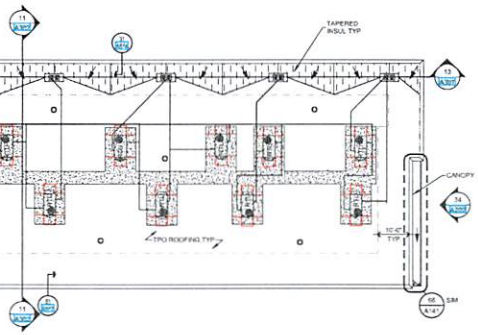
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SCALE: 1/4" = 1'-0" REFER: 63-A141

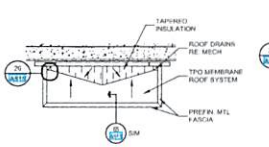


36 ENLARGED ROOF PLAN
SCALE: 1/4" = 1'-0" REFER: 63-A141

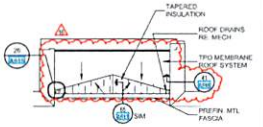


63 OVERALL ROOF PLAN
SCALE: 1/16" = 1'-0" REFER: 2-A251

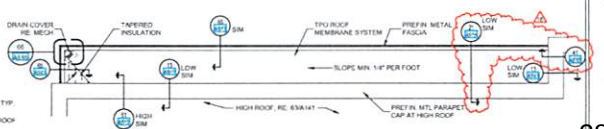




55 ENLARGED ROOF PLAN
SCALE: 1/4" = 1'-0" REFER: 63-A141



56 ENLARGED ROOF PLAN
SCALE: 1/4" = 1'-0" REFER: 63-A141



66 ENLARGED ROOF PLAN
SCALE: 1/4" = 1'-0" REFER: 63-A141

MA+ ARCHITECTURE
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405.525.8806
www.maplusarch.com

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CONSULTANTS

CIVIL:
SRB ENGINEERING

STRUCTURAL:
RPG ENGINEERING

MEP:
ALLEN CONSULTING

LANDSCAPE:
LLS & ASSOCIATES, LLC

KITCHEN CONSULTANT:
FDC, LLC

MUSTANG ELEMENTARY SCHOOL #9

MUSTANG, OKLAHOMA

REVISION ISSUE

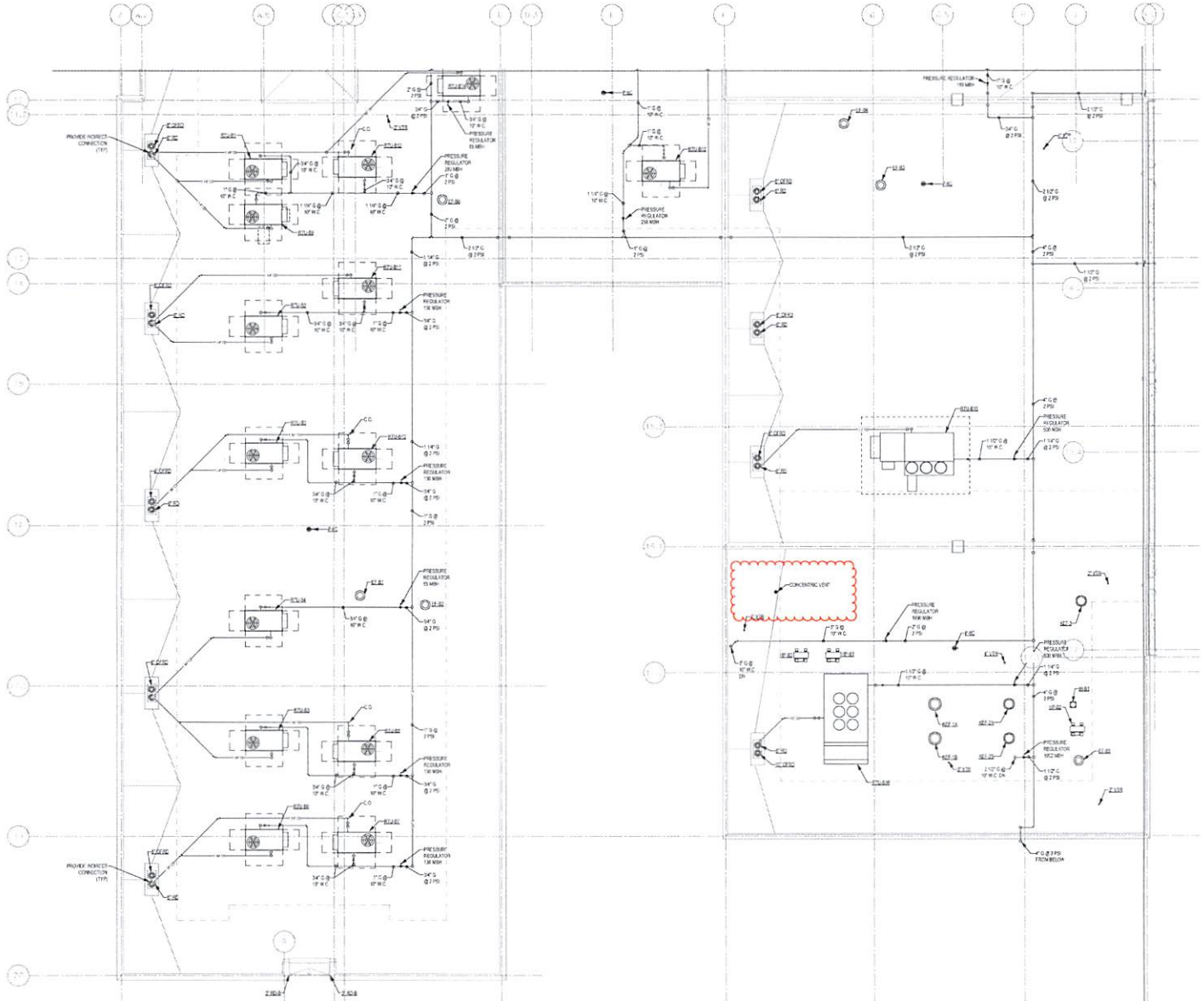
MARK	DATE	DESCRIPTION

SHEET INFO

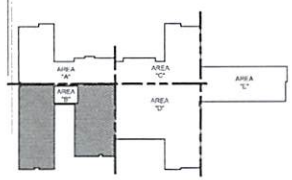
PROJECT: 1125.05
DRAWN BY: LK
CHECKED BY: KT

SHEET TITLE
ROOF PLAN

SHEET NUMBER
A141



A MECHANICAL ROOF PLAN - AREA B
SCALE: 1/8" = 1'-0"



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CONSULTANTS

CIVIL:
SRB ENGINEERING

STRUCTURAL:
KKC ENGINEERING

MEP:
ALLEN CONSULTING

KITCHEN CONSULTANT:
FEP, LLC

ALLEN CONSULTING INCORPORATED

MUSTANG ELEMENTARY SCHOOL #9

MUSTANG, OKLAHOMA

REVISION ISSUE

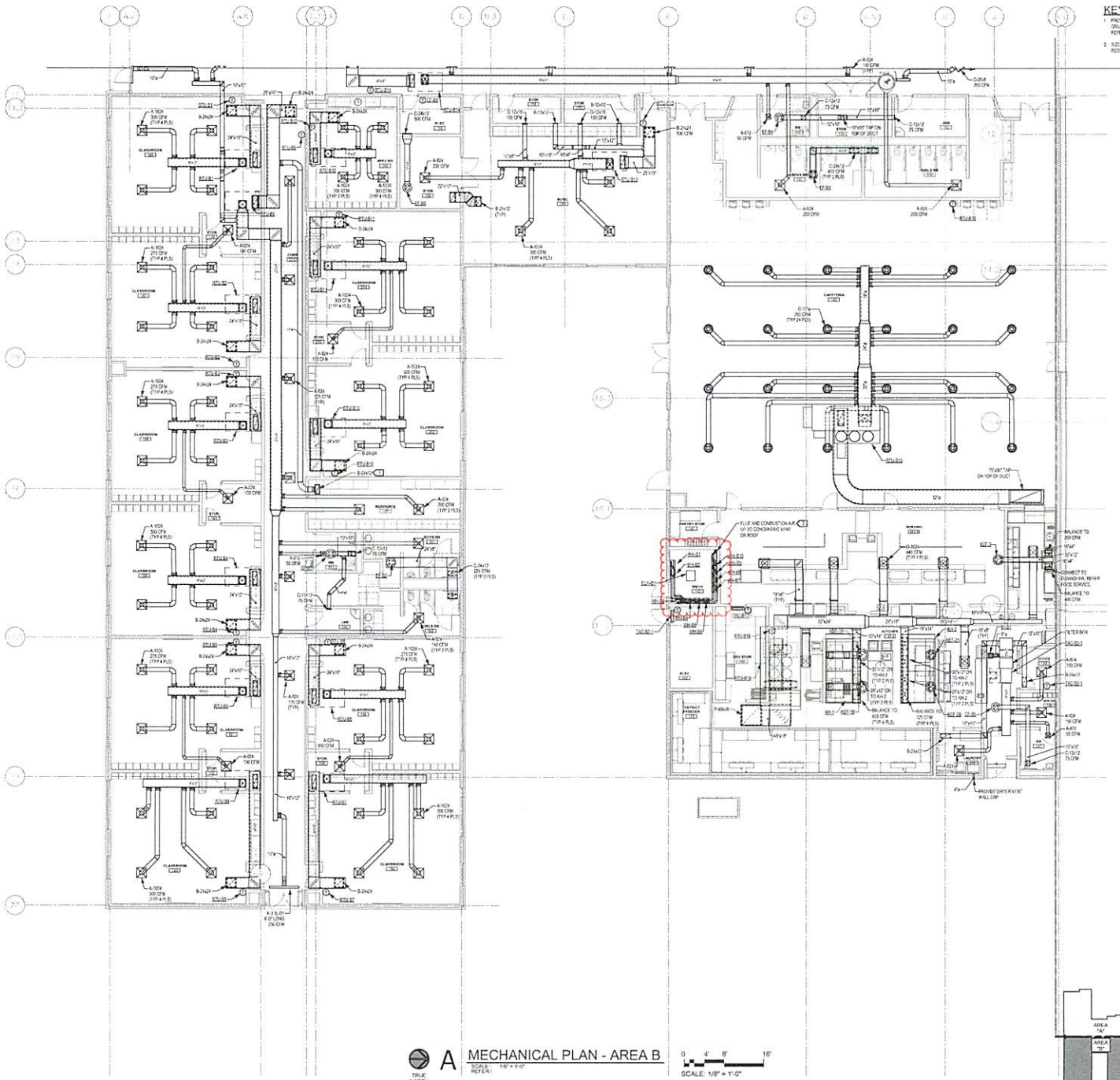
MARK	DATE	DESCRIPTION
1	2-1-2024	Addendum #1
2	3-15-24	CMAR #1
3	03-27-24	RFI's #1-3

SHEET INFO

PROJECT: 1-22-0214
DRAWN BY:
CHECKED BY:

SHEET TITLE
MECHANICAL ROOF PLAN - AREA B

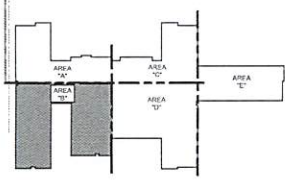
SHEET NUMBER
M312



A MECHANICAL PLAN - AREA B
SCALE: 1/8" = 1'-0"
REFER:

TRUE NORTH

0 4' 8' 16'
SCALE: 1/8" = 1'-0"



2841
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CONSULTANTS

CIVIL:
SRB ENGINEERING

STRUCTURAL:
AFC ENGINEERING

MEP:
ALLEN CONSULTING

KITCHEN CONSULTANT:
FDF, LLC

ALLEN CONSULTING INCORPORATED

MUSTANG ELEMENTARY SCHOOL #9

MUSTANG, OKLAHOMA

REVISION ISSUE

MARK	DATE	DESCRIPTION
CD	01.19.2024	100% CONSTRUCTION DOCUMENTS
1	03.07.24	BID SET

SHEET INFO

PROJECT: 1121918
DRAWN BY:
CHECKED BY:

SHEET TITLE
MECHANICAL PLAN - AREA B

SHEET NUMBER
M302

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations MAL

From: Colin Meeks, Director of Construction

Date: 04-28-2025 7·30·25 CM

Contract Vendor: CADE Construction **Time Frame:**

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

Sunset Hill Elementary

PCO #62 wurkess ADA transmitters and receivers

PCO # 62 - Scovil and Sides - $2,328.16

During coordination it was determied that DIgi did not need cabling for the security alarm but then later they used it. This is to get power to the ADA buttons for use.

Contengincy will be used $2,328.16

CADE CONSTRUCTION

PCO #062

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Sunset Hill Elementary
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #062: Wireless ADA Transmitters & Receivers

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	062 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Blake Burden **(CADE Construction)**	**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	7/25/2025
REFERENCE:	Attached CO	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: Wireless ADA Transmitters & Receivers

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #62 - Wireless ADA Transmitters & Receivers - $2,328.16
During coordination for the door hardware low-voltage wiring, it was noted that the security alarm did not require low-voltage cabling. CADE proceeded to install low-voltage cabling for the ADA push buttons and electrified door hardware. Digi later came out to install the access control system and utilized the cabling installed by CADE for the ADA door transmitters and receivers, which forced the ADA transmitters and receivers to operate wirelessly. PCO #62 covers the cost of the wireless transmitter and receiver materials only.

ATTACHMENTS:
Wireless ADA Transmitters & Receivers - SCOVIL Sales Order.pdf

#	Budget Code	Description	Amount
1	08-102-M.O Doors/Frames/Hardware (Material) - Scovil & Sides	Wireless ADA Transmitters & Receivers	$2,118.16
2	01-103-L.O Project Manager	Staff Cost	$210.00
3	01-040-O.O Contingency.Other	Utilize Contingency	$(2,328.16)
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

7/29/2025
SIGNATURE DATE

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE DATE

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

7/29/25
SIGNATURE DATE

Sales Order

Scovil & Sides Hardware Co.
P.O. Box 11404
OKLAHOMA CITY, OK 73136-0404
(405) 525-8053

Order Number: 0095956
Order Date: 6/9/2025

Customer Number: 00-0000150

Sold To:
Mustang Public Schools c/o
Cade Construction
701 W. Sheridan Ave Ste 108
Oklahoma City, OK 73102

Ship To:
Mustang Public Schools c/o
Cade Construction
701 W. Sheridan Ave Ste 108
Oklahoma City, OK 73102

Confirm To: TUCKER 405 312 4071

Customer P.O.	Ship VIA	F.O.B.	Terms
EXTRA			30 Days Net

Item Number	Unit	Ordered	Shipped	Back Order	Whse	Price	Amount
8310844	EACH	4	0	4	000	261.00	1,044.00
TRANSMITTER 8310-844							
8310865	EACH	4	0	4	000	268.54	1,074.16
RECEIVER 8310-865							
8310853TA	EACH	4	0	0	000	0.00	0.00
ACTUATOR 8310-853TA							
NC EXCHANGE FOR 4 EA 8310 818							
8198AA36	EACH	5	0	0	000	21.00	105.00
SWEEP 8198-AA-36							

Net Order:	2,223.16
Less Discount:	0.00
Freight:	25.00
Sales Tax:	0.00
Order Total:	2,248.16

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations

From: Colin Meeks, Director of Construction

Date: 04-28-2025 7-30-25 CM

Contract Vendor: CADE Construction **Time Frame:**

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

Sunset Hill Elementary

PCO #63 walk in cooler / freezeerslef leveler

PCO #63 - Bryan's Flooring - $1,409.00

The wlak in cooler/freezer were shifted within the slab pit during installationfrom theirlocations shown on the approved drawings. The void was filled with self leveler to allow for proper installation of the sheet vinyl flooring. PCO #63 covers the material and labor required at the freezer pit to proceed with the flooring installation.

Conrengincy will be used - $1,409.00

CADE CONSTRUCTION

PCO #063

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Sunset Hill Elementary
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #063: Walk In Cooler / Freezer Self Leveler

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	063 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Blake Burden **(CADE Construction)**	**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	7/25/2025
REFERENCE:	Attached CO	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: Walk In Cooler / Freezer Self Leveler

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #63 - Walk In Cooler / Freezer Self Leveler - $1,409.00

The walk-in coolers/freezer were shifted within the slab pit during installation from their locations shown on the approved drawings, resulting in a gap greater than 1/2" at the face of the cooler, as shown in the contract documents. This created a void where the sheet vinyl flooring meets the cooler. The void was filled with self-leveler to allow for proper installation of the sheet vinyl flooring. PCO #63 covers the material and labor required at the freezer pit to proceed with the flooring installation.

ATTACHMENTS:
Est_91251_from_Bryans_Flooring_14164.pdf

#	Budget Code	Description	Amount
1	09-103-S.O Polished Concrete, Flooring, & Tiling - Bryan's Flooring	Walk In Cooler / Freezer Self Leveler at Sheet Vinyl Flooring	$1,199.00
2	01-103-L.O Project Manager	Staff Cost	$210.00
3	01-040-O.O Contingency.Other	Utilize Contingency	$(1,409.00)
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

7/29/2025
SIGNATURE DATE

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE DATE

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

7/29/25
SIGNATURE DATE

BRYAN'S FLOORING
OPEN SINCE 1978

3935 W. Reno
Oklahoma City, OK 73107

405-634-4136
www.BryansFlooring.com

Estimate

Date	Estimate #
4/30/2025	**91251**
Expires	Sales Rep
	BRY

CADE Construction
701 W. Sheridan Ave.
Ste. 108
Oklahoma City, OK 73102

Project Name
Mustang Elem #9

Description	
Labor and material for self-leveling at Freezer	
Exclusions: Bid Bond, Post Installation Protection / Maintenance, Moisture / High Alkalinity Remediation (per bid conditions)	**Total** **$1,199.00**

*This is an estimate based on the information which we have been provided. Any variance from the plans or specifications which have been provided may result in additional material or labor charges. This estimate does not contain any charges for floor preparation, unless specifically detailed above. This estimate does not include any cost of cleanup except what is included in the sales order agreement, or contract (if applicable). This estimate is effective for a period of thirty (30) days or earlier if withdrawn by Bryan's Flooring. This estimate must be signed and returned to Bryan's Flooring before any order is placed. If this project is a taxable job please ask for appropriate sales tax amount if not already figured. Thank You.

50% deposit required to order
All Sales Final - No Returns
3.5% credit card convenience fee

Signature

Please Sign, Date and Email to Bryan's Flooring

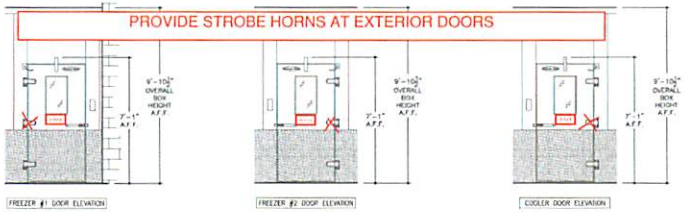
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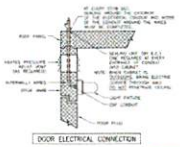
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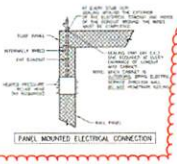
KEC TO VERIFY & COORDINATE ALL REQUIREMENTS

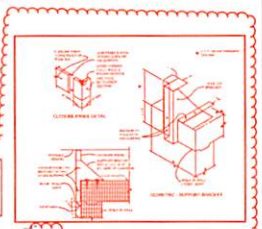
CSA INSTALLATION TO BE FACTORY INSTALLED PER SPECIFICATIONS, NO EXCEPTIONS

PROVIDE STROBE HORNS AT EXTERIOR DOORS

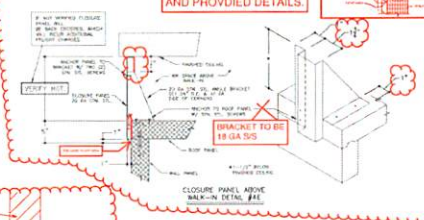


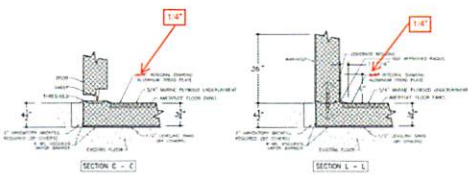




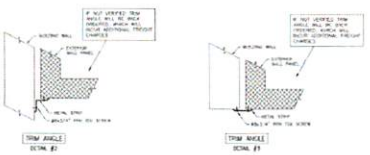


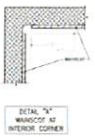
REVISE CLOSURE PANEL ABOVE DOOR TO MATCH CONTRACT DOCUMENTS AND PROVDIED DETAILS.

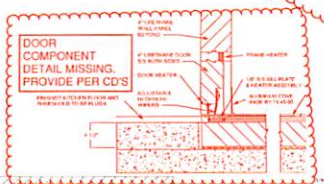




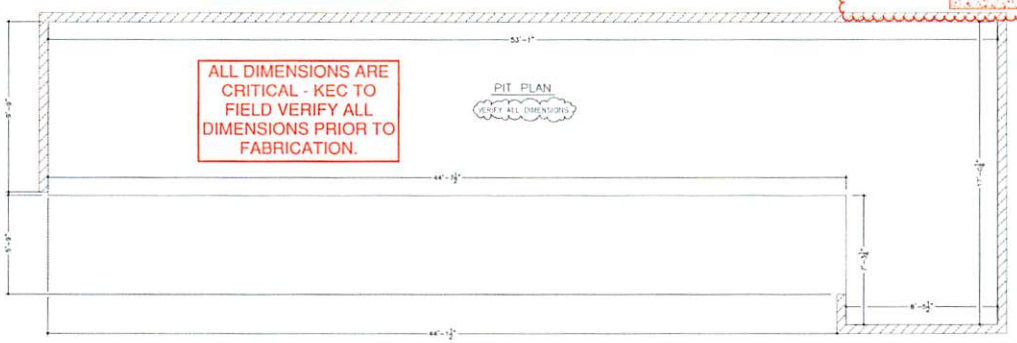
American Panel's walk-in floor panels with AmeriTuff structural support are designed to withstand uniformly distributed stationary loads of 15,000 lbs. per square foot. American Panel's warranty does not cover damage caused by pallet jacks, forklifts or any other form of heavy-duty rolling traffic. A concrete wearing floor must be installed on top of the AmeriTuff walk-in floor panels for those rolling applications.

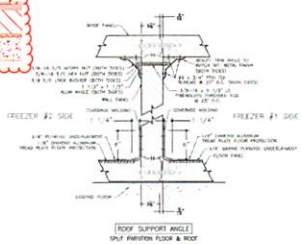






FIELD VERIFY







NO EXCEPTIONS TAKEN — SUBMIT SPECIFIED ITEM
X EXCEPTION NOTED — REVISE AND RESUBMIT

Checking is only for general conformance with design concept of project and general compliance with Contract Documents. Contractor is responsible for confirming and correlating dimensions at job site, for information which pertains to fabrication processes of construction techniques and for coordination of work of all trades. Checking of shop drawings shall not relieve Contrator of responsibility for deviation from requirements of Contract Documents nor for error omissions in shop drawings.

FOODSERVICE DESIGN PROFESSIONALS
FOODSERVICE CONSULTANTS/DESIGNERS/PLANNERS

By Ling Weng Date 06/06/2024

OSWALT
RESTAURANT SUPPLY

4532 Enterprise Drive
Oklahoma City, OK 73128
405-843-9000
www.oswalt.biz

THIS DRAWING IS PREPARED TO SHOW ONLY LOCATION AND ARRANGEMENT OF FIXTURES, EQUIPMENT, AND CONNECTION REQUIREMENTS. NO ARCHITECTURAL OR ENGINEERING SERVICE IS INTENDED OR ASSUMED

No.	Description	Date

Mustang Public Schools Elementary #9

Foodservice Walk In Details

Project Number	J14662
Date	5/16/2024
Drawn By	CH
Checked By	PC
Scale	

QF171

5/16/2024 11:07:01 AM

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations MDL

From: Colin Meeks, Director of Construction

Date: 04-28-2025 7·30·25 CM

Contract Vendor: CADE Construction **Time Frame:**

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

Sunset Hill Elementary

PCO #64 RFI #60 - Type M light fixture at East Conopy

PCO #64 - Baker Bros - $1,750.50

RFI # 60 revised the lights at the East canopy to be listed as welt-listed and specified that the electrical path way to these fixtures must be waterproof due to their exposure as other canopy lights are not exposed to the elements.

Contengincy will be used $1,750.50

CADE CONSTRUCTION

PCO #064

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Sunset Hill Elementary
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #064: RFI #60 - Type M Light Fixtures at East Canopy

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	064 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Blake Burden **(CADE Construction)**	**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	7/25/2025
REFERENCE:	Attached CO & RFI Response	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: RFI #60 - Type M Light Fixtures at East Canopy

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #64 - RFI #60 - Type M Light Fixtures at East Canopy - $1,750.50

During the layout of the Type M canopy fixtures at the east side canopy, it was noted that these fixtures would be exposed to the elements, as there is no structure above the soffit panels. RFI #60 revised the light fixtures to be wet-listed and specified that the electrical pathway to these fixtures must be weatherproof due to their exposure. PCO #64 covers (5) new light fixtures at the east canopy as specified in the response to RFI #60. The originally specified Type M fixtures, which are color-matched to the soffit panels, will be left onsite as attic stock.

ATTACHMENTS:
RFI #60 - Type M Fixtures Baker Bros QUOTE.pdf

#	Budget Code	Description	Amount
1	26-100-S.O Electrical - Baker Bros	RFI #60 - Type M Light Fixtures at East Canopy	$1,540.50
2	01-103-L.O Project Manager	Staff Cost	$210.00
3	01-040-O.O Contingency.Other	Utilize Contingency	$(1,750.50)
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

SIGNATURE 7/29/2025 DATE

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE DATE

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

SIGNATURE 7/29/25 DATE

Lic. OK 3273

BAKER BROTHERS
ELECTRIC, INC.
2200 SOUTH EASTERN
MOORE, OK 73160
(405) 799-9994 • 799-5550 (FAX)

ATTN: BLAKE
RE: MUSTANG #(

Blake the following is a price for the 5 fixture changes from type M to METALUX APVT 4'.
RFI-#60

5 metalux APVT 4' fixtures ----------$710.58.
5 ½ » MYERS HUBS----------$200.00.
Added labor for running the conduit on top of canopy is----------$629.92.

TOTAL PRICE FOR THE ABOVE IS----------$1,540.50.

_____

LOREN JONES 7-15-2025

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Sunset Hill Elementary
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

RFI #60 - Substitute Type M Fixtures at East Canopy

TO:	Justin Mitchell **(MA+ Architecture)** *(Response Required)*	**FROM:**	Tucker Smith **(CADE Construction)** 701 W. Sheridan Avenue Suite 108 Oklahoma City, 73102
DATE INITIATED:	05/28/2025	**STATUS:**	Closed on 06/17/25
LOCATION:		**DUE DATE:**	05/31/2025
COST IMPACT:	TBD	**SCHEDULE IMPACT:**	
DRAWING NUMBER:	E240	**SPEC SECTION:**	
LINKED DRAWINGS:		**REFERENCE:**	

RECEIVED FROM: Justin Edgin **(Baker Brothers Electric)**

COPIES TO:
Braden Hall **(CADE Construction)**, Austin Reid **(CADE Construction)**, Tucker Smith **(CADE Construction)**

Question from Tucker Smith (CADE Construction) at 12:57 PM on 05/28/2025

As currently drawn, the canopy on the east side of the gym is shown to have (5) Type M lights installed. We believe these fixtures are meant to be flush mount and are also not weather proof. Since there is no additional roof other than the canopy soffit, the light fixture will be exposed if we recess it thus becoming exposed to the elements. We propose using the attached light fixture in lieu of the Type M light fixture at the canopy. Please confirm if this is an acceptable substitution.

Attachments:
20250523105300525.pdf

Awaiting an Official Response

RESPONDED BY

6.17.25
DATE

RFI RESPONSE

Date: June 2, 2025 Job #: 1123E96

To: Blake Burden

Company: CADE Construction Co.

Project: Mustang PS Elementary School #9

From: Justin Mitchell

MA+ ARCHITECTURE
Oklahoma City + Norman
Phone: 405.525.8806
www.maplusarch.com

RFI QUESTION NO. 060 **(received:** 5/29/2025 **)**

As currently drawn, the canopy on the east side of the gym is shown to have (5) Type M lights installed. We believe these fixtures are meant to be flush mount and are also not weather proof. Since there is no additional roof other than the canopy soffit, the light fixture will be exposed if we recess it thus becoming exposed to the elements. We propose using the attached light fixture in lieu of the Type M light fixture at the canopy. Please confirm if this is an acceptable substitution.

Attachments: 20250523105300525.pdf

RFI ANSWER Nathan Rother, ACI

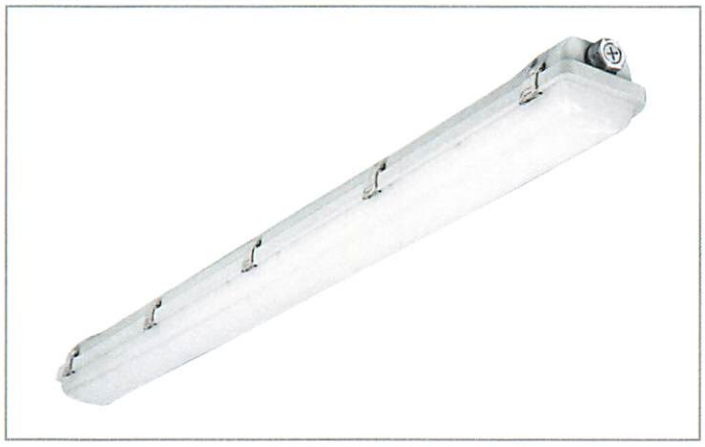
The fixture recommended is not wet listed, water would enter the fixture from the top, and cause it to fail.

Provide Cooper Lighting vapor-tight strip, Model# 4APVTLD-SL3C3. Set the fixture to the Low power setting and keep all conduit routed on the top side of the canopy, provide weatherproof connections for all fixture penetrations, and properly seal any penetrations in the canopy to prevent water from leaking below.

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

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

Project		Catalog #		Type	
Prepared by		Notes		Date	



Metalux

APVT Select

4' and 8' Industrial Vaportite
CCT and Lumen Select

Typical Applications

• Industrial • Manufacturing • Gymnasium • Warehouse • Parking • Retail

Interactive Menu

- Order Information page 2
- Energy Data page 2
- Photometric Data page 3
- Product Warranty

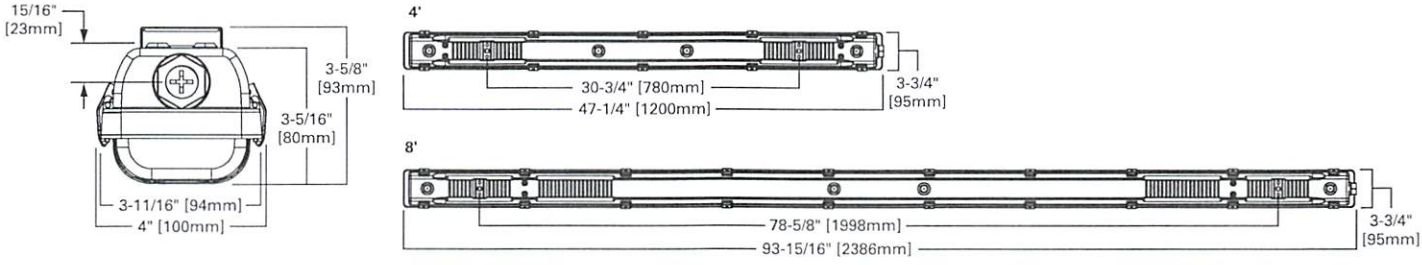
Product Certification

Product Features

Top Product Features

- Lumen and CCT select option provide application versatility
- 2-piece easy access design: captive lens, electrical and housing enclosures
- Impact protection rating IK07 Lens and IK10 Housing
- Available in 4FT & 8FT lengths
- Stainless steel latches, single conduit hub, and mounting included
- Standard 0-10V dimming to 10% for more energy savings
- Emergency and sensor options available for commercial applications

Dimensional Details



Order Information by Catalog Number

Default CCT/Lumen Setting: 4000K / Med Power

Catalog Number	UPC	Lumen Setting	Nominal CCT (K)	120V Nominal Lumens	120V Watts	120V Efficacy (lm/W)	277V Nominal Lumens	277V Watts	277V Efficacy (lm/W)
4APVTLD-SL3C3	080083266371	Low Power	3500	3043	21	144	3036	22	140
			4000	3138	21	151	3128	21	147
			5000	2988	22	138	2977	22	134
		Mid Power	3500	4452	32	137	4443	33	137
			4000	4620	32	146	4614	32	145
			5000	4231	33	128	4242	33	127
		High Power	3500	5906	46	127	5911	46	129
			4000	6254	45	139	6241	45	140
			5000	5667	47	120	5531	46	120
8APVTLD-SL3C3	080083266333	Low Power	3500	8726	59	149	8835	60	147
			4000	8591	59	146	8658	60	144
			5000	8379	59	142	8427	60	140
		Mid Power	3500	10483	78	135	10461	78	134
			4000	10321	78	132	10251	78	131
			5000	10066	78	129	9977	78	128
		High Power	3500	11664	94	124	11480	92	125
			4000	11484	94	122	11249	92	122
			5000	11200	94	119	10949	92	119

Factory Installed Option

Catalog Number	Sensor and Emergency
4APVTLD-SL3C3-_____ 8APVTLD-SL3C3-_____	**EL10W**=10-watt, 120-277V emergency battery pack installed [1], [4] **MSWL20**=Wet Listed Motion Sensor 360° [3] **WPS4**=WaveLinx Pro Wireless Sensor, Sidecar mount, 1200 sq ft. coverage at 40ft MH [2], [3], [4] **WLS4**=WaveLinx Lite Wireless Sensor, Sidecar mount, 15' - 40' Mounting Height [2], [3], [4] **WLS2**=WaveLinx Lite, Wireless Sensor, Bluetooth Programmable, Sidecar mount, 7' - 15' Mounting [2], [3], [4]

Example: 4APVTLD-SL3C3-EL10

Notes: (1) IP ratings require fixtures to be mounted horizontally. 40C max ambient for EL option.
(2) WaveLinx Lite devices are not currently compatible with the WaveLinx Pro Wireless Area Controller.
(3) All fixtures with sensor come with two (2) hubs as standard.
(4) Wavelinx with EL10W available on 8 ft only.

Energy Data - 120V

	4'	8'
PF	0.99	0.99
THD %	<15	< 15
Low Temp Start	-20° C	-20° C

Shipping Data

Catalog Base	Wt. (lbs)	Unit per Pallet	Case Pack Qty.
4APVTLD	4.8	100	4
8APVTLD	9.7	70	2

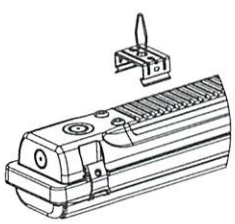
Accessories

Catalog Number	Description
VT2 WATER TIGHT HUB	(1) Water tight hub parts bag
AYC-Chain/Set-U	(2) 36" Chain Hanger (Use 1 set per fixture)
APVT-SS-CLIPS PK	(5) Stainless Steel APVTS replacement clips

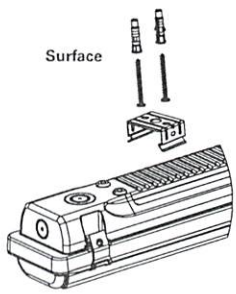
Mounting Data

Mounting hardware included with luminaire

Chain/Suspended



Surface



IK Rating

APVTS	IK Rating
Lens	IK07
Housing	IK10

Product Specifications

Construction
- High-impact polycarbonate housing with integrated metal gear tray
- Standard housing available with one 1/2" entry point. One conduit hub included with fixture.
- Stainless steel latches secures diffuser tightly for a positive seal between housing and diffuser
- Captive lens and gear tray light engine enclosure drops for easy electrical access by contractor
- Marked KO entry points for continuous feed installation and multiple entry points
- Continuous feed requires additional conduit hub. Order hub separately
- Impact protection rating IK07 Lens and IK10 Housing

Emergency Battery Pack Option
- Factory installed 120V-277V integral emergency battery pack available via mod-shop
- 90-minute backup period for code compliance
- Factory installed integral test switch visible through lens
- Max ambient temp with EL battery pack is 40°C (104°F)

Electrical
- 0-10V dimming, 10% standard
- Driver meets FCC part 15 Class B for use in residential or commercial applications
- Long-Life LED system with an energy-efficient electronic driver comes in 120-277V
- LED's are 80 CRI and CCT Selectable option available for maximum color flexibility: choose from 3500K, 4000K or 5000K
- Lumen select switch provides three lumen package choices (Low, Medium and High) in selectable options
- L70 at >160,000 hours (TM-21)
- Default CCT/Lumen Setting is 4000K and Med Power

Lens
- UV stabilized high-impact polycarbonate lens
- Lens is IK08 rated for impact protection
- Diffuse lens provides medium distribution and general coverage

Controls
- Integral 360° motion sensor, 1200 sq. ft. coverage
- Wavelinx Pro Wireless Sensor provides 1200 sq. ft. coverage for occupancy sensing and daylight harvesting
- Wavelinx Lite Wireless sensor suitable for low or high bay applications up to 40ft (45ft major motion).
- All fixtures with sensor come with two (2) hubs as standard

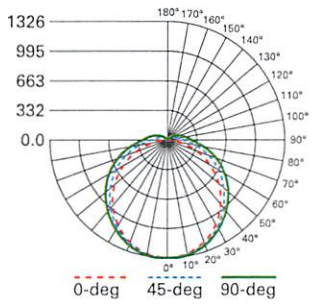
Mounting
- Includes surface mount clips and v-bracket
- Great for mounting heights between 9 and 12ft high

Warranty
- Five year limited warranty

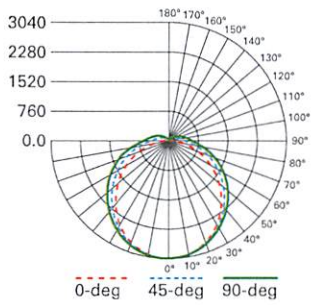
Compliance
- cULus listed for wet location rated
- Recommended operating ambient temp -20°C to 45°C (-4°F to 113°F)
- LED's comply with IESNA LM-79 and LM-80 standards
- DesignLights Consortium® Qualified and classified for DLC Standard, refer to www.designlights.org for details
- RoHS compliant
- FCC part 15 Class B (residential) compliant with standard 0-10V dimming driver, battery packs excluded
- Not for residential use if emergency battery pack is installed

Photometric Data

View IES files



4APVTLD-SL3C3
Electronic Driver
Linear LED 4000K
Spacing criterion: (II) 1.23 x mounting height, (⊥) 1.3 x mounting height
Lumens: 4620
Input Watts: 31.6W
Efficacy: 146 lm/W
Test Report: 4APVTLD-SL3C3-MID-4000K-120V.IES



8APVTLD-SL3C3
Electronic Driver
Linear LED 4000K
Spacing criterion: (II) 1.22 x mounting height, (⊥) 1.28 x mounting height
Lumens: 10321
Input Watts: 78W
Efficacy: 132 lm/W
Test Report: 8APVTLD-SL3C3-MID-4000K-120V.IES

COOPER Lighting Solutions
Cooper Lighting Solutions
1121 Highway 74 South
Peachtree City, GA 30269
P: 770-486-4800
www.cooperlighting.com

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Specifications and dimensions subject to change without notice.

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations MDL

From: Colin Meeks, Director of Construction

Date: 04-28-2025 2·30 ·25 CM

Contract Vendor: CADE Construction **Time Frame:**

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

Sunset Hill Elementary

PCO #65 Painting of Fire Lane per the City of OKC Fire Marshal

PCO #65 - Cherokee Painting - $10,009.00

During the fire final inspection the fire marshal identified the required fire lane locations, totaling 7,534 linear feet of curb.

Contengincy will be used $10,009

CADE CONSTRUCTION

PCO #065

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Sunset Hill Elementary
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #065: Painting of Fire Lane per City of OKC Fire Marshal

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	065 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Blake Burden **(CADE Construction)**	**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	7/25/2025
REFERENCE:	Attached CO & Site Plan	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: Painting of Fire Lane per City of OKC Fire Marshal

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO# 65 - Painting of Fire Lane per City of OKC Fire Marshal - $10,009.00

During the final fire inspection, the fire marshal identified the required fire lane locations, totaling 7,534 linear feet of curb. PCO #65 includes all labor and materials necessary to paint the fire lane in accordance with the City of OKC fire marshal's requirements.

ATTACHMENTS:

MPS Elem #09 Fire Lane - Cherokee QUOTE.pdf

#	Budget Code	Description	Amount
1	09-102-S.O Painting - Cherokee Painting	Painting of Fire Lane	$9,589.00
2	01-103-L.O Project Manager	Staff Cost	$420.00
3	01-040-O.O Contingency.Other	Utilize Contingency	$(10,009.00)
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

7/29/2025
SIGNATURE DATE

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE DATE

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

7/30/25
SIGNATURE DATE

CHEROKEE PAINTING
PO Box 300196 • Midwest City, OK 73140
(405) 822-4360• Fax (405) 732-2837
E-Mail: jjimenez@cherokeepainting.com

July 24, 2025

Attn: Estimator
From: Tim Gaultney
Subj: MPS Elem #09 Fire Lane Curb
Re: Bid

This proposal, if accepted, shall be made a part of any contract entered into, either by attachment or direct incorporation. Pricing is offered per plans or as noted below. Any of the following exclusions may be waived in this proposal, if either, specific pricing is provided or if an item is directly waived in our proposal. If you are unsure of any of the items listed below, please call our office.

Cherokee Painting proposes to furnish the labor, material, equipment and necessary equipment to complete the above-mentioned project with the following scope.

1. Furnish labor and material to paint fire lane curbs with "Fire Lane No Parking" stencil every 30'
    a. Material: SW Setfast Waterborne Traffic Marking Paint.

2. Vehicles will be moved by the owner at the request of CP. Does not include bollards, signage, parking blocks, fire lane, or curbs not itemized on bid. New concrete will need a 30 day cure time. It is advised that the site will be cleaned prior to execution of the striping. Pressure washing is not a part of this proposal. The removal of old parking lines, if the layout is changing, is not included in this proposal.

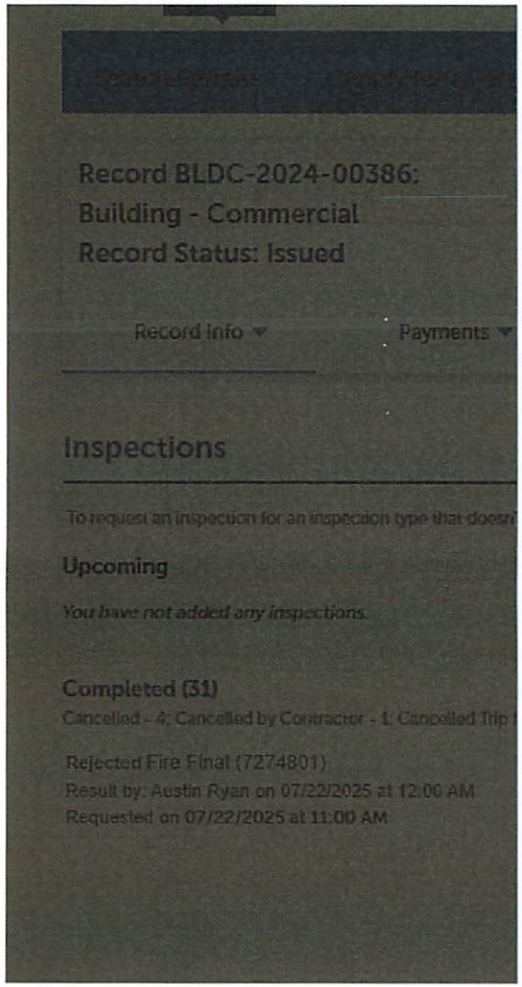
Base Bid **$9,589.00**

If you have any questions, please don't hesitate to contact me.

Thank you,

Joe Jimenez
405.8224360

PAINTING AND DECORATING CONTRACTORS of AMERICA



Status History

Showing 1-2 of 2

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
Rejected	7/22/2025 12:00 AM	Austin Ryan	7/22/2025 1:04 PM	Austin Ryan	Need FEDH permit, Keys and Access card for KNOX BOX. Fire Department Connection must be painted red, Fire Lanes must be painted and Stenciled. Emergency lights and Exit signs must all work Prior to Fire Final. collapse
Scheduled	7/22/2025 11:00 AM	Austin Ryan	7/18/2025 11:40 AM	Austin Ryan	

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status

SURVEY LEGEND



SITE LEGEND

- PROPOSED BUILDING
- 7" ASPHALT PAVEMENT
- 6" ASPHALT PAVEMENT
- 5" ASPHALT PAVEMENT
- 7" REINFORCED P.C. CONCRETE PAVEMENT
- 6" P.C. CONCRETE PAVEMENT
- 5" P.C. CONCRETE PAVEMENT
- CONCRETE SIDEWALK
- LANDSCAPING
- 6" CONCRETE CURB & GUTTER
- PROPOSED RETAINING WALL

PRIMARY HORIZONTAL / VERTICAL CONTROL

HORIZONTAL DATUM:

OKLAHOMA STATE PLANE NORTH ZONE (NAD 1983)

POINT OF BEGINNING WITH AXLE CONTROL POINT LAY 41' WEST OF NW ATTORNEY CORNER SOUTH OF S.W. 44TH STREET

N: 1178521.939
E: 2056447.139

BM #1
SET CUT "X" ON TOP OF CURB NORTH OF CURB INLET ON WEST SIDE OF SARA ROAD +/-1500' SOUTH OF S.W. 44TH STREET

N: 1178521.939
E: 2056447.139

VERTICAL DATUM

NAVD 88, GEOID 18

BM #1
SET CUT "X" ON TOP OF CURB NORTH OF CURB INLET ON WEST SIDE OF SARA ROAD +/-1500' SOUTH OF S.W. 44TH STREET

N: 1178521.939
E: 2056447.139
E: 1300.30

BENCHMARKS

BM #1
CUT "X" ON TOP OF CURB N. OF CURB INLET +/-1500' S. OF S.W. 44TH STREET
ELEV=1300.30

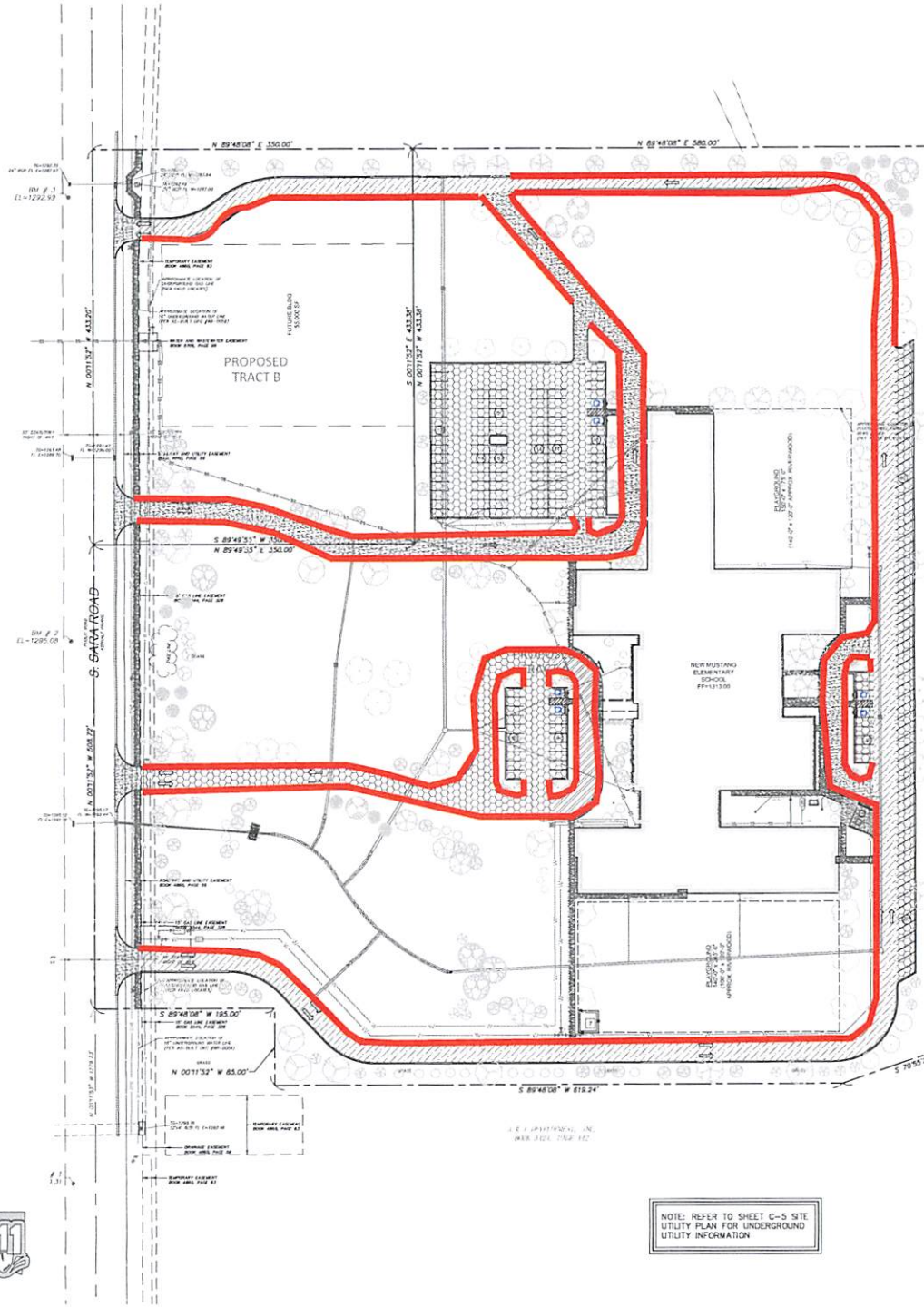
BM #2
CUT "X" ON TOP OF CURB IN LINE WITH MANHOLE +/-950' S. OF S.W. 44TH STREET
ELEV=1285.08

BM #3
CUT "X" ON TOP OF CURB S. OF CURB INLET +/-480' S. OF S.W. 44TH STREET
ELEV=1293.95

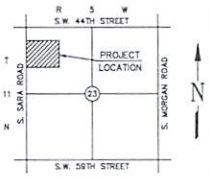
UTILITY STATEMENT:

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR & ENGINEER MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR & ENGINEER FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR & ENGINEER HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES CONTRACTOR IS RESPONSIBLE IN VERIFYING LOCATION OF UTILITIES.

OKIE811



NOTE: REFER TO SHEET C-5 SITE UTILITY PLAN FOR UNDERGROUND UTILITY INFORMATION



LOCATION MAP
NOT TO SCALE

N

GRAPHIC SCALE
(IN FEET)
1 inch = 80 ft.

SRB ENGINEERING SURVEYING PLANNING
CERTIFICATE OF AUTHORIZATION NO. 2482 EXPIRES JUNE 30, 2021

MA+ ARCHITECTURE
OKLAHOMA CITY
NORMAN • WEATHERFORD
405.525.8806
www.maplusarch.com

GARY W. NOLAND 21464 REGISTERED PROFESSIONAL ENGINEER OKLAHOMA

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CONSULTANTS

CIVIL:
SRB ENGINEERING

STRUCTURAL:
KPE ENGINEERING

MEP:
ALLEN CONSULTING

KITCHEN CONSULTANT:
FDC, LLC

MUSTANG ELEMENTARY SCHOOL #9

MUSTANG, OKLAHOMA

REVISION ISSUE

MARK	DATE	DESCRIPTION
01	05.15.2020	90% DESIGN DEVELOPMENT
02	06.08.2020	90% DESIGN DEVELOPMENT
03	06.26.2020	90% DESIGN DEVELOPMENT
04	07.17.2020	90% CONSTRUCTION DOCUMENTS
05	08.07.2020	100% CONSTRUCTION DOCUMENTS
06	08.14.2020	SPECIAL REVIEW SUBMITTAL
07	09.18.2020	CONSTRUCTION DOCUMENTS

SHEET INFO

PROJECT: 19.0808
DRAWN BY: Author
CHECKED BY: Checker

SHEET TITLE
OVERALL SITE PLAN

SHEET NUMBER
C-3

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations

From: Colin Meeks, Director of Construction

Date: 07-30-2025

Contract Vendor: Timberlake Construction **Time Frame:**

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

HS Expansion

PCO #22 ASI #2 Door lites

ASI #2 added door lite kits to the dooors throughout the school. $4,512.73

Escallation allowance will be used $4,512.73

TIMBERLAKE CONSTRUCTION

PCO #022

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

Project: 24-12 - Mustang HS Expansion
801 S Snyder
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #022: ASI #2 Door Lites

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	022 / 0	**CONTRACT:**	24-12 - Mustang HS Expansion
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford **(Timberlake Construction Co., Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	6/30 /2025
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: ASI #2 Door Lites

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #024 - ASI #2 Door Lites
ASI #2 Door Lites. P-6E plumbing fixture not added.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	087-100 - Doors, Frames, Hdwe	Door Lite Kits	Material	$ 1,475.00
2	088-100 - Glass Glazing	Door Lite Glass	Subcontract	$ 3,037.73
3	007-398 - Escalation - Allowance	Allowance Draw Down	General	($4,512.73)
			Subtotal:	$0.00
			Grand Total:	**$0.00**

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

7/29/2025
SIGNATURE DATE

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

7/29/2025
SIGNATURE DATE

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

07.29.25
SIGNATURE DATE

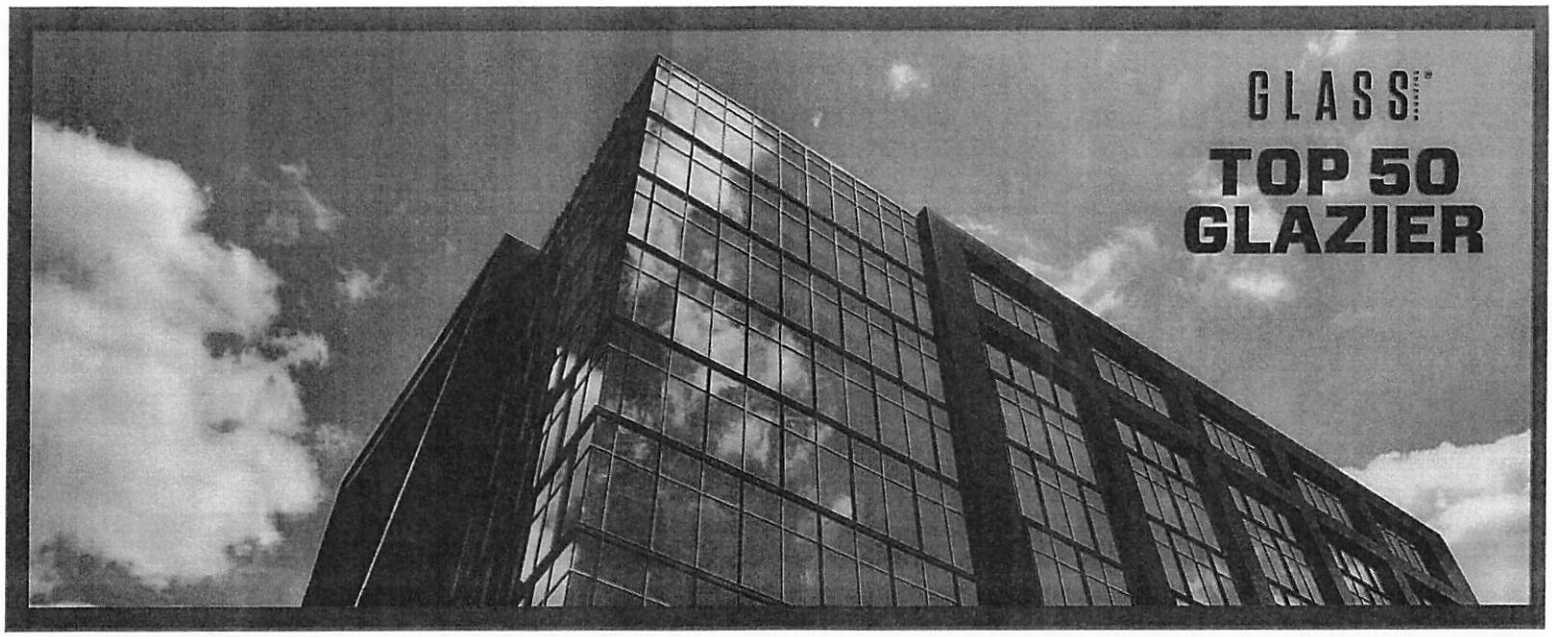
Binswanger Glass

Commercial · Home · Auto

Proposal

ASI 2 Revised

06/24/2025



Building America Since 1872

Binswanger Glass has the versatility, footprint, and capabilities to handle it all. Ranked as a Top 10 US Glass & Metal Contractor by US Glass Magazine and Glass Magazine, collaboration is the key to our success. From pre-construction design assist to close-out inspections, Binswanger Glass partners with stakeholders throughout the project.

PREPARED BY:

Kenneth Rice

PREPARED FOR:

Timberlake Construction

Jay Crawford

Bid Proposal

Project Name: Mustang High School

Project Address: Mustang, Oklahoma

Architect:

Plans Date:

Addendums Noted:

Sales Tax:

Bid Date:

Scope

Supply and install 30 pieces of tempered glass in SCWD doors.

EXCLUSIONS Automatic door operators, low voltage wiring, access control programming, hollow metal doors and frames, calcs and engineering, water testing, wood blocking, canopies, awnings, mirrors, final cleaning, protection

TOTAL BID AMOUNT $3,037.73

Exclusion / Clarifications:

1. No Permits, Fees, Testing Procedures, or Special Inspection Costs are included.
2. No Payment or Performance Bonds are included. No Liquidated Damages are included.
3. No Engineering Calculations or Engineer's Stamp are included.
4. No Demolition, Cutting, Patching or Erection of any Concrete, Masonry, Steel or Wood is included. Backing is to be provided by others.
5. Breakage or Damage to Materials is not covered unless caused by BINSWANGER Glass. Protection of our installed work is excluded.
6. Final Cleaning or Temporary Protection of Glass, Aluminum or Adjacent Materials is excluded.
7. Bid Proposal is based upon NON-UNION Labor and based upon normal working hours.
8. Terms of this Proposal are included as note below (page 4 of this Proposal).
9. Bid Proposal is based upon NORMAL Working Hours - Monday thru Friday 8am to 5 pm.

10. There are NO Mirrors Included in this Bid Proposal.
11. Our proposal is based upon generally accepted glazing standards and/or applicable building codes. Some variation in architectural intent may occur to meet such criteria.
12. This proposal and offer are contingent upon the signing of a mutually agreed upon contractual instrument.
13. All applicable material warranties will be passed through from the manufacturer without modification by Binswanger Glass.
14. Workmanship warranty will be executed on a standard Binswanger form only. Unless stated otherwise, our standard one (1) year warranty is included as a part of this proposal.
15. Building structure, or any component which our system (s) attach to, must be capable of caring all loads imposed by our system.
16. All schedules must be mutually agreed upon by Binswanger Glass and the customer.
17. All factory and field labor will be performed during normal business hours.
18. It is assumed that electricity will be provided at no additional charge to Binswanger Glass.
19. All sealants to be standard in color.
20. We do not include a cost provision within our proposal for glass broken or damaged by other trades. Any glass breakage caused by Binswanger Glass will be replaced at no additional charge.

Kenneth Rice
Project Manager

Accepted By: _____ Date: _____

Binswanger Initials: _____ Buyer Initials: _____

1. Acceptance of this Proposal by the Buyer shall be acceptance of all terms and conditions recited herein or incorporated by reference. Allowing Binswanger Glass to commence work or preparation for work will constitute acceptance by Buyer of this Proposal and all its terms and conditions. Quotations herein, unless otherwise stated are for immediate acceptance and subject to change if not accepted within the time stipulated hereon, or if not stipulated within 30 days from date thereof.

2. Binswanger Glass shall be paid monthly progress payments on or before the 10th of each month for the value of work completed plus the amount of materials and equipment suitably stored without retention applied to the contract sum less the aggregate of previous payments to Binswanger Glass. Final payment shall be due 30 days after the work described in this Proposal is substantially completed. Sales of materials only are payable in cash on delivery of goods.

3. No back charges or claim of the Buyer for services shall be valid except by the agreement in writing by Binswanger Glass before work is executed.

4. All sums not paid when due shall bear interest at the rate of 1% per month from due date until paid or the maximum legal rate permitted by law, whichever is less, and all costs of collection, including a reasonable attorney's fee, shall be paid by Buyer.

5. If the Buyer fails to make payment to Binswanger Glass as herein provided, then Binswanger Glass may stop work without prejudice to any other remedy it may have.

6. Buyer is to prepare all work areas to be acceptable for Binswanger Glass work under the contract, Binswanger Glass will not be called upon to start work until sufficient areas are ready to insure continued work until job completion.

7. After acceptance of this Proposal as provided, Binswanger Glass shall be given a reasonable time in which to make delivery of materials and/or labor to commence and complete the performance of the contract. Binswanger Glass shall not be responsible for delays and defaults where occasioned by any causes of any kind and extent beyond its control, including but not limited to: delays caused by the owner, general contractor, architect and/or engineers; armed conflict or economic dislocation resulting therefrom; embargos, shortage of labor, raw materials, production facilities or transportation; labor difficulties, civil disorders of any kind; action of civil or military authorities; vendor priorities and allocations; fires, floods and accidents and other Acts of God.

8. All materials furnished and installed by Binswanger Glass or furnished only are guaranteed against defects in workmanship for a period of one year as defined in our Limited Warranty Form #GO-106-75, available upon request. THIS WARRANTY IS IN LIEU OF

ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Binswanger will not be responsible for special, incidental, or consequential damages. Binswanger Glass shall not be responsible for broken or damaged glass, metal, or other materials (except that directly caused by our own employees). Any repair work necessitated by caused damage will be considered an order for extra work and must be requested in writing. No protection or cleaning of glass, metal or other materials is included. Our responsibility for damage or loss in transit ceases upon delivery in good condition to a public carrier.

9. Work called for herein is to be performed during Binswanger Glass regular working hours. Overtime rates will be charged for all work performed outside such hours at extra cost.

10.All materials shall be furnished in accordance with the respective industry tolerance of color variation, thickness, size, finish, texture, and performance standards.

11.Notwithstanding any provision contained in this Proposal or the contract documents between Owner and Contractor, Binswanger Glass may file a lien or claim on its behalf in the event that any payment to Binswanger Glass is not made as and when provided for by the agreement.

12.The subcontract form used between Binswanger Glass and the Buyer will be the current AIA Standard Form Subcontract Document A401. Where there is a conflict between the provisions of either the AIA Subcontract Form, or the contract documents between Owner and Contractor, and this proposal, then this proposal shall govern.

13.The Buyer will furnish adequate access to building site, all temporary site facilities including suitable covered storage space and hoisting at no cost to Binswanger Glass.

14.The Buyer shall make no demand for liquidated damages for delays or actual damages for delays in any sum more than such amount as may be specifically named in this Proposal and no liquidated damages may be assessed against Binswanger Glass for delays or causes attributed to other contractors or arising outside the scope of this Proposal.

15.Buyer shall purchase and maintain Builders Risk Insurance upon the full value of the entire work and/or materials to be supplied, which shall include the interest of Binswanger Glass. Upon acceptance of our proposal, you will be provided certificate of insurance. If your contract calls for insurance more than our standard coverage, the increased cost of our insurance will be added to our quoted price. Our standard coverage is $100,000 each person and $300,000 each occurrence for bodily injury liability, and $100,000 property damage liability.

16.This proposal covers completely our entire understanding, and no modification shall be valid, unless written upon, or attached to this proposal, and signed or initiated by the parties hereto.

17.All site facilities (including but not limited to equipment, structures, personnel, materials, services, utilities or supplies) required or convenient, in whole or in part, for performance of the general contractor for compliance with local, state, federal, or other regulatory body, health or safety rules, ordinances, regulations, specifications or requirements other than are attributable solely to performance under this subcontract shall be furnished and supplied by the general contractor at its own risk and expense and in full compliance with all of such requirements, and the general contractor hereby supplied by the general contractor at its own risk and expense and in full compliance with all of such requirements, and the general contractor hereby agrees to indemnify and save the subcontractor harmless from all suits, claims, judgements or demands arising in any way by reason of failure of the general contractor to comply with this provision. The sub-contractor agrees to provide at its own risk and expense all such aforesaid items as are required or convenient solely in connection with its work to be performed hereunder and hereby agrees to indemnify and hold contractor harmless from all suits, claims, judgements and demands in any way arising by reason of failure of the sub-contractor to comply with this provision.

Manager Signature: _____ Date: _____

Customer Signature: _____ Date: _____

SCOVIL & SIDES HARDWARE COMPANY

P.O. Box 11404; Oklahoma City, OK 73136-0404
Phone: (405) 525-8053 Fax: (405) 521-8246

QUOTE
(6/19/2025)

Proposal to:	TIMBERLAKE CONSTRUCTION
Attn:	JAY CRAWFORD
Project:	MUSTANG HIGH SCHOOL EXPANSION
Location:	MUSTAN, OK
Architect:	MA+ ARCHITECTURE

We propose to furnish on the above referenced project according to plans, specifications and addenda __ as prepared by the Architect.

RE: ASI 02

TO ADD LITE KITS TO 29 WOOD DOORS.....ADD.....$ 1,475.00

Net, F.O.B. nearest shipping point. **SALES TAX NOT INCLUDED.**
Prices are for material only and do not include installation.

TERMS: Net 30 days from date of invoice. Accounts past due shall bear interest at the rate of 1 ½ % per month unless otherwise agreed.
We reserve the right to refuse any order submitted and will not be bound until accepted by our office.
This quotation subject to acceptance within 30 days.

Accepted as Contract
Date _____

By _____

Respectfully Submitted,
Scovil & Sides Hardware Co.

_____
Jerry Whitehead

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations MDL

From: Colin Meeks, Director of Construction

Date: 07-30-2025

Contract Vendor: Timberlake Construction **Time Frame:**

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

HS Expansion

PCO #23 RFI #29 Remove concrete structure

RFI #29 describes the discovery of a concrete structure. After it was surveyed it was noted outside of theold gym. Owner and Architect agreed to remove and use in ground condition allowance.

In ground condition allowance will be used $3,875.00

TIMBERLAKE CONSTRUCTION

PCO #023

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

Project: 24-12 - Mustang HS Expansion
801 S Snyder
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #023: RFI #29 Remove Conc Structure

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	023 / 0	**CONTRACT:**	24-12 - Mustang HS Expansion
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford **(Timberlake Construction Co., Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	7/2 /2025
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: RFI #29 Remove Conc Structure

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #025 - RFI #29 Remove Concrete Structure
RFI #29 Describes the discovery of an unknown concrete structure. After survey it was noted the structure was outside the old gym. Owner and Architect agreed to remove and use "in ground condition" allowance for removal.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	310-501 - Earthwork - Main	Remove Concrete Structure	Subcontract	$ 3,000.00
2	017-125 - Construction Surveying - Site	Survey Structure	Subcontract	$ 475.00
3	017-419 - Dumpster	Remove Rubble	General	$ 400.00
4	310-502 - In Ground Conditions - Allowan	Allowance Draw Down	General	($3,875.00)
			Subtotal:	$0.00
			Grand Total:	**$0.00**

WL

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

SIGNATURE DATE

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

7/29/2025
SIGNATURE DATE

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

Jay Crawford 07.29.25
SIGNATURE DATE

Great Plains Construction, LLC
24225 N Council Rd
Edmond, OK 73025

Request for Change

Job:	Mustang PS - HS Expansion	Job #:	252041	RFC #:	1

Date 6/27/2025 **Change Reason:** Contractor Request

Sent by: Stephanie Flaten (sflaten@gpcok.com) **Sent to:** Malcolm Becton (malcolm.becton@timberlakeconstruction.com)

Title: Additional Demolition

Description of work: Used excavator to dig around structure to find the bottom of concrete. Appears to be attached to pier structure below. Tried to pull it with excavator and were unable to break through concrete. Rented tiger teeth for the excavator bucket; were then able to break through the concrete with new teeth. The structure held alot of water from recent rains, so we removed saturated materials to replace with dirt onsite. Also used excavator to load waste for haul off.

Schedule Impact: None

Scope of Work:

Labor	$	**765.00**
Equipment	$	**1,385.00**
Export Waste	$	**450.00**
Dump Fee	$	**400.00**
Total	$	**3,000.00**

Review and Response

Stephanie Flaten
Great Plains Construction

Malcolm Becton
Timberlake Construction Co.

Delta Survey Co.
P.O. Box 11687
Oklahoma City, OK 73136 US
(405) 789-5983
katshu@deltasurveyokc.com

INVOICE

BILL TO
Timberlake Construction Co., Inc.
7613 N Classen Blvd
Oklahoma City, OK 73116

INVOICE # 10897
DATE 06/20/2025
DUE DATE 07/19/2025
TERMS Net 30

PROJECT
Mustang Gym

PROJECT #
#256-06-24

DATE	ACTIVITY	HOURS	RATE	DESCRIPTION	AMOUNT
06/13/2025	Survey Crew	2.50	190.00	Go to site and tie down 4 corners of footing that they found on undercut for building pad.	475.00

BALANCE DUE **$475.00**

Invoice/Receipt #1329

Created By: Joshua Howard
Office: (405) 201-6196

	30 Yard Dumpster 30 day Swapout	$400.00	x 1 = $400.00	Wed 6/18/2025, → TBD

SubTotal		$400.00
Tax: 0%	$0.00	$400.00

Total $400.00
Min Payment Req'd $400.00
Due $400.00

Pay Balance | Sign Service Agreement

Rental Period

Start: 06/18/2025
End: TBD

Service Address

west dowden drive
Mustang, OK 73064

Timberlake Construction

P: / M:
E: invoices@timberlakeconstruction.com

Billing Address

7613 N Classen Blvd
, OK 73116

Customer Comments

Additional Order Details

Order Images

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations MSL

From: Colin Meeks, Director of Construction

Date: 07-30-2025

Contract Vendor: Timberlake Construction **Time Frame:**

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

HS Expansion

PCO #24 Jetting sanitary swer lines

after noticing the sanitary sewer line flow was not optimal it was decided to Jet the sanitarty lines adjacent to the site.

Utility abandonmet allowace will be used - $1,400.00

TIMBERLAKE CONSTRUCTION

PCO #024

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

Project: 24-12 - Mustang HS Expansion
801 S Snyder
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #024: Jetting Sanitary Lines

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	024 / 0	**CONTRACT:**	24-12 - Mustang HS Expansion
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford **(Timberlake Construction Co., Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	7/8 /2025
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: Jetting Sanitary Lines

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #026 - Jetting Sanitary Lines adjacent to site
After noticing the sanitary line flow was not optimal, it was decided to Jet the sanitary lines adjacent to the site.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	061-053 - Gen Trades/Carpentry	Jet Adjacent Site Sanitary Lines	Subcontract	$ 1,400.00
2	330-501 - Utility Abandonment - Allowanc	Allowance Draw Down	Subcontract	($1,400.00)
			Subtotal:	$0.00
			Grand Total:	**$0.00**

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

SIGNATURE DATE

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

7/29/2025
SIGNATURE DATE

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

07.29.25
SIGNATURE DATE

INVOICE

Goforth Plumbing and Mechanical, LLC
16818 SE 27th Street
Choctaw, OK 73020
Phone: (405) 390-1916

Oklahoma License #
Plumbing 4172
Mechanical 8311

INVOICE DATE: 7/07/25
INVOICE NUMBER: 20595

SOLD TO: Timberlake Construction
7613 N Classen Blvd
Oklahoma City, OK 73116

JOB NUMBER	YOUR PO NUMBER	PAYMENT TERMS	DUE DATE
25-1023		Net 30 days	8/06/25

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
10.00	JHRS	Journeyman Hours	110.00	1,100.00
1.00	RENTEQ	Jetter	300.00	300.00
		Service Completed 6/25/25 Mustang High School Used the Jetter in four separate cleanouts and jetted two different manholes in five different directions on the new commercial property. (Contact: Christian)		
			SUBTOTAL:	1,400.00
			SHIPPING:	0.00
			TAX:	0.00
			OTHER:	0.00
			TOTAL	1,400.00

Thank you for your business!

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations

From: Colin Meeks, Director of Construction

Date: 07-30-2025

Contract Vendor: Timberlake Construction **Time Frame:**

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

HS Expansion

PCO #25 Rock excavation earthwork

Rock was encountered by the earthwork contractor in th NW corner of the site. Work was excavated , verified by the #rd party inspector and unit rate was applied

In ground condition allowance will be used $7,108.07

TIMBERLAKE CONSTRUCTION

PCO #025

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

Project: 24-12 - Mustang HS Expansion
801 S Snyder
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #025: Rock Excavation Earthwork

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	025 / 0	**CONTRACT:**	24-12 - Mustang HS Expansion
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford **(Timberlake Construction Co., Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	7/16 /2025
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: Rock Excavation Earthwork

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #027 - Rock Excavation Eathwork, NW Site Corner
Rock was encountered by the earthwork contractor in the NW corner of the site. Work was excavated, verified by the 3rd Party inspector--Standard Testing.
Unit price from the contract was applied.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	014-523 - Testing & Inspecting Services	Report	General	$ 525.00
2	310-501 - Earthwork - Main	Rock Excavation Cost	Subcontract	$ 6,583.07
3	310-502 - In Ground Conditions - Allowan	Allowance Draw Down	General	($7,108.07)
			Subtotal:	$0.00
			Grand Total:	**$0.00**

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

SIGNATURE DATE

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

SIGNATURE 7/29/2025 DATE

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

SIGNATURE 07.29.25 DATE

STANDARD ENGINEERING + FIELD SERVICES

CORPORATE OFFICE and CENTRAL LABORATORY
3400 N. Lincoln Blvd, Oklahoma City, OK 73105
(405) 528-0541 - standardusa.com

Area Offices

902 Trails West Loop	Enid, OK 73703	(580) 237-3130
202 S.E. J Avenue	Lawton, OK 73501	(580) 353-0872
10203 E. 61st St. Suite B	Tulsa, OK 74133	(918) 289-0005

Report On: Report Transmittal

Lab No: 177833-1
Report No: 177833-1

File ID: 2502-0399 **Acct ID:** 0220TIM10

Client: Timberlake Construction Co., Inc.
Malcolm Becton
7613 N. Classen Blvd.
Oklahoma City, OK 73116

Project: Mustang HS Expansion
801 S Snyder Dr, Mustang, OK 73064
35.385079, -97.727833

Report Date: 07/01/2025

Sample Date: 07/01/2025
Sampled By: Minor, Robert

Based on the visual inspection of the excavated area sidewall, there appears to be about 5' of soil before encountering hard rock material. The area was excavated prior to any tests being conducted to verify psf values.

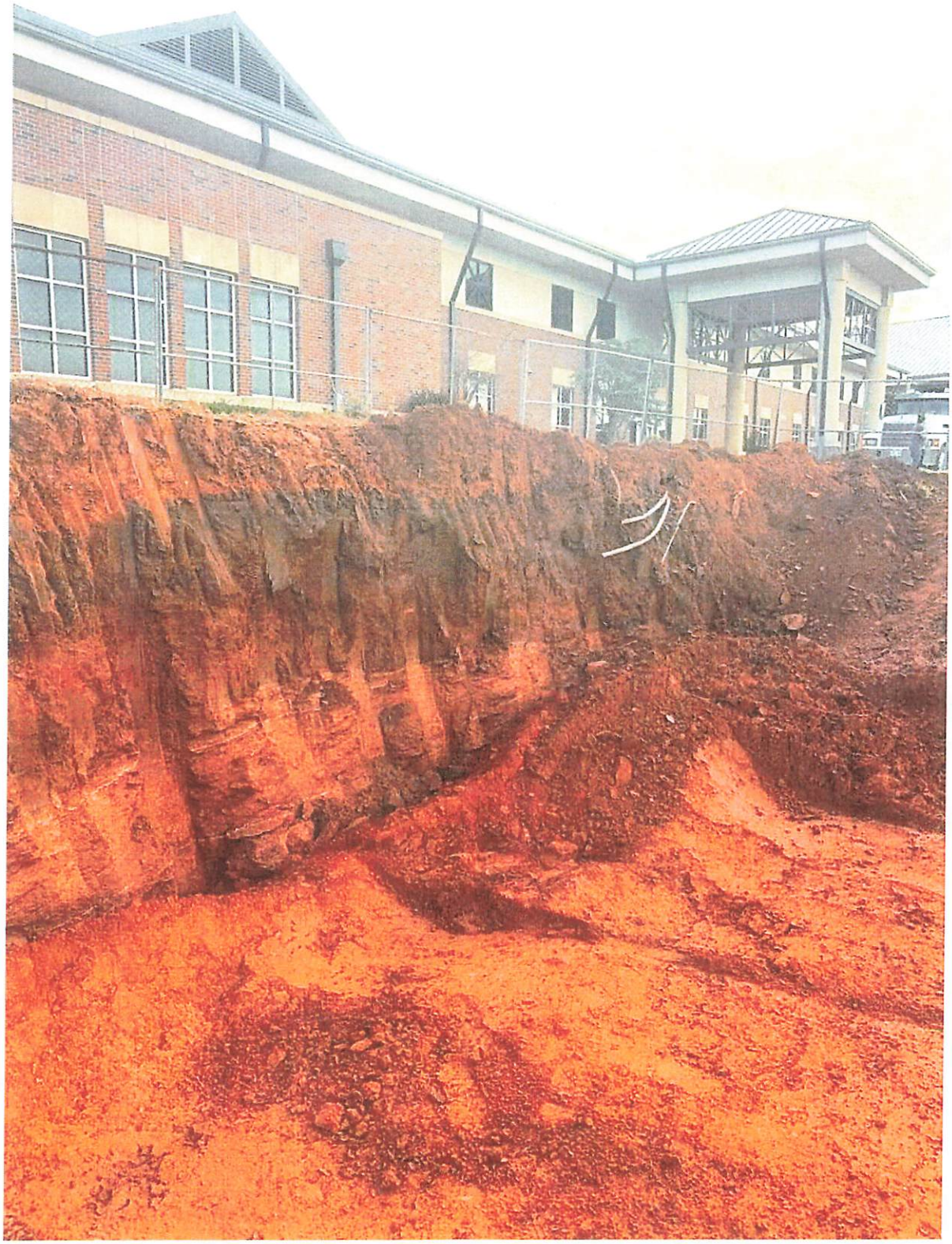
Attached are pictures of the excavated area.

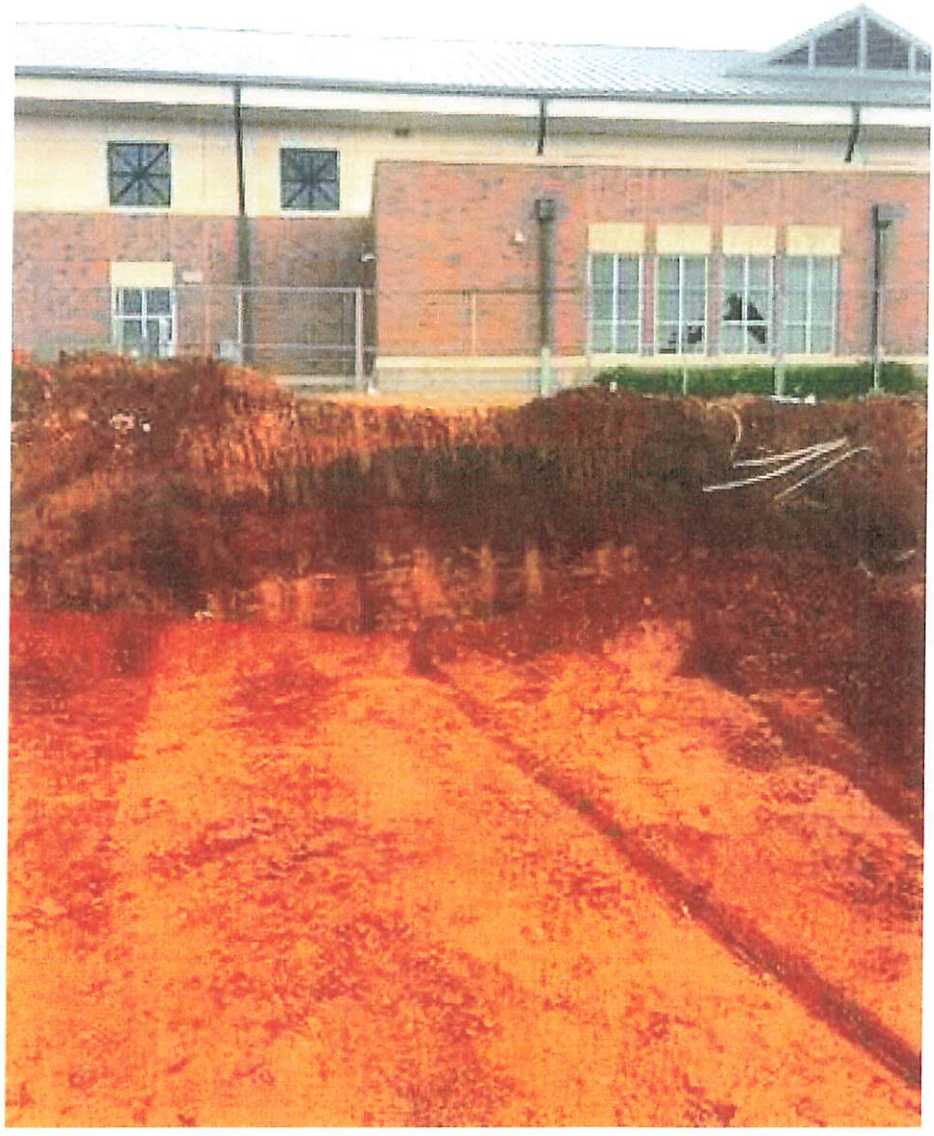
Orig: Timberlake Construction Co., Inc. Attn: Malcolm Becton
(1-ec copy)
1-ec Timberlake Construction Co., Inc. Attn: Jay Crawford
1-ec Timberlake Construction Co., Inc. Attn: Christian Ellis

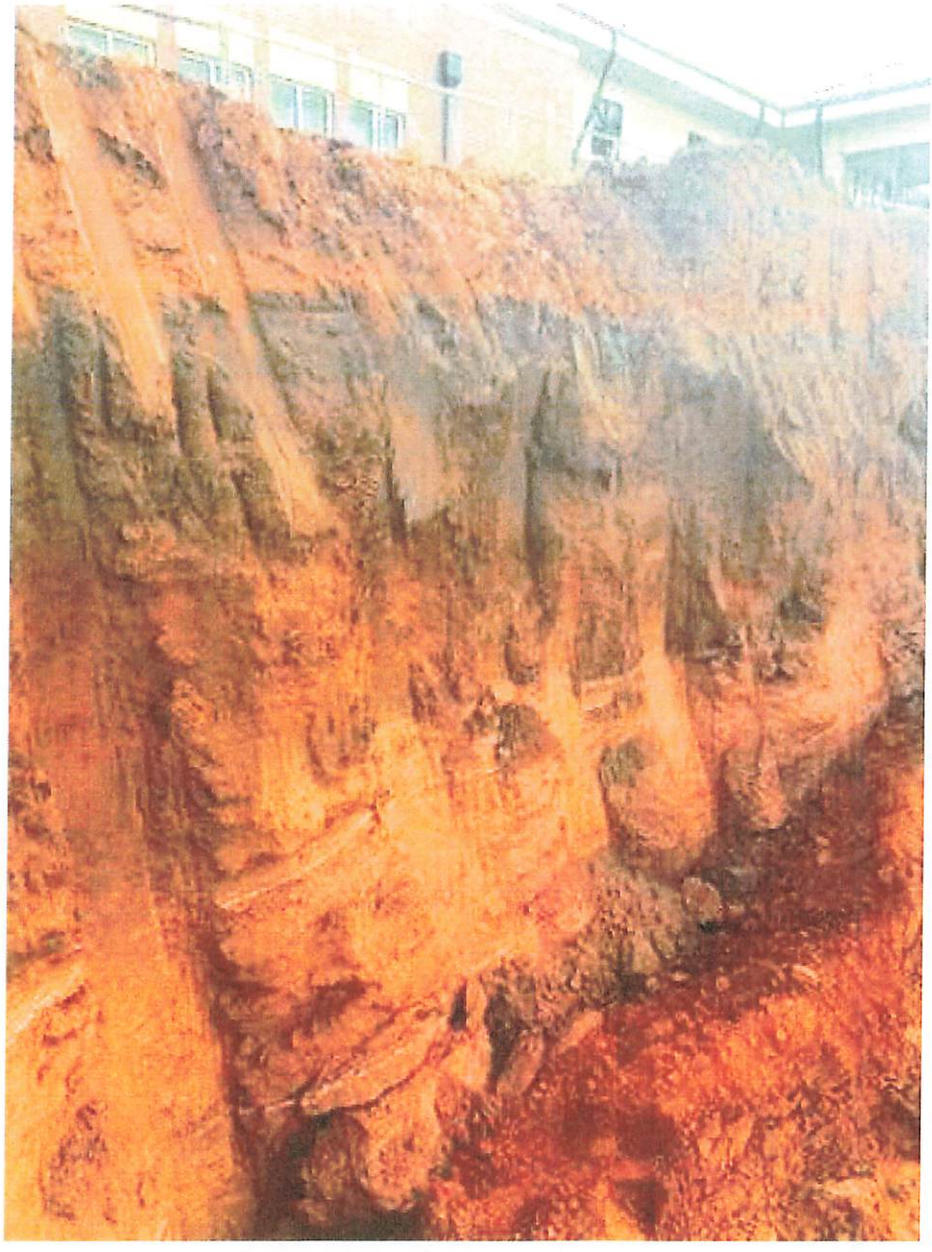
Respectfully Submitted,
Standard Engineering & Field Services

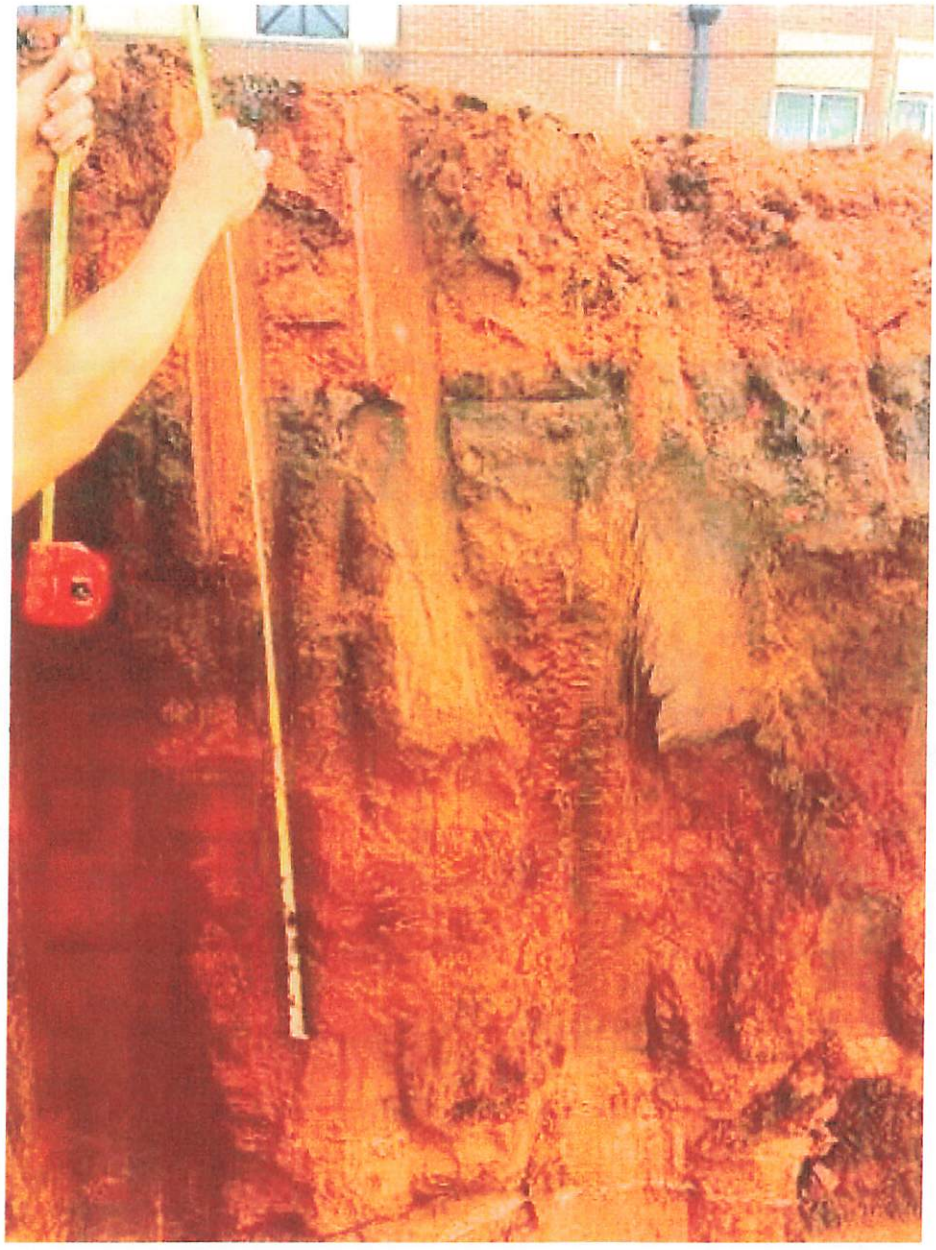
Kevin Bennett
Director of Field Services

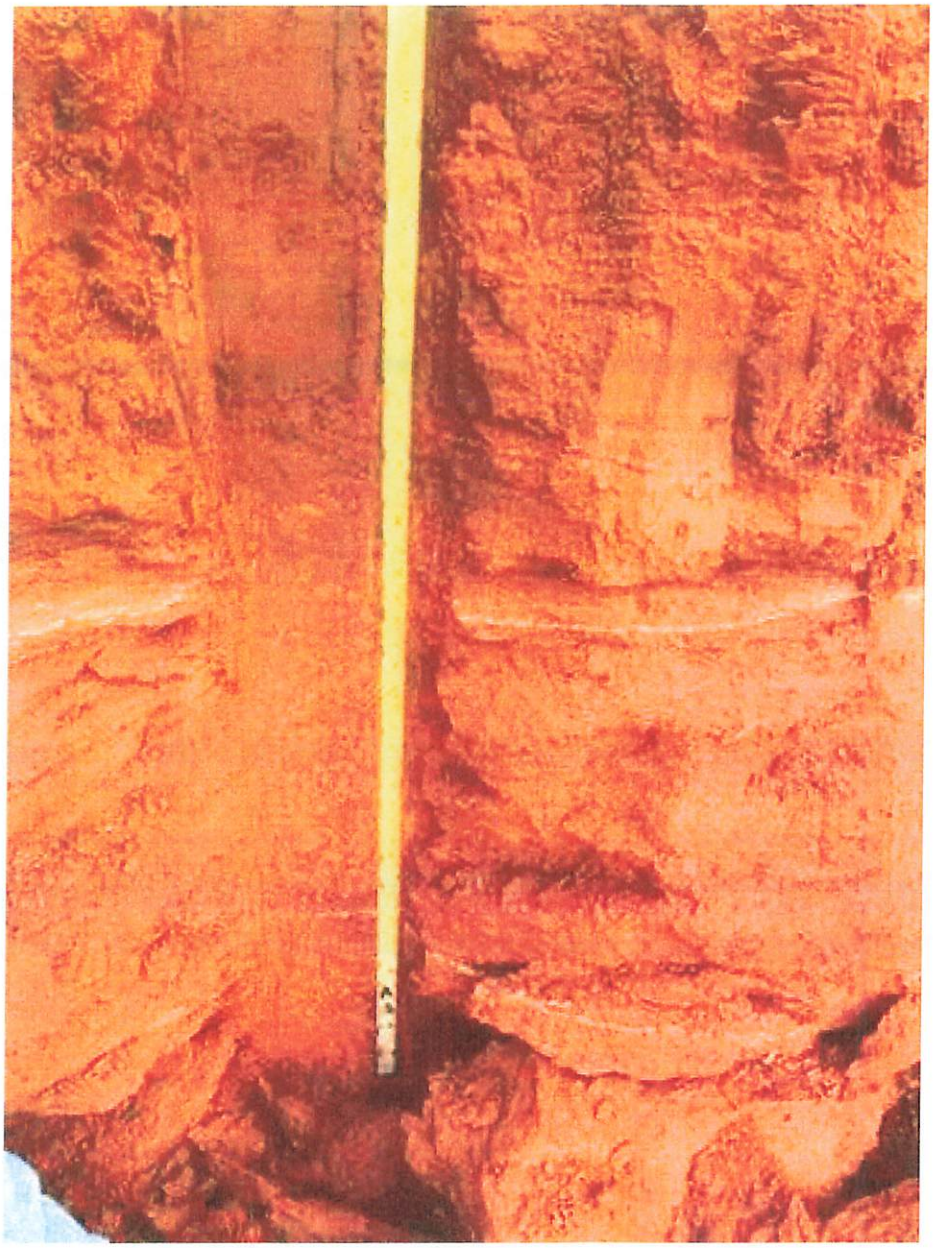
THIS REPORT APPLIES ONLY TO THE STANDARDS OR PROCEDURES INDICATED AND TO THE SAMPLE(S) TESTED AND/OR OBSERVED AND ARE NOT NECESSARILY INDICATIVE OF THE QUALITIES OF APPARENTLY IDENTICAL OR SIMILAR PRODUCTS OR PROCEDURES, NOR DO THEY REPRESENT AN ONGOING QUALITY ASSURANCE PROGRAM UNLESS SO NOTED. THESE REPORTS ARE FOR THE EXCLUSIVE USE OF THE ADDRESSED CLIENT AND ARE NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION.
REPORT CREATED BY ElmTree SYSTEM












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DEERE

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

Project: 24-12 - Mustang HS Expansion
801 S Snyder
Mustang, Oklahoma 73099

Daily Log: Monday 6/30/2025

Daily Log Completed
The Daily Log was completed by Christian Ellis on Tue, Jul 8, 2025 at 12:46 PM CDT.

WEATHER REPORT

Temperature			Precipitation Since			Humidity			Windspeed			
Low	High	Avg	Midnight	2 Days Ago	3 Days Ago	Low	Avg	High	Dew	Avg	Max	Gust
69°F	88°F	78°F	0.00 in.	0.00 in.	0.01 in.	50%	68%	94%	66°F	8.3 mph	27 mph	41 mph

DAILY SNAPSHOT

06:00 AM	09:00 AM	12:00 PM	03:00 PM	06:00 PM	09:00 PM
Partly Cloudy 69°F	Partly Cloudy 75°F	Partly Cloudy 84°F	Partly Cloudy 87°F	Partly Cloudy 84°F	Partly Cloudy 78°F

OBSERVED WEATHER CONDITIONS

No.	Time Observed	Weather Delay	Sky	Temp	Average	Precipitation	Wind	Ground/Sea	Calamity
1	11:20:00 AM	No							

Comments:

MANPOWER LOG

20 Workers | 144.0 Total Hours

No.	Contact/Company	Cost Code	Workers	# Hours	Total Hours	Location
1	Concrete Enterprises, Inc.		12	8.0	96.0	Site
	Comments: Tying and transporting reinforcing steel. No safety violations to note.					
2	Great Plains Construction, LLC		4	8.0	32.0	Site
	Comments: Excavating. Moving dirt. No safety violations to note at this time.					
3	Delta Surveying Co.		4	4.0	16.0	Site
	Comments: Surveying. No safety violations to note at this time.					
			20		**144.0**	

Manpower Log's Attachments:

1. Concrete Enterprises, Inc.



IMG_2025_06_30_11_23_09_930.jpg

2. Great Plains Construction, LLC



IMG_2025_06_30_11_23_38_915.jpg

NOTES LOG

No.	Issue?	Location	Comments
1	No	Site	JHA updated. GPC is finishing appropriate steps so piers may begin tomorrow. Tracked jackhammer arrived 12:40.
2	No		Spoke to Collin Meeks about cutting a 5' trench in fire lane. He was ok with it. This will be for Joe Curry and team to avoid using bore machine. Also spoke to collin about setting up concrete pit outside site fence to help with flow of traffic with concrete trucks.
3	No		Had standard on site to verify densities on the North side of the pad after GPC failed to demo.
4	No		Encountered rock at NW site corner. Excavation was approx. 60' x 25' x 3'. Standard Testing confirmed the excavation.

Notes Log's Attachments:

1.



IMG_2025_06_30_12_44_02_925.jpg

By | Date | Copies To

INVOICE

Invoice Date: 07/08/2025
Invoice No: 25-7-000007

STANDARD
ENGINEERING
• FIELD SERVICES

CORPORATE OFFICE and CENTRAL LABORATORY
(405) 528-0541

Client Address: Timberlake Construction Co., Inc.
Angel Barragan
7613 N. Classen Blvd.

Oklahoma City, OK. 73116 USA

Account No: 0220TIM10
Project No: 2502-0399
Project Desc.: Mustang HS Expansion
801 S Snyder Dr, Mustang, OK 73064
35.385079, -97.727833

========== Invoice Detail by Report ==========

Report No.	Sampled	Qty	Billing Code	Unit Type	Unit Rate	Extension
177833-1	*07/01/2025*	*4.00*	*OH017E - Materials Testing Technician - Earthwork, 4-hr Minimum/Trip*	*Hour*	*$50.00*	*$200.00*
177833-1	*07/01/2025*	*2.00*	*OH021 - Project Manager*	*Hour*	*$135.00*	*$270.00*
177833-1	*07/01/2025*	*1.00*	*OT001 - Trip Charge*	*Trip*	*$30.00*	*$30.00*
177833-1	*07/01/2025*	*1.00*	*OZ003 - Report Preparation, Review, and Distribution*	*Report*	*$25.00*	*$25.00*
					Report Number 177833-1 for a Subtotal of:	*$525.00*
					Total for this Invoice:	***$525.00***

REMIT TO: 3400 N. LINCOLN BLVD
OKLAHOMA CITY, OK 73105
ACH/EFT Payment Instructions:
Email remittances to: ngaultney@standardusa.com

TERMS: DUE UPON RECEIPT
FIN 82-3042789
We Accept Visa / MasterCard / AMEX

INVOICES OVER 90 DAYS ARE SUBJECT TO A MINIMUM $150 LATE FEE
ADMINISTRATIVE CHARGE OF 2.0% OF THE INVOICE AMOUNT IS AUTOMATICALLY ADDED TO THE TOTAL

Great Plains Construction, LLC
24225 N Council Rd
Edmond, OK 73025

Request for Change

Job:	MPS HS Expansion	Job #:	252041	RFC #:	2

Date 7/9/2025 Change Reason: Unforeseen Conditions

Sent by: Stephanie Flaten
sflaten@gpcok.com

Sent to: Jay Crawford
jay.crawford@timberlakeconstruction.com>

Title: Unforeseen Rock Removal

Schedule Impact: Completed

Scope of Work:

Provide labor and equipment to remove unforeseen rock in 60' X 25' X 3' area at $39.50/cy.	$	6,583.07

Review and Response

Stephanie Flaten
Great Plains Construction

Jay Crawford
Timberlake Construction Co.

1'11" to 5'0" Wall	2 included in base bid	$2,840 00 each additional
2" to 2'3" Roof	10 included in base bid	$2,480 00 each additional
1'6" to 5'0" Roof	7 included in base bid	$2,480 00 each additional
GMP 2 – Scope: Steel Erection	----------	----------
MPS HS Expansion Shroud Matrix 02.07.25	----------	----------
2" to 1'11" Wall (4" fire line & 4" Waler line)	3 included in base bid	$1680.00
1'11" to 5'0" Wall	2 included in base bid	$2,240.00
2" to 2'3" Roof	10 included in base bid	$5,600.00
1'6" to 5'0" Roof	7 included in base bid	$7,840.00
GMP 2 – Scope: Tile, Soft Flooring, Athletic	----------	----------
Flooring, Synthetic Grass	----------	----------
Moisture Remediation	SF (Square Foot)	$3.60
GMP 2 – Scope: Terrazzo	----------	----------
Moisture Remediation	SF	$3.00
GMP 2 – Scope: Mechanical	----------	----------
Rock Excavation	CY	$125.00
GMP 2 – Scope: Electrical	----------	----------
Rock Excavation	CY	$300.00
GMP 2 – Scope: Earthwork	----------	----------
Soft Soil Removal/Replacement	CY	$52.50
Rock Excavation	CY	$39.50
GMP 2 – Scope: Utilities	----------	----------
Rock Excavation	CY	$40.00

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ A.2.1 The date of commencement of the Work shall be:
(Check one of the following boxes.)

[ ] The date of execution of this Amendment.

[X] Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

May 5, 2025

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 Substantial Completion

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:
(Check one of the following boxes and complete the necessary information.)

[X] Not later than six hundred sixty three (663) calendar days from the date of commencement of the Work.

[ ] By the following date:

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User Notes: (2001299524)

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Mark Lebsack, Assistant Superintendent, Operations

From: Colin Meeks, Director of Construction

Date: 07-30-2025

Contract Vendor: Timberlake Construction **Time Frame:**

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

HS Expansion

PCO #26 ASI 03 signage

Monies will be given back to MPS with deletion of some directional signage

Added to Escalation allowance - $6,355.00

TIMBERLAKE CONSTRUCTION

PCO #026

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

Project: 24-12 - Mustang HS Expansion
801 S Snyder
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #026: ASI 03 Signage

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	026 / 0	**CONTRACT:**	24-12 - Mustang HS Expansion
REQUEST RECEIVED FROM:		**CREATED BY:**	Malcolm Becton **(Timberlake Construction Co., Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	7/25 /2025
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: ASI 03 Signage

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #028 - ASI 03 Signage
Credit for the changes made in the signage scope per ASI 03

- Sing Type L - Ceiling Mounted Directional Signs
- 8" Acrylic Dimensional Letters RE: Functional Skills Hall
- 14" Acrylic Dimensional Letters RE: A Hall
- Installation

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	101-400 - Signage	ASI 03 Signage	Subcontract	($6,355.00)
2	007-398 - Escalation - Allowance	ASI 03 Signage	General	$ 6,355.00
			Subtotal:	$0.00
			Grand Total:	**$0.00**

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

SIGNATURE DATE

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

7/29/2025
SIGNATURE DATE

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

07.29.25
SIGNATURE DATE

EMG CHANGE ORDER 1.1

1110 North Iroquois Avenue Tulsa, Oklahoma 74106-5901 tel 918 835 5300 email andrew@emggraphics.com

To Timberlake Construction Co.		Job Name/Number 8545 - Mustang HS Expansion	
Attn Jay Crawford		Job Location 801 S Snyder, Mustang, Oklahoma 73099	
Address 7613 N Classen Blvd		Existing PO Number 1223E97 - Project Number	
City, State, Zip Oklahoma City, OK 73116		Existing PO Date 4/1/2025	
Phone 405-938-7175	Date 7/11/2025	Approved PO Total	

Change Description	Amount +/-
ASI 03	
Deduct Quantity 7 - Sign Type L - Ceiling Mounted Directional Signs	-$2,954.00
Deduct Quantity 1 - 8" Acrylic Dimensional Letters RE: Functional Skills Hall	-$1,560.00
Deduct Quantity 1 - 14" Acrylic Dimensional Letters RE: A Hall	-$731.00
Installation	-$1,110.00
Change Order 1 Total:	
Change Total:	($6,355.00)

We hereby agree to make the change(s) specified above at the price indicated per the Change Order.	The prices and specifications of this change order are satisfactory and are hereby accepted. All work is to be performed under the established terms and conditions unless otherwise specified.
EMG Signature	Client Signature
Name	Name
Date	Date

EMG CHANGE ORDER 1.1

1110 North Iroquois Avenue Tulsa, Oklahoma 74106-5901 tel 918 835 5300 email andrew@emggraphics.com

To		Job Name/Number
Timberlake Construction Co.		8545 - Mustang HS Expansion
Attn		Job Location
Jay Crawford		801 S Snyder, Mustang, Oklahoma 73099
Address		Existing PO Number
7613 N Classen Blvd		1223E97 - Project Number
City, State, Zip		Existing PO Date
Oklahoma City, OK 73116		4/1/2025
Phone	Date	Approved PO Total
405-938-7175	7/11/2025	

Change Description		Amount +/-
ASI 03		
Deduct Quantity 7 - Sign Type L - Ceiling Mounted Directional Signs		-$2,954.00
Deduct Quantity 1 - 8" Acrylic Dimensional Letters RE: Functional Skills Hall		-$1,560.00
Deduct Quantity 1 - 14" Acrylic Dimensional Letters RE: A Hall		-$731.00
Installation		-$1,110.00
	Change Order 1 Total:	
	Change Total:	($6,355.00)

We hereby agree to make the change(s) specified above at the price indicated per the Change Order.	The prices and specifications of this change order are satisfactory and are hereby accepted. All work is to be performed under the established terms and conditions unless otherwise specified.
EMG Signature	Client Signature
Name	Name
Date	Date

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: July 30, 2025

Re: Student Handbook for 2025-2026 SY

Please discuss, consider, and/or act upon the recommendation to approve the Student Handbook for the 2025-2026 school year.

Members of the Board

The 2025-2026 student Handbook has been updated to reflect changes in the law as procedural changes / policy changes from Mustang Public Schools.

Summary of changes for the 25-26 year's handbook:

Page 2

- ~~*Mustang Public Schools is committed to diversity and equal opportunities for all. Mustang Public Schools does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, or physical or mental ability.*~~

- Mustang Public Schools is committed to equal opportunities for all. Mustang Public Schools does not discriminate on the basis of race, ethnicity, national origin, sex, gender identity, sexual orientation, disability, religion (including antisemitism), or marital status against a student or an employee. No person in Mustang Public Schools shall, on the basis of race, ethnicity, national origin, sex, gender identity, sexual orientation, disability, religion (including antisemitism), or marital status, be excluded from participating in, be denied the benefits of, or be subjected to discrimination by any Mustang Public Schools program or activity or in any employment conditions or practices conducted by Mustang Public Schools.

Page 8

- General Information - Doctor Note Requirements - "Falsification, and/or turning in falsified doctor notes, for the purpose of deviation of the attendance records is against school rules. Falsified doctor notes will not be recorded as valid. Falsification of doctor notes could be turned into law enforcement."
  This can be in direct violation of OK State Statute 70-10-105, "It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel the child to attend and comply with the rules of some public, private, or other school unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section."

Page 14

- Attendance Provisions (Policy 5020) - College visitations may be counted as a ~~school activity~~ College Visit Day and will not count as an absence provided the following criteria are met:
  - limited to ~~two per year, or~~ four (4) school days per year.
  - The student applies for each college visit through the ~~appropriate counselor~~ college and career office.

- Any requests that exceed the four (4) school day limit will be considered for approval by the college and career office.
- Documentation confirming the visit is provided by the college or university and turned in to the ~~attendance~~ college and career office upon return to school.

Page 18

- AP Assessment Waiver (Grades 10-12)

Students enrolled in an AP course may be eligible for an AP Assessment Waiver for that specific course during the Spring Semester if they meet the following criteria:

- The student must take the official AP exam for the class.
- The student must maintain a "B" or higher grade in the class during the Spring Semester.

AP teachers are responsible for managing and processing AP Assessment Waivers for their respective courses.

Pages 26-27

- Regulations of OSSAA Rule 3 - Scholastic Eligibility - Verbiage updated

~~***REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY**~~

~~**Section 1 – Semester Grades**~~

- ~~A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.~~
- ~~If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.~~
- ~~A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.~~

~~**Section 2 – Student Eligibility During a Semester**~~

- ~~Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.~~
- ~~A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.~~
- ~~A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).~~

~~**Section 3 – Special Provisions**~~

- ~~An 11th or 12th grade student may maintain eligibility if he/she is passing the classes~~

~~required for graduation. An 11th or 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)~~

- ~~An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.~~
- ~~Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.~~
- ~~One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.~~
- ~~Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.~~

RULES FOR STUDENTS TO BE ABLE TO PARTICIPATE IN SCHOOL ACTIVITIES Grades 7-12

These rules are based upon the OSSAA (Oklahoma Secondary Schools Activities Association) and apply to any student or group that will miss school for an activity.

Passing Grades are Key: To participate in an activity that requires the student to miss school during the regular school day; such as, performance during the school day, contest, competition, etc. or to compete in any OSSAA sanctioned event, ex. game, tournament, contest, etc. students will need to meet the following:

Beginning of the School year or the beginning of the Spring semester:

- a student must pass five subjects from the semester before (A “NC” or No Credit would be treated as a F). If they don't pass five subjects, they can't participate/compete for the first six weeks of the next school grading period.
    - When can the student become eligible to participate?
        - A student who wasn't eligible can become eligible again by passing all their classes at the end of a six-week period.
    - What if a new student to Mustang enrolls?
        - New students need to meet the same passing grade rules from their last school.

Weekly Student Eligibility Procedures:

- Each school will generate an eligibility report every Friday, beginning the fourth week of each semester.
- If a student is failing any class, they will be placed on probation for one week. During this probationary period, they remain eligible to miss instructional time for school activities and to participate in all events.
- If a student continues to fail a class the following week, their status will change from probationary to ineligible. This means they will no longer be permitted to miss instructional time for any school activity or event.
    - For OSSAA-sanctioned events, the student will also be ineligible for any after-school activities.
    - For non-OSSAA-sanctioned events, students may participate after school hours but remain ineligible during school hours.
- To regain eligibility, a student must be passing all classes when the eligibility report is processed on Friday.

Additional information:

- School administration may grant exceptions for activities in special circumstances.
- A full list of the detailed OSSAA guidelines can be found at bit.ly/3Hb5mqW

Page 28

- General Statement on Student Behavior and Responsibilities - clarification of verbiage
  NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged. ~~In order that the citizenship record of the student will not be adversely affected.~~ The incident would be listed on the student's discipline record.

Page 30

- Added to policy 5080 - Misuse of PTD /wireless communication device, ex. filming of fights. And on #20. Added - this includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

Page 35

- Criteria for a reinstatement will include the following:
- meeting with the ~~Director of Student Assistance Programs~~ Principal of the Mustang Education Center.

Pages 54-55

- Schedule changes (9-12 grades) **Schedule changes are permitted through the first ~~ten (10)~~ eight (8) days of the semester.** Schedule changes will only be considered for legitimate reasons such as a schedule conflict, meeting graduation requirements or an inappropriate placement as determined by a teacher, counselor, or administrator. **Any schedule change after the ~~ten (10)~~ eight (8) days of the semester will require administrative approval. See procedures for the appeal process for a change of schedule after the ~~10~~- 8 day deadline.**

Page 63

- Procedure for adding additional cords ~~High school organizations who are governed by a National Organization and are tied to a transcripted course can request cords to be worn at graduation. The organizations may submit a written request for consideration of additional cords to the High School Principal for approval. This request should include all important information including the requirements for earning the cord through the organization. Only cords approved by Mustang High School can be worn during the graduation ceremony.~~High school organizations that are affiliated with a national organization and are connected to a transcripted course may request approval for their members to wear cords at graduation. To be considered, organizations must submit a written request to the Mustang High School Principal. The request should include all relevant details, including the specific requirements students must meet to earn the cord through the organization.

  Cords must represent achievements or accomplishments completed by the student during their high school career. Only cords that receive approval from Mustang High School may be worn during the graduation ceremony.

  Stoles or hoods are not permitted, with the exception of the National Honor Society stole or the Valedictorian or Salutatorian hood.

Page 84

- Student Internet Safety - Additional verbiage to D. Parents: section "Parents are encouraged to sign of monitoring of their students internet activity on district devices by going to https://www.mustangps.org/families-students/qustodio-linewize in order learn about out program and to enroll in the parent monitoring program"
- Violations of this Policy - add restrict to in the first paragragh

Page 85

- **Add DEVICE DAMAGE** MPS may provide a device to students for use as an instructional tool in the classroom and/or for use on educational work outside of the

instructional day. These devices may be covered by a district warranty that allows for hardware failures and accidental damage to be repaired without a cost to the student. However should it be determined that a device was damaged maliciously, purposefully or the student did not take proper care to prevent the damage, the student may be charged a cost for the damage repair or loss of the device. The list of cost is neither complete nor exhaustive but will be used as standard guideline for assessing fines/charges for damages.

Loss of Chromebook - $300
Water/Liquid Damage to Chromebook - $200
Chromebook Screen Replacment - $50
Chromebook Keyboard Replacement - $35
Loss/Damage of Chromebook Charger - $35

Loss of iPad - $300
Water/Liquid Damage to iPad - $300
iPad Screen Replacement - $100
Loss/Damage of iPad Charger - $35

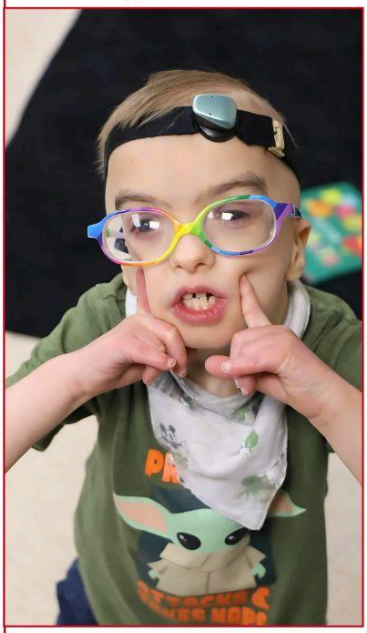
Student Handbook

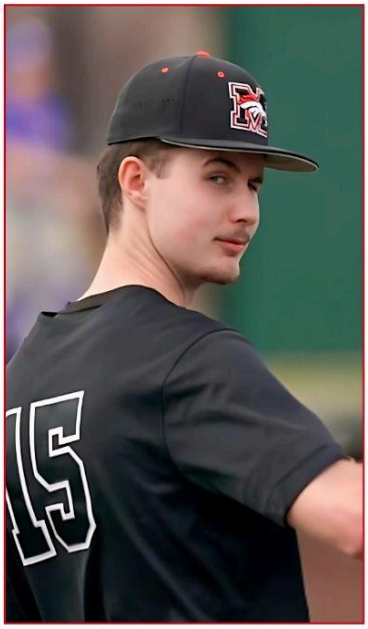
2025-2026

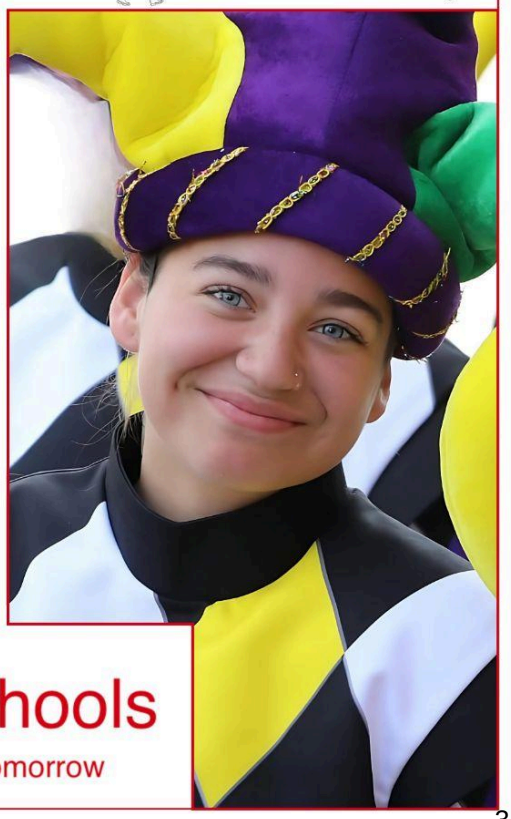












Mustang Public Schools

Empowering Today to Achieve a Better Tomorrow

Mustang Public Schools

Physical Address	**Mailing Address**
909 S Mustang Rd.	12400 SW 15th Street
Mustang, Oklahoma	Yukon, Oklahoma
73064	73099

Telephone Number	(405) 376-2461
Oklahoma School Security Institute Tipline	405-425-4296 *monitored 24/7*
District Website	www.mustangps.org
District Social Media	Facebook - @MustangSchools
	X (formerly Twitter) - @MustangSchools
	Instagram/Threads - @MustangPS

ADMINISTRATION

Charles Bradley	Superintendent
Stacy Edwards	Assistant Superintendent of Elementary Education
Ryan McKinney	Assistant Superintendent of Secondary Education
Mark Lebsack	Assistant Superintendent of Operations
Dr. Jason Pittenger	Chief Financial Officer
Chris Tobler	Executive Director of Human Resources
Geromy Schrick	Executive Director of Technology
Stephanie Matthews	Executive Director of Special Education
Dr. Karen Wilson	Executive Director of Student Services
MIchael Barrick	Executive Director of Student Support
Kirk Wilson	Executive Director of Communications
Alan Green	Chief Operations Officer
Robert Foreman	Director of Athletics
Jennifer Newell	Director of School Safety and Security

BOARD OF EDUCATION

Dr. Robert Rader	President
Todd Lovelace	Vice President
Sarah Lippencott	Member
Travis Helling	Board Clerk
Toby Thompson	Deputy Board Clerk

This handbook has been prepared to help you and your parents become better acquainted with your school. It is our desire that you use this handbook to live up to the high ideals and standards of MPS.

This handbook will be used as a guideline for students and staff. It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook.

The MPS Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change.

Therefore, this Board directs the MPS System annually to review this policy and make changes as necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

~~*Mustang Public Schools is committed to diversity and equal opportunities for all. Mustang Public Schools does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, or physical or mental ability.*~~

Mustang Public Schools is committed to equal opportunities for all. Mustang Public Schools does not discriminate on the basis of race, ethnicity, national origin, sex, gender identity, sexual orientation, disability, religion (including antisemitism), or marital status against a student or an employee. No person in Mustang Public Schools shall, on the basis of race, ethnicity, national origin, sex, gender identity, sexual orientation, disability, religion (including antisemitism), or marital status, be excluded from participating in, be denied the benefits of, or be subjected to discrimination by any Mustang Public Schools program or activity or in any employment conditions or practices conducted by Mustang Public Schools.

DISTRICT CONTACT INFORMATION

Mailing address for all departments is 12400 SW 15th Street, Yukon OK, 73099

Departments

Elementary Curriculum	Director of Elementary Curriculum and Instruction	Misty Eidson	eidsonm@mustangps.org
Intermediate and Middle School Curriculum	Director of Intermediate and Middle School Curriculum	Dr. Robbyn Glinsmann	glinsmannr@mustangps.org
High School ELA & Social Studies and Education Technology and Virtual Instruction grades PreK-12	Director of Secondary Curriculum and Instruction (history and ELA) and Technology and Virtual Instruction	Shanda Cummings	cummingss@mustangps.org
High School Math & Science and Assessments grades PreK-12	Director of Secondary Curriculum and Instruction (math and science) and Assessments	Dr. Lesa Rohrer	rohrerl@mustangps.org
Fine Arts	Director of Fine Arts	Dr. Mike Raiber	raiberm@mustangps.org
Child Nutrition	Director of Child Nutrition	Kay Rainwater	rainwatern@mustangps.org
Transportation	Director of Transportation	Donnie Ryan	ryand@mustangps.org

SITE CONTACT INFORMATION

Mailing address for all sites is 12400 SW 15th Street, Yukon OK, 73099

Elementary Schools (PreK - 4th grade)

Centennial Elementary School
Jennifer Hodde, Principal
Erika Reddick, Assistant Principal
405.256.6466
700 South Czech Hall Road
Mustang, OK 73064

Lakehoma Elementary School
Shawna Carter, Principal
Karen Bush, Assistant Principal
405.376.2409
224 South Clear Springs Road
Mustang, OK 73064

Mustang Creek Elementary School
Leah Anderson, Principal
Kayleen Browning, Assistant Principal
405.324.4567
10821 Southwest 15th Street
Yukon, OK 73099

Mustang Elementary School
Andrea Peterson, Principal
Kaylee Kuykendall, Assistant Principal
405.376.2491
400 South Mustang Road
Mustang, OK 73064

Mustang Trails Elementary School
Jami Hasty, Principal
Lindsey Coffey, Assistant Principal
405.324.0016
12025 Southwest 15th Street
Yukon, OK 73099

Mustang Valley Elementary School
Jennifer Young, Principal
Taylor Harding, Assistant Principal
405.324.2541
3001 S Morgan Road
Oklahoma City, OK 73179

Prairie View Elementary School
Amanda Boucher, Principal
Amy Wilson, Assistant Principal
405.256.6989
9201 SW 59th Street
Oklahoma City, OK 73179

Riverwood Elementary school
Jessika Hill, Principal
Amy Armstrong, Assistant Principal
405.256.5200
1800 SW 44th Street
Mustang, OK 73064

Sunset Hill Elementary School
Jandra Honeman, Principal
Lauren Sanders, Assistant Principal
405.806.5600
4800 S. Sara Road
Oklahoma City, OK 73179

Intermediate Schools (5th - 6th grade)

Canyon Ridge Intermediate Center
Christy Woodson, Principal
Dolly Thomas, Assistant Principal
405.256.6955
3600 S. Sara Road
Mustang, OK 73064

Meadow Brook Intermediate Center
Jessica Giblet, Principal
Taylir Thompson, Assistant Principal
405.256.5250
12500 SW 15th Street
Yukon, OK 73099

Mustang Horizon Intermediate Center
Kameron Hill, Principal
Jennifer Meacham, Assistant Principal
405.256.6282
430 W Forster Drive
Mustang, OK 73064

Middle Schools (7th - 8th grade)

Mustang Central Middle School
Lisa Stacey, Principal
Matt Mitchell, Assistant Principal
Elizabeth Brown, Assistant Principal
405.256.5275
11820 SW 44th Street
Mustang, OK 73064

Mustang Middle School
Ramae Collins, Principal
Ryen Muralt, Assistant Principal
JC Wagnon, Assistant Principal
405.376.2448
1145 S. Heights Drive
Mustang, OK 73064

Mustang North Middle School
Christy Bradley, Principal
Steve Garcia, Assistant Principal
Brandi Owen, Assistant Principal
405.324.2236
10901 SW 15th Street
Yukon, OK 73099

High School (9th - 12th grade)

Mustang High School
Dr. Kathy Knowles, Principal
Keli Wilkie, Assistant Principal (Curriculum & Instruction)
Kaitlin Hensley, Assistant Principal (College & Career)
Cody Little, Assistant Principal (Operations & Communication)
Chad Harper, Assistant Principal (Last Name A-G)
Renee Boatman, Assistant Principal (Last Name A-G)
Craig Chestnut, Assistant Principal (Last Name H-O)
Jared Homer, Assistant Principal (Last Name H-O)
Danny Brown, Assistant Principal (Last Name P-Z)
Katy Korstjens, Assistant Principal (Last Name P-Z)
405.376.2404
801 South Snyder Drive
Mustang, OK 73064

Mustang Education Center (Bronco Academy & 9-12 Alt Ed)
Greg Frederick, MEC Principal & Full time Virtual Principal
405.376.7322
400 North Clear Springs Road
Mustang, OK 73064

VISION / MISSION STATEMENT

Mustang Public Schools

Direction for Excellence

Vision

We Aspire to Have:

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

Mission

As We Pursue Our Vision, We Will:

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

Core Values

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

District Goals

1. Focus on student success
   a. All student attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state assessments
   b. Students will have meaningful opportunities to explore interests and develop talents
   c. Mustang Public Schools will attain a 100% graduation rate

2. Maintain standards of fiscal stability
   a. Balance the operating budget, annually
   b. Adhere to all audit recommendations

3. Provide a culture that values employees as professionals
   a. Recruit and retain highly effective employees
   b. Provide opportunities for growth, professional development, and advancement
   c. Deliver timely and meaningful feedback

Empowering today to achieve a better tomorrow

TABLE OF CONTENTS **PAGES WILL BE ADJUSTED AFTER BOARD APPROVAL**

Page	Topic
~~7~~	General Information
~~10~~	Attendance
~~15~~	Curriculum / Academic Achievement
~~25~~	Discipline
~~42~~	Enrollment
~~56~~	Graduation
~~60~~	Health & Safety
~~64~~	Nutrition
~~66~~	Procedures
~~67~~	School Safety
~~71~~	Student Services
~~76~~	Technology
~~80~~	Transportation

Page numbers will be updated after board approval.

***The online version of the Student Handbook will reflect the latest policy revisions.**

GENERAL INFORMATION

CLASSROOM ASSIGNMENT OF STUDENTS (PreKindergarten-6th Grade)
Principals and teachers, with the aid of evaluative criteria, will group students in the classes that will provide the best possible learning situation. It is recommended that once a student is assigned to a group that he/she continues with that group for the school year.

CLOSING OF SCHOOL
In the event school must be canceled for any reason, the announcement will be made on local news stations prior to 6:00 a.m. when possible. MPS will also post the information on the district web site at **www.mustangps.org** and social media.

DOCTOR NOTE REQUIREMENTS
All Doctor notes must:

- Clearly state the student's name as the patient.
- Be written on official provider letterhead.
- Include the specific date(s) of the illness for which the student was absent.
- Provide verifiable contact information for the medical provider.

"Falsification, and/or turning in falsified doctor notes, for the purpose of deviation of the attendance records is against school rules. Falsified doctor notes will not be recorded as valid. Falsification of doctor notes could be turned into law enforcement."

This can be in direct violation of OK State Statute 70-10-105, "It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel the child to attend and comply with the rules of some public, private, or other school unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section."

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

FFA SCHOOL FARM/ BARN GENERAL RULES AND POLICIES - *Excerpt from Policy 5152*
Only FFA members who are enrolled in Mustang Public Schools Ag Ed program may house animals in the barn. Pens will be made available to Mustang 4-H members by nomination dates at the discretion of the Ag Ed Instructor. In order to house animals in the barn, members must complete a barn contract and be in good standing with the Mustang FFA program. No animals will be housed in the barn until these requirements are met. Additional information will be provided from the Ag Ed instructors.

FIELD TRIPS
Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. Field Trips do not include interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a beneficial experience for 356

students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students benefit more from the field trip than they would from a virtual learning experience, a guest speaker, experiment, project, etc?

There will be two (2) class parties per year which will be determined by each elementary site. Teachers will notify all parents of food allergies in their child's classroom. Teachers will encourage parents to limit sugary items, and provide a variety of foods for students to choose from. Store-bought foods with nutritional information is encouraged.

Parents are requested to refrain from bringing preschool children, younger children or siblings to class parties, as their attention needs to be directed to assisting with the party's events for the students and assisting the teacher during this time. No audio or video recordings are allowed during the parties.

Birthday party invitations are never to be distributed at school and birthday parties are not hosted in classrooms. Birthday snacks may be provided by parents, but should be limited to no more than one day per month, as determined by the teacher, to protect instructional time.

Parents of students with allergies will be notified when treats will be provided so they will have the opportunity to provide alternate treats for their child if necessary.

All celebrations must be arranged through the classroom teacher.

FOOD DELIVERY

No 3rd party food delivery to schools will be allowed (example: Uber Eats, DoorDash, etc)

PERSONAL ITEMS

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

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

PETITIONS AND SURVEYS

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

PLAYGROUND EXPECTATIONS

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

STUDENT IDENTIFICATION - All students Grades 9-12

Students must be in possession of a school issued student ID at all times. Our preference continues to be that each student would have their ID visible, but it will only be required that it is always on their person (physical or digital). When students arrive at school and learn they are not in possession of the student ID (physical or digital) they can report to the media center between 8:00AM and 8:40AM to purchase a new ID. The need for replacement due to lost, damaged or stolen IDs will be at the cost to

the student at $10.00 each. If asked by any school staff member, students must be able to provide their student ID (physical or digital) to confirm their enrollment as a current MHS student. If a student is asked to present their ID and they fail to have it on their person (physical or digital), they will result in disciplinary action.

If a student is not able to produce their student ID upon request the student will receive:

- 1st offense: ISI for three days. However, after day 1 the student will return to their class once they produce their ID.
- 2nd offense: suspension for 1 day. The student will be suspended for the remainder of the school day. All incidents following 1:00 p.m. will result in the suspension lasting through the following school day.

STUDENT INSURANCE

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

USE OF THE MEDIA CENTER

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

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

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

Elementary

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

Intermediate & Middle School

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

Many activities are scheduled in the Media Center such as book reviews, book fairs, guest speakers, contests and virtual learning experiences.

High School

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

- No student has the right to interfere with the learning of another student or the purpose of an activity.

- A student may have up to two (2) items checked out under his/her name at one time.
- Students will check out books and other items at the circulation desk; regular books check out for a period of two (2) weeks and can be renewed for an additional two (2) weeks if necessary. Magazines can be checked out during the school day and are due at the end of 6th period. Reference items can be checked out overnight and can be renewed one (1) time.
- The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).
- Students entering the media center must have a pass designating his/her purpose, signed and dated by his/her teacher. No passes are required for the lunch hour.
- Any student possessing media center materials without having checked them out will be denied the privilege of using the media center for the remainder of the semester.
- Items can be returned in a book drop or taken to the circulation desk for check in.
- Any fine(s) or overdue book(s) must be remedied before a student can check out anything else in his/her name.
- Students must place unwanted items in their proper place on the shelf or bring them to the circulation desk for re-shelving.
- Books must be returned and fines paid before a student leaves the school either by withdrawing or graduating.
- No food or drinks are permitted in the media center.
- All media center records are final.

TRESPASSING

The campuses are private property owned by Mustang Public Schools. School administration has the legal authority when warranted to request for an individual to exit the property. The request could apply to any adult, visitor, or student. In the event an individual does not comply with the request the Director of School Safety and Security and local law enforcement will be contacted. At that point law enforcement and MPS have legal authority to implement consequences if needed.

USE OF TELEPHONES

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

VISITORS

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

Classroom Visitor Guidelines

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

- Convicted sex offenders will not be permitted.
- Administration may determine at any time that classroom observations will not be allowed. His or her decision is not subject to review.

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

ATTENDANCE

STUDENT ATTENDANCE POLICY
Policy #5020

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.

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 12th 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. (See student handbook for other attendance policies.)

CHRONIC ABSENTEEISM

Definitions. The following words and terms, when used in this Section, shall have the following meaning, unless the context clearly indicates otherwise. 360

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 a 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 (2) of the first (3) three hours or (2) two of the last (3) 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 (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. 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 requirements of "self-support" may assume responsibility for all absences.

G. College visitations may be counted as a ~~school activity~~ College Visit Day and will not count as an absence provided the following criteria are met:
    1. limited to ~~two per year, or~~ four (4) school days per year.
    2. The student applies for each college visit through the ~~appropriate counselor~~ college and career office.
    3. Any requests that exceed the four (4) school day limit will be considered for approval by the college and career office.
    4. Documentation confirming the visit is provided by the college or university and turned in to the ~~attendance~~ college and career 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 truancies 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. 362

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 (3rd) tardy, and every third (3rd) 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:

A. 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;
B. 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.
C. 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. 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 as 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.

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 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.

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 progression 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.

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

ARRIVAL TIMES

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

K-12th Hours	**Hours**	**Students May Arrive**
Elementary Schools (K-4th only)	7:40-2:35	no earlier than 7:15
Intermediate Schools	8:10-3:05	no earlier than 7:35
Middle Schools	8:40-3:35	no earlier than 8:10
High School	8:40-3:35	no earlier than 8:00
MEC PASS	8:00-2:10	arrive at the HS campus by 7:45
PRE-K Hours		
Full Day Pre-K Classes	7:55-2:50	unloading begins at 7:40
Half Day Pre-K (am classes)	8:10-10:45	unloading begins at 8:05
Half Day Pre-K (pm classes)	12:30-3:05	unloading begins at 12:15

LEAVING SCHOOL GROUNDS

Grades PreK-8 have a closed campus. Students may only leave campus once a parent or emergency contact,

in person, with proper identification, has checked the student out through the mail office.

School Levels	Students May Not Be Checked Out After
Elementary students	No later than 2:05
Intermediate students	No later than 2:35
Middle School	No later than 3:05

Grades 9-12 students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel. Students will not be allowed to be checked out within the last 30 minutes of school ending.

Effective starting the 2025-2026 school year:

- HS Lunch
    - Grades 9-10 – Students are not allowed to leave campus for lunch. Telephone checkouts for lunch are not permitted for students in grades 9 and 10. In order for a student grade 9 or 10 to be checked out during lunch they must be checked out by a parent, guardian or emergency contact, in person, only after showing proper identification. Leaving campus without following these procedures may be considered truancy and will be handled accordingly.

    - Grades 11-12 – Students have an open campus and may leave campus for lunch. However, this privilege can be revoked if students engage in inappropriate behavior, such as unsafe driving on school grounds, repeated tardiness after lunch, or disruptive or inappropriate conduct in the community during lunch hours.

CURRICULUM / ACADEMIC ACHIEVEMENT

GRADING POLICY
#5071

GRADING PHILOSOPHY

PURPOSE OF GRADES

We believe the purpose of grades is to communicate, as concisely as possible, a student's mastery of grade-level content. Grades should reflect a valid and pure representation of what a student knows and is able to do based on a given set of concepts and skills specified by the Oklahoma Academic Standards. Grades are used to provide feedback, document progress, and guide instructional decisions.

STUDENTS WITH SPECIAL NEEDS

We believe the philosophy behind grades is the same for all students. However students with special needs or special circumstances may need accommodations or modifications. As a legal document, any accommodation or modification as determined by the educational team and listed in the Individualized Educational Program (IEP) or 504, must be followed.

NUMBER OF GRADES

We believe grades should be taken frequently in a manner that allows students, parents, and teachers to monitor a student's mastery of grade-level content. A grade should not be locked in for a period of time with no means for a student to improve his/her grade. For example, it would be inappropriate for a teacher to only take one summative grade on a large, lengthy assignment, or any other method that prohibits a student from the ability to continually show progress towards the mastery of grade-level content.

HOMEWORK

We believe homework compliments mastery of grade-level content. Homework is an extension of a school related assignment which requires time and effort outside the regular classroom. Homework shall be meaningful and have a purpose aligned to the content standards.

EXTRA CREDIT

We believe extra credit, if given, should be on a limited, but equal basis and should only be for the completion of standards based work. Extra credit not attached to a learning objective is not appropriate and should not be given, such as bringing tissues or other classroom supplies, attending extra-curricular events, or returning a class syllabus.

AP Assessment Waiver (Grades 10-12)

Students enrolled in an AP course may be eligible for an AP Assessment Waiver for that specific course during the Spring Semester if they meet the following criteria:

- The student must take the official AP exam for the class.
- The student must maintain a "B" or higher grade in the class during the Spring Semester.

AP teachers are responsible for managing and processing AP Assessment Waivers for their respective courses.

ASSESSMENT

We believe assessments should be used to gather more information about instruction, student's progress towards mastery of grade-level content and to identify gaps in learning. Assessments can vary in formality from verbal responses, daily assignments, exit slips, observations, quizzes, end of unit/chapter tests, interim assessments, benchmarks, and semester tests to state assessments. Any assessment should have purpose beyond the single purpose of assigning a grade. Formative and summative assessments should guide instruction, provide feedback, and determine where remediation is needed. According to Doug Reeves, "Effective feedback not only tells students how they performed, but how to improve the next time they engage in the task." Effective feedback is also conclusively supported by many researchers such as Marzano, Wiggins, & Reeves as the single most effective teaching behavior for academic growth.

COMMON GRADING PRACTICES

We believe grading practices between school sites and for courses with the same title should apply consistent expectations and practices, such as weighting of grades, late work, missing work, or number of tests or assignments. Clear grading criteria from grade levels or departments shall be explicitly communicated to students and parents at the beginning of the course.

PARENT/GUARDIAN EXCEPTIONS

We believe that parents are partners in the education of their child and essential to the academic success of students. We recognize parents as the first and most important lifelong teachers of their children.

We believe parents should ensure their child attends school and is ready to learn. Parents should monitor and guide their child's academic progress to ensure success, such as checking the parent portal regularly, reviewing homework and help study for tests.

Communication between parents, teachers and other education professionals is vital to student achievement.

GRADING PROCEDURES

Grades PK –- 4

Standards-Based Grading Scale 366

4 Proficient

3	Developing
2	Emerging
1	Limited

Grades 5 -12

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
P	Proficient	0.0
U	Failing	0.0
NC	No Credit	0.0

Grades will be rounded to the nearest whole number.
Semester grades are continuous and do not start over at the end of the quarter.

Grades PK-4
Report cards will be sent home at the end of each nine-week period.

Grades 5-8
Cumulative grades will be available in the Parent Portal at the end of each nine-week period.

Grades 9-12
Cumulative grades will be available in the Parent Portal at the close of each semester's grading period.

Grades 5-12
Student grades may be accessed anytime by using the Parent Portal.

TIME ENROLLED
Grades 3-8
A student must be enrolled a minimum of twenty (20) days in a quarter in order to receive a grade from Mustang Public Schools.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the quarter and/or semester.

High School:
A student must be enrolled 90% of the semester in a class in order to receive credit for that class.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the semester.

If a student transfers in without grades, that student must be enrolled for 90% of the semester to obtain credit.

Any student not receiving credit for time enrolled, may apply for an appeal with the appeal committee. The appeal committee's decision is final.

GRADE APPEAL PROCESS
In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

- Student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes reason(s) for the appeal and relief sought by the complainant, within twenty (20) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated in writing within ten (10) days of receipt of the statement of appeal.
- If the complainant is dissatisfied with the decision of the teacher, a written appeal can be made to the school site principal. The appeal must include a written statement with the reason(s) for the appeal and relief sought by the complainant. It must be requested within ten (10) days of receipt of the teacher's decision. If the written appeal is not provided to the principal within ten (10) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final.

It will be the responsibility of the school principal to investigate the complaint. After consulting with District Administration, the principal will issue a written ruling in the matter within ten (10) days of the receipt of the statement of appeal. The principal's decision is final. In the absence of the site principal, the superintendent or his/her designee will act in the place of the site principal.

Graduation information is posted in the Graduation section.

PARENT PORTAL

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

The following information may be displayed in Parent Portal:

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

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

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

Parent Portal accounts are created for parents during the new student enrollment process. Legal custodial guardians of existing students may request a Parent Portal account by emailing psppsupport@mustangps.org. Guardians should be prepared to show picture identification and legal custody documents if applicable.

All records and grades are accessed online for grades 5 - 12 through the Parent Portal. Progress reports will not be printed and distributed unless parent/guardian/student requests one from the front office.

INCOMPLETES (Grades 5-12)

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

administrative approval.

INTERNET BASED INSTRUCTION
Policy # 5056

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students (grades 7-12), but not limited to:

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

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

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

DEFINITIONS

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

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

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

Educationally appropriate: means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

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

Blended: delivery of instruction utilizing both traditional (face to face) and online instruction. A blended student schedule would include a mix of traditional classes and online classes.

Online Course: a delivery method in which students complete the entire course online with minimal visits to

the campus.

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

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

Guidelines

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

A. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the online program shall be treated the same as any other course offered by the district.

B. Only students who are enrolled in MPS District will be granted access to online courses.

C. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.

D. Requests for enrollment in online courses shall be as follows:
   1. Interested students shall be required to fill out a request for enrollment in online course(s) form.
   2. The principal or designee shall evaluate the application and determine whether the online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the student's high school transcript or for grades 7-8 the student cumulative record.
   3. If the online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable.
   4. If enrollment in the online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty.

E. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.

F. Courses offered for credit by means of Internet-based instruction shall be aligned with the Oklahoma Academic Standards.

G. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.

H. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possesses the specific content expertise necessary to teach the course.

I. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.

J. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.

K. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

L. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.

M. Student progress shall be monitored on a weekly basis by the online course provider. Attendance/participation in an online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be counted "present" or "in attendance" when the online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.

N. Any student, grades 9-12, who receives their entire class schedule through an online environment cannot participate in any extracurricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least three (3) periods of the school day to participate in any extracurricular activities. The administration has the ability to make adjustments to the three period requirement to meet the needs of a student when educationally appropriate.

DISTRICT HONOR ROLLS

Grades 5-8

Students will be recognized at the Academic Awards Assembly at the end of the school year when named to the Superintendent's or Principal's Honor Roll. The Superintendent's Honor Roll shall consist of those

students who have no grade less than an "A" in every subject for each quarter of the current school year. The Principal's Honor Roll shall consist of those students who have no grade below "B" for each quarter of the current school year. For the purpose of computing the Honor Roll during the second semester students' third nine-week grade and the six-week grade of the fourth nine-week period will be averaged.

The State Honor Society is a statewide organization recognizing those students who have made "A's" each nine-weeks of the second semester of the previous school year and each nine-weeks of the first semester of the current school year.

Transfer students are eligible for the State Honor Society and for the Principal's and Superintendent's Honor Roll.

Several additional honors such as academic, citizenship, outstanding boy/girl and 8th grade prestige awards are presented at the annual academic awards assembly. Student disciplinary records will be reviewed when students are considered for awards and honors. Frequent or serious referral for behavior will reflect negatively upon honors selections.

Grades 9-12

The Superintendent's Semester Honor Roll shall consist of those students who have no grade less than "A" for the indicated period. The Principal's Honor Roll shall consist of those students who have a grade average of "B" or 3.0 on a four point system who have no grade less than a "B."

RENAISSANCE - (Secondary level only)

The purpose of the Renaissance program is to recognize students who are achieving academic excellence with incentives, rewards and recognition.

Seniors that have received all A's and B's throughout their four (4) years of high school shall be eligible for Renaissance graduation cords.

STATE HONOR SOCIETY MEMBERSHIP

The member of the State Honor Society shall be designated as the top 10% of each class based on the cumulative grade point average at the end of the first semester. These students will be notified in late spring.

NATIONAL HONOR SOCIETY

Students in the sophomore, junior and senior classes who have attained a cumulative grade point average of 3.8 or higher on a 4.0 scale are academically eligible to apply for membership in the Mustang High School Chapter of the National Honor Society. (Freshmen are not eligible.)

Students who are accepted for membership by the Faculty Advisory Committee must comply with the guidelines set forth in the National Honor Society Constitution and High School Chapter By-laws.

A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one (1) semester in order to retain membership.

OKLAHOMA ACADEMIC SCHOLAR

Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar in compliance with State law, which became effective in 1986:

- Accumulate a minimum grade point average of a 3.7 on a 4.0 scale, in grades 9, 10, 11 and the first

semester of grade 12, or be in the unweighted top ten (10) percent of their graduating class.
- Complete (or will complete) the curricular requirements for a standard diploma.
- Achieve a composite score of 27 on the ACT or 1,220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation.

ACADEMIC ACHIEVEMENT AWARD

Mustang High School will issue an Academic Achievement Diploma to all graduating seniors who have fulfilled the following scholastic requirements:

- Minimum of 3.60 cumulative grade point average on a 4.0 scale
- Minimum score of 25 on the ACT Test or a minimum score of 1050 on the SAT
- Minimum of 26 credits earned in the following courses:
    - English — 4 credits
    - Science — 3 credits – starting with Biology I
    - Math — 3 credits – starting with Algebra I
    - Social Studies — 3 credits
    - Foreign Languages or Approved Computer Technology — 2 credits – 1st and 2nd year courses
    - Electives — 11 credits

CERTIFICATE OF DISTINCTION

A Certificate of Distinction will be awarded to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.00 scale:

- Earned four (4) units each in English, mathematics (excluding Math of Finance), social studies and science
- Earned two (2) additional units in the area of technology, the humanities or the arts (Art I, II, III, IV; Instrumental Music I, II, III, IV; Drama I, II, III, IV; Debate I, II, III, IV; Crafts I, II; Digital Art Media, All vocal music choirs)
- Earned two (2) units in the same foreign language and

ACTIVITY ELIGIBILITY AND REGULATIONS

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a "passing grade" in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director's office.

~~*REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY~~

~~Section 1 – Semester Grades~~

- ~~A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.~~
- ~~If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.~~
- ~~A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.~~

~~Section 2 – Student Eligibility During a Semester~~

- ~~Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.~~
- ~~A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in which he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.~~
- ~~A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).~~

~~Section 3 – Special Provisions~~

- ~~An 11th or 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. An 11th or 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)~~
- ~~An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.~~
- ~~Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.~~
- ~~One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.~~
- ~~Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.~~

RULES FOR STUDENTS TO BE ABLE TO PARTICIPATE IN SCHOOL ACTIVITIES Grades 7-12

These rules are based upon the OSSAA (Oklahoma Secondary Schools Activities Association) and apply to any student or group that will miss school for an activity.

Passing Grades are Key: To participate in an activity that requires the student to miss school during the regular school day; such as, performance during the school day, contest, competition, etc. or to compete in any OSSAA sanctioned event, ex. game, tournament, contest, etc. students will need to meet the following:

Beginning of the School year or the beginning of the Spring semester:

- a student must pass five subjects from the semester before (A “NC” or No Credit would be treated as a F). If they don't pass five subjects, they can't participate/compete for the first six weeks of the next school grading period.
    - When can the student become eligible to participate?
        - A student who wasn't eligible can become eligible again by passing all their classes at the end of a six-week period.
    - What if a new student to Mustang enrolls?
        - New students need to meet the same passing grade rules from their last school.

Weekly Student Eligibility Procedures:

- Each school will generate an eligibility report every Friday, beginning the fourth week of each semester.
- If a student is failing any class, they will be placed on probation for one week. During this probationary period, they remain eligible to miss instructional time for school activities and to participate in all events.
- If a student continues to fail a class the following week, their status will change from probationary to ineligible. This means they will no longer be permitted to miss instructional time for any school activity or event.
    - For OSSAA-sanctioned events, the student will also be ineligible for any after-school activities.
    - For non-OSSAA-sanctioned events, students may participate after school hours but remain ineligible during school hours.
- To regain eligibility, a student must be passing all classes when the eligibility report is processed on Friday.

Additional information:

- School administration may grant exceptions for activities in special circumstances.
- A full list of the detailed OSSAA guidelines can be found at bit.ly/3Hb5mqW

Prohibition of Race And Sex Discrimination In Curriculum

Mustang Public Schools (MPS) is committed to providing an exceptional educational experience for every student within our system. Our adopted curriculum and Oklahoma State Standards comply with state and federal law. All MPS teachers regularly participate in professional development programs and training that prepare them to sustain and enrich classroom teaching and learning experiences that attempt to reasonably incorporate a variety of perspectives reflective of the diverse population of our school district. The classroom materials we use are vetted by the Mustang Public Schools staff and / or Oklahoma State Department of Education and are on the approved textbook adoption list. MPS strives to maintain open, welcoming, and respectful educational environments for all students, teachers, and staff across the district.

Excerpt from Policy 1114

The district hereby designates the Executive Director of Communications (John “Kirk” Wilson) as the employee responsible for receiving complaints. Complaints may be provided via telephone at

405-376-2461 and via email to hb1775@mustangps.org. This contact information shall also be accessible on the school district's website.

DISCIPLINE

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of established policy.

The Boards advocate that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which MPS students are expected to assume and follow at all times:

- To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
- To apply themselves to the established course of study.
    - Be prompt and regular in attendance
    - Complete school assignments on time
    - Pay attention to teachers
    - Learn to criticize fairly and to accept criticism
- To respect the authority of the administration, faculty and staff of MPS.
- To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish. **NOTE:** Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged. ~~In order that the citizenship record of the student will not be adversely affected.~~ The incident would be listed on the student's discipline record.
- To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

- Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
- Send each student to school with proper cleanliness and neatness of dress.
- Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
- Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
- Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in MPS are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their

response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Therefore, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

STUDENT CONDUCT AND DISCIPLINE
Policy # 5080

Discipline Policy

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

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

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

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

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Using profanity or expressing vulgarities
5. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
6. Blatant disrespect toward faculty or staff
7. Public display of affection
8. Physical altercation/fighting while at school or at a school activity

9. Assault and battery
10. Insubordination or defiance
11. Dress code violation
12. Misuse of PTD /wireless communication device, ex. filming of fights
13. Other disruptive or insubordinate behavior
14. Misuse of the internet and/or local area network computer
15. Vandalism/arson
16. Theft
17. Forgery, fraud or embezzlement of legal tender
18. Gambling
19. Gang-related behavior, including gestures, language or dress
20. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees, this includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
21. Possessing or distribution of pornography
22. Use or possession of tobacco products, electronic cigarettes, vapes or vaping products or any other product packaged for smoking or the simulation of smoking on campus or school activity
23. Possessing, sharing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
24. Possessing, sharing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
25. Possessing, sharing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
26. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
27. An act of violence
28. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
29. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes) committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
30. Adjudication for an offense that is a violent act off campus
31. Repeated minor offenses
32. Failure to produce MPS identification badges (grades 9-12)
33. Parking lot violations
34. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action.

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

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

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges

11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips, change of placement which could include online instruction, education at Canadian County Juvenile Center, or other placement as administration sees appropriate.

ISI: In-school Intervention is an alternative to home suspension when deemed advisable by the principal. In-school Intervention is assigned during part of or all of a student's schedule, where the student spends time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction and access to equal education opportunities. The decision of the principal is final.

Student Privileges While Under ISI: When a student's behavior justifies ISI, the student forfeits the privilege of participating in social activities and will not be permitted to participate in or be in attendance at any extracurricular activities in which schools participate.

PROCEDURES

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

1. The matter should immediately be reported to the building principal or designee. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal or designee. As much detailed information as possible should be provided to the building principal or designee in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal or designee shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal or designee and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal or designee shall follow district policies regarding the discipline of the student. The building principal or designee shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or designee or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within three (3) school days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within three (3) days of the conclusion of the investigation.

PERSONAL TECHNOLOGY DEVICE (PTD)

Mustang Public Schools limit the student use of PTD's or Personal Technology Devices.

- PreK-6th grade students will not be allowed to utilize PTD's while on school grounds.
- 7th-8th grade students will not be allowed to utilize PTD's at school from 8:35-3:35 (or 5 minutes before school begins through the dismissal bell at the end of the regular school day).
- 9th-12th grade students will be only permitted to utilize PTD's during lunch, passing periods, and before/after school or for the use with any campus management platforms or other school software.

PTDs include but are not limited to laptops, computers, tablets, cellular phones, smart phones, smart watches, ear pods, or headphones. Devices whose primary purpose is gaming and portable speakers are expressly prohibited at all times.

All students will be permitted to carry their cell phones / PTD's in their backpacks but they must be turned off, unless it is at one of the approved times listed above.

Possession of a cell phone / PTD on school campus is a privilege, and may be revoked at any time by the administration for violating this school policy regarding such possession. Furthermore the school and its employees are not responsible for any theft or damage for any cell phone / PTD while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone/PTD.

Any deviation from this plan will be at the discretion of school administration.

DRESS CODE STANDARDS

Mustang Public schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Mustang Public Schools are also expected to respect the school community by dressing appropriately for a PreK - 12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

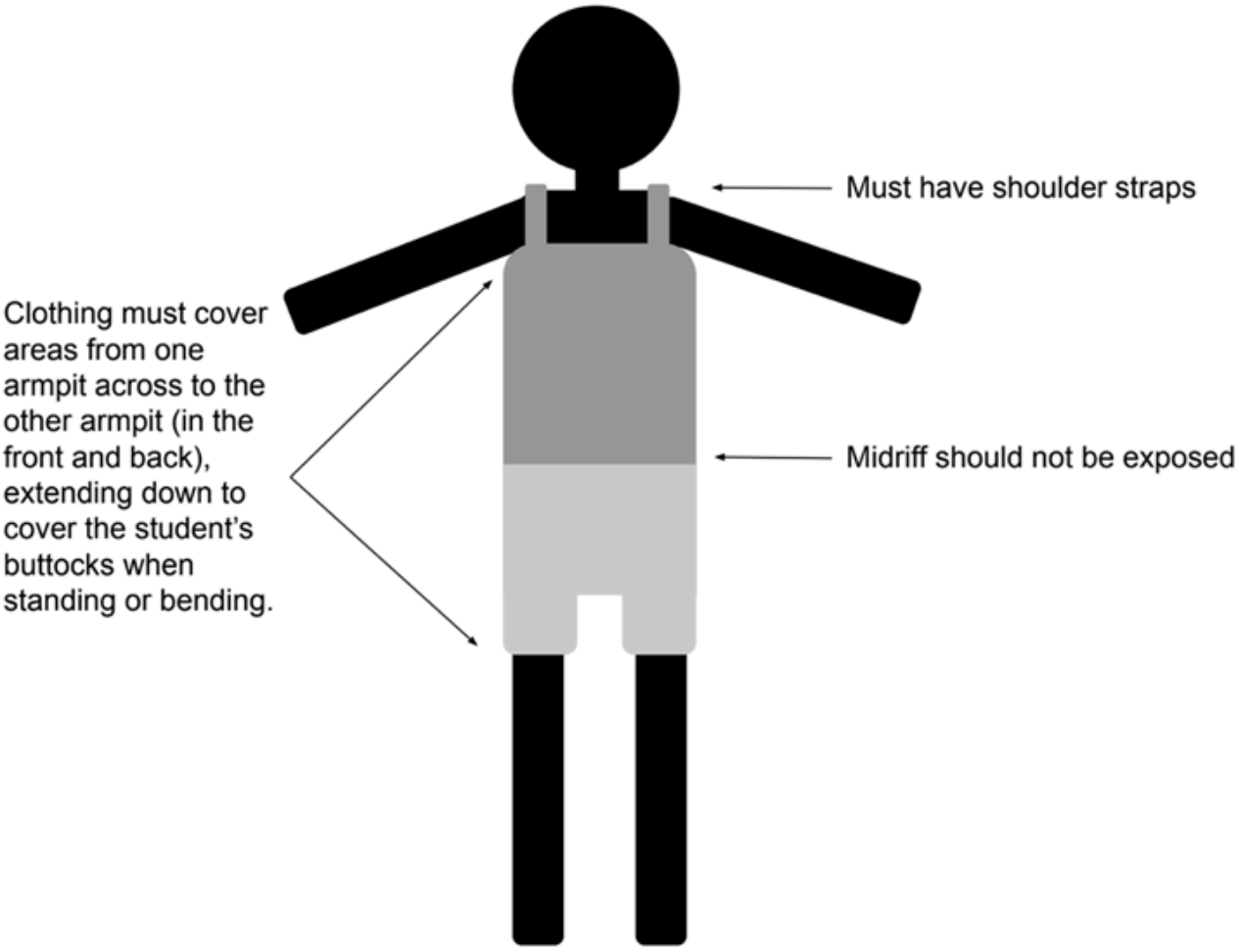
District Dress Code Expectations:

DRESS CODE EXAMPLE AND EXPECTATIONS LISTED ON FOLLOWING PAGE.

1.Clothing must cover areas from one armpit across to the other armpit (in the front and back), extending down to cover the student's buttocks when standing or	2. Tops must have shoulder straps.	3. Clothing that is transparent, made of mesh, or has holes must cover skin and undergarments while meeting the expectations of #1.	4. Midriff should not be exposed.	5.Specialized courses may require specific attire, such as sports, uniforms, and/or safety gear.

bending.				

Dress Code Example



Accessories

- Headgear including hats or hoodies are allowed as long as eyes and ears are not obstructed from the headgear.
- Sunglasses may not be worn to cover the student's eyes while inside the school.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Shoes

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

Hair color/hairstyle

· Hair color/hairstyle, makeup or face paint that disrupts the learning environment is prohibited.

Gang Related

· Items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

District Guidelines: Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; electronic cigarettes/vapes or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

FOOD CONSUMPTION

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

TOBACCO USE

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

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

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

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

- Any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
- Any intoxicating beverage as defined by Oklahoma law
- Any substance which is represented to be a prescription, non-prescription drug, facsimile of an illicit substance or synthetic drug
- Any inhalant
- Any other chemical or natural substance which is capable of producing injury and is misused by a student

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

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

First Offense

The following suspension will go into effect according to the grade level of the student on the day of the first day of the offense.

- Grades 9-12 = 45 days (10 days out and 35 days in DPP)
- Grades 5-8 = 45 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee

Reinstatement option

The suspension may be reduced for the first offense if the student/parent/guardian agrees to complete a reinstatement option which will consist of a list of criteria that will be set by Mustang Public Schools.

Criteria for a reinstatement will include the following:

- meeting with the ~~Director of Student Assistance Programs~~ Principal of the Mustang Education Center.
- Counseling services that consist of a school approved chemical dependency education program, or a comparable program approved by the administration. Any counseling fees will be the responsibility of the parent/guardian.
- Urinalysis - At administrative request, the urinalysis will begin after 30 days from the date of the suspension and will be required throughout the term of the suspension (a minimum of once per month after the original urinalysis). The results will not affect the suspension term, however the school and parent(s) may implement additional counseling services as needed. If a student refuses to participate in the urinalysis at any point during the term the original suspension will go into effect.

Additional criteria can include but is not limited to:

- check and connect weekly with a site counselor or site administrator or site mentor
- In school placement High School – Disciplinary Placement Program (DPP) Middle School or Intermediate School – ISI
- On-site small group meeting with LPC
  - re-entry meeting with a site counselor or site administrator
  - community service
  - performing campus-site services for the school district
  - research and an assignment related to the offense

The reinstatement option will reduce the suspension days as follows:

- Grades 9-12 = 45 days/reduced to 10 days (3 days out, 7 days in DPP)
- Grades 5-8 = 45 days/reduced to 10 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee

If a student fails to meet the terms of the reinstatement option the remaining days of the original suspension will be served, unless approved by the administration.

By choosing the reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

A reinstatement option will be available one time during grades 5th - 8th and one time for grades 9th - 12th, regardless if it was for use or possession or distribution.

Second Offense

If a student has a second offense during grades 5th - 8th or 9th - 12th. The following suspension will go into effect according to the grade level of the student on the day of the offense. The reinstatement option will not be available.

- Grades 9-12 = 45 days (10 days out and 35 days in DPP)
- Grades 5-8 = 45 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee

DISTRIBUTION FOR GAIN OF ILLICIT SUBSTANCES

Any student selling, or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. Grades 9-12 may under special circumstances place a student in the DPP as part of the suspension plan if approved by site and district administration, which could include a combination of out of school and DPP placement. A second offense will result in at least ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified. By choosing the forty-five (45) day reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

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

ANY STUDENT SUSPENDED FOR ILLICIT SUBSTANCES

For a student that does not take advantage of the option or commits a second offense or for distribution offenses, counseling services can still be available for students at parent request. Upon return from suspension for illicit substances a student will be required to have an in person meeting with the principal or designee prior to returning to the in person classroom. This requirement will apply regardless of whether an early reinstatement option was utilized or not. Parents or Guardians and / or students that are seeking help for students with issues related to drugs or alcohol can contact the Director of Student Assistance Programs 405-376-724. The Director will be able to help answer questions and direct parents /students to various resources.

VANDALISM

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

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, ammunition, fireworks, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any chemical or biological

device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon, or facsimile of a weapon, on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events whether such weapon is concealed or unconcealed, may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

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

- Rifles, pistols or shotguns of any caliber including a starter gun
- B-B guns, tasers or air pistols
- Potato throwers, dart guns or blow guns
- Any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

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

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

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

SUSPENSION OF STUDENTS

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

Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:

- Violation of policy, rule, or regulation
- Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
- Possession of a firearm (may result in out-of-school suspension of not less than one year)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next

consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.

Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

Students who are suspended out-of–school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.

Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

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

SHORT-TERM SUSPENSION - ten (10) days or less

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

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

Appeal Process

The first level of appeal for suspensions of ten (10) days or less will be to the building principal.

- A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
- A conference will be scheduled with the building principal.
- This step may be skipped if the building principal was part of the first conference.
- The Principal may uphold, overrule or modify the suspension.
- The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
- The student has the right to appeal the decision.

The second level of appeal for suspensions will be to the appeal committee.

- In order to appeal the building principal's decision, a written request specifying the reason for the appeal must be submitted to the district hearing officer for short-term suspensions within three (3) days.

- Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within three (3) days from the date the notice of intent is filed.
- The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
- During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
- The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

In a short term suspension (10 days or less) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one suspension appeal hearing. If legal counsel is to be present in the level two appeal hearing on a short term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

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

LONG-TERM SUSPENSION - more than ten (10) days

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

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

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

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

Appeal Process

1. The first level of appeal for suspensions will be to the building principal.

- This step may be skipped if the building principal was part of the first conference.
- A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
- A conference will be scheduled with the building principal.
- The Principal may uphold, overrule or modify the suspension.
- The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
- The student has the right to appeal the decision.

2. The second level of appeal for suspensions will be to the appeal committee.
   - In order to appeal the building principal's decision, a written request specifying the reason(s) for the appeal must be submitted to the district hearing officer for long-term suspensions within ten (10) days.
   - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing with the appeal committee within ten (10) days from the date the notice of intent is filed.
   - The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
   - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
   - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
   - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
   - If the appeal committee does not withdraw the suspension, the student has the right to appeal the decision.

3. The third level of appeal for suspensions will be to the Board of Education/board hearing officer.
   - In order to appeal the appeal committee's decision the student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the appeal committee.
   - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the Board of Education/board hearing officer.
   - The Board of Education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent.
   - During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
   - The Board of Education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.
   - The Board of Education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
   - Decisions of the suspension appeal may not be appealed.
   - The decision of the Board of Education/board hearing officer suspension hearing with the hearing officer shall be final.

In a long term suspension (more than 10 days) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one or a level two suspension appeal hearing. If legal counsel is to be present in the level three appeal hearing on a long term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

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

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL CONDUCT

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

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

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

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

Search of Students, Personal Property, and School Property - *Excerpt from Policy 5125*

Upon reasonable suspicion, the school shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

PREVENTION OF BULLYING - REPEATED ACTS OR PATTERNS OF HARASSMENT, INTIMIDATION, THREATENING BEHAVIOR OR HAZING

Policy # 5110

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. <u>The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or</u>

judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

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

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

- Conference with student
- Conference with parents
- In-school intervention
- Detention
- Referral to counselor
- Behavioral contract
- Changing student's seat assignment or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- Restriction of privileges
- Involvement of local authorities
- Referring student to appropriate social agency or to a delinquency prevention and Diversion program administrated by the office of Juvenile Affairs
- Suspension
- Performing Campus-site services for the school district.
- Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips, change of placement.

Harassment set forth above may include, but is not limited to, the following:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one’s grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student;
- Unwelcome physical contact.

The superintendent or designee shall develop procedures providing for:

- Prompt investigation of allegations of harassment;
- The expeditious correction of the conditions causing such harassment;
- Establishment of adequate measures to provide confidentiality in the complaint process;
- Initiation of appropriate corrective actions;
- Identification and enactment of methods to prevent reoccurrence of the harassment; and
- A process where the provisions of this policy are disseminated in writing annually to all staff and students.

REFERENCE
21 O.S. §850.0
70 O.S. §24-100.2

PROHIBITING BULLYING (INVESTIGATION PROCEDURES)

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

DEFINITIONS

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

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

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

PROCEDURES

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

- The matter should immediately be reported to the building principal or designee. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal or designee. As much detailed information as possible should be provided to the building principal or designee in written form to allow for a thorough investigation of the matter.
- Upon receipt of a written report, the building principal or designee shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence.

- If, during the course of the investigation, it appears that a crime may have been committed the building principal or designee and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
- If it is determined that the school district's discipline code has been violated, the building principal or designee shall follow district policies regarding the discipline of the student. The building principal or designee shall make a determination as to whether the conduct is actually occurring.
- Upon completion of the investigation, the principal or designee or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
- Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.
- Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal or designee by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent or designee shall be responsible for enforcing this. The building principal or designee should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal or designee should notify the superintendent or designee of the findings of the investigation. Documentation should also be provided to the superintendent or designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

ENROLLMENT

RESIDENCY POLICY
Policy # 5015

LEGAL RESIDENCY

The Mustang Public Schools will enroll students who are deemed to be legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with his/her parent(s), court appointed legal guardian or person having legal custody. Mustang Public Schools will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court

appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.

If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody, and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody or a copy of the court order granting legal guardianship. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the Mustang Public Schools, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate nighttime residence. These include:

- Children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- Children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- Children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- Children and youths who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- Migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS

It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the Central Enrollment Office. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the Central Enrollment Office.

All staff are instructed to refer any questions to the appropriate building principal or the Assistant Superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

RESIDENCY DUE PROCESS

In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the Mustang Public Schools has the right to submit his/her written appeal to the Residency Dispute Officer of Mustang Public Schools within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

NEW STUDENT ENROLLMENT

Proof of Residence

Students enrolling in Mustang Public Schools shall be required to provide two (2) verifiable proofs of residency. The parent/legal guardian shall be asked to provide the following:

- Current utility billings including gas, electric, water or sere and/or
- lease agreement
- contract on a home, (completion of the build and residency established within approximately 45 days of enrollment)
- warranty deed statement
- mortgage statement.

If utility billings are not available, the school shall accept a current or active verification of service from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official. Telephone billing, television cable billing, personal checks or driver's license will not be accepted as a verifiable, current proof of residency. By completing the enrollment process, the resident/owner/parent/guardian are consenting to approval allowing the school district to request, inspect and verify additional proofs of residency.

Residency Verification by Affidavit

Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residency Verification by Affidavit" form completing a residency verification by Affidavit requires both the homeowner/resident and the parent/legal guardian of the student must sign and each must provide a current valid driver's license (not expired) or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residency as required for all new students. The name on the affidavit must match the name on the proofs of residence. The Parent/Legal guardian shall provide two (2) proofs of residency. Mail (such as bank statement, medical bills, insurance papers, but not personal letters or junk mail), either addressed to the parent at the address claimed as the residence or forwarded by the United States Postal System to the address claimed as the residence, updated lease agreement showing parent/legal guardian and student's name as occupants. A Residency Verification by Affidavit is valid for the current school year only and is to be

renewed each year (during the summer). By completing the RVA process, the resident/owner/parent/guardian are consenting to approval allowing the school district to request, inspect and verify additional proofs of residency.

Renewal of existing Residency Verification by Affidavit forms takes place over the summer for the upcoming school year. Completion of new Residency Verification by Affidavit forms for the upcoming school year may be completed at the time of enrollment or over the summer months.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/MPS resident /parent/legal guardian/student moves, the enrollment of the student is null and void and the student may be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residency Verification by Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars ($500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence

The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

Home Language Survey

The parent/guardian(s) of any student enrolling must complete the Home Language Survey for K-12 School Districts.

The Home Language Survey will apply to all years the student is enrolled with MPS. A new Home Language Survey must be completed in the event that a student withdraws from the district and returns at a later date.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year within the first 10 (ten) days of enrollment. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

LEP (Limited English Proficient) and EL (English Learners) are interchangeable terms.

ACCEPTANCE OF ELECTRONIC SIGNATURES AND RECORDS - *Excerpt from Policy 2222*

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records, and the overall context in which records are created, transferred, and signed. The Mustang School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in this district.

Policy #5035

All children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside.

All children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and who have not attended a public school kindergarten shall be entitled to attend half-day or full-day early childhood programs at any public school in the state where such programs are offered; provided no child shall be required to attend any early childhood education program. The following paragraphs shall govern early childhood programs:

Children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 shall be entitled to attend either half-day or full-day early childhood programs in their district of residence free of charge as long as the district has the physical facilities and teaching personnel to accommodate the child. For purposes of calculation of State Aid, children in an early childhood education program shall be included in the average daily membership of the district providing the program.

A child who has not reached the age of five (5) years on or before September 1 and who resides in a district that does not offer an early childhood program shall be eligible for transfer to a district where an early childhood program is offered if the district that offers the early childhood program agrees to the transfer. A district offering early childhood programs may refuse to accept a nonresident child if the district does not have the physical facilities or teaching personnel to accommodate the child in an early childhood education class. If the child requesting the transfer has not reached the age of four (4) on or before September 1, the district may refuse to accept the nonresident child if the district determines the child is not ready for an early childhood program. Children who are accepted in a program outside their district of residence as provided in this paragraph shall be included in the average daily membership of the district providing the program for State Aid funding subject to the State Aid formula weight limitations set forth in paragraph 1 of this subsection.

Children who have reached the age of four (4) years on or before September 1 may apply for admittance to Pre-Kindergarten in MPS. The program operates Monday through Friday with half-day sessions. The program is free and follows the MPS's calendar. Transportation is not provided.

No child shall be enrolled in Kindergarten unless he or she will have reached the age of five year on or before September 1 of the school year. No child shall be enrolled in the first grade unless he/she will have reached the age of six (6) years on or before September 1 of the school year. The superintendent may waive the age requirement for students who wish to enroll in first grade upon parent request and based upon a review of the child's circumstances.

No non resident and non transferred pupil shall be allowed to attend school in any school district unless a tuition fee equal to the per capita cost of education for a similar period in such district during the preceding year has been paid to the receiving district in advance yearly or by semester as determined by the district board of education of receiving district. If the State Board of Education discovers that such attendance has been allowed without prior payment of the tuition fee in advance as required, no further payment of any State Aid Funds shall be made to the district until such district has shown to the satisfaction of the State Board of Education that all such tuition fees have been paid or that such tuition pupil will no longer be allowed to attend school until the required tuition fee has been paid.

Any parent, guardian, person or institution having care and custody of a child who pays ad valorem tax on real property in any other school district other than that in which that person resides may, with the approval of the receiving board, enroll the child in any school district in which ad valorem tax is paid and receive a

credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes in the school district in which the child is enrolled. Provided, the credit shall not exceed the total amount required for the tuition payment (70-1-114)

Where tuition has been paid to permit the underage child to attend kindergarten in a school district, the child is not entitled to attend first grade free of charge in another district where he does not meet the general minimum age for free first grade attendance required by this section, January 29, 1976 (AG Op. No. 76-132)

Mustang Public Schools does not accept tuition for underage children.

Enrollment of new students can be completed online through the online enrollment system. Central Enrollment office staff will subsequently review and enroll students whose enrollment process is complete. Returning students will fill out online re-enrollment during each spring semester. State law and district policy requires that parents provide the following information at the time of enrollment:

- State issued ID or Driver's License (must be current, not expired)
- Official birth certificate for all new students enrolling in MPS
- Two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- Immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at http://www.health.ok.gov.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information

Please notify the Central Enrollment office with a change of address, custody changes, legal name changes, updated legal documents, phone number changes, emergency contact updates, etc.

Re-Enrollment for Returning Students

Returning students will fill out online re-enrollment during each spring semester. District policy requires 1 (one) current proof of residency at re-enrollment in the spring and 1 (one) in the fall.

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education Policy # 5016

A student enrolling in grades 1-8 in the Mustang Public Schools after having attended a school not accredited by the Oklahoma State Board of Education or another state for nine weeks or longer shall be required to be tested by the Mustang Public Schools to help determine grade level placement. A team consisting of the site principal, school counselor and a classroom teacher will evaluate the test scores along with other factors such as age, and social/emotional well-being to determine the best placement for the student.

Students requesting validation of credits from a school not accredited at the high school level (grades 9-12) by the Oklahoma State Board of Education or another state must submit documentation and/or an official transcript from the school to the Principal of Mustang High School. Before a core academic credit will be awarded by Mustang High School on an official school transcript, the student must demonstrate proficiency at a 60% level or above through credit by examination. Exams will only be given in the core[397]

academic courses from the non-accredited school that were completed with a passing grade of a D or higher. For the courses where credit by examination is awarded, credit will be documented on an official Mustang High School transcript and will reflect the score earned; i.e., 76% equals a C. Enrollment can then be finished based on courses still needed for graduation requirements.

In addition to the use of achievement testing for core academics, other consideration may be given by the principal or delegated authority to the type of program in which the student participated, the facilities and equipment, types of activities, number of hours per week, etc. for elective credits. Examination results will be kept in the student's cumulative file.

TRANSFER POLICY
Policy # 5005
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 15th 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 parent or legal guardian of the student is employed as an employee 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.

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.

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.

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.

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 Transfer

A request to transfer to another school in the Mustang district can be submitted any time after April 1 for the following school year. All In-District Transfer requests should be submitted electronically. A link to the online request form will be provided to parents individually upon request. Parents should contact the Mustang

Education Resource Center for access to the online transfer request form. A transfer is approved for one (1) school year only. The transfer request process must be completed each year before a child can be considered for a transfer. An in-district transfer may be revoked at any time for disciplinary reasons.

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.

FOREIGN EXCHANGE STUDENTS

Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

- Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code.
- Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or non academic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, MPS is not an I-20 issuing school.
- Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
- Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
- Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

SCHEDULE CHANGES (Grades 9-12)

Course schedules should be created with the goal of providing optimal academic growth for a student. Therefore, requests for schedule changes which result in a student being moved to a course which is, in general, below the intellectual capabilities of the student will not typically be approved. In addition, requests for schedule changes due to a student's desire to "be with a friend" or to have a specific teacher will also be denied.

Schedule changes are permitted through the first ~~ten (10)~~ eight (8) days of the semester. Schedule changes will only be considered for legitimate reasons such as a schedule conflict, meeting graduation

requirements or an inappropriate placement as determined by a teacher, counselor, or administrator. **Any schedule change after the ~~ten (10)~~ eight (8) days of the semester will require administrative approval. See procedures for the appeal process for a change of schedule after the ~~10~~- 8 day deadline.**

Schedules may be adjusted if any of the following criteria exist and space is available:

- Incomplete schedules or computer errors
- Duplication of courses
- Student who does not meet prerequisites or does not have teacher approval
- Student accepted to a special program (e.g., Career Tech)
- Student placed with a teacher under whom the student previously received a failing grade
- A student's desire to take a more challenging course (no reversal at a later date)

Appeal Process for a Schedule or Teacher Change Following the 10-Day Deadline

A. A conference with parent(s), student, teacher, and ~~an~~ administrator is required. During this conference, the problem/concern will be discussed, and a plan will be formulated to assist the student and teacher in addressing the concern through mutual effort. This plan must remain in effect for a minimum of six (6) weeks before re-evaluating the situation.
B. If the parent feels the above plan has not been successful, he or she may contact the administrator in writing to communicate his or her continued concerns. The principal will determine, based on communication with the parent, student and teacher, whether a schedule change is in the best interest of the student.

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION
Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in Mustang Public Schools and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

- Social Studies
- Language Arts
- The Arts
- Languages
- Mathematics
- Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment

period. Failure to demonstrate proficiency will not be noted on the student's transcript.

Application forms, testing dates and other information are available from the school counselor.

STUDENT PROMOTION/RETENTION
Policy #5070

In accordance with the Reading Sufficiency Act of the state of Oklahoma and the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Mustang Public Schools will comply with the laws and rules applicable to the Reading Sufficiency Act.
Students in grades K-4:

A. Any first grade, second grade, or third grade student who demonstrates end-of-year proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
B. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as not meeting grade level targets on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
C. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered, and has not accumulated evidence of third-grade proficiency through a student portfolio or is not subject to a good-cause-exemption, then the student shall not be eligible for automatic promotion to fourth grade.
D. The minimum criteria for grade-level performance of third grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text. To determine the promotion and retention of third-grade students, the State Board of Education shall use only the scores for the standards for reading foundation/processes and vocabulary portions of the statewide third-grade assessments.
E. A student not eligible for automatic promotion and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment may be evaluated for probationary promotion by a Student Reading Proficiency Team. The student shall be promoted to the next grade if the team members unanimously recommend probationary promotion to the school principal and district superintendent for approval. If a student is allowed a probationary promotion, the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.
F. Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports.

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- English language learners who have had less than two years of instruction in an English language learner program;
- Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program.
- Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, or in kindergarten, first grade, second grade, or third grade.
- Students who have been granted an exemption for medical emergencies by the State Department of Education.

For other students in grades K-4 who do not fall under the Reading Sufficiency Act guidelines:

- A classroom teacher may recommend promotion or retention of a student.
- A placement committee which may consist of a principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade.
- The committee shall consider grade level achievement, standardized test scores, attendance records and other criteria as needed. Penmanship, art, music and physical education grades are not included in the core subjects when considering retention.
- A conference with parent(s) or guardian(s) will be held prior to the retention of any student.

Students in grades 5-8:

- A conference with parent(s) or guardian(s) will be held prior to the retention of any student.
- Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.

Students in grades 9-12:

- Credit for a course of study will be transcripted if the student has achieved a grade average of 60% or above as determined by the teacher of record.

PROMOTION/RETENTION APPEAL PROCESS

Whenever a school or placement committee recommends that a student be retained at the present grade level or promoted to the next grade level, the parent (s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education/Board Hearing Officer or designee shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian(s)'s reason(s) for disagreeing with the decision of Board of Education/Board Hearing Officer or designee.

Appeal Process:

A. In Order to appeal the school's decision, a written request specifying the reason(s) for the appeal must be submitted to the Board of Education/Board Hearing Officer or designees for promotion / retention within three (3) days.
B. Upon receipt of the appeal, the Board of Education/Board Hearing Officer or designee shall schedule an appeal conference.

C. During the appeal conference the Board of Education/Board Hearing Officer or designee reserves the right to include additional district administration.
D. During the appeal conference, the student's parent(s) shall have the right to provide any new information relating to the established criteria as to why the recommendation of the school is inappropriate.
E. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.
F. Upon full review of the matter, the Board of Education/Board Hearing Officer or designee shall determine if the placement of the student is appropriate.
G. The Board of Education/Board Hearing Officer or designee may uphold, or overrule the placement. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
H. The decision of the Board of Education/Board Hearing Officer or designee shall be final and not subject to any further appeal.

REFERENCE
70 O.S. §24-114.1
70 O.S. §1210.508C

APPEAL OF ATTENDANCE RECORD
Appeal of Attendance Record: A written appeal concerning attendance must be made to the Appeal Committee within 10 days from the last day of the semester. The appeal form is located on the High School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

OFFICIAL WITHDRAWAL FROM SCHOOL
If a student plans to request withdrawal from school, the parent/guardian of the student must notify the school. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the counseling office. After he/she gets his/her teacher's and counselor's signatures on the slip, he/she must present it to the principal for approval.

GRADUATION

GRADUATION
Policy #5075

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

A credit/unit represents the credit/unit given for successful completion of one (1) year of study in a solid subject. All students must be enrolled in a minimum of seven (7) classes per semester, except for a fifth-year senior who would be allowed to enroll in less than seven (7) classes per semester to meet their remaining graduation requirements.

MHS GRADUATION REQUIREMENTS

For the graduating class of 2026 through the class of 2029, students and families will have two different sets of graduation requirements available. However, beginning with the class of 2030, all students must adhere to the new graduation requirements in accordance with updated state legislation. Regardless of which set of requirements a student follows, MPS will require the completion of 26 credits to graduate.

During the transition from current graduation requirements to the new requirements, MPS will follow the following plan:

- The graduating class of 2026 and 2027 will have the option of graduating on the current graduation requirements.
- The graduating class of 2028 and 2029 will all graduate on the new graduation requirements with a completed opt-in form and submitted to the counseling office. Any student/family not completing the opt-in form will graduate on the current graduation requirements list.
- Additional MPS graduation requirements that exceed the state minimum requirements will be located in the MPS Student Handbook and the MHS Course Guide and updated annually as needed.

Current Graduation Requirements for Class 2025-2029

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

According to the law, your student will automatically be enrolled in the college preparatory/work ready curriculum, and you do not need to do anything to enroll your student in this curriculum. However, if you choose the core curriculum, you must complete the "College Preparatory/Work Ready Parental Curriculum Choice Letter" and turn it in to your student's school counselor. Please contact your counselor if you have questions or need additional information.

For students who are taught to alternate standards and assessed through the Oklahoma Alternate Assessment Program (OAAP) and has earned the appropriate credits, the student will graduate with an alternate diploma. Course titles may be altered to indicate an alternate standard course is being taught. If the student has not turned 22 on or before September 1, the student will be offered continued enrollment following graduation with an alternate diploma and the district will continue to provide a Free and Appropriate Education (FAPE) through the school year in which they turn 22. Returning to school after earning an alternate diploma is a decision of the Individualized Education Program (IEP) team. Please contact your student's IEP Case Manager if you have questions or need additional information.

Overview of Graduation Requirements

Specific courses and additional requirements can be found in the Mustang High School Course Guide or the Oklahoma State Department of Education website. sde.ok.gov/sde/

Mustang Public Schools requires students to successfully complete twenty-six total credits to graduate. However, under special circumstances due to organizational structure outside of the student's control, Mustang Administration may recommend to the MPS School Board of Education to waive the twenty six minimum credit requirement and reduce the requirement while meeting the state guidelines.

New Graduation Requirements for class 2025-2029 (will require parents to opt in until class of 2030)

All classes taken to meet graduation requirements must be taken in grades 9-12, except for a math class of Algebra I or above taken at the eighth-grade level will count towards the math core credit.

Beginning with the **2025-2026 school year**, students whose parent(s)/guardian(s) approve a modification to the current graduation requirements may graduate under the newly approved guidelines. For students

graduating between **2026 and 2029** who wish to follow the new graduation requirements, a completed **opt-in form** from their parent(s)/guardian(s) will be required. Please contact your school counselor if you have any questions or need more information.

For students who are taught to alternate standards and assessed through the Oklahoma Alternate Assessment Program (OAAP) and has earned the appropriate credits, the student will graduate with an alternate diploma. Course titles may be altered to indicate an alternate standard course is being taught. If the student has not turned 22 on or before September 1, the student will be offered continued enrollment following graduation with an alternate diploma and the district will continue to provide a Free and Appropriate Education (FAPE) through the school year in which they turn 22. Returning to school after earning an alternate diploma is a decision of the Individualized Education Program (IEP) team. Please contact your student's IEP Case Manager with questions or additional information.

Overview of the New Graduation Requirements

Specific courses and additional requirements can be found in the Mustang High School Course Guide, MPS Student Handbook or the Oklahoma State Department of Education website. sde.ok.gov/sde/

Mustang Public Schools requires students to successfully complete twenty-six credits to graduate. However, under special circumstances due to organizational structure outside of the student's control, the Mustang Administration may recommend to the MPS School Board of Education that the minimum credit requirement be waived and reduced while staying within the state guidelines.

CONCURRENT ENROLLMENT

High school juniors and seniors who meet admission and course placement requirements may earn college credit through concurrent enrollment at Oklahoma colleges and universities while still in high school. This opportunity enhances college readiness, reduces costs, and shortens the time needed to complete a degree.

Students may earn dual enrollment credit by attending college classes on campus alongside college students or by completing approved courses at their high school that meet college requirements. Upon high school graduation, students receive a transcript from the college reflecting their earned credits.

Concurrent enrollment policies should maximize higher education pathways for students, ensuring broad access to college credit opportunities.

- Juniors and Seniors who meet the requirements may participate in concurrent enrollment at a college and university. Mustang partners with specific universities. The list of partnered universities will be updated annually and can be found in the MHS course guide and the student handbook. Concurrent enrollment through a "non partner" school, must be approved by administration.
- All college courses taken concurrently will be recorded on the students' high school transcript as either academic or elective credit.
- Students shall receive academic credit if the concurrent course aligns to Oklahoma academic standards taught through the course provided by the school district.

The following courses taken through concurrent enrollment have been reviewed by Mustang Public Schools and have been approved by the MPS school board for academic dual credit.

HS Credit Course	College Course Name(s)	Equivalent HS Units	Equivalent HS Course
English	English Composition I Principles of English Composition/Research Principles English Composition II Principles of English Composition/Research Principles	0.5 credit (Semester 1) of HS English IV 0.5 credit (Semester 2) of HS English IV	
Fine Arts - Music	American Popular Music Music Appreciation	1.0 credit of HS Fine Arts	
	Fine Arts/Humanities (3 credit hours) *Courses labeled fine arts/humanities by the college/university	1.0 credit HS Fine Arts	
Literacy	Personal Finance	0.5 credit of Personal Financial Literacy (meet req.)	
Math	College Algebra, Precalculus, Algebra for STEM, Functions and Modeling and any math above the rigor of College Algebra	1.0 credit HS Mathematics **beyond** Algebra II	
Media Arts	Film Appreciation	1.0 credit HS media arts	
Social Studies	US History Since Civil War (since 1877, since 1865, American History 1865-present)	1.0 credit HS US History	
	American Federal Government, American Government, US Government	1.0 credit HS American Government	
Additional Unit - Social Studies (Eligible only for additional unit under the category of Social Studies)	General Psychology Introduction to Psychology Introductory Psychology Elements of Psychology	1.0 credit of HS psychology	
	Introduction to Sociology Introductory Sociology Elements of Sociology	1.0 credit HS sociology	

Other	Any 3 hour credit class not listed above	1.0 credit HS Elective	

All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the cumulative GPA**. The student has the responsibility of notifying the college and his/her high school counselor when he/she drops or stops attending the concurrent college course. Any changes to your concurrent schedule must be reported to your counselor. Failure to notify your counselor of any changes may prohibit future enrollments of concurrent classes**. All concurrently enrolled students who elect to withdraw from a college course prior to completion and/or no later than the 20-day drop period for that course will receive the grade assigned by the college and are required to notify high school administration**.** Students who drop any concurrent course within the first twenty (20) days of the semester may enroll in a Mustang High School course for full credit. Failing a concurrent class may affect graduation status.

In order for a student to take concurrent course(s) the following criteria must be met:

- Must meet minimum High School Performance Standards as established by the Oklahoma State Regents for Higher Education.
- Must be a Junior or Senior
- Must have prior approval from his/her high school counselor
- Must be a student in good standing

Before a student is accepted for concurrent enrollment, he or she must sign the concurrent enrollment contract which will be kept in the student cumulative file.

Once Graduation requirements have been met (all required course units plus enough elective units to equal 26) the student will be required to graduate at the end of that academic year.

ASSESSMENTS

Students graduating from Mustang High School, who start the ninth grade must meet the following requirements regarding assessments:

- Each student is required to take the assessments included in the statewide student assessment system (CCR Assessments ACT or SAT and Science Content in the 11th grade) as adopted by the State Board of Education in order to graduate from a public high school with a standard diploma. Each student will also be required to meet any other high school graduation requirements adopted by the State Board of Education. State law also requires students to be tested in U.S. History once during high school.

- Pursuant to (70 O.S. § 1210.508), students who transfer into Oklahoma schools during their senior year and were on-track for graduation based on their former state's testing requirement, do not have to take the CCR assessments. This will be indicated on their transcript as "Student received a waiver for CCR assessment participation typically required for graduation purposes.

In cases where we cannot determine whether they were on track for graduation according to their former state's testing requirements, then the student will be enrolled in the spring CCR Assessments to ensure they meet the graduation requirements.

- Students taught to alternate standards will be assessed under the Oklahoma Alternate Assessment Program (OAAP)

GRADUATION EXERCISES

Only those seniors in attendance at Mustang High School and qualified under the aforementioned

requirements shall be considered for participation in the Mustang graduation ceremony.

A student must complete all graduation requirements to participate in graduation exercises. If a student is missing ½ a credit, an appeal can be made to the High School Principal. An Appeal Committee will review each case individually. The Appeal Committee's decision is final.

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

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

A student will not be able to participate in graduation exercises if under school suspension or incarcerated or facing pending charges that are violent or sexual in nature.

Students will need to dress in appropriate attire for the graduation ceremony.

Procedure for Adding additional cords

~~High school organizations who are governed by a National Organization and are tied to a transcripted course can request cords to be worn at graduation. The organizations may submit a written request for consideration of additional cords to the High School Principal for approval. This request should include all important information including the requirements for earning the cord through the organization. Only cords approved by Mustang High School can be worn during the graduation ceremony.~~

High school organizations that are affiliated with a national organization and are connected to a transcripted course may request approval for their members to wear cords at graduation. To be considered, organizations must submit a written request to the Mustang High School Principal. The request should include all relevant details, including the specific requirements students must meet to earn the cord through the organization.

Cords must represent achievements or accomplishments completed by the student during their high school career. Only cords that receive approval from Mustang High School may be worn during the graduation ceremony.

Stoles or hoods are not permitted, with the exception of the National Honor Society stole or the Valedictorian or Salutatorian hood.

Valedictorian and Salutatorian

Valedictorian and Salutatorian status will be based on student's performance from their ninth, tenth, eleventh, and twelfth grade year. All students with a GPA of 4.00, weighted or unweighted (no rounding of points) and above will be valedictorians and will have a class rank of number 1. All students with a 3.970 (no rounding of points) through 3.999, with no grade lower than a B, will be salutatorians. This is computed from a seven (7) semester transcript.

Students coming from out-of-state/out-of-country institutions with transfer grades that can only be transcripted as "P" may be eligible for valedictorian/salutatorian consideration only with administrative approval.

Students with weighted GPAs, which fall within the designated range for valedictorian/salutatorian, will be removed from consideration for the following:

- one (1) or more grades lower than a "B"
- one (1) or more grades of "NC"
- one (1) or more semesters of grades of "P," which may be transcripted from out-of-state/out-of country transfer grades, unless administration approval is granted
- have attended high school more than 8 semesters
- fewer than seven (7) semesters of grades, unless on an early graduation contract

EARLY GRADUATES

Traditional setting: Six (6) semester graduates must have twenty-two and one-half (22.5) credits completed by the end of the 5th semester; the weighted GPA of those twenty-two and one-half (22.5) credits is used for valedictorian/salutatorian determination. It is the parent(s') and student's responsibility to notify the counselor if there is an intent to graduate early. The student will need to sign the early graduation contract, and submit it to their counselor by April 15 of their junior year. Any deviation from this policy would require school administration approval.

Non-traditional pathway: (any student utilizing an alternative setting which includes, but is not limited to MEC/PASS, MTC, Virtual Academy, CCEC, etc.). Student and Parent/Guardian must declare intended graduation by April 15 in order to participate in graduation exercises for the current school year. In order to declare graduation, the student and parent/guardian must meet with the school counselor and sign off on a graduation contract. In this instance, the student must successfully complete all graduation requirements prior to the graduation date. If a student does not declare by April 15 or does not successfully complete all graduation requirements, then they will not be allowed to participate in graduation exercises during that year.

ALL STUDENTS

Any student that fails to meet the requirements for graduation will be re-enrolled for the following school year in order to finish all outstanding requirements. Upon completion of those outstanding requirements, the student would be eligible to participate in the graduation exercises for that school year.

All Students must participate in CCRA.

GRADE POINT AVERAGE

A "simple average" of the grade points from all classes for a student will be calculated (add grade points from each class and divide by the number of classes taken). If a student has not taken an advanced placement (AP) or advanced placement prep class, the process ends here.

GRADE WEIGHTING

The following grade weight policy is:

- advanced placement classes will be weighted on a 5-point scale in computing grade point averages
- Accelerated classes will be weighted on a 4.5-point scale
- courses termed "honors" will be noted on the high school transcript as such, but will receive no additional grade weight.

NCAA CLEARINGHOUSE

To be certified by the clearinghouse, the student must:

- Graduate from high school, and
- Have successfully completed sixteen (16) core courses and

- Have a core-course grade-point average (based on a 4.00 scale) and
- a combined score on the SAT or a sum score on the ACT based on the new core GPA/test score index.

It is the responsibility of the student/parent to notify the appropriate counselor if they have registered with the NCAA Clearinghouse. Counselors will assist students tracking the necessary coursework for eligibility. However, the student is ultimately responsible for completing all of the requirements of the program. The NCAA requires that a student's ACT score come directly from ACT. Students and parents need to be sure to use the ACT Code (9999) when registering for the ACT. It is recommended that a student register by spring of the junior year. Go to www.ncaaclearinghouse.net to register.

HEALTH & SAFETY

HEALTHY and FIT POLICY
Policy # 5145
MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information, refer to Board Policy #5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES
Policy # 5045
All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS
Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and/or has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE
Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be re-admitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

MEDICATION

It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- No controlled substances will be given at school without a specific doctor's order stating the medication must be given during school hours
- Medication that needs to be halved MUST be done by the parent or pharmacy before bringing to school. Medication will not be cut in half by school personnel
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by the last day of the school year or it will be appropriately disposed of. Medications are not stored at school during the summer
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure for self-administration of a medication
- Any prescription or nonprescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring into the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school and picked up by the parent/guardian or appropriate designee

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- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.
- Only FDA approved medication will be given at school
- Herbal and homeopathic supplements will not be given at school
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian. The nurse's professional discretion will be used to determine if administration is in keeping with the health and well-being of the student and sound medical practice.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and EpiPen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form

gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.

- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.

Field Trips/Medication

If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by an MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

PHYSICAL EXAMINATION POLICY

It is the intent of the Mustang Board of Education to safeguard the health and wellness of all students. To that end, students wishing to participate in extracurricular, secondary level (grades 7-12) sport teams will be required to obtain a physical examination by a licensed medical doctor prior to participation.

In the event the administration becomes aware of a medical condition occurring after the physical examination, the district requires a new physical examination conducted by a physician in the subspecialty area and a medical clearance or release before the student will be allowed to physically participate in the sport. If the illness or condition warrants, more frequent monitoring may be required. (i.e. monthly, quarterly, etc.)

For the purpose of this policy, a "medical condition" is defined as any injury, illness or condition where continued stressful physical participation might adversely affect the student's health.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

MPS will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.

- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

NUTRITION

HOUSEHOLD APPLICATION FOR FREE/REDUCED MEALS

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 12400 S.W. 15th St., Yukon, OK 73099 Attention: Kay Rainwater, Child Nutrition Director. Additional applications are available at the school office-or the Mustang Educational Resource Center. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made by calling the Mustang Child Nutrition Office at (405) 376-7317 or by emailing your request to balest@mustangps.org.

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must re-apply before October 1st of the current school year or you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Until you receive notification, money should be sent with student to cover the price of full-priced meals.

PAYING FOR LUNCHES

Mustang elementary schools and Intermediate schools allow 6 meal charges. After the sixth charge, an alternate meal* may be provided until charges are paid. All charges must be paid before ala carte items or second trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. During this time, robo calls will be made two times per week to households who have a child with a negative balance as a reminder to send money.

Middle schools allow 3 meal charges. After the third charge, an alternate meal* may be provided until the charges are paid. All charges must be paid before ala carte items or second trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. During this time, robo calls will be made two times per week to households who have a child with a negative balance as a reminder to send money.

Mustang High School has a no charging policy. In extenuating circumstances, the Child Nutrition Department will allow three (3) charges of reimbursable meals to make sure anyone who needs food receives it. After the third charge, an alternate meal* may be provided until the charges are paid. All charges must be paid

before ala carte items or second trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. During this time, robo calls will be made two times per week to households who have a child with a negative balance as a reminder to send money.

*Alternate meals may be made up of a PBJ sandwich, fruit & milk, an entrée, fruit & milk, or a cheese sandwich, fruit & milk.

**At all sites, the Principal may work with Child Nutrition on extenuating circumstances.

Student ID numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches. Students are not allowed to use other students' lunch accounts or make purchases for other students.

**Online payments can be made by going to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a 4.5% + .40 per transaction fee effective 1/19/2022 per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Meal prices can be found on the district website.

A $25.00 fee will be charged for insufficient checks – No Exceptions. Further checks will not be accepted at any school until the insufficient check is cleared up. In order to ensure that funds sent in cover any insufficient checks, please send cash or a money order rather than make an online payment.

REFUNDS

Students' lunch account balances will automatically move with them to the next grade/school as long as they remain in the district. If your student leaves the district, you can request a refund by calling the Child Nutrition Office at (405)376-7317. Graduating students' lunch accounts can be transferred to siblings in Mustang, refunded, or donated to pay off other childrens' lunch accounts at parents' request.

Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria cashier. If the refund check is returned to the district undeliverable, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than $5.00 unless at parent's request.

STUDENTS WITH FOOD ALLERGIES

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating

the food allergy and recommended substitute for that food item. This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the Child Nutrition Director at (405)376-7317 or the cafeteria manager of your child's school to discuss menus. In order to remove an allergy note from a child's account, the Child Nutrition Office must receive a note, dated and signed by a doctor (if the allergy was severe) or parent, stating the child no longer has that allergy.

Forms can be found on the district website under "Cafeterias" tab or upon request through the Child Nutrition Office at (405)376-7317.

PROCEDURES

COMPLAINT AGAINST AN EMPLOYEE OF THE DISTRICT POLICY
Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy which promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL
Policy # 1095.1

Step One

All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such a meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

Step Two

If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint. The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee.

The complaint shall proceed no further until the building principal or supervising administrator receives the fully executed and signed complaint form from the complaining party. The principal or supervising administrator will then review the complaint, investigate and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached and the reason(s).

In the event the person who initiated the Step Two complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days of complaints receipt of the level two decision. Upon receipt of a written request for Step Three Appeal, the building principal or supervising administrator shall, the same or subsequent working day, deliver to the Central Administration offices the Formal Complaint and written request for Level Three Appeal,

together with copies of all other documents and decisions related to the complaint.

Step Three

Within ten (10) working days of receipt of the Formal Complaint and written request for Step Three Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the Formal Complaint initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time to comply with the Oklahoma Open Meeting Act.

The Board may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

SCHOOL SAFETY

TRAFFIC SAFETY

The safety of our students on and around each school campus is top priority. Parents and students must obey all traffic and school zone laws as well as comply with school procedures for drop-off/pick-up lines, and parking areas. Please refrain from using cell phones while operating a vehicle on our near any school campus. Students who drive that are not obeying all traffic laws and/or established procedures may lose driving privileges on school grounds.

VISITORS / CHECK OUT PROCEDURES DURING SCHOOL HOURS

All visitors will need to check in at the front office. In order to have access to the building, beyond the front office, parents must present an approved photo ID (state issued driver's license, or government issued ID Card). The ID will need to be scanned into the School Safe ID system. Only individuals listed in powerschool with a photo ID will be allowed to check out a student from the school.

SEX OFFENDERS ON DISTRICT PREMISES

Policy #2080

A safe learning environment promotes academic and social growth. The District desires to protect students at school from those who might expose students to inappropriate acts of a sexual nature. Those required to register with the State as sex offenders have committed acts totally incompatible with a safe learning environment. Accordingly, registered sex offenders are prohibited from being on any District property or attending District-sponsored activities at all times, and administrators are authorized to direct such offenders off District property and to notify law enforcement for noncompliance with that directive.

Limited Exception for Parent/Guardian

If the registered sex offender is the custodial parent or legal guardian of a child who is enrolled at the District, the registered sex offender **may only enter** District grounds:

- Under special circumstances with prior principal approval, when students are not present in the building. Such as IEP, meeting, etc. At the Head Principal/District discretion these may be held at the administration building or at the building site which include outside of regular business hours.
- If the student has a medical emergency and is escorted by site staff at all times while they are in the building.
- If the sex offender is picking up their child or dropping them off, from the regular school day or an extracurricular activity, they cannot exit their vehicle.
- If the student needs to be dismissed from the school early, the sex offender will call the office, the office staff will check the child out and a staff member will escort them to the car.

The registered sex offender, who is the parent or legal guardian of a child who is enrolled at the District, ***may not*** be on District property or at a District function at any other time. Registered sex offenders who are custodial parents or legal guardians of a child who is enrolled at the District will receive communications about their child by phone, letter or email instead of in-person communication with District personnel.

SAFETY DRILLS

Mustang Public Schools practices, evaluates, and makes adjustments to safety drills throughout the school year. Each school site will practice a minimum of 10 safety drills per year in compliance with state requirements. These drills will include two tornado, two fire, four security drills and two additional (other) drills.

SECURITY PERSONNEL

Mustang Public Schools partner with local law enforcement agencies to provide security for students and staff. Mustang Public Schools has full-time School Resource Officers. Our SROs are employed through Canadian County Sheriff's Department and the Mustang Police Department. The role of the SRO is to provide law enforcement, mentor students, and to educate school staff, students, parents, and community on law, trends, security, etc.

SEVERE WEATHER

We wanted to remind parents that once school is in session, we will not release buses early in the event of severe weather or slick/icy road conditions. There is too much danger in having young children at home with no adult present. If we need to hold buses to ensure the safety of our students, we will. As always, if you are uncomfortable with approaching weather, you can check out your child. Please be aware of the individual school's policy on pickup if you are arriving close to the actual dismissal time. Should the outdoor warning sirens sound, children will be sheltered in the building and the front doors to the schools will be locked so our staff can get to shelter as well.

Should impending weather mean a cancellation of evening activities, the district will contact channels 4, 5, 9 and 25. The information will also be posted to the district website www.mustangps.org and the district's social media accounts such as Facebook and Twitter. For small events, individual coaches or sponsors may also communicate with their parents directly through other mediums (please make sure to have your contact information updated as necessary).

Mustang Public Schools stays in touch with the National Weather Service in Norman and receives regular briefings. School officials also monitor weather reports on local news stations.

Signs posted on the front doors of the school will read as follows:

In the event of severe weather, which poses the threat of imminent danger to our students and staff, **these doors will be locked**. Students can be checked out when the weather improves and conditions are considered safe.

This decision was made by Mustang Public Schools and based on the advice of FEMA and the National Weather Service.

If you feel that you need to pick your child up from school due to severe weather, please do so early rather than waiting until a storm is approaching. We appreciate your cooperation in this matter of safety for our students and staff.

THIS FACILITY IS NOT A PUBLIC STORM SHELTER

THESE DOORS HAVE BEEN LOCKED DUE TO SEVERE WEATHER

STUDENTS CAN BE RELEASED AS SOON AS WEATHER CONDITIONS IMPROVE AND ARE CONSIDERED SAFE.

THANK YOU FOR YOUR COOPERATION

Mustang Public Schools

REUNIFICATION

Mustang Public Schools has a reunification plan in place for all sites in the event a school must evacuate a campus due to a crisis/emergency or must do a controlled release of students at their school. The details of the reunification location would be released to the parents and community as soon as possible through emergency communication avenues from the district and site. Upon arriving at the reunification site parent/guardian/emergency contact (must be listed in powerschool) will need to line up according to their child's last name, complete the reunification document and be prepared to present a photo ID.

MPS Reunification Information Form

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student(s) back together. Staying calm and cooperating with school personnel will help expedite the process. We'll get through this as quickly as possible.

Instructions:

1. Please complete this form.

2. ***Please have photo identification out and ready to show MPS personnel.***

3. Select the check-in line based on either student last name or student grade.

   ****Please go directly to the "Exceptions" line if:***

   - ***you do not have your ID***

- ***you are not an emergency contact in PowerSchool***
- ***you are picking up someone else's student(s)***

This process may take a little longer to verify your identity

School Name: _____

	Student Last Name	Student First Name	Birthday	Grade	If Elementary - Homeroom Teacher ----------OR---------- If Secondary - Student Cell #
1			/ /		
2			/ /		
3			/ /		
4			/ /		

Parent / Guardian Info:

Last Name	First Name	Relationship to student(s)	Signature	Parent Cell #

School personnel completes:

Info validated in PowerSchool: *stamps* _____

Student/Parent reunified: *Time* _____ *Initials*_____ *Comment* _____

STUDENT SERVICES

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.

If you are aware of any student who resides in the MPS District and is in need of specialized school services, please contact, Dr. Karen Wilson, Director of Student Services, at (405) 376-7335.

PARENTS RIGHT TO KNOW

Every Student Succeeds Act gives you the right as a parent to request information regarding the professional

qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, Every Student Succeeds Act requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not state certified. This legislation recognizes the importance of the school and family working together.

EVERY STUDENT SUCCEEDS ACT OF 2015

Title III, Part A: Language Instruction for English Learners (EL) and Immigrant Students

The term "English Learners" means an individual

- Who is aged 3 through 21
- Who is enrolled or preparing to enroll in an elementary or secondary school
- Who is not born in the United States or whose native language is a language other than English
- Who is a Native American, Alaska Native or a native resident of the outlying areas; and
- Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- Whose difficulties in speaking, reading, writing, or understanding English may be sufficient to deny the individual
    - The ability to meet the State's proficient level of achievement on State assessments
    - The ability to successfully achieve in classrooms where the language of instruction is English or
    - The opportunity to participate fully in society.

The term "immigrant" means individuals who—

- Are aged 3 through 21
- Were not born in any State; and
- Have not been attending one or more schools in any one or more States for more than three full academic years.

MPS will provide the following assurances for language instruction of all English Learners (EL) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind ESSA, Title III, Part A.

- Annual assessment of English proficiency of all EL students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for EL students
- Evidence that EL programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of EL students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the EL student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

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EQUAL OPPORTUNITIES

It is the policy of MPS to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for MPS.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
Policy # 2045

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the Mustang Public Schools receives a written request for access.
- Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school principal or other appropriate school official. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Parents or eligible students who wish to ask the Mustang Public Schools to amend a record should write to the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

- Student name
- Participation of officially recognized activities and sports
- Weights and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent school attended by the student
- Current grade level

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve

instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers
- Religious practices, affiliations or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of
- Any other protected information survey, regardless of funding
- Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
- Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect, upon request and before administration or use of
- Protected information surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- Instructional material used as part of the educational curriculum

MPS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. MPS will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. MPS will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education

- any nonemergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

GUIDANCE and TESTING SERVICES

Guidance is considered an essential part of any good school program. Guidance and counseling services are available to all students of the Mustang Schools. Your school has a testing program designed to provide information to help the student know himself/herself better, his/her interests and capabilities and to help in planning his/her schoolwork and his/her life work. A well-rounded testing program has been developed that can be very valuable to each student if the information is properly interpreted and used. General test results are made available and explained to each student taking them. Any student or parent having questions about the tests or testing program is encouraged to ask for help from the school counselor.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such a report.

TECHNOLOGY

INTERNET ACCEPTABLE USE AND SAFETY POLICY
Policy #2130

The Mustang Public Schools (“District”) provides access to the district’s internet systems for its employees

and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the district's Internet systems, including district e-mail and district-provided access to the Internet, and applies to the use of the district internet systems both on and off district property.

"The District's Internet Systems" means district-provided devices, Internet connections (including wireless connections) provided by the district, district-provided email accounts, intranet and any remote connection to District systems. A user is deemed to access and use the district's internet systems through any electronic activity conducted on the district's internet systems using any device (whether or not such device is a district-provided device) regardless of the user's physical location.

District-provided devices: means any electronic device provided by the district, including, but not limited to, desktop computers, laptops, tablets, chromebooks, iPads, tablets and e-readers.

Employee and Student use of the district's internet systems is governed by this policy, district regulations, policies and guidelines.

By using the district's internet systems, a user agrees to follow this policy and all applicable district regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

PRINCIPLES OF ACCEPTABLE AND SAFE INTERNET USE

General

Internet access and email provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior: 429

- Causing harm to others, damage to their property or District property, such as:
    - Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in email messages, material posted on District web pages, or social media sites or any electronic platform.
    - Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office
    - Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others; cyberbullying is prohibited.
    - Sending, posting, engaging in spamming or phishing activities.
    - Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment
    - Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others
    - Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner
    - Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user
- Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:
    - Malicious tampering, phishing or hacking activities
    - Intentionally seeking information about passwords belonging to other users
    - Disclosing a user's password to the District's Internet Systems to other individuals (students may share their district password with their parents)
    - Modifying passwords belonging to other users
    - Attempting to log in through another person's account
    - Attempting to gain access to material that is blocked or filtered by the district
    - Accessing, copying, or modifying another user's files without authorization;
    - Disguising a user's identity
    - Using the password or identifier of an account that does not belong to the user
    - Engaging in uses that jeopardize access into others' accounts or other computer networks
- Using the district's internet systems for commercial purposes, such as:
    - Using the district's internet systems for personal financial gain
    - Conducting for-profit business activities, personal advertising, or other non-district business communications
    - Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610)
    - Using the district's internet systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee
- Engaging in criminal or other unlawful activities.

Filtering

In accordance with the Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or

other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that emails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

A. District Responsibilities:
    a. The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
    b. The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
    c. As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.
B. Students Using the District's Internet Systems:
    a. Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
    b. Students should not meet in person anyone they have met only on the Internet.
    c. Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
    d. Students should not allow District computers to save their passwords.
C. Teachers using the District Internet Systems, including Social Media for class activities:
    a. Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
    b. **Social media**: means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, Snapchat, Instagram etc.
    c. Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.
D. Parents:
    a. Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social

values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems. "Parents are encouraged to sign of monitoring of their students internet activity on district devices by going to https://www.mustangps.org/families-students/qustodio-linewize in order learn about out program and to enroll in the parent monitoring program"

Violations of this Policy

The District, including central offices and schools, reserves the right to restrict or terminate any user's access to District Internet Systems - including access to District email - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The district also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY
Policy # 2140

Personal Device Use for Internet Connectivity

The district may provide the opportunity for students in grades 11th and 12th, that are enrolled in concurrent classes and/or vo-tech classes, to have a personal device connected to the district wifi system to complete course curriculum rather than a district provided device. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator.

Acceptable device types include but are not limited to the following: (Cellular Phones or SmartPhones are not acceptable devices)

- Laptop Computer
- Chromebook
- Tablet (Apple, Chrome or Windows based)

Devices whose primary purpose is gaming are specifically prohibited.

PURPOSE: COMMUNICATION AND INSTRUCTION

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into the curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

PERSONAL COMPLIANCE

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

ACCEPTABLE USE/ CIPA COMPLIANCE

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

LIABILITY

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

DEVICE DAMAGE

MPS may provide a device to students for use as an instructional tool in the classroom and/or for use on educational work outside of the instructional day. These devices may be covered by a district warranty that allows for hardware failures and accidental damage to be repaired without a cost to the student. However should it be determined that a device was damaged maliciously, purposefully or the student did not take proper care to prevent the damage, the student may be charged a cost for the damage repair or loss of the device. The list of cost is neither complete nor exhaustive but will be used as standard guideline for assessing fines/charges for damages.

Loss of Chromebook - $300
Water/Liquid Damage to Chromebook - $200
Chromebook Screen Replacment - $50
Chromebook Keyboard Replacement - $35
Loss/Damage of Chromebook Charger - $35

Loss of iPad - $300
Water/Liquid Damage to iPad - $300
iPad Screen Replacement - $100
Loss/Damage of iPad Charger - $35

TRANSPORTATION

TRANSPORTATION - USE OF BUSES

POLICY 5155

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:

1. to ensure that all children of our school that are eligible to ride are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

- The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations)
- The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.
- Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard.
- No school bus shall be permitted to operate on any private driveway.
- All school bus stops shall be selected with the safety of the children at the bus stop the first consideration.
- Whenever possible, a bus stop shall be located within one-fourth (1/4) mile of the home of every child being transported.
- No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.
- No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waiver from the Mustang School District to complete the form and return it as directed.
- No bus stop shall be established in which a school bus must back up in order to complete a regular route.
- No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and it must be signed by a building administrator.

Students are not permitted to change buses (routes) to go to another location except as following:

- Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
- Bus transfers for the purpose of babysitting arrangements will be made on an individual basis, if the following conditions are present:
    - "Special-Riding Privilege" form has been completed and returned to the building principal
    - The bus transfer will not cause a passenger overload on the receiving bus

- No new stop will be established to accommodate the transfer
- The transfer must have the student exiting the bus at the same location each day
- Student must be already eligible to ride
- No students will be delivered to a job site.
- All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The MPS strives to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

STUDENT CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats.
- The noise level on the bus must remain at a low quiet voice level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, students are not allowed to throw objects from the windows or extend any part of the body through a window.
- The use of tobacco or electronic cigarettes or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Front Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away. Be respectful and courteous to all other students at all times.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation. The student must then present the signed copy to the bus driver to regain riding privilege within three (3) days.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

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

B.U.S.
Be Responsible - Use Safety - Show Respect

BUS	Responsible	Safe	Respectful
Waiting for the Bus 	Be on time Have belongings together and organized Know and understand expectations	Stay at least 20 feet back Line up single file in an orderly manner Wait for Driver directions	Respect each other Respect others' property Use proper language
Entering the Bus 	Move to assigned seat Dispose of trash in receptacle (uneaten foods included)	Proceed in a single file line Use handrail Walk on bus and walk to seats	Greet driver Be courteous Use proper language
Riding the Bus 	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep hands, feet and objects to self Use appropriate language Use a quiet voice (level 2) Respect bus property
Exiting the Bus 	Follow Driver directions Take belongings with you	Stay seated until bus comes to a complete stop Take turns leaving; front to back Move safely away from the bus Use handrail	Appreciate and respect others Keep hands, feet and objects to self Be courteous
Evacuation 	Stay quiet Leave belongings on bus	Listen for directions Exit quickly and safely	Follow Driver directions Help others when appropriate

ACTIVITY/FIELD TRIPS
Policy # 3115 and Policy # 3130

ACTIVITY TRIPS

Activity trips will be made only with the prior approval of the building principal, administrative designee and

the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

WALKERS

If your child walks to and from school, discuss safe and appropriate routes and encourage him/her to respect other people's property.

STUDENT PARKING

All students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker. Parking permits are available through the Central Office of the high school. The main lot is the designated student parking area (and any additional parking areas selected by district). Students who occasionally drive a vehicle other than the one normally driven to school are to notify the office, giving the description of the vehicle and tag number to receive a temporary parking pass. Vehicles parked in a staff parking spot, handicapped parking, no parking zones, or those which are illegally parked may receive a parking fine of $10.00. Three parking infractions can result in the loss of parking privileges. Parking violations of any kind may result in the use of a wheel lock, which prevents the movement of the vehicle. Moving a vehicle with a wheel lock attached will cause damage to the vehicle. Mustang Public Schools, employees of Mustang Public Schools, Mustang Police Department, and employees of the Mustang Police Department are not liable for any damages sustained from a car being driven with the wheel lock still in place. Removal of the wheel lock by a site administrator or campus resource officer will cost a fee of $25.00. Vehicles will be towed at the owner's expense if vehicles are parked in the staff parking lot, handicapped parking, no parking areas or illegally parked.

Students who drive a vehicle to school which does not have a parking permit and who do not notify the office, shall lose the privilege of bringing a vehicle on the school grounds.

Continued parking violations by a student shall cost him/her the privilege of bringing a vehicle on the school grounds for the remainder of the school year. All student vehicles must be parked in the student parking areas. Students with motorcycles must park them in the designated and assigned areas of the student parking areas.

Students are not to be in the parking lot at any time after arriving at school unless they have an authorized pass from an instructor or the office.

REGULATIONS

1. Students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker.
2. Students may only park in areas designated for student parking.
3. Students who drive a vehicle to school that does not have a parking permit and do not notify the office will

lose the privilege of bringing a vehicle on school grounds, receive detention or the vehicle will be towed at the owner's expense.

4. A parking fee of $30.00 per year shall be charged to all students who desire to drive a motor vehicle to school and meet the requirements stated in this policy. Replacement stickers will cost $5.00.
   *No sticker will be replaced unless the old sticker (with the number) or proof of windshield replacement is brought to the office.
5. Placement of sticker is the responsibility of the student/driver. All motor vehicles must have a parking sticker permanently affixed to the front lower left window. The sticker must be placed on the inside of the window! (No exceptions!)
6. Persons counterfeiting, altering, defacing or transferring a parking sticker to another vehicle or person, or providing false information will be subject to disciplinary action and will face loss of parking privileges.
7. Vehicles shall be parked only in areas designated by the building principal for student parking. Motor vehicles that do not have a parking sticker or are improperly parked can be fined, have a wheel lock placed on the vehicle, or be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or the vehicle owner to pay for any towing and storage charges.

MPS is not responsible for any damage, vandalism or theft of a vehicle.

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 6, 2025

Re: School Board Hearing Officer Appointment

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

Adam Breipohl
F. Andrew Fugitt
Adam Heavin
Eric Janzen
Mark Rains
Eric Wade

Memo

To: Mustang Public Schools Board of Education
Superintendent Charles Bradley

From: Amy Hill, Director of Federal Programs

Date: August 5, 2025

Re: Local Education Agency (LEA) Authorized Representative

Please review and sign the attached "Local Education Agency (LEA) Authorized Representative" notice for Dr. Karen Wilson and Amy Hill.

Mustang Public Schools

TO: **OSDE Office of Federal Programs**

FROM: **MPS Board of Education and Superintendent Charles Bradley**

DATE: **August 5, 2025**

SUBJECT: **Local Education Agency (LEA) Authorized Representative**

Dear Executive Director:

This letter serves to inform the Oklahoma State Department of Education (OSDE) that the following personnel (other than the Superintendent) are the authorized representatives to legally sign on behalf of the LEA all current fiscal year expenditures, reports, disbursements, and cash receipts filed with OSDE for the purpose and objectives set forth in the terms and conditions of the federal award(s). [2 CFR 200.415(a)]

Name	Title
Dr. Karen Wilson	Executive Director of Student Services
Amy Hill	Director of Federal Programs

This authorization will remain in effect until the end of the fiscal year, or at which time during the fiscal year OSDE will be notified in writing of any change. I am aware that LEAs are required to submit a new form each fiscal year in the Grants Management System.

I further certify that the authorized personnel listed above are employees of Mustang Public Schools

_____ _____

Board President Signature Date

_____ _____

Printed Name Contact Number

_____ _____

Superintendent Signature Date

_____ _____

Printed Name Contact Number

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 1, 2025

Re: Revision to Policy 1096 - Section 504 Title IX Student Parent Grievance Procedures

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Please discuss, consider, and/or act upon the recommendation to approve the Revisions to Policy 1096 – Section 504 Title IX Student Parent Grievance Procedures.

SECTION 504: TITLE IX
Student/Parent Grievance Procedures

Section 504 of the Rehabilitation Act of 1973 and the Title IX of the Educational Amendments of 1972 prohibits discrimination against students with a disability in any program receiving Federal financial assistance. No discrimination against any student with a disability or on the basis of gender will knowingly be permitted in any of the programs and activities of the Mustang Public School district. If any person believes that the District, or any of the District's staff, has discriminated against them based on race, color, age, religion, national origin, sex, gender, sexual orientation, disability, veteran status or other perceived decimation, he/she is encouraged to visit with the administrator of the site. Reasonable efforts shall be made to resolve the problem or complaint. If that is not successful, he/she may utilize the following grievance procedure:

Mustang Public Schools Title IX/504/ADA Coordinator information:

Chris Tobler, Executive Director of Human Resources – Title IX Coordinator

Stacy Edwards, Assistant Superintendent of Elementary Schools – Title IX Deputy Coordinator

Ryan McKinney, Assistant Superintendent of Secondary Schools – Title IX Deputy Coordinator

Dr. Karen Wilson, Executive Director of Student Services and / or Stephanie Matthews, Executive Director of Special Education - 504/ADA Deputy Coordinator

Mark Lebsack ~~Jason Pittenger~~, Assistant Superintendent of Operations – Title IX/504/ADA Appeals Administrator

(405) 376-2461
Mustang, OK, 73099
Email: titleix-504-ada@mustangps.org

Step One:

A written statement of the grievance, signed by complainant, shall be submitted to the local Title IX/504/ADA Coordinator, stating the name, nature and date of alleged violation; names of person responsible and requested action. Complaint should be submitted within thirty (30) days of alleged violation. Complaint forms are available in all school offices.

Step Two:

The Title IX Coordinator or designee shall investigate the complaint by interviewing both the reporting and the responding party (the person alleged to be responsible for the violation in the complaint), and any other person found to have knowledge regarding the complaint within ten (10) business days.

Step Three:

A written report is provided both to the reporting and responding party within five (5) business days following the completion of the investigation and actions taken as described within the report. Procedures for the next level of appeal will be provided.

Step Four

If the reporting party or responding party wishes to appeal the decision of the local 504/ADA Deputy Coordinator or the Title IX Coordinator, Mustang Educational Resource Center, 909 S Mustang Road, Mustang, OK 73064, 405-376-2461, he/she may submit a signed statement of appeal to the Title IX Appeals Administrator. He/She shall meet with all parties involved, review the documentation from all levels, formulate a conclusion, and respond in writing to the reporting party or responding party within ten (10) business days. Procedures for the next level of appeal will be provided.

Step Five:

The reporting party or responding party may appeal the decision of the Title IX Appeals Administrator to the District Hearing Officer by delivering a written request to the Clerk of the Board. If the reporting party or responding party wishes to appeal the decision of the District Hearing Officer, the reporting party or responding party may deliver a written request to the Clerk of the Board requesting an appeal to The Board. The Board may then consider the matter at the next regularly scheduled meeting if the appeal request is received in sufficient time to place it on the agenda, or a subsequent hearing date may be set within thirty (30) days of the receipt of the request. Within ten (10) days after the hearing, a final written decision regarding the validity of the grievance and any actions to be taken will be provided to the reporting or responding party. Procedures for the next level of appeal will be provided.

Adopted: 11-02
Revised: 07-11-11
Revised: 08-14-17
Revised: 05-14-18
Revised: 7-16-18
Revised: 6-10-19
Revised: 12-9-2019
Revised: 03-09-20
Revised: 08-11-25

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 5, 2025

Re: Revision to Policy 2123 Instructional Year Calendar

Please discuss, consider, and/or act upon the recommendation to approve the revision to Policy 2123 – Instructional Year Calendar.

INSTRUCTIONAL YEAR CALENDAR

As provided in Oklahoma Statutes, school shall actually be in session and classroom instruction offered:

a. For not less than one hundred eighty (180) days;
b. For not less than one thousand eighty (1,080) hours each school year, if a district board of education adopts a school-hours policy and notifies the State Board of Education prior to October 15 of the applicable school year;
c. ~~Beginning with the 2021-2022 school year,~~ For not less than one thousand eighty (1,080) hours with a minimum of one hundred ~~sixty-five (165)~~ sixty-six (166) days of instruction each school year, if a district board of education adopts a school-hours policy and notifies the State Board of Education prior to October 15 of the applicable school year;
d. ~~Beginning with the 2021-2022 school year,~~ For not less than one thousand eighty (1,080) hours each school year, if a district board of education adopts a school-hours policy, notifies the State Board of Education prior to October 15 of the applicable school year and meets or exceeds the minimum guidelines for student performance and school district cost savings established by the State Board of Education.

No more than thirty (30) of these hours shall be used for professional meetings.

In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year.

70 O. S. § 1-109

Adopted 06-27-19
Revised: 08-11-25

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 5, 2025

Re: Revision to Policy 2130 Internet Acceptable Use and Safety Policy (IAUSP)

Please discuss, consider, and/or act upon the recommendation to approve the Revisions to Policy 2130 Internet Acceptable Use and Safety Policy (IAUSP)

Internet Acceptable Use and Safety Policy (IAUSP)

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, tablets, chromebooks ~~and hand-held devices~~, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines.

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, social media sites or any electronic platform
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others; cyberbullying is prohibited.
- Sending, posting, engaging in spamming or phishing activities.
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's
computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;

- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or

telephone or cell phone number. Students must not display photographs of themselves, or the images of others.

- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media
    - "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.
    - Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to restrict or terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 06-10
Revised: 08-13
Revised: 08-14-17
Revised 08-05-24
Revised: 08-11-25

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 5, 2025

Re: Revision to Policy 2140 Personal Technology Device (PTD) Use Policy

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Please discuss, consider, and/or act upon the recommendation to approve the Revisions to Policy 2140 Personal Technology Device (PTD) Use Policy.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Personal Device Use for Internet Connectivity

The district may provide the opportunity for students in grades 11th and 12th, that are enrolled in concurrent classes and/or vo-tech classes, to have a personal device connected to the district wifi system to complete course curriculum rather than a district provided device. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator.

Acceptable device types include but are not limited to the following: (Cellular Phones or SmartPhones are not acceptable devices)

Laptop Computer
Chromebook
Tablet (Apple, Chrome or Windows based)

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction
The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning separate from the district provided platform for students in which the district provided platform is either not adequate or incompatible for their extended curriculum needs. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use
Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/CIPA Compliance
The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material or attempting to circumvent the district's filtering policies on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability
The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

DEVICE DAMAGE
MPS may provide a device to students for use as an instructional tool in the classroom

and/or for use on educational work outside of the instructional day. These devices may be covered by a district warranty that allows for hardware failures and accidental damage to be repaired without a cost to the student. However should it be determined that a device was damaged maliciously, purposefully or the student did not take proper care to prevent the damage, the student may be charged a cost for the damage repair or loss of the device.

Revised: 8-12-13
Revised: 8-5-24
Revised: 8-11-25

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 7, 2025

Re: Revision to Policy 2220 – Code of Conduct for Employees

Please discuss, consider, and/or act upon the approval of Revision to Policy 2220 – Code of Conduct Employees

CODE OF CONDUCT FOR EMPLOYEES

Any employee who fails to report to work for any reason other than those approved by the district (sick leave, personal leave, bereavement leave, professional leave, legal leave, military leave, vacation leave, if applicable) shall be guilty of willful neglect of duty and subject to immediate dismissal. Any employee recommended for termination or nonrenewal for violation of this policy shall be entitled to due process as provided for by statute.

Any employee who engages in a strike and is absent from his/her duty is considered to have refused to perform the requirements of his/her contract and will be guilty of willful neglect of duty and subject to immediate dismissal.

The district is concerned about the use of profanity, improper language and the potential embarrassment, belittlement and harassment of all employees and/or students. The following is adopted as district policy because of the potential harm to students, and because of the strong message that the board wants to send to its employees.

The district prohibits discrimination, harassment, or actions that foster hostility based on race, ethnicity, national origin, sex, gender identity, sexual orientation, disability, religion, or marital status. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred towards Jews.

- An employee, while on school grounds, in transit of a school activity or at any location outside the district where representing the district, SHALL NOT:
  1. use profanity
  2. use improper language
  3. allow any other person to use profanity or improper language in the presence of students, parents or patrons
  4. use improper non-verbal communication
  5. allow any other person to use improper non-verbal communication in the presence of students, parents or patrons
  6. engage in an inappropriate relationship with a student

DEFINITIONS:

Profanity is defined as language that is irreverent, vulgar, coarse, foul or derisive. It includes cursing and swearing.

Improper language is defined as language that is intended to embarrass, humiliate, belittle, harass or cause emotional harm. It includes both verbal and written forms of communication.

Improper non-verbal communication is defined as expressions, signs or other actions that are irreverent, vulgar, coarse or foul, and are intended to embarrass, humiliate, belittle, harass or cause emotional harm.

VIOLATIONS:

Violation of this Code of Conduct may result in:

1. verbal reprimand with documentation placed in the personnel folder
2. written reprimand and plan of improvement
3. a requirement that the employee attend training, at his/her sole expense, that would address the particular misconduct engaged in by the employee
4. immediate termination of the assignment of the employee

The fraternization with Mustang students by school personnel will be grounds for dismissal. Such behavior is counter to the good order and discipline of the school and is grounds for termination.

No employee shall be permitted to engage in private enterprise with students during school hours.

When the supervisor who has the responsibility to evaluate identifies poor performance or conduct, the procedures for admonishment a will be followed.

School personnel should be aware that any assault and battery upon the person of a school employee or threats to a school employee while in the performance of duties as a school employee is unlawful. Any such activity shall be reported to the immediate supervisor.

Adopted: 01-00
Revised: 08-08
Revised: 08-09-10
Revised: 08-14-17
Revised: 08-11-25

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 7, 2025

Re: Revision to Policy 3000 – Standards of Performance and Conduct for Teachers

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Please discuss, consider, and/or act upon the approval of the Revision to Policy 3000 – Standards of Performance and Conduct for Teachers

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

210:20-29.1. Purpose

(a) The standards of conduct for teachers in this Subchapter are adopted pursuant to *HB 1017, 70 O.S. § 6-101.21; S.L.. § 124 Standards of Conduct and Performance for Teachers; 70 O.S. § 6-101.22, S.L.. § 125 Grounds for Dismissal or Nonremployment of Teachers*

(b) Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence and the nurture of democratic principles.

210:20-29.2. Mission Statement

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

210:20-29-3. Principal I: Commitment to the Students

(a) The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

(b) In fulfillment of the obligation to the student, the teacher:

1. shall not unreasonably restrain the student from independent action in the pursuit of learning
2. shall not unreasonably deny the student access to varying points of view
3. shall not deliberately suppress or distort subject matter relevant to the student's progress
4. shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. shall not intentionally expose the student to embarrassment or disparagement
6. shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation, unfairly
   a. exclude any student from participation in any program
   b. deny benefits to any students
   c. grant any advantage to any student. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
7. shall not use professional relationships with students for private advantage
8. shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law

210:20-29-4. Principle II: Commitment to the Profession

(a) The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

(b) In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education and assist in preventing the practice of the profession by unqualified persons.

(c) In fulfillment of the obligation to the profession, the educator:

1. shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. shall not misrepresent his/her professional qualifications
3. shall not assist any entry into the profession of a person known to be unqualified in respect to character, education or other relevant attribute,
4. shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position

5. shall not assist an unqualified person in the unauthorized practice of the profession
6. shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. shall not knowingly make false or malicious statements about a colleague
8. shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions

210:20-29-5. Principle III

a. A career teacher may be dismissed or not reemployed for:
   1. willful neglect of duty;
   2. repeated negligence in performance of duty;
   3. mental or physical abuse to a child;
   4. incompetency;
   5. instructional ineffectiveness;
   6. unsatisfactory teaching performance; ~~or~~
   7. commission of an act of moral turpitude; or
   8. abandonment of contract.

b. Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

c. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

d. A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:
   1. "Criminal sexual activity" means the commission of an act as defined *21 O.S.§ 886* which is the act of sodomy; and
   2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity. *[70 0.S. § 6-101.22; S.L. § 125 Grounds for Dismissal or Non- reemployment of Teachers]*

Adopted: 12:98
Revised: 10-01
Revised: 08-06
Revised: 08-11-25

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 4, 2025

Re: Revision to Policy 5020 – Student Attendance Policy

Please discuss, consider, and/or act upon the recommendation to approve the Revisions 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 12th 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~~ College Visit Day and will not count as an absence provided the following criteria are met:

1. limited to ~~two per year, or~~ four (4) school days per year.
2. The student applies for each college visit through the ~~appropriate counselor~~ college and career office.
3. Any requests that exceed the four (4) school day limit will be considered for approval by the college and career office.
4. Documentation confirming the visit is provided by the college or university and turned in to the ~~attendance~~ college and career 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 truancies 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 (3rd) tardy, and every third (3rd) 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 criterial, 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.

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
Revised: August 11, 2025

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 6, 2025

Re: Revision to Policy 5071 - Grading

Please discuss, consider, and/or act upon the recommendation to approve the Revisions to Policy 5071 - Grading

5071

Grading Policy

Grading Philosophy

Purpose of Grades:
We believe the purpose of grades is to communicate, as concisely as possible, a student's mastery of grade-level content. Grades should reflect a valid and pure representation of what a student knows and is able to do based on a given set of concepts and skills specified by the Oklahoma Academic Standards. Grades are used to provide feedback, document progress, and guide instructional decisions.

Students with Special Needs:
We believe the philosophy behind grades is the same for all students. However students with special needs or special circumstances may need accommodations or modifications. As a legal document, any accommodation or modification as determined by the educational team and listed in the Individualized Educational Program (IEP) or 504, must be followed.

Number of Grades:
We believe grades should be taken frequently in a manner that allows students, parents, and teachers to monitor a student's mastery of grade-level content. A grade should not be locked in for a period of time with no means for a student to improve his/her grade. For example, it would be inappropriate for a teacher to only take one summative grade on a large, lengthy assignment, or any other method that prohibits a student from the ability to continually show progress towards the mastery of grade-level content.

Homework:
We believe homework compliments mastery of grade-level content. Homework is an extension of a school related assignment which requires time and effort outside the regular classroom. Homework shall be meaningful and have a purpose aligned to the content standards.

Extra Credit:
We believe extra credit, if given, should be on a limited, but equal basis and should only be for the completion of standards based work. Extra credit not attached to a learning objective is not appropriate and should not be given, such as bringing tissues or other classroom supplies, attending extra-curricular events, or returning a class syllabus.

AP Assessment Waiver (Grades 10-12)

Students enrolled in an AP course may be eligible for an AP Assessment Waiver for that specific course during the Spring Semester if they meet the following criteria:

- The student must take the official AP exam for the class.
- The student must maintain a "B" or higher grade in the class during the Spring Semester.

AP teachers are responsible for managing and processing AP Assessment Waivers for their respective courses.

Assessment:
We believe assessments should be used to gather more information about instruction, student's progress towards mastery of grade-level content and to identify gaps in learning. Assessments can vary in formality from verbal responses, daily assignments, exit slips, observations, quizzes, end of unit/chapter tests, interim assessments, benchmarks, and semester tests to state assessments. Any assessment should have purpose beyond the single purpose of assigning a grade. Formative and summative

assessments should guide instruction, provide feedback, and determine where remediation is needed. According to Doug Reeves, "Effective feedback not only tells students how they performed, but how to improve the next time they engage in the task." Effective feedback is also conclusively supported by many researchers such as Marzano, Wiggins, & Reeves as the single most effective teaching behavior for academic growth.

Common Grading Practices:

We believe grading practices between school sites and for courses with the same title should apply consistent expectations and practices, such as weighting of grades, late work, missing work, or number of tests or assignments. Clear grading criteria from grade levels or departments shall be explicitly communicated to students and parents at the beginning of the course.

Parent/Guardian Expectations:

We believe that parents are partners in the education of their child and essential to the academic success of students. We recognize parents as the first and most important lifelong teachers of their children. We believe parents should ensure their child attends school and is ready to learn. Parents should monitor and guide their child's academic progress to ensure success, such as check parent portal regularly, review homework & help study for tests. Communication between parents, teachers and other education professionals is vital to student achievement.

Grading Procedures

Grades PK – 4

Standards-Based Grading Scale

4	Proficient
3	Developing
2	Emerging
1	Limited

Grades 5-12

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
P	Proficient	0.0
U	Failing	0.0
NC	No Credit	0.0

Grades will be rounded to the nearest whole number.

Semester grades are continuous and do not start over at the end of the quarter.

Grades PK-4

Report cards will be sent home at the end of each nine-week period.

Grades 5-8

Cumulative grades will be available in Parent Portal at the end of each nine-week period

Grades 9-12

Cumulative grades will be available in Parent Portal at the close of each semester's grading period.

Grades 5-12

Student grades may be accessed anytime by using Parent Portal.

Time Enrolled

3rd - 8th grade:

A student must be enrolled a minimum of twenty days in a quarter in order to receive a grade from Mustang Public Schools.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the quarter and/or semester.

High School:

A student must be enrolled 90% of the semester in a class in order to receive credit for that class.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the semester.

If a student transfers in without grades, that student must be enrolled for 90% of the semester to obtain credit.

Any student not receiving credit for time enrolled, may apply for an appeal with the appeal committee. The appeal committee's decision is final.

Grade Appeal Process

In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

A. Student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes reason(s) for the appeal and relief sought by the complainant, within twenty (20) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated in writing within ten (10) days of receipt of the statement of appeal.

B. If the complainant is dissatisfied with the decision of the teacher, a written appeal can be made to the school site principal. The appeal must include a written statement with the reason(s) for the appeal and relief sought by the complainant. It must be requested within ten (10) days of receipt of the teacher's decision. If the written appeal is not provided to the principal within ten (10) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final.

It will be the responsibility of the school principal to investigate the complaint. After consulting with District Administration, the principal will issue a written ruling in the matter within ten (10) days of the receipt of the statement of appeal. The principal's decision is final. In the absence of the site principal, the superintendent or his/her designee will act in the place of the site principal.

Adopted 05-11-2015
Revised 08-08-16
Revised: 08-14-17
Revised: 8-4-2021
Revised: 6-12-23
Revised: 8-11-25

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 1, 2025

Re: Revision to Policy 5075 - Graduation

Please discuss, consider, and/or act upon the recommendation to approve the Revisions to Policy 5075 – Graduation Exercises.

GRADUATION

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

A credit/unit represents the credit/unit given for successful completion of one (1) year of study in a solid subject. All students must be enrolled in a minimum of seven (7) classes per semester, except for a fifth-year senior who would be allowed to enroll in less than seven (7) classes per semester to meet their remaining graduation requirements.

MHS GRADUATION REQUIREMENTS

For the graduating class of 2026 through the class of 2029, students and families will have two different sets of graduation requirements available. However, beginning with the class of 2030, all students must adhere to the new graduation requirements in accordance with updated state legislation. Regardless of which set of requirements a student follows, MPS will require the completion of 26 credits to graduate.

During the transition from current graduation requirements to the new requirements, MPS will follow the following plan:

- The graduating class of 2026 and 2027 will have the option of graduating on the current graduation requirements.

- The graduating class of 2028 and 2029 will all graduate on the new graduation requirements with a completed opt-in form and submitted to the counseling office. Any student/family not completing the opt-in form will graduate on the current graduation requirements list.

- Additional MPS graduation requirements that exceed the state minimum requirements will be located in the MPS Student Handbook and the MHS Course Guide and updated annually as needed.

Current Graduation Requirements for Class 2025-2029

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

According to the law, your student will automatically be enrolled in the college preparatory/work ready curriculum, and you do not need to do anything to enroll your student in this curriculum. However, if you choose the core curriculum, you must complete the "College Preparatory/Work Ready Parental Curriculum Choice Letter" and turn it in to your student's school counselor. Please contact your counselor if you have questions or need additional information.

For students who are taught to alternate standards and assessed through the Oklahoma Alternate Assessment Program (OAAP) and has earned the appropriate credits, the student will graduate with an alternate diploma. Course titles may be altered to indicate an alternate standard course is being taught. If the student has not turned 22 on or before September 1, the student will be offered continued enrollment following graduation with an alternate diploma and the district will continue to provide a Free and Appropriate Education (FAPE) through the school year in which they turn 22. Returning to school after earning an alternate diploma is a decision of the Individualized Education Program (IEP) team. Please contact your student's IEP Case Manager if you have questions or need additional information.

Overview of Graduation Requirements

Specific courses and additional requirements can be found in the Mustang High School Course Guide, MPS Student Handbook or the Oklahoma State Department of Education website. sde.ok.gov/sde/

Mustang Public Schools requires students to successfully complete twenty-six total credits to graduate. However, under special circumstances due to organizational structure outside of the student's control, Mustang Administration may recommend to the MPS School Board of Education to waive the twenty six minimum credit requirement and reduce the requirement while meeting the state guidelines.

New Graduation Requirements for class 2025-2029 (will require parents to opt in until class of 2030)
All classes taken to meet graduation requirements must be taken in grades 9-12, except for a math class of Algebra I or above taken at the eighth-grade level will count towards the math core credit.

Beginning with the **2025-2026 school year**, students whose parent(s)/guardian(s) approve a modification to the current graduation requirements may graduate under the newly approved guidelines. For students graduating between **2026 and 2029** who wish to follow the new graduation requirements, a completed **opt-in form** from their parent(s)/guardian(s) will be required. Please contact your school counselor if you have any questions or need more information.

For students who are taught to alternate standards and assessed through the Oklahoma Alternate Assessment Program (OAAP) and has earned the appropriate credits, the student will graduate with an alternate diploma. Course titles may be altered to indicate an alternate standard course is being taught. If the student has not turned 22 on or before September 1, the student will be offered continued enrollment following graduation with an alternate diploma and the district will continue to provide a Free and Appropriate Education (FAPE) through the school year in which they turn 22. Returning to school after earning an alternate diploma is a decision of the Individualized Education Program (IEP) team. Please contact your student's IEP Case Manager with questions or additional information.

Overview of the New Graduation Requirements

Specific courses and additional requirements can be found in the Mustang High School Course Guide, MPS Student Handbook or the Oklahoma State Department of Education website. sde.ok.gov/sde/

Mustang Public Schools requires students to successfully complete twenty-six total credits to graduate. However, under special circumstances due to organizational structure outside of the student's control, Mustang Administration may recommend to the MPS School Board of Education to waive the twenty six minimum credit requirement and reduce the requirement while meeting the state guidelines.

CONCURRENT ENROLLMENT
2021 CONCURRENT ENROLLMENT

High school juniors and seniors who meet admission and course placement requirements may earn college credit through concurrent enrollment at Oklahoma colleges and universities while still in high school. This opportunity enhances college readiness, reduces costs, and shortens the time needed to complete a degree.

Students may earn dual enrollment credit by attending college classes on campus alongside college students or by completing approved courses at their high school that meet college requirements. Upon high school graduation, students receive a transcript from the college reflecting their earned credits.

Concurrent enrollment policies should maximize higher education pathways for students, ensuring broad access to college credit opportunities.

- Juniors and Seniors who meet the requirements may participate in concurrent enrollment at a college and university. Mustang partners with specific universities. The list of partnered universities will be updated annually and can be found in the MHS course guide and the student

handbook. Concurrent enrollment through a "non partner" school, must be approved by administration.

- All college courses taken concurrently will be recorded on the students' high school transcript as either academic or elective credit.
- Students shall receive academic credit if the concurrent course aligns to Oklahoma academic standards taught through the course provided by the school district.

The following courses taken through concurrent enrollment have been reviewed by Mustang Public Schools and have been approved by the MPS school board for academic dual credit.

HS Credit Course	College Course	MPS Academic Credit
English	English Composition I Principles of English Composition/Research Principles	0.5 credit (Semester 1) of HS English IV
	English Composition II Principles of English Composition/Research Principles	0.5 credit (Semester 2) of HS English IV
Fine Arts - Music	American Popular Music Music Appreciation	1.0 credit of HS fine arts
	Fine Arts/Humanities (3 credit hours) *Courses labeled fine arts/humanities by the college/university	1.0 credit HS Fine Arts
Literacy	Personal Finance	0.5 credit of Personal Financial Literacy (meets req.)
Math	College Algebra, Precalculus, Algebra for STEM, Functions and Modeling and any math above the rigor of College Algebra	1.0 credit HS mathematics **beyond** Algebra II
Media Arts	Film Appreciation	1.0 credit HS media arts
Social Studies	US History Since Civil War (since 1877, since 1865, American History 1865-present)	1.0 credit HS US History

	American Federal Government, American Government, US Government	1.0 credit HS American Government
Additional Unit - Social Studies (Eligible only for additional unit under the category of Social Studies)	General Psychology Introduction to Psychology Introductory Psychology Elements of Psychology	1.0 credit of HS psychology
	Introduction to Sociology Introductory Sociology Elements of Sociology	1.0 credit of HS sociology
Other	Any 3 hour credit class not listed above	1.0 credit HS Elective

All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the cumulative GPA. **The student has the responsibility of notifying the college and his/her high school counselor when he/she drops or stops attending the concurrent college course. Any changes to your concurrent schedule must be reported to your counselor. Failure to notify your counselor of any changes may prohibit future enrollments of concurrent classes**. All concurrently enrolled students who elect to withdraw from a college course prior to completion and/or no later than the 20-day drop period for that course will receive the grade assigned by the college and are required to notify high school administration. Students who drop any concurrent course within the first twenty (20) days of the semester may enroll in a Mustang High School course for full credit. Failing a concurrent class may affect graduation status.

In order for a student to take concurrent course(s) the following criteria must be met:

- Must meet minimum High School Performance Standards as established by the Oklahoma State Regents for Higher Education.
- Must be a Junior or Senior
- Must have prior approval from his/her high school counselor
- Must be a student in good standing

Before a student is accepted for concurrent enrollment, he or she must sign the concurrent enrollment contract which will be kept in the student cumulative file.

Once Graduation requirements have been met (all required course units plus enough elective units to equal 26) the student will be required to graduate at the end of that academic year.

ASSESSMENTS

2022 ASSESSMENTS

Students graduating from Mustang High School, who start the ninth grade must meet the following requirements regarding assessments:

- Each student is required to take the assessments included in the statewide student assessment system CCR Assessments ACT or SAT and Science Content in the 11th grade) as adopted by the State Board of Education in order to graduate from a public high school with a standard diploma.

Each student will also be required to meet any other high school graduation requirements adopted by the State Board of Education. State law also requires students to be tested in U.S. History once during high school.

- Pursuant to (70 O.S. § 1210.508), students who transfer into Oklahoma schools during their senior year and were on-track for graduation based on their former state's testing requirement do not have to take the CCR assessments. This will be indicated on their transcript as "Student received a waiver for CCR assessment participation typically required for graduation purposes. In cases where we cannot determine whether they were on track for graduation according to their former state's testing requirements, then the student will be enrolled in the spring CCR Assessments to ensure they meet the graduation requirements.

- Students taught to alternate standards will be assessed under the Oklahoma Alternate Assessment Program (OAAP).

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

A student must complete all graduation requirements to participate in graduation exercises. If a student is missing ½ a credit, an appeal can be made to the High School Principal. An Appeal Committee will review each case individually. The Appeal Committee's decision is final.

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

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

A student will not be able to participate in graduation exercises if under school suspension or incarcerated or facing pending charges that are violent or sexual in nature.

Students will need to dress in appropriate attire for the graduation ceremony.

Procedure for Adding additional cords: ~~High school organizations who are governed by a National Organization and are tied to a transcripted course can request cords to be worn at graduation. The organizations may submit a written request for consideration of additional cords to the High School Principal for approval. This request should include all important information including the requirements for earning the cord through the organization. Only cords approved by Mustang High School can be worn during the graduation ceremony.~~

High school organizations that are affiliated with a national organization and are connected to a transcripted course may request approval for their members to wear cords at graduation. To be considered, organizations must submit a written request to the Mustang High School Principal. The request should include all relevant details, including the specific requirements students must meet to earn the cord through the organization.

Cords must represent achievements or accomplishments completed by the student during their high school career. Only cords that receive approval from Mustang High School may be worn during the graduation ceremony.

Stoles or hoods are not permitted, with the exception of the National Honor Society stole or the Valedictorian or Salutatorian hood.

Valedictorian and Salutatorian

Valedictorian and Salutatorian status will be based on student's performance from their ninth, tenth, eleventh, and twelfth grade year. All students with a GPA of 4.00, weighted or unweighted (no rounding of points) and above will be valedictorians and will have a class rank of number 1. All students with a 3.970 (no rounding of points) through 3.999, with no grade lower than a B, will be salutatorians. This is computed from a seven (7) semester transcript.

Students coming from out-of-state/out-of-country institutions with transfer grades that can only be transcripted as "P" may be eligible for valedictorian/salutatorian consideration only with administrative approval.

Students with weighted GPAs, which fall within the designated range for valedictorian/salutatorian, will be removed from consideration for the following:

- one (1) or more grades lower than a "B"
- one (1) or more grades of "NC"
- one (1) or more semesters of grades of "P," which may be transcripted from out-of-state/out-of country transfer grades, unless administration approval is granted
- have attended high school more than 8 semesters
- fewer than seven (7) semesters of grades, unless on an early graduation contract

Early Graduates

Early Graduates

Traditional setting: Six (6) semester graduates must have twenty-two and one-half (22.5) credits completed by the end of the 5th semester; the weighted GPA of those twenty-two and one-half (22.5) credits is used for valedictorian/salutatorian determination. It is the parent(s') and student's responsibility to notify the counselor if there is an intent to graduate early. The student will need to sign the early graduation contract, and submit it to their counselor by April 15 of their junior year. Any deviation from this policy would require school administration approval.

Non-traditional pathway: (any student utilizing an alternative setting which includes, but is not limited to MEC/PASS, MTC, Virtual Academy, CCEC, etc.). Student and Parent/Guardian must declare intended graduation by April 15 in order to participate in graduation exercises for the current school year. In order to declare graduation, the student and parent/guardian must meet with the school counselor and sign off on a graduation contract. In this instance, the student must successfully complete all graduation requirements prior to the graduation date. If a student does not declare by April 15 or does not successfully complete all graduation requirements, then they will not be allowed to participate in graduation exercises during that year.

All Students

All Students

Any student that fails to meet the requirements for graduation will be re-enrolled for the following school year in order to finish all outstanding requirements. Upon completion of those outstanding requirements, the student would be eligible to participate in the graduation exercises for that school year.

All Students must participate in CCRA.

Grade Point Average
Grade Point Average
A "simple average" of the grade points from all classes for a student will be calculated (add grade points from each class and divide by the number of classes taken). If a student has not taken an advanced placement (AP) or advanced placement prep class, the process ends here.

Grade weighting
The following grade weight policy is:

- advanced placement classes will be weighted on a 5-point scale in computing grade point averages
- Accelerated classes will be weighted on a 4.5-point scale
- courses termed "honors" will be noted on the high school transcript as such, but will receive no additional grade weight.

Adopted: 12-98
Revised: 10-01
Revised: 07-25-06
Revised: 07-12-10
Revised: 08-11-14
Revised: 03-09-15
Revised: 10-12-15
Revised: 08-08-16
Revised: 08-14-17
Revised: 03-12-18
Revised: 12-14-20
Revised: 06-12-23
Revised: 09-11-23
Revised: 10-09-23
Revised: 03-10-25
Revised: 08-11-25

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 6, 2025

Re: Revision to Policy 5080 – Student Conduct and Discipline (Standards of Behavior

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Please discuss, consider, and/or act upon the recommendation to approve the Revisions to Policy 5080 – Student Conduct and Discipline (Standards of Behavior)

STUDENT CONDUCT AND DISCIPLINE
Standards of Behavior

Discipline Policy

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

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

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

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

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

antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

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

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

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

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs.
13. Suspension
14. Performing Campus-site services for the school district.

15. Other appropriate disciplinary action as required and as indicated by circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips, change of placement which could include online instruction, education at Canadian County Juvenile Center, or other placement as administration sees appropriate.

ISI – In-school Intervention is an alternative to home suspension when deemed advisable by the principal. In-school Intervention is assigned during part of or all of a student's schedule, where the student spends time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction and access to equal education opportunities. The decision of the principal is final.

Student Privileges while under ISI: When a student's behavior justifies ISI, the student forfeits the privilege of participating in the social activities and will not be permitted to participate in or be in attendance at any extracurricular activities in which schools participate.

Procedures

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

1. The matter should immediately be reported to the building principal or designee. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal or designee. As much detailed information as possible should be provided to the building principal or designee in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal or designee shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal or designee and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal or designee shall follow district policies regarding the discipline of the student. The building principal or designee shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or designee or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior.
   If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes,

Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.

Personal Technology Device (PTD) in compliance with Oklahoma SB 139 for the 25-26 school year

Mustang Public Schools limit the student use of PTD's or Personal Technology Devices.

- Pre-K-6th grade students will not be allowed to utilize PTD's while on school grounds.
- 7th-8th grade students will not be allowed to utilize PTD's at school from 8:35-3:35 (or 5 minutes before school begins through the dismissal bell at the end of the regular day).
- 9th-12th grade students will not be allowed to utilize PTD's at school from 8:40 to 3:35.

PTDs include but are not limited to laptops, computers, tablets, cellular phones, smart phones, smart watches, ear pods, or headphones. Devices whose primary purpose is gaming and portable speakers are expressly prohibited at all times.

All students will be permitted to carry their cell phones/PTD's in their backpacks but they must be turned off, unless it is at one of the approved times listed above.

Possession of a cell phone/PTD on school campus is a privilege, and may be revoked at any time by the administration for violating this school policy regarding such possession. Furthermore, the school and its employees are not responsible for any theft or damage for any cell phone/PTD while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone/PTD.

Exceptions may be made only in compliance with SB 139, including for documented medical needs or emergency circumstances.

Dress Code Standards

Mustang Public Schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Mustang Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

District Dress Code Expectations:

DRESS CODE EXAMPLE AND EXPECTATIONS LISTED ON FOLLOWING PAGE.

Clothing

1.Clothing must cover areas from one armpit across to the other armpit (in the front and back), extending down to cover the student's buttocks when standing or bending.

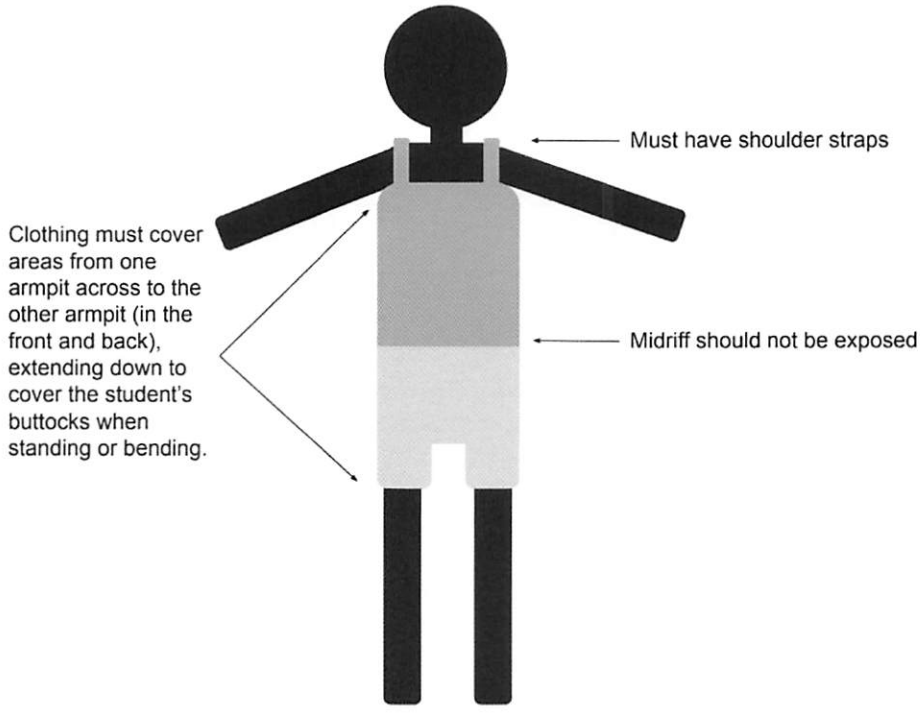
2. Tops must have shoulder straps.

3. Clothing that is transparent, made of mesh, or has holes must cover skin and undergarments while meeting the expectations of #1.

4. Midriff should not be exposed.

5.Specialized courses may require specific attire, such as sports, uniforms, and/or safety gear.

Dress Code Example



Accessories

- Headgear including hats and hoodies are allowed as long as eyes and ears are not obstructed from the headgear.
- Sunglasses may not be worn to cover the student's eyes while inside the school.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Shoes

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

Hair color/hairstyle

- Hair color/hairstyle, makeup or face paint that disrupts the learning environment is prohibited.

Gang Related

- Items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

District Guidelines: Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; electronic cigarettes/vapes or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

FOOD CONSUMPTION

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

TOBACCO USE

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

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

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

ILLICIT DRUG DEFINITION IS DEFINED AS FOLLOWS:

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

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

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

First Offense: The following suspension will go into effect according to the grade level of the student on the first day of the offense.

- Grades 9-12 = 45 days (10 days out and 35 days in DPP)
- Grades 5-8 = 45 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee.

Reinstatement option - The suspension may be reduced for the first offense if the student/parent/guardian agrees to complete a reinstatement option which will consist of a list of criteria that will be set by Mustang Public Schools.

Criteria for a reinstatement will include the following:

- meeting with the ~~Director of Student Assistance Programs~~ Principal of the Mustang Education Center.
- Counseling services that consist of a school approved chemical dependency education program, or a comparable program approved by the administration. Any counseling fees will be the responsibility of the parent/guardian.
- Urinalysis - At administrative request, the urinalysis will begin after 30 days from the date of the suspension and will be required throughout the term of the suspension (a minimum of once per month after the original urinalysis). The results will not affect the suspension term, however the school and parent(s) may implement additional counseling services as needed. If a student refuses to participate in the urinalysis at any point during the term the original suspension will go into effect.

Additional criteria can include but is not limited to:

- check and connect weekly with a site counselor or site administrator or site mentor
- In school placement

  High School – Disciplinary Placement Program (DPP)

  Middle School or Intermediate School – ISI
- On-site small group meeting with LPC

- re-entry meeting with a site counselor or site administrator
- community service
- performing campus-site services for the school district
- research and an assignment related to the offense

The reinstatement option will reduce the suspension days as follows:

- Grades 9-12 = 45 days/reduced to 10 days ~~(3 days out, 7 days in DPP)~~
- Grades 5-8 = 45 days/reduced to 10 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee.

If a student fails to meet the terms of the reinstatement option the remaining days of the original suspension will be served, unless approved by the administration.

By choosing the reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

A reinstatement option will be available one time during grades 5th-8th and one time for grades 9th-12th, regardless if it was for use or possession or distribution.

Second Offense: If a student has a second offense during grades 5th-8th or 9th-12th. The following suspension will go into effect according to the grade level of the student on the day of the offense. The reinstatement option will not be available.

- Grades 9-12 = 45 days (10 days out and 35 days DPP)
- Grades 5-8 = 45 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee.

DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. Grades 9-12 may under special circumstances place a student in the DPP as part of the suspension plan if approved by site and district administration, which could include a combination of out of school and DPP placement. A second offense will result in at least ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified. By choosing the forty-five (45) day reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

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

ANY STUDENT SUSPENDED FOR ILLICIT SUBSTANCES

For a student that does not take advantage of the option or commits a second offense or for distribution offenses, counseling services can still be available for students at parent request. Upon return from suspension for illicit substances a student will be required to have an in person meeting with the principal or designee prior to returning to the in person classroom. This requirement will apply regardless of whether an early reinstatement option was utilized or not. Parents or Guardians and / or students that are seeking help for students with issues related to drugs or alcohol can contact the Director of Student Assistance Programs at 405-376-7824. The director will be able to help answer questions and direct parents / students to various resources.

VANDALISM

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

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or devise capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon, or facsimile of a weapon, on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events whether such weapon is concealed or unconcealed, may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

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

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

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

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

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

SUSPENSION OF STUDENTS

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

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
   - Violation of policy, rule, or regulation
   - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
   - Possession of a firearm (may result in out-of-school suspension of not less than one year)
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Students who are suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.

5. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

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

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

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

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

Appeal Process:

1. The first level of appeal for suspensions of ten (10) days or less will be to the building principal.
   - o A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
   - o A conference will be scheduled with the building principal.
     - This step may be skipped if the building principal was part of the first conference.
     - The Principal may uphold, overrule or modify the suspension.
     - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
     - The student has the right to appeal the decision.

2. The second level of appeal for suspensions will be the appeal committee.
   - In order to appeal the building principal's decision, a written request specifying the reason for the appeal must be submitted to the district hearing officer for short-term suspensions within three (3) days.
   - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within three (3) days from the date the notice of intent is filed.

- The appeal committee will consist of (1) central office administrator and two (2) building principals other than the suspending principal.
- During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
- The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

In a short term suspension (10 days or less) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one suspension appeal hearing. If legal counsel is to be present in the level two appeal hearing on a short term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

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

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

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

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

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

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

Appeal Process:

1. The first level of appeal for suspensions will be to the building principal.
    - This step may be skipped if the building principal was part of the first conference.
    - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
    - A conference will be scheduled with the building principal.
    - The Principal may uphold, overrule or modify the suspension.
    - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
    - The student has the right to appeal the decision.

2. The second level of appeal for suspensions will be to the appeal committee.
    - In order to appeal the building principal's decision, a written request specifying the reason(s) for the appeal must be submitted to the district hearing officer for long-term suspensions within-ten (10) days.
    - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing with the appeal committee within ten (10) days from the date the notice of intent is filed.
    - The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
    - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
    - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
    - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
    - If the appeal committee does not withdraw the suspension, the student has the right to appeal the decision.

3. The third level of appeal for suspensions will be to the Board of education/board hearing officer.
    - In order to appeal the appeal committee's decision the student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the appeal committee.
    - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the Board of Education/board hearing officer.
    - The Board of Education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent.
    - During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
    - The Board of Education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.

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

In a long term suspension (more than 10 days) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one or a level two suspension appeal hearing. If legal counsel is to be present in the level three appeal hearing on a long term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

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

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL CONDUCT

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

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

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

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

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 08-04
Revised: 07-06
Revised: 07-08
Revised: 10-08
Revised: 07-11

Revised: 07-12
Revised: 10-13
Revised: 02-14
Revised: 07-15
Revised: 08-15
Revised: 08-16
Revised: 08-14-17
Revised: 08-13-18
Revised: 07-08-19
Revised: 09-13-21
Revised 06-13-22
Revised: 06-12-23
Revised: 08-14-23
Revised: 08-05-24
Revised: 07-14-25
Revised: 08-11-25

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	300	07/11/2025	81396	Chasity Michaela Head	064-MILEAGE FOR 25-26 SY	150.00
MILEAGE FOR 25-26 SY			11-064-2575-581-100-0000-000-051		07/11/2025	150.00
11	301	07/11/2025	69061	Seville Classics, Inc	412 Classroom Supplies (B Skoropowski)	3,700.00
412 Brandy Skoropowski Classroom Supplies such as (6) work benches and (6) tool chests			11-412-1000-681-315-8700-000-510		07/11/2025	3,700.00
11	302	07/11/2025	85777	Erin Linsay Wakefield	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Erin Wakefield - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for DECA Division			11-412-2213-580-312-8600-000-705		07/11/2025	400.00
11	303	07/11/2025	14462	Amazon Capital Services Inc.	541 Books for District PD	1,300.00
541 Books (84) Copies of Trust and Inspire by Stephen CoveyDistrict PD			11-541-2213-641-000-0000-000-050		07/11/2025	850.00
Increase to PO303 - 541 Books (84) Copies of Trust and Inspire by Stephen Covey District PD			11-541-2213-641-000-0000-000-050		07/18/2025	450.00
11	304	07/11/2025	87720	Kathryn Anne Miller	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Kathryn Hearn - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for AG Division			11-412-2213-580-311-8000-000-705		07/11/2025	400.00
11	305	07/11/2025	85702	Scott Wayne Stevens	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Scott Stevens - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for AG Division			11-412-2213-580-311-8000-000-705		07/11/2025	400.00
11	306	07/11/2025	87839	Handley Grace Everman	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Handley Everman - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for AG Division			11-412-2213-580-311-8000-000-705		07/11/2025	400.00
11	307	07/11/2025	10007	Randall Five Inc	412 Blanket A Welders AG (S Stevens)	1,200.00
412 Scott Stevens: Gas/Bottles refill and lease rental			11-412-1000-681-311-8000-000-705		07/11/2025	1,200.00
11	308	07/11/2025	10007	Randall Five Inc	412 Blanket A Welders AG (S Stevens)	1,000.00
412 Scott Stevens - Shop Material/Consumables Est.			11-412-1000-681-311-8000-000-705		07/11/2025	1,000.00
11	309	07/11/2025	66480	WEST YUKON ANIMAL HOSPITAL	412 Blanket Piedmont Vet - AG (S Stevens)	1,000.00
412 Scott Stevens: Est. Medicine Vet expense			11-412-1000-681-311-8000-000-705		07/11/2025	1,000.00
11	310	07/11/2025	16891	CEV Multimedia LLC	412 ICEV Curriculum -AG (S Stevens)	1,250.00
412 Scott Stevens - AG Curriculum			11-412-1000-681-311-8000-000-705		07/11/2025	1,250.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	311	07/11/2025	12137	LAWSON PRODUCTS, INC	412 AG Shop Supplies (S Stevens)	1,200.00
412 AG Scott Stevens Shop Supplies		11-412-1000-681-311-8000-000-705			07/11/2025	1,200.00
11	312	07/11/2025	68362	Timothy Brooks	412 Classroom Supplies (S Stevens)	600.00
412 Scott Stevens Classroom Supplies such as Gloves/glasses/first aid kit		11-412-1000-681-311-8000-000-705			07/11/2025	600.00
11	313	07/11/2025	16891	CEV Multimedia LLC	412 ICEV Curriculum -AG (K Hearn)	1,300.00
412 - Kathryn Hearn AG Curriculum		11-412-1000-681-311-8000-000-705			07/11/2025	1,300.00
11	314	07/11/2025	64241	ALICIA M. TOMLINSON	412 AG Curriculum (K Hearn)	900.00
412 - Kathryn Hern AG Curriculum		11-412-1000-681-311-8000-000-705			07/11/2025	900.00
11	315	07/11/2025	14523	Albright Steel & Wire Co	412 Classroom Supplies AG (S Stevens)	1,200.00
412 Scott Stevens Classroom shop materials/Steel		11-412-1000-681-311-8000-000-705			07/11/2025	1,200.00
11	316	07/11/2025	15147	LOWES CREDIT SERVICES	412 Blanket Lowes AG (S Stevens)	1,000.00
412 Scott Stevens: Barn Materials and Shop Supplies		11-412-1000-681-311-8000-000-705			07/11/2025	1,000.00
11	317	07/11/2025	69015	KB Sand Inc	412 AG Barn Supplies (S Stevens)	1,000.00
412 Scott Stevens - Gravel for Barn		11-412-2630-438-311-8000-000-705			07/11/2025	1,000.00
11	318	07/11/2025	18862	ATWOOD DISTRIBUTING, LP	412 Blanket Atwoods AG (H Everman)	300.00
412 Handley Everman: AG Blanket for Barn Supplies		11-412-1000-681-311-8000-000-705			07/11/2025	300.00
11	319	07/11/2025	13630	Sullivan Supply Inc	412 - Blanket Sullivan Supply AG (H Everman)	1,000.00
412 Handley Everman - AG Show Supplies		11-412-1000-681-311-8000-000-705			07/11/2025	1,000.00
11	320	07/11/2025	85368	Brett W Coffman	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Brett Coffman - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division		11-412-2213-580-315-8700-000-705			07/11/2025	400.00
11	321	07/11/2025	86045	Gary Wayne Knowles	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Gary Knowles - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division		11-412-2213-580-315-8700-000-705			07/11/2025	400.00
11	322	07/11/2025	80765	Matt E Moore	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Matt Moore - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division		11-412-2213-580-315-8700-000-705			07/11/2025	400.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	323	07/11/2025	86639	Bethany Nicole Petitt	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Bethany Petitt - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-705		07/11/2025	400.00
11	324	07/11/2025	87849	Kyle Matthew Hall	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Kyle Hall - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-505		07/11/2025	400.00
11	325	07/11/2025	85816	Matthew Douglas Stephens	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Matthew Stephens - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-505		07/11/2025	400.00
11	326	07/11/2025	87486	Brandy Larae Skoropowski	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Brandi Skoropowski - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-510		07/11/2025	400.00
11	327	07/11/2025	89790	Rhoda D Swan	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Rhoda Swan - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-510		07/11/2025	400.00
11	328	07/11/2025	85367	Jeremy Edward Ford	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Jeremy Ford - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-525		07/11/2025	400.00
11	329	07/11/2025	85149	Jennifer Lea Wilhm	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Jenni Wilhm - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-525		07/11/2025	400.00
11	330	07/11/2025	86705	Joshua Brandon Neal	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Josh Neal - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-140		07/11/2025	400.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	331	07/11/2025	83070	Gina Marie Sewell-Delaney	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Gina Sewell-Delany - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-140		07/11/2025	400.00
11	332	07/11/2025	81718	Robert Wade Walling II	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Wade Walling - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-145		07/11/2025	400.00
11	333	07/11/2025	84055	Vanessa Renee Baca	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Vanessa Baca - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-160		07/11/2025	400.00
11	334	07/11/2025	87880	Brittnie Paul	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Brittnie Paul - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-145		07/11/2025	400.00
11	335	07/11/2025	83772	Erin Ann Holder	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Erin Holder - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-160		07/11/2025	400.00
11	336	07/11/2025	85776	Marinda Paige Cox	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Marinda Cox - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for FACS Division			11-412-2213-580-314-8400-000-705		07/11/2025	400.00
11	337	07/11/2025	83802	Jacqueline Adele Harrison	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Jacqueline Harrison - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for FACS Division			11-412-2213-580-314-8400-000-705		07/11/2025	400.00
11	338	07/11/2025	86826	Rachel Xiomara Courtney Kain	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Rachel Kain - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for FACS Division			11-412-2213-580-314-8400-000-705		07/11/2025	400.00

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Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	339	07/11/2025	83729	Kristin Jean Pumford	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Kristin Pumford - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for FACS Division			11-412-2213-580-314-8400-000-705		07/11/2025	400.00
11	340	07/11/2025	85088	Christina Elizabeth Roby	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Christina Roby - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for FACS Division			11-412-2213-580-314-8400-000-705		07/11/2025	400.00
11	341	07/11/2025	84231	Jennifer Suzanne Morris	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Jennifer Morris - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for FACS Division			11-412-2213-580-314-8400-000-505		07/11/2025	400.00
11	342	07/11/2025	87862	Jennifer Valadez Trujillo	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Jennifer Valadez - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for FACS Division			11-412-2213-580-314-8400-400-510		07/11/2025	400.00
11	343	07/11/2025	85358	Tara Lynn Hardeman	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Marinda Cox - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for FACS Division			11-412-2213-580-314-8400-000-525		07/11/2025	400.00
11	344	07/11/2025	86953	Bailey Gayle Carey	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Bailey Carey - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for BMITE Division			11-412-2213-580-316-8100-000-705		07/11/2025	400.00
11	345	07/11/2025	82825	Gregory Scott Osborne	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Greg Osborne - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for BMITE Division			11-412-2213-580-316-8100-000-705		07/11/2025	400.00
11	346	07/11/2025	86438	William Jacob Staats	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Will Staats - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for BMITE Division			11-412-2213-580-316-8100-000-705		07/11/2025	400.00
11	347	07/14/2025	66368	SEESAW LEARNING, INC	002- subscription for parent /school communication	4,107.60
1 year subscription			11-002-1000-653-100-0000-000-110		07/14/2025	4,107.60

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Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	348	07/17/2025	13291	Rosenstein, Fist & Ringold, Inc.	089 Policy Service Subscription 25-26	1,800.00
089 RFR Policy Pack Subscription for the 25-26 school year			11-089-2321-653-000-0000-000-050		07/17/2025	1,800.00
11	349	07/17/2025	61446	OKLAHOMA SCHOOLS INSURANCE GROUP	016-Replace PO#2025-11-1238	2,500.00
016-Replace FY25 PO 2025-11-1238. Per Karen Wilson, due process claim closed no invoice will be received so FY25 PO closed. Per Insurance Company Legal fees were charged per email conversation with Insurance Adjuster, Lacrista Medina. New PO to cover deductible of claim.			11-016-2317-529-000-0000-000-050		07/17/2025	2,500.00
11	350	07/17/2025	11059	Blick Art Materials, LLC	066- Art Class Supplies for ME	380.00
066- Classroom art supplies for elementary student assignments. Itemized list is attached			11-066-1000-611-100-1173-000-105		07/17/2025	57.00
			11-066-1000-619-100-1173-000-105		07/17/2025	318.00
066- Request to increase PO 60-350 due to $23 single item price increase.			11-066-1000-619-100-1173-000-105		07/17/2025	5.00
11	351	07/17/2025	14462	Amazon Capital Services Inc.	066- Mustang Elementary Art Supplies	295.00
066- Mustang Elementary art classroom supplies. Itemized list attached			11-066-1000-619-100-1173-000-105		07/17/2025	185.00
			11-066-1000-641-100-1173-000-105		07/17/2025	110.00
11	352	07/17/2025	68421	Base10 Assets, LLC	412 Classroom Materials (J Wilhm)	1,585.30
412 Jennifer Wilhm Classroom Materials such as Robotics parts and equipment			11-412-1000-681-315-8700-000-525		07/17/2025	1,585.30
11	353	07/17/2025	14462	Amazon Capital Services Inc.	412 Classroom Supplies (J Wilhm)	750.00
412 Jennifer Wilhm Classroom Supplies such as tool chests, plastic poly bags, screwdrivers, robot vacuum cleaner etc.			11-412-1000-681-315-8700-000-525		07/17/2025	750.00
11	354	07/17/2025	67046	COMMERCE BANK	042-ChatGPTTeam	600.00
042-ChatGPT Team for year			11-042-2575-530-239-0000-000-050		07/17/2025	600.00
11	355	07/17/2025	10170	Apple, Inc.	561: Ref 24-25 PO2006-561-Laptop for Title VI	1,278.00
561: Reference 24-25 PO2006-561-Laptop for Title VI Coordinator			11-561-2340-653-000-0000-000-050		07/17/2025	1,278.00

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Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	356	07/17/2025	68347	Varsity Tutors for Schools LLC	561-Tutoring for Title VI Students	26,712.00
561-Tutoring for Title VI Students		11-561-1000-810-424-0000-000-105		07/17/2025		2,849.29
		11-561-1000-810-424-0000-000-105		07/17/2025		118.71
		11-561-1000-810-424-0000-000-110		07/17/2025		2,849.29
		11-561-1000-810-424-0000-000-110		07/17/2025		118.71
		11-561-1000-810-424-0000-000-115		07/17/2025		2,849.29
		11-561-1000-810-424-0000-000-115		07/17/2025		118.71
		11-561-1000-810-424-0000-000-120		07/17/2025		2,849.29
		11-561-1000-810-424-0000-000-120		07/17/2025		118.71
		11-561-1000-810-424-0000-000-125		07/17/2025		2,849.29
		11-561-1000-810-424-0000-000-125		07/17/2025		118.71
		11-561-1000-810-424-0000-000-135		07/17/2025		2,849.29
		11-561-1000-810-424-0000-000-135		07/17/2025		118.71
		11-561-1000-810-424-0000-000-150		07/17/2025		2,849.29
		11-561-1000-810-424-0000-000-150		07/17/2025		118.71
		11-561-1000-810-424-0000-000-155		07/17/2025		2,849.32
		11-561-1000-810-424-0000-000-155		07/17/2025		118.68
		11-561-1000-810-424-0000-000-165		07/17/2025		2,849.29
		11-561-1000-810-424-0000-000-165		07/17/2025		118.71
11	357	07/17/2025	69100	First Americans Museum Foundation	561- FAMcamp Admission for Title VI Students	6,500.00
561- FAMcamp Admission for Title VI Students		11-561-2199-810-100-0000-000-105		07/17/2025		560.00
		11-561-2199-810-100-0000-000-105		07/17/2025		6.66
		11-561-2199-810-100-0000-000-105		07/17/2025		155.56
		11-561-2199-810-100-0000-000-110		07/17/2025		560.00
		11-561-2199-810-100-0000-000-110		07/17/2025		6.66
		11-561-2199-810-100-0000-000-110		07/17/2025		155.56
		11-561-2199-810-100-0000-000-115		07/17/2025		560.00
		11-561-2199-810-100-0000-000-115		07/17/2025		6.67
		11-561-2199-810-100-0000-000-115		07/17/2025		155.55
		11-561-2199-810-100-0000-000-120		07/17/2025		560.00
		11-561-2199-810-100-0000-000-120		07/17/2025		6.67
		11-561-2199-810-100-0000-000-120		07/17/2025		155.55
		11-561-2199-810-100-0000-000-125		07/17/2025		560.00
		11-561-2199-810-100-0000-000-125		07/17/2025		6.67
		11-561-2199-810-100-0000-000-125		07/17/2025		155.55
		11-561-2199-810-100-0000-000-135		07/17/2025		560.00
		11-561-2199-810-100-0000-000-135		07/17/2025		6.67
		11-561-2199-810-100-0000-000-135		07/17/2025		155.55
		11-561-2199-810-100-0000-000-150		07/17/2025		560.00
		11-561-2199-810-100-0000-000-150		07/17/2025		6.67
		11-561-2199-810-100-0000-000-150		07/17/2025		155.55
		11-561-2199-810-100-0000-000-155		07/17/2025		560.00
		11-561-2199-810-100-0000-000-155		07/17/2025		6.67
		11-561-2199-810-100-0000-000-155		07/17/2025		155.57
		11-561-2199-810-100-0000-000-165		07/17/2025		560.00
		11-561-2199-810-100-0000-000-165		07/17/2025		6.66
		11-561-2199-810-100-0000-000-165		07/17/2025		155.56
11	358	07/17/2025	14462	Amazon Capital Services Inc.	561- Supplies for Title VI Programming	2,500.00
561- Supplies for Title VI Programming (Blanket PO)		11-561-2575-619-000-0000-000-050		07/17/2025		2,500.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	359	07/17/2025	18841	ACT, Inc.	561-ACT Vouchers for Title VI Students	3,240.00
561-ACT Vouchers for Title VI Students			11-561-2199-322-424-0000-000-705		07/17/2025	3,240.00
11	360	07/17/2025	67046	COMMERCE BANK	561- Printing for Title VI Programming	1,000.00
561- Printing for Title VI Programming			11-561-2199-611-000-0000-000-050		07/17/2025	1,000.00
11	361	07/17/2025	67043	NATIONAL INDIAN EDUCATION ASSOC	561- NIEA/TCIS Program Fees	14,856.00
561- National Indian Education Association/Tribal Communities in Schools Partnership Costs: Technical Assistance and Program Fees			11-561-2120-323-000-0000-000-510		07/17/2025	8,255.00
			11-561-2120-342-000-0000-000-510		07/17/2025	5,000.00
			11-561-2213-581-000-0000-000-510		07/17/2025	250.00
			11-561-2490-323-000-0000-000-510		07/17/2025	1,351.00
11	362	07/17/2025	62734	Professional Basketball Club, LLC	561- Native American Student Day	2,000.00
OKC Thunder Native American Student Day-Cultural and Educational Event for Title VI Students			11-561-2199-810-100-0000-000-705		07/17/2025	2,000.00
11	363	07/17/2025	18784	MT Library Services, Inc.	006-Book Subscription for HS	1,500.00
006- HS Media CenterBook subscription for high school students July 2025-June 2026Books to include: Sports, Spanish, Graphic novels, shelf-ready books, etc.			11-006-2220-653-900-0000-000-705		07/17/2025	1,500.00
11	364	07/21/2025	99999	MUSTANG PUBLIC SCHOOLS	041 District Mileage 25-26 SY New Hires & Travel	1,000.00
041 District Mileage 25-26 SY New Hires & Travel			11-041-2340-580-239-0000-000-050		07/21/2025	1,000.00
11	365	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 MCE - Billie Bullock	350.00
041 Functional Skills SY 25-26 MCE - Billie Bullock			11-041-1000-681-239-0000-000-135		07/21/2025	350.00
11	366	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 Functional Skills SY 25-26 MCE	350.00
Functional Skills SY 25-26 MCE			11-041-1000-681-239-0000-000-135		07/21/2025	350.00
11	367	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 ME - Emily Holmes	350.00
Functional Skills SY 25-26 ME - Emily Holmes			11-041-1000-681-239-0000-000-105		07/21/2025	350.00
11	368	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 PVE- Stephanie Renaud	350.00
Functional Skills SY 25-26 PVE- Stephanie Renaud			11-041-1000-681-239-0000-000-150		07/21/2025	350.00
11	369	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 RE - Patricia "Trish" Llewellyn	350.00
Functional Skills SY 25-26 RE - Patricia "Trish" Llewellyn			11-041-1000-681-239-0000-000-155		07/21/2025	350.00
11	370	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 RE - Tara Waller	350.00
Functional Skills SY 25-26 RE - Tara Waller			11-041-1000-681-239-0000-000-155		07/21/2025	350.00
11	371	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 SHE - Ryan Smith	350.00
Functional Skills SY 25-26 SHE - Ryan Smith			11-041-1000-681-239-0000-000-165		07/21/2025	350.00

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Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	372	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 SHE - Amanda Massey	350.00
Functional Skills SY 25-26 SHE - Amanda Massey			11-041-1000-681-239-0000-000-165		07/21/2025	350.00
11	373	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 TE - Ashleigh Hargis	350.00
Functional Skills SY 25-26 TE - Ashleigh Hargis			11-041-1000-681-239-0000-000-120		07/21/2025	350.00
11	374	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 TE - Caitlin Wittum	350.00
Functional Skills SY 25-26 TE - Caitlin Wittum			11-041-1000-681-239-0000-000-120		07/21/2025	350.00
11	375	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 VE - Shannon Dixon	350.00
Functional Skills SY 25-26 VE - Shannon Dixon			11-041-1000-681-239-0000-000-110		07/21/2025	350.00
11	376	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 VE - Alexis Brown	350.00
Functional Skills SY 25-26 VE - Alexis Brown			11-041-1000-681-239-0000-000-110		07/21/2025	350.00
11	377	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 Functional Skills SY 25-26 CRI	350.00
Functional Skills SY 25-26 CRI			11-041-1000-681-239-0000-000-145		07/21/2025	350.00
11	378	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 Functional Skills SY 25-26 MHI	350.00
Functional Skills SY 25-26 MHI			11-041-1000-681-239-0000-000-140		07/21/2025	350.00
11	379	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 MBI - Stephanie Hinshaw	350.00
Functional Skills SY 25-26 MBI - Stephanie Hinshaw			11-041-1000-681-239-0000-000-160		07/21/2025	350.00
11	380	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 MBI - Marcelina Sutton	350.00
Functional Skills SY 25-26 MBI - Marcelina Sutton			11-041-1000-681-239-0000-000-160		07/21/2025	350.00
11	381	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 MCMS - Regina Emmons	350.00
Functional Skills SY 25-26 MCMS - Regina Emmons			11-041-1000-681-239-0000-000-525		07/21/2025	350.00
11	382	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 MCMS - Jennifer Deason-Phillips	350.00
Functional Skills SY 25-26 MCMS - Jennifer Deason-Phillips			11-041-1000-681-239-0000-000-525		07/21/2025	350.00
11	383	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 Functional Skills SY 25-26 MMS - Gina Basco	350.00
Functional Skills SY 25-26 MMS - Gina Basco			11-041-1000-681-239-0000-000-505		07/21/2025	350.00
11	384	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 MNMS - Alexis Chaffee	350.00
Functional Skills SY 25-26 MNMS - Alexis Chaffee			11-041-1000-681-239-0000-000-510		07/21/2025	350.00
11	385	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 Functional Skills SY 25-26 MHS - Sara Silva	350.00
Functional Skills SY 25-26 MHS - Sara Silva			11-041-1000-681-239-0000-000-705		07/21/2025	350.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	386	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 MHS - Anthony "Eddie" Miller	350.00
Functional Skills SY 25-26 MHS - Anthony "Eddie" Miller			11-041-1000-681-239-0000-000-705		07/21/2025	350.00
11	387	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 Functional Skills SY 25-26 MHS- Jeramy Vroman	350.00
Functional Skills SY 25-26 MHS- Jeramy Vroman			11-041-1000-681-239-0000-000-705		07/21/2025	350.00
11	388	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 25-26 MHS - Madelyn Taylor	750.00
041 Functional Skills SY 25-26 MHS - Madelyn Taylor			11-041-1000-681-239-0000-000-705		07/21/2025	750.00
11	389	07/21/2025	99999	MUSTANG PUBLIC SCHOOLS	041 Substitute Reimbursements	2,000.00
041 Substitute Reimbursements			11-041-5600-930-239-0000-000-050		07/21/2025	2,000.00
11	390	07/21/2025	14569	Staples, Inc.	041 Special Education Staff Printer Ink	8,000.00
041 Special Education Teacher Printer Ink			11-041-2580-611-239-0000-000-050		07/21/2025	8,000.00
11	391	07/21/2025	13963	CAPITAL ONE TRADE CREDIT	041 Assistive Technology	500.00
041 Assistive Technology			11-041-2490-619-239-0000-000-050		07/21/2025	500.00
11	392	07/21/2025	14462	Amazon Capital Services Inc.	041 Assistive Technology	2,000.00
041 Assistive Technology			11-041-2490-619-239-0000-000-050		07/21/2025	2,000.00
11	393	07/21/2025	14462	Amazon Capital Services Inc.	041 Computer Monitor - Julie Muse	350.00
041 Computer Monitor - Julie MuseAcer Nitro 34 inch			11-041-2580-653-239-0000-000-050		07/21/2025	251.31
			11-041-2580-653-239-0000-000-050		07/21/2025	98.69
11	394	07/21/2025	14066	YUKON TROPHY CO.	041 SSC Employee Name Badges	200.00
041 SSC Employee Name Badges			11-041-2575-810-239-0000-000-050		07/21/2025	200.00
11	395	07/21/2025	62480	DANNY KING	041 Child Find Brochures	300.00
041 Child Find Brochures			11-041-2530-550-239-0000-000-050		07/21/2025	300.00
11	396	07/21/2025	19913	NORMAN STAMP AND SEAL	041 Student Name Stamps	800.00
041 Student Name Stamps			11-041-2135-658-239-0000-000-050		07/21/2025	800.00
11	397	07/21/2025	21614	UNITED STATES LATEX PRODUCTS, LLC	041 District Gloves for Spec Ed	2,250.00
041 District Gloves for Spec Ed			11-041-2132-616-239-0000-000-050		07/21/2025	2,250.00
11	398	07/21/2025	14240	CITY OF MUSTANG	25-26 School Year SRO's- three total	317,868.00
Funding for three full-time school resource officers from Mustang Police Department- covering MHS, Horizon, South, ME, Centennial, Lakehoma & MEC. Total= $317,868 for 173 instructional days; $35,318.67 per month			11-024-2660-344-000-0000-000-050		07/21/2025	317,868.00
11	399	07/21/2025	15175	CANADIAN COUNTY SHERIFF OFFICE	5 SRO's for 25-26; 3 full time; 2 9 month	473,594.00
5 SRO's from Canadian County Sheriff's Dept; 3 full time ($314,394.00); 2- 9 month ($159,200), total=$473,594.00; 12 monthly payments of $39,466.17			11-024-2660-344-000-0000-000-050		07/21/2025	473,594.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	400	07/21/2025	12842	Oswalt Equipment Company	023 - SMALL EQUIPMENT FOR ALL KITCHENS	14,000.00
SMALL EQUIPMENT FOR ALL KITCHENS			11-023-3140-618-700-0000-000-050		07/21/2025	14,000.00
11	401	07/21/2025	14569	Staples, Inc.	026-Blanket: Office Supplies	2,000.00
026-Blanket; Office Supplies and Desk Chairs			11-026-2720-619-000-0000-000-060		07/21/2025	1,180.04
			11-026-2720-619-000-0000-000-060		07/21/2025	819.96
11	402	07/21/2025	61005	Leland McElroy	11-002-office supplies - traffic flow signage	170.00
11-002-office supplies - traffic flow signage			11-002-2410-619-900-0000-000-165		07/21/2025	170.00
11	403	07/21/2025	14462	Amazon Capital Services Inc.	11-002-office supplies - name tags	53.82
Name Tags			11-002-2410-619-900-0000-000-165		07/21/2025	53.82
11	404	07/21/2025	99999	MUSTANG PUBLIC SCHOOLS	066- Band Director Mileage Reimbursement 25-26 SY	5,500.00
066- Band director mileage reimbursement for 25-26 SY- Amendt, Craig - Chai, Cleon - Fleming, Madison - Hofer, Jacob - Holmquist, Shane - Holt, Jessica - Knopfel, Jonathan - Ozinga, Chris - Steward, Nicholas - Thompson Kyle			11-066-1000-580-100-0000-000-705		07/21/2025	5,500.00
11	405	07/21/2025	14090	OKLAHOMA STATE UNIVERSITY	412 Curr. WrkShop Reg. (7/26-27,2025) Stillwater	650.00
412 Kathryn Hearn Registration to attend a Curriculum Workshop, 7/26-27,2025 in Stillwater, OK			11-412-2213-860-311-8000-000-705		07/21/2025	650.00
11	406	07/21/2025	10582	CCOSA	011-CCOSA 25-26 Admin Membership Dues	8,000.00
011-CCOSA 25-26 Admin Membership Dues: Jason Pittenger, Ryan McKinney, Mark Lebsack, Stacy Edwards, Amy Hill, Karen Wilson, Kathryn Korstjens, Kathy Knowles, Keli Wilkie, Matthew Mitchell, Christy Bradley, Ramae Collins, Leah Anderson, Kameron Hill, Taylir Thompson, Christy Woodson, Kaylee Kuykendall, Jennifer Young, Amanda Boucher, Jandra Honeman, Jessika Hill, Jami Hasty, Shawna Carter, Jennifer Hodde, Gregory Frederick			11-011-2490-811-000-0000-000-051		07/21/2025	310.00
			11-011-2490-811-000-0000-000-051		07/21/2025	7,690.00
11	407	07/22/2025	10007	Randall Five Inc	026-Blanket: Welding supplies for shop	400.00
026-Blanket: Welding supplies and gas bottle rental for shop			11-026-2740-612-000-0000-000-060		07/22/2025	400.00
11	408	07/22/2025	64295	Jacobus Energy, LLC	026-Blanket: Fuel for transportation fleet	225,000.00
026-Blanket: Diesel fuel deliveries for transportation fleet			11-026-2740-623-000-0000-000-060		07/22/2025	225,000.00
11	409	07/22/2025	67046	COMMERCE BANK	026-Blanket: Clearinghouse Queries	500.00
026-Blanket: Clearinghouse QueriesRequired yearly for all CDL drivers by FMCSA			11-026-2574-336-000-0000-000-050		07/22/2025	500.00

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Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	410	07/22/2025	64409	ROGUE COMP AUTOMOTIVE INC.	026-Blanket: Repairs to Transportation Fleet	5,000.00
026-Blanket: Repairs to Transportation Fleet			11-026-2740-612-000-0000-000-060		07/22/2025	5,000.00
11	411	07/22/2025	13890	UniFirst Corporation	026-Blanket: Shop rags/uniform services	1,000.00
026-Blanket: Shop rags/uniform services			11-026-2740-425-000-0000-000-060		07/22/2025	1,000.00
11	412	07/22/2025	66141	UNITY SCHOOL BUS PARTS, INC	026-Blanket: Parts for Transportation Fleet	5,000.00
026-Blanket: Parts for Transportation Fleet			11-026-2740-612-000-0000-000-060		07/22/2025	5,000.00
11	413	07/22/2025	67046	COMMERCE BANK	003 25 Summer Counselor Conference	98.00
2025 Summer Counselor Conference Registration Virtual July 25-27-2025			11-003-2573-860-274-0000-000-145		07/22/2025	98.00
11	414	07/22/2025	14462	Amazon Capital Services Inc.	012-Camera Backpack	162.03
ULANZI Camera Backpack Professional Bag, Water-Resistant Photography Camera Case Anti Theft Travel for Photographers DSLR Mirrorless Camera Lens Tripod Holder 16" Laptop Black 22L			11-012-2490-653-100-0000-000-050		07/22/2025	112.03
Dinictis Travel Backpack Carry on Flight Approved, Backpack Suitcase for Travel, Personal Item Travel Bag fits 17 inch Laptop-Blue			11-012-2490-653-100-0000-000-050		07/22/2025	50.00
11	415	07/22/2025	66368	SEESAW LEARNING, INC	002- Student Online Instruction	4,959.00
Riverwood SeeSaw subscription August 1st 2025 - June 2026			11-002-1000-653-900-1050-000-155		07/22/2025	4,959.00
11	416	07/22/2025	62379	Digi Security Systems, LLC	025-Data upload	2,000.00
Data Upload			11-025-2580-653-000-0000-000-050		07/22/2025	892.50
			11-025-2580-653-000-0000-000-050		07/22/2025	1,107.50
11	417	07/22/2025	14462	Amazon Capital Services Inc.	412 Classroom Materials (K Hearn)	700.00
412 Kathryn Hearn Classroom Materials such as charging station, cable clips, wall chargers, multi charging cable units etc.			11-412-1000-681-311-8000-000-705		07/22/2025	700.00
11	418	07/22/2025	14462	Amazon Capital Services Inc.	412 Classroom Supplies (H Everman)	150.00
412 Handley Everman Classroom Supplies such as pens, crayons and paper.			11-412-1000-619-315-8700-000-705		07/22/2025	150.00
11	419	07/22/2025	13963	CAPITAL ONE TRADE CREDIT	412 - BLANKET: C Roby Classroom Supplies	2,000.00
412 Christina Roby Classroom Supplies			11-412-1000-681-314-8400-000-705		07/22/2025	2,000.00
11	420	07/22/2025	11592	HAC, INC.	412 BLANKET: C Roby Classroom Supplies	500.00
412 Christina Roby Classroom Supplies and Groceries			11-412-1000-681-314-8400-000-705		07/22/2025	500.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	421	07/22/2025	14462	Amazon Capital Services Inc.	412 Classroom Supplies (C Roby)	1,000.00
412 Tina Roby classroom supplies such as latex gloves, magnetic glove dispensers, cricit heat press, fire blankets, recuse devices etc.			11-412-1000-681-314-8400-000-705		07/22/2025	600.00
412 Tina Roby Classroom such as scissors, pencils, dry erase markers, sticky notes etc.			11-412-1000-619-314-8400-000-705		07/22/2025	400.00
11	422	07/22/2025	67046	COMMERCE BANK	561-Airfare for NIEA Convention	1,081.05
Airfare for National Indian Education Association-Oct 7-11: Spokane, WA for Katy Patterson, Bailey Murrah, Allison Phillips			11-561-2573-580-000-0000-000-050		07/22/2025	360.35
			11-561-2573-580-000-0000-000-510		07/22/2025	360.35
			11-561-2573-580-000-0000-000-705		07/22/2025	360.35
11	423	07/22/2025	67043	NATIONAL INDIAN EDUCATION ASSOC	561- NIEA Convention Registration	2,100.00
National Indian Education Convention Registration attended by Katy Patterson, Bailey Murrah and Allison Phillips in Spokane, WA Oct 7-11			11-561-2213-860-000-(Empty)-000-050		07/22/2025	500.00
			11-561-2213-860-000-0000-000-510		07/22/2025	500.00
			11-561-2213-860-000-0000-000-705		07/22/2025	500.00
Unexpected registration cost increase: National Indian Education Convention Registration attended by Katy Patterson, Bailey Murrah and Allison Phillips in Spokane, WA Oct 7-11			11-561-2213-860-000-0000-000-050		07/23/2025	200.00
			11-561-2213-860-000-0000-000-510		07/23/2025	200.00
			11-561-2213-860-000-0000-000-705		07/23/2025	200.00
11	424	07/22/2025	14462	Amazon Capital Services Inc.	561- Monitor for Title VI Academic Advisor	350.00
561- Monitor for new Title VI Academic Advisor			11-561-2340-653-000-0000-000-050		07/22/2025	229.99
			11-561-2340-653-000-0000-000-050		07/22/2025	120.01
11	425	07/22/2025	14462	Amazon Capital Services Inc.	066- Fine Arts Envelopes for Student Fees	300.00
066- Color envelopes for fine arts student fee collection at MHS. Itemized cart attached			11-066-2199-619-000-0000-000-705		07/22/2025	300.00
11	426	07/24/2025	13991	Scott Westin	002-lamination	552.00
lamination for classroom materials.			11-002-2575-619-900-0000-000-110		07/24/2025	368.00
			11-002-2575-619-900-0000-000-110		07/24/2025	184.00
11	427	07/24/2025	22410	Cengage Learning Inc.	333-MHS TEXTBOOKS	4,568.75
WESTERN CIVILIZATION VOLUME 11: SINCE 1500			11-333-1000-641-100-2300-000-705		07/24/2025	4,568.75
11	428	07/24/2025	69311	Flamingo Math, LLC	333-AP PreCalc Books	1,121.35
AP PRE-CALC CURRICULUM BUNDLE			11-333-1000-641-100-2200-000-705		07/24/2025	340.00
AP PRE CALC UNIT 1-3 SELF CHECKING ACTIVITY BUNDLE BU ITS ALL INTEGRAL			11-333-1000-641-100-2200-000-705		07/24/2025	56.35
MATH MEDIA AP PRE CALC ASSESSMENT PLATFORM 1 YEAR SUBSCRIPTION			11-333-1000-641-100-2200-000-705		07/24/2025	225.00
SHIPPING			11-333-1000-641-100-0000-000-705		07/24/2025	500.00
11	429	07/25/2025	99999	MUSTANG PUBLIC SCHOOLS	613 Parking for OSD SpecEd Conference in OKC	360.00
613 Parking for OSD SpecEd ConferenceOmni Oklahoma City Hotel - OKC, OK07/21/25 - 07/23/25Stephanie Matthew, Julie Muse, Lori Naeher, Karen Wilson			11-613-2573-580-239-0000-000-050		07/25/2025	59.00
			11-613-2573-580-239-0000-000-050		07/25/2025	28.00
			11-613-2573-580-239-0000-000-050		07/25/2025	59.70
			11-613-2573-580-239-0000-000-050		07/25/2025	46.80
			11-613-2573-580-239-0000-000-050		07/25/2025	38.40
			11-613-2573-580-239-0000-000-050		07/25/2025	128.10

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Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	430	07/25/2025	10582	CCOSA	068-McRel New Admin Training	200.00
McRel New Admin Training-Amanda Boucher for 10-09-25			11-068-2213-860-000-0000-000-050		07/25/2025	200.00
11	431	07/25/2025	64746	OK Assoc of Career & Tech Ed	412 Reg. Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	350.00
412 Registration Expense: CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for Chad Harper			11-412-2573-860-315-8700-000-705		07/25/2025	350.00
11	432	07/25/2025	80437	Chad A Harper	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Chad Harper- Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025)			11-412-2573-580-315-8700-000-050		07/25/2025	400.00
11	433	07/25/2025	87608	Janie Lynn Washburn	412 Travel Exp:CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Janie Washburn - Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-000-160		07/25/2025	400.00
11	434	07/25/2025	85012	Steve D Tiller	412 Travel Exp: CTE Summit (Tulsa, OK 8/4-5, 2025)	400.00
412 Steve Tiller- Estimated Travel Reimbursement for mileage, parking and per diem to attend the CTE Summer Summit (Tulsa, OK 8/4-5, 2025) for STEM Division			11-412-2213-580-315-8700-700-705		07/25/2025	400.00
11	435	07/28/2025	14462	Amazon Capital Services Inc.	089-Student Safety Tags for Buses	478.63
089-Bulk 1000 Pack - Premium Blank PVC Cards for ID Badge Printers - Graphic Quality White Plastic CR80 30 Mil (CR8030) by Specialist ID - Compatible with Most Photo ID Badge Printers (White)			11-089-2321-619-000-0000-000-050		07/28/2025	383.68
089-Zip Ties 8 inch Black Zip Ties 1000 Pack, Wire Ties with 50lb Tensile Strength, UV Resistant Cable Ties, Self -locking Plastic Ties for Indoor and Outdoor Use, by Tantti.			11-089-2321-619-000-0000-000-050		07/28/2025	94.95
11	436	07/28/2025	14569	Staples, Inc.	089-Student safety Tag for buses	142.76
089-Avery TrueBlock Laser Shipping Labels, 2" x 4", Matte White, 1000 Labels/Box (5163) for safety bus tags			11-089-2321-619-000-0000-000-050		07/28/2025	142.76
11	437	07/28/2025	69312	Noregon Systems LLC	026-Blanket: Diagnostic Software and Equipment	10,000.00
026-Blanket: Diagnostic software and equipment for buses (J-Pro)			11-026-2740-653-000-0000-000-060		07/28/2025	10,000.00
11	438	07/28/2025	64700	JUNIOR ACHIEVEMENT OF OK INC	054 JA 5th grade GATE Curriculum	4,000.00
054 Biztown Curriculum for 5th grade GATE Students			11-054-1000-641-251-1055-000-140		07/28/2025	1,333.33
			11-054-1000-641-251-1055-000-145		07/28/2025	1,333.33
			11-054-1000-641-251-1055-000-160		07/28/2025	1,333.34

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Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	439	07/28/2025	66640	Trafera Holdings, LLC	002- Smart TV for Math (D. Rowe)	1,998.00
002- HSSmart TV for Math (D. Rowe) INTERACTIVE PANEL 75" 750Q 4K LED750Q 4K LED 4K Multi-Touch Display w/USB Type-CWALL MOUNT FOR NEWLINE PANELSOne Seat On-Demand TrainingPlatformOne Seat On-Demand Training PlatformUP TO 86"Newline TruTouch Wall Mount-Used for TruTouch Full-HD LCD Displays- Easy to Use- Wall Mountable			11-002-1000-653-100-0000-000-705		07/28/2025	1,998.00
11	440	07/30/2025	16577	State of Oklahoma	003 PD Ref PO 2025-11-1713	265.00
REf PO 2025-11-1713Melissa Hopson Training 2025 Children's Conference May 13-15 2025Training InstituteOklahoma Dep. of Mental Health and SAS2000 N. Classen Blvd, E600Oklahoma City, OK 73106InvoiceCC052025Date:7/28/2025$350.00 x 2$700.00 - $435.00Remaining Balance - $265.00Shea CartwrightMelessia HopsonCheck Number 44539Recieved 5/1/25 In the Amount of $435.00.Remaining balance of $265.00 is due for attendees:			11-003-2213-811-900-1050-000-155		07/30/2025	265.00
11	441	07/30/2025	62601	EXPLORELEARNING, LLC	Reflex Site License	2,965.50
002 - Reflex Site License for 25 - 26 12 months			11-002-1000-530-100-1050-000-115		07/30/2025	2,965.50
11	442	07/30/2025	69327	Christopher Sean Culver	003 - Professional Development for Staff 8/13/25	1,500.00
003 - Professional Dev for Staff on 8/13/25 12:30 - 3:30 PM			11-002-2213-320-900-1050-000-115		07/30/2025	1,500.00
11	443	07/30/2025	67046	COMMERCE BANK	026-Blanket: AC Repairs for Transportation Fleet	3,000.00
026-Blanket: AC Repairs for Transportation FleetW & B Service Company			11-026-2740-612-000-0000-000-060		07/30/2025	3,000.00
11	444	07/30/2025	14462	Amazon Capital Services Inc.	041 Countertop Ice Machine for SSC	329.99
041 Countertop Ice Machine for SSC			11-041-2490-651-239-0000-000-050		07/30/2025	329.99
11	445	07/30/2025	14462	Amazon Capital Services Inc.	041 Storage Cabinet for SSC Office - Debra Cady	99.99
041 Storage Cabinet for SSC Office - Debra Cady			11-041-2490-651-239-0000-000-050		07/30/2025	99.99
11	446	07/30/2025	14462	Amazon Capital Services Inc.	002- Rugs for Teachers	600.00
002 Rugs for Teachers Henricksen/Cox			11-002-1000-651-900-0000-000-150		07/30/2025	600.00
11	447	07/30/2025	17674	Eric Armin Inc.	002 - dry erase posters for math	220.00
002 - dry erase posters for math			11-002-1000-619-100-0000-000-525		07/30/2025	220.00
11	448	07/30/2025	14462	Amazon Capital Services Inc.	002 - office & classroom supplies	400.00
002 - office and classroom supplies			11-002-1000-619-100-0000-000-525		07/30/2025	400.00
11	449	07/31/2025	14462	Amazon Capital Services Inc.	002 Rug for Classroom	300.00
002 Rug for Classroom Hawthorne			11-002-1000-651-900-0000-000-150		07/31/2025	300.00

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Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	450	07/31/2025	68847	eDynamic Holdings LP	Ref. 24-25 PO284 Curriculum (E Wakefield)	1,295.00
412 Ref. 24-25 PO284 - Erin Wakefield DECA Curriculum by eDynamics			11-412-1000-681-312-8600-000-705		07/31/2025	1,295.00
11	451	07/31/2025	15147	LOWES CREDIT SERVICES	412 Classroom Supplies (G Knowles)	400.00
412 Gary Knowles Classroom Supplies for organization project			11-412-1000-681-315-8700-000-705		07/31/2025	400.00
11	452	08/01/2025	13991	Scott Westin	002 - Lamination	244.00
Shiella VardemanLamination			11-002-1000-619-900-0000-000-505		08/01/2025	244.00
11	453	08/01/2025	11059	Blick Art Materials, LLC	066- Classroom Art Supplies for CE	500.00
066- Classroom art supplies for Creek Elementary. Itemized list attached			11-066-1000-611-100-1173-000-125		08/01/2025	115.00
			11-066-1000-619-100-1173-000-125		08/01/2025	385.00
11	454	08/01/2025	14462	Amazon Capital Services Inc.	641 Portable Storage Cabinets for LE DD PreK	850.00
Portable Storage Cabinets for LE DD PreK x5			11-641-1000-651-239-0000-000-115		08/01/2025	850.00
11	455	08/05/2025	22410	Cengage Learning Inc.	333-6th & 7th Grade MAth books for growth	9,160.02
BIL OK2025 MATH GR5 TEACHER EDITION SET			11-333-1000-641-100-2200-000-145		08/05/2025	240.00
BIL OK2025 MATH GR5 TEACHER EDITION SET (100% discount)			11-333-1000-641-100-2200-000-140		08/05/2025	0.01
BIL OKLAHOMA 2025 MATH GR6 ENHANCED SRP 5 YR			11-333-1000-641-100-2200-000-145		08/05/2025	3,810.00
BIL OKLAHOMA 2025 MATH GR7 ENHANCED SRP 5 YR			11-333-1000-641-100-2200-000-140		08/05/2025	3,810.00
OK MATH GR6 TE			11-333-1000-641-100-2200-000-145		08/05/2025	150.00
OK MATH GR 6 TE (100% DISCOUNT)			11-333-1000-641-100-2200-000-140		08/05/2025	0.01
OK MATH GR7 TE			11-333-1000-641-100-2200-000-145		08/05/2025	150.00
SHIPPING			11-333-1000-641-100-2200-000-140		08/05/2025	1,000.00
11	456	08/05/2025	14462	Amazon Capital Services Inc.	041 Two Computer Monitors - Nicole Mencor	235.00
041 Two Computer Monitors - Nicole MencorASUS 24 inch 120Hz Gaming Office Computer Monitor (VY249HGR)			11-041-2580-653-239-0000-000-050		08/05/2025	235.00
11	457	08/06/2025	67046	COMMERCE BANK	Bank Charges	300.00
Commerce Bank charges for the year.			11-014-2511-810-000-0000-000-050		08/06/2025	20.00
			11-014-2511-810-000-0000-000-050		08/06/2025	280.00
11	458	08/06/2025	14462	Amazon Capital Services Inc.	025-TECH SUPPLIES	4,000.00
Technology equipment and supplies			11-025-2580-653-000-0000-000-050		08/06/2025	4,000.00
11	459	08/06/2025	14462	Amazon Capital Services Inc.	621 Psych Protocols & Assessments	3,500.00
621 Psych Protocols & Assessments			11-621-2140-614-239-0000-000-050		08/06/2025	3,500.00
11	460	08/06/2025	14462	Amazon Capital Services Inc.	041 Bookshelf - Nicole Mencor	300.00
041 Bookshelf - Nicole Mencor			11-041-2490-651-239-0000-000-050		08/06/2025	300.00
11	461	08/06/2025	14462	Amazon Capital Services Inc.	621 Saucer Swing & Anchor for MCMS	100.00
621 Saucer Swing & Anchor for MCMS			11-621-1000-619-239-0000-000-525		08/06/2025	100.00

Mustang Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 300 - 5000, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	462	08/06/2025	62601	EXPLORELEARNING, LLC	002 - Gizmo subscription renewal	2,200.00
002-Gizmo science online subscription		11-002-1000-530-100-1050-000-160			08/06/2025	2,200.00
11	463	08/06/2025	10588	CENTER FOR EDUCATION LAW	011-Blanket Legal Fees for SY 2026	2,000.00
011-Blanket Legal Fees for SY 2026 Center for Education Law		11-011-2317-357-000-0000-000-051			08/06/2025	2,000.00

Non-Payroll Total:	**$1,262,175.79**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$1,262,175.79**

Mustang Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 128 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	128	07/11/2025	14462	Amazon Capital Services Inc.	031-Interoffice envelopes for mail room	350.00
031-Interoffice envelopes for mail room			21-031-2620-619-000-0000-000-050		07/11/2025	125.55
			21-031-2620-619-000-0000-000-050		07/11/2025	188.34
			21-031-2620-619-000-0000-000-050		07/11/2025	36.11
21	129	07/15/2025	68859	Midwest Motor Supply Co. Inc	037-Blanket PO for supplies	1,000.00
037-Blanket PO for supplies			21-037-2620-618-000-0000-000-050		07/15/2025	1,000.00
21	130	07/17/2025	15126	LAKE MURRAY LODGE	032-Lodging for OSPMA conference Sept 7-10, 2025	350.00
032-Lodging for OSPMA conference Sept. 7-10, 2025			21-032-2620-580-000-0000-000-050		07/17/2025	350.00
21	131	07/17/2025	13342	MEDLEY MATERIAL HANDLING	032-Blanket PO for forklift repairs	1,000.00
032-Blanket PO for forklift repairs			21-032-2620-439-000-0000-000-050		07/17/2025	860.60
			21-032-2620-439-000-0000-000-050		07/17/2025	139.40
21	132	07/17/2025	10007	Randall Five Inc	036-Blanket PO for gas canister refills	500.00
036-Blanket PO for gas canister refills			21-036-2620-618-000-0000-000-050		07/17/2025	484.00
			21-036-2620-618-000-0000-000-050		07/17/2025	16.00
21	133	07/17/2025	15346	CENTRAL OKLAHOMA WINNELSON	037-Hammer drill & batteries	698.14
037-Hammer drill and batteries			21-037-2620-656-000-0000-000-050		07/17/2025	698.14
21	134	07/21/2025	69319	True Solutions Manangement LLC	035-Contract Cleaning Services Aug '25-May '26	1,347,750.00
035-Contract Cleaning Services Aug '25-May '26			21-035-2620-420-000-0000-000-050		07/21/2025	1,347,750.00
21	135	07/21/2025	62873	Classic Paper Supply, Inc.	035 - Strip and wax Valley & Creek elem schools	69,518.85
035 - Strip and wax Valley & Creek elem schools			21-035-2620-438-000-0000-000-050		07/21/2025	69,518.85
21	136	07/21/2025	17061	Varner Enterprises LLC	031-Rope & parts for flagpole repair at MERC	575.00
031-Rope & parts for flagpole repair at MERC			21-031-2620-618-000-0000-000-051		07/21/2025	575.00
21	137	07/22/2025	69321	State of Oklahoma	037-Vehicle registration for 2021 Chevy Tahoe	100.00
037-Vehicle registration for 2021 Chevy Tahoe -Jennifer Newell.VIN# 1GNSCLED1MR275544			21-037-2650-439-000-0000-000-050		07/22/2025	31.50
			21-037-2650-439-000-0000-000-050		07/22/2025	68.50
21	138	07/24/2025	69146	Ramey Steel Construction, Inc.	031-Keypad installation on overhead door at GM	150.00
031-Keypad installation on overhead door at GM shop			21-031-2620-438-000-0000-000-050		07/24/2025	150.00
21	139	07/24/2025	16220	KNUTSON IRRIGATION DESIGN LLC	038-2 Sprinkler heads for Central MS	204.82
038-2 Sprinkler heads for Central MS			21-038-2620-656-000-0000-000-525		07/24/2025	204.82
21	140	07/25/2025	21391	UNITED RENTALS NORTH AMERICA, INC.	037-Rental of backhoe for 2 days at Central MS	1,300.00
037-Rental of backhoe for 2 days at Central MS			21-037-2620-449-000-0000-000-525		07/25/2025	872.82
			21-037-2620-449-000-0000-000-525		07/25/2025	427.18
21	141	07/25/2025	62873	Classic Paper Supply, Inc.	034 - Strip & wax floors Trails & North	94,551.73
034 - Strip & wax floors Trails & North			21-034-2620-438-000-0000-000-050		07/25/2025	94,551.73

Mustang Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 128 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	142	07/28/2025	11528	H-I-S Paint Manufacturing Co LLC	037-Paint spraying equipment	2,150.00
037-Paint spraying equipment			21-037-2620-656-000-0000-000-050		07/28/2025	980.65
			21-037-2620-656-000-0000-000-050		07/28/2025	1,095.00
			21-037-2620-656-000-0000-000-050		07/28/2025	74.35
21	143	08/05/2025	63365	MRC LIFTING SERVICE, INC.	037-Crane to lift a/c units at Trails & FB F-house	1,575.00
037-Crane service to lift 2 a/c units on Trails roof and 1 a/c unit on Football Fieldhouse. - 4 hour minimum.			21-037-2620-449-000-0000-000-050		08/05/2025	1,575.00
21	144	08/05/2025	11528	H-I-S Paint Manufacturing Co LLC	032-Blanket PO for paint & supplies	4,000.00
032-Blanket PO for paint & supplies to be used district wide			21-032-2620-618-000-0000-000-050		08/05/2025	732.62
			21-032-2620-618-000-0000-000-050		08/05/2025	3,267.38
21	145	08/06/2025	18745	Clampitt Paper Company	031-1 Truckload of copy paper used district wide	26,000.00
031-1 Truckload of copy paper to be used district wide			21-031-2620-611-000-0000-000-050		08/06/2025	26,000.00

Non-Payroll Total:	**$1,551,773.54**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$1,551,773.54**

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 28 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	28	07/10/2025	60932	Engineered Systems and	031-Replace damaged lighting control panel at PAC	3,500.00
031-Replace damaged lighting control panel at the PAC		33-031-2620-438-000-0000-000-705			07/10/2025	3,500.00
33	29	07/10/2025	21391	UNITED RENTALS NORTH AMERICA, INC.	031-Rental of two 2-man scissor lifts for LT	1,775.84
031-Rental of two 2-man scissor lifts for Licensed Trades		33-031-2620-449-000-0000-000-050			07/10/2025	1,775.84
33	30	07/10/2025	64964	ERIC E DUCKERING	021 705 SWIM STARTING BLOCKS	4,486.00
Portable Starting Block® w/ Standard Backstroke HandleBlock Height : 29.5" (USASwimming/FINA standard)		33-021-1000-681-818-0000-000-705			07/10/2025	4,486.00
33	31	07/15/2025	69000	WINSUPPLY S OKC OK, CO	031-Equipment & parts for LT	3,000.00
031-Equipment and parts for LT		33-031-2620-655-000-0000-000-050			07/15/2025	2,592.21
		33-031-2620-655-000-0000-000-050			07/15/2025	407.79
33	32	07/21/2025	14221	VOSS ELECTRIC CO	031-Lighting ballasts to be used district wide	19,300.00
031-Lighting ballasts to be used district wide		33-031-2620-651-000-0000-000-050			07/21/2025	19,145.00
		33-031-2620-651-000-0000-000-050			07/21/2025	155.00
33	33	07/22/2025	10048	AIR & EARTH INC	031-Mold testing on ceiling tile at Creek	1,000.00
031-Mold testing on ceiling tile at Creek		33-031-2620-438-000-0000-000-125			07/22/2025	1,000.00
33	34	07/22/2025	68505	B&C Carpet Co Inc	031-Materials/Labor to replace flooring-HS B Bldg	10,000.00
031-Materials and labor to replace flooring at the HS B Building		33-031-2620-438-000-0000-000-705			07/22/2025	10,000.00
33	35	07/25/2025	22517	BANCFIRST	082-Lease Revenue Rental Fee Series 2023	1,500.00
082-Lease Revenue Bond Series 2023 - Rental Payment		33-082-4620-720-000-0000-000-050			07/25/2025	1,500.00
33	36	07/29/2025	64574	VESTA FOUNDATION SOLUTIONS LLC	031-Foundation leak repair at Event Ctr	8,000.00
Materials & labor for foundation leak repair at the Event Center.		33-031-2620-438-000-0000-000-705			07/29/2025	8,000.00
33	37	07/30/2025	15890	STREETS	031-Replace Daikin compressor & inverter board-HZI	9,200.00
0341- Replace Daikin compressor and inverter board at HZI		33-031-2620-453-000-0000-000-140			07/30/2025	9,200.00
33	38	07/30/2025	11680	JACKSON MECHANICAL SERVICES INC.	031-Geothermal diagnosis & repair at MMS	9,200.00
031-Geothermal diagnosis & repair at MMS		33-031-2620-454-000-0000-000-505			07/30/2025	9,200.00
33	39	08/01/2025	11967	Standard & Poor's Financial Svcs.	Bond Rating Services 2026	33,000.00
Bond rating service for bonds sold		33-081-2314-310-000-0000-000-050			08/01/2025	33,000.00
33	40	08/01/2025	69317	Nance Striping, LLC	031-Parking lot striping at MMS	4,400.00
031-Parking lot striping at MMS		33-031-2620-438-000-0000-000-505			08/01/2025	1,700.00
031-Increase PO# 2026-33-40		33-031-2620-438-000-0000-000-505			08/04/2025	2,700.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 28 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	41	08/01/2025	67927	Rez Maz LLC	031-Purchase 5 used vans for LT Mechanical staff	129,770.00
031-Purchase used van for LT Mechanical staff:2019 Ford Transit 250 Cargo Van VIN: 1FTYR2CM3KKA79349			33-031-2650-765-000-0000-000-050		08/01/2025	24,150.00
031-Purchase used van for LT Mechanical staff:2017 Ford Transit 250 Cargo Van VIN: 1FTYR2CM6HKA48329			33-031-2650-765-000-0000-000-050		08/01/2025	23,150.00
031-Purchase used van for LT Mechanical staff:2022 RAM Promaster 2500 Cargo Van VIN: 3C6LRVDG4NE116167			33-031-2650-765-000-0000-000-050		08/01/2025	27,170.00
031-Purchase used van for LT Mechanical staff:2022 RAM Promaster 3500 Cargo Van VIN: 3C6MRVJG7NE141637			33-031-2650-765-000-0000-000-050		08/01/2025	27,150.00
031-Purchase used van for LT Mechanical staff:2021 RAM Promaster 3500 Cargo Van VIN: 3C6MRVJG1ME544642			33-031-2650-765-000-0000-000-050		08/01/2025	28,150.00
33	42	08/05/2025	14840	BSN SPORTS, INC.	021 705 MBKB EQUIPTMENT AND APPAREL	6,903.00
FIXED RUNG AGILITY LADDER			33-021-1000-681-802-0000-000-705		08/05/2025	35.00
Cable Speed Rope			33-021-1000-681-802-0000-000-705		08/05/2025	50.00
Sklz Heavy Weight Control Basketball			33-021-1000-681-802-0000-000-705		08/05/2025	116.00
6X Hurdles (Set of 6)			33-021-1000-681-802-0000-000-705		08/05/2025	60.00
Scarlet-Laundry Loops(Pack of 25)			33-021-1000-681-802-0000-000-705		08/05/2025	55.00
MINI CONES 20PK			33-021-1000-681-802-0000-000-705		08/05/2025	17.00
Wilson Evo NXT Game Ball (Stamped)			33-021-1000-681-802-0000-000-705		08/05/2025	2,399.25
657 - UNIV RED-JORDAN DF SHOWTIME HOODIE FZ			33-021-1000-681-802-0000-000-705		08/05/2025	1,270.75
657 - UNIV RED-JORDAN DF SHOWTIME PANT			33-021-1000-681-802-0000-000-705		08/05/2025	892.50
010 - BLACK-NP SLEEVELESS COMPRESSION TOP			33-021-1000-681-802-0000-000-705		08/05/2025	825.00
010 - BLACK-TECH FLEECE FZ HOODIE			33-021-1000-681-802-0000-000-705		08/05/2025	531.25
010 - BLACK-TECH FLEECE JOGGER			33-021-1000-681-802-0000-000-705		08/05/2025	411.25
SHIPPING			33-021-1000-681-802-0000-000-705		08/05/2025	240.00
33	43	08/05/2025	10070	Allied Glass Inc.	031-Laminate glass replacement at MNMS	600.00
031-Laminate glass replacement at MNMS			33-031-2620-438-000-0000-000-510		08/05/2025	600.00
33	44	08/06/2025	68957	Quality Stainless, LLC	023-Dishwasher for Creek Elem	52,850.52
023-Purchase and Installation of Dishwasher for Creek Elem			33-023-2640-731-000-0000-000-125		08/06/2025	52,850.52
33	45	08/06/2025	68957	Quality Stainless, LLC	023-Pass-thru Refrigerator for MHS	10,052.06
023-Prchase and Delivery of Pass-Thru Refrigerator for MHS			33-023-2640-731-000-0000-000-705		08/06/2025	10,052.06

Non-Payroll Total:	**$308,537.42**
Payroll Total:	**$0.00**
Balance Forward:	**$8,000.00**
Report Total:	**$316,537.42**

Mustang Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/9/2025 - 8/7/2025, PO Range: 3 - 500, Fund(s): 34-2012 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	3	07/17/2025	15147	LOWES CREDIT SERVICES	033-blanket PO for construction Foreman-050	1,500.00
033-B;anket PO for Construction Foreman-050		34-033-2620-459-000-0000-000-050			07/17/2025	1,500.00
34	4	07/17/2025	10064	All Season Building Supply Co Inc	033-blanket PO for construction Foreman-050	1,500.00
033-Blanket PO for Construction Foreman-050		34-033-2620-459-000-0000-000-050			07/17/2025	48.33
		34-033-2620-459-000-0000-000-050			07/17/2025	1,451.67
34	5	07/21/2025	15346	CENTRAL OKLAHOMA WINNELSON	033-sink for DD pre k at Lakehoma-115	205.00
033-sink for DD pre k at Lakehoma-115		34-033-2620-457-000-0000-000-115			07/21/2025	205.00
34	6	07/22/2025	22197	ACS Playground Adventures Inc.	089-Playground Equipement for Elementary Schools	86,267.00
089-Playground Equipment for ME, Creek, LE, VE, PVE		34-089-4300-714-000-0000-000-105			07/22/2025	4,946.00
		34-089-4300-714-000-0000-000-110			07/22/2025	12,180.00
		34-089-4300-714-000-0000-000-115			07/22/2025	64,294.50
		34-089-4300-714-000-0000-000-125			07/22/2025	4,001.50
		34-089-4300-714-000-0000-000-150			07/22/2025	845.00
34	7	07/22/2025	15147	LOWES CREDIT SERVICES	033-vanity and faucet for DD PreK-115	254.60
033-vanity and faucet for new sink at DD Pre K-115		34-033-2620-457-000-0000-000-115			07/22/2025	254.60
34	8	07/25/2025	23595	Sweetwater Sound Holdings, LLC	089-PA System for Riverwood	5,000.00
089-PA System for Riverwood Elementary		34-089-1000-655-900-0000-000-155			07/25/2025	5,000.00
34	9	08/06/2025	23391	OLD REPUBLIC TITLE COMPNAY	089-Purchase of land	1,000,000.00
089-Purchase of land located at 322 W State HWY 152		34-089-4200-713-000-0000-000-050			08/06/2025	1,000,000.00

Non-Payroll Total:	**$1,094,726.60**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$1,094,726.60**

Change Order Listing

Options: Fund(s): 11-General, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/10/2025 - 8/7/2025, PO Range: 1 - 299, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
14	07/01/2025	12710	Okla. Assoc.of School Bus.Officials	Staff Memberships	450.00
014-Increase PO 2026-11-14 for additional memberships to ASBO		11-014-2511-811-000-0000-000-050		07/22/2025	450.00
64	07/01/2025	64746	OK Assoc of Career & Tech Ed	412 Registration Expense: CTE Summer Summit STEM	500.00
412 Increase to PO64 Registration Expense: CTE Summer Summit (Tulsa, OK 8/4-5, 2025) 18 STEM Division Instructors		11-412-2213-860-315-0000-000-140		07/14/2025	55.56
		11-412-2213-860-315-0000-000-145		07/14/2025	55.56
		11-412-2213-860-315-0000-000-160		07/14/2025	83.34
		11-412-2213-860-315-0000-000-505		07/14/2025	55.56
		11-412-2213-860-315-0000-000-505		07/14/2025	138.86
		11-412-2213-860-315-0000-000-510		07/14/2025	55.56
		11-412-2213-860-315-0000-000-525		07/14/2025	55.56
91	07/01/2025	14462	Amazon Capital Services Inc.	002- Books for Civil War Classes (B.West)	0.15
002- HSIncrease to PO#2026-11-91Books for Becky West- Civil War Classes		11-002-1000-641-100-2304-000-705		07/21/2025	0.15
95	07/01/2025	68994	Bentley Hedges Travel Serv	003- Flights for ICs to attend TLC Conference	1,000.00
003- PDFlights to Phoenix, AZ increased for October 2025 (see original PO request)		11-003-2213-580-900-0000-000-705		07/16/2025	1,000.00
220	07/01/2025	61429	Global Payments Inc.	023 - LICENSING, SOFTWARE & TECH SUPPORT	167.00
INCREASE P.O. 11-220		11-023-3140-653-700-0000-000-165		07/14/2025	167.00
224	07/01/2025	12881	PAPER THERMOMETER CO., INC.	023- TEMPERATURE SENSING STRIPS FOR DISHMACHINES	10.00
INCREASE P.O. 11-224		11-023-5600-930-700-0000-000-050		07/29/2025	10.00
225	07/01/2025	24002	ERB Industries, Inc.	023 - COLORED APRONS FOR KITCHENS	18.70
023-Increase PO for increased Shipping Costs		11-023-3140-618-700-0000-000-050		07/21/2025	18.70
282	07/09/2025	84644	John Kirk Wilson	012-CEO CONFERENCE/PER DIEM/MILEAGE/PARKING/TOLLS	40.00
Please increase PO 11-282. RE: Additional Hotel Fees		11-012-2213-580-100-0000-000-051		08/04/2025	40.00
283	07/09/2025	14462	Amazon Capital Services Inc.	012-MEMORY CARD FOR CAMERA	300.00
Increase for PO #11-283. Price went up after PO was submitted.		11-012-2490-653-100-0000-000-051		07/14/2025	300.00
287	07/09/2025	68024	Cardio Partners Inc	045 AED Supplies	100.00
045 Increase PO 11-287 for price changes		11-045-2132-616-000-0000-000-050		07/10/2025	100.00
291	07/09/2025	14462	Amazon Capital Services Inc.	021 705 STRENGTH AND CODITIONING EQUIPTMENT	50.00
INCREASE TO ORIGINAL PO 291 FOR ADDITIONAL Magnetic Tablet Holders Fridge Tablet Mount for Cabinet Whiteboard Gym Warehouse and More fits 4.7-12.9 inch Phones and Tablets, 360°Adjustable 3.5" Magnetic Base		11-021-1000-653-800-0000-000-705		07/10/2025	50.00

Mustang Public Schools

Change Order Listing

Options: Fund(s): 11-General, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/10/2025 - 8/7/2025, PO Range: 1 - 299, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
				Non-Payroll Total:	**$2,635.85**
				Payroll Total:	**$0.00**
				Report Total:	**$2,635.85**

Project Totals		
002	Site General Budget	0.15
003	Site Prof Dev Budget	1,000.00
012	Public Relations	340.00
014	Business Office	450.00
021	Athletics	50.00
023	Child Nutrition	195.70
045	Nursing (Budget)	100.00
412	VOCATIONAL PRGMS INCENTIVE	500.00

Unit Totals		
050	District Wide	578.70
051	MERC	340.00
140	Horizon Int	55.56
145	Canyon Ridge Int	55.56
160	Meadow Brook Int	83.34
165	Sunset Hill Elementary	167.00
505	Mustang Middle	194.42
510	North Middle	55.56
525	Central Middle	55.56
705	Mustang High	1,050.15

Mustang Public Schools

Change Order Listing

Options: Fund(s): 21-Building, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/10/2025 - 8/7/2025, PO Range: 1 - 127, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
48	07/01/2025	14761	U-Change Lock Industries, Inc	032-Blanket po for keys & locks used dw	350.00
032-Increase PO# 2026-21-48		21-032-2620-439-000-0000-000-050		08/05/2025	350.00

Non-Payroll Total:	**$350.00**
Payroll Total:	**$0.00**
Report Total:	**$350.00**

Project Totals

032	Building & Grounds	350.00

Unit Totals

050	District Wide	350.00

Mustang Public Schools

Change Order Listing

Options: Fund(s): 33-2023 Recurring, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/10/2025 - 8/7/2025, PO Range: 1 - 27, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
11	07/02/2025	22517	BANCFIRST	082-Lease Revenue Bond Payment and Rental fee	17.78
082-Increase PO 2026-33-11 additional money due		33-082-4620-720-000-0000-000-050		07/14/2025	17.78

Non-Payroll Total:	**$17.78**
Payroll Total:	**$0.00**
Report Total:	**$17.78**

Project Totals

082	Lease Revenue Payments	17.78

Unit Totals

050	District Wide	17.78

MUSTANG SCHOOLS - TREASURER'S REPORT
As of July 31, 2025

GOVERNMENTAL FUNDS		
Bank Statements		
Bank of Oklahoma Revenue Account	$	0.00
Bank of Oklahoma Expenditure Account	$	0.00
BOK Cavanal Hill General Fund Sweep Account	$	2,989,034.82
4.09 % as of 7/31/2025		
BOK ICS Investments - General Fund	$	66,439,230.10
4.20 % as of 7/31/2025		
Subtotal	**$**	**69,428,264.92**
Computer Cash Balance	$	69,428,091.27
*** Exceptions: none		
Payroll Return - Resubmitted on August 4	$	173.65
Reconciliation - Should equal $0.00	$	0.00
Total - Governmental Funds	**$**	**69,428,264.92**

ACTIVITY FUNDS		
Bank Statements		
Bank of Oklahoma Account	$	2,600.00
BOK Cavanal Hill Activity Sweep Account	$	319,236.57
4.09% as of 7/31/2025		
OLAP Investments - Activity Fund	$	3,453,341.42
4.128% as of 7/31/2025		
All America Bank Certificates of Deposit	$	235,000.00
3.90%		
Subtotal	**$**	**4,010,177.99**
Computer Cash Balance	$	3,892,095.04
Plus Outstanding Warrants	$	118,082.95
Adjusted Computer Cash Balance	**$**	**4,010,177.99**
*** Exceptions: none		
Reconciliation - Should equal $0.00	$	0.00
Total - Activity Fund	**$**	**4,010,177.99**

OTHER FUNDS		
Commerce Bank - Governmental Revenue Share	$	87,086.36
Commerce Bank - Activity Revenue Share	$	18,892.47

TOTAL CASH ASSETS	$	73,544,421.74

GOVERNMENTAL FUND CASH BALANCES		
Fund 11 - General Fund	$	17,506,406.67
Fund 21 - Building Fund	$	6,173,982.31
Fund 33 - 2023 Recurring Bond Funds	$	27,763,279.57
Fund 34 - 2012 Recurring Bond Funds	$	2,015,334.03
Fund 38 - Transportation Bond	$	1,164,629.00
Fund 41 - Sinking Fund	$	13,291,233.79
Fund 86 - Insurance Recoveries	$	1,513,225.90

MONTHLY PAYROLL		
Total Payroll FY25	$	7,685,197.87
Total Payroll FY26	$	1,272,455.48

Treasurer Jason Pittenger Date: 8/4/25

Mustang Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 11-General						
Series - 1000						
Source - 1120 Ad Valorem Prior Years	$0.00	$211,103.56	$0.00	$211,103.56	N/A	$211,103.56
Source - 1310 Interest Earnings	$0.00	$2,508.54	$0.00	$2,508.54	N/A	$2,508.54
Source - 1312 Investment Earnings	$0.00	$259,719.47	$0.00	$259,719.47	N/A	$259,719.47
Source - 1352 Unapportioned Interest	$0.00	$1,099.74	$0.00	$1,099.74	N/A	$1,099.74
Source - 1550 Workers' Compensation	$0.00	$7,122.04	$0.00	$7,122.04	N/A	$7,122.04
Source - 1620 Community Service	$0.00	$45,138.00	$0.00	$45,138.00	N/A	$45,138.00
Source - 1795 Promotional Rebate	$0.00	$6,781.10	$0.00	$6,781.10	N/A	$6,781.10
Series - 1000 Total	**$0.00**	**$533,472.45**	**$0.00**	**$533,472.45**	**N/A**	**$533,472.45**
Series - 2000						
Source - 2100 County 4 Mill Tax	$0.00	$18,237.34	$0.00	$18,237.34	N/A	$18,237.34
Source - 2200 County Mortgage Tax	$0.00	$60,977.05	$0.00	$60,977.05	N/A	$60,977.05
Series - 2000 Total	**$0.00**	**$79,214.39**	**$0.00**	**$79,214.39**	**N/A**	**$79,214.39**
Series - 3000						
Source - 3110 Gross Production	$0.00	$690,206.64	$0.00	$690,206.64	N/A	$690,206.64
Source - 3120 Motor Vehicle	$0.00	$128,870.56	$0.00	$128,870.56	N/A	$128,870.56
Source - 3130 Rural Electric	$0.00	$15,028.49	$0.00	$15,028.49	N/A	$15,028.49
Source - 3140 State School Land	$0.00	$200,060.75	$0.00	$200,060.75	N/A	$200,060.75
Source - 3150 Vehicle Tax Stamp	$0.00	$723.50	$0.00	$723.50	N/A	$723.50
Source - 3413 Staff Development Stipend	$0.00	$28,000.00	$0.00	$28,000.00	N/A	$28,000.00
Source - 3414 Ok Paid Student Teacher Stipends	$0.00	$1,749.00	$0.00	$1,749.00	N/A	$1,749.00
Source - 3690 Misc State Revenue	$0.00	$20,190.07	$0.00	$20,190.07	N/A	$20,190.07
Series - 3000 Total	**$0.00**	**$1,084,829.01**	**$0.00**	**$1,084,829.01**	**N/A**	**$1,084,829.01**
Series - 4000						
Source - 4210 Title I/Part A	$0.00	$119,450.65	$0.00	$119,450.65	N/A	$119,450.65
Source - 4271 Title II Part A	$0.00	$46,405.40	$0.00	$46,405.40	N/A	$46,405.40
Source - 4281 Title III Part A ELL	$0.00	$134.32	$0.00	$134.32	N/A	$134.32
Source - 4310 IDEA Part B	$0.00	$20,964.00	$0.00	$20,964.00	N/A	$20,964.00
Source - 4689 Other Misc Fed Rev	$0.00	$1,786.64	$0.00	$1,786.64	N/A	$1,786.64
Series - 4000 Total	**$0.00**	**$188,741.01**	**$0.00**	**$188,741.01**	**N/A**	**$188,741.01**
Fund - 11 11-General Total	**$0.00**	**$1,886,256.86**	**$0.00**	**$1,886,256.86**	**N/A**	**$1,886,256.86**
Report Total	**$0.00**	**$1,886,256.86**	**$0.00**	**$1,886,256.86**	**N/A**	**$1,886,256.86**

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 Gate Revenue							
Program - 800 Athletics							
505 Mustang Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$250.00	($250.00)
705 Mustang High	$0.00	$875.00	$195,266.36	$51,524.35	$144,617.01	$26,623.17	$117,993.84
Total Program - 800 Athletics	**$0.00**	**$875.00**	**$195,266.36**	**$51,524.35**	**$144,617.01**	**$26,873.17**	**$117,743.84**
Program - 801 Baseball							
705 Mustang High	$0.00	$250.00	$0.00	$19,375.00	($19,125.00)	$840.00	($19,965.00)
Total Program - 801 Baseball	**$0.00**	**$250.00**	**$0.00**	**$19,375.00**	**($19,125.00)**	**$840.00**	**($19,965.00)**
Program - 802 Basketball - General							
705 Mustang High	$0.00	$0.00	$0.00	$71.00	($71.00)	$3,817.90	($3,888.90)
Total Program - 802 Basketball - General	**$0.00**	**$0.00**	**$0.00**	**$71.00**	**($71.00)**	**$3,817.90**	**($3,888.90)**
Program - 804 Basketball - Girls							
705 Mustang High	$0.00	$0.00	$0.00	$178.14	($178.14)	$0.00	($178.14)
Total Program - 804 Basketball - Girls	**$0.00**	**$0.00**	**$0.00**	**$178.14**	**($178.14)**	**$0.00**	**($178.14)**
Program - 805 Cheer							
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$5,540.85	($5,540.85)
Total Program - 805 Cheer	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$5,540.85**	**($5,540.85)**
Program - 806 Cross Country - General							
505 Mustang Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$1,500.00	($1,500.00)
510 North Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$1,300.00	($1,300.00)
525 Central Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$1,800.00	($1,800.00)
705 Mustang High	$0.00	$452.50	$0.00	$1,498.00	($1,045.50)	$3,448.00	($4,493.50)
Total Program - 806 Cross Country - General	**$0.00**	**$452.50**	**$0.00**	**$1,498.00**	**($1,045.50)**	**$8,048.00**	**($9,093.50)**
Program - 809 Football							
510 North Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$1,071.15	($1,071.15)
525 Central Middle	$0.00	$0.00	$0.00	$500.00	($500.00)	$1,517.80	($2,017.80)
705 Mustang High	$0.00	$21,920.00	$0.00	$12,059.40	$9,860.60	$12,430.88	($2,570.28)
Total Program - 809 Football	**$0.00**	**$21,920.00**	**$0.00**	**$12,559.40**	**$9,360.60**	**$15,019.83**	**($5,659.23)**
Program - 810 Golf - General							
705 Mustang High	$0.00	$836.00	$0.00	$0.00	$836.00	$4,000.00	($3,164.00)
Total Program - 810 Golf - General	**$0.00**	**$836.00**	**$0.00**	**$0.00**	**$836.00**	**$4,000.00**	**($3,164.00)**
Program - 814 Soccer - General							
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$4,636.17	($4,636.17)
Total Program - 814 Soccer - General	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,636.17**	**($4,636.17)**
Program - 817 Softball							
505 Mustang Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$1,556.65	($1,556.65)
510 North Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$1,709.05	($1,709.05)
525 Central Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$1,544.05	($1,544.05)
705 Mustang High	$0.00	$200.00	$0.00	$219.84	($19.84)	$6,037.07	($6,056.91)
Total Program - 817 Softball	**$0.00**	**$200.00**	**$0.00**	**$219.84**	**($19.84)**	**$10,846.82**	**($10,866.66)**
Program - 821 Tennis - General							
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$545.65	($545.65)
Total Program - 821 Tennis - General	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$545.65**	**($545.65)**
Program - 822 Tennis - Girls							
705 Mustang High	$0.00	$800.00	$0.00	$0.00	$800.00	$0.00	$800.00
Total Program - 822 Tennis - Girls	**$0.00**	**$800.00**	**$0.00**	**$0.00**	**$800.00**	**$0.00**	**$800.00**
Program - 826 Track - Boys							
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$217.95	($217.95)
Total Program - 826 Track - Boys	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$217.95**	**($217.95)**
Program - 827 Volleyball							
505 Mustang Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$800.00	($800.00)
510 North Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	($1,000.00)
525 Central Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$800.00	($800.00)
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00	($2,000.00)
Total Program - 827 Volleyball	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,600.00**	**($4,600.00)**
Program - 828 Wrestling - General							
705 Mustang High	$0.00	$150.00	$0.00	$0.00	$150.00	$0.00	$150.00

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 Gate Revenue							
Program - 828 Wrestling - General							
Total Program - 828 Wrestling - General	**$0.00**	**$150.00**	**$0.00**	**$0.00**	**$150.00**	**$0.00**	**$150.00**
Total Project - 801 Gate Revenue	**$0.00**	**$25,483.50**	**$195,266.36**	**$85,425.73**	**$135,324.13**	**$84,986.34**	**$50,337.79**
Project - 803 Sponsorships/Donations							
Program - 800 Athletics							
705 Mustang High	$0.00	$76,298.85	$146,216.17	$10,510.12	$212,004.90	$88,985.13	$123,019.77
Total Program - 800 Athletics	**$0.00**	**$76,298.85**	**$146,216.17**	**$10,510.12**	**$212,004.90**	**$88,985.13**	**$123,019.77**
Program - 801 Baseball							
705 Mustang High	$0.00	$0.00	$0.00	$426.93	($426.93)	$0.00	($426.93)
Total Program - 801 Baseball	**$0.00**	**$0.00**	**$0.00**	**$426.93**	**($426.93)**	**$0.00**	**($426.93)**
Program - 802 Basketball - General							
705 Mustang High	$0.00	$0.00	$0.00	$890.00	($890.00)	$6,152.26	($7,042.26)
Total Program - 802 Basketball - General	**$0.00**	**$0.00**	**$0.00**	**$890.00**	**($890.00)**	**$6,152.26**	**($7,042.26)**
Program - 806 Cross Country - General							
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$2,514.45	($2,514.45)
Total Program - 806 Cross Country - General	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$2,514.45**	**($2,514.45)**
Program - 809 Football							
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$16,625.00	($16,625.00)
Total Program - 809 Football	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$16,625.00**	**($16,625.00)**
Program - 810 Golf - General							
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$257.66	($257.66)
Total Program - 810 Golf - General	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$257.66**	**($257.66)**
Program - 817 Softball							
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$7,800.00	($7,800.00)
Total Program - 817 Softball	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$7,800.00**	**($7,800.00)**
Program - 827 Volleyball							
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$4,950.00	($4,950.00)
Total Program - 827 Volleyball	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,950.00**	**($4,950.00)**
Total Project - 803 Sponsorships/Donations	**$0.00**	**$76,298.85**	**$146,216.17**	**$11,827.05**	**$210,687.97**	**$127,284.50**	**$83,403.47**
Project - 805 Central Middle School							
Program - 800 Athletics							
525 Central Middle	$0.00	$110.00	$37,310.24	$0.00	$37,420.24	$10,084.00	$27,336.24
Total Program - 800 Athletics	**$0.00**	**$110.00**	**$37,310.24**	**$0.00**	**$37,420.24**	**$10,084.00**	**$27,336.24**
Program - 806 Cross Country - General							
525 Central Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$1,845.75	($1,845.75)
Total Program - 806 Cross Country - General	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,845.75**	**($1,845.75)**
Program - 817 Softball							
525 Central Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$7,307.34	($7,307.34)
Total Program - 817 Softball	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$7,307.34**	**($7,307.34)**
Program - 827 Volleyball							
525 Central Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$692.99	($692.99)
Total Program - 827 Volleyball	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$692.99**	**($692.99)**
Total Project - 805 Central Middle School	**$0.00**	**$110.00**	**$37,310.24**	**$0.00**	**$37,420.24**	**$19,930.08**	**$17,490.16**
Project - 806 North Middle School							
Program - 800 Athletics							
510 North Middle	$0.00	$0.00	$42,058.91	$2,606.18	$39,452.73	$19,519.82	$19,932.91
Total Program - 800 Athletics	**$0.00**	**$0.00**	**$42,058.91**	**$2,606.18**	**$39,452.73**	**$19,519.82**	**$19,932.91**
Program - 806 Cross Country - General							
510 North Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$932.68	($932.68)
Total Program - 806 Cross Country - General	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$932.68**	**($932.68)**
Total Project - 806 North Middle School	**$0.00**	**$0.00**	**$42,058.91**	**$2,606.18**	**$39,452.73**	**$20,452.50**	**$19,000.23**
Project - 807 South Middle School							
Program - 800 Athletics							
505 Mustang Middle	$0.00	$528.00	$48,128.17	$7,010.92	$41,645.25	$5,814.00	$35,831.25
Total Program - 800 Athletics	**$0.00**	**$528.00**	**$48,128.17**	**$7,010.92**	**$41,645.25**	**$5,814.00**	**$35,831.25**
Program - 817 Softball							

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 807 South Middle School							
Program - 817 Softball							
505 Mustang Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$5,905.78	($5,905.78)
Total Program - 817 Softball	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$5,905.78**	**($5,905.78)**
Total Project - 807 South Middle School	**$0.00**	**$528.00**	**$48,128.17**	**$7,010.92**	**$41,645.25**	**$11,719.78**	**$29,925.47**
Project - 810 Athletic Trainer							
Program - 800 Athletics							
705 Mustang High	$0.00	$20.00	$47,022.81	$6,094.01	$40,948.80	$5,253.48	$35,695.32
Total Program - 800 Athletics	**$0.00**	**$20.00**	**$47,022.81**	**$6,094.01**	**$40,948.80**	**$5,253.48**	**$35,695.32**
Total Project - 810 Athletic Trainer	**$0.00**	**$20.00**	**$47,022.81**	**$6,094.01**	**$40,948.80**	**$5,253.48**	**$35,695.32**
Project - 901 District Administration							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$13,627.19	$519,123.90	$22,741.98	$510,009.11	$50,874.32	$459,134.79
Total Program - 900 Non Athletic Group	**$0.00**	**$13,627.19**	**$519,123.90**	**$22,741.98**	**$510,009.11**	**$50,874.32**	**$459,134.79**
Program - 911 Bronco Club							
050 District Wide	$0.00	$0.00	$365,661.66	$0.00	$365,661.66	$0.00	$365,661.66
Total Program - 911 Bronco Club	**$0.00**	**$0.00**	**$365,661.66**	**$0.00**	**$365,661.66**	**$0.00**	**$365,661.66**
Total Project - 901 District Administration	**$0.00**	**$13,627.19**	**$884,785.56**	**$22,741.98**	**$875,670.77**	**$50,874.32**	**$824,796.45**
Project - 902 Child Nutrition							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$4,288.12	$2,000.00	$0.00	$6,288.12	$1,600.00	$4,688.12
510 North Middle	$0.00	$0.00	$0.00	$0.00	$0.00	$53.85	($53.85)
705 Mustang High	$0.00	$0.00	$0.00	$0.00	$0.00	$120.90	($120.90)
Total Program - 900 Non Athletic Group	**$0.00**	**$4,288.12**	**$2,000.00**	**$0.00**	**$6,288.12**	**$1,774.75**	**$4,513.37**
Total Project - 902 Child Nutrition	**$0.00**	**$4,288.12**	**$2,000.00**	**$0.00**	**$6,288.12**	**$1,774.75**	**$4,513.37**
Project - 903 Community Ed							
Program - 910 Community Ed							
050 District Wide	$0.00	$8,317.56	$65,000.00	$43.43	$73,274.13	$19,051.57	$54,222.56
135 Centennial Elem	$0.00	$0.00	$0.00	$1,795.50	($1,795.50)	$1,204.50	($3,000.00)
705 Mustang High	$0.00	$0.00	$0.00	$19,747.00	($19,747.00)	$11,870.00	($31,617.00)
Total Program - 910 Community Ed	**$0.00**	**$8,317.56**	**$65,000.00**	**$21,585.93**	**$51,731.63**	**$32,126.07**	**$19,605.56**
Program - 911 Bronco Club							
050 District Wide	$0.00	$13,250.94	$61,015.68	$2,623.74	$71,642.88	$54,361.26	$17,281.62
051 MERC	$0.00	$0.00	$0.00	$0.00	$0.00	$3,000.00	($3,000.00)
165 Sunset Hill Elementary	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	($1,000.00)
Total Program - 911 Bronco Club	**$0.00**	**$13,250.94**	**$61,015.68**	**$2,623.74**	**$71,642.88**	**$58,361.26**	**$13,281.62**
Program - 912 Summer Bronco Club							
050 District Wide	$0.00	$34,869.36	$39,870.00	$335.80	$74,403.56	$564.20	$73,839.36
051 MERC	$0.00	$0.00	$0.00	$1,741.43	($1,741.43)	$257.39	($1,998.82)
155 Riverwood Elem	$0.00	$0.00	$0.00	$13,600.89	($13,600.89)	$23,344.75	($36,945.64)
Total Program - 912 Summer Bronco Club	**$0.00**	**$34,869.36**	**$39,870.00**	**$15,678.12**	**$59,061.24**	**$24,166.34**	**$34,894.90**
Total Project - 903 Community Ed	**$0.00**	**$56,437.86**	**$165,885.68**	**$39,887.79**	**$182,435.75**	**$114,653.67**	**$67,782.08**
Project - 904 Facility Rentals							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$85,314.01	$13,400.00	$71,914.01	$0.00	$71,914.01
140 Horizon Int	$0.00	$0.00	$0.00	$3,252.48	($3,252.48)	$0.00	($3,252.48)
505 Mustang Middle	$0.00	$0.00	$0.00	$5,033.60	($5,033.60)	$0.00	($5,033.60)
510 North Middle	$0.00	$0.00	$0.00	$3,368.64	($3,368.64)	$0.00	($3,368.64)
525 Central Middle	$0.00	$0.00	$0.00	$3,821.84	($3,821.84)	$0.00	($3,821.84)
705 Mustang High	$0.00	$0.00	$0.00	$6,002.04	($6,002.04)	$0.00	($6,002.04)
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$85,314.01**	**$34,878.60**	**$50,435.41**	**$0.00**	**$50,435.41**
Total Project - 904 Facility Rentals	**$0.00**	**$0.00**	**$85,314.01**	**$34,878.60**	**$50,435.41**	**$0.00**	**$50,435.41**
Project - 905 PAC Rentals							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$10,911.25	$140,276.27	$0.00	$151,187.52	$4,197.38	$146,990.14
705 Mustang High	$0.00	$0.00	$0.00	$825.00	($825.00)	$450.50	($1,275.50)
Total Program - 900 Non Athletic Group	**$0.00**	**$10,911.25**	**$140,276.27**	**$825.00**	**$150,362.52**	**$4,647.88**	**$145,714.64**

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 905 PAC Rentals							
Total Project - 905 PAC Rentals	**$0.00**	**$10,911.25**	**$140,276.27**	**$825.00**	**$150,362.52**	**$4,647.88**	**$145,714.64**
Project - 906 PAC Expenses							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$4,988.70	$9,322.01	$0.00	$14,310.71	$500.00	$13,810.71
Total Program - 900 Non Athletic Group	**$0.00**	**$4,988.70**	**$9,322.01**	**$0.00**	**$14,310.71**	**$500.00**	**$13,810.71**
Total Project - 906 PAC Expenses	**$0.00**	**$4,988.70**	**$9,322.01**	**$0.00**	**$14,310.71**	**$500.00**	**$13,810.71**
Project - 907 Students in Need							
Program - 900 Non Athletic Group							
000 PAYROLL ALLOCATED	$0.00	$0.00	$0.00	$0.00	$0.00	$1,350.00	($1,350.00)
050 District Wide	$0.00	$420.00	$23,560.84	$0.00	$23,980.84	$0.00	$23,980.84
Total Program - 900 Non Athletic Group	**$0.00**	**$420.00**	**$23,560.84**	**$0.00**	**$23,980.84**	**$1,350.00**	**$22,630.84**
Total Project - 907 Students in Need	**$0.00**	**$420.00**	**$23,560.84**	**$0.00**	**$23,980.84**	**$1,350.00**	**$22,630.84**
Project - 908 Student on Account							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$2,135.50	$0.00	$2,135.50	$0.00	$2,135.50
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$2,135.50**	**$0.00**	**$2,135.50**	**$0.00**	**$2,135.50**
Total Project - 908 Student on Account	**$0.00**	**$0.00**	**$2,135.50**	**$0.00**	**$2,135.50**	**$0.00**	**$2,135.50**
Project - 909 Technology Reimbursements							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$35.00	$24,111.10	$0.00	$24,146.10	$0.00	$24,146.10
140 Horizon Int	$0.00	$70.00	$0.00	$0.00	$70.00	$0.00	$70.00
160 Meadow Brook Int	$0.00	$35.00	$0.00	$0.00	$35.00	$0.00	$35.00
525 Central Middle	$0.00	$35.00	$0.00	$0.00	$35.00	$0.00	$35.00
705 Mustang High	$0.00	$140.00	$0.00	$0.00	$140.00	$0.00	$140.00
Total Program - 900 Non Athletic Group	**$0.00**	**$315.00**	**$24,111.10**	**$0.00**	**$24,426.10**	**$0.00**	**$24,426.10**
Total Project - 909 Technology Reimbursements	**$0.00**	**$315.00**	**$24,111.10**	**$0.00**	**$24,426.10**	**$0.00**	**$24,426.10**
Project - 910 Transportation Invoices							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$13,870.75	$1,000.00	$0.00	$14,870.75	$0.00	$14,870.75
Total Program - 900 Non Athletic Group	**$0.00**	**$13,870.75**	**$1,000.00**	**$0.00**	**$14,870.75**	**$0.00**	**$14,870.75**
Total Project - 910 Transportation Invoices	**$0.00**	**$13,870.75**	**$1,000.00**	**$0.00**	**$14,870.75**	**$0.00**	**$14,870.75**
Project - 911 Operations							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$8,532.03	$0.00	$8,532.03	$0.00	$8,532.03
054 Operations	$0.00	$0.00	$0.00	$1,004.64	($1,004.64)	$3,315.36	($4,320.00)
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$8,532.03**	**$1,004.64**	**$7,527.39**	**$3,315.36**	**$4,212.03**
Total Project - 911 Operations	**$0.00**	**$0.00**	**$8,532.03**	**$1,004.64**	**$7,527.39**	**$3,315.36**	**$4,212.03**
Project - 912 Student Services							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$1,772.25	$195.00	$1,577.25	$0.00	$1,577.25
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$1,772.25**	**$195.00**	**$1,577.25**	**$0.00**	**$1,577.25**
Total Project - 912 Student Services	**$0.00**	**$0.00**	**$1,772.25**	**$195.00**	**$1,577.25**	**$0.00**	**$1,577.25**
Project - 913 District Teacher of the Year							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$5,002.83	$1,305.20	$3,697.63	$36.90	$3,660.73
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$5,002.83**	**$1,305.20**	**$3,697.63**	**$36.90**	**$3,660.73**
Total Project - 913 District Teacher of the Year	**$0.00**	**$0.00**	**$5,002.83**	**$1,305.20**	**$3,697.63**	**$36.90**	**$3,660.73**
Project - 914 Transportation							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$6,666.64	$0.00	$6,666.64	$0.00	$6,666.64
060 Transportation	$0.00	$0.00	$0.00	$0.00	$0.00	$1,500.00	($1,500.00)
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$6,666.64**	**$0.00**	**$6,666.64**	**$1,500.00**	**$5,166.64**
Total Project - 914 Transportation	**$0.00**	**$0.00**	**$6,666.64**	**$0.00**	**$6,666.64**	**$1,500.00**	**$5,166.64**
Project - 915 GF Textbook/Budgets							
Program - 900 Non Athletic Group							

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 915 GF Textbook/Budgets							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$20.00	$1,000.00	$0.00	$1,020.00	$0.00	$1,020.00
Total Program - 900 Non Athletic Group	**$0.00**	**$20.00**	**$1,000.00**	**$0.00**	**$1,020.00**	**$0.00**	**$1,020.00**
Total Project - 915 GF Textbook/Budgets	**$0.00**	**$20.00**	**$1,000.00**	**$0.00**	**$1,020.00**	**$0.00**	**$1,020.00**
Project - 916 Superintendent Expenses							
Program - 000 UNDISTRIBUTED EXPENDITURES							
051 MERC	$0.00	$0.00	$0.00	$1,141.29	($1,141.29)	$6,948.20	($8,089.49)
Total Program - 000 UNDISTRIBUTED EXPENDITURES	**$0.00**	**$0.00**	**$0.00**	**$1,141.29**	**($1,141.29)**	**$6,948.20**	**($8,089.49)**
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$39,237.49	$12.00	$39,225.49	$1,188.00	$38,037.49
051 MERC	$0.00	$0.00	$0.00	$0.00	$0.00	$8,950.00	($8,950.00)
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$39,237.49**	**$12.00**	**$39,225.49**	**$10,138.00**	**$29,087.49**
Total Project - 916 Superintendent Expenses	**$0.00**	**$0.00**	**$39,237.49**	**$1,153.29**	**$38,084.20**	**$17,086.20**	**$20,998.00**
Project - 919 Academic Team							
Program - 900 Non Athletic Group							
505 Mustang Middle	$0.00	$0.00	$176.64	$0.00	$176.64	$0.00	$176.64
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$176.64**	**$0.00**	**$176.64**	**$0.00**	**$176.64**
Total Project - 919 Academic Team	**$0.00**	**$0.00**	**$176.64**	**$0.00**	**$176.64**	**$0.00**	**$176.64**
Project - 920 Archery							
Program - 900 Non Athletic Group							
140 Horizon Int	$0.00	$0.00	$3,514.20	$0.00	$3,514.20	$0.00	$3,514.20
160 Meadow Brook Int	$0.00	$0.00	$5,583.67	$0.00	$5,583.67	$0.00	$5,583.67
505 Mustang Middle	$0.00	$0.00	$4,035.27	$0.00	$4,035.27	$0.00	$4,035.27
705 Mustang High	$0.00	$0.00	$1,962.11	$0.00	$1,962.11	$0.00	$1,962.11
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$15,095.25**	**$0.00**	**$15,095.25**	**$0.00**	**$15,095.25**
Total Project - 920 Archery	**$0.00**	**$0.00**	**$15,095.25**	**$0.00**	**$15,095.25**	**$0.00**	**$15,095.25**
Project - 921 Art							
Program - 900 Non Athletic Group							
105 Mustang Elem	$0.00	$0.00	$5,265.61	$0.00	$5,265.61	$0.00	$5,265.61
110 Valley Elem	$0.00	$0.00	$6,074.83	$0.00	$6,074.83	$0.00	$6,074.83
115 Lakehoma Elem	$0.00	$0.00	$95.69	$0.00	$95.69	$0.00	$95.69
120 Trails Elem	$0.00	$0.00	$2,929.73	$0.00	$2,929.73	$0.00	$2,929.73
125 Creek Elem	$0.00	$0.00	$1,611.98	$0.00	$1,611.98	$0.00	$1,611.98
135 Centennial Elem	$0.00	$0.00	$2,028.45	$0.00	$2,028.45	$0.00	$2,028.45
140 Horizon Int	$0.00	$0.00	$322.54	$0.00	$322.54	$0.00	$322.54
145 Canyon Ridge Int	$0.00	$0.00	$590.84	$0.00	$590.84	$0.00	$590.84
150 Prairie View Elem	$0.00	$0.00	$3,167.19	$0.00	$3,167.19	$0.00	$3,167.19
155 Riverwood Elem	$0.00	$0.00	$1,584.02	$0.00	$1,584.02	$0.00	$1,584.02
160 Meadow Brook Int	$0.00	$0.00	$3,002.82	$0.00	$3,002.82	$0.00	$3,002.82
705 Mustang High	$0.00	$240.00	$21,761.26	$0.00	$22,001.26	$7,754.00	$14,247.26
Total Program - 900 Non Athletic Group	**$0.00**	**$240.00**	**$48,434.96**	**$0.00**	**$48,674.96**	**$7,754.00**	**$40,920.96**
Total Project - 921 Art	**$0.00**	**$240.00**	**$48,434.96**	**$0.00**	**$48,674.96**	**$7,754.00**	**$40,920.96**
Project - 922 Band							
Program - 900 Non Athletic Group							
140 Horizon Int	$0.00	$0.00	$160.00	$0.00	$160.00	$0.00	$160.00
505 Mustang Middle	$0.00	$0.00	$24.00	$0.00	$24.00	$0.00	$24.00
506 MMS-MHI BAND	$0.00	$15.00	$13,055.54	$0.00	$13,070.54	$2,460.00	$10,610.54
511 MNMS-CRI BAND	$0.00	$0.00	$12,911.28	$0.00	$12,911.28	$900.00	$12,011.28
526 MCMS-MBI BAND	$0.00	$140.00	$3,965.18	$0.00	$4,105.18	$0.00	$4,105.18
705 Mustang High	$0.00	$92,506.10	$101,378.33	$22,290.00	$171,594.43	$12,860.00	$158,734.43
Total Program - 900 Non Athletic Group	**$0.00**	**$92,661.10**	**$131,494.33**	**$22,290.00**	**$201,865.43**	**$16,220.00**	**$185,645.43**
Program - 922 Band - District Instrument Fees							
705 Mustang High	$0.00	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00
Total Program - 922 Band - District Instrument Fees	**$0.00**	**$250.00**	**$0.00**	**$0.00**	**$250.00**	**$0.00**	**$250.00**

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 922 Band							
Total Project - 922 Band	**$0.00**	**$92,911.10**	**$131,494.33**	**$22,290.00**	**$202,115.43**	**$16,220.00**	**$185,895.43**
Project - 923 Counseling							
Program - 900 Non Athletic Group							
105 Mustang Elem	$0.00	$0.00	$629.15	$0.00	$629.15	$0.00	$629.15
110 Valley Elem	$0.00	$0.00	$2,161.98	$0.00	$2,161.98	$0.00	$2,161.98
115 Lakehoma Elem	$0.00	$0.00	$4,553.24	$0.00	$4,553.24	$0.00	$4,553.24
120 Trails Elem	$0.00	$0.00	$2,236.07	$0.00	$2,236.07	$0.00	$2,236.07
125 Creek Elem	$0.00	$0.00	$2,179.83	$0.00	$2,179.83	$0.00	$2,179.83
135 Centennial Elem	$0.00	$0.00	$3,256.46	$0.00	$3,256.46	$0.00	$3,256.46
140 Horizon Int	$0.00	$0.00	$831.43	$0.00	$831.43	$0.00	$831.43
145 Canyon Ridge Int	$0.00	$0.00	$2,460.72	$0.00	$2,460.72	$0.00	$2,460.72
155 Riverwood Elem	$0.00	$0.00	$1,097.53	$0.00	$1,097.53	$0.00	$1,097.53
160 Meadow Brook Int	$0.00	$0.00	$1,067.03	$0.00	$1,067.03	$0.00	$1,067.03
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$20,473.44**	**$0.00**	**$20,473.44**	**$0.00**	**$20,473.44**
Total Project - 923 Counseling	**$0.00**	**$0.00**	**$20,473.44**	**$0.00**	**$20,473.44**	**$0.00**	**$20,473.44**
Project - 924 ELA							
Program - 900 Non Athletic Group							
115 Lakehoma Elem	$0.00	$0.00	$343.50	$0.00	$343.50	$0.00	$343.50
510 North Middle	$0.00	$0.00	$2,638.52	$0.00	$2,638.52	$0.00	$2,638.52
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$2,982.02**	**$0.00**	**$2,982.02**	**$0.00**	**$2,982.02**
Program - 957 5th Grade							
160 Meadow Brook Int	$0.00	$0.00	$784.15	$0.00	$784.15	$0.00	$784.15
Total Program - 957 5th Grade	**$0.00**	**$0.00**	**$784.15**	**$0.00**	**$784.15**	**$0.00**	**$784.15**
Program - 958 6th Grade							
160 Meadow Brook Int	$0.00	$0.00	$549.62	$0.00	$549.62	$0.00	$549.62
Total Program - 958 6th Grade	**$0.00**	**$0.00**	**$549.62**	**$0.00**	**$549.62**	**$0.00**	**$549.62**
Total Project - 924 ELA	**$0.00**	**$0.00**	**$4,315.79**	**$0.00**	**$4,315.79**	**$0.00**	**$4,315.79**
Project - 925 Leadership							
Program - 900 Non Athletic Group							
145 Canyon Ridge Int	$0.00	$0.00	$1,052.79	$0.00	$1,052.79	$0.00	$1,052.79
160 Meadow Brook Int	$0.00	$0.00	$454.00	$0.00	$454.00	$0.00	$454.00
505 Mustang Middle	$0.00	$0.00	$4,251.08	$0.00	$4,251.08	$1,300.00	$2,951.08
510 North Middle	$0.00	$0.00	$2,773.78	$0.00	$2,773.78	$1,000.00	$1,773.78
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$8,531.65**	**$0.00**	**$8,531.65**	**$2,300.00**	**$6,231.65**
Total Project - 925 Leadership	**$0.00**	**$0.00**	**$8,531.65**	**$0.00**	**$8,531.65**	**$2,300.00**	**$6,231.65**
Project - 926 Math							
Program - 900 Non Athletic Group							
510 North Middle	$0.00	$0.00	$30.60	$0.00	$30.60	$0.00	$30.60
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$30.60**	**$0.00**	**$30.60**	**$0.00**	**$30.60**
Total Project - 926 Math	**$0.00**	**$0.00**	**$30.60**	**$0.00**	**$30.60**	**$0.00**	**$30.60**
Project - 927 Media							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$19.00	$0.00	$19.00	$0.00	$19.00
105 Mustang Elem	$0.00	$0.00	$4,785.89	$0.00	$4,785.89	$0.00	$4,785.89
110 Valley Elem	$0.00	$0.00	$2,423.18	$0.00	$2,423.18	$0.00	$2,423.18
115 Lakehoma Elem	$0.00	$0.00	$9,807.39	$0.00	$9,807.39	$0.00	$9,807.39
120 Trails Elem	$0.00	$12.00	$8,974.24	$0.00	$8,986.24	$0.00	$8,986.24
125 Creek Elem	$0.00	$0.00	$4,592.23	$0.00	$4,592.23	$700.00	$3,892.23
135 Centennial Elem	$0.00	$0.00	$3,775.68	$0.00	$3,775.68	$0.00	$3,775.68
140 Horizon Int	$0.00	$75.71	$4,215.48	$0.00	$4,291.19	$0.00	$4,291.19
145 Canyon Ridge Int	$0.00	$0.00	$743.28	$0.00	$743.28	$0.00	$743.28
150 Prairie View Elem	$0.00	$0.00	$9,863.97	$0.00	$9,863.97	$0.00	$9,863.97
155 Riverwood Elem	$0.00	$0.00	$1,510.39	$0.00	$1,510.39	$0.00	$1,510.39
160 Meadow Brook Int	$0.00	$21.00	$1,720.34	$0.00	$1,741.34	$0.00	$1,741.34
505 Mustang Middle	$0.00	$0.00	$14,479.33	$0.00	$14,479.33	$0.00	$14,479.33
510 North Middle	$0.00	$0.00	$8,693.30	$0.00	$8,693.30	$0.00	$8,693.30

Mustang Public Schools

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Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 927 Media							
Program - 900 Non Athletic Group							
525 Central Middle	$0.00	$0.00	$5,432.09	$0.00	$5,432.09	$36.00	$5,396.09
705 Mustang High	$0.00	$0.00	$1,524.68	$0.00	$1,524.68	$0.00	$1,524.68
Total Program - 900 Non Athletic Group	**$0.00**	**$108.71**	**$82,560.47**	**$0.00**	**$82,669.18**	**$736.00**	**$81,933.18**
Program - 947 Yearbook							
140 Horizon Int	$0.00	$0.00	$8,684.98	$0.00	$8,684.98	$0.00	$8,684.98
Total Program - 947 Yearbook	**$0.00**	**$0.00**	**$8,684.98**	**$0.00**	**$8,684.98**	**$0.00**	**$8,684.98**
Total Project - 927 Media	**$0.00**	**$108.71**	**$91,245.45**	**$0.00**	**$91,354.16**	**$736.00**	**$90,618.16**
Project - 928 Native American							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$600.00	$0.00	$600.00	$0.00	$600.00
705 Mustang High	$0.00	$0.00	$14,455.69	$0.00	$14,455.69	$0.00	$14,455.69
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$15,055.69**	**$0.00**	**$15,055.69**	**$0.00**	**$15,055.69**
Total Project - 928 Native American	**$0.00**	**$0.00**	**$15,055.69**	**$0.00**	**$15,055.69**	**$0.00**	**$15,055.69**
Project - 930 PE							
Program - 900 Non Athletic Group							
105 Mustang Elem	$0.00	$0.00	$4,233.38	$0.00	$4,233.38	$0.00	$4,233.38
110 Valley Elem	$0.00	$0.00	$1,043.22	$0.00	$1,043.22	$0.00	$1,043.22
120 Trails Elem	$0.00	$0.00	$744.79	$0.00	$744.79	$0.00	$744.79
125 Creek Elem	$0.00	$0.00	$1,862.20	$0.00	$1,862.20	$0.00	$1,862.20
135 Centennial Elem	$0.00	$0.00	$2,972.33	$0.00	$2,972.33	$0.00	$2,972.33
140 Horizon Int	$0.00	$0.00	$389.14	$0.00	$389.14	$0.00	$389.14
145 Canyon Ridge Int	$0.00	$0.00	$13,107.83	$0.00	$13,107.83	$0.00	$13,107.83
150 Prairie View Elem	$0.00	$0.00	$1,903.84	$0.00	$1,903.84	$0.00	$1,903.84
155 Riverwood Elem	$0.00	$0.00	$1,961.47	$0.00	$1,961.47	$0.00	$1,961.47
505 Mustang Middle	$0.00	$0.00	$105.00	$0.00	$105.00	$0.00	$105.00
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$28,323.20**	**$0.00**	**$28,323.20**	**$0.00**	**$28,323.20**
Program - 920 Archery							
105 Mustang Elem	$0.00	$0.00	$2,225.19	$0.00	$2,225.19	$0.00	$2,225.19
150 Prairie View Elem	$0.00	$0.00	$2,190.97	$0.00	$2,190.97	$0.00	$2,190.97
Total Program - 920 Archery	**$0.00**	**$0.00**	**$4,416.16**	**$0.00**	**$4,416.16**	**$0.00**	**$4,416.16**
Total Project - 930 PE	**$0.00**	**$0.00**	**$32,739.36**	**$0.00**	**$32,739.36**	**$0.00**	**$32,739.36**
Project - 931 Principal							
Program - 900 Non Athletic Group							
105 Mustang Elem	$0.00	$0.00	$21,811.45	$0.00	$21,811.45	$0.00	$21,811.45
110 Valley Elem	$0.00	$0.00	$21,413.46	$2,965.50	$18,447.96	$7,789.00	$10,658.96
115 Lakehoma Elem	$0.00	$0.00	$62,494.26	$0.00	$62,494.26	$75.00	$62,419.26
120 Trails Elem	$0.00	$0.00	$38,271.28	$0.00	$38,271.28	$7,650.00	$30,621.28
125 Creek Elem	$0.00	$0.00	$66,322.04	$0.00	$66,322.04	$800.00	$65,522.04
130 Mustang Ed. Ctr.	$0.00	$0.00	$3,692.87	$0.00	$3,692.87	$0.00	$3,692.87
135 Centennial Elem	$0.00	$115.00	$42,980.93	$551.00	$42,544.93	$5,075.00	$37,469.93
140 Horizon Int	$0.00	$13,467.00	$29,517.19	$3,524.87	$39,459.32	$19,842.00	$19,617.32
145 Canyon Ridge Int	$0.00	$246.40	$62,967.67	$2,747.55	$60,466.52	$14,436.45	$46,030.07
150 Prairie View Elem	$0.00	$0.00	$16,195.96	$0.00	$16,195.96	$2,550.00	$13,645.96
155 Riverwood Elem	$0.00	$0.00	$48,110.32	$4,950.00	$43,160.32	$679.99	$42,480.33
160 Meadow Brook Int	$0.00	$0.00	$13,447.61	$0.00	$13,447.61	$3,500.00	$9,947.61
505 Mustang Middle	$0.00	$0.00	$91,791.96	$0.00	$91,791.96	$0.00	$91,791.96
510 North Middle	$0.00	$20.00	$35,574.42	$1,637.72	$33,956.70	$9,340.53	$24,616.17
525 Central Middle	$0.00	$0.00	$318.59	$0.00	$318.59	$0.00	$318.59
705 Mustang High	$0.00	$8,441.70	$94,427.30	$27,177.73	$75,691.27	$49,693.66	$25,997.61
750 Mustang High Alt Ed	$0.00	$0.00	$2,141.58	$0.00	$2,141.58	$0.00	$2,141.58
Total Program - 900 Non Athletic Group	**$0.00**	**$22,290.10**	**$651,478.89**	**$43,554.37**	**$630,214.62**	**$121,431.63**	**$508,782.99**
Program - 921 Art							
510 North Middle	$0.00	$0.00	($213.46)	$0.00	($213.46)	$0.00	($213.46)
Total Program - 921 Art	**$0.00**	**$0.00**	**($213.46)**	**$0.00**	**($213.46)**	**$0.00**	**($213.46)**
Program - 923 Counseling							

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	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 931 Principal							
Program - 923 Counseling							
150 Prairie View Elem	$0.00	$0.00	$6,744.16	$0.00	$6,744.16	$0.00	$6,744.16
Total Program - 923 Counseling	**$0.00**	**$0.00**	**$6,744.16**	**$0.00**	**$6,744.16**	**$0.00**	**$6,744.16**
Program - 929 Outdoor Education							
510 North Middle	$0.00	$0.00	$1,307.20	$0.00	$1,307.20	$0.00	$1,307.20
Total Program - 929 Outdoor Education	**$0.00**	**$0.00**	**$1,307.20**	**$0.00**	**$1,307.20**	**$0.00**	**$1,307.20**
Program - 932 Robotics							
105 Mustang Elem	$0.00	$0.00	$690.03	$0.00	$690.03	$0.00	$690.03
150 Prairie View Elem	$0.00	$378.00	$4,586.95	$0.00	$4,964.95	$0.00	$4,964.95
Total Program - 932 Robotics	**$0.00**	**$378.00**	**$5,276.98**	**$0.00**	**$5,654.98**	**$0.00**	**$5,654.98**
Program - 934 Skills for Living							
510 North Middle	$0.00	$0.00	$552.87	$0.00	$552.87	$0.00	$552.87
Total Program - 934 Skills for Living	**$0.00**	**$0.00**	**$552.87**	**$0.00**	**$552.87**	**$0.00**	**$552.87**
Program - 943 Student Council							
105 Mustang Elem	$0.00	$0.00	$186.25	$0.00	$186.25	$0.00	$186.25
Total Program - 943 Student Council	**$0.00**	**$0.00**	**$186.25**	**$0.00**	**$186.25**	**$0.00**	**$186.25**
Program - 948 Summer School							
705 Mustang High	$0.00	$0.00	$1,825.00	$0.00	$1,825.00	$0.00	$1,825.00
Total Program - 948 Summer School	**$0.00**	**$0.00**	**$1,825.00**	**$0.00**	**$1,825.00**	**$0.00**	**$1,825.00**
Program - 951 PreK							
130 Mustang Ed. Ctr.	$0.00	$0.00	($1,227.30)	$0.00	($1,227.30)	$0.00	($1,227.30)
Total Program - 951 PreK	**$0.00**	**$0.00**	**($1,227.30)**	**$0.00**	**($1,227.30)**	**$0.00**	**($1,227.30)**
Program - 957 5th Grade							
145 Canyon Ridge Int	$0.00	$0.00	$8,680.91	$0.00	$8,680.91	$0.00	$8,680.91
Total Program - 957 5th Grade	**$0.00**	**$0.00**	**$8,680.91**	**$0.00**	**$8,680.91**	**$0.00**	**$8,680.91**
Program - 958 6th Grade							
145 Canyon Ridge Int	$0.00	$0.00	$3,689.67	$0.00	$3,689.67	$0.00	$3,689.67
Total Program - 958 6th Grade	**$0.00**	**$0.00**	**$3,689.67**	**$0.00**	**$3,689.67**	**$0.00**	**$3,689.67**
Program - 966 Renaissance							
505 Mustang Middle	$0.00	$0.00	$412.16	$0.00	$412.16	$0.00	$412.16
Total Program - 966 Renaissance	**$0.00**	**$0.00**	**$412.16**	**$0.00**	**$412.16**	**$0.00**	**$412.16**
Program - 967 BEAST Week							
155 Riverwood Elem	$0.00	$0.00	$82.00	$0.00	$82.00	$0.00	$82.00
Total Program - 967 BEAST Week	**$0.00**	**$0.00**	**$82.00**	**$0.00**	**$82.00**	**$0.00**	**$82.00**
Total Project - 931 Principal	**$0.00**	**$22,668.10**	**$678,795.33**	**$43,554.37**	**$657,909.06**	**$121,431.63**	**$536,477.43**
Project - 932 Robotics							
Program - 900 Non Athletic Group							
110 Valley Elem	$0.00	$0.00	$1,625.15	$0.00	$1,625.15	$0.00	$1,625.15
120 Trails Elem	$0.00	$0.00	$455.50	$0.00	$455.50	$0.00	$455.50
125 Creek Elem	$0.00	$0.00	$1,612.32	$0.00	$1,612.32	$0.00	$1,612.32
135 Centennial Elem	$0.00	$0.00	$981.04	$0.00	$981.04	$0.00	$981.04
140 Horizon Int	$0.00	$80.00	$1,353.11	$399.00	$1,034.11	$399.00	$635.11
145 Canyon Ridge Int	$0.00	$0.00	$1,209.43	$0.00	$1,209.43	$0.00	$1,209.43
155 Riverwood Elem	$0.00	$0.00	$1,359.03	$0.00	$1,359.03	$0.00	$1,359.03
160 Meadow Brook Int	$0.00	$0.00	$360.00	$0.00	$360.00	$0.00	$360.00
510 North Middle	$0.00	$0.00	$2,011.50	$0.00	$2,011.50	$0.00	$2,011.50
705 Mustang High	$0.00	$0.00	$14,578.53	$0.00	$14,578.53	$0.00	$14,578.53
Total Program - 900 Non Athletic Group	**$0.00**	**$80.00**	**$25,545.61**	**$399.00**	**$25,226.61**	**$399.00**	**$24,827.61**
Program - 932 Robotics							
110 Valley Elem	$0.00	$0.00	$960.00	$0.00	$960.00	$0.00	$960.00
Total Program - 932 Robotics	**$0.00**	**$0.00**	**$960.00**	**$0.00**	**$960.00**	**$0.00**	**$960.00**
Total Project - 932 Robotics	**$0.00**	**$80.00**	**$26,505.61**	**$399.00**	**$26,186.61**	**$399.00**	**$25,787.61**
Project - 933 Science							
Program - 900 Non Athletic Group							
510 North Middle	$0.00	$0.00	$3,741.46	$0.00	$3,741.46	$0.00	$3,741.46
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$3,741.46**	**$0.00**	**$3,741.46**	**$0.00**	**$3,741.46**

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Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 933 Science							
Program - 967 BEAST Week							
160 Meadow Brook Int	$0.00	$0.00	$12.00	$0.00	$12.00	$0.00	$12.00
Total Program - 967 BEAST Week	**$0.00**	**$0.00**	**$12.00**	**$0.00**	**$12.00**	**$0.00**	**$12.00**
Total Project - 933 Science	**$0.00**	**$0.00**	**$3,753.46**	**$0.00**	**$3,753.46**	**$0.00**	**$3,753.46**
Project - 934 Skills for Living							
Program - 900 Non Athletic Group							
505 Mustang Middle	$0.00	$0.00	$1,300.66	$0.00	$1,300.66	$0.00	$1,300.66
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$1,300.66**	**$0.00**	**$1,300.66**	**$0.00**	**$1,300.66**
Total Project - 934 Skills for Living	**$0.00**	**$0.00**	**$1,300.66**	**$0.00**	**$1,300.66**	**$0.00**	**$1,300.66**
Project - 935 Spanish							
Program - 900 Non Athletic Group							
145 Canyon Ridge Int	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	$0.00	$1,000.00
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$1,000.00**	**$0.00**	**$1,000.00**	**$0.00**	**$1,000.00**
Total Project - 935 Spanish	**$0.00**	**$0.00**	**$1,000.00**	**$0.00**	**$1,000.00**	**$0.00**	**$1,000.00**
Project - 936 Special Ed Functional Skills							
Program - 900 Non Athletic Group							
140 Horizon Int	$0.00	$0.00	$116.55	$0.00	$116.55	$0.00	$116.55
145 Canyon Ridge Int	$0.00	$0.00	$2,295.81	$0.00	$2,295.81	$0.00	$2,295.81
155 Riverwood Elem	$0.00	$0.00	$389.84	$0.00	$389.84	$0.00	$389.84
505 Mustang Middle	$0.00	$0.00	$41.09	$0.00	$41.09	$0.00	$41.09
510 North Middle	$0.00	$0.00	$3,890.19	$0.00	$3,890.19	$0.00	$3,890.19
705 Mustang High	$0.00	$0.00	$391.00	$0.00	$391.00	$0.00	$391.00
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$7,124.48**	**$0.00**	**$7,124.48**	**$0.00**	**$7,124.48**
Program - 957 5th Grade							
160 Meadow Brook Int	$0.00	$0.00	$178.91	$0.00	$178.91	$0.00	$178.91
Total Program - 957 5th Grade	**$0.00**	**$0.00**	**$178.91**	**$0.00**	**$178.91**	**$0.00**	**$178.91**
Program - 958 6th Grade							
160 Meadow Brook Int	$0.00	$0.00	$33.42	$0.00	$33.42	$0.00	$33.42
Total Program - 958 6th Grade	**$0.00**	**$0.00**	**$33.42**	**$0.00**	**$33.42**	**$0.00**	**$33.42**
Total Project - 936 Special Ed Functional Skills	**$0.00**	**$0.00**	**$7,336.81**	**$0.00**	**$7,336.81**	**$0.00**	**$7,336.81**
Project - 937 Spec Ed General							
Program - 900 Non Athletic Group							
125 Creek Elem	$0.00	$0.00	$1,596.76	$0.00	$1,596.76	$0.00	$1,596.76
705 Mustang High	$0.00	$0.00	$1,721.53	$0.00	$1,721.53	$0.00	$1,721.53
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$3,318.29**	**$0.00**	**$3,318.29**	**$0.00**	**$3,318.29**
Total Project - 937 Spec Ed General	**$0.00**	**$0.00**	**$3,318.29**	**$0.00**	**$3,318.29**	**$0.00**	**$3,318.29**
Project - 938 Special Olympics							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$1,834.21	$0.00	$1,834.21	$0.00	$1,834.21
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$1,834.21**	**$0.00**	**$1,834.21**	**$0.00**	**$1,834.21**
Total Project - 938 Special Olympics	**$0.00**	**$0.00**	**$1,834.21**	**$0.00**	**$1,834.21**	**$0.00**	**$1,834.21**
Project - 940 Staff Expenses							
Program - 900 Non Athletic Group							
105 Mustang Elem	$0.00	$0.00	$45,694.59	$823.43	$44,871.16	$4,601.89	$40,269.27
110 Valley Elem	$0.00	$0.00	$69,597.78	$10,900.00	$58,697.78	$23,600.00	$35,097.78
115 Lakehoma Elem	$0.00	$0.00	$6,760.18	$0.00	$6,760.18	$0.00	$6,760.18
120 Trails Elem	$0.00	$0.00	$3,395.14	$834.50	$2,560.64	$209.50	$2,351.14
125 Creek Elem	$0.00	$0.00	$6,292.59	$0.00	$6,292.59	$1,400.00	$4,892.59
130 Mustang Ed. Ctr.	$0.00	$0.00	($938.71)	$0.00	($938.71)	$0.00	($938.71)
135 Centennial Elem	$0.00	$0.00	$44,465.27	$0.00	$44,465.27	$5,000.00	$39,465.27
140 Horizon Int	$0.00	$0.00	$9,658.10	$0.00	$9,658.10	$2,200.00	$7,458.10
145 Canyon Ridge Int	$0.00	$0.00	$216.36	$0.00	$216.36	$0.00	$216.36
150 Prairie View Elem	$0.00	$0.00	$14,391.85	$0.00	$14,391.85	$3,460.00	$10,931.85
155 Riverwood Elem	$0.00	$0.00	$19,403.25	$0.00	$19,403.25	$5,050.00	$14,353.25
160 Meadow Brook Int	$0.00	$0.00	$18,031.59	$0.00	$18,031.59	$0.00	$18,031.59
505 Mustang Middle	$0.00	$153.00	($8,142.23)	$325.12	($8,314.35)	$1,478.56	($9,792.91)

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 940 Staff Expenses							
Program - 900 Non Athletic Group							
510 North Middle	$0.00	$0.00	$3,676.77	$0.00	$3,676.77	$0.00	$3,676.77
525 Central Middle	$0.00	$0.00	$15,083.10	$1,784.48	$13,298.62	$7,981.00	$5,317.62
705 Mustang High	$0.00	$0.00	$737.69	$0.00	$737.69	$0.00	$737.69
Total Program - 900 Non Athletic Group	**$0.00**	**$153.00**	**$248,323.32**	**$14,667.53**	**$233,808.79**	**$54,980.95**	**$178,827.84**
Program - 920 Archery							
525 Central Middle	$0.00	$0.00	$320.78	$0.00	$320.78	$0.00	$320.78
Total Program - 920 Archery	**$0.00**	**$0.00**	**$320.78**	**$0.00**	**$320.78**	**$0.00**	**$320.78**
Program - 923 Counseling							
525 Central Middle	$0.00	$0.00	$109.47	$0.00	$109.47	$0.00	$109.47
Total Program - 923 Counseling	**$0.00**	**$0.00**	**$109.47**	**$0.00**	**$109.47**	**$0.00**	**$109.47**
Program - 932 Robotics							
525 Central Middle	$0.00	$0.00	$647.32	$0.00	$647.32	$0.00	$647.32
Total Program - 932 Robotics	**$0.00**	**$0.00**	**$647.32**	**$0.00**	**$647.32**	**$0.00**	**$647.32**
Program - 933 Science							
525 Central Middle	$0.00	$0.00	$366.65	$0.00	$366.65	$0.00	$366.65
Total Program - 933 Science	**$0.00**	**$0.00**	**$366.65**	**$0.00**	**$366.65**	**$0.00**	**$366.65**
Program - 936 Spec Ed Functional Skills							
525 Central Middle	$0.00	$0.00	$379.00	$0.00	$379.00	$0.00	$379.00
Total Program - 936 Spec Ed Functional Skills	**$0.00**	**$0.00**	**$379.00**	**$0.00**	**$379.00**	**$0.00**	**$379.00**
Program - 940 Staff Expenses							
110 Valley Elem	$0.00	$0.00	($1,007.05)	$0.00	($1,007.05)	$200.00	($1,207.05)
150 Prairie View Elem	$0.00	$0.00	$0.00	$295.49	($295.49)	$1,504.51	($1,800.00)
Total Program - 940 Staff Expenses	**$0.00**	**$0.00**	**($1,007.05)**	**$295.49**	**($1,302.54)**	**$1,704.51**	**($3,007.05)**
Program - 942 STEM							
525 Central Middle	$0.00	$0.00	$3.00	$0.00	$3.00	$0.00	$3.00
Total Program - 942 STEM	**$0.00**	**$0.00**	**$3.00**	**$0.00**	**$3.00**	**$0.00**	**$3.00**
Program - 943 Student Council							
525 Central Middle	$0.00	$0.00	$387.80	$0.00	$387.80	$0.00	$387.80
Total Program - 943 Student Council	**$0.00**	**$0.00**	**$387.80**	**$0.00**	**$387.80**	**$0.00**	**$387.80**
Program - 944 Technology							
525 Central Middle	$0.00	$0.00	$255.00	$0.00	$255.00	$0.00	$255.00
Total Program - 944 Technology	**$0.00**	**$0.00**	**$255.00**	**$0.00**	**$255.00**	**$0.00**	**$255.00**
Program - 947 Yearbook							
505 Mustang Middle	$0.00	$0.00	$14,794.35	$0.00	$14,794.35	$0.00	$14,794.35
Total Program - 947 Yearbook	**$0.00**	**$0.00**	**$14,794.35**	**$0.00**	**$14,794.35**	**$0.00**	**$14,794.35**
Program - 951 PreK							
130 Mustang Ed. Ctr.	$0.00	$0.00	$2,750.58	$0.00	$2,750.58	$0.00	$2,750.58
Total Program - 951 PreK	**$0.00**	**$0.00**	**$2,750.58**	**$0.00**	**$2,750.58**	**$0.00**	**$2,750.58**
Total Project - 940 Staff Expenses	**$0.00**	**$153.00**	**$267,330.22**	**$14,963.02**	**$252,520.20**	**$56,685.46**	**$195,834.74**
Project - 941 Staff Hospitality							
Program - 900 Non Athletic Group							
105 Mustang Elem	$0.00	$0.00	$1,317.26	$0.00	$1,317.26	$0.00	$1,317.26
145 Canyon Ridge Int	$0.00	$0.00	$822.44	$0.00	$822.44	$0.00	$822.44
160 Meadow Brook Int	$0.00	$0.00	$381.62	$0.00	$381.62	$0.00	$381.62
510 North Middle	$0.00	$0.00	$1,376.98	$0.00	$1,376.98	$0.00	$1,376.98
705 Mustang High	$0.00	$0.00	$511.61	$0.00	$511.61	$0.00	$511.61
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$4,409.91**	**$0.00**	**$4,409.91**	**$0.00**	**$4,409.91**
Total Project - 941 Staff Hospitality	**$0.00**	**$0.00**	**$4,409.91**	**$0.00**	**$4,409.91**	**$0.00**	**$4,409.91**
Project - 942 STEM							
Program - 900 Non Athletic Group							
145 Canyon Ridge Int	$0.00	$0.00	$407.48	$0.00	$407.48	$0.00	$407.48
150 Prairie View Elem	$0.00	$0.00	$1,155.90	$0.00	$1,155.90	$0.00	$1,155.90
155 Riverwood Elem	$0.00	$0.00	$26.80	$0.00	$26.80	$0.00	$26.80
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$1,590.18**	**$0.00**	**$1,590.18**	**$0.00**	**$1,590.18**
Total Project - 942 STEM	**$0.00**	**$0.00**	**$1,590.18**	**$0.00**	**$1,590.18**	**$0.00**	**$1,590.18**

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 943 Student Council							
Program - 900 Non Athletic Group							
110 Valley Elem	$0.00	$0.00	$2,959.45	$0.00	$2,959.45	$0.00	$2,959.45
120 Trails Elem	$0.00	$0.00	$1,588.01	$0.00	$1,588.01	$0.00	$1,588.01
140 Horizon Int	$0.00	$0.00	$938.27	$0.00	$938.27	$0.00	$938.27
145 Canyon Ridge Int	$0.00	$0.00	$446.10	$0.00	$446.10	$0.00	$446.10
150 Prairie View Elem	$0.00	$0.00	$130.00	$0.00	$130.00	$0.00	$130.00
505 Mustang Middle	$0.00	$0.00	$2,372.06	$0.00	$2,372.06	$0.00	$2,372.06
510 North Middle	$0.00	$0.00	$307.93	$0.00	$307.93	$0.00	$307.93
705 Mustang High	$0.00	$610.00	($22,149.54)	$0.00	($21,539.54)	$0.00	($21,539.54)
Total Program - 900 Non Athletic Group	**$0.00**	**$610.00**	**($13,407.72)**	**$0.00**	**($12,797.72)**	**$0.00**	**($12,797.72)**
Program - 967 BEAST Week							
705 Mustang High	$0.00	$0.00	$82,029.46	$0.00	$82,029.46	$0.00	$82,029.46
Total Program - 967 BEAST Week	**$0.00**	**$0.00**	**$82,029.46**	**$0.00**	**$82,029.46**	**$0.00**	**$82,029.46**
Total Project - 943 Student Council	**$0.00**	**$610.00**	**$68,621.74**	**$0.00**	**$69,231.74**	**$0.00**	**$69,231.74**
Project - 944 Technology							
Program - 900 Non Athletic Group							
145 Canyon Ridge Int	$0.00	$0.00	$1,661.46	$0.00	$1,661.46	$0.00	$1,661.46
510 North Middle	$0.00	$0.00	$381.10	$0.00	$381.10	$0.00	$381.10
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$2,042.56**	**$0.00**	**$2,042.56**	**$0.00**	**$2,042.56**
Total Project - 944 Technology	**$0.00**	**$0.00**	**$2,042.56**	**$0.00**	**$2,042.56**	**$0.00**	**$2,042.56**
Project - 945 Theatre							
Program - 900 Non Athletic Group							
505 Mustang Middle	$0.00	$0.00	$4,024.18	$0.00	$4,024.18	$0.00	$4,024.18
510 North Middle	$0.00	$0.00	$4,316.05	$0.00	$4,316.05	$0.00	$4,316.05
525 Central Middle	$0.00	$0.00	$2,633.01	$0.00	$2,633.01	$0.00	$2,633.01
705 Mustang High	$0.00	$0.00	$38,304.56	$0.00	$38,304.56	$0.00	$38,304.56
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$49,277.80**	**$0.00**	**$49,277.80**	**$0.00**	**$49,277.80**
Total Project - 945 Theatre	**$0.00**	**$0.00**	**$49,277.80**	**$0.00**	**$49,277.80**	**$0.00**	**$49,277.80**
Project - 946 Vocal Music							
Program - 900 Non Athletic Group							
105 Mustang Elem	$0.00	$0.00	$792.78	$0.00	$792.78	$0.00	$792.78
115 Lakehoma Elem	$0.00	$0.00	$1,618.97	$0.00	$1,618.97	$0.00	$1,618.97
120 Trails Elem	$0.00	$0.00	$3,467.19	$0.00	$3,467.19	$0.00	$3,467.19
125 Creek Elem	$0.00	$0.00	$1,157.66	$0.00	$1,157.66	$0.00	$1,157.66
135 Centennial Elem	$0.00	$0.00	($9.91)	$0.00	($9.91)	$0.00	($9.91)
140 Horizon Int	$0.00	$0.00	$4,011.72	$0.00	$4,011.72	$0.00	$4,011.72
145 Canyon Ridge Int	$0.00	$0.00	$9,785.18	$0.00	$9,785.18	$0.00	$9,785.18
150 Prairie View Elem	$0.00	$0.00	$849.73	$0.00	$849.73	$0.00	$849.73
155 Riverwood Elem	$0.00	$0.00	$1,243.55	$0.00	$1,243.55	$0.00	$1,243.55
160 Meadow Brook Int	$0.00	$0.00	$3,481.50	$0.00	$3,481.50	$0.00	$3,481.50
505 Mustang Middle	$0.00	$0.00	$4,994.64	$0.00	$4,994.64	$0.00	$4,994.64
510 North Middle	$0.00	$0.00	$8,151.61	$0.00	$8,151.61	$230.00	$7,921.61
525 Central Middle	$0.00	$0.00	$5,149.58	$0.00	$5,149.58	$0.00	$5,149.58
705 Mustang High	$0.00	$750.00	$16,965.82	$615.00	$17,100.82	$0.00	$17,100.82
Total Program - 900 Non Athletic Group	**$0.00**	**$750.00**	**$61,660.02**	**$615.00**	**$61,795.02**	**$230.00**	**$61,565.02**
Total Project - 946 Vocal Music	**$0.00**	**$750.00**	**$61,660.02**	**$615.00**	**$61,795.02**	**$230.00**	**$61,565.02**
Project - 947 Yearbook							
Program - 900 Non Athletic Group							
145 Canyon Ridge Int	$0.00	$0.00	$12,244.89	$0.00	$12,244.89	$0.00	$12,244.89
705 Mustang High	$0.00	$80.00	$113,702.68	$0.00	$113,782.68	$0.00	$113,782.68
Total Program - 900 Non Athletic Group	**$0.00**	**$80.00**	**$125,947.57**	**$0.00**	**$126,027.57**	**$0.00**	**$126,027.57**
Total Project - 947 Yearbook	**$0.00**	**$80.00**	**$125,947.57**	**$0.00**	**$126,027.57**	**$0.00**	**$126,027.57**
Project - 948 MS Choral Events							
Program - 900 Non Athletic Group							
050 District Wide	$0.00	$0.00	$135.00	$0.00	$135.00	$0.00	$135.00
525 Central Middle	$0.00	$0.00	$2,157.94	$0.00	$2,157.94	$0.00	$2,157.94

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 948 MS Choral Events							
Program - 900 Non Athletic Group							
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$2,292.94**	**$0.00**	**$2,292.94**	**$0.00**	**$2,292.94**
Total Project - 948 MS Choral Events	**$0.00**	**$0.00**	**$2,292.94**	**$0.00**	**$2,292.94**	**$0.00**	**$2,292.94**
Project - 951 Advanced Placement							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$12,871.59	$994.85	$11,876.74	$297.94	$11,578.80
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$12,871.59**	**$994.85**	**$11,876.74**	**$297.94**	**$11,578.80**
Total Project - 951 Advanced Placement	**$0.00**	**$0.00**	**$12,871.59**	**$994.85**	**$11,876.74**	**$297.94**	**$11,578.80**
Project - 952 Aviation							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$4,740.17	$0.00	$4,740.17	$0.00	$4,740.17
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$4,740.17**	**$0.00**	**$4,740.17**	**$0.00**	**$4,740.17**
Total Project - 952 Aviation	**$0.00**	**$0.00**	**$4,740.17**	**$0.00**	**$4,740.17**	**$0.00**	**$4,740.17**
Project - 953 BEAST Week							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$500.00	$0.00	$500.00	$0.00	$500.00
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$500.00**	**$0.00**	**$500.00**	**$0.00**	**$500.00**
Total Project - 953 BEAST Week	**$0.00**	**$0.00**	**$500.00**	**$0.00**	**$500.00**	**$0.00**	**$500.00**
Project - 954 BPA							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$5,501.81	$0.00	$5,501.81	$0.00	$5,501.81
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$5,501.81**	**$0.00**	**$5,501.81**	**$0.00**	**$5,501.81**
Total Project - 954 BPA	**$0.00**	**$0.00**	**$5,501.81**	**$0.00**	**$5,501.81**	**$0.00**	**$5,501.81**
Project - 956 Debate							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$854.87	$0.00	$854.87	$0.00	$854.87
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$854.87**	**$0.00**	**$854.87**	**$0.00**	**$854.87**
Total Project - 956 Debate	**$0.00**	**$0.00**	**$854.87**	**$0.00**	**$854.87**	**$0.00**	**$854.87**
Project - 957 DECA							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$340.00	$27,718.65	$0.00	$28,058.65	$0.00	$28,058.65
Total Program - 900 Non Athletic Group	**$0.00**	**$340.00**	**$27,718.65**	**$0.00**	**$28,058.65**	**$0.00**	**$28,058.65**
Total Project - 957 DECA	**$0.00**	**$340.00**	**$27,718.65**	**$0.00**	**$28,058.65**	**$0.00**	**$28,058.65**
Project - 958 E.C.O.							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$535.13	$0.00	$535.13	$0.00	$535.13
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$535.13**	**$0.00**	**$535.13**	**$0.00**	**$535.13**
Total Project - 958 E.C.O.	**$0.00**	**$0.00**	**$535.13**	**$0.00**	**$535.13**	**$0.00**	**$535.13**
Project - 959 eSports							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$105.00	$0.00	$105.00	$0.00	$105.00
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$105.00**	**$0.00**	**$105.00**	**$0.00**	**$105.00**
Total Project - 959 eSports	**$0.00**	**$0.00**	**$105.00**	**$0.00**	**$105.00**	**$0.00**	**$105.00**
Project - 960 FCCLA							
Program - 900 Non Athletic Group							
505 Mustang Middle	$0.00	$0.00	$645.00	$0.00	$645.00	$0.00	$645.00
510 North Middle	$0.00	$0.00	$647.80	$0.00	$647.80	$0.00	$647.80
525 Central Middle	$0.00	$0.00	$1,034.58	$0.00	$1,034.58	$0.00	$1,034.58
705 Mustang High	$0.00	$0.00	$895.87	$0.00	$895.87	$0.00	$895.87
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$3,223.25**	**$0.00**	**$3,223.25**	**$0.00**	**$3,223.25**
Total Project - 960 FCCLA	**$0.00**	**$0.00**	**$3,223.25**	**$0.00**	**$3,223.25**	**$0.00**	**$3,223.25**
Project - 961 FFA							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$13,083.97	$0.00	$13,083.97	$0.00	$13,083.97
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$13,083.97**	**$0.00**	**$13,083.97**	**$0.00**	**$13,083.97**
Total Project - 961 FFA	**$0.00**	**$0.00**	**$13,083.97**	**$0.00**	**$13,083.97**	**$0.00**	**$13,083.97**

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Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 962 French Club							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$42.63	$0.00	$42.63	$0.00	$42.63
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$42.63**	**$0.00**	**$42.63**	**$0.00**	**$42.63**
Total Project - 962 French Club	**$0.00**	**$0.00**	**$42.63**	**$0.00**	**$42.63**	**$0.00**	**$42.63**
Project - 963 Industrial Arts							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$204.31	$13,169.34	$440.00	$12,933.65	$8,500.00	$4,433.65
Total Program - 900 Non Athletic Group	**$0.00**	**$204.31**	**$13,169.34**	**$440.00**	**$12,933.65**	**$8,500.00**	**$4,433.65**
Total Project - 963 Industrial Arts	**$0.00**	**$204.31**	**$13,169.34**	**$440.00**	**$12,933.65**	**$8,500.00**	**$4,433.65**
Project - 964 JROTC							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$565.35	$0.00	$565.35	$0.00	$565.35
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$565.35**	**$0.00**	**$565.35**	**$0.00**	**$565.35**
Total Project - 964 JROTC	**$0.00**	**$0.00**	**$565.35**	**$0.00**	**$565.35**	**$0.00**	**$565.35**
Project - 965 Junior Class							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$61,389.89	$0.00	$61,389.89	$0.00	$61,389.89
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$61,389.89**	**$0.00**	**$61,389.89**	**$0.00**	**$61,389.89**
Total Project - 965 Junior Class	**$0.00**	**$0.00**	**$61,389.89**	**$0.00**	**$61,389.89**	**$0.00**	**$61,389.89**
Project - 966 Key Club							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$158.96	$0.00	$158.96	$0.00	$158.96
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$158.96**	**$0.00**	**$158.96**	**$0.00**	**$158.96**
Total Project - 966 Key Club	**$0.00**	**$0.00**	**$158.96**	**$0.00**	**$158.96**	**$0.00**	**$158.96**
Project - 967 MultiCultural Club							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$686.26	$0.00	$686.26	$0.00	$686.26
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$686.26**	**$0.00**	**$686.26**	**$0.00**	**$686.26**
Total Project - 967 MultiCultural Club	**$0.00**	**$0.00**	**$686.26**	**$0.00**	**$686.26**	**$0.00**	**$686.26**
Project - 968 Musical							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$56,477.36	$0.00	$56,477.36	$0.00	$56,477.36
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$56,477.36**	**$0.00**	**$56,477.36**	**$0.00**	**$56,477.36**
Total Project - 968 Musical	**$0.00**	**$0.00**	**$56,477.36**	**$0.00**	**$56,477.36**	**$0.00**	**$56,477.36**
Project - 969 National Honor Society							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$752.62	$0.00	$752.62	$0.00	$752.62
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$752.62**	**$0.00**	**$752.62**	**$0.00**	**$752.62**
Total Project - 969 National Honor Society	**$0.00**	**$0.00**	**$752.62**	**$0.00**	**$752.62**	**$0.00**	**$752.62**
Project - 972 Scholarship							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$3,252.35	$0.00	$3,252.35	$0.00	$3,252.35
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$3,252.35**	**$0.00**	**$3,252.35**	**$0.00**	**$3,252.35**
Total Project - 972 Scholarship	**$0.00**	**$0.00**	**$3,252.35**	**$0.00**	**$3,252.35**	**$0.00**	**$3,252.35**
Project - 974 Senior Class							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$4,387.50	$37,403.97	$0.00	$41,791.47	$38,350.00	$3,441.47
Total Program - 900 Non Athletic Group	**$0.00**	**$4,387.50**	**$37,403.97**	**$0.00**	**$41,791.47**	**$38,350.00**	**$3,441.47**
Program - 966 Renaissance							
705 Mustang High	$0.00	$0.00	$1,438.60	$0.00	$1,438.60	$0.00	$1,438.60
Total Program - 966 Renaissance	**$0.00**	**$0.00**	**$1,438.60**	**$0.00**	**$1,438.60**	**$0.00**	**$1,438.60**
Total Project - 974 Senior Class	**$0.00**	**$4,387.50**	**$38,842.57**	**$0.00**	**$43,230.07**	**$38,350.00**	**$4,880.07**
Project - 975 Spanish NHS							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$916.17	$0.00	$916.17	$0.00	$916.17
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$916.17**	**$0.00**	**$916.17**	**$0.00**	**$916.17**

Mustang Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 975 Spanish NHS							
Total Project - 975 Spanish NHS	**$0.00**	**$0.00**	**$916.17**	**$0.00**	**$916.17**	**$0.00**	**$916.17**
Project - 976 Tech Ed							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$507.18	$0.00	$507.18	$0.00	$507.18
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$507.18**	**$0.00**	**$507.18**	**$0.00**	**$507.18**
Total Project - 976 Tech Ed	**$0.00**	**$0.00**	**$507.18**	**$0.00**	**$507.18**	**$0.00**	**$507.18**
Project - 977 Video Club							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$76.13	$0.00	$76.13	$0.00	$76.13
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$76.13**	**$0.00**	**$76.13**	**$0.00**	**$76.13**
Total Project - 977 Video Club	**$0.00**	**$0.00**	**$76.13**	**$0.00**	**$76.13**	**$0.00**	**$76.13**
Project - 978 Work Adj Training							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$22,068.11	$0.00	$22,068.11	$0.00	$22,068.11
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$22,068.11**	**$0.00**	**$22,068.11**	**$0.00**	**$22,068.11**
Total Project - 978 Work Adj Training	**$0.00**	**$0.00**	**$22,068.11**	**$0.00**	**$22,068.11**	**$0.00**	**$22,068.11**
Project - 980 Mustang Transition Academy							
Program - 900 Non Athletic Group							
705 Mustang High	$0.00	$0.00	$1,200.03	$0.00	$1,200.03	$0.00	$1,200.03
Total Program - 900 Non Athletic Group	**$0.00**	**$0.00**	**$1,200.03**	**$0.00**	**$1,200.03**	**$0.00**	**$1,200.03**
Total Project - 980 Mustang Transition Academy	**$0.00**	**$0.00**	**$1,200.03**	**$0.00**	**$1,200.03**	**$0.00**	**$1,200.03**
Total	**$0.00**	**$329,851.94**	**$3,860,454.73**	**$298,211.63**	**$3,892,095.04**	**$718,269.79**	**$3,173,825.25**

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: MCMS Title: Staff Account Project#: 940 Program#: 900

☐ Initial Form ☑ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned
School Spirit Items, School Club Items, School Dance	2025-2026
Student Fee, Yearbook, Entry/Admission Fees	2025-2026
Concessions, Snocones, 1/2 Court Shots & Soccer Kicks *	2025-2026
Resale of Food Items - Sandwiches, chicken, pizza etc	2025-2026
Restaurant Giveback - % of sales for a specific time period	2025-2026
* Birthday shoutouts	2025-2026

Other Sources of Revenue (income other than from fundraisers):

Donations, Student Activity Apparel, Approved Fundraisers, Field Trip Fees,
Vending Machine Commissions, Awards, Student Agendas, Reimbursement of expenses

Expenditures (how the funds will be spent):

Student/Office/Teacher Supplies, Entry fees for clubs & organiziations, Books,Furniture
Student Incentives,PD/Conferences,Bus Mileage/Driver,Speaker Fees,Media Supplies
Learning/Resource Materials,Membership Fees,School Decorations,Teacher Recognition
Awards/Party/Assembly Supplies,Yearbook/Photo Supplies,Student Activity Apparel

Lisa Stacey — Sponsor Name (Please Print)
8/05/2025 — Date Submitted
2025-2026 — School Year

Sponsor Signature

Activity Fund Custodian or CFO Signature

Principal or Director Signature

Date of Board Approval

Revised: 5/22/2023

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: Centennial Title: Staff Project#: 940 Program#: 900

☐ Initial Form ☑ Amended Form (Indicate Additions with an *) Unit#: 135

Fundraisers (selling items for a profit):

Description	Month Planned
See Attachment	

Other Sources of Revenue (income other than from fundraisers):

Donations, car tags replacements

Expenditures (how the funds will be spent):

Classroom & School wide resources, material supplies, school/office/nurse supplies,
Conferences, fundraiser supplies, faculty team building, faculty incentives, technology
student reward and incentives, faculty food and gifts

Jennifer Dykes — Sponsor Name (Please Print)

8/5/25 — Date Submitted

25-26 — School Year

Sponsor Signature

Activity Fund Custodian or CFO Signature

Jennifer Hodde — Principal or Director Signature

Date of Board Approval

Revised: 5/14/2025

Purpose of Activity Fund Account attachment

Centennial Staff expenses Account
Project 940
Site 135

Description	Month
Shirt	All year
Yearbook	All year
Snow Cones	All year
Fall Carnival	October
Pictures Fall/Spring/Grad	October/February
Sucker	All year
Winter Showcase	December
Popcorn	All year
Food truck	All year
*Staff vending	All year

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: CRI Title: Principal Project#: 931 Program#: 900

☐ Initial Form ☑ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned
Marque, Food Truck, Restaurant Night, T-shirts & Swag	Year Round
Concession Stand for dances, games & events	Year Round
* Entry Fee for dances, games & events, * Student Fee	Year Round
Agendas	Year Round
School Pictures	Year Round
Butter Braids	TBD

Other Sources of Revenue (income other than from fundraisers):

Donations, BEAST Week

Expenditures (how the funds will be spent):

Classroom Supplies, field trips, entry fees, transporation, student awards, T-shirts & swag
PLC, memberships, workshops, sub repay, furniture, student/staff meals & snacks,
tech supplies, BEAST weeks supplies.

Christy Woodson
Sponsor Name (Please Print)

7/21/25
Date Submitted

25-26
School Year

Sponsor Signature

Christy Waller
Activity Fund Custodian or CFO Signature

Principal or Director Signature

Date of Board Approval

Revised: 5/22/2023

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: 105 - Elementary Title: Staff Expenses Project#: 940 Program#: 900

☐ Initial Form ☑ Amended Form (Indicate Additions with an *) Unit#: 105

Fundraisers (selling items for a profit):

Description	Month Planned
Silent Auction / Fast Pass	August,December
T-Shirt Sales	Aug,Sep,October
Lil' Snowie Snow Cones	8 days Aug-May
Lollipop Sales	9 days Aug-May
Yearbook Sales	All year
Fall, Spring, and Group Pics, *Santa Pics	Sep,Nov,*Dec,Feb,Apr

Other Sources of Revenue (income other than from fundraisers):

Donations, class fees, field trip fees

Expenditures (how the funds will be spent):

Classroom/office/student expenses/supplies, learning materials, rewards, refunds, decor, beautification, workshop expenses, party items/food, yearbooks, staff shirts, awards/recognition, teacher appreciation, staff lunch, field trip fees & tranportaion, technology equipment/supplies, playground needs, fundraiser supplies, membership fees, speaker fees

Andrea Peterson — Sponsor Name (Please Print)

8/4/2025 — Date Submitted

2025/2026 — School Year

Andrea Peterson — Sponsor Signature

see pg. 2 — Activity Fund Custodian or CFO Signature

Andrea Peterson — Principal or Director Signature

Date of Board Approval

Revised: 5/14/2025

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: 105 - Elementary Title: Staff Expenses (Cont'd #2) Project#: 940 Program#: 900

☐ Initial Form ☑ Amended Form (Indicate Additions with an *) Unit#: 105

Fundraisers (selling items for a profit):

Description	Month Planned
T-Shirt Sales	Nov/Dec or Feb
Birthday Shout Outs on Digital Sign	All year
Restaurant Nights	All year
Fun Run	Spring
Art Show	Fall and/or Spring
Talent Show	Fall and/or Spring

Other Sources of Revenue (income other than from fundraisers):

Donations,

Expenditures (how the funds will be spent):

Andrea Peterson — Sponsor Name (Please Print)

8/4/2025 — Date Submitted

2025/2026 — School Year

Andrea Peterson — Sponsor Signature

Christy Waller — Activity Fund Custodian or CFO Signature

Andrea Peterson — Principal or Director Signature

Date of Board Approval

Revised: 5/14/2025

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: Horizon Title: Counselor Project#: 923 Program#: 900

☐ Initial Form ☑ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned
GATE business project	Dec/May
Kindness T-Shirts	Jan/Feb
* Waterbottle Stickers	All Year

Other Sources of Revenue (income other than from fundraisers):

Donations,

Expenditures (how the funds will be spent):

testing supplies, class supplies, counselor's corner supplies, furniture

Courtney Frederick
Sponsor Name (Please Print)

Courtney Frederick
Sponsor Signature

Principal or Director Signature

08/04/2025
Date Submitted

25-26
School Year

Christy Waller
Activity Fund Custodian or CFO Signature

Date of Board Approval

Revised: 5/22/2023

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: Horizon Title: Principal Project#: 931 Program#: 900

☐ Initial Form ☑ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned
Student Fee	All Year
Replacement Car Tags	All Year
Level Up monetary donation FR	Sept
Academic Team Snack FR	All Year
Academic Team Fee	Sept/Oct
See Attached	

Other Sources of Revenue (income other than from fundraisers):

Donations, Tshirts, field trip fees, BEAST Week

Expenditures (how the funds will be spent):

PE Supplies, Sub Repay, Class/office supplies, student rewards, furniture, curriculum, PLC

trasnportation repay, student dismissal system, decor, field trips, Sams club membership

OAAC registration, student snacks, technology supplies, workshops, shirts, celebrations

BEAST week supplies, FR supplies

Dawn Clarke	7/31/25	25-26
Sponsor Name (Please Print)	Date Submitted	School Year
Dawn Clarke	Christy Waller	
Sponsor Signature	Activity Fund Custodian or CFO Signature	
K Hall		
Principal or Director Signature	Date of Board Approval	

Revised: 5/22/2023

Description	Month Planned
Jump Force Fee	Oct-Dec
Horizon Shout Out	All Year
Agendas	All Year
*Pencil Vending Machine	All Year

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: Valley Title: Valley Staff Project#: 940 Program#: 900

☐ Initial Form ☒ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned
Picture Day, Yearbook Sales	Sept- May
Boosterthon	Oct- Dec
* Restaurant Nights / FOOD TRUCKS *	Aug- May
Candy Grams	Feb
T-shirt Sales	Aug-May
Book Fair	March

Other Sources of Revenue (income other than from fundraisers):

Donations, commissions from above

Expenditures (how the funds will be spent):

office/ staff/ classroom expenses, building expenses, PD workshop expenses, recognition & awards expenses, staff meals/ refreshment expenses, teacher/ student appreciation expenses

Jennifer Young
Sponsor Name (Please Print)

Jennifer Young
Sponsor Signature

Jennifer Young
Principal or Director Signature

7-31-25
Date Submitted

25-26
School Year

Christy Waller
Activity Fund Custodian or CFO Signature

Date of Board Approval

Revised: 5/22/2023

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: Valley Title: Principal Project#: 931 Program#: 900

☐ Initial Form ☑ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned
Booster-Thon	Oct-Dec
Field Trips	Aug-May
Beast Week	Aug-May
Project graduation	Aug-May
* 4th grade celebration and t-shirts	May

Other Sources of Revenue (income other than from fundraisers):

Donations,

Expenditures (how the funds will be spent):

Staff/ student/ office expenses, PD workshop expenses,out reach night expenses, staff/student motivation/ appreciation expenses, snacks/ meals expenses donations to project graduation and beast week, FR expenses, field trip expenses. technology/ equipment repair/ material expenses.

Jennifer Young
Sponsor Name (Please Print)

Jennifer Young
Sponsor Signature

Jennifer Young
Principal or Director Signature

7-23-25
Date Submitted

25-26
School Year

Christy Waller
Activity Fund Custodian or CFO Signature

Date of Board Approval

Revised: 5/22/2023

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: MNMS Title: Staff Expenses Project#: 940 Program#: 900

☑ Initial Form ☐ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned
Vending in gym hallway	All year
Spiritwear sales	July-Feb
Food trucks/pizza/Orange Leaf/Snow Cones	All year

Other Sources of Revenue (income other than from fundraisers):

Donations, vendor revenue

Expenditures (how the funds will be spent):

approved fundraiser expenses, supplies, food, staff meals, staff recognitions,
building improvement, spiritwear

Christy Bradley — Sponsor Name (Please Print)

5/9/25 — Date Submitted

25-26 — School Year

Christy Bradley — Sponsor Signature

Christy Waller — Activity Fund Custodian or CFO Signature

Christy Bradley — Principal or Director Signature

Date of Board Approval

Revised: 5/22/2023

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: MNMS Title: Principal Project#: 931 Program#: 900

☑ Initial Form ☐ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned
Student fees	All School Year
Yearbook sales	All School Year
T-Shirt sales	July-Feb

Other Sources of Revenue (income other than from fundraisers):

Donations, vendor revenue

Expenditures (how the funds will be spent):

Classroom/office supplies, PD/conference registrations/expenses, travel expenses, fieldtrips approved fundraiser expenses,technology, tech repairs, building furniture, refunds, school improvement, media supplies, digital licenses, online educational resources, student/staff incentives/rewards/recognitions/meals, staff stipends for extra duty responsibilities

Christy Bradley — Sponsor Name (Please Print)

5/9/25 — Date Submitted

25-26 — School Year

Christy Bradley — Sponsor Signature

Christy Waller — Activity Fund Custodian or CFO Signature

Christy Bradley — Principal or Director Signature

Date of Board Approval

Revised: 5/22/2023

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: Mustang High School Title: JROTC Project#: 964 Program#: _____

☑ Initial Form ☐ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned
Snack/Candy sales	Aug 2025-May 2026
Various restaurant nights	Aug 2025-May 2026
Century Resources	Aug 2025-May 2026
SnapRaise	Aug 2025-May 2026
Annual Drill Competition	Feb 2026

Other Sources of Revenue (income other than from fundraisers):

Donations, student fees, drill competition entry fees, and payments from the athletic department for Cadet support during home football and basketball games (e.g.,security, usher services)

Expenditures (how the funds will be spent):

Drill competition entry fees, meals for cadets, transportation costs, cadet uniform purchases, uniform dry cleaning and alterations, office supplies, equipment purchases for teams, Cadet Ball supplies, physical education equipment, Cadet awards, and supplies for hosting the annual drill meet and summer camps.

David Walker
Sponsor Name (Please Print)

7/30/2025
Date Submitted

2025-2026
School Year

David Walker
Sponsor Signature

Christy Waller
Activity Fund Custodian or CFO Signature

Kathy Knowles
Principal or Director Signature

Date of Board Approval

Revised: 5/22/2023

MUSTANG PUBLIC SCHOOLS

Purpose of Activity Fund Account

School: CRI Title: Technology Project#: 944 Program#: 900

☑ Initial Form ☐ Amended Form (Indicate Additions with an *)

Fundraisers (selling items for a profit):

Description	Month Planned

Other Sources of Revenue (income other than from fundraisers):

Donations,

Expenditures (how the funds will be spent):

Classroom Supplies, field trips, entry fees, transporation, student awards, T-shirts & swag

Wade Walling
Sponsor Name (Please Print)

Wade Walling
Sponsor Signature

Principal or Director Signature

7/21/25
Date Submitted

25-26
School Year

Christy Waller
Activity Fund Custodian or CFO Signature

Date of Board Approval

Revised: 5/22/2023

MUSTANG PUBLIC SCHOOLS

Transfer of Funds Request

School Name : CRI Site#: 145

	Acct#	Activity Fund Name	Amount
From:	921	ART	$ 590.84
To:	931	Principal	$ 590.84
			$
			$

Reason for Transfer: _____

Bre George
Activity Fund Sponsor Name (Please Print)

Activity Fund Sponsor Signature Date: 7/28/25

Christy Waller
Activity Fund Custodian Signature Date: 8.1.25

Jason Pettay
Chief Financial Officer Signature Date: 8/4/25

Approved by Board of Education Date: _____

Transfer completed by:

Activity Fund Custodian Signature Date: _____

Revised: 2/8/24

MUSTANG PUBLIC SCHOOLS

Transfer of Funds Request

School Name: CRI Site#: 145

	Acct#	Activity Fund Name	Amount
From:	943	Student CO.	$ 446.10
To:	931	Principal	$ 446.10
			$
			$

Reason for Transfer: _____

Keith Rynes
Activity Fund Sponsor Name (Please Print)

Activity Fund Sponsor Signature Date: 7-29-25

Christy Waller
Activity Fund Custodian Signature Date: 8.1.25

Chief Financial Officer Signature Date: 8/4/25

Approved by Board of Education Date: _____

Transfer completed by:

_____ Date: _____
Activity Fund Custodian Signature

Revised: 2/8/24

MUSTANG PUBLIC SCHOOLS

Transfer of Funds Request

School Name : CRI Site#: 145

	Acct#	Activity Fund Name	Amount
From:	923	Counseling	$ 2460.72
To:	931	Principal	$ 2460.72
			$
			$

Reason for Transfer: _____

Patty Lindsey
Activity Fund Sponsor Name (Please Print)

Patti Lindsey
Activity Fund Sponsor Signature Date: 7/28/2025

Christy Waller
Activity Fund Custodian Signature Date: 8·1·25

Jason Pittman
Chief Financial Officer Signature Date: 8/4/25

Approved by Board of Education Date: _____

Transfer completed by:

_____ Date: _____
Activity Fund Custodian Signature

Revised: 2/8/24

MUSTANG PUBLIC SCHOOLS

Transfer of Funds Request

School Name: CRI Site#: 145

	Acct#	Activity Fund Name	Amount
From:	935	Spanish	$ 1000.00
To:	931	Principal	$ 1000.00
			$
			$

Reason for Transfer: _____

Activity Fund Sponsor Name (Please Print)

Christy Woodson — Date: 8-1-25
Activity Fund Sponsor Signature

Christy Waller — Date: 8-1-25
Activity Fund Custodian Signature

Jason Pitting — Date: 8/4/25
Chief Financial Officer Signature

Approved by Board of Education — Date: _____

Transfer completed by:

_____ Date: _____
Activity Fund Custodian Signature

Revised: 2/8/24

MUSTANG PUBLIC SCHOOLS

Transfer of Funds Request

School Name : MERC Site#: 050

	Acct#	Activity Fund Name	Amount
From:	903-912	Bronco Club Summer	$ 3000.00
To:	155-931	Riverwood Activity Fund	$ 3000.00
			$
			$

Reason for Transfer: Donation for use of site for summer Bronco Club.

Kris Green
Activity Fund Sponsor Name (Please Print)

Kris Green
Activity Fund Sponsor Signature Date: 07/23/25

Christy Waller
Activity Fund Custodian Signature Date: 8-1-25

Jason Fitting
Chief Financial Officer Signature Date: 8/4/25

Approved by Board of Education Date:

Transfer completed by:

Activity Fund Custodian Signature Date:

Revised: 2/8/24

MUSTANG PUBLIC SCHOOLS

Transfer of Funds Request

School Name: MUSTANG HIGH SCHOOL Site#: 705

	Acct#	Activity Fund Name	Amount
From:	901	DISTRICT ADMIN	$ 500.00
To:	982	HS GUITAR	$ 500.00
			$
			$

Reason for Transfer: START UP FUNDS FOR FY 26

JASON PITTENGER (901)
Activity Fund Sponsor Name (Please Print)

Jason Pittenger
Activity Fund Sponsor Signature Date: 7/24/25

Christy Waller
Activity Fund Custodian Signature Date: 7-24-25

Jason Pittenger
Chief Financial Officer Signature Date: 7/24/25

Approved by Board of Education Date:

Transfer completed by:

Activity Fund Custodian Signature Date:

Revised: 2/8/24

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: August 7, 2025

Re: New Policy 1094 – Non-Discrimination

Please discuss, consider, and/or act upon the approval of New Policy 1094 – Non-Discrimination

Non-Discrimination

Mustang Public Schools is committed to equal opportunities for all. Mustang Public Schools does not discriminate on the basis of race, ethnicity, national origin, sex, gender identity, sexual orientation, disability, religion (including antisemitism), or marital status against a student or an employee. No person in Mustang Public Schools shall, on the basis of race, ethnicity, national origin, sex, gender identity, sexual orientation, disability, religion (including antisemitism), or marital status, be excluded from participating in, be denied the benefits of, or be subjected to discrimination by any Mustang Public Schools program or activity or in any employment conditions or practices conducted by Mustang Public Schools.

Adopted:
8-11-25

Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education

Date: July 30, 2025

Re: Policy 2131 Artificial Intelligence Systems and Tools Use in the School District (New Policy)

Please discuss, consider, and/or act upon the recommendation to approve new Policy 2131 for guidance in the use of Artificial Intelligence Systems and Tools in the school district.

Artificial Intelligence Systems and Tools Use in the School District

The introduction of AI offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, Artificial Intelligence ("AI") also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work.

This Policy serves to responsibly harness the potential of these AI technologies while also safeguarding the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to (i) prepare our students, teachers, and professional staff for the future and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the teaching and learning experience while upholding the District's educational standards and values.

- AI systems and tools must comply with data privacy and security laws and policies.
- AI systems and tools will serve to enhance the District's commitment to high-quality learning.
- Safeguards are essential to the use of AI systems and tools to minimize bias, promote fairness, and preserve the rigor and integrity of learning.
- The use of AI systems and tools by students, teachers, and professional staff must account for the context of teaching and learning and should be adopted, implemented and utilized in ways that maximize equity of access, use, and benefit.

The District recognizes that AI technologies are evolving rapidly. As such, this policy reflects a commitment to monitor, evaluate, and adapt to ongoing developments in AI tools, while maintaining human-led decision-making, critical thinking, and adherence to ethical standards.

Student Use Guidelines:

Certain assignments may permit, encourage, or require the use of AI systems and tools. In each case, it will be clearly stated in the assignment or specified by the teacher. Use beyond the specific guidelines of the teacher or assignment should be understood as prohibited. It is each student's responsibility to assess the validity and applicability of any AI output that is submitted with an assignment. When generative AI tools are permitted for student use, expectations regarding citation, originality, and responsible use will be clearly communicated. Students are expected to disclose when AI has contributed to an assignment and may be asked to explain how it was used.

- Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, students should be mindful that some AI is prone to "hallucinations", false answers/information, or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Thus, students must always verify the information provided by AI using

reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must verify that any response from an AI tool that they intend to rely on or use is appropriate, accurate, not a violation of any other individual or entity's property or privacy rights, and consistent with the District's academic policies.

- Students should not upload or input any personal, confidential, proprietary, or sensitive information into an AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.
- Offenses or violations of this Policy will be addressed by the teacher and professional staff. Procedures are clearly established in the Student Handbook.
- Students should not use AI tools to impersonate others, mislead, or engage in behavior that violates district discipline policies, including those on bullying and harassment.

Staff Use Guidelines:

Staff are encouraged to use AI tools in ways that support innovation, efficiency, and student learning. Use should be guided by professional judgment, curriculum alignment, and the district's ethical standards.

- Teachers and professional staff may consult AI for ideas, outlines, and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction, and aiding in curriculum development.
- Teachers and professional staff must ensure that their use of AI tools complies with applicable laws, such as those governing data and student privacy, and District policies, including placing any such District or student information into any AI tool. Examples include passwords, personal information such as name, likeness, social security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public District documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public District information that might be harmful to District if disclosed.
- Teachers and district/site professional staff should guide students in using AI.
- Teachers and professional staff should carefully evaluate the appropriateness of AI for educational purposes on a case-by-case basis, considering their appropriateness for each education context, accuracy, reliability, and alignment with curriculum standards.
- Teachers and professional staff must supervise student use of AI to ensure it is being used appropriately and constructively in the learning process.
- Staff should model appropriate AI usage and help students build AI literacy, including evaluating the accuracy of AI outputs and understanding both the capabilities and limitations of these tools.
- Teachers who suspect plagiarism or use of AI that violates district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use. Teachers should consult with administration to determine appropriate steps to investigate any possible violation of policy. AI detection tools will not be the basis for information relied upon in an investigation when it is believed that policy has been violated with regard to the use of AI by students.

- Any use of AI by staff that involves student data or instructional decision-making must be guided by district-approved tools and comply with applicable privacy, safety, and data protection regulations.

District Level Guidelines:

- Approved tools and their uses should be determined by the appropriate school district personnel after consideration of security, privacy, data usage, academic integrity and quality standards, regulations, and values.
- This includes regular evaluation of AI tools for alignment with district values, transparency, and the protection of personally identifiable information. The District will not approve or deploy AI tools that do not meet its standards for data privacy and responsible use.

Approved: 08-11-2025

Memo

To: Charles Bradley, Superintendent

From: Margaret Brown, Director of Student Information

Date: July 10, 2025

Subject: Change of Accreditation Status for MEC for 2025-2026 School Year

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Mustang Education Center (site 130) will no longer be utilized as its own accredited school site beginning with the 2025-2026 school year. Pre-Kindergarten students that have previously been enrolled under site 130 will be served at their residential elementary site throughout the district. Site 130 will continue to house Alternative Education students that are enrolled and reported in the Student Information System under their respective residential accredited sites in the district.

Site 130, in the Student Information System, will be used as a Special Education testing site going forward. The students that are enrolled in site 130 will be enrolled for testing purposes only and should not be included in state or federal reporting.

Mustang Public Schools
12400 SW 15th St.
Yukon, OK 73099

July 10, 2025

Leslie Janis
Accreditation Standards Division
2500 North Lincoln Boulevard
Suite 200
Oklahoma City, OK 73105

Ms. Janis,

Mustang Education Center (site 130) will no longer be utilized as its own accredited school site beginning with the 2025-2026 school year. Pre-Kindergarten students that have previously been enrolled under site 130 will be served at their residential elementary site throughout the district. Site 130 will continue to house Alternative Education students that are enrolled and reported in the Student Information System under their respective residential accredited sites in the district.

Site 130, in the Student Information System, will be used as a Special Education testing site going forward. The students that are enrolled in site 130 will be enrolled for *testing purposes only* and should not be included in state or federal reporting.

If you have any questions or need additional information, please feel free to contact me at 405-376-7305.

Respectfully,

Margaret Brown
Director of Student Information
Mustang Public Schools
brownm@mustangps.org

MEMO

MUSTANG PUBLIC SCHOOLS

To: Board of Education, Mustang Public Schools

CC: Charles Bradley, Superintendent

From: Alan Green, Chief Operations Officer AG

Date: 8/11/2025

Re: Purchase of Five Work Vans for Licensed Trades

Discussion, motion and possible action to approve the purchase of five work vans for the Licensed Trades HVAC/Mechanical staff in the amount of $129,770.00.

2019 Ford Transit 250 Cargo Van
$24,150.00 VIN: 1FTYR2CM3KKA79349

2017 Ford Transit 250 Cargo Van
$23,150.00 VIN: 1FTYR2CM6HKA48329

2022 Ram Promaster 2500 Cargo Van
$27,170.00 VIN: 3C6LRVDG4NE116167

2022 Ram Promaster 3500 Cargo Van
$27,150.00 VIN: 3C6MRVJG7NE141637

2021 Ram Promaster 3500 Cargo Van
$28,150.00 VIN: 3C6MRVJG1ME544642

Purchase Order

Mustang Public Schools

Bill To ⟹

Ship To: Mustang Public Schools
Mustang Public Schools Warehouse
12400 S.W. 15TH ST
YUKON OK 73099

Vendor No: 67927
To: Rez Maz LLC

OK Work Trucks
6816 W I-40 Service Road
Oklahoma City OK 73128

PO No	
2026-33-41	
PO Date	
8/1/2025	
Amount	
$129,770.00	
Date Requested	**Date Approved**
7/30/2025	8/1/2025
Requested By	
Michelle Smith	
Encumbered By	

Description	Vendor Item No	Qty	Unit Price	Amount
031-Purchase used van for LT Mechanical staff: 2019 Ford Transit 250 Cargo Van VIN: 1FTYR2CM3KKA79349		1.000	$24,150.00	$24,150.00
031-Purchase used van for LT Mechanical staff: 2017 Ford Transit 250 Cargo Van VIN: 1FTYR2CM6HKA48329		1.000	$23,150.00	$23,150.00
031-Purchase used van for LT Mechanical staff: 2022 RAM Promaster 2500 Cargo Van VIN: 3C6LRVDG4NE116167		1.000	$27,170.00	$27,170.00
031-Purchase used van for LT Mechanical staff: 2022 RAM Promaster 3500 Cargo Van VIN: 3C6MRVJG7NE141637		1.000	$27,150.00	$27,150.00
031-Purchase used van for LT Mechanical staff: 2021 RAM Promaster 3500 Cargo Van VIN: 3C6MRVJG1ME544642		1.000	$28,150.00	$28,150.00

MUSTANG PUBLIC SCHOOLS

Non-Collusion Affidavit

Pursuant to 62 O.S. § 310.9, Mustang Public Schools requires this Non-Collusion Affidavit be executed and filed with any applicable Purchase Order of $25,000.00 or more, or any Purchase Order that causes an aggregate expense of $25,000 or more in a single fiscal year:

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath states that this contract and/or invoice is true and correct. Affiant further states that the (work, services or materials) have been (completed or supplied) in accordance with the plans, specifications, orders or requests furnished by the Affiant. Affiant further states that no individual or company representative has made any payment directly or indirectly to any elected official, officer or employee of Mustang Public Schools of money or any other thing of value to obtain or procure the contract or purchase order.

PO #: 2026-33-41 (if known) Invoice #: _____ (if known) Amount: $ 129,770.00

Description of Goods or Services: Five work vans

Company Name: OK Work Trucks

Representative Printed Name: Reza Mosavi

Signature of Representative: _____

State of Oklahoma:

County of Oklahoma:

Attested to before me this 5th day of August, 2025.

Magen Jernigan 11/27/28

Notary Public

MAGEN JERNIGAN
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES 11/27/28
COMMISSION #24014658

Revised: 11/01/2023

MPS Board Memo

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Dr. Jason Pittenger, CFO

From: Mark D. Lebsack, Assistant Superintendent of Operations

Date: August 11, 2025

Re: Purchase of land

For discussion, motion and possible action to approve the purchase of land.

Authentisign ID: 4CEF45DC-166C-F011-8DCA-00224822F75A

OKLAHOMA REAL ESTATE COMMISSION

THIS IS A LEGALLY BINDING CONTRACT; IF NOT UNDERSTOOD, SEEK ADVICE FROM AN ATTORNEY.

BUYER BROKER SERVICE AGREEMENT

1. **Purpose of Brokerage.** Buyer desires to purchase, lease, option, or exchange (collectively "Purchase") real estate through the services and resources of the Broker. Broker's services may include, but not be limited to, consulting with Buyer regarding properties and the availability of financing; formulating acquisition and purchase agreements, assisting in the communication and negotiation of contracts, and receiving delivery of any offers made by Buyer and accepted by Seller.

   If this form is used as part of a lease or rental transaction, the term "Seller" shall mean "Landlord", the term "Buyer" shall mean "Tenant", the term "gross selling price" shall mean "total lease price" and the term "Purchase Agreement" shall mean "Lease Agreement".

2. **Entering Agreement.** Broker and Buyer both acknowledge that a written Agreement must be signed and entered into before Broker may begin showing properties to Buyer.

3. **Buyer Representation.** Buyer has <u>not</u> signed a written Brokerage Agreement currently in force with another Broker.

4. **Buyer Affidavit.** Buyer acknowledges that Oklahoma law requires Buyer to sign an Affidavit before closing on a property attesting that Buyer is either a United States Citizen, Native American, or a Non-Citizen / Alien who is or shall become a bona fide resident of Oklahoma in compliance with 60 O.S. § 121.

5. **Duration of Agreement.** This Agreement is entered into this 9 day of May, 20 25. This Agreement shall expire on the 31 day of December, 2025 (60 days if left blank). Buyer agrees during the term of this Agreement, any and all inquiries and/or negotiations relating to the acquisition by the Buyer of any desired property shall be through the undersigned Broker.

6. **Termination of Agreement.** This Agreement may be canceled by either Party by providing at least three (3) business days' notice in writing unless Buyer is under contract to purchase the Property. Buyer's Termination of Agreement does not relieve Buyer of the obligation to compensate Broker for purchase agreements executed within _____ days (60 if left blank) after Termination, if the property acquired was presented to Buyer through brokerage services of Broker.

7. **Compensation of Broker. Buyer acknowledges the Compensation in this Agreement is fully negotiable and not set by law. The compensation section of this Agreement must be completed before it can be signed by the Buyer. This Agreement is not enforceable if this section is left blank.**

   The Compensation for Buyer's Broker (the "Compensation") shall be: (check only those that apply)

   ☒ **a.** Buyer shall pay the Broker, at closing, an amount equal to $_____ or 3 % of the final gross selling/lease price. Buyer shall receive a credit towards the payment of the Compensation in an amount equal to any payment made to the Broker by any other Broker or the Seller.

   ☐ **b.** Buyer shall pay Broker a retainer fee of $_____ ($0 if left blank) due and payable upon execution of this Agreement, which amount shall be applied towards the Compensation upon closing on a transaction in which Buyer acquires Property. In all other circumstances, the payment shall be considered as a non-refundable retainer fee earned by the Broker.

   ☐ **c.** Other: _____

   Unless otherwise specified above, the Compensation is due and payable upon Closing. The Compensation shall apply to any purchase agreements executed during the term of this Agreement or any extension of this Agreement. The Compensation also applies to purchase agreements executed within _____ days (60 if left blank) after the expiration or termination of this Agreement, if the property acquired was presented to Buyer through brokerage services of the Broker.

Buyer's Initials _____ **Buyer's Initials** _____

8. **Failure to Close.** If Seller fails to close with no fault on the part of Buyer, the Compensation shall be waived. If the transaction does not close due to a breach of Contract of Sale by the Buyer, the Compensation shall NOT be waived and shall become immediately due and payable.

9. **Compensation to Broker by Seller.** The Listing Broker or Seller is not required to make an offer of compensation to Buyer's Broker.

   a. **Seller's Offer Equal to Compensation.** If the amount of compensation offered by the Seller is equal to the Compensation listed in Paragraph 7, the Buyer shall not be obligated to separately pay the Compensation listed in Paragraph 7.

   b. **Seller's Offer Greater than Compensation.** Compensation to Buyer's Broker must not exceed the compensation agreed to between Buyer and Broker in Paragraph 7 of this Agreement. If Seller's Offer is greater than the Compensation listed in Paragraph 7, Buyer shall not be obligated to separately pay the Compensation listed in Paragraph 7. The amount of compensation offered by Listing Broker or Seller that is greater than the Compensation listed in Paragraph 7 may be addressed by further written agreement and may include one of the following:

      i. Credit to Buyer (to the extent allowed by Buyer's lender and applicable State and Federal Law) and any non-allowed amount is credited back to the Seller; or

      ii. Credit to the Seller; or

      iii. Another option negotiated and agreed to in writing by the parties.

      Any option selected must be agreed to in writing by the parties.

   c. **Seller's Offer Less than Compensation.** If Seller's Offer is less than the Compensation listed in Paragraph 7 the Buyer shall pay the remaining balance of the Compensation listed in Paragraph 7, unless otherwise agreed to in writing by the parties.

10. **Cost of Services or Products Obtained from Outside Sources.** Broker will not obtain or order products or services from outside sources (e.g., surveys, soil tests, title reports, inspections) without the prior consent of Buyer, unless provided by the Contract of Sale, Lease, Option or Exchange of Real Estate. Buyer agrees to pay all costs for products or services so obtained. Broker shall not be obligated to advance funds for Buyer.

11. **Other Buyers.** Buyer understands that other buyers may consider, make offers, or purchase through Broker the same or similar properties as Buyer is seeking to acquire. Within the same company, the Broker and their associated licensees (including the licensee assisting you), often provide brokerage services to more than one buyer at the same time.

12. **Equal Opportunity.** Properties shall be shown and be made available to Buyer without regard to age, race, color, religion, sex, handicap, familial status, national origin or as may be provided by local, state, or federal laws or regulations.

13. **Counterparts.** If more than one person is named as Buyer herein, separate conforming Agreements may be executed by each Buyer individually, and when so executed, the copies taken together shall be deemed to be a full and complete agreement between the Parties.

14. **Copy of Agreement.** Buyer acknowledges receipt of a copy of this Agreement and a copy of the Disclosure to Buyer of Brokerage Duties, Responsibilities, and Services. Broker has offered and made available to Buyer a copy of the Oklahoma Contract Guide available at www.orec.ok.gov

Buyer's Initials _____ **Buyer's Initials** _____

Authentisign ID: 4CEF45DC-166C-F011-8DCA-00224822F75A

15. Additional Provisions.
This agreement is limited to the purchase of 322 WSH 152, Mustang, OK 73064

Executed by Buyer this 4 day of August, 2025.

Buyer Name (Print)
Mustang Public Schools

Buyer's Signature
Jason Pittenger CFO

Buyer's Email Address
pittengerj@Mustangps.org

Buyer's Physical Address
12400 SW 15 Street Yukon 73099

Buyer's Telephone (Cell)
405.376.2461

Buyer's Telephone (Work)
NA

Buyer Name (Print)

Buyer's Signature

Buyer's Email Address
pittengerj@Mustangps.org

Buyer's Physical Address
12400 SW 15 Street Yukon 73099

Buyer's Telephone (Cell)
405.376.2461

Buyer's Telephone (Work)
NA

Executed by Broker this 9 day of May, 2025.

Buyer Broker / Associate Signature
John R Gassen

Buyer Broker / Associate Name
John Gassen

Buyer Broker License Number
178694

Buyer Broker / Associate Cellphone
405-833-6952

Buyer Broker / Associate Email Address
john@wiseoakrealtyok.com

Brokerage Name
Wise Oak Realty LLC

Name of Managing Broker
John Gassen

Brokerage License Number
202351

Managing Broker Office Telephone
405-544-9473

Brokerage Office Address
135 Cedar Branch Way Suite 111 Mustang OK 73064

Managing Broker Email Address
john@wiseoakrealtyok.com

Buyer's Initials **Buyer's Initials**

Authentisign ID: 4CEF45DC-166C-F011-8DCA-00224822F75A

OKLAHOMA REAL ESTATE COMMISSION

DISCLOSURE TO BUYER OF BROKERAGE DUTIES, RESPONSIBILITIES AND SERVICES

This notice may be part of or attached to any of the following:

☒ Buyer Brokerage Agreement ☐ Exchange Agreement

☒ Contract of Sale of Real Estate ☐ Option Agreement ☐ Other _____

1. Duties and Responsibilities. A Broker who provides Brokerage Services to one or both parties shall describe and disclose in writing the Broker's duties and responsibilities prior to the party or parties signing a contract to sell, purchase, option, or exchange real estate.

A Broker shall have the following duties and responsibilities which are mandatory and may not be abrogated or waived by a Broker, whether working with one party, or working with both parties:

a. treat all parties to the transaction with honesty and exercise reasonable skill and care;
b. unless specifically waived in writing by a party to the transaction:
    1. receive all written offer and counteroffers;
    2. reduce offers or counteroffers to a written form upon request of any party to a transaction; and
    3. present timely all written offers and counteroffers.
c. inform, in writing, the party for whom the Broker is providing Brokerage Services when an offer is made that the party will be expected to pay certain closing costs, Brokerage Service costs and the approximate amount of the costs;
d. keep the party for whom the Broker is providing Brokerage Services informed regarding the transaction;
e. timely account for all money and property received by the Broker;
f. keep confidential information received from a party or prospective party confidential. The confidential information shall not be disclosed by a Broker without the consent of the party disclosing the information unless consent to the disclosure is granted in writing by the party or prospective party disclosing the information, the disclosure is required by law, or the information is made public or becomes public as the result of actions from a source other than the Broker. The following information shall be considered confidential and shall be the only information considered confidential in a transaction:
    1. that a party or prospective party is willing to pay more or accept less than what is being offered,
    2. that a party or prospective party is willing to agree to financing terms that are different from those offered,
    3. the motivating factors of the party or prospective party purchasing, selling, optioning or exchanging the property, and
    4. information specifically designated as confidential by a party unless such information is public.
g. disclose information pertaining to the Property as required by Residential Property Condition Disclosure Act;
h. comply with all requirements of the Oklahoma Real Estate Code and all applicable statutes and rules;
i. when working with one party or both parties to a transaction, the duties and responsibilities set forth in this section shall remain in place for both parties.

2. Brokerage Services provided to both parties to the transaction. The Oklahoma broker relationships law (Title 59, Oklahoma Statutes, Section 858-351 – 858-363) allows a real estate Firm to provide Brokerage Services to both parties to the transaction. This could occur when a Firm has contracted with a Seller to sell their property and a prospective Buyer contacts that same Firm to see the property. If the prospective Buyer wants to make an offer on the property, the Firm must now provide a written notice to both the Buyer and Seller that the Firm is now providing Brokerage Services to both parties to the transaction. The law states that there are mandatory duties and responsibilities that must be performed by the broker for each party.

3. Broker providing fewer services. If a Broker intends to provide fewer Brokerage Services than those required to complete a transaction, the Broker shall provide written disclosure to the party for whom the Broker is providing services. The disclosure shall include a description of those steps in the transaction that the Broker will not provide and state that the Broker assisting the other party in the transaction is not required to provide assistance with these steps in any manner.

4. Confirmation of disclosure of duties and responsibilities. The duties and responsibilities disclosed by the Broker shall be confirmed in writing by each party in a separate provision, incorporated in or attached to the contract to purchase, option or exchange real estate.

I understand and acknowledge that I have received this notice on 4 day of August, 2025.

Buyer's Printed Name Mustang Public Schools Buyer's Signature Jason Pittman CFO

Buyer's Printed Name _____ Buyer's Signature _____

PROPERTY IDENTIFIER 322 W State Highway 152 Mustang OK 73064

OKLAHOMA REAL ESTATE COMMISSION

This is a legally binding Contract; if not understood, seek advice from an attorney.

ACKNOWLEDGMENT AND CONFIRMATION OF DISCLOSURES

It is hereby confirmed that prior to entering into Contract, the following items (as applicable) have been disclosed and/or delivered:

Buyer acknowledges and confirms that the Broker providing brokerage services to the Buyer has described and disclosed their duties and responsibilities to the Buyer prior to the Buyer signing this Contract.

☐ **(Applicable for in-house transactions only) Buyer acknowledges and confirms that the broker is providing brokerage services to both Parties to the transaction prior to the Parties signing this Contract.**

Buyer acknowledges receipt of Residential Property Condition Disclosure or Disclaimer Form (as applicable to residential real property improved with not less than one nor more than two dwelling units) pursuant to Title 60 O.S., Section 831-839:

☐ Buyer has received a Residential Property Condition Disclosure Statement Form (completed and signed by the Seller) and dated within 180 days of receipt.

☒ Buyer has received a Residential Property Condition Disclaimer Statement Form (completed and signed by the Seller) and dated within 180 days of receipt.

☐ This transaction is exempt from disclosure requirements pursuant to Title 60, O.S., Section 838.

☐ Disclosure not required under the Residential Property Condition Disclosure Act.

Buyer acknowledges receipt of Lead-Based Paint/Hazards Disclosures with Appropriate Acknowledgment (if property constructed before 1978)

☒ Buyer has signed the "Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards" form, which has been signed and dated by Seller and applicable Licensee(s), and has also received a copy of the Lead-Based Paint Pamphlet titled "Protect Your Family From Lead in Your Home."

☐ Property was constructed in 1978 or thereafter and is exempt from this disclosure.

☐ The subject of this transaction is not a residential dwelling and does not require a disclosure on Lead-Based Paint/Hazards.

Buyer acknowledges and confirms the above and further, Buyer acknowledges receipt of Estimate of Costs associated with this transaction and acknowledges that a Contract Guide has been made available to the Buyer in print, or at www.orec.ok.gov.

Buyer Name (Printed): Mustang Public Schools

Buyer Signature: Jerome Pettay

Dated: 8/4/25

Buyer Name (Printed): _____

Buyer Signature: _____

Dated: _____

Seller acknowledges and confirms that the Broker providing brokerage services to the Seller has described and disclosed their duties and responsibilities to the Seller prior to the Seller signing this Contract.

☐ **(Applicable for in-house transactions only) Seller acknowledges and confirms that the broker is providing brokerage services to both Parties to the transaction prior to the Parties signing this Contract.**

Seller further acknowledges receipt of Estimate of Costs associated with this transaction and that a Contract Guide has been made available to the Seller in print, or at www.orec.ok.gov.

Seller Name (Printed): Jerome Askin

Seller Signature: _____

Dated: _____

Seller Name (Printed): Constance Jennings

Seller Signature: _____

Dated: _____

OKLAHOMA REAL ESTATE COMMISSION

This is a legally binding Contract; if not understood, seek advice from an attorney.

OKLAHOMA UNIFORM CONTRACT OF SALE OF REAL ESTATE LAND (WITH OR WITHOUT DWELLING)

CONTRACT DOCUMENTS. The Contract is defined as this document with the following attachment(s): **(check as applicable)**

___ Legal Description
___ Accessories
___ Land Financing Supplement
___ Supplement
___ _____
___ _____

___ Exhibit A
___ Exhibit B
___ Removal of Livestock
___ Sale of Buyer's Property - Presently Under Contract
___ Sale of Buyer's Property - Not Under Contract
___ _____

PARTIES. THE CONTRACT is entered into between:

Jerome Askin & Constance C Jennings "Seller"

and Mustang Public Schools "Buyer".

The Parties' signatures at the end of the Contract, which includes any attachments or documents incorporated by reference, with delivery to their respective Brokers, if applicable, will create a valid and binding Contract, which sets forth their complete understanding of the terms of the Contract. This agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, successors and permitted assigns. The Contract shall be executed by original signatures of the Parties or by signatures as reflected on separate identical Contract counterparts (carbon, photo, fax or other electronic copy). The Parties agree that as to all aspects of this transaction involving documents an electronic signature shall have the same force and effect as an original signature pursuant to the provisions of the Uniform Electronic Transactions Act, 12A, Oklahoma Statutes, Section 15-101 et seq. **All prior verbal or written negotiations, representations and agreements are superseded by the Contract and may only be modified or assigned by a further written agreement of Buyer and Seller.**

The Parties agree that all notices and documents provided for in this contract shall be delivered to the Parties or their respective brokers, if applicable. Seller agrees to sell and convey by General Warranty Deed, and Buyer agrees to accept such deed and buy the Property described herein, on the following terms and conditions:

1. PROPERTY. The land, appurtenances, improvements, accessories and crops are collectively referred to as the "Property".

LAND. The land situated in Canadian County, Oklahoma, described as follows:

Property Address 322 W State Highway 152

Mustang OK 73064,

or as described on the attached Legal Description Supplement, also known as (property address / zip code)
T11N R05W S33 NE4 A#18 PT NE4 - BEG 1188'W & 60'S OF NE/C, TH S600' W132' N600' E132' TPB

PARCEL ID (s) _____

1. **MINERAL RIGHTS.**
(Check One)
☐ together with all of the Seller's right, title, interest and estate, if any, in and to the oil, gas, and other minerals in, under and that may be produced from the Land which have not been previously reserved or conveyed of record. Unless otherwise provided in the Special Provisions paragraph of this Contract, the Seller may not own any mineral rights as described above and makes no representations regarding and specifically disclaims any and all warranties of any nature involving the minerals described above, whether express, implied, or arising by operation of law, including, but not limited to, representations or warranties as to Seller's ownership of any such mineral rights.

Buyer's Initials ____ ____ ____ **Seller's Initials** ____ ____ ____ Initials are for acknowledgment purposes only 576

OR

☒ less and except; all oil, gas and other minerals related to the extraction of oil and gas and the following specific mineral interests

_____,

in and under the Land: all other unspecified minerals in and under the land will transfer with the surface rights.

2. **HOUSE(S).** Number of houses on the property (check one): ☐ NONE or ☒ 1 (number)

2. **PURCHASE PRICE, EARNEST MONEY, AND SOURCE OF FUNDS.** This is a CASH TRANSACTION unless a Financing Supplement is attached. The Purchase Price is $ 980,000.00 payable by Buyer as follows: Within three (3) days of the Contract being fully executed by the Parties, Buyer, or Buyer's Broker, if applicable must deliver $ 9,800.00 as Earnest Money, to Old Republic Title, the holder of the trust account in which it will be deposited, as partial payment of the purchase price and/or closing costs. Buyer shall pay the balance of the purchase price and Buyer's Closing costs at Closing. If Buyer fails to deliver the Earnest Money within the time required, Seller may terminate this contract or exercise Seller's remedies under Paragraph 18, or both, by providing written notice to Buyer or Buyer's Broker, if applicable, before Buyer delivers the Earnest Money. If the last day to deliver the Earnest Money falls on a Saturday, Sunday, or legal holiday, the time to deliver the Earnest Money is extended until the end of the next day that is not a Saturday, Sunday, or legal holiday.

3. **CLOSING, FUNDING AND POSSESSION.** The Closing process includes execution of documents, delivery of deed and receipt of funds by Seller and shall be completed on or 8/29/2025, ("Closing Date") or such later date as may be necessary in the Title Evidence Paragraph of the Contract. Possession shall be transferred upon conclusion of Closing process unless otherwise provided below:

_____

In addition to costs and expenses otherwise required to be paid in accordance with terms of the Contract, Buyer shall pay Buyer's Closing fee, Buyer's recording fees, and all other expenses required from Buyer. Seller shall pay documentary stamps required, Seller's Closing fee, Seller's recording fees, if any, and all other expenses required from Seller. Funds required from Buyer and Seller at Closing shall be cash, cashier's check, wire transfer, or as determined by the provider of settlement services.

4. **IMPROVEMENTS AND ACCESSORIES.**

A. Improvements and Fixed Accessories. The following items, if existing on the Property, unless otherwise excluded, shall remain with the Property at no additional cost to Buyer:

FARM & RANCH SPECIFIC

- Windmills
- Barns
- Pens
- Fences
- Sheds
- Outbuildings
- Gates

GENERAL ACCESSORIES

- Attic and ceiling fan(s)
- Bathroom mirror(s)
- Other mirrors, if attached
- Central vacuum & attachments
- Floor coverings, if attached
- Key(s) to the property
- Built-in and under cabinet/ counter appliance(s)
- Free standing slide-in/drop-in kitchen stove
- Built-in sound system(s)/ speaker(s)
- Lighting & light fixtures
- Fire, smoke and security system(s), if owned
- Shelving, if attached
- Fireplace inserts, logs, grates, doors and screens
- Free standing heating unit(s)
- Humidifier(s), if attached
- Water conditioning systems, if owned
- Window treatments & coverings, interior & exterior Storm windows, screens & storm doors
- Garage door opener(s) & remote transmitting unit(s)
- Fences (includes sub-surface electric & components)
- Mailboxes/Flag poles
- Outside cooking unit(s),if attached
- Propane tank(s) if owned
- TV antennas/satellite dish system(s) and control(s), if owned
- Sprinkler systems & control(s)
- Swimming Pool/Spa equipment/ accessories
- Attached recreational
- equipment
- Exterior landscaping and
- lighting
- Entry gate control(s)
- Water meter, sewer/trash membership, if owned
- All remote controls, if applicable
- Transferable Service Agreements and Product Warranties

B. Other Accessories. The following items, if checked, shall also remain with the Property at no additional cost to Buyer:

- ☐ portable buildings
- ☐ irrigation equipment
- ☐ corrals
- ☐ hunting blinds
- ☐ submersible pumps
- ☐ pressure tanks
- ☐ game feeders
- ☐ chutes
- ☐ solar equipment (personal use)
- ☐ livestock feeders and troughs
- ☐ fuel tanks if owned (propane, gasoline, diesel)
- ☐ See Accessories Supplement

C. Additional Inclusions. The following items shall also remain with the Property at no additional cost to Buyer:

_____

_____

D. Exclusions. The following items shall NOT remain with the Property:

_____

_____

E. Crops. Unless otherwise agreed in writing, Seller has the right to harvest all growing crops until delivery of possession of the Property _____.
(Check one) Grasses and trees ☐ are ☒ are NOT considered crops in the Contract.

5. TIME PERIODS SPECIFIED IN CONTRACT. Time periods for Investigations, Inspections and Reviews and Financing Supplement shall commence on _____ **(Time Reference Date)**, regardless of the date the Contract is signed by Buyer and Seller. The day after the Time Reference Date shall be counted as day one (1). If left blank, the Time Reference Date shall be the third day after the last date of signatures of the Parties.

6. PROPERTY CONDITION DISCLOSURE.

A. No representations by Seller regarding the condition of Property or environmental hazards are expressed or implied, other than as specified in the Oklahoma Residential Property Condition Disclosure Statement ("Disclosure Statement") or the Oklahoma Property Condition Disclaimer Statement ("Disclaimer Statement"), if applicable. A real estate licensee has no duty to Seller or Buyer to conduct an independent inspection of the Property and has no duty to independently verify accuracy or completeness of any statement made by Seller in the Disclosure Statement and any amendment or the Disclaimer Statement.

B. GOVERNMENT PROGRAMS. The Property is subject to government programs listed below or on the attached exhibit:

_____.

Seller shall provide Buyer with copies of all governmental program agreements. Any allocation or proration of payment under governmental program agreements. Any allocation of proration of payment under governmental programs is made by separate agreement between the Parties will survive Closing.

7. INVESTIGATIONS, INSPECTIONS, AND REVIEWS.

A. Buyer shall have 15 days (10 days if left blank) after the Time Reference Date to complete any investigations, inspections, and reviews. Seller shall have water, gas and electricity turned on and serving the Property for Buyer's inspections, and through the date of possession or Closing, whichever occurs first. If required by ordinance, Seller, or Seller's Broker, if applicable, shall deliver to Buyer, in care of Buyer's Broker, if applicable, within five (5) days after the Time Reference Date any written notices affecting the Property.

B. Buyer, together with persons deemed qualified by Buyer and at Buyer's expense, shall have the right to enter upon the Property to conduct any and all investigations, inspections, and reviews of the Property. Buyer's right to enter upon the Property shall extend to Oklahoma-licensed Home Inspectors and licensed architects for purposes of performing a home inspection. Buyer's right to enter upon the Property shall also extend to registered professional engineers, professional craftsman and/or other individuals retained by Buyer to perform a limited or specialized investigation, inspection or review of the Property pursuant to a license or registration from the appropriate State licensing board, commission or department. Finally, Buyer's right to enter upon the Property shall extend to any other person representing Buyer to conduct an investigation, inspection and/or review which is lawful but otherwise unregulated or unlicensed under Oklahoma Law. Buyer's investigations, inspections, and reviews may include, but not be limited to, the following:

1. **Disclosure Statement or Disclaimer Statement unless exempt**
2. **Flood, Storm Run off Water, Storm Sewer Backup or Water History**
3. **Psychologically Impacted Property and Megan's Law**
4. **Hazard Insurance (Property insurability)**
5. **Environmental Risks, including, but not limited to soil, air, water, hydrocarbon, chemical, carbon, asbestos, mold, radon gas, lead-based paint**

Buyer's Initials _____ _____ _____ **Seller's Initials** _____ _____ _____ Initials are for acknowledgment purposes only 578

6. **Roof, structural members, roof decking, coverings and related components**
7. **Home Inspection**
8. **Structural Inspection**
9. **Fixtures, Equipment and Systems Inspection.** All fixtures, equipment and systems relating to plumbing (including sewer/septic system and water supply), heating, cooling, electrical, built-in appliances, swimming pool, spa, sprinkler systems, and security systems
10. **Termites and other Wood Destroying Insects Inspection**
11. **Use of Property.** Property use restrictions, building restrictions, easements, restrictive covenants, zoning ordinances and regulations, mandatory Homeowner Associations and dues
12. **Square Footage.** Buyer shall not rely on any quoted square footage and shall have the right to measure the Property.
13. _____

C. TREATMENTS, REPAIRS AND REPLACEMENTS (TRR).

1. **TREATMENT OF TERMITES AND OTHER WOOD DESTROYING INSECTS.** Treatment and repair cost in relation to termites and other wood destroying insects shall be limited to the residential structure, garage(s) and other structures as designated in Paragraph 14 of the Contract and as provided in subparagraph C2b below.

2. **TREATMENTS, REPAIRS, AND REPLACEMENTS REVIEW.** Buyer or Buyer's Broker, if applicable, within 24 hours after expiration of the time period referenced in Paragraph 7A of the Contract, shall deliver to Seller, in care of the Seller's Broker, if applicable, a copy of all written reports obtained by Buyer, if any, pertaining to the Property and Buyer shall select one of the following:

   a. If, in the sole opinion of the Buyer, results of Investigations, Inspections or Reviews are unsatisfactory, the Buyer may cancel the Contract by delivering written notice of cancellation to Seller, in care of Seller's Broker, if applicable, and receive refund of Earnest Money.

   OR

   b. Buyer, upon completion of all Investigations, Inspections and Reviews, waives Buyer's right to cancel as provided in 7C2a above, by delivering to Seller, in care of Seller's Broker, if applicable, a written list on a Notice of Treatments, Repairs, and Replacements form (TRR form) of those items to be treated, repaired or replaced (including repairs caused by termites and other wood destroying insects) that are not in normal working order (defined as the system or component functions without defect for the primary purpose and manner for which it was installed. Defect means a condition, malfunction or problem, which is not decorative, that will have a materially adverse effect on the value of a system or component).

      i. Buyer and Seller shall have _____ days (7 days if blank) after the Seller's or Seller's Broker, if applicable, receipt of the completed TRR form to negotiate the Treatment, Repair, or Replacement items. If a written agreement is reached, Seller shall complete all agreed Treatments, Repairs, or Replacements prior to the Closing Date at Seller's expense (unless otherwise agreed to in writing). If a written agreement is not reached within the time specified in this provision, the Contract shall terminate and the Earnest Money returned to the Buyer.

D. EXPIRATION OF BUYER'S RIGHT TO CANCEL CONTRACT.

1. Failure of Buyer to complete one of the following within the time periods in Investigations, Inspections, or Reviews Paragraph shall constitute acceptance of the Property regardless of its condition:
   a. Perform any Investigations, Inspections or Reviews;
   b. Deliver a written list on a TRR form of items to be treated, repaired and replaced; or
   c. Cancel the Contract
2. After expiration of the time periods in Investigations, Inspections and Reviews Paragraph, Buyer's inability to obtain a loan based on unavailability of hazard insurance coverage shall not relieve the Buyer of the obligation to close transaction.
3. After expiration of the time periods in Investigations, Inspections and Reviews Paragraph, any square footage calculation of the dwelling, including but not limited to appraisal or survey, indicating more or less than quoted, shall not relieve the Buyer of the obligation to close this transaction.

E. INSPECTION OF TREATMENTS, REPAIRS AND REPLACEMENTS AND FINAL WALK-THROUGH.

1. Buyer, or other persons Buyer deems qualified, may perform re-inspections of Property pertaining to Treatments, Repairs and Replacements.
2. Buyer may perform a final walk-through inspection, which Seller may attend. Seller shall deliver Property in the same condition as it was on the date upon which Contract was signed by Buyer (ordinary wear and tear excepted) subject to Treatments, Repairs and Replacements.
3. All inspections and re-inspections shall be paid by Buyer, unless prohibited by mortgage lender.

8. RISK OF LOSS. Until transfer of Title or transfer of possession, risk of loss to the Property, ordinary wear and tear excepted, shall be upon Seller; after transfer of Title or transfer of possession, risk of loss shall be upon Buyer. (Parties are advised to address insurance coverage regarding transfer of possession prior to Closing).

9. ACCEPTANCE OF PROPERTY. Buyer, upon accepting Title or transfer of possession of the Property, shall be deemed to have accepted the Property in its then condition. No warranties, expressed or implied, by Sellers, Brokers and/or their associated licensees, with reference to the condition of the Property, shall be deemed to survive the Closing.

10. DISCLAIMER AND INDEMNIFICATION. It is expressly understood by Seller and Buyer that Seller's Broker and its affiliated licensees and Buyer's Broker and its affiliated licensees do not warrant the present or future crop productivity including grasses, water availability above or below ground, size by square footage or acreage, condition, structure, or structure systems of the Property or any building, nor do they hold themselves out to be experts in quality, design and construction. Seller and Buyer shall hold the Seller's Broker and its affiliated licensees and Buyer's Broker and its affiliated licensees harmless in the event of losses, claims or demands by or against Seller or Buyer. This paragraph shall survive Closing.

11. TITLE EVIDENCE.

A. SELLER'S EXPENSE. Seller, at Seller's expense shall complete within thirty (30) days prior to Closing Date, agrees to make available to Buyer the following:

1. A complete and current surface-rights-only Abstract of Title, certified by an Oklahoma-licensed and bonded abstract company;

OR

A copy of Seller's existing owner's title insurance policy issued by a title insurer licensed in the State of Oklahoma together with a supplemental and current surface-rights-only abstract certified by an Oklahoma-licensed and bonded abstract company;

2. A current Uniform Commercial Code Search Certificate.

B. BUYER'S EXPENSE. Buyer, at Buyer's expense, shall obtain:
(Check one)

☒ Commitment for issuance of a title insurance policy based on an Attorney's Title Opinion which is rendered for the title insurance purposes for the Owner's or Lender's title insurance policy.

OR

☐ Attorney's Title Opinion, which is not rendered for title insurance purposes.

C. SURVEY AND TITLE REVIEW

1. ☐ Within _____ days after the **Time Reference Date** of this Contract, Seller, at Seller's expense, shall furnish a new survey to Buyer.
2. ☐ Within _____ days after the **Time Reference Date** of this Contract, Buyer, at Buyer's expense, shall obtain a new survey.
3. ☐ Within _____ days after the **Time Reference Date** of this Contract, Seller shall furnish Seller's existing survey of the Property to Buyer and the Title Company, along with Seller's affidavit acceptable to the Title Company for approval of the survey. The existing Survey (check one): ☐ will ☐ will not be recertified to a date subsequent to the Time Reference Date of this Contract at the expense of (check one): ☐ Buyer ☐ Seller. If the existing survey is not approved by the Title Company or Buyer's Lender, a new survey will be obtained at the expense of (check one): ☐ Buyer ☐ Seller no later than _____ days (three (3) days if left blank) prior to the Closing Date.

4. ☒ Survey is NOT REQUIRED
5. ☐ Other: _____.

The (1) Abstract of Title, (2) Commitment for Title Insurance or Attorney's Title Opinion, (3) the Uniform Commercial Code Search Certificate, and (4) the Survey or Mortgage Inspection Report, if selected, collectively constitutes the "Title Evidence".

D. BUYER TO EXAMINE TITLE EVIDENCE.

1. Buyer shall have _____(ten (10) days if left blank), after receipt to examine the Title Evidence and to deliver Buyer's objections to Title to Seller or Seller's Broker, if applicable. In the event the Title Evidence is not made available to Buyer within ten (10) days prior to Closing Date, said Closing Date shall be extended to allow Buyer the ten (10) days from receipt to examine the Title Evidence.
2. Buyer agrees to accept title subject to: (i) utility easements serving the property, (ii) set back and building lines, (iii) zoning regulations, and (iv) reserved and severed mineral rights, which shall not be considered objections for requirements of Marketable Title.

E. SELLER TO CORRECT ISSUES WITH TITLE (IF APPLICABLE), POSSIBLE CLOSING DELAY. Upon receipt by Seller, or in care of Seller's Broker, if applicable, of any title requirements reflected in an Attorney's Title Opinion or Title Insurance Commitment, based upon the standards of marketable title set out in the Title Examination Standards of the Oklahoma Bar Association, the Parties agree to the following:

1. At Seller's option and expense, Seller may cure title requirements identified by Buyer; and
2. Delay Closing Date for _____ days (thirty (30) days if blank), or a longer period as may be agreed upon in writing, to allow Seller to cure Buyer's Title requirements. In the event Seller cures Buyer's objection prior to the delayed Closing Date, Buyer and Seller agree to close within five (5) days of notice of such cure. In the event that Title requirements are not cured within the time specified in this subparagraph, the Buyer may cancel the Contract and Seller and Buyer authorize the holder of the Earnest Money to release the Earnest Money to the Buyer and the Contract shall terminate.

F. SURFACE LEASES. Seller shall provide Buyer with copies of existing written leases and give written notice of oral leases within _____ days (three (3) days if left blank) of the Time Reference Date. **If there are NO existing Leases this paragraph is not applicable.**

1. If Seller **does not provide** copies of existing said written leases or give written notice of oral leases within the three (3) days after the Time Reference Date the provisions of Paragraph 18 shall apply. The Seller shall be in default of this Agreement.
2. This Contract is subject to Buyer review, acceptance and approval of said leases, if any, within five (5) days of the receipt of said leases.
3. **If the Buyer fails to give notice of objection to the leases, as above, the leases shall be deemed acceptable to the Buyer.**
4. The following Leases will be permitted exceptions in the Title Policy and will not be a basis for objection to title: _____

G. Upon Closing, any existing Abstract(s) of Title owned by Seller, shall become the property of Buyer.

12. TAXES, ASSESSMENTS AND PRORATIONS.

A. General ad valorem taxes for the current calendar year shall be prorated through the date of closing, if certified. However, if the amount of such taxes has not been fixed, the proration shall be based upon the rate of levy for the previous calendar year and the most current assessed value available at the time of Closing.

B. The following items shall be paid by Seller at Closing: (i) Documentary Stamps; (ii) all utility bills, actual or estimated; (iii) all taxes other than general ad valorem taxes which are or may become a lien against the Property; (iv) any labor, materials, or other expenses related to the Property, incurred prior to Closing which is or may become a lien against the Property.

C. At Closing all leases, excluding agriculture and commercial leases, if any, shall be assigned to Buyer and security deposits, if any, shall be transferred to Buyer. Prepaid rent and lease payments shall be prorated through the date of Closing.

D. If applicable, membership and meters in utility districts to include, but not limited to, water, sewer, ambulance, fire, garbage, shall be transferred at no cost to Buyer at Closing.

E. If the property is subject to a mandatory Homeowner's Association, dues and assessments, if any, based on most recent assessment, shall be prorated through the date of Closing. Any fees or costs associated with a statement of Homeowner's Association proof of current status and/or transfer of Homeowner's Association membership would be at expense of Seller.

F. All governmental and municipal special assessments against the property (matured or not matured), not to include Homeowner's Association special assessments, whether or not payable in installments, shall be paid in full by Seller at Closing.

G. **Matters pertaining to commercial leases or agricultural leases or production, if applicable, shall be addressed in an attached addendum.**

13. RESIDENTIAL SERVICE AGREEMENT.
(Check one)

A. ☒ The Property shall not be covered by a Residential Service Agreement.
B. ☐ Seller currently has a Residential Service Agreement in effect on the Property. Seller, at Seller's expense, shall transfer the agreement with one (1) year coverage to the Buyer at Closing.
C. ☐ The Property shall be covered by a Residential Service Agreement selected by the Buyer at an approximate cost of $_____. Seller agrees to pay $_____ and Buyer agrees to pay the balance. The Seller and Buyer acknowledge that the real estate broker(s) may receive a fee for services provided in connection with the Residential Service Agreement.
Buyer acknowledges that a Residential Service Agreement does not replace/substitute Property inspection rights.

14. ADDITIONAL PROVISIONS.
Seller recognizes buyer's requirement for closing to take place following a school board meeting with a positive vote to close the transaction. The school board is aware of this purchase agreement, but the formality of the vote is still required.

15. MEDIATION. Any dispute arising with respect to the Contract shall first be submitted to a dispute resolution mediation system servicing the area in which the Property is located. Any settlement agreement shall be binding. In the event an agreement is not reached, the Parties may pursue legal remedies as provided by the Contract.

16. TAX DEFERRED EXCHANGE 1031. In conformance with Section 1031 of the Internal Revenue Code, it may be the intention of the Seller or Buyer or both to effect a tax-deferred exchange. Either the Seller or Buyer or both may assign his/ her rights in the contract to a Qualified Intermediary for the purpose of effecting a tax-deferred exchange. The Parties agree to cooperate and execute the necessary documents to allow either or both Parties to effect such exchange at no additional cost or liability to the other Party. However, any warranties that may be expressed in this contract shall remain and be enforceable between the Parties executing this document.

17. CHOICE OF LAW AND FORUM. This Contract shall be governed by and construed in accordance with the laws of the State of Oklahoma, without giving effect to any choice of law or conflict of law rules or principles that would cause the application of the laws of any jurisdiction other than the State of Oklahoma. The Parties agree that any legal action brought for any disputes, claims, and causes of action arising out of or related to this Contract shall be decided in a Oklahoma State Court in the County in which the Property is located or a Federal Court having jurisdiction over the County in which the Property is located.

18. BREACH AND FAILURE TO CLOSE. Seller or Buyer shall be in breach of this Contract if either fails to comply with any material covenant, agreement, or obligation within the time limits required by this Contract. **TIME IS OF THE ESSENCE IN THIS CONTRACT.**

A. UPON BREACH BY SELLER. If the Buyer performs all of the obligations of Buyer, and Seller fails to convey the Title or fails to perform any other obligations of the Seller under this Contract, then Buyer shall be entitled to: (i) terminate this Contract, return the abstract to Seller and receive a refund of the Earnest Money, or (ii) pursue any other remedy available at law or in equity, including specific performance.
B. UPON BREACH BY BUYER. If at any time prior to closing the Buyer's Earnest Money should fail for lack of delivery or lack of collection pursuant to Paragraph 2, then Seller may, at Seller's option, elect to do one of the following: (i) terminate this Contract upon delivery of written notice of termination to Buyer, or Buyer's Broker, if applicable, (ii) pursue any other remedy available at law or in equity, or (iii) enter into a written agreement between Buyer and Seller modifying the terms of

Paragraph 2 to cure the lack of delivery or lack of collection of the Earnest Money. If, after the Seller has performed Seller's obligation under this Contract, and Buyer fails to provide funding, or fails to perform any other obligations of the Buyer under this Contract, then the Seller may, at Seller's option, cancel and terminate this Contract and retain all sums paid by the Buyer, but not to exceed 5% of the purchase price, as liquidated damages, or pursue any other remedy available at law or in equity, including specific performance.

19. INCURRED EXPENSES AND RELEASE OF EARNEST MONEY.

A. INCURRED EXPENSES. Buyer and Seller agree that any expenses, incurred on their behalf, shall be paid by the Party incurring such expenses and shall not be paid from Earnest Money.

B. RELEASE OF EARNEST MONEY. Except where the release of the Earnest Money is authorized by the Parties under Section 7.C.2.b.i. and Section 11.E.2., in the event a dispute arises prior to the release of Earnest Money held in escrow, the escrow holder shall retain said Earnest Money until one of the following occur:

1. A written release is executed by Buyer and Seller agreeing to its disbursement;
2. Agreement of disbursement is reached through Mediation;
3. Interpleader or legal action is filed, at which time the Earnest Money shall be deposited with the Court Clerk; or
4. The passage of thirty (30) days from the date of final termination of the Contract has occurred and options 1), 2) or 3) above have not been exercised; Broker escrow holder, at Broker's discretion, may disburse Earnest Money. Such disbursement may be made only after fifteen (15) days written notice to Buyer and Seller at their last known address stating the escrow holder's proposed disbursement.
5. In the event Earnest Money is held in escrow at a title company, the Earnest Money may only be released pursuant to paragraph 19(B)(i), (ii), or (iii).

20. DELIVERY OF ACCEPTANCE OF OFFER OR COUNTEROFFER. The Buyer and Seller authorize their respective Brokers, if applicable, to receive delivery of an accepted offer or counteroffer, and any related addenda and/or documents.

21. NON-FOREIGN SELLER. Seller represents that at the time of acceptance of this contract and at the time of Closing, Seller is not a "foreign person" as such term is defined in the Foreign Investments in Real Property Tax Act of 1980 (26 USC Section 1445(f) et. seq.) ("FIRPTA"). If either the sales price of the property exceeds $300,000.00 or the buyer does not intend to use the property as a primary residence then, at the Closing, and as a condition thereto, Seller shall furnish to Buyer an affidavit, in a form and substance acceptable to Buyer, signed under penalty of perjury containing Seller's United States Social Security and/or taxpayer identification numbers and a declaration to the effect that Seller is not a foreign person within the meaning of Section "FIRPTA."

22. BUYER AFFIDAVIT COMPLIANCE. Buyer represents that at the time of submission of this purchase offer and at the time of Closing, Buyer is either (a) a U.S. Citizen, Native American, or an alien who is or shall become a bona fide resident of the State of Oklahoma, or (b) an exempt business or trust, pursuant to 60 O.S. § 121—22. Buyer further represents that Buyer is eligible to execute the required Affidavit of Land or Mineral Ownership provided by the Attorney General of the State of Oklahoma as required by 60 O.S. § 121.

23. TERMINATION OF OFFER. The above Offer shall automatically terminate on 7/30/2025 at 5:00 ☐ a.m./ ☒ p.m. (check one), unless withdrawn prior to acceptance or termination.

OFFER REJECTED AND SELLER IS NOT MAKING A COUNTEROFFER _____, 20____

_____ _____
Seller's Signature Seller's Signature

Buyer's Initials _____ _____ **Seller's Initials** _____ _____ _____ Initials are for acknowledgment purposes only

24. EXECUTION BY PARTIES.

AGREED TO BY BUYER:

Mustang Public Schools — 9/4/25
Buyer's Printed Name — Date

Buyer's Signature

Buyer's Printed Name — Date

Buyer's Signature

Buyer's Printed Name — Date

Buyer's Signature

AGREED TO BY SELLER:

Jerome Askin
Seller's Printed Name — Date

Seller's Signature

Constance Jennings
Seller's Printed Name — Date

Seller's Signature

Seller's Printed Name — Date

Seller's Signature

ASSOCIATE INFORMATION

BUYER'S BROKER/ASSOCIATE:

John Gassen 178694
Name and OREC Associate License Number

Wise Oak Realty LLC
OREC Company Name

202351
OREC Company License Number

135 Cedar Branch Way Suite 111 Mustang OK 73064
Company Address

405-544-9473
Company Phone Number

johngassenrealtor@gmail.com
Associate Email

405-833-6952
Associate Phone Number

SELLER'S BROKER/ASSOCIATE:

Karl W Oltermann 147617
Name and OREC Associate License Number

Coldwell Banker Select
OREC Company Name

155597
OREC Company License Number

8100 North May Avenue Oklahoma City OK 73120
Company Address

405-720-1116
Company Phone Number

karl.oltermann@cbokc.com
Associate Email

405-812-4205
Associate Phone Number

Authenticity Verification - Form ID: 80632f7a-5d6b-4167-8012-2cb1fe740170
DigiSign Verified - 80632f7a-5d6b-4167-8012-2cb1fe740170

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Property

Address: 322 W State Hwy 152, Mustang, OK 73064

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) ☑ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

BUILT BEFORE 1978

(ii) ____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) ____ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) ☑ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

(c) ____ Purchaser has received copies of all information listed above.

(d) ____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home.*

(e) Purchaser has (check (i) or (ii) below):

(i) ____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) ✓ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

(f) KO Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Jerome Askin	01/07/2025	Constance Jennings	01/07/2025
Seller	Date	Seller	Date
Kevin Pitts CEO	8/4/25		
Purchaser	Date	Purchaser	Date
Karl Oltermann	01/07/2025		
Agent	Date	Agent	Date

Created by Karl W Oltermann with SkySlope® Forms

PROPERTY IDENTIFIER 322 W State Highway 152 Mustang OK 73064

OKLAHOMA REAL ESTATE COMMISSION

WIRE FRAUD ADVISORY

The ability to communicate and conduct business electronically is a convenience and reality in nearly all parts of our lives. At the same time, it has provided hackers and scammers new opportunities for their criminal activity. Many businesses are victims and the real estate business transaction is no exception.

While wiring funds is a welcome convenience, buyers and sellers need to exercise extreme caution. Emails attempting to induce fraudulent wire transfers have been received and have appeared to be legitimate. Reports indicate that some hackers have been able to intercept emailed wire transfer instructions, obtain account information and, by altering some of the data, redirect the funds to a different account. It also appears that some hackers were able to provide false phone numbers for verifying the wiring instructions. In those cases, the buyers called the number provided, to confirm the instructions, and then unwittingly authorized a transfer to somewhere other than escrow. Sellers have also had their sales proceeds taken through similar schemes.

ACCORDINGLY, BUYERS AND SELLERS ARE ADVISED:

1. **Obtain the phone number of the Escrow Officer at the beginning of the transaction.**
2. **DO NOT EVER WIRE FUNDS PRIOR TO CALLING YOUR ESCROW OFFICER TO CONFIRM WIRE INSTRUCTIONS. ONLY USE A PHONE NUMBER GIVEN TO YOU PREVIOUSLY. Do not use any different phone number included in the emailed wire transfer instructions.**
3. **Orally confirm the wire transfer instruction is legitimate and confirm the bank routing number, account numbers and other codes before taking steps to transfer the funds.**
4. **Avoid sending personal information in emails or texts. Provide such information in person or over the telephone directly to the Escrow Officer.**
5. **Take steps to secure the system you are using with your email account. These steps include creating strong passwords, using secure WiFi, and not using free services.**

If you receive, or believe you are the recipient of, questionable or suspicious wire instructions immediately notify your bank, the Escrow Holder, and your real estate agent. The sources below, as well as others, can also provide information:

Federal Bureau of Investigation: https://www.fbi.gov/

National White Collar Crime Center: http://www.nw3c.org/

On Guard Online: https://www.onguardonline.gov/

By signing below, the undersigned acknowledge that each has read, understands, and has received a copy of this Wire Fraud Advisory.

Seller/Buyer Mustang Public Schools Date 8/4/25

(Repeat signature lines as necessary)

MPS Board Memo

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Dr. Jason Pittenger, CFO

From: Mark D. Lebsack, Assistant Superintendent of Operations

Date: August 11, 2025

Re: Purchase of land

For discussion, motion and possible action to approve the purchase of land.

Wise Oak Realty

Memo

To: Mark Lebsack

From: John Gassen

Date: August 6, 2025

Re: 322 W State Highway 152 Contract

Mark,

Everything I need signed and initialed by Dr. Rader follows this memo. If anyone has questions about this, please feel free to contact me any time.

I appreciate the opportunity to help the school acquire this property.

Thank you,

John Gassen
405-833-6952
johngassenrealtor@gmail.com

Authentisign ID: 1297AE72-E272-F011-8DCA-00224822F75A

ESTIMATE ONLY

American Land Title Association | ALTA Settlement Statement - Cash
Adopted 05-01-2015

File No./Escrow No.: 25315363
Print Date & Time: 08/06/25 10:25 AM
Officer/Escrow Officer: Charla Slabotsky
Settlement Location:
Old Republic Title Company of Oklahoma
1601 Health Center Parkway BLD 700
Yukon, OK 73099

Old Republic Title Company of Oklahoma - Mustang
ALTA Universal ID:
1601 Health Center Pkwy Bldg. 700
Yukon, OK 73099

Property Address: //, 33-11N-05W, Canadian County
322 W STATE HIGHWAY 152
MUSTANG, OK 73064

Borrower: MUSTANG PUBLIC SCHOOLS-
12400 SW 15TH STREET
YUKON, OK 73099

Seller: JEROME ASKIN and CONSTANCE C JENNINGS
PO BOX 151
MUSTANG, OK 73064

Loan Number:
Settlement Date: 09/15/2025
Disbursement Date:
Additional dates per state requirements:

Seller		Description	Borrower/Buyer	
Debit	Credit		Debit	Credit
		Financial		
	$980,000.00	Sale Price of Property	$980,000.00	
		Deposit		$9,800.00
		Prorations/Adjustments		
$489.85		County Property Taxes from 01/01/2025 thru 09/15/2025		$489.85
		Title Charges & Escrow / Settlement Charges		
$575.00		Title - Abstract to Old Republic Title Company of Oklahoma		
		Title - CCR Copy Fee to Old Republic Title Company of Oklahoma	$25.00	
$100.00		Title - Certificate - Federal Court to Old Republic Title Company of Oklahoma		
$100.00		Title - Certificate - UCC Cert to Old Republic Title Company of Oklahoma		
$225.00		Title - Closing Fee to Old Republic Title Company of Oklahoma	$225.00	
		Title - E-Recording Service Fees to Old Republic Title Company of Oklahoma	$5.00	
		Title - Examination Fee to Old Republic Title Company of Oklahoma	$200.00	

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ESTIMATE ONLY

Seller		Description	Borrower/Buyer	
Debit	Credit		Debit	Credit
		Title - Final Title Report to Old Republic Title Company of Oklahoma	$150.00	
$200.00		Title - Service Fee to Old Republic Title Company of Oklahoma	$200.00	
		Title - Owner's Title Insurance to Old Republic Title Company of Oklahoma	$2,649.00	
		Commission		
		Real Estate Commission - Buyer's Realtor to WISE OAK REALTY, LLC	$29,400.00	
		Government Recording and Transfer Charges		
		Recording Fee (Deed) to Old Republic Title Company of Oklahoma	$22.00	
$1,470.00		Transfer Tax to Old Republic Title Company of Oklahoma		
		Miscellaneous		
		Inspection - Home		
		Inspection - Termite		

Seller			Borrower/Buyer	
Debit	Credit		Debit	Credit
$3,159.85	$980,000.00	**Subtotals**	$1,012,876.00	$10,289.85
		Due **From** ~~Borrower~~ Buyer		**$1,002,586.15**
$976,840.15		Due **To** Seller		
$980,000.00	$980,000.00	**Totals**	$1,012,876.00	$1,012,876.00

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Authentisign ID: 1297AE72-E272-F011-8DCA-00224822F75A

ESTIMATE ONLY

Acknowledgement

We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize Old Republic Title Company of Oklahoma - Mustang to cause the funds to be disbursed in accordance with this statement.

MUSTANG PUBLIC SCHOOLS-

DO NOT SIGN

By JASON PITTENGER _____ Date

JEROME ASKIN _____ Date

CONSTANCE C JENNINGS _____ Date

Charla Slabotsky _____ Date

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Authentisign ID: 1297AE72-E272-F011-8DCA-00224822F75A

School Board Memo

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
M. Lebsack, Assistant Superintendent, Operations

From: Dr. Jason Pittenger, CFO

Date: 5/19/25

Contract Vendor: Gassen Realty (69023) **Time Frame:** SY 25-26

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following services:

Consider approval of the Buyer Broker service agreement with John Gassen for realty services from 5/9/25 through 12/31/25.

Authentisign ID: 1297AE72-E272-F011-8DCA-00224822F75A

OKLAHOMA REAL ESTATE COMMISSION

THIS IS A LEGALLY BINDING CONTRACT; IF NOT UNDERSTOOD, SEEK ADVICE FROM AN ATTORNEY.

BUYER BROKER SERVICE AGREEMENT

1. **Purpose of Brokerage.** Buyer desires to purchase, lease, option, or exchange (collectively "Purchase") real estate through the services and resources of the Broker. Broker's services may include, but not be limited to, consulting with Buyer regarding properties and the availability of financing; formulating acquisition and purchase agreements, assisting in the communication and negotiation of contracts, and receiving delivery of any offers made by Buyer and accepted by Seller.

   If this form is used as part of a lease or rental transaction, the term "Seller" shall mean "Landlord", the term "Buyer" shall mean "Tenant", the term "gross selling price" shall mean "total lease price" and the term "Purchase Agreement" shall mean "Lease Agreement".

2. **Entering Agreement.** Broker and Buyer both acknowledge that a written Agreement must be signed and entered into before Broker may begin showing properties to Buyer.

3. **Buyer Representation.** Buyer has **not** signed a written Brokerage Agreement currently in force with another Broker.

4. **Buyer Affidavit.** Buyer acknowledges that Oklahoma law requires Buyer to sign an Affidavit before closing on a property attesting that Buyer is either a United States Citizen, Native American, or a Non-Citizen / Alien who is or shall become a bona fide resident of Oklahoma in compliance with 60 O.S. § 121.

5. **Duration of Agreement.** This Agreement is entered into this 9 day of May, 20 25. This Agreement shall expire on the 31 day of December, 2025 (60 days if left blank). Buyer agrees during the term of this Agreement, any and all inquiries and/or negotiations relating to the acquisition by the Buyer of any desired property shall be through the undersigned Broker.

6. **Termination of Agreement.** This Agreement may be canceled by either Party by providing at least three (3) business days' notice in writing unless Buyer is under contract to purchase the Property. Buyer's Termination of Agreement does not relieve Buyer of the obligation to compensate Broker for purchase agreements executed within _____ days (60 if left blank) after Termination, if the property acquired was presented to Buyer through brokerage services of Broker.

7. **Compensation of Broker. Buyer acknowledges the Compensation in this Agreement is fully negotiable and not set by law. The compensation section of this Agreement must be completed before it can be signed by the Buyer. This Agreement is not enforceable if this section is left blank.**

   The Compensation for Buyer's Broker (the "Compensation") shall be: (check only those that apply)

   ☒ **a.** Buyer shall pay the Broker, at closing, an amount equal to $_____ or 3 % of the final gross selling/lease price. Buyer shall receive a credit towards the payment of the Compensation in an amount equal to any payment made to the Broker by any other Broker or the Seller.

   ☐ **b.** Buyer shall pay Broker a retainer fee of $_____ ($0 if left blank) due and payable upon execution of this Agreement, which amount shall be applied towards the Compensation upon closing on a transaction in which Buyer acquires Property. In all other circumstances, the payment shall be considered as a non-refundable retainer fee earned by the Broker.

   ☐ **c.** Other: _____

   Unless otherwise specified above, the Compensation is due and payable upon Closing. The Compensation shall apply to any purchase agreements executed during the term of this Agreement or any extension of this Agreement. The Compensation also applies to purchase agreements executed within _____ days (60 if left blank) after the expiration or termination of this Agreement, if the property acquired was presented to Buyer through brokerage services of the Broker.

Buyer's Initials _____ **Buyer's Initials** _____

Authentisign ID: 1297AE72-E272-F011-8DCA-00224822F75A

8. **Failure to Close.** If Seller fails to close with no fault on the part of Buyer, the Compensation shall be waived. If the transaction does not close due to a breach of Contract of Sale by the Buyer, the Compensation shall NOT be waived and shall become immediately due and payable.

9. **Compensation to Broker by Seller.** The Listing Broker or Seller is not required to make an offer of compensation to Buyer's Broker.

   a. **Seller's Offer Equal to Compensation.** If the amount of compensation offered by the Seller is equal to the Compensation listed in Paragraph 7, the Buyer shall not be obligated to separately pay the Compensation listed in Paragraph 7.

   b. **Seller's Offer Greater than Compensation.** Compensation to Buyer's Broker must not exceed the compensation agreed to between Buyer and Broker in Paragraph 7 of this Agreement. If Seller's Offer is greater than the Compensation listed in Paragraph 7, Buyer shall not be obligated to separately pay the Compensation listed in Paragraph 7. The amount of compensation offered by Listing Broker or Seller that is greater than the Compensation listed in Paragraph 7 may be addressed by further written agreement and may include one of the following:

      i. Credit to Buyer (to the extent allowed by Buyer's lender and applicable State and Federal Law) and any non-allowed amount is credited back to the Seller; or

      ii. Credit to the Seller; or

      iii. Another option negotiated and agreed to in writing by the parties.

      Any option selected must be agreed to in writing by the parties.

   c. **Seller's Offer Less than Compensation.** If Seller's Offer is less than the Compensation listed in Paragraph 7 the Buyer shall pay the remaining balance of the Compensation listed in Paragraph 7, unless otherwise agreed to in writing by the parties.

10. **Cost of Services or Products Obtained from Outside Sources.** Broker will not obtain or order products or services from outside sources (e.g., surveys, soil tests, title reports, inspections) without the prior consent of Buyer, unless provided by the Contract of Sale, Lease, Option or Exchange of Real Estate. Buyer agrees to pay all costs for products or services so obtained. Broker shall not be obligated to advance funds for Buyer.

11. **Other Buyers.** Buyer understands that other buyers may consider, make offers, or purchase through Broker the same or similar properties as Buyer is seeking to acquire. Within the same company, the Broker and their associated licensees (including the licensee assisting you), often provide brokerage services to more than one buyer at the same time.

12. **Equal Opportunity.** Properties shall be shown and be made available to Buyer without regard to age, race, color, religion, sex, handicap, familial status, national origin or as may be provided by local, state, or federal laws or regulations.

13. **Counterparts.** If more than one person is named as Buyer herein, separate conforming Agreements may be executed by each Buyer individually, and when so executed, the copies taken together shall be deemed to be a full and complete agreement between the Parties.

14. **Copy of Agreement.** Buyer acknowledges receipt of a copy of this Agreement and a copy of the Disclosure to Buyer of Brokerage Duties, Responsibilities, and Services. Broker has offered and made available to Buyer a copy of the Oklahoma Contract Guide available at www.orec.ok.gov

Buyer's Initials _____ **Buyer's Initials** _____

Authentisign ID: 1297AE72-E272-F011-8DCA-00224822F75A

15. Additional Provisions.
This agreement is limited to the purchase of 322 WSH 152, Mustang, OK 73064

Executed by Buyer this 7 day of August, 20 25.

Buyer Name (Print)	Buyer's Signature
Mustang Public Schools	Jason Pittenger
Buyer's Email Address	**Buyer's Physical Address**
pittengerj@Mustangps.org	12400 SW 15 Street Yukon 73099
Buyer's Telephone (Cell)	**Buyer's Telephone (Work)**
405.376.2461	NA
Buyer Name (Print)	**Buyer's Signature**
Buyer's Email Address	**Buyer's Physical Address**
pittengerj@Mustangps.org	12400 SW 15 Street Yukon 73099
Buyer's Telephone (Cell)	**Buyer's Telephone (Work)**
405.376.2461	NA

Executed by Broker this 9 day of May, 2025.

Buyer Broker / Associate Signature John R Gassen

Buyer Broker / Associate Name	Buyer Broker License Number
John Gassen	178694
Buyer Broker / Associate Cellphone	**Buyer Broker / Associate Email Address**
405-833-6952	john@wiseoakrealtyok.com
Brokerage Name	**Name of Managing Broker**
Wise Oak Realty LLC	John Gassen
Brokerage License Number	**Managing Broker Office Telephone**
202351	405-544-9473
Brokerage Office Address	**Managing Broker Email Address**
135 Cedar Branch Way Suite 111 Mustang OK 73064	john@wiseoakrealtyok.com

Buyer's Initials _____ **Buyer's Initials** _____

TRANSACTIONS

Authentisign ID: 1297AE72-E272-F011-8DCA-00224822F75A

OKLAHOMA REAL ESTATE COMMISSION

DISCLOSURE TO BUYER OF BROKERAGE DUTIES, RESPONSIBILITIES AND SERVICES

This notice may be part of or attached to any of the following:

☒ Buyer Brokerage Agreement ☐ Exchange Agreement

☒ Contract of Sale of Real Estate ☐ Option Agreement ☐ Other _____

1. Duties and Responsibilities. A Broker who provides Brokerage Services to one or both parties shall describe and disclose in writing the Broker's duties and responsibilities prior to the party or parties signing a contract to sell, purchase, option, or exchange real estate.

A Broker shall have the following duties and responsibilities which are mandatory and may not be abrogated or waived by a Broker, whether working with one party, or working with both parties:

a. treat all parties to the transaction with honesty and exercise reasonable skill and care;
b. unless specifically waived in writing by a party to the transaction:
    1. receive all written offer and counteroffers;
    2. reduce offers or counteroffers to a written form upon request of any party to a transaction; and
    3. present timely all written offers and counteroffers.
c. inform, in writing, the party for whom the Broker is providing Brokerage Services when an offer is made that the party will be expected to pay certain closing costs, Brokerage Service costs and the approximate amount of the costs;
d. keep the party for whom the Broker is providing Brokerage Services informed regarding the transaction;
e. timely account for all money and property received by the Broker;
f. keep confidential information received from a party or prospective party confidential. The confidential information shall not be disclosed by a Broker without the consent of the party disclosing the information unless consent to the disclosure is granted in writing by the party or prospective party disclosing the information, the disclosure is required by law, or the information is made public or becomes public as the result of actions from a source other than the Broker. The following information shall be considered confidential and shall be the only information considered confidential in a transaction:
    1. that a party or prospective party is willing to pay more or accept less than what is being offered,
    2. that a party or prospective party is willing to agree to financing terms that are different from those offered,
    3. the motivating factors of the party or prospective party purchasing, selling, optioning or exchanging the property, and
    4. information specifically designated as confidential by a party unless such information is public.
g. disclose information pertaining to the Property as required by Residential Property Condition Disclosure Act;
h. comply with all requirements of the Oklahoma Real Estate Code and all applicable statutes and rules;
i. when working with one party or both parties to a transaction, the duties and responsibilities set forth in this section shall remain in place for both parties.

2. Brokerage Services provided to both parties to the transaction. The Oklahoma broker relationships law (Title 59, Oklahoma Statutes, Section 858-351 – 858-363) allows a real estate Firm to provide Brokerage Services to both parties to the transaction. This could occur when a Firm has contracted with a Seller to sell their property and a prospective Buyer contacts that same Firm to see the property. If the prospective Buyer wants to make an offer on the property, the Firm must now provide a written notice to both the Buyer and Seller that the Firm is now providing Brokerage Services to both parties to the transaction. The law states that there are mandatory duties and responsibilities that must be performed by the broker for each party.

3. Broker providing fewer services. If a Broker intends to provide fewer Brokerage Services than those required to complete a transaction, the Broker shall provide written disclosure to the party for whom the Broker is providing services. The disclosure shall include a description of those steps in the transaction that the Broker will not provide and state that the Broker assisting the other party in the transaction is not required to provide assistance with these steps in any manner.

4. Confirmation of disclosure of duties and responsibilities. The duties and responsibilities disclosed by the Broker shall be confirmed in writing by each party in a separate provision, incorporated in or attached to the contract to purchase, option or exchange real estate.

I understand and acknowledge that I have received this notice on 7 day of August, 20 25.

Buyer's Printed Name Mustang Public Schools Buyer's Signature Jason Pitts

Buyer's Printed Name Dr. Robert Rader Buyer's Signature

Authenticity Verified - DigiSign Verified - 80632774-3d6b-4167-8012-2cb1fe740170

APPENDIX B. RESIDENTIAL PROPERTY CONDITION DISCLAIMER STATEMENT FORM

Seller instructions: Oklahoma Law (the "Residential Property Condition Disclosure Act," 60, O.S. Section 831 et. seq., effective July 1, 1995) **requires a seller** of 1 and 2 residential dwelling units **to deliver, or cause to be deliv-ered, a disclaimer statement to a purchaser as soon as practicable, but in any event before acceptance of an offer to purchase if you, the seller: 1) have never occupied the property and make no disclosures** concerning the condition of the property; and **2) have no actual knowledge of any defect** concerning the property.

If, however, you occupied the property or **know of a defect in regard to the property,** you must complete and deliver, or cause to be delivered, a "Residential Property Condition Disclosure Statement" to the purchaser.

Also, if you become aware of a defect after delivery of this disclaimer statement to a purchaser, but before you accept an offer to purchase, you must complete and deliver, or cause to be delivered, a "Residential Property Condition Disclosure Statement" to a purchaser.

Completion of this form by you **may not be more than 180 days prior to the date this form is received by a purchaser.**

Note: If this disclaimer statement **is delivered to a purchaser after an offer to purchase has been made by the purchaser,** the offer to purchase **shall be accepted by you only after** a purchaser has acknowledged receipt of this statement and confirmed the offer to purchase.

Defect means a condition, malfunction, or problem that would have a materially adverse effect on the monetary value of the property, or that would impair the health or safety of future occupants of the property.

(For more information on the requirements of the law, please refer to the Residential Property Condition Disclosure Information Pamphlet.)

Seller's Disclaimer Statement

The undersigned seller states that seller has never occupied the property located at 322 W State Hwy 152 Mustang **, Oklahoma; makes no disclosures concerning the condition of the property; AND has no actual knowledge of any defect.**

Jerome Askin	01/07/2025	Constance Jennings	01/07/2025
Seller's Signature	**Date**	**Seller's Signature**	**Date**

Purchaser's Acknowledgment

The purchaser shall sign and date this acknowledgment. The purchaser is urged to carefully inspect the subject property and, if desired, to have the property inspected by an expert. The purchaser acknowledges that purchaser has read and received a signed copy of this statement. This completed acknowledgement should accompany an offer to purchase you make on the property identified above.

Jason Potter	8/7/25		8/11/25
Purchaser's Signature	**Date**	**Purchaser's Signature**	**Date**

Note to seller and purchaser: A real estate licensee has no duty to the seller or purchaser to conduct an independent inspection of the property and has no duty to independently verify the accuracy or completeness of any statement made by the seller in this disclaimer statement.

The disclosure and disclaimer statement forms and the Residential Property Condition Disclosure Information Pamphlet are made available by the Oklahoma Real Estate Commission, 1915 N. Stiles Ave., Suite 200 (Denver N. Davison Building), Oklahoma City, Oklahoma 73105-4919. Visit the Commission's web www.orec.ok.gov

Authenticity Verified - DigiSign Verified - 80832772-e3c6-4167-8012-2cb1fe740170

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Property

Address: 322 W State Hwy 152, Mustang, OK 73064

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) ☑ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

BUILT BEFORE 1978

(ii) ☐ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) ☐ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) ☑ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

(c) ____ Purchaser has received copies of all information listed above.

(d) ____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home.*

(e) Purchaser has (check (i) or (ii) below):

(i) ____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) ____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

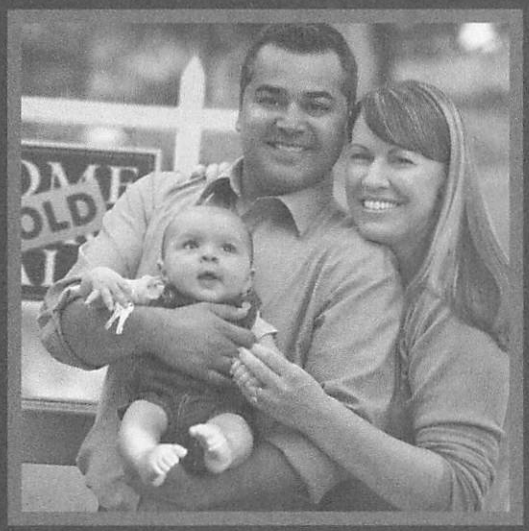
(f) KO Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

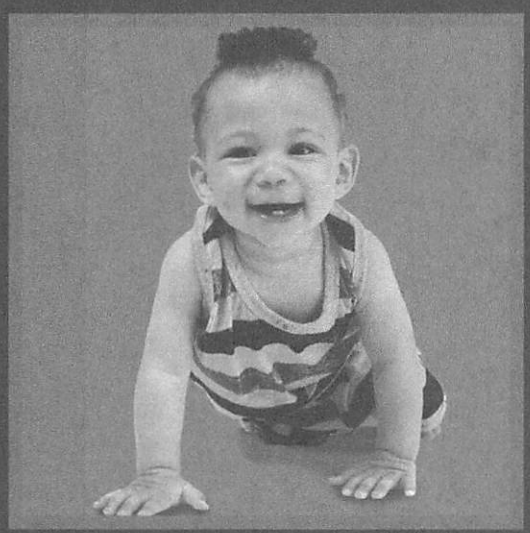
Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Jerome Askin	01/07/2025	Constance Jennings	01/07/2025
Seller	Date	Seller	Date
Purchaser	Date	Purchaser	Date
Karl Oltermann	01/07/2025	John R Gasser	8/6/25
Agent	Date	Agent	Date

Created by Karl W Oltermann with SkySlope® Forms







Protect Your Family From Lead in Your Home

United States Environmental Protection Agency

United States Consumer Product Safety Commission

United States Department of Housing and Urban Development

March 2021

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint or lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right,* to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

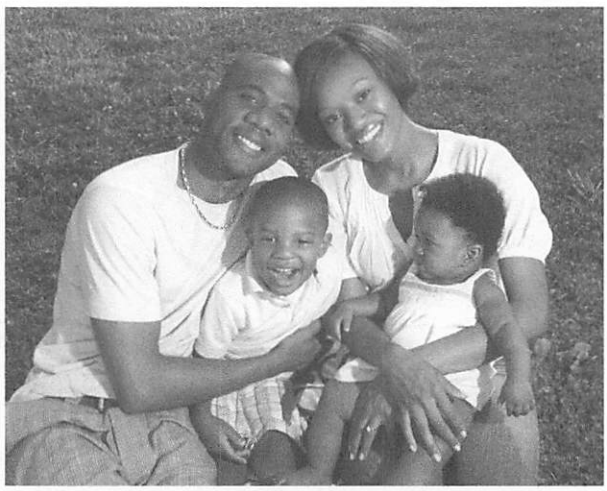
Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

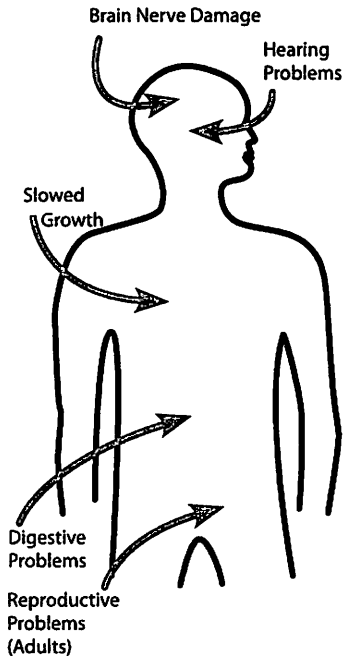
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.[1]

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.[2]

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

[1] "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm^2), or more than 0.5% by weight.

[2] "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorated lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 10 micrograms per square foot ($\mu g/ft^2$) and higher for floors, including carpeted floors
- 100 $\mu g/ft^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fluorescence (XRF) machine
  - Lab tests of paint samples



- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.[3]

[3] Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.



- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead–safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.

Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement contractor. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 10 micrograms per square foot ($\mu g/ft^2$) for floors, including carpeted floors
- 100 $\mu g/ft^2$ for interior windows sills
- 400 $\mu g/ft^2$ for window troughs

Abatements are designed to permanently eliminate lead-based paint hazards. However, lead dust can be reintroduced into an abated area.

- Use a HEPA vacuum on all furniture and other items returned to the area, to reduce the potential for reintroducing lead dust.
- Regularly clean floors, window sills, troughs, and other hard surfaces with a damp cloth or sponge and a general all-purpose cleaner.

Please see page 9 for more information on steps you can take to protect your home after the abatement. For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 15 and 16), epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right.*

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

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Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.[4]
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as **"greta"** and **"azarcon,"** used to treat an upset stomach.

[4] In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

For More Information

The National Lead Information Center
Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323).**

EPA's Safe Drinking Water Hotline
For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline
For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772,** or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies
Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD.**

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 906-6809

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (LL-17J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 353-3808

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10 (20-C04)
Air and Toxics Enforcement Section
1200 Sixth Avenue, Suite 155
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC
4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact to Office of Lead Hazard Control and Healthy Homes for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/lead

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
March 2021

IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

PROPERTY IDENTIFIER 322 W State Highway 152 Mustang OK 73064

OKLAHOMA REAL ESTATE COMMISSION

This is a legally binding Contract; if not understood, seek advice from an attorney.

ACKNOWLEDGMENT AND CONFIRMATION OF DISCLOSURES

It is hereby confirmed that prior to entering into Contract, the following items (as applicable) have been disclosed and/or delivered:

Buyer acknowledges and confirms that the Broker providing brokerage services to the Buyer has described and disclosed their duties and responsibilities to the Buyer prior to the Buyer signing this Contract.

☐ **(Applicable for in-house transactions only) Buyer acknowledges and confirms that the broker is providing brokerage services to both Parties to the transaction prior to the Parties signing this Contract.**

Buyer acknowledges receipt of Residential Property Condition Disclosure or Disclaimer Form (as applicable to residential real property improved with not less than one nor more than two dwelling units) pursuant to Title 60 O.S., Section 831-839:

☐ Buyer has received a Residential Property Condition Disclosure Statement Form (completed and signed by the Seller) and dated within 180 days of receipt.

☒ Buyer has received a Residential Property Condition Disclaimer Statement Form (completed and signed by the Seller) and dated within 180 days of receipt.

☐ This transaction is exempt from disclosure requirements pursuant to Title 60, O.S., Section 838.

☐ Disclosure not required under the Residential Property Condition Disclosure Act.

Buyer acknowledges receipt of Lead-Based Paint/Hazards Disclosures with Appropriate Acknowledgment (if property constructed before 1978)

☒ Buyer has signed the "Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards" form, which has been signed and dated by Seller and applicable Licensee(s), and has also received a copy of the Lead-Based Paint Pamphlet titled "Protect Your Family From Lead in Your Home."

☐ Property was constructed in 1978 or thereafter and is exempt from this disclosure.

☐ The subject of this transaction is not a residential dwelling and does not require a disclosure on Lead-Based Paint/Hazards.

Buyer acknowledges and confirms the above and further, Buyer acknowledges receipt of Estimate of Costs associated with this transaction and acknowledges that a Contract Guide has been made available to the Buyer in print, or at www.orec.ok.gov.

Buyer Name (Printed): Mustang Public Schools

Buyer Signature: Jason Pettey

Dated: 8/7/25

Buyer Name (Printed): Robert Rock

Buyer Signature:

Dated: 8/11/25

Seller acknowledges and confirms that the Broker providing brokerage services to the Seller has described and disclosed their duties and responsibilities to the Seller prior to the Seller signing this Contract.

☐ **(Applicable for in-house transactions only) Seller acknowledges and confirms that the broker is providing brokerage services to both Parties to the transaction prior to the Parties signing this Contract.**

Seller further acknowledges receipt of Estimate of Costs associated with this transaction and that a Contract Guide has been made available to the Seller in print, or at www.orec.ok.gov.

Seller Name (Printed): Jerome Askin

Seller Signature:

Dated:

Seller Name (Printed): Constance C Jennings

Seller Signature:

Dated:

OKLAHOMA REAL ESTATE COMMISSION

This is a legally binding Contract; if not understood, seek advice from an attorney.

OKLAHOMA UNIFORM CONTRACT OF SALE OF REAL ESTATE LAND (WITH OR WITHOUT DWELLING)

CONTRACT DOCUMENTS. The Contract is defined as this document with the following attachment(s): **(check as applicable)**

___ Legal Description
___ Accessories
___ Land Financing Supplement
___ Supplement
___ _____
___ _____
___ Exhibit A
___ Exhibit B
___ Removal of Livestock
___ Sale of Buyer's Property - Presently Under Contract
___ Sale of Buyer's Property - Not Under Contract
___ _____

PARTIES. THE CONTRACT is entered into between:

Jerome Askin & Constance C Jennings "Seller"

and Mustang Public Schools "Buyer".

The Parties' signatures at the end of the Contract, which includes any attachments or documents incorporated by reference, with delivery to their respective Brokers, if applicable, will create a valid and binding Contract, which sets forth their complete understanding of the terms of the Contract. This agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, successors and permitted assigns. The Contract shall be executed by original signatures of the Parties or by signatures as reflected on separate identical Contract counterparts (carbon, photo, fax or other electronic copy). The Parties agree that as to all aspects of this transaction involving documents an electronic signature shall have the same force and effect as an original signature pursuant to the provisions of the Uniform Electronic Transactions Act, 12A, Oklahoma Statutes, Section 15-101 et seq. **All prior verbal or written negotiations, representations and agreements are superseded by the Contract and may only be modified or assigned by a further written agreement of Buyer and Seller.**

The Parties agree that all notices and documents provided for in this contract shall be delivered to the Parties or their respective brokers, if applicable. Seller agrees to sell and convey by General Warranty Deed, and Buyer agrees to accept such deed and buy the Property described herein, on the following terms and conditions:

1. PROPERTY. The land, appurtenances, improvements, accessories and crops are collectively referred to as the "Property".

LAND. The land situated in Canadian County, Oklahoma, described as follows:

Property Address 322 W State Highway 152

Mustang OK 73064,

or as described on the attached Legal Description Supplement, also known as (property address / zip code)
T11N R05W S33 NE4 A#18 PT NE4 - BEG 1188'W & 60'S OF NE/C, TH S600' W132' N600' E132' TPB

PARCEL ID (s) _____

1. **MINERAL RIGHTS.**
(Check One)
☐ together with all of the Seller's right, title, interest and estate, if any, in and to the oil, gas, and other minerals in, under and that may be produced from the Land which have not been previously reserved or conveyed of record. Unless otherwise provided in the Special Provisions paragraph of this Contract, the Seller may not own any mineral rights as described above and makes no representations regarding and specifically disclaims any and all warranties of any nature involving the minerals described above, whether express, implied, or arising by operation of law, including, but not limited to, representations or warranties as to Seller's ownership of any such mineral rights.

Buyer's Initials ____ ____ ____ **Seller's Initials** ____ ____ ____ Initials are for acknowledgment purposes only 620

OR

☒ less and except; all oil, gas and other minerals related to the extraction of oil and gas and the following specific mineral interests

_____,

in and under the Land: all other unspecified minerals in and under the land will transfer with the surface rights.

2. **HOUSE(S).** Number of houses on the property (check one): ☐ NONE or ☒ 1 (number)

2. **PURCHASE PRICE, EARNEST MONEY, AND SOURCE OF FUNDS.** This is a CASH TRANSACTION unless a Financing Supplement is attached. The Purchase Price is $ 980,000.00 payable by Buyer as follows: Within three (3) days of the Contract being fully executed by the Parties, Buyer, or Buyer's Broker, if applicable must deliver $ 9,800.00 as Earnest Money, to Old Republic Title, the holder of the trust account in which it will be deposited, as partial payment of the purchase price and/or closing costs. Buyer shall pay the balance of the purchase price and Buyer's Closing costs at Closing. If Buyer fails to deliver the Earnest Money within the time required, Seller may terminate this contract or exercise Seller's remedies under Paragraph 18, or both, by providing written notice to Buyer or Buyer's Broker, if applicable, before Buyer delivers the Earnest Money. If the last day to deliver the Earnest Money falls on a Saturday, Sunday, or legal holiday, the time to deliver the Earnest Money is extended until the end of the next day that is not a Saturday, Sunday, or legal holiday.

3. **CLOSING, FUNDING AND POSSESSION.** The Closing process includes execution of documents, delivery of deed and receipt of funds by Seller and shall be completed on or 09/15/25, ("Closing Date") or such later date as may be necessary in the Title Evidence Paragraph of the Contract. Possession shall be transferred upon conclusion of Closing process unless otherwise provided below:

_____

In addition to costs and expenses otherwise required to be paid in accordance with terms of the Contract, Buyer shall pay Buyer's Closing fee, Buyer's recording fees, and all other expenses required from Buyer. Seller shall pay documentary stamps required, Seller's Closing fee, Seller's recording fees, if any, and all other expenses required from Seller. Funds required from Buyer and Seller at Closing shall be cash, cashier's check, wire transfer, or as determined by the provider of settlement services.

4. **IMPROVEMENTS AND ACCESSORIES.**

A. Improvements and Fixed Accessories. The following items, if existing on the Property, unless otherwise excluded, shall remain with the Property at no additional cost to Buyer:

FARM & RANCH SPECIFIC

- Windmills
- Barns
- Pens
- Fences
- Sheds
- Outbuildings
- Gates

GENERAL ACCESSORIES

- Attic and ceiling fan(s)
- Bathroom mirror(s)
- Other mirrors, if attached
- Central vacuum & attachments
- Floor coverings, if attached
- Key(s) to the property
- Built-in and under cabinet/ counter appliance(s)
- Free standing slide-in/drop-in kitchen stove
- Built-in sound system(s)/ speaker(s)
- Lighting & light fixtures
- Fire, smoke and security system(s), if owned
- Shelving, if attached
- Fireplace inserts, logs, grates, doors and screens
- Free standing heating unit(s)
- Humidifier(s), if attached
- Water conditioning systems, if owned
- Window treatments & coverings, interior & exterior Storm windows, screens & storm doors
- Garage door opener(s) & remote transmitting unit(s)
- Fences (includes sub-surface electric & components)
- Mailboxes/Flag poles
- Outside cooking unit(s),if
- attached
- Propane tank(s) if owned
- TV antennas/satellite dish system(s) and control(s), if owned
- Sprinkler systems & control(s)
- Swimming Pool/Spa equipment/ accessories
- Attached recreational
- equipment
- Exterior landscaping and
- lighting
- Entry gate control(s)
- Water meter, sewer/trash membership, if owned
- All remote controls, if applicable
- Transferable Service Agreements and Product Warranties

Buyer's Initials _____ _____ _____ **Seller's Initials** _____ _____ _____ Initials are for acknowledgment purposes only

B. Other Accessories. The following items, if checked, shall also remain with the Property at no additional cost to Buyer:

- ☐ portable buildings
- ☐ irrigation equipment
- ☐ corrals
- ☐ hunting blinds
- ☐ submersible pumps
- ☐ pressure tanks
- ☐ game feeders
- ☐ chutes
- ☐ solar equipment (personal use)
- ☐ livestock feeders and troughs
- ☐ fuel tanks if owned (propane, gasoline, diesel)
- ☐ See Accessories Supplement

C. Additional Inclusions. The following items shall also remain with the Property at no additional cost to Buyer:

_____

_____

D. Exclusions. The following items shall NOT remain with the Property:

_____

_____

E. Crops. Unless otherwise agreed in writing, Seller has the right to harvest all growing crops until delivery of possession of the Property _____.
(Check one) Grasses and trees ☐ are ☒ are NOT considered crops in the Contract.

5. TIME PERIODS SPECIFIED IN CONTRACT. Time periods for Investigations, Inspections and Reviews and Financing Supplement shall commence on _____ **(Time Reference Date)**, regardless of the date the Contract is signed by Buyer and Seller. The day after the Time Reference Date shall be counted as day one (1). If left blank, the Time Reference Date shall be the third day after the last date of signatures of the Parties.

6. PROPERTY CONDITION DISCLOSURE.

A. No representations by Seller regarding the condition of Property or environmental hazards are expressed or implied, other than as specified in the Oklahoma Residential Property Condition Disclosure Statement ("Disclosure Statement") or the Oklahoma Property Condition Disclaimer Statement ("Disclaimer Statement"), if applicable. A real estate licensee has no duty to Seller or Buyer to conduct an independent inspection of the Property and has no duty to independently verify accuracy or completeness of any statement made by Seller in the Disclosure Statement and any amendment or the Disclaimer Statement.

B. GOVERNMENT PROGRAMS. The Property is subject to government programs listed below or on the attached exhibit:

_____.

Seller shall provide Buyer with copies of all governmental program agreements. Any allocation or proration of payment under governmental program agreements. Any allocation of proration of payment under governmental programs is made by separate agreement between the Parties will survive Closing.

7. INVESTIGATIONS, INSPECTIONS, AND REVIEWS.

A. Buyer shall have 15 days (10 days if left blank) after the Time Reference Date to complete any investigations, inspections, and reviews. Seller shall have water, gas and electricity turned on and serving the Property for Buyer's inspections, and through the date of possession or Closing, whichever occurs first. If required by ordinance, Seller, or Seller's Broker, if applicable, shall deliver to Buyer, in care of Buyer's Broker, if applicable, within five (5) days after the Time Reference Date any written notices affecting the Property.

B. Buyer, together with persons deemed qualified by Buyer and at Buyer's expense, shall have the right to enter upon the Property to conduct any and all investigations, inspections, and reviews of the Property. Buyer's right to enter upon the Property shall extend to Oklahoma-licensed Home Inspectors and licensed architects for purposes of performing a home inspection. Buyer's right to enter upon the Property shall also extend to registered professional engineers, professional craftsman and/or other individuals retained by Buyer to perform a limited or specialized investigation, inspection or review of the Property pursuant to a license or registration from the appropriate State licensing board, commission or department. Finally, Buyer's right to enter upon the Property shall extend to any other person representing Buyer to conduct an investigation, inspection and/or review which is lawful but otherwise unregulated or unlicensed under Oklahoma Law. Buyer's investigations, inspections, and reviews may include, but not be limited to, the following:

1. **Disclosure Statement or Disclaimer Statement unless exempt**
2. **Flood, Storm Run off Water, Storm Sewer Backup or Water History**
3. **Psychologically Impacted Property and Megan's Law**
4. **Hazard Insurance (Property insurability)**
5. **Environmental Risks, including, but not limited to soil, air, water, hydrocarbon, chemical, carbon, asbestos, mold, radon gas, lead-based paint**

Buyer's Initials _____ _____ **Seller's Initials** _____ _____ _____ Initials are for acknowledgment purposes only 622

6. **Roof, structural members, roof decking, coverings and related components**
7. **Home Inspection**
8. **Structural Inspection**
9. **Fixtures, Equipment and Systems Inspection.** All fixtures, equipment and systems relating to plumbing (including sewer/septic system and water supply), heating, cooling, electrical, built-in appliances, swimming pool, spa, sprinkler systems, and security systems
10. **Termites and other Wood Destroying Insects Inspection**
11. **Use of Property.** Property use restrictions, building restrictions, easements, restrictive covenants, zoning ordinances and regulations, mandatory Homeowner Associations and dues
12. **Square Footage.** Buyer shall not rely on any quoted square footage and shall have the right to measure the Property.
13. _____

C. TREATMENTS, REPAIRS AND REPLACEMENTS (TRR).

1. **TREATMENT OF TERMITES AND OTHER WOOD DESTROYING INSECTS.** Treatment and repair cost in relation to termites and other wood destroying insects shall be limited to the residential structure, garage(s) and other structures as designated in Paragraph 14 of the Contract and as provided in subparagraph C2b below.

2. **TREATMENTS, REPAIRS, AND REPLACEMENTS REVIEW.** Buyer or Buyer's Broker, if applicable, within 24 hours after expiration of the time period referenced in Paragraph 7A of the Contract, shall deliver to Seller, in care of the Seller's Broker, if applicable, a copy of all written reports obtained by Buyer, if any, pertaining to the Property and Buyer shall select one of the following:

   a. If, in the sole opinion of the Buyer, results of Investigations, Inspections or Reviews are unsatisfactory, the Buyer may cancel the Contract by delivering written notice of cancellation to Seller, in care of Seller's Broker, if applicable, and receive refund of Earnest Money.

   OR

   b. Buyer, upon completion of all Investigations, Inspections and Reviews, waives Buyer's right to cancel as provided in 7C2a above, by delivering to Seller, in care of Seller's Broker, if applicable, a written list on a Notice of Treatments, Repairs, and Replacements form (TRR form) of those items to be treated, repaired or replaced (including repairs caused by termites and other wood destroying insects) that are not in normal working order (defined as the system or component functions without defect for the primary purpose and manner for which it was installed. Defect means a condition, malfunction or problem, which is not decorative, that will have a materially adverse effect on the value of a system or component).

      i. Buyer and Seller shall have _____ days (7 days if blank) after the Seller's or Seller's Broker, if applicable, receipt of the completed TRR form to negotiate the Treatment, Repair, or Replacement items. If a written agreement is reached, Seller shall complete all agreed Treatments, Repairs, or Replacements prior to the Closing Date at Seller's expense (unless otherwise agreed to in writing). If a written agreement is not reached within the time specified in this provision, the Contract shall terminate and the Earnest Money returned to the Buyer.

D. EXPIRATION OF BUYER'S RIGHT TO CANCEL CONTRACT.

1. Failure of Buyer to complete one of the following within the time periods in Investigations, Inspections, or Reviews Paragraph shall constitute acceptance of the Property regardless of its condition:
   a. Perform any Investigations, Inspections or Reviews;
   b. Deliver a written list on a TRR form of items to be treated, repaired and replaced; or
   c. Cancel the Contract
2. After expiration of the time periods in Investigations, Inspections and Reviews Paragraph, Buyer's inability to obtain a loan based on unavailability of hazard insurance coverage shall not relieve the Buyer of the obligation to close transaction.
3. After expiration of the time periods in Investigations, Inspections and Reviews Paragraph, any square footage calculation of the dwelling, including but not limited to appraisal or survey, indicating more or less than quoted, shall not relieve the Buyer of the obligation to close this transaction.

Buyer's Initials _____ _____ **Seller's Initials** _____ _____ _____ Initials are for acknowledgment purposes only 623

E. INSPECTION OF TREATMENTS, REPAIRS AND REPLACEMENTS AND FINAL WALK-THROUGH.

1. Buyer, or other persons Buyer deems qualified, may perform re-inspections of Property pertaining to Treatments, Repairs and Replacements.
2. Buyer may perform a final walk-through inspection, which Seller may attend. Seller shall deliver Property in the same condition as it was on the date upon which Contract was signed by Buyer (ordinary wear and tear excepted) subject to Treatments, Repairs and Replacements.
3. All inspections and re-inspections shall be paid by Buyer, unless prohibited by mortgage lender.

8. RISK OF LOSS. Until transfer of Title or transfer of possession, risk of loss to the Property, ordinary wear and tear excepted, shall be upon Seller; after transfer of Title or transfer of possession, risk of loss shall be upon Buyer. (Parties are advised to address insurance coverage regarding transfer of possession prior to Closing).

9. ACCEPTANCE OF PROPERTY. Buyer, upon accepting Title or transfer of possession of the Property, shall be deemed to have accepted the Property in its then condition. No warranties, expressed or implied, by Sellers, Brokers and/or their associated licensees, with reference to the condition of the Property, shall be deemed to survive the Closing.

10. DISCLAIMER AND INDEMNIFICATION. It is expressly understood by Seller and Buyer that Seller's Broker and its affiliated licensees and Buyer's Broker and its affiliated licensees do not warrant the present or future crop productivity including grasses, water availability above or below ground, size by square footage or acreage, condition, structure, or structure systems of the Property or any building, nor do they hold themselves out to be experts in quality, design and construction. Seller and Buyer shall hold the Seller's Broker and its affiliated licensees and Buyer's Broker and its affiliated licensees harmless in the event of losses, claims or demands by or against Seller or Buyer. This paragraph shall survive Closing.

11. TITLE EVIDENCE.

A. SELLER'S EXPENSE. Seller, at Seller's expense shall complete within thirty (30) days prior to Closing Date, agrees to make available to Buyer the following:

1. A complete and current surface-rights-only Abstract of Title, certified by an Oklahoma-licensed and bonded abstract company;

OR

A copy of Seller's existing owner's title insurance policy issued by a title insurer licensed in the State of Oklahoma together with a supplemental and current surface-rights-only abstract certified by an Oklahoma-licensed and bonded abstract company;

2. A current Uniform Commercial Code Search Certificate.

B. BUYER'S EXPENSE. Buyer, at Buyer's expense, shall obtain:
(Check one)

☒ Commitment for issuance of a title insurance policy based on an Attorney's Title Opinion which is rendered for the title insurance purposes for the Owner's or Lender's title insurance policy.

OR

☐ Attorney's Title Opinion, which is not rendered for title insurance purposes.

C. SURVEY AND TITLE REVIEW

1. ☐ Within _____ days after the **Time Reference Date** of this Contract, Seller, at Seller's expense, shall furnish a new survey to Buyer.
2. ☐ Within _____ days after the **Time Reference Date** of this Contract, Buyer, at Buyer's expense, shall obtain a new survey.
3. ☐ Within _____ days after the **Time Reference Date** of this Contract, Seller shall furnish Seller's existing survey of the Property to Buyer and the Title Company, along with Seller's affidavit acceptable to the Title Company for approval of the survey. The existing Survey (check one): ☐ will ☐ will not be recertified to a date subsequent to the Time Reference Date of this Contract at the expense of (check one): ☐ Buyer ☐ Seller. If the existing survey is not approved by the Title Company or Buyer's Lender, a new survey will be obtained at the expense of (check one): ☐ Buyer ☐ Seller no later than _____ days (three (3) days if left blank) prior to the Closing Date.

Buyer's Initials _____ _____ **Seller's Initials** _____ _____ _____ Initials are for acknowledgment purposes only 624

4. ☒ Survey is NOT REQUIRED
5. ☐ Other: _____.

The (1) Abstract of Title, (2) Commitment for Title Insurance or Attorney's Title Opinion, (3) the Uniform Commercial Code Search Certificate, and (4) the Survey or Mortgage Inspection Report, if selected, collectively constitutes the "Title Evidence".

D. BUYER TO EXAMINE TITLE EVIDENCE.

1. Buyer shall have _____(ten (10) days if left blank), after receipt to examine the Title Evidence and to deliver Buyer's objections to Title to Seller or Seller's Broker, if applicable. In the event the Title Evidence is not made available to Buyer within ten (10) days prior to Closing Date, said Closing Date shall be extended to allow Buyer the ten (10) days from receipt to examine the Title Evidence.
2. Buyer agrees to accept title subject to: (i) utility easements serving the property, (ii) set back and building lines, (iii) zoning regulations, and (iv) reserved and severed mineral rights, which shall not be considered objections for requirements of Marketable Title.

E. SELLER TO CORRECT ISSUES WITH TITLE (IF APPLICABLE), POSSIBLE CLOSING DELAY. Upon receipt by Seller, or in care of Seller's Broker, if applicable, of any title requirements reflected in an Attorney's Title Opinion or Title Insurance Commitment, based upon the standards of marketable title set out in the Title Examination Standards of the Oklahoma Bar Association, the Parties agree to the following:

1. At Seller's option and expense, Seller may cure title requirements identified by Buyer; and
2. Delay Closing Date for _____ days (thirty (30) days if blank), or a longer period as may be agreed upon in writing, to allow Seller to cure Buyer's Title requirements. In the event Seller cures Buyer's objection prior to the delayed Closing Date, Buyer and Seller agree to close within five (5) days of notice of such cure. In the event that Title requirements are not cured within the time specified in this subparagraph, the Buyer may cancel the Contract and Seller and Buyer authorize the holder of the Earnest Money to release the Earnest Money to the Buyer and the Contract shall terminate.

F. SURFACE LEASES. Seller shall provide Buyer with copies of existing written leases and give written notice of oral leases within _____ days (three (3) days if left blank) of the Time Reference Date. **If there are NO existing Leases this paragraph is not applicable.**

1. If Seller **does not provide** copies of existing said written leases or give written notice of oral leases within the three (3) days after the Time Reference Date the provisions of Paragraph 18 shall apply. The Seller shall be in default of this Agreement.
2. This Contract is subject to Buyer review, acceptance and approval of said leases, if any, within five (5) days of the receipt of said leases.
3. **If the Buyer fails to give notice of objection to the leases, as above, the leases shall be deemed acceptable to the Buyer.**
4. The following Leases will be permitted exceptions in the Title Policy and will not be a basis for objection to title: _____

G. Upon Closing, any existing Abstract(s) of Title owned by Seller, shall become the property of Buyer.

12. TAXES, ASSESSMENTS AND PRORATIONS.

A. General ad valorem taxes for the current calendar year shall be prorated through the date of closing, if certified. However, if the amount of such taxes has not been fixed, the proration shall be based upon the rate of levy for the previous calendar year and the most current assessed value available at the time of Closing.

B. The following items shall be paid by Seller at Closing: (i) Documentary Stamps; (ii) all utility bills, actual or estimated; (iii) all taxes other than general ad valorem taxes which are or may become a lien against the Property; (iv) any labor, materials, or other expenses related to the Property, incurred prior to Closing which is or may become a lien against the Property.

C. At Closing all leases, excluding agriculture and commercial leases, if any, shall be assigned to Buyer and security deposits, if any, shall be transferred to Buyer. Prepaid rent and lease payments shall be prorated through the date of Closing.

D. If applicable, membership and meters in utility districts to include, but not limited to, water, sewer, ambulance, fire, garbage, shall be transferred at no cost to Buyer at Closing.

Buyer's Initials _____ _____ **Seller's Initials** _____ _____ _____ Initials are for acknowledgment purposes only 625

E. If the property is subject to a mandatory Homeowner's Association, dues and assessments, if any, based on most recent assessment, shall be prorated through the date of Closing. Any fees or costs associated with a statement of Homeowner's Association proof of current status and/or transfer of Homeowner's Association membership would be at expense of Seller.

F. All governmental and municipal special assessments against the property (matured or not matured), not to include Homeowner's Association special assessments, whether or not payable in installments, shall be paid in full by Seller at Closing.

G. **Matters pertaining to commercial leases or agricultural leases or production, if applicable, shall be addressed in an attached addendum.**

13. RESIDENTIAL SERVICE AGREEMENT.
(Check one)

A. ☒ The Property shall not be covered by a Residential Service Agreement.
B. ☐ Seller currently has a Residential Service Agreement in effect on the Property. Seller, at Seller's expense, shall transfer the agreement with one (1) year coverage to the Buyer at Closing.
C. ☐ The Property shall be covered by a Residential Service Agreement selected by the Buyer at an approximate cost of $_____. Seller agrees to pay $_____ and Buyer agrees to pay the balance. The Seller and Buyer acknowledge that the real estate broker(s) may receive a fee for services provided in connection with the Residential Service Agreement.
Buyer acknowledges that a Residential Service Agreement does not replace/substitute Property inspection rights.

14. ADDITIONAL PROVISIONS.

Seller recognizes buyer's requirement for closing to take place following a school board meeting with a positive vote to close the transaction. The school board is aware of this purchase agreement, but the formality of the vote is still required.

15. MEDIATION. Any dispute arising with respect to the Contract shall first be submitted to a dispute resolution mediation system servicing the area in which the Property is located. Any settlement agreement shall be binding. In the event an agreement is not reached, the Parties may pursue legal remedies as provided by the Contract.

16. TAX DEFERRED EXCHANGE 1031. In conformance with Section 1031 of the Internal Revenue Code, it may be the intention of the Seller or Buyer or both to effect a tax-deferred exchange. Either the Seller or Buyer or both may assign his/ her rights in the contract to a Qualified Intermediary for the purpose of effecting a tax-deferred exchange. The Parties agree to cooperate and execute the necessary documents to allow either or both Parties to effect such exchange at no additional cost or liability to the other Party. However, any warranties that may be expressed in this contract shall remain and be enforceable between the Parties executing this document.

17. CHOICE OF LAW AND FORUM. This Contract shall be governed by and construed in accordance with the laws of the State of Oklahoma, without giving effect to any choice of law or conflict of law rules or principles that would cause the application of the laws of any jurisdiction other than the State of Oklahoma. The Parties agree that any legal action brought for any disputes, claims, and causes of action arising out of or related to this Contract shall be decided in a Oklahoma State Court in the County in which the Property is located or a Federal Court having jurisdiction over the County in which the Property is located.

18. BREACH AND FAILURE TO CLOSE. Seller or Buyer shall be in breach of this Contract if either fails to comply with any material covenant, agreement, or obligation within the time limits required by this Contract. **TIME IS OF THE ESSENCE IN THIS CONTRACT.**

A. UPON BREACH BY SELLER. If the Buyer performs all of the obligations of Buyer, and Seller fails to convey the Title or fails to perform any other obligations of the Seller under this Contract, then Buyer shall be entitled to: (i) terminate this Contract, return the abstract to Seller and receive a refund of the Earnest Money, or (ii) pursue any other remedy available at law or in equity, including specific performance.

B. UPON BREACH BY BUYER. If at any time prior to closing the Buyer's Earnest Money should fail for lack of delivery or lack of collection pursuant to Paragraph 2, then Seller may, at Seller's option, elect to do one of the following: (i) terminate this Contract upon delivery of written notice of termination to Buyer, or Buyer's Broker, if applicable, (ii) pursue any other remedy available at law or in equity, or (iii) enter into a written agreement between Buyer and Seller modifying the terms of

Paragraph 2 to cure the lack of delivery or lack of collection of the Earnest Money. If, after the Seller has performed Seller's obligation under this Contract, and Buyer fails to provide funding, or fails to perform any other obligations of the Buyer under this Contract, then the Seller may, at Seller's option, cancel and terminate this Contract and retain all sums paid by the Buyer, but not to exceed 5% of the purchase price, as liquidated damages, or pursue any other remedy available at law or in equity, including specific performance.

19. INCURRED EXPENSES AND RELEASE OF EARNEST MONEY.

A. INCURRED EXPENSES. Buyer and Seller agree that any expenses, incurred on their behalf, shall be paid by the Party incurring such expenses and shall not be paid from Earnest Money.

B. RELEASE OF EARNEST MONEY. Except where the release of the Earnest Money is authorized by the Parties under Section 7.C.2.b.i. and Section 11.E.2., in the event a dispute arises prior to the release of Earnest Money held in escrow, the escrow holder shall retain said Earnest Money until one of the following occur:

1. A written release is executed by Buyer and Seller agreeing to its disbursement;
2. Agreement of disbursement is reached through Mediation;
3. Interpleader or legal action is filed, at which time the Earnest Money shall be deposited with the Court Clerk; or
4. The passage of thirty (30) days from the date of final termination of the Contract has occurred and options 1), 2) or 3) above have not been exercised; Broker escrow holder, at Broker's discretion, may disburse Earnest Money. Such disbursement may be made only after fifteen (15) days written notice to Buyer and Seller at their last known address stating the escrow holder's proposed disbursement.
5. In the event Earnest Money is held in escrow at a title company, the Earnest Money may only be released pursuant to paragraph 19(B)(i), (ii), or (iii).

20. DELIVERY OF ACCEPTANCE OF OFFER OR COUNTEROFFER. The Buyer and Seller authorize their respective Brokers, if applicable, to receive delivery of an accepted offer or counteroffer, and any related addenda and/or documents.

21. NON-FOREIGN SELLER. Seller represents that at the time of acceptance of this contract and at the time of Closing, Seller is not a "foreign person" as such term is defined in the Foreign Investments in Real Property Tax Act of 1980 (26 USC Section 1445(f) et. seq.) ("FIRPTA"). If either the sales price of the property exceeds $300,000.00 or the buyer does not intend to use the property as a primary residence then, at the Closing, and as a condition thereto, Seller shall furnish to Buyer an affidavit, in a form and substance acceptable to Buyer, signed under penalty of perjury containing Seller's United States Social Security and/or taxpayer identification numbers and a declaration to the effect that Seller is not a foreign person within the meaning of Section "FIRPTA."

22. BUYER AFFIDAVIT COMPLIANCE. Buyer represents that at the time of submission of this purchase offer and at the time of Closing, Buyer is either (a) a U.S. Citizen, Native American, or an alien who is or shall become a bona fide resident of the State of Oklahoma, or (b) an exempt business or trust, pursuant to 60 O.S. § 121—22. Buyer further represents that Buyer is eligible to execute the required Affidavit of Land or Mineral Ownership provided by the Attorney General of the State of Oklahoma as required by 60 O.S. § 121.

23. TERMINATION OF OFFER. The above Offer shall automatically terminate on 8/14/2025 at 5:00 ☐ a.m./ ☒ p.m. (check one), unless withdrawn prior to acceptance or termination.

OFFER REJECTED AND SELLER IS NOT MAKING A COUNTEROFFER _____, 20____

_____ Seller's Signature

_____ Seller's Signature

Buyer's Initials _____ _____ **Seller's Initials** _____ _____ _____ Initials are for acknowledgment purposes only

24. EXECUTION BY PARTIES.

AGREED TO BY BUYER:

Mustang Public Schools — 8/7/25
Buyer's Printed Name — Date

Jason Pittenger
Buyer's Signature

JASON PITTENGER
Buyer's Printed Name — Date

Buyer's Signature

Robert A Rader — 8/11/25
Buyer's Printed Name — Date

Buyer's Signature

AGREED TO BY SELLER:

Jerome Askin
Seller's Printed Name — Date

Seller's Signature

Constance C Jennings
Seller's Printed Name — Date

Seller's Signature

Seller's Printed Name — Date

Seller's Signature

ASSOCIATE INFORMATION

BUYER'S BROKER/ASSOCIATE:

John Gassen 178694
Name and OREC Associate License Number

Wise Oak Realty LLC
OREC Company Name

202351
OREC Company License Number

135 Cedar Branch Way Suite 111 Mustang OK 73064
Company Address

405-544-9473
Company Phone Number

johngassenrealtor@gmail.com
Associate Email

405-833-6952
Associate Phone Number

SELLER'S BROKER/ASSOCIATE:

Karl W Oltermann 147617
Name and OREC Associate License Number

Coldwell Banker Select
OREC Company Name

155597
OREC Company License Number

8100 North May Avenue Oklahoma City OK 73120
Company Address

405-720-1116
Company Phone Number

karl.oltermann@cbokc.com
Associate Email

405-812-4205
Associate Phone Number

Buyer's Initials ____ ____ **Seller's Initials** ____ ____ ____ Initials are for acknowledgment purposes only

MPS Board Memo

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

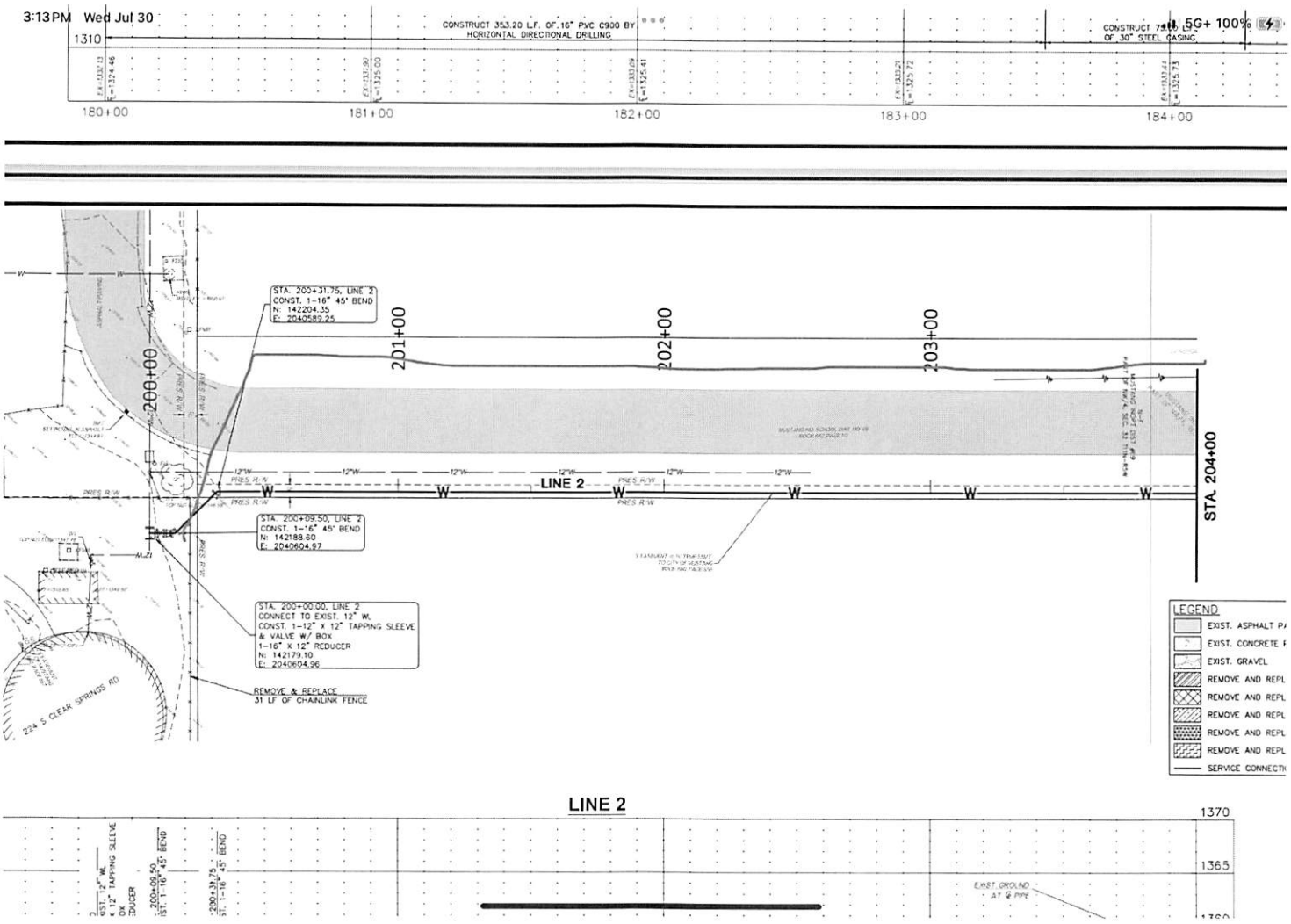
CC: Charles Bradley, Superintendent
Dr. Jason Pittenger, CFO

From: Mark D. Lebsack, Assistant Superintendent of Operations

Date: 8/11/2025

Discussion, motion and possible action to approve the following:

The City of Mustang would like to install a 16" waterline on the west side of the drive to Lakehoma Elementary from SH-152 back to the water tower. The alignment is anticipated to be just west of the existing light poles. Most of the work will be done by bore with very little disturbance to the area. They have requested that we grant them easement for this project. Easement documents have been provided.


3:13 PM Wed Jul 30
CONSTRUCT 353.20 L.F. OF 16" PVC C900 BY HORIZONTAL DIRECTIONAL DRILLING
CONSTRUCT 7 OF 30" STEEL CASING
1310
180+00
181+00
182+00
183+00
184+00
200+00
201+00
202+00
203+00
STA. 204+00
LINE 2
STA. 200+31.75, LINE 2
CONST. 1-16" 45° BEND
N: 142204.35
E: 2040589.25
STA. 200+09.50, LINE 2
CONST. 1-16" 45° BEND
N: 142188.60
E: 2040604.97
STA. 200+00.00, LINE 2
CONNECT TO EXIST. 12" W.
CONST. 1-12" X 12" TAPPING SLEEVE
& VALVE W/ BOX
1-16" X 12" REDUCER
N: 142179.10
E: 2040604.96
REMOVE & REPLACE
31 LF OF CHAINLINK FENCE
224 S CLEAR SPRINGS RD
LEGEND
EXIST. ASPHALT P
EXIST. CONCRETE
EXIST. GRAVEL
REMOVE AND REPL
REMOVE AND REPL
REMOVE AND REPL
REMOVE AND REPL
REMOVE AND REPL
SERVICE CONNECTI
LINE 2
1370
1365
EXIST. GROUND AT @ PIPE

630

Project: Mustang ARPA Waterline Extension
Easement: 12’ Waterline Easement

PERMANENT EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That **Mustang Independent School District No. 69** for and in consideration of Ten Dollars ($10.00), in hand paid, receipt of which is hereby acknowledged, does hereby grant and convey the City of Mustang, a municipal corporation, its public trusts, and their successors and assigns (herein collectively referred to as “grantee”) a permanent easement over, under, across, through and to the following described real property and premises situated in Canadian, Oklahoma, to wit:

See Exhibits A and B attached hereto and made a part hereof, 12’ Waterline Easement

with right of ingress and egress to and from said land and premises for the purpose of constructing, maintaining, replacing and operating a water pipeline and appurtenances through, over, under and upon the same.

The grantor, heirs, successors, subsequent grantees, and assigns, agree to not construct, maintain or operate any building, sign, fence, post, landscape, water well, septic system, irrigation system, utility or any structure or thing within said easement. The grantee shall have the authority to physically remove any such encroachment without compensating the grantor, heirs, successors, subsequent grantees, and assigns.

The grantor, heirs, successors, subsequent grantees, and assigns further agree to not modify the grading of the terrain (no excavation or addition of soil) within the described easement.

Should the grantee abandon the permanent easement and right-of-way for the purposes above stated, then said easement shall revert to the grantor, its successors and/or assigns.

Dated this 11th day of August , 20 25

Attest:

_____

_____

STATE OF OKLAHOMA)
) SS:
CANDADIAN COUNTY)

This instrument was acknowledged before me on August 11th, 2025 (date)
by Dr. Robert Rader (name(s) of
person(s)) as Board President (type of authority, e.g., officer, trustee, etc)
of Mustang Independent School District No. 69 (name of party on behalf of whom instrument was executed).

_____
NOTARY PUBLIC

Print Name: Brooke Carruth

My commission expires: 05/15/2029

APPROVED this ____ day of _____ , 20 ____ .

_____
City Attorney

ACCEPTED by the Council of the City of Mustang this ____ day of _____ , 20 ____ .

_____
City Clerk

7. All employees will receive a salary step plus $500.00 . **Step 'Zero' on the Certified Teacher's Pay Scale (Bachelors) is now $45,220.00** .
8. The following extra duty positions were added to the contract:
    a. District Functional Skills Department Head $1,917.50
    b. District Title VI Cultural Event Sponsor $1,000.00
    c. MHS Student Philanthropy Coordinator $1,000.00
    d. The Athletics Field Maintenance Position(s) is now an extra duty position and is no longer compensated by a timesheet.
9. The SLP Pay Scale has been updated in the contract due to an MOU for the 24-25 school year.
10. A Mustang High School teacher who teaches a zero-hour class plus a normal teaching schedule (6 classes plus one planning period) will receive 1/7 of their base salary in compensation.
11. Much clearer language and more efficient guidelines were tentatively agreed upon to ensure the District Supplemental and Extra Duty District Committee is facilitated correctly and as intended.
12. Much clearer language and more efficient guidelines were tentatively agreed upon to ensure the School Site Discipline Committee and the District Discipline Committee are facilitated correctly and as intended.
13. Teacher Duty Free Lunch language was updated:

    Article III—Duty-Free Lunch

    Each teacher shall be granted a minimum of thirty (30) consecutive minutes each day for a duty-free lunch. The thirty (30) minutes shall not include any time designated or considered to be a passing period or student supervision before and after the actual lunch period. Planning, Professional Learning Community (PLC), conferences, or other meetings shall not be scheduled or encouraged to be scheduled within the teachers' thirty (30) minute duty-free lunch period.

Collective Bargaining Tentative Agreements for the 25-26 School Year

Board Approval Request: Monday, August 11, 2025

Mustang Education Support Professionals (MESP)

1. All employees will receive a salary step plus $500.00
2. The Custodian Pay Scale was adjusted to ensure each step advancement is no less than .22 cents.
3. Probationary Support Employees must be employed by MPS for one consecutive year before being eligible to access Leave Share or Sick Bank.
4. A clothing allowance of $300.00 for Licensed Trade Employees to purchase pants and shoes will be enacted.
5. An additional pay scale for Special Education Paraprofessionals whose main job function is to support functional skills students, students with severe disabilities, or students who struggle with physical control will be enacted. The scale will add an additional one dollar per step in relation to the current scale. Placement on the new scale is dependent upon IEP language and The Executive Director of Special Education approval.
6. To retain support staff, an incentive stipend for employees who have been in Mustang Public Schools for 5 consecutive school years or more, as listed below, will be paid on the last November paycheck each school year. Upon initial implementation, the most recent previous milestone year, as dictated below, will be recognized. This payment is not recurring. It will be paid once at the achievement of the next listed milestone year. (This replaces the attendance incentive beginning in the 25-26 school year.)
    - 5 years - $100
    - 10 years - $200
    - 15 years - $300
    - 20 years - $400
    - 25 years - $500
    - 30 years - $600

Memo

To: Charles Bradley
CC: Brooke Carruth
From: Chris Tobler
Date: 8/08//2025
Subject: Adjunct Teachers for August Board Meeting

FOR: Tuesday, August 11th, 2025 Board Meeting

Please consider: The following Adjunct teachers in the listed positions.

Vote to approve or not approve the following Adjunct Teachers for the 2025-2026 school year:

1. Approval of Kyle M. Hall as an Adjunct Teacher for Computer Science at Mustang Middle School for the 2025-2026 school year.

2. Approval of Dillon Walker, Kacy Oltmann, Timothy Peters, Alexander Knox, Dustin Miller, Tyler Massey, Stephen Perkins, Cody McDaniel, Zane Cambio, Brandon Jackson, Brandon Willis, Payton Scott, DeAngelo Clark, Brandon Phillips, Kenneth Blake Newman, Taylor Hurst, Taylor Gates, Kristen Limke, Elijah Edwards, Ryan Audette, and Kurt Koehler as Adjunct Teachers for Physical Education/Health/Safety at Mustang High School for the 2025-2026 school year.

MUSTANG PUBLIC SCHOOLS

Oklahoma Teacher Empowerment Program

Teacher Leader Program

The plan is a tiered system to reward teacher leaders within the district who have taken on leadership roles and who have demonstrated excellence in their field.

Applicants will apply annually. An administrative team will review the applications and artifacts submitted utilizing the district scoring rubric. A maximum of 10% of teachers at Mustang Public Schools are eligible for this program.

Any awarded stipend is connected to additional contract days, extra duties, and professional development expectations. Each applicant will be evaluated annually. Any stipend issued is only guaranteed for the current school year. Funding for this is subject to OSDE approval. All funding is covered by OSDE.

Minimum Eligibility for Mustang Public Schools:

Criteria	**ADVANCED**	**LEAD**	**MASTER**
Years of Experience	Minimum of 3 years teaching experience in the MPS	Minimum of 4 years teaching experience in the MPS	Minimum of 5 years teaching experience in the MPS
Evaluation Results	Earned a Superior or Highly Effective rating on most recent Final TLE Evaluation Score	Earned a Superior or Highly Effective rating on most recent Final TLE Evaluation Score	Earned a Superior Rating on most recent Final TLE Evaluation Score
Teaching Certificate	Holds a Standard or Alternative Standard Certificate.	Holds a Standard or Alternative Standard Certificate.	Holds a Standard or Alternative Standard Certificate.
Attendance	Good Attendance	Excellent Attendance	Excellent Attendance
Professionalism	Demonstration of Core Values of Mustang Schools	Demonstration of Core Values of Mustang School	Demonstration of Core Values of Mustang School
Professional Development and Awards/Recognition	Leads professional development and has an active role in curriculum development and facilitating a positive culture for all.	Leads professional development and has an active role in curriculum development and facilitating a positive culture for all. Holds a formal teacher leadership position within the school or district	Selected by peers as site Teacher of the Year or district Teacher of the Year. Leads professional development and has an active role in curriculum development and facilitating a positive culture for all.

Student Performance	Has a direct impact on student academic success, with evidence.	Has a direct impact on student academic success, with evidence.	Has a direct impact on student academic success, with evidence.

Extra Duty Stipend and Contract

Designation	Salary Increase	Additional Contract Days	Additional One-Time Stipend (if applicable)
Advance	$3000	5	$1,500
Lead	$5000	10	$2,500
Master	$10,000	15	$5,000

The one-time stipend is available if the teacher is employed at an economically disadvantaged school (40% or more).

Schedule "A"

August 11, 2025

Employment				
Last Name	**First Name**	**Replacing/New Position**	**Site/Assignment**	**Effective**
Axvig	Ebony	Beverly Mitchell	PVE/CN Cafeteria Assistant	08/05/2025
Barcenas	Ofelia	Martha Covarrubias De Anda	MMS/CN Cafeteria Assistant	08/05/2025
Barmore	Jonathan	Cynthia Justice	Transportation/Bus Driver	08/08/2025
Beaty	Sage	Laura Crissman	HZ/Special Ed Paraprofessional	08/13/2025
Beshears	Kyler	Charles Hoelscher	Operations/Mechanical/HVAC Journeyman	07/28/2025
Brady	Casey	Courtney Reynosa	LE/CN Cafeteria Assistant	08/05/2025
Brito	Wilfredo	Abigail Bahena	MV/Custodian	07/28/2025
Butterfield	Melinda	Brittany Tindle	RWE/Special Ed Paraprofessional	08/13/2025
Collins	Ashley	Melissa Holder	MNMS/CN Cafeteria Assistant	08/05/2025
Davidson	Bethany	Hillary Frazier	MCE/Teacher	08/08/2025
Davidson	Sandra	Charles Frantom	Transportation/Bus Aide	08/11/2025
Delgado	Paulina	Concepcion Chacon Garcia	MBI/CN Cafeteria Assistant	08/05/2025
De Souza Oliveira	Neusa	Tiffany Do	MBI/CN Cafeteria Assistant	08/05/2025
Forester	Jacob	Karen Gomez-Gutierrez	MMS/CN Cafeteria Assistant	08/05/2025
Frank	Michelle	Julie Muse	MHS/IEP Facilitator	08/08/2025
Gardner	Kristina	Greta Bensch	LE/Special Ed Paraprofessional	08/13/2025
Guffey	Larry	Mark Turner	Transportation/Bus Driver	08/08/2025
Hales	Rebecca	Sandra Trammell	MC/Crosswalk& Noon Supervisor	08/13/2025
Hendricks	Amber	Ryan Smith	MCE/Special Ed Teacher	08/08/2025
Hutchinson	Leah	Kathy Irby	MC/CN Cafeteria Assistant	08/05/2025
Kersey	Kevin	Tami Doran	LE/Teacher	08/08/2025
LaGuardia	Alexis	Elizabeth Davis	MBI/Special Ed Paraprofessional	08/13/2025
LaMoureaux	Kenneth	Victor Chavez	Transportation/Bus Driver	08/08/2025
Latessa	Frederick	Kristine Sarrett	Transportation/Bus Driver	08/08/2025
Leeper	Corinne	Kelli Reese	SH/Special Ed Teacher	08/04/2025
Lenigar	Amy	Julie Brown	Transportation/Bus Driver	08/08/2025
MacQuarrie	Shane	Dennis Smith	Transportation/Bus Driver	08/08/2025
McCabe	Stephanie	Roberta Roberts	MNMS/Teacher	08/04/2025
McCurry	Patricia	New Position	PVE/Special Ed Teacher	08/08/2025
McDonald	Gregory	John Robert Lynch	Transportation/Bus Driver	08/08/2025
McGowen	Ashlee	Alicha Carroll	HZ/ISI Supervisor	08/12/2025
Milan	Jocelyn	Annette Watson	MC/Special Ed Paraprofessional	08/12/2025
Morrison	Delilah	Rachelle Noll	MC/Special Ed Paraprofessional	08/13/2025
Poynter	Hannah	Jordan Fuller	MCMS/Health Aide	08/20/2025
Ramirez	Sandy	Melody Knapp	MCMS/CN Cafeteria Assistant	08/05/2025
Rouner	Amanda	Caitlin Stephens	MCE/Special Ed Paraprofessional	08/13/2025
Ryan	Katelynn	Leigh Anne Spurlin	ME/Special Ed Paraprofessional	08/13/2025
Sanchez	Christal	Kelsey Franklin	HZ/CN Cafeteria Assistant	08/05/2025
Setliff	Samantha	Shelbi Dykes	MCE/Special Ed Paraprofessional	08/13/2025
Silk	Kourtney	Caitlin Stephens	MCE/Special Ed Paraprofessional	08/13/2025
Smith	Daniel	Jason Schritter	Transportation/Bus Driver	08/08/2025
Stevens	Anjalee	Tanya Floyd	HZ/CN Cafeteria Assistant	08/05/2025
Strain	Alexander	Ryan Pool	MHS/Special Ed Teacher	08/08/2025
Stumblingbear	Ashley	Shana Lopez	MMS/CN Cafeteria Assistant	08/05/2025

Swaim	Jessica	Cassandra Spoonmore	HZ/Noon Supervisor	08/12/2025
Taylor	Larry	Misty Sepulveda	PVE/Crosswalk	08/12/2025
Vandiver	Jennifer	Margarethe Miller	MHS/CN Cafeteria Assistant	08/05/2025
Wagner	Emma	Kevin Kersey	LE/Teacher	08/12/2025
Walker	Dillon	Alicia Day	MHS/Counselor	08/01/2025
Walker	Marycruz	Karrie Stevens	MBI/CN Cafeteria Assistant	08/05/2025
Werpechowski	Kyle	Chris Thompson	Transportation/Bus Driver	08/08/2025
Wesley	Kendra	Alea McKinley	MCE/Teacher	08/04/2025
Whittecar	Alissa	Sheryl McBurney	PVE/CN Cafeteria Assistant	08/05/2025
Wilken	Eric	Julie Pearson	Transportation/Bus Driver	08/08/2025
Woten	Alicia	Emily Blackdeer Devenitch	PVE/CN Cafeteria Assistant	08/05/2025
Yeakley	Tommy	Heather Brakebill	HZ/Teacher	08/08/2025
Reassignments				
Last Name	**First Name**	**From: Site/Assignment**	**Site/Assignment**	**Effective**
Axvig	Ebony	PVE/CN Cafeteria Assistant	HZ/CN Manager	08/05/2025
Bahena	Abigail	MV/Custodian	MHS/Custodian	08/01/2025
Barnes	Cynthia	MCE/Teacher	MCE/Special Ed Teacher	08/08/2025
Barrick	Michael	Director of Behavioral Support Services	Executive Director of Student Support	08/01/2025
Crowe	Kristina	MBI/Special Ed Paraprofessional	HZ/Special Ed Teacher	08/08/2025
Gourley	Piper	MV/Teacher	MC/Instructional Coach	08/01/2025
Mencor	Nicole	HZ/Spec Ed Paraprofessional	MERC/Exec Admin Asst	07/24/2025
Orendac	Steve	Operations/General Maintenance	Operations/Shipping & Receiving Specialist	07/21/2025
Pearson	Roger	Transportation/Mechanic	Operations/General Maintenance	07/28/2025
Stevens	Karrie	MBI/CN Cafeteria Assistant	MBI/CN Manager	08/05/2025
Wright	Adrianne	LE/Special Ed Paraprofessional	MCE/Special Ed Paraprofessional	08/13/2025
Rescinded Employment				
Last Name	**First Name**	**From: Site/Assignment**		**Effective**
Cook	Ashley	HZ/CN Manager		07/15/2025
Gaesswitz	Amanda	MMS/Special Ed Paraprofessional		07/30/2025
Kersey	Kevin	LE/Teacher		08/01/2025
Reese	Kelli	LE/Special Ed Teacher		07/15/2025
Schritter	Emil	Transportation/Bus Driver		07/16/2025
Rescinded Resignation				
Last Name	**First Name**	**From: Site/Assignment**		**Effective**
Mencor	Nicole	HZ/Spec Ed Paraprofessional		05/20/2025
Resignations				
Last Name	**First Name**	**From: Site/Assignment**		**Effective**
Adams	Kelsey	LE/Teacher		05/21/2025
Brakebill	Heather	HZ/Teacher		05/21/2025
Covarrubias de Anda	Martha	MMS/CN Cafeteria Assistant		05/21/2025
Day	Alecia	MHS/Counselor		07/23/2025
Franklin	Kelsey	HZ/CN Cafeteria Assistant		05/21/2025
Justice	Cynthia	Transportation/Bus Driver		05/21/2025
Knapp	Melody	MCMS/CN Cafeteria Assistant		05/20/2025
McKinley	Alea	MCE/Teacher		05/21/2025
Miller	Margarethe	MHS/CN Cafeteria Assistant		05/21/2025
Pearson	Julie	Transportation/Bus Driver		05/21/2025
Pool	Ryan	MHS/Special Ed Teacher		05/21/2025
Sarrett	Kristine	Transportation/Bus Driver		05/21/2025
Shaw	Ashley	MBI/CN Manager		05/21/2025
Smith	Ryan	MCE/Special Ed Teacher		05/21/2025

Thompson	Christopher	Transportation/Bus Driver		05/21/2025
Zadora	Tara	CRI/Special Ed Teacher		05/21/2025

Schedule "B"

August 11, 2025

Additional Duties				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
Christy	David	Asst HS Volleyball	MHS	2025-2026
Harmon	Stephanie	Head MS Girls Tennis	MCMS	2025-2026
Limke	Kristen	Asst HS Girls Tennis (Lay Coach)	MHS	2025-2026
Strain	Alex	Asst HS Boys Soccer	MHS	2025/2026
Walker	Dillon	Asst HS Fastpitch Softball	MHS	2025-2026
Walker	Dillon	Asst HS Cheer	MHS	2025-2026
Burns	Kari	Yearbook ES/Int (1/2)	SH	2025-2026
Frank	Kristen	Yearbook ES/Int (1/2)	SH	2025-2026
Simmons	Janette	Department Head Special Ed	SH	2025-2026
Keel	Jennifer	Grade Level Department Chair ES	SH	2025-2026
Danker	Carmen	Grade Level Department Chair ES	SH	2025-2026
Watham	Jalaine	Grade Level Department Chair ES	SH	2025-2026
Earls	Amber	Grade Level Department Chair ES	SH	2025-2026
O'Bannon	Nicole	Grade Level Department Chair ES	SH	2025-2026
Reed	Jennifer	Grade Level Department Chair ES	SH	2025-2026
Bullard	Kelly	Grade Level Department Chair ES	SH	2025-2026
Long	Molly	Grade Level Department Chair ES	SH	2025-2026
Hardin	Michelle	Awards Program ES/Int	SH	2025-2026
Cornelius	Cathy	Archery ES/Int	SH	2025-2026
McRoberts	Dawn	STEM/Robotics ES/Int/MS	SH	2025-2026
Rumbaugh	Crystal	STEM/Robotics ES/Int/MS	SH	2025-2026
Watham	Jalaine	STEM/Robotics ES/Int/MS	SH	2025-2026
Jenkins	Adrian	STEM/Robotics ES/Int/MS	SH	2025-2026
Rumbaugh	Crystal	Student Council ES/Int (1/2)	SH	2025-2026
Krafft	Stacy	Student Council ES/Int (1/2)	SH	2025-2026
Bullard	Kelly	Media Director	SH	2025-2026
Keel	Jennifer	Web Master	SH	2025-2026
Martinez	Calley	Yearbook ES/Int	ME	2025-2026
Holmes	Emily	Department Head Special Ed	ME	2025-2026
Boyd	Jennifer	Grade Level Department Chair ES	ME	2025-2026
Darby	Diane	Grade Level Department Chair ES	ME	2025-2026
Byrd	Rylie	Grade Level Department Chair ES	ME	2025-2026
Holliday	Ali	Grade Level Department Chair ES	ME	2025-2026
Mowery	Kimberly	Grade Level Department Chair ES	ME	2025-2026
Penick	Jennifer	Grade Level Department Chair ES	ME	2025-2026
Boling	Tammie	Grade Level Department Chair ES	ME	2025-2026
Whitehead	Sheryl	Grade Level Department Chair ES	ME	2025-2026
Plautz	Meghan	Awards Program ES/Int	ME	2025-2026
Pearson	Toni	Archery ES/Int	ME	2025-2026

Whitley	Dana	STEM/Robotics ES/Int/MS	ME	2025-2026
Brown	Melissa	STEM/Robotics ES/Int/MS	ME	2025-2026
Peters	Amanda	STEM/Robotics ES/Int/MS	ME	2025-2026
Vandeventer	Alana	STEM/Robotics ES/Int/MS	ME	2025-2026
Pence	Janette	Student Council ES/Int	ME	2025-2026
Morgan	Diamond	Web Master	ME	2025-2026
Whitehead	Sheryl	Honor Choir	ME	2025-2026
Mumme	Amanda	Yearbook ES/Int	MV	2025-2026
Reddish	Rebecca	Department Head Special Ed	MV	2025-2026
Cavner	Kristina	Grade Level Department Chair ES	MV	2025-2026
Cupples	Megan	Grade Level Department Chair ES	MV	2025-2026
Hill	Lindsey	Grade Level Department Chair ES	MV	2025-2026
Moody	Sarah	Grade Level Department Chair ES	MV	2025-2026
Hartless	Jaime	Grade Level Department Chair ES	MV	2025-2026
Caffey	Sarah	Grade Level Department Chair ES	MV	2025-2026
Harris	Courtney	Grade Level Department Chair ES	MV	2025-2026
Taylor	Lesha	Grade Level Department Chair ES	MV	2025-2026
Taylor	Lesha	Awards Program ES/Int	MV	2025-2026
Bates	Jacy	Archery ES/Int	MV	2025-2026
Bates	Jacy	STEM/Robotics ES/Int/MS	MV	2025-2026
Ghiglieri	Baylee	STEM/Robotics ES/Int/MS	MV	2025-2026
Gray	Rachel	STEM/Robotics ES/Int/MS	MV	2025-2026
Pendergraft	Kylee	STEM/Robotics ES/Int/MS	MV	2025-2026
Hartless	Jaime	Student Council ES/Int 1/2	MV	2025-2026
Mumme	Amanda	Student Council ES/Int 1/2	MV	2025-2026
Scott	Carol	Media Director 3 Sections	MV	2025-2026
Moody	Sarah	Web Master	MV	2025-2026
Leochner	Amy	Yearbook ES/Int	LE	2025-2026
Tobiason	Erin	Department Head Special Ed	LE	2025-2026
Carr	Miranda	Grade Level Department Chair ES	LE	2025-2026
Doran	Tamara	Grade Level Department Chair ES	LE	2025-2026
Earls	Amber	Grade Level Department Chair ES	LE	2025-2026
Hodges	Anna	Grade Level Department Chair ES	LE	2025-2026
Ingham	Robin	Grade Level Department Chair ES	LE	2025-2026
Wauters	Brandy	Grade Level Department Chair ES	LE	2025-2026
Yarbro	Jayla	Grade Level Department Chair ES	LE	2025-2026
Finkenbinder	Laurie	Awards Program ES/Int (1/2)	LE	2025-2026
Karr	Kara	Awards Program ES/Int (1/2)	LE	2025-2026
Head	Bailey	Archery ES/Int (1/2)	LE	2025-2026
Mount	Marissa	Archery ES/Int (1/2)	LE	2025-2026
Biggs	Tarakay	STEM/Robotics ES/Int/MS (both semesters)	LE	2025-2026
James	Lisa	STEM/Robotics ES/Int/MS (both semesters)	LE	2025-2026
Barnett	Shira	STEM/Robotics ES/Int/MS (both semesters)	LE	2025-2026
Tobiason	Erin	STEM/Robotics ES/Int/MS (both semesters)	LE	2025-2026
Finkenbinder	Laurie	Student Council ES/Int (1/2)	LE	2025-2026
Karr	Kara	Student Council ES/Int (1/2)	LE	2025-2026
Wauters	Brandy	Media Director 6 Sections	LE	2025-2026

Purcell	KInley	Web Master	LE	2025-2026
Gelso	Christin	Yearbook ES/Int	MT	2025-2026
Elliott	Malinda	Department Head Special Ed	MT	2025-2026
Campbell	Kylie	Grade Level Department Chair ES	MT	2025-2026
Gelso	Christin	Grade Level Department Chair ES	MT	2025-2026
Fowler	Amber	Grade Level Department Chair ES	MT	2025-2026
Kissling	Amanda	Grade Level Department Chair ES	MT	2025-2026
Mathews	Emily	Grade Level Department Chair ES	MT	2025-2026
Norvelle	Danielle	Grade Level Department Chair ES	MT	2025-2026
Dixon	Jesica	Grade Level Department Chair ES	MT	2025-2026
Myers	Malorie	Awards Program ES/Int	MT	2025-2026
Gelso	Christin	Archery ES/Int	MT	2025-2026
Towne	Jessica	STEM/Robotics ES/Int/MS	MT	2025-2026
Norvelle	Danielle	STEM/Robotics ES/Int/MS	MT	2025-2026
Bear	Brooklyn	STEM/Robotics ES/Int/MS	MT	2025-2026
Towne	Jeffrey	STEM/Robotics ES/Int/MS	MT	2025-2026
Dixon	Jesica	Student Council ES/Int	MT	2025-2026
Catelli	Sarah	Media Director 6 Sections	MT	2025-2026
Myers	Malorie	Web Master	MT	2025-2026
Hood	Desirae	Department Head Special Ed	MC	2025-2026
Collett	Danielle	Grade Level Department Chair ES	MC	2025-2026
Crews	Megan	Grade Level Department Chair ES	MC	2025-2026
Steinmann	Victoria	Grade Level Department Chair ES 1/2	MC	2025-2026
Eidson	Rebekkah	Grade Level Department Chair ES 1/2	MC	2025-2026
Desbien	Nikki	Grade Level Department Chair ES	MC	2025-2026
Wilson	Emily	Grade Level Department Chair ES 1/2	MC	2025-2026
Michael	Elizabeth	Grade Level Department Chair ES	MC	2025-2026
Nguyen	Tresa	Grade Level Department Chair ES 1/2	MC	2025-2026
Ritchie	Aubrey	Grade Level Department Chair ES	MC	2025-2026
Teddy	Erin	Grade Level Department Chair ES 1/2	MC	2025-2026
Ritchie	Aubrey	Awards Program ES/Int	MC	2025-2026
Pence	Carley	Archery ES/Int	MC	2025-2026
Sparks	Brandy	Archery ES/Int	MC	2025-2026
Sparks	Brandy	Yearbook ES	MC	2025-2026
Haines	Allyson	STEM/Robotics ES/Int/MS	MC	2025-2026
Peck	Kara	STEM/Robotics ES/Int/MS	MC	2025-2026
Rosser	Allyson	STEM/Robotics ES/Int/MS	MC	2025-2026
Wilson	Emily	STEM/Robotics ES/Int/MS	MC	2025-2026
Harney	Ruby	Student Council ES/Int 1/2	MC	2025-2026
Laws	Tawny	Student Council ES/Int 1/2	MC	2025-2026
Story	Terri	Media Director 6 Sections	MC	2025-2026
Hargrove	Amy	District PD Comm Member	MC	2025-2026
Sparks	Brandy	Web Master	MC	2025-2026
Ervin	Dana	Department Head Special Ed	MEC	2025-2026
Hoehner	Kassie	Web Master	MEC	2025-2026
Hood	Samantha	Yearbook ES/Int	MCE	2025-2026
McCathern	Kayla	Department Head Special Ed	MCE	2025-2026

Henderson	Ashley	Grade Level Department Chair ES	MCE	2025-2026
Bates	Shathar	Grade Level Department Chair ES	MCE	2025-2026
Hardin	Kymberlee	Grade Level Department Chair ES	MCE	2025-2026
Howard	Adrienne	Grade Level Department Chair ES	MCE	2025-2026
Morris	Trisha	Grade Level Department Chair ES	MCE	2025-2026
Natseway	Amy	Grade Level Department Chair ES	MCE	2025-2026
Ray	Robyn	Grade Level Department Chair ES	MCE	2025-2026
Brown	Megan	Grade Level Department Chair ES	MCE	2025-2026
Gray	Hannah	Awards Program ES/Int	MCE	2025-2026
Emery	Danielle	Archery ES/Int 1/2	MCE	2025-2026
Hardin	Kym	Archery ES/Int 1/2	MCE	2025-2026
Barnes	Cynthia	STEM/Robotics ES/Int/MS	MCE	2025-2026
Henderson	Meredith	STEM/Robotics ES/Int/MS	MCE	2025-2026
Natseway	Amy	STEM/Robotics ES/Int/MS	MCE	2025-2026
Votta	Shauna	STEM/Robotics ES/Int/MS	MCE	2025-2026
Hood	Samantha	Student Council ES/Int 1/2	MCE	2025-2026
Gray	Hannah	Student Council ES/Int 1/2	MCE	2025-2026
Hood	Samantha	Media Director 2 Sections	MCE	2025-2026
Hood	Samantha	Web Master	MCE	2025-2026
Hendricks	Amber	Department Head Special Ed- FS	MCE	2025-2026
Sheffield	Mackenzie	Yearbook ES/Int	PVE	2025-2026
Mattingly	Stacy	Department Head Special Ed	PVE	2025-2026
English	Jennifer	Grade Level Department Chair ES	PVE	2025-2026
Southerland	Kati	Grade Level Department Chair ES	PVE	2025-2026
Lynes	Lauren	Grade Level Department Chair ES	PVE	2025-2026
Mills	Amanda	Grade Level Department Chair ES	PVE	2025-2026
Ransom	Shelia	Grade Level Department Chair ES	PVE	2025-2026
Zerm	Rayni	Grade Level Department Chair ES	PVE	2025-2026
Brandon	Kari	Grade Level Department Chair ES	PVE	2025-2026
Brock	Bethany	Grade Level Department Chair ES	PVE	2025-2026
English	Jennifer	Archery ES/Int	PVE	2025-2026
Mulanax	Bethany	Archery ES/Int	PVE	2025-2026
Knutson	Kathryn	Awards Program ES/Int 1/2	PVE	2025-2026
Osborne	Brittany	Awards Program ES/Int 1/2	PVE	2025-2026
English	Jennifer	STEM/Robotics ES/Int/MS	PVE	2025-2026
Sharp	Paula	STEM/Robotics ES/Int/MS	PVE	2025-2026
Mulanax	Bethany	STEM/Robotics ES/Int/MS	PVE	2025-2026
Velders	Erin	STEM/Robotics ES/Int/MS	PVE	2025-2026
Knutson	Kathryn	Student Council ES/Int 1/2	PVE	2025-2026
Osborne	Brittany	Student Council ES/Int 1/2	PVE	2025-2026
Vancleave	Kelsey	Media Director 6 Sections	PVE	2025-2026
English	Jennifer	Web Master	PVE	2025-2026
Causey	Maria	Grade Level & Dept Chair ES 1/2	RWE	2025-2026
Thomas	Mary	Grade Level & Dept Chair ES 1/2	RWE	2025-2026
Waller	Tara	Department Head Special Ed	RWE	2025-2026
Kuper	Michelle	Grade Level Department Chair ES	RWE	2025-2026
Lewis	Jennifer	Grade Level Department Chair ES	RWE	2025-2026

Miseldine	Michelle	Grade Level Department Chair ES	RWE	2025-2026
Tiger	Kelsey	Grade Level Department Chair ES	RWE	2025-2026
Rick	Amanda	Grade Level Department Chair ES	RWE	2025-2026
Craghead	Brin	Grade Level Department Chair ES	RWE	2025-2026
Thomas	Amanda	Grade Level Department Chair ES	RWE	2025-2026
Causey	Maria	Yearbook ES 1/2	RWE	2025-2026
Thomas	Mary	Yearbook ES 1/2	RWE	2025-2026
Dixon	Christie	STEM/Robotics ES/Int/MS	RWE	2025-2026
Haney	Amanda	STEM/Robotics ES/Int/MS	RWE	2025-2026
Miseldine	Michelle	Student Council ES/Int	RWE	2025-2026
Balliew	Kayla	Student Council ES/Int	RWE	2025-2026
Dixon	Christie	Media Director 6 Sections	RWE	2025-2026
Dixon	Christie	Web Master	RWE	2025-2026
Castaneda	Jose	Archery ES/Int	RWE	2025-2026
Fixico	Dustin	Archery ES/Int	RWE	2025-2026
Thomas	Amanda	Awards Program ES/	RWE	2025-2026
Waller	Tara	Grade Level Department Chair	RWE	2025-2026
Daley	Dacey	Yearbook ES/Int	CRI	2025-2026
Shackleford	Amber	Department Head Special Ed	CRI	2025-2026
Adame Ramos	Melissa	Awards Program ES/Int	CRI	2025-2026
Walling II	Robert	Archery ES/Int	CRI	2025-2026
Brown	Timothy	Archery ES/Int	CRI	2025-2026
Blanco	Cheyenne	Scholastic Coach 6th 1/2	CRI	2025-2026
Aynes	Raymond	Department Chair Int/MS	CRI	2025-2026
Vann	Marquita	Department Chair Int/MS	CRI	2025-2026
Good	Desiree	Department Chair Int/MS	CRI	2025-2026
Jackson	Holly	Department Chair Int/MS	CRI	2025-2026
Owens	Angelia	Department Chair Int/MS	CRI	2025-2026
Snowden	Cheryl	Department Chair Int/MS	CRI	2025-2026
Solomon	Chelsea	Department Chair Int/MS	CRI	2025-2026
Wolfe	Thomas	Department Chair Int/MS	CRI	2025-2026
Aynes	Raymond	Grade Level Team Leader Int	CRI	2025-2026
Jackson	Holly	Grade Level Team Leader Int	CRI	2025-2026
Walling II	Robert	Grade Level Team Leader Int	CRI	2025-2026
Solomon	Chelsea	Grade Level Team Leader Int	CRI	2025-2026
Brandt	Angela	Grade Level Team Leader Int	CRI	2025-2026
Weaver	Courtney	Grade Level Team Leader Int	CRI	2025-2026
Brown	Timothy	STEM/Robotics ES/Int/MS	CRI	2025-2026
Wolfe	Thomas	STEM/Robotics ES/Int/MS	CRI	2025-2026
Aynes	Raymond	Student Council ES/Int	CRI	2025-2026
Tobler	Michelle	Web Master	CRI	2025-2026
Hasty	Jason	Archery ES/Int	MBI	2025-2026
Wiewel	Sherri	Archery ES/Int	MBI	2025-2026
Stokes	Hannah	Awards Program ES/Int	MBI	2025-2026
Awbrey	Cody	Department Chair Int/MS	MBI	2025-2026
Brock	Karissa	Department Chair Int/MS	MBI	2025-2026
Cox	Sarah	Department Chair Int/MS	MBI	2025-2026

Hale	Kelsey	Department Chair Int/MS	MBI	2025-2026
Holder	Erin	Department Chair Int/MS	MBI	2025-2026
Karn	Heather	Department Chair Int/MS	MBI	2025-2026
Cross	Lindsay	Department Chair Int/MS	MBI	2025-2026
Tindall	Angela	Department Chair Int/MS	MBI	2025-2026
Brosh	Madge	Department Head Special Ed	MBI	2025-2026
Keys	Sarah	District PD Comm Member	MBI	2025-2026
Hasty	Jason	District PE Department Head	MBI	2025-2026
Baca	Vanessa	Grade Level Team Leader Int	MBI	2025-2026
Brock	Karissa	Grade Level Team Leader Int	MBI	2025-2026
Davis	Tyler	Grade Level Team Leader Int	MBI	2025-2026
Fruit	Morgan	Grade Level Team Leader Int	MBI	2025-2026
Hale	Kelsey	Grade Level Team Leader Int	MBI	2025-2026
Cline	Hannah	Grade Level Team Leader Int	MBI	2025-2026
Holder	Erin	Grade Level Team Leader Int	MBI	2025-2026
Davis	Tyler	Scholastic Coach Int	MBI	2025-2026
Clanahan	Clarissa	STEM/Robotics ES/Int/MS	MBI	2025-2026
Washburn	Janie	STEM/Robotics ES/Int/MS	MBI	2025-2026
Carter	Carlye	Student Council ES/Int	MBI	2025-2026
Baca	Vanessa	Web Master	MBI	2025-2026
Cox	Sarah	Yearbook ES	MBI	2025-2026
Ross	Rachel	Yearbook ES/Int	HZI	2025-2026
Evans	Mary	Department Head Special Ed /2	HZI	2025-2026
Tonay	Christina	Department Head Special Ed /2	HZI	2025-2026
Clarke	Dawn	Awards Program ES/Int	HZI	2025-2026
McElroy	Diana	Archery ES/Int	HZI	2025-2026
Rinehart	Jordan	Archery ES/Int	HZI	2025-2026
Baxter	Deanna	Scholastic Coach 6th 1/2	HZI	2025-2026
Cato	Kathryn	Scholastic Coach 6th 1/2	HZI	2025-2026
Baxter	Deanna	Grade Level Team Leader Int	HZI	2025-2026
Buel	Cherish	Grade Level Team Leader Int	HZI	2025-2026
Williams	Jennifer	Grade Level Team Leader Int	HZI	2025-2026
Pocsik	Colin	Grade Level Team Leader Int	HZI	2025-2026
Neal	Anysia	Grade Level Team Leader Int	HZI	2025-2026
Neal	Josh	Grade Level Team Leader Int	HZI	2025-2026
Fletcher	Max	Grade Level Team Leader Int	HZI	2025-2026
Buel	Cherish	Department Chair Int/MS	HZI	2025-2026
Dye	Brenda	Department Chair Int/MS	HZI	2025-2026
Fair	Bethany	Department Chair Int/MS	HZI	2025-2026
Fletcher	Max	Department Chair Int/MS	HZI	2025-2026
Cato	Kathryn	Department Chair Int/MS	HZI	2025-2026
Reynolds	Debora	Department Chair Int/MS	HZI	2025-2026
Wright	Amy	Department Chair Int/MS	HZI	2025-2026
Williams	Jan	Department Chair Int/MS	HZI	2025-2026
Davis	Ginger	Department Chair Int/MS	HZI	2025-2026
Baxter	Deanna	STEM/Robotics ES/Int/MS	HZI	2025-2026
Buel	Cherish	STEM/Robotics ES/Int/MS	HZI	2025-2026

Hood	Samantha	STEM/Robotics ES/Int/MS	HZI	2025-2026
Baxter	Sydney	STEM/Robotics ES/Int/MS	HZI	2025-2026
Davis	Ginger	Student Council ES/Int	HZI	2025-2026
Clarke	Dawn	Web Master	HZI	2025-2026
Courtney	Hannah	Student Council MS 1/2	MMS	2025-2026
Parks	Melinda	Student Council MS 1/2	MMS	2025-2026
Courtney	Hannah	Renaissance Sponsor MS	MMS	2025-2026
Sawyer	Mandy	Yearbook MS	MMS	2025-2026
Bristol	Judy	Team Lead MS	MMS	2025-2026
Courtney	Hannah	Team Lead MS	MMS	2025-2026
Dowell	Deanna	Team Lead MS	MMS	2025-2026
King	Christine	Team Lead MS	MMS	2025-2026
Bowen	Blake	Team Lead MS	MMS	2025-2026
LaRue	Amy	Team Lead MS	MMS	2025-2026
Parks	Melinda	Team Lead MS	MMS	2025-2026
King	Christine	Department Head Special Ed	MMS	2025-2026
Garcia	Sharonda	Awards Program MS	MMS	2025-2026
Sosebee	Kelsey	Archery MS	MMS	2025-2026
Sosebee	Kelsey	Department Chair Int/MS	MMS	2025-2026
King	Aubrea	Department Chair Int/MS	MMS	2025-2026
Green	Sarah	Department Chair Int/MS	MMS	2025-2026
Penney	Amy	Department Chair Int/MS	MMS	2025-2026
Bristol	Judy	Department Chair Int/MS	MMS	2025-2026
Palmer	Jared	Department Chair Int/MS	MMS	2025-2026
Parks	Melinda	Department Chair Int/MS	MMS	2025-2026
Courtney	Hannah	Department Chair Int/MS	MMS	2025-2026
Hall	Kyle	STEM/Robotics ES/Int/MS	MMS	2025-2026
Kincer	Ricky	STEM/Robotics ES/Int/MS	MMS	2025-2026
Stephens	Matthew	STEM/Robotics ES/Int/MS	MMS	2025-2026
Foster	Dakota	STEM/Robotics ES/Int/MS	MMS	2025-2026
Green	Sarah	Reach Crew MS/HS	MMS	2025-2026
Stephens	Matthew	E-Sports 1/2	MMS	2025-2026
Kincer	Ricky	E-Sports 1/2	MMS	2025-2026
Larson	Angie	Native American Club 1/2	MMS	2025-2026
King	Aubrea	Native American Club 1/2	MMS	2025-2026
Sawyer	Mandy	Web Master	MMS	2025-2026
Burch	Nathan	Scholastic Coach 7th/8th	MNMS	2025-2026
Parker	Jessica	Renaissance Sponsor MS	MNMS	2025-2026
Qualls	Ally	Student Council MS 1/2	MNMS	2025-2026
Voegele	Megan	Student Council MS 1/2	MNMS	2025-2026
Burch	Blake	Yearbook MS	MNMS	2025-2026
Cunningham	Christopher	Team Lead MS	MNMS	2025-2026
Joy	Jennifer	Team Lead MS	MNMS	2025-2026
Lutts	Rylee	Team Lead MS	MNMS	2025-2026
Deister	Megan	Team Lead MS	MNMS	2025-2026
Smith	Tonia	Team Lead MS	MNMS	2025-2026
Summers	Sarah	Team Lead MS	MNMS	2025-2026

Wyckoff	Kristin	Team Lead MS	MNMS	2025-2026
Joy	Jennifer	Department Head Special Ed	MNMS	2025-2026
Birkes	Andrea	Awards Program MS	MNMS	2025-2026
Burch	Blake	Archery MS	MNMS	2025-2026
Boulware	Brent	Department Chair Int/MS	MNMS	2025-2026
Herring	Rhonda	Department Chair Int/MS	MNMS	2025-2026
Killebrew	Cynthia	Department Chair Int/MS	MNMS	2025-2026
Lutts	Rylee	Department Chair Int/MS	MNMS	2025-2026
Solberg	Lisa	Department Chair Int/MS	MNMS	2025-2026
Burch	Nathan	Department Chair Int/MS	MNMS	2025-2026
Summers	Sarah	Department Chair Int/MS	MNMS	2025-2026
Wyckoff	Kristin	Department Chair Int/MS	MNMS	2025-2026
Skoropowski	Brandy	STEM/Robotics ES/Int/MS 1/2	MNMS	2025-2026
Swan	Rhoda	STEM/Robotics ES/Int/MS 1/2	MNMS	2025-2026
Collins	Robert	E-Sports MS	MNMS	2025-2026
Hixson	Michael	Reach Crew MS/HS 1/2	MNMS	2025-2026
Swan	Rhoda	Reach Crew MS/HS 1/2	MNMS	2025-2026
Qualls	Ally	Webmaster	MNMS	2025-2026
Badillo	Deblin	Student Council MS 1/2	MCMS	2025-2026
Graves	Brooklyn	Student Council MS 1/2	MCMS	2025-2026
Rowe	Cheryl	Science Fair MS 1/2	MCMS	2025-2026
Smith	Kimber	Science Fair MS 1/2	MCMS	2025-2026
Smith	Kimber	Scholastic Coach 7th/8th	MCMS	2025-2026
Ward	Kasey	Renaissance Sponsor MS	MCMS	2025-2026
Thompson	Melissa	Yearbook MS	MCMS	2025-2026
Hardeman	Tara	Team Lead MS	MCMS	2025-2026
Jones	Chanae	Team Lead MS	MCMS	2025-2026
Lusher	Andrew	Team Lead MS	MCMS	2025-2026
Harmon	Stephanie	Team Lead MS	MCMS	2025-2026
Bowles	Jordyn	Team Lead MS	MCMS	2025-2026
Thomas	Karissa	Team Lead MS	MCMS	2025-2026
Badillo	Deblin	Department Head Special Ed	MCMS	2025-2026
Ward	Kasey	Awards Program MS	MCMS	2025-2026
Sullivan	Tyrel	Archery MS	MCMS	2025-2026
Badillo	Ryan	E-Sports MS	MCMS	2025-2026
Cook	Kyle	Department Chair Int/MS	MCMS	2025-2026
Elmore	Shawn	Department Chair Int/MS	MCMS	2025-2026
Knight	Angela	Department Chair Int/MS	MCMS	2025-2026
Meziere	Sharon	Department Chair Int/MS	MCMS	2025-2026
Mooney	Adam	Department Chair Int/MS	MCMS	2025-2026
Pettigrew	Shana	Department Chair Int/MS	MCMS	2025-2026
Smith	Kimber	Department Chair Int/MS	MCMS	2025-2026
Tollers	Lauren	Department Chair Int/MS	MCMS	2025-2026
Ford	Jeremy	STEM/Robotics ES/Int/MS	MCMS	2025-2026
Knight	Angela	STEM/Robotics ES/Int/MS	MCMS	2025-2026
Pettigrew	Shana	STEM/Robotics ES/Int/MS	MCMS	2025-2026
Wilhm	Jennifer	STEM/Robotics ES/Int/MS	MCMS	2025-2026

Hardeman	Tara	Reach Crew MS/HS 1/2	MCMS	2025-2026
Jones	Chanae	Reach Crew MS/HS 1/2	MCMS	2025-2026
Knight	Angela	Native American Club	MCMS	2025-2026
Walters	Christi	Web Master	MCMS	2025-2026
Hull	Angelica	Senior Sponsor HS	MHS	2025-2026
Walker	Caitlin	Senior Sponsor HS	MHS	2025-2026
Walker	Casey	Senior Sponsor HS	MHS	2025-2026
McIntire	Vanessa	Junior Sponsor HS	MHS	2025-2026
Odom	Emily	Junior Sponsor HS	MHS	2025-2026
Walker	Caitlin	Junior Sponsor HS	MHS	2025-2026
Holman	Jessica	STEM/Robotic Sponsor HS	MHS	2025-2026
Kimmel	Jason	STEM/Robotic Sponsor HS	MHS	2025-2026
Petitt	Bethany	STEM/Robotic Sponsor HS	MHS	2025-2026
Moore	Matt	STEM/Robotic Sponsor HS	MHS	2025-2026
Bidne	Beth	Yearbook HS	MHS	2025-2026
Godwin	Macy	Yearbook HS	MHS	2025-2026
Bennett	Olivia	Honor Society HS	MHS	2025-2026
Morin	Stanley	Honor Society HS	MHS	2025-2026
Rogers	Trena	Key Club HS	MHS	2025-2026
Burton	Amanda	Department Head HS	MHS	2025-2026
Bennett	Olivia	Department Head HS	MHS	2025-2026
Dunbar	Kaitlyn	Department Head HS	MHS	2025-2026
Farnham	Kyle	Department Head HS	MHS	2025-2026
Walker	Caitlin	Department Head HS	MHS	2025-2026
Harris	Donitta	Department Head HS	MHS	2025-2026
Hixon	Carrie	Department Head HS	MHS	2025-2026
McIntire	Vanessa	Department Head HS	MHS	2025-2026
Morin	Stanley	Department Head HS	MHS	2025-2026
Pumford	Kristin	Department Head HS	MHS	2025-2026
Swink	Kristina	Department Head HS	MHS	2025-2026
Moya-Rhoads	Darian	Department Head HS	MHS	2025-2026
Hendricks	Nicholas	Student Council HS	MHS	2025-2026
Hendricks	Nicholas	Student Council HS	MHS	2025-2026
Walker	Dillon	STUCO	MHS	2025-2026
Odom	Emily	Scholastic Coach HS	MHS	2025-2026
Miller	Anthony	Team Lead HS	MHS	2025-2026
Mauler	Kameron	Team Lead HS	MHS	2025-2026
Fuentes	Shelley	Team Lead HS	MHS	2025-2026
Gaines	Jestine	Team Lead HS	MHS	2025-2026
Harris	Jeremy	Team Lead HS	MHS	2025-2026
Kelley	Christian	Team Lead HS	MHS	2025-2026
Kenedy	Patrick	Team Lead HS	MHS	2025-2026
Bennett	Olivia	Team Lead HS	MHS	2025-2026
Mathes	Brandon	Team Lead HS	MHS	2025-2026
McDaniel	Christopher	Team Lead HS	MHS	2025-2026
Miles	Jody	Team Lead HS	MHS	2025-2026
Ray	Glendia	Team Lead HS	MHS	2025-2026

Walker	Casey	Team Lead HS	MHS	2025-2026
Walker	Caitlin	Team Lead HS	MHS	2025-2026
Weidner	Corey	Team Lead HS	MHS	2025-2026
Karnes	Lindsey	Team Lead HS 1/2	MHS	2025-2026
Evans	Anthony	Team Lead HS 1/2	MHS	2025-2026
Farnham	Kyle	Team Lead HS	MHS	2025-2026
Godwin	Maci	Team Lead HS	MHS	2025-2026
Phipps	Danae	Team Lead HS	MHS	2025-2026
Pumford	Krissy	Team Lead HS	MHS	2025-2026
Hurst	Trenton	Archery HS	MHS	2025-2026
Denton	Lyndsie	Reach Crew MS/HS	MHS	2025-2026
Dunbar	Kaitlyn	Reach Crew MS/HS	MHS	2025-2026
Schuck	Kerry	Reach Crew MS/HS	MHS	2025-2026
Nelson	Madeline	Reach Crew MS/HS	MHS	2025-2026
Kimmel	Jason	AP Science HS	MHS	2025-2026
Chaisson	Leiha	AP Science HS	MHS	2025-2026
Morin	Stanley	AP Science HS	MHS	2025-2026
Noble	Kelly	AP Science HS	MHS	2025-2026
Walker	Dillon	AP Coordinator	MHS	2025-2026
Weidner	Corey	E-Sports HS	MHS	2025-2026
Selvey	Lindsey	E-Sports HS	MHS	2025-2026
Shuck	Kerry	Broadcasting HS	MHS	2025-2026
Knowles	Gary	Aviation	MHS	2025-2026
Coffman	Brett	Aviation	MHS	2025-2026
George	Veronica	WebMaster	MHS	2025-2026
Teague	Thomas	Mock Trial	MHS	2025-2026
Bass	Katie	District PE Department Head	MHS	2025-2026
Waller	Tara	District Functional Skills Dept. Head	Dist.	2025-2026
Kain	Tammy	District Nurse Dept. Head	Dist.	2025-2026
Hauck	Christy	Co-Dept. Head	MHS	2025-2026
Salemme	Elizabeth	Co-Dept. Head	RWE	2025-2026

Schedule "C"

August 11, 2025

Bus Driver Substitute				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
Frantom	Chris	Bus Driver Substitute	Dist.	2025-2026
Bronco Club 2025-2026 SY				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
Gray	Hannah	Bronco Club Teacher	CE	2025-2026
Kirkwood	Whitney	Bronco Club Teacher	CE	2025-2026
McCathern	Kayla	Bronco Club Teacher	CE	2025-2026
Miller	Sue Ann	Bronco Club Teacher	CE	2025-2026
Bass	Danielle	Bronco Club Teacher	MC	2025-2026
Calvani	Alexis	Bronco Club Teacher	MC	2025-2026
Hargrove	Amy	Bronco Club Teacher	MC	2025-2026
Harney	Ruby	Bronco Club Teacher	MC	2025-2026
Hood	Desiree	Bronco Club Teacher	MC	2025-2026
Johnson	Darci	Bronco Club Teacher	MC	2025-2026
McMurtry	Mackenzie	Bronco Club Teacher	MC	2025-2026
Peck	Kara	Bronco Club Teacher	MC	2025-2026
Ritchie	Aubrey	Bronco Club Teacher	MC	2025-2026
Rogers	Heather	Bronco Club Teacher	MC	2025-2026
Steinmann	Victoria	Bronco Club Teacher	MC	2025-2026
Story	Terri	Bronco Club Teacher	MC	2025-2026
Diaz (Bannon)	Rachel	Bronco Club Paraprofessional	MC	2025-2026
Hott	Brianna	Bronco Club Paraprofessional	MC	2025-2026
McGill	Ashley	Bronco Club Paraprofessional	MC	2025-2026
Walton	Caitlyn	Bronco Club Paraprofessional	MC	2025-2026
Wasson	Amy	Bronco Club Paraprofessional	MC	2025-2026
Johnson	Jaclyn	Bronco Club Teacher Assistant	MC	2025-2026
Tobiason	Erin	Bronco Club Coordinator/Teacher	LE	2025-2026
Barnett	Shira	Bronco Club Teacher	LE	2025-2026
Bryant	Bailey	Bronco Club Teacher	LE	2025-2026
Evans	Kristin	Bronco Club Teacher	LE	2025-2026
James	Lisa	Bronco Club Teacher	LE	2025-2026
Mowery	Kimberly	Bronco Club Coordinator/Teacher	ME	2025-2026
Block	Melissa	Bronco Club Teacher	ME	2025-2026
Boyd	Jennifer	Bronco Club Teacher	ME	2025-2026
Crawford	Tracy	Bronco Club Teacher	ME	2025-2026
Morgan	Diamond	Bronco Club Teacher	ME	2025-2026
Pence	Janet	Bronco Club Teacher	ME	2025-2026
Peters	Amanda	Bronco Club Teacher	ME	2025-2026
Smith	Shana	Bronco Club Teacher	ME	2025-2026
De Vous	Jeanne	Bronco Club Teacher Assistant	ME	2025-2026
Featherstone	Julie	Bronco Club Coordinator/Teacher/A	PV	2025-2026
Bradshaw	Shannon	Bronco Club Teacher	PV	2025-2026

Hawthorne	Emilee	Bronco Club Teacher	PV	2025-2026
Jones	Jeana	Bronco Club Teacher	PV	2025-2026
Myers	Clayton	Bronco Club Teacher	PV	2025-2026
Thomas	Larenda	Bronco Club Teacher	PV	2025-2026
Harris	Paula (Sue)	Bronco Club Teacher Assistant	PV	2025-2026
Cartwright	Sheadrian	Bronco Club Teacher	RE	2025-2026
Peralta	Brandy	Bronco Club Teacher	RE	2025-2026
Hogan	Amanda	Bronco Club Paraprofessional	RE	2025-2026
Meija	Guadalupe	Bronco Club Paraprofessional	RE	2025-2026
Scott	Dallas	Bronco Club Teacher Assistant	RE	2025-2026
Wilson	Melissa	Bronco Club Teacher Assistant	RE	2025-2026
Danker	Carmen	Bronco Club Teacher	SH	2025-2026
Eastwood	Elizabeth	Bronco Club Teacher	SH	2025-2026
Jenkins	Adrian	Bronco Club Teacher	SH	2025-2026
Massey	Amanda	Bronco Club Teacher	SH	2025-2026
Miller	Emily	Bronco Club Paraprofessional	SH	2025-2026
Ashley	Blake	Bronco Club Teacher Assistant	SH	2025-2026
Duke	Natasha	Bronco Club Teacher	TE	2025-2026
Gelso	Christin	Bronco Club Teacher	TE	2025-2026
Gore	Sandy	Bronco Club Teacher	TE	2025-2026
Mordecai	Mackenzie	Bronco Club Teacher	TE	2025-2026
Wood	Jaybree	Bronco Club Teacher	TE	2025-2026
Joseph	Elsa	Bronco Club Paraprofessional	TE	2025-2026
Setzer	Kori	Bronco Club Paraprofessional	TE	2025-2026
Henderson	Corbie	Bronco Club Teacher Assistant	TE	2025-2026
Brown	Alexis	Bronco Club Coordinator/Teacher	MV	2025-2026
Baugh	Taylor	Bronco Club Teacher	MV	2025-2026
Moy	Kendra	Bronco Club Teacher	MV	2025-2026
Rich	Courtney	Bronco Club Teacher	MV	2025-2026
Rojas-Jones	Haley	Bronco Club Paraprofessional	MV	2025-2026
Sullivan	Kristi	Bronco Club Paraprofessional	MV	2025-2026
Lechliter	Nancy	Bronco Club Teacher Assistant	MV	2025-2026
Magno	Pamela	Bronco Club Teacher Assistant	MV	2025-2026
Pitchford	Melissa	Bronco Club Teacher Assistant	MV	2025-2026
Bowen	Gabryelle	Bronco Club Student Assistant	MV	2025-2026
Griffin	Emma	Bronco Club Coordinator/Teacher	CRI	2025-2026
Dillon	Klaire	Bronco Club Student Assistant	CRI	2025-2026
McDonald	Miranda	Bronco Club Student Assistant	HI	2025-2026