AGENDA
Board of Education Regular Meeting
Monday, December 8, 2014 at 6:00 PM
Maxine and George P. Morris Alternative Center/Mustang Education Center 906 S Heights Drive Mustang, OK 73064, 12400 SW 15th St., Yukon, Oklahoma 73099

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District Number I-069 of Canadian County, Oklahoma will hold a Board of Education Regular Meeting on Monday, December 8, 2014 at 6:00 PM. The place and street of the meeting will be Maxine and George P. Morris Alternative Center/Mustang Education Center 906 S Heights Drive Mustang, OK 73064, 12400 SW 15th St., Yukon, Oklahoma 73099.
The Board of Education may discuss, make motions, and vote upon all matters appearing on this agenda. Such votes may be to approve, reject, table, reaffirm, rescind, or take no action on any agenda matter.

A. Invocation and Flag Salute

B. Roll Call (may be silent)

C. Superintendent's Report

1. 2014 Class 6A Academic Football State Champions - Coach Dombek

2. Citizens of Character - Patriotism/Citizenship

3. Above & Beyond - Brandon Owens

4. FALL SPORTS ALL STATE WINNERS - All State Softball - Jayden Chestnut, Caisey Jones, ALL State Softball Coach, Coach Bryan Howard All State Cross Country - Lance Frost All State Cheerleading - Lindsey Driskell

5. 6A Fastpitch Softball State Champions - Coach Bryan Howard Jayden Chestnut Caisey Jones Jacqlyn Kelm Hailee Milburn Tyra Polk Ashley Martin Aubrea Sorrels

6. January 12, 2015 Board Meeting location moving to Canyon Ridge Intermediate due to Intrust Art Award Presentations.

7. Bible Course Update

8. Construction Update - Jeff Woodard

9. Legislative Session Preview

10. PTA Resolution The Board will consider and may vote to approve the adoption of the PTA Resolution.

11. Board Correspondence

D. Deputy Superintendent Report

1. Committee Work Update

E. Board Reports

F. Standing and Financial Resolutions

1. Chief Financial Officer Report

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

G. Public Participation

H. Consent Agenda

1. Board of Education Minutes:

a. November 10, 2014 Board Minutes

2. Acceptance of Donation:

a. Donation to Mustang Trails from Trails PTA in the amount of $2,889.50 for purchasing one SmartBoard.

b. Donation to Mustang Elementary from Homeland through their Dollar for School Program in the amount of $1,356.64 to be used for student activities.

3. Transfer of Funds:

a. Approval of transfer from HS Activity Fund #818 to Valley Activity Account #841 in the amount of $166.21 due to incorrect PO number listed on receipt.

b. Approval of transfer from Horizon Activity #978 to Horizon Academic #996 in the amount of $55.00.

c. Approval of transfer from Horizon Counseling Activity #980 to Horizon Activity #978 to reimburse for popcorn purchased in the amount of $595.00.

4. Out-of-State or Overnight Travel:

a. Approval of four (4) vocal MMS students and one (1) sponsor to participate in the OCDA Junior High All-State Honor Choir rehearsals and concert January 8-10, 2015 in Oklahoma City, OK.

b. Approval of six (6) vocal MNMS students and one (1) sponsor to participate in the Oklahoma Choral Directors Association Junior High All State Honor Choir rehearsals and Concert January 8-10, 2015 in Oklahoma City.

c. Approval of four (4) MHS choir students who were selected for the OCDA All State Choir and two (2) sponsors to attend state conference on January 8-10, 2015 in OKC, OK.

d. Approval of HS Boys Basketball team and sponsors to participate in the Muskogee Shrine Basketball Tournament on Friday, January 9-10th in Muskogee, OK.

e. Approval for the HS band students who were selected for the OMEA Honor Bands and sponsors to attend and perform at the OMEA state Convention on January 21-24, 2015, in Tulsa, Oklahoma.

f. Approval of the HS Vocal students who were selected for the OMEA Honor Choir and sponsors to attend and perform at the OMEA Honor Choir Convention on January 22-24, 2015 in Tulsa, OK.

g. Approval of HS Boys Basketball team and sponsors to participate in the Altus Shortgrass Basketball tournament in Altus, Oklahoma on January 22-24, 2015.

h. Approval for MHS Cheerleading squad and two (2) sponsors to participate in the NCA National Championships in Dallas, TX January 23-26, 2015.

i. Approval for Tracy Skinner, Executive Director of Human Resources to attend the AASPA Human Resources Boot Camp in Orlando, Florida on January 29 - 31, 2015.

j. Approval for the HS DECA students and sponsors to attend the DECA State Career Development Conference on February 9-11, in Tulsa, OK.

k. Approval for the HS Winter Guard Students and sponsors to attend the Winter Guard Invitational Competition in Denver, CO from March 5-8th, 2015.

5. Approval of Open Transfer requests to attend MPS for the 2014-2015 school year, as listed:

6. Approval of Policy and Procedures:

    a. 3030 - Teacher Evaluation

7. Approval of hiring the following as tutors for the Title VII after school program. Tutors will be paid for after school services out of #561 Title VII funds: Adam Hull, Kristi Connors, Karissa Brock

8. Approval for Administrative Proposed Salary Schedule/Increase for SY2014-2015.

9. Approval of Revisions of Job Descriptions:

I. Business

1. The Board will discuss and may vote to approve the contract with Chem-Aqua for the Cooling/Boiler Water Treatment Program beginning January 1, 2015 through June 30, 2015.

2. The Board will consider and may vote to approve the design development phase from MA+ for new AG barn.

3. The Board will consider and may vote to approve the Warranty Upgrade contract with FieldTurf.

J. New Business:

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

1. Oklahoma Statutes Title 25, § Section 307(B)(1): Discuss employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee.

    a. Schedule "A"

    b. Schedule "B"

L. Acknowledge Return to Open Session

M. Statement of Executive Session Minutes by Board Clerk

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

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

P. Adjournment.

Memo

To: Dr. Angela Mills, Assistant Superintendent of Academic Affairs
From: Linda Atchley, Director of Instructional Programs
December 3rd, 2014

The following students have been selected as Citizens of Character, recognizing the character trait of Patriotism/Citizenship

- **Honor the American flag**
- **Study our country's history**
- **Help make the community a better place to live**
- **Look for opportunities to serve others**

Centennial Elementary: Jett Pearson
Creek Elementary: Griffin Murray
Lakehoma Elementary: Landon Leete
Mustang Elementary: Kellan Currington
Trails Elementary: Reagan Alleman
Valley Elementary: Kynzie Woods
Canyon Ridge Intermediate Center: Kenna Adams
Horizon Intermediate Center: Kylee Mitchell Kylee
Mustang Middle School: Grace Cornelius
Mustang North Middle School: TBD
Mustang High School: Joshua Lantz
Prairie View: Mason Williams

Above and Beyond Nominee: Mustang Trails

Mustang Trails would like to nominate Brandon Owens as an above and beyond patron of Mustang Public Schools. Two years ago shortly after several school shootings across the country had occurred Mr. Owens came into the office and asked if he could volunteer. He offered to come by school on days that he was on duty to drive through the parking lot and do walkthroughs of the building to assure parents, teachers and students that they are safe in Mustang. His work within our building began with him simply monitoring the parking lot for anything suspicious and checking all perimeter doors multiple times a week. He then began coming by on a regular basis and spending more time walking the halls talking to teachers, staff, students and parents. He was thanked regularly for his time in our building and is now asked for by name by staff and students alike. He has become one of our top watchdog dads and he is now a regular at Mustang Trails. He comes to volunteer anywhere from 15-20 hours a week in full uniform weather he is on duty or not. His work has grown from just checking parking lots and doors to helping with bus traffic before and after school, reading with students, having lunch with students, mentoring and continuing to keep a watchful eye on us all. He tells me every time he leaves that he is a phone call away, and to call if I need anything. Mustang Trails is blessed to have a parent, patron and community member like Brandon Owens so invested in our student's safety.

Winner

Dunn, Brenda

From: Bailey, Chuck
Sent: Friday, November 07, 2014 10:09 AM
To: Dunn, Brenda
Subject: RE: December board meeting

Softball
Jayden Chestnut
Caisey Jones

Volleyball
NONE

Cross Country
Lance Frost (Boys)
NONE (Girls)

Cheerleading
NONE (to my knowledge)

Pom Pon
NONE (to my knowledge)

Football
*decided in January

MUSTANG PUBLIC SCHOOLS
Chuck Bailey
Director of Athletics
mustangbroncos.org
405-376-7366

From: Dunn, Brenda
Sent: Friday, November 07, 2014 10:02 AM
To: Bailey, Chuck
Subject: December board meeting

Hey Chuck,

We need to get a list of names of all FALL sports ALL State winners and see if they can all be a part of our recognition at our December Board meeting when we also are planning on recognizing the Girls Softball team?

Thank you.

MUSTANG PUBLIC SCHOOL DISTRICT

Legislative Review

Summary:

Each year state agencies, government bodies, and lobbying groups establish legislative goals that are used to advance legislation that will serve specific populations of people and organizations. These goals are typically very broad but represent specific interests. The Mustang Public School District is comprised of over 10,500 students and their families, 1400 members of faculty, staff, and administration, and a larger educational community of businesses and community members. The decisions that are made each year by our legislative body have far-reaching effects on every member of the Mustang Educational Community. It is, therefore, our desire to provide our legislators with the information necessary for them to contribute to conversations about common education, to advance legislation that would be advantageous to common education, and to stop legislation from advancing that would be detrimental to common education. Consequently, the Mustang Public School District has established its 2015 Legislative Goals and asks that all legislators who represent the Mustang Public School District author, co-author, support, and advance legislation that would assist us in meeting our legislative goals during the 2015 Legislative Session.

Statements of Support and Proposed Legislation

1. MPS supports Teacher, Leader, School, and District accountability measures.

   GOAL #1: MPS advocates for the elimination of the quantitative component of the TLE system of accountability.

   - Student high-stakes test scores should not be tied to teacher evaluation
   - Not all teachers teach tested subjects resulting in a complete absence of equity in the evaluation of teachers
   - Minimal emphasis is placed on the academic growth of students
   - An unfair and unhealthy pressure exists on teachers that is the direct result of high stakes testing being tied to their evaluation

2. MPS recognizes the influence and opportunity that the classroom teacher has and the importance of having the best and brightest teacher in every classroom.

   GOAL #2: MPS advocates for immediate and adequate funding for all certified staff that would result in compensation that is at the regional average at a minimum.

   - Teachers and administrators are routinely leaving the state and/or the profession because the compensation is at or near the bottom nationally

- The State of Oklahoma has not provided a raise for teachers in years
- Oklahoma teachers are consistently regarded by multiple educational and review outlets as the most well-prepared teachers in the nation and are deserving of better compensation
- Oklahoma's Gross State Product or GSP, is ranked 29th in the nation. Teacher pay is ranked 49th. There should be some semblance of a correlation between the two.

3. MPS recognizes that attracting the best and brightest to Oklahoma public education, and following through with systematic world-class training, and retaining them for the duration of their careers will ultimately benefit and enrich the lives of our public school students.

GOAL #3: MPS advocates for a long-range and sustainable funding plan that will include employee compensation, systematic professional development and training, retention incentives and firmly place public education as a priority in Oklahoma.

- Oklahoma's per-pupil funding is one of the lowest in the nation, declined last year, and will continue to decline if a sustainable funding plan is not achieved this year
- Oklahoma has made larger cuts to public education than any state in the nation in recent years
- Oklahoma public schools have numerous unfunded and underfunded mandates, many of which are tied to the accountability of schools, districts, and teachers
- A teacher shortage currently exists in Oklahoma which is tied to inadequate pay, a sub-standard investment in training, and a retirement that is dismal

Resolution on Assessment and Accountability

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

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

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

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

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

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

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

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

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

Resolution on field tests/item Tryouts

WHEREAS, 'Field Tests', which are given during or outside of the same testing window as all other required standardized tests, do not benefit the academic progress of Oklahoma public school students as the data from the test is not given to the student, teacher, parents, school or school district; and

WHEREAS, Field Tests are used to develop further punitive high stakes exams that will be used to retain third grade children, keep eighth graders from obtaining future driving privileges, as well as withhold diplomas from high school seniors who have completed all other coursework required by the local school district; and

WHEREAS, whether Field Tests will be used to determine the evaluation of teacher and school leader performance as well as school and district A-F grades remains unknown due to the lack of effective and open communication extended to the educators and the parents of Oklahoma; and

WHEREAS, Field Tests will cause additional disruptions to computer based courses by requiring the exclusive use of the materials needed for learning; and

WHEREAS, These tests are being given at our expense, with public, taxpayer dollars, so that a private corporations can turn around and sell their test product back to us at a profit; and

WHEREAS, Oklahoma School Districts have been arbitrarily selected to participate in the field tests, thereby skewing the results of overall testing outcomes and statistical validity by interfering in the random sampling; therefore be it

RESOLVED, that Oklahoma PTA objects to the mass administration of field tests; and be it

RESOLVED, that Oklahoma public school children should not be expected to conduct corporate research for CTB/McGraw Hill, Measured Progress, Pearson, or any other for profit testing company; and be it

RESOLVED, that Oklahoma PTA wants all standardized tests given to students to provide actionable information in a timely manner to be used by students, parents, teachers, and administrators to further the education of students. If a test does not meet these criteria, the test should not be given.

Mustang Public Schools
Cash Balances
Nov. 30, 2014

Cash by Account and Fund

AC 0100		OKC MAPS TRUST		$75,753.96
			Total AC 0100	**$75,753.96**
AC 0101		BANK OF OKLAHOMA		
2013	11	General Fund		$5,348.38
2014	11	General Fund		$40,452.50
2015	11	General Fund		$7,535,490.49
2015	12	Co-op Fund		($4,676.89)
2014	21	Building Fund		$544.93
2015	21	Building Fund		$105,393.54
2013	22	Child Nutrition		$643.66
2014	22	Child Nutrition		$36,124.30
2015	22	Child Nutrition		$1,447,096.07
2015	24	OKC Maps Trust		$3.89
2015	31	Bond Fund #31		$203,208.15
2015	32	Bond Fund #32		$8,265,879.96
2015	33	Bond Fund #33		$65,926.76
2015	34	Bond Fund #34		$173,508.51
2015	35	Bond Fund #35		$341,340.56
2015	36	Bond Fund #36		$547,749.32
2015	37	Bond Fund #37		$1,084,419.47
2015	38	Bond Fund #38		$960,000.00
2015	39	Bond Fund #39		$6,886,284.02
2014	41	Sinking Fund		$1,485,000.00
2015	41	Sinking Fund		$2,424,464.59
			Total AC 0101	**$31,604,202.21**
INVESTMENTS				
AI 0103	41	Yukon National		$245,000.00
AI 0110	41	Bank of Commerce		$240,000.00
AI 0120	41	Bank of the West		$1,000,000.00
AI 0111	11	Cornerstone Bank		$240,000.00
AI 0112	11	Sooner State Tuttle		$245,000.00
AI 0113	11	Mustang First Nat'l		$245,000.00
AI 0114	11	Bank of Okla. (brokered)		$249,000.00
			Total Investments	**$2,464,000.00**
			Total: Bank of Oklahoma Checking	**$34,143,956.17**
			Subtract: Accounts Payable	**-$14,123,327.77**
			Bank Balance (Nov. 30, 2014)	**$20,020,628.40**

Mustang Public Schools

December, 2014 Cash Flow Analysis

Checking Account Balance (General, Child Nutrition, Building, Bond, Sinking Fund)		**$20,020,628**
Projected Revenue: (December, 2014)		
1110	Current year Ad Valorem	200,000
1121	Prior year Ad Valorem	6,000
2100	4 mill levy	15,000
2200	Mortgage tax	25,000
3110	Gross Production	160,000
3120	Auto License	250,000
3130	REA	12,000
3140	School Land	150,000
3210	State aid	2,235,577
3250	FBA	451,943
4689	ROTC	8,278
Total		**$23,526,148**
Projected Expenditures		
Payroll		$4,483,711
Substitutes		168,704
Non-payroll		485,799
Bond Construction		332,574
Total expenses		**$5,470,788**
Projected Balance on Dec. 31, 2014		**$18,055,360**

Financial Report

December 8th, 2014

Behind the numbers: (Vol. 4)

- As the year progresses, each month provides a clearer picture of what to expect as our bottom line: The goal of achieving a balanced budget in FY15!

I want to provide you with a revenue update today. I will highlight the state dedicated revenue sources, sometimes called "chargeable income", because of their effect on next year's state aid.

		YTD collections	FY14 YTD	Difference
3110	Gross production	$ 963,335	$ 568,010	$ 395,325
3120	Motor vehicle	$1,082,249	$1,007,562	$ 74,687
3130	Rural electric	$ 70,864	$ 61,445	$ 9,419
3140	School land	$ 605,296	$ 473,090	$ 132,206
Total				**+ $ 611,637**

These revenues are showing strong collections, especially gross production. They have collected $611,637 more than at the same time last year.

- The continued strong collections of the dedicated revenue sources provide reason for optimism in achieving the goal of a balanced budget in FY15!
- In January, we will receive our state aid mid-term adjustment. If the increased allocation fairly parallels our student enrollment growth, we will be able to "close the gap" in my projection.
- The completion of the budget plan, including increasing the fund balance to an acceptable level, will take 24-36 months.

Mustang School District
FY15 Estimated Revenue
12-8-14

Local Revenue (1000)		
1110 Ad Valorem Current	14,891,053 (7.56% growth)	
1120 Ad Valorem Prior	250,000	
1230 Summer School	18,000	
1310 Interest	6,000	
1400 Rentals	80,000	
1500 Misc refunds	200,000	
1600 Other local sources	60,000	
Total	15,505,053	
Intermediate Revenue (2000)		
2100 4 mill levy	1,812,646	
2200 Mortgage tax	400,000	
Total	2,212,646	
State Revenue (3000)		
3110 Gross Production	2,179,290	(130%)
3120 Auto license	2,557,000	(100%)
3130 REA	141,000	
3140 School land	1,334,254	(100%)
3150 Vehicle tax stamps	11,000	
3210 State Aid	25,767,906	
3250 FBA in lieu	5,021,593	
3310 Alt Ed	70,000	
3411 Staff Dev	62,791	
3412 Nat'l Board Cert	155,000	
3415 Reading Suff	74,000	
3420 Textbooks	486,595	
3470 Adv Placement	25,000	
3690 Other misc state rev	132,000	
3811 Career tech	33,440	
3812 Career tech assistance	87,680	
3892 Career tech lottery	15,000	
Total	38,153,549	
Federal Revenue (4000)		
4140 Title VII Native American	260,000	
4210 Title 1	685,900	
4271 Title 11 part A	117,633	
4273 Math/Science	40,000	
4280 Title III (571)	11,000	
4281 Title III (572)	35,942	

4310 IDEA (621)	1,724,686
4340 IDEA pre-school (641)	54,132
4617 Rehab services	2,000
4689 Other Misc rev.	98,000
4821 Carl Perkins	103,000
Total	3,132,293
5160 Activity Fund reim.	60,000
6200 Interfund transfer	150,000
Total Revenue	**$58,213,541**
Expenditures	**$59,261,116**
Deficit	**$47,575 (subtracted from fund balance)**
Fund balance (6-30-14)	**$1,739,589**
Fund balance (6-30-15)	**$1,692014**

Mustang Public Schools
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CUSTODIAL ANALYSIS 10-31-2014

10/31/2014 ACCOUNT TITLE	BEG BALANCE	DEPOSITS	TRANSFERS	TOTAL	EXPENSES	ACCT TOTAL
801 HS Industrial Arts	$ 547.37	$ 192.00	$ 5,758.49	$ 6,497.86	$189.95	$ 6,307.91
802 HS Annual	$ 22,486.08	$ 17,654.50	$ (1,750.00)	$ 38,390.58	$3,545.43	$ 34,845.15
803 HS Athletics	$ 48,142.60	$ 134,059.09		$ 182,201.69	$59,135.36	$ 123,066.33
804 HS Band	$ 11,779.13	$ 126,265.24		$ 138,044.37	$95,723.53	$ 42,320.84
805 HS Boys Basketball	$ 24,983.33	$ 4,276.60	$ (2,700.48)	$ 26,559.45	$23,086.99	$ 3,472.46
806 HS Boys Soccer	$ 12,443.30	$ 5,740.00		$ 18,183.30	$8,366.17	$ 9,817.13
807 CE Counseling	$ 1,588.19	$ 1,554.82		$ 3,143.01	$2,320.92	$ 822.09
808 CE Media	$ 6,134.68	$ 5,128.95		$ 11,263.63	$5,446.79	$ 5,816.84
809 HS SADD	$ 474.17			$ 474.17		$ 474.17
810 Mustang Elementary	$ 12,593.25	$ 2,454.52		$ 15,047.77	$3,385.01	$ 11,662.76
811 Enrichment Organization	$ 7,703.16		$ (7,703.16)	$ -		$ -
812 MV Art	$ 3,511.07	$ 33.60		$ 3,544.67		$ 3,544.67
813 CE Music	$ 415.20	$ 619.50		$ 1,034.70		$ 1,034.70
814 HS FFA	$ 25,050.68	$ 39,477.00		$ 64,527.68	$45,388.35	$ 19,139.33
815 HS FCCLA	$ 1,362.75	$ 3,419.00		$ 4,781.75	$1,891.90	$ 2,889.85
816 HS French Club	$ 151.23	$ 390.00		$ 541.23	$183.43	$ 357.80
817 HS Cheer	$ 104.86			$ 104.86		$ 104.86
818 HS General	$ 111,020.80	$ 96,084.08	$ (700.00)	$ 206,404.88	$45,296.22	$ 161,108.66
819 HS Girls Basketball	$ 3,417.32	$ 300.00	$ 2,700.48	$ 6,417.80	$4,372.41	$ 2,045.39
820 HS Girls Track	$ 524.32			$ 524.32	$0.00	$ 524.32
821 HS Volleyball	$ 173.68			$ 173.68		$ 173.68
822 HS Golf	$ 372.33			$ 372.33		$ 372.33
823 Lakehoma Elementary	$ 37,223.17	$ 1,912.98		$ 39,136.15	$1,928.99	$ 37,207.16
824 CE Art	$ 1,758.20	$ 2,077.15		$ 3,835.35	$1,047.38	$ 2,787.97
825 HS Media	$ 5,628.23	$ 732.46		$ 6,360.69	$262.91	$ 6,097.78
826 MS Media	$ 1,156.28	$ 600.30		$ 1,756.58		$ 1,756.58
827 MNMS Media	$ 11,242.64	$ 4,400.45	$ (35.00)	$ 15,608.09	$2,927.04	$ 12,681.05
828 HS Key Club	$ 1,031.72	$ 1,134.00		$ 2,165.72	$1,560.00	$ 605.72
829 MS Athletics	$ 66,060.59	$ 16,443.20		$ 82,503.79	$30,134.34	$ 52,369.45
830 MMS Band	$ 7,156.57	$ 15,297.29		$ 22,453.86	$4,383.12	$ 18,070.74
831 MS Cheerleaders	$ 1,106.72			$ 1,106.72		$ 1,106.72
832 MS FCA	$ 2,764.07			$ 2,764.07	$18.00	$ 2,746.07
833 MS Middle School	$ 16,384.07	$ 3,830.35		$ 20,214.42	$2,399.82	$ 17,814.60
834 MS Home Economic	$ 395.85			$ 395.85		$ 395.85
835 MS Pep Club	$ 781.04			$ 781.04		$ 781.04
836 MS Science Club	$ 278.95			$ 278.95		$ 278.95
837 MNMS Cheerleaders	$ 650.63			$ 650.63		$ 650.63
838 MS Student Council	$ 1,140.93			$ 1,140.93		$ 1,140.93
839 MS Vocal Music	$ 10,529.63	$ 7,658.32		$ 18,187.95	$5,429.45	$ 12,758.50
840 MS Yearbook	$ 8,438.75	$ 390.00		$ 8,828.75	$3,074.11	$ 5,754.64
841 MV Activity	$ 28,278.62	$ 11,077.22		$ 39,355.84	$1,146.25	$ 38,209.59
842 HS Nat'l Honor Society	$ 2,632.77			$ 2,632.77	$637.50	$ 1,995.27
843 MC Media	$ 2,216.22	$ 6,673.12		$ 8,889.34	$624.04	$ 8,265.30
844 MNMS Athletics	$ 28,469.90	$ 1,806.20		$ 30,276.10	$11,967.02	$ 18,309.08
845 MNMS Band	$ 14,510.60	$ 29,213.00		$ 43,723.60	$3,279.20	$ 40,444.40
846 MISC Revenue	$ -	$ 9,278.71	$ (5,758.49)	$ 3,520.22		$ 3,520.22
847 MNMS	$ 13,508.66	$ 9,731.26		$ 23,239.92	$8,778.67	$ 14,461.25
848 HS Pom Pon	$ 3,094.01			$ 3,094.01		$ 3,094.01
849 MNMS Pep Club	$ 1,062.18			$ 1,062.18	$966.00	$ 96.18
850 MNMS Science Club	$ 5,086.24	$ 1,250.20		$ 6,336.44	$1,080.00	$ 5,256.44
851 MNMS Speech Club	$ 210.40			$ 210.40		$ 210.40
852 MNMS Student Council	$ 876.59			$ 876.59		$ 876.59
853 MNMS Vocal Music	$ 4,708.38	$ 12,286.00		$ 16,994.38		$ 16,994.38
854 MNMS Yearbook	$ 9,409.88	$ 875.00		$ 10,284.88	$3,210.00	$ 7,074.88
855 HS Jr. Class	$ 22,697.39			$ 22,697.39		$ 22,697.39
856 HS Math/Science Club	$ 546.07	$ 7,000.00		$ 7,546.07	$2,147.93	$ 5,398.14
857 HS Sr. Class	$ 63,326.26	$ 18,058.25		$ 81,384.51	$484.69	$ 80,899.82
858 Special Olympics	$ 2,093.15	$ 56.32		$ 2,149.47		$ 2,149.47
859 HS Speech Club	$ 9,135.96	$ 2,929.65		$ 12,065.61	$3,246.67	$ 8,818.94

860	HS	Student Council	$	7,705.88	$	11,250.79			$	18,956.67	$9,311.37	$	9,645.30
861	HS	Varsity Cheer	$	8,000.96			$	35.00	$	8,035.96		$	8,035.96
862	HS	Vocal Music	$	4,547.56	$	6,310.00			$	10,857.56	$6,458.40	$	4,399.16
863	HS	Scholarships	$	2,252.35	$	1,000.00			$	3,252.35	$2,000.00	$	1,252.35
864	HS	DECA	$	6,935.14	$	7,925.20			$	14,860.34	$9,046.80	$	5,813.54
865	HS	Baseball	$	3,941.91					$	3,941.91	$405.98	$	3,535.93
866	CRI	6th Grade	$	888.84			$	707.23	$	1,596.07		$	1,596.07
867	Administration		$	11,943.42	$	305.00	$	(5,729.00)	$	6,519.42	$732.01	$	5,787.41
868	MV	Media	$	15,370.19	$	595.41			$	15,965.60	$1,249.95	$	14,715.65
869	MV	Counseling Activities	$	1,183.02	$	988.25			$	2,171.27	$261.42	$	1,909.85
870	M Trails	Activity	$	9,362.51	$	1,350.15			$	10,712.66	$1,791.06	$	8,921.60
871	HS	Girls Softball	$	1,474.32					$	1,474.32	$924.70	$	549.62
872	HS	Spanish Club	$	18.14	$	1,500.00			$	1,518.14	$667.00	$	851.14
873	M Trails	Media	$	527.32	$	5,708.88			$	6,236.20	$4,805.88	$	1,430.32
874	ME	MEAD	$	2,971.59	$	1,358.00			$	4,329.59		$	4,329.59
875	MT	Drug Free Club	$	1,917.30	$	2,118.00			$	4,035.30	$925.00	$	3,110.30
876	HS	Fresh./Varsity Football	$	8,380.89	$	4,550.00			$	12,930.89	$5,246.67	$	7,684.22
877	Gifted & Talented		$	759.56					$	759.56		$	759.56
878	Transportation		$	2,217.84	$	138.60			$	2,356.44		$	2,356.44
879	MC	Choir	$	404.75	$	500.00			$	904.75		$	904.75
880	HS	Boys Tennis	$	172.83					$	172.83		$	172.83
881	LE	Lakehoma Drug Free	$	2,600.38	$	840.00			$	3,440.38		$	3,440.38
882	HS	Boys/Girls X-Country	$	2,953.92	$	2,294.21			$	5,248.13	$1,200.00	$	4,048.13
883	HS	Girls Soccer	$	4,402.50					$	4,402.50		$	4,402.50
884	Chisholm Trails		$	1,574.45	$	1,404.00			$	2,978.45	$646.49	$	2,331.96
885	MS	Builders Club	$	169.46					$	169.46		$	169.46
886	MNMS	Builders Club	$	2,161.43					$	2,161.43	$169.38	$	1,992.05
887	HS	Debate Club	$	408.28					$	408.28		$	408.28
888	M Creek	Activity	$	11,171.54	$	2,708.35			$	13,879.89	$2,123.11	$	11,756.78
889	LE	Media	$	2,858.31	$	5,977.85			$	8,836.16	$978.03	$	7,858.13
890	MS	Renaissance	$	390.25	$	-			$	390.25		$	390.25
891	MS	Reading	$	5,652.75	$	194.15			$	5,846.90	$925.49	$	4,921.41
892	MNMS	Renaissance	$	1,117.84	$	102.00			$	1,219.84		$	1,219.84
893	HS	Renaissance	$	2,372.05					$	2,372.05		$	2,372.05
894	MS	Special Life Skills	$	1,543.99					$	1,543.99	$72.60	$	1,471.39
895	ME	PE	$	-			$	2,500.00	$	2,500.00		$	2,500.00
896	ME	MUSIC	$	-	$	466.00	$	2,500.00	$	2,966.00	$2,168.48	$	797.52
897	HS	Art Club	$	1,829.90	$	14,305.33			$	16,135.23	$4,534.77	$	11,600.46
898	HS	Athletic Training	$	1,070.25					$	1,070.25		$	1,070.25
899	MNMS	Tech	$	34.42					$	34.42		$	34.42
900	Admin-Use of Facility		$	28,790.54	$	7,206.80	$	(647.84)	$	35,349.50	$1,069.53	$	34,279.97
901	MEC	PASS	$	452.45	$	2,725.00			$	3,177.45	$2,225.12	$	952.33
902	CRI	Activity	$	7,992.16	$	17,638.94			$	25,631.10	$13,122.88	$	12,508.22
903	HS	Advanced Placement	$	10,569.01	$	5,292.00			$	15,861.01	$1,311.62	$	14,549.39
904	HS	Ground Improvement	$	1,267.69					$	1,267.69		$	1,267.69
905	CRI	Staff	$	1,758.71	$	432.88	$	1,000.00	$	3,191.59		$	3,191.59
906	HS	Freshman FCCLA	$	1,498.13					$	1,498.13	$307.00	$	1,191.13
907	M Valley	Outdoor Classroom	$	3,136.82					$	3,136.82		$	3,136.82
908	MNMS	Golf	$	723.09					$	723.09		$	723.09
909	CRI	Counseling	$	396.76	$	460.00			$	856.76		$	856.76
910	CRI	Media	$	1,967.17	$	8,991.83			$	10,959.00	$6,973.93	$	3,985.07
911	MHS	Crafts II	$	-	$	387.50	$	2,530.00	$	2,917.50	$130.18	$	2,787.32
912	CRI	Vocal	$	4,762.09	$	8,156.71	$	70.00	$	12,988.80	$4,575.19	$	8,413.61
913	CRI	Art	$	1,191.28	$	633.00			$	1,824.28	$659.48	$	1,164.80
914	Canyon Ridge	Athletics	$	4,848.16	$	2,961.00			$	7,809.16	$4,594.00	$	3,215.16
915	MNMS	Track/X-Country	$	1,117.01	$	-			$	1,117.01		$	1,117.01
916	MC / MNMS	Outdoor Class	$	323.48					$	323.48		$	323.48
917	CRI	Archery	$	-	$	3,800.00			$	3,800.00	$444.00	$	3,356.00
918	MNMS	Football	$	249.79					$	249.79		$	249.79
919	Prairie View	Activity	$	-	$	3,000.05	$	4,000.00	$	7,000.05	$2,425.64	$	4,574.41
920	MEC	Pre-K	$	10,509.02	$	11,242.21			$	21,751.23	$7,300.77	$	14,450.46
921	Prairie View	Staff	$	-	$	17.38	$	2,000.00	$	2,017.38	$278.55	$	1,738.83
922	HS	Special Education	$	631.77	$	124.96			$	756.73	$222.08	$	534.65
923	Lakehoma Elem	Art	$	2,359.43					$	2,359.43	$873.59	$	1,485.84

924	HS Musical	$ 5,343.33	$ 460.00		$ 5,803.33		$ 5,803.33
925	HS Wrestling	$ 2.49			$ 2.49		$ 2.49
926	HS JROTC	$ 3,313.36			$ 3,313.36		$ 3,313.36
927	HS Athletic Dept. Staff	$ 14,606.50	$ 11,500.00		$ 26,106.50	$15,048.56	$ 11,057.94
928	Canyon Ridge Reading	$ 4,549.92	$ 394.84	$ (3,987.23)	$ 957.53	$310.80	$ 646.73
929	ME Staff	$ 3,659.81	$ 1,356.64	$ 1,000.00	$ 6,016.45	$1,438.10	$ 4,578.35
930	MV Staff	$ 4,595.33	$ 534.89	$ 1,000.00	$ 6,130.22	$1,686.75	$ 4,443.47
931	LE Staff	$ 7,056.75	$ 12.13	$ 1,000.00	$ 8,068.88	$447.31	$ 7,621.57
932	MT Staff	$ 3,955.19	$ 5,198.87	$ 1,000.00	$ 10,154.06	$648.00	$ 9,506.06
933	MC Staff	$ 4,459.15	$ 1,698.39	$ 1,000.00	$ 7,157.54	$659.22	$ 6,498.32
934	MS Staff	$ 11,697.54	$ 702.97		$ 12,400.51	$100.00	$ 12,300.51
935	MNMS Staff	$ 2,300.15	$ 1,312.59		$ 3,612.74	$1,900.79	$ 1,711.95
936	CRI Science Club	$ -	$ -		$ -		$ -
937	HS Staff	$ 17,344.13	$ 3,629.11		$ 20,973.24	$4,615.99	$ 16,357.25
938	MEC Staff	$ 3,787.32	$ 500.37		$ 4,287.69	$1,209.93	$ 3,077.76
939	Admin. Staff	$ 3,200.29	$ 111.74		$ 3,312.03	$953.94	$ 2,358.09
940	HS Tech Ed.	$ 1,169.90			$ 1,169.90	$646.85	$ 523.05
941	HS Boys Track	$ 369.39			$ 369.39		$ 369.39
942	HS Bus. Prof. of America	$ 3,321.18	$ 4,892.00		$ 8,213.18	$2,035.00	$ 6,178.18
943	Creek Counseling	$ 2,853.16	$ 790.00	$ 943.00	$ 4,586.16	$178.54	$ 4,407.62
944	MPS Special Needs	$ 44.21			$ 44.21		$ 44.21
945	M Creek Art	$ 4,895.86			$ 4,895.86	$1,602.95	$ 3,292.91
946	HS ECO	$ 255.81			$ 255.81		$ 255.81
947	LE Music	$ 415.31	$ 48.00		$ 463.31	$234.36	$ 228.95
948	M Trails Art	$ 6,507.77	$ 1,169.00		$ 7,676.77	$3,864.55	$ 3,812.22
949	MT Honor Choir	$ 989.90			$ 989.90	$49.94	$ 939.96
950	Centennial General Activity	$ 22,835.37	$ 14,004.45		$ 36,839.82	$5,776.97	$ 31,062.85
951	M Trails Special Ed.	$ 438.48			$ 438.48		$ 438.48
952	CE Staff	$ 3,876.88	$ 133.29	$ 1,000.00	$ 5,010.17	$41.04	$ 4,969.13
953	ME Art	$ 8,589.21		$ (5,943.00)	$ 2,646.21	$147.74	$ 2,498.47
954	ME Media	$ 5,587.17	$ 6,346.65		$ 11,933.82	$4,822.15	$ 7,111.67
955	MT Reading Carnival	$ 2,737.42			$ 2,737.42	$412.00	$ 2,325.42
956	MT Student Council	$ 1,987.67			$ 1,987.67		$ 1,987.67
957	Trails PE Activity Acct	$ 1,702.24	$ 1,667.27		$ 3,369.51		$ 3,369.51
958	Prairie View Art	$ -	$ 4,481.49		$ 4,481.49	$2,889.06	$ 1,592.43
959	HS Spanish Nat'l Hnr Society	$ 1,128.13	$ 563.00		$ 1,691.13	$210.21	$ 1,480.92
960	HS MAC	$ 819.99			$ 819.99		$ 819.99
961	HS Video Club	$ 920.63	$ 687.00		$ 1,607.63		$ 1,607.63
962	HS Swim Team	$ 194.99	$ -		$ 194.99		$ 194.99
963	MC Archery Club	$ 394.94			$ 394.94		$ 394.94
964	MS Archery Club	$ 2,189.47	$ 1,785.00		$ 3,974.47	$539.00	$ 3,435.47
965	MV Student Council	$ 2,429.46	$ 681.46		$ 3,110.92	$1,019.55	$ 2,091.37
966	CE Outdoor Classroom	$ 20.90			$ 20.90		$ 20.90
967	Mustang Student in Need	$ 3,906.99	$ 374.00		$ 4,280.99		$ 4,280.99
968	MHS HOSA	$ -			$ -		$ -
969	CRI Outdoor Classroom	$ 4,500.31			$ 4,500.31		$ 4,500.31
970	CRI Student Council	$ 1,154.78			$ 1,154.78		$ 1,154.78
971	CRI Yearbook	$ 1,408.44	$ 1,547.00		$ 2,955.44		$ 2,955.44
972	CRI Communications/broadcasting	$ -	$ 7,886.89	$ 920.45	$ 8,807.34		$ 8,807.34
973	CRI Technology	$ -	$ 431.69	$ 1,052.63	$ 1,484.32		$ 1,484.32
974	CRI Spanish Acct	$ 667.11			$ 667.11		$ 667.11
975	CRI Elective/Life App	$ -		$ 1,236.92	$ 1,236.92		$ 1,236.92
976	CRI Academic Team	$ -			$ -		$ -
977	CRI 5th GRADE	$ -	$ 272.00		$ 272.00		$ 272.00
978	Horizon Activity	$ 4,738.24	$ 15,453.01	$ (959.05)	$ 19,232.20	$6,834.30	$ 12,397.90
979	Horizon Staff Acct	$ 3,241.24	$ 426.88	$ 1,000.00	$ 4,668.12	$155.72	$ 4,512.40
980	Horizon Counseling	$ 152.09	$ 1,924.52		$ 2,076.61	$104.50	$ 1,972.11
981	Horizon Media	$ -	$ 5,694.97		$ 5,694.97	$3,787.13	$ 1,907.84
982	Prairie View Media	$ -	$ 7,147.61		$ 7,147.61		$ 7,147.61
983	Horizon Vocal/music	$ -	$ 1,496.00	$ 959.05	$ 2,455.05		$ 2,455.05
984	Horizon Art Account	$ 261.02	$ 784.25		$ 1,045.27	$20.64	$ 1,024.63
985	Horizon Athletics	$ -			$ -		$ -
986	Horizon Archery	$ -			$ -		$ -
987	Horizon Reading	$ -			$ -		$ -

988	Horizon Science Acct	$ -			$ -		$ -
989	Horizon Outdoor/Classroom	$ -			$ -		$ -
990	CENTENNIAL PE	$ -	$ 9,055.85		$ 9,055.85	$2,168.00	$ 6,887.85
991	Horizon Yearbook	$ -			$ -		$ -
992	Horizon Communications	$ -			$ -		$ -
993	CENTENNIAL ARCHERY	$ -	$ 100.00		$ 100.00		$ 100.00
994	PRAIRIE VIEW MUSIC	$ -			$ -		$ -
995	PRAIRIE VIEW PE	$ -	$ 4,874.50		$ 4,874.50		$ 4,874.50
996	Horzon Academic	$ -	$ 150.00		$ 150.00		$ 150.00
997	MHS Archery & Hunting	$ -	$ 675.00		$ 675.00		$ 675.00
998	Mustang Valley PE Activity	$ 1,724.38			$ 1,724.38		$ 1,724.38
		$ 1,086,704.72	$ 872,276.08	$ -	$ 1,958,980.80	$558,783.33	$ 1,400,197.47

CUSTODIAL ANALYSIS 12-1-2014

12/1/2014 ACCOUNT TITLE	BEG BALANCE	DEPOSITS	TRANSFERS	TOTAL	EXPENSES	ACCT TOTAL
801 HS Industrial Arts	$ 547.37	$ 772.50	$ 5,758.49	$ 7,078.36	$568.02	$ 6,510.34
802 HS Annual	$ 22,486.08	$ 22,615.49	$ (1,750.00)	$ 43,351.57	$4,397.43	$ 38,954.14
803 HS Athletics	$ 48,142.60	$ 154,605.14		$ 202,747.74	$80,687.26	$ 122,060.48
804 HS Band	$ 11,779.13	$ 127,179.61		$ 138,958.74	$100,748.58	$ 38,210.16
805 HS Boys Basketball	$ 24,983.33	$ 4,570.60	$ (2,700.48)	$ 26,853.45	$23,112.93	$ 3,740.52
806 HS Boys Soccer	$ 12,443.30	$ 8,526.00		$ 20,969.30	$9,580.16	$ 11,389.14
807 CE Counseling	$ 1,588.19	$ 2,063.67		$ 3,651.86	$2,403.60	$ 1,248.26
808 CE Media	$ 6,134.68	$ 5,567.95		$ 11,702.63	$6,005.56	$ 5,697.07
809 HS SADD	$ 474.17	$ 134.00		$ 608.17	$429.00	$ 179.17
810 Mustang Elementary	$ 12,593.25	$ 4,102.52		$ 16,695.77	$3,391.35	$ 13,304.42
811 Enrichment Organization	$ 7,703.16		$ (7,703.16)	$ -		$ -
812 MV Art	$ 3,511.07	$ 33.60		$ 3,544.67		$ 3,544.67
813 CE Music	$ 415.20	$ 619.50		$ 1,034.70		$ 1,034.70
814 HS FFA	$ 25,050.68	$ 46,933.00		$ 71,983.68	$46,508.35	$ 25,475.33
815 HS FCCLA	$ 1,362.75	$ 4,428.93		$ 5,791.68	$2,705.98	$ 3,085.70
816 HS French Club	$ 151.23	$ 390.00		$ 541.23	$183.43	$ 357.80
817 HS Cheer	$ 104.86			$ 104.86		$ 104.86
818 HS General	$ 111,020.80	$ 102,666.23	$ (700.00)	$ 212,987.03	$52,876.58	$ 160,110.45
819 HS Girls Basketball	$ 3,417.32	$ 300.00	$ 2,700.48	$ 6,417.80	$5,028.06	$ 1,389.74
820 HS Girls Track	$ 524.32			$ 524.32	$0.00	$ 524.32
821 HS Volleyball	$ 173.68			$ 173.68		$ 173.68
822 HS Golf	$ 372.33			$ 372.33		$ 372.33
823 Lakehoma Elementary	$ 37,223.17	$ 4,137.90		$ 41,361.07	$3,234.91	$ 38,126.16
824 CE Art	$ 1,758.20	$ 2,077.15		$ 3,835.35	$2,522.42	$ 1,312.93
825 HS Media	$ 5,628.23	$ 770.11		$ 6,398.34	$262.91	$ 6,135.43
826 MS Media	$ 1,156.28	$ 683.30		$ 1,839.58	$42.55	$ 1,797.03
827 MNMS Media	$ 11,242.64	$ 6,085.30	$ (35.00)	$ 17,292.94	$2,927.04	$ 14,365.90
828 HS Key Club	$ 1,031.72	$ 3,510.00		$ 4,541.72	$1,560.00	$ 2,981.72
829 MS Athletics	$ 66,060.59	$ 17,472.45		$ 83,533.04	$36,279.08	$ 47,253.96
830 MMS Band	$ 7,156.57	$ 15,297.29		$ 22,453.86	$7,051.38	$ 15,402.48
831 MS Cheerleaders	$ 1,106.72			$ 1,106.72		$ 1,106.72
832 MS FCA	$ 2,764.07			$ 2,764.07	$27.00	$ 2,737.07
833 MS Middle School	$ 16,384.07	$ 3,955.35		$ 20,339.42	$3,187.81	$ 17,151.61
834 MS Home Economic	$ 395.85			$ 395.85		$ 395.85
835 MS Pep Club	$ 781.04			$ 781.04		$ 781.04
836 MS Science Club	$ 278.95			$ 278.95		$ 278.95
837 MNMS Cheerleaders	$ 650.63			$ 650.63		$ 650.63
838 MS Student Council	$ 1,140.93			$ 1,140.93		$ 1,140.93
839 MS Vocal Music	$ 10,529.63	$ 7,658.32		$ 18,187.95	$5,615.70	$ 12,572.25
840 MS Yearbook	$ 8,438.75	$ 750.00		$ 9,188.75	$3,074.11	$ 6,114.64
841 MV Activity	$ 28,278.62	$ 13,619.79		$ 41,898.41	$23,765.81	$ 18,132.60
842 HS Nat'l Honor Society	$ 2,632.77			$ 2,632.77	$940.81	$ 1,691.96
843 MC Media	$ 2,216.22	$ 6,960.92		$ 9,177.14	$7,562.16	$ 1,614.98
844 MNMS Athletics	$ 28,469.90	$ 5,001.30		$ 33,471.20	$22,282.19	$ 11,189.01
845 MNMS Band	$ 14,510.60	$ 29,720.00		$ 44,230.60	$6,238.15	$ 37,992.45
846 MISC Revenue	$ -	$ 9,341.59	$ (5,758.49)	$ 3,583.10		$ 3,583.10
847 MNMS	$ 13,508.66	$ 10,478.13		$ 23,986.79	$10,855.61	$ 13,131.18
848 HS Pom Pon	$ 3,094.01			$ 3,094.01		$ 3,094.01
849 MNMS Pep Club	$ 1,062.18			$ 1,062.18	$966.00	$ 96.18
850 MNMS Science Club	$ 5,086.24	$ 2,778.20		$ 7,864.44	$1,080.00	$ 6,784.44
851 MNMS Speech Club	$ 210.40	$ 138.00		$ 348.40		$ 348.40
852 MNMS Student Council	$ 876.59			$ 876.59		$ 876.59
853 MNMS Vocal Music	$ 4,708.38	$ 15,050.00		$ 19,758.38	$3,917.30	$ 15,841.08
854 MNMS Yearbook	$ 9,409.88	$ 950.00		$ 10,359.88	$3,210.00	$ 7,149.88
855 HS Jr. Class	$ 22,697.39			$ 22,697.39		$ 22,697.39
856 HS Math/Science Club	$ 546.07	$ 7,000.00		$ 7,546.07	$4,754.33	$ 2,791.74
857 HS Sr. Class	$ 63,326.26	$ 18,618.25		$ 81,944.51	$484.69	$ 81,459.82
858 Special Olympics	$ 2,093.15	$ 876.32		$ 2,969.47		$ 2,969.47
859 HS Speech Club	$ 9,135.96	$ 5,889.45		$ 15,025.41	$4,763.67	$ 10,261.74
860 HS Student Council	$ 7,705.88	$ 13,819.29		$ 21,525.17	$10,261.37	$ 11,263.80
861 HS Varsity Cheer	$ 8,000.96		$ 35.00	$ 8,035.96		$ 8,035.96
862 HS Vocal Music	$ 4,547.56	$ 12,050.25		$ 16,597.81	$9,887.90	$ 6,709.91
863 HS Scholarships	$ 2,252.35	$ 1,000.00		$ 3,252.35	$2,000.00	$ 1,252.35
864 HS DECA	$ 6,935.14	$ 11,483.35		$ 18,418.49	$13,512.92	$ 4,905.57
865 HS Baseball	$ 3,941.91			$ 3,941.91	$405.98	$ 3,535.93
866 CRI 6th Grade	$ 888.84		$ 707.23	$ 1,596.07		$ 1,596.07
867 Administration	$ 11,943.42	$ 305.00	$ (5,729.00)	$ 6,519.42	$831.86	$ 5,687.56
868 MV Media	$ 15,370.19	$ 704.96		$ 16,075.15	$1,249.95	$ 14,825.20
869 MV Counseling Activities	$ 1,183.02	$ 1,405.63		$ 2,588.65	$261.42	$ 2,327.23

870	M Trails Activity	$ 9,362.51	$ 2,050.09		$ 11,412.60	$1,842.06	$ 9,570.54
871	HS Girls Softball	$ 1,474.32			$ 1,474.32	$924.70	$ 549.62
872	HS Spanish Club	$ 18.14	$ 1,500.00		$ 1,518.14	$833.56	$ 684.58
873	M Trails Media	$ 527.32	$ 5,753.83		$ 6,281.15	$4,805.88	$ 1,475.27
874	ME MEAD	$ 2,971.59	$ 1,532.00		$ 4,503.59	$1,478.25	$ 3,025.34
875	MT Drug Free Club	$ 1,917.30	$ 2,485.50		$ 4,402.80	$2,104.00	$ 2,298.80
876	HS Fresh./Varsity Football	$ 8,380.89	$ 4,550.00		$ 12,930.89	$5,879.90	$ 7,050.99
877	Gifted & Talented	$ 759.56			$ 759.56		$ 759.56
878	Transportation	$ 2,217.84	$ 225.49		$ 2,443.33	$55.88	$ 2,387.45
879	MC Choir	$ 404.75	$ 500.00		$ 904.75		$ 904.75
880	HS Boys Tennis	$ 172.83			$ 172.83		$ 172.83
881	LE Lakehoma Drug Free	$ 2,600.38	$ 840.00		$ 3,440.38	$440.00	$ 3,000.38
882	HS Boys/Girls X-Country	$ 2,953.92	$ 2,677.21		$ 5,631.13	$1,733.93	$ 3,897.20
883	HS Girls Soccer	$ 4,402.50	$ 960.00		$ 5,362.50		$ 5,362.50
884	Chisholm Trails	$ 1,574.45	$ 1,714.96		$ 3,289.41	$893.44	$ 2,395.97
885	MS Builders Club	$ 169.46			$ 169.46		$ 169.46
886	MNMS Builders Club	$ 2,161.43			$ 2,161.43	$169.38	$ 1,992.05
887	HS Debate Club	$ 408.28			$ 408.28		$ 408.28
888	M Creek Activity	$ 11,171.54	$ 4,666.56		$ 15,838.10	$3,822.99	$ 12,015.11
889	LE Media	$ 2,858.31	$ 5,977.85		$ 8,836.16	$978.03	$ 7,858.13
890	MS Renaissance	$ 390.25	$ -		$ 390.25		$ 390.25
891	MS Reading	$ 5,652.75	$ 194.15		$ 5,846.90	$925.49	$ 4,921.41
892	MNMS Renaissance	$ 1,117.84	$ 107.13		$ 1,224.97	$53.00	$ 1,171.97
893	HS Renaissance	$ 2,372.05			$ 2,372.05		$ 2,372.05
894	MS Special Life Skills	$ 1,543.99	$ 133.00		$ 1,676.99	$142.47	$ 1,534.52
895	ME PE	$ -		$ 2,500.00	$ 2,500.00	$562.00	$ 1,938.00
896	ME MUSIC	$ -	$ 466.00	$ 2,500.00	$ 2,966.00	$2,168.48	$ 797.52
897	HS Art Club	$ 1,829.90	$ 14,966.00		$ 16,795.90	$10,351.77	$ 6,444.13
898	HS Athletic Training	$ 1,070.25			$ 1,070.25		$ 1,070.25
899	MNMS Tech	$ 34.42			$ 34.42		$ 34.42
900	Admin-Use of Facility	$ 28,790.54	$ 14,935.80	$ (647.84)	$ 43,078.50	$2,008.89	$ 41,069.61
901	MEC PASS	$ 452.45	$ 3,960.10		$ 4,412.55	$2,668.73	$ 1,743.82
902	CRI Activity	$ 7,992.16	$ 18,022.80		$ 26,014.96	$14,181.73	$ 11,833.23
903	HS Advanced Placement	$ 10,569.01	$ 5,542.00		$ 16,111.01	$1,311.62	$ 14,799.39
904	HS Ground Improvement	$ 1,267.69			$ 1,267.69		$ 1,267.69
905	CRI Staff	$ 1,758.71	$ 572.92	$ 1,000.00	$ 3,331.63	$396.48	$ 2,935.15
906	HS Freshman FCCLA	$ 1,498.13	$ 380.00		$ 1,878.13	$713.00	$ 1,165.13
907	M Valley Outdoor Classroom	$ 3,136.82			$ 3,136.82		$ 3,136.82
908	MNMS Golf	$ 723.09			$ 723.09		$ 723.09
909	CRI Counseling	$ 396.76	$ 460.00		$ 856.76	$153.80	$ 702.96
910	CRI Media	$ 1,967.17	$ 8,991.83		$ 10,959.00	$7,587.87	$ 3,371.13
911	MHS Crafts II	$ -	$ 410.00	$ 2,530.00	$ 2,940.00	$499.90	$ 2,440.10
912	CRI Vocal	$ 4,762.09	$ 9,550.31	$ 70.00	$ 14,382.40	$6,587.69	$ 7,794.71
913	CRI Art	$ 1,191.28	$ 1,073.00		$ 2,264.28	$926.84	$ 1,337.44
914	Canyon Ridge Athletics	$ 4,848.16	$ 3,048.00		$ 7,896.16	$4,594.00	$ 3,302.16
915	MNMS Track/X-Country	$ 1,117.01	$ -		$ 1,117.01		$ 1,117.01
916	MC / MNMS Outdoor Class	$ 323.48			$ 323.48		$ 323.48
917	CRI Archery	$ -	$ 3,820.00		$ 3,820.00	$444.00	$ 3,376.00
918	MNMS Football	$ 249.79			$ 249.79		$ 249.79
919	Prairie View Activity	$ -	$ 5,392.11	$ 4,000.00	$ 9,392.11	$2,838.59	$ 6,553.52
920	MEC Pre-K	$ 10,509.02	$ 13,288.23		$ 23,797.25	$7,710.65	$ 16,086.60
921	Prairie View Staff	$ -	$ 37.30	$ 2,000.00	$ 2,037.30	$278.55	$ 1,758.75
922	HS Special Education	$ 631.77	$ 180.51		$ 812.28	$296.94	$ 515.34
923	Lakehoma Elem Art	$ 2,359.43			$ 2,359.43	$877.27	$ 1,482.16
924	HS Musical	$ 5,343.33	$ 2,960.00		$ 8,303.33		$ 8,303.33
925	HS Wrestling	$ 2.49			$ 2.49		$ 2.49
926	HS JROTC	$ 3,313.36			$ 3,313.36		$ 3,313.36
927	HS Athletic Dept. Staff	$ 14,606.50	$ 20,618.75		$ 35,225.25	$17,757.18	$ 17,468.07
928	Canyon Ridge Reading	$ 4,549.92	$ 394.84	$ (3,987.23)	$ 957.53	$310.80	$ 646.73
929	ME Staff	$ 3,659.81	$ 1,356.64	$ 1,000.00	$ 6,016.45	$1,438.10	$ 4,578.35
930	MV Staff	$ 4,595.33	$ 534.89	$ 1,000.00	$ 6,130.22	$1,686.75	$ 4,443.47
931	LE Staff	$ 7,056.75	$ 12.13	$ 1,000.00	$ 8,068.88	$447.31	$ 7,621.57
932	MT Staff	$ 3,955.19	$ 8,875.01	$ 1,000.00	$ 13,830.20	$1,038.97	$ 12,791.23
933	MC Staff	$ 4,459.15	$ 1,900.39	$ 1,000.00	$ 7,359.54	$708.34	$ 6,651.20
934	MS Staff	$ 11,697.54	$ 1,155.14		$ 12,852.68	$118.18	$ 12,734.50
935	MNMS Staff	$ 2,300.15	$ 1,366.19		$ 3,666.34	$2,162.52	$ 1,503.82
936	CRI Science Club	$ -	$ -		$ -		$ -
937	HS Staff	$ 17,344.13	$ 5,823.49		$ 23,167.62	$4,844.86	$ 18,322.76
938	MEC Staff	$ 3,787.32	$ 500.37		$ 4,287.69	$1,226.97	$ 3,060.72
939	Admin. Staff	$ 3,200.29	$ 170.11		$ 3,370.40	$953.94	$ 2,416.46
940	HS Tech Ed.	$ 1,169.90			$ 1,169.90	$1,059.09	$ 110.81
941	HS Boys Track	$ 369.39			$ 369.39		$ 369.39
942	HS Bus. Prof. of America	$ 3,321.18	$ 5,725.00		$ 9,046.18	$2,310.00	$ 6,736.18
943	Creek Counseling	$ 2,853.16	$ 790.00	$ 943.00	$ 4,586.16	$583.54	$ 4,002.62

944	MPS Special Needs	$	44.21				$	44.21		$	44.21
945	M Creek Art	$	4,895.86	$	147.00		$	5,042.86	$1,667.90	$	3,374.96
946	HS ECO	$	255.81				$	255.81		$	255.81
947	LE Music	$	415.31	$	48.00		$	463.31	$234.36	$	228.95
948	M Trails Art	$	6,507.77	$	1,712.00		$	8,219.77	$4,749.55	$	3,470.22
949	MT Honor Choir	$	989.90				$	989.90	$49.94	$	939.96
950	Centennial General Activity	$	22,835.37	$	16,042.20		$	38,877.57	$5,836.87	$	33,040.70
951	M Trails Special Ed.	$	438.48				$	438.48		$	438.48
952	CE Staff	$	3,876.88	$	201.64	$ 1,000.00	$	5,078.52	$41.04	$	5,037.48
953	ME Art	$	8,589.21			$ (5,943.00)	$	2,646.21	$147.74	$	2,498.47
954	ME Media	$	5,587.17	$	6,586.04		$	12,173.21	$5,180.39	$	6,992.82
955	MT Reading Carnival	$	2,737.42				$	2,737.42	$944.44	$	1,792.98
956	MT Student Council	$	1,987.67				$	1,987.67		$	1,987.67
957	Trails PE Activity Acct	$	1,702.24	$	1,667.27		$	3,369.51		$	3,369.51
958	Prairie View Art	$	-	$	4,681.09		$	4,681.09	$2,889.06	$	1,792.03
959	HS Spanish Nat'l Hnr Society	$	1,128.13	$	563.00		$	1,691.13	$210.21	$	1,480.92
960	HS MAC	$	819.99				$	819.99		$	819.99
961	HS Video Club	$	920.63	$	687.00		$	1,607.63		$	1,607.63
962	HS Swim Team	$	194.99	$	-		$	194.99		$	194.99
963	MC Archery Club	$	394.94				$	394.94		$	394.94
964	MS Archery Club	$	2,189.47	$	1,785.00		$	3,974.47	$539.00	$	3,435.47
965	MV Student Council	$	2,429.46	$	845.54		$	3,275.00	$1,019.55	$	2,255.45
966	CE Outdoor Classroom	$	20.90				$	20.90		$	20.90
967	Mustang Student in Need	$	3,906.99	$	516.00		$	4,422.99		$	4,422.99
968	MHS HOSA	$	-				$	-		$	-
969	CRI Outdoor Classroom	$	4,500.31				$	4,500.31		$	4,500.31
970	CRI Student Council	$	1,154.78				$	1,154.78		$	1,154.78
971	CRI Yearbook	$	1,408.44	$	1,547.00		$	2,955.44		$	2,955.44
972	CRI Communications/broadcasting	$	-	$	7,886.89	$ 920.45	$	8,807.34	$552.00	$	8,255.34
973	CRI Technology	$	-	$	431.69	$ 1,052.63	$	1,484.32	$1,399.00	$	85.32
974	CRI Spanish Acct	$	667.11				$	667.11		$	667.11
975	CRI Elective/Life App	$	-			$ 1,236.92	$	1,236.92		$	1,236.92
976	CRI Academic Team	$	-				$	-		$	-
977	CRI 5th GRADE	$	-	$	434.45		$	434.45		$	434.45
978	Horizon Activity	$	4,738.24	$	19,108.91	$ (959.05)	$	22,888.10	$9,564.26	$	13,323.84
979	Horizon Staff Acct	$	3,241.24	$	501.08	$ 1,000.00	$	4,742.32	$282.28	$	4,460.04
980	Horizon Counseling	$	152.09	$	2,003.02		$	2,155.11	$388.50	$	1,766.61
981	Horizon Media	$	-	$	5,694.97		$	5,694.97	$3,787.13	$	1,907.84
982	Prairie View Media	$	-	$	7,147.61		$	7,147.61	$5,548.36	$	1,599.25
983	Horizon Vocal/music	$	-	$	1,979.10	$ 959.05	$	2,938.15	$1,900.35	$	1,037.80
984	Horizon Art Account	$	261.02	$	784.25		$	1,045.27	$544.64	$	500.63
985	Horizon Athletics	$	-				$	-		$	-
986	Horizon Archery	$	-				$	-		$	-
987	Horizon Reading	$	-				$	-		$	-
988	Horizon Science Acct	$	-				$	-		$	-
989	Horizon Outdoor/Classroom	$	-				$	-		$	-
990	CENTENNIAL PE	$	-	$	9,350.85		$	9,350.85	$3,177.00	$	6,173.85
991	Horizon Yearbook	$	-				$	-		$	-
992	Horizon Communications	$	-				$	-		$	-
993	CENTENNIAL ARCHERY	$	-	$	100.00		$	100.00		$	100.00
994	PRAIRIE VIEW MUSIC	$	-	$	137.00		$	137.00		$	137.00
995	PRAIRIE VIEW PE	$	-	$	4,974.50		$	4,974.50	$637.50	$	4,337.00
996	Horzon Academic	$	-	$	150.00		$	150.00		$	150.00
997	MHS Archery & Hunting	$	-	$	675.00		$	675.00		$	675.00
998	Mustang Valley PE Activity	$	1,724.38				$	1,724.38		$	1,724.38
		$	1,086,704.72	$	1,006,632.07	$ -	$	2,093,336.79	$715,822.70	$	1,377,514.09

FISCAL YEAR 2015

LEASE REVENUE BOND (10) 15003597-15003598, 15003808-15003809, 15003929, 15003937

GENERAL FUND (11) 15003624-15003627, 15003672-15003706, 15003715-15003718, 15003732-15003736, 15003754-15003763, 15003826-15003836, 15003858-15003860, 15003905-15003914, 15003919-15003928, 15003979, 15003981-15003999, 15004001

BUILDING FUND (21)

FOOD SERVICE (22) 15003628, 15003731, 15003753, 15003816-15003825, 15003915-15003916

LEASE REVENUE BOND (23)

OKC MAPS TRUST (24) 15003752 (PENDING MAPS BOARD APPROVAL)

BOND FUND (31)

BOND FUND (32)

BOND FUND (33)

BOND FUND (34) 15003810, 15003814, 15003938

BOND FUND (35) 15003936

BOND FUND (36)

BOND FUND (37) 15003812, 15003939, 15003980

BOND FUND (38)

BOND FUND (39) 15003594-15003596, 15003599-15003600, 15003749-15003751, 15003811, 15003813, 15003815, 15003917-15003918, 15003930-15003935, 15004000

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
		Account No/Description	Encumbrance	Paid	Liquidated	Remaining
GEN	15003624	11650 INTERNAL REVENUE SERVICE	11/10/14	00006954	STACY BROWN	
1	1.00	14,204.3900	.00	14,204.3900	.00	PENALTY FOR FAILURE TO DEPOSIT
		15-11-050-2511-810-000-0000-000-050 New Account	14,204.39	14,204.39	14,204.39	.00
		Total Accounts: 1	**PO Total: 14,204.39**	**14,204.39**	**14,204.39**	**.00**
GEN	15003625	10818 AMSAN EVE SUPPLY	11/10/14	00006872	J MAXEY	
1	150.00	25.3600	.00	3,804.0000	.00	APPEAL TOILET PAPER
		15-11-057-2620-618-000-0000-000-057 CUSTODIAL - BLDG OPS -	3,804.00	.00	.00	3,804.00
		Total Accounts: 1	**PO Total: 3,804.00**	**.00**	**.00**	**3,804.00**
GEN	15003626	17769 BATTERIES PLUS LLC.	11/10/14	00006885	J MAXEY	
1	1.00	311.8800	.00	311.8800	.00	42WATT 277 VOLT 2700K CENT.
		15-11-053-2620-618-000-0000-000-053 BLDG & GRNDS - BLDG OPS	311.88	.00	.00	311.88
		Total Accounts: 1	**PO Total: 311.88**	**.00**	**.00**	**311.88**
GEN	15003627	13073 RB AKINS	11/10/14	00006830	JWEST	
1	1.00	1,000.0000	.00	1,000.0000	.00	HVAC TAC UNIT REPPAIRS AT THE HS "E" BLDG
		15-11-053-2620-438-000-0000-000-053 BLDG & GRNDS - BLDG OPS	1,000.00	.00	.00	1,000.00
		Total Accounts: 1	**PO Total: 1,000.00**	**.00**	**.00**	**1,000.00**
GEN	15003672	14462 AMAZON.COM	11/12/14	00006965	BERNHARDT,TANY	
1	36.00	10.0000	.00	360.0000	.00	36 KIDG.TRADE BOOKS FOR TEACHERS
		15-11-021-2220-641-100-1140-000-105 LIBRARY SRVC - BOOKS	360.00	.00	.00	360.00
		Total Accounts: 1	**PO Total: 360.00**	**.00**	**.00**	**360.00**
GEN	15003673	10818 AMSAN EVE SUPPLY	11/12/14	00006850	WCAST	
1	3.00	52.0000	.00	156.0000	.00	APPEAL POWER FREE NITRILE EXAM BLOVES, MEDIUM, BLUE, 10 BXES PER C
2	2.00	52.0000	.00	104.0000	.00	APPEAL POWDER FREE NITRILE EXAM GLOVE, LARGE, BLUE, 10 BOXES PER C
		15-11-059-2132-616-239-0000-000-059 SPEC ED DIST - MED SRVC	260.00	.00	.00	260.00
		Total Accounts: 1	**PO Total: 260.00**	**.00**	**.00**	**260.00**
GEN	15003674	10170 APPLE INC.	11/12/14	00006848	WCAST	
1	1.00	19.0000	.00	19.0000	.00	12W USB POWER ADAPTER
2	1.00	19.0000	.00	19.0000	.00	30 PIN TO USB CABLE
		15-11-059-1000-653-239-0000-000-059 SPEC ED DIST - INST - T	38.00	.00	.00	38.00
		Total Accounts: 1	**PO Total: 38.00**	**.00**	**.00**	**38.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15003675	10257 BARNES & NOBLE	11/12/14	00006711	Stacey Elliott
1	1.00	30.3400 .00 30.3400	.00	Uncovering Student Ideas in Science	
2	1.00	28.0000 .00 28.0000	.00	Uncovering Student Ideas in Astronomy	
3	1.00	24.2900 .00 24.2900	.00	Uncovering Student Ideas in Physical Science	
	15-11-198-2212-641-251-0000-000-050 New Account		82.63	.00	.00 / 82.63
	Total Accounts: 1	**PO Total:**	**82.63**	**.00**	**.00 / 82.63**
GEN	15003676	16235 BREAK AWAY TRAVEL	11/12/14	00006820	KRIS GREEN
1	1.00	200.0000 .00 200.0000	.00	AIR OVERAGE FOR PO 15003177 SALT LAKE CITY FEB 4-8	
	15-11-511-2330-580-429-0000-000-051 TITLE I - STATE & FED S		200.00	.00	.00 / 200.00
	Total Accounts: 1	**PO Total:**	**200.00**	**.00**	**.00 / 200.00**
GEN	15003677	10583 CDW GOVERNMENT INC.	11/12/14	00006849	WCAST
1	1.00	39.9900 .00 39.9900	.00	GRIFFIN SURVIVOR FOR IPAD AIR	
	15-11-059-2199-658-239-0000-000-059 SPECED DIST - OTHR STDN		39.99	.00	.00 / 39.99
	Total Accounts: 1	**PO Total:**	**39.99**	**.00**	**.00 / 39.99**
GEN	15003678	10583 CDW GOVERNMENT INC.	11/12/14	00006911	PAULA ALLISON
1	1.00	29.9900 .00 29.9900	.00	EPSON REMOTE CONTROL REPLACEMENT	
	15-11-023-2410-653-000-0000-000-145 OFC OF PRNCPL - TECH EQ		29.99	.00	.00 / 29.99
	Total Accounts: 1	**PO Total:**	**29.99**	**.00**	**.00 / 29.99**
GEN	15003679	80279 DILLARD JONI	11/12/14	00006982	Vardeman
1	1.00	67.2000 .00 67.2000	.00	Mileage to and from Rebecca Hicks home for Homebound Services 11/1	
	15-11-189-1000-580-422-0000-000-705 HOMEBOUND - INST - STAF		67.20	.00	.00 / 67.20
	Total Accounts: 1	**PO Total:**	**67.20**	**.00**	**.00 / 67.20**
GEN	15003680	14474 DON JOHNSTON INC	11/12/14	00006847	WCAST
1	2.00	94.9900 .00 189.9800	.00	SWITCH INTERFACE PRO 6.0	
2	1.00	6.0000 .00 6.0000	.00	SHIPPING CHARGE	
	15-11-059-1000-653-239-0000-000-059 SPEC ED DIST - INST - T		195.98	.00	.00 / 195.98
	Total Accounts: 1	**PO Total:**	**195.98**	**.00**	**.00 / 195.98**
GEN	15003681	11381 FROG PUBLICATIONS	11/12/14	00006985	Stacey Elliott
1	1.00	976.9300 .00 976.9300	.00	Reading and Math Class Game SetsS&H	
	15-11-561-1000-681-424-0000-000-125 INST-COCUR SUPP		976.93	.00	.00 / 976.93
	Total Accounts: 1	**PO Total:**	**976.93**	**.00**	**.00 / 976.93**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
		Account No/Description	Encumbrance	Paid	Liquidated	Remaining
GEN	15003682	90861 GREEN KRISTINA KAYE	11/12/14	00006816	KRIS GREEN	
1	1.00	505.0000 .00	505.0000 .00	PER DIEM, TAXI, SHUTTLE SALT LAKE CITY FEB 4-8		
		15-11-561-2330-580-424-0000-000-051 STATE & FED SRVC - STAF	505.00	.00	.00	505.00
		Total Accounts: 1	**PO Total:**	**505.00**	**.00**	**.00**	**505.00**
GEN	15003683	17736 HUNTER MECHANICAL & CONTROLS	11/12/14	00006947	JWEST	
1	1.00	11,301.0000 .00	11,301.0000 .00	ADDING GLYCOL TO COOLING TOWER AT CENT		
		15-11-055-2620-438-000-0000-000-055 HVAC - BLDG OPS - Othr	11,301.00	.00	.00	11,301.00
		Total Accounts: 1	**PO Total:**	**11,301.00**	**.00**	**.00**	**11,301.00**
GEN	15003684	22224 IDEAS UNLIMITED SEMINARS INC.	11/12/14	00006810	KRIS GREEN	
		Total Accounts: 0	**PO Total:**	**.00**	**.00**	**.00**	**.00**
GEN	15003685	22224 IDEAS UNLIMITED SEMINARS INC.	11/12/14	00006910	PAULA ALLISON	
1	1.00	229.0000 .00	229.0000 .00	HOLLY JACKSON DECEMBER 12, 2014 SEMINAR		
		15-11-311-2213-860-271-0000-000-145 PD - INST STAFF TRAIN -	229.00	.00	.00	229.00
		Total Accounts: 1	**PO Total:**	**229.00**	**.00**	**.00**	**229.00**
GEN	15003686	22847 OCDA	11/12/14	00006762	Vardeman	
1	1.00	25.0000 .00	25.0000 .00	All-OMEA Rehearsal CD		
2	4.00	20.0000 .00	80.0000 .00	All-OMEA Part CD's		
3	1.00	25.0000 .00	25.0000 .00	All-OCDA Rehearsal CD		
4	4.00	20.0000 .00	80.0000 .00	All-OCDA JH Part CD's		
5	1.00	5.0000 .00	5.0000 .00	All-OCDA Jazz Rehearsal CD		
		15-11-027-1000-681-100-3000-000-705 VOCAL - INST - COCURR S	215.00	.00	.00	215.00
		Total Accounts: 1	**PO Total:**	**215.00**	**.00**	**.00**	**215.00**
GEN	15003687	12719 OFFICE DEPOT	11/12/14	00006786	MARSHALL	
1	1.00	225.0000 .00	225.0000 .00	SUPPLIES		
		15-11-056-2580-613-000-0000-000-056 TECH - ADMIN TECH SRVC	225.00	.00	.00	225.00
		Total Accounts: 1	**PO Total:**	**225.00**	**.00**	**.00**	**225.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
GEN	15003688	12719 OFFICE DEPOT		11/12/14	00006792	Jennifer Tipto
1	1.00	12.5900	.00	12.5900	.00	Swingline commercial desk stapler black
2	1.00	8.9900	.00	8.9900	.00	Adams Important message book
3	5.00	11.6900	.00	58.4500	.00	Smead manilla file folders
4	2.00	13.9900	.00	27.9800	.00	Hammermill laser paper legal size
5	5.00	8.5400	.00	42.7000	.00	Xerox multipurpose color
	15-11-023-2410-619-100-1050-000-150 OFC OF PRINCIPAL - OFC			80.03	.00	.00	80.03
	15-11-023-2410-611-000-0000-000-150 OFC OF PRINCIPAL - PAPE			70.68	.00	.00	70.68
	Total Accounts: 2		**PO Total:**	**150.71**	**.00**	**.00**	**150.71**
GEN	15003689	12719 OFFICE DEPOT		11/12/14	00006835	Stacey Elliott
1	1.00	150.0000	.00	150.0000	.00	Foam Board Printing Material for Photoshop
	15-11-412-1000-550-316-8100-000-705 New Account			150.00	.00	.00	150.00
	Total Accounts: 1		**PO Total:**	**150.00**	**.00**	**.00**	**150.00**
GEN	15003690	12719 OFFICE DEPOT		11/12/14	00006859	WCAST
1	1.00	20.8900	.00	20.8900	.00	OFFICE DEPOT BRAND 58% RECYCLED MESSAGE FILE, BLACK
2	1.00	10.4900	.00	10.4900	.00	OFFICE DEOT BRAND WIRE FILE AND BINDER ORGANIZER, CHROME
	15-11-059-2199-619-239-0000-000-059 SPECED DIST - OTHR STDN			31.38	.00	.00	31.38
	Total Accounts: 1		**PO Total:**	**31.38**	**.00**	**.00**	**31.38**
GEN	15003691	12719 OFFICE DEPOT		11/12/14	00006920	Tami Cooper
1	3.00	8.5400	.00	25.6200	.00	pastel green paper
2	1.00	119.9900	.00	119.9900	.00	#753775 Black colored ink printer cartridge
3	1.00	119.9900	.00	119.9900	.00	#755863 Yellow colored ink printer cartridge
4	1.00	119.9900	.00	119.9900	.00	#753820 Cyan colored ink printer cartridge
5	1.00	119.9900	.00	119.9900	.00	#755836 Magenta colored ink printer cartridge
	15-11-023-2410-611-000-0000-000-140 OFC OF PRINCIPAL - PAPE			505.58	.00	.00	505.58
	Total Accounts: 1		**PO Total:**	**505.58**	**.00**	**.00**	**505.58**
GEN	15003692	12719 OFFICE DEPOT		11/12/14	00007022	Sonddra Bivens
1	1.00	63.5900	.00	63.5900	.00	8 1/2 X 14 white copy paper
	15-11-184-1000-611-430-0000-000-705 New Account			63.59	.00	.00	63.59
	Total Accounts: 1		**PO Total:**	**63.59**	**.00**	**.00**	**63.59**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003693	18172 OKLAHOMA ARTS INSTITUTE	11/12/14	00005922	KRIS GREEN

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	5.00	18.0000	.00	90.0000	.00	PD Materials

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-572-2213-641-410-1310-000-125 New Account	18.00	.00	.00	18.00
15-11-572-2213-641-410-1310-000-145 New Account	18.00	.00	.00	18.00
15-11-572-2213-641-410-1310-000-505 New Account	18.00	.00	.00	18.00
15-11-572-2213-641-410-4063-000-705 New Account	18.00	.00	.00	18.00
15-11-561-2213-641-424-0000-000-125 New Account	18.00	.00	.00	18.00
Total Accounts: 5	**PO Total: 90.00**	**.00**	**.00**	**90.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003694	12960 PENDER'S MUSIC COMPANY	11/12/14	00006758	Vardeman

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	30.00	2.2500	.00	67.5000	.00	She wore a yellow Ribbon
2	5.00	9.0000	.00	45.0000	.00	OCDA
3	1.00	2.7500	.00	2.7500	.00	Ne sedi djemo
4	15.00	2.2500	.00	33.7500	.00	Sing, Sing, Sing
5	50.00	1.7000	.00	85.0000	.00	Homeland
6	30.00	1.7000	.00	51.0000	.00	Soldier, Soldier
7	30.00	1.9000	.00	57.0000	.00	Let all men sing
8	30.00	1.8000	.00	54.0000	.00	Cloths of Heaven
9	50.00	1.8500	.00	92.5000	.00	Flander's Fields
10	25.00	1.9500	.00	48.7500	.00	I'll be seeing you
11	20.00	2.2500	.00	45.0000	.00	For Good
12	20.00	2.1000	.00	42.0000	.00	Red river valley
13	20.00	1.9000	.00	38.0000	.00	America!
14	20.00	1.9500	.00	39.0000	.00	Celebrate with jubilant song
15	20.00	1.8500	.00	37.0000	.00	Have a very Merry Christmas
16	20.00	2.2500	.00	45.0000	.00	Who put the bomp
17	10.00	2.2500	.00	22.5000	.00	Africa
18	20.00	1.9000	.00	38.0000	.00	At Last
19	20.00	2.0000	.00	40.0000	.00	Sing we now of Christmas
20	20.00	1.9500	.00	39.0000	.00	Born, born in Bethlehem
21	20.00	2.2500	.00	45.0000	.00	I've got the music in me

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-027-1000-681-100-3000-000-705 VOCAL - INST - COCURR S	967.75	.00	.00	967.75
Total Accounts: 1	**PO Total: 967.75**	**.00**	**.00**	**967.75**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003695	12965 PERFECTION EQUIPMENT CO.	11/12/14	00006944	JWEST

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	200.0000	.00	200.0000	.00	RUBBER SPREADER DISC FOR SAND SPREADERS

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-053-2620-618-000-0000-000-053 BLDG & GRNDS - BLDG OPS	200.00	.00	.00	200.00
Total Accounts: 1	**PO Total: 200.00**	**.00**	**.00**	**200.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
GEN	15003696	13383 SCHOLASTIC BOOK ORDERS		11/12/14	00006828	Stacey Elliott
1	1.00	20.0000	.00	20.0000	.00	Paperback Book Pack gr 4-6
2	1.00	25.0000	.00	25.0000	.00	Paperback Book Pack gr 2-3
3	1.00	25.0000	.00	25.0000	.00	Paperback Book Pack gr K-1
	15-11-511-2194-641-429-1130-000-120 Parental Advisory-Books			70.00	.00	.00	70.00
	Total Accounts: 1			**PO Total: 70.00**	**.00**	**.00**	**70.00**
GEN	15003697	13604 STEVE EVANS PIANO SERVICE		11/12/14	00006761	Vardeman
1	4.00	125.0000	.00	500.0000	.00	Piano Tunings
	15-11-027-1000-430-100-3000-000-705 VOCAL - INST - REPAIR/M			500.00	.00	.00	500.00
	Total Accounts: 1			**PO Total: 500.00**	**.00**	**.00**	**500.00**
GEN	15003698	61222 SWOSU		11/12/14	00006768	SKINNERT
1	1.00	50.0000	.00	50.0000	.00	SWOSU EDUCATION CAREER & TECHNOLOGY FAIR;
	15-11-067-2571-860-000-0000-000-067 HR - RECRUITMENT- STAF			50.00	.00	.00	50.00
	Total Accounts: 1			**PO Total: 50.00**	**.00**	**.00**	**50.00**
GEN	15003699	23547 SWOSU FTC ROBOTICS		11/12/14	00006725	Vardeman
1	2.00	100.0000	.00	200.0000	.00	State Qualifier entry fees for team #8542
2	2.00	100.0000	.00	200.0000	.00	State Qualifier entry fees for team #6973
	15-11-363-2199-810-900-0000-000-705 New Account			400.00	.00	.00	400.00
	Total Accounts: 1			**PO Total: 400.00**	**.00**	**.00**	**400.00**
GEN	15003700	18895 TEACHER DIRECT		11/12/14	00006827	Stacey Elliott
1	10.00	6.8800	.00	68.8000	.00	Word Shout Games
2	4.00	24.8800	.00	99.5200	.00	Alphabet Dice
	15-11-511-2194-681-429-0000-000-120 PARNTL ADVSRY-COCUR SUP			168.32	.00	.00	168.32
	Total Accounts: 1			**PO Total: 168.32**	**.00**	**.00**	**168.32**
GEN	15003701	18323 TECHNOLOGY STUDENT ASSOCIATION		11/12/14	00006915	Stacey Elliott
1	1.00	410.0000	.00	410.0000	.00	TSA Dues and Curriculum
	15-11-412-1000-810-317-8700-000-505 Instructional-Dues & Fe			410.00	.00	.00	410.00
	Total Accounts: 1			**PO Total: 410.00**	**.00**	**.00**	**410.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
GEN	15003702	13963	WAL-MART GENERAL/BOND FUNDS	11/12/14	00006836	Stacey Elliott
1	12.00	200.0000	.00	2,400.0000	.00	GoPro Hero3 White Edition Action Camcorder
2	12.00	12.0000	.00	144.0000	.00	GoPro Clip/Head Strap Mount
3	12.00	10.0000	.00	120.0000	.00	Kingston 16gb Micro SD High Capacity
4	6.00	22.0000	.00	132.0000	.00	GoPro Dual Battery Charger
	15-11-412-1000-653-316-8100-000-705 INST-TECH EQUIP-BUS COM			2,796.00	.00	.00	2,796.00
	Total Accounts: 1			**PO Total:** **2,796.00**	**.00**	**.00**	**2,796.00**
GEN	15003703	16768	WARDS NATURAL SCIENCE	11/12/14	00006941	Vardeman
1	3.00	31.8900	.00	95.6700	.00	Crickets, Live, 100/Pack
2	1.00	14.0000	.00	14.0000	.00	Shipping/Handling
	15-11-025-1000-681-100-5000-000-705 SCI - INST - COCURR SUP			109.67	.00	.00	109.67
	Total Accounts: 1			**PO Total:** **109.67**	**.00**	**.00**	**109.67**
GEN	15003704	99052	WAREHOUSE SUPPLIES	11/12/14	00006006	Randi Pena
1	3.00	23.2500	.00	69.7500	.00	standard mailing envelope no logo plain white
	15-11-029-1000-611-100-1050-000-510 WAREHOUSE - INST - PAPE			69.75	.00	.00	69.75
	Total Accounts: 1			**PO Total:** **69.75**	**.00**	**.00**	**69.75**
GEN	15003705	14715	OKLAHOMA COUNTY CLERK	11/12/14	00007026	STACY BROWN
1	1.00	6,977.8100	.00	6,977.8100	.00	2014-15 REVAL COSTS
	15-11-101-2518-870-000-0000-000-050 REOCCURING COSTS - REVA			6,977.81	.00	.00	6,977.81
	Total Accounts: 1			**PO Total:** **6,977.81**	**.00**	**.00**	**6,977.81**
GEN	15003706	10104	CANADIAN COUNTY TREASURER	11/12/14	00007027	STACY BROWN
1	1.00	171,000.0000	.00	171,000.0000	.00	2014-15 REVAL COSTS
	15-11-101-2518-870-000-0000-000-050 REOCCURING COSTS - REVA			171,000.00	.00	.00	171,000.00
	Total Accounts: 1			**PO Total:** **171,000.00**	**.00**	**.00**	**171,000.00**
GEN	15003715	15012	DELL COMPUTER CORP	11/13/14	00006987	S. Sandefer
1	1.00	139.9900	.00	139.9900	.00	DELL MULTIFUNCTION MONO LASER PRINTER B1165nfw
2	1.00	56.9900	.00	56.9900	.00	DELL INK 1,500 PAGE BLACK TONER CARTRIDGE FOR DELL B1160
	15-11-064-2212-611-000-0000-000-064 CUR - INST & CURR DEV -			196.98	.00	.00	196.98
	Total Accounts: 1			**PO Total:** **196.98**	**.00**	**.00**	**196.98**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
GEN	15003716	14194	OAGCT	11/13/14	00005946	Stacey Elliott
1	5.00	40.0000	.00	200.0000	.00	OAGCT Membership
	15-11-198-2213-810-251-0000-000-125 New Account			40.00	.00	.00	40.00
	15-11-198-2213-810-251-0000-000-105 New Account			40.00	.00	.00	40.00
	15-11-198-2213-810-251-0000-000-051 New Account			40.00	.00	.00	40.00
	15-11-198-2213-810-251-0000-000-135 New Account			40.00	.00	.00	40.00
	15-11-198-2213-810-252-0000-000-705 New Account			40.00	.00	.00	40.00
	Total Accounts: 5		**PO Total:**	**200.00**	**.00**	**.00**	**200.00**
GEN	15003717	11557	PITSCO	11/13/14	00007015	Stacey Elliott
1	720.00	.5000	.00	360.0000	.00	CO2 Cartridges - Quote SG6258
2	1.00	60.6600	.00	60.6600	.00	Shipping and Tax
	15-11-412-1000-681-317-8700-000-510 Instructional-Cocurricu			420.66	.00	.00	420.66
	Total Accounts: 1		**PO Total:**	**420.66**	**.00**	**.00**	**420.66**
GEN	15003718	13723	TEACHING SYSTEMS	11/13/14	00007012	Stacey Elliott
1	12.00	149.9900	.00	1,799.8800	.00	Clawbot Kit
	15-11-424-1000-681-317-8800-000-505 C PERKINS SUPP GRANT -			1,799.88	.00	.00	1,799.88
	Total Accounts: 1		**PO Total:**	**1,799.88**	**.00**	**.00**	**1,799.88**
GEN	15003732	11002	DEMCO INC.	11/13/14	00007045	jordan d
1	1.00	9.1400	.00	9.1400	.00	Laminate
2	1.00	21.7900	.00	21.7900	.00	4 x 6 book tape
3	1.00	25.7400	.00	25.7400	.00	2 x 180 book tape
4	1.00	37.5400	.00	37.5400	.00	3 X 180 book tape
5	1.00	12.8400	.00	12.8400	.00	2 x 30 yds book tape
6	1.00	24.6900	.00	24.6900	.00	4 x 30 yds book tape
7	2.00	12.1900	.00	24.3800	.00	3/4 X 72 YDS
8	2.00	8.5000	.00	17.0000	.00	Bookmarks
9	1.00	17.4500	.00	17.4500	.00	Shipping
10	1.00	12.1900	.00	12.1900	.00	3/4 x 72 book tape
11	1.00	10.4400	.00	10.4400	.00	FILAMENT TAPE
12	2.00	19.9900	.00	39.9800	.00	headphones
	15-11-000-1000-619-100-1050-000-115 INST - OFC/CLSRM SUPP			253.18	.00	.00	253.18
	Total Accounts: 1		**PO Total:**	**253.18**	**.00**	**.00**	**253.18**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved	Order Desc		
	Account No/Description		Encumbrance	Paid	Liquidated	Remaining
GEN	15003733	21288 JOHN SEMMLER	11/13/14	00007046	JWEST	
1	1.00	500.0000 / .00 / 500.0000 / .00	PARTS/SERVICE FOR OVERHEAD DOOR REPAIRS			
	15-11-053-2620-438-000-0000-000-053 BLDG & GRNDS - BLDG OPS		500.00	.00	.00	500.00
	Total Accounts: 1	**PO Total:**	**500.00**	**.00**	**.00**	**500.00**
GEN	15003734	62061 LOCKE JESSICA DANIELLE	11/13/14	00006983	Vardeman	
1	1.00	50.4000 / .00 / 50.4000 / .00	Mileage to and from Paige Wedman's home for Homebound Services 11/			
	15-11-189-1000-580-422-0000-000-705 HOMEBOUND - INST - STAF		50.40	.00	.00	50.40
	Total Accounts: 1	**PO Total:**	**50.40**	**.00**	**.00**	**50.40**
GEN	15003735	62060 MCKINNEY ANGELA K	11/13/14	00007042	WCAST	
1	1.00	500.0000 / .00 / 500.0000 / .00	PARENT MILEAGE FOR SCHOOL YEAR 2014/2015			
	15-11-621-2720-513-239-0000-000-059 New Account		500.00	.00	.00	500.00
	Total Accounts: 1	**PO Total:**	**500.00**	**.00**	**.00**	**500.00**
GEN	15003736	13327 SADDLEBACK	11/13/14	00007063	twiehausw	
1	1.00	114.8500 / .00 / 114.8500 / .00	The Given Focus on Reading set of 10 books plus reading guide			
	15-11-000-1000-641-100-4000-000-705 New Account		114.85	.00	.00	114.85
	Total Accounts: 1	**PO Total:**	**114.85**	**.00**	**.00**	**114.85**
GEN	15003754	89944 REYES ALLISON	11/18/14	00007102	KRIS GREEN	
1	1.00	355.0000 / .00 / 355.0000 / .00	PER DIEM BOSTON MA APRIL 14-18			
	15-11-511-2213-580-429-0000-000-120 New Account		355.00	.00	.00	355.00
	Total Accounts: 1	**PO Total:**	**355.00**	**.00**	**.00**	**355.00**
GEN	15003755	16235 BREAK AWAY TRAVEL	11/18/14	00007098	KRIS GREEN	
1	6.00	1,699.7600 / .00 / 10,198.5600 / .00	AIR/HOTEL NCTM CONFERENCE BOSTON APRIL 14-18			
	15-11-511-2213-580-429-0000-000-135 Instructional Training-		1,699.77	.00	.00	1,699.77
	15-11-511-2213-580-429-0000-000-105 New Account		1,699.76	.00	.00	1,699.76
	15-11-511-2213-580-429-0000-000-120 New Account		1,699.76	.00	.00	1,699.76
	15-11-511-2213-580-429-0000-000-125 New Account		1,699.75	.00	.00	1,699.75
	15-11-561-2330-580-424-0000-000-051 STATE & FED SRVC - STAF		3,399.52	.00	.00	3,399.52
	Total Accounts: 5	**PO Total:**	**10,198.56**	**.00**	**.00**	**10,198.56**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved / Order Desc			
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15003756 14840	BSN SPORTS INC.	11/18/14	00006966	MILLY COOPER
1	18.00	8.0000 .00 144.0000 .00	FOX 40 WHISTLE		
2	16.00	10.0000 .00 160.0000 .00	BLACK MOUTHGUARD W/STRAP 25 PACK		
3	24.00	3.0000 .00 72.0000 .00	6" GAME/BOUNDARY CONE - ORANGE		
4	24.00	7.0000 .00 168.0000 .00	FOOTBALL OVER THE CALF SOCK		
5	36.00	7.0000 .00 252.0000 .00	FOOTBALL OVER THE CALF SOCK		
6	2.00	13.9900 .00 27.9800 .00	PRTHOLE MESH FB JERSEY WHITE LG/XL		
7	16.00	13.9900 .00 223.8400 .00	PRTHOLE MESH FB JERSEY BLACK/ LG-XL		
8	1.00	31.6900 .00 31.6900 .00	SHIPPING		
	15-11-063-1000-683-803-0000-000-705 New Account		216.00	.00	.00 / 216.00
	15-11-063-1000-657-800-0000-000-705 ATH - INST - UNIFORMS -		863.51	.00	.00 / 863.51
	Total Accounts: 2	**PO Total:**	**1,079.51**	**.00**	**.00 / 1,079.51**
GEN	15003757 90833	COOPER NICHOL V	11/18/14	00007105	KRIS GREEN
1	1.00	355.0000 .00 355.0000 .00	PER DIEM BOSTON MA APRIL 14-18		
	15-11-511-2213-580-429-0000-000-135 Instructional Training-		355.00	.00	.00 / 355.00
	Total Accounts: 1	**PO Total:**	**355.00**	**.00**	**.00 / 355.00**
GEN	15003758 14129	FOLLETT SCHOOL SOLUTIONS INC	11/18/14	00006121	Jennifer Dean
1	1.00	1,200.0000 .00 1,200.0000 .00	Various book titles		
	15-11-021-2220-641-100-4140-000-705 LIBRARY SRVC - BOOKS		1,200.00	.00	.00 / 1,200.00
	Total Accounts: 1	**PO Total:**	**1,200.00**	**.00**	**.00 / 1,200.00**
GEN	15003759 90861	GREEN KRISTINA KAYE	11/18/14	00007100	KRIS GREEN
1	1.00	500.0000 .00 500.0000 .00	PER DIEM BOSTON MA APRIL 14-18		
	15-11-511-2330-580-429-0000-000-051 TITLE I - STATE & FED S		500.00	.00	.00 / 500.00
	Total Accounts: 1	**PO Total:**	**500.00**	**.00**	**.00 / 500.00**
GEN	15003760 81527	HOLLY J STRICKER	11/18/14	00007104	KRIS GREEN
1	1.00	355.0000 .00 355.0000 .00	PER DIEM BOSTON MA APRIL 14-18		
	15-11-511-2213-580-429-0000-000-125 New Account		355.00	.00	.00 / 355.00
	Total Accounts: 1	**PO Total:**	**355.00**	**.00**	**.00 / 355.00**
GEN	15003761 82195	LOCKE CAROLYN D	11/18/14	00007101	KRIS GREEN
1	1.00	355.0000 .00 355.0000 .00	PER DIEM BOSTON MA APRIL 14-18		
	15-11-511-2573-580-429-0000-000-051 NON INST TRAIN-STAFF TR		355.00	.00	.00 / 355.00
	Total Accounts: 1	**PO Total:**	**355.00**	**.00**	**.00 / 355.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15003762	12810 OK SCHOOL PUBLIC RELATIONS	11/18/14	00007078	Brenda Dunn
1	1.00	50.0000 / .00 / 50.0000	.00	Membership for Communication Officer	
	15-11-050-2560-810-000-0000-000-050 New Account		50.00	.00	.00 / 50.00
	Total Accounts: 1	**PO Total:**	**50.00**	**.00**	**.00 / 50.00**
GEN	15003763	90655 WILKINS NANCY K	11/18/14	00007111	KRIS GREEN
1	1.00	355.0000 / .00 / 355.0000	.00	PER DIEM BOSTON MA APRIL 14-18	
	15-11-511-2213-580-429-0000-000-105 New Account		355.00	.00	.00 / 355.00
	Total Accounts: 1	**PO Total:**	**355.00**	**.00**	**.00 / 355.00**
GEN	15003826	20901 B&H PHOTO/VIDEO	11/20/14	00007175	MARSHALL
1	1.00	29.9500 / .00 / 29.9500	.00	NIKON HB-57 SNAP ON LENS HOOD FOR 55-300MM LENS	
	15-11-056-2580-653-000-0000-000-056 TECH - ADMIN TECH SRVC		29.95	.00	.00 / 29.95
	Total Accounts: 1	**PO Total:**	**29.95**	**.00**	**.00 / 29.95**
GEN	15003827	82230 GRIMES CYNTHIA	11/20/14	00007039	Randi pena
1	1.00	50.0000 / .00 / 50.0000	.00	mileage for homebound student nov 14- May 21	
	15-11-189-1000-580-422-1050-000-510 New Account		50.00	.00	.00 / 50.00
	Total Accounts: 1	**PO Total:**	**50.00**	**.00**	**.00 / 50.00**
GEN	15003828	11578 HOBBY LOBBY	11/20/14	00007124	twiehausw
1	1.00	212.8000 / .00 / 212.8000	.00	PAINT, THREAD SPOOLS, BEADS, WIRE, PAINT PANS, PUFF PAINT, PIPE CL	
	15-11-000-1000-681-000-0000-000-705 INST - COCURR SUPP		212.80	.00	.00 / 212.80
	Total Accounts: 1	**PO Total:**	**212.80**	**.00**	**.00 / 212.80**
GEN	15003829	61903 KAUK TONY	11/20/14	00007220	JWEST
1	1.00	646.5500 / .00 / 646.5500	.00	FEES FOR AUCTION	
	15-11-060-2620-340-000-0000-000-060 New Account		646.55	.00	.00 / 646.55
	Total Accounts: 1	**PO Total:**	**646.55**	**.00**	**.00 / 646.55**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
GEN	15003830	16574 NCTM REGISTRATION SERVICES		11/20/14	00007099	KRIS GREEN
1	6.00	382.0000	.00	2,292.0000	.00	REGISTRATION NCTM APRIL 14-18, BOSTON MA
	15-11-511-2213-860-429-0000-000-105 INST STAFF TRAIN-STAFF			382.00	.00	.00	382.00
	15-11-511-2213-860-429-0000-000-120 INST STAFF TRAIN-STAFF			382.00	.00	.00	382.00
	15-11-511-2213-860-429-0000-000-125 INST STAFF TRAIN-STAFF			382.00	.00	.00	382.00
	15-11-511-2213-860-429-0000-000-135 INST STAFF TRAIN-STAFF			382.00	.00	.00	382.00
	15-11-511-2573-860-429-0000-000-051 New Account			382.00	.00	.00	382.00
	15-11-511-2330-860-429-0000-000-051 New Account			382.00	.00	.00	382.00
	Total Accounts: 6			**PO Total: 2,292.00**	**.00**	**.00**	**2,292.00**
GEN	15003831	21849 PEARSON ASSESSMENTS		11/20/14	00007172	WCAST
1	1.00	188.0000	.00	188.0000	.00	PLS-4 RECORD FORMS (ENGLISH), PKG OF 50
2	1.00	18.8000	.00	18.8000	.00	SHIPPING
	15-11-059-2152-614-239-0000-000-059 SPECED DIST - SPCH PATH			206.80	.00	.00	206.80
	Total Accounts: 1			**PO Total: 206.80**	**.00**	**.00**	**206.80**
GEN	15003832	61135 BAKER RHONDA		11/20/14	00007038	Randi Pena
1	1.00	300.0000	.00	300.0000	.00	mileage for homebound student
	15-11-000-1000-580-100-1050-000-510 INST - STAFF TRVL			300.00	.00	.00	300.00
	Total Accounts: 1			**PO Total: 300.00**	**.00**	**.00**	**300.00**
GEN	15003833	13343 SAM'S CLUB		11/20/14	00006912	PAULA ALLISON
1	2.00	19.9800	.00	39.9600	.00	170 OZ ORIGINAL LIQUID TIDE
2	1.00	.0000	.00	.0000	.00	
	15-11-023-2410-618-000-0000-000-145 New Account			39.96	.00	.00	39.96
	Total Accounts: 1			**PO Total: 39.96**	**.00**	**.00**	**39.96**
GEN	15003834	13854 TRANE CO		11/20/14	00007202	JWEST
1	1.00	5,000.0000	.00	5,000.0000	.00	PARTS/SUPPLIES FOR HVAC UNITS DISTRICT WIDE
	15-11-055-2620-618-000-0000-000-055 HVAC - BLDG OPS - CHEM/			5,000.00	.00	.00	5,000.00
	Total Accounts: 1			**PO Total: 5,000.00**	**.00**	**.00**	**5,000.00**
GEN	15003835	17260 VIDEO REALITY		11/20/14	00007188	MARSHALL
1	3.00	25.0000	.00	75.0000	.00	POWER SUPPLY FOR WC6
2	3.00	55.0000	.00	165.0000	.00	POWER CABLE IEC-NA FOR WC6-NA
3	1.00	20.0000	.00	20.0000	.00	SHIPPING
	15-11-056-2580-653-000-0000-000-056 TECH - ADMIN TECH SRVC			260.00	.00	.00	260.00
	Total Accounts: 1			**PO Total: 260.00**	**.00**	**.00**	**260.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved	Order Desc		
	Account No/Description		Encumbrance	Paid	Liquidated	Remaining
GEN	15003836	15364 COUGHLAN COMPANIES INC	11/20/14	00007198	Cheryl McInnis
1	1.00	600.0000 / .00 / 600.0000 / .00	31 interactive ebooks		
	15-11-021-2220-641-100-1140-000-510 LIBRARY SRVC - BOOKS		600.00	.00	.00	600.00
	Total Accounts: 1	**PO Total:**	**600.00**	**.00**	**.00**	**600.00**
GEN	15003858	11680 JACKSON MECHANICAL SERVICES INC.	11/20/14	00007246	JWEST
1	1.00	5,838.0000 / .00 / 5,838.0000 / .00	OPEN & CLEAN BOILERS,SERVICE THE SAFETY & OPER CONTROLS,OPEN & CLE		
	15-11-060-2620-438-000-0000-000-060 OPS - BLDNG OPS - Othr		5,838.00	.00	.00	5,838.00
	Total Accounts: 1	**PO Total:**	**5,838.00**	**.00**	**.00**	**5,838.00**
GEN	15003859	11680 JACKSON MECHANICAL SERVICES INC.	11/20/14	00007247	JWEST
1	1.00	2,216.0000 / .00 / 2,216.0000 / .00	OPEN AND CLEAN THE BOILER,SERVICE THE SAFETY AND OPERATING CONTROL		
	15-11-060-2620-438-000-0000-000-060 OPS - BLDNG OPS - Othr		2,216.00	.00	.00	2,216.00
	Total Accounts: 1	**PO Total:**	**2,216.00**	**.00**	**.00**	**2,216.00**
GEN	15003860	11680 JACKSON MECHANICAL SERVICES INC.	11/20/14	00007250	JWEST
1	1.00	2,137.0000 / .00 / 2,137.0000 / .00	OPEN AND CLEAN THE BOILER, SERVICE THE SAFETY AND OPERATING CONTRC		
	15-11-060-2620-438-000-0000-000-060 OPS - BLDNG OPS - Othr		2,137.00	.00	.00	2,137.00
	Total Accounts: 1	**PO Total:**	**2,137.00**	**.00**	**.00**	**2,137.00**
GEN	15003905	14462 AMAZON.COM	11/24/14	00007237	Jennifer Tipto
1	2.00	22.9900 / .00 / 45.9800 / .00	EBL 808A Rapid 8 bay AA AAA battery charger plus 8 pcs rechaargeab		
	15-11-023-2410-619-100-1050-000-150 OFC OF PRINCIPAL - OFC		45.98	.00	.00	45.98
	Total Accounts: 1	**PO Total:**	**45.98**	**.00**	**.00**	**45.98**
GEN	15003906	15012 DELL COMPUTER CORP	11/24/14	00007058	Stacey Elliott
1	1.00	149.9900 / .00 / 149.9900 / .00	Dell Imaging Drum - 4pk		
	15-11-412-1000-653-314-8400-000-705 INST-TECH EQUIP-FCS		149.99	.00	.00	149.99
	Total Accounts: 1	**PO Total:**	**149.99**	**.00**	**.00**	**149.99**
GEN	15003907	17652 EDMOND MUSIC COMPANY	11/24/14	00006995	Ryan Edgmon
1	1.00	1,500.0000 / .00 / 1,500.0000 / .00	Repair and Repair Supplies		
	15-11-209-1000-430-100-0000-000-705 DIST BAND-INST-REPAIRS		1,500.00	.00	.00	1,500.00
	Total Accounts: 1	**PO Total:**	**1,500.00**	**.00**	**.00**	**1,500.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
GEN	15003908	18351	ID SPECIALTIES INC	11/24/14	00007290	MARSHALL
1	2.00	150.0000	.00	300.0000	.00	800033-840 YMCKO PANEL RIBBON FOR HR ID MACHINE
2	1.00	8.0000	.00	8.0000	.00	SHIPPING
	15-11-056-2580-619-000-0000-000-056 TECH - ADMIN TECH SRVC			308.00	.00	.00	308.00
	Total Accounts: 1			**PO Total: 308.00**	**.00**	**.00**	**308.00**
GEN	15003909	12640	NCTE HEADQUARTERS	11/24/14	00007280	Stacey Elliott
1	5.00	25.0000	.00	125.0000	.00	Addtional Registration for Onsite
	15-11-511-2213-860-429-0000-000-135 INST STAFF TRAIN-STAFF			50.00	.00	.00	50.00
	15-11-511-2573-860-429-0000-000-051 New Account			25.00	.00	.00	25.00
	15-11-561-2213-860-424-0000-000-125 New Account			25.00	.00	.00	25.00
	15-11-541-2213-860-000-0000-000-115 New Account			25.00	.00	.00	25.00
	Total Accounts: 4			**PO Total: 125.00**	**.00**	**.00**	**125.00**
GEN	15003910	12719	OFFICE DEPOT	11/24/14	00007258	Jennifer Tipto
1	3.00	8.5400	.00	25.6200	.00	Xerox multipurpose color paper yellow
2	2.00	11.6900	.00	23.3800	.00	Neenah Astrobrights bright color red paper
	15-11-023-2410-611-000-0000-000-150 OFC OF PRINCIPAL - PAPE			49.00	.00	.00	49.00
	Total Accounts: 1			**PO Total: 49.00**	**.00**	**.00**	**49.00**
GEN	15003911	23476	PALEN MUSIC CENTER	11/24/14	00007000	Ryan Edgmon
1	1.00	500.0000	.00	500.0000	.00	Digital Pad
2	1.00	1,000.0000	.00	1,000.0000	.00	Drum Repair and Repair Supplies
	15-11-209-1000-681-100-0000-000-705 DIST BAND - INST - COCU			500.00	.00	.00	500.00
	15-11-209-1000-430-100-0000-000-705 DIST BAND-INST-REPAIRS			1,000.00	.00	.00	1,000.00
	Total Accounts: 2			**PO Total: 1,500.00**	**.00**	**.00**	**1,500.00**
GEN	15003912	13343	SAM'S CLUB	11/24/14	00007265	Jennifer Tipto
1	1.00	17.9800	.00	17.9800	.00	Duracell Coppertop batterie 48 pk
	15-11-023-2410-619-100-1050-000-150 OFC OF PRINCIPAL - OFC			17.98	.00	.00	17.98
	Total Accounts: 1			**PO Total: 17.98**	**.00**	**.00**	**17.98**
GEN	15003913	20427	SCHOLASTIC BOOK FAIRS	11/24/14	00007142	Kayla Henagar
1	1.00	400.0000	.00	400.0000	.00	Books & Materials to supply to the curriculum
	15-60-808-2220-641-100-1050-000-135 LIB/MEDIA SERV - BOOKS			400.00	.00	.00	400.00
	Total Accounts: 1			**PO Total: 400.00**	**.00**	**.00**	**400.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved	Order Desc		
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15003914	13383 SCHOLASTIC BOOK ORDERS	11/24/14	00007174	Kayla Henagar
1	1.00	101.0000 .00 101.0000 .00	Listening Center Books for Teachers		
2	23.00	14.0000 .00 322.0000 .00	Childrens Thesaurus Class Set		
3	1.00	186.0000 .00 186.0000 .00	Books to Finish Series		
	15-11-021-2220-641-100-1140-000-135 LIBRARY SRVC - BOOKS		609.00	.00	.00 / 609.00
	Total Accounts: 1	**PO Total:**	**609.00**	**.00**	**.00 / 609.00**
GEN	15003919	14462 AMAZON.COM	11/25/14	00007121	Stacey Elliott
1	1.00	20.0000 .00 20.0000 .00	Swoosh Inside Nike DVD		
2	1.00	15.0000 .00 15.0000 .00	Big Mac: Inside the McDonald's Emprie DVD		
3	1.00	15.0000 .00 15.0000 .00	Coca-Cola The Real Story DVD		
4	1.00	25.0000 .00 25.0000 .00	Teach Like A Champion Rev 2.0 Release 1/2015		
5	1.00	35.0000 .00 35.0000 .00	Shipping		
	15-11-412-1000-615-312-8600-000-705 New Account		110.00	.00	.00 / 110.00
	Total Accounts: 1	**PO Total:**	**110.00**	**.00**	**.00 / 110.00**
GEN	15003920	10818 AMSAN EVE SUPPLY	11/25/14	00007293	J MAXXEY
1	3.00	27.4000 .00 82.2000 .00	3M 3500 NATURAL BLEND PAD TAN 20IN 5/CS MHI		
2	5.00	24.0200 .00 120.1000 .00	HEPA FILTER HS		
	15-11-057-2620-618-000-0000-000-057 CUSTODIAL - BLDG OPS -		202.30	.00	.00 / 202.30
	Total Accounts: 1	**PO Total:**	**202.30**	**.00**	**.00 / 202.30**
GEN	15003921	21041 BAY TECH/LABEL	11/25/14	00007281	Jennifer Tipto
1	1.00	65.2500 .00 65.2500 .00	Dymo 30256 large shipping label 9 rolls at 7.25 a piece white		
	15-11-023-2410-613-000-0000-000-150 OFC OF PRINCIPAL - CONS		65.25	.00	.00 / 65.25
	Total Accounts: 1	**PO Total:**	**65.25**	**.00**	**.00 / 65.25**
GEN	15003922	10583 CDW GOVERNMENT INC.	11/25/14	00007024	KRIS GREEN
1	40.00	330.0000 .00 13,200.0000 .00	CHROMEBOOK		
2	4.00	1,500.0000 .00 6,000.0000 .00	ANTHRO ADV CHARGE CART 36U		
	15-11-561-1000-653-424-0000-000-505 New Account		4,800.00	.00	.00 / 4,800.00
	15-11-561-1000-653-424-0000-000-510 New Account		4,800.00	.00	.00 / 4,800.00
	15-11-561-1000-653-424-0000-000-140 New Account		4,800.00	.00	.00 / 4,800.00
	15-11-561-1000-653-424-0000-000-145 New Account		4,800.00	.00	.00 / 4,800.00
	Total Accounts: 4	**PO Total:**	**19,200.00**	**.00**	**.00 / 19,200.00**
GEN	15003923	22224 IDEAS UNLIMITED SEMINARS INC.	11/25/14	00007179	vardeman
	Total Accounts: 0	**PO Total:**	**.00**	**.00**	**.00 / .00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved / Order Desc			
	Account No/Description	Encumbrance	Paid	Liquidated	Remaining
GEN	15003924 12784	OKLAHOMA JANITORIAL SUPPLY	11/25/14	00007289	J MAXEY
1	150.00	35.9500 .00 5,392.5000 .00		PAPER TOWELS	
2	100.00	47.6000 .00 4,760.0000 .00		HAND SOAP	
3	10.00	46.0000 .00 460.0000 .00		MED. POWDER FREE GLOVES	
4	10.00	46.0000 .00 460.0000 .00		LARGE POWDER FREE GLOVES	
5	10.00	46.0000 .00 460.0000 .00		X-LARGE POWDER FREE GLOVES	
	15-11-057-2620-618-000-0000-000-057 CUSTODIAL - BLDG OPS -	11,532.50	.00	.00	11,532.50
	Total Accounts: 1	**PO Total: 11,532.50**	**.00**	**.00**	**11,532.50**
GEN	15003925 12842	OSWALT RESTAURANT SUPPLY	11/25/14	00007060	Stacey Elliott
1	2.00	6.1600 .00 12.3200 .00		Winco Gloves -med	
2	1.00	6.1600 .00 6.1600 .00		Winco Gloves - large	
3	5.00	7.9600 .00 39.8000 .00		Winco Chef's Knife - 10"	
4	2.00	29.7200 .00 59.4400 .00		Tablecraft Knife Case	
5	1.00	53.4200 .00 53.4200 .00		Winco Metal Punch Bowl - 3.5 gal	
6	1.00	22.4900 .00 22.4900 .00		Tablecraft Punch Ladle - 15"	
7	1.00	15.0000 .00 15.0000 .00		Shipping	
	15-11-412-1000-681-314-8400-000-705 INST-COCURR SUPP-FCS	208.63	.00	.00	208.63
	Total Accounts: 1	**PO Total: 208.63**	**.00**	**.00**	**208.63**
GEN	15003926 16454	STAFF DEV OF EDUCATORS	11/25/14	00006908	Robin Brown
1	1.00	388.0000 .00 388.0000 .00		2015 Conference for Oklahoma Pre-K Teachers Feb. 9-10	
	15-11-311-2213-860-271-0000-000-125 New Account	388.00	.00	.00	388.00
	Total Accounts: 1	**PO Total: 388.00**	**.00**	**.00**	**388.00**
GEN	15003927 13723	TEACHING SYSTEMS	11/25/14	00007016	Stacey Elliott
1	10.00	149.9900 .00 1,499.9000 .00		Clawbot Kit	
2	5.00	29.9900 .00 149.9500 .00		7.2 Robot Battery NimH 300 mAh	
3	6.00	249.9900 .00 1,499.9400 .00		Vex Arm Cortex based Micro controller	
4	3.00	39.9900 .00 119.9700 .00		Performance Tool Kit	
5	10.00	5.2500 .00 52.5000 .00		3/32 Hex Keys 8 pack	
6	10.00	5.2500 .00 52.5000 .00		5/64 Hex Keys 8 pack	
7	1.00	200.0000 .00 200.0000 .00		shipping	
	15-11-424-1000-681-317-8800-000-510 C PERKINS SUPP GRANT -	3,574.76	.00	.00	3,574.76
	Total Accounts: 1	**PO Total: 3,574.76**	**.00**	**.00**	**3,574.76**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003928	13963 WAL-MART GENERAL/BOND FUNDS	11/25/14	00007112	Stacey Elliott

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	3.00	100.0000	.00	300.0000	.00	Miscellaneous Classroom Supplies

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-198-1000-681-251-1050-000-105 GFT/AP - INST - COCURR :	100.00	.00	.00	100.00
15-11-198-1000-681-251-1050-000-135 GFT/AP - INST - COCURR :	100.00	.00	.00	100.00
15-11-198-1000-681-251-1050-000-125 GFT/AP - INST - COCURR	100.00	.00	.00	100.00
Total Accounts: 3	**PO Total: 300.00**	**.00**	**.00**	**300.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003979	11382 FUELMAN	12/03/14	00007448	LISA CARTWRIGH

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	5,000.0000	.00	5,000.0000	.00	NON-STUDENT DIESEL
2	1.00	33,057.3300	.00	33,057.3300	.00	NON STUDENT GASOLINE
3	1.00	9,000.0000	.00	9,000.0000	.00	STUDENT DIESEL
4	1.00	4,000.0000	.00	4,000.0000	.00	STUDENT GASOLINE

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-054-2650-623-000-0000-000-054 TRAN - NONSTD VHCL OP -	5,000.00	.00	.00	5,000.00
15-11-054-2650-625-000-0000-000-054 TRAN - NONSTD VHCL OP -	33,057.33	.00	.00	33,057.33
15-11-054-2740-623-000-0000-000-054 TRAN - STDNT VHCL SRVC	9,000.00	.00	.00	9,000.00
15-11-054-2740-625-000-0000-000-054 TRAN - STDNT VHCL SRVC	4,000.00	.00	.00	4,000.00
Total Accounts: 4	**PO Total: 51,057.33**	**.00**	**.00**	**51,057.33**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003981	23015 CLEVELAND COUNTY TREASURER	12/03/14	00007462	STACY BROWN

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	848.8700	.00	848.8700	.00	VISUAL INSPECTION 14-15

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-050-2518-870-000-0000-000-050 TAX ASSESS - COUNTY ASS	848.87	.00	.00	848.87
Total Accounts: 1	**PO Total: 848.87**	**.00**	**.00**	**848.87**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003982	21041 BAY TECH/LABEL	12/03/14	00007392	Jennifer Dykes

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	5.00	9.8500	.00	49.2500	.00	Dymo 30256 Labels Orange
2	1.00	10.0000	.00	10.0000	.00	shipping

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-023-2410-611-000-0000-000-135 OFC OF PRINCIPAL - PAPE	59.25	.00	.00	59.25
Total Accounts: 1	**PO Total: 59.25**	**.00**	**.00**	**59.25**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003983	10543 CAROLINA BIOLOGICAL SUPPLY	12/03/14	00007192	L WALKABOUT

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	35.00	6.8000	.00	238.0000	.00	SAFETY GOGGLES
2	10.00	2.9500	.00	29.5000	.00	SAFETY GOGGLES

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-198-1000-681-251-2250-000-505 GFT/AP - INST - COCURR :	267.50	.00	.00	267.50
Total Accounts: 1	**PO Total: 267.50**	**.00**	**.00**	**267.50**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved	Order Desc		
	Account No/Description		Encumbrance	Paid	Liquidated	Remaining
GEN	15003984	10583 CDW GOVERNMENT INC.	12/03/14	00007064	TWIEHAUS
1	2.00	377.0000 / .00 / 754.0000	.00	EPSON PLS17 SVGA 2700 LUM 7 WATT SPEAKER	
	15-39-168-1000-653-003-0000-000-705 BONDS - INST - TECH EQU		754.00	.00	.00	754.00
	Total Accounts: 1		**PO Total:**	**754.00**	**.00**	**.00**	**754.00**
GEN	15003985	10583 CDW GOVERNMENT INC.	12/03/14	00007065	TWIEHAUSW
1	2.00	562.3100 / .00 / 1,124.6200	.00	EPSON PLS17 SVGA 2700 LUM 15 WATT SPEAKER UNSPSC: 45111609 313923	
	15-39-168-1000-653-003-0000-000-705 BONDS - INST - TECH EQU		1,124.62	.00	.00	1,124.62
	Total Accounts: 1		**PO Total:**	**1,124.62**	**.00**	**.00**	**1,124.62**
GEN	15003986	10583 CDW GOVERNMENT INC.	12/03/14	00007066	TWIEHAUS
1	7.00	85.0000 / .00 / 595.0000	.00	PEERLESS PRGS-UNV MOUNTING KIT	
	15-39-168-1000-653-003-0000-000-705 BONDS - INST - TECH EQU		595.00	.00	.00	595.00
	Total Accounts: 1		**PO Total:**	**595.00**	**.00**	**.00**	**595.00**
GEN	15003987	11480 GRAINGER	12/03/14	00007191	L WALKABOUT
1	32.00	18.0200 / .00 / 576.6400	.00	DIGITAL THERMOMETER	
	15-11-198-1000-681-251-2250-000-505 GFT/AP - INST - COCURR :		576.64	.00	.00	576.64
	Total Accounts: 1		**PO Total:**	**576.64**	**.00**	**.00**	**576.64**
GEN	15003988	22918 K20 CENTER-LEADERSHIP	12/03/14	00007145	Mitchell, Jill
1	1.00	650.0000 / .00 / 650.0000	.00	professional development workshop for Feb 16, 2015	
	15-11-311-2213-860-271-0000-000-110 INST STAFF TRAINING-REG		650.00	.00	.00	650.00
	Total Accounts: 1		**PO Total:**	**650.00**	**.00**	**.00**	**650.00**
GEN	15003989	20521 LEARNING A-Z	12/03/14	00007314	stacey elliott
1	2.00	94.9500 / .00 / 189.9000	.00	Renew Subscription - 1 year	
	15-11-511-1000-444-429-0000-000-120 New Account		189.90	.00	.00	189.90
	Total Accounts: 1		**PO Total:**	**189.90**	**.00**	**.00**	**189.90**
GEN	15003990	20521 LEARNING A-Z	12/03/14	00007315	stacey elliott
1	2.00	94.9500 / .00 / 189.9000	.00	Raz-Kids Renew subscription - 1year	
	15-11-511-1000-444-429-0000-000-120 New Account		189.90	.00	.00	189.90
	Total Accounts: 1		**PO Total:**	**189.90**	**.00**	**.00**	**189.90**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description				Encumbrance	Paid	Liquidated	Remaining
GEN	15003991	12719	OFFICE DEPOT		12/03/14	00007346	Jennifer Tipto
1	1.00	11.6900	.00	11.6900	.00	Neenah Astrobrights lunar blue ream of 500				
	15-11-023-2410-611-000-0000-000-150 OFC OF PRINCIPAL - PAPE					11.69	.00	.00	11.69
	Total Accounts: 1				**PO Total:**	**11.69**	**.00**	**.00**	**11.69**
GEN	15003992	23364	OK DEPT OF CAREER TECH CONFERENCE		12/03/14	00007311	stacey elliott
1	3.00	25.0000	.00	75.0000	.00	1st and 2nd Year teacher conference				
	15-11-412-2213-860-317-8700-000-510 Instructional Training-					75.00	.00	.00	75.00
	Total Accounts: 1				**PO Total:**	**75.00**	**.00**	**.00**	**75.00**
GEN	15003993	14689	STAPLES		12/03/14	00007307	stacey elliott
1	3.00	1.7300	.00	5.1900	.00	Staples Rubber Bands				
2	1.00	12.3400	.00	12.3400	.00	Swingline 747 Stapler				
3	1.00	4.4600	.00	4.4600	.00	Sandford Expo Dry Erase Markers 4 pk				
4	12.00	.5500	.00	6.6000	.00	Tape-Scotch .75x1000 refill				
5	1.00	28.2900	.00	28.2900	.00	Post it Pop up Extra large notes				
6	1.00	21.2200	.00	21.2200	.00	HP94 Black Ink Cartridge				
7	1.00	4.9600	.00	4.9600	.00	Staples Med Binder Clips				
8	1.00	12.0000	.00	12.0000	.00	Shipping				
	15-11-412-1000-619-314-8400-000-705 INST-CLSRM/OFC SUPP-FCS					95.06	.00	.00	95.06
	Total Accounts: 1				**PO Total:**	**95.06**	**.00**	**.00**	**95.06**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003994	13723 TEACHING SYSTEMS	12/03/14	00006902	Stacey elliott

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	2.00	2,450.0000	.00	4,900.0000	.00	Mojo 3D Printer
2	2.00	1,197.0000	.00	2,394.0000	.00	3 each Mojo Model quickpack print engine
3	2.00	798.0000	.00	1,596.0000	.00	2 each Mojo Support quickpack print engine
4	2.00	280.0000	.00	560.0000	.00	4 each Mojo Modeling Bases (case of 24)
5	2.00	899.0000	.00	1,798.0000	.00	1 yr Mojo Printer Care (yr 2 of warranty)
6	2.00	1,000.0000	.00	2,000.0000	.00	1 each Wave Wash 55 Support Cleaning system
7	2.00	110.0000	.00	220.0000	.00	Ecoworks Tablets
8	2.00	99.0000	.00	198.0000	.00	Wavewash 55 Annual Maintenance
9	2.00	1,000.0000	.00	2,000.0000	.00	Installation and Basic Training
10	2.00	399.0000	.00	798.0000	.00	Mojo Quickpack P430 Print Engine
11	2.00	399.0000	.00	798.0000	.00	Mojo Quickpack P430 Print Engine
12	1.00	399.0000	.00	399.0000	.00	Mojo Quickpack P430 Print Engine
13	2.00	250.0000	.00	500.0000	.00	Shipping and Handling
14	2.00	780.0000	.00	1,560.0000	.00	2Yr Print Inclusive Print Package
15	2.00	399.0000	.00	798.0000	.00	Mojo Quickpack P430 Print Engine
16	1.00	399.0000	.00	399.0000	.00	Mojo Quickpack P430 Print Engine

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-421-1000-653-317-8700-000-505 C PERKINS - INST - TECH	10,459.00	.00	.00	10,459.00
15-11-421-1000-653-317-8700-000-510 C PERKINS - INST - TECH	10,459.00	.00	.00	10,459.00
Total Accounts: 2 **PO Total:**	**20,918.00**	**.00**	**.00**	**20,918.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003995	13963 WAL-MART GENERAL/BOND FUNDS	12/03/14	00007009	Stacey Elliott

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	60.0000	.00	60.0000	.00	Apple 30 in cord and USB power adapter

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-511-1000-653-429-0000-000-135 INST-TECH EQUIP	60.00	.00	.00	60.00
Total Accounts: 1 **PO Total:**	**60.00**	**.00**	**.00**	**60.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003996	22918 K20 CENTER-LEADERSHIP	12/03/14	00007399	Robin Brown

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	650.0000	.00	650.0000	.00	Professional development workshop for Feb 16,2015

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-311-2213-860-271-0000-000-125 New Account	650.00	.00	.00	650.00
Total Accounts: 1 **PO Total:**	**650.00**	**.00**	**.00**	**650.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15003997	23546 PICTURE ME READING	12/03/14	00007439	Stacey Elliott

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	42.0000	.00	42.0000	.00	Picture Me Learning ABCs, Numbers 1-20,Booklet

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-511-1000-681-429-0000-000-120 INST-COCUR SUPP	42.00	.00	.00	42.00
Total Accounts: 1 **PO Total:**	**42.00**	**.00**	**.00**	**42.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
		Account No/Description			Encumbrance	Paid	Liquidated	Remaining
GEN	15003998	13890 UNIFIRST			12/03/14	00007434	Stacey Elliott			
1	1.00	17.9900	.00	17.9900	.00	Chef Coat - Size 36				
2	1.00	23.9900	.00	23.9900	.00	Chef Pants - Size Medium				
3	1.00	6.0000	.00	6.0000	.00	Shipping				
		15-11-412-1000-681-314-8400-000-705 INST-COCURR SUPP-FCS					47.98	.00	.00	47.98
		Total Accounts: 1			**PO Total:**		**47.98**	**.00**	**.00**	**47.98**
GEN	15003999	62073 UNIVERSITY OF OREGON			12/03/14	00007286	Robin Brown			
1	1.00	300.0000	.00	300.0000	.00	Swis Program - Web based program for behavior				
		15-11-023-2410-444-100-0000-000-125 New Account					300.00	.00	.00	300.00
		Total Accounts: 1			**PO Total:**		**300.00**	**.00**	**.00**	**300.00**
GEN	15004001	11650 INTERNAL REVENUE SERVICE			12/03/14	00007470	STACY BROWN			
1	1.00	2,075.6800	.00	2,075.6800	.00	PAYMENTS DUE FROM QUARTERLY TAXES				
		15-11-050-2511-810-000-0000-000-050 New Account					2,075.68	.00	.00	2,075.68
		Total Accounts: 1			**PO Total:**		**2,075.68**	**.00**	**.00**	**2,075.68**
					Grand Totals:		**378,299.44**	**14,204.39**	**14,204.39**	**364,095.05**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
CNS	15003628	12719	OFFICE DEPOT	11/10/14	00006909	RACHEL MARTIN
1	1.00	18.8900	.00	18.8900	.00	STANLEY BOSTITCH ELECTRIC PENCIL SHARPENER
2	1.00	57.5900	.00	57.5900	.00	OFFICE DEPOT 11 X 17, 5 REAM CASE
	15-22-176-3140-619-700-0000-000-050 OTHR DRCT CNS-CLSRM/OFC			76.48	.00	.00	76.48
	Total Accounts: 1			**PO Total: 76.48**	**.00**	**.00**	**76.48**
CNS	15003731	21288	JOHN SEMMLER	11/13/14	00007061	RACHEL MARTIN
1	1.00	500.0000	.00	500.0000	.00	GARAGE DOOR REPAIR
	15-22-176-3140-438-700-0000-000-050 New Account			500.00	.00	.00	500.00
	Total Accounts: 1			**PO Total: 500.00**	**.00**	**.00**	**500.00**
CNS	15003753	60934	GLOBAL EQUIPMENT COMPANY	11/14/14	00007069	RACHEL MARTIN
1	8.00	30.6500	.00	245.2000	.00	12" TUBING DISPENSER
2	8.00	88.9500	.00	711.6000	.00	HAND OPERATED 12" BAG SEALER
3	7.00	87.9500	.00	615.6500	.00	POLY TUBING 8" X 3000' 2 MIL CLEAR ROLL
4	1.00	67.9500	.00	67.9500	.00	POLY TUBING 4" X 3000' 2 MIL CLEAR ROLL
5	1.00	19.4300	.00	19.4300	.00	SHIPPING
	15-22-176-3140-618-700-0000-000-050 OTHR DRCT CNS-CLEAN/MAI			1,659.83	.00	.00	1,659.83
	Total Accounts: 1			**PO Total: 1,659.83**	**.00**	**.00**	**1,659.83**
CNS	15003816	62070	BOURQUE RICKY	11/20/14	00007151	RACHEL MARTIN
1	1.00	16.9000	.00	16.9000	.00	STUDENT LUNCH REFUND FOR CHASE FROM MHS
	15-22-176-5600-930-700-0000-000-705 CORRECTION-REFUND			16.90	.00	.00	16.90
	Total Accounts: 1			**PO Total: 16.90**	**.00**	**.00**	**16.90**
CNS	15003817	62063	CURTESS DEBORAH	11/20/14	00007147	RACHEL MARTIN
1	1.00	120.0000	.00	120.0000	.00	UNIFORM REIMBURSEMENT BLANKET ORDER
	15-22-176-3140-657-700-0000-000-705 New Account			120.00	.00	.00	120.00
	Total Accounts: 1			**PO Total: 120.00**	**.00**	**.00**	**120.00**
CNS	15003818	62068	HARDIN AMBER	11/20/14	00007152	RACHEL MARTIN
1	1.00	12.0000	.00	12.0000	.00	STUDENT LUNCH REFUND FOR MADISON FROM CREEK
	15-22-176-5600-930-700-0000-000-125 New Account			12.00	.00	.00	12.00
	Total Accounts: 1			**PO Total: 12.00**	**.00**	**.00**	**12.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
CNS	15003819	62072	JOHNSON MICHAEL	11/20/14	00007153	RACHEL MARTIN
1	1.00	7.5000	.00	7.5000	.00	STUDENT LUNCH REFUND FOR JUSTIN FROM MHS
	15-22-176-5600-930-700-0000-000-705 CORRECTION-REFUND			7.50	.00	.00	7.50
	Total Accounts: 1			**PO Total:**	**7.50**	**.00**	**.00**	**7.50**
CNS	15003820	62066	MEREDITH THERESA	11/20/14	00007159	RACHEL MARTIN
1	1.00	15.0000	.00	15.0000	.00	STUDENT LUNCH REFUND FOR BRODEY FROM LAKEHOMA
	15-22-176-5600-930-700-0000-000-115 New Account			15.00	.00	.00	15.00
	Total Accounts: 1			**PO Total:**	**15.00**	**.00**	**.00**	**15.00**
CNS	15003821	62071	NYE MICHELLE	11/20/14	00007154	RACHEL MARTIN
1	1.00	9.7000	.00	9.7000	.00	STUDENT LUNCH REFUND FOR AUTUMN FROM MHS
	15-22-176-5600-930-700-0000-000-705 CORRECTION-REFUND			9.70	.00	.00	9.70
	Total Accounts: 1			**PO Total:**	**9.70**	**.00**	**.00**	**9.70**
CNS	15003822	62069	RAMOS AZENETH	11/20/14	00007155	RACHEL MARTIN
1	1.00	12.7500	.00	12.7500	.00	STUDENT LUNCH REFUND FOR EVERARDO FROM MHS
	15-22-176-3190-930-700-0000-000-705 LUNCH REFUND - HIGH SCH			12.75	.00	.00	12.75
	Total Accounts: 1			**PO Total:**	**12.75**	**.00**	**.00**	**12.75**
CNS	15003823	62064	SCAGNETTI AMANDA	11/20/14	00007148	RACHEL MARTIN
1	1.00	105.0000	.00	105.0000	.00	UNIFORM REIMBURSEMENT BLANKET ORDER
	15-22-176-3140-657-700-0000-000-110 New Account			105.00	.00	.00	105.00
	Total Accounts: 1			**PO Total:**	**105.00**	**.00**	**.00**	**105.00**
CNS	15003824	62065	TOVAR MARIA	11/20/14	00007149	RACHEL MARTIN
1	1.00	120.0000	.00	120.0000	.00	UNIFORM REIMBURSEMENT BLANKET ORDER
	15-22-176-3140-657-700-0000-000-115 New Account			120.00	.00	.00	120.00
	Total Accounts: 1			**PO Total:**	**120.00**	**.00**	**.00**	**120.00**
CNS	15003825	62067	WITHERS WANDA	11/20/14	00007162	RACHEL MARTIN
1	1.00	8.2500	.00	8.2500	.00	STUDENT LUNCH REFUND FOR SHALYN FROM NORTH MIDDLE
	15-22-176-5600-930-700-0000-000-510 New Account			8.25	.00	.00	8.25
	Total Accounts: 1			**PO Total:**	**8.25**	**.00**	**.00**	**8.25**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description				Encumbrance	Paid	Liquidated	Remaining
CNS	15003915	12719 OFFICE DEPOT	11/24/14	00007236	RACHEL MARTIN
1	2.00	19.9900	.00	39.9800	.00	SAN DISK FLASH DRIVE 16 GB
2	5.00	3.4900	.00	17.4500	.00	PRE-INKED REFILL INK - OFFICE DEPOT- BLACK 2 PK
	15-22-176-3140-619-700-0000-000-050 OTHR DRCT CNS-CLSRM/OFC				57.43	.00	.00	57.43
	Total Accounts: 1			**PO Total:**	57.43	.00	.00	57.43
CNS	15003916	62079 TALKINGTON SHELBY	11/24/14	00007266	RACHEL MARTIN
1	1.00	19.5000	.00	19.5000	.00	STUDENT LUNCH REFUND FOR SILAS FROM PRAIRIE VIEW
2	1.00	7.5500	.00	7.5500	.00	STUDENT LUNCH REFUND FOREBIN FROM CANYON RIDGE
	15-22-176-5600-930-700-0000-000-150 New Account				19.50	.00	.00	19.50
	15-22-176-5600-930-700-0000-000-145 New Account				7.55	.00	.00	7.55
	Total Accounts: 2			**PO Total:**	27.05	.00	.00	27.05
				Grand Totals:	2,747.89	.00	.00	2,747.89

Beginning Date: 11/05/14 Ending Date: 12/03/14 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
MAPS	15003752	23391	OLD REPUBLIC TITLE COMPANY	11/14/14	00007048	A Sanders
1	1.00	74,000.0000	.00	74,000.0000	.00	Supplement to purchase property at 817/819 S. Mustang Rd
	15-24-111-4200-710-000-0000-000-705 New Account			74,000.00	.00	.00	74,000.00
	Total Accounts: 1			**PO Total:**	**74,000.00**	**.00**	**.00**	**74,000.00**
				Grand Totals:	**74,000.00**	**.00**	**.00**	**74,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
BOND	15003594	14462	AMAZON.COM	11/06/14	00006833	Randi pena
1	10.00	17.7500	.00	177.5000	.00	Navapoint Universal LCD/ DLP Projector Ceiling Mount Bracket with
	15-39-168-1000-653-003-0000-000-510 BONDS - INST - TECH EQU			177.50	.00	.00	177.50
	Total Accounts: 1			**PO Total:** **177.50**	**.00**	**.00**	**177.50**
BOND	15003595	14462	AMAZON.COM	11/06/14	00006834	Randi pena
1	10.00	7.8000	.00	78.0000	.00	Premium VGA/SVGA/XGA/SXGA/UXGA HD15 Monitor Projector Cable with 3
	15-39-168-1000-653-003-0000-000-510 BONDS - INST - TECH EQU			78.00	.00	.00	78.00
	Total Accounts: 1			**PO Total:** **78.00**	**.00**	**.00**	**78.00**
BOND	15003596	10800	CORY'S AUDIO-VISUAL	11/06/14	00006818	A Sanders
1	1.00	39,321.1700	.00	39,321.1700	.00	Theater upgrades at HS drama
	15-39-165-2620-459-000-0000-000-705 New Account			39,321.17	.00	.00	39,321.17
	Total Accounts: 1			**PO Total:** **39,321.17**	**.00**	**.00**	**39,321.17**
BOND	15003597	22689	MULLIN PLUMBING WEST DIVISION INC.	11/06/14	00006808	A Sanders
1	1.00	69.0000	.00	69.0000	.00	Extra water keys for wall hydrant
	15-10-172-2630-618-000-0000-000-140 New Account			69.00	.00	.00	69.00
	Total Accounts: 1			**PO Total:** **69.00**	**.00**	**.00**	**69.00**
BOND	15003598	62049	PRECISION DOOR, INC.	11/06/14	00006864	A Sanders
1	1.00	965.0000	.00	965.0000	.00	12X4 whiteboard w/music staff lines
	15-10-174-2620-654-000-0000-000-150 New Account			965.00	.00	.00	965.00
	Total Accounts: 1			**PO Total:** **965.00**	**.00**	**.00**	**965.00**
BOND	15003599	10583	CDW GOVERNMENT INC.	11/06/14	00006800	Molly Wilson
1	1.00	135.0000	.00	135.0000	.00	cover the difference from PO 15002214
	15-39-168-1000-652-003-0000-000-135 BONDS - INST - AUDIO/VS			135.00	.00	.00	135.00
	Total Accounts: 1			**PO Total:** **135.00**	**.00**	**.00**	**135.00**
BOND	15003600	10583	CDW GOVERNMENT INC.	11/06/14	00006858	TWIEHAUS
1	1.00	1,500.0000	.00	1,500.0000	.00	ANTRHO ADV CHROMEBOOK CHARGE CART36-U CONTRACT TCPN - TECHNOLOGY S
2	1.00	260.0000	.00	260.0000	.00	HP LJ PRO 400 M401N CONTRACT: TCPN TECHNOLOGY SOLUTIONS R5106
	15-39-168-1000-653-003-0000-000-705 BONDS - INST - TECH EQU			1,760.00	.00	.00	1,760.00
	Total Accounts: 1			**PO Total:** **1,760.00**	**.00**	**.00**	**1,760.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
BOND	15003749	10583 CDW GOVERNMENT INC.	11/14/14	00006851	TWIEHAUS
1	25.00	305.0000 .00 7,625.0000	.00	ASUS CHROMEBOOK C300MA 13.3 32 GB $GB CONTRACT TCPN - TECHNOLOGY S	
2	25.00	25.0000 .00 625.0000	.00	ACAD GOOGLE CHROME OS MGT LIC + SUP 5y CONTRACT: TCPN TECHNOLOGY S	
	15-39-168-1000-653-003-0000-000-705 BONDS - INST - TECH EQU		8,250.00	.00	.00 / 8,250.00
	Total Accounts: 1	**PO Total:**	**8,250.00**	**.00**	**.00 / 8,250.00**
BOND	15003750	19230 MARK DEAL AND ASSOCIATES	11/14/14	00007040	A Sanders
1	1.00	2,850.0000 .00 2,850.0000	.00	Survey for Vo-Ag land	
	15-39-155-4200-490-000-0000-000-705 New Account		2,850.00	.00	.00 / 2,850.00
	Total Accounts: 1	**PO Total:**	**2,850.00**	**.00**	**.00 / 2,850.00**
BOND	15003751	17260 VIDEO REALITY	11/14/14	00006945	A Sanders
1	1.00	4,996.0000 .00 4,996.0000	.00	Sound system for Lakehoma Elementary	
	15-39-165-1000-732-000-0000-000-115 New Account		4,996.00	.00	.00 / 4,996.00
	Total Accounts: 1	**PO Total:**	**4,996.00**	**.00**	**.00 / 4,996.00**
BOND	15003808	17248 C-NET SECURITY AND CABLE	11/20/14	00007073	A Sanders
1	1.00	900.0000 .00 900.0000	.00	Access control and installation	
	15-10-174-4600-459-000-0000-000-150 New Account		900.00	.00	.00 / 900.00
	Total Accounts: 1	**PO Total:**	**900.00**	**.00**	**.00 / 900.00**
BOND	15003809	22161 FIVE STAR FENCE	11/20/14	00007203	A Sanders
1	1.00	2,783.5000 .00 2,783.5000	.00	9 gauge black chain link, posts, labor	
	15-10-174-2630-459-000-0000-000-150 New Account		2,783.50	.00	.00 / 2,783.50
	Total Accounts: 1	**PO Total:**	**2,783.50**	**.00**	**.00 / 2,783.50**
BOND	15003810	62075 HEARTLAND LEASING SERVICES, INC	11/20/14	00007127	A Sanders
1	4.00	189.0000 .00 756.0000	.00	contactor for bleachers	
	15-34-157-2620-656-000-0000-000-505 New Account		756.00	.00	.00 / 756.00
	Total Accounts: 1	**PO Total:**	**756.00**	**.00**	**.00 / 756.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved / Order Desc			
		Account No/Description	Encumbrance	Paid	Liquidated	Remaining
BOND	15003811	11631 INDECO SALES	11/20/14	00006917	A Sanders
1	7.00	670.7800 .00 4,695.4600 .00	3 tier mobile risers carpeted		
2	7.00	356.6200 .00 2,496.3400 .00	4th tier carpeted		
3	7.00	283.6200 .00 1,985.3400 .00	back rails		
4	1.00	416.5200 .00 416.5200 .00	side rails		
5	1.00	589.0000 .00 589.0000 .00	freight		
		15-39-165-2620-654-000-0000-000-705 New Account	10,182.66	.00	.00	10,182.66
		Total Accounts: 1 **PO Total:**	**10,182.66**	**.00**	**.00**	**10,182.66**
BOND	15003812	18194 LDS BUILDING SPECIALITIES	11/20/14	00007200	A Sanders
1	1.00	199.0000 .00 199.0000 .00	Mortise locksets for MMS		
2	1.00	199.0000 .00 199.0000 .00	Mortise locksets for Creek		
		15-37-164-2620-654-000-0000-000-505 New Account	199.00	.00	.00	199.00
		15-37-164-2620-654-000-0000-000-125 New Account	199.00	.00	.00	199.00
		Total Accounts: 2 **PO Total:**	**398.00**	**.00**	**.00**	**398.00**
BOND	15003813	17207 LEGACY ENGINEERING	11/20/14	00007074	A Sanders
1	1.00	6,250.0000 .00 6,250.0000 .00	Civil engineering for Vo-Ag		
		15-39-155-2630-334-000-0000-000-705 New Account	6,250.00	.00	.00	6,250.00
		Total Accounts: 1 **PO Total:**	**6,250.00**	**.00**	**.00**	**6,250.00**
BOND	15003814	62054 MAGNUM MATERIALS, INC	11/20/14	00007029	A Sanders
1	1.00	382.7200 .00 382.7200 .00	2X4 Ceiling Tiles		
		15-34-169-2620-654-000-0000-000-510 New Account	382.72	.00	.00	382.72
		Total Accounts: 1 **PO Total:**	**382.72**	**.00**	**.00**	**382.72**
BOND	15003815	14578 SYNERGY DATA COM	11/20/14	00007181	MARSHALL
1	2.00	164.6400 .00 329.2800 .00	LEVITON CAT6 JACK IVORY BULK PACK 25PCS		
2	10,000.00	.1400 .00 1,400.0000 .00	SUPERIOR ESSEX CAT6 4PR 24GA PVC BLUE		
3	7.00	56.2700 .00 393.8900 .00	LEVITON 24 PORT FIELD CONFIGURABLE PATCH PANEL		
4	20.00	20.2400 .00 404.8000 .00	VMP 1U SHELF 2.6" H x 12.5"D 40# CAPACITY		
		15-39-168-1000-653-000-0000-000-705 NEW ACCOUNT	2,527.97	.00	.00	2,527.97
		Total Accounts: 1 **PO Total:**	**2,527.97**	**.00**	**.00**	**2,527.97**
BOND	15003917	15012 DELL COMPUTER CORP	11/25/14	00007184	MARSHALL
1	18.00	178.1800 .00 3,207.2400 .00	DELL 16GB CERTIFIED REPLACEMENT MEMORY MODULE FOR SELECT DELL SYST		
		15-39-168-2580-653-000-0000-000-056 New Account	3,207.24	.00	.00	3,207.24
		Total Accounts: 1 **PO Total:**	**3,207.24**	**.00**	**.00**	**3,207.24**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
BOND	15003918	15012 DELL COMPUTER CORP	11/25/14	00007310	MARSHALL
1	1.00	3,300.0000 / .00 / 3,300.0000	.00	DELL OUTLET POWER EDGE R520 ARB SYSTEM ID: 0GC7D8AJ	
2	1.00	3,300.0000 / .00 / 3,300.0000	.00	DELLOUTLET POWEREDGE R520 ARB SYSTEM ID: 09EKA90D	
	15-39-168-2580-653-000-0000-000-056 New Account		6,600.00	.00	.00 / 6,600.00
	Total Accounts: 1	**PO Total:**	**6,600.00**	**.00**	**.00 / 6,600.00**
BOND	15003929	10583 CDW GOVERNMENT INC.	11/25/14	00007072	A Sanders
1	1.00	199.0000 / .00 / 199.0000	.00	Sony portable radio dock spk F/IPOD	
	15-10-174-1000-653-000-0000-000-150 New Account		199.00	.00	.00 / 199.00
	Total Accounts: 1	**PO Total:**	**199.00**	**.00**	**.00 / 199.00**
BOND	15003930	10583 CDW GOVERNMENT INC.	11/25/14	00007156	Mitchell, Jill
1	1.00	305.0000 / .00 / 305.0000	.00	Asus Chromebook 13.3 32 gb	
2	1.00	25.0000 / .00 / 25.0000	.00	Google Chrome lic	
	15-39-168-1000-653-003-0000-000-110 BONDS - INST - TECH EQU		330.00	.00	.00 / 330.00
	Total Accounts: 1	**PO Total:**	**330.00**	**.00**	**.00 / 330.00**
BOND	15003931	10583 CDW GOVERNMENT INC.	11/25/14	00007161	Mitchell, Jill
1	9.00	39.9900 / .00 / 359.9100	.00	Griffin Survivor Case-black	
	15-39-168-1000-653-003-0000-000-110 BONDS - INST - TECH EQU		359.91	.00	.00 / 359.91
	Total Accounts: 1	**PO Total:**	**359.91**	**.00**	**.00 / 359.91**
BOND	15003932	10583 CDW GOVERNMENT INC.	11/25/14	00007204	L WALKABOUT
1	1.00	620.5400 / .00 / 620.5400	.00	AVERVISION W30 WL DOCCAM	
	15-39-168-1000-652-003-0000-000-505 BONDS - INST - AUDIO/VS		620.54	.00	.00 / 620.54
	Total Accounts: 1	**PO Total:**	**620.54**	**.00**	**.00 / 620.54**
BOND	15003933	10583 CDW GOVERNMENT INC.	11/25/14	00007295	MARSHALL
1	1.00	305.0000 / .00 / 305.0000	.00	ASUS CHROMEBOOK C300MA 13.3 32GB 4GB	
	15-39-168-2580-653-000-0000-000-056 New Account		305.00	.00	.00 / 305.00
	Total Accounts: 1	**PO Total:**	**305.00**	**.00**	**.00 / 305.00**
BOND	15003934	62086 IT-RECOUP	11/25/14	00007298	MARSHALL
1	4.00	120.0000 / .00 / 480.0000	.00	Seagate ST31000340NS 1TB,7200RPM, SATA Refurbished	
2	1.00	17.0000 / .00 / 17.0000	.00	SHIPPIING	
	15-39-168-2580-653-000-0000-000-056 New Account		497.00	.00	.00 / 497.00
	Total Accounts: 1	**PO Total:**	**497.00**	**.00**	**.00 / 497.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
BOND	15003935	21595 MA + ARCHITECTS	11/25/14	00007305	A Sanders
1	1.00	15,000.0000 / .00 / 15,000.0000	.00	Finish architect fees for JROTC	
	15-39-153-4400-332-000-0000-000-705 New Account		15,000.00	.00	.00 / 15,000.00
	Total Accounts: 1		**PO Total: 15,000.00**	**.00**	**.00 / 15,000.00**
BOND	15003936	14727 OLDHAM ACRES LANDSCAPING INC.	11/25/14	00007226	A Sanders
1	1.00	2,500.0000 / .00 / 2,500.0000	.00	Landscape gravel for E.C. parking	
	15-35-158-2630-710-000-0000-000-705 New Account		2,500.00	.00	.00 / 2,500.00
	Total Accounts: 1		**PO Total: 2,500.00**	**.00**	**.00 / 2,500.00**
BOND	15003937	14727 OLDHAM ACRES LANDSCAPING INC.	11/25/14	00007227	A Sanders
1	1.00	4,096.5000 / .00 / 4,096.5000	.00	Landscape for multi purpose parking	
	15-10-206-2630-710-000-0000-000-705 New Account		4,096.50	.00	.00 / 4,096.50
	Total Accounts: 1		**PO Total: 4,096.50**	**.00**	**.00 / 4,096.50**
BOND	15003938	62083 SPORTSTECH QUALITY CARDIO 1 LLC	11/25/14	00007292	A Sanders
1	1.00	4,950.0000 / .00 / 4,950.0000	.00	Fix/repair bball goals 1,2,5,6 at HS gym	
	15-34-157-2620-459-000-0000-000-705 New Account		4,950.00	.00	.00 / 4,950.00
	Total Accounts: 1		**PO Total: 4,950.00**	**.00**	**.00 / 4,950.00**
BOND	15003939	23175 THOMPSON EDUCATIONAL FURNISHINGS	11/25/14	00007302	A Sanders
1	1.00	505.0000 / .00 / 505.0000	.00	Right single ped credenza 72X24	
2	1.00	505.0000 / .00 / 505.0000	.00	Left single ped credenza 72X24	
3	1.00	507.0000 / .00 / 507.0000	.00	Stack on storage with doors	
4	2.00	104.0000 / .00 / 208.0000	.00	Center drawer	
5	1.00	118.0000 / .00 / 118.0000	.00	back enclosure for stack on storage	
6	1.00	143.0000 / .00 / 143.0000	.00	tackboard for stack on storage	
7	1.00	391.0000 / .00 / 391.0000	.00	left return 48X24	
8	1.00	391.0000 / .00 / 391.0000	.00	right return 48X24	
9	1.00	449.0000 / .00 / 449.0000	.00	stack on storage w/doors for 48" desk	
10	1.00	107.0000 / .00 / 107.0000	.00	back enclosure for stack on storage	
11	1.00	118.0000 / .00 / 118.0000	.00	tackboard for stack on storage	
12	1.00	289.0000 / .00 / 289.0000	.00	reception station	
13	1.00	132.0000 / .00 / 132.0000	.00	organizer for reception station	
	15-37-160-2620-654-000-0000-000-065 New Account		3,863.00	.00	.00 / 3,863.00
	Total Accounts: 1		**PO Total: 3,863.00**	**.00**	**.00 / 3,863.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
		Account No/Description	Encumbrance	Paid	Liquidated / Remaining
BOND	15003980	17248 C-NET SECURITY AND CABLE	12/03/14	00007316	A Sanders
1	1.00	1,175.0000 .00 1,175.0000	.00	Lockdown hardware for Brivo access at PV	
2	1.00	1,285.0000 .00 1,285.0000	.00	Lockdown hardware for Brivo access at HS	
3	1.00	1,285.0000 .00 1,285.0000	.00	Lockdown hardware for Brivo access at CR	
4	1.00	1,285.0000 .00 1,285.0000	.00	Lockdown hardware for Brivo access at Horizon	
		15-37-164-4600-459-000-0000-000-050 New Account	5,030.00	.00	.00 / 5,030.00
		Total Accounts: 1	**PO Total: 5,030.00**	**.00**	**.00 / 5,030.00**
BOND	15004000	61629 OKLAHOMA ATTORNEY GENERAL	12/03/14	00007320	stacy brown
1	1.00	3,745.0000 .00 3,745.0000	.00	BOND TRANSCRIPT FEES	
		15-39-147-2511-331-000-0000-000-050 New Account	3,745.00	.00	.00 / 3,745.00
		Total Accounts: 1	**PO Total: 3,745.00**	**.00**	**.00 / 3,745.00**
			Grand Totals: 134,085.71	**.00**	**.00 / 134,085.71**

FISCAL YEAR 2015	**PAYROLL**
LEASE REVENUE BOND (10)	
GENERAL FUND (11)	51388-51418
GENERAL FUND CO-OP (12)	50000-50010
BUILDING FUND (21)	
FOOD SERVICE (22)	50120-50123
LEASE REVENUE BOND (23)	
OKC MAPS TRUST (24)	
BOND FUND (31)	
BOND FUND (32)	
BOND FUND (33)	
BOND FUND (34)	
BOND FUND (35)	
BOND FUND (36)	
BOND FUND (37)	
BOND FUND (38)	
BOND FUND (39)	

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
General Fund 2014-2015

fYear	Fund	P.O.	Vendor Name	Description	eDate	Classified
2015	11	51388	JOAN E BRODMERKEL	PAYROLL	11/13/2014	301.42
2015	11	51389	PATRICIA ANN ROSS	PAYROLL	11/13/2014	150.71
2015	11	51390	JIMMIE MURIEL HALE	PAYROLL	11/13/2014	301.42
2015	11	51391	MICHELLE LYNN LEBLANC	PAYROLL	11/13/2014	32.30
2015	11	51392	CRYSTAL DAE BAILEY	PAYROLL	11/13/2014	516.72
2015	11	51393	JANICE LOGAN MORROW	PAYROLL	11/13/2014	64.59
2015	11	51394	ROCHELLE KAYE HENAGAR	PAYROLL	11/13/2014	32.30
2015	11	51395	LORA LEE ESTABROOKS	PAYROLL	11/13/2014	129.18
2015	11	51396	CHARLES W BOYD	PAYROLL	11/13/2014	64.59
2015	11	51397	MANDI NOEL BOOTH	PAYROLL	11/13/2014	290.66
2015	11	51398	LADALE MARIE DEAL	PAYROLL	11/13/2014	19.51
2015	11	51399	WENDY ANNETTE SPAAN	PAYROLL	11/13/2014	16,379.98
2015	11	51400	ALTHEA V DARGAN	PAYROLL	11/13/2014	226.07
2015	11	51401	KRISTEL LYNN DILLON	PAYROLL	11/13/2014	75.36
2015	11	51402	CHRISTOPHER W SPILLMAN	PAYROLL	11/13/2014	32.30
2015	11	51403	CYNTHIA E O'CONNOR	PAYROLL	11/13/2014	64.59
2015	11	51404	ALEXY JOAN RETTER	PAYROLL	11/13/2014	64.59
2015	11	51405	ERIN RAE KEEL	PAYROLL	11/13/2014	96.89
2015	11	51406	FELICIA LYNN NORVELL	PAYROLL	11/13/2014	129.18
2015	11	51407	TRINIA M KILLINGSWORTH	PAYROLL	11/13/2014	54.64
2015	11	51408	MICHELE DAWN ELLIS	PAYROLL	11/13/2014	64.59
2015	11	51409	JAYME RENE GALLOWAY	PAYROLL	11/13/2014	64.59
2015	11	51410	DONELLA ROSS PERRY	PAYROLL	11/13/2014	150.71
2015	11	51411	BROOKE DANIELLE HAMMOCK	PAYROLL	11/13/2014	90.83
2015	11	51412	JANICE ARLENE BOWMAN	PAYROLL	11/13/2014	129.18
2015	11	51413	DEBERA TERPENING BAKER	PAYROLL	11/13/2014	602.84
2015	11	51414	CINDY S HAMILTON	PAYROLL	11/13/2014	150.71
2015	11	51415	MUSTANG PUBLIC SCHOOLS - TRS	TRS OCT ADJUSTMENT MARTIN	10/29/2014	-12.77
2015	11	51416	STACI LEANN TAYLOR	PAYROLL	11/13/2014	1,304.26
2015	11	51417	TONI ANNETTE DOCKREY	PAYROLL	11/13/2014	20,229.66
2015	11	51418	JIMMY DEAN YOUNG	PAYROLL	11/21/2014	19,851.53

Total Printed:	61,653.13
Total Balance Forward:	53,530,996.66
Total to Date:	53,592,649.79

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
Co-op Fund (For Coop Programs) 2014-2015

fYear	Fund	P.O.	Vendor Name	Description	eDate	Classified
2015	12	50000	SUSAN S GENTRY	PAYROLL	09/25/2014	1,101.54
2015	12	50001	CHERYL L SNOWDEN	PAYROLL	09/25/2014	1,101.54
2015	12	50002	LAUREN ASHLEY TILLEY	PAYROLL	09/25/2014	1,101.54
2015	12	50003	JESSICA DENISE WARCUP	PAYROLL	09/25/2014	1,101.54
2015	12	50004	ABBY LEIGH JOHNSON	PAYROLL	09/25/2014	1,101.54
2015	12	50005	REBEKAH RENEE HULL	PAYROLL	09/25/2014	1,101.54
2015	12	50006	AMANDA LYNN TUTTLE	PAYROLL	09/25/2014	1,101.54
2015	12	50007	LISA MARIE VAUGHT	PAYROLL	09/25/2014	1,101.54
2015	12	50008	MADISON MARIE CARTER	PAYROLL	09/25/2014	1,101.54
2015	12	50009	JUSTIN JAMES MARSCHALL	PAYROLL	09/25/2014	953.57
2015	12	50010	NICHOL VICTORIA COOPER	PAYROLL	09/25/2014	1,101.54
					Total Printed:	11,968.97
					Total Balance Forward:	0.00
					Total to Date:	11,968.97

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

FYear	Fund	P.O.	Vendor Name	Description	eDate	Classified
2015	22	50120	MARIA ELENA TOVAR	PAYROLL	11/13/2014	6,786.57
2015	22	50121	RONDA DENISE WHITENER	PAYROLL	11/13/2014	3,968.97
2015	22	50122	DEBORAH R CURTESS	PAYROLL	11/13/2014	5,880.62
2015	22	50123	AMANDA KAY SCAGNETTI	PAYROLL	11/20/2014	6,005.24
					Total Printed:	22,641.40
					Total Balance Forward:	2,078,562.78
					Total to Date:	2,101,204.18

Regular Meeting
Board Meeting Minutes
November 10, 2014
Maxine & George P. Morris Alternative Center/Mustang Education Center
400 N Clear Springs Road, Mustang, OK 73064
6:00 PM

AUTHORITY OF THE BOARD OF EDUCATION

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District I-069 of Canadian County, Oklahoma held a Regular Meeting on Monday, November 10, 2014 at 6:00 PM. The place and street of the meeting was the Maxine & George P. Morris Alternative Center/Mustang Education Center, 400 N Clear Springs Road, Mustang, OK 73064.

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

Board President Chad Fulton called the meeting to order at 6:00 p.m. with all board members present.

Jim Davis gave the invocation and Amanda Strassle led the flag salute.

Superintendent's Report
1. Citizens of Character - Self Discipline
   Centennial Elementary - Addison Jordan
   Creek Elementary - Hannah Cozens
   Lakehoma Elementary - Abby Doucet
   Mustang Elementary - Marlo Roady
   Prairie View Elementary - Cali McKinley
   Trails Elementary - Salem Allee
   Valley Elementary - Makylie George
   Canyon Ridge Intermediate Center - Jillian Groves
   Horizon Intermediate Center - Jeremiah Pavlovic
   Mustang Middle School - Jordan West
   Mustang North Middle School - Paul Nguyen
   Mustang High School - Matthew Hampton
2. Above & Beyond - United Methodist Church of the Good Shepherd, Charlotte Teel
3. JROTC Recognition-Lawton "Redleg" Shoot Out Drill Meet
   1st Place Leadership and Academic Team members are Katherine Metzinger, Kameron Nelson, Ashlyn Spurgeon and Christian Ryter.
   1st Place - Armed Exhibition, Commander Collin Ermeling, Soda Hester, Luke Testerman, Sage Hester, Jared Kanatzar, Nicholas Dilldine, Tanner Gingerich, Alec Long, Drayton Abernathy, and Zachary Johns
   1st Place - Male Color Guard Inspection: Commander Soda Hester, Nicholas Dilldine, Christian Ryter, Collin Ermeling
4. STEM Community
5. January 12, 2015 Board Meeting location moving to Canyon Ridge Intermediate due to Intrust Art Award Presentations.
6. Filing period for MPS Board of Education Seat #5 is December 1-3, 2014.
7. Board Correspondence

Deputy Superintendent Report
1. OKC Road Projects

Board Reports - Jeff Landrith attended OSSBA workshop last Friday, and on Saturday he attended the robotic competition at SWOSU. Mike Kessler will be attending the Veterans Day celebrations at the HS and MNMS on Tuesday.

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

FISCAL YEAR 2015
LEASE REVENUE BOND (10) 15002819, 15002823, 15003213, 15003215, 15003325-15003326, 15003328-15003330, 15003359-15003360, 15003456, 15003458, 15003502, 15003548
GENERAL FUND (11) 15002814, 15002824-15002840, 15002869-15002880, 15002921-15002931, 15003162, 15003174-15003209, 15003224-15003227, 15003258-15003267, 15003337-15003354, 15003361-15003363, 15003461, 15003463-15003467, 15003488-15003501
FOOD SERVICE (22) 15002841-15002842, 15002902, 15003216-15003223, 15003332-15003336, 15003460
OKC MAPS TRUST (24) 15003331
BOND FUND (32) 15002817-15002818, 15002946
BOND FUND (33) 15003212
BOND FUND (34) 15002932, 15003324
BOND FUND (35) 15002816
BOND FUND (37) 15002933, 15002935
BOND FUND (39) 15002815, 15002820-15002822, 150002934, 15003210-15003211, 15003214, 15003327, 15003355-15003358, 15003457, 15003459, 15003462, 15003545-15003547

FISCAL YEAR 2015	PAYROLL
GENERAL FUND (11)	51320-51387
FOOD SERVICE (22)	50118-50119

__aye___	__aye___	__aye__	__aye__	__aye__
Kessler	Landrith	Strassle	Davis	Fulton

Public Participation - NONE

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

1. Board of Education Minutes:
   a. October 13, 2014
2. Acceptance of Donation:
   a. Donation to Centennial Elementary for the purpose of classroom supplies and technology from the following:
      1. Centennial PTA - $2,200.00
      2. Homeland - $113.47
   b. Donation to Mustang Elementary in the amount of $500 from Teleflora and RollGiving to be used for student activities.

c. Donation to Mustang Valley in the amount of $158.73 from Homeland to be used for instructional materials.
d. Donation to Trails Elementary in the amount of $600.00 from Jim Norton Toyota to be used for instructional materials.

3. Out-of-State or Overnight Travel:
   a. Approval for twelve (12)HS Boys Basketball team and three (3) coaches to participate in a scrimmage at Booker T Washington High School on Saturday, November 15, 2014.
   b. Approval for fifteen (15)HS Boys Basketball team and 4 sponsors to participate in the 6th Annual Thanksgiving Hoopfest in Duncanville, TX on Friday, November 28, 2014.
   c. Approval for twenty (20) HS FFA members and two (2) sponsors to attend the Made for Excellence and Advanced Leadership Conference in Oklahoma City on December 13-14, 2014.
   d. Approval for JROTC and three (3) sponsors to attend the Air Capital Drill Competition in Wichita, KS on March 7, 2015.
   e. Approval for the HS Girls Varsity Basketball team and three (3) sponsors to participate in the Lion Classic Tournament in Durant, OK on December 11-13th, 2014.
   f. Approval for three (3) CRI students and three (3) sponsors to attend the OMEA All State Children's Choir rehearsals and concert in Tulsa, Oklahoma on January 21- 23, 2015.
   g. Approval for HS Wrestling team and two (2) sponsors to attend the Owasso HS Wrestling Tournament in Owasso, OK on January 23-24, 2015.
4. Transfer of Funds:
   a. Transfer from MHS Activity Fund #818 to Activity Fund #801 Woodshop in the amount of $4,000.00.
   b. Transfer from HS Student Council Activity Acct #860 in the amount of $200.00 to HS DECA Activity Acct #864 for snacks provided for District 8 Convention.
   c. Transfer from HS Student Council Activity Acct #860 in the amount of $504.00 to HS Crafts II Activity Acct #911 for taking pictures at convention.
   d. Transfer from Prairie View PE#995 to Prairie View Music #994 in the amount of $2,168.50 for music equipment and enrichment.
5. Approval of the District ACE Remediation Plan.
6. Approval of District Activity Fund Handbook for SY 2014-2015.
7. Approval for the following to be tutors for the Title VII after school program and funded through Title VII: Nathan Burch, Aymee Farris, Linda Little, Kim Johnson, Anita Conway, Madison Carter, Cynthia Grimes, Bonnie Anderson-Couch, Debra Downing. Substitute: Esther Astley
8. Approval of parent mileage reimbursement agreement with Angela McKinney, John Varughese and Erica Herrera for providing students with special needs travel to and from school for SY2014-2015.
9. Approval of 2015 Youth Risk Behavior Survey to be given to 9th-12th graders administered by staff from the Oklahoma State Department of Health.
10. Approval of Timberlake Construction Change Order #11 for Prairie View Elementary. This will be a net decrease to the contingency of $2,279.96. This is a deduct to the original contract amount.
11. Approval of Timberlake Construction Change Order #10 on Prairie View Elementary. This will be a net decrease to the contingency of $90,438.28.
    *PC#055 - Install 10 foot black vinyl chain link fence - $5,224.24
    *PC#056R1 - Dryer duct through the roof laundry in D121 - $247.64
    *PC#057 - Add 275 sf of concrete sidewalk to north entry - $1,468.38
    *PC#058 - Strip and wax all VCT/linoleum floors - $8,116.16
    *PC#059R1 - Install shunt trip breaker & additional wiring for Trunion Kettle - $949.74

*PC#060 - Install hose reel with sprayer in kitchen - $907.72
*PC#062 - Cost recap of testing allowance - $35,012.60
*PC#065 - Add 30 lf of sidewalk at Sanderling Road - $897.05
*PC#066 - Costs for the remediation of the slab - $38,093.01
*PC#063R1 - Credit for PVC plastic p-traps in lieu of chrome plated brass - CREDIT $<2,000>
*PC#068 - Additional ornamental iron fence - $1,521.78

12. Approval of Timberlake Construction Change Order #1 on the MPS Event Center, this will be a net decrease to the contingency of $55,842.76:
PC##001 - cost for increased pier drilling depth

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

Business

Annual Budget Presentation
On a motion by Jeff Landrith and a second by Jim Davis, the Board voted to approve the Annual Budget for SY2014-2015.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion by Jim Davis and a second by Amanda Strassle, the Board voted to approve the Supplemental Appropriation Form for the general fund in the amount of $608,876.36.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to approve the utility easement for property at SW 44th Street, provided by the city of Oklahoma City.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion made by Jim Davis and a second by Amanda Strassle, the Board voted to approve the HS JROTC bids as presented by Timberlake Construction.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion made by Jim Davis and a second by Amanda Strassle, the Board voted to approve the amendment to the Timberlake 2014 Bond Projects contract for the HS JROTC facility.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

New Business:
1. Addition of Matthew Johnson on Schedule A Custodian to be added under Termination effective date 11/10/2014.

2. Action item - IRS payroll taxes addition of PO#15006234 to be added to the Encumbrances in the amount of $14,204.39
On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted

to approve the PO#15006234 to be added to Encumbrances in the amount of $14,204.39.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

3. Action item - Oklahoma School Assurance Group - Workers Comp - adding Chief Operations Officer as voting delegate.
On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to approve the OSAG voting delagate to be Chief Operations Officer.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to convene in Executive Session at 7:10 p.m.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to return to Open Session at 7:53 p.m.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

Board Clerk Amanda Strassle stated that she, Chad Fulton, Jim Davis, Jeff Landrith, Mike Kessler, and Sean McDaniel were in executive session and discussed real property and personnel. No actions were taken.

On a motion made by Jim Davis and a second by Amanda Strassle with the addition of Matthew Johnson added on Schedule A as requested in New Business, the Board voted to approve Schedule "A".

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion made by Jeff Landrith and a second by Jim Davis, the Board voted to approve Schedule “B”.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to approve the (TLE) Teacher Leadership Effectiveness addendum to the 2014-2015 Teacher Negotiated Agreement.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion made by Amanda Strassle and a second by Jeff Landrith, the Board voted to approve purchase of real property at 817/819 S Mustang Road.

Kessler	Landrith	Strassle	Davis	Fulton
aye	aye	aye	aye	aye

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to approve the MAPS supplement request for purchasing property at 817/819 S Mustang Road.

__aye___	__aye___	__aye__	__aye__	__aye__
Kessler	Landrith	Strassle	Davis	Fulton

On a motion made by Amanda Strassle and a second by Jeff Landrith, the Board voted to adjourn at 7:55 p.m.

_aye___	__aye___	__aye__	__aye__	__aye__
Kessler	Landrith	Strassle	Davis	Fulton

_____
Minutes Clerk

_____
Board President

SC 11.17.14

Memo

To: Dr. Sean McDaniel/ Mustang Public Schools Board of Education

From: **Alisha Suffield/Mustang Trails Elementary**

Date: 10/21/2014

Re: Request for Acceptance of Donation

Please discuss, consider and/or act upon the acceptance of check # 5156 in the amount of **$2,889.50** donation to **Mustang Trails** from Trails PTA to be used for the purpose of purchasing one SmartBoard. We greatly appreciate their generosity and commitment to the students at Mustang Trails Elementary.

Mustang Elementary

Memo

To: Mustang Public Schools Board of Education

From: Laquita Semmler, Principal

Date: 10/20/2014

Subject: Donation

Please discuss, consider, and/or act upon the approval to accept a monetary donation of $1356.64 from Homeland Stores for Mustang Elementary School to be deposited into Activity Account # 810 for student activities. This money is in conjunction with the Dollar for School program offered by Homeland.

Mustang Public Schools
Request for transfer of Funds

From: HS Activity (Activity Fund Name) 705 (Site) Sheila Vardeman (Sponsor Signature)

Please transfer funds as indicated below:

	Account #	Activity Fund Account Name	Amount to be transferred
From:	818	HS Activity	$ 166.21
From:			$
From:			$
To:	841	Valley Activity	$ 166.21
To:			$
To:			$

Reason for funds to be transferred: Incorrect PO was listed on receipt and therefore money was paid from the wrong Account

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

Board approval: _____ Approved _____
Date Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
Activity Fund Custodian

Mustang Public Schools
Request for transfer of Funds

From: Horizon Activity (Activity Fund Name) HO (Site) Ami Cooper (Sponsor Signature)

Please transfer funds as indicated below:

	Account #	Activity Fund Account Name	Amount to be transferred
From:	978	Horizon Activity	$ 55.00
From:			$
From:			$
To:	996	Horizon Academic	$ 55.00
To:			$
To:			$

Reason for funds to be transferred: needs to be in the 996 Academic account. Deposit in 2013-2014 school year

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

Board approval: _____ (Date) Approved _____ Disapproved _____

Board President signature: _____

Transfer completed by: _____ (Activity Fund Custodian) Date: _____

Mustang Public Schools
Request for transfer of Funds

From: Horizon Counseling 140 Jamie Cooper
Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

	Account #	Activity Fund Account Name	Amount to be transferred
From:	980	Horizon Counseling	$ 595.00
From:			$
From:			$
To:	978	Horizon Activity	$ 595.00
To:			$
To:			$

Reason for funds to be transferred: Needs to be transfered back to account that Dr Seuss was purchased out of

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

Board approval: _____ Approved _____
Date Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
Activity Fund Custodian

Mustang Middle School

Memo

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

From: Kathy Knowles, Principal, Mustang Middle School

Date: November, 21, 2014

Re: Request for Overnight MMS Activity, Board Agenda Item

Please discuss, consider, and/or act upon the approval for (4) vocal students and (1) sponsor, Jeanna Wood, to participate in the Oklahoma Choral Directors Association Junior All-State Honor Choir rehearsals and concert during January 8-10, 2015 in Oklahoma City, Oklahoma. The students and sponsor are required to stay at the Renaissance Hotel in Oklahoma City for the duration of the event. Expenses will be shared by the MMS Music Account 839 and the MMS Activity Account 833.

Thank you for your consideration.

Very respectfully,

Kathy Knowles

Kathy Knowles

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 12-4-14 Site: 505

Staff Member Making Request: Jeana Wood

Name of Activity: OCDA All State Choir Rehearsal & Concert

Date/Dates of Activity: Jan 8-10, 2015

Location of Activity: Renaissance Hotel, Cox Convention Center

Number of Days Students Will Miss School: 2

Number of Students Attending Activity: 4

Number and Name(s) of Sponsor(s) Attending Activity: Jeana Wood

Estimate of Expenses For Trip:

		Fund	Estimated Cost
Type of Transportation	Vans - shared w/ Noth	Paid by:	
Registration Fee	$45 x 4 = $180.00	Paid by: 839	180.00
Meal Expense for Students	$50 x 4	Paid by: 839	200.00
Meal Expense for Sponsors	$25 x 2	Paid by: 839	50.00
Room Rate for Students	154.00		
Number of Rooms 1 x Number of Nights = 2		Paid by: 839	308.00
Room Rate for Sponsors	149.00 this is split w/ Noth		
Number of Rooms 1 x Number of Nights = 2		Paid by: 839	149.00
Number of Days Substitute Will Be Required: 2		Paid by: 833	140.00
# of days 2 x $70.00 = ___ x # of sponsors 1 =			
		Estimated Total Costs:	$ 1027.00

Sponsor Signature: Jeana Wood 12-4-14 (Date)

Approved by Principal Kathy Crowder 12/4/14 (Date)

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

Approved by Deputy Superintendent C Berry 12/4/14 (Date)

Revised: 09-11

Mustang North Middle School

Memo

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

From: Christy Bradley, Principal, Mustang North Middle School

Date: November 19, 2014

Subject: Request for Overnight MNMS Activity, Board Agenda Item

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Please discuss and act upon the approval for (6) vocal students and (1) sponsor, Becky Horton, to participate in the Oklahoma Choral Directors Association Junior High All-State Honor Choir rehearsals and concert during January 8-10, 2015 in Oklahoma City, Oklahoma. The students and sponsor are required to stay at the Renaissance Hotel in Oklahoma City for the duration of the event. Expenses will be shared by the MNMS Music Account 853 and the MNMS Activity Account 847.

Thank you for your consideration.

Very respectfully,

Christy Bradley

Christy Bradley

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 11-19-14 Site: North

Staff Member Making Request: Becky Horton

Name of Activity: OCDA Jr. High All-State

Date/Dates of Activity: Jan. 8-10, 2015

Location of Activity: Oklahoma City

Number of Days Students Will Miss School: 2

Number of Students Attending Activity: 6

Number and Name(s) of Sponsor(s) Attending Activity: Becky Horton, Alexis Howry, Katie Reif, Sydnie Schaeffer koetter, Victoria Everhart, Kiera McMillin, & Olivia Wilson

Estimate of Expenses For Trip:

		Fund	Estimated Cost
Type of Transportation	School Vans	Paid by: District	0
Registration Fee	$45.00 each	Paid by: 853	$270.00
Meal Expense for Students	pd. by students	Paid by: ~	0
Meal Expense for Sponsors	pd. by sponsor	Paid by: ~	0
Room Rate for Students	$154.00		
Number of Rooms 2 x Number of Nights = 2		Paid by: 847 split 1 room w/ MHS	$462.00
Room Rate for Sponsors	$149.00		
Number of Rooms 1 x Number of Nights = 2 split w/ MMS sponsor		Paid by: 853 1 night	$149.00
Number of Days Substitute Will Be Required: 2		Paid by: School activity	$140.00
# of days 2 x $70.00 = 140.00 x # of sponsors 1 =			$140.00
		Estimated Total Costs:	$1021.00

Sponsor Signature: Becky Horton 11-19-14 (Date)

Approved by Principal Christy Bradley 11/19/14 (Date)

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

Approved by Deputy Superintendent _____ 12/4/14 (Date)

Revised: 09-11

Memo

To: Ryan McKinney, Director of Secondary Schools

From: Teresa Wilkerson, Principal of Mustang High School

Date: November 21, 2014

Re: Consideration of Vocal Students to Attend OCDA

Please discuss, consider, and/or act upon this request to allow the Mustang High School vocal music students who were selected for the OCDA All State Choir to attend the state conference on January 8-10, 2015, in Oklahoma City, OK. The parameters of the event require that selected students stay overnight to participate. Additional information including the itinerary is attached. Thank you for your consideration.

Memo

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

Date: 11/19/2014

Re: All-OCDA Honor Choir Festival

This honor choir festival gives students the opportunity to make music with other select students from around the state of Oklahoma. Under the direction of nationally known conductors, these students will have intense rehearsals culminating in a performance for their family and teachers. They will return to Mustang High School with a greater a knowledge of choral music.

All-OCDA Honor Choir Festival
- January 8-10, 2015
- Renaissance Hotel/Cox Convention Center/Bethany First Church of the Nazarene
- Students Involved: 4
- Sponsors: 2
- Mode of Transportation: MPS Van
- Meals, provided by students
- Financial Account: MHS Vocal Music Activity Account, #862

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 11/19/2014 Site: MHS-705

Staff Member Making Request: Cynthia Gass & Stephanie Easley

Name of Activity: All-OCDA Honor Choir Fesitval

Date/Dates of Activity: January 8-10, 2015

Location of Activity: Renaissance Hotel, Cox Convention Center, Bethany First Church of the Nazarene, OKC

Number of Days Students Will Miss School: 2

Number of Students Attending Activity: 4

Number and Name(s) of Sponsor(s) Attending Activity: 2 - Cynthia Gass & Stephanie Easley

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation MPS Van	Paid by:	
Registration Fee $45.00 per student	Paid by: 862	$180.00
Meal Expense for Students	Paid by:	
Meal Expense for Sponsors	Paid by:	
Room Rate for Students $149.00 Number of Rooms 1 x Number of Nights = 2	Paid by: 862	$298.00
Room Rate for Sponsors $149.00 Number of Rooms 1 x Number of Nights = 2	Paid by: 862	$298.00
Number of Days Substitute Will Be Required: 2 # of days ___ x $70.00 = ___ x # of sponsors ___ =	Paid by:	($140.00)
	Estimated Total Costs:	$776.00

Sponsor Signature: Cynthia Gass Stephanie Easley 11/19/14 (Date)

Approved by Principal _____ (Date)

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

Approved by Deputy Superintendent CB 12/1/14 (Date)

Revised: 09-11

Overnight Travel Itinerary

1. **Sport/Activity:** All-OCDA Honor Choir Festival
2. **Trip Date:** January 8-10, 2015
3. **Trip Destination:** OK City
4. **Travel Date:** January 8-10, 2015
5. **Departure Time:** 10:00 a.m.
6. **Departure Place:** MHS Loading Dock
7. **Return Date/Time:** January 10, 2015
8. **Transportation Needed:** MPS Van
9. **Total Number Traveling:** 6
   (Athletes, Managers, Student Trainers)
10. **Cost to Athlete:** $45.00 (Participation Fee)
11. **Hotel Address/Phone #:** Renaissance Hotel
    10 N. Broadway, OKC, OK 73102
    405-228-8000
12. **Sponsors:**

Cynthia Gass	405-823-8646	
Stephanie Easley	225-278-0189	

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

Daily Itinerary

Date: January 8, 2015

Times	Activity Occurring
	10:00 a.m. - Load Van, MHS Band Loading Dock 10:15 a.m. - Depart from MHS 11:00 a.m. - Lunch -- TBA 12:30 - 1:00 - Arrive at Renaissance Hotel to check in; Registration, final auditions and rehearsals 5:30 - 7:15 p.m. - Dinner in Bricktown 7:30 - 9:00 p.m. - Rehearsals 11:00 p.m. - CURFEW! YOU MUST BE IN YOUR ROOMS!

Date: January 9, 2015

Times	Activity Occurring
	9:00 -12:00 p.m. - Rehearsal with Clinician 12:00 - 1:30 p.m. - Lunch in Bricktown 1:30 - 4:00 p.m. - Rehearsal 4:00 - 8:00 p.m. - Dinner in Bricktown 8:00 - 9:30 p.m. - Begin packing your belongings! 11:00 p.m. - CURFEW!

Date: January 10, 2015

Times	Activity Occurring
	8:00 a.m. - Meet in the lobby with your luggage ready to go. 8:15 a.m. - Load/depart from the Renaissance Hotel 9:00-12:00 p.m. - Rehearsal @ Bethany Nazarene Church – SNU 11:45 a.m. - PARENTS MEET THE MUSTANG VAN IN THE WEST PARKING LOT OF BETHANY NAZARENE CHURCH TO PICK UP YOUR CHILD'S LUGGAGE 12:00 p.m. - Parents take your child to lunch (change for the concert) 1:30 p.m. - Meet in the designated areas for concert line up @ church 2:00 p.m. - CONCERT BEGINS!

Memo

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

Date: 12/3/14 CB

Re: MUSKOGEE SHRINE BASKETBALL TOURNAMENT

THE MUSTANG HIGH SCHOOL BOYS BASKETBALL TEAM WILL BE PARTICIPATING IN THE MUSKOGEE SHRINE BASKETBALL TOURNAMENT IN MUSKOGEE, OKLAHOMA ON FRIDAY, JANUARY 9 AND SATURDAY, JANUARY 10, 2015. WE WILL DEPART MUSTANG HIGH SCHOOL AT APPROXIMATELY 10:OOAM ON FRIDAY, JANUARY 9, 2015 IN AN ACTIVITY BUS. WE WILL STAY AT THE HOLIDAY INN EXPRESS IN MUSKOGEE OKLAHOMA ON FRIDAY, JANUARY 9, 2015. THE TEAM WILL PLAY GAMES ON BOTH FRIDAY AND SATURDAY. THE PARTICIPANTS INCLUDE 15 STUDENTS (PLAYERS AND MANAGERS) AND 5 SPONSORS (TERRY LONG, KENDRICK JACKSON, CURTIS HAYWOOD, ADAM LIBERTY, AND RANDY PONDER). HOTEL ACCOMODATIONS WILL BE PAID FOR BY THE MHS BOYS BASKETBALL ACTIVITY ACCOUNT(805) AND MEALS WILL BE PAID FOR BY THE MUSTANG TIP-IN CLUB. THERE WILL BY NO COST TO THE ATHLETES. THE TEAM WILL RETURN AT APPROXIMATELY 8:00PM ON JANUARY 10, 2015.

12/4/14

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 12-3-14 Site: MHS 705

Staff Member Making Request: TERRY LONG

Name of Activity: MUSKOGEE SHRINE TOURNAMENT

Date/Dates of Activity: 1/9/2015-1/10/2015

Location of Activity: MUSKOGEE OKLAHOMA

Number of Days Students Will Miss School: 1

Number of Students Attending Activity: 15

Number and Name(s) of Sponsor(s) Attending Activity: 5-TERRY LONG, KENDRICK JACKSON, CURTIS HAYWOOD, ADAM LIBERTY, RANDY PONDER

Estimate of Expenses For Trip:

		Fund	Estimated Cost
Type of Transportation	ACTIVITY BUS (304 miles)	Paid by: DISTRICT	$608.00
Registration Fee	NONE	Paid by:	0
Meal Expense for Students	$30 X 15 PLAYERS	Paid by: TIP IN CLUB	$450.00
Meal Expense for Sponsors	$30 X 5 SPONSORS	Paid by: TIP IN CLUB	$150.00
Room Rate for Students $100.00 Number of Rooms 6 x Number of Nights = 1		Paid by: 805 ACCOUNT	$600.00
Room Rate for Sponsors $100.00 Number of Rooms 2 x Number of Nights = 1		Paid by: 805 ACCOUNT	$200.00
Number of Days Substitute Will Be Required: 1 # of days ___ x $70.00 = ___ x # of sponsors ___ =		Paid by: DISTRICT	$70.00
		Estimated Total Costs:	$2078.00

Sponsor Signature: Terry Long 12-4-14 (Date)

Approved by Principal 12/4/2014 (Date)

Approved by District Athletic Director (if applicable) 12/4/14 (Date)

Approved by Deputy Superintendent 12/11/14 (Date)

Revised: 09-11

Overnight Travel Itinerary

1. **Sport/Activity:**	MHS BOYS BASKETBALL
2. **Trip Date:**	1/9/15-1/10/15
3. **Trip Destination:**	MUSKOGEE OKLAHOMA
4. **Travel Date:**	1/9/15
5. **Departure Time:**	10:00AM
6. **Departure Place:**	HAWC
7. **Return Date/Time:**	1/10/15 @ APPROX 8:00PM
8. **Transportation Needed:**	ACTIVITY BUS
9. **Total Number Traveling:** (Athletes, Managers, Student Trainers)	15
10. **Cost to Athlete:**	$0
11. **Hotel Address/Phone #:**	HOLIDAY INN EXPRESS & SUITES 2701 W. SHAWNEE ST. MUSKOGEE, OK 74401 1-918-687-4224

12. **Sponsors:**

TERRY LONG	KENDRICK JACKSON	CURTIS HAYWOOD
405-816-2814	405-496-2182	

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

Daily Itinerary

Date: 1/9/14

Times	Activity Occurring
10:00	DEPART MHS @HAWC
12:00	ARRIVE IN MUSKOGEE
12:15	EAT LUNCH-PROVIDED BY MUSTANG TIP-IN CLUB
2:00	CHECK IN TO HOLIDAY INN EXPRESS & SUITES
3:00	DEPART FOR GYM
4:00	ARRIVE AT GYM FOR GAMES
5:00	COMPETE IN GAME
7:00	EAT DINNER-PROVIDED BY MUSTANG TIP-IN CLUB
8:30	RETURN TO HOLIDAY INN EXPRESS & SUITES
10:00	LIGHTS OUT

Date: 1/10/15

Times	Activity Occurring
10:00	EAT BREAKFAST-PROVIDED BY HOTEL
11:00	DEPART FOR GAMES
11:30	ARRIVE AT MUSKOGEE HIGH SCHOOL
1:00	COMPETE IN GAMES
4:00	DEPART MUSKOGEE HIGH SCHOOL
4:30	EAT DINNER-PROVIDED BY MUSTANG TIP IN CLUB
6:00	DEPART FOR MHS
8:00	ARRIVE AT MHS

Date: _____

Times	Activity Occurring

Sport: MHS BOYS BASKETBALL Date(s) of Activity: 1/9/2015

Sponsor/Coach: TERRY LONG

The following athletes, managers, and student trainers will be gone for the date(s) listed.

Grade	Name	Grade	Name
11	ANTONIO DAUGHERTY		
11	KEJUAN FRAZIER		
11	CURTIS HAYWOOD II		
11	CALEB KNOWLES		
11	JAKOLBY LONG		
11	KARL MADISON		
11	AUSTIN MEYER		
11	BRYCE ROBERTS		
11	TYLER SWISHER		
12	ISAIAH HAMMONS		
12	GEOFFERY HIGHTOWER		
12	AUBREY JOHNSON		
12	DYLAN SNYDER		
12	TERRELL WILLIAMS		

Memo

To: Ryan McKinney, Director of Secondary Schools

From: Teresa Wilkerson, Principal of Mustang High School

Date: December 1, 2015

Re: Consideration of Band Students to Attend OMEA

Please discuss, consider, and/or act upon this request to allow the Mustang High School band students who were selected for the OMEA Honor Bands to attend and perform at the OMEA State Music Convention on January 21-24, 2015, in Tulsa, OK. Additional information including the itinerary is attached. Thank you for your consideration.

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 12/1/14 Site: MHS

Staff Member Making Request: Ryan Edgmon

Name of Activity: All-State Band

Date/Dates of Activity: 1/21/15 - 1/24/15

Location of Activity: Tulsa, OK

Number of Days Students Will Miss School: 2

Number of Students Attending Activity: 10-15

Number and Name(s) of Sponsor(s) Attending Activity: Ryan Edgmon, Jacob Hofer, Gina Thompson, Dustin Jussila, Greg Marcus, Chris Ozinga, Belinda Watson

Estimate of Expenses For Trip:

		Fund	#	Estimated Cost
Type of Transportation	School Van	Paid by:		
Registration Fee	$110/Adult x 7	Paid by:	804-Act	$770.00
Meal Expense for Students	Paid by student	Paid by:		$0.00
Meal Expense for Sponsors	3 days x 7 ($46)	Paid by:	804-Act	$966.00
Room Rate for Students	$119			
Number of Rooms 4 x Number of Nights =	12	Paid by:	804-Act	$1,428.00
Room Rate for Sponsors	$119			
Number of Rooms 4 x Number of Nights =	12	Paid by:	804-Act	$1,428.00
Number of Days Substitute Will Be Required:	2	Paid by:		
# of days 2 x $65.00 =	130.00 x # of sponsors 3 =			$390.00
		Estimated Total Costs:		$4,982.00

Sponsor Signature: [signature] 12/1/14 (Date)

Approved by Principal _____ (Date)

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

Approved by Deputy Superintendent [signature] 12/11/14 (Date)

All-OMEA Itinerary 2015

Congratulations on your selection into the All-OMEA Honor Groups! Your hard work and effort have definitely paid off! Over the next 3 days you will be very busy with the rehearsals and convention schedule. Do your best to be prepared for all events relating to your ensemble and in continuing to represent your school in the same manner that you have thus far.

Congratulations Again and Enjoy the Clinic!

Wednesday, January 21st

4:00pm- Meet/Load at MHS Bandroom. Depart for Tulsa.

6:30pm- Arrive in Tulsa. We will stop for dinner before we check-in (Students will need $$ for a restaurang type dinner).

8:30pm- Check-In: Hyatt Regency
100 East Second Street
Tulsa, Oklahoma, USA 74103
Tel: 918-582-9000

10:30pm- Students must be in rooms.

11:00pm- Lights out.

Thursday, January 22nd

7:00am- Wake Up Calls.

8:00am- Meet in Lobby.

8:30am- Rehearsals Begin:

Jazz- Registration
Band- Trombones in PAC Westby
Orchestra- WW in PAC Norman Studio

12:00pm- Lunch in Williams Café (Prepaid Lunch)

2:00pm- Rehearsals

3:30pm- Jazz Members will shuttle over to the Doubletree to hear the honor concerts.

5:15pm- Dinner in Williams Café (Prepaid Dinner).

6:30pm- Jazz Rehearsal begins.

7:00pm- Band and Orchestra rehearsal Begins.

10:00pm- Rehearsals Conclude.

11:00pm- In Rooms/Lights Out.

Friday, January 23rd

7:00am- Wake Up Calls.

7:45am- Be in Rehearsal.

8:00am- Rehearsals Begin:

Jazz- Oklahoma and Tulsa Rooms
Band- PAC Norman Studio
Orchestra- PAC Stage

10:30am- Shuttle to Exhibits.

10:45am- Students visit Exhibits.

11:45am- Shuttle to Lunch.

12:00pm- Lunch in Williams Café (Prepaid Lunch).

2:00pm- Rehearsals

5:00pm- Depart for dinner. You will need $ for a "Sit-Down Restaurant" type meal (i.e. Chili's, Spaghetti Warehouse, On the Border etc.)

7:30pm- Jazz to Rehearsal (Oklahoma Room)- Band and Orchestra to Honor Band Concert (PAC Stage).

9:30pm- Back to Hotel- OMEA Mixer- or Hotel Time.

12:00am- Lights Out.

Saturday, January 24th

7:00am- Wake Up Calls.

7:45am- Be in Rehearsal.

8:00am- Rehearsals Begin:
Jazz- Tulsa Ballroom
Band- PAC Norman Studio
Orchestra- PAC La Fortune

9:00am- Jazz Check-Out of Hotel.

10:00am- Band/ Orchestra Check-Out of Hotel.

10:15am- Jazz be dressed for concert and in the Tulsa Ballroom for the picture.

11:00am- Jazz Concert in Hyatt Regency Tulsa Ballroom.

12:00pm- Lunch on your own w/ families etc… Watch Your Time and Account for Traffic.

1:30pm- Orchestra in PAC LaFortune Room for Concert Holding Area.

2:45pm- Band in PAC Westby for Concert Holding Area.

Please be sure you make contact with Mr. Hofer or Ms. Thompson before you head for home so that we know you will not be riding home with us.

Once Again Congratulations Again On Your Tremendous Accomplishment!

Memo

To: Ryan McKinney, Director of Secondary Schools

From: Teresa Wilkerson, Principal of Mustang High School

Date: November 21, 2015

Re: Consideration of Vocal Students to Attend OMEA

Please discuss, consider, and/or act upon this request to allow the Mustang High School vocal music students who were selected for the OMEA Honor Choir to attend and perform at the OMEA Honor Choir Convention on January 22-24, 2015, in Tulsa, OK. Additional information including the itinerary is attached. Thank you for your consideration.

Memo

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

Date: 11/19/2014

Re: All-OMEA Honor Choir Festival/Convention

This honor choir festival gives students the opportunity to make music with other select students from around the state of Oklahoma. Under the direction of nationally known conductors, these students will have intense rehearsals culminating in a performance for their family and teachers. They will return to Mustang High School with a greater a knowledge of choral music.

All-OMEA Honor Choir Festival/Convention, Tulsa, OK
- January 22-24, 2015
- Hyatt Regency Hotel/Tulsa Performing Arts Center
- Students Involved: 4
- Sponsors: 2
- Mode of Transportation: MPS Van
- Meals, provided by students
- Financial Account: MHS Vocal Music Activity Account, #862

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 11/19/2014 Site: MHS-705

Staff Member Making Request: Cynthia Gass & Stephanie Easley

Name of Activity: All-OMEA Honor Choir Fesitval/Convention

Date/Dates of Activity: January 22-24, 2015

Location of Activity: Hyatt Regency Hotel, Tulsa Performing Arts Center, Tulsa

Number of Days Students Will Miss School: 2

Number of Students Attending Activity: 4

Number and Name(s) of Sponsor(s) Attending Activity: 2 - Cynthia Gass & Stephanie Easley

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation MPS Van	Paid by:	
Registration Fee $79.00 per student	Paid by: 862	$316.00
Meal Expense for Students	Paid by:	
Meal Expense for Sponsors	Paid by:	
Room Rate for Students $109.00 Number of Rooms 2 x Number of Nights = 3	Paid by: 862	$654.00
Room Rate for Sponsors $109.00 Number of Rooms 1 x Number of Nights = 3	Paid by: 862	$327.00
Number of Days Substitute Will Be Required: 2 # of days ___ x $70.00 = ___ x # of sponsors ___ =	Paid by:	($140.00)
	Estimated Total Costs:	$1,297.00

Sponsor Signature: Cynthia Gass Stephanie Easley 11/19/14 (Date)

Approved by Principal _____ (Date)

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

Approved by Deputy Superintendent _____ 12/1/14 (Date)

Revised: 09-11

Overnight Travel Itinerary

1. **Sport/Activity:**	All-OMEA Honor Choir Festival/Convention
2. **Trip Date:**	January 22-24, 2015
3. **Trip Destination:**	Tulsa
4. **Travel Date:**	January 22-24, 2015
5. **Departure Time:**	3:45 p.m.
6. **Departure Place:**	MHS Loading Dock
7. **Return Date/Time:**	January 24, 2015
8. **Transportation Needed:**	MPS Van
9. **Total Number Traveling:** (Athletes, Managers, Student Trainers)	6
10. **Cost to Athlete:**	$79.00 (Participation Fee)
11. **Hotel Address/Phone #:**	Hyatt Regency Hotel
	100 E. 2nd St.,Tulsa, OK 73102
	918-582-9000

12. **Sponsors:**

Cynthia Gass	405-823-8646	
Stephanie Easley	225-278-0189	

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

Daily Itinerary

Date: January 21, 2015

Times	Activity Occurring
	3:20 p.m. Call, MHS choir room 3:40 p.m. Depart for Tulsa 5:40 p.m. –ish Arrive Tulsa Check-in (Hyatt Regency), dinner @ Full Moon Café 11:00 p.m. Lights out!

Date: January 22, 2015

Times	Activity Occurring
	8:00 – ish a.m. Registration (TBA) Women's Choir - Hotel Ballroom Mixed Choir - Liddy Donges Theatre (PAC) 9:00 a.m. Rehearsals 12:00 p.m. Lunch break 2:00 p.m. Rehearsals 6:00 p.m. Dinner break 7:00 p.m. Rehearsals 11:00 p.m. Lights out!

Date: January 23, 2015

Times	Activity Occurring
	9:00 a.m. Rehearsals 12:00 p.m. Lunch 1:00 p.m. Rehearsals 6:00 p.m. Dinner 7:00 p.m. Attend the Honor Choir Concert (Holy Family Cathedral Church) 11:00 p.m. Lights out!

Daily Itinerary

Date: January 24, 2015

Times	Activity Occurring
	10:30 a.m. Rehearsals 12:00pm Festival Concert 2:00p.m. Meet with parents; depart for home

Date: _____

Times	Activity Occurring

Date: _____

Times	Activity Occurring

Memo

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

Date: 12/3/14

Re: ALTUS SHORTGRASS BASKETBALL TOURNAMENT CB

THE MUSTANG HIGH SCHOOL BOYS BASKETBALL TEAM WILL BE PARTICIPATING IN THE ALTUS SHORTGRASS BASKETBALL TOURNAMENT IN ALTUS, OKLAHOMA ON THURSDAY, JANUARY 22 THROUGH SATURDAY, JANUARY 24, 2015. WE WILL DEPART MUSTANG HIGH SCHOOL AT APPROXIMATELY 12:OOPM ON THURSDAY, JANUARY 22, 2015 IN AN ACTIVITY BUS. WE WILL STAY AT THE HOLIDAY INN EXPRESS IN ALTUS, OKLAHOMA ON THURSDAY, JANUARY 22 AND FRIDAY, JANUARY 23, 2015. THE TEAM WILL PLAY GAMES ON THURSDAY, FRIDAY, AND SATURDAY. THE PARTICIPANTS INCLUDE 15 STUDENTS (PLAYERS AND MANAGERS) AND 5 SPONSORS (TERRY LONG, KENDRICK JACKSON, CURTIS HAYWOOD, ADAM LIBERTY, AND RANDY PONDER). HOTEL ACCOMODATIONS WILL BE PAID FOR BY THE MHS BOYS BASKETBALL ACTIVITY ACCOUNT(805) AND MEALS WILL BE PAID FOR BY THE MUSTANG TIP-IN CLUB. THERE WILL BY NO COST TO THE ATHLETES. THE TEAM WILL RETURN AT APPROXIMATELY 8:00PM ON JANUARY 24, 2015.

12/4/14

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 12-3-14 Site: MHS 705

Staff Member Making Request: TERRY LONG

Name of Activity: ALTUS SHORTGRASS TOURNAMENT

Date/Dates of Activity: 1/22/2015-1/24/2015

Location of Activity: ALTUS, OKLAHOMA

Number of Days Students Will Miss School: 1.5

Number of Students Attending Activity: 15

Number and Name(s) of Sponsor(s) Attending Activity: 5-TERRY LONG, KENDRICK JACKSON, CURTIS HAYWOOD, ADAM LIBERTY, RANDY PONDER

Estimate of Expenses For Trip:

		Fund	Estimated Cost
Type of Transportation	ACTIVITY BUS (252 miles)	Paid by: DISTRICT	$504.00
Registration Fee	NONE	Paid by:	0
Meal Expense for Students	$40 X 15 PLAYERS	Paid by: TIP IN CLUB	$450.00
Meal Expense for Sponsors	$40 X 5 SPONSORS	Paid by: TIP IN CLUB	$150.00
Room Rate for Students	$100.00		
Number of Rooms 6 x Number of Nights = 2		Paid by: 805 ACCOUNT	$1200.00
Room Rate for Sponsors	$100.00		
Number of Rooms 2 x Number of Nights = 2		Paid by: 805 ACCOUNT	$400.00
Number of Days Substitute Will Be Required: 1.5		Paid by: DISTRICT	
# of days ___ x $70.00 = ___ x # of sponsors ___ =			$105.00
		Estimated Total Costs:	$2809.00

Sponsor Signature: Terry Long 12-4-14 (Date)

Approved by Principal [signature] 12/4/14 (Date)

Approved by District Athletic Director (if applicable) [signature] 12/4/14 (Date)

Approved by Deputy Superintendent [signature] 12/4/14 (Date)

Revised: 09-11

Overnight Travel Itinerary

1. **Sport/Activity:** MHS BOYS BASKETBALL
2. **Trip Date:** 1/22/15-1/24/15
3. **Trip Destination:** ALTUS, OKLAHOMA
4. **Travel Date:** 1/22/15
5. **Departure Time:** 12:00PM
6. **Departure Place:** HAWC
7. **Return Date/Time:** 1/24/15 @ APPROX 8:00PM
8. **Transportation Needed:** ACTIVITY BUS
9. **Total Number Traveling:** 15
   (Athletes, Managers, Student Trainers)
10. **Cost to Athlete:** $0
11. **Hotel Address/Phone #:** HOLIDAY INN EXPRESS & SUITES
    2812 EAST BROADWAY
    ALTUS, OK 73521 1-580-480-1212
12. **Sponsors:**

TERRY LONG	KENDRICK JACKSON	CURTIS HAYWOOD
405-816-2814	405-496-2182	

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

Daily Itinerary

Date: 1/22/14

Times	Activity Occurring
12:00	DEPART MHS @HAWC
2:00	ARRIVE IN ALTUS
2:15	CHECK IN TO HOLIDAY INN EXPRESS & SUITES
3:00	DEPART FOR GYM
3:30	ARRIVE AT GYM FOR GAMES
4:30	COMPETE IN GAME
6:00	EAT DINNER-PROVIDED BY MUSTANG TIP-IN CLUB
7:30	RETURN TO HOLIDAY INN EXPRESS & SUITES
10:00	LIGHTS OUT

Date: 1/23/15

Times	Activity Occurring
9:00	EAT BREAKFAST-PROVIDED BY HOTEL
10:00	BACK IN ROOMS FOR ACADEMIC TIME
12:30	DEPART HOTEL
1:00	EAT LUNCH-PROVIDED BY MUSTANG TIP-IN CLUB
2:00	DEPART FOR ALTUS HIGH SCHOOL
2:30	ARRIVE AT ALTUS HIGH SCHOOL
4:00	COMPETE IN GAME
6:00	EAT DINNER-PROVIDED BY MUSTANG TIP IN CLUB
7:30	RETURN TO HOLIDAY INN EXPRESS & SUITES
8:00	DOWN TIME/ACADMIC TIME
10:00	LIGHTS OUT

Date: 1/24/15

Times	Activity Occurring
8:30	EAT BREAKFAST-PROVIDED BY HOTEL
12:00	DEPART HOTEL
12:30	EAT LUNCH-PROVIDED BY MUSTANG TIP-IN CLUB
1:30	DEPART FOR ALTUS HIGH SCHOOL
2:00	ARRIVE AT ALTUS HIGH SCHOOL
3:00	COMPETE IN GAME
5:00	EAT DINNER-PROVIDED BY MUSTANG TIP IN CLUB
6:30	RETURN TO HOLIDAY INN EXPRESS & SUITES
8:00	DOWN TIME/ACADMIC TIME

Sport: MHS BOYS BASKETBALL Date(s) of Activity: 1/22-24/2015

Sponsor/Coach: TERRY LONG

The following athletes, managers, and student trainers will be gone for the date(s) listed.

Grade	Name	Grade	Name
11	ANTONIO DAUGHERTY		
11	KEJUAN FRAZIER		
11	CURTIS HAYWOOD II		
11	CALEB KNOWLES		
11	JAKOLBY LONG		
11	KARL MADISON		
11	AUSTIN MEYER		
11	BRYCE ROBERTS		
11	TYLER SWISHER		
12	ISAIAH HAMMONS		
12	GEOFFERY HIGHTOWER		
12	AUBREY JOHNSON		
12	DYLAN SNYDER		
12	TERRELL WILLIAMS		

Memo

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

Date: October 29, 2014

Re: NCA Nationals

The Mustang High School Cheerleading squad has been offered an opportunity to participate in the NCA National Championships in Dallas, Texas. The squad plans to leave from Mustang High School at 10:00 a.m. on Friday, January, 23rd for a 3:00 p.m. practice at the Dallas Convention Center. Award presentations will occur at the conclusion of competitions on Sunday, January 25th from approximately 10:30 p.m. - 12:00 a.m. For the safety of our student-athletes traveling, we are asking permission to return on Monday, January 26th. The girls will be provided three meals per day. Reservations for 10 rooms have been made at Embassy Suites Dallas - Park Central Area. All rooms and food will be paid for through MHS Cheer Booster. The squad plans to travel with 34 students on a charter bus provided by MHS Cheer Booster. All the students traveling will have a signed permission form on file prior to departure. Two sponsors on staff will be traveling with the squad and supervising throughout the event. This trip will be of no cost to our student participants.

MUSTANG PUBLIC SCHOOLS

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

Date of Request: Oct. 29, 2014 Site: 705

Staff Member Making Request: Katelyn Caudle

Name of Activity: Cheerleading Nationals

Date/Dates of Activity: January 23-26, 2015

Location of Activity: Dallas, TX

Number of Days Students Will Miss School: 2

Number of Students Attending Activity: 34

Number and Name(s) of Sponsor(s) Attending Activity: Katelyn Caudle, Jessica Locke

Estimate of Expenses For Trip:

		Fund	Estimated Cost
Type of Transportation	Charter Bus	Paid by: Booster Club	$3,700.00
Registration Fee	$5,508.00	Paid by: Booster Club	$5,508.00
Meal Expense for Students	34 students x $10 per meal x 8 meals	Paid by: Booster Club	$2,720.00
Meal Expense for Sponsors	2 sponsors x $10 per meal x 8 meals	Paid by: Booster Club	$160.00
Room Rate for Students	$109 per night		
Number of Rooms 9 x Number of Nights = 3		Paid by: Booster Club	$2,943.00
Room Rate for Sponsors	$109 per night		
Number of Rooms 1 x Number of Nights = 3		Paid by: Booster Club	$327.00
Number of Days Substitute Will Be Required: 2		Paid by: District	
# of days 2 x $70.00 = 140 x # of sponsors 2 =			$280.00
		Estimated Total Costs:	$15,638.00

Sponsor Signature: Katelyn Caudle 10/29/14 (Date)

Approved by Principal 10/29/2014 (Date)

Approved by District Athletic Director (if applicable) 10/29/2014 (Date)

Approved by Deputy Superintendent 12/1/14 (Date)

Revised: 09-11

Overnight Travel Itinerary

1. **Sport/Activity:** MHS Cheerleading
2. **Trip Date:** January 23-26, 2015
3. **Trip Destination:** Dallas, TX
4. **Travel Date:** Friday, January 23
5. **Departure Time:** 10:00 a.m.
6. **Departure Place:** Mustang High School
7. **Return Date/Time:** Monday, January 26 at 3:00 p.m.
8. **Transportation Needed:** Booster Club providing a charter bus
9. **Total Number Traveling:** 34
   (Athletes, Managers, Student Trainers)
10. **Cost to Athlete:** None
11. **Hotel Address/Phone #:** Embassy Suites Dallas -Park CentralArea
    13131 N. Central Expy Dallas, TX 75243
    (972) 234-3300
12. **Sponsors:**

Katelyn Caudle	405-593-4887	
Jessica Locke	940-366-9542	

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

Daily Itinerary

Date: Jan. 23, 2015

Times	Activity Occurring
10:00	Depart MHS for Dallas, TX
11:40	Stop for lunch in Ardmore
2:15	Check into hotel
2:45	Depart hotel for practice
5:00	Return to hotel to get ready for dinner
6:30	Depart hotel for dinner at Medieval Times
10:00	Return to hotel for the night

Date: Jan. 24, 2015

Times	Activity Occurring
8:00	Breakfast at the hotel
9:00	Large team departs hotel for first round of competition
10:00	Small team departs hotel to watch large team
12:30	After first round of competitions, both teams will depart to Boston Market for lunch
2:00	Teams return to competition venue for small team competition
8:00	After small competition, teams will depart for hotel where pizza will be waiting for dinner

Date: Jan. 25, 2015

Times	Activity Occurring
8:00	Breakfast at hotel
9:00	Teams depart for 2nd/final rounds of competition
12:30	Teams will depart to In-n-Out Burger for lunch
2:00	Teams return to venue to continue competition
6:00	Teams will depart for dinner at Subway
10:30	Award presentations begin
12:00	Teams depart to hotel for the night
	**All times subject to change depending on NCA competition adjustments.

Daily Itinerary

Date: Jan. 26, 2015

Times	Activity Occurring
9:00	Breakfast at the hotel
10:30	Check-out of hotel and depart for Mustang High School
12:30	Stop en route for lunch
3:00	Arrive at Mustang High School

Date: _____

Times	Activity Occurring

Date: _____

Times	Activity Occurring

Sport: Cheerleading **Date(s) of Activity:** 1/23-1/26 2015

Sponsor/Coach: Katelyn Caudle

The following athletes, managers, and student trainers will be gone for the date(s) listed.

Grade	Name	Grade	Name
12	Taylor Collins	10	Kailee James
12	Lindsey Driskill	10	Tori Killerlain
12	Maddison Knoch	10	Logan Krivanek
12	Stephanie Paul	10	Rebecca Parish
11	Alyssa Forson	10	Keeley Reif
11	Kaitlinn Hopkins	10	Kellie Spross
11	Clarissa Jackson	10	Kenzie Tillman
11	Danielle Larios	9	Halle Barnett
11	Madison Leonard	9	Camryn Cornelius
11	Aubrey Payne	9	Lauren Hodgkins
11	Lindsey Selvey	9	Lindsey Lemons
11	Katelyn Wood	9	Jazmen Mousel
10	Alexis Aguinaga	9	Sarah Patowski
10	Georgia Bailey	9	Bobbie Robicheaux
10	Jada Captain	9	Hannah Smith
10	Marin Godwin	9	Lauren Smith
10	Katelyn Hefner	9	Macy Tapparo

Memo

To: Sean McDaniel, Superintendent

From: Charles Bradley, Deputy Superintendent

Date: December 3, 2014

Re: AASPA Boot Camp

Please discuss, consider, and/or act upon the out of state travel for Tracy Skinner, Executive Director of Human Resources to attend the AASPA Human Resources Boot Camp in Orlando, Florida. See the attached for information about the boot camp.

MUSTANG PUBLIC SCHOOLS

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

Date of Request: Dec. 3, 2014 Site: Admin

Staff Member Making Request: Tracy Skinner

Name of Activity: AASPA Personnel Administrator Boot camp

Date/Dates of Activity: Jan. 28-31

Location of Activity: Orlando, Florida

Number of Days Students Will Miss School: -0-

Number of Students Attending Activity: -0-

Number and Name(s) of Sponsor(s) Attending Activity: -0-

Estimate of Expenses For Trip:

	Fund	Estimated Cost
Type of Transportation Flight	Paid by: Act 900	$500
Registration Fee Yes	Paid by: Act 900	$300
Meal Expense for Students —	Paid by: —	—
Meal Expense for Sponsors —	Paid by: —	—
Room Rate for Students —		
Number of Rooms — x Number of Nights = —	Paid by: —	—
Room Rate for Sponsors $139 + tax		
Number of Rooms 1 x Number of Nights = 4	Paid by: Act 900	$560
sharing room w/ another HR Director so will be half price.		
Number of Days Substitute Will Be Required: —	Paid by: —	—
# of days — x $70.00 = — x # of sponsors — =		
	Estimated Total Costs:	$1,360

Sponsor Signature: Tracy Skinner Dec. 2, 2014 (Date)

Approved by Principal _____ (Date)

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

Approved by Deputy Superintendent Chris Boy 12/2/14 (Date)

Revised: 09-11

Memo

To: Ryan McKinney, Director of Secondary Schools

From: Teresa Wilkerson, Principal of Mustang High School

Date: November 20, 2014

Re: Consideration of DECA students to attend the State Career Conference

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Please discuss, consider, and/or act upon this request to allow the Mustang High School DECA students to attend the DECA State Career Development Conference on February 9-11, in Tulsa, OK. The parameters of the event require that selected students stay overnight to participate. Additional information including the itinerary is attached. Thank you for your consideration.

MEMORANDUM

TO: Teresa Wilkerson, MHS Principal
FROM: Michael Rachlin, MHS DECA Advisor
DATE: October 19, 2014
RE: Permission to attend DECA State Career Development Conference- February 9-11, 2015 – Southern Hills Marriott – Tulsa, Oklahoma

I would like to request approval for the DECA advisor (Michael Rachlin), DECA Sponsor (Andy Casey), one additional teacher/parent chaperone, and students to attend the DECA State Career Development Conference to be held in Tulsa, Oklahoma, February 9-11, 2015. We will need to spend two nights at either the Tulsa Southern Hills Marriott or alternate hotel. The teachers and students will miss only two (2) school days. Our mode of transportation will be School Activity Bus.

Students and their parents will pay all expenses of the trip. The students will have the opportunity to raise money during the year with board approved fundraisers. Sponsor meal reimbursements will be provided through Activity Account #864. Advisor meal reimbursement will be provided through Marketing Incentive funds #412.

Thank you for reviewing this request.

MUSTANG PUBLIC SCHOOLS

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

Date of Request: October 5, 2014 Site: Mustang HS

Staff Member Making Request: Michael Rachlin

Name of Activity: DECA STATE CAREER DEVELOPMENT Conference

Date/Dates of Activity: February 9-11, 2015

Location of Activity: TULSA, OK

Number of Days Students Will Miss School: 2

Number of Students Attending Activity: 20

Number and Name(s) of Sponsor(s) Attending Activity: (1) DECA Advisor (Michael Rachlin)
(1) Sponsor (Andy Casey), (1) Female Sponsor (Teacher or Parent)

Estimate of Expenses For Trip:

		Fund	#	Estimated Cost
Type of Transportation	Activity Bus	Paid by: 412		400.00
Registration Fee	$40.00	Paid by: 864		800.00
Meal Expense for Students	N/A	Paid by:		
Meal Expense for Sponsors	75.00 x 3	Paid by: 412		225.00
Room Rate for Students	90.00			
Number of Rooms 5 x Number of Nights =	10	Paid by: 864		950.00
Room Rate for Sponsors	90.00			
Number of Rooms 3 x Number of Nights =	6	Paid by: 412		540.00
Number of Days Substitute Will Be Required:	2	Paid by:		
# of days 2 x $65.00 = 130.00 x # of sponsors 260.00				260.00

Estimated Total Costs: $3175.00

Sponsor Signature: Michael Rachlin 11/5/2014 (Date)

Approved by Principal [signature] 11/19/2014 (Date)

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

Approved by Deputy Superintendent [signature] 12/1/14 (Date)

MUSTANG DECA

OKLAHOMA DECA CAREER DEVELOPMENT CONFERENCE

FEBRUARY 9 – 11, 2015

AGENDA

Monday, February 9:

3:35 p.m.	Load luggage on bus – Bus Area	
4:00 p.m.	Depart HS	
6:15 p.m.	Hotel registration – Southern Hills Marriott.	
7:00 p.m.	Rachlin – Competition Registration - Cypress Board Room	
7:30 p.m.	Depart for Incredible Pizza (food, drink & games FREE)	
9:30 p.m.	**With roommates** - pick up name badges, programs, t-shirts, etc., from Mr. Rachlin. Look for your event times and room name on back of name badge. See hotel map in your program. **With your roommates walk & find your competition rooms.**	
10:30 p.m.	CURFEW	*Must be in assigned hotel room! *Must stay inside assigned hotel room! *Get to sleep – Get rest for Competition!

Tuesday, February 10:

7:30 a.m.	**Breakfast** – optional. Bus to McDonalds/Subway/Starbucks area	
9:00 a.m - 10:45 a.m.	Opening Session ***Wear Business Clothes**	Council Oak
11:00 a.m.- 5:30 p.m.	ALL **COMPETITIONS**: Check your name badge for event times and locations. Go to event room at least 20 minutes early. You will be disqualified if an event is running ahead and you are not present when your name is called. Your program has a map of the hotel to assist you in finding your event room.	
6:35 p.m.-	**Everyone on bus!** Quick dinner – fast food near hotel	
8:00 p.m.	Rachlin – written event pickup – Maple Room	
MIDNIGHT	CURFEW	*Must be in assigned hotel room! *Must stay inside assigned hotel room!

Wednesday, February 11:

7:30 a.m.	**Everyone:** ***Hotel checkout – see Mr. Rachlin in lobby** ***Load luggage on bus** ***Wear Business Clothes – Men MUST wear DECA Blazer or suit jacket to accept an award on stage. Women MUST wear business clothes with slacks or skirt (with hose) to accept an award on stage.**
7:45 a.m.	Breakfast - Bus will take us to McDonalds/Subway/Starbucks area. Everyone goes whether eating, or not.
8:30 a.m.	Take seats for AWARDS! Go Mustang DECA ☺
9:00 a.m.	Recognition Session (awards) Council Oak Ballroom
12:30 p.m.	DECA Career Development Conference 2015 ends
12:30 p.m.	Depart Marriott for lunch & drive home **APPROXIMATE – Return to MUSTANG – Bus Area – 4:00 p.m.**

HOTEL ACCOMMODATIONS – Marriott at Southern Hills
1902 East 71st Street
Tulsa, OK 74136
PHONE # - 918-493-7000

CONTACT INFORMATION – DECA Advisor – Michael Rachlin – 405-317-8268

Chaperone/Bus Driver – Andrew Casey – 405-863-8134
Chaperone (Female) - To be determined

Memo

To: Ryan McKinney, Director of Secondary Schools

From: Teresa Wilkerson, Principal of Mustang High School

Date: November 20, 2014

Re: Consideration of MHS Winter Guard Students to attend the Winter Guard Invitational in Denver, Colorado.

Please discuss, consider, and/or act upon this request to allow the Mustang High School Winter Guard students to attend the Winter Guard Invitational Competition in Denver, CO, from March 5 through March 8, 2015. Students would miss Friday, March 6th but would return for class on Monday, March 9th. Both male and female district approved sponsors would be attending. The charter bus for the trip is being shared with Sapulpa High School so that the cost is kept to a minimal for MHS students. A proposed itinerary is attached. If approved, more specific details regarding hotel stay, transportation, and student activities will be submitted. Thank you for your consideration.

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 11/19/14 Site: MHS

Staff Member Making Request: Ryan Edgmon

Name of Activity: MHS Winter Guard

Date/Dates of Activity: 3/5/15 - 3/8/15

Location of Activity: Denver, CO

Number of Days Students Will Miss School: 1 (3/6/15)

Number of Students Attending Activity: 18

Number and Name(s) of Sponsor(s) Attending Activity: Jacob Hater, Daniel Atkisson, Danielle Hopkins, Approx 4 parents

Estimate of Expenses For Trip:

		Fund #	Estimated Cost
Type of Transportation	Red Carpet Charters	Paid by: Act # 804	$4,500.00
Registration Fee	Winter Guard International	Paid by: Act # 804	$350.00
Meal Expense for Students	Students Provide	Paid by: Students	$0.00
Meal Expense for Sponsors	Sponsors Provide	Paid by: Sponsors	$0.00
Room Rate for Students	$129.00		
Number of Rooms 5 x Number of Nights = 10		Paid by: Act # 804	$1,290.00
Room Rate for Sponsors	$129.00		
Number of Rooms 5 x Number of Nights = 10		Paid by: Act # 804	$1,290.00
Number of Days Substitute Will Be Required: 0		Paid by: N/A	
# of days 0 x $65.00 = 0	x # of sponsors 0 =		N/A
		Estimated Total Costs:	$7,430.00

Sponsor Signature: [signature] 11/19/14 (Date)

Approved by Principal [signature] 11/20/14 (Date)

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

Approved by Deputy Superintendent [signature] 12/1/14 (Date)



Mustang High School Band

WGI Denver Itinerary 2015

Thursday, March 5, 2015

5:00pm- Report Time at MHS- Place Luggage and Carry-On Items As Instructed.

5:30pm- Rehearsal Begins

7:00pm- Bus Spotted at MHS Band Loading Dock

7:10pm- Load as Instructed

7:30pm- Depart for Denver, CO (Bring a Snack for the Bus Ride)

Driver Stops in Route

Friday, March 6th

9:00am- Arrive in Denver, CO (Breakfast Stop)

10:00am- Depart for Rehearsal

11:00am- Unload/Rehearse

3:00pm- Load/Depart for Hotel

3:30pm- Check-In

5:30pm- Depart for Dinner

6:00pm- Nice Dinner location TBD

7:30pm- Depart for Hotel

8:30pm- Room Check

9:00pm- Lights Out- Prep for Early Performance!

Saturday, March 7th

6:00am- Wake Up Calls

7:30am- Load Busses/Depart for WGI Show Site

8:00am- Arrive Unload

8:30am- Contest Schedule TBD on Feb 15th.

5:00pm- Depart for Dinner

7:30pm- Finals Begin (Schedule TBD if we make finals)

11:30pm- Back to Hotel

12:00am- Lights Out.

Sunday, March 8th

7:00am- Wake Up Calls/Breakfast

7:30am- Depart for Mustang, OK

Lunch/Dinner and Driver Stops As Necessary

9:00pm- Arrive/Unload

MUSTANG PUBLIC SCHOOLS
Charles Bradley
Deputy Superintendent

Memo

To: Sean McDaniel

From: Charles Bradley

Date: November 25, 2014

Re: Recommendations for Open Transfer Requests for the 2014-2015 School Year

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Please consider and/or act upon my recommendations to approve the open transfer requests to attend Mustang Public Schools for the 2014-2015 school year, as listed below:

Ryan Scott Evans Macy Brooke Evans

TEACHER EVALUATION

The Mustang Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

The Board recognizes that through legislation passed in recent years, the State of Oklahoma has assumed greater control of systems, processes, inputs and outcomes related to the evaluation of teachers. This policy reflects the Board's commitment to comply with applicable Oklahoma law and regulations and to include provisions of law that are required to be in local policy.

All certified staff members shall be evaluated using Tulsa's TLE Observation and Evaluation System. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year. Career teachers scoring an overall score of 3.8 or higher (superior or highly effective) on their previous year's evaluation may be evaluated once every two years if mutually agreed upon by both the teacher and the evaluator. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

During the 2014-2015 school year, the Mustang School District for the purpose of establishing baseline data will incorporate the student academic growth and other academic measure components of the TLE into the evaluations used in all school sites within the district. One hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE, and no portion of the evaluation rating shall be based on the quantitative components of the TLE.

For first-year and second-year teachers, evaluations shall be based solely on qualitative components and utilizing the alternative percentages established by the State Board of Education.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or non-reemployment,

the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or non-reemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

REFERENCE: 70 O.S. §6-101.10, et seq.

Adopted 10-14-13
Revised: 8-11-14
Revised: 12-08-14

THIS POLICY REQUIRED BY LAW.

Memo

To: Angela Mills, Assistant Superintendent, Mustang Public Schools

From: Kris Green, Director of Federal Programs, Mustang Public Schools

Date: 11/17/2014

Re: Recommendation for Title VII After School Tutors

Please discuss, consider and/or act upon the hiring of tutors for the Title VII after school program, see list below. Tutors will be paid for after school services out if 561 Title VII funds.

Adam Hull
Kristi Connors
Karissa Brock

Mustang Public Schools I069
Administrator Salary Schedule Proposal
December 8, 2014

Elementary Assistant Principal				Elementary Head Principal						Intermediate Assistant Principal			
2013-2014		2014-2015		2013-2014		2014-2015		2014-2015 Doctorate		2013-2014		2014-2015	
Step	215	Step	215	Step	215	Step	215	Step	215	Step	215	Step	215
0	$57,000.00	0	$57,171.00	0	$63,425.00	0	$63,615.28	0	$65,115.28	0	$59,000.00	0	$59,177.00
1	$57,570.00	1	$57,742.71	1	$64,059.25	1	$64,251.43	1	$65,751.43	1	$59,590.00	1	$59,768.77
2	$58,145.70	2	$58,320.14	2	$64,699.84	2	$64,893.94	2	$66,393.94	2	$60,185.90	2	$60,366.46
3	$58,727.16	3	$58,903.34	3	$65,346.84	3	$65,542.88	3	$67,042.88	3	$60,787.76	3	$60,970.12
4	$59,314.43	4	$59,492.37	4	$66,000.31	4	$66,198.31	4	$67,698.31	4	$61,395.64	4	$61,579.82
5	$59,907.57	5	$60,087.30	5	$66,660.31	5	$66,860.29	5	$68,360.29	5	$62,009.59	5	$62,195.62
6	$60,506.65	6	$60,688.17	6	$67,326.92	6	$67,528.90	6	$69,028.90	6	$62,629.69	6	$62,817.58
7	$61,111.72	7	$61,295.05	7	$68,000.18	7	$68,204.19	7	$69,704.19	7	$63,255.99	7	$63,445.75
8	$61,722.83	8	$61,908.00	8	$68,680.19	8	$68,886.23	8	$70,386.23	8	$63,888.55	8	$64,080.21
9	$62,340.06	9	$62,527.08	9	$69,366.99	9	$69,575.09	9	$71,075.09	9	$64,527.43	9	$64,721.01
10	$62,963.46	10	$63,152.35	10	$70,060.66	10	$70,270.84	10	$71,770.84	10	$65,172.71	10	$65,368.22
11	$63,593.10	11	$63,783.88	11	$70,761.26	11	$70,973.55	11	$72,473.55	11	$65,824.43	11	$66,021.91
12	$64,229.03	12	$64,421.71	12	$71,468.88	12	$71,683.28	12	$73,183.28	12	$66,482.68	12	$66,682.12
13	$64,871.32	13	$65,065.93	13	$72,183.57	13	$72,400.12	13	$73,900.12	13	$67,147.50	13	$67,348.95
14	$65,520.03	14	$65,716.59	14	$72,905.40	14	$73,124.12	14	$74,624.12	14	$67,818.98	14	$68,022.44
15	$66,175.23	15	$66,373.76	15	$73,634.46	15	$73,855.36	15	$75,355.36	15	$68,497.17	15	$68,702.66

Intermediate Head Principal				Midddle School Assistant Principal				Middle School Head Principal			
2013-2014		2014-2015		2013-2014		2014-2015		2013-2014		2014-2015	
Step	215	Step	215	Step	215	Step	215	Step	215	Step	215
0	$65,575.00	0	$65,771.73	0	$61,000.00	0	$61,183.00	0	$67,725.00	0	$67,928.18
1	$66,230.75	1	$66,429.44	1	$61,610.00	1	$61,794.83	1	$68,402.25	1	$68,607.46
2	$66,893.06	2	$67,093.74	2	$62,226.10	2	$62,412.78	2	$69,086.27	2	$69,293.53
3	$67,561.99	3	$67,764.67	3	$62,848.36	3	$63,036.91	3	$69,777.14	3	$69,986.47
4	$68,237.61	4	$68,442.32	4	$63,476.84	4	$63,667.28	4	$70,474.91	4	$70,686.33
5	$68,919.98	5	$69,126.74	5	$64,111.61	5	$64,303.95	5	$71,179.66	5	$71,393.19
6	$69,609.18	6	$69,818.01	6	$64,752.73	6	$64,946.99	6	$71,891.45	6	$72,107.13
7	$70,305.28	7	$70,516.19	7	$65,400.26	7	$65,596.46	7	$72,610.37	7	$72,828.20
8	$71,008.33	8	$71,221.35	8	$66,054.26	8	$66,252.42	8	$73,336.47	8	$73,556.48
9	$71,718.41	9	$71,933.57	9	$66,714.80	9	$66,914.95	9	$74,069.84	9	$74,292.04
10	$72,435.60	10	$72,652.90	10	$67,381.95	10	$67,584.10	10	$74,810.53	10	$75,034.97
11	$73,159.95	11	$73,379.43	11	$68,055.77	11	$68,259.94	11	$75,558.64	11	$75,785.31
12	$73,891.55	12	$74,113.23	12	$68,736.33	12	$68,942.54	12	$76,314.23	12	$76,543.17
13	$74,630.47	13	$74,854.36	13	$69,423.69	13	$69,631.96	13	$77,077.37	13	$77,308.60
14	$75,376.77	14	$75,602.90	14	$70,117.93	14	$70,328.28	14	$77,848.14	14	$78,081.69
15	$76,130.54	15	$76,358.93	15	$70,819.11	15	$71,031.56	15	$78,626.62	15	$78,862.50

Mustang Public Schools I069
Administrator Salary Schedule Proposal
December 8, 2014

High School Assistant Principal				High School Head Principal				Coordinator				Director			
2013-2014		2014-2015		2013-2014		2014-2015		2013-2014		2014-2015		2013-2014		2014-2015	
Step	215	Step	215	Step	245	Step	245	Step	225	Step	225	Step	245	Step	245
0	$66,000.00	0	$66,198.00	0	$77,000.00	0	$77,231.00	0	$56,320.00	0	$56,545.66	0	$72,000.00	1	$72,936.00
1	$66,660.00	1	$66,859.98	1	$77,770.00	1	$78,003.31	1	$56,820.00	1	$57,052.16	1	$72,500.00	2	$73,442.50
2	$67,326.60	2	$67,528.58	2	$78,547.70	2	$78,783.34	2	$57,320.00	2	$57,558.66	2	$73,000.00	3	$73,949.00
3	$67,999.87	3	$68,203.87	3	$79,333.18	3	$79,571.18	3	$57,820.00	3	$58,065.16	3	$73,500.00	4	$74,455.50
4	$68,679.86	4	$68,885.90	4	$80,126.51	4	$80,366.89	4	$58,320.00	4	$58,571.66	4	$74,000.00	5	$74,962.00
5	$69,366.66	5	$69,574.76	5	$80,927.77	5	$81,170.56	5	$58,820.00	5	$59,078.16	5	$74,500.00	6	$75,468.50
6	$70,060.33	6	$70,270.51	6	$81,737.05	6	$81,982.26	6	$59,420.00	6	$59,584.66	6	$75,100.00	7	$76,076.30
7	$70,760.93	7	$70,973.22	7	$82,554.42	7	$82,802.09	7	$60,020.00	7	$60,192.46	7	$75,700.00	8	$76,684.10
8	$71,468.54	8	$71,682.95	8	$83,379.97	8	$83,630.11	8	$60,620.00	8	$60,800.26	8	$76,300.00	9	$77,291.90
9	$72,183.23	9	$72,399.78	9	$84,213.77	9	$84,466.41	9	$61,220.00	9	$61,408.06	9	$76,900.00	10	$77,899.70
10	$72,905.06	10	$73,123.78	10	$85,055.90	10	$85,311.07	10	$61,820.00	10	$62,015.86	10	$77,500.00	11	$78,507.50
11	$73,634.11	11	$73,855.01	11	$85,906.46	11	$86,164.18	11	$62,520.00	11	$62,623.66	11	$78,200.00	12	$79,216.60
12	$74,370.45	12	$74,593.56	12	$86,765.53	12	$87,025.82	12	$63,220.00	12	$63,332.76	12	$78,900.00	13	$79,925.70
13	$75,114.16	13	$75,339.50	13	$87,633.18	13	$87,896.08	13	$63,920.00	13	$64,041.86	13	$79,600.00	14	$80,634.80
14	$75,865.30	14	$76,092.89	14	$88,509.51	14	$88,775.04	14	$64,620.00	14	$64,750.96	14	$80,300.00	15	$81,343.90
15	$76,623.95	15	$76,853.82	15	$89,394.61	15	$89,662.79	15	$65,320.00	15	$65,460.06	15	$81,000.00	16	$82,053.00
16	$77,390.19	16	$77,622.36							16	$66,169.16	16	$81,700.00	17	$82,762.10
17	$78,164.09	17	$78,398.58							Retired Coordinator		32	$92,900.00	33	$93,712.93
										Step	225				
										0	$15,000.00				

Executive Directors						Assistant Superintendent/CFO						Deputy Superintendent			
2013-2014		2014-2015 Bachelor		2014-2015 Masters		2013-2014		2014-2015		2014-2015 Doctorate		2013-2014		2014-2015	
Step	245	Step	245	Step	245	Step	245	Step	245	Step	245	Step	245	Step	245
0	$80,655.00	0	$81,703.52	0	$82,703.52	0	$92,190.00	1	$93,388.47	1	$94,388.47	0	$97,286.00	1	$98,550.72
1	$81,175.00	1	$82,230.28	1	$83,230.28	1	$92,710.00	2	$93,915.23	2	$94,915.23	1	$97,807.00	2	$99,078.49
2	$81,695.00	2	$82,757.04	2	$83,757.04	2	$93,230.00	3	$94,441.99	3	$95,441.99	2	$98,328.00	3	$99,606.26
3	$82,215.00	3	$83,283.80	3	$84,283.80	3	$93,750.00	4	$94,968.75	4	$95,968.75	3	$98,848.00	4	$100,133.02
4	$82,735.00	4	$83,810.56	4	$84,810.56	4	$94,270.00	5	$95,495.51	5	$96,495.51	4	$99,369.00	5	$100,660.80
5	$83,255.00	5	$84,337.32	5	$85,337.32	5	$94,790.00	6	$96,022.27	6	$97,022.27	5	$99,890.00	6	$101,188.57
6	$83,775.00	6	$84,864.08	6	$85,864.08	6	$95,310.00	7	$96,549.03	7	$97,549.03	6	$100,410.00	7	$101,715.33
7	$84,295.00	7	$85,390.84	7	$86,390.84	7	$95,830.00	8	$97,075.79	8	$98,075.79	7	$100,931.00	8	$102,243.10
8	$84,815.00	8	$85,917.60	8	$86,917.60	8	$96,350.00	9	$97,602.55	9	$98,602.55	8	$101,451.00	9	$102,769.86
9	$85,335.00	9	$86,444.36	9	$87,444.36	9	$96,870.00	10	$98,129.31	10	$99,129.31	9	$101,972.00	10	$103,297.64
10	$85,855.00	10	$86,971.12	10	$87,971.12	10	$97,390.00	11	$98,656.07	11	$99,656.07	10	$102,493.00	11	$103,825.41
11	$86,375.00	11	$87,497.88	11	$88,497.88	11	$97,910.00	12	$99,182.83	12	$100,182.83	11	$103,013.00	12	$104,352.17
12	$86,895.00	12	$88,024.64	12	$89,024.64	12	$98,430.00	13	$99,709.59	13	$100,709.59	12	$103,534.00	13	$104,879.94
13	$87,415.00	13	$88,551.40	13	$89,551.40	13	$98,950.00	14	$100,236.35	14	$101,236.35	13	$104,055.00	14	$105,407.72
14	$87,935.00	14	$89,078.16	14	$90,078.16	14	$99,470.00	15	$100,763.11	15	$101,763.11	14	$104,575.00	15	$105,934.48
15	$88,455.00	15	$89,604.92	15	$90,604.92	15	$99,990.00	16	$101,289.87	16	$102,289.87	15	$105,095.00	16	$106,461.24

Memo

To: Sean McDaniel, Superintendent
Charles Bradley, Deputy Superintendent

From: Tracy Skinner, Executive Director of Human Resources

Date: December 3, 2014

Re: Updated MPS Job Descriptions

Please discuss, consider, and/or act upon approving the updated Job Descriptions for 2014-2015.

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Assistant Principal
QUALIFICATIONS:	Administrator's Certification for the Appropriate Level
REPORTS TO:	Principal

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the general administration of the school.
2. Supervises and evaluates faculty and staff.
3. Assists in coordinating and approving site events, assemblies, field trips, performances and community programs.
4. Supervises school extracurricular activities.
5. Coordinates parent, faculty and student groups to enhance educational programs and activities.
6. Assists in the coordination of professional development programs.
7. Assists in the preparation of master/student schedules.
8. ~~Works with faculty in compiling annual budget requests~~.
9. Assists the principal with requisitions of textbooks, supplies and equipment and maintains appropriate receipts and records.
10. ~~Compiles semi- annual inventories~~. Assist staff to compile annual inventories and/or textbook inventories.
11. Assists Directors and principals in the responsibility for coordinating transportation, custodial, cafeteria and other support services.
12. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.
13. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.
14. Assists the principal in the preparation of the teacher and student handbooks.
15. Participates in Individualized Educational Plan (IEP) conferences as needed.
16. Works to provide a safe learning environment.
17. Establishes and maintains positive relationships with parents, students, teachers, and colleagues.
18. Maintains professional standards of conduct and communication.
19. Maintains confidentiality.
20. Serves on site and/or district committees.
21. Approves all requisitions and work orders for the site as assigned by the principal.
22. Assists the principal with supervision of adoption of all course offerings, textbooks and instructional materials.
23. Manages student data systems.
24. Assists the principal in establishing and updating site crisis plan and exercises decisive leadership in crisis situations.
25. Assists in the recruitment, selection, retention, promotion, and assignment of personnel.
26. Assists in development of site improvement plans.
27. Assists principal with implementation and promotion of district policy, procedures and initiatives.
28. Submits reports to appropriate administrators as requested in a timely manner.
29. Assists teachers and support staff in their professional growth.
30. Assists parents, counselors, and teachers in meeting student's academic and behavioral needs through

interventions, programs, and/or retention.
31. Abides by all district, state and federal laws, policies and procedures.
32. Performs other duties as assigned by the supervisor.

Terms of Employment:

~~220 day contract.~~ Number of contract days and compensation based on Board approved administrative salary schedule and employee work calendars.

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Evaluation:

Job performance will be evaluated annually by the principal.

Physical Demands:

Ability to continuously stand and walk for extended periods of time.
Ability to walk or move long distances from location to location around the building multiple times each day.
Ability to bend, climb stairs, and lift frequently.
Ability to lift up to 10 pounds frequently.
Ability to do outside duties in inclement weather.

Revised: 10-04-99
Revised: 12-08-08
Revised: 12-15-14

~~2005~~

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Teacher
QUALIFICATIONS:	As set by state certification authorities
REPORTS TO:	Principal or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at designated times unless appropriate administrator/supervisor has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflects long/short term goals and objectives to be achieved.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students within the limits of the resources of the district.
4. ~~Guides the learning process toward the achievement of district and state curriculum.~~ Use state and district standards to guide instruction and focus on content mastery for all students.
5. Discerns students' needs, and refers, when appropriate, to school personnel who can best provide assistance.
6. Establishes and maintains appropriate open lines of communications with students and ~~parents~~ patrons concerning academic and behavioral progress.
7. Plans and implements instructional programs/strategies to meet the individual needs, interests and abilities of students.
8. Takes necessary and reasonable precautions to protect students, equipment and facilities.
9. Assists administration in developing and implementing policies, rules and regulations.
10. Demonstrates stated criteria for effective teaching performance.
11. Attends and participates in faculty, PLC (Professional Learning Communities), department meetings and professional activities, and serves on site/district committees as required.
12. Accepts responsibility and arrives punctually for activities and duties as assigned.
13. Establishes and maintains cooperative relations with co-workers.
14. Is actively involved in professional growth activities and plans collaboratively with colleagues.
15. Maintains appropriate emotional control, physical health and personal appearance.
16. Demonstrates fiscal responsibility as relates to school equipment and supplies.
17. Analyzes student data and assesses the accomplishments of students on a regular basis ~~and~~ providing progress reports as required through report cards and parent-teacher conferences.
18. Maintains accurate, complete and correct records and other school related paperwork accurately and within stated timelines as required by law, district policy and administrative regulations.
19. Participates in Individualized Educational Plan (IEP) conferences as needed.
20. Maintains confidentiality.
21. Effectively integrates technology to enhance and support instruction.
22. Abides by all district, state and federal laws, policies and procedures.
23. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Revised: 03-09-09
Revised: 12-15-14

~~2006~~

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	~~Title I Reading Resource Teacher~~ Title I Reading/Math Teacher
QUALIFICATIONS:	As set by state certification authorities
REPORTS TO:	Principal/Assistant Principal/~~Director of Federal Programs~~

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes at designated time unless appropriate Principal/Personnel have been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflect objectives to be achieved.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students within the limits of the resources of the district.
4. Guides the learning process toward the achievement of District and State curriculum.
5. Discerns students' needs, and refers, when appropriate, to school personnel who can best provide assistance.
6. Establishes and maintains open lines of communications with students and parents concerning academic and behavioral progress.
7. Plans and implements instruction programs/strategies that meets the individual needs, interests and abilities of students.
8. Takes necessary and reasonable precautions to protect students, equipment and facilities.
9. Assists administration in developing and implementing policies, rules and regulations.
10. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
11. Completes reports and other school related paperwork within stated timelines.
12. Accepts responsibility and arrives punctually for activities and duties as assigned.
13. Establishes and maintains cooperative relations with co-workers.
14. Is actively involved in professional growth activities.
15. Maintains appropriate emotional control, physical health and personal appearance.
16. Demonstrates fiscal responsibility as relates to school equipment and supplies.
17. Assesses the accomplishments of students on a regular basis and provides progress reports as required through report cards and parent-teacher conferences.
18. Is responsible for Title I reading requirements for all grade levels kindergarten through fifth.
19. Major focus is Title I fourth and fifth grade reading students.
20. Coordinates Title I Reading/Math tutoring, after school programs and summer reading programs, if funding is available.
21. Works cooperatively with other site and district Title I Reading, Title I Math and Reading Specialists teacher(s).
22. Works with the Director of Federal Programs to follow federal grant guidelines.
23. Abides by all district, state and federal laws, policies and procedures.
24. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Adopted: July 2006
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Career Technology Teacher
QUALIFICATIONS:	As set by state certification authorities
REPORTS TO:	Principal/Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at designated times unless appropriate administrator/supervisor has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflects objectives to be achieved.
3. Guides the learning process toward the achievement of District and State curriculum.
4. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided, materials available and the needs and capabilities of the individuals or student groups involved.
5. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
6. Discerns students' needs and refers, when appropriate, to school personnel who can best provide assistance.
7. Attends and participates in faculty meetings.
8. Participates in professional development. New instructors shall participate in pre-service professional development activities as required by the appropriate divisions. All secondary instructors shall participate in professional in-service as required by the appropriate divisions, including summer conference and mid-year activations.
9. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
10. Assists in the selection of books, equipment and other instructional materials. Each program shall use instructional materials developed by the Department of Career Tech or materials approved by the appropriate program administrator.
11. Submits student accounting and completes other required reports on the specified due date(s).
12. Accepts responsibility and arrives punctually for activities and duties as assigned.
13. Works to establish and maintain open lines of communication with students and parents concerning both the academic and behavioral progress.
14. Establishes and maintains cooperative relations with co-workers.
15. Is actively involved in professional growth activities.
16. Plans a program of study in cooperation with the administration that meets the individual needs, interests and abilities of students.
17. Creates an effective classroom environment that is conducive to learning and appropriate to the maturity and interests of students within the limits of the resources of the district.
18. Assesses the accomplishments of students on a regular basis and provides progress reports as required through report cards and parent-teacher conferences.
19. Assists the administration in implementing all policies and/or rules governing student life and conduct; and, for the classroom, develops reasonable rules of classroom behavior and procedure; and maintains order in the classroom in a fair and just manner.
20. Maintains appropriate emotional stability, physical health, personal appearance and personality.
21. Maintains confidentiality.
22. Maintains good relations with the businesses in the community.
23. Sponsors an active and appropriate career and technology student organization as an integral part of the program.
24. Adheres to the policies set forth by the Board of Education.
25. Each full-time program has an occupational advisory committee that is formally organized and meets at

least once annually.
26. Keeps an updated inventory on State and District owned equipment and supplies.

~~2025~~

~~CONTINUED, Career Technology Teacher~~

27. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
28. Follows guidelines set by the Oklahoma Department of Career and Technology Education, *Careertech Rules for Career and Technology Education,* Title 780 Oklahoma Administrative Code.
29. Abides by all district, federal and state laws, policies and procedures.
30. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Gifted and Talented /Advance Placement (AP) Counselor/Coordinator
QUALIFICATIONS:	As set by the state certification authorities
REPORTS TO:	Principal/Assistant Principal

PERFORMANCES RESPONSIBILITIES:

1. Assumes a leadership role in planning, developing and implementing an effective guidance program for the secondary gifted/talented students of the district.
2. Stays abreast of current gifted/talented policies and regulations by attending conferences, workshops, maintaining professional associations and disseminating information to the appropriate personnel.
3. Coordinates and administrates the Preliminary Scholastic Aptitude Test (PSAT).
4. Coordinates district AP program including collaborating with AP Vertical teams, writing for grants, arranging and conducting student testing and maintaining communications with students, parents and instructors.
5. Coordinates Pre-AP and Honors Classes and maintains communication with instructors.
6. Coordinates District GATE Program for students in grades 6-12 and maintains communication with instructors.
7. Provides professional development opportunities for secondary classroom teachers regarding gifted/talented students and coordinates College Board teacher training.
8. Assists with enrollment procedures for GATE students.
9. Coordinates appropriate field trips, special programs and competitions for secondary gifted/talented students.
10. Assists High School counselors with opening school year, testing, test reports and presentations to classes.
11. Attends and participates in faculty meetings and professional development activities, and serves on committees as required.
12. Is actively involved in professional growth activities.
13. Completes reports and other school-related paperwork as required within stated timelines.
14. Accepts the responsibility and arrives punctually for activities and duties as assigned.
15. Establishes and maintains cooperative relations with co-workers.
16. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
17. Demonstrates stated criteria for effective counseling performance.
18. Maintains appropriate emotional control, physical health and personal appearance.
19. Maintains confidentiality.
20. Abides by all district, federal and state laws, policies and procedures.
21. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Adopted: 08-03
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Media/Technology Director
QUALIFICATIONS:	As set by state certification authorities
REPORTS TO:	Principal or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with classroom teachers in the teaching of information literacy skills, use of the library and resources.
2. ~~Instructs~~ Assists teachers in the use of media materials, equipment and approved network software.
3. Maintains an inventory ~~and catalog~~ of all media center materials and equipment.
4. Organizes all media center materials and equipment for access by staff and students.
5. Works with administration to develop a budget that supports the curriculum and maintains equipment.
6. Coordinates material and equipment purchases with teachers, students, staff and parents in accordance with the district selection policy.
7. Supervises media staff, ~~and student helpers~~ community and student helpers.
8. Serves on site and district committees.
9. Oversees the use of the media center and the computer lab.
10. Coordinates master schedule for all computer labs to accommodate benchmark testing.
11. Coordinates check out of technology equipment.
12. Sets up and facilitates technology presentations by staff and guest speakers as needed.
13. Coordinates database creation and maintenance. Is actively involved in professional growth activities.
14. Completes reports and other school-related paperwork as required within stated timelines.
15. Accepts the responsibility and arrives punctually for activities and duties assigned.
16. Establishes and maintains cooperative relations with co-workers.
17. Maintains accurate, complete and correct records as required by law, district policy and administrative regulations.
18. Establishes clear procedures for student behavior in the Media Center and computer lab; monitors student behavior in both settings when needed.
19. Provides instructional plans aligned with national and state teachings standards developed to meet a diverse student population.
20. Maintains confidentiality.
21. Maintains appropriate emotional control, physical health and personal appearance.
22. Facilitates on-going professional development in the areas of technology and research for teachers.
23. Facilitates on-going opportunities for students to effectively use technology in the educational setting.
24. Collaborates with faculty and administration on selection of materials.
25. Able to assist students with material selection, research and exploration of information through a variety of resources—books, internet, almanacs, thesaurus, etc.
26. Abides by all district, state and federal laws, policies and procedures.
27. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

PHYSICAL DEMANDS:

Weight limit/ lifting up to 20 pounds frequently.
Ability to bend and lift frequently.
Ability to squat occasionally.
Ability to stand/walk for periods of time for class instruction.

Revised: June 2000
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	High School Band Director
QUALIFICATIONS:	Valid teacher certification
REPORTS TO:	Principals of school in which band is a part of the curriculum
COORDINATES:	Total band program

PERFORMANCE RESPONSIBILITIES:

1. Organizes in conjunction with the various principals and individual band teachers the overall band curriculum at each school.
2. Develops with the various principals and individual band teachers the schedule and assignments of each band teacher's class load for the overall benefit of the band program.
3. Provides input to principals in the selection and assignment of all band teachers.
4. Assumes responsibility for organizing a total year calendar and making necessary arrangement of band concerts, contests and events the various groups will attend.
5. Arranges transportation for all high school band contests and events.
6. With input from principals, submits all requests for expenditures of the high school band program budget to the building principals.
7. Assumes responsibility for coordination of District owned instruments and music; sees to the repair and storage of district owned instruments in cooperation with the band instructors and principals.
8. Supervises the cleaning, storage and care of all high school band uniforms.
9. Arranges, with proper approval, all fund raising activities, which involve Mustang bands and groups associated with the band program.
10. Assumes an advisory position and works with all booster groups of the band program.
11. Builds good school-community relations by keeping the community informed of band related events.
12. Maintains congenial relations with other band teachers in the school system.
13. Demonstrates stated criteria for effective teaching performance.
14. Attends and participates in faculty meetings and professional activities and serves on committees as required.
15. Completes reports and other school related paperwork within stated timelines.
16. Accepts responsibility and arrives punctually for activities and duties as assigned.
17. Establishes and maintains cooperative relations with co-workers.
18. Is actively involved in professional growth activities.
19. Maintains appropriate emotional control, physical health and personal appearance.
20. Maintains confidentiality.
21. Demonstrates fiscal responsibility as relates to school equipment and supplies.
22. Assesses the accomplishments of students on a regular basis and provides progress reports as required through report cards and parent-teacher conferences.
23. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
24. Abides by all district, federal and state laws, policies and procedures.
25. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Revised: 03-09-09
Revised: 08-09-10
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Title VII Teacher
QUALIFICATIONS:	As set by state certification authorities
REPORTS TO:	~~Director of Federal Programs~~ Principal/Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Identifies needs. Plans and prepares appropriate instruction/tutorial for identified students.
2. Guides the learning process of these students towards the achievement of curriculum goals and objectives with emphasis in reading and mathematics.
3. Cooperates with the classroom teacher to achieve the identified goals and objectives.
4. Takes necessary and reasonable precautions to protect students and equipment purchased through Title VII grant monies including maintaining current inventory.
5. Works with the Title VII parent committee to provide information and follow the current approved grant program.
6. Assists administration in developing/implementing policies, rules and regulations.
7. Works to establish and maintain open lines of communications with students and parents.
8. Disseminates information to all identified students and parents regarding educational assistance/enrichment provided by Title VII.
9. Assists any support personnel/tutors to provide additional services for the identified students.
10. Attends and participates in faculty and professional activities, and serves on committees as required.
11. Completes reports/grants and other school/program related paperwork in a timely manner.
12. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
13. Is actively involved in professional growth activities.
14. Maintains records of services needed and/or provided.
15. Assesses the accomplishment of identified students on a regular basis and provides progress reports to classroom teachers and parents through written communication and conferences.
16. Works with the Director of Federal Programs to follow federal grant guidelines.
17. Establishes and maintains cooperative relations with co-workers.
18. Accepts responsibility and arrives punctually for activities and duties as assigned.
19. Maintains confidentiality.
20. Maintains appropriate emotional control, physical health and personal appearance.
21. Abides by all district, federal and state laws, policies and procedures.
22. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Adopted: 10-09-06
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Site Secretary
QUALIFICATIONS:	High School Diploma; Reasonable degree of proficiency in typing; Working knowledge of basic office procedures and the operation of common office equipment
REPORTS TO:	Principal /Assistant Principal
SUPERVISES:	Student Aides

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a productive and smoothly run office.
2. Maintains such student records as shall be required and maintains student data base.
3. Maintains a regular filing system, and processes incoming correspondence as instructed.
4. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.
5. Performs any bookkeeping tasks associated with the position.
6. Orders and maintains supplies as needed.
7. ~~Assists teachers in preparing instructional materials as requested~~.
8. Places and receives telephone calls, ~~and~~ records messages and delivers message to appropriate personnel.
9. Makes arrangements for conferences/meetings and arrange for visitor comfort.
10. Receipts and deposits all incoming monies and handles financial transactions-such as requisitions, fundraiser requests, etc.
11. Administers prescribed medication when authorized by parent.
12. Assists in assuring substitutes are in place in all classes and all students are supervised.
13. Ability to operate and trouble-shoot printers and copy equipment.
14. Ability to provide first-aid care for students (i.e. bloody nose; bandage cuts; scrapes; check temperatures; handle ill (vomiting) children; administer ice packs as needed.
15. Proficient and knowledgeable with computer systems (Excel, google.docs, student data base, transportation data base, and Word)
16. Maintains appropriate emotional control, physical health, and personal appearance.
17. Accepts responsibility and arrives punctually for activities and duties as assigned.
18. Establishes and maintains cooperative relations with co-workers, community members and patrons.
19. Maintains confidentiality.
20. Creates a calm and inviting atmosphere in the office.
21. Creates and maintains a positive climate for students, staff, and patrons.
22. Effective communication skills when interacting with students, patrons, and staff.
23. Abides by all district, state and federal laws, policies and procedures.
24. Performs such other tasks as may be assigned by supervisor.

TERMS OF EMPLOYMENT:

~~190-day calendar~~. Number of days and compensation based on Board approved support personnel salary schedule and employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the site principal and/or assistant principal.

PHYSICAL DEMANDS:

Ability to lift up to 10 pounds frequently.
Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to operate computers, copy machine, and other office machines as needed.

Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	ISI Supervisor
QUALIFICATIONS:	High School Diploma; Demonstrates aptitude for job to be performed
REPORTS TO:	Principal/Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes at designated time unless appropriate principal/personnel has been notified.
2. Evaluates students' needs, and refers, when appropriate, to school personnel who can best help with their problems.
3. Takes necessary and reasonable precautions to protect students, equipment and facilities.
4. Assists administration in developing/implementing policies, rules and regulations.
5. Completes reports and other school related paperwork within time and date requested.
6. Accepts the responsibility and arrives punctually for activities and duties as assigned.
7. Establishes and maintains cooperative relations with co-workers.
8. Maintains appropriate emotional control, physical health and personal appearance.
9. Demonstrates fiscal responsibility as relates to school equipment and supplies.
10. Checks and reports daily attendance.
11. Communicates with cafeteria daily on how many lunches to prepare.
12. Communicates with teachers regarding assignments for students placed in ISI.
13. Checks for completion of assigned work before the students are allowed to return to the regular classroom. Returns completed assignments to the teachers.
14. Supervises the community service aspect of ISI if required.
15. Maintains a quiet environment conducive to learning.
16. Strictly enforces the discipline procedures of the ISI classroom in order to achieve behavior modification.
17. Reconciles detention log if required.
18. Maintains emotional control, physical health and personal appearance.
19. Maintains confidentiality.
20. Abides by all district, federal and state laws, policies and procedures.
21. Performs such other tasks as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~175-day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the site principal or assistant principal.

PHYSICAL DEMANDS:

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

Adopted: March 2002
Revised: 02-09-09
Revised: 12-15-14

~~6055~~

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Media Assistant
QUALIFICATIONS:	High School diploma; Demonstrates aptitude for the work to be performed; Demonstrates positive attitude toward a school environment; Computer skills
REPORTS TO:	Media Director; Principal and/or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. ~~Types and processes reports, bibliographies, forms, library schedules, letters to publishers, catalog cards and the like.~~
2. Assists in processing books and materials according to the Media Director's instructions.
3. ~~Maintains files, publishers' catalogs and other appropriate materials~~. Helps maintain library data base and other records.
4. Distributes notices to teachers concerning overdue books and letters to parents for overdue or damaged books under the supervision of the Media Director.
5. Repairs damaged books.
6. Prepares current magazines for shelving and maintains the back-number stacks.
7. Assists in the annual inventory of library materials and the preparation of lists of missing books and books to be discarded.
8. Shelves returned materials.
9. ~~At the high school and middle school level~~, Supervises student media aides and assigns various tasks and supervises students as needed.
10. Maintains current inventory of supplies and suggests items for acquisition as needed.
11. Oversees the general neatness and attractiveness of the library and its displays.
12. Maintains inventory and repair records for A/V equipment, under the supervision of the Media Director.
13. ~~Schedules and~~ Maintains the calendar for the media center and computer lab usage.
14. Assists students in locating research materials in both hard copies and computer searches.
15. Collects and deposits all fine money, lost book fees and other deposits as needed.
16. ~~Enjoys reading and be~~ Ability to ~~recommend books to~~ assist students and teachers in selection of materials.
17. Maintains appropriate emotional control, physical health and personal appearance.
18. Establishes and maintains cooperative relations with co-workers and maintains a positive rapport with students and faculty.
19. Maintains confidentiality.
20. Accepts the responsibility and arrives punctually for activities and assigned duties.
21. Becomes familiar with tech equipment and knows basic operations and troubleshooting procedures.
22. Facilitates student sign-in and sign-out procedures.
23. Abides by all district, state and federal laws, policies and procedures.
24. Performs such other tasks and duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~180-day contract~~. Number of calendar days and compensation based on Board approved support personnel salary schedule.

EVALUATION:

Abides by all district, state and federal laws, policies and procedures.

Job performance will be evaluated annually by site principal.

PHYSICAL DEMANDS:

Ability to bend, stand, squat occasionally.
Ability to lift up to 20 pounds frequently.
Some lifting and moving equipment and materials.

Revised: 06-09-08
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Teacher Assistant
QUALIFICATIONS:	High School diploma or equivalent; Eighteen years of age or older; Good oral and written command of English (Spanish where required by assignment)
REPORTS TO:	Principal/Assistant Principal/Teacher

PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively with the classroom teacher in the implementation of the instructional program.
2. Works to help children achieve success and develop positive feelings about themselves and school.
3. Serves as model in developing children's language and behavior.
4. Assists in preparing for instruction ~~by~~ (collecting and/or creating ~~arranging~~ resource materials, ~~preparing~~ manipulatives, visual and other teaching aids). ~~arranging field trips~~
5. Assists instruction by operating supportive equipment, directing games and singing, reading and telling stories, supervising testing and make-up work and assisting on field trips.
6. Assists in supervising such activities as playground, fire drills, lunchroom, field trips, car riders, bus loading and individual or small group activities, snack, toilet and clothing routines and any duties needed during the contract day.
7. Participates in the staff meetings at the school during the duty day when possible.
8. Provides instructional support by maintaining records, preparing reports, scoring objective tests, processing and distributing books and supplies, collecting money and cleaning and storing materials.
9. ~~Participates together with the classroom teacher in the in-service program~~.
10. Assists a substitute teacher in the same manner that the regular teacher would be assisted.
11. Maintains professional competence through in-service education activities and/or self-selected professional growth activities.
12. Maintains professional and cooperative relationships with teachers, colleagues, patrons, students, and administrators.
13. Maintains appropriate emotional control, physical health, and personal appearance.
14. Maintains confidentiality.
15. Punctual following reporting and dismissal times.
16. Abides by all district, state and federal laws, policies and procedures.
17. Performs other tasks as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~173 day contract.~~ Number of days and compensation based on Board approved support personnel salary schedule and employee work calendars.

EVALUATION:

Job performance to be evaluated annually by the site Principal/Assistant Principal.

PHYSICAL DEMANDS:

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

ability to do outside duties in inclement weather.
Ability to walk or move long distances from location to location around the building multiple times each day.

Revised: 02-09-09
Revised: 12-15-14

~~6063~~

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Playground Assistant
QUALIFICATIONS:	High School Diploma; Working knowledge of basic safety and school playground rules, policies and procedures regarding the playground and student supervision; Ability to relate and communicate in a cheerful positive manner
REPORTS TO:	Principal/Assistant Principal/Certified teacher on duty

PERFORMANCE RESPONSIBILITIES:

1. Actively supervises students on the playground and ~~ensures~~ guards against hazards to the students' safety.
2. Ensures that students are following safety procedures and playground rules.
3. Is consistent and punctual in attendance.
4. Reports any problems to appropriate school personnel or appropriate authority,
5. Maintains confidentiality.
6. Is pleasant while communicating with students, staff, and patrons.
7. Abides by all district, federal and state laws, policies and procedures.
8. Performs other tasks as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~173-day contract, 2 hours per day~~ Number of days/hours and compensation based on Board approved support personnel salary schedule and employee work calendars.

EVALUATION:

Job performance evaluated annually by the principal or assistant principal.

PHYSICAL DEMANDS:

Ability to continuously stand, bend, squat or walk.
Climb up onto and down from playground equipment.
Ability to be in various weather conditions.
Ability to stand/walk for periods of time up to 2 hours.

Adopted: 02-09-09
Revised: 12-15-14

~~6066~~

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Title I Paraprofessional
QUALIFICATIONS:	Completed at least two (2) years of study at an institution of higher education OR Obtained an associate's (or higher) degree OR Passed the Oklahoma General Education Test ALL applicants must have a high school diploma or a General Educational Development (GED) Diploma and a National Background Search with fingerprinting requirements
REPORTS TO:	Principal/Assistant Principal/Teacher

PERFORMANCE RESPONSIBILITIES:

1. Works under the supervision of the classroom teacher in the implementation of the instructional program.
2. Works to help children develop positive feelings about themselves and school.
3. Provides one-on-one tutoring to eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher.
4. Assists with classroom management, such as organizing instructional and other materials.
5. Provides assistance in a computer laboratory.
6. Conducts parental involvement activities.
7. Provides support in a library or media center.
8. Participates in the staff meetings at the school during the day when possible.
9. Participates with the teacher in professional development programs when possible.
10. Assists a substitute teacher in the same manner that the regular teacher would be assisted.
11. Maintains professional competence through in-service education activities and/or self-selected professional growth activities.
12. Maintains appropriate emotional control, physical health and personal appearance.
13. Maintains confidentiality.
14. Abides by all district, federal and state laws, policies and procedures.
15. Performs other duties as directed by the supervisor.

TERMS OF EMPLOYMENT:

~~175 day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the principal.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to support and stabilize students with physical disabilities.

Adopted: 08-12-02
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA 73064

TITLE:	Title VII Paraprofessional
QUALIFICATIONS:	Completed at least two (2) years of study at an institution of higher education OR obtained an associate's degree (or higher) OR passed the Oklahoma General Education test All applicants must have a National Background Search
REPORTS TO:	Principal/Assistant Principal/Teacher

PERFORMANCE RESPONSIBILITIES:

1. Works in cooperation with the Title VII teacher and classroom teachers in the implementation of an identified instructional program for individual Native American students
2. Performs clerical duties as needed in following Title VII guidelines
3. Works to help students develop positive feelings about themselves, school and their Native American heritage
4. Provides one-to-one tutoring to eligible students as needed
5. Assists in maintaining and organizing the Title VII classroom, instructional materials and equipment
6. Provides assistance in technology and home-based learning materials
7. Assists with parental involvement activities and conferencing
8. Assists in the dissemination of information for Native American students and parents
9. Participates in the staff meetings and other activities as needed
10. Maintains professional competence through in-service educational opportunities and participation in professional development programs
11. Assists a substitute teacher in the same manner that the regular teacher would be assisted.
12. Maintains appropriate emotional control, physical health and personal appearance.
13. Maintains confidentiality.
14. Abides by all district, federal and state laws, policies and procedures.
15. Performs other duties as directed by supervisor.

TERMS OF EMPLOYMENT:

~~175 day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUTION:

Job performance evaluated annually by the supervisor.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to support and stabilize students with physical disabilities.

Adopted: August 9, 2004
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Substitute Teacher
QUALIFICATIONS:	Certificate, license or other legal credential preferred; such qualifications as the Board may find appropriate and acceptable. Degree(s) preferred in the area of major study; twenty-one (21) years of age or a Junior in college with an Education Major
TRAINING REQUIRED:	Bloodborne Pathogens training; attend district substitute training; complete proper paperwork for employment
REPORTS TO:	Site Principal/Assistant Principal/Supervisor/Executive Director of Human Resources

PERFORMANCE RESPONSIBILITIES:

1. Uses basic communication skills (oral, written, or business) to exchange information, give and receive simple instructions, and respond to inquiries. Includes filling out forms, instructions, and writing and printing legibly. Has knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft, or proofing of completed material. Communicates in clear, grammatically correct English.
2. Performs skilled, professional-level tasks under limited supervision, uses proper teaching techniques to provide students the environment for learning. Implements lesson plans and accomplishes curriculum objectives.
3. Cares for and effectively assists all students, including students with special needs. Implements guidelines/syllabus with effective instructional/teaching objectives. Encourages effective learning with proper teaching techniques. Ensures students are acquiring skills and knowledge to apply principles, theories, and other learning. Properly monitors student progress (grading, feedback, etc.). Provides environment to encourage independent thinking challenges for more motivated students. Maintains proper classroom discipline.
4. Contributes to effectiveness/quality of district programs including extracurricular programs. Keeps accurate records, reports, etc., pursuant to district policy.
5. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned. This also includes assigning homework, grading material, etc., if necessary.
6. Consults as appropriate with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the teacher's lesson plans.
7. Assumes responsibility for overseeing pupil behavior in class and during lunch, ~~and~~ recess periods, and/or other duty times assigned. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
8. Follows ~~all~~ Board policies, school rules, and school procedures to which regular teachers are subject and which good teaching practice dictates.
9. Other than those physical/mental requirements included within the essential functions: Communicates effectively ~~on the telephone~~. Performs duties related to playground, lunch, bus and other as appropriate. ~~Handles laboratory science equipment and materials safely. Handles electrical and mechanical equipment in classroom safely.~~ Handles all school materials and equipment correctly and safely. Manages special needs children effectively and safely.
10. Maintains confidentiality.
11. Maintains appropriate emotional control, physical health and personal appearance.
12. Punctual—following reporting and dismissal times.

TERMS OF EMPLOYMENT:
On an as needed basis. Compensation based on Board approved salary schedule.

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

Revised: 02-09-09
Revised: 12-15-14

~~6086~~

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Army Officer
QUALIFICATIONS:	Retired Army W01-W04 or Major (04) or above
JOB GOAL:	Lead, direct and coordinate all aspects of the day to day operations of the JROTC Program at Mustang High School
REPORTS TO:	~~Superintendent/or Designee~~ High School Principal or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Basic communication skills (oral, written or business) to exchange information, give and/or receive clear instructions and respond to inquiries; includes filling out forms.
2. Reads and interprets written or printed materials.
3. Uses specialized equipment with expertise acquired through extensive experience and/or training.
4. Good customer service and people skills to work with the school and families of students.
5. Establishes and supervises a student trainer program.
6. Orders all supplies and equipment needed for each school year.
7. Prepares and coordinates program evaluation by government.
8. Utilize teacher performance responsibilities.
9. Maintains appropriate emotional control, physical health and personal appearance.
10. Maintains confidentiality.
11. Abides by all district, federal and state laws, policies and procedures.
12. Performs such duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of job will be evaluated annually by principal.

Adopted: 05-09-05
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Cross Walk Guard
QUALIFICATIONS:	General knowledge of basic safety and school traffic procedures; Ability to relate in positive manner to students
REPORTS TO:	Appropriate site administrator

PERFORMANCE RESPONSIBILITIES:

1. Ensures against hazards to the safety of students enroute to school.
2. Ensures that students are following safety procedures when crossing streets.
3. Must be consistent and punctual with attendance.
4. Reports any problems to appropriate school personnel or appropriate authority.
5. Assists in directing busses regarding traffic flow.
6. Carries out wishes of building principal in regards to student behavior.
7. Appropriate use of communication skills with students, parents, and staff.
8. Maintains appropriate emotional control, physical health and personal appearance.
9. Maintains confidentiality.
10. Abides by all district, federal and state laws, policies and procedures.
11. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:
~~173-day calendar~~. Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated annually by the principal or assistant principal.

PHYSICAL DEMANDS:

Ability to walk or stand continuously up to 2 hours
Ability to do outside duties in inclement weather.

Adopted: 02-01
Revised: 02-09-09
Revised: 12-15-2014

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Parking Lot Guard
QUALIFICATIONS:	General knowledge of school traffic procedures
REPORTS TO:	High School Principal/Assistant Principal

PERFORMANCE RESPONSIBILITY:

1. Supervises the arrival and dismissal of student drivers to ensure safety procedures are followed.
2. Reports any problems concerning the parking lot procedures to appropriate secondary administration.
3. Performs other duties assigned by the secondary administrator or central office administration.
4. Securing gates/unlocking at end of day.
5. Abides by all district, federal and state laws, policies and procedures.

TERMS OF EMPLOYMENT:

~~173-day calendar~~. Number of days/hours and compensation based on Board approved support personnel salary schedule.

EVALUATION:

Job performance will be evaluated annually by the high school principal or assistant principal.

PHYSICAL DEMANDS:

Ability to continuously stand, bend, squat or walk.
Climb up onto and down from playground equipment.
Ability to be in various weather conditions.
Ability to stand/walk for periods of time up to 2 hours.

Adopted: 02-01
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Noon Supervisor
QUALIFICATIONS:	High School Diploma or equivalent; ~~Must "like" children~~
REPORTS TO:	Principal/Assistant Principals

PERFORMANCE RESPONSIBILITIES:

1. Is cheerful and pleasant while communicating with students, staff and parents.
2. Watches for safety hazards.
3. Carries out wishes of building principals in regards to student behavior. ~~Is caring, yet firm.~~
4. Is clean and neatly groomed. Wears proper clothing. ~~well-fitting clothes.~~
5. Follows work schedules and job assignments as requested.
6. Must be punctual and consistent with attendance.
7. Respectful of students, staff, and patrons.
8. Maintains confidentiality.
9. Abides by all district, federal and state laws, policies and procedures.
10. Performs other duties as assigned by supervisor.

PHYSICAL JOB DESCRIPTION:

1. Ability to be on feet standing, walking and bending for up to 2 1/2 hours.
2. Reads and understands work schedules.

TERMS OF EMPLOYMENT:

~~173-day calendar~~. Number of days, hours, and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the principal or assistant principals.

Adopted: 06-28-07
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

Title:	Student Assistance/Crisis Counselor
Qualifications	Masters of Education in School Counseling; competency to organize and work effectively with administration, staff, students and patrons; facilitator of district-wide student assistance program; knowledgeable of elementary and secondary student's behavioral patterns; competency to work with administration and staff to develop and achieve long and short range goals and objectives; experience and preparation in counseling in the areas of drug/alcohol abuse, suicide, pregnancy, physical-emotional-sexual abuse, death, divorce, eating disorders and transitioning students back into the school atmosphere from treatment or suspension
Reports To:	~~Assistant Superintendent and~~ Mustang High School Principal ~~Principal of building will submit evaluation where student assistance/crisis counselor's office is located~~

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for development, implementation and evaluation of goals and objectives of the Student Assistance Program that reflects district policies and procedures.
2. Maintains effective communication and coordination between and among schools, administration and community.
3. Coordinates CARE teams at all District schools desiring program.
4. Coordinates support groups at the secondary level.
5. Develops, organizes, distributes and maintains paperwork needed for the program.
6. Serves as liaison between school and community regarding Student Assistance Program.
7. Develops and implements educational training regarding student assistance topics for staff, parents, students and patrons.
8. Maintains current lists of referral agencies/professionals that will provide appropriate, quality health care.
9. Serves as first contact for crisis situations involving students of MPS.
10. Provides and facilitates communication of information to faculty and students regarding crisis situations.
11. Provides follow-up support for students and families through support groups and community referral process.
12. Attends and participates in faculty meetings and professional development activities, and serves on committees as required.
13. Is actively involved in professional growth activities.
14. Completes reports and other school-related paperwork as required within stated timelines.
15. Accepts the responsibility and arrives punctually for activities and duties as assigned.
16. Establishes and maintains cooperative relations with co-workers.
17. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
18. Demonstrates stated criteria for effective counseling performance.
19. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

Number of calendar days and compensation based on Board approved certified schedule.

EVALUATION:

Performance of this job will be evaluated annually by Principal in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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

Revised: 02-09-04
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Office Assistant
QUALIFICATIONS:	High School Diploma; Working knowledge of basic office procedures and the operation of common office equipment; Demonstrates positive attitude toward school environment
REPORTS TO:	Principal/Assistant Principal/School Nurse

PERFORMANCE RESPONSIBILITIES:

1. Is flexible, communicates well with people of all ages and backgrounds; has good public relation skills.
2. Maintains confidentiality.
3. Administers medication pursuant to school policy.
4. Performs the usual office routines and practices associated with a productive and smoothly run office.
5. Maintains such student records as shall be required.
6. Maintains a regular filing system and processes incoming correspondence as instructed.
7. Obtains, gathers and organizes pertinent data as needed; puts it into usable form.
8. Places and receives telephone calls and records messages.
9. Maintains appropriate emotional control, physical health and personal appearance.
10. Maintains confidentiality.
11. Abides by all district, federal and state laws, policies and procedures.
12. Performs other tasks and health related duties as assigned by supervisor.
13. Assists with Nurse responsibilities when nurse is unavailable.

~~TERMS OF EMPLOYMENT:~~

~~173-day contract.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Job performance evaluated annually by the principal or assistant principal

WORK ENVIRONMENT:

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

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, sit, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to operate computers, copy machine, and other office machines as needed.

Adopted: 8-12-02
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS

MUSTANG, OKLAHOMA

TITLE:	School Psychologist~~/Psychometrist~~
QUALIFICATIONS:	State Certified School Psychologist~~/Psychometrist~~ M. S. degree and graduate training in School Psychology & Psychometrics 2-3 years of directly related experience.
REPORTS TO:	Director of ~~Special~~ Student Services.

PERFORMANCE RESPONSIBILITIES:

1. Must have communication skills (oral, written or business). Basic communication skills to exchange information, give/receive simple instructions and response to inquiries. This includes filling out forms.
2. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.
3. Must have good customer service/people skills to work with the school, families of students and medical professionals. It requires following safety guidelines and policies in order that students and others including self are protected from accident or injury. It requires following school dress standards, proper attendance or leave policies and other work-habits concerns. Creativity, initiative and effective problem solving are critical to the success of the position.
4. Performs complex computation requiring skill in higher level college math and statistics.
5. Reads and interprets routine to complex written or printed materials such as medical records/charts, diagrams, instruction material.
6. Uses business machines that can be easily learned from simple manuals or simple verbal instructions. May on occasion use more difficult machines without any proficiency required, such as data entry.
7. Responsible for filing and retrieving from an existing filing system.
8. Uses tools or equipment other than keyboards or office machines with expertise acquired through extensive experience and/or specialized training. Such tools include intelligence and achievement testing instruments.
9. Assists in the identification and initial referral of students with suspected disabilities. Performs psycho-educational assessment.
10. Participates in comprehensive staffing. Coordinates the information flow from the department to other appropriate service providers.
11. Discharges liaison services to receiving school districts or treatment facilities.
12. Prepares comprehensive psycho-educational reports.
13. Makes recommendations for intervention and acts as an IEP team member. Attends categorical eligibility that involves presentation of evaluation results.
14. Consults and instructs school personnel and parents in the therapeutic management of students.
15. Maintains confidential records. Provides documentation of progress and prepares evaluation.
16. Consults with physicians, hospitals and other medical personnel regarding the needs of students with disabilities.
17. Provides formal/informal in-service to administrators, parents and teachers.
18. Travels to the various sites to provide services.
19. Attends necessary workshops and continuing education to maintain certification. Adheres to the standards according to the IDEA Amendments of 1997.
20. Maintains appropriate emotional control, physical health and personal appearance.
21. Maintains confidentiality.
22. Abides by all district, federal and state laws, policies and procedures.
23. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

~~220-day contract.~~ Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATIONS:

Performance of this job will be evaluated annually by the Director of ~~Special~~ Student Services.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, sit, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.

Adopted: 8-00
Revised: 12-08-08
Revised: 12-15-14

~~2015~~

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Special Education Teacher
QUALIFICATIONS:	As set by State certification authorities
REPORTS:	Principal/~~Director of Special Student Services~~

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at designated times unless appropriate administrator/supervisor has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflects objectives to be achieved.
3. Participates in the evaluative process for special education placement as required.
4. Uses state and district standards to guide instruction and focuses on content mastery for all students.
5. Participates in eligibility, placement and Individualized Education Plan (IEP) team meetings as required.
6. Maintains a "work" folder for each student when appropriate, to document students' progress.
7. Provides appropriate educational program for students.
8. Serves as a consultant to regular classroom teachers for IEP students in regular classrooms.
9. Cooperates with ~~regular~~ general education classroom teachers and other staff members in planning instructional goals, objectives and methods to be used with students in special education.
10. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided, materials available and needs and capabilities of the child.
11. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Provides documentation of required modifications and accommodations on a timely basis to all ~~regular~~ general education classroom staff.
13. Completes all required documentation in a timely manner and according to current local, state and federal guidelines.
14. Attends and participates in faculty meetings and professional development activities, and serves on committees as required.
15. Assists in the selection, inventory of books, equipment and other instructional materials.
16. Completes reports and other school related paperwork as required, within stated timelines.
17. Accepts responsibility and arrives punctually for activities and duties as assigned.
18. Works to establish and maintain open lines of communication with students and the parents concerning both the academic and behavioral progress of assigned students.
19. Is actively involved in professional growth activities.
20. Creates an effective classroom environment that is conducive to learning and appropriate to the developmental levels and interests of students within the limits of the resources of the district.
21. Guides the learning process toward the achievement of the IEP goals.
22. Assists the administration in implementing all policies and/or rules governing student life and conduct; and, for the classroom, develops reasonable rules of classroom behavior and procedure; and maintains order in the classroom in a fair and just manner.
23. Maintains appropriate emotional stability, physical health, personal appearance and personality.
24. Maintains confidentiality.
25. Demonstrates stated criteria for effective teaching performance.
26. Abides by all district, state and federal laws, policies and procedures.
27. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually by principal in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to do outside duties in inclement weather.
Ability to support and stabilize students with physical disabilities.

Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Career Technology Teacher
QUALIFICATIONS:	As set by State certification authorities
REPORTS TO:	Principal/Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at designated times unless appropriate administrator/supervisor has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflects objectives to be achieved.
3. Guides the learning process toward the achievement of District and State curriculum.
4. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided, materials available and the needs and capabilities of the individuals or student groups involved.
5. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
6. Discerns students' needs and refers, when appropriate, to school personnel who can best provide assistance.
7. Attends and participates in faculty meetings.
8. Participates in professional development. New instructors shall participate in pre-service professional development activities as required by the appropriate divisions. All secondary instructors shall participate in professional in-service as required by the appropriate divisions, including summer conference and mid-year activations.
9. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
10. Assists in the selection of books, equipment and other instructional materials. Each program shall use instructional materials developed by the Department of Career Tech or materials approved by the appropriate program administrator.
11. Submits student accounting and completes other required reports on the specified due date(s).
12. Accepts responsibility and arrives punctually for activities and duties as assigned.
13. Works to establish and maintain open lines of communication with students and parents concerning both the academic and behavioral progress.
14. Establishes and maintains cooperative relations with co-workers.
15. Is actively involved in professional growth activities.
16. Plans a program of study in cooperation with the administration that meets the individual needs, interests and abilities of students.
17. Creates an effective classroom environment that is conducive to learning and appropriate to the maturity and interests of students within the limits of the resources of the district.
18. Assesses the accomplishments of students on a regular basis and provides progress reports as required through report cards and parent-teacher conferences.
19. Assists the administration in implementing all policies and/or rules governing student life and conduct; and, for the classroom, develops reasonable rules of classroom behavior and procedure; and maintains order in the classroom in a fair and just manner.
20. ~~Maintains appropriate emotional stability, physical health, personal appearance and personality~~.
21. Maintains good relations with the businesses in the community.
22. Sponsors an active and appropriate career and technology student organization as an integral part of the program.
23. Adheres to the policies set forth by the Board of Education.
24. Each full-time program has an occupational advisory committee that is formally organized and meets at least once annually.

25. Keeps an updated inventory on State and District owned equipment and supplies.

~~2025~~

~~CONTINUED, Career Technology Teacher~~

26. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
27. Follows guidelines set by the Oklahoma Department of Career and Technology Education, *Careertech Rules for Career and Technology Education,* Title 780 Oklahoma Administrative Code.
28. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

Number of calendar days and compensation based on Board approved certified schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Elementary School Counselor
QUALIFICATIONS:	As set by State certification authorities
REPORTS TO:	Principal or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Assumes a leadership role in planning, developing, and initiating an effective developmental guidance program for the school in cooperation with the principal.
2. Works with all concerned persons in assisting in understanding and appreciating the individuality of each student.
3. Maintains a daily schedule of guidance/counseling activities.
4. Plans and leads small group and classroom activities designed to assist students to an increased self-understanding and self-worth, as well as an understanding of others and an appreciation of their worth and uniqueness.
5. Plans and leads classroom guidance units designed to assist students to an increased awareness of self and others in the areas of character education, academic success, problem-solving, study skills, effective communication, and career awareness.
6. Works to identify and help in proper placement of exceptional students and maintains confidential and cumulative student records.
7. Works to identify students with social/emotional needs. Establish and coordinate support groups correlating with the District Student Assistance Program Philosophy.
8. Works with students on an individual basis in developing coping skills and/or resolutions of personal problems.
9. Assists in identifying and facilitating referral of children with serious problems to other school or community services.
10. Interprets the guidance program to the community and provides community agencies with information on the needs of youth.
11. Works with teachers and other staff members to familiarize them with the general range of services offered by the guidance department.
12. Counsels with parents toward meeting specific needs of their children and works with them to develop a plan of action.
13. Confers with teachers, as a co-worker, in developing a plan of action in an effort to better meet the needs of a student who is having educational, social, emotional or disciplinary difficulty.
14. Observes and studies pupil behavior in the classroom and other situations as requested in order to identify needs for special guidance services.
15. Attends and participates in faculty meetings and professional development activities, and serves on committees as required.
16. Is actively involved in professional growth activities.
17. Completes reports and other school-related paperwork as required within stated timelines.
18. Accepts the responsibility and arrives punctually for activities and duties as assigned.
19. Establishes and maintains cooperative relations with co-workers.
20. Coordinates the distribution, administration and inventory of district and state-mandated testing in accordance with state and local regulations as assigned by the building administrator.
21. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
22. Demonstrates stated criteria for effective counseling performance.
23. Maintains appropriate emotional control, physical health and personal appearance.
24. Maintains confidentiality.
25. Abides by all district, federal and state laws, policies and procedures.
24. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:
Number of calendar days and compensation based on Board approved certified schedule and the employee work calendars.

EVALUATION:
Performance of this job will be evaluated by the principal in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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

Revised: 08-03
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Middle School Counselor
QUALIFICATIONS:	As set by State certification authorities
REPORTS TO:	Principal or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Assumes a leadership role in planning, developing and initiating an effective developmental guidance program for the school in cooperation with the ~~principal~~. site administration.
2. Works with all concerned persons in assisting in understanding and appreciating the individuality of each student.
3. Maintains a daily schedule of guidance/counseling activities.
4. Plans and leads small groups and classroom activities designed to assist students to an increased self-understanding and self-worth, as well as an understanding of others and an appreciation of their worth and uniqueness.
5. Plans and leads classroom guidance ~~units~~. designed to assist students to an increased awareness of self and others in the areas of character education, academic success, problem solving, study skills, effective communication and career awareness.
6. Works to identify and help in proper placement of exceptional students and maintains confidential and cumulative student records.
7. Works to identify students with social/emotional needs. Establish and coordinate support groups correlating with the District Student Assistance Program Philosophy.
8. Works with students on an individual basis in developing coping skills and/or resolution of ~~solution of~~ personal problems.
9. Assists in identifying and facilitating referral of children with serious problems to other school or community services.
10. Interprets the guidance program to the community and provides community agencies with information on the needs of youth.
11. Is responsible for student enrollment and schedule changes.
12. Coordinates parent/teacher conferences as needed.
13. Attends and participates in faculty meetings and professional development activities, and serves on committees as required.
14. Is actively involved in professional growth activities.
15. Completes reports and other school-related paperwork as required within stated timelines.
16. Accepts the responsibility and arrives punctually for activities and duties as assigned.
17. Establishes and maintains cooperative relations with co-workers.
18. Coordinates the distribution, administration and inventory of District and State-mandated testing in accordance with State and local regulations as assigned by the ~~building~~ site administrator.
19. Introduces and begins using District College and Career Planner with eighth grade students.
20. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
21. Demonstrates stated criteria for effective counseling performance.
22. Maintains appropriate emotional control, physical health and personal appearance.
23. Maintains confidentiality.
24. Abides by all district, federal and state laws, policies and procedures.
25. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated by the principal in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Adopted: 08-03
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	High School Counselor
QUALIFICATIONS:	As set by the state certification authorities
REPORTS TO:	Principal or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Assumes a leadership role in planning, developing and initiating an effective developmental guidance program for the school in cooperation with the ~~principal.~~ site administration.
2. Works with all concerned persons in assisting in understanding and appreciating the individuality of each student.
3. Maintains a daily schedule of guidance/counseling.
4. Plans and leads classroom guidance designed to assist students to an increased awareness of self and others in the areas of academic success, problem solving, study skill, effective communication, and career awareness.
5. Works to identify and help in proper placement of exceptional students and maintains confidential and cumulative student records.
6. Works to identify students with social/emotional needs. Establish and coordinate support groups correlating with the District Student Assistance Program Philosophy.
7. Works with students on an individual basis in the solution of personal problems.
8. Interprets the guidance program to the community and provides community agencies with information on the needs of students.
9. Is responsible for student enrollment and schedule changes.
10. Monitors credits of each senior student at least twice a year, and each under classman once a year.
11. ~~11.~~ Provides information and assists students with scholarships, financial aid and the college admission process. ~~A senior scholarship handbook is available to senior parents and students. In addition, a monthly scholarship bulletin is available to all senior students.~~
12. Writes letters of recommendation for scholarships, college entrance, various awards, job applications, and military opportunities.
13. Coordinates enrollment, grades and attendance of career-tech students.
14. Coordinates college night activities as appropriate.
15. Coordinates the senior awards assembly.
16. Organizes scholarship recognition at graduation.
17. ~~17.~~ Notifies parents/guardians of credit deficiencies and provides information about ~~summer school, correspondence courses and on-line curriculum.~~ recovery programs.
18. Coordinates parent/teacher conference as needed.
19. Coordinates early graduation procedures with student and parent when applicable.
20. Attends and participates in faculty meetings and professional development activities, and serves on committees as required.
21. Is actively involved in professional growth activities.
22. Completes reports and other school-related paperwork as required within stated timelines.
23. Accepts the responsibility and arrives punctually for activities and duties as assigned.
24. Establishes and maintains cooperative relations with co-workers.
25. Coordinates the distribution, administration and inventory of District and State-mandated testing in accordance with State and local regulations as assigned by the ~~building~~ site administrator.
26. ~~Continues working with students with District College and Career Planner.~~
27. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
28. Demonstrates stated criteria for effective counseling performance.
29. Maintains confidentiality.

30. Maintains appropriate emotional control, physical health and personal appearance.
31. Abides by all district, federal and state laws, policies and procedures.
32. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated by principal in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Revised: 08-03
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Consultant/Hearing Impaired Teacher (Contract, or as needed)
QUALIFICATIONS:	As set by state certification authorities
REPORTS TO:	Principal/Assistant Principal/Director of ~~Special~~ Student Services ~~Education~~

PERFORMANCE RESPONSIBILITIES:

1. Serves on the following teams for the hearing-impaired child: categorical eligibility team, IEP team, and annual review team.
2. Assists classroom teachers in locating and developing methods, techniques and materials to be used in implementing individual educational programs for students on prescription.
3. Observes hearing-impaired students in the classroom as necessary.
4. Holds conferences with parents and/or hearing-impaired students as needed.
5. Cooperates with regular classroom teachers and staff personnel of the various buildings in which hearing-impaired students are housed.
6. Completes reports and other school related paperwork as required.
7. Makes recommendations regarding assistive technology needed for hearing impaired students.
8. Instructs teachers in use of sound field systems and other assistive technology needed for hearing impaired students.
9. Maintains appropriate emotional stability, physical health, personal appearance, and personality.
10. Maintains appropriate emotional control, physical health and personal appearance.
11. Maintains confidentiality.
12. Abides by all district, federal and state laws, policies and procedures.
13. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

As per contract with hearing-impaired consultant/teacher.

EVALUATION:

Performance of the job will be evaluated in accordance with the determination that performance responsibilities listed above have been rendered and the signed contract establishing this service.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to support and stabilize students with physical disabilities.

Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Consultant/Visually Impaired Teacher (Contract, or as needed)
QUALIFICATIONS:	As set by state certification authorities and/or North Central Association
REPORTS TO:	Principal/Assistant Principal/Director of ~~Special~~ Student Services

PERFORMANCE RESPONSIBILITIES:

1. Serves on the following teams for the Visually Impaired child: categorical eligibility team, IEP team and annual review team.
2. Assists classroom teachers in locating and developing methods, techniques and materials to be used in implementing individual educational programs for students on prescription.
3. Observes visually impaired students in the classroom as necessary.
4. Holds conferences with parents and/or Visually Impaired students as needed.
5. Cooperates with ~~regular~~ general education classroom teachers and staff personnel of the various buildings in which Visually Impaired students are housed.
6. Completes reports and other school related paperwork as required.
7. Maintains appropriate emotional stability, physical health, personal appearance and personality.
8. Maintains appropriate emotional control, physical health and personal appearance.
9. Maintains confidentiality.
10. Abides by all district, federal and state laws, policies and procedures.
11. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

As per contract with Visually Impaired Consultant/Teacher.

EVALUATION:

Performance of the job will be evaluated in accordance with the determination that performance responsibilities listed above have been rendered and the signed contract establishing this service.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to support and stabilize students with physical disabilities.

Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	School Nurse
QUALIFICATIONS:	Must be a registered nurse in the state of Oklahoma; Meets the Oklahoma State Department of Education requirements for certification as a school nurse
REPORTS TO:	Director of ~~Special~~ Student Services/Principal/Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Must be flexible, communicate well with people of all ages and backgrounds; have good public relations skills and teaching skills; must be able to maintain confidentiality.
2. Advises and assists in the treatment of ill or injured students and faculty.
3. Complies with the Oklahoma Nurse Practice Act and utilizes guidelines from other professional organizations.
4. Coordinates and provides health education programs for students according to state standards.
5. Participates in programs designed to promote professional growth.
6. Provides health education information to students, faculty and staff and provides training to personnel.
7. Assists in the interpretation of health issues.
8. Assists in formation of health policies, goals and objectives for the school district.
9. Documents and reports suspected child abuse according to Oklahoma State Laws.
10. Advises administration regarding exclusion and re-admission of students in connection with infectious and contagious conditions.
11. Serves as a liaison to community agencies and the medical community.
12. Assists school officials in assuring that students meet immunization standards as defined by law.
13. Makes necessary medical referrals.
14. Assists in the modification of the educational programs to meet the health needs of individual students.
15. Participates in the development of the individualized education plan for special education students as needed.
16. Participates in the development of 504 plans and the implementation of the plans for students.
17. Provides services to promote health for students and staff.
18. Assists unlicensed personnel in health related task.
19. Establishes and maintains adequate health records as required by law, District policy and administrative regulations.
20. Designs and monitors procedures for administration and storage of all medication in accordance with established guidelines.
21. Is actively involved in professional growth activities.
22. Accepts responsibility and arrives punctually for activities and duties as assigned.
23. Establishes and maintains cooperative relations with co-workers.
24. Attends and participates in faculty meetings and professional activities and serves on committees as required.
25. Abides by all district, state and federal laws, policies and procedures.
26. Performs other health-related duties as may be assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to operate computers, copy machine, and other office machines as needed.

Adopted: 3-01-99
Revised: 12-4-00
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Nurse Assistant
QUALIFICATIONS:	High School Diploma; Working knowledge of basic office procedures and the operation of common office equipment; Demonstrates positive attitude toward school environment. Current CPR or First Aid Certification or willing to gain certification. Preferred medical knowledge or experience.
REPORTS TO:	Principal/Assistant Principal/Registered School Nurse

PERFORMANCE RESPONSIBILITIES:

1. Administers first aid and medication to students according to district policy and procedures.
2. Assists and participates in the implementation of the communicable disease program and screenings.
3. Communicates effectively with school nurse, staff and parents regarding health care needs and concerns for the purpose of referring students in need of further treatment.
4. Follows medical emergency plans and maintains health records for the purpose of providing information required by legal and professional standards.
5. Performs record keeping and clerical functions under strict confidentiality for the purpose of supporting the health services staff.
6. Performs specialized treatments as delegated by appropriate personnel monitored and evaluated by school nurse.
7. Supervises students referred for illness and/or injury for the purpose of monitoring their care and maintaining order in the health room.
8. Follows all medical procedures as trained by school nurse.
9. Abides by all district, state and federal laws, policies and procedures.
10. Performs other tasks and health related duties as assigned by supervisor.

~~11. Is flexible, communicates well with people of all ages and backgrounds; has good public relation skills.~~
~~12. Maintains confidentiality.~~
~~13. Administers medication pursuant to school policy.~~
~~14. Performs the usual office routines and practices associated with a productive and smoothly run office.~~
~~15. Maintains such student records as shall be required.~~
~~16. Maintains a regular filing system and processes incoming correspondence as instructed.~~
~~17. Obtains, gathers and organizes pertinent data as needed; puts it into usable form.~~
~~18. Places and receives telephone calls and records messages.~~
~~19. Performs other tasks and health related duties as assigned by supervisor.~~

TERMS OF EMPLOYMENT:

~~175-day contract.~~ Number of days and compensation based on Board approved support personnel salary schedule and employee work calendars.

EVALUATION:

Job performance evaluated annually by the principal or assistant principal.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to operate computers, copy machine, and other office machines as needed.

Adopted: 1-14-2013

Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Special Education Paraprofessional
QUALIFICATIONS:	State Department of Education requirements; High school diploma or equivalent; Eighteen years of age or older
REPORTS TO:	Principal/Special Education Teacher/Teacher

PERFORMANCE RESPONSIBILITIES:

1. Prepares for classroom activities under supervision of certified teacher.
2. Performs clerical duties for assigned teacher.
3. ~~Sets up audiovisual equipment.~~
4. Assists teacher with instructional classroom duties.
5. Assists the students in ~~the library, if applicable~~ physical/academic environments outside the classroom when applicable.
6. Grades papers, helps with records when called upon to do so.
7. Assists with an individual child's particular needs when called upon to do so.
8. ~~Works alongside the special education teacher and carries out the program developed by the special education teacher.~~
9. Maintains all confidentially requirements for students.
10. Works cooperatively with the special education teacher/general education teacher in the implementation of the instructional program.
11. Works to help children develop positive feelings about themselves and school.
12. Serves as model in developing children's language and behavior.
13. Assists in preparing for instruction by collecting and arranging resource materials, preparing visual and other teaching aids, arranging field trips, etc.
14. Provides instructional support by maintaining records, ~~preparing reports~~, scoring, ~~objective tests~~, processing and distributing books and supplies, collecting money and/or cleaning and storing materials.
15. Assists a substitute teacher in the same manner that the regular teacher would be assisted.
16. Maintains professional competence through in-service education activities and/or self-selected professional growth activities.
17. Abides by all district, state and federal laws, policies and procedures.
18. Performs such other tasks as may be assigned by supervisor.

TERMS OF EMPLOYMENT:

~~175-day calendar~~. Number of days and compensation based on Board approved support personnel salary schedule and employee work calendars.

EVALUATION:

Job performance evaluated annually by principal or assistant principal.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to do outside duties in inclement weather.

Ability to support and stabilize students with physical disabilities.

Adopted: 02-01
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Intermediate School Counselor
QUALIFICATIONS:	As set by the state certification authorities
REPORTS TO:	Principal or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Assumes a leadership role in planning, developing and initiating an effective developmental guidance program for the school in cooperation with the site administration.
2. Works with all concerned persons in assisting in understanding and appreciating the individuality of each student.
3. Maintains a daily schedule of guidance/counseling.
4. Plans and leads small groups and classroom activities designed to assist students to an increased self-understanding and self-worth, as well as an understanding of others and an appreciation of their worth and uniqueness.
5. Plans and leads classroom guidance designed to assist students to an increased awareness of self and others in the areas of character education, academic success, problem solving, study skills, effective communication and career awareness.
6. Works to identify and help in proper placement of exceptional students and maintains confidential and cumulative student records.
7. Works to identify students with social/emotional needs. Establish and coordinate support groups correlating with the District Student Assistance Program Philosophy.
8. Works with students on an individual basis in developing coping skills and/or resolution of personal problems.
9. Assists in identifying and facilitating referral of children with serious problems to other school or community services.
10. Interprets the guidance program to the community and provides community agencies with information on the needs of students.
11. Is responsible for student enrollment and schedule changes.
12. Coordinates parent/teacher conferences as needed.
13. Attends and participates in faculty meetings, PLC (Professional Learning Committees), professional development activities, and serves on committees as required.
14. Is actively involved in professional growth activities.
15. Completes reports and other school-related paperwork as required within stated timelines.
16. Accepts the responsibility and arrives punctually for activities and duties as assigned.
17. Coordinates the distribution, administration and inventory of District and State-mandated testing in accordance with State and local regulations as assigned by the site administrator.
18. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
19. Maintains confidentiality.
20. Maintains appropriate emotional control, physical health and personal appearance.
21. Demonstrates stated criteria for effective counseling performance.
22. Abides by all district, federal and state laws, policies and procedures.
23. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated by principal or assistant principal.

PHYSICAL DEMANDS:

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

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12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Reading Specialist
QUALIFICATIONS:	Master's Degree and Reading Specialist Certificate prefered
REPORTS TO:	Principal or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. To develop Reading Achievement Plans (RAP) for each student qualifying for services according to state and district guidelines.
2. To provide intensive reading instruction to all students qualifying based on state and district required assessments.
3. To help ensure compliance with the Reading Sufficiency Act requirements at the site level.
4. To submit required reports on time to the Oklahoma State Department of Education as required by the RSA Law.
5. Serve on various Reading Curriculum Committees to develop/adjust district wide Curriculum Maps, assessments, textbooks selections, etc.
6. Attend site PLC meetings, serve on RTI committee (site and district).
7. Be available to do workshops on reading for parents and teachers.
8. Collaborate with district leadership, other reading specialists on the development of the District Reading Sufficiency Act Plan.
9. To develop and update the site Reading Sufficiency Act (RSA) Plan according to state law.
10. To inform/update principals, teachers and staff of changes made to Site RSA Plan and Law.
11. Collaborate with other site reading specialists at least monthly to help coordinate district wide programs, ideas, and resources as well as any changes to the RSA Law.
12. To oversee all testing required by RSA Law, train teachers on the administration of the assessments, help interpret assessment data to develop a RAP plan for qualifying students.
13. To complete required forms needed to place student on a RAP plan in a timely manner.
14. Together with classroom teacher, notify parents of the RAP plan for their child, gain signature of the parent for service and maintain records of services provided.
15. Keep parents informed of student progress through progress reports, parent/teacher conferences, and any other form of communication.
16. Serve as a resource for the teachers and parents.
17. To organize parent nights, parent communication, etc. in partnership with other teachers and staff including Title 1 Reading teachers.
18. May serve as After School Coordinator for after school tutoring as deemed by the principal according to site needs.
19. May serve as Summer Reading Academy Coordinator as deemed by district leadership/principal.
20. Communicates with principal, teachers, and district leadership to determine resources may be needed and purchased through RSA funds.
21. Keeps accurate and complete records.
22. Maintains appropriate emotional control, emotional health, and personal appearance.
23. Maintains confidentiality.
24. Abides by all district, federal and state laws, policies and procedures.
25. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Job performance will be evaluated annually by site principal or assistant principal.

PHYSICAL DEMANDS:

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

12-15-14

~~2005~~

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	GATE Teacher
QUALIFICATIONS:	As set by state certification authorities
REPORTS TO:	Principal or Assistant Principal

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at designated times unless appropriate administrator/supervisor has been notified.
2. Prepares for assigned classes and provides written evidence of preparation that reflects long/short term goals and objectives to be achieved.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students within the limits of the resources of the District.
4. Guides the learning process toward the achievement of District and State curriculum.
5. Discerns students' needs, and refers, when appropriate, to school personnel who can best provide assistance.
6. Establishes and maintains open lines of communications with students and parents concerning academic and behavioral progress.
7. Plans and implements instructional programs/strategies to meet the individual needs, interests and abilities of students.
8. Takes necessary and reasonable precautions to protect students, equipment and facilities.
9. Assists administration in developing and implementing policies, rules and regulations.
10. Demonstrates stated criteria for effective teaching performance.
11. Attends and participates in faculty, PLC (Professional Learning Communities), department meetings and professional activities, and serves on site/district committees as required as scheduled will allow.
12. Accepts responsibility and arrives punctually for activities and duties as assigned.
13. Establishes and maintains cooperative relations with co-workers.
14. Is actively involved in professional growth activities.
15. Maintains appropriate emotional control, physical health and personal appearance and plans collaboratively with colleagues.
16. Demonstrates fiscal responsibility as relates to school equipment and supplies.
17. Analyzes student data and assesses the accomplishments of students on a regular basis ~~and~~ providing progress reports as required through report cards and parent-teacher conferences.
18. Maintains accurate, complete and correct records and other school related paperwork accurately and within stated timelines as required by law, District policy and administrative regulations.
19. Participates in Individualized Educational Plan (IEP) conferences as needed.
20. Maintains confidentiality.
21. Maintains appropriate emotional control, physical health and personal appearance.
22. Effectively integrates technology to enhance and support instruction.
23. Abides by all district, state and federal laws, policies and procedures.
24. Serves on the District Gifted and Talented Committee.
25. Works with principals to set schedule for GATE students.
26. Completes testing and determine qualification for any student recommended for the Gifted and Talented Program.
27. Completes Gifted and Talented Program reports.
28. Provides training for teachers concerning gifted and talented student's needs.

29. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Gifted and Talented /Advance Placement (AP) Counselor/Coordinator
QUALIFICATIONS:	As set by the State certification authorities
REPORTS TO:	Principal or Assistant Principal

PERFORMANCES RESPONSIBILITIES:

1. Assumes a leadership role in planning, developing and implementing an effective guidance program for the secondary gifted/talented students of the district.
2. Stays abreast of current gifted/talented policies and regulations by attending conferences, workshops, maintaining professional associations and disseminating information to the appropriate personnel.
3. Coordinates and administrates the Preliminary Scholastic Aptitude Test (PSAT).
4. Coordinates district AP program including collaborating with AP Vertical teams, writing for grants, arranging and conducting student testing and maintaining communications with students, parents and instructors.
5. Coordinates Pre-AP and Honors Classes and maintains communication with instructors.
6. Coordinates District GATE Program for students in grades 6-12 and maintains communication with instructors.
7. Provides professional development opportunities for secondary classroom teachers regarding gifted/talented students and coordinates College Board teacher training.
8. Assists with enrollment procedures for GATE students.
9. Coordinates appropriate field trips, special programs and competitions for secondary gifted/talented students.
10. Assists High School counselors with opening school year, testing, test reports and presentations to classes.
11. Attends and participates in faculty meetings and professional development activities, and serves on committees as required.
12. Is actively involved in professional growth activities.
13. Completes reports and other school-related paperwork as required within stated timelines.
14. Accepts the responsibility and arrives punctually for activities and duties as assigned.
15. Establishes and maintains cooperative relations with co-workers.
16. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
17. Demonstrates stated criteria for effective counseling performance.
18. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

Number of calendar days and compensation based on Board approved certified schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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

Adopted: 08-03
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Superintendent of Schools
QUALIFICATIONS:	Superintendent's Certification; Central Office experience preferred
REPORTS TO:	Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Oversees the business operations of the school district.
2. Is responsible for everything that happens in the district. May delegate authority, but never the responsibility.
3. Supervises all district employees, either directly or by delegation.
4. Exercises general supervision over the operation of all the schools in the system.
5. Supervises the implementation and administration of all district policies and procedures.
6. Provides educational leadership for the development of innovative plans for the successful operation of the district.
7. Attends all regular and special meetings of the Mustang Board of Education (Board) and participates in deliberations without the privilege of presenting or seconding motions or voting.
8. Supervises the preparation of the agenda for all board meetings.
9. Reports to the Board on a regular basis concerning instruction, budget, staff, pupil population, school plant and other school concerns.
10. Supervises the preparation of the general budget in accordance with federal regulations, Oklahoma statues, O.C.A.S. and board policy.
11. Delegates the authority for and gives supervision to the organization and operation of an in-service education program for school personnel when it is deemed advisable.
12. Recommends new or revised policies and procedures for Board consideration.
13. Evaluates the effectiveness of general or specific areas of the school programs.
14. Makes recommendations to the Board for employment of personnel. Has the authority to accept voluntary resignations from employees and post the position openings when the need arises.
15. Assigns personnel to specific positions and reassigns them as conditions warrant the change. Reassignment involving change in salary status shall be submitted to the Board for approval.
16. In cases where action must be taken within the school system and the Board has provided no guidelines for administrative action, the Superintendent shall have the power to act.
17. Recommends improvement and expansion in school plant facilities as needed.
18. Disseminates information to the school patrons and community concerning school programs.
19. Represents the school district as the liaison at the local, state and national levels.
20. Acts as the Board's legal purchasing agent.
21. ~~Works with Director of Bond Projects/Construction and the Director of Operations to ensure safe, clean and attractive district sites.~~
22. ~~22.~~ Abides by all district policies and state and federal laws.
23. Performs other duties as assigned by the Board.

TERMS OF EMPLOYMENT:

365-day contract. Salary to be determined by the Mustang Board of Education.

EVALUATION:

Job performance will be evaluated annually by the Mustang Board of Education.

PHYSICAL DEMANDS:

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

Adopted: 03-01-99
Revised: 10-04-99
Revised: 10-09-06
Revised: 12-08-08
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

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

PERFORMANCE RESPONSIBILITIES:

1. Supervises and evaluates ~~Director of Special Student Services~~, ~~Director of Elementary Curriculum, Director of Secondary Curriculum, Director of Federal Programs,~~ Executive Director of ~~Personnel and all elementary principals.~~ Human Resources and Technology, Chief Operations Officer, and Director of Athletics.
2. ~~Is responsible for administration of the District Gifted and Talented budget.~~
3. Facilitates the implementation of board adopted policies and procedures.
4. Assists the Superintendent in policy and procedure revisions.
5. Works with directors and principals in implementing and evaluating instructional programs.
6. Serves as a mediator between building administration, staff, parents and students.
7. ~~Serves as District Hearing Officer for all discipline, residency and grievance appeals.~~
8. ~~Coordinates with the administrators and supervisors on plans of improvement for employees.~~
9. Advises the Superintendent on recommendations for reassignment, suspension or dismissal of employees.
10. ~~Gives final approval of all leave without pay requests as per negotiated contract and/or board policy.~~
11. Works with ~~building principals~~ Chief Operations Officer to ensure safe, clean and attractive district sites.
12. Coordinates the district long range planning committee. ~~Comprehensive Local Education Plan. and Student Growth and Achievement reports.~~
13. Coordinates student teacher placement in the district.
14. ~~Coordinates Family Medical Leave Act claims.~~
15. Coordinates safe school, security reports and crisis management implementation.
16. Consults with the Superintendent in approving all expenditures for school district purchases in accordance to Oklahoma Cost Accounting System.
17. ~~Serves on the Sick Leave Bank Committee for certified employees.~~
18. Serves as representative for the district with the United States Department of Education Civil Rights Data Collection.
19. Provides demographic updates to Superintendent and Board of Education to include class sizes, student enrollment, and personnel data.
20. Attends board meetings and prepares reports upon request.
21. Serves as the Title IX hearing officer for the district.
22. Abides by all district policies and state and federal laws.
23. Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

~~?12 month contract.~~ Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Superintendent.

PHYSICAL DEMANDS:

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

Adopted: 02-01
Revised: 04-06
Revised: 10-09-06
Revised: 12-08-08
Revised: 8-24-10
Revised: 06-05-13
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Bond Projects/Construction
QUALIFICATIONS:	Administrative certification/administrative experience preferred
REPORTS TO:	Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Coordinates District insurance coverage and claims.
2. Coordinates the bidding process as required by board policy and state law.
3. Assists in organizing and directing bond issues.
4. Supervises the implementation of designated bond projects.
5. Advises the ~~Superintendent~~ District Administration on facility planning and facility maintenance.
6. Oversees all construction projects throughout the District.
7. Abides by all district, state and federal laws, policies and procedures.
8. Performs other duties as assigned by the ~~Superintendent.~~ Chief Operations Officer.

TERMS OF EMPLOYMENT:

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

EVALUATION:
Job performance will be evaluated annually by the ~~Superintendent.~~ Chief Operations Officer.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 20 pounds frequently.

Adopted: 12-13-04
Revised: 12-08-08
Revised: 8-24-10
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Bond Projects/Construction
QUALIFICATIONS:	Administrative certification/administrative experience preferred
REPORTS TO:	Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Coordinates District insurance coverage and claims.
2. Coordinates the bidding process as required by board policy and state law.
3. Assists in organizing and directing bond issues.
4. Supervises the implementation of designated bond projects.
5. Advises the ~~Superintendent~~ District Administration on facility planning and facility maintenance.
6. Oversees all construction projects throughout the District.
7. Abides by all district, state and federal laws, policies and procedures.
8. ~~8.~~ Performs other duties as assigned by the ~~Superintendent.~~ Chief Operations Officer.

TERMS OF EMPLOYMENT:

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

EVALUATION:
Job performance will be evaluated annually by the ~~Superintendent.~~ Chief Operations Officer.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 20 pounds frequently.

Adopted: 12-13-04
Revised: 12-08-08
Revised: 8-24-10
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	~~Director of Operations~~ Chief Operations Officer
QUALIFICATIONS:	~~Administrative Certification; Administration experience preferred~~ Job experience in a related field; Administration experience preferred
REPORTS TO:	Deputy Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

1. Supervises and evaluates the ~~Custodial Supervisor and Maintenance Supervisor.~~ Director of Custodial, Director of Maintenance, Director of Transportation, and Director of Bonds/Construction and all support employees under operations department.
2. Attends board meetings and prepares such reports for the Board as the Superintendent may request.
3. Assists the Deputy Superintendent in development and implementation of school programs and community events.
4. Assists in the selection and assignment of support staff and others as directed by Deputy Superintendent.
5. Assists other administrators in dealing with in-district support personnel matters.
6. Maintains effective coordination with schools regarding transportation and maintenance services.
7. ~~Coordinates Worker's Compensation claims.~~ Develops and maintains a total operations plan and budget to include both preventative maintenance and long range planning.
8. ~~8.~~ Maintains confidentiality.
9. ~~9.~~ Abides by all district, state and federal laws, policies and procedures.
10. Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

~~250 245 day contract.~~ Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Deputy Superintendent.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 20 pounds frequently.
Ability to do outside duties in inclement weather.
Ability to walk or move long distances from location to location around the building multiple times each day.

Adopted: 12-13-04
Revised: 12-08-08
Revised: 8-24-10
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

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

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the general operation of all special education programs.
2. Supervises and evaluates the IEP facilitator, School Psychologists, Coordinator of Special Education Programs and Coordinator of Student Assistance Programs.
3. Supervises the maintenance of all district special education records in compliance with local, state, and federal regulations.
4. Supervises and coordinates the transition of students from Part B to Part C of special education programs.
5. Coordinates and completes all appropriate federal, state, and local applications for funding for special education programs.
6. Supervises the general operation of health service program and school nurses.
7. Supervises the general operation of mental health and student assistance programs.
8. Supervises and coordinates the homebound/home-based program.
9. Serves as the district ADA coordinator.
10. Supervises 504 procedural information and files.
11. ~~Coordinates and receives all school referrals to the Department of Human Resources.~~
12. Serves as the liaison between community based organizations and the district to provide needed services to students.
13. Keeps abreast of and communicates with appropriate staff all pertinent regulations and laws of assigned programs.
14. Meets monthly with all related service providers.
15. Supervises professional development activities and specialized training for all assigned programs.
16. Serves as a mediator between building administration, staff, parents, and students.
17. Attends board meetings and prepares reports upon request.
18. Is actively involved in professional growth activities.
19. Assists in the recruitment, selection, retention, promotion and assignment of special education personnel.
20. Supervises professional development activities and specialized training for special education staff, administrators and other personnel to include local, state and federal compliance issue
21. Coordinates purchases of materials and equipment for special education programs.
22. Supervises Transition Planning Conferences for students moving from Part B to Part C of special education programs.
23. Coordinates special education referrals and testing for the district.
24. Supervises Extended School Year program for identified students.
25. Maintains confidentiality.
26. Abides by all district policies and state and federal laws.

27. Performs other duties as assigned ~~by the Deputy Superintendent.~~by the Assistant Superintendent of Academic Services.

TERMS OF EMPLOYMENT:

~~Twelve months. 245 days~~. Number of days and compensation to be determined by the Board of Education and the employee work calendars.

EVALUATION:

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

PHYSICAL DEMANDS:

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

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

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Executive Director of ~~Personnel~~ Human Resources
QUALIFICATIONS:	Master's Degree in Education or Master's degree in Business Administration/Human Resources or Master's degree in Management/Human Resources; Administrative degree preferred
REPORTS TO:	Deputy Superintendent ~~and/or Superintendent~~

PERFORMANCE RESPONSIBILITIES:

1. Supervises the general operation of all personnel functions. Supervises ~~clerical~~ staff performing services for ~~Personnel~~ the Human Resource Offices.
2. Plans and directs a program for the recruitment, selection and assignment of certified and support personnel. Recommends all assignments, transfers, dismissals, and promotions of personnel ~~to the Superintendent~~ and works directly with all supervisors in these areas. Monitors the personnel supervision and evaluation process and makes recommendations for improvement in the system.
3. Organizes a corps of substitute teachers and support personnel substitutes and oversees their assignment to schools as needed.
4. Provides specialized professional development activities and training for all staff.
5. Communicates with the administration concerning personnel needs of the district.
6. Is active in professional organizations; attends job-specific training and professional conferences pertinent to personnel issues and human resources information.
7. Provides necessary information to the District's negotiating team and the Superintendent for the purpose of negotiating the annual contract for teachers. Serves as a member or chairs the Board of Education Negotiations Team during negotiations with teachers.
8. Administers and oversees all aspects of the employee fringe benefits program. Counsels employees regarding retirement, leaves, and benefits.
9. Serves as liaison between the school district and the State Department of Education in personnel matters. Develops procedures to ensure that all State Department of Education regulations, and all state and federal laws are being followed and directs the development of all personnel reports to state and federal agencies.
10. Consults with and advises administrators and supervisors on employee contract interpretation and implementation.
11. Coordinates the ~~Resident Teacher Program.~~ student teacher placement in the district.
12. Assists in preparing ~~Prepares~~ the new teacher orientation at the beginning of the school year.
13. ~~Coordinates development and distribution of district informational publications.~~
14. Maintains all employee personnel files.
15. Maintains application files. Posts all school openings. Prepares employment letters and contracts for new employees. Prepares and updates job descriptions.
16. Attends and is prepared to participate in all Board of Education meetings as directed by the Superintendent.
17. Maintains confidentiality.
18. Abides to all district, state and federal laws, policies and procedures.
19. Performs other duties as may be assigned by the supervisor.
20. Maintains data entry for time clock.

TERMS OF EMPLOYMENT:

~~240 245 day contract.~~ Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Deputy Superintendent.

PHYSICAL DEMANDS:

Ability to lift up to 10 pounds frequently.
Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to operate computers, copy machine, and other office machines as needed.

Adopted: 05-12-08
Revised: 12-08-08
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Elementary Principal
QUALIFICATIONS:	Administrator's Certification for the Appropriate Level
REPORTS TO:	~~Deputy Superintendent~~ Director of Elementary Schools

PERFORMANCE RESPONSIBILITIES:

1. Provides instructional leadership in developing and implementing educational programs designed to meet the needs of all students and to meet accreditation standards.
2. Assures implementation of ~~P.A.S.S. objectives~~ state standards and district curriculum.
3. Develops site improvement plans and ~~CLEP based on available data~~.
4. Develops and communicates site goals.
5. Coordinates ~~adequate~~ professional development activities for faculty and staff.
6. Implements and promotes district policy, ~~and~~ procedures, and initiatives.
7. Develops teacher and student handbook.
8. Submits reports to appropriate administrators as requested in a timely manner.
9. Coordinates parent, faculty and student groups to enhance educational programs and activities.
10. Supervises and evaluates personnel.
11. Coaches staff for improved performance.
12. Assists in the recruitment, selection, retention, promotion and assignment of personnel.
13. Establishes and updates site crisis plan and exercises decisive leadership in crisis situations.
14. Manages student data systems.
15. Coordinates with appropriate child nutrition personnel to identify student eligibility for federal programs.
16. Supervises adoption of all course offerings, textbooks and instructional materials.
17. Assists in the preparation of master/student schedules.
18. Supervises all school activities.
19. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.
20. Manages ~~site~~ budgets according to instructional needs.
21. Approves all requisitions and work orders for the site.
22. Submits semi-annual inventories.
23. Assists Directors in coordination of ~~Coordinates~~ transportation, custodial, cafeteria and other support services.
24. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.
25. Participates in Individualized Educational Plan (IEP) conferences as needed.
26. Performs other duties as assigned by the supervisor.
27. Promotes collaborative and positive school culture through relations with faculty, families, students, and community members.
28. Promotes environment where principals and faculty are visible and accessible to students, family, and community members.
29. Utilizes and promotes the use of technology at all levels.
30. Manages facility ~~responsible~~ (i.e. building is clean and well organized and district policies are followed).
31. Leads the improvement of student achievement through faculty collaboration.
32. Maintains confidentiality.
33. Abides by all district, state and federal laws, policies and procedures.
34. Requisitions for textbooks, supplies, and equipment and maintains appropriate receipts and records.

TERMS OF EMPLOYMENT:

220-day contract. Compensation based on Board approved administrative salary schedule. ???

EVALUATION:

Job performance will be evaluated annually by the ~~Deputy Superintendent~~ Director of Elementary Schools.

Physical Demands:
Ability to continuously stand and walk.
Ability to bend, climb stairs, and lift frequently.
Ability to lift up to 10 pounds frequently.

Adopted: March 1999
Revised: October 1999
Revised: February 2001
Revised: 12-08-08
Revised:12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Secondary Principal
QUALIFICATIONS:	Administrator's Certification for the Appropriate Level
REPORTS TO:	~~Administrative Assistant~~ Director of Secondary Schools

PERFORMANCE RESPONSIBILITIES:

1. Provides instructional leadership in developing and implementing educational programs designed to meet the needs of all students and to meet accreditation standards.
2. Assures implementation of ~~P.A.S.S. objectives~~ State Oklahoma Academic State Standards district curriculum.
3. Develops site improvement plans and ~~CLEP based on available data~~.
4. Develops and communicates site goals.
5. Coordinates ~~adequate~~ professional development activities for faculty and staff.
6. Implements and promotes district policy, ~~and~~ procedures, and initiatives.
7. Develops teacher and student handbook.
8. Submits reports to appropriate administrators as requested in a timely manner.
9. Coordinates parent, faculty and student groups to enhance educational programs and activities.
10. Supervises and evaluates personnel.
11. Coaches staff for improved performance.
12. Assists in the recruitment, selection, retention, promotion and assignment of personnel.
13. Establishes and updates site crisis plan and exercises decisive leadership in crisis situations.
14. Manages student data systems.
15. Coordinates with appropriate child nutrition personnel to identify student eligibility for federal programs.
16. Supervises adoption of all course offerings, textbooks and instructional materials.
17. Assists in the preparation of master/student schedules.
18. Supervises or assigns supervision all school activities.
19. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.
20. Manages ~~site~~ budgets according to instructional needs.
21. Approves all requisitions and work orders for the site.
22. ~~Submits semi-annual inventories~~.
23. Assists Directors in coordination of ~~Coordinates~~ transportation, custodial, cafeteria and other support services.
24. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.
25. Participates in Individualized Educational Plan (IEP) conferences as needed.
26. Performs other duties as assigned by the supervisor.
27. Promotes collaborative and positive school culture through relations with faculty, families, students, and community members.
28. Promotes environment where principals and faculty are visible and accessible to students, family, and community members.
29. Utilizes and promotes the use of technology at all levels.
30. Manages facility responsible (i.e. building is clean and well organized and district policies are followed).
31. Leads the improvement of student achievement through faculty collaboration.
32. Requisitions for textbooks, supplies, and equipment and maintains appropriate receipts and records.
33. Maintains confidentiality.
34. Abides by all district policies and state and federal laws.

Terms of Employment:

~~245-day contract/High School - 215-day contract.~~ Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

Evaluation:

Job performance will be evaluated annually by the ~~Administrative Assistant~~ Director of Secondary Schools.

Physical Demands:

Ability to continuously stand and walk.
Ability to bend, climb stairs and lift frequently.
Ability to lift up to 10 pounds frequently.

Adopted: February 2001
Revised: 12-08-08
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Administrative Intern
QUALIFICATIONS:	Administrator's Certification for the Appropriate Level
REPORTS TO:	Principal and Assistant Principal ~~and Superintendent or Superintendent's Designee~~

~~**ONE-YEAR MENTORSHIP THAT INCLUDES THE FOLLOWING PERFORMANCE RESPONSIBILITIES:**~~

~~1. Assists the principal in the general administration of the school.~~
~~2. Supervises and evaluates faculty and staff.~~
~~3. Supervises extracurricular activities.~~
~~4. Coordinates parent, faculty and student groups to enhance educational programs and activities.~~
~~5. Assists in the coordination of professional development programs.~~
~~6. Assists in the preparation of master/student schedules.~~
~~7. Works with faculty in compiling annual budget requests.~~
~~8. Requisitions textbooks, supplies and equipment and maintains appropriate receipts and records.~~
~~9. Compiles semi-annual inventories.~~
~~10. Assists in the responsibility for coordinating transportation, custodial, cafeteria and other support services.~~
~~11. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.~~
~~12. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.~~
~~13. Assists the principal in the preparation of the student handbook.~~
~~14. Participates in Individualized Educational Plan (IEP) conferences as needed.~~
~~15. Performs other duties as assigned by the supervisor.~~

~~**TERMS OF EMPLOYMENT:**~~

~~Teacher contract number of days, plus ten (10) additional days. Salary and work year according to current schedule.~~

~~**EVALUATION:**~~

~~Job performance will be evaluated by the principal.~~

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the general administration of the school.
2. Supervises and evaluates faculty and staff.
16. Assists in coordinating and approving site events, assemblies, field trips, performances and community programs.
17. Supervises school extracurricular activities.
18. Coordinates parent, faculty and student groups to enhance educational programs and activities.
19. Assists in the coordination of professional development programs.
20. Assists in the preparation of master/student schedules.

21. Assists the principal with requisitions of textbooks, supplies and equipment and maintains appropriate receipts and records.
22. Assist staff to compile annual inventories and/or textbook inventories.
23. Assists Directors and principals in the responsibility for coordinating transportation, custodial, cafeteria and other support services.
24. Supervises the reporting and monitoring of student attendance and performs investigative follow-up as needed.
25. Supervises student conduct, implements disciplinary procedures and maintains disciplinary records.
26. Assists the principal in the preparation of the teacher and student handbooks.
27. Participates in Individualized Educational Plan (IEP) conferences as needed.
28. Works to provide a safe learning environment.
29. Establishes and maintains positive relationships with parents, students, teachers, and colleagues.
30. Maintains professional standards of conduct and communication.
31. Maintains confidentiality.
32. Serves on site and/or district committees.
33. Approves all requisitions and work orders for the site as assigned by the principal.
34. Assists the principal with supervision of adoption of all course offerings, textbooks and instructional materials.
35. Manages student data systems.
36. Assists the principal in establishing and updating site crisis plan and exercises decisive leadership in crisis situations.
37. Assists in the recruitment, selection, retention, promotion, and assignment of personnel.
38. Assists in development of site improvement plans.
39. Assists principal with implementation and promotion of district policy, procedures and initiatives.
40. Submits reports to appropriate administrators as requested in a timely manner.
41. Assists teachers and support staff in their professional growth.
42. Assists parents, counselors, and teachers in meeting student's academic and behavioral needs through interventions, programs, and/or retention.
43. Abides by all district, state and federal laws, policies and procedures.
44. Performs other duties as assigned by the supervisor.

Terms of Employment:

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

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Evaluation:

Job performance will be evaluated annually by the principal.

Physical Demands:

Ability to continuously stand and walk for extended periods of time.
Ability to walk or move long distances from location to location around the building multiple times each day.
Ability to bend, climb stairs, and lift frequently.
Ability to lift up to 10 pounds frequently.
Ability to do outside duties in inclement weather.

Revised: 10-04-99
Revised: 12-08-08
Revised: 12-15-14

~~Adopted: October 2000~~
~~Revised: 12-08-08~~

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Elementary Curriculum
QUALIFICATIONS:	Administrative Certification through Oklahoma State Department of Education
REPORTS TO:	Assistant Superintendent of Academic Services

PERFORMANCE RESPONSIBILITIES:

1. Facilitates the development, alignment, implementation and evaluation of curriculum.
2. Provide educational leadership, mentorship, and administrative direction and supervision to elementary principals.
3. Evaluates all elementary principals to build capacity as instructional leaders.
4. Monitor the implementation of state and federal mandates.
5. Collaborate with building and district administrators to assess program effectiveness and develop appropriate improvement objectives.
6. Assist in the development, implementation and evaluation of school improvement plans.
7. Coordinate with elementary principals on the annual revision of elementary handbooks.
8. Develop, organize and facilitate all head principal and assistant principal meetings.
9. Visit elementary schools including classroom visitation on a regularly scheduled basis.
10. Attend elementary events on a regular basis.
11. Facilitator between parents/patrons and principals when a resolution is not agreed upon at the building level.
12. Serve as the hearing officer for all suspension appeals at the elementary level.
13. Oversee and provide guidance for the implementation and reporting for RSA and Response to Intervention.
14. ~~Assists in the development, implementation and evaluation of school improvement plans as part of the Comprehensive Local Education Plan and Student Growth and Achievement reports.~~
15. ~~Facilitates the credentialing process.~~
16. ~~Assists with district assessments in needed areas and facilitates data analysis.~~
17. Facilitates data analysis ~~of state testing.~~
18. ~~Facilitates the textbook adoption process.~~
19. ~~Co-Chairs the Character Education Implementation Committee.~~
20. ~~Co-chairs the District Curriculum Committee.~~
21. ~~Approves elementary field trips~~.
22. Serves ~~as administrative liaison~~ on the District Professional Development Committee.
23. ~~Assists in facilitating SOS monthly meetings for entry year teachers.~~
24. ~~Supervises and evaluates the District Test/Data Analysis and Mathematics Facilitator.~~
25. Attends board meetings and prepares reports upon request.
26. Maintains confidentiality.
27. Abides by all district policies and state and federal laws.
28. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

Adopted: 02-01
Revised: 03-08-04
Revised: 10-09-06
Revised: 12-08-08
Revised: 08-24-10
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Instructional Programs
QUALIFICATIONS:	Administrative Certification through Oklahoma State Department of Education
REPORTS TO:	Assistant Superintendent of Academic Affairs

PERFORMANCE RESPONSIBILITIES:

1. Facilitates the development and continuation of instructional programs which include but are not limited to Gifted and Talented, ~~RTI, RSA, ACE~~ and Fine Arts.
2. Completes and submits SDE reports for instructional programs
3. Assists in the development, implementation and evaluation of school improvement plans as related to instructional programs.
4. Collaborates with other Directors and Coordinators on district-wide initiatives.
5. ~~Facilitates academic progress monitoring~~.
6. Develops district assessments in needed areas and facilitates data analysis.
7. ~~Facilitates~~ Assist data analysis of state testing.
8. Chairs the Character Education Implementation Committee.
9. ~~Serves on District Professional Development Committee~~.
10. Assist in facilitating a program for new hires.
11. Attends board meetings and prepares reports upon request.
13. Establishes and maintains cooperative relations with co-workers.
14. Accepts responsibility and arrives punctually for activities and duties as assigned.
15. Attends and participates in meeting and professional activities and serves on committees as required.
16. Disseminates information to all identified staff, students, and parents.
17. Oversees gifted testing and placement.
18. Facilities the Gifted Committee and follows open meeting laws.
19. Updates and keeps the Gifted Plan current and reports the plan to the Board of Education and the State Department of Education.
20. Maintains confidentiality.
21. Abides by all district policies and state and federal laws.
22. . Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Job performance will be evaluated annually by the Assistant Superintendent of Academic Affairs.

PHYSICAL DEMANDS:

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

Proposed 4-8-13
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Secondary Curriculum
QUALIFICATIONS:	Administrative Certification through Oklahoma State Department of Education
REPORTS TO:	~~Deputy Superintendent of Schools~~ Assistant Superintendent of Academic Services

PERFORMANCE RESPONSIBILITIES:

~~1. Facilitates the development, alignment, implementation and evaluation of curriculum.~~
~~2. Assists in the development, implementation and evaluation of school improvement plans as part of the Comprehensive Local Education Plan and Student Growth and Achievement reports.~~
~~3. Facilitates the credentialing process and North Central Accreditation for grades 9-12.~~
~~4. Assists the Renaissance Program implementation.~~
~~5. Facilitates textbook adoption process.~~
~~6. Co-chairs the Character Education Implementation Committee.~~
~~7. Approves secondary field trips.~~
~~8. Serves as administrative liaison on District Professional Development Committee.~~
~~9. Facilitates data analysis of state testing.~~
~~10. Develops district assessments in core areas and facilitates data analysis.~~
~~11. Participates as a member of the Technology Executive Committee.~~
~~12. Co-chairs the District Curriculum Committee.~~
~~13. Supervises and evaluates the District Technology and Language Arts Facilitators.~~
~~14. Assists in facilitating SOS monthly meetings for entry year teacher.~~
~~15. Attends board meetings and prepares reports upon request.~~
~~16. Performs other duties as assigned by the supervisor.~~

1. 1. Facilitates the development, alignment, implementation and evaluation of curriculum.
2. Provide educational leadership, mentorship, and administrative direction and supervision to elementary principals.
3. Evaluates all elementary principals to build capacity as instructional leaders.
4. Monitor the implementation of state and federal mandates.
5. Collaborate with building and district administrators to assess program effectiveness and develop appropriate improvement objectives.
6. Assist in the development, implementation and evaluation of school improvement plans.
7. Coordinate with elementary principals on the annual revision of elementary handbooks.
8. Develop, organize and facilitate all head principal and assistant principal meetings.
9. Visit elementary schools including classroom visitation on a regularly scheduled basis.
10. Attend elementary events on a regular basis.
11. Facilitator between parents/patrons and principals when a resolution is not agreed upon at the building level.
12. Serve as the hearing officer for all suspension appeals at the elementary level.
13. Oversee and provide guidance for the implementation and reporting for RSA and Response to Intervention.
14. Serves on the District Professional Development Committee.
15. Attends board meetings and prepares reports upon request.
16. Maintains confidentiality.
17. Abides by all district policies and state and federal laws.
18. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:
~~245-day contract.~~ Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATION:
Job performance will be evaluated annually by the Deputy Superintendent.

Adopted: 02/01
Revised: 03/08/04
Revised: 10-09-06
Revised: 12-08-08
Revised: 08-24-10
Revised: 12-15-2014

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Federal Programs
QUALIFICATIONS:	As set by the state certification authorities, ~~North Central Association and/or Board of Education~~, Master Degree preferred
REPORTS TO:	~~/ Deputy Superintendent~~ Assistant Superintendent of Academic Services

PERFORMANCE RESPONSIBILITIES:

1. Supervises, coordinates and evaluates Federal Programs.
2. Chairs the District Title Advisory Committee.
3. Serves on the District, Professional Development, and Curriculum Committee.
4. Works with the Title site principals on monitoring the Title Programs.
5. Coordinates and disseminates grant information and facilitates grant writing.
6. ~~6.~~ Communicates with the staff, Board of Education, patrons and community. ~~as requested.~~
7. Attends board meetings and prepares reports upon request.
8. Performs other duties as assigned by the supervisor.
9. Establishes and maintains cooperative relations with co-workers.
10. Accepts responsibility and arrives punctually for activities and duties as assigned.
11. Attends and participates in meeting and professional activities and serves on committees as required.
12. Maintains confidentiality.
13. Abides by all district policies and state and federal laws.
14. Conducts required federal program meetings and committees and follows the open meeting requirement.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

PHYSICAL DEMANDS:

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

Adopted: 01-10-05
Revised: 12-08-08
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Director of Technology
QUALIFICATIONS:	Knowledgeable of local and wide-area network technology and operations; Knowledgeable about selection, installation and proper use of computer software and hardware; Degreed and/or certification, Novell or related experience
REPORTS TO:	~~Administrative Assistant~~ Deputy Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Maintain, upgrade and service all local area networks in the district's instructional sites.
2. Maintain, upgrade and service all local area networks that support electronic mail. This includes identification and testing of problem areas and finding solutions for hardware and software problems related to network management.
3. Recommend and purchase technical equipment to meet district needs.
4. Develop and recommend technology policies for the district.
5. Supervise the maintenance of the district technology asset inventory and maintenance/support agreements.
6. Supervise, evaluate and delegate work for the technical staff.
7. Supervise the district integrated web site.
8. Provide technical support for appropriate software applications for clerical and instructional staff.
9. Attend training and professional meetings to maintain a high level of technical skill and advances in the field.
10. Attend board meetings upon request.
11. Develop the district technology plan with related budgets.
12. Develop planning and training for district personnel on instructional and administrative software.
13. Develop the district plans for computer wiring, networking for all existing and new construction.
14. Complete E-rate applications.
15. Purchase and/or lease district digital imagining equipment.
16. Install, maintain, upgrade and service district telephone system.
17. Maintain adequate data backups of all district wide server related data and provide disaster recovery.
18. Evaluate, maintain and service all uninterruptible power supplies devices.
19. Install, maintain, upgrade and service district Anti-virus System.
20. Maintain, upgrade and service district Internet connection that includes the security Firewall and district security policy.
21. Monitor network status on a 24-hour basis through various monitoring software applications. Notification of network outages and server errors are reported via text messages to Director of Technology.
22. Plan and chair the District Technology Committee and Executive Technology Committee meetings.
23. Prepare all board agenda items relevant to related technology purchases and policies.
24. Maintains confidentiality.
25. Abides by all district, state and federal laws, policies and procedures.
26. Perform other duties as may be assigned by the Superintendent or Deputy Superintendent.

TERMS OF EMPLOYMENT:

~~240 245 day contract.~~ Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

EVALUATION:

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

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 20 pounds frequently.
Ability to do outside duties in inclement weather.
Ability to walk or move long distances from location to location around the building multiple times each day.

Adopted: 11-10-03
Revised: 10-09-06
Revised: 12-08-08
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

Title:	Chief Financial Officer (CFO)
Qualifications:	Degree in Business, Accounting, ~~or~~ Finance, or relevant public school experience required; have a working knowledge of and experience in school finance; Master Degree preferred
Reports to:	Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

1. Oversees and supervises the functions of payroll, accounts payable, activity fund, treasurer, assistant treasurer, bank couriers and Child Nutrition Department.
2. Supervises and evaluates all business department personnel and the Director of Child Nutrition.
3. Reviews the FR3 for accuracy prior to submission to the State Department of Education.
4. Compiles and publishes the year-end receipts and expenditures by July 31 of each year.
5. Works with the Independent Auditor in preparing the budget for the current year.
6. Prepares the annual budget and presents it to the Board of Education.
7. Prepares monthly board reports of current and projected revenue and expenditúres for all appropriated funds.
8. Supervises and verifies coding of all expenditures for school district purchases for all funds including activity in accordance with the Oklahoma Cost Accounting System.
9. Coordinates with other administrators in determining cost projections and payroll projections for negotiating purposes.
10. Reviews all federal claims. Works with the Director of Federal Programs on expenditures processed for the current plan year.
11. Communicates with the staff, Board of Education, patrons and community as requested.
12. Works with the staff and the Financial Advisor for bond projections and sinking fund mills.
13. Coordinates with all department heads in matters of budgets, requisitions, employee payments, federal programs and state reports as required.
14. ~~Oversees the initiation of the time clock and make any program adjustments as needed.~~
15. Reviews and coordinates any law changes that affect finances on an as needed basis.
16. Serves on committees as assigned when involving financial information.
17. Attends board meetings and prepares reports upon request.
18. Maintains confidentiality.
19. Abides with all district, state and federal laws, policies and procedures.
20. Performs other duties as assigned by the ~~supervisor.~~ Superintendent of Schools.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

PHYSICAL DEMANDS:

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

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

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Instructional Technology/Professional Develop. Coordinator
QUALIFICATIONS:	As set by state certification authorities
REPORTS TO:	Assistant Superintendent of ~~Academic Affairs~~ Academic Services

PERFORMANCE RESPONSIBILITIES:

1. Provides instructional technology/professional development training to district staff throughout the year.
2. Provides instructional technology/professional development training during all professional development days.
3. Provides additional support and training to new teachers regarding district instructional technology/professional development requirements.
4. Provides one-on-one support to teachers in their classrooms.
5. Provides training and assistance to reading and math teachers in the input of credentialing data.
6. Works collaboratively with district media specialists, teachers and staff in the use of new and existing software and technology tools in the classroom.
7. Conducts beginning and end of year evaluations to assess training effectiveness and needs.
8. Attends the District Professional Development Committee meetings.
9. Assists with District Technology Committee meetings.
10. Works collaboratively with professional development staff, directors and other coordinators.
11. Takes necessary and reasonable precautions to protect students, equipment and facilities.
12. Completes reports and other school-related paperwork within time and date requested.
13. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
14. Is actively involved in professional growth activities.
15. Demonstrates fiscal responsibility in relation to school equipment and supplies.
16. Maintains confidentiality.
17. Abides by all district policies and state and federal laws.
18. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

~~?225 day contract.~~ Compensation is based on Board approved certified salary schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Proposed 3-11-13
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Mathematics Curriculum/Professional Development Coordinator
QUALIFICATIONS:	Mathematics Certification as set by State certification authorities
REPORTS TO:	Assistant Superintendent of Academic ~~Affairs~~ Services

PERFORMANCE RESPONSIBILITIES:

1. Assists in curriculum development and professional development as related to curricular needs in mathematics throughout the school year.
2. Leads the mathematics textbook adoption process.
3. Assists with the district assessments and data analysis.
4. Serves on the District Curriculum and Professional Development Committees.
5. Provides mathematics curriculum training to district staff throughout the year.
6. Provides training during all professional development days.
7. Provides additional support and training to new teachers regarding district mathematics curriculum requirements.
8. Provides one-on-one support for mathematics curriculum integration projects to classroom teachers.
9. Facilitates mathematics across all disciplines.
10. Assists Title I mathematics teachers and attends meetings as deemed appropriate.
11. Serves on mathematics articulation teams.
12. Assists with the district accreditation process.
13. Provides training and assistance to mathematics teachers in the input of credentialing data.
14. Monitors vertical and horizontal alignment of the mathematics curriculum district wide.
15. Completes reports and other school-related paperwork within time and date requested.
16. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
17. Is actively involved in professional growth activities.
18. Demonstrates fiscal responsibility in relation to school equipment and supplies.
19. Maintains confidentiality.
20. Abides by all district policies and state and federal laws.
21. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

~~225 day contract.~~ Number of days and compensation is based on Board approved certified salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Proposed 3-11-13
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE: Coordinator	English Language Arts Curriculum/Professional Development
QUALIFICATIONS:	Secondary English/Language Arts Certification as set by state certification authorities
REPORTS TO:	Assistant Superintendent of Academic Services

PERFORMANCE RESPONSIBILITIES:

1. Assists in curriculum development and professional development as related to curricular needs in English/Language Arts.
2. Leads in the English/Language Arts textbook adoption process.
3. Assists with the district assessments and data analysis.
4. Serves on the District Curriculum and Professional Development Committees.
5. Provides English/Language Arts curriculum training to district staff throughout the year.
6. Provides training during all professional development days.
7. Provides additional support and training to new teachers regarding district English/Language Arts curriculum requirements.
8. Provides one-on-one support for English/Language Arts curriculum integration projects to classroom teachers.
9. Facilitates Reading/English/Language Arts/Writing across all disciplines.
10. Assists Title I Reading teachers and attends meetings as deemed appropriate.
11. Serves on Reading articulation teams.
12. Assists with the district accreditation process.
13. Provides training and assistance to Reading and English/Language Arts teachers in the input of credentialing data.
14. Monitors vertical and horizontal alignment of the English/Language Arts curriculum district wide.
14. Takes necessary and reasonable precautions to protect students, equipment and facilities.
15. Completes reports and other school-related paperwork within time and date requested.
16. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
17. Is actively involved in professional growth activities.
18. Demonstrates fiscal responsibility in relation to school equipment and supplies.
19. Maintains confidentiality.
20. Abides by all district policies and state and federal laws.
19. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

~~??225 day contract.~~ Number of days and compensation is based on Board approved certified salary schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Proposed: 3-11-13
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	District Test/Data Coordinator
QUALIFICATIONS:	Teacher Certification as set by state certification authorities
REPORTS TO:	~~Director of Elementary Curriculum~~ Assistant Superintendent of Academic Services

PERFORMANCE RESPONSIBILITIES:

1. Coordinates plans and schedules the K-12 district and state testing programs.
2. Assumes responsibilities as District Test Coordinator for the Oklahoma School Testing Program.
3. Facilitates the dissemination of all test data to sites.
4. Performs test data analyses and distributes information to appropriate personnel and members of the board of education.
5. Assists the Curriculum Department in the school improvement and accreditation processes.
6. Attends and facilitates meetings and training sessions as required.
7. Facilitates data entries into the student information system test history module.
8. Generates reports through test analyzer software.
9. Assumes an advisory role with curriculum alignment and college prep assessments.
10. Facilitates the development of district quarterly assessments in core subjects.
11. Assists in developing and implementing a method of monitoring student performance relative to graduation requirements.
12. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
13. Is actively involved in professional growth activities.
14. Completes reports and school-related paperwork within required timelines.
15. Demonstrates fiscal responsibility in relation to school equipment and supplies.
16. Maintains confidentiality.
17. Abides by all district policies and state and federal laws.
18. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

~~Teacher contract number of days, plus ten (10) additional days.~~ Number of days and compensation is based on Board approved certified salary schedule and the employee work calendars. ~~Funding for position dependant upon Title IIA, Project 541 funds.~~

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Adopted: 02-11-08
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Science Curriculum/Professional Development Coordinator
QUALIFICATIONS:	Science Certification as set by State certification authorities
REPORTS TO:	Assistant Superintendent of Academic ~~Affairs~~ Services

PERFORMANCE RESPONSIBILITIES:

1. Assists in curriculum development and professional development as related to the curricular needs in science throughout the school year.
2. Leads the science textbook adoption process.
3. Assists with the district assessments and data analysis.
4. Serves on the District Curriculum and Professional Development Committees.
5. Provides science curriculum training to district staff throughout the year.
6. Provides training during all professional development days.
7. Provides additional support and training to new teachers regarding district science curriculum requirements.
8. Provides one-on-one support for science curriculum integration projects to classroom teachers.
9. Facilitates science across all disciplines.
10. Writes and updates course descriptions for all science courses to be presented to the curriculum committee.
11. Serves on science articulation teams.
12. Assists with the district accreditation process.
13. Provides training and assistance to science teachers in the input of credentialing data.
14. Monitors vertical and horizontal alignment of the science curriculum district wide.
15. Completes reports and other school-related paperwork within time and date requested.
16. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
17. Is actively involved in professional growth activities.
18. Demonstrates fiscal responsibility in relation to school equipment and supplies.
19. Maintains confidentiality.
20. Abides by all district policies and state and federal laws.
19. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

~~225 day contract.~~ Number of days and compensation is based on Board approved certified salary schedule and employee work calendars.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Proposed 3-11-13
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Social Studies Curriculum/Professional Development Coordinator
QUALIFICATIONS:	Certification in a Social Studies area as set by state certification authorities
REPORTS TO:	Assistant Superintendent of Academic ~~Affairs~~ Services

PERFORMANCE RESPONSIBILITIES:

1. Assists in curriculum development and professional development as related to the curricular needs in social studies throughout the school year.
2. Leads the social studies textbook adoption process.
3. Assists with the district assessments and data analysis.
4. Serves on the District Curriculum and Professional Development Committees.
5. Provides social studies curriculum training to district staff throughout the year.
6. Provides training during all professional development days.
7. Provides additional support and training to new teachers regarding district science curriculum requirements.
8. Provides one-on-one support for social studies curriculum integration projects to classroom teachers.
9. Facilitates social studies across all disciplines.
10. Writes and updates course descriptions for all social studies courses to be presented to the curriculum committee.
11. Serves on social studies articulation teams.
12. Assists with the district accreditation process.
13. Provides training and assistance to social studies teachers in the input of credentialing data.
14. Monitors vertical and horizontal alignment of the social studies curriculum district wide.
15. Completes reports and other school-related paperwork within time and date requested.
16. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
17. Is actively involved in professional growth activities.
18. Demonstrates fiscal responsibility in relation to school equipment and supplies.
19. Maintains confidentiality.
20. Abides by all district policies and state and federal laws.
19. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

~~225 day contract.~~ Number of days and compensation is based on Board approved certified salary schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS:

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

Proposed 3-11-13
Revised: 12-15-14

Title:	Coordinator of Student Assistance Programs
Qualifications:	Master of Education in School Counseling: ~~competency to organize and work effectively with administration, staff, students and patrons~~. Coordinates district wide student assistance program to include but not limited to: drug/alcohol abuse, suicide, pregnancy, physical-emotional-sexual abuse, outside counseling/and service agencies, behavior management programs.
Reports to:	Director of Student Services

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the development, implementation and evaluation of goals and objectives of the Student Assistance Program that reflects district policies and procedures.
2. Maintains effective communication and coordination between and among schools, administration and community.
3. Coordinates all PASS-8 and Bronco Academy programs for district
4. Coordinates all Crisis Intervention programs and events as needed in district
5. Coordinates with sites counseling staff to develop and implement support groups at all levels
6. Coordinates and serves as the liaison between the school and community resources to include but not limited to the Regional Food Bank Program, Canadian County services, All America clothing program, Therapeutic Foster Care agencies, Department of Human Resources, M P A C T , outside agency referrals
7. Coordinates and meets with site counselors to plan and present appropriate professional development for Crisis and Student Services training.
8. Coordinates and oversees Drug Policy Suspension contracts
9. Completes reports and other school-related paperwork as required within stated timelines.
10. Competency to organize and work effectively with administration, staff, students and patrons.
11. Maintains confidentiality.
12. Abides by all district policies and state and federal laws.
13. Performs other duties as assigned by supervisor

TERMS OF EMPLOYMENT:

~~215 day-contract plus 10 FLEX Work Calendar~~ Number of days and compensation based on the Board approved salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Director of Student Services.

PHYSICAL DEMANDS:

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

Adopted: 07-14-2014
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA ~~1121~~

Title:	Coordinator of Special Education Programs
Qualifications:	Special Education Teacher and Master Degree Certification as set by state Certification; Administrative Certification and/or Experience Preferred
Reports to:	Director of Student Services

PERFORMANCE RESPONSIBILITIES:

1. Provide development, training, and consultation of curriculum dimensions: academic, competence, behavioral & social skills competence, school to home connections.
2. Provide assistive technology support and training for specific individual students, teachers, and classrooms.
3. Provide behavioral strategies, support, and training for students on Individualized Educational Programs.
4. Provide professional development with paraprofessionals, teacher assistants, general education teachers, and special education teachers.
5. Develop and implement a process for ensuring implementation integrity of the instructional programs, data collection, and progress monitoring process.
6. Partner with school administrators to participate in collaboration within the special education professional learning communities (PLCs) meetings.
7. Coordinate district alternate state assessment, as well as conducting support meetings and planning for the teachers.
8. Oversees the district Extended School Year (ESY) program.
9. Assist in establishing web page design for resources, curriculum, and strategies for teachers.
10. Assist in establishing para-professional and teacher assistant building assignments.
11. Conduct monthly special education department head meetings and new special education teacher meetings.
12. Assist director with Transition Planning Conferences for students transferring from Part B to Part C of special education programs.
13. Assists general education teachers with accommodations and modification implementation for students on Individualized Educational Programs.
14. Establishes and maintains cooperative relations with co-workers.
15. Attends and participates in professional activities/committees as required.
16. Actively involved in professional growth activities.
17. Maintains confidentiality.
18. Abides by all district policies and state and federal laws.
17. Performs and assumes other responsibilities and tasks as may be assigned by the Director or Superintendent.

TERMS OF EMPLOYMENT:

~~215 day contract plus 10 FLEX Work Calendar.~~ Number of days and compensation based on Board approved salary schedules and the employee work calendars.

EVALUATION:
Job performance will be evaluated annually by the Director of Student Services.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.

Ability to lift up to 20 pounds frequently.
Must have the dexterity to operate keyboards, computers, copy machines and other office machines.

Adopted: 07-14-2014
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Physical Therapist
QUALIFICATIONS:	As licensed by the State of Oklahoma to practice Physical Therapy
REPORTS TO:	Principal of Assigned Home School, Director of ~~Special~~ Student ~~Education~~ Services

PERFORMANCE RESPONSIBILITIES:

1. Reviews student's medical records.
2. Performs tests, measurements and other evaluative procedures to ascertain student's status and to establish performance baselines.
3. Records, evaluates and interprets findings of evaluative procedures.
4. Plans, prepares and establishes appropriate written individual education program plans.
5. Administers and implements programs.
6. Reassesses and revises programs as necessary as student's status changes.
7. Orients, trains and supervises professionals and non-professional staff in the appropriate therapy methods needed to integrate services.
8. Confers with physicians and other health practitioners to obtain information and make recommendations and revisions in therapy programs.
9. Confers and makes recommendations regarding orthotic, prosthetic and other assisting devices.
10. Maintains confidentiality.
11. Abides by all district policies and state and federal laws.
12. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

As per contract signed with Physical Therapist.

EVALUATION:

Performance of the job will be evaluated in accordance with the determination that performance responsibilities listed above have been rendered and the signed contract establishing this service.

PHYSICAL DEMANDS:

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

Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Occupational Therapist
QUALIFICATIONS:	As licensed by the State of Oklahoma to practice Occupational Therapy
REPORTS TO:	Principal of Assigned Home School, Director of ~~Special~~ Student Services

PERFORMANCE RESPONSIBILITIES:

1. Reviews student's applicable records.
2. Evaluates each referred student, appropriately, formally or informally.
3. Determines specific program needs and plans appropriate sensor motor activities, therapeutic exercises, mobility training, self-help skills and the use of special rehabilitation equipment, if appropriate.
4. Orients, trains and supervises professional and nonprofessional staff in the appropriate therapy methods needed to integrate services.
5. Assess, modifies and improves each individualized occupational therapy program, as the student changes and his /her needs change.
6. Provides periodic verbal and written reports, attends IEP meetings, as required.
7. Provides in-service training for staff and families, if required.
8. Abides by all district policies and state and federal laws.
9. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

As per contract signed with the agency representing an Occupational Therapist or with an Occupational Therapist, which ever is appropriate.

EVALUATION:

Performance of the job will be evaluated in accordance with the determination that performance responsibilities listed above have been rendered and the signed contract establishing this service.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 20 pounds frequently.
Must have the dexterity to operate keyboards, computers, copy machines and other office machines.

Revised: 03-09-09

Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Speech Language Pathologist
QUALIFICATIONS:	As set by state certification authorities
REPORTS TO:	Principal

PERFORMANCE RESPONSIBILITIES:

1. Evaluates students who exhibit mild-moderate-severe deficits in speech/language areas.
2. Plans, prepares and establishes appropriate written individual education programs for qualified students.
3. Implements programs.
4. Reassesses and revises program as students' status changes.
5. Orients, trains and supervises professional and non-professional staff in the appropriate therapy needed to integrate services.
6. Confers and makes recommendations regarding augmentative communication devices.
7. Provides periodic verbal and written reports and participates in eligibility, IEP and placement team meetings when appropriate.
8. Serves as a consultant to regular classroom teachers regarding speech/language related services for IEP students in regular class.
9. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided, materials available and needs and capabilities of the child.
10. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
11. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
12. Assists in the selection, and inventory of books, equipment and other instructional materials.
13. Completes reports and other school related paperwork as required.
14. Accepts the responsibility and arrives punctually for activities and duties as assigned.
15. Establishes and maintains open lines of communication with students and parents concerning both the academic and behavioral progress.
16. Is actively involved in professional growth activities.
17. Creates an effective therapy room environment that is conducive to learning and to the developmental levels and interests of students within the limits of the resources of the district.
18. Guides the learning process toward the achievement of the IEP goals and, in harmony with these goals, establishes clear objectives and communicates these objectives to students.
19. Assists the administration in implementing all policies and/or rules governing student life and conduct; and, for the therapy room, develops reasonable rules of classroom behavior and procedure; and maintains order in the classroom in a fair and just manner.
20. Maintains appropriate emotional stability, physical health, personal appearance and personality.
21. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
22. Maintains confidentiality.
23. Abides by all district policies and state and federal laws.
24. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~Number of calendar 180 days and~~ Number of days and compensation based on Board approved certified

schedule and employee work calendars.

EVALUATION:

Performance of the job will be evaluated annually ~~in accordance with provisions of the Board's policies on Evaluation of Professional Personnel.~~ by Principal.

PHYSICAL DEMANDS:

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

Revised: 10-13-08
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Transition Specialist
QUALIFICATIONS:	Special Education Teacher Certification
REPORTS TO:	Director of Special Services

PERFORMANCE RESPONSIBILITIES:

1. Coordinates transition services including social skills training, career interest inventories, development of individual portfolios, progressing toward placement and supportive employment.
2. Provides job experiences, job sampling and job opportunities for students in the community.
3. Provides job support for students to encourage competitive employment, assist employers with on-site training.
4. Matches student interests and abilities to employer expectations, locating and analyzing jobs and work sites for students.
5. Promotes and expands the District's commitment to make transition services a collaborative effort among all participants.
6. Works directly with students, special education and regular teachers, parents, vocational rehabilitation counselor, vocational education, potential employers, Director of Special Services and the community to deliver the best possible delivery of transition services to youth with disabilities.
7. Promotes and advocates within the District through District in-service, presentations to the Mustang Public School's Board of Education and others in the community for the continued support and need for transition services for youth with disabilities.
8. Coordinates activities for a student, designed within an outcome-oriented process that promotes movement from school to post-school activities including post-secondary education, vocational training, integrated employment, continuing and adult education, adult services, independent living and community participation.
9. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
10. Completes reports and other school related paperwork within stated timelines.
11. Accepts responsibility and arrives punctually for activities and duties as assigned.
12. Establishes and maintains cooperative relations with co-workers.
13. Is actively involved in professional growth activities.
14. Disseminates information regarding transitioning activities and progress through articles in school newspaper/bulletins and the local newspaper, as well presentations to local civic groups, Oklahoma Directors of Special Services (ODSS), Professional Development In-service within the district and the LEA Board of Education.
15. Maintains appropriate emotional control, physical health and personal appearance.
16. Maintains accurate, complete and correct records as required by law, District policy and administrative regulations.
17. Maintains confidentiality.
18. Abides by all district policies and state and federal laws.
19. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~Number of calendar 180 days and~~ Number of days and compensation based on Board approved certified schedule and the employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually ~~in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.~~ by the Principal at the site.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 20 pounds frequently.
Must have the dexterity to operate keyboards, computers, copy machines and other office machines.

Adopted: 08-02
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Special Education ~~Compliance~~ IEP Facilitator
QUALIFICATIONS:	Special Education Teacher Certification as set by State certification authorities
REPORTS TO:	Director of ~~Special~~ Student Services

PERFORMANCE RESPONSIBILITIES:

1. Assists in the monitoring and maintaining of district files in compliance with state and federal regulations.
2. Maintains accurate, complete and correct records as required by law, District policy ad administrative regulations.
3. Assists with the modified and alternate state assessments and data analysis.
4. Monitors Special Education teacher case loads.
5. Provides additional support and training to new teachers regarding district Special Education compliance requirements.
6. Provides support for Special Education integration projects to classroom teachers.
7. Monitors and coordinates required training for district Special Education Paraprofessionals.
8. Keeps abreast of all pertinent regulations and laws pertaining to Special Education program.
9. Attends and facilitates meetings as required.
10. Assists as needed with the completion of all federal, state and local reports regarding Special Education.
11. Assists with the recruitment and placement of Special Education teachers, assistants and paraprofessionals.
12. Assists in planning and preparing for the district Extended School Year program.
13. Takes necessary and reasonable precautions to protect students, equipment and facilities.
14. Demonstrates fiscal responsibility in relation to school equipment and supplies.
15. Establishes and maintains cooperative relations with co-workers.
16. Attends and participates in faculty meetings and professional activities an serves on committees as required.
17. Is actively involved in professional growth activities.
18. Assists in professional development as related to Special Education needs in PreK-12 throughout the school year.
19. Maintains confidentiality.
20. Abides by all district policies and state and federal laws.
21. Performs such duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~Teacher contract number of days, plus ten (10) additional days. Compensation~~ Number of days and compensation based on Board approved certified salary schedule and the employee work calendars. ~~Funding for position dependant upon Project 641 and 621 funds.~~

EVALUATION:

Performance of this job will be evaluated annually ~~in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.~~ by the Director of Student Services.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 20 pounds frequently.
Must have the dexterity to operate keyboards, computers, copy machines and other office machines.

Adopted: 07-14-08
Revised: 03-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE: Secretary to the Executive Director of Human Resources

QUALIFICATIONS: High School diploma; proficiency in typing and computer skills; working knowledge of basic office procedures and the operation of common office equipment

REPORTS TO: Executive Director of ~~Personnel~~ Human Resources

PERFORMANCE RESPONSIBILITIES:

1. ~~Oversees the initial hiring paperwork for new employees, and explains employment policies. Ensures state and federally mandated forms are properly completed for each new employee.~~ Starts the new hire process by getting approvals and distributes completed paperwork as needed to other departments in the Central Administration Office.
2. ~~Maintains an up-to-date computer database of employees. Serves as the individual who initially inputs employee information in the database.~~ Starts the resignation process by getting approvals and distributes completed paperwork as needed to other departments in the Central Administration Office.
3. ~~Submits the Oklahoma New Hire Reporting Form online.~~
4. Assists with the filing of appropriate personnel reports with the State Department of Education by due date.
5. ~~Posts announcements online for job openings.~~
6. ~~Assists employees in the exit process due to retirement, resignation or termination of employment.~~
7. Completes pre-employment processes by getting personnel file together with required paperwork and scheduling new hire appointments. ~~including ordering background checks, for all employees. Communicates results of background checks to Director of Personnel Executive Director of Human Resources and others, as appropriate, prior to the final hiring process.~~
8. Assists in training new and returning substitute teachers. ~~and support personnel. Processes paperwork for all substitutes. Maintains accurate records of daily substitute needs and filled positions.~~
9. Communicates with ~~Director of Personnel~~ Executive Director of Human Resources and others, as appropriate, regarding status of ~~substitutes~~ background checks ~~including days worked.~~ for all employees.
10. Helps maintain district-required identification badge equipment. Makes, or arranges to be made, badges for all new employees, as well as replacement badges for existing employees.
11. Maintains employee personnel files in a secure location.
12. Performs any bookkeeping tasks associated with the Personnel Office.
13. Schedules appointments for ~~Director of Personnel~~ Executive Director of Human Resources related to hiring of new employees, counseling employees and other related issues.
14. Designs correspondence related to the ~~Personnel~~ Human Resources Office.
15. Works with Personnel Clerk to complete tasks related to the ~~Personnel~~ Human Resources Office.
16. Assists with revisions of district job descriptions.
17. Coordinate communication of student teacher requests throughout the district.
18. Provides job fair schedules to Executive Director of Human Resources so administrators can attend the ones appropriate for the district needs. Also, helps coordinate all aspects of the MPS Job Fair.
19. Maintains confidentiality.
20. Abides by all district policies and state and federal laws.
21. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240-245 day contract. 7.5 hours per day.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Executive Director of ~~Personnel.~~ Human Resources.

PHYSICAL DEMANDS:

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

Adopted: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

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

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the usual office routines and practices associated with a productive and smoothly run office.
2. Maintains such student records as shall be required.
3. Obtains, gathers and organizes pertinent data as needed and puts it into usable form.
4. Performs any bookkeeping and data entry tasks associated with the position.
5. Makes arrangements for conferences and meetings.
6. Coordinates appointments of Assistant Superintendent/Administrative Assistant and directs such to proper person.
7. Handles the correspondence relating to the position.
8. Maintains professional development records for all certified staff.
9. Assists Director of Elementary ~~Curriculum~~ and Director of Secondary ~~Curriculum~~ , ~~Director of Federal Programs and Director of Special Education~~ as needed.
10. Maintains correspondence and data entry of all student suspensions.
11. Assists with all textbook orders.
12. Maintains confidentiality.
13. Abides by all district policies and state and federal laws.
14. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

PHYSICAL DEMANDS:

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

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

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	~~Director's~~ Directors' Secretary
QUALIFICATIONS:	High School diploma; proficiency in typing and computer skills; working knowledge of basic office procedures and the operation of common office equipment
REPORTS TO:	Director or designee

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the usual office routines and practices associated with a productive and smoothly run office.
2. Maintains such student records as shall be required.
3. Obtains, gathers and organizes pertinent data as needed and puts it into usable form.
4. Performs any ~~bookkeeping~~ accounting tasks associated with the position.
5. Assists teachers in preparing materials as requested.
6. Makes arrangements for conferences and arranges for visitors' comfort.
7. Coordinates appointments of Directors and directs such to proper persons.
8. Assists in ordering and assimilating testing information when appropriate.
9. Handles the correspondence relating to the position.
10. Maintains confidentiality.
11. Abides by all district policies and state and federal laws.
12. Performs such other tasks as may be assigned by supervisor.
13. Handles the correspondence relating to the position.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Job performance will be evaluated annually by the Directors or designee.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, sit, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.

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

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Secretary for the ~~Director~~ Department of ~~Special~~ Student Services
QUALIFICATIONS:	High school diploma; proficiency in typing and computer skills; working knowledge of basic office procedures and the operation of common office equipment
REPORTS TO:	Director of ~~Special Education~~ Student Services

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the usual office routines and practices associated with a productive and smoothly run office.
2. Obtains, gathers and organizes pertinent data as needed and puts it into usable form.
3. Performs any bookkeeping tasks associated with the position.
4. Assists teachers in obtaining confidential student records, supplies, and necessary equipment.
5. Makes arrangements for conferences and ~~arranges for visitor comfort.~~ meetings.
6. Coordinates inner office telephone and office requests.
7. Coordinates appointments of ~~Special Education Director and directs such to proper person.~~ the Director of Student Services, Coordinator of Student Assistance Programs, and the Coordinator of Special Services.
8. Types and prepares for mailing all reports that are from the ~~Special Education~~ Student Services Department.
9. Maintains confidential student records as shall be required for the District Data ~~Sheet~~Profile, State Department of Education and Special Education Automation Software ~~(SEAS)~~ Program.
10. Maintains a ~~hard copy (~~confidential and original~~)~~ scanned filing system for special education students' files.
11. ~~11.~~ Complies, organizes and maintains "504" students ~~and Homebound students' records and files.~~
12. Fax or mail student records as requested by outside districts and districts out of state.
13. Maintains current special education child count information.
14. Updates school sites with special education student data on a daily basis.
15. Coordinates contracts for homebound/homebased teachers and processes mileage.
16. Complies, organizes, and maintains records and files on students attending Bronco Academy and Pass B programs.
17. Complies, organizes, and maintains homebound/homebased students' records and files.
18. Maintains confidential records of DHS referrals.
19. Organizes and processes invoices for all contract employees under Student Services.
20. Maintains confidentiality.
21. Abides by all district policies and state and federal laws.
22. ~~22.~~ Performs such other tasks and assumes such other responsibilities as the Director of ~~Special Education~~ Student Services may assign ~~from time to time.~~

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually by the Director of ~~Special~~ Student Services.

PHYSICAL DEMANDS:

Ability to sit for extended periods of time and lift up to 10 pounds.
Must have the dexterity to operate computers, copy machines, and other office machines.

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

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Receptionist for Central Office
QUALIFICATIONS:	High school diploma; a reasonable degree of proficiency in typing, working knowledge of basic office procedures and proficiency in working with computers
REPORTS TO:	~~Deputy Superintendent~~ Executive Director of Human Resources

PERFORMANCE RESPONSIBILITIES:

1. Is responsible for scheduling of meetings at the administration building and keeping appropriate meeting calendar.
2. Is responsible for directing telephone calls and greeting visitors.
3. Is responsible for knowing where Central Office personnel can be reached.
4. Distributes applications for support, certified and administrative and assistants with applicant portal.
5. Records name and telephone number for substitute training sessions.
6. ~~Records name and telephone number for postings.~~
7. Maintains application file for both support and certified and makes updates on the applicant portal.
8. Assumes part-time secretarial duties as time permits.
9. Maintains confidentiality.
10. Abides by all district policies and state and federal laws.
11. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240 245 day contract. 7.5 hours per day.~~ Number of days and compensation based on Board approved support personnel salary schedule and employee work calendars.

EVALUATION:

Performance of this job will be evaluated annually by the ~~Deputy Superintendent of Schools.~~ Executive Director of Human Resources.

PHYSICAL DEMANDS:

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

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

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Minutes Clerk for Board of Education
QUALIFICATIONS:	High school diploma, proficiency in typing and computer skills; working knowledge of basic office procedures and the operation of common office equipment
REPORTS TO:	Superintendent of Schools and/or Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Notifies the county court clerk of pending regular, special and/or emergency meetings by fax.
2. Collects and organizes pertinent data in the Superintendent's Office from administrators, school sites, patrons and board members for preparation of the board agenda.
3. Compiles all data to formulate an agenda.
4. Attends agenda meetings with central office administration to finalize the final draft for agenda.
5. E-mails a draft of the agenda to the President of the Board of Education.
6. Prepares paperless packets that contain supporting documents for each item that is to be considered by the Board of Education.
7. Posts board agenda according to the Open Meeting Act.
8. E-mails prepared Non-Personnel agenda to designated administrators, Mustang Education Association president and newspaper contacts.
9. Prints prepared agenda, including the personnel documentation, for Superintendent, Deputy Superintendent, ~~Administrative~~ Assistant Superintendent, Chief Financial Officer, Executive Director of ~~Personnel~~ Human Resources, Chief Operations Officer, Director of Student Services and Minutes Clerk.
10. ~~10.~~ Distributes board agenda to pertinent personnel. ~~by GroupWise. (principals, directors, administration building personnel)~~
11. Notifies and reminds the board members of the meetings.
12. Record minutes at board meetings (regular, special or emergency).
13. Prepares the official board minutes for board approval within one week of the meeting.
14. ~~14. Sends minutes by GroupWise to all staff.~~
15. Performs other duties as assigned by the Superintendent of Schools and the Board of Education.

TERMS OF EMPLOYMENT:

Twelve month year and salary scale to be determined by the Board of Education.

EVALUATION:

Job performance will be evaluated annually by the Board of Education and/or the Superintendent of Schools.

PHYSICAL DEMANDS:

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

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

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Secretary to the Executive Director of Technology
QUALIFICATIONS:	High School diploma; proficiency ~~in typing and~~ in computer skills; working knowledge of basic office procedures and the operation of common office equipment
REPORTS TO:	Executive Director of Technology or designee

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the usual office routines and practices associated with a productive and smoothly run office.
2. Orders technology components for district usage.
3. Obtains, gathers and organizes pertinent data as needed and puts it into usable form.
4. Assists with maintaining and monitoring the technology budget.
5. Coordinates appointment of Director of Technology and directs such to proper person.
6. Handles the correspondence relation to the position.
7. Maintains confidentiality.
8. Abides by all district policies and state and federal laws.
9. Performs such other tasks as may be assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Job performance of this job will be evaluated annually by the Executive Director of Technology.

WORK ENVIRONMENT:

Generally works in an office environment.

PHYSICAL DEMANDS:

Dexterity to operate keyboards, computers, copy machines and other office machines.
Ability to sit, bend, or squat occasionally and lift up to 20 lbs.

Adopted: 06-25-08
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Special Education Teacher Assistant
QUALIFICATIONS:	High School diploma or equivalent; Eighteen years of age or older; ~~Good oral & written command of English (Spanish where required by assignment)~~
REPORTS TO:	Principal/Special Education Teacher/Teacher

PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively with the special education teacher/teacher in the implementation of the instructional program.
2. Works to help children develop positive feelings about themselves and school.
3. Serves as model in developing children's language and behavior.
4. Assists in preparing for instruction by collecting and arranging resource materials, preparing visual and other teaching aids, arranging field trips, etc.
5. ~~Assists instruction by operating supportive equipment, directing games and singing, reading and telling stories, supervising testing and make-up work and assisting on field trips.~~
6. ~~Assists in supervising such activities as playground, fire drills, lunchroom, field trips, bus loading and individual or small group activities, snack, toilet and clothing routines.~~
7. ~~Assists in interpreting the school program to parents and staff.~~
8. ~~Participates in home visits and parent conferences with the classroom teacher only if it is deemed necessary and upon approval of the principal.~~
9. ~~Participates in the staff meetings at the school during the duty day when possible.~~
10. Provides instructional support by maintaining records, ~~preparing reports~~, scoring ~~objective tests~~, processing and distributing books and supplies, collecting money and/or cleaning and storing materials.
11. ~~Participates together with the special education teacher/teacher in the in-service program.~~
12. Assists a substitute teacher in the same manner that the regular teacher would be assisted.
13. Maintains professional competence through in-service education activities and/or self-selected professional growth activities.
14. Maintains all confidentiality requirements for students.
15. Maintains confidentiality.
16. Abides by all district policies and state and federal laws.
17. Performs other tasks as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~175-day contract.?~~ Number of days and salary schedule to be determined by the Mustang Board of Education and the employee work calendars.

EVALUATION:

Job performance evaluated annually by the principal.

PHYSICAL DEMANDS:

Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to lift up to 20 pounds.
Ability to support and stabilize students with physical disabilities.

Adopted: 02-09-09

Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Sign Language Interpreter
QUALIFICATIONS:	Must meet the requirements as set forth in SB 1328 dependent upon individuals work history in field of interpreting/def education
REPORTS TO:	Principal/Assistant Principal/Teacher

PERFORMANCE RESPONSIBILITIES:

1. Provides appropriate communication between the hearing impaired/deaf student(s) and hearing persons in the school (e/g/teachers, administrators, staff members, peers). This may include sign language, finger spelling and/or voicing.
2. Provides tutoring, assistance, extra explanation and/or rephrasing for lessons as necessary for clarification of concepts.
3. Becomes familiar in advance with lesson content, vocabulary, videos and/or handouts in order to be prepared for communicating/signing appropriate material to the student(s).
4. Assists the classroom teacher with activities and/or equipment related to the student's needs. (e.g. hearing aids, auditory training equipment, sound field system, TTY, closed captioning, note-taking, preferential seating).
5. Provides additional interpreting for special activities or extracurricular activities.
6. Aids other school personnel in understanding the educational needs, communication style and district culture of the deaf.
7. Signs school wide functions during the instructional day.
8. Checks hearing aides and FM monitors for proper functioning daily.
9. Maintains student confidentiality at all times.
10. Abides by all district policies and state and federal laws.
11. Performs such other duties as assigned by supervisor.

~~TERMS OF EMPLOYMENT:~~

~~173-day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the principal.

PHYSICAL DEMANDS:

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

Adopted: 09-08-03
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Transcriptionist
QUALIFICATIONS:	High school diploma required. Training and/or certification in Braille are highly desirable. Competence in Braille production and transcribing; knowledge of the discriminative attributes related to visually impaired persons; ability to design and develop tactile graphics; knowledge of Abacus use, basic cane skills and knowledge of daily living skills related to visually impaired persons; must posses the ability to work professionally with confidential information; propensity to tolerate reasonable aberrant behavior and high threshold of patience and understanding.
REPORTS TO:	Director of Student ~~Special Education~~ Services/Principal/Special Education teacher

PERFORMANCE RESPONSIBILITIES:

1. Complies with school board policies.
2. Keeps all assignments and related information strictly confidential.
3. Renders messages in the spirit and content of the speaker.
4. Assists the student in a manner appropriate to the situation.
5. Establishes and maintains professional level rapport with all building staff.
6. Helps supervise assigned student(s) with out-of-classroom activities during the specified workday.
7. Communicates with teachers and administrators on pupil progress.
8. Participates in IEP meetings when supervisor considers the transcriptionist's presence is needed.
9. Maintains confidentiality.
10. Abides by all district policies and state and federal laws.
11. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~173-day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendar.

EVALUATION:

Job performance will be evaluated annually by principal.

PHYSICAL DEMANDS:

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

Adopted: 09-12-03
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Network Administrator
QUALIFICATIONS:	Knowledge of electronic repairs, computer systems, networks and software applications Knowledge of local and wide-area network technology and operations Knowledge about selection, installation and proper use of computer software and hardware
REPORTS:	Executive Director of Technology

PERFORMANCE RESPONSIBILITIES:

1. Creates and maintains all ~~Novell~~ network user accounts for the district. This includes faculty, staff and students.
2. ~~Creates and maintains all electronic mail accounts~~.
3. Creates and maintains all telephone system accounts, including Voicemail.
4. Provides technical support for appropriate software applications for ~~clerical and instructional~~ all staff.
5. Recommends and purchases technical equipment to meet district needs.
6. ~~6.~~ Assists in maintaining, upgrading and servicing all local area network. ~~in the district's instructional sites.~~
7. Attends training and professional meetings to maintain a high level of technical skill and advances in the field.
8. Attends board meetings upon request.
9. Assists the director in planning for computer wiring, networking and all new construction.
10. Assists in purchasing and/or leasing of district digital imaging equipment.
11. Maintains and repairs district computers, networks and peripherals.
12. Installs personal computer hardware, operating systems software and network software.
13. Assists in any projects undertaken involving technology equipment and network access as required.
14. Maintains confidentiality.
15. Abides by all district policies and state and federal laws.
16. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Job performance will be evaluated annually by the Executive Director of Technology.

WORK ENVIRONMNET:

Works in office area, but also travels to each school site in vehicle as needed. May work outdoors.

Physical Demands:

Ability to sit, bend, or squat occasionally and lift up to 20 lbs.
Ability to work on knees occasionally and may climb ladders.

Adopted: 10-04-99
Revised: 02-09-04
Revised: 10-09-06
Revised: 02-09-09
Revised: 12-15-14

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MUSTANG PUBLIC SCOOLS
MUSTANG, OKLAHOMA

TITLE:	Student ~~Information~~ Database Administrator
QUALIFICATIONS:	~~Knowledge of electronic repairs, computer systems, networks and software applications; Knowledge of local and wide-area technology and operations; Knowledge about database structure and management~~ Basic knowledge of computer directory and file structure; basic knowledge of Windows Operating Systems; basic knowledge of network infrastructure recommended, but not required; working knowledge of SIS Database (1-2 years' experience required); willingness to work with others in a customer oriented department.
REPORTS TO:	Executive Director of Technology

PERFORMANCE RESPONSIBILITIES:

1. Maintains, upgrades and services all student accounting databases.
2. Provides technical support for appropriate software applications for clerical and instructional staff.
3. ~~Recommends and purchases technical equipment to meet district needs~~. Assist school sites with SIS trouble shooting.
4. Attends training and professional meetings to maintain a high level of technical skill and advances in the field.
5. Attends board meetings upon request.
6. ~~Assists in any projects undertaken involving technology equipment and network access as required~~. Maintains integrity of SIS Database.
7. Maintains confidentiality.
8. Abides with all district policies and state and federal laws.
9. Performs such other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Job performance will be evaluated annually by the Executive Director of Technology.

WORK ENVIRONMENT:

Generally works in an office environment.

PHYSICAL DEMANDS:

Dexterity to operate keyboards, computers, copy machines and other office machines.
Ability to sit, bend, or squat occasionally.

Adopted: 11-12-01
Revised: 02-09-04

Revised: 10-09-06
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Communications Officer
QUALIFICATIONS:	Job experience in the field of public relations and/or experience in news media preferred. Degree in Public Relations, Media/information, Journalism or other field with media experience preferred.
SPECIAL SKILLS, KNOWLEDGE, ABILITIES:	Basic communication skills that will lend to exchanging information, giving/receiving information and responding to inquiries. Communicates in clear and grammatically correct English.
REPORTS TO:	Superintendent or Designee

PERFORMANCE RESPONSIBILITIES:

1. Serves as the information liaison between the total school system and the community at large.
2. Coordinates the operation of the crisis management teams to involve the news media, police department and school system when necessary.
3. Coordinates, prepares and produces all school district publications, brochures, media guides and recruitment information.
4. Defines and provides objectives for the district's public information programs.
5. Maintains a presence in the community, as well as open lines of communication with all community organizations, and provides prompt responses to requests for public information about the district, its policies and programs.
6. Provides current information to the public regarding school operations, activities and programs through the district TV channel, the district Web site and other avenues.
7. Attends all board meetings and prepares news releases about board activities school events, programs and student awards for the media.
8. Serves as the Web master for the district Web site and athletic Web site, ensuring that all resources are up-to-date and accurate.
9. Creates all videos for the Teacher of the Year program, including classroom instruction videos and the banquet compilation video.
10. Coordinates quarterly meeting of the District Communications Committee, an advisory committee devoted to improving the district's communication with all of its audiences.
11. Provides training when requested on media relations, customer service and others.
12. Functions as the first point of contact for the media, coordinates information gathering and arranges necessary interviews.
13. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATIONS:

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

PHYSICAL DEMANDS:

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

Adopted: 03/08/04
Revised: 10-09-06
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Student Database Support Specialist
QUALIFICATIONS:	Basic knowledge of computer directory and file structure; basic knowledge of Windows Operating Systems; basic knowledge of network infrastructure recommended, but not required; working knowledge of ~~SASI~~ SIS Database (1-2 years' experience required); willingness to work with others in a customer oriented department
REPORTS:	Executive Director of Technology

PERFORMANCE RESPONSIBILITIES:

1. Helps maintain student database integrity for all student databases.
2. Assists in all student database trouble shooting calls from sites.
3. Assists school sites with student information reports.
4. Assists Student Information Database Administrator with trouble shooting issues of student information system.
5. Maintains and manages Parent Connect Database and registration.
6. Maintains confidentiality.
7. Abides with all district policies and state and federal laws.
8. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Job performance will be evaluated annually by the Executive Director of Technology.

WORK ENVIRONMENT:

Generally works in an office environment.

PHYSICAL DEMANDS:

Dexterity to operate keyboards, computers, copy machines and other office machines.
Ability to sit, bend, or squat occasionally.

Adopted: 10-11-04
Revised: 10-09-06
Revised: 02-09-09
Revised: 06-29-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Technology Support Specialist
QUALIFICATIONS:	Knowledge of electronic repairs, computer systems, networks and software applications.
REPORTS:	Executive Director of Technology

PERFORMANCE RESPONSIBILITIES:

1. Maintains and repairs district computers, networks and peripherals.
2. Installs ~~personal~~ computer hardware, operating systems software and ~~network~~ other softwares.
3. ~~Assists in network backup and recovery procedures~~.
4. Assists in any projects undertaken involving technology equipment and network access as required.
5. Basic understanding of wired and wireless networks.
6. Maintains confidentiality.
7. Abides by all district policies and state and federal laws.
8. Performs other tasks as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually by the Executive Director of Technology.

WORK ENVIRONMENT:

Works at sites in classrooms and other instructional areas. Must travel to and from assigned facilities as needed for support work.

Physical Demands:

Ability to lift up to 20 pounds frequently.
Ability to go up and down ladders.
Ability to squat or work on knees occasionally.

Adopted: 10-04-99
Revised: 05-10-04
Revised: 10-09-06
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Publication Tech
QUALIFICATIONS:	Demonstrate aptitude for successful completion of assigned tasks~~; valid Oklahoma drivers license~~
REPORTS TO:	~~Administrative Assistant~~ Executive Director of Technology

PERFORMANCE RESPONSIBILITIES:

1. Prints district forms and publications.
2. Prints monthly menus for cafeteria.
3. Binds and laminates for district needs.
4. ~~Delivers forms to schools on request.~~ Prepares forms for schools on request.
5. ~~Sorts and disperses administration building's mail~~.
6. ~~Assists in receiving, sorting and distribution of all district warehouse supplies~~.
7. Is aware of district policies and procedures as related to support personnel.
8. Keeps work area clean and sanitary.
9. Performs other duties as assigned by supervisor.
10. Maintains confidentiality.
11. Abides by all district policies and state and federal laws.
12. Know basic computer/word processor skills.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance of this job will be evaluated annually by the ~~Administrative Assistant~~ Executive Director of Technology.

WORK ENVIRONMENT:

Generally works in an office environment.

PHYSICAL DEMANDS:

Ability to continuously stand or walk.
Ability to squat occasionally.
Ability to operate keyboard, computers, copy machines and other office machines.

Adopted: 11-08-04
Revised: 09-12-05
Revised: 10-09-06
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Vocal Music Accompanist for Middle Schools
REPORTS TO:	Teacher and Principal

PERFORMANCE RESPONSIBILITIES:

1. Accompanies all classes.
2. Works with sectional at director's request.
3. Conducts vocal warm-ups at director's request.
4. Works with individual students on solos and audition pieces.
5. Accompanies at all contests and concerts.
6. Works cooperatively with the classroom teacher in the implementation of the instructional program.
7. Works to help children develop positive feelings about themselves and school.
8. Serves as model in developing children's language and behavior.
9. Participates in the staff meetings at the school during the duty day when possible.
10. Provides instructional support by maintaining records, preparing reports, scoring objective tests, processing and distributing books and supplies, collecting money and cleaning and storing materials.
11. Assists a substitute teacher in the same manner that the regular teacher would be assisted.
12. Maintains professional competence through in-service education activities and/or self-selected professional growth activities.
13. Perform other duties as assigned by supervisor.
14. Proficient in keyboarding skills.
15. Average or above in sight reading skills.
16. Maintains confidentiality.
17. Abides by all district policies and state and federal laws.

TERMS OF EMPLOYMENT:

~~173-day calendar.~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars..

EVALUATION:

Job performance will be evaluated annually by principal.

Adopted: 07-11-05
Revised: 02-09-09
Revised: 11-10-14
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Certified Occupational Therapy Assistant
REPORTS TO:	Site Principal, Director of Special Services and Occupational Therapist
QUALIFICATIONS:	Associate Degree and license issued by Oklahoma State Board of Medical Licensure and Supervision

PERFORMANCE RESPONSIBILITIES:

1. Reviews student's applicable records.
2. Assists in evaluation of students under the supervision of an Occupational Therapist.
3. Attends Individual Education Plans (IEPs) and provides written goals for Occupational Therapist services.
4. Determines and implements specific program needs per IEPs.
5. Completes required progress reports.
6. Assists in providing in-service training for staff and families.
7. Maintains confidentiality.
8. Abides by all district policies and state and federal laws.
9. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Job performance will be evaluated annually by principal.

PHYSICAL DEMANDS:

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

Adopted: 06-12-06
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Physical Therapy Assistant
REPORTS TO:	Site Principal, Director of Special Services and Occupational Therapist
QUALIFICATIONS:	Associates Degree and license issued by Oklahoma State Board of Medical Licensure and Supervision

PERFORMANCE RESPONSIBILITIES:

1. Reviews student's applicable records.
2. Assists in evaluation of students under the supervision of an Occupational Therapist.
3. Attends Individual Education Plans (IEPs) and provides written goals for Physical Therapist services.
4. Determines and implements specific program needs per IEPs.
5. Completes required progress reports.
6. Assists in providing in-service training for staff and families.
7. Maintains confidentiality.
8. Abides by all district policies and state and federal laws.
9. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Job performance will be evaluated annually by the principal.

PHYSICAL DEMANDS:

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

Adopted: 06-12-06
Revised: 02-09-09
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Network Systems Specialist
QUALIFICATIONS:	Knowledgeable of local and wide-area network technology and operations Knowledge of Microsoft Server OS Knowledge of Cisco Networking Environment Degreed and/or certification, Microsoft and Cisco or related experience
REPORTS TO:	Executive Director of Technology

PERFORMANCE RESPONSIBILITIES:

1. Maintain, upgrade and service all local area networks in the district's instructional and Administrative sites.
2. Maintain, upgrade and service all local area networks. This includes identification and testing of problem areas and finding solutions for hardware and software issues related to network management and functionality.
3. Recommend technical equipment to meet district needs.
4. Attend training and professional meetings to maintain a high level of technical skill and advances in the field.
5. Assist the district in planning for computer wiring, networking and all new construction.
6. Attend board meetings upon request.
7. Perform other duties as may be assigned.

TERMS OF EMPLOYMENT:

~~Twelve months a year~~ Number of days and compensation based on Board approved support personnel salary schedule and the employee work calendars. ~~Salary and work year to be established by the Board. Benefits as established by Board policy.~~

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on Staff Evaluation. Performed by the Executive Director of Technology.

WORK ENVIRONMNET:

Generally works in office, but may be required to travel to other school sites.

PHYSICAL DEMANDS:

Ability to bend, climb and lift frequently.
Ability to lift up to 20 lbs. frequently.
Ability to squat occasionally and climb up and down a ladder.

Revised: 12-15-14

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MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Technology Support Specialist Supervisor
QUALIFICATIONS:	Knowledge of most major aspects of technical equipment and software; demonstrate ability to supervise and direct other employees
REPORTS TO:	Executive Director of Technology

PERFORMANCE RESPONSIBILITIES:

1. Organizes technology support program for Mustang Public Schools.
2. Supervises the technology support specialist employees of the district.
3. Coordinates the purchase of technology supplies and equipment with the Executive Director of Technology.
4. Gives input to the Executive Director of technology concerning discipline, dismissal and/or promotion of technology support employees.
5. Is the resource person for the Executive Director of Technology in the area of technology support services and training of technology support employees.
6. Is responsible for required reports, forms and/or other paper work pertaining to technology support staff.
7. Is responsible for keeping technology support equipment in proper working condition.
8. Is responsible to provide in-service to employees concerning proper usage of equipment.
9. Is responsible for developing and demanding proper safety procedures for technology support employees.
10. Is responsible for monitoring performance on job sites as to work order requests.
11. Inspects contracted computer replacement in buildings, and ensures that materials and services are received in the fulfillment of contracts.
12. Maintains confidentiality.
13. Abides by all district policies and state and federal laws.
14. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Evaluation of performance will be conducted on an annual basis by the Executive Director of Technology.

WORK ENVIORNMENT:

Generally works in office, but also travels to other school sites in vehicle.

PHYSICAL DEMANDS:

Ability to continuously stand or walk and squat occasionally.
Ability to bend, climb and lift frequently.

Ability to lift up to 20 lbs. frequently.

Adopted: 06-19-13
Revised: 12-15-14

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

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

PERFORMANCE RESPONSIBILITIES:

1. Performs and supervises the usual office routines and practices associated with a productive and smoothly run office.
2. Maintains such student records as shall be required.
3. Obtains, gathers and organizes pertinent data as needed and puts it into usable form.
4. Performs any bookkeeping tasks associated with the position.
5. Makes arrangements for conferences and meetings, and arranges for visitors comfort.
6. Coordinates appointments of Deputy Superintendent and directs such to proper person.
7. ~~Types~~ and Prepares for mailing, statistical reports and hearing officer reports.
8. ~~Coordinates service awards for district~~ Coordinates enrollment for all staff into the WAVE Program.
9. Handles the correspondence relating to the position.
10. Maintains records of transfers (in and out of district) and residency issues.
11. ~~Prepares administrators' contracts.~~ Maintains a district level correspondence with all site secretaries.
12. ~~Coordinates certified sick leave bank requests and correspondence.~~ Coordinates district meetings for site secretaries.
13. ~~Prepares employee work calendars and distributes.~~
14. Serves as deputy board clerk.
15. Abides by all district, state and federal laws, policies and procedures.
16. Maintains confidentiality.
17. Performs other duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

~~240 245 day contract~~. Number of days, hours and compensation based on Board approved support personnel salary schedule and the employee work calendars.

EVALUATION:

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

PHYSICAL DEMANDS:

Ability to lift up to 10 pounds frequently.
Ability to routinely and continually bend, squat, stand, walk, or climb stairs.
Ability to operate computers, copy machine, and other office machines as needed.

Adopted: 02-01

Revised: 10-09-06
Revised: 02-09-09
Revised: 12-15-14

Water Treatment AGREEMENT

With

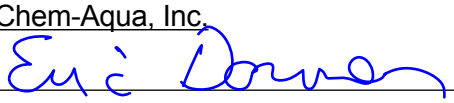
Mustang Public Schools
906 S Heights Dr.
Mustang, Ok. 73064

By this AGREEMENT **Mustang Public Schools** agrees to purchase and Chem-Aqua, Inc. agrees to provide a professional Water Treatment Program for a cost of $2,000.00 per month, ($12,000.00 per year). The following system(s) are excluded from this AGREEMENT: NA. The term of this AGREEMENT shall be for 6 months starting 1/01/ 2015 and ending 6/30/ 2015. This price quotation includes 6 monthly service visits.

Chem-Aqua will have a representative (Eric Dorman) call on **Mustang Public Schools** and provide the application of the treatment chemicals. Thereafter, a representative will visit the systems, collect water samples, and test the treated waters monthly. A report documenting the results of the service visits and will be provided to the designated personnel of **Mustang Public Schools**, electronically within 24 hours.

Mustang Public Schools agrees to follow the recommendations provided by Chem-Aqua on the water treatment program to maintain the proper application and functioning of the water treatment chemicals. Chem-Aqua cannot be held responsible for any damage that has occurred prior to the start of our Water Treatment Program or due to any other factors which are beyond our control.

This AGREEMENT may be canceled by either party upon sixty (30) day written notice. Upon cancellation, all inventory of chemicals, testing materials, and feed and control equipment belonging to Chem-Aqua will be returned to Chem-Aqua.

Date:		Date:	
11-10-14	Chem-Aqua, Inc.		Mustang Public Schools
By:		By:	
Print Name:	Eric Dorman	Print Name:	

Transition Plan

We propose the following so that there is a smooth transition to your Chem-Aqua water treatment program and help ensure that all water treatment systems are functioning properly. The Action Items will be coordinated with the appropriate people at your facility with agreed upon timeframes.

Chemical Inventory and Ordering

1. Obtain necessary EHS (Environmental Health and Safety) approvals to bring Chem-Aqua products on to customer site.
2. Confirm site-specific safety and delivery procedures for transportation of chemicals within the facility.
3. Evaluate current inventory and usage. Develop plan to transition to Chem-Aqua products as inventory is depleted.
4. Order initial products and schedule delivery.

Service

1. Chem-Aqua will be on-site as necessary to transition to the new treatment program and begin building our partnership with any designated staff involved.
2. Comprehensive sampling of all systems to be treated to assess current operating conditions.
3. Meet with designated site personnel to outline concerns, needs and objectives.
4. After initial transition is completed, setup routine service frequency and schedule to meet agreed upon objectives.

Training

1. Establish training schedule and scope of training needed for any personnel coming in contact with the program. Review of PPE (Personal Protection Equipment) for those responsible to test and administer the treatment program.
2. Furnish complete operating control manual, including required testing procedures, product SDS sheets, labels, log sheets and recommended program control limits.

Equipment

1. Establish timeframe to order and install proposed pretreatment and/or feed and control equipment.
2. Order equipment to meet the above agreed upon timeframes.
3. Confirm locations for installing proposed equipment and recommended feed and sampling points.
4. Meetings with on-site personnel or contractor designated to install equipment.
5. Equipment start-ups and operating instructions with designated personnel involved in the program.

Progress Update

1. Review transition progress with weekly updates to start with and on subsequent routine service visits.
2. To-do Items (such as equipment installation, training, on-site chemical storage/containment) will be discussed with appropriate personnel for follow-up by the customer and/or Chem-Aqua.

Chem-Aqua, Inc. • P.O. Box 152170 • Irving, Texas 75015 • 1-800-527-9921 • Fax 972-438-0634 • www.chemaqua.com

Program Economics

Our water treatment quotation is based on the system operating parameters as supplied during the survey, our analysis of the make-up water, and maintenance of the recommended cycles of concentration.

In order to minimize the administrative costs associated with chemical ordering, inventory, and management at each location, we are proposing an agreement for the water treatment chemicals and services outlined in this proposal:

Water Treatment quotation period	6 month
Monthly water treatment price	$2,000
6 month water treatment quotation	$12,000

Chem-Aqua guarantees to hold the above monthly billing/pricing and terms for a total of 24 months.

This price does not include any applicable taxes.

Equipment installation must be performed in accordance with local Life and Safety codes. Chem-Aqua will provide direction and supervision in the way of location, drawings, and initial startup and calibration.

Chem-Aqua, Inc. • P.O. Box 152170 • Irving, Texas 75015 • 1-800-527-9921 • Fax 972-438-0634 • www.chemaqua.com

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MEMO

To: Sean McDaniel, Superintendent SM 12-2-14
From: Jeff Woodard, Director of Bonds/Construction JW 12-2-14
Date: December 2, 2014
Re: Approval for Design development

Respectfully request that the Board discuss, consider, and/or act upon approval of the design development phase from MA+ for new Ag barn.



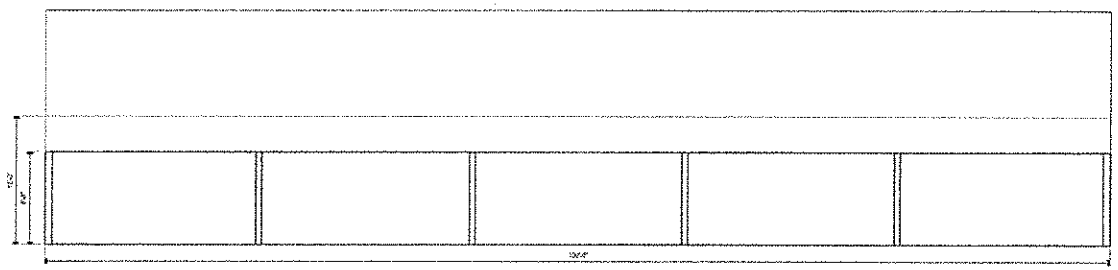
10 SITE PLAN

MUSTANG VO-AG BARN EXPANSION

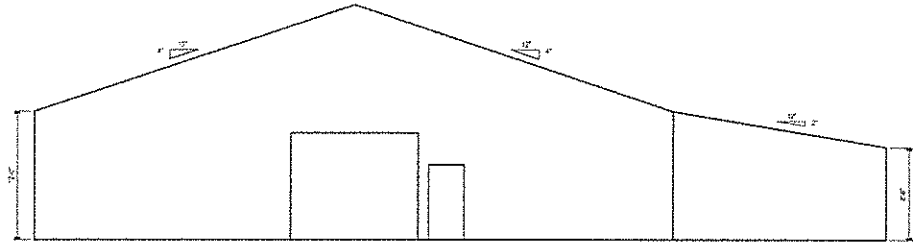
MA+ Architecture, L.L.C.
4900 N. Classen Blvd., Suite 300N, Oklahoma City, OK 73118
phone: 405.525.8806 fax: 405.525.8807 www.maplusarchitecture.com

date: DEC 3, 2014

MA+ architecture



30 SIDE ELEVATION



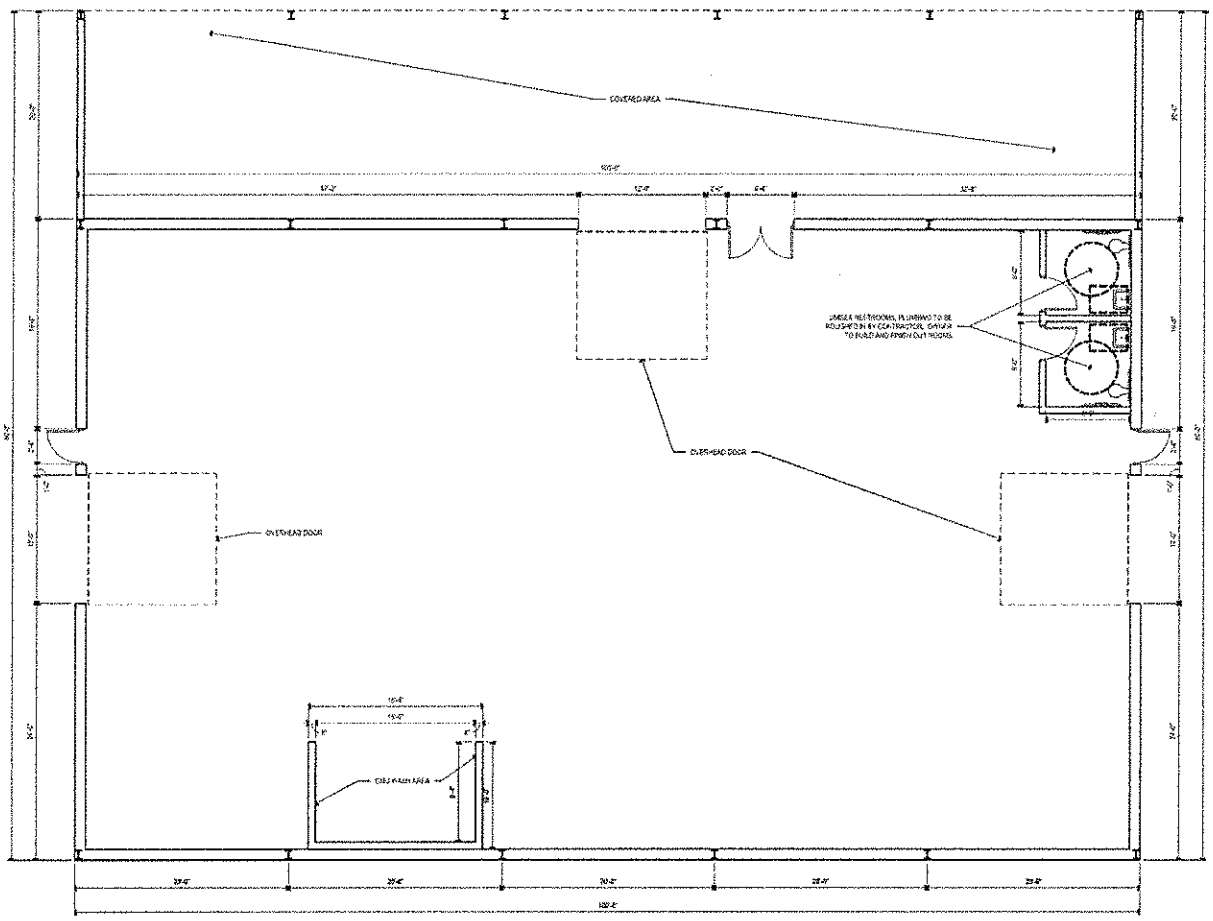
40 END ELEVATION

MA+ architecture

MUSTANG VO-AG BARN EXPANSION

MA+ Architecture, L.L.C.
4000 N. Classen Blvd. Suite 100N, Oklahoma City, OK 73118
phone: 405.525.6806 fax: 405.525.6807 www.maplusarchitecture.com

date: DEC 3, 2014



20 FLOOR PLAN

MA+ architecture

MUSTANG VO-AG BARN EXPANSION

MA+ Architecture, L.L.C.
4000 N. Classen Blvd. Suite 100N, Oklahoma City, OK 73118
phone: 405.525.6806 fax: 405.525.6807 www.maplusarchitecture.com

date: DEC 3, 2014

FieldTurf
A Tarkett Sports Company

THE ULTIMATE
SURFACE EXPERIENCE

LETTER OF COMMITMENT TO A FIELD REPLACEMENT

This AGREEMENT dated this 3rd day of December, 2014

Between: **Mustang High School**
801 S. Snyder
Mustang, Oklahoma 73064
Attn: Mr. Chuck Bailey, Athletic Director
Email: baileyc@mustangps.org

Tel: (405) 376-7366

(the "Customer")

And: **FieldTurf USA, Inc.**
7445 Cote-de-Liesse, Suite 200
Montréal, Quebec H4T 1G2

Tel: (514) 340-9311
Fax: (514) 340-9374

(the "Supplier")

WHEREAS the Supplier is committing to provide the Customer with a replacement of its existing outdoor football field measuring approximately 77,342 square feet for the Mustang High field located at 801 S. Synder, Mustang, OK 73064(the **"Site"**).

WHEREAS the Customer wishes the Supplier to proceed per the terms and conditions set out below;

NOW THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. COMMITMENT

The Supplier hereby agrees to supply the following to the Customer:

- Perform the removal of the existing turf surface and dispose of the materials;
- To make minor touch-ups to the base as may be required and as provided in Section 4;
- Retain/reuse a significant amount of existing infill; all retained and reused infill from the existing field will be used in the middle layer (sand/rubber mixture) of the infill system for the upgrade field;
- To supply and to install for the Customer a field with the same dimensions and markings as indicated on the field layout attached hereto as **Schedule A** and using the **FTRV-1 – 2.5 inches** product (the **"Product"**).
- The Customer will receive a field layout showing the dimensions and the markings for the new surface for their review; the Supplier, before manufacturing the new surface will receive written confirmation from Customer that the field dimensions, markings and colors are satisfactory and approved for production.

DETAILS:

Approximate start of removal: TBD
Estimated duration of the work: 35 days (weather permitting)
FT Project Administrator & contact: Dino Di Maulo / dino.dimaulo@fieldturf.com / (514) 340-9311.
Customer contact person: Mr. Chuck Bailey/ baileyc@mustangps.org / (405) 376-7366
Installation Crew: Authorized FieldTurf installation crew
On site needs (power): TBD

SURFACE:

Product: FTRV-1 (FieldTurf Revolution 2.5")
Field size: 77,342 square feet
Permanent markings: Inlaid football markings and partial soccer sidelines (as indicated on the field layout attached as **Schedule A**)
Logo: Midfield Logo - "M" with a Bronco, End Zone: "BRONCOS" in one end zone and "MUSTANG" in the other (as indicated on the field layout attached as **Schedule A**)

COMPLETION:

The Customer agrees to sign and return Supplier's Certificates of Completion which signifies that the work has been performed to the Customer's satisfaction.

2. EQUIPMENT

The following maintenance equipment is included in this Agreement: None.

3. SUPPLY OF PRODUCT

The Supplier shall perform the work required by this Agreement as diligently and expeditiously as is consistent with professional standards and the orderly progress of the work and in good and workmanlike fashion, and subject to and in accordance with the terms and conditions hereof.

4. SITE PREPARATION WORK

The Supplier shall provide the site preparation work (including minor touch-ups of the base surface) in accordance with the specifications provided in this Agreement. The site preparation work will be subject to the same conditions and requirements indicated in Section 7 "Installation" hereof. Notwithstanding, any work regarding the import of additional base materials, other than 50 tons of manufactured sand, is specifically excluded from the Supplier's scope of work. On occasion, a base will present unique issues, once uncovered upon removal of the existing turf, which may require the import of additional materials and/or the provision of labor to remedy planarity or other deflections in the existing surface. In the event this becomes necessary at the Site, FieldTurf can assist with this process at an additional cost.

5. PRICE

The price for the fully installed Product (as described in Section 1) shall be **ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS AND 00/100 ($175,000.00)** (the "Purchase Price"), plus any applicable taxes and bonding costs. The cost of any and all applicable taxes and bonding costs, if any, shall be added to the Purchase Price.

The Purchase Price shall be payable to Supplier by way of wire transfer or banker's check in accordance with the following payment schedule:

i) Twenty Thousand Dollars ($20,000.00) of the Purchase Price due upon Customer's execution of this Letter of Commitment; and

ii) Remaining balance of One Hundred Fifty-Five Thousand Dollars ($155,000.00) due on or before July 1, 2015.

Supplier will issue an invoice to Customer upon the occurrence of each of the events listed above, and payment of each invoice is due within 10 days following the date of the applicable invoice.

6. ACCEPTANCE

Upon the Supplier giving the Customer notice of completion of the work, the parties agree, acting reasonably, to mutually determine whether same conforms to the requirements of this Agreement and in the event the parties mutually determine that there are deficiencies, the Supplier will undertake to correct the deficiencies noted (**"Acceptance"**). Upon Acceptance, both parties will sign the Certificates of Completion in Supplier's form currently in force.

The Customer acknowledges that the existing warranty for Mustang High School will expire upon the removal of the existing field. The new warranty applicable to the replacement field will commence upon Acceptance of the replacement field and remain in force and effect for a period of eight (8) years thereafter and per the terms of the field warranties applicable to the replacement field.

No use whatsoever shall be made of the field by the Customer until the Certificate of Completion is signed and delivered to Supplier. Any such use will be deemed as Acceptance of the field, triggering any final payment and will automatically void any and all warranty of the work, subject to reinstatement of the Warranty later at the discretion of the Supplier upon signing of the Certificate of Completion and any final payment.

The Customer shall prohibit use of the field if the Customer alleges said field to be incomplete or dangerous. For greater security, in the event the Customer deems a field to be incomplete or dangerous, the Customer will immediately notify its insurers of this additional risk.

7. INSTALLATION.

The installation of the Product shall be performed by Supplier's designated and approved installers (as may be listed in Section 1). The Customer agrees to allow representatives of Supplier all necessary uninterrupted access and suitable staging area to the site for purposes of installation and inspection. All lighting and electrical supply must be operational during the installation process.

Minimum staging area required is 9,285 square feet and no more than 100 feet from the field. Minimum access should be 15 feet wide by 15 feet high. A 25 foot long hard or paved surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of in-fill material. Access to any field will include suitable bridging by the Customer over the field curbs from the staging area to permit suitable access to the field by low clearance vehicles.

Force Majeure. No Party shall be liable for delay or failure to perform under this Agreement if such delay or failure is due to any contingency beyond its reasonable control, including acts of God, war, explosion, fire, flood or civil disturbance or labor actions, disputes and disruptions outside of the control of Supplier, its employees or sub-trades.

In addition to *Force Majeure*, the parties recognize that in certain cases severe weather while not constituting *Force Majeure* could delay the installation process of the work contemplated under this Agreement.

The Supplier shall not be responsible for any acts of violence or vandalism. The Customer holds Supplier harmless and indemnifies the Supplier from vandalism and acts of violence regarding the present project.

The Customer understands that it is to its benefit and therefore undertakes to accept and store for the length of the warranty period, the remaining synthetic turf left over from the project in case of need.

8. SITE SECURITY

Adequate and reasonable security shall be provided during the installation process of Supplier's materials, products, and equipment. Vandalism of Supplier's materials, products, and equipment shall be the sole responsibility of the Customer.

9. PERMITS

Although the Supplier is responsible for obtaining its own permits or corporate authorizations, the Customer will use its best efforts to assist the Supplier in obtaining any local permits or corporate authorizations required.

10. ENTIRE AGREEMENT

The provisions herein contained, along with **Schedule A** attached hereto, constitutes the entire

agreement between the parties and cancel all previous communications, representations and agreements whether verbal or written between the parties with respect to the subject matter hereof. Other than as provided herein Customer hereby acknowledges that it is not relying on any representations of the Supplier as to the performance of the work, except as stated expressly herein.

11. NOTICE

The Supplier will not entertain any claim for damages caused by itself or by persons for whom it is responsible unless the Customer advises the Supplier in writing of the damage-causing event, including photographs, within 7 days of the event, addressed to the Project Administrator and the contract administration of Supplier.

12. GOVERNING LAW AND CONSENT

The rights of the parties hereto and the provisions hereof shall be interpreted and construed according to the laws of the State of Oklahoma. The parties consent to the exclusive jurisdiction and venue of a court of competent jurisdiction in the State of Oklahoma.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date and year first above written.

FieldTurf USA, Inc.

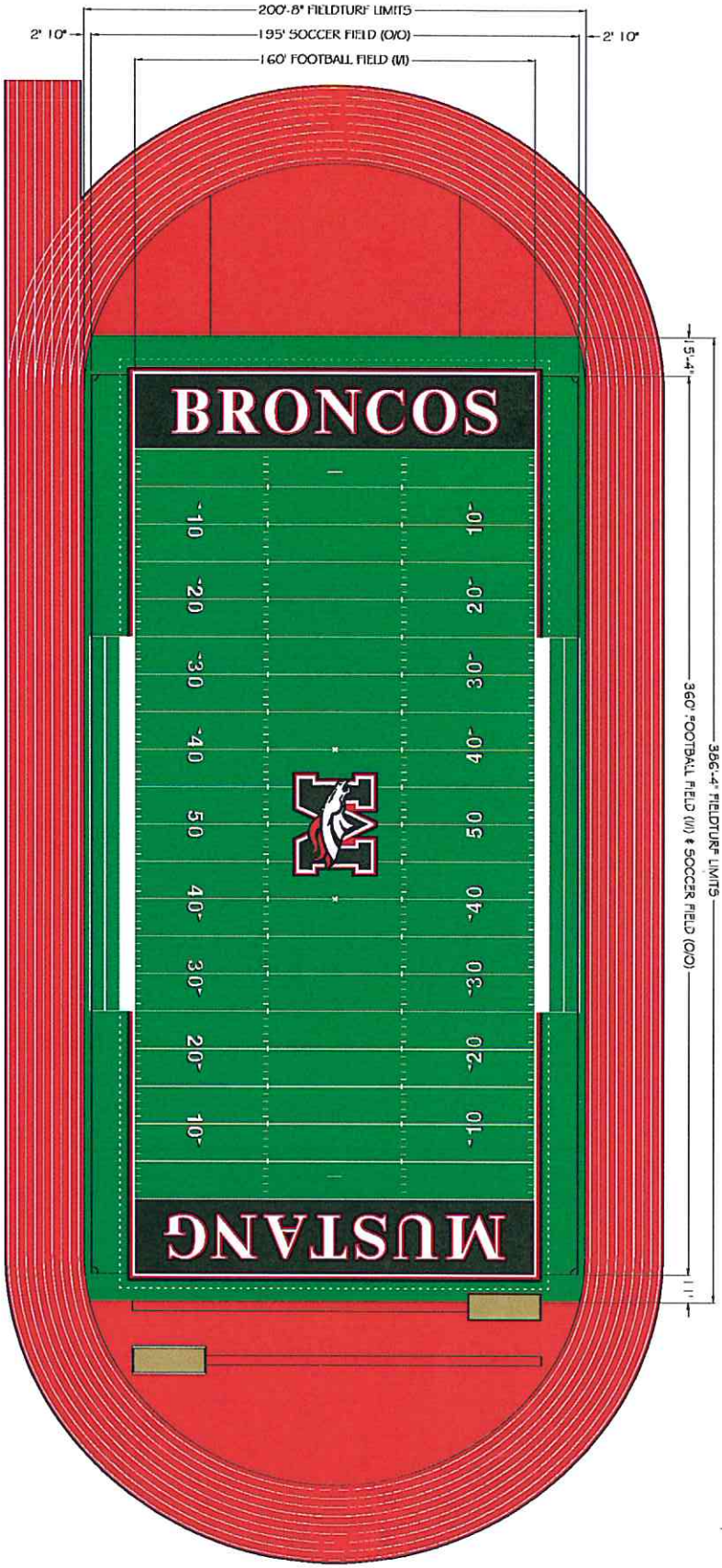
Per:_____
Name:
Title:

Mustang High School

Per: Sean McDaniel
Name: SEAN MCDANIEL
Title: SUPERINTENDENT

Attachment: **Schedule A—** Field Layout

SCHEDULE A



APPROVED BY:

SIGNATURE:

PRINTED NAME:

TITLE:

DATE:

SPORT COLORS:

FOOTBALL
COMPLETE COLOR NAME: WHITE / BLACK / RED
PANTONE COLOR NUMBER: WHITE / BLACK / 185C

SOCCER
COMPLETE COLOR NAME: BLACK
PANTONE COLOR NUMBER: BLACK

LOGO COLORS:

COMPLETE COLOR NAME: WHITE
PANTONE COLOR NUMBER: WHITE

COMPLETE COLOR NAME: RED
PANTONE COLOR NUMBER: 185C

COMPLETE COLOR NAME: BLACK
PANTONE COLOR NUMBER: BLACK

END ZONE COLOR:

COMPLETE COLOR NAME: BLACK
PANTONE COLOR NUMBER: BLACK

LEGEND:

GREEN FIELDTURF
77,342 sq.ft.

FIELD LAYOUT NOTES:

1. FOOTBALL MARKINGS ARE 4" WHITE NFHS STANDARDS.
ALL DIMENSIONS TO BE VERIFIED BEFORE ANY CONSTRUCTION BEGINS.

NFHS STANDARDS

FTRV-1

MUSTANG HIGH SCHOOL - REPLACEMENT
MUSTANG, OK

DATE: OCTOBER 27TH, 2014 | ISSUE: SUBMITTAL | SHEET: 1/7 FIELD LAYOUT

FieldTurf
A Tarkett Sports Company

DRAWN BY:	V.B.
CHECKED BY:	J.B.
SCALE:	1"=45'
FIELD AREA:	77,342 sq.ft.
PERIMETER:	1,171 ln.ft.

All Rights Reserved. Confidential Information: No portion of these drawings may be disclosed, used, reproduced, modified or shown, without prior written consent of FieldTurf.

Scale is only accurate when this drawing is printed on 11" X 17" paper.

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

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

PERFORMANCE RESPONSIBILITIES:

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

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

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

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

Adopted: 12-8-14

Schedule A
December 8,2014

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

Schedule B
December 8,2014

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