AGENDA
Mustang Board of Education Special Meeting
Thursday, June 27, 2024 at 4:00 PM
Mustang Educational Resource Center, 12400 SW 15th St, Yukon, OK 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 Mustang Board of Education Special Meeting on Thursday, June 27, 2024 at 4:00 PM. The place and street of the meeting will be Mustang Educational Resource Center, 12400 SW 15th St, Yukon, OK 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.

{{Name: Agenda Item Name}}

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

B. Consent Agenda

1. Out of State or Overnight Travel

a. Mustang High School Varsity Volleyball Team and Sponsors to compete in the Jenks Varsity Mega Volleyball Scrimmage on August 6-7, 2024 at Jenks High School.

b. Kirk Wilson, Executive Director of Communications, to attend the Apptegy School CEO Conference: Reimagine School of Marketing on September 30 - October 1, 2024 in Little Rock, AR.

c. Kris Green, Director of Community Education, and Stacey Elliott, Community Education Assistant, to attend the 2024 Minnesota Community Education Conference on October 23-25, 2024 in Duluth, MN.

d. Heather Brakebill to attend the 2024 SREB Making Schools Work Conference on July 9-12, 2024 in Nashville, TN.

2. Renewal and Ratification of Agreements/Contracts

a. Technology

1. Trafera
2. US Bank
3. Follett

b. Athletics
    1. TruGreen

c. Student Services
    1. State of Oklahoma Department of Rehabilitation Services

d. Sites
    1. Tom Jackson Photography

e. Business Finance
    1. Oklahoma School Insurance Group (OSIG) Resolution
    2. Oklahoma School Insurance Group (OSIG) - Property and Liability Insurance
    3. Zenith Workers Compensation Insurance
    4. BancFirst /Travelor's Crime Insurance
    5. BancFirst Broker Agreement

f. Custodial Services
    1. Southwest Cleaning Services - Month of June 2024
    2. Southwest Cleaning Services - Month of July 2024
    3. Southwest Cleaning Services - August 1, 2024 to May 31, 2025

g. Canadian County Sheriff's Office

3. Job Description
    a. Parking Lot Attendant
4. Revisions of Policy and Procedures

a. Policy 2300 - Purchasing

b. Policy 2301 - Child Nutrition Program Procurement

c. Policy 2302 - Bid and Quote Protest Procedures

d. Policy 2305 - Travel Expenses

e. Policy 2306 - Mileage Reimbursement

f. Policy 2310 - Direct Deposit

g. Policy 2230 - Surplus Property Disposal Procedures

h. Policy 5005 - Transfer

5. Timberlake Change Orders for Mustang High Softball Batting Facility

   a. Change Order #6 - Batting Netting

   b. Change Order #7 - Add Step Down Transformer

   c. Change Order #8 - Contingency Allocation

   d. Change Order #10 - Additional Fire Lane Stripping

   e. Change Order #11 - Pot Hole for Water Line

   f. Change Order #12 - Contingency Allocation

6. Timberlake Change Orders for Mustang Elementary Safety Corridor

   a. Change Order #4 - Remove Asbestos Wrapped Drain

   b. Change Order #5 - Repower Existing Classroom Circuits

   c. Change Order #6 - Sod and Temp Irrigation

7. United Turf & Track Change Orders for Football Upgrade

   a. Change Order #1 - Upgrade to 30' Uprights

   b. Change Order #2 - Replace Football Perimeter Nail Board

8. CADE Construction Change Orders for Elementary #9

a. CO #11 - Downsize gas piping using MEGAPress Fittings to reduce pipe diameter.

b. CO #12 - Removal of custom mill-work for the Media Center to standardized book shelves on wheels.

9. Approval for sanctioning the following athletic booster clubs for the 2024-2025 school year:

C. **Financial Consent Agenda**

1. Encumbrance Registers

2. Change Orders Registers

D. Business

1. Discussion and possible board action to approve the following list of communication platforms as District Approved Communications Platforms to meet the requirements of HB3958.

2. Discussion and possible board action to approve Joshua Bartug as an Adjunct Teacher for English for Mustang High School for the 2024-2025 school year.

3. Discussion and possible board action to approve Bailey Bryant as an Adjunct Teacher for Kindergarten for Lakehoma Elementary for the 2024-2025 school year.

4. Discussion and possible board action to approve Cole Cochran as an Adjunct Teacher for World History for Mustang High School for the 2024-2025 school year.

5. Discussion and possible board action to approve Michael Kissner as an Adjunct Teacher for Science for Horizon Intermediate School for the 2024-2025 school year.

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

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

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

F. **Acknowledge Return to Open Session**

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

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

I. Adjournment

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer
Ryan McKinney, Asst Supt

From: Geromy Schrick, Exec Dir of Technology

Board Meeting Date: 06/27/2024

Contract Vendor: Trafera **Time Frame:** July 1, 2024 - June 30th 2026

Amount: $ 202,104.40 **Fund:** 33 **Project:** 025

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

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

Linewize School Manager, Student Device Monitoring, Classwize Class Management and Student Device/User Filtering

TRAFERA

Bill to
MUSTANG PUBLIC SCHOOLS
Customer No: 85693
12400 SW 15th St
YUKON OK 73099
USA

Estimate No: E000119191

Ship to
MUSTANG PUBLIC SCHOOLS
12400 SW 15th St
YUKON OK 73099
USA

Quote Details
Created: May 17, 2024
Expiration: June 16, 2024
Created by: Alyson George
alyson.george@trafera.com

Contract
None

Products & Services

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
LINEWIZE SCHOOL MGR 2YR 10K-25K FTE	Linewize - School Manager 2 Year Subscription Tier 4 Linewize - School Manager 2 Year Subscription. Cloud-Managed Filter and Reporter w/ built in Cyber-Safety controls. 10,000-25,000 FTE. Unlimited devices.		14000	$5.30	$74,200.00
CLASSWIZE 2YR 10-25K FTE TIER 4	Classwize - 2 Year Subscription. Cloud managed classroom management suite. Provides screen visibility and control on Windows, Mac, and Chrome Operating Systems with cloud directory integration and school roster support. Cyber Safety included. 10,000-25,000 FTE		9180	$3.98	$36,536.40
Monitor - 2 YR Tier 4	Linewize Monitor - 2 Year Subscription. Student protection software that looks for signs of self harm, school violence, abuse, and other behavior that can be harmful for students. Includes 24x7 hr human monitoring and phone calls for at risk students.		11280	$6.30	$71,064.00
Monitor - Drive Image Scanning and Analysis- 2 Year Tier 4	Linewize - Monitor Image Scanning 2 Year Subscription. Microsoft OneDrive and Google Drive image scanning and reporting. 10,001-25,000 FTE. Unlimited Devices.		11280	$1.80	$20,304.00

Subtotal	$202,104.40
Tax	$0.00
Total	**$202,104.40**
Net Terms	**N30**

Terms and Conditions

This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

Please Remit Checks to:
Trafera LLC
PO Box 208960
Dallas, TX 75320-8960

Questions? Contact me

Jonathan Worre
jonathan.worre@trafera.com

Trafera
2550 University Ave W, Suite 416 - S
St. Paul MN 55114
United States

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Geromy Schrick GS

Date: 6/4/2024

Contract Vendor: US Bank **Time Frame:** July 1, 2024 - June 30, 2025

Amount: $ 156,494.52 **Fund:** 11 **Project:** 025

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

Annual renewal this is the 4th year of a 5 year lease for district copiers.

usbank
EQUIPMENT FINANCE

State & Local Government Lease Agreement

APPLICATION NO.	AGREEMENT NO.

Send Account Inquiries to: 1310 Madrid Street, Suite 101 • Marshall, MN 56258 • Phone: (800) 328-5371 • Fax: (800) 328-9092
Send Payments to: P.O. Box 790448 • St. Louis, MO 63179-0448

The words "**Lessee**," "**you**" and "**your**" refer to **Customer**. The words "**Lessor**," "**we**," "**us**" and "**our**" refer to **U.S. Bank Equipment Finance, a division of U.S. Bank National Association** ("**U.S. Bank Equipment Finance**").

CUSTOMER INFORMATION

FULL LEGAL NAME: independent School District NO I-69 Canadian County
STREET ADDRESS: 909 South Mustang Road
CITY: Mustang | STATE: OK | ZIP: 73064 | PHONE: 405-376-2461 | FAX:
BILLING NAME (IF DIFFERENT FROM ABOVE):
BILLING STREET ADDRESS:
CITY | STATE | ZIP | E-MAIL
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

SUPPLIER INFORMATION

FULL LEGAL NAME: RK Black Inc
STREET ADDRESS: 4000 NW 39th Expressway
CITY: Oklahoma City | STATE: OK | ZIP: 73112 | PHONE: 405-943-9800 | FAX:

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES: See Equipment Schedule A
SERIAL NO.

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

☒ See attached Schedule A

TERM AND PAYMENT INFORMATION

60 Payments* of $ 11,634.30

If you are exempt from sales tax, attach your certificate. **plus applicable taxes*

The payment ("Payment") period is monthly unless otherwise indicated.

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default, non-appropriation or nonrenewal under this Agreement, as applicable, has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use. If the selected purchase option for this Agreement is $1.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

☒ Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment. CLS Customer's Initials
☐ Purchase all of the Equipment for $1.00. ____ Customer's Initials

LESSOR ACCEPTANCE

U.S. Bank Equipment Finance	Gina Diekmann	Documentation Manager	09/30/2020
LESSOR	SIGNATURE	TITLE	DATED

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGES 2 AND 3 ATTACHED HERETO.

	X [signature]	President, MPS Board of Education	8/10/202
CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED

FEDERAL TAX I.D. # PRINT NAME

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

	X [signature]	President, MPS Board of Education	10
CUSTOMER (as referenced above)	SIGNATURE	TITLE	ACCEPTANCE DATE 8/10/202

usbank
EQUIPMENT FINANCE

State & Local Government Lease Supplement

APPLICATION NO.	MASTER AGREEMENT NO.	SUPPLEMENT NO.
2730453	500-0620476	001

CUSTOMER INFORMATION

FULL LEGAL NAME			STREET ADDRESS	
INDEPENDENT SCHOOL DISTRICT NO I 69 dba Mustang Public Schools			906 S Heights Drive	
CITY	STATE	ZIP	PHONE	FAX
Mustang	OK	73064	405-376-2461	

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NO.
Kyocera TA308ci	RLZ0X02079
Kyocera TA308ci	RLZ0X02078
Kyocera TA308ci	RLZ0X02076
Kyocera TA308ci with inner finisher, paper tray, stand	RLZ0X02077

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

☐ See attached Schedule A

EQUIPMENT REMOVED FROM ABOVE-REFERENCED MASTER AGREEMENT AND/OR PREVIOUS SUPPLEMENT(S), AS APPLICABLE

MAKE/MODEL/ACCESSORIES	SERIAL NO.

TERM (Complete One Term Option)

_____ Mos. Term applies to this Agreement (as defined below) only.

55 Mos. The end of term of this Agreement shall coincide with the end of term date set forth in the above-referenced Master Agreement and/or previous supplement(s), as applicable.

PAYMENT (Note: The payment period is monthly unless otherwise indicated.)

Payment Amount* $ 141.00 *(amounts due under this Agreement only).* *If you are exempt from sales tax, attach your certificate.* **plus applicable taxes*

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default, non-appropriation or nonrenewal under this Agreement, as applicable, has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use. If the selected purchase option for this Agreement is $1.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

☒ Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment. _____ Customer's Initials

☐ Purchase all of the Equipment for $1.00. _____ Customer's Initials

LESSOR ACCEPTANCE

LESSOR	SIGNATURE	TITLE	DATED
U.S. Bank Equipment Finance	Jason Alston	LEASING SPECIALIST	

CUSTOMER ACCEPTANCE

The "Master Agreement" refers to the State & Local Government Lease Agreement between Customer and Lessor identified in Lessor's records by the Master Agreement no. referenced above. This State & Local Government Lease Supplement incorporates by reference the terms and conditions of the Master Agreement and constitutes an agreement between you and us with respect to the Equipment referenced herein, separate and distinct from the Master Agreement. We agree to lease to you the Equipment described above on the terms set forth in this State & Local Government Lease Supplement, together with the terms and conditions set forth in the Master Agreement (collectively, the "Agreement"). If any provision in this State & Local Government Lease Supplement conflicts with a provision in the Master Agreement, the provision in this State & Local Government Lease Supplement shall control. **BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THE MASTER AGREEMENT AND THIS STATE & LOCAL GOVERNMENT LEASE SUPPLEMENT.**

CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED
INDEPENDENT SCHOOL DISTRICT NO I 69 dba Mustang Public Schools	X		3-12-21

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected, and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

CUSTOMER (as referenced above)	SIGNATURE	TITLE	ACCEPTANCE DATE
INDEPENDENT SCHOOL DISTRICT NO I 69 dba Mustang Public Schools	X		3-12-21

usbank
EQUIPMENT FINANCE

State & Local Government Lease Supplement

APPLICATION NO.	MASTER AGREEMENT NO.	SUPPLEMENT NO.
2775006	500-0620476	002

CUSTOMER INFORMATION

FULL LEGAL NAME: INDEPENDENT SCHOOL DISTRICT NO I 69 dba Mustang Public Schools
STREET ADDRESS: 906 S Heights Drive
CITY: Mustang
STATE: OK
ZIP: 73064
PHONE: 405-376-2461
FAX:
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE):

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NO.
1 fax module (added to existing machine: Kyocera TA4003i serial RFX9Z07288)	RYN11B6609

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

☐ See attached Schedule A

EQUIPMENT REMOVED FROM ABOVE-REFERENCED MASTER AGREEMENT AND/OR PREVIOUS SUPPLEMENT(S), AS APPLICABLE

MAKE/MODEL/ACCESSORIES	SERIAL NO.

TERM (Complete One Term Option)

____ Mos. Term applies to this Agreement (as defined below) only.

53 Mos. The end of term of this Agreement shall coincide with the end of term date set forth in the above-referenced Master Agreement and/or previous supplement(s), as applicable.

PAYMENT (Note: The payment period is monthly unless otherwise indicated.)

Payment Amount* $ 14.76 *(amounts due under this Agreement only).* *If you are exempt from sales tax, attach your certificate.* **plus applicable taxes*

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default, non-appropriation or nonrenewal under this Agreement, as applicable, has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use. If the selected purchase option for this Agreement is $1.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

☒ Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment.
☐ Purchase all of the Equipment for $1.00.

Customer's Initials
Customer's Initials

LESSOR ACCEPTANCE

LESSOR	SIGNATURE	TITLE	DATED
U.S. Bank Equipment Finance	Jamie Mona	Leasing Specialist	

CUSTOMER ACCEPTANCE

The "Master Agreement" refers to the State & Local Government Lease Agreement between Customer and Lessor identified in Lessor's records by the Master Agreement no. referenced above. This State & Local Government Lease Supplement incorporates by reference the terms and conditions of the Master Agreement and constitutes an agreement between you and us with respect to the Equipment referenced herein, separate and distinct from the Master Agreement. We agree to lease to you the Equipment described above on the terms set forth in this State & Local Government Lease Supplement, together with the terms and conditions set forth in the Master Agreement (collectively, the "Agreement"). If any provision in this State & Local Government Lease Supplement conflicts with a provision in the Master Agreement, the provision in this State & Local Government Lease Supplement shall control. **BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THE MASTER AGREEMENT AND THIS STATE & LOCAL GOVERNMENT LEASE SUPPLEMENT.**

CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED
INDEPENDENT SCHOOL DISTRICT NO I 69 dba Mustang Public Schools	X		4-26-21

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected, and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

CUSTOMER (as referenced above)	SIGNATURE	TITLE	ACCEPTANCE DATE
INDEPENDENT SCHOOL DISTRICT NO I 69 dba Mustang Public Schools	X		4-26-21

usbank
EQUIPMENT FINANCE

State & Local Government Lease Supplement

APPLICATION NO	MASTER AGREEMENT NO.	SUPPLEMENT NO.
2801495	500-0620476-000	

CUSTOMER INFORMATION

FULL LEGAL NAME: INDEPENDENT SCHOOL DISTRICT NO I 69
STREET ADDRESS: 906 S HEIGHTS DRIVE
CITY: MUSTANG
STATE: OK
ZIP: 73064
PHONE: 405-376-2461
FAX:
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES — SERIAL NO

18 Kyocera TA308ci
1 Kyocera TA4003i
1 Kyocera TA4003i with Document Feeder, Inner Finisher, Fax System

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

☐ See attached Schedule A

EQUIPMENT REMOVED FROM ABOVE-REFERENCED MASTER AGREEMENT AND/OR PREVIOUS SUPPLEMENT(S), AS APPLICABLE

MAKE/MODEL/ACCESSORIES — SERIAL NO

TERM (Complete One Term Option)

____ Mos. Term applies to this Agreement (as defined below) only.

47 Mos. The end of term of this Agreement shall coincide with the end of term date set forth in the above-referenced Master Agreement and/or previous supplement(s), as applicable.

PAYMENT (Note: The payment period is monthly unless otherwise indicated.)

Payment Amount* $ 1,009.21 *(amounts due under this Agreement only).* *If you are exempt from sales tax, attach your certificate* **plus applicable taxes*

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default, non-appropriation or nonrenewal under this Agreement, as applicable, has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use. If the selected purchase option for this Agreement is $1.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

☐ Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment.
☐ Purchase all of the Equipment for $1.00.

cal Customer's Initials
____ Customer's Initials

LESSOR ACCEPTANCE

LESSOR	SIGNATURE	TITLE	DATED
U.S. Bank Equipment Finance	Ali Beckman	Leasing Specialist	11-04-2021

CUSTOMER ACCEPTANCE

The "Master Agreement" refers to the State & Local Government Lease Agreement between Customer and Lessor identified in Lessor's records by the Master Agreement no. referenced above. This State & Local Government Lease Supplement incorporates by reference the terms and conditions of the Master Agreement and constitutes an agreement between you and us with respect to the Equipment referenced herein, separate and distinct from the Master Agreement. We agree to lease to you the Equipment described above on the terms set forth in this State & Local Government Lease Supplement, together with the terms and conditions set forth in the Master Agreement (collectively, the "Agreement"). If any provision in this State & Local Government Lease Supplement conflicts with a provision in the Master Agreement, the provision in this State & Local Government Lease Supplement shall control. BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THE MASTER AGREEMENT AND THIS STATE & LOCAL GOVERNMENT LEASE SUPPLEMENT.

CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED
INDEPENDENT SCHOOL DISTRICT NO I 69	X	Exec Dir Tech	10-27-21

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected, and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

CUSTOMER (as referenced above)	SIGNATURE	TITLE	ACCEPTANCE DATE
INDEPENDENT SCHOOL DISTRICT NO I 69	X	Exec Dir Tech	10-27-21

usbank
EQUIPMENT FINANCE

State & Local Government Lease Supplement

APPLICATION NO.	MASTER AGREEMENT NO	SUPPLEMENT NO
2775006	500-0620476	002

CUSTOMER INFORMATION

FULL LEGAL NAME: INDEPENDENT SCHOOL DISTRICT NO I 69 dba Mustang Public Schools
STREET ADDRESS: 906 S Heights Drive
CITY: Mustang
STATE: OK
ZIP: 73064
PHONE: 405-376-2461
FAX:
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE): 12400 SW 15th Street. Yukon OK. 73099

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NO.
TA 308ci	RNH2402437

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.
☐ See attached Schedule A

EQUIPMENT REMOVED FROM ABOVE-REFERENCED MASTER AGREEMENT AND/OR PREVIOUS SUPPLEMENT(S), AS APPLICABLE

MAKE/MODEL/ACCESSORIES	SERIAL NO.

TERM (Complete One Term Option)

_____ Mos. Term applies to this Agreement (as defined below) only.

41 Mos. The end of term of this Agreement shall coincide with the end of term date set forth in the above-referenced Master Agreement and/or previous supplement(s), as applicable.

PAYMENT (Note: The payment period is monthly unless otherwise indicated.)

Payment Amount* $ 44.59 *(amounts due under this Agreement only).* *If you are exempt from sales tax, attach your certificate.* **plus applicable taxes*

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default, non-appropriation or nonrenewal under this Agreement, as applicable, has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use. If the selected purchase option for this Agreement is $1.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

☒ Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment. _____ Customer's Initials
☐ Purchase all of the Equipment for $1.00. _____ Customer's Initials

LESSOR ACCEPTANCE

U.S. Bank Equipment Finance (LESSOR) | Jamie Moua (SIGNATURE) | Leasing Specialist (TITLE) | DATED

CUSTOMER ACCEPTANCE

The "Master Agreement" refers to the State & Local Government Lease Agreement between Customer and Lessor identified in Lessor's records by the Master Agreement no. referenced above. This State & Local Government Lease Supplement incorporates by reference the terms and conditions of the Master Agreement and constitutes an agreement between you and us with respect to the Equipment referenced herein, separate and distinct from the Master Agreement. We agree to lease to you the Equipment described above on the terms set forth in this State & Local Government Lease Supplement, together with the terms and conditions set forth in the Master Agreement (collectively, the "Agreement"). If any provision in this State & Local Government Lease Supplement conflicts with a provision in the Master Agreement, the provision in this State & Local Government Lease Supplement shall control. BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THE MASTER AGREEMENT AND THIS STATE & LOCAL GOVERNMENT LEASE SUPPLEMENT.

INDEPENDENT SCHOOL DISTRICT NO I 69 dba Mustang Public Schools (CUSTOMER (as referenced above)) | X [signature] (SIGNATURE) | Executive Director of Technology 3-20-2022 (TITLE) | DATED

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected, and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

INDEPENDENT SCHOOL DISTRICT NO I 69 dba Mustang Public Schools (CUSTOMER (as referenced above)) | X [signature] (SIGNATURE) | Executive Director of Technology 3-20-2022 (TITLE) | ACCEPTANCE DATE

usbank
EQUIPMENT FINANCE

State & Local Government Lease Supplement

APPLICATION NO	MASTER AGREEMENT NO	SUPPLEMENT NO

CUSTOMER INFORMATION

FULL LEGAL NAME			STREET ADDRESS	
Independent School District No1-69 dba Mustang Public Schools			120 Chisolm Trail Way	
CITY	STATE	ZIP	PHONE	FAX
Mustang	OK	73064	405-376-2461	

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NO.
Kyocera TA4004i	w9t2z17954

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries

☐ See attached Schedule A

EQUIPMENT REMOVED FROM ABOVE-REFERENCED MASTER AGREEMENT AND/OR PREVIOUS SUPPLEMENT(S), AS APPLICABLE

MAKE/MODEL/ACCESSORIES	SERIAL NO.

TERM (Complete One Term Option)

_____ Mos. Term applies to this Agreement (as defined below) only

32 Mos The end of term of this Agreement shall coincide with the end of term date set forth in the above-referenced Master Agreement and/or previous supplement(s), as applicable.

PAYMENT (Note: The payment period is monthly unless otherwise indicated.)

Payment Amount* $ 197.35 *(amounts due under this Agreement only).* *If you are exempt from sales tax, attach your certificate.* **plus applicable taxes*

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default, non-appropriation or nonrenewal under this Agreement, as applicable, has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use. If the selected purchase option for this Agreement is $1.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

☒ Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment. _____ Customer's Initials

☐ Purchase all of the Equipment for $1.00 _____ Customer's Initials

LESSOR ACCEPTANCE

U.S. Bank Equipment Finance	Jason Alston	LEASING SPECIALIST	
LESSOR	SIGNATURE	TITLE	DATED

CUSTOMER ACCEPTANCE

The "Master Agreement" refers to the State & Local Government Lease Agreement between Customer and Lessor identified in Lessor's records by the Master Agreement no. referenced above. This State & Local Government Lease Supplement incorporates by reference the terms and conditions of the Master Agreement and constitutes an agreement between you and us with respect to the Equipment referenced herein, separate and distinct from the Master Agreement. We agree to lease to you the Equipment described above on the terms set forth in this State & Local Government Lease Supplement, together with the terms and conditions set forth in the Master Agreement (collectively, the "Agreement"). If any provision in this State & Local Government Lease Supplement conflicts with a provision in the Master Agreement, the provision in this State & Local Government Lease Supplement shall control. **BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THE MASTER AGREEMENT AND THIS STATE & LOCAL GOVERNMENT LEASE SUPPLEMENT.**

Mustang Public Schools	X	Exec Dir of Tech	4/1/23
CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected, and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

	X		
CUSTOMER (as referenced above)	SIGNATURE	TITLE	ACCEPTANCE DATE

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Geromy Schrick

Date: 6/12/2024

Contract Vendor: Follett **Time Frame:** Sept 1, 2024 - Aug 31, 2026

Amount: $ 80,953.83 **Fund:** 33 **Project:** 065

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

2 year agreement for Destiny library, textbook ,resource management license and support for all sites.

RENEWAL QUOTE

Follett

Page	1
Quote#	7769164
Issue Date	06/12/2024
Expiration Date	09/30/2024
Customer#	3538534
Customer	MUSTANG PUB SCHS

MUSTANG PUB SCHS
12400 SW 15TH ST
YUKON OK 73099

Quote Summary	Payable in USD
Quote Total	$80,953.83

Applicable taxes are NOT included
Service Expiration Dates are displayed at each line item below

Mail Purchase Order with Quote or include Quote number on Purchase Order

Mail Payment (Check)
Follett School Solutions, LLC
91826 Collection Center Dr
Chicago, IL 60693-0918

Follett School Solutions, LLC.
1340 Ridgeview Drive
McHenry, IL 60050 USA
Email: FSSorders@follettlearning.com

Quote Details

Item Number	Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
CANYON RIDGE INTERM SCH - 3502793					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
CENTENNIAL ELEM SCH - 3502458					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
LAKEHOMA ELEM SCH - 3538440					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
MEADOW BROOK INTERM SCH - 3503073					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46

If you have questions, please contact our Customer Service Team at 800.323.3397, Options 1 or email softwarecs@follettlearning.com.

Did you know that Follett has a tool to manage your textbooks and other assets? Visit k12.follett.com/drmcomplete to learn more about Destiny® Resource Manager Complete Edition.

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RENEWAL QUOTE

Follett

Page	2
Quote#	7769164
Issue Date	06/12/2024
Expiration Date	09/30/2024
Customer#	3538534
Customer	MUSTANG PUB SCHS

Quote Details

Item Number	Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
MUSTANG CRK ELEM SCH - 3502703					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
MUSTANG CTRL MDL SCH - 3503085					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
MUSTANG EDUC CTR - 3502905					
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
				Site Total	**$2,683.04**
MUSTANG ELEM SCH - 3500194					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
MUSTANG HIGH SCH - 3538530					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
67055P	WEBPATH EXPRESS SITE LICENSE (RENEWAL)	24	08/31/2024	08/31/2026	$998.00
				Site Total	**$5,970.65**
MUSTANG HORIZON INTERM SCH - 3502794					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58

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RENEWAL QUOTE

Follett

Page	3
Quote#	7769164
Issue Date	06/12/2024
Expiration Date	09/30/2024
Customer#	3538534
Customer	MUSTANG PUB SCHS

Quote Details

Item Number	Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
MUSTANG MDL SCH - 3500195					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
MUSTANG NORTH MDL SCH - 3501958					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
MUSTANG PUB SCHS - 3538534					
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
				Site Total	**$2,683.04**
MUSTANG TRAILS ELEM SCH - 3538535					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
MUSTANG VLY ELEM SCH - 3538540					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
PRAIRIE VIEW ELEM SCH - 3502826					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58

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RENEWAL QUOTE

Follett

Page	4
Quote#	7769164
Issue Date	06/12/2024
Expiration Date	09/30/2024
Customer#	3538534
Customer	MUSTANG PUB SCHS

Quote Details

Item Number / Description		Renewal Months	Current Expiration Date	New Expiration Date	Amount
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**
RIVERWOOD ELEM SCH - 3503072					
73145P	DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,898.10
73144P	DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	24	08/31/2024	08/31/2026	$1,074.58
73164P	DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORT RENEWAL	24	08/31/2024	08/31/2026	$1,608.46
67058P	TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	24	08/31/2024	08/31/2026	$391.51
				Site Total	**$4,972.65**

End of Quote

If you have questions, please contact our Customer Service Team at 800.323.3397, Options 1 or email softwarecs@follettlearning.com.

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CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Robert Foreman, Athletic Director

Board Meeting Date: June 27, 2024

Contract Vendor: TRUGREEN **Time Frame:** 2024-2025

Amount: $ 12,543.72 **Fund:** 60 **Project:** 801

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

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

Grounds Maintenance for all three middle schools and high school athletic areas.

Michael Colvin

,

Phone: (405) 361-2538

Customer Information

BILL TO:

MUSTANG ISD
12400 SW 15TH ST
YUKON, OK 73099
USA
Phone: 4055907601

Detail of Charges

Service Location	Line Item Description	Round #	Round Description	Total Price
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB 11820 SW 44TH ST YUKON, OK 73099	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB 11820 SW 44TH ST YUKON, OK 73099	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB 11820 SW 44TH ST YUKON, OK 73099	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB 11820 SW 44TH ST YUKON, OK 73099	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB 11820 SW 44TH ST YUKON, OK 73099	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB 11820 SW 44TH ST MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$143.78
MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB 11820 SW 44TH ST MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB 11820 SW 44TH ST MUSTANG, OK 73064	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB 11820 SW 44TH ST MUSTANG, OK 73064	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78

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MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB 11820 SW 44TH ST MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG HIGH BASEBALL FIELD 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$222.70
MUSTANG HIGH BASEBALL FIELD 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70
MUSTANG HIGH BASEBALL FIELD 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70
MUSTANG HIGH BASEBALL FIELD 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70
MUSTANG HIGH BASEBALL FIELD 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70
MUSTANG HIGH BASEBALL FIELD 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70
MUSTANG HIGH SCHOOL SOCCER 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$238.28
MUSTANG HIGH SCHOOL SOCCER 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER 906 S HEIGHTS DR MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER 906 S HEIGHTS DR MUSTANG, OK 73064	Vegetation Control	2	Non selective weed control	$181.16
MUSTANG HIGH SCHOOL SOCCER 906 S HEIGHTS DR MUSTANG, OK 73064	Vegetation Control	3	Non selective weed control	$181.16
MUSTANG HS EVENT CTR-TENNIS CT 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$105.44

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MUSTANG HS EVENT CTR-TENNIS CT 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$105.44
MUSTANG HS EVENT CTR-TENNIS CT 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$105.44
MUSTANG HS FOOTBALL STADIUM 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$146.70
MUSTANG HS FOOTBALL STADIUM 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.70
MUSTANG HS FOOTBALL STADIUM 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.70
MUSTANG HS FOOTBALL STADIUM 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.70
MUSTANG HS FOOTBALL STADIUM 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.70
MUSTANG HS FOOTBALL-PRACTICE FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$174.45
MUSTANG HS FOOTBALL-PRACTICE FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	2	Late Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control (As Needed/Weather Dependent)	$174.45
MUSTANG HS FOOTBALL-PRACTICE FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$174.45
MUSTANG HS FOOTBALL-PRACTICE FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$174.45
MUSTANG HS FOOTBALL-PRACTICE FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$174.45
MUSTANG HS FOOTBALL-PRACTICE FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$174.45
MUSTANG HS PRACTICE FIELD N OF STAD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$116.94
MUSTANG HS PRACTICE FIELD N OF STAD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$116.94
MUSTANG HS PRACTICE FIELD N OF STAD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$116.94

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MUSTANG HS PRACTICE FIELD N OF STAD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$116.94
MUSTANG HS- SHOTPUT & SW PARKING LOT 801 S. SNYDER DR MUSTANG, OK 73064	Vegetation Control	1	Non selective weed control	$70.20
MUSTANG HS- SHOTPUT & SW PARKING LOT 801 S. SNYDER DR MUSTANG, OK 73064	Vegetation Control	2	Non selective weed control	$70.20
MUSTANG HS- SHOTPUT & SW PARKING LOT 801 S. SNYDER DR MUSTANG, OK 73064	Vegetation Control	4	Non selective weed control	$70.20
MUSTANG HS SOCCER PRACTICE FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$397.78
MUSTANG HS SOCCER PRACTICE FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$397.78
MUSTANG HS SOCCER PRACTICE FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$397.78
MUSTANG HS SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$146.22
MUSTANG HS SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG HS SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG HS SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG HS SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG JR SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$146.22
MUSTANG JR SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG JR SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG JR SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22

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MUSTANG JR SOFTBALL FIELD 801 S SNYDER DR MUSTANG, OK 73064	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG NORTH MIDDLE SCHOOL-FOOTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$214.23
MUSTANG NORTH MIDDLE SCHOOL-FOOTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$214.23
MUSTANG NORTH MIDDLE SCHOOL-FOOTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$214.23
MUSTANG NORTH MIDDLE SCHOOL-FOOTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$214.23
MUSTANG NORTH MIDDLE SCHOOL-FOOTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$214.23
MUSTANG NORTH MIDDLE SCHOOL-SOFTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$143.78
MUSTANG NORTH MIDDLE SCHOOL-SOFTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG NORTH MIDDLE SCHOOL-SOFTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG NORTH MIDDLE SCHOOL-SOFTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG NORTH MIDDLE SCHOOL-SOFTBAL 10901 SW 15TH ST YUKON, OK 73099	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78

Subtotal: $12,543.72
Total Sales Tax Amount: $0.00
Grand Total: $12,543.72

Description:

Standard Terms and Conditions

1. Term. The term of this Agreement shall one (1) year from the date signed by you, the Customer.
2. Price increases. Prices of services provided in this agreement may be increased should you add property under this agreement, or in the event of increases in the cost of fuel, material, or labor, or costs incurred by TruGreen due to government regulation and other causes. In addition, TruGreen may elect to increase the price of services under this agreement after the first year, or after any subsequent anniversary date of the agreement by a percentage amount not to exceed five percent (5%) of the then current price, or consistent with any increase in the current consumer price index, whichever is greater. TruGreen shall not increase its prices on an elective basis more frequently than once during any agreement year.
3. Payment Terms. Payment is due to TruGreen within 30 days after the invoice date. In the event you fail to make payment when due, TruGreen reserves the right to terminate this Agreement. A late service fee equal to the lesser of 15% per month (18% a.p.r.) or the maximum interest rate allowed by law will be charged on any balance unpaid over thirty (30) days. A service charge of $25.00 will be charged for any returned check. Should it become necessary to bring an action to collect amounts due under this agreement, you agree to pay all costs of such collection including, but not limited to, any reasonable attorney's fees or other professional fees and court costs.

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4. Check processing policy ACH. When you provide a check as payment, you authorize TruGreen either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If TruGreen uses information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. Returns: in the event that your payment is returned unpaid, you authorize us the option to collect a fee as allowed by law through an electronic fund transfer from your account.

5. Termination. In the case of your non-payment or default. TruGreen has the right to terminate this Agreement immediately upon notice to you. TruGreen may terminate this Agreement for convenience upon thirty (30) days prior written notice to you. You may cancel this Agreement for material breach by TruGreen, provided that you give TruGreen written notice of the details of the breach, and thereafter TruGreen fails to cure the breach within thirty (30) days after said notice. (a). Additional termination provisions for landscape companies, property management companies, agents and other similar entities: To the extent you represent one or more property owners and/or properties covered under this agreement, and in the event such owner terminates your contract with regard to one or more properties, then upon notice to TruGreen, you may terminate this Agreement only as it relates to such property for which owner terminated its contract with you. To the extent that this Agreement applies to other properties, not terminated by the owner, this Agreement shall continue in full force and effect with regard to such other properties.

6. Sale of Property. You agree to notify TruGreen in writing immediately in the event that you sell any property which is the subject of this Agreement. TruGreen shall make the appropriate adjustment in price to accommodate the reduction of square footage treated in the event that property is sold. In the event all property which is the subject of the Agreement is sold, this Agreement shall be terminated upon receipt by TruGreen of your written notice that you have sold the property. Should you fail to notify TruGreen as required in this provision, you agree to indemnify TruGreen for any damages incurred as a result of your failure to notify.

7. LIABILITY. TRUGREEN IS RESPONSIBLE FOR DIRECT DAMAGES RESULTING FROM ITS NEGLIGENCE OR BREACH OF THIS AGREEMENT. BUT IS NOT RESPONSIBLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES ARISING OR RESULTING FROM THE PERFORMANCE OR NONPERFORMANCE OF ANY OBLIGATIONS UNDER THE AGREEMENT INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR INCOME, REGARDLESS OF THE BASIS FOR THE CLAIM.

8. Duty to Inspect. You have a duty to inspect the property within fifteen (15) days after service has been performed by TruGreen. If you believe TruGreen provided deficient work, you agree to notify TruGreen immediately in writing. If written notice is not received by TruGreen within fifteen (15) days after the date of service, you agree that any and all claims alleging damage of any nature or to recover past payments and/or rights to withhold future payments due under this Agreement are waived.

9. Notice to tenants, employees, invitees. To the extent necessary, you have a duty to notify all tenants, employees, visitors and any other invitee on the premises of a scheduled service prior to the performance of any scheduled service by TruGreen.

10. No Warranties. Except as expressly set forth in this Agreement. TruGreen makes no warranty or representation of any kind, expressed or implied, concerning either products used or services performed, including no implied warranty of merchantability or fitness of the product for any particular purpose, and no such warranty shall be implied by law, usage of trade, course of performance, course of dealing, or on any other basis.

11. Force majeure. Except for the payment of TruGreen's invoices owed by you, if either TruGreen or you shall be prevented or delayed in the performance of any or all of the provisions of this Agreement, by reason of any labor dispute, industry disturbance, delay in transportation, governmental regulatory or legal action, act of God or any cause beyond such part's control, the obligations hereunder of such party shall be extended for as long as such cause shall be in effect and any delay or loss suffered by the other party shall not be chargeable in any way to such party: provided, however, the other party suffering such cause shall immediately notify the other party of such inability and shall use reasonable efforts to remedy same with all reasonable dispatch. If any event of force majeure should prevent a party from performing its obligations under this Agreement for a period of ninety consecutive (90) days, the other party shall have the right to cancel this Agreement upon notice to the party unable to perform its obligations.

12. No assignment. You shall not have the right to assign this Agreement or agree to the transfer of this Agreement by operation of law or otherwise without the prior written consent of TruGreen. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and to any permitted successors and assigns.

13. Watering, Cultural Practices. The success of this program depends on proper watering, mowing and cultural practices. Some products used by TruGreen may include label directions requiring the watering of the material after application. If any of these products are used on the property, TruGreen will provide you with watering instructions following the application and you agree to assume such watering responsibility. Climate conditions, soil conditions, plant diseases, plant material, and miscellaneous external factors will impact response to treatment. Results for difficult-to-control diseases will vary depending on environment, culture and agronomic programs used or treatment applied. Treatment for diseases may include additional cost. Consult your TruGreen specialist for details.

14. Modification of program. This program consists of lawn care and/or tree and shrub care as indicated above. Specific products, rates of application and method of application will vary with the season, weather conditions, and the needs of your lawn as determined by your TruGreen specialist. Your regularly scheduled programs may be modified depending on the weather and the condition of your landscape. The application methods and procedures used to perform service under this Agreement will be determined solely by TruGreen. Your TruGreen specialist will keep you informed on any modifications to this schedule.

15. Insects and Borers. Total insect elimination is not desirable with any program because beneficial insects will be lost along with the targeted pests. Plants invaded by borers have a high probability of death or decline. Sound cultural practices and control applications may extend the life of some plant species. Treatment for boring insects may include additional cost. Consult your TruGreen specialist with details

16. Authorization to provide Service. TruGreen agrees to furnish labor and materials for purposes of this Agreement and is authorized by you to treat the property at the address shown above. You represent and warrant to TruGreen that you are the owner of said property, or in the event that you are not the owner of the property to which this Agreement applies, you represent and warrant that you have the legal authority to execute and bind the owner of the property to the terms and conditions of this Agreement.

17. MANDATORY ARBITRATION. Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ("Claim"), arising out of or relating to this agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association (AAA), under the AAA Commercial or Consumer, as applicable. Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1-800-778-7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state, or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionability, arbitrability, enforceability or formation of this Agreement including any claim that all or any part of the Agreement is void or voidable. However, the preceding sentence shall not apply to the clause entitled "Class Action Waiver."

18. CLASS ACTION WAIVER. Any Claim must be brought in the parties' individual capacity, and not as a plaintiff or class member in any purported class, collective, representative, multiple plaintiffs, or similar proceeding ("Class Action"). The parties expressly waive any ability to maintain any Class Action in any forum. The arbitrator shall not have authority to combine or aggregate similar claims or conduct any Class Action nor make an award to any person or entity not a party to the arbitration. Any claim that all or part of this Class Action Waiver is unenforceable, unconscionable, void, or voidable may be determined only by a court of competent jurisdiction and not by an arbitrator.

THE PARTIES UNDERSTAND THAT THEY WOULD HAVE HAD A RIGHT TO LITIGATE THROUGH A COURT, TO HAVE A JUDGE OR JURY DECIDE THEIR CASE AND TO BE PARTY TO A CLASS OR REPRESENTATIVE ACTION. HOWEVER. THEY UNDERSTAND AND CHOOSE TO HAVE ANY CLAIMS DECIDED INDIVIDUALLY, THROUGH ARBITRATION.

19. Unless expressly noted otherwise herein, this Agreement and any invoice issued by TruGreen pursuant to the terms hereof, set forth the entire understanding of the parties, and supersede any and all proposals, negotiations, representations and prior agreements relating to the subject matter of this Agreement, written or otherwise, including, without limitation any sales agreement previously executed by the parties. To the extent that any terms set forth in an invoice should conflict with the terms set forth in this Agreement, this Agreement shall control. No terms, conditions, or warranties other than those stated herein or in any invoice issued by TruGreen, and no agreements or understanding, oral or written, in any way purporting to modify these conditions shall be binding on the parties hereto unless hereafter made in writing and signed by authorized representatives of both parties.

20. This customer service Agreement is only valid if accepted by you within 30 days of the date submitted to customer.

By: Date:

REPRESENTATIVE/GENERAL MANAGER

Print Name: Date:

Customer Signature: Date:

AUTHORIZED AGENT/CUSTOMER

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Michael Colvin

,

Phone: (405) 361-2538

Customer Information

BILL TO:

MUSTANG ISD
12400 SW 15TH ST
YUKON, OK 73099
USA
Phone: 4055907601

SERVICE LOCATION:

MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB
11820 SW 44TH ST
YUKON, OK 73099

Phone: 4055907601

Detail of Charges

Service Location	Line Item Description	Round #	Round Description	Total Price
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-FOOTB	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$295.23
MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$143.78
MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG CENTRAL MIDDLE SCHOOL-SOFTB	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG HIGH BASEBALL FIELD	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$222.70
MUSTANG HIGH BASEBALL FIELD	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70

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MUSTANG HIGH BASEBALL FIELD	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70
MUSTANG HIGH BASEBALL FIELD	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70
MUSTANG HIGH BASEBALL FIELD	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70
MUSTANG HIGH BASEBALL FIELD	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$222.70
MUSTANG HIGH SCHOOL SOCCER	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$238.28
MUSTANG HIGH SCHOOL SOCCER	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$238.28
MUSTANG HIGH SCHOOL SOCCER	Vegetation Control	2	Non selective weed control	$181.16
MUSTANG HIGH SCHOOL SOCCER	Vegetation Control	3	Non selective weed control	$181.16
MUSTANG HS EVENT CTR-TENNIS CT	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$105.44
MUSTANG HS EVENT CTR-TENNIS CT	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$105.44
MUSTANG HS EVENT CTR-TENNIS CT	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$105.44
MUSTANG HS FOOTBALL STADIUM	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$146.70
MUSTANG HS FOOTBALL STADIUM	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.70
MUSTANG HS FOOTBALL STADIUM	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.70
MUSTANG HS FOOTBALL STADIUM	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.70
MUSTANG HS FOOTBALL STADIUM	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.70
MUSTANG HS FOOTBALL-PRACTICE FIELD	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$174.45
MUSTANG HS FOOTBALL-PRACTICE FIELD	Lawn Service	2	Late Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent	$174.45

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			weed control (As Needed/Weather Dependent)	
MUSTANG HS FOOTBALL-PRACTICE FIELD	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$174.45
MUSTANG HS FOOTBALL-PRACTICE FIELD	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$174.45
MUSTANG HS FOOTBALL-PRACTICE FIELD	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$174.45
MUSTANG HS FOOTBALL-PRACTICE FIELD	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$174.45
MUSTANG HS PRACTICE FIELD N OF STAD	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$116.94
MUSTANG HS PRACTICE FIELD N OF STAD	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$116.94
MUSTANG HS PRACTICE FIELD N OF STAD	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$116.94
MUSTANG HS PRACTICE FIELD N OF STAD	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$116.94
MUSTANG HS- SHOTPUT & SW PARKING LOT	Vegetation Control	1	Non selective weed control	$70.20
MUSTANG HS- SHOTPUT & SW PARKING LOT	Vegetation Control	2	Non selective weed control	$70.20
MUSTANG HS- SHOTPUT & SW PARKING LOT	Vegetation Control	4	Non selective weed control	$70.20
MUSTANG HS SOCCER PRACTICE FIELD	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$397.78
MUSTANG HS SOCCER PRACTICE FIELD	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$397.78
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MUSTANG HS SOFTBALL FIELD	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$146.22
MUSTANG HS SOFTBALL FIELD	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG HS SOFTBALL FIELD	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG HS SOFTBALL FIELD	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG HS SOFTBALL FIELD	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG JR SOFTBALL FIELD	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$146.22
MUSTANG JR SOFTBALL FIELD	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22

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MUSTANG JR SOFTBALL FIELD	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG JR SOFTBALL FIELD	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG JR SOFTBALL FIELD	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$146.22
MUSTANG NORTH MIDDLE SCHOOL-FOOTBAL	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$214.23
MUSTANG NORTH MIDDLE SCHOOL-FOOTBAL	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$214.23
MUSTANG NORTH MIDDLE SCHOOL-FOOTBAL	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$214.23
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MUSTANG NORTH MIDDLE SCHOOL-SOFTBAL	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control	$143.78
MUSTANG NORTH MIDDLE SCHOOL-SOFTBAL	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
MUSTANG NORTH MIDDLE SCHOOL-SOFTBAL	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78
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MUSTANG NORTH MIDDLE SCHOOL-SOFTBAL	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	$143.78

Subtotal: $12,543.72
Total Sales Tax Amount: $0.00
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Standard Terms and Conditions

1. Term. The term of this Agreement shall one (1) year from the date signed by you, the Customer.
2. Price increases. Prices of services provided in this agreement may be increased should you add property under this agreement, or in the event of increases in the cost of fuel, material, or labor, or costs incurred by TruGreen due to government regulation and other causes. In addition, TruGreen may elect to increase the price of services under this agreement after the first year, or after any subsequent anniversary date of the agreement by a percentage amount not to exceed five percent (5%) of the then current price, or consistent with any increase in the current consumer price index, whichever is greater. TruGreen shall not increase its prices on an elective basis more frequently than once during any agreement year.
3. Payment Terms. Payment is due to TruGreen within 30 days after the invoice date. In the event you fail to make payment when due, TruGreen reserves the right to terminate this Agreement. A late service fee equal to the lesser of 15% per month (18% a.p.r.) or the maximum interest rate allowed by law will be charged on any balance unpaid over thirty (30) days. A service charge of $25.00 will be charged for any returned check. Should it become necessary to bring an action to collect amounts due under this agreement, you agree to pay all costs of such collection including, but not limited to, any reasonable attorney's fees or other professional fees and court costs.
4. Check processing policy ACH. When you provide a check as payment, you authorize TruGreen either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If TruGreen uses information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. Returns: in the event that your payment is returned unpaid, you authorize us the option to collect a fee as allowed by law through an electronic fund transfer from your account.
5. Termination. In the case of your non-payment or default. TruGreen has the right to terminate this Agreement immediately upon notice to you. TruGreen may terminate this Agreement for convenience upon thirty (30) days prior written notice to you. You may cancel this Agreement for material breach by TruGreen, provided that you give TruGreen written notice of the details of the breach, and thereafter TruGreen fails to cure the breach within thirty (30) days after said notice. (a). Additional termination provisions for landscape companies, property

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management companies, agents and other similar entities: To the extent you represent one or more property owners and/or properties covered under this agreement, and in the event such owner terminates your contract with regard to one or more properties, then upon notice to TruGreen, you may terminate this Agreement only as it relates to such property for which owner terminated its contract with you. To the extent that this Agreement applies to other properties, not terminated by the owner, this Agreement shall continue in full force and effect with regard to such other properties.

6. Sale of Property. You agree to notify TruGreen in writing immediately in the event that you sell any property which is the subject of this Agreement. TruGreen shall make the appropriate adjustment in price to accommodate the reduction of square footage treated in the event that property is sold. In the event all property which is the subject of the Agreement is sold, this Agreement shall be terminated upon receipt by TruGreen of your written notice that you have sold the property. Should you fail to notify TruGreen as required in this provision, you agree to indemnify TruGreen for any damages incurred as a result of your failure to notify.

7. LIABILITY. TRUGREEN IS RESPONSIBLE FOR DIRECT DAMAGES RESULTING FROM ITS NEGLIGENCE OR BREACH OF THIS AGREEMENT. BUT IS NOT RESPONSIBLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES ARISING OR RESULTING FROM THE PERFORMANCE OR NONPERFORMANCE OF ANY OBLIGATIONS UNDER THE AGREEMENT INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR INCOME, REGARDLESS OF THE BASIS FOR THE CLAIM.

8. Duty to Inspect. You have a duty to inspect the property within fifteen (15) days after service has been performed by TruGreen. If you believe TruGreen provided deficient work, you agree to notify TruGreen immediately in writing. If written notice is not received by TruGreen within fifteen (15) days after the date of service, you agree that any and all claims alleging damage of any nature or to recover past payments and/or rights to withhold future payments due under this Agreement are waived.

9. Notice to tenants, employees, invitees. To the extent necessary, you have a duty to notify all tenants, employees, visitors and any other invitee on the premises of a scheduled service prior to the performance of any scheduled service by TruGreen.

10. No Warranties. Except as expressly set forth in this Agreement, TruGreen makes no warranty or representation of any kind, expressed or implied, concerning either products used or services performed, including no implied warranty of merchantability or fitness of the product for any particular purpose, and no such warranty shall be implied by law, usage of trade, course of performance, course of dealing, or on any other basis.

11. Force majeure. Except for the payment of TruGreen's invoices owed by you, if either TruGreen or you shall be prevented or delayed in the performance of any or all of the provisions of this Agreement, by reason of any labor dispute, industry disturbance, delay in transportation, governmental regulatory or legal action, act of God or any cause beyond such part's control, the obligations hereunder of such party shall be extended for as long as such cause shall be in effect and any delay or loss suffered by the other party shall not be chargeable in any way to such party: provided, however, the other party suffering such cause shall immediately notify the other party of such inability and shall use reasonable efforts to remedy same with all reasonable dispatch. If any event of force majeure should prevent a party from performing its obligations under this Agreement for a period of ninety consecutive (90) days, the other party shall have the right to cancel this Agreement upon notice to the party unable to perform its obligations.

12. No assignment. You shall not have the right to assign this Agreement or agree to the transfer of this Agreement by operation of law or otherwise without the prior written consent of TruGreen. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and to any permitted successors and assigns.

13. Watering, Cultural Practices. The success of this program depends on proper watering, mowing and cultural practices. Some products used by TruGreen may include label directions requiring the watering of the material after application. If any of these products are used on the property, TruGreen will provide you with watering instructions following the application and you agree to assume such watering responsibility. Climate conditions, soil conditions, plant diseases, plant material, and miscellaneous external factors will impact response to treatment. Results for difficult-to-control diseases will vary depending on environment, culture and agronomic programs used or treatment applied. Treatment for diseases may include additional cost. Consult your TruGreen specialist for details.

14. Modification of program. This program consists of lawn care and/or tree and shrub care as indicated above. Specific products, rates of application and method of application will vary with the season, weather conditions, and the needs of your lawn as determined by your TruGreen specialist. Your regularly scheduled programs may be modified depending on the weather and the condition of your landscape. The application methods and procedures used to perform service under this Agreement will be determined solely by TruGreen. Your TruGreen specialist will keep you informed on any modifications to this schedule.

15. Insects and Borers. Total insect elimination is not desirable with any program because beneficial insects will be lost along with the targeted pests. Plants invaded by borers have a high probability of death or decline. Sound cultural practices and control applications may extend the life of some plant species. Treatment for boring insects may include additional cost. Consult your TruGreen specialist with details

16. Authorization to provide Service. TruGreen agrees to furnish labor and materials for purposes of this Agreement and is authorized by you to treat the property at the address shown above. You represent and warrant to TruGreen that you are the owner of said property, or in the event that you are not the owner of the property to which this Agreement applies, you represent and warrant that you have the legal authority to execute and bind the owner of the property to the terms and conditions of this Agreement.

17. MANDATORY ARBITRATION. Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ("Claim"), arising out of or relating to this agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association (AAA), under the AAA Commercial or Consumer, as applicable. Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1-800-778-7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state, or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionability, arbitrability, enforceability or formation of this Agreement including any claim that all or any part of the Agreement is void or voidable. However, the preceding sentence shall not apply to the clause entitled "Class Action Waiver."

18. CLASS ACTION WAIVER. Any Claim must be brought in the parties' individual capacity, and not as a plaintiff or class member in any purported class, collective, representative, multiple plaintiffs, or similar proceeding ("Class Action"). The parties expressly waive any ability to maintain any Class Action in any forum. The arbitrator shall not have authority to combine or aggregate similar claims or conduct any Class Action nor make an award to any person or entity not a party to the arbitration. Any claim that all or part of this Class Action Waiver is unenforceable, unconscionable, void, or voidable may be determined only by a court of competent jurisdiction and not by an arbitrator.

THE PARTIES UNDERSTAND THAT THEY WOULD HAVE HAD A RIGHT TO LITIGATE THROUGH A COURT, TO HAVE A JUDGE OR JURY DECIDE THEIR CASE AND TO BE PARTY TO A CLASS OR REPRESENTATIVE ACTION. HOWEVER, THEY UNDERSTAND AND CHOOSE TO HAVE ANY CLAIMS DECIDED INDIVIDUALLY, THROUGH ARBITRATION.

19. Unless expressly noted otherwise herein, this Agreement and any invoice issued by TruGreen pursuant to the terms hereof, set forth the entire understanding of the parties, and supersede any and all proposals, negotiations, representations and prior agreements relating to the subject matter of this Agreement, written or otherwise, including, without limitation any sales agreement previously executed by the parties. To the extent that any terms set forth in an invoice should conflict with the terms set forth in this Agreement, this Agreement shall control. No terms, conditions, or warranties other than those stated herein or in any invoice issued by TruGreen, and no agreements or understanding, oral or written, in any way purporting to modify these conditions shall be binding on the parties hereto unless hereafter made in writing and signed by authorized representatives of both parties.

20. This customer service Agreement is only valid if accepted by you within 30 days of the date submitted to customer.

By: Date:

REPRESENTATIVE/GENERAL MANAGER

Print Name: Michael Colvin Date: 6/26/24

Customer Signature: Date: 6/26/24

AUTHORIZED AGENT/CUSTOMER

Signature:

Email: mikecolvin@trugreenmail.com

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CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Ryan McKinney, Assistant Superintendent of Secondary Schools

From: Karen Wilson, Exe Director of Student Services

Date: 6-13, 24

Contract Vendor: State of OK Depart of Rehabilitation Servi **Time Frame:** July 1, 2024 through June 30, 2025

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following services:

The Work Adjustment Training (WAT) program provides funds for employment training. They provide for transition services for children with disabilities to facilitate the child's movement from school to post school activities including employment.

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK ADJUSTMENT TRAINING (WAT)

This agreement, consisting of twenty-three (23) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services (DRS) and

MUSTANG PUBLIC SCHOOLS
906 S HEIGHTS DRIVE
MUSTANG, OK 73064-3542

("Contractor") and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Oklahoma Department of Rehabilitation Services desires employment training for its individuals; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services, O.A.C. 612: 10-7-164 to provide work adjustment training; and

WHEREAS, the rates for services set forth herein have been approved as fixed rates by the Oklahoma Commission for Rehabilitation Services and the Office of Management and Enterprise Services pursuant to 74 O.S. § 85.7(A)(6)(f).

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or July 1, 2024, whichever is the latter, through June 30, 2025. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

A. Contractor's Obligations

1. The Contractor agrees to submit a proposal initially to start a program or as requested by DRS staff. A proposal should include a description of the referral process, staff qualifications, admission criteria, individualized assessment tools, individualized training plan forms, curriculum, progress assessment and reporting methods and tools, a plan for post-training services, and information about facilities and equipment to be utilized. Upon approval, a contract shall be issued to the Contractor. **The work adjustment training program is designed to prepare high school age youth with the most significant disabilities or equally significant barriers for competitive integrated employment in the community by developing important work habits, attitudes, and personal and social adjustment skills.** Services such as these are made possible by the Workforce Innovation and Opportunity Act (WIOA) of 2014.

2. Eligible DRS clients authorized to participate in work adjustment training (WAT) may do so for a maximum 24 cumulative months, as approved on an individual basis by the DRS counselor prior to the initiation of training. If the DRS client requires more time to make additional progress, the DRS counselor may authorize additional time. If the Contractor provides WAT during the summer months, any summer months worked by the DRS client count as part of the maximum 24 cumulative months. **The Contractor agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract and pertinent documents.**

Students eligible to participate include those DRS transition students:

   a. with documented disabilities (includes individualized education plan (IEP), 504 Plan, or other documents)
      who:
      - have been determined eligible for DRS services; or
      - are on a trial work plan as determined by the DRS counselor;
   b. with an approved DRS case;
   c. with an individualized plan for employment (IPE) in place;
   d. with WAT as a line of service on the IPE;
   e. who have been provided written authorization by DRS as to their start date; and
   f. who are at least 16 – 22 years of age.

3. There are rare cases where students NOT on an IPE may participate in WAT under a Trial Work Plan, as approved by the DRS counselor. In either case, no services may begin without prior written authorization from DRS.

4. Students who are completing high school at the end of the school year with a standard diploma and who are participating in services through the Contract must cease participation upon their last day of school. They may not continue to participate in WAT beyond their last day of high school (unless in rare cases and only with DRS counselor approval). Students who are receiving an alternate diploma at the end of the school year and who are participating in services through the contract may continue to participate in WAT even if they have received their alternate diploma, as long as they are still attending school.

5. Work adjustment training provided under the provisions of the Contract must comply with the component parts as described.

6. The Contractor maintains liability for the students while they are participating in the WAT program.

B. Program Requirements

1. Referral

The Contractor shall provide work adjustment training to eligible DRS clients, as authorized in writing by the DRS counselors in the form of Authorization(s) for Purchase provided to the Contractor prior to the initiation of training. All services for DRS clients shall be authorized in writing by the DRS counselor as "work adjustment training". It is the Contractor's responsibility to market and educate others about its program.

2. Staff Qualifications

The work adjustment training center shall assure that all instructional staff and assistants are properly trained to perform their assigned functions. Minimum staff training and qualifications should include the following:

a. complete DRS Employment Consultant Training within the first year of employment; or
b. be a certified special education teacher; and
c. have experience working with people with disabilities and knowledge of transition requirements under IDEA and the Pre-ETS of WIOA.

The instructional staff must also have access to technical assistance and receive update training as appropriate. The Contractor shall document qualifications and ongoing training/professional development.

3. **Admission Criteria**

The work adjustment training center shall provide specific admission criteria for individuals with the most significant disabilities or equally significant barriers expressing a desire to obtain competitive integrated employment in the community after completing work adjustment training. Admission criteria shall be made available in accordance with the DRS requirements. The Contractor shall make every effort to educate clients and parents about working toward competitive integrated community employment.

4. **Individualized Assessment**

The work adjustment training center shall assure that each individual is afforded, **on a monthly basis**, an individualized assessment of interpersonal and competitive work-related skills. This shall be documented on the DRS Monthly Progress Report form and any other assessments chosen by the Contractor. The individualized assessment shall be documented and must include:

a. an assessment of the individual's interpersonal skills, including the ability to interact socially;
b. capacity to understand verbal and written instructions;
c. job skills, including the ability to meet both the physical and social aspects of competitive integrated employment;
d. work speed and endurance;
e. career interest and awareness;
f. work behaviors, which include the ability to work independently; and
g. physical capacities and psychomotor skills.

The Contractor shall assist each client in developing a realistic vocational goal upon completion of one school year (i.e., 9 months) in the work adjustment training center program. This shall include working with clients to identify strengths, interests, abilities, challenges, job matches and mismatches, and researching alternative jobs within various career fields. This vocational goal shall be shared with the DRS counselor upon development with the intent of aligning this goal with the IPE goal and jointly planning activities to reach the goal. The Contractor shall share with the DRS concerns regarding client participation or lack of progress as soon as possible as well as a change in client's goal toward achieving competitive integrated employment.

5. **Individualized Training Plan (ITP)**

a. The work adjustment training center shall assure that an individualized training plan be prepared for each individual served within 60 calendar days of admission. The goal of the individualized training plan shall be working towards independent competitive community integrated employment and shall be based on input from the individual and his/her

parent(s) or authorized representative. It should address areas of strength and needed services based on the individualized assessment, and provide the basis for periodic evaluation of progress towards competitive employment. **The initial ITP for each client must be submitted to the DRS counselor within 60 calendar days.**

b. **The ITP shall be submitted with the DRS Progress Report regularly (or at least every 3 months).**
c. This ITP shall be reviewed regularly (or at least every 3 months along with the DRS Progress Report) and shall also contain a detailed description of how each client shall progress through work adjustment training and ultimately into a paid work experience through the Transition School-to Work: Work Study contract, or other paid or unpaid work experience (e.g., job shadowing, on the job training). DRS counselors shall work with the Contractor on an individual basis to determine when a client is ready to transition out of work adjustment training and into a work experience; however, the DRS counselor and the Contractor shall be given the flexibility to allow for alternate plans for exceptional individual cases. The Contractor shall also assist each DRS client with developing a transportation plan for employment upon completion of services (e.g., city bus, call-a-ride, taxi, walking, carpooling, parent driving, driving self, riding a bicycle, Uber). This may be included in the ITP or another document but must be in writing.

6. **Curriculum**

a. The work adjustment training center shall provide instruction and orientation to work practices which is tailored to individual needs and falls within the five core Pre-Employment Transition Services:

(1) job Exploration Counseling;
(2) work-based Learning Experiences;
(3) counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
(4) workplace Readiness, including social and independent living skills; and
(5) self-advocacy, including peer mentoring;

and that encompasses:

(6) career interest/awareness and Job seeking skills (e.g., utilize resources for finding jobs, stating job interests, recognizes purpose for work and need to develop skills);
(7) work Behaviors (e.g., attendance, punctuality, working independently or in groups, dressing appropriately, demonstrating safety and maturity, and following work rules, using breaks wisely, cell phones and other electronic devices in the workplace, e-mail etiquette);

(8) job Skills (e.g., switching tasks, remaining on task, obtaining supplies, and cleaning up work area);
(9) work speed and endurance (e.g., completing tasks with accuracy, increasing time on task, asks for additional work, and adjusts to change);
(10) interpersonal/communication skills (e.g., ability to interact socially, cooperate, ask for help, use appropriate manners, respond to criticism; initiate, maintain, and end conversations; appropriate conversation topics for the workplace; forms of harassment and how to respond/get help; what is NOT harassment);
(11) independent living skills (e.g., value of money, how to organize money, banking, setting a budget, money/identify safety, preparing for meals, grocery shopping, light meal preparation, kitchen safety, accessing and using various transportation options, transportation safety, community safety, sorting laundry, using washing machines/dryers, community resources, personal needs/medical, home safety, emergencies); Safety training may include real life practice, class discussion and activities, role playing, watching safety videos, having guest speakers, etc. Sample transportation topics may include, but are not limited to:

- specific equipment and documentation to keep in vehicle or on your person;
- emergency procedures for specific transportation option;
- communication between program and driver before, during, and after transport;
- maintenance and inspection of vehicles and bicycle;
- safety in and around vehicles;
- school zones, railroad crossings;
- unloading and double-checking vehicles after unloading;
- knowing your surroundings and people around you;
- seatbelts, car seats, booster seats, helmets, and other safety devices;
- waiting on the curb;
- crossing the street;
- waiting at bus stops;
- rules for bicycles;
- strangers; and
- being street smart.

(12) understanding verbal and written instructions (e.g., following directions, responding to directions in a timely manner, remembering steps, and asking for help); and
(13) work related skills (e.g., dealing with work pressures, counting, measuring, telling/managing time, travel and transportation, including planning around work schedules to arrive on time, what to do when

you will be late or not able to go to work).

b. The Contractor shall integrate the use of technology for clients and ensure clients are accessing technology in meaningful ways that will help better prepare them for ways to use technology for employment purposes (e.g., resume development, online applications, job searches, e-mail, and interest inventories). If a client has a cell phone or other electronic device and can be taught how to use it for reminders, lists or steps, video modeling, the Contractor is encouraged to make use of such opportunities for independence.
c. The curriculum must also include real work observation and include a variety of work experiences in the community (e.g., ability to transfer work skills, learn new job tasks, and demonstrate appropriate behavior). The Contractor shall ensure that each client is afforded the opportunity to experience at least six (6) **different** types of jobs in various community settings (e.g., retail, hotel, restaurant, manufacturing, industry, customer service, medical) throughout each school year. This must include at least 6 separate experiences in the community. Situations in which students would be performing tasks of a volunteer nature may count as only one of the 6 experiences. The DRS counselor and the Contractor shall be given the flexibility to allow for alternate plans for **exceptional individual cases.**
d. Virtual opportunities for WAT that's available through the Contractor may be provided to students due to Covid-19-related concerns. A proposal for virtual training MUST be received and approved by the DRS Transition Coordinator in order to continue with the WAT program, if the need for virtual training occurs. The vendor MUST provide detailed information regarding virtual activities on any progress reports and in the time sheet notes. The Contractor MUST justify what has been done virtually with each DRS client. Online YouTube videos and virtual job shadowing opportunities for students can be used to continue the various community experiences. There shall be no change to time sheet billing amounts during virtual training.

7. **Progress Assessment And Reporting**

The work adjustment training center shall have established procedures for evaluating the individual's progress toward independent competitive integrated employment and skills identified in items 4 and 5 above and must report results periodically in accordance with the DRS requirements. Evaluation of progress of individuals shall be required every 30 days, and an additional evaluation of the ITP and level of independence every 90 days, with work adjustment training not to exceed a maximum 24 cumulative months, unless pre-approved by the DRS counselor. All progress reports and time sheets must be submitted to the DRS counselor by the 15th of the following month for timely payment to the Contractor for students participating in work adjustment training.

8. **Post-Training Services**

The work adjustment training center shall provide post-training referral services for each individual in accordance with the individual's needs. Such services should include but not be limited to referrals for job placement assistance and/or continuing education.

9. **Facilities And Equipment**

The work adjustment training center shall have adequate equipment and facilities to facilitate the training services provided by the center. The equipment and facilities used for training purposes shall meet or exceed all appropriate safety standards. Additionally, the facilities must meet the ADA requirements for accessibility. The Contractor shall ensure adequate staff to supervise students in the various facilities utilized for work adjustment training. Staff assigned to implement WAT program requirements must have appropriate training and qualifications (e.g., employment consultant training).

10. **Reporting**

The Contractor agrees to maintain all appropriate training standards and provide monthly attendance and progress reports for each authorized individual. These reports shall be processed through the assigned DRS counselor. The DRS transition coordinator (TC) shall conduct ongoing annual evaluations through visits, reviewing paperwork, and onsite auditing to ensure compliance with the DRS guidelines. Should the DRS TC find areas of noncompliance, the Contractor shall be required to submit a corrective action plan (CAP) within 30 days. The DRS TC shall do a follow-up visit within two months to ensure all areas on noncompliance are corrected. Final reporting and recommendation regarding competitive employment abilities or obstacles shall be completed by the Contractor on each individual at the conclusion of the school year of the work adjustment training program period. This final report submitted to the DRS counselor shall include each client's plans for future employment.

C. Additional Contractor Requirements

The Contractor's designated teacher/transition coordinator(s) shall:

1. be knowledgeable about the contents and requirements of the Contract, especially the Key Points documented in Appendix A. Appendix B provides the Contractor resources to assist in WAT program implementation.
2. obtain written authorization from the DRS counselor prior to initiating services for students;
3. be a part of the decision-making process for community work experiences and transitioning students out of the WAT program;
4. provide information regarding the program to school personnel, students, and

parents;

5. provide job readiness instruction and assistance to the students as outlined above that fall within the following five core Pre-Employment Transition Services:
    a. job exploration counseling;
    b. work-based learning experiences;
    c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
    d. workplace readiness, including social and independent living skills; and;
    e. self-advocacy, including peer mentoring;
6. assist with regular assessment of the students' progress;
7. work with the DRS counselor to maintain a list of all authorized participating students at least one time per semester or updated as new students join or exit;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the WAT services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
9. document such transition services or Pre-Employment transition services provided and completed by participating students on the progress report form or other documents developed by the Contractor or required by DRS;
10. provide monthly documentation to DRS counselor, such as progress reports and attendance reports;
11. provide an initial ITP within 60 calendar days of admission to the DRS counselor;
12. **provide ITP and 90-day Progress Report regularly (or at least every 3 months);**
13. **provide final report at the conclusion of the school year;** and
14. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to DRS.

D. DRS's Obligations

The DRS counselor shall:

1. provide the Contractor written authorization prior to the initiation of services for each student approved for the WAT program;
2. provide to the Contractor a signed copy of each client's IPE within 30 days of beginning the WAT program;
3. accept referrals, process applications, and assist with the coordination of the IEP and the IPE and offer input to the IEP employment goals;
4. provide payment to the Contractor for work adjustment training as set forth in Paragraph III. A, in a timely manner when provided with progress reports and timesheets for processing;
5. serve as a member of the transition team and help make decisions regarding experiences and transition out of the WAT program;
6. organize work schedules to be available to confer with the Contractor, the students in the program, parents, employers and other partners in the process;

7. arrange and provide services as needed, including vocational evaluations, and counseling and guidance;
8. provide technical assistance to the Contractor;
9. make regular visits to the WAT program, either at the facility or in the community to observe activities and client progress;
10. work with the school staff/teachers to maintain a list of all authorized participating students, the vocational goal, experiences, skills learned, and areas for further development, at least one time per semester or updated as new students join or vocational goals change; and
11. ensure the Contractor is submitting accurate monthly time sheets and progress reports, including documentation of transition services or pre-employment transition services (as completed).

III. Compensation

A. Contract Amount

In consideration of the satisfactory performance of said services, the DRS shall pay the Contractor at the following fixed rates:

1. The DRS shall pay a fixed rate to the Contractor up to $375.00 per month for half day (3 hour) training periods, $250.00 per month for 2 hour per day training periods, or $125.00 per month for 1 hour per day training periods per individual client. The Contractor shall be paid at the full amount for clients who participate in trainings for at least 61% of school days in each month. A school day is defined as a day in which school is in session and students are expected to be in attendance. Snow days do not count as school days. Participation of 60% or less must be prorated accordingly. For example, if a student was present 12 out of the 20 possible school days in a month (i.e., 60%) and was in the program daily for at least 2 hours (i.e., $250), the Contractor would bill the DRS for $150.00 (i.e., 60% of $250). A school month begins effective the first day the student is authorized to attend. For example, if school starts August 1, but the student is not authorized to attend until August 15, the school days that month available to that student begin on August 15.
2. For all school months containing fewer than 10 school days, the DRS shall pay to the Contractor on a prorated daily rate per individual client. The daily rates to be utilized are as follows.

    - Daily rate for clients participating for 3 hours at $375.00 per month--$18.75 per day.
    - Daily rate for clients participating for 2 hours at $250.00 per month--$12.50 per day.
    - Daily rate for clients participating for 1 hour at $125.00 per month--$6.25 per day.
3. For example, if a student was present 9 out of the 9 school days for the

month of December (100% of the days in the short month) and was in the program daily for at least 3 hours (which would be at the $375.00 per month amount), the Contractor would bill the DRS at a daily rate of $18.75 for each day (i.e., $168.75, which is $18.75 times 9 school days).

4. This daily rate is to account for the months in which a school incurs a long holiday or significant break of any kind in which the students would not be attending school the typical number of days in a month (i.e., an average of 20 school days), and to account for schools that go year-round.
5. A student is considered in attendance for the day if the student is present at least 50% of the time that day that they are designated to be in Work Adjustment Training. For example, if a student is enrolled in Work Adjustment Training for 3 hours per day, and they are present in the program for at least 1 ½ hours of the program that day, they are considered in attendance. If they are present less than that amount of time due to illness or other reason, they are considered not in attendance. If they are enrolled in 2 hours, they would need to be present for at least 1 hour that day, and for 1 hour of enrollment, they would need to be present for at least a half an hour that day to be counted in attendance. Billing invoices must be adjusted if a student averages less time during the month than which he or she was originally authorized (e.g., a student who is authorized 3 hours a day who really ends up averaging about 2 hours a day over the month shall only be billed at 2 hours that month).
6. Time in WAT begins when instruction or employment readiness/practice begins and ends when said instruction/readiness ends. Breaks are not allowable billed time for DRS WAT programs. Travel time to get to the WAT facility does not count toward billable time.
7. There are no "free/excused" absences that may still be billed for by the Contractor. Daily student attendance must be counted.
8. The school Contractor providing WAT for its students and the Community Rehabilitation Provider (CRP) providing WAT services to students are responsible for providing transportation for DRS transition clients to and from community employment activities (unless other arrangements are made between the school and CRP) and may not seek reimbursement from the DRS for travel expenses. Schools are responsible for transporting their students to and from the CRP who is providing the WAT program for their students.
9. If an individual does not participate in training during any given month, payment shall not be made for that month. Payment shall be made upon submission of properly completed and approved progress reports and time sheets documenting services. By law the DRS cannot pay in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided and accepted by the DRS pursuant to the Contract.
10. The Contractor may use funds to develop, enhance, and implement the WAT program. All funds paid to the Contractor by DRS must be put back into the program and used for implementing the program. Examples of ways in which funds may be spent include, but are not limited to:

a. WAT staff salaries and compensation package;
b. facility and maintenance costs;
c. substitutes to cover staff when at trainings;
d. training costs for WAT staff to attend the Annual Oklahoma Transition Institute (OTI), job coach training, and other training relevant to fulfilling the requirements of the WAT contract (and may include registration fees, hotel, per diem, mileage, and parking for WAT staff);
e. curriculum;
f. gas for transporting DRS clients to and from community businesses for the required minimum 6 community visits;
g. WAT vehicle maintenance, repairs, and depreciation;
h. program materials; and
i. uniforms or protective clothing and equipment required by community business partners.

11. DRS funds shall NOT be used to purchase food without the written permission from the DRS TC and solely for the purpose of teaching independent living skills. DRS shall only authorize the use of funds for food in situations in which independent living skills are taught to DRS clients, and the clients have a role in planning the menu, preparing shopping lists, budgeting, shopping, preparing and cooking, serving, and cleaning after the skills instruction; and
12. Upon request, the Contractor shall submit to the DRS TC an expenditure report or other proof of purchase/payment for expenditures of DRS funds.

B. Payment

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice documenting the provision of services and/or receipt of a proper claim for reimbursement of travel expenses pursuant to the contract for services, timesheets, and progress reports documenting the provision of services to issue payment to the Contractor. Invoices/claims, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client. The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

DRS cannot make payment for services that are not pre-approved in writing by the DRS counselor.

All students who are placed in the Work Adjustment Training program must be active VR/VS clients and have a trial work plan and/or an Individualized Plan of Employment (IPE) in place in order for the training facility to be paid a fixed rate.

C. Lapse Of Invoices/Claims

Proper invoices documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

IV. Standard Terms

A. Equal Opportunity/Non-Discrimination

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.;* Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

B. Lobbying Activities

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. Debarment And Suspension

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise

disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

D. Drug-Free Workplace

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

E. Modification

The Contract may only be modified by mutual consent of the parties in writing.

F. Cancellation

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

G. Access To And Retention Of Records

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of

the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

H. Subcontracting

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

I. Compliance With State And Federal Laws

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

J. Travel

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

K. Client Confidentiality

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

L. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such

amounts from subsequent payments to be made to the Contractor under this or other contracts.

M. Audit

1. **Federal Funds**
   Organizations that expend $750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

2. **State Funds**
   Corporations both for-profit and non-profit, and governmental entities that receive $50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

3. **Auditor Approval and Audit Distribution**
   The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

   The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58th Street, Suite 300, Oklahoma City, OK 73112 or Contracts@okdrs.gov within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

N. Clean Air Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq*. The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the

appropriate Environmental Protection Agency Regional Office.

O. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

P. Insurance

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

Q. Punitive Actions

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

R. Prior DRS/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

S. Legal Employment Status Verification System

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at www.dhs.gov/E-Verify.

T. Contract Jurisdiction

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

U. Severability

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

V. TikTok Ban

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

W. Certification For Non-Boycott Of Israel Goods Or Services

Pursuant to 74 O.S. § 582, in contracts of more than $100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

X. Certification For Non-Boycott Of Fossil Fuel Energy Companies

In contracts of $100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The

Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

Y. Force Majeure

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or
- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

Z. Termination For Funding Insufficiency

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

AA. Prohibition On Certain Telecommunications And Video Surveillance

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of

any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

V. Signatures

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of Rehabilitation Services	Contractor
Signature:	**Signature:**
Email: klowry@okdrs.gov	**Email:** wilsonk@mustangps.org
Signature Date	Signature Date
Kathy Lowry, CPO	
Print Name	Print Name
Manager/Compliance Officer	
Title	Title
	KAREN L. WILSON 405-376-7335
	Contact Person Telephone
	WILSONK@MUSTANGPS.ORG
	Contractor's Email Address

Appendix A

Key Points of the
DRS Work Adjustment Training Contract

1. The Contractor must obtain written preauthorization from the DRS counselor before initiating services for students.
2. Students may participate 1 hour per day ($125 per month to the Contractor), 2 hours per day ($250 per month to the Contractor), or 3 hours per day ($375 per month to the Contractor).
3. Students may participate in WAT for a maximum 24 cumulative months, as pre-approved by the DRS counselor. Additional WAT training exceeding the maximum 24 cumulative months MUST be pre-approved by the DRS Counselor. .
4. The team must meet to determine when the student can transition out of WAT and into a less restrictive employment experience.
5. A minimum of 6 community employment experiences must be completed for each student.
6. DRS shall reimburse the Contractor for the amount invoiced based on student attendance and prorated accordingly.
7. Documents required for payment:
   a. the monthly timesheet; and
   b. the progress report(s).
   c. These documents should be sent to the DRS counselor on a monthly basis. Waiting until the end of the semester or the end of the year to submit them is not acceptable.
8. WAT Payment Process:
   a. school sends individual student Progress Report and Time Sheet to the DRS counselor;
   b. the DRS counselor authorizes payment to the Contractor;.
   c. the DRS counselor enters payment amount;
   d. the DRS State Office sends a check to the Contractor;
   e. the State of Oklahoma has forty-five (45) days from receipt of proper timesheets and progress reports to make payment to the Contractor;
   f. additional required documents:
   g. initial ITP within 60 days submitted to counselor;
   h. **provide ITP and 90-day Progress Report regularly (or at least every 3 months); and**
   i. **provide final report at the conclusion of the school year.**

Appendix B

Resources to Assist in Program Implementation

Free Resources

1. Autism Speaks (IL Skills)
   https://www.autismspeaks.org/sites/default/files/docs/ttk2_independent_living.pdf
2. Interagency Autism Coordinating Committee
   https://iacc.hhs.gov/resources/transition/websites/
3. Oklahoma Department of Rehabilitation Services – Transition Services
   https://oklahoma.gov/okdrs/students/transition.html
4. Center for Parent Information & Resources
   https://www.parentcenterhub.org/transition-starters/
5. National Technical Assistance Center on Transition – NTACT The Collaborative
   https://transitionta.org/topics/secondary-education/transition-planning/
6. Biz Kids (Money Management)
   http://bizkids.com/
   http://bizkids.com/students
   http://moneytalks4teens.ucanr.edu/
   http://www.themint.org/teens/index.html
7. Caseylifeskills (Money, Home, and Food Management)
   http://www.casey.org/media/CLS_ResourceGuides_subdocs_PAYAModule1.pdf
8. Caseylifeskills (Moving Out on Your Own)
   http://www.casey.org/media/CLS_ResourceGuides_subdocs_imgettingready.pdf
9. University of Oklahoma Zarrow Institute On Transition & Self-Determination
   a. Self-Determination Assessments for Transition
      https://www.ou.edu/education/zarrow/resources/assessments
   b. Self-Determination Curriculum
      https://www.ou.edu/education/zarrow/resources/curriculum
   c. Transition Education Materials
   d. https://www.ou.edu/education/zarrow/resources/curriculumPreference Indicators

      https://ouhsc.edu/thecenter/Publications/Publication-Details/personal-preference-indicators
   d. Informational PowerPoint and other resources
      a. https://docs.google.com/spreadsheets/d/18vckr54VHZ3gdeNyiJ5voc0T2A4wKP6kq6iMrFczPEk/edit?usp=sharing
      b. DRS WAT Presentation (1).pptx
10. Minnesota Literacy Council (Employment Readiness)
    http://mnliteracy.org/tools/employment-readiness-curriculum

Resources for Purchase

11. Conover Company (Functional Skills)
    https://www.conovercompany.com/downloads/fss_brochure.pdf
12. University of Oklahoma Zarrow Center for Learning Enrichment Resources

a. Transition Assessments
https://tagg.ou.edu/tagg/

13. Brigance Transition Skills
http://www.curriculumassociates.com/products/detail.aspx?title=BrigTSA

9. Attainment Company
https://www.attainmentcompany.com/

Resources for Driving Readiness

Children's Hospital of Philadelphia readiness

Quizlet Driver Readiness flashcards

DriveWell Info and Resources for Drivers

https://teendriversource.research.chop.edu/learning-to-drive/driving-with-neurodevelopmental-differences

https://spectrum360.org/driving-and-teenagers-on-the-spectrum-is-your-child-ready/

https://www.safetyfirstfl.com/specialneeds.html

DRS Work Adjustment Training (WAT) Monthly/90-Day Progress Report

Student Name: _____ School/Provider: _____ School Year: 20___ to 20___

Job Site(s)/Date(s): _____

Progress Rating (P)

1 = Unsatisfactory
2 = Below Average, needs improvement
3 = Satisfactory, but could improve
4 = Good, no major improvements needed
5 = Excellent, no improvement needed

90-Day Independence Rating (I)

I = Independent, no prompts needed
M = Modeling, task must be demonstrated first
V = Verbal, instructions must be given
H = Hand-Over-Hand, teacher/provider must place hands over student's hands to complete task

Pre-employment Transition Services Work Skills Five Required Areas	**Sept.**	**Oct.**	**Nov. 90 Day**		**Dec.**	**Jan.**	**Feb. 90 Day**		**March**	**April**	**May 90 Day**	
1. Workplace Readiness Training/Social & Independent Living			**P**	**I**			**P**	**I**			**P**	**I**
Cooperates with co-workers and supervisors												
Is courteous, and uses appropriate manners												
Accepts and responds appropriately to criticism												
Attendance and Punctuality												
Works independently												
Wears appropriate dress												
Demonstrates mature/safe work behaviors												
Follows work rules and uses breaks appropriately												
Ability to tell time/manage time												
Ability to manage money												
Understands transportation needs and available resources												
Understands safety as it relates to transportation												
2. Work-Based Learning Experiences												
Follows written and verbal instructions and asks for help when needed												
Responds to instructions within an appropriate amount of time												
Remembers jobs steps or asks appropriate questions when needed												
Can switch tasks without maladaptive behavior												
Remains on task in distracting environments, for increasing durations												
Asks for supplies as needed, and returns supplies at end of work period												
Completes assigned tasks with accuracy												
Asks for work upon completion of a task; is self-motivated												
Ability to adjust to change and pressure												
Demonstrates appropriate behavior in the community setting												
Ability to transfer work behaviors and skills from class to community												
3. Job Exploration Counseling												
Ability to utilize resources for finding available jobs												
Ability to communicate values, interests, and preferences												
Recognizes the importance of acquiring marketable skills, the purpose of work, and that work is a part of life												
Ability to voice career of choice and reasons for choosing												
4. Instruction in Self-Advocacy												
Understands his or her needs												
Knows what help or support needed to get needs met and be successful												
Knows how to request to needs and support in appropriate ways												
Knows how to advocate for needed accommodations and services												
5. Counseling on postsecondary opportunities												
Participates in career vocational assessments												
Ability to research career and postsecondary education options												
Ability to choose a postsecondary option (if appropriate)												
Identifies skills and abilities necessary for postsecondary programs												
Student Participated in Assessment (student initials/mark in boxes)												
Initials of Person Completing Assessment												

Comments:

DRS Work Adjustment Training (WAT) Monthly Time Sheet

Student Name: _____ School/Provider: _____

Job Site(s)/Date(s): _____

Month _____ **Year** _____

Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	**Date:**	**Date:**	**Date:**	**Date:**
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	**Date:**	**Date:**	**Date:**	**Date:**
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	**Date:**	**Date:**	**Date:**	**Date:**
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____

Total Days Present: _____	Total School Days in Month: _____	Percent of School Days Present: ____% *(Days present divided by School days)*

Option 1

If month has 10 or more school days, and student is there 61% or more of school days, Amount Billing $____

Option 2

If month has 10 or more school days, and student is there 60% or fewer of the school days,
Percent of School Days Present: _____% x (either $125, 250, or 375) = Amount Billing $_____

Option 3: If month has fewer than 10 school days, # of days present _____ x daily prorated amount of either ($6.25, $12.50, or $18.75) per day = Amount Billing $_____

Student Signature		Date:	
Work Adjustment Coordinator Signature		Date:	

NOTE: If the above student is not being credited with work adjustment hours, see the explanation checked below.

- ☐ **Student was unable to participate due to excessive absences.**
- ☐ **Student was unable to participate at this time due to unacceptable employment behaviors.**
- ☐ **Student is no longer enrolled in the program.**
- ☐ **Student is not authorized for Work Adjustment Training for the next month(s).**

Signature:

Email: contracts@okdrs.gov

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Jeff Landes, Chief Financial Officer

Date: June 27, 2024

Contract Vendor: Tom Jackson Photography **Time Frame:** 2025-2026 School Year

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Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following services:

This is a blanket contract that allows the sites to choose Tom Jackson Photography for their school photography services without per-site submission to the Board. The sites will start working on schedule commitments for the 25-26 school year in the fall of 2024. Approval at this time will allow the sites to set their schedules for the following year when they are ready to do so.



...the finest in school photography since 1979

Tom Jackson Photography

PO Box 19037 • Oklahoma City, OK 73144 • (405) 443-1948

Mustang Public Schools

Tom Jackson Photography shall be the exclusive provider of school photography services (i.e. Fall, Spring Group, Graduation) for _____

for the 2025-2026 school year(s).

Tom Jackson Photography agrees to pay the school 45% of the gross sales from fall and spring groups and graduation portrait sales.

Tom Jackson Photography will work with the school's yearbook sponsor to provide to the school images and media needed to produce a yearbook. Tom Jackson Photography will provide requested Administration Cd's to the school at no charge.

Every student and staff member will be photographed at no charge for Fall Portraits. Staff members will received a teachers package for no charge. Teacher's Children will be photographed at ½ price. We will also schedule a retake day where we will set up to take photos of those that were absent or did not like their first photos.

Tom Jackson Photo will make every effort to satisfy the parents with their school photos. In the event that the parents are still not satisfied with the photos, we will refund 100% of all monies paid.

Randy Lusk — Tom Jackson Photography

May 24 2024
Date

School Representative

Date

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Jeff Landes, Chief Financial Officer

Date: June 27th, 2024

Contract Vendor: OSIG **Time Frame:** 2024-2025 School Year

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following services:

This is the annual resolution for Mustang Public Schools to be a member of the Oklahoma Schools Insurance Group (OSIG).

OSIG Oklahoma Schools Insurance Group

Resolution of Mustang Public Schools to Join Oklahoma Schools Insurance Group

Whereas, Oklahoma Schools Insurance Group ("OSIG") is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

Whereas, Mustang Public Schools is an Oklahoma public school district ("the District"); and

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2024-2025 plan year; and

Whereas, the quotation is acceptable to the District;

Now, therefore be it resolved, that the District herby joins OSIG as a Member;

Be it further resolved, that so long as the District remains as a Member, the District shall comply with OSIG's bylaws, the Plan Document and OSIG claim reporting procedures; and

Be it further resolved, that by the adoption and signing of this resolution, Mustang Public Schools understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members' losses.

Date: _____

Mustang Public Schools By:

_____
President, Board of Education

Attest:

_____
Clerk, Board of Education

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Jeff Landes, Chief Financial Officer

Board Meeting Date: June 27, 2024

Contract Vendor: OK Schools Insurance Group (OSIG) **Time Frame:** July 1, 2024 - June 30, 2025

Amount: $ 2,517,066.00 **Fund:** 11 **Project:** 015

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

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

District-wide property and liability insurance coverage

OSIG Oklahoma Schools Insurance Group

Revised

Mustang Public Schools
12400 S.W. 15th Street
Yukon, OK 73099

This is not an invoice.

Breakdown of Insurance Cost

Annual Premium Breakdown

Property:	$2,244,064
Boiler & Machinery:	$9,549
Auto Physical Dmg:	$31,549
General Liability:	$69,563
Auto Liability:	$92,779
Educators Legal:	$69,562
Total Annual:	**$2,517,066**

A 25% minimum earned premium applies.

Agent's Commission = 0.0%

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Total Values	$350,027,606	$397,269,800	$404,952,024	$541,317,281	$543,847,989	$707,418,860
Premium	$723,653	$747,426	$892,816	$1,258,868	$1,852,333	$2,328,483
Distribution	$0	$32,317	$0	$0	$0	$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
243	$7,801,674	$11,666,343	149.54%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/24
Installment #2	1/3 of total	due 8/1/24
Installment #3	1/3 of total	due 9/1/24

P.O. Box 3068 | Tulsa, OK 74101-3068 | Phone: 918.764.1686 | Toll-Free: 866.444.0061

Revised

Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV or buildings designated as ACV or *stated value
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence $1,000,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values

  including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk

    *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
- Newly Acquired Property Coverage - 120 days $25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year $10,000,000
- Flood- Aggregate Any One Policy Year $25,000,000

  *Note Flood Zones A and V are excluded
- Terrorism $500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence $200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

Deductibles

Optional increased deductible quotations are available upon request.

- $100,000 Property Deductible Per Occurrence
- $250,000 Property Deductible Per Occurrence- Windstorm / Hail
- $1,000 Boiler / Machinery Deductible per Occurrence
- $10,000 Terrorism Deductible Per Occurrence
- $50,000 Flood, Earthquake and Pollution

Revised

General Liability

- $1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

School Board Legal Liability

- Claims-Made Form
- $1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- $25,000 legal costs for IEP administrative hearings
- $2,500 Deductible

  *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included

  *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

- $1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- $1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

Automobile Physical Damage

- Actual Cash Value
- $1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG

  No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

Revised

Crime

- $10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- $1,000 Deductible

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
  - $2,000,000 Annual Aggregate Limit for Information Data and Network Liability
  - $2,000,000 Annual Aggregate for Regulatory Defense and Penalties
  - $2,000,000 Annual Aggregate for Payment Card Liability and Costs
  - $2,000,000 Annual Aggregate for Media Liability
- Breach Response Cost
  - $500,000 Annual Aggregate for Breach Response Cost
- First Party
  - $750,000 Annual Aggregate for Cyber Extortion Loss
  - $750,000 Annual Aggregate for Data Recovery Costs
  - $750,000 Annual Aggregate for Business Interruption Resulting in Security Breach
  - $500,000 Annual Aggregate for Business Interruption Resulting in System Failure
  - $750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
  - $100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- eCRIME
  - $75,000 Annual Aggregate for Fraudulent Instruction
  - $75,000 Annual Aggregate for Funds Transfer Fraud
  - $75,000 Annual Aggregate for Telephone Fraud
- Coverage Endorsements
  - $100,000 Annual Aggregate for Reputation Loss
  - $50,000 Annual Aggregate for Claims Preparation Costs for Reputation Loss Claims Only
  - $100,000 Annual Aggregate for Computer Hardware Replacement Costs
  - $100,000 Annual Aggregate for Invoice Manipulation
  - $25,000 Annual Aggregate for Cryptojacking
- $10,000 Deductible

Deadly Weapon Protection

- Claims Made Form
- $500,000 Limit Per Occurrence
- $2,500,000 Annual Aggregate
- $10,000 Deductible
- Must notify OSIG within 90 days of receiving notice of a covered accident

Excess Liability

- Excess Primary Limits $1,000,000
- Follow Form Underlying - Excluding Employers Liability

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

OSIG Oklahoma Schools Insurance Group

Property Schedule

Report Printed: 06/10/2024 09:22 pm

Mustang Public Schools

Location	Occupied As	Bldg Value	Contents Val
1024 S. Snyder Dr.	Construction Warehouse	$81,140	$8,114
1024 S. Snyder Dr.	Vacant Land (Liability Only)	$0	$0
10821 SW 15th	Creek - One Room School House (No Contents)	$125,288	$0
10821 SW 15th	Creek Elementary	$25,877,134	$2,587,713
10821 SW 15th	Creek Parking Lot Lights & Poles & LED Sign	$36,750	$0
10901 SW 15th	Construction Shop	$119,025	$11,903
10901 SW 15th	North Middle School	$33,173,606	$3,317,361
10901 SW 15th	North Middle School Fieldhouse	$3,311,228	$331,123
10901 SW 15th	North Middle School Parking Lot Lights & Poles & LED Sign	$36,750	$0
10901 SW 15th	North Middle School Track/Tennis Courts	$945,000	$0
1145 S. Heights Dr.	Softball Bldgs/Backstop/Scoreboard	$1,215,307	$121,531
1145 S. Heights Dr.	Softball Stadium w/lights	$1,043,656	$0
1145 S. Heights Dr.	South Middle School	$40,267,500	$4,026,750
1145 S. Heights Dr.	South Middle School Parking Lot Lights & Poles & LED Sign	$36,750	$0
11800 SW 44th St.	Riverwood Elementary	$25,693,453	$2,569,346
11800 SW 44th St.	Riverwood Elementary Parking Lot Lights & Poles & LED Sign	$36,750	$0
11800 SW 44th St.	Riverwood Modular Classroom 1	$147,000	$14,700
11800 SW 44th St.	Riverwood Modular Classroom 2	$147,000	$14,700
11820 SW 44th St	Central Middle School	$31,373,029	$3,137,303
11820 SW 44th St	Central Middle School Parking Lot Lights & Poles & LED Sign	$36,750	$0
120 N. Chisholm Tra	Student Services Center	$2,028,600	$202,860
12025 SW 15th	Trails Elementary	$23,878,354	$2,387,835
12025 SW 15th	Trails Elementary Parking Lot Lights & Poles & LED Sign	$36,750	$0
12025 SW 15th	Trails Exterior Walk-In Freezer	$57,381	$5,738
12400 SW 15th St.	Child Nutrition Office Modular Building	$161,700	$16,170
12400 SW 15th St.	Transportation Warehouse	$5,868,176	$586,818
12500 SW 15th St.	Meadow Brook Intermediate	$25,180,308	$2,518,031
12500 SW 15th St.	Meadow Brook Intermediate Parking Lot Lights & Poles & LED Sign	$36,750	$0
180 N. Mustang Rd	Liability Only	$0	$0
220 W. Dowden Dr.	General Maintenance Shop	$1,260,000	$126,000
220 W. Dowden Dr.	Licensed Trade/Electrical	$234,916	$23,492
224 Clear Springs R	Lakehoma Elementary Main Bldg	$17,682,136	$1,768,214
224 Clear Springs R	Lakehoma Exterior Walk-In Freezer	$65,142	$6,514
224 Clear Springs R	Lakehoma Modular Classrooms 1	$161,700	$16,170
224 Clear Springs R	Lakehoma Modular Classrooms 2	$161,700	$16,170
224 Clear Springs R	Lakehoma Modular Classrooms 3	$161,700	$16,170
224 Clear Springs R	Lakehoma Modular Classrooms 4	$164,593	$16,460
231 W. Juniper	Soccer- Boys Lockers	$1,226,894	$122,689
257 W. Juniper	Flooring Warehouse	$82,343	$8,234
257 W. Juniper	General Maint/HVAC/Plumbing	$2,822,400	$282,240
260 W Dowden Dr	Operations Office - Modular Building	$84,000	$8,400
271 W Dowden Dr	Construction Office	$70,560	$7,056
3001 S. Morgan Rd.	Valley Education Building	$3,087,000	$308,700
3001 S. Morgan Rd.	Valley Elementary Main Bldg	$28,783,188	$2,878,319
3001 S. Morgan Rd.	Valley Elementary Parking Lot Lights & Poles & LED Sign	$36,750	$0
3001 S. Morgan Rd.	Valley Gymnasium	$2,035,320	$203,532
3001 S. Morgan Rd.	Valley Modular Building 1	$101,430	$10,143
3001 S. Morgan Rd.	Valley Modular Building 2	$101,430	$10,143
3001 S. Morgan Rd.	Valley Modular Building 3	$101,430	$10,143
3001 S. Morgan Rd.	Valley Modular Building 4	$164,593	$16,460
3600 S. Sara Rd.	Canyon Ridge Intermediate	$32,523,750	$3,252,375
3600 S. Sara Rd.	Canyon Ridge Intermediate Band Room	$1,239,000	$123,900

Mustang Public Schools

Location	Occupied As	Bldg Value	Contents Val
3600 S. Sara Rd	Canyon Ridge Intermediate Parking Lot Lights & Poles & LED Sign	$36,750	$0
400 N. Clear Spring	MEC (Mustang Education Center)	$9,227,778	$922,778
400 N. Clear Spring	MEC Parking Lot Lights & Poles & Outdoor Sign	$13,650	$0
400 S. Mustang Rd.	Mustang Elementary Cafeteria	$2,464,371	$246,437
400 S. Mustang Rd.	Mustang Elementary Main Bldg	$24,935,185	$2,493,519
400 S. Mustang Rd.	Mustang Elementary Music	$1,970,010	$197,001
400 S. Mustang Rd.	Mustang Elementary New Gymnasium	$4,056,974	$405,697
400 S. Mustang Rd.	Mustang Elementary Parking Lot Lights & Poles & LED Sign	$36,750	$0
400 S. Mustang Rd.	Portable Classroom	$164,593	$16,460
430 W. Forest Drive	Horizon Intermediate	$30,867,826	$3,086,783
430 W. Forest Drive	Horizon Intermediate Parking Lot Lights & Poles & LED Sign	$36,750	$0
430 W. Forest Drive	Horizon Walk-In Freezer	$100,800	$10,080
605 S. Mustang Rd.	Liability Only	$0	$0
700 Czech Hall Rd.	Centennial Elementary	$26,664,209	$2,666,421
700 Czech Hall Rd.	Centennial Parking Lot Lights & Poles & Sidewalk Lights	$47,250	$0
711 S. Mustang Rd	Vacant Land (Liability Only)	$0	$0
713 S. Mustang Rd	Vacant Land (Liability Only)	$0	$0
719 S Snyder	Science Academy	$9,777,873	$977,787
7916 S. County Line	Vo-Ag Farm Building #1 (Off Campus)	$984,375	$98,438
7916 S. County Line	Vo-Ag Farm Building #2 (Off Campus)	$1,365,903	$136,590
801 S. Snyder	Baseball Indoor Batting Facility	$1,787,940	$178,794
801 S. Snyder	Baseball Locker Room/Training Room/Backstop/Field	$1,657,046	$165,705
801 S. Snyder	Baseball Locker/Dressing Rooms	$987,000	$98,700
801 S. Snyder	Baseball Scoreboard	$52,500	$0
801 S. Snyder	Construction Office	$75,174	$48,154
801 S. Snyder	DECA/Robotics	$7,654,815	$765,482
801 S. Snyder	Event Center Gym	$22,134,000	$2,213,400
801 S. Snyder	Field Turf (FB and Track)	$1,767,266	$0
801 S. Snyder	Field Turf Practice Field	$1,024,222	$0
801 S. Snyder	Fine Arts Building	$4,704,000	$470,400
801 S. Snyder	Football Fieldhouse	$6,909,000	$690,900
801 S. Snyder	Football Lights & Poles	$420,000	$0
801 S. Snyder	Football Scoreboard/Videoboard	$1,839,437	$0
801 S. Snyder	Football Stadium Pressbox-East Side (Old One)	$3,096,188	$309,619
801 S. Snyder	Football Stadium West Complex Restrooms, Concessions, Storage, Press Box	$7,610,484	$761,048
801 S. Snyder	Football Ticket Booth SW (NEW) (No Contents)	$87,701	$0
801 S. Snyder	Health/Wellness Facility	$10,742,256	$1,080,526
801 S. Snyder	High School Parking Lot Lights & Poles	$45,360	$0
801 S. Snyder	JROTC Building	$1,937,250	$193,725
801 S. Snyder	MHS A Building - Commons Area	$37,632,000	$3,763,200
801 S. Snyder	MHS C Building	$4,043,137	$404,313
801 S. Snyder	MHS E Building	$15,103,872	$1,510,387
801 S. Snyder	MHS G Building	$9,376,416	$937,642
801 S. Snyder	MHS K Building	$9,500,400	$950,040
801 S. Snyder	Old Auditorium	$8,174,250	$817,425
801 S. Snyder	Old Round Gymnasium	$7,087,500	$708,750
801 S. Snyder	Old Wrestling Room	$2,010,960	$201,096
801 S. Snyder	Storage Building For Blueprints	$68,908	$6,891
801 S. Snyder	Tennis Courts-8	$705,600	$0
801 S. Snyder	Vo-Ag Facility (On Campus)	$1,535,625	$153,562
801 S. Snyder	Woodworking	$1,268,899	$126,890
909 S Mustang Rd.	MERC (Mustang Education Resource Center)	$8,569,507	$856,951
909 S Mustang Rd	MERC Parking Lot Lights & Poles	$20,160	$0
9201 SW 59th St.	Prairie View Elementary	$27,716,740	$2,771,674
9201 SW 59th St.	Prairie View Elementary Parking Lot Lights & Poles & LED Sign	$36,750	$0
9201 SW 59th St.	Prairie View Modular Classroom 1	$164,593	$16,460
9201 SW 59th St.	Prairie View Modular Classroom 2	$161,280	$16,128
921 S Snyder	PAC Parking Lot Lights & Poles	$20,160	$0
921 S Snyder	Performing Arts Center	$29,267,286	$2,926,729

Mustang Public Schools

Location	Occupied As	Bldg Value	Contents Val
Tract of land lying i	21.76 Acres Vacant Land (Liability Only)	$0	$0
		$663,049,839	$65,492,102

Floater Limi	$1,027,053	Auto Values:	$10,292,339
EDP Limit:	$250,000	Total Values:	$742,111,333
Extra Expense Limit	$2,000,000		

OSIG Oklahoma Schools Insurance Group

Auto Schedule

Report Printed: 06/10/2024 09:22 pm

Mustang Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2014	Chevy	Express Van	15	1GAZGXFG6E1134876	$32,160
2	2000	Ford	Cargo Van	8	1FMRE11L4YHB24059	$23,000
3	2006	Ford	Passenger Van	8	1FMNE31L06DA24068	$25,000
4	2009	Chev	Passenger Van	8	1GNHG35K391101221	$25,000
5	2009	Chev	Passenger Van	8	1GNHG35K391130427	$25,000
6	2010	Chev	Passenger Van	8	1GN2GXDG9A1115526	$25,000
7	2010	Chev	Passenger Van	8	1GN2GXDG0A1115866	$25,000
8	1991	GMC	PU		1GDHC34KXNE534361	$24,000
9	1994	Chev	PU		1GCEK14KORZ225531	$16,767
10	1999	Ford	E350 Truck		1FDW337F1XHA08932	$0
11	2000	Ford	Passenger Van	8	1FTNS24L77YH82407	$18,475
12	2001	Chev	PU		1GCEC14V51Z302437	$14,249
13	2013	Chevy	Van	8	1GNZGXFGXD1149961	$32,160
14	2001	Chev	Box Truck		1CBHC34R9YF520229	$23,000
15	2001	Dodge	PU		1B7HF16SX1Z257542	$8,600
16	2007	Chev	3500 Crew Cab PU		1GCHK33G47F132807	$27,650
17	2007	Ford	Freestar		2FTZA54277BA28125	$12,516
18	2007	Chev	Silverado PU w/Box		1GBJC34637E135050	$23,417
19	2009	Chev	3500 Truck		1GCHK73K99F101938	$25,430
20	2009	Chev	Silverado PU		1GCEC14J29Z100521	$16,944
21	2009	Chev	Silverado XTD Cab		1GCEC19J19Z102477	$18,811
22	2009	Chev	2500 PU		1GCHC49K29E104045	$22,666
23	2009	Chev	2500 PU		1GCHC49K99E104380	$19,141
24	2009	Chev	2500 PU		1GCHC49K39E104875	$19,141
25	2009	Chev	C3500 PU		1GCHK79K49E105649	$23,388
26	2009	Chev	Cargo Van		1GCHG6391115809	$17,695
27	2010	Ford	F150 Crew Cab PU		1FTFW1CV8AKA24512	$22,367
28	2010	Chev	Silverado 1500 PU		3GCRCPE04AG115665	$22,665
29	2010	Chev	Cargo Van		1GC2GUBGOA1115604	$21,803
30	2010	Chev	Cargo Van		1GC2GUBG6A1115249	$21,803
31	2010	Chev	Cargo Van		1GC2GUBG6A11155560	$21,803
32	1999	Ford	45D Bucket Truck		1FDXF96FXXED68517	$17,500
33	1993	Box Trailer	Box Trailer		1KVE5027PL095144	
34	2003	S & H	Trailer		140FB1D13A047793	$3,000
35	2011	Ford	F150 PU		1FTFW1EF2BKD13389	$24,319
36	2011	Ford	E350 Cargo Van	8	1FBNE3BL3BDA82130	$22,545
37	2012	Bluebird	Bus		1BAKCCPA4CF284924	$73,000
38	2012	Bluebird	Bus		1BAKGCPA7CF284923	$73,000
39	2012	Bluebird	Bus		1BAKGCPA5CF284922	$73,000
40	2012	Ford F350	Cargo Van	8	1FBNE3BS4CDA26190	$31,740
41	2012	Chev	Crew Cab FLTSD PU		1GC4KZC81CF143039	$39,374
42	2012	Ford	F350 PU		1FTRF3B69CEA98672	$32,525
43	2013	Micro-Bird Visio	43 passenger Bus	43	1BAKCCPA5DF292581	$61,000
44	2013	Micro-Bird Visio	43 passenger Bus	43	1BAKCCPA7DF292582	$61,000
45	2013	Chevrolet	3500		1GB3CZCG8DF151578	$22,045
46	2013	Chevrolet	3500		1GB3CZCG0DF151073	$22,045
47	2000	Ford	Van		1FMRE11LOYHB24060	$22,445
48	2000	Ford	Van		1FMRE11LOYHB24C61	$22,445
49	2010	Red	Dump Trailer		1A9B10722AC857029	$4,494
50	2011	Chevrolet	3500		1GB3CZG6BF149938	$25,000
51	2011	Chevrolet	3500		1GB3CZGBF146707	$25,000
52	2013	Chevrolet	Tahoe		1GNSC4E07DR193577	$39,080

Mustang Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
53	2013	Chevrolet	Tahoe		1GNSC4E02DR251918	$39,080
54	2003	Chev	Bus	71	1GBM7T1C82J514476	$61,000
55	2003	Chev	Bus	71	1GBM7T1C92J514910	$61,000
56	2005	Bluebird	Bus	53	1BAKGCKA45F228668	$49,600
57	2005	Bluebird	Bus	72	1BAKGCKA45F228660	$49,600
58	2005	Bluebird	Bus	72	1BAKGCKAX5F228663	$49,600
59	2005	Bluebird	Bus	72	1BAKGCKA35F228665	$49,600
60	2006	Bluebird	Bus	72	1BAKGCKA36F233074	$51,700
61	2006	Bluebird	Bus	72	1BAKGCKA36F236007	$51,700
62	2006	Bluebird	Bus	72	1BAKGCKAX6F236005	$51,700
63	2006	Bluebird	Bus	72	1BAKGCKA16F236006	$51,700
64	2007	Bluebird	Bus	30	1FDXE45P56DA32100	$53,000
65	2009	Bluebird	Bus	77	1BAKGCPAX9F266618	$59,000
66	2009	Bluebird	Bus	77	1BAKGCPA292F66614	$59,000
67	2009	Bluebird	Bus	77	1BAKGCPA09F266613	$59,000
68	2009	Bluebird	Bus	77	1BAKGCPA49F266615	$59,000
69	2009	Bluebird	Bus	77	1BAKGCPA89F266617	$59,000
70	2009	Bluebird	Bus	77	1BAKGCPA99F266612	$59,000
71	2009	Bluebird	Bus	77	1BAKGCPA69F266616	$59,000
72	2009	Bluebird	Bus	43	1BAKCCPA49F266609	$59,000
73	2009	Bluebird	Bus	43	1BAKCCPA09F266610	$59,000
74	2009	Bluebird	Bus	43	1BAKCCPA29F266611	$59,000
75	2010	Bluebird	Bus	43	1BAKCCPA1AF277510	$65,000
76	2010	Bluebird	Bus	72	1BAKGCPA8AF277508	$65,000
77	2010	Bluebird	Bus	72	1BAKGCPAXAF277509	$65,000
78	2011	Bluebird	Bus	46	1BABNBXA8BF278983	$69,000
79	2011	Bluebird	Bus	46	1BABNBXAXBF278984	$69,000
80	2011	Chevy	Silverado		1GC4KZC83BF155529	$36,520
81	2014	Ford	Explorer		1FM5K7B81EGA81130	$28,870
82	2013	Chevy	Silverado		3GCPKPEA4DG218284	$33,770
83	2014	Bluebird	Bus	77	1BAKGCPA3EF299048	$81,865
84	2014	Bluebird	Bus	77	1BAKGCPA1EF299047	$81,865
85	2014	Bluebird	Bus	77	1BAKGCPAXEF299046	$81,865
86	2014	Chevy	Van	12	1GAZGXFG6E1134876	$25,057
87	2013	Chevy	Van	8	1GCZGVCG4E1135485	$23,835
88	2015	Bluebird	Bus	43	1BAKGCPA6FF306382	$80,000
89	2015	Bluebird	Bus	77	1BAKCCPA4FF307235	$85,000
90	2015	Bluebird	Bus	77	1BAKGCPA4FF312424	$83,361
91	2015	Bluebird	Bus	77	1BAKGCPAXFF312427	$83,361
92	2015	Bluebird	Bus	77	1BAKGCPA6FF312425	$83,361
93	2015	Bluebird	Bus	77	1BAKGCPA2FF312423	$83,361
94	2015	Bluebird	Bus	77	1BAKGCPA1FF312428	$83,361
95	2015	Bluebird	Bus	77	1BAKGCPA8FF312426	$83,361
96	2015	Bluebird	Bus	53	1BAKCCPA4FF312421	$94,101
97	2015	Bluebird	Bus	53	1BAKCCPA6FF312422	$94,101
98	2014	Custom	Trailer		5NHUVHZ25FY022010	$6,995
99	2015	Chevy	Van	15	1GAZGXFG1F1120465	$25,209
100	2015	Chevy	Van	15	1GAZGXFG7F1119451	$25,209
101	2016	Bluebird	Bus	77	1BAKGCPA9GF316082	$83,361
102	2017	Bluebird	Bus	42	1BAKCCPA2HF334467	$97,530
103	2017	Bluebird	Bus	77	1BAKGCPA0HF334469	$83,319
104	2017	Bluebird	Bus	77	1BAKGCPA7HF334470	$83,319
105	2017	Bluebird	Bus	77	1BAKGCPA9HF334471	$83,319
106	2017	Bluebird	Bus	77	1BAKGCPA0HF334472	$83,319
107	2017	Bluebird	Bus	77	1BAKGCPA2HF334473	$83,319
108	2017	Bluebird	Bus	77	1BAKGCPA4HF326942	$83,319
109	2017	Bluebird	Bus	77	1BAKGCPA6HF326943	$83,319
110	2017	Bluebird	Bus	77	1BAKGCPA8HF326944	$83,319
111	2017	Bluebird	Bus	77	1BAKGCPAXHF326945	$83,319

Mustang Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
112	2017	Ford F-350	Pickup		1FT8W3B66HEB79311	$35,905
113	2017	Chevy	Pickup		3GCUKNEC4HG278774	$28,738
114	2017	Ford	Transit Connect Mail Tru		1FTBW3XG4HKA34003	$39,195
115	2017	Ford F-150	Pickup		1FTEW1EPXHKE12166	$33,018
116	2019	Bluebird	Bus	53	1BAKCCEA5KF347417	$93,981
117	2019	Bluebird	Bus	53	1BAKCCEA3KF347416	$93,981
118	2019	Bluebird	Bus	53	1BAKCCEA7KF347418	$93,981
119	2019	Bluebird	Bus	77	1BAKGCEA2KF347413	$77,310
120	2019	Bluebird	Bus	77	1BAKGCEA4KF347414	$77,310
121	2019	Bluebird	Bus	77	1BAKGCEA0KF347412	$77,310
122	2019	Bluebird	Bus	77	1BAKGCEA9KF347411	$77,310
123	2019	Bluebird	Bus	77	1BAKGCEA6KF347415	$77,310
124	2017	Ford	F450 Pickup		1FDUF4GY5HEF35242	$68,200
125	2018	Ford	Transit Connect Mail Tru		1FTBW3XM5JKA19621	$42,319
126	2017	Chevy	C-1500 Crew		3GCUKNEC5HG275382	$28,738
127	2018	Forest River	V-Nose Trailer		5NHUEH22XJY078303	$3,977
128	2019	Bluebird	Bus	43	1BAKCCEAXKF357098	$94,932
129	2019	Bluebird	Bus	43	1BAKCCEA6KF357096	$94,932
130	2019	Bluebird	Bus	43	1BAKCCEA8KF357097	$94,932
131	2019	Bluebird	Bus	77	1BAKGCEA1KF357091	$77,227
132	2019	Bluebird	Bus	77	1BAKGCEA7KF357094	$77,227
133	2019	Bluebird	Bus	77	1BAKFCEA9KF357095	$77,227
134	2019	Bluebird	Bus	77	1BAKGCEA5KF357093	$77,227
135	2019	Bluebird	Bus	77	1BAKGCEA3KF357092	$77,227
136	2019	Ford	F350 Pickup		1FT7W3BT1KED18561	$43,400
137	2019	Ford	Explorer		1FM5K8B86KGA92688	$30,500
138	2019	Ford	F150 Pickup		1FTEW1EP9KKD25673	$32,661
139	2021	Bluebird	Bus	77	1BAKGCEA3MF370024	$89,120
140	2021	Bluebird	Bus	77	1BAKGCEA5MF370025	$89,120
141	2018	RAM Promaster	Bus	12	3C7WRVKG2JE112298	$81,250
142	2017	Bluebird	Bus	71	1BAKBCPA5HF3323328	$68,700
143	2009	International	4300 Bucket Truck		1HTJTSKLX9H047908	$17,500
144	2020	Thomas	Bus	71	4UZABRFD9LCLJ5410	$84,733
145	2020	Thomas	Bus	71	4UZABRFD0LCLJ5411	$84,733
146	2020	Thomas	Bus	71	4UZABRFD2LCLJ5412	$84,733
147	2020	Thomas	Bus	71	4UZABRFD4LCLJ5413	$84,733
148	2020	Thomas	Bus	71	4UZABRFD6LCLJ5414	$84,733
149	2020	Thomas	Bus	71	4UZABRFD8LCLJ5415	$84,733
150	2009	Haulin	Utility Trailer		5NHUHA2119W054565	$0
151	2006	JLG	Trailer		5DYAA19266C002221	$0
152	2007	JLG	10' Utility Trailer		5DYAA15277C003319	$0
153	2008	Jackson	3 Horse Trailer		1J9BS182581026196	$0
154	2006	Maxey	Carhauler Trailer		5R8CH18266M001018	$0
155	2009	Maxey	Heavy Duty Carhauler Tr		5R8CH18289M012817	$0
156	2019	Chevy	Suburban		1GNSKGKC8KR195855	$45,500
157	2020	Flatbed	Trailer		58SBF2520LE017384	$6,800
158	2021	Blueird	Bus	77	1BAKGCEA9NF378971	$90,877
159	2021	Bluebird	Bus	77	1BAKGCEA0NF378972	$90,877
160	2000	International	Bus		1HVBBABNXYH282950	$5,000
161	2019	Exis	Trailer		4LA-BS242-3-K5072256	$35,187
162	2022	Sooner	Livestock Trailer		4LA-BS252-6-N5075798	$36,000
163	2017	WW	Stock Trailer		11WHS1620HW315662	$9,000
164	2022	Chevy	Suburban		1GNSCBKD1NR140547	$43,072
165	2022	Chevy	Suburban		1GNSCBKD0NR140569	$43,072
166	2023	Bluebird	Bus	77	1BAKGCJA8PF389548	$100,000
167	2023	Bluebird	Bus	77	1BAKGCJA6PF389550	$100,000
168	2023	Bluebird	Bus	77	1BAKGCJAXPF389549	$100,000
169	2022	Collins	Bus	14	1GB3GSB75N1164283	$68,514
170	2022	Collins	Bus	14	1GB3GSB70N1164241	$68,514

Mustang Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
171	2022	Collins	Bus	14	1GB3GSB70N1197143	$68,514
172	2022	Collins	Bus	14	1GB3GSB75N1182159	$68,514
173	1998	Kentucky	53' HC Single Drop Van T		1KKVD5322WL111828	$12,500
174	1999	Ford	Box Truck		1FDWE30L7XHB87350	$13,150
175	2024	Bluebird	Bus	77	1BAKGCJA4RF398945	$124,361
176	2024	Bluebird	Bus	77	1BAKGCJA2RF398944	$124,361
177	2024	Bluebird	Bus w/Lift	42	1BAKGCJA9RF399066	$139,940
178	2022	Dodge	Ram		3C6UR5CL2NG352016	$61,594
179	2022	Dodge	Ram		3C6UR5CL9NG352014	$61,594
180	2024	Thomas	Bus	71	4UZABRFC9RCUH5069	$120,432
181	2024	Thomas	Bus	71	4UZABRFC5RCUH5070	$120,432
182	2024	Thomas	Bus	71	4UZABRFC7RCUH5071	$120,432
183	2024	Thomas	Bus	71	4UZABRFC9RCUH5072	$120,432
184	2024	Thomas	Bus	71	4UZABRFC0RCUH5073	$120,432
185	2024	Thomas	Bus	71	4UZABRFC2RCUH5074	$120,432
186	2024	Bluebird	Bus w/WC Lift	42	1BAKCCJA7RF399065	$139,940
187	2024	Bluebird	Bus w/WC Lift	42	1BAKCCJA0RF399067	$139,940
188	2016	Ford	E450 Box Truck	3	1FDXE4FS4GDC56513	$31,085
189	2023	Nissan	Rogue		5N1BT3CA8PC808543	$35,000

Total Value of All Autos for Mustang Public Schools: $10,292,339

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Jeff Landes, Chief Financial Officer

Board Meeting Date: June 27, 2024

Contract Vendor: TheZenith **Time Frame:** July 1, 2024 - June 30, 2025

Amount: $ 662,775.00 **Fund:** 11 **Project:** 015

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

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

Workers' Compensation Insurance

TheZenith®

A FAIRFAX Company

Renewal Proposal of # Z133565608

Date: 06/18/2024

MUSTANG PUBLIC SCHOOLS
909 S MUSTANG RD
MUSTANG OK 73064

Danny Ray
BANCFIRST INSURANCE SERVICES, INC
Prod Cd: 093484A
(918) 747-4100
220 E. 8th Street
Suite B
Tulsa OK 74119

Workers' Compensation Proposal

Policy Period: 07/01/2024 at 12:01 a.m. to 07/01/2025 at 12:01 a.m.

Employer's Liability Limits: 1,000,000/1,000,000/1,000,000

Estimated Payroll :	$78,610,181
Total Estimated Premium (without fees):	$662,775
Total State Fees & Assessments:	$0
Total Estimated Premium Incl Charges:	$662,775

Selected Payment Plan

Selected Payment Option:	Installment Plan
Billing Type:	Direct Bill
Frequency:	Annual
Deposit Premium:	$662,775 / 100%
State Fees & Assessments:	$0
Total Due Up Front:	$662,775

Zenith Insurance Company and its wholly owned subsidiary ZNAT Insurance Company (together, "Zenith") offer flexible payment options and there is never a charge for installments.

You will be billed directly by Zenith Insurance Company.

This proposal is good until 07/01/2024 at 12:01 a.m. and is subject to the terms and conditions of the policy for which this proposal is given, including any special conditions and/or exclusions that may apply. This proposal does not constitute an insurance policy.

* This proposal is based on information given to us. Please verify the information contained in this proposal and read the Proposal Disclaimer carefully.
* This proposal was issued by: Zenith Insurance Company, 108 Wild Basin Rd Ste 300, Austin, TX 78746 Phone: (512) 306-2825

Underwriter: Janet Modak

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Oklahoma Premium Calculation
Zenith Insurance Company

STATE COVERAGE								
State	From	Through	Class Code	Description	No. of Emp FT/PT	Est. Payroll	Manual Rate	Est. Manual Premium
OK	07/01/24	07/01/25	7380-3	DRIVERS, CHAUFFEURS, MESSENGERS, AND THEIR HELPERS NOC--COMMERCIAL	37/0	1,909,790	3.50	66,843
OK	07/01/24	07/01/25	8868-0	SCHOOL--PROFESSIONAL EMPLOYEES & CLERICAL	1556/0	71,172,835	0.44	313,160
OK	07/01/24	07/01/25	9101-0	SCHOOL-ALL OTHER EMPLOYEES	34/0	5,527,556	3.34	184,620

Oklahoma Adjustments and Calculation Details
07/01/24 to 07/01/25

State Manual Premium			$564,623
Employers Liability Limits 1,000,000 Per Accident 1,000,000 Per Disease 1,000,000 Policy Limit		(1.40%)	$7,905
Modified Premium		(124.00%)	$137,407
Scheduled Rating		(5.00%)	$35,497
Premium Discount		(-12.90%)	$-96,161
Expense Constant			$140
Terrorism	78,610,181		$5,503
Catastrophe (Other Than Certified Acts Of Terrorism)	78,610,181		$7,861
Total State Assessments			$0
Total Estimated Policy Premium & Fees			**$662,775**

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MEDICAL AND INDEMNITY

☐ $1,000.00

☐ $2,000.00

☐ $3,000.00

☐ $4,000.00

☐ $5,000.00

☐ Yes, I understand that I am responsible for reimbursing my insurance company for the amounts of any deductible it pays.

☒ No, I do not want the optional deductible described in this form.

NAMED INSURED MUSTANG PUBLIC SCHOOLS

ADDRESS 909 S MUSTANG RD, MUSTANG, OK 73064

TITLE _____

SIGNATURE _____

DATE June 27, 2024

THIS FORM IS NOT A PART OF YOUR POLICY AND DOES NOT PROVIDE COVERAGE.

This form is provided pursuant to Oklahoma Administrative Code 365:15-1-3.1

Form 35-3D

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NON-BILLED AUDIT NOTICE OF ELECTION

Your worker' compensation policy states that the premium shown on the Information Page is an estimate, and that the final premium will be determined after the policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by the policy. The policy states that if the final premium is more than the premium you paid to us, you must pay us the balance, and if the final premium is less than the premium you have paid to us, we will refund the balance to you.

For this policy you may elect to accept the premium shown on the Information Page as your final premium that will not be subject to adjustments after policy issuance. With this election, Zenith Insurance Company will complete an audit, but will not bill you for additional premium indicated from a final audit, and likewise will not return premium to you based on premium audit adjustments.

Please place a check by the option you wish to select below.

X I elect to accept the premium shown on the Information Page of my policy as final premium. With this election I recognize that an audit may be conducted, but no premium adjustments will be billed or refunded to me with this election.

_____ I elect to retain the audit provision contained within my policy as written. With this election, I recognize that the Information Page is an estimate, that the final premium will be determined after the policy ends, and that my final premium will be adjusted at final audit.

_____ June 27, 2024

Signature and Title — Date

Mustang Public Schools — 12400 SW 15th St, Yukon OK 73099

Employer Name (print or type) — Address

_____ _____ _____

Insurance Company — Policy Number — Effective Date

OKS-1 (Ed. 4-16)

Zenith Insurance Company/ZNAT Insurance Company Corporate Office: 21255 Califa Street Woodland Hills, CA 91367 Telephone 818-713-1000
www.TheZenith.com

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Jeff Landes, Chief Financial Officer

Board Meeting Date: June 27,2024

Contract Vendor: BancFirst Insurance Services **Time Frame:** July 1, 2024 - June 30, 2025

Amount: $ 6,556.00 **Fund:** 11 **Project:** 015

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

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

This Crime policy will extend the District's protection against embezzlement and other types of theft of district assets above the statutorily required surety bonds for certain employees and what OSIG provides in our general Liability coverage.

Crime – Option II

Carrier: Travelers Casualty & Surety
A.M. Best Rating: A++ Superior
Policy Term: TBD

This policy protects your business against intentional theft by insiders, as well as theft of assets by third parties. Protects against losses of money, securities and property by such causes of loss as employee dishonesty, forgery, theft, burglary, robbery, kidnap, extortion and fraud. All claims or potential claims should be reported in writing when you first become aware of such claim. Failure to report as soon as practical may result in voiding of coverage under the terms of the policy.

Coverage/Limits		
Coverage	**Limit**	**Retention**
Employee Theft	**$1,000,000**	**$10,000**
Forgery or Alteration	**$1,000,000**	**$10,000**
Money & Securities – Premises & In Transit	**$1,000,000**	**$10,000**
Money Orders & Counterfeit Fraud	**$1,000,000**	**$10,000**
Computer Fraud	**$1,000,000**	**$10,000**
Funds Transfer Fraud	**$1,000,000**	**$10,000**
Claim Expense	**$5,000**	**$0**

Policy Level Additional Coverage
Description
Employee Theft – Covers loss from theft or forgery committed by an employee of the organization.
Forgery or Alteration – Direct loss sustained from forgery or alteration of a financial instrument committed by a third party.
Money & Securities – Covers loss resulting from the unlawful taking of money within the premises or banking premises and loss resulting while in transit or outside of the premises.
Money Orders & Counterfeit - Covers loss due to the acceptance of a counterfeit money order or paper currency.
Computer Fraud – Covers loss resulting from computer fraud committed by a third party. It is defined as the unlawful taking or fraudulently induced transfer of money resulting from a computer violation.
Funds Transfer Fraud – Fraudulent electronic, telegraphic, fax or written instructions, other than forgery, issued to a financial institution directing them to transfer, pay or deliver money without the insured consent.

Premium: $6,556.00

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Jeff Landes, Chief Financial Officer

Board Meeting Date: June 27, 2024

Contract Vendor: BancFirst Insurance Services **Time Frame:** July 1, 2024-June 30, 2025

Amount: $125,000.00 **Fund:** 11 **Project:** 015

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

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

Risk Management Consulting

Risk Management Consulting Agreement

THIS CONSULTING AGREEMENT (this "Agreement") is made on June 22, 2024 (the "Effective Date"), by and between BancFirst Insurance Services, Inc., located at 13230 Dr., Ste. 205 in Oklahoma City, OK 73114 ("Consultant") and Mustang Public. Schools, with primary ofices located at 909 S. Mustang Rd. Yukon, OK 73064 ("Client"). Consultant and Client are sometimes referred to herein individually as "Party" and collectively as "Parties".

RECITALS

WHEREAS, Consultant is in the business of Risk Management an d providing related services;

and

WHEREAS, Client desires that Consultant provide such services for Client;

NOW, THEREFORE, IN CONSIDERATION of the mutual agreements and covenants contained in this Agreement, Consultant and Client agree as follows:

AGREEMENT

1. **Scope of Services**

1.1 Scope of Services. Subject to the terms of this Agreement, Client agrees to engage Consultant for (a) the performance of tasks and services (collectively the "Services") described in the scope of work attached to this Agreement as **Exhibit A** (the "Scope of Work") and (b) the delivery of the tangible work product (collectively the "Deliverables") described in the Scope of Work (the Services and Deliverables being referred to collectively in this Agreement as the "Work"). Consultant accepts such obligations. This Agreement applies only to Services identified in the Scope of Work. Any additional services or work product may be provided by Consultant to Client only upon mutually agreed terms set forth in separate agreement by Parties.

1.2 Fees; Reimbursement of Expenses. Client shall pay to consultant the fee(s) described in **Exhibit B** of this Agreement (the "Fees") with payment being made in the manner described on **Exhibit B**. The Fees shall be the only payments made by Client to Consultant under this Agreement. Unless otherwise indicated in Exhibit B, Consultant shall issue an annual invoice to Client for the Work performed under the terms of this Agreement. Unless otherwise indicated in **Exhibit B**, payment for work shall be due within 30 days of the Client's receipt of the applicable invoice.

2. Terms & Termination

2.1 Term. The Term of this Agreement shall commence July 1, 2024, the Effective Date and shall continue in effect until June 30, 2025 unless earlier terminated pursuant to Section 2.2 below or extended by agreement of both parties.

2.2 Termination. This Agreement may be terminated by either party only as follows:

a) Effective upon thirty (30) days advance written notice to the other party stating that other party is in breach of any of the provisions of this Agreement, provided such breach (if able to be cured) is not cured within (15) days after the notice is received;
b) Effective upon sixty (60) days advance written notice to the other party given with or without reason; provided such notice is given after the Initial Term; or
c) By mutual written agreement of the parties.

2.3 Rights Upon Termination.

a) Upon the termination of this Agreement, Client shall pay to Consultant, in accordance with the payment terms set forth in this Agreement, any fees owned under this Agreement for Work actually and fully performed by Consultant for Client prior to such termination. No other amount shall be due from Client.
b) Upon termination of this Agreement, all of the rights and obligations of the Parties shall terminate, except that termination of this Agreement shall not relieve Client from any liabilities resulting from a breach of this Agreement which occurs prior to the termination.

3. Disclosure and Record Keeping

3.1 Full Disclosure. Client has the right to approve any arrangements and/or the utilization of any intermediaries in connection with, or arising out of, or in any way related to Client's insurance and risk management program. Consultant must see approval from Client prior to the use of any of the above in connection with the Client's insurance and risk management program.

3.2 Record Keeping. Consultant will maintain accurate and current files including, but not limited to, insurance policies and correspondence with insurers or brokers in ac accordance with industry standard record retention practice or as otherwise directed by Client.

4. Ownership of Work Product

4.1 Work Product. The term "Work Product" as used in this Agreement, means any Deliverables created by Consultant, either alone or jointly with others, in furtherance of the objective of performing the work as described in this Agreement.

4.2 Ownership of Work Product. Client agrees that any and all Deliverable conceived, written, or created for performance of Work under this Agreement shall be jointly

owned by the Consultant and the Client. Both Consultant and Client have the right to use jointly owned Work Product for their own purposes, not in connection with Work provided to Client by Consultant.

5. **Consultant Personnel**. Consultant will assign its personnel according to the needs of Client and according to the disciplines required to complete the appointed task in a professional manner. Consultant retains the right to substitute personnel with reasonable cause.

6. **Client's Responsibilities**. Client will make available such reasonable information as required for Consultant to conduct its services. Such data will be made available as promptly as possible. Consultant acknowledges that the time of Client's personnel is limited and agrees to use such time reasonably and judiciously.

7. **Indemnification**

   7.1 Indemnification. Client shall hold harmless and indemnify Consultant from and against all claims, demands, damages and costs, including reasonable attorney's fees, caused by or resulting from any of the following: (a) the negligence or willful misconduct of Client in performance of Work; (b) the breach by Client of its obligations under this Agreement; (c) the Client's failure to comply with any and all applicable federal, state, regional and local laws, ordinances, statutes, rules and regulations; or (d) any defect or deficiency in the Services or Deliverables under this Agreement attributable to the Client.

8. **Independent Contractor**. Consultant and Client shall at all times be independent Parties. Neither Party is an employee, franchisee, agent or partner of the other; neither Party is authorized to assume or create any obligations or liabilities, express or implied, on behalf of or in the name of the other. This Agreement does not create a joint venture between the Parties. The employees, methods, facilities and equipment of each Party shall at all times be under the exclusive direction and control of that Party.

9. **Miscellaneous**

   9.1 Entire Agreement. This Agreement, including the recitals set forth above and the Exhibits attached to this Agreement, all of which ared incorporated into this Agreement by reference, constitutes the entire agreement between the Parties relating to the subject matter of this Agreement. Any other prior warranties, agreements, correspondence, discussions, negotiations and understandings of the Parties are hereby superseded. No amendment, waiver or modification of this Agreement shall be valid unless made in writing and signed by both parties.

   9.2 Severability. The parties hereby acknowledge and agree that if any provision of this Agreement shall under any circumstances be deemed invalid or inoperative, this Agreement shall be construed with the invalid or inoperative provision deleted and all rights and obligations of the Parties shall be construed and enforced accordingly.

9.3 Binding Effect. This Agreement shall be binding upon both Parties and shall bind successors, permitted assigns and legal representatives.

9.4 Headings. Headings contained in this Agreement are for inserted purposes of convenience of reference only and shall not constitute a part of this Agreement.

9.5 Assignment. Client may not assign or transfer any of its rights under this Agreement without the prior written consent of Consultant. Client acknowledges that its obligations under this Agreement are personal to Consultant and that is shall not subcontract any Work and/or any of its rights or obligations hereunder without first receiving prior approval from Consultant.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

BancFirst Insurance Services, Inc.	Mustang Public Schools
By: _____	By: _____
(Signature)	(Signature)
Printed Name: Danny K. Ray Jr.	Printed Name: _____
Title: Vice President	Title: _____
Date: 6-22-2024	Date: _____

EXHIBIT A

SCOPE OF WORK

Pursuant to Section 1.1 of the Agreement, Consultant shall perform the following services:

A. The Consultant will be required to provide ongoing Consultant's services and serve as an expert resource to the District in matters of the District's property, casualty and liability insurance plans.
B. Prior to or around the beginning of each fiscal year, submit a service plan identifying goals, objectives, and an action plan.
C. Assist in risk exposure evaluation, and development of corrective action plans.
D. Provide the District with safety/loss control services amounting to at least 30 hours annually
E. Perform other Consultant related services on an "as needed" basis.
F. Assist the District in conceptualizing, proposing and packaging property, casualty, and liability, which are competitive and meet the needs and expectations, within reason, of faculty, staff, administrators, and board members. The Consultant will be required to maintain a high level of knowledge and expertise of these programs and advise the District on matters related to changes and modifications to State Law and regulations related to the respective programs.
G. Analyze claims risk, provide statistical analysis of claims, forecasting and perform calculative aggregate risk analysis, analyze the respective plan documents and provisions for compliance with state and federal laws, and furnish strategies for maximizing benefits and mitigating expenses and costs related to the plan. The Consultant will be required to conduct market research on property, casualty and liability coverage and recommend policy packages.
H. At the direction of the District, develop and prepare insurance coverage specifications and market programs prior to expiration of policies, indicating in writing (assigned, if applicable) markets being approached, coverage and deductible/retention options being considered and develop, prepare and issue and evaluate bids for coverage. When directed by the District, the Consultant will be required to develop and prepare bid specifications for new or replacement products and source said products through a request for proposal or other competitive means.
I. Evaluate proposals, pricing, services, coverage, and qualifications of the proposals, and make a recommendation to the District on changing providers and/or coverage.
J. Develop agreements and all collateral documents necessary to execute an agreement with the vendors. Additionally, the Consultant will be required to analyze, modify, and recommend appropriate contract language associated with the desired coverage for all insurance products recommended and purchased by the District.
K. Provide renewal and unbiased alternate insurance proposals no later than 30 days prior to expiration of the current policies unless otherwise agreed by both parties.
L. Prepare and present an annual report describing coverage, exposure, and premium charges with recommendations outlining options to contain costs without sacrificing coverage for potential catastrophic loss.
M. Provide a market forecast by line of coverage during the District's budgeting period.
N. Obtain from the District the necessary information and prepare applications required by insurers
O. Verify the accuracy and adequacy of policies, endorsements, coverage, and premiums, noting in writing any variations from the previous year, or for conformance with specifications and any negotiations conducted with underwriters.

P. Assist in determining proper limits and coverage for exposures common to school districts and specific to the District
Q. Assess insurance company stability, solvency, and service records.
R. Deliver insurance policies or binders during term of coverage.
S. Accurately amend policies, as needed, and provide amendments to the District accordingly.
T. Upon request, provide timely, written interpretation of coverage.
U. Provide policy maintenance, and issue binders and certificates when required.
V. When requested, assist in ascertaining replacement cost value for property.
W. Review insurance carrier recommendations for appropriateness
X. Assist with excess carrier reporting requirements, report claims to insurers and re-insurers, as appropriate, and assist in obtaining recoveries from the insurers
Y. Obtain quarterly updated loss summaries from excess insurers for prior and current policy periods (not required from carriers with no open claims).
Z. On an annual basis, or more frequently if requested by the District, perform an audit of excess carrier claim management to assess reserving practices and overall performance of claims administration.

ZZ.It is anticipated that the Consultant will meet with District personnel no less than once per quarter, but more frequently during the renewal season. The Consultant will be expected to work directly with the Chief Financial Officer, Chief Operating Officer and Chief of Human Resources. The principal contact with Mustang Public Schools will be the Chief Financial Officer who will coordinate the property, casualty and liability insurance for the District.

EXHIBIT B

FEES

SCHEDULE OF PROFESSIONAL FEES
INSURANCE CONSULTING AND BROKERAGE SERVICES

Fixed Fee for Period July 1, 2024 to June 30, 2025: $125,000

Note that above fees do not include actuary services, to the extent Client utilizes them. In addition, the above fees do not contemplate any special projects that would be billed incrementally to the annual retainer fee.

All commissions and override fees earned or received by the agency/broker shall be returned to the District in the form of an invoice credit off the fixed service fee or a direct payment. The net cost/expense to the District shall be the fixed service fee stated hereon less all commissions and override fees earned by the broker/agent.

I, the undersigned, have been duly authorized to act as an agent on the behalf of the firm and hereby submit this pricing in accordance with the terms and conditions of the agreement. I, the undersigned, further understand that this is a firm bid inclusive of all work to be performed in accordance with the scope of work as specified in the agreement.

BancFirst Insurance Services / Danny K Ray Jr

Company/Firm Print Name of Representative

6-22-2024

Signature of Representative Date

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Jason Pittenger, Asst Superintendent of Operations

Board Meeting Date: June 27, 2024

Contract Vendor: Southwest Cleaning Services **Time Frame:** June, 2024

Amount: $ 121,800.00 **Fund:** 21 **Project:** 318

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

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

One month of custodial services to allow us to clean all rooms and wax all floors

CUSTODIAL CONTRACT
In Accordance with Request for Pricing

This contract and agreement, made and entered into this 27th day of June, 2024 by and between contractor, Southwest Cleaning Services and Mustang Public Schools.

The term of this contract is for 1 month, from June 1, 2024 to June 30, 2024 for the amount of $121,800.00.

This document will serve as guidelines for custodial service to be performed at Mustang Public Schools sites for June 2024.

1. Moving furniture.
2. Scrubbing and waxing floors.
3. Scrub floors that are not waxable.
4. Deep clean bathrooms.
5. Clean carpets.
6. Dust.
7. Any cleaning that needs to be accomplished for summer recovery of sites.
8. Sanitizing, disinfecting, and cleaning after activities in assigned sites.

Shift length – 8 hours per day, Monday through Friday.
Number of workdays June 2024 is 21 days.

Elementary / MEC (9)
Intermediate (3)
High School (8)
Teams (18 - 6 Teams / 3 each)
Supervisors (2)
Total – 40 employees

June 1, 2024

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed the day and year first stated above.

Party of the First Part:

Donnelly Resources Inc. dba
SOUTHWEST CLEANING SERVICES

Acting by and through its President,

By: William J. Donnelly Jr.
Title: President
Signature:_____ Date_____

Party of the Second Part:

MUSTANG PUBLIC SCHOOLS

By: _____

Title:_____

Signature:_____ Date_____

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Jason Pittenger, Asst Superintendent of Operations

Board Meeting Date: June 27, 2024

Contract Vendor: Southwest Cleaning Services **Time Frame:** July, 2024

Amount: $ 121,800.00 **Fund:** 21 **Project:** 318

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

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

One month of custodial services to allow us to clean all rooms and wax all floors

CUSTODIAL CONTRACT

In Accordance with Request for Pricing

This contract and agreement, made and entered into this 27th day of June, 2024 by and between contractor, Southwest Cleaning Services and Mustang Public Schools.

The term of this contract is for 1 month, from July 1, 2024 to July 31, 2024 for the amount of $121,800.00.

This document will serve as guidelines for custodial service to be performed at Mustang Public Schools sites for July 2024.

1. Moving furniture.
2. Scrubbing and waxing floors.
3. Scrub floors that are not waxable.
4. Deep clean bathrooms.
5. Clean carpets.
6. Dust.
7. Any cleaning that needs to be accomplished for summer recovery of sites.
8. Sanitizing, disinfecting, and cleaning after activities in assigned sites.

Shift length – 8 hours per day, Monday through Friday.
Number of workdays July 2024 is 21 days.

Elementary / MEC (9)
Intermediate (3)
High School (8)
Teams (18 - 6 Teams / 3 each)
Supervisors (2)
Total – 40 employees

July 1, 2024

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed the day and year first stated above.

Party of the First Part:

Donnelly Resources Inc. dba
SOUTHWEST CLEANING SERVICES

Acting by and through its President,

By: William J. Donnelly Jr.
Title: President
Signature:_____ Date_____

Party of the Second Part:

MUSTANG PUBLIC SCHOOLS

By: _____

Title:_____

Signature:_____ Date_____

CONTRACT APPROVAL MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer

From: Jason Pittenger, Asst. Superintendent of Operations

Board Meeting Date: June 27, 2024

Contract Vendor: Southwest Cleaning Services **Time Frame:** Aug 1 2024 - May 31 2025

Amount: $ 1,218,000.00 **Fund:** 21 **Project:** 318

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

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

Custodial Service for Mustang Public School Sites for 2024-2025.

CUSTODIAL CONTRACT
In Accordance with Request for Pricing

This contract and agreement, made and entered into this 27th day of June, 2024 by and between contractor, Southwest Cleaning Services and Mustang Public Schools.

The term of this contract is for 10 months, from August 1, 2024 to May 31, 2025 for the amount of $1,218,000.00.

This document will serve as guidelines for custodial service to be performed at Mustang Public Schools sites for 2024-2025.

1. Elementary level sites will be One Night custodian for 8 hours 2:30 PM to 11:00 PM. These positions will be permanently assigned personnel to the building. 8 ELEM Schools and Mustang Education Center will be serviced by existing MPS day custodians. These are blended sites. The MPS Head Custodian will be considered as the onsite Supervisor for those sites. (9)
2. Meadowbrook, Canyon Ridge, and Horizon Intermediates will be serviced with one onsite PM Custodian 2:30 PM to 11:00 PM. The MPS Head Custodian at this site will be considered the onsite Supervisor.
3. One Team of 8 cleaners to Mustang High School. This Team does not rotate. (8)
4. Breakdown of RFP hours to be quoted. 20 personnel to be the onsite PM Custodian, 18 team cleaners (rotating through 2 buildings nightly minus 8 at the HS) and 2 Supervisors. 40 total positions.
5. All personnel that are provided by a Contracted company will report to the site they are assigned (2:30-11:00 shift must be adhered to. Time should be utilized to stay on track, or ahead of, the site's needs). The responsibility of the cleaning and daily upkeep will fall solely on the assigned personnel to that building, absences will be filled by a floater/on call or one of the Supervisor's. Site Principals will have access to the third-party supervisors for any needs the evening custodians may need to complete that day outside of normal duties. Custodians must be proficient in English-written and vocal. Once monthly inspections will be supervised by the district and are to include Supervisors and day custodians, these will be done during work hours so the Sites staff may voice any concerns.
6. All equipment and supplies will be provided by Mustang Public Schools operations department. Contract Company Owner/Manager will be responsible for making sure all training is done prior to personnel reporting to the site on all equipment, chemicals, and interaction with the students and faculty-NO Outside Chemicals are to be introduced to a site. This will include Global Compliance Network standards and clock

management for time clocks-This will need to be the Contract Company's own time clock practice. Contract Company will provide photo IDs-information should include picture, name and Company logo or name. Supervisors will be provided with an MPS access badge.

7. Daily responsibilities are outlined in attached documentation. There are numerous after school and assembly type interactions that will be at the discretion and direction of the site Principals and staff, Contract employees will be responsible for setting up activities, unlocking, and re-securing areas, as well as cleanup, After School activities such as Bronco Club must have secure facilities-no unlocking early, time frames must be adhered to.
8. Security is paramount, Background checks will be required of all staff to include supervisors-these can be obtained from the Oklahoma Department of Education. Keys to the building will be provided. A uniform of either Contract company logo shirts or MPS site provided shirts will be required for daily wear.
9. MPS will be proactive in discipline of infractions that are detrimental to the safety and cleaning standards of the sites. Third party employees must comply and adhere to all MPS standards of conduct for employees-MPS support personnel handbook. An electronic link will be provided to third party vendors.

*Sites with PM personnel breakdown,

Mustang Central Middle/Canyon Ridge share a Team of 3 nightly (MPS TEAM A)

Mustang Middle/Horizon share a Team of 3PM nightly

Mustang north Middle/Meadowbrook share a Team of 3PM nightly

Mustang Education Center IPM

Meadow Brook Int IPM

Trails Elem IPM

Creek Elem IPM

Valley Elem IPM

Prairie View Elem IPM Canyon Ridge Int
IPM

Riverwood Elem IPM

Mustang Elem IPM

Horizon Int IPM Centennial Elem
IPM

Lakehoma Elem IPM

Mustang High School 8PM

Two Elementary sites will share a Team of 3 nightly-4 Teams=12PM.
A total traditional 8-hour employees, (240 day contract) 38@1920 hours. (200-day contract) 38@1600 hours each

The 2 Supervisors/Floaters are to fill in for absences and are Supervisors as a primary role, (240-day contract) 2@1920 hours day contract)2@1600 hours each.

The actual breakdown/assignment of the 18 TEAM members, 6 teams of 3 personnel each, will be discussed/assigned upon acceptance of the RFP partner for 2024-2025.

Respectfully,

Kenny Wilson, Custodial Manager

Alan Green, Chief Operations Officer

Dr. Jason Pittenger, Assistant Superintendent of Operations

Mustang Public Schools Operations Team

August 1, 2024

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed the day and year first stated above.

Party of the First Part:

Donnelly Resources Inc. dba
SOUTHWEST CLEANING SERVICES

Acting by and through its President,

By: William J. Donnelly Jr.
Title: President
Signature:_____ Date 5-16-24

Party of the Second Part:

MUSTANG PUBLIC SCHOOLS

By: _____

Title:_____

Signature:_____ Date_____

Agreement with the Canadian County Sheriff's Office and Mustang Public Schools

2024 – 2025 SCHOOL YEAR

This agreement entered between the Canadian County Sheriff's Office and the Mustang Public School System in accordance with 74 O.S. 1991. Section 360.19;

Whereas, the Mustang Public School System (MPS) has need of four (4) full-time, on duty, law enforcement officers covering Mustang North Middle School, Mustang Central Middle School, Canyon Ridge Intermediate School, Meadow Brook Intermediate School, Mustang Creek Elementary, Mustang Trails Elementary, Mustang Valley Elementary, Prairie View Elementary, and Riverwood Elementary.

Whereas, the Canadian County Sheriff's Office has determined it is in the best interest of students and residents to provide protection services to MPS for the purposes, terms and conditions as stated herein;

1. The Canadian County Sheriff's Office will provide four (4) Commissioned Deputies to MPS. Two of these will be assigned to MPS for twelve full months while the remaining two will be assigned to MPS while school is in session during the 2024 – 2025 school calendar. Deputies will be assigned to campuses during staff professional (non-instructional) days and other days deemed necessary by MPS. The Deputies are permitted a meal break however are subject to recall or respond to needs of the school. In the event the assigned School Resource Deputy cannot be present at their assigned school (s), the Canadian County Sheriff's Office will perform random perimeter patrols and walkthroughs of the school. At MPS discretion, Deputies whose salary is reimbursed at 100% may release Deputies back to Sheriff's Office functions during long periods such as Christmas or summer breaks. All Deputies are subject to Temporary or Short-Term recall from the schools in the event of a large-scale emergency situation. If recalled more than one consecutive day or 5 days total in any school calendar year, the Sheriff's Office will not invoice for excess absent days as a result of a temp recall.

3. Deputies will utilize annual vacation and comp time leave during periods that school is not in session. Short term leave may be taken at the approval of MPS. Mandatory CCSO Training will be scheduled on non-school days when possible.

4. Both parties will approve the assigned Deputies to MPS under the terms of this contract. MPS may request the replacement of an assigned deputy with thirty (30) days written notice to the Canadian County Sheriff unless this requirement is waived at the sole discretion of the Sheriff.

5. Primary duties of the assigned deputies are to provide community policing law enforcement services on campus, including crime deterrence, crime detection, criminal investigation, and apprehension of offenders.

   Secondary duties may include reviewing threat and risk assessments of assigned school facilities, reviewing emergency plans, providing security for administrators and staff on non-instructional days.

6. It is fully understood and agreed by the parties that the assigned deputy(s) are, always, pertinent to this

agreement, a deputy certified by CLEET and commissioned by the Canadian County Sheriff's Office. The assigned deputy(s) will, at all material times, be under the supervision of the Canadian County Sheriff's Office. Direction, assignments, and duties involving the deputies will be coordinated between an appointed representative of MPS and the Canadian County Sheriff's Office designee.

7. MPS will make reasonable efforts to provide the assigned deputies with an area containing a desk where he/she would be available to students and staff. MPS will also ensure that each assigned deputy and their supervisor have MPS Photo ID's and Key Access Cards or hard keys to the facilities included in this agreement.

8. In consideration for the services provided through this Agreement, the MPS agrees to pay the Canadian County Sheriff's Office $185,296.00 which is the annual salary, benefits, and partial expenses for the two year-round positions. This amount includes an 8% fee to help cover costs associated with items such as uniforms, vehicles, and training. MPS will pay the Sheriff's Office $138,972.00 which is the annual salary, benefits, and partial expenses for the two positions who are assigned for only nine months of the year. This amount includes a 8% fee to help cover costs associated with items such as uniforms, vehicles, and training. The total cost per year will be $324,268.00 which is divided into twelve monthly payments of $27,022 to begin in July of 2024.

   Due to county budgeting procedures and recent changes in state law, salary adjustments will generally occur on January **1st** of each calendar year. Any salary adjustments to Sheriff's Office Deputies, approved by the Board of County Commissioners, will be passed on to Mustang Public Schools at that time.

9. This Agreement may be canceled by either the Sheriff or Superintendent upon thirty (30) days written notice.

10. The Canadian County Sheriff's Office appoints the Sheriff, or his designee and Mustang Public Schools appoints the Superintendent or his designee for carrying out the terms of the Agreement, including the assignment of duties to the assigned deputies.

Canadian County Sheriff's Office

Date

Mustang Public Schools

Date

Approved this day:

Board of Commissioners of Canadian County

Attested by:

Canadian County Clerk

Approved By:

Canadian County DA's Office

Board of Education Memo

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Dr. Jason Pittenger, assistant Superintendent of Operations

Re: Parking Lot Attendant job description

Date: 6/10/24

Contract Vendor:_____ **Time Frame:**_____

Discussion, motion and possible action to approve the following job description: Parking Lot Attendant

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Parking Lot Attendant ~~Parking Lot Guard~~
QUALIFICATIONS:	General knowledge of school traffic procedures; High School Diploma; Valid Driver's License
REPORTS TO:	High School Principal/Assistant Principal

PERFORMANCE RESPONSIBILITIES:

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 directed by administration.
4. Secures gates and unlocks gates as necessary.
5. Performs the role of money courier for all district locations as directed.
6. Maintains a safe and orderly flow of traffic into and out of the campus on a daily basis.
7. Maintain vehicle (car, cart, etc) necessary for job duties.
8. Assists in the supervision of bus loading and unloading as available.
9. Monitors and confronts unauthorized persons on parking lots, grounds, and buildings.
10. Keeps parking areas free of litter and debris.
11. Possess the ability to relate to students in a manner to elicit their cooperation.
12. Perform necessary written and record keeping activities.
13. Possess the ability to work shifts that include before and after school hours.
14. Abides by all district , federal and state laws, policies, and procedures.

TERMS OF EMPLOYMENT:

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 high school principal or assistant principal.

PHYSICAL DEMANDS:

Ability to stand, walk, sit, and 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 multiple times each day.

Adopted: 02-01
Revised: 02-09-09
Revised: 12-8-14
Revised: 06-27-24

PURCHASING

1) POLICY PURPOSE
   a) To provide guidance and direction to District management and employees in procurement practices for all purchases which include, but are not limited to, supplies, materials, equipment, services, and construction projects as set forth in Oklahoma Statute including, but not limited to, 62 O.S. § 310, 70 0.S. § 5-123, and 61 O.S. § 101-136. This policy will only apply to governmental funds. Activity funds are governed by a separate policy.
   b) To ensure the Board of Education as well as all District employees are diligent about their responsibility to be good stewards of taxpayer money as well as provide transparency, efficiency, and accountability in all financial matters. The Board believes that by adhering to ethical standards and fostering open communication with stakeholders, the District will not only safeguard public funds but also contribute to the long-term success and sustainability of Mustang Public Schools ("the District").

2) AREAS OF AUTHORITY
   a) Board of Education (the "Board"). Operating policies and regulations pertaining to the purchasing function shall be approved by the Board. The Board shall:
      i) Review the following financial documents on a monthly basis:
         (1) All new purchase orders created since the date of the last board report (the Encumbrance Register).
         (2) All prior purchase orders that have been increased in amount since the date of the last board report (the Change Order Listing).
         (3) The Board will not review purchase orders that have been decreased in amount.
      ii) The Board will, upon review, approve or decline any one or all of the purchase orders for payment by the Encumbrance Clerk.
      iii) Review audits performed by governing agencies and/or qualified auditors appointed by the Board to assure compliance with established Board policies and/or State mandated laws and regulations. (Reference: 70 O.S. § 22-109).

   b) Purchasing Agent. The Board hereby designates the Superintendent and the Chief Financial Officer, and/or other employees so designated by the Board, as Purchasing Agents. The Purchasing Agent will have the authority, under the constraints of this policy, to financially obligate the District by means of approving Purchase Requisitions. Once a Purchase Requisition is approved, the Encumbrance Clerk is directed to convert the Purchase Requsition into a Purchase Order and thereby encumber funds in accordance with the laws of the State of Oklahoma.

      The Purchasing Agent has the following responsibilities:

      i) Ensure that any policies and procedures approved by the Board are in effect, and in so doing, administer the practices and procedures established to implement the policies of the Board;
      ii) Require that the purchasing of materials, supplies, equipment, and services required in the operation of the District be governed by efficient and effective business practices while remaining within the policies set forth by the Board and within the laws of the State of Oklahoma;

iii) Administer the issuance of purchase orders from governmental funds in accordance with policies as set forth by the Board;
iv) Administer financial contracts that are presented to the Board;
v) Review purchasing activities, records and documentation for appropriateness and compliance with policies, procedures, and acceptable purchasing practices;
vi) Participate, when asked, in developing quote or bid packages to be sent to bidding or quoting vendors.

3) PURCHASING LIMITATIONS
a) Purchases for goods or services of $10,000 or less.
i) May be verbally negotiated with the Vendor
ii) Purchaser should obtain a written quote whenever possible and practical.
iii) Purchaser should include the quote electronically, if obtained, with the Purchase Requisition.

b) Purchases for goods or services greater than $10,000 up to $100,000.
i) Requires the receipt of three written quotes.
ii) Purchase will be awarded to the vendor with the lowest quote.
iii) In the event the Vendor with the lowest quote is not selected, written documentation must be provided and approved by the signature of a Purchasing Agent.
iv) In the event it is not possible to obtain three written quotes, written documentation must be provided explaining why three quotes were not obtained.
v) Purchaser should submit all quotes electronically with the Purchase Requisition.

c) Purchases for goods or services exceeding $100,000.
i) The Mustang Bid package will be prepared and sent to potential bidders with a deadline for submission. Publication is not required.
ii) The bonding requirements of the Title 61 PCBA are not applicable.
iii) Vendor will submit their bid using the Mustang Bid package documentation.
iv) Vendors may withdraw their bid prior to the deadline. Bids received after the deadline shall not be considered.
v) Submitted bids will be tabulated and vetted by the appropriate District staff. The complete bid tabulation shall be made available to any bidder upon request. Other inquiries shall be treated as a FOIA request under related Board policy.
vi) Criteria to be used in the selection process of awarding a bid shall include, but not be limited to, the determination of the products or services which best fits the specifications, delivery dates of goods or services, service warranties, and past performance of vendors. Justification for such selection shall identify the criteria used and other reasons, if any, for selection of other than low quote or bid. It shall be the administrative responsibility of a Purchasing Agent to justify letting any quotation or bid to any vendor other than the lowest bidder or based on the aforementioned criteria.
vii) Bid selection recommendation, including any documentation as detailed above, shall be presented to the Board for their review. The Board will award the contract to the Vendor that, in the Board's best collective judgment, is best suited for the purpose intended. The Board shall reserve the right to reject any or all bids or any part thereof and shall reserve the right to waive any irregularities of any bid.

d) Purchasing Contracts.
   i) All Vendor contracts for goods and/or services must be approved by the Board prior the purchase of said goods and/or services.
   ii) Vendor service contracts shall specify a date range. Vendor service contracts for annual services should conform to the District's fiscal year, July 1 to June 30.
   iii) Vendor service contracts cannot require payments for service in successive years. This would require separate contracts to be approved the Board each year.
   iv) Vendor service contracts can provide for multiple years of service if the entire service term is payable in the same fiscal year.
   v) Vendor service contracts cannot automatically renew. All contracts must be renewed each year by the Board.
   vi) Annual service contract renewals over $100,000.00 that reflect nominal rate increases only need to be re-bid every three years. Each contract should be reviewed and assessed annually by the Department Director or Purchasing Agent.
   vii) A Purchase Order to the Vendor for said goods and/or services may be presented to the Board at the same meeting as the contract presentation but is subject to disallowance by the Board should the Board choose not to approve the Vendor's contract.

e) Purchases under State Contract.
   i) Purchases are allowed using the OMES / Oklahoma State Contract system ("State Contract") without obtaining additional quotes or bids.
   ii) The State Contract must exactly match the item or service being purchased.
   iii) A copy of the State Contract must be included with the Requisition and the relevant portions highlighted for reference.
   iv) It is recommended that the Purchaser perform their due diligence to ensure that the State Contract is the best price.
   v) If the purchase exceeds $100,000 then the Purchasing Agent shall present the details of the purchase along with a copy of the State Contract to the Board for approval.
   vi) A Purchase Order to Vendor for said goods or services may be presented to the Board at the same meeting as the contract presentation but is subject to disallowance by the Board should the Board choose not to approve the purchase.

f) Purchases through Purchasing Cooperatives.
   i) Purchases are allowed through a Purchasing Cooperative and its affiliated contractors ("the Cooperative") without obtaining additional quotes or bids.
   ii) The goods or services offered through the Cooperative must exactly match the goods or services being considered.
   iii) A copy of the description of the goods or services to be purchased through the Cooperative must be included with the Requisition and the relevant portions highlighted for reference.
   iv) If the purchase exceeds $100,000 the Purchasing agent shall present the details of the purchase along with a copy of the Cooperative documentation to the Board for approval.

v) A Purchase Order to the Vendor for said goods or services may be presented to the Board at the same meeting as the Board presentation but is subject to disallowance by the Board should the Board choose not to approve the purchase.

g) Sole Source Vendors.
   i) If an expenditure is for goods and/or services that are peculiar to one vendor, or which serve a function which cannot be served by similar items furnished by other vendors, or which the selection of a different vendor would disrupt or interfere with the District plan in that area, the Purchaser is exempted from the requirement to obtain three quotes or bids and will ensure that the purchase will be accomplished in the most expeditious manner consistent with economy and good business practice.

h) Municipality or Political Subdivision or School.
   i) Expenditures to any Municipality, Political Subdivision or School do not need to be competitively bid but are subject to the Pre-approval requirements detailed herein.

i) Utilities or other Publicly Regulated Entity.
   i) Expenditures to Utilities or other Publicly Regulated Entity do not need to competitively bid nor do they require Pre-approval by the Board.

j) Purchase of Used Vehicles or Equipment.
   i) Expenditures for used vehicles or used equipment may be negotiated with vendors. If the expenditure is $25,000 or greater, comparative data shall be presented to a Purchasing Agent before approval.

k) Public Competitive Bid Act of 1974 Exclusion.
   i) Nothing in this Section 3, Purchasing Limitations, should be construed to circumvent the rules promulgated under the Public Competitive Bidding Act of 1974.

l) Force Account.
   i) The purchase of materials to be used for erecting a public building or making improvements on a public building are exempt from the Public Competitive Bidding Act of 1974 if the labor is provided by district employees (also known as purchasing on a Force Account basis). See 61 O.S. §103.4.

4) PURCHASES UNDER THE PUBLIC COMPETITIVE BIDDING ACT OF 1974.
   a) Any contract exceeding $100,000.00, or construction management contracts or subcontracts exceeding $50,000.00, entered into for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any public building will be governed by the Public Competitive Bidding Act of 1974 located at 61 O.S. §101 et al.

   b) Local bidder preference.
      i) Pursuant to 61 O.S. §103, the Board hereby approves the option of providing for a Local Bid Preference of five percent (5%) as provided by statute. The Board deems that a Vendor whose principal office is located within the boundaries of the Mustang School District qualifies as an entity that economically benefits the local area or

economy. The application of the Local Bid Preference will be governed by the provisions of 61 O.S. §103.

c) Split purchasing for the purpose of evading the requirement of competitive bidding shall be a felony. (Reference 61 O.S. § 131 and 74 O.S. § 85.7)

5) PURCHASES OF SCHOOL BUSES
   a) Pursuant to 70 O.S. 9-109, the purchase of any new student transportation equipment shall be by sealed bid and the contract of purchase shall be awarded to the lowest and best bidder.
      i) The Mustang Bid package will be prepared and sent to potential bidders with a deadline for submission. Publication is not required.
      ii) The bonding requirements of the Title 61 PCBA are not applicable.
      iii) Vendor will submit their bid using the Mustang Bid package documentation.
      iv) Vendors may withdraw their bid prior to the deadline. Bids received after the deadline shall not be considered.
      v) Submitted bids will be tabulated and vetted by the appropriate District staff. The complete bid tabulation shall be made available to any bidder upon request. Other inquiries shall be treated as a FOIA request under related Board policy.
      vi) Criteria to be used in the selection process of awarding a bid shall include, but not be limited to, the determination of the products or services which best fits the specifications, delivery dates of goods or services, service warranties, and past performance of vendors. Justification for such selection shall identify the criteria used and other reasons, if any, for selection of other than low quote or bid. It shall be the administrative responsibility of a Purchasing Agent to justify letting any quotation or bid to any vendor other than the lowest bidder or quoting party based on the aforementioned criteria.
      vii) Bid selection recommendation, including any documentation as detailed above, shall be presented to the Board for their review. The Board will award the contract to the Vendor that, in the Board's best collective judgment, is best suited for the purpose intended. The Board shall reserve the right to reject any or all bids or any part thereof and shall reserve the right to waive any irregularities of any bid.
      viii) A Purchase Order to the Vendor for said goods or services may be presented to the Board at the same meeting subject to disallowance by the Board should the Board choose not to approve the purchase.

   b) The purchase or sale of used transportation equipment shall not be subject to the sealed bid requirements.

6) PURCHASES REQUIRING PRE-APPROVAL
   a) <u>Purchase Exceeding $100,000.00</u>.
      i) Any contemplated purchase with a single vendor in excess of $100,000 must be pre-approved by the Board before the District can entertain bids for such purchase.

      ii) The purchaser must inform the Board of the intent to purchase through Okahoma State Contract, through a Purchasing Cooperative or through the Public Competitive Bidding Act.

b) Renewals Exempt.
   i) Annual renewals with the same Vendor for the same products or services are exempt from this pre-approval requirement.

7) PURCHASING PROCESS
   a) The correcting purchasing process is as follows:
      i) The Individual wishing to purchase something must submit an electronic Purchase Requisition.
      ii) The Individual's chain of authority for that particular purpose will each approve, send back or deny the Requisition.
      iii) The Purchasing Agent is the final approver for all Requisitions, who will either approve, send back or deny the requisition.
      iv) Once a Requisition is approved by the Purchasing Agent, the Encumbrance Clerk will encumber the funds and create a Purchase Order. At that point the Individual is approved to make the purchase or otherwise obligate the District.
   b) Reimbursements
      i) An individual may be reimbursed for a purchase made with the individual's personal funds.
         (1) The purchasing process detailed above will apply.
         (2) The individual will submit a receipt to the Encumbrance Clerk for payment.
         (3) The receipt must be dated after the Purchase Order was created to be reimbursed.
   c) Questionable receipts or purchases will be referred to the Purchasing Agent.
   d) The Purchasing Agent will be responsible for determining the internal process involved for the purchase of and payment for goods and services.

8) PURCHASING CARDS
   a) Also referred to P-Cards, Procurement Cards or Credit Cards

   b) The Board recognizes the benefits, efficiencies and financial benefit to the District for using Purchasing Cards as a method of procuring goods and services for the District.

   c) The Purchasing Agent is authorized to implement procedures necessary to utilize Purchasing Cards throughout the District efficiently and legally.

   d) Individuals who receive a Purchasing Card and use the Purchasing Card for an unauthorized or unapproved purchase will be subject to personal liability for the purchase, will be subject to the revocation of their Purchasing Card and will be subject to disciplinary action.

9) EMPLOYEE PURCHASING CONSTRAINTS
   a) Employees are not permitted to purchase items for personal use through a District fund, including the school activity fund. Employees who make purchases for personal use will be personally liable for such unauthorized purchases and are subject to disciplinary action.

   b) Employees are not permitted to make purchases prior to the issuance of a purchase order. Employees who do so are subject to personal liability for such unauthorized purchases and are subject to disciplinary action.

   c) Employees making a purchase or placing an order which exceeds the amount of the approved purchase order are subject to personal liability for the overage and will be required to sign an Illegal Expenditure Acknowledgment form to be filed with the purchase order.

10) VENDORS
   a) Vendor List.
      i) The District will maintain an active vendor list by department.

   b) Vendor Application / Approval.
      i) Vendors wishing to quote or bid on District needs shall be asked to complete a Vendor Application approved by the Purchasing Agent. Completion of such Application does not guarantee that a vendor shall be added to the active Vendor list nor does it guarantee that a Vendor shall receive an invitation to bid or quote.

   c) Anti-Discrimination.
      i) It shall be the policy of the District to not discriminate against any capable and/or qualified vendor. If, and when, bids are required, all bids received will be considered. The Board does, however, reserve the right to refuse or reject any vendor bid or portion thereof, or sever a vendor relationship, when it is deemed in the best interest of the school district to do so.

d) Local Vendor Preference.
   i) The District is encouraged to purchase items from local vendors when practical. However, the District is not obligated to purchase items from local vendors when the same item may be obtained at a lower cost from a vendor outside the local area.
   ii) In case of equal bids or quotes in terms of price and quality, the District may give preference to a local vendor, defined hereinbelow in order of preference:
      (1) Vendors located within the school district boundaries
      (2) Vendors located in the greater Oklahoma City metroplex
      (3) Vendors located in the State of Oklahoma

e) Vendor Solicitation.
   i) Vendors shall obtain permission from the appropriate administrator or principal of the building or school site before engaging in solicitation activity.

f) Vendor Non-Collusion Affidavit
   i) Vendors providing more than $25,000.00 worth of goods or services to the District must complete a Non-Collusion Affidavit, located on the Finance Department website, each fiscal year to be kept on file in the District's financial office.

g) Vendor Relationships.
   i) Board members and/or District employees shall not receive gratuities in excess of a de minimus value from a vendor or potential vendor. Board members and/or District employees shall not accept any travel, in state or out-of-state, which is paid for, or provided by, a vendor or a potential vendor.

   ii) The Board shall make no contract with any of its members or with any company, individual or business concern in which any of its members shall be directly or indirectly interested. All contracts made in violation of this section shall be wholly void. A member of the Board shall be considered to be interested in any contract made with any company, individual or any business concern if such member of this Board or any member of his/her immediate family owns any substantial interest in it. (Reference: 70 O.S. §5-124).

11) CHILD NUTRITION PURCHASING
   a) Purchases relating to the Child Nutrition Department are governed by Board Policy 2301.

Adopted: 12-98 (as 2020, Purchasing)
Revised: 10-01
Revised: 06-02
Revised: 08-03
Revised: 08-14-06
Revised: 08-09-10
Revised: 03-11-13
Revised: 11-11-13
Revised: 06-27-24 as 2300, Purchasing)

PURCHASING AUTHORITY

The Board of Education authorizes the Superintendent, Deputy Superintendent and/or Assistant Superintendent to approve expenditures in a state of emergency in an amount allowed by law that may be required to conduct efficient operations within the budget approved by the board of education. No purchases may be authorized that would exceed the approved budget for the school district. Such purchases may include materials, small equipment, furniture and/or supplies used for operation and maintenance. (OK ST T. 74 Sec. 85.7, Competitive Bid or Proposal Procedures)

Adopted: 12-98
Revised: 10-01
Revised: 02-22-06
Revised: 08-14-17

PURCHASING

1. All purchases shall be done under a purchase order system. Final approval of all encumbrances is made by the Board of Education.

2. Purchases for merchandise with a cumulative extended price in excess of $5,000.00 shall be made from quotes when practical. Purchases for services with a cumulative extended price in excess of $5,000.00 shall be made from quotes with written specifications. If the lowest quote is not accepted, the lowest reasonable quote will be submitted with a written explanation attached. Purchases of merchandise or services with a cumulative extended price of $25,000.00 or more will be by written specifications and sealed bid. All bids will be submitted to the Board of Education. Merchandise purchased on State Contract under the supervision of the Oklahoma Office of Central Purchasing is not subject to the provision of this policy. "The Mustang Board of Education will waive sealed bids required for the purchase of additional volumes (books) to be added to school media centers."

3. The following affidavit shall be used as required by law and as deemed appropriate by the Board of Education of the school administration. _____AFFIDAVIT — State of _____ , _____County, S.S. _____ of lawful age, being first duly sworn on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, or with any school district official or employee as to quantity or price in the prospective contract, or any other terms of said prospective contract, or in any discussions between bidders and any school district official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

4. The Superintendent or his/her designee is the Board's purchasing agent. Employees notify supervisors of needs through issuance of a district requisition. The supervisor will present the requisition through the proper system with a purchase order being created and presented to the superintendent or designee for approval.

5. All purchases to be paid from activity funds are made by the sponsors through issuance of an activity requisition and presented to the principal and/or supervisor for proper authorization.

6. The employee must sign and date all itemized sales receipts and turn the original receipt into the accounts payable personnel at the central office. Only employees will be allowed to purchase or charge against the school district.

7. No purchase is to be ordered prior to receiving an approved purchase order.

Adopted: 12-98
Revised: 10-01
Revised: 06-02
Revised: 08-03
Revised: 08-14-06
Revised: 08-09-10
Revised: 03-11-13
Revised: 11-11-13

REIMBURSEMENT CLAIMS

No reimbursement shall be made until the person seeking reimbursement has submitted to his administrative supervisor a "Request for Reimbursement" itemizing the expenses claimed and tendering all of the documentation necessary to support such claim.

Adopted: 12-98

APPROVING AUTHORITY

Administrators shall approve documentation for all reimbursable expenses and ensure that all claims are reasonable and justified.

Adopted: 12-98
Revised: 10-01

Child Nutrition Program
Procurement Policy

The Mustang Public School (MPS) Board of Education, in order to comply with the applicable provisions of the USDA Procurements Standards and any MPS Board Purchasing Policies and Procedures, has established and made accessible to all of its employees with authority to purchase for the Child Nutrition Programs (CNP) the following Procurement Plan for the purchase of goods and services.

I. Purpose and Goal: The purpose of this Procurement Plan is to establish procedures for the procurement of food, equipment, other supplies and services that will ensure that such materials and services are obtained in an effective manner and in compliance with all applicable Federal and State laws. All procurement transactions of the MPS Child Nutrition Programs, without regard to dollar value, will be conducted in a manner that provides maximum open and free competition. It is the goal of the MPS Child Nutrition Program to purchase only good quality merchandise and services, which will assist in meeting the goal of serving high quality meals at a reasonable cost.

II. Authorized Purchasing Agents for the Child Nutrition Programs:
- Director of Child Nutrition Programs
- Director of Business/Finance
- Superintendent of Schools
- Child Nutrition Administrative Assistant

III. Open and Free Competition will exist to the maximum extent possible, included but not limited to:
A. The maintenance of a request file for potential bidders
B. Involvement of all known vendors to the extent they are capable of meeting the needs of the MPS Board of Education
C. Utilization of clear, fair and identical specifications
D. The public announcement of the procurement plan annually
E. The advertising of bid opening and viewing of all bids, proposals, etc.
F. The mailing of the Invitation to Bid to all known potential bidders

IV. Comparability of Prices and Products will be achieved through:
A. The use of identical specifications
B. The on-going evaluation of products and services

V. Adequate Documentation will be achieved, included but not limited to;
A. Bidder request files
B. Records of communication (telephone quotes, written quotes, proposals, bid instruments)
C. Records of the opening and awarding of sealed bids, proposals and quotations
D. Documentation of reasons if the lowest bid, proposal or quotation is not selected
E. Post-award notification to all vendors who responded
F. Other documentation as required

All purchasing records will be maintained in the Child Nutrition Office files no less than the current year plus 3 additional years. MPS will take steps to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible [2 CFR 200.321}

VI. Procurement Plan Review Procedures

The Child Nutrition Director and Child Nutrition Coordinator will review procurement actions thereby ensuring that procurement activities comply with the standard set forth in applicable State and Federal law, avoid the purchase of unnecessary duplicative items and represent a fair, efficient and effective procurement system.

VII. Contract Administration:

A. Code of Conduct

The MPS District, officers and employees who are engaged in the awarding and administering of contracts supported by program funds shall follow the following principles:

1. No employee or officer of the school district shall participate in selection of, or in the award or administration of, a contract supported by program funds if a conflict of interest, real or apparent, would be involved

2. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

   a. The employee, officer or agent
   b. Any member of his/her immediate family
   c. His/her partner
   d. An organization which employs, or is about to employ, any of the above

3. The Mustang Public School District's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of material and/or monetary value from contractors, potential contracts or parties to sub agreements

4. The removal of any food, supplies, equipment or school property is prohibited

5. Failure of any employee to abide by the above stated code could result in a fine or suspension, both or dismissal

B. Buy American -

Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51%) using agricultural commodities that are produced in the US. While rare, 2 exceptions may exist when: 1) the product is not produced or manufactured in the US in sufficient, reasonable or available quantities of a satisfactory quality, such as bananas and pineapple and 2) competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.

1. All purchases will be verified upon receipt
2. Assurance that all contractors and vendors conform in accordance with issued purchase orders will be realized
3. All successful vendors and contractors will be informed as to how, when and on what basis payment will be made
4. The following persons will be responsible for contract administration: Child Nutrition Director; Child Nutrition Administrative Assistant

C. Protest Procedures –

Are in place to handle and resolve disputes relating to procurements (Attached: 1140.1). Information shall be disclosed regarding protest to the awarding agency. A protestor must exhaust all administrative remedies with the district SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06). Violations of federal law or regulations and the standard of 2CFR§200 (violations of state or local law will be under the jurisdiction of state or local authorities). AND

Violations of the district SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.

D. Nonkickback Affidavit

Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of $25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

E. Lobbying Certification (Reference 200.326[1])

a. Lobbying certification must be obtained for procurement contracts of more than $100,000. Any vendor whose contract award is for more than $100,000 must complete a Certification Regarding Lobbying form located on page P-55. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

b. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form on page P-57. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.

F. Debarment or Suspension

An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2 CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under $25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of $25,000 or more and to contracts for audit services, regardless of amount.

G. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).

Where applicable, *all contracts* awarded by the nonfederal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

H. Equal Opportunity and Discrimination. The vendor certifies that it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this Act. (FORMAL CONTRACTS OF $10,000 OR MORE)

Any or all bids may be rejected if there is a sound documented reason.

Contracts in excess of $150,000 shall contain provision that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857[h]), Section 508 of the Clean Water Act (33 U.S. C. 1368), Executive Order 11738, and Environmental Protection

Agency (EPA) Regulation (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

VIII. Procurement Methods:

Records will be kept for all purchases regardless of the procurement method used; including small purchases in the Child Nutrition Office for the current year plus 3 previous years.

Any or all bids may be rejected if there is a sound documented reason.

A. Micro purchase procedures will be used to purchase:

services or supplies, the aggregate dollar amount of which does not exceed the micro purchase threshold of $10,000.00. To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the district entity considers the price to be reasonable.

B. Purchasing equipment:
If the amount of purchases for equipment is greater than $5,000 and using USDA funding for the purchase, the SFA will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual. If not using USDA funding for purchase, "Small Purchase" procedures for quotes will be followed (see below).

C. Small purchase procedures or quotes will be used to purchase:
services or supplies when the estimated value of the purchase or awarded contract does not exceed the small purchase threshold of $250,000.00. Price or rate quotations will be obtained from an adequate number of qualified sources. Public notice is not required (example newspaper ad). Price or rate quotations can be opened at any time. Price or rate quotations can be either verbal or written.

D. Competitive Sealed Bids or an Invitation for Bid (IFB) will be used to purchase when contract value is equal to or greater than $250,000.00. IFBs containing all the information and instructions necessary for bidders to prepare their proposals will be solicited from an adequate number of known suppliers, and will provide sufficient response time prior to the date set for opening the bids. The invitation for bids will be publicly advertised. District entity will open all sealed bids at an appointed time, review the proposals and select those deemed competitive enough to continue in the negotiation process. District entity will award contract to responsible contractor who has the facilities, quality-assurance processes, etc. to complete the contract. Interested parties can view all the bids at this time. The contract is awarded to the responsive and responsible bidder with the lowest bid. Sealed bids (or IFB) procedures will be applied on the basis of the attached Chart of Procedures

E. Non-Competitive Negotiations
The circumstances under which Non-Competitive Negotiations will be used are:
1. Only one (1) vendor is willing to supply bids on the proposed items of purchase. (Documentation indicating that MPS made good faith effort to secure vendors to bid will be kept on file for three (3) years)
2. An emergency exists that will not permit the delay in securing competitive bids
3. Small items that are needed and may be obtained from the local grocery store will not be bid MPS will make a reasonable effort to assure that prices paid through the Non-Competitive Negotiations process will be at the"fair market" price.

F. MPS Child Nutrition Program reserves the right to purchase new items or items at discounted rates at food shows.

G. Service contracts will be eligible for renewal when service and/or products have proven satisfactory:
1. Warewashing and related items
2. Pest control
3. Hood cleaning
4. Fire protection (fire extinguishers)
5. Grease removal
6. Software update

IX. Procurement Calendar:
Prime Vendor Award valid for one school year with option to renew for up to 3 school years.
Goods and services purchased by the MPS Child Nutrition Program bid periods are as follows:

A. Awarded to Prime Vendor
1. Market Basket (top 50 items purchased)
2. Commodity Net off (commodity processed items with net off invoicing)
3. Disposables/Other
4. Dry Goods
5. Frozen Foods
6. Refrigerated Foods

See Chart of Procedures (Attached)

B. Annually awarded in June
   1. Milk and related products
   2. Bread and related products
   3. Produce
   4. Small Equipment

Adopted: 12-13-10
Revised: 07-10-17
Revised: 06-10-19
Revised: 06-10-24
Revised: 06-27-24

Child Nutrition Program
Procurement Policy

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II. Authorized Purchasing Agents for the Child Nutrition Programs:
- Director of Child Nutrition Programs
- Director of Business/Finance
- Superintendent of Schools
- Child Nutrition Administrative Assistant

III. Open and Free Competition will exist to the maximum extent possible, included but not limited to:
A. The maintenance of a request file for potential bidders
B. Involvement of all known vendors to the extent they are capable of meeting the needs of the MPS Board of Education
C. Utilization of clear, fair and identical specifications
D. The public announcement of the procurement plan annually
E. The advertising of bid opening and viewing of all bids, proposals, etc.
F. The mailing of the Invitation to Bid to all known potential bidders

IV. Comparability of Prices and Products will be achieved through:
A. The use of identical specifications
B. The on-going evaluation of products and services

V. Adequate Documentation will be achieved, included but not limited to;
A. Bidder request files
B. Records of communication (telephone quotes, written quotes, proposals, bid instruments)
C. Records of the opening and awarding of sealed bids, proposals and quotations
D. Documentation of reasons if the lowest bid, proposal or quotation is not selected
E. Post-award notification to all vendors who responded
F. Other documentation as required

All purchasing records will be maintained in the Child Nutrition Office files no less than the current year plus 3 additional years. MPS will take steps to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible [2 CFR 200.321}

VI. Procurement Plan Review Procedures

The Child Nutrition Director and Child Nutrition Coordinator will review procurement actions thereby ensuring that procurement activities comply with the standard set forth in applicable State and Federal law, avoid the purchase of unnecessary duplicative items and represent a fair, efficient and effective procurement system.

VII. Contract Administration:

A. Code of Conduct

The MPS District, officers and employees who are engaged in the awarding and administering of contracts supported by program funds shall follow the following principles:

1. No employee or officer of the school district shall participate in selection of, or in the award or administration of, a contract supported by program funds if a conflict of interest, real or apparent, would be involved

2. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

   a. The employee, officer or agent
   b. Any member of his/her immediate family
   c. His/her partner
   d. An organization which employs, or is about to employ, any of the above

3. The Mustang Public School District's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of material and/or monetary value from contractors, potential contracts or parties to sub agreements

4. The removal of any food, supplies, equipment or school property is prohibited

5. Failure of any employee to abide by the above stated code could result in a fine or suspension, both or dismissal

B. Buy American -

Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51%) using agricultural commodities that are produced in the US. While rare, 2 exceptions may exist when: 1) the product is not produced or manufactured in the US in sufficient, reasonable or available quantities of a satisfactory quality, such as bananas and pineapple and 2) competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.

1. All purchases will be verified upon receipt
2. Assurance that all contractors and vendors conform in accordance with issued purchase orders will be realized
3. All successful vendors and contractors will be informed as to how, when and on what basis payment will be made
4. The following persons will be responsible for contract administration: Child Nutrition Director; Child Nutrition Administrative Assistant

C. Protest Procedures –

Are in place to handle and resolve disputes relating to procurements (Attached: 1140.1). Information shall be disclosed regarding protest to the awarding agency. A protestor must exhaust all administrative remedies with the district SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06). Violations of federal law or regulations and the standard of 2CFR§200 (violations of state or local law will be under the jurisdiction of state or local authorities). AND

Violations of the district SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.

D. Nonkickback Affidavit

Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of $25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

E. Lobbying Certification (Reference 200.326[1])

a. Lobbying certification must be obtained for procurement contracts of more than $100,000. Any vendor whose contract award is for more than $100,000 must complete a Certification Regarding Lobbying form located on page P-55. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

b. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form on page P-57. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.

F. Debarment or Suspension

An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2 CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under $25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of $25,000 or more and to contracts for audit services, regardless of amount.

G. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).

Where applicable, *all contracts* awarded by the nonfederal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

H. Equal Opportunity and Discrimination. The vendor certifies that it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this Act. (FORMAL CONTRACTS OF $10,000 OR MORE)

Any or all bids may be rejected if there is a sound documented reason.

Contracts in excess of $150,000 shall contain provision that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857[h]), Section 508 of the Clean Water Act (33 U.S. C. 1368), Executive Order 11738, and Environmental Protection

Agency (EPA) Regulation (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

VIII. Procurement Methods:

Records will be kept for all purchases regardless of the procurement method used; including small purchases in the Child Nutrition Office for the current year plus 3 previous years.

Any or all bids may be rejected if there is a sound documented reason.

A. Micro purchase procedures will be used to purchase:

services or supplies, the aggregate dollar amount of which does not exceed the micro purchase threshold of $10,000.00. To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the district entity considers the price to be reasonable.

B. Purchasing equipment:
If the amount of purchases for equipment is greater than $5,000 and using USDA funding for the purchase, the SFA will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual. If not using USDA funding for purchase, "Small Purchase" procedures for quotes will be followed (see below).

C. Small purchase procedures or quotes will be used to purchase:
services or supplies when the estimated value of the purchase or awarded contract does not exceed the small purchase threshold of $250,000.00. Price or rate quotations will be obtained from an adequate number of qualified sources. Public notice is not required (example newspaper ad). Price or rate quotations can be opened at any time. Price or rate quotations can be either verbal or written.

D. Competitive Sealed Bids or an Invitation for Bid (IFB) will be used to purchase when contract value is equal to or greater than $250,000.00. IFBs containing all the information and instructions necessary for bidders to prepare their proposals will be solicited from an adequate number of known suppliers, and will provide sufficient response time prior to the date set for opening the bids. The invitation for bids will be publicly advertised. District entity will open all sealed bids at an appointed time, review the proposals and select those deemed competitive enough to continue in the negotiation process. District entity will award contract to responsible contractor who has the facilities, quality-assurance processes, etc. to complete the contract. Interested parties can view all the bids at this time. The contract is awarded to the responsive and responsible bidder with the lowest bid. Sealed bids (or IFB) procedures will be applied on the basis of the attached Chart of Procedures

E. Non-Competitive Negotiations
The circumstances under which Non-Competitive Negotiations will be used are:
1. Only one (1) vendor is willing to supply bids on the proposed items of purchase. (Documentation indicating that MPS made good faith effort to secure vendors to bid will be kept on file for three (3) years)
2. An emergency exists that will not permit the delay in securing competitive bids
3. Small items that are needed and may be obtained from the local grocery store will not be bid MPS will make a reasonable effort to assure that prices paid through the Non-Competitive Negotiations process will be at the"fair market" price.

F. MPS Child Nutrition Program reserves the right to purchase new items or items at discounted rates at food shows.

G. Service contracts will be eligible for renewal when service and/or products have proven satisfactory:
1. Warewashing and related items
2. Pest control
3. Hood cleaning
4. Fire protection (fire extinguishers)
5. Grease removal
6. Software update

IX. Procurement Calendar:
Prime Vendor Award valid for one school year with option to renew for up to 3 school years.
Goods and services purchased by the MPS Child Nutrition Program bid periods are as follows:

A. Awarded to Prime Vendor
1. Market Basket (top 50 items purchased)
2. Commodity Net off (commodity processed items with net off invoicing)
3. Disposables/Other
4. Dry Goods
5. Frozen Foods
6. Refrigerated Foods

See Chart of Procedures (Attached)

B. Annually awarded in June
   1. Milk and related products
   2. Bread and related products
   3. Produce
   4. Small Equipment

Adopted: 12-13-10
Revised: 07-10-17
Revised: 06-10-19
Revised: 06-10-24

BID AND QUOTE PROTEST PROCEDURES

A. Any actual or prospective bidder, offerer, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Mustang Public Schools may formally protest to the Assistant Superintendent of Mustang Public Schools. Such protests must be made in writing and received by The Assistant Superintendent of Mustang Public Schools. The protesting party must mail or deliver copies of the protest to Mustang Public Schools, the State Agency, and other interested parties.

B. In the event of a timely protest, Mustang Public Schools shall not proceed further with the solicitation or award of the contract.

C. A formal protest must be sworn and contain:

1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
2. A specific description of each action by Mustang Public Schools that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
3. A precise statement of the relevant facts.
4. A statement of any issues of law or fact that the protesting party contends must be resolved.
5. A statement of the argument and authorities that the protesting party offers in support of the protest.
6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interested parties.

D. Mustang Public Schools may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. Mustang Public Schools may solicit written responses to the protest from other interested parties.

E. If the protest is not resolved by mutual agreement, Mustang Public Schools shall issue a written determination that resolves the protest.

1. If Mustang Public Schools determines that no violation of statutory or regulatory provisions has occurred, then Mustang Public Schools shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.
2. If Mustang Public Schools determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then Mustang Public Schools shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.
3. If Mustang Public Schools determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then Mustang Public Schools shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

F. Mustang Public Schools shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Mustang Public Schools.

Adopted 6-10-19 (as 1140.1)
Revised 06-27-24 (as 2302)

PROTEST PROCEDURES

A. Any actual or prospective bidder, offerer, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Mustang Public Schools may formally protest to the Assistant Superintendent of Mustang Public Schools. Such protests must be made in writing and received by The Assistant Superintendent of Mustang Public Schools. The protesting party must mail or deliver copies of the protest to Mustang Public Schools, the State Agency, and other interested parties.

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F. Mustang Public Schools shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Mustang Public Schools.

Adopted 6-10-19

TRAVEL EXPENSES

1) **MEALS and PER DIEMS**
   a) Meals will not be reimbursed unless an overnight stay is required for the event per IRS regulations.
   b) Meals and incidentals will be reimbursed using a Per Diem reimbursement rate ("Per Diem") as determined by the U.S. General Services Administration (GSA).
   c) Per the GSA, "Incidentals" are defined as fees and tips given to porters, baggage carriers and hotel staff.
   d) The Per Diem shall be calculated using the Per Diem calculator on the GSA.gov website, referencing only the Meals and Incidentals (M&IE) Rates on the website.
   e) If meals are provided by the conference or activity attended, the cost of that meal must be deducted from the Per Diem. The GSA.gov Per Diem calculator defines the appropriate deduction for the cost of the meal.
   f) Employees must submit the Per Diem Reimbursement form, as published on the District's Finance Website, to the Finance office within three (3) business days of returning from the event or the reimbursement will not be processed.
   g) Employees must submit a copy of the conference itinerary with the Reimbursement Form.
   h) Employees are not required to submit itemized receipts for meals or incidental expenses with the Reimbursement Form.

2) **LODGING**
   a) The District will pay directly for (using a District purchasing card or purchase order) or reimburse the employee for, the following lodging expenses:
      i) Lodging at a location more than 90 miles from the Mustang Educational Resource Center.
         (1) Exception will be made when the lodging is connected to an event that students are also attending.
   b) The District will not pay for:
      i) Additional lodging for individuals not directly associated with the event.
      ii) Any additional charges to the room including room service.
      iii) Lodging for more than one night in advance of the event or the night immediately after the event unless justified by airline flight availability.
   c) Employees must submit a completed Travel Expense Reimbursement form, as published on the District's Finance Website, to the Finance Office within three (3) business days of returning from the event or the reimbursement will not be processed. The form must have the appropriate receipts attached and a copy of the event itinerary.
   d) Employees must submit a copy of an itemized invoice for each night of the stay.
   e) Reimbursement to the employee will not be processed until after the event has completed

3) **TRANSPORTATION**
   a) The District will pay directly for (using a District purchasing card or purchase order) or reimburse the employee for, the following Transportation expenses:
      i) Airline travel for the employee(s) only
         (1) Airline receipts must be accompanied by the conference itinerary
      ii) Taxis or ride-sharing services to and from the airport to the hotel.
      iii) Taxis or ride-sharing services to and from the hotel to the conference center.
      iv) Rental Cars if the hotel and conference center are not at the same location and the cost of taxis or ride-sharing services exceeds the cost of a rental car.
         (1) Usage of a rental car must be approved by the Superintendent or Chief Financial Officer in advance of the event with documentation supporting the request.
      v) Parking charges at the hotel or conference center. Receipts will be required.
   b) The District will not pay for:
      i) Transportation, including mileage, from the Employee's home or school to the airport.
      ii) Transportation expenses from the hotel or conference center to local restaurants or local

points of interest.
iii) Parking violations.

c) Employees must submit a completed Travel Expense Reimbursement form, as published on the District's Finance Website, to the Finance Office within three (3) business days of returning from the event or the reimbursement will not be processed. The form must have the appropriate receipts attached and a copy of the event itinerary.
d) Reimbursement to the employee will not be processed until after the event has completed.

4) **PURCHASE ORDERS**

a) All Travel Expenses detailed in this Board Policy must be preceded by a Purchase Order.
b) Certain expenses must necessarily be estimated. The employee should contemplate the event and submit a requisition that will cover any expected costs.
   i) Purchase orders for reimbursement will not be increased after the event if the employee failed to properly estimate the costs
   ii) Purchase orders for district payment (purchasing card or direct payment) will be increased with the employee signature on the illegal expenditure acknowledgment.

5) **REIMBURSEMENT FORM SUBMISSION**

a) Travel Expense Reimbursements and Per Diem Reimbursements, if both are applicable, must be turned in to the Finance Office simultaneously.

6) **BOARD MEMBERS**

a) Travel Expenses for a board member will be processed in the same manner as that of an Employee.

Adopted: 12-98 (as 2200, Food and Meals)
Revised: 10-01
Revised: 08-03
Revised: 08-14-06
Revised: 08-14-17
Revised: 06-27-24 (as 2305, Travel Expenses)

TRAVEL AND REIMBURSEMENT POLICY

Board members, administrators and employees of the Mustang Public Schools who intend to seek reimbursement for registration costs, travel or travel related expenses incurred while traveling on district business or attending professional functions, shall be entitled to reimbursement only in accordance with this policy.

Definitions: For the purposes of this policy only, the following definitions shall be applicable:

1. The term **"registration costs"** shall mean and refer to all fees, costs, and monies paid, or to be paid, as a part of the costs of attending or being entitled to attend and participate in any professional meeting, the charges for program materials, meals included as a part of the program, and all other incidental costs related thereto. The term "registration costs" does not include the payment of dues.
2. The term **"travel related expenses"** shall mean and refer to the costs of transportation by air, bus, or any other mode of travel, mileage, necessary taxicab fares, turnpike charges, costs of rooms and lodging, meals, telephone charges and all incidental costs of travel. The term "travel related expenses" **does not include** tips, alcoholic beverages, monies paid for meals or lodging of other persons, charges for personal phone calls, personal entertainment or entertainment provided as an optional activity at professional meetings, dues or personal expenses or activities unrelated or unnecessary to school business, travel on behalf of, or for the benefit of, any person or entity other than the Mustang Public Schools, none of which are reimbursable.
3. The term **"professional meeting"** shall mean and refer to any and all seminars, conferences, work-shops, luncheons, conventions, or other meetings which relate to public education or the legitimate business, concerns, activities, duties, responsibilities or functions of the Mustang Public Schools; the term "professional meetings" does not include classroom "field trips" as same are neither included within or restricted by this policy.
4. The term "**district business**" shall mean and refer to any official business of the Mustang Public Schools which is legitimate, necessary and appropriate to the daily operations, functions, business, activities, duties or responsibilities of the Mustang Public Schools. The term "district business" does not include activities in furtherance of an individuals unilateral or personal interest, inconsistent with or in contravention of Board policy, or of actions that require, but do not have, consensus of the Board.
5. The term "**outside the district**" purpose of reimbursable travel shall mean and refer to that area outside of the boundaries of the Mustang Public School district.
6. All reimbursement shall be subject to the conditions and limitations hereinafter set forth throughout this policy.

Adopted: 12-98

REIMBURSEMENT AND DOCUMENTATION REQUIRED

Reimbursable travel, travel related expenses and/or registration costs outside the district and within the State of Oklahoma and/or registration costs within the district may be reimbursed when:

(1) the Board member, Superintendent, administrator or employee has executed a "Reimbursable Expense Request Form" and

(2) such reimbursable travel expense and/or registration cost was for legitimate district business and

(3) the travel, travel related expenses and/or registration costs were approved, in advance by the administrative supervisor of employee or administrator (other than the Superintendent) and

(4) the expenses are reasonable and are adequately supported by itemized and legitimate documentation of dates, mileage, and reimbursable expenses as evidenced by third-party receipts, charges, invoices, statements, or other documentary verification together with written promotional materials describing the function attended, where applicable, all of which is submitted with the claim for reimbursement and

(5) the Board of Education, in it's discretion, approves same.

Adopted: 12-98
Revised: 08-03

REGISTRATION COSTS, MILEAGE AND MEALS WITHIN THE DISTRICT

No board member, superintendent, administrator or employee shall be reimbursed for mileage, meals or other travel related expenses within the district, unless registration costs have included those items. Meals provided as a part of the uniform registration costs charged to attend a professional meeting shall not be subject to reimbursement from the employee. Any non-administrative employee who is required to use their private vehicle to routinely travel between sites within the district during school hours as a part of their regularly assigned duties shall be reimbursed for actual mileage upon approval by their immediate administrative supervisor of a proper claim submitted by the employee itemizing the mileage by date and place.

Adopted: 12-98
Revised: 10-01

FOOD AND MEALS

Reimbursable meals during a full day of in-state travel that requires an overnight stay shall be reimbursed at the rate of $25.00 per day per diem with documentation. A day shall be calculated as 24 hours. Anything over 24 hours but less than 48 hours will be pro-rated.

Reimbursable meals during a full day of out of state travel shall be reimbursed at the rate of the published U.S. General Services Administration Domestic Per Diem Rates (www.gsa.gov). A day shall be calculated as 24 hours. Anything over 24 hours but less than 48 hours will be pro-rated.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 08-14-06
Revised: 08-14-17

INCIDENTAL TRAVEL EXPENSES

Toll and parking charges to be reimbursed must be documented by official receipts or reimbursement shall be denied.

Rental cars shall not be reimbursable unless the business necessity is justified. Such expense shall be approved in advance and verified with documentation. Taxicabs shall not be reimbursed except to and from the airport or from the place of lodging to the place of the professional meeting, if different from the place of lodging. Taxicabs or rental cars used in whole or in part for personal use are not reimbursable.

Any unusual or extraordinary expense must be justified and specifically approved in advance. Documentation validating such expense is a condition to any reimbursement.

Adopted: 12-98
Revised: 10-01

ROOM AND LODGING

Board members, administrative and non-administrative employees attending meetings, workshops, conferences or other objectives of trips which are conducted at a designated hotel, motel, or other public lodging place or where lodging has been arranged for by the blocking of rooms or by rate reductions for the participants by the sponsor as evidenced by the announcement or notice of the meeting, workshop, conference or other objective shall be reimbursed the actual lodging expense **not to exceed the single occupancy room rate** charged by the designated hotel, motel or other public lodging place, provided that same has been approved by the Board or Supervisor, as herein otherwise provided, in advance. Itemized receipts issued by the hotel, motel or other public lodging place shall accompany claims for reimbursement, together with sufficient documentation to justify lodging has been arranged for by the blocking of rooms or by rate reductions for the participants by the sponsor as evidenced by the announcement or notice of the meeting, workshop, conference or other objective, if applicable. Double occupancy is required unless approved otherwise.

In order to obtain any reimbursement, the individual seeking reimbursement shall be required to submit the actual itemized billing submitted by the hotel, motel or other lodging facility at the time of check-out.

Personal telephone calls, services, tips, beverages, meals, food or other items charged to the room shall not be reimbursed EXCEPT THAT MEALS ONLY MAY BE REIMBURSED TO THE EXTENT THEY ARE CONSISTENT WITH AND INCLUDED WITHIN THE MEAL ALLOWANCE HEREIN ELSEWHERE PROVIDED.

No lodging shall be reimbursed for any period of time more than 24 hours prior of the commencement of the professional meeting or 24 hours after the meeting. No lodging shall be reimbursed for lodging within the district or within a sixty-mile radius of the district.

Adopted: 12-98
Revised: 10-01

MILEAGE REIMBURSEMENT

1) REIMBURSEMENT RATE
   a) The reimbursement rate for approved mileage by private vehicle shall be $0.50 per mile.

2) MILEAGE CALCULATION
   a) Mileage travelled between district buildings shall be determined by the Site to Site Mileage Chart prepared by the Finance Office.
   b) Mileage travelled outside of the district shall be determined by actual odometer readings.

3) APPROVED MILEAGE
   a) Mileage will not be paid in any amount that exceeds the cost of airfare to the desired location if airfare is available.
   b) Mileage will not be paid for travel to out-of-district events hosted by district staff for district staff.

4) AVAILABILITY OF DISTRICT OWNED VEHICLES
   a) If a District owned vehicle is available or is already travelling to the same location for the same purpose and a space is made available to, and rejected by, the person proposing to travel by private vehicle, mileage will not be reimbursed unless approved by the Superintendent.
   b) No mileage shall be paid to any individual travelling in a district owned vehicle.

5) RIDE-SHARING
   a) If more than one person is proposing to travel to an event for the same purpose by separate private vehicles, employees shall be encouraged to travel together to maximize funds available to other district personnel.

6) ADMINISTRATOR CAR ALLOWANCE
   a) If an Administrator receives a car allowance as part of their compensation, they shall not be paid mileage for any travel unless the total mileage for the event exceeds 200 miles.

Adopted: 12-98 (as 2190, Transportation and Mileage)
Revised: 10-01
Revised: 08-14-06
Revised: 06-27-24 (as 2306, Mileage Reimbursement)

TRANSPORTATION AND MILEAGE

Authorized reimbursement for mileage by private vehicle shall be at the rate in effect as published by the Internal Revenue Service. Distances for which mileage is claimed shall not exceed the distance from the schools origin to the destination points as verified by the calculation of MAPS on Yahoo plus any additional miles that may be specifically justified and approved by separate itemization. Mileage shall not be paid in any amount that exceeds the airfare for travel to such location.

Mileage reimbursement shall not be allowed if a district owned vehicle is traveling to the same location for the same purpose and a space is made available to, and rejected by, the person proposing to travel by private vehicle unless otherwise approved in advance by the superintendent.

In the event an administrator or employee receives a car allowance as a part of their compensation, they shall not be paid mileage for any travel. No mileage reimbursement shall be given to any individual traveling in a district owned vehicle.

If more than one person is proposing to travel to a distant destination for the same purpose by separate private vehicles, employees shall be encouraged to travel together to maximize funds available to other district personnel.

Reimbursement for gasoline for district vehicles will not be reimbursed unless the car was filled at the school prior to departure and was insufficient to enable a return to the district. Gasoline should only be purchased in amounts sufficient to enable the return to the district. Reimbursement of gasoline and other district owned vehicle costs must be supported by receipts.

Reimbursement for airplane transportation shall not exceed coach fare reduced by any discounts or package offers actually received. Reimbursement shall be made only upon submission of the documents issued by the airline reflecting the actual cost paid and cancelled checks or receipts reflecting such payment. Frequent flyer benefits from district travel should be issued in the name of the district and reported to the district.

Adopted: 12-98
Revised: 10-01
Revised: 08-14-06

DIRECT DEPOSIT

The following policy complies with the Direct Deposit Act as found in Title 70, Section 6-106.2.

1. The District shall require every employee to participate in the Direct Deposit of any payment made through payroll.

2. No fee will be charged to any employee because of the implementation and administration of this Direct Deposit policy.

3. Direct Deposits will be made every payday in accordance with the pay schedule identified at the beginning of each year.

4. Direct Deposit forms are available through the Sylogist Employee Portal.

5. Changes to an employee's Direct Deposit instructions must be made by submitting a new Direct Deposit form through the Employee Portal

Adopted: 08-08 (as 2021)
Revised: 11-09-15
Revised: 08-14-17
Revised: 06-27-24 (as 2310)

DIRECT DEPOSIT

The following policy complies with the Direct Deposit Act as found in Title 70, Section 6-106.2.

1. ~~This~~ The District shall require every employee to participate in the Ddirect ~~d~~Deposit of ~~his/her salary~~any payment made through payroll.

2. No fee will be charged to any employee because of the implementation and administration of this Ddirect Ddeposit policy.

3. Direct Ddeposits will be made every payday in accordance with the pay schedule identified at the beginning of each year.

4. Direct Ddeposit forms ~~will be given to every new employee of the District and will be submitted to the payroll office prior to the employee receiving his/her payroll payment.~~ are available through the Sylogist Employee Portal.

5. ~~If any changes are needed to be made on the form, the employee is responsible for contacting the payroll office~~Changes to an employee's Direct Deposit instructions must be made by submitting a new Direct Deposit form through the Employee Portal~~.~~

Adopted: 08-08 (as #2021)
Revised: 11-09-15
Revised: 08-14-17
Revised: 06-27-24 (as #2310)

Board of Education Memo

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Dr. Jason Pittenger, Assistant Superintendent of Operations

Re: Policy 2230 - Surplus Property Disposal Procedures

Date: 6/27/24

Contract Vendor:_____ **Time Frame:**_____

Discussion, motion and possible action to approve revisions to policy 2230, Surplus Property Disposal Procedures

SURPLUS PROPERTY DISPOSAL PROCEDURES

Site principals/Administrators will notify the Chief Operations Officer via email or internal school mail when they have surplus property available at their respective site. When an item is no longer needed at a site, all other sites will be made aware that this item is available. If a response is not received and the item is no longer needed, the Chief Operations Officer will be responsible for determining whether the surplus property is salvageable for resale or to be discarded. A list of the property will be submitted to the Board of Education for review and consideration. A description of the items to be surplussed will be placed in a public place to ensure transparency and the possibility of fair market value upon resale. Disposal of surplus property will be by either public sale, i.e., public auction or written sealed bid, or discarded if determined to be of no value. Periodically, surplus property sales will be conducted at either the General Maintenance Warehouse or Transportation Department Yard area. Public notice of the sale will be made through a local newspaper. All items will be sold "as is" without warranties or guarantees. All sales are final. No items will be delivered by MPS employees. All written, sealed bids will be opened at the advertised time by the Chief Operations Officer or his designee. The Chief Operations Officer retains the right to reject any and all bids. Sale and disposal of all surplus items will be recorded and a copy provided to the Chief Financial Officer.

Payment by the highest bidder must be received by the Chief Operations Officer and the item must be removed from school property within 48 hours of the opening of the sealed bids or at the end of the auction. If payment is not made and the item is not removed from school property within the 48 hour period, the highest bid will be disqualified and the next highest bidder will be notified. All funds from the sale shall be receipted and the money collected shall be presented to the District Finance Office for deposit in the proper fund.

All computers or other similar electronic devices declared as surplus property shall have all student/staff personal information, passwords, bank account information, medical records, photographs and all other sensitive information erased from all hardware devices prior to the sale of such items. The Executive Director of Technology shall determine the method of disposal of all technology equipment in the district and work with the Chief Operations Officer on its disposal.

Adopted: 09-11-06
Revised: 12-09-19
Revised: 6-27-24

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Assistant Superintendent, Operations

Date: 6/24/24

Contract Vendor: Timberlake Construction **Time Frame:**

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

Change order #6 - Softball Hitting Facility - Batting Net changes
Timberlake had to go back out to bid for the batting nets. The original price was $19,810.20. The new price is for $34,157, a change of $14,346.80.

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Mustang Softball Batting Facility	Contract For: Construction Manager Date: February 12, 2024	Change Order Number: 002 Date: May 13, 2024
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Mustang Public Schools 906 S Heights Drive Mustang, OK 73064	MA+ Architecture 4000 North Classe, Suite 100N Oklahoma City, OK 73118	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City, OK 73116

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 6 - Batting Netting Changes $15,451.50
PCO 7 - Step Down Transformer $ 11,036.93
PCO 8 - Contingency allocation $ (26,488.43)

The original Contract Sum was	$	1,543,485.91
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	1,543,485.91
The Contract Sum will be increased by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	1,543,485.91

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be November 28, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Firm name)*	CONTRACTOR *(Firm name)*	OWNER *(Firm name)*
MA+ Architecture	Timberlake Construction Co., Inc.	Mustang Public Schools
SIGNATURE	SIGNATURE	SIGNATURE
Cary Armbruster	Casey Logue, VP of Operations	, School Board President
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
06/06/2024	May 13, 2024	
DATE	DATE	DATE

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User Notes:
(3B9ADA35)

TIMBERLAKE CONSTRUCTION

PCO #006

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

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

Prime Contract Potential Change Order #006: Batting Netting Changes

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	006 / 0	**CONTRACT:**	23-20 - Mustang Softball Field
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	**CREATED DATE:**	5/7 /2024
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$15,451.50

POTENTIAL CHANGE ORDER TITLE: Batting Netting Changes

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #006 - Batting Netting
Batting Netting changes:

1. New Budget $34,157.00
2. Original Budget $19,810.20
3. Difference $14,346.80

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	132-816 - Athletic Netting	Netting Difference	Subcontract	$ 14,346.80
			Subtotal:	$14,346.80
			Insurance: 0.28% Applies to all line item types.	$ 40.17
			Bonds: 1.50% Applies to all line item types.	$ 215.20
			Safety: 0.32% Applies to all line item types.	$ 45.91
			Shop Support: 0.30% Applies to all line item types.	$ 43.04
			Cleaning General: 0.30% Applies to all line item types.	$ 43.04
			Fee: 5.00% Applies to all line item types.	$ 717.34
			Grand Total:	$15,451.50

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

SIGNATURE DATE

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

SIGNATURE DATE

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

SIGNATURE DATE

W.Y.N. Athletics Get Ready - Stay Ready

Roy Hanks - Wyn Athletics

phone: 918-284-2526

What You Need - facilities and equipment

Timberlake - Mustang Softball 29-Apr

Product	Price	QTY	TOTAL
35 x 60 x 14 Custom #42 Batting Cage Shell with (5) 3' x 60' skirts, (5) 63 x 15 Movable Dividers, (3) 15 x 14 Dividers, (9) 12 x 12 kill nets, (14) entry doors, (13) roof doors (installed)	$33,457.00	1	$33,457.00
Metal entry Door (additional cost)	$50.00	14	$700.00
nstallation equipment and Materials included			
TOTAL PRICE VALID FOR 30 DAYS			$34,157.00

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Assistant Superintendent, Operations

Date: 6/24/24

Contract Vendor: Timberlake construction **Time Frame:**

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

Change order #7 for Softball Hitting Facility - Step Down Transformer
OG&E is requiring a step down transformer at the building pad. Total cost estimate is 11,036.93

TIMBERLAKE CONSTRUCTION

PCO #007

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

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

Prime Contract Potential Change Order #007: Step Down Transformer

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	007 / 0	**CONTRACT:**	23-20 - Mustang Softball Field
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	**CREATED DATE:**	5/7 /2024
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$11,036.93

POTENTIAL CHANGE ORDER TITLE: Step Down Transformer

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #007 - Step Down Transformer
Step Down Transformer. Required to receive 480v power from OG&E.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	260-500 - Electrical	Add Step Down Transformer	Subcontract	$ 10,247.86
			Subtotal:	$10,247.86
			Insurance : 0.28% Applies to all line item types.	$ 28.69
			Bonds: 1.50% Applies to all line item types.	$ 153.72
			Safety: 0.32% Applies to all line item types.	$ 32.79
			Shop Support: 0.30% Applies to all line item types.	$ 30.74
			Cleaning General: 0.30% Applies to all line item types.	$ 30.74
			Fee: 5.00% Applies to all line item types.	$ 512.39
			Grand Total:	$11,036.93

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

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

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

4712 SW 20TH ST
OKLAHOMA CITY OK 73128
405.604.5479
OK LICENSES # 63254

Mustang Softball Batting Facility 4-17-2024

Quote Number 2115-002

Scope: Pricing to add a 480v 200A non fused disconnect on the exterior of the building before the meter, a 200A fusible disconnect and 75 KVA 480v to 208v step down transformer inside the building to power P1. Also includes deduct pricing for 208v service wire and conduit as shown on print.

Material -	$3,045.44
Transformer, Disconnect, Fuses -	$4,989.00
Labor -	$2,905.11
Overhead -	$1,093.96
Markup -	$1,203.35
Deduct for 208v service conduit/feeders	($2,989.00)

TOTAL $10,247.86

Project Manager

Ben Griffith

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Assistant Superintendent, Operations

Date: 6/24/24

Contract Vendor: Timberlake Construction **Time Frame:**

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

Change order #8 - Softball Hitting Facility - Timberlake Internal Reconciliation
No cost change order - this is for internal controls for TCI

TIMBERLAKE CONSTRUCTION

PCO #008

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

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

Prime Contract Potential Change Order #008: CO 2 Contingency Draw Down

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	008 / 0	**CONTRACT:**	23-20 - Mustang Softball Field
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford **(Timberlake Construction Co., Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	5/7 /2024
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	($26,488.43)

POTENTIAL CHANGE ORDER TITLE: CO 2 Contingency Draw Down

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #008 - Change Order 2 Contingency Draw Down
Change Order 2 Contingency Draw Down:

1. PCO 6 Netting Changes	$15,451.50
2. PCO 7 Step Down Transformer	$11,036.93
Total	$ 26,488.43

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	007-395 - Owner Contingency	Contingency Draw Down CO 2	General	($26,488.43)
			Subtotal:	($26,488.43)
			Grand Total:	($26,488.43)

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

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

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

Date: 6/18/24

Contract Vendor: Timberlake Construction **Time Frame:**

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

Change Order #10 for HS Softball Batting Facility

Fire Lane Striping
Mustang Fire Marshall added additional fire lane striping at building permit issuance. This will be a cost of $2,490.03.

This is a deduct to the contingency $2,490.03.

TIMBERLAKE
CONSTRUCTION

PCO #010

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

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

Prime Contract Potential Change Order #010: ASI #2 Fir Line Striping

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	010 / 0	**CONTRACT:**	23-20 - Mustang Softball Field
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	**CREATED DATE:**	6/17 /2024
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$2,490.03

POTENTIAL CHANGE ORDER TITLE: ASI #2 Fir Line Striping

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #010 - ASI #2 Fir Line Stripping
Mustang FM added additional fire lane striping at building permit issuance. MA+ issued directive in ASI #2

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	321-300 - Site Paving	Add Fire Lane Stiping	Subcontract	$ 2,312.00
			Subtotal:	$2,312.00
			Insurance : 0.28% Applies to all line item types.	$ 6.47
			Bonds: 1.50% Applies to all line item types.	$ 34.68
			Safety: 0.32% Applies to all line item types.	$ 7.40
			Shop Support: 0.30% Applies to all line item types.	$ 6.94
			Cleaning General: 0.30% Applies to all line item types.	$ 6.94
			Fee: 5.00% Applies to all line item types.	$ 115.60
			Grand Total:	$2,490.03

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

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

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

Bishop Construction LLC

PO Box 851293
Yukon, OK 73085
Contact: Jason Bishop
Phone: 405-232-5533
Email jasonb@bishopcc.com

Quote To: Jay Crawford
Timberlake

Phone:
Email:

Job Name: MPS Softballl
Date of Plans: ASI #2 - Added Firelane Striping
Revision Date:

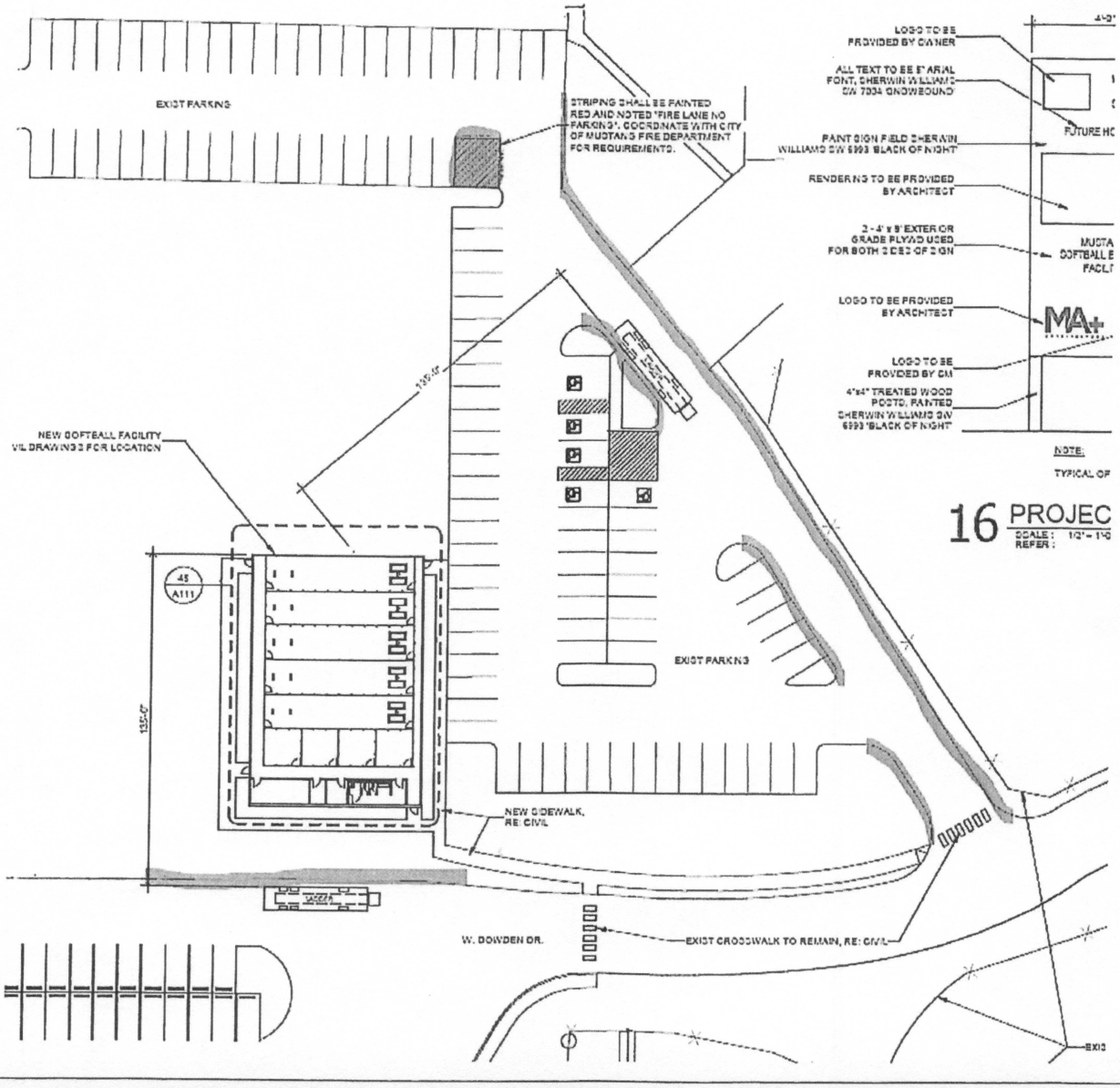
ODOT AC index:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	FIRELANE STRIPING	680.00	LF	3.40	2,312.00
GRAND TOTAL					**$2,312.00**

NOTES:

This price is to stripe 680 LF of firelane.

Fire lanes that need to be marked.



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Change Order

PROJECT: *(Name and address)* Mustang Softball Batting Facility	**CONTRACT INFORMATION:** Contract For: Construction Manager Date: February 12, 2024	**CHANGE ORDER INFORMATION:** Change Order Number: 003 Date: June 17, 2024
OWNER: *(Name and address)* Mustang Public Schools 906 S Heights Drive Mustang, OK 73064	**ARCHITECT:** *(Name and address)* MA+ Architecture 4000 North Classe, Suite 100N Oklahoma City, OK 73118	**CONTRACTOR:** *(Name and address)* Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City, OK 73116

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 10 - ASI #2 Fire Line Striping $ 2,490.03
PCO 11 - Pot Hole for Water Line $ 1,615.50
PCO 12 - Contingency Reallocatoin $ (4,105.53)

The original Contract Sum was	$	1,543,485.91
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	1,543,485.91
The Contract Sum will be unchanged by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	1,543,485.91

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be November 28, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MA+ Architecture **ARCHITECT** *(Firm name)*	Timberlake Construction Co., Inc. **CONTRACTOR** *(Firm name)*	Mustang Public Schools **OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
HEATH TATE **PRINTED NAME AND TITLE**	Casey Logue, VP of Operations **PRINTED NAME AND TITLE**	, School Board President **PRINTED NAME AND TITLE**
6-19-2024 **DATE**	06-17-2024 **DATE**	**DATE**

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User Notes: (3B9ADA4C)

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

Date: 6/18/24

Contract Vendor: Timberlake Construction **Time Frame:**

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

Change Order #11 for HS Softball Batting Facility

Pot Hote for Water Line
The water line was not placed on the survey in the location indicated. Team was advised that TLC would spend one day pot holing in areas to search for water line. The cost is $1,615.50

This is a deduct to the contingency $1,615.50.

TIMBERLAKE
CONSTRUCTION

PCO #011

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

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

Prime Contract Potential Change Order #011: Pot Hole for Water Line

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	011 / 0	**CONTRACT:**	23-20 - Mustang Softball Field
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	**CREATED DATE:**	6/17 /2024
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$1,615.50

POTENTIAL CHANGE ORDER TITLE: Pot Hole for Water Line

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #011 - Pot Hole for Water Line
The water line does not appear to be placed on the survey in the location indicated. We advised the team that we would spend one day pot holing in areas to search for the water line.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	017-125 - Construction Surveying - Site	Pot Hole for Water Line	Subcontract	$ 1,500.00
			Subtotal:	$1,500.00
			Insurance : 0.28% Applies to all line item types.	$ 4.20
			Bonds: 1.50% Applies to all line item types.	$ 22.50
			Safety: 0.32% Applies to all line item types.	$ 4.80
			Shop Support: 0.30% Applies to all line item types.	$ 4.50
			Cleaning General: 0.30% Applies to all line item types.	$ 4.50
			Fee: 5.00% Applies to all line item types.	$ 75.00
			Grand Total:	$1,615.50

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

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

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

BILLING

Goforth Plumbing and Mechanical, LLC
16818 SE 27th Street
Choctaw, OK 73020
Phone: (405) 390-1916

BILLING DATE: 6/13/24
BILLING NUMBER: 18107
DUE DATE: 7/13/24
JOB NAME: Mustang Softball Field Water
OUR JOB NUMBER: 24-0943
CONTRACT NUMBER:
DESCRIPTION:

SOLD TO: Timberlake Construction
P.O. Box 18297
Oklahoma City, OK 73154

Progress Billing for Job: 24-0943 - Mustang Softball Field Water

Original Contract:	1,500.00	Prior Billings:	0.00%	0.00
Change Orders:	0.00	Prior Retention:	0.00%	0.00
Current Contract:	1,500.00			

Current Contract:	1,500.00
Current % Complete:	x 100.00 %
Current Total Billing:	1,500.00
Less: Prior Billings:	0.00
Gross Amount This Invoice:	1,500.00
Minus Retention 0.00%	0.00
Net Billing:	1,500.00
AMOUNT DUE THIS INVOICE	$1,500.00

Oklahoma License #
Plumbing 4172
Mechanical 8311

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)* Mustang Softball Batting Facility	**CONTRACT INFORMATION:** Contract For: Construction Manager Date: February 12, 2024	**CHANGE ORDER INFORMATION:** Change Order Number: 003 Date: June 17, 2024
OWNER: *(Name and address)* Mustang Public Schools 906 S Heights Drive Mustang, OK 73064	**ARCHITECT:** *(Name and address)* MA+ Architecture 4000 North Classe, Suite 100N Oklahoma City, OK 73118	**CONTRACTOR:** *(Name and address)* Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City, OK 73116

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 10 - ASI #2 Fire Line Striping $ 2,490.03
PCO 11 - Pot Hole for Water Line $ 1,615.50
PCO 12 - Contingency Reallocatoin $ (4,105.53)

The original Contract Sum was	$	1,543,485.91
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	1,543,485.91
The Contract Sum will be unchanged by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	1,543,485.91

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be November 28, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MA+ Architecture **ARCHITECT** *(Firm name)*	Timberlake Construction Co., Inc. **CONTRACTOR** *(Firm name)*	Mustang Public Schools **OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
HEATH TATE **PRINTED NAME AND TITLE**	Casey Logue, VP of Operations **PRINTED NAME AND TITLE**	, School Board President **PRINTED NAME AND TITLE**
6-19-2024 **DATE**	06-17-2024 **DATE**	**DATE**

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User Notes: (3B9ADA4C)

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

Date: 6/18/24

Contract Vendor: Timberlake Construction **Time Frame:**

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

Change Order #12 for HS Softball Batting Facility

Timberlake's draw down for Change Order #'s 10 and 11 for Fire Line Striping and Pot Hole for water line. Total cost for C/O #10 and #11 is $4,105.53.

This is a deduct to the contingency $4,105.53.

TIMBERLAKE CONSTRUCTION

PCO #012

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

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

Prime Contract Potential Change Order #012: Contingency Draw Down CO #3

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	012 / 0	**CONTRACT:**	23-20 - Mustang Softball Field
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford **(Timberlake Construction Co., Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	6/17 /2024
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	($4,105.53)

POTENTIAL CHANGE ORDER TITLE: Contingency Draw Down CO #3

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #012 - Contingency Draw Down for CO 3
Contingency Draw Down for CO #3:
1. PCO 010 ASI #2 Fire Line Striping ($2,490.03)
2. PCO 011 Pot Hole for Water Line ($1,615.50)
Total ($4,105.53)

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	007-395 - Owner Contingency	Contingency Draw Down CO #3	General	($4,105.53)
			Subtotal:	($4,105.53)
			Grand Total:	($4,105.53)

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

SIGNATURE **DATE**

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

SIGNATURE **DATE**

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

SIGNATURE **DATE**

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Change Order

PROJECT: *(Name and address)* Mustang Softball Batting Facility	**CONTRACT INFORMATION:** Contract For: Construction Manager Date: February 12, 2024	**CHANGE ORDER INFORMATION:** Change Order Number: 003 Date: June 17, 2024
OWNER: *(Name and address)* Mustang Public Schools 906 S Heights Drive Mustang, OK 73064	**ARCHITECT:** *(Name and address)* MA+ Architecture 4000 North Classe, Suite 100N Oklahoma City, OK 73118	**CONTRACTOR:** *(Name and address)* Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City, OK 73116

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 10 - ASI #2 Fire Line Striping $ 2,490.03
PCO 11 - Pot Hole for Water Line $ 1,615.50
PCO 12 - Contingency Reallocatoin $ (4,105.53)

The original Contract Sum was	$	1,543,485.91
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	1,543,485.91
The Contract Sum will be unchanged by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	1,543,485.91

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be November 28, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MA+ Architecture **ARCHITECT** *(Firm name)*	Timberlake Construction Co., Inc. **CONTRACTOR** *(Firm name)*	Mustang Public Schools **OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
HEATH TATE **PRINTED NAME AND TITLE**	Casey Logue, VP of Operations **PRINTED NAME AND TITLE**	, School Board President **PRINTED NAME AND TITLE**
6-19-2024 **DATE**	06-17-2024 **DATE**	**DATE**

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User Notes: (3B9ADA4C)

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

Date: June 19, 2024

Contract Vendor: Timberlake Construction **Time Frame:**

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

Change Order #4 for M.E. Safety Corridor - Remove asbestos wrapped drain

An existing internal drain line was discovered that fouls the entrance from the new corridor into the existing building. This wa an unforeseen condition. Will use the allowance draw down to remove that item. Cost for this is $2,518.00.

TIMBERLAKE

PCO #004

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

Project: 23-21 - Mustang Elem Security Corridor
400 S Mustang Rd
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #004: Remove Asbestos Wrapped Drain

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	004 / 0	**CONTRACT:**	23-21 - Mustang Elem Securily Corridor
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	**CREATED DATE:**	6/6 /2024
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: Remove Asbestos Wrapped Drain

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #004 - Remove Asbestos Wrapped Drain Line
An existing internal drain line was discovered that fouls the entrance from the new corridor into the existing building. This was an unforeseen condition. Will use the allowance draw down to remove that item.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	024-100 - Demolition	Remove Asbestos wrapped drain-	Subcontract	$ 2,518.00
2	312-313 - Unforeseen Conds - Allowance	Unforseseen Condition Draw Down	General	($2,518.00)
			Subtotal:	$0.00
			Grand Total:	$0.00

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

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

SIGNATURE DATE | SIGNATURE DATE | SIGNATURE DATE

Jay Crawford

From: Dylan Branstetter <dylan@totaldemoservice.com>
Sent: Monday, June 3, 2024 4:59 PM
To: Jay Crawford
Cc: Kaylon Bates; Terry Branstetter
Subject: Re: MPS Sec Cor

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Yes,

I am unable to do a formal write up.

But for the abatement it was $2,518.00 for 15' of asbestos removal. Do we need to remove the pipe as well?

The concrete saw cut and removal is $800 if we don't need to provide a dumpster. If you need a formal quote, Terry can provide you guys one.

> On Jun 3, 2024, at 12:02 PM, Jay Crawford <jay.crawford@timberlakeconstruction.com> wrote:
>
> Dylan—I think Kaylon reached out to you about some concrete demo for electrical conduit pathway. Have you had a chance to figure it?
>
> Thanks.
>
> **Jay Crawford**
> Senior Project Manager
> (905) 933-7175 - Cell
> (905) 840-2521 - Office
> jay.crawford@timberlakeconstruction.com
> timberlakeconstruction.com
>
> TOP WORK PLACES 2023
> TIMBERLAKE CONSTRUCTION

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Change Order

PROJECT: *(Name and address)* Mustang Safety Corridor 909 S Mustang Rd Mustang, OK 73064	**CONTRACT INFORMATION:** Contract For: Construction Manager Date:	**CHANGE ORDER INFORMATION:** Change Order Number: 002 Date: June 17, 2024
OWNER: *(Name and address)* Mustang Public Schools 906 S Heights Drive Mustang, OK 73064	**ARCHITECT:** *(Name and address)* MA+ Architecture 4000 North Classe, Suite 100N Oklahoma City, OK 73118	**CONTRACTOR:** *(Name and address)* Timberlake Construction Co., Inc. 7613 N. Classen Blvd. Oklahoma City, OK 73116

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 4 - Remove Asbestos Wrapped Drain
PCO 5 - Repower Existing Classroom Circuits
PCO 6 - Sod & Temp Irrigation

The original Contract Sum was	$	614,163.35
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	614,163.35
The Contract Sum will be unchanged by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	614,163.35

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be August 28, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MA+ Architecture **ARCHITECT** *(Firm name)*	Timberlake Construction Co., Inc. **CONTRACTOR** *(Firm name)*	Mustang Public Schools **OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
HEATH TATE **PRINTED NAME AND TITLE**	Casey Logue, VP of Operations **PRINTED NAME AND TITLE**	, School Board President **PRINTED NAME AND TITLE**
6-19-2024 **DATE**	06-17-2024 **DATE**	**DATE**

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User Notes: (3B9ADA3D)

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

Date: June 19, 2024

Contract Vendor: Timberlake Construction **Time Frame:**

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

Change Order #5 for M.E. Safety Corridor - Repower Existing Classroom Circuits

In the course of interior classroom wall demolition, it was discovered that the existing wall outlets were " daisy chained" together. Together, with the design team, we explored using MC cable, conduit to run surface mount etc. rather than the slab cut and tie in. Slab cut and tie-in was most economical. Since this is an unforeseem condition, we will use that allowance drawn down. This is a cost of $2,922.00.

TIMBERLAKE

PCO #005

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

Project: 23-21 - Mustang Elem Security Corridor
400 S Mustang Rd
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #005: Repower Existing Classrm Circuits

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	005 / 0	**CONTRACT:**	23-21 - Mustang Elem Security Corridor
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	**CREATED DATE:**	6/6 /2024
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: Repower Existing Classrm Circuits

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #005 - Repower Exiting Classroom Electrical Circuits
In the course of interior classroom wall demolition, it was discovered that the existing wall outlets were "daisy chained" together. Together, with the design team, we explored using MC cable, conduit to run surface mount etc. rather than than slab cut and tie in. Slab cut and tie-in was most economical. Since this is an unforeseen condition, we will use that allowance draw down.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	312-313 - Unforeseen Conds - Allowance	Unforeseen Cond Draw Down	General	($2,922.00)
2	260-500 - Electrical	Tie onto existing outlets, repower circuits	Subcontract	$ 1,512.00
3	024-100 - Demolition	Saw cut, concrete removal for electrical	Subcontract	$ 800.00
4	061-053 - Rough Carpentry	Pour back and finish Conc	General	$ 610.00
			Subtotal:	$0.00
			Grand Total:	$0.00

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

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

SIGNATURE **DATE** | **SIGNATURE** **DATE** | **SIGNATURE** **DATE**

4712 SW 20th ST
Oklahoma City OK 73128
405.604.5479
OK Licenses # 63254

MPS Elementary Security Corridor Date 5-31-2024

Quote Number 2113-001

Scope: tie on to conduits in slab that are feeding existing outlets and extend them to the nearest wall. Install new outlet boxes and wire in conduits to repower the existing classroom circuits.

Material	$350.00
Labor	$900.00
Overhead	$125.00
Markup	$137.00

TOTAL $1,512.00

Project Manager

Ben Griffith

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Change Order

PROJECT: *(Name and address)* Mustang Safety Corridor 909 S Mustang Rd Mustang, OK 73064	**CONTRACT INFORMATION:** Contract For: Construction Manager Date:	**CHANGE ORDER INFORMATION:** Change Order Number: 002 Date: June 17, 2024
OWNER: *(Name and address)* Mustang Public Schools 906 S Heights Drive Mustang, OK 73064	**ARCHITECT:** *(Name and address)* MA+ Architecture 4000 North Classe, Suite 100N Oklahoma City, OK 73118	**CONTRACTOR:** *(Name and address)* Timberlake Construction Co., Inc. 7613 N. Classen Blvd. Oklahoma City, OK 73116

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
PCO 4 - Remove Asbestos Wrapped Drain
PCO 5 - Repower Existing Classroom Circuits
PCO 6 - Sod & Temp Irrigation

The original Contract Sum was	$	614,163.35
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	614,163.35
The Contract Sum will be unchanged by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	614,163.35

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be August 28, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MA+ Architecture **ARCHITECT** *(Firm name)*	Timberlake Construction Co., Inc. **CONTRACTOR** *(Firm name)*	Mustang Public Schools **OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
HEATH TATE **PRINTED NAME AND TITLE**	Casey Logue, VP of Operations **PRINTED NAME AND TITLE**	, School Board President **PRINTED NAME AND TITLE**
6-19-2024 **DATE**	06-17-2024 **DATE**	**DATE**

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User Notes: (3B9ADA3D)

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

Date: June 19, 2024

Contract Vendor: Timberlake Construction **Time Frame:**

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

Change Order #6 for M.E. Safety Corridor - Sod and temp irrigation

TCI included an allowance for sod and temp irrigation around the Elem Cor Addition. This PCO addresses the cost and the draw down from the allowance. The cost of this is $3,411.00.

TIMBERLAKE

PCO #006

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

Project: 23-21 - Mustang Elem Security Corridor
400 S Mustang Rd
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #006: Sod and temp irrigation

TO:	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	**FROM:**	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
PCO NUMBER/REVISION:	006 / 0	**CONTRACT:**	23-21 - Mustang Elem Security Corridor
REQUEST RECEIVED FROM:		**CREATED BY:**	Jay Crawford **(Timberlake Construction Co., Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	6/10 /2024
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: Sod and temp irrigation

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #006 - Sod and temp irrigation
TCI included an allowance for sod and temp irrigation around the Elem Cor Addition. This PCO addresses the cost and the draw down from the allowance.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	329-223 - Sodding - Allowance	Draw Down from allowance	General	($3,411.00)
2	329-223 - Sodding - Allowance	Add sod around building	Subcontract	$ 3,411.00
			Subtotal:	$0.00
			Grand Total:	$0.00

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

MA+ Architecture
4000 N Classen BlvdSte 100N
Oklahoma City, Oklahoma 73118

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

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

GROOMS
IRRIGATION AND LANDSCAPE
1983

Client: Mustang Elementary
Address:
Mustang, OK
Phone:
Date: 6/3/2024

Estimated By: Brian Smith

QUANTITY	SIZE	ITEM
		Landscape
1100	SF	Bermuda Sod Small Rolls
1	ALL	Fine Grading
		Landscape Total: $1,435.00
		Irrigation
1	ALL	Temporary Irrigation In Place
		Irrigation Total: $1,976.00
Project Total Cost		$3,411.00

Payment is due upon completion of project

PO Box 3850, Edmond, OK 73083 + P 405.348.2557 + F 405.348.5016

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Change Order

PROJECT: *(Name and address)* Mustang Safety Corridor 909 S Mustang Rd Mustang, OK 73064	**CONTRACT INFORMATION:** Contract For: Construction Manager Date:	**CHANGE ORDER INFORMATION:** Change Order Number: 002 Date: June 17, 2024
OWNER: *(Name and address)* Mustang Public Schools 906 S Heights Drive Mustang, OK 73064	**ARCHITECT:** *(Name and address)* MA+ Architecture 4000 North Classe, Suite 100N Oklahoma City, OK 73118	**CONTRACTOR:** *(Name and address)* Timberlake Construction Co., Inc. 7613 N. Classen Blvd. Oklahoma City, OK 73116

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 4 - Remove Asbestos Wrapped Drain
PCO 5 - Repower Existing Classroom Circuits
PCO 6 - Sod & Temp Irrigation

The original Contract Sum was	$	614,163.35
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	614,163.35
The Contract Sum will be unchanged by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	614,163.35

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be August 28, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MA+ Architecture **ARCHITECT** *(Firm name)*	Timberlake Construction Co., Inc. **CONTRACTOR** *(Firm name)*	Mustang Public Schools **OWNER** *(Firm name)*
 **SIGNATURE**	 **SIGNATURE**	**SIGNATURE**
HEATH TATE **PRINTED NAME AND TITLE**	Casey Logue, VP of Operations **PRINTED NAME AND TITLE**	, School Board President **PRINTED NAME AND TITLE**
6-19-2024 **DATE**	06-17-2024 **DATE**	**DATE**

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User Notes: (3B9ADA3D)

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

Date: 6/17/24

Contract Vendor: United Turf & Track **Time Frame:**

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

Change Order #1 for Football Turf Upgrade
Upgrade to 30' Uprights
Existing goal post foundations, provide field survey for new posts and provide new inground footings and base plate systerm - $6,750.00

This will be a$6,750.00 increase to the GMP.

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

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

RE: RFP 24-052-01 Mustang Baseball Upgrade Options

Robert,

Thank you for your interest in our products and services. We are pleased to present this proposal for your consideration. This proposal outlines the scope of work to be performed on the Mustang Football Stadium. The proposal includes:

Stadium Upgrade to 30' Uprights

- *AdjustRight® High School Football Goal Post, Aluminum, 6' Offset with 30' Uprights, Hardware Kit and Directional Flags, Powder Coated Yellow Finish,* **Included in RFP**

- Demo existing goal post foundations
- Provide all field survey for new posts.
- Provide new inground footings and base plate system.

Total cost for all materials, labor, equipment, and insurance..... $6,750.00

Respectfully,

Jerrod Simmons, CFB
President
(405) 747-0993
Jerrod@unitedturfandtrack.com
unitedturfandtrack.com

CHEROKEE BUILDING MATERIALS

COMPLETE DRYWALL SUPPLY SERVICE

QUOTE ACKNOWLEDGEMENT

QUOTE ONLY

Tulsa Yard - Main	Oklahoma City Yard	Jonesboro	Jackson
12222 East 30th Street	100 Northeast 31st St	365 E. Johnson Ave	61 Mill Masters Dr.
Tulsa, OK 74146-6915	Oklahoma City, OK 73105	Jonesboro, AR 72403	Jackson, TN 38305
(918) 252-1388 tel	(405) 525-5710 tel	(870) 340-2630 tel	(731) 668-1221 tel
(918) 254-8370 fax	(405) 525-6095 fax		(731) 668-2219 fax

Springdale Yard	Ft. Smith Yard	Little Rock Yard	Memphis	Flowood
509 Industrial Drive	900 South Fresno	4313 West Bethany	4784 Getwell Rd.	1001 Underwood Drive
Springdale, AR 72762	Ft. Smith, AR 72902	N. Little Rock, AR 72117	Memphis, TN 38118	Flowood, MS 39232
(479) 361-2605 tel	(479) 434-3244 tel	(501) 955-0200 tel	(901) 375-4197 tel	(601) 208-0276 tel
(479) 361-9084 fax	(479) 434-3307 fax	(501) 955-0204 fax	(901) 375-4709 fax	(601) 208-0277 fax

Customer No.	Date	Order No [QU]
15451	05/17/24	209946-00

Entered By	Sales Rep
NGG	HSE

Order Date	Customer PO Number	Customer Job No	Promise Date	Shipped	Page No.
05/17/24	mustang public school		06/17/24		1 of 1

Ship Via	Ordered by	Special Instructions
CUSTOMER PICKUP	mustang ps	

SOLD TO

PREPAID SALES - OKC
100 NE 31ST ST
OKLAHOMA CITY, OK 73105-2606

SHIP TO

PREPAID SALES - OKC
OK

Product	Ord	Unit	Description	U/M	Ext	U/P	Amount
RWL286446	6	BAG	RKWL 6X24-1/4X48 AFB 40 SFT TOTAL= BOARD 0.00 , METAL 0.00 , INSUL 240.00 , TILE 0.00 , GRID 0.00	MSF	240	1,771.00	403.79

• email credit app to
danielle.carpenter@bipgms.com

Tax Details	Received By	Checked By	Totals	
Taxable, No - OKLAHOMA			SUBTOTAL	403.79
OKLAHOMA CITY	X	X	TAX	0.00
	Delivered By		ADD'L CHARGES	0.00
	Oklahoma City, OK		TOTAL	403.79

CUSTOMER ASSUMES ALL RESPONSIBILITY FOR ANY DAMAGES CAUSED BY TRUCK DELIVERING BEYOND STREET PAVEMENT. ALL TRANSACTIONS REFERENCED HEREIN ARE GOVERNED BY THE TERMS AND CONDITIONS LOCATED AT https://www.gms.com/terms-conditions

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

Date: 6/17/24

Contract Vendor: United Turf & Track **Time Frame:**

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

Change Order #2 for Football Turf Upgrade
Replace Football Perimeter Nail Board that is underneath the turf and beginning to rot. This will provide and install 1,160 ft of synthetic 2x4 nail board that will not need to be replaced, will not rot. This board will be set at the correct elevation to give the field a safe surface.
Total cost for all materials, labor, equipment and insurance is $12,500.00.

This will be a $12,500.00 increase to the GMP

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

Monday, May 20, 2024

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

RE: RFP 24-052-01 Mustang Football/Baseball CO2

Robert,

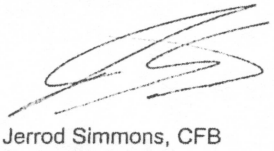
See the change order request list below.

Replace Football Perimeter Nail Board

- Demo 1,160' of wood nailer board
  - The wood is beginning to rot.
  - The elevation of the board is set .5" to low.
- Provide and install 1,160' of synthetic 2x4 nail board.
  - This material will not rot.
  - This material will not need to be replaced.
  - This material will be set at the correct elevation to give the field a safe surface.

Total cost for all materials, labor, equipment, and insurance..... $12,500.00

Respectfully,



Jerrod Simmons, CFB
President
405-747-0993
Jerrod@unitedturfandtrack.com
Unitedturfandtrack.com

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Mustang Softball Batting Facility	Contract For: Construction Manager Date: February 12, 2024	Change Order Number: 002 Date: May 13, 2024
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Mustang Public Schools 906 S Heights Drive Mustang, OK 73064	MA+ Architecture 4000 North Classe, Suite 100N Oklahoma City, OK 73118	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City, OK 73116

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 6 - Batting Netting Changes $15,451.50
PCO 7 - Step Down Transformer $ 11,036.93
PCO 8 - Contingency allocation $ (26,488.43)

The original Contract Sum was	$	1,543,485.91
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	1,543,485.91
The Contract Sum will be increased by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	1,543,485.91

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be November 28, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MA+ Architecture	Timberlake Construction Co., Inc.	Mustang Public Schools
ARCHITECT *(Firm name)*	CONTRACTOR *(Firm name)*	OWNER *(Firm name)*
SIGNATURE	SIGNATURE	SIGNATURE
PRINTED NAME AND TITLE	Casey Logue, VP of Operations PRINTED NAME AND TITLE	, School Board President PRINTED NAME AND TITLE
06/06/2024 DATE	May 13, 2024 DATE	DATE

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User Notes: (3B9ADA35)

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Assistant Superintendent, Operations

Date: 6/26/24

Contract Vendor: CADE Construction **Time Frame:**

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

Change order #11 - Downsize gas piping using MegaPress fittings to reduce pipe diameter - a savings of $41,653.

CADE CONSTRUCTION

PCO #011

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Elementary #9
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #011: ASI 12 - Downsize Gas Piping

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	011 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Craig Carroll **(Lieber Mechanical LLC)**	**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	6/5/2024
REFERENCE:	Attached CO	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: ASI 12 - Downsize Gas Piping

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #11 - ASI 12 - Lieber Mechanical Downsize Gas Piping $(41,653.00)

Lieber Mechanical proposed downsizing the gas piping as a VE option depending on the gas pressure ONG was able to provide. Once confirming the pressure ONG would be providing Lieber propose two cost savings options. Option A: Reduce Gas Piping sizes and add Gas Regulators for a total cost savings of - $32,746.00 and Option B: Reduce Gas Piping sizes and add Gas Regulators. Accept MegaPress Fittings for Mains & Branches. Connections at Equipment to be Threaded. -$42,493.00. Alan Green and the MPS maintenance department has confirmed MegaPress is acceptable.

PCO #11 is a total cost savings of $(41,653.00) and will be added to the projects overall contingency.

ATTACHMENTS:
MPS Elementary #9 - ASI #12 - 5.21.24.pdf , Lieber Mech. - ASI 12 Downsize Gas Piping - Option B MegaPress.pdf

#	Budget Code	Description	Amount
1	22-100-S.O Plumbing - Lieber Mechanical	ASI 12 - Downsize Gas Piping	$(42,493.00)
2	01-103-L.O Project Manager	Staff Cost	$840.00
3	01-040-O.O Contingency.Other	Add to Contingency	$41,653.00
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

SIGNATURE 6/26/24 DATE

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE DATE

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

SIGNATURE 6/26/24 DATE

Lieber Mechanical LLC

Plumbing - Heating - Air Conditioning

Proposed Change Order

1105 First Place Blvd
Yukon, OK 73099

PCO Number: LM-03
Date: 06/04/2024

Regarding:
ASI-012: Change Natural Gas System to a 2 psi System

To:
Cade Construction
701W. Sheridan Ave.
Suite 108
Oklahoma City, OK 73102

Job Site:
Mustang Elem #9 PLUMBING
4800 S Sara Road
Oklahoma City, OK 73179

Requested By:	Phone:	E-mail:
Craig A Carroll	(405) 265-4695	ccarroll@liebermech.com

Recipients:	Phone:	E-mail:
Blake Burden	(918) 332-0115	blake@cadeconstructionlp.com

Requested Change:	Change to Contract
Option A: ASI 012 Reduce Gas Piping sizes and add Gas Regulators	$ -32,746.00
Option B: ASI 012 Reduce Gas Piping sizes and add Gas Regulators. Accept MegaPress Fittings for Mains & Branches. Connections at Equipment to be Threaded.	$ -42,493.00

PCO Total	$ A or B

Please respond by: 06/25/2024

Craig A. Carroll

Craig A Carroll
Lieber Mechanical LLC

Blake Burden
Cade Construction

Lieber Mechanical LLC
Plumbing - Heating - Air Conditioning

SUBCONTRACTOR C.O. REQUEST BREAKDOWN FORM

Complete and submit this form, along with all 2nd tier subcontractor break-downs, for any and all change order requests made for the below referenced project.

Project Name:	Mustang Elementary #9
Lieber Project #:	24903
Reference Document:	ASI-012
Request Description:	Option A: Elevate Gas Pressure to 2 psi, Material per Spec

MATERIAL AND EQUIPMENT

Quantity	Units	Description	Add/Deduct	Subtotal
				$ -
1	LS	Material Savings	$ (6,555.46)	$ (6,555.46)
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			Total:	$ (6,555.46)
			Sales Tax:	
			Section Subtotal:	*-$6,555.46*

MANPOWER

Position	Hours		Rate		Subtotal		Per Diem		Add/Deduct
Field Labor	-306	@	$85.59	=	-$26,190.54	+		=	-$26,190.54
Project Manager		@	$102.00	=	$0.00	+		=	$0.00
Warehouse/Dlvry		@	$45.00	=	$0.00	+		=	$0.00
General Labor		@	$25.00	=	$0.00	+		=	$0.00
		@		=	$0.00	+		=	$0.00

Note: *Include Labor burden in Hourly Rate*

Section Subtotal: *-$26,190.54*

2ND TIER SUBCONTRACTOR

Contractor Name	Description of Work	Add/Deduct
		0
		0
		0
		0
	Section Subtotal:	*$0.00*

CERTIFICATION

Company:	Lieber Mechanical LLC	**Request Subtotal:**	-$32,746.00
Signature:	Craig A. Carroll		
Name/Title:	Craig A. Carroll, Owner		
Date:	**4-Jun-24**	**REQUEST TOTAL:**	***-$32,746.00***

Lieber Mechanical LLC
Plumbing - Heating - Air Conditioning

SUBCONTRACTOR C.O. REQUEST BREAKDOWN FORM

Complete and submit this form, along with all 2nd tier subcontractor break-downs, for any and all change order requests made for the below referenced project.

Project Name:	Mustang Elementary #9
Lieber Project #:	24903
Reference Document:	ASI-012
Request Description:	Option B: Elevate Gas Pressure to 2 psi, VE MegaPress Material

MATERIAL AND EQUIPMENT

Quantity	Units	Description	Add/Deduct	Subtotal
				$ -
1	LS	Material Savings	$ (1,666.57)	$ (1,666.57)
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			Total:	$ (1,666.57)
			Sales Tax:	
			Section Subtotal:	*-$1,666.57*

MANPOWER

Position	Hours		Rate		Subtotal		Per Diem		Add/Deduct
Field Labor	-477	@	$85.59	=	-$40,826.43	+		=	-$40,826.43
Project Manager		@	$102.00	=	$0.00	+		=	$0.00
Warehouse/Dlvry		@	$45.00	=	$0.00	+		=	$0.00
General Labor		@	$25.00	=	$0.00	+		=	$0.00
		@		=	$0.00	+		=	$0.00

Note: *Include Labor burden in Hourly Rate*

Section Subtotal: *-$40,826.43*

2ND TIER SUBCONTRACTOR

Contractor Name	Description of Work	Add/Deduct
		0
		0
		0
		0
	Section Subtotal:	*$0.00*

CERTIFICATION

Company:	Lieber Mechanical LLC	**Request Subtotal:**	-$42,493.00
Signature:	Craig A. Carroll		
Name/Title:	Craig A. Carroll, Owner		
Date:	**4-Jun-24**	**REQUEST TOTAL:**	***-$42,493.00***

CADE CONSTRUCTION

PCO #011

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Elementary #9
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #011: ASI 12 - Downsize Gas Piping

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	011 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Craig Carroll **(Lieber Mechanical LLC)**	**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	6/5/2024
REFERENCE:	Attached CO	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: ASI 12 - Downsize Gas Piping

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #11 - ASI 12 - Lieber Mechanical Downsize Gas Piping $(41,653.00)

Lieber Mechanical proposed downsizing the gas piping as a VE option depending on the gas pressure ONG was able to provide. Once confirming the pressure ONG would be providing Lieber propose two cost savings options. Option A: Reduce Gas Piping sizes and add Gas Regulators for a total cost savings of - $32,746.00 and Option B: Reduce Gas Piping sizes and add Gas Regulators. Accept MegaPress Fittings for Mains & Branches. Connections at Equipment to be Threaded. -$42,493.00. Alan Green and the MPS maintenance department has confirmed MegaPress is acceptable.

PCO #11 is a total cost savings of $(41,653.00) and will be added to the projects overall contingency.

ATTACHMENTS:
MPS Elementary #9 - ASI #12 - 5.21.24.pdf , _Lieber Mech. - ASI 12 Downsize Gas Piping - Option B MegaPress.pdf

#	Budget Code	Description	Amount
1	22-100-S.O Plumbing - Lieber Mechanical	ASI 12 - Downsize Gas Piping	$(42,493.00)
2	01-103-L.O Project Manager	Staff Cost	$840.00
3	01-040-O.O Contingency.Other	Add to Contingency	$41,653.00
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

SIGNATURE DATE

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE DATE

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

6/24/24

SIGNATURE DATE

CADE CONSTRUCTION

PCO #011

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Elementary #9
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #011: ASI 12 - Downsize Gas Piping

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	011 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Craig Carroll **(Lieber Mechanical LLC)**	**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	6/5/2024
REFERENCE:	Attached CO	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: ASI 12 - Downsize Gas Piping

CHANGE REASON: Design Development

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PCO #11 - ASI 12 - Lieber Mechanical Downsize Gas Piping $(41,653.00)

Lieber Mechanical proposed downsizing the gas piping as a VE option depending on the gas pressure ONG was able to provide. Once confirming the pressure ONG would be providing Lieber propose two cost savings options. Option A: Reduce Gas Piping sizes and add Gas Regulators for a total cost savings of - $32,746.00 and Option B: Reduce Gas Piping sizes and add Gas Regulators. Accept MegaPress Fittings for Mains & Branches. Connections at Equipment to be Threaded. -$42,493.00. Alan Green and the MPS maintenance department has confirmed MegaPress is acceptable.

PCO #11 is a total cost savings of $(41,653.00) and will be added to the projects overall contingency.

ATTACHMENTS:
MPS Elementary #9 - ASI #12 - 5.21.24.pdf , _Lieber Mech. - ASI 12 Downsize Gas Piping - Option B MegaPress.pdf

#	Budget Code	Description	Amount
1	22-100-S.O Plumbing - Lieber Mechanical	ASI 12 - Downsize Gas Piping	$(42,493.00)
2	01-103-L.O Project Manager	Staff Cost	$840.00
3	01-040-O.O Contingency.Other	Add to Contingency	$41,653.00
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

6/26/24
SIGNATURE **DATE**

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE **DATE**

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

6/26/24
SIGNATURE **DATE**

Change Order MEMO

MUSTANG PUBLIC SCHOOLS

To: Mustang Board of Education

CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Assistant Superintendent, Operations

Date: 6/26/24

Contract Vendor: CADE Construction **Time Frame:**

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

Change order #12 - Removal of custom mill-work for the Media Center for elementary #9. Standardized book shelves on wheels from furniture suppliers will be purchased instead of custom cabinets. Results are a savings of $114, 791.

CADE CONSTRUCTION

PCO #012

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Elementary #9
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #012: ASI 14 - Remove Media Center Millwork

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	012 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:		**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	6/24/2024
REFERENCE:	Attached CO	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: ASI 14 - Remove Media Center Millwork

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #012 - ASI 14 - NexSpaces - Remove Media Center Millwork ($114,791.00)

ASI 14 was issued to remove the media center millwork designed for the project. As part of the VE effort the MPS is going to provide some of the media center millwork. PCO 12 is a credit back to MPS in the amount of $114,791.00 and will be added into the overall project contingency.

ATTACHMENTS:

MPS Elementary #9 - ASI #14 - 5.23.24.pdf , _NexSpaces - ASI 14 Remove Media Center Millwork.pdf

#	Budget Code	Description	Amount
1	06-100-S.O Architectural Millwork - NexSpaces	ASI 14 - Remove Media Center Millwork	$(115,631.00)
2	01-103-L.O Project Manager	Staff Cost	$840.00
3	01-040-O.O Contingency.Other	Add to Contingency	$114,791.00
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

6/24/24

SIGNATURE **DATE**

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE **DATE**

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

6/24/24

SIGNATURE **DATE**

CADE CONSTRUCTION

PCO #012

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Elementary #9
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #012: ASI 14 - Remove Media Center Millwork

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	012 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:		**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	6/24/2024
REFERENCE:	Attached CO	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: ASI 14 - Remove Media Center Millwork

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #012 - ASI 14 - NexSpaces - Remove Media Center Millwork ($114,791.00)

ASI 14 was issued to remove the media center millwork designed for the project. As part of the VE effort the MPS is going to provide some of the media center millwork. PCO 12 is a credit back to MPS in the amount of $114,791.00 and will be added into the overall project contingency.

ATTACHMENTS:

MPS Elementary #9 - ASI #14 - 5.23.24.pdf , _NexSpaces - ASI 14 Remove Media Center Millwork.pdf

#	Budget Code	Description	Amount
1	06-100-S.O Architectural Millwork - NexSpaces	ASI 14 - Remove Media Center Millwork	$(115,631.00)
2	01-103-L.O Project Manager	Staff Cost	$840.00
3	01-040-O.O Contingency.Other	Add to Contingency	$114,791.00
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

6/26/24
SIGNATURE **DATE**

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE **DATE**

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

6/26/24
SIGNATURE **DATE**

CADE CONSTRUCTION

PCO #012

CADE Construction
701 W Sheridan Ave Suite 108
Oklahoma City, Oklahoma 73102
Phone: +14054106072

Project: 23-04 - Elementary #9
4800 S. Sara Road
Oklahoma City, Oklahoma 73064

Prime Contract Potential Change Order #012: ASI 14 - Remove Media Center Millwork

TO:	Mustang Public Schools 909 S. Mustang Road Mustang, Oklahoma 73064	**FROM:**	CADE Construction 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
PCO NUMBER/REVISION:	012 / 0	**CONTRACT:**	23-04 - Elementary #09
REQUEST RECEIVED FROM:		**CREATED BY:**	Blake Burden **(CADE Construction)**
STATUS:	Approved	**CREATED DATE:**	6/24/2024
REFERENCE:	Attached CO	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Amount Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
EXECUTED:	No	**SIGNED CHANGE ORDER RECEIVED DATE:**	
		TOTAL AMOUNT:	$0.00

POTENTIAL CHANGE ORDER TITLE: ASI 14 - Remove Media Center Millwork

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #012 - ASI 14 - NexSpaces - Remove Media Center Millwork ($114,791.00)

ASI 14 was issued to remove the media center millwork designed for the project. As part of the VE effort the MPS is going to provide some of the media center millwork. PCO 12 is a credit back to MPS in the amount of $114,791.00 and will be added into the overall project contingency.

ATTACHMENTS:

MPS Elementary #9 - ASI #14 - 5.23.24.pdf , _NexSpaces - ASI 14 Remove Media Center Millwork.pdf

#	Budget Code	Description	Amount
1	06-100-S.O Architectural Millwork - NexSpaces	ASI 14 - Remove Media Center Millwork	$(115,631.00)
2	01-103-L.O Project Manager	Staff Cost	$840.00
3	01-040-O.O Contingency.Other	Add to Contingency	$114,791.00
		Grand Total:	**$0.00**

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

SIGNATURE DATE

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

SIGNATURE DATE

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

SIGNATURE DATE 6/24/24

6900 N Bryant Ave
Oklahoma City, OK 73121
f: 405.848.3999
t: 405.213.0616
www.nexspaces.com
www.scottriceok.com

Quote #:	Bid Date:	Quote Name:	Salesperson:
013128	6/3/2024	ASI #14 MPS Elementary #9 - BP#3	Brian Bene

Account Address:	Job Address:
CADE CONSTRUCTION 701 W SHERIDAN AVE OKLAHOMA CITY, OK 73102	AUSTIN REED 701 W SHERIDAN AVE SUITE 108 OKLAHOMA CITY, OK 73102 405-410-6072 cell

BID INCLUDES: Media Custom Millwork Deduct ASI #14, Remove Learning Stairs, Remove Built-In Shelving Millwork & Remove Media Book Shelf Cabinets

****THE FOLLOWING ARE NIC:**

- **FSC & NAUF CERTIFICATION**
- **AWI CERTIFICATION**
- **LIKE GRAIN & COLOR FOR WOOD VENEER/HARDWOOD UNLESS SPECIFIED**
- **FIRE RATING**
- **STANDING AND RUNNING TRIM**
- **WINDOW SILLS (IF ANY)**
- **PASSAGE DOORS BY GC**
- **DOOR JAMBS/FRAMES/CASING BY GC**
- **GLAZING BY GC**
- **PRIME/PAINT/FILL HOLES BY GC**
- **STAIN/CLEAR COAT FINISH BY GC**
- **3/4"/1/2" (FIRE RATED IF ON STUDS) SUBSTRATE FOR WALL PANELING BY GC**
- **AFTER HOURS AND WEEKENDS OUTSIDE 8AM - 5PM**

CLARIFICATIONS:

-

****ASI #14 Media Room Millwork Deduct****

1 - PLAM Cabinet Material $-52354/Each	- $52,354.00
1 - PLAM Cabinet Shop Labor $-50460/Each	- $50,460.00
1 - Cabinet Install $-12817/Each	- $12,817.00
Cabinet Subtotal	- $115,631.00

Subtotal	- $115,631.00
Tax (0%)	$0.00
Total	- $115,631.00

PLEASE REMIT TO:
Workspace Solutions
PO BOX 960017

OKC, OK 73196-0017

QUOTE VALID FOR 30 DAYS

50% Deposit Required for all orders. If accepted, payment terms are Net 30 unless otherwise negotiated.

Starting June 10, 2015 NexSpaces/Scott Rice/Workspace Solutions will charge a 4% fee on all credit card payments

If quote is submitted less than 60 days before the start of the new year, a new quote should be requested after Jan 1st.

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified.

By signing this quote, you agree to the attached Terms & Conditions.

Accepted Date_____ Signature_____

ARCHITECT'S SUPPLEMENTAL INSTRUCTION No. 010

Date: May 23, 2024 Job #: 1123E96

To: Blake Burden

Company: CADE Construction

Project: Mustang PS Elementary School #9

From: Justin Mitchell

MA+ ARCHITECTURE
Oklahoma City + Norman
Phone: 405.525.8806
www.maplusarch.com

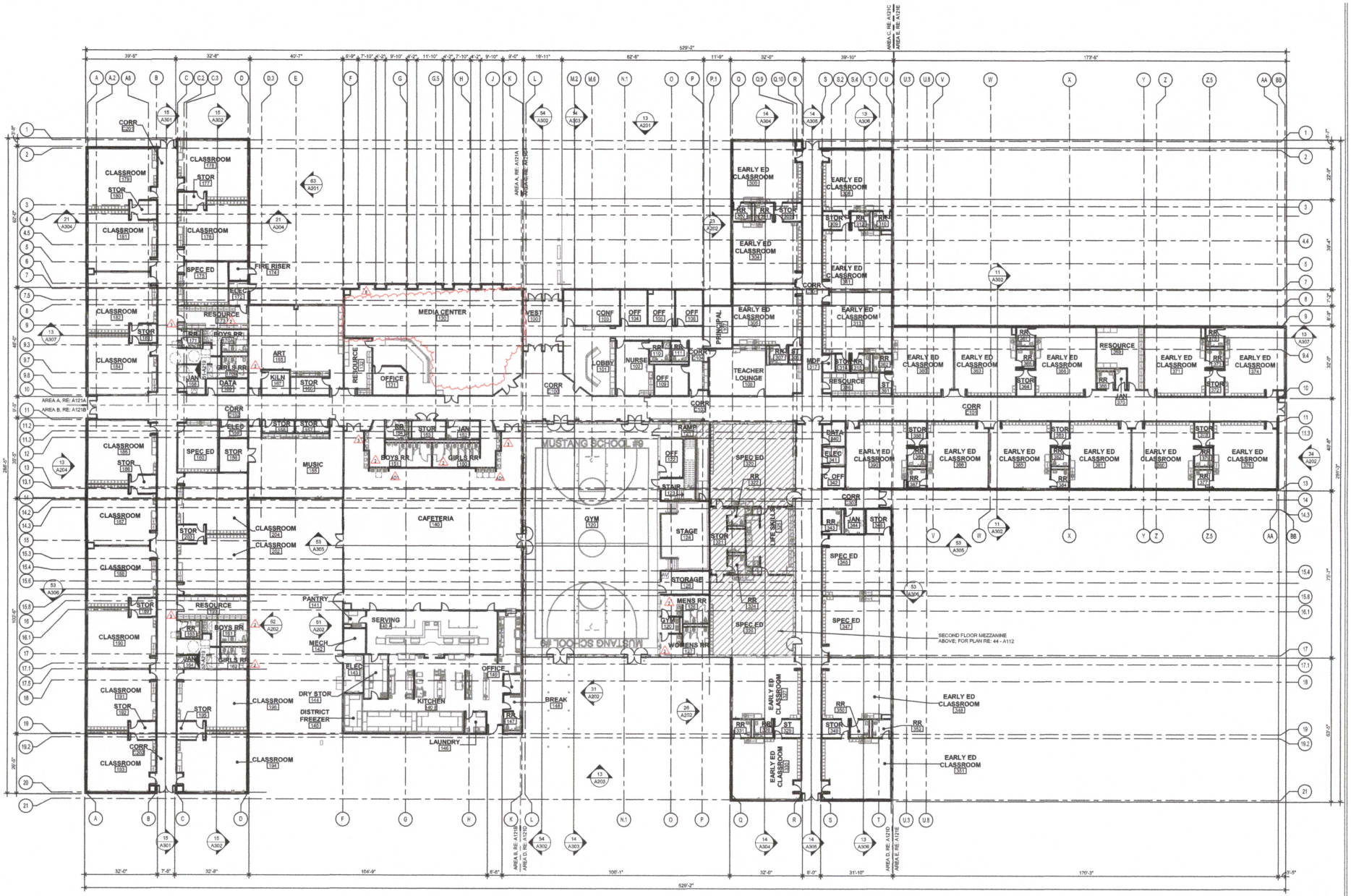
ASI DESCRIPTION:

As part of the VE effort the owner is going to provide some of the media center millwork. Attached are the following sheets showing this change:

- A110 - OVERALL FLOOR PLAN- LEVEL ONE
- A111A - FLOOR PLAN (LV 1)- AREA A
- A131 - FINISH PLAN
- A131A - FINISH PLAN - AREA A
- A212 - INTERIOR ELEVATIONS
- A552 - MILLWORK DETAILS
- A555 - MILLWORK DETAILS

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

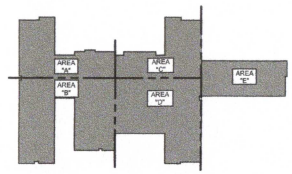
Norman
110 N. Mercedes Dr., Suite 200
Norman, OK 73069



63 FLOOR PLAN- LEVEL ONE

SCALE: 1/16" = 1'-0"
REFER: 33-A201

TRUE NORTH



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CONSULTANTS

CIVIL:
SRB ENGINEERING

STRUCTURAL:
KPC ENGINEERING

MEP:
ALLEN CONSULTING

LANDSCAPE:
CLB & ASSOCIATES, LLC

KITCHEN CONSULTANT
FDC, LLC

MUSTANG ELEMENTARY SCHOOL #9

MUSTANG, OKLAHOMA

REVISION ISSUE

MARK	DATE	DESCRIPTION
ADD	05-20-2025	100% DESIGN DEVELOPMENT
CP	11-25-2025	EARLY SITE GRADING PACKAGE
BS	11-25-2025	90% CONSTRUCTION DOCUMENTS
BS	12-22-2025	ATOMIC BUILTIN MEMBER
UP	01-23-2026	EARLY SITE KITE PACKAGE
ADD	02-19-2026	ADDENDUM #1 - SITE ELEMENTS
ADD	03-19-2026	ADDENDUM #1
1	05-18-2026	ASI 001
2	06-19-2026	ASI 002
3	06-26-2026	ASI 003

SHEET INFO

PROJECT: 112808

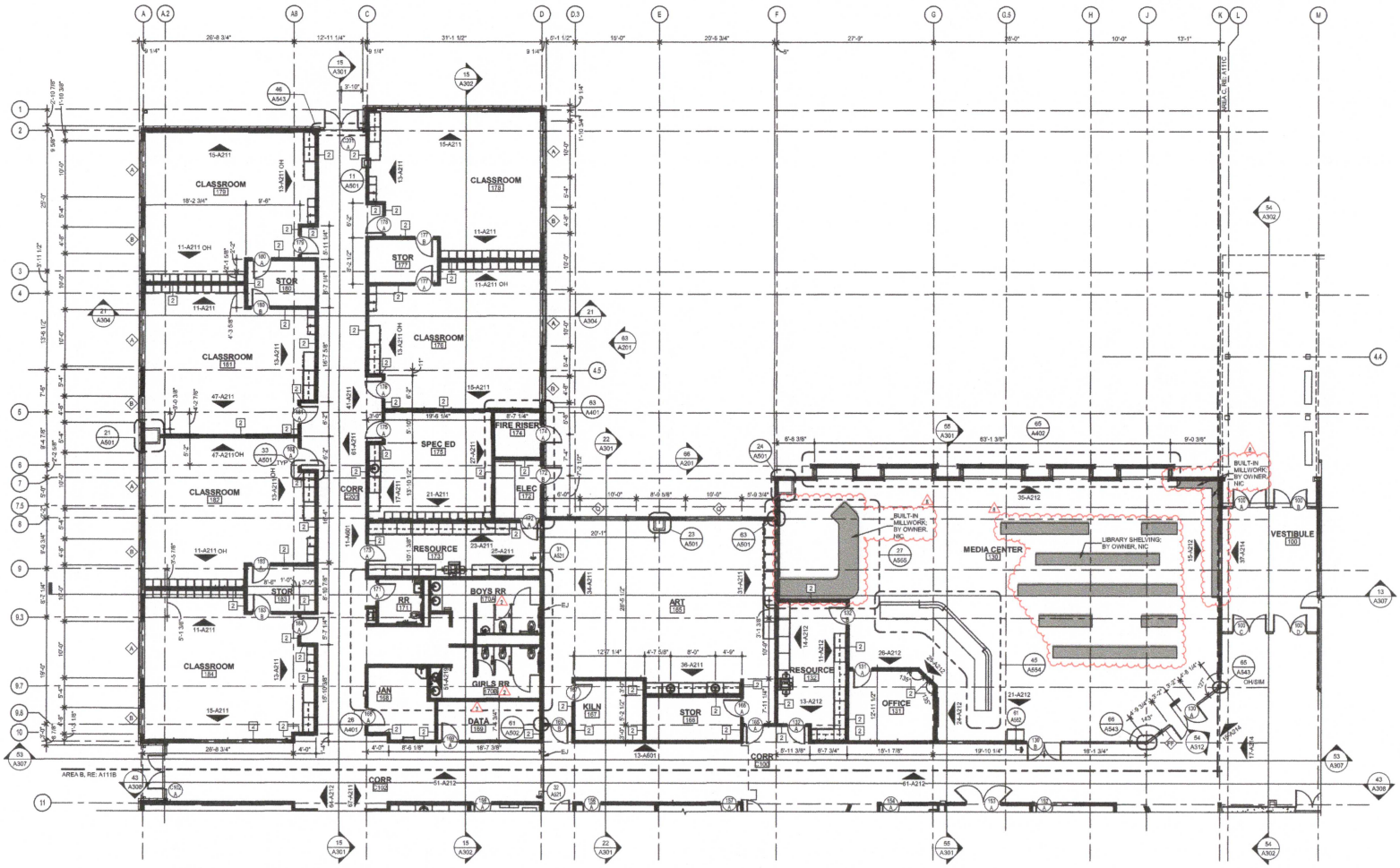
DRAWN BY: LR

CHECKED BY: HT

SHEET TITLE
OVERALL FLOOR PLAN- LEVEL ONE

SHEET NUMBER

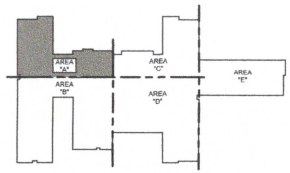
200A110



64 FLOOR PLAN - AREA A

SCALE: 1/8" = 1'-0"
REFER: 33-A201

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CLS LA ASSOCIATES, LLC

KITCHEN CONSULTANT
FDC, LLC

MUSTANG ELEMENTARY SCHOOL #9

MUSTANG, OKLAHOMA

REVISION ISSUE

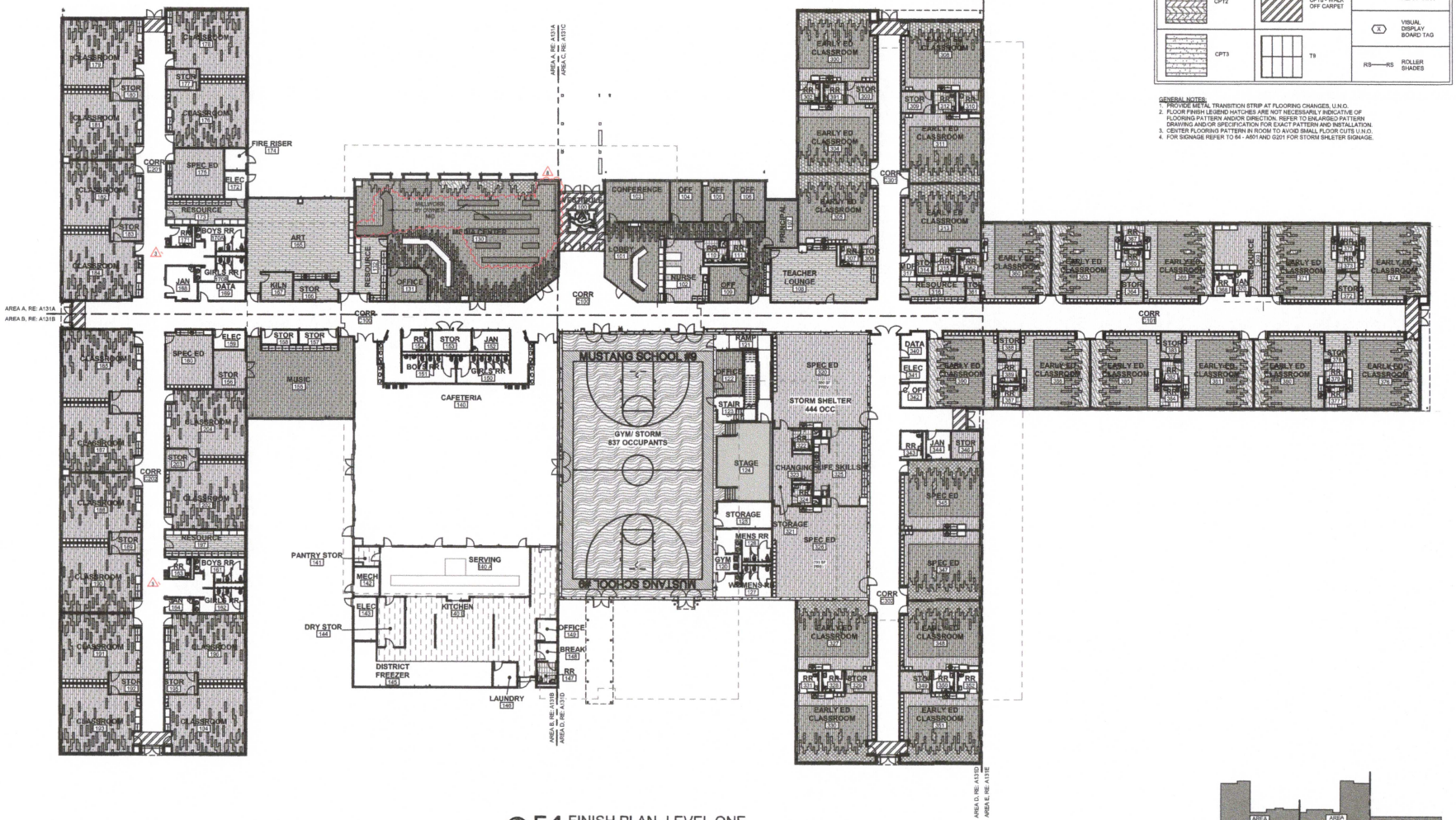
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2	05-02-2024	ADDM

SHEET INFO

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DRAWN BY: LR
CHECKED BY: HE

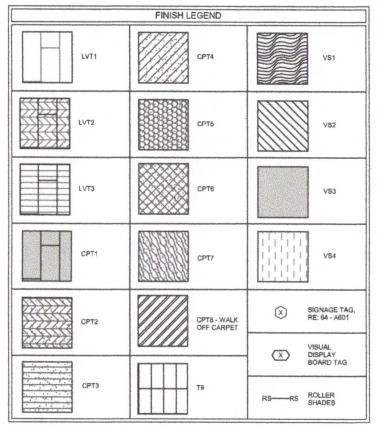
SHEET TITLE
FLOOR PLAN (LV 1)- AREA A

SHEET NUMBER
A111A

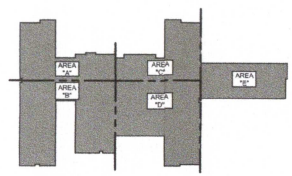


54 FINISH PLAN- LEVEL ONE
SCALE : 1/16" = 1'-0"
REFER : 33-A201

TRUE NORTH



GENERAL NOTES:
1. PROVIDE METAL TRANSITION STRIP AT FLOORING CHANGES, U.N.O.
2. FLOOR FINISH LEGEND HATCHES ARE NOT NECESSARILY INDICATIVE OF FLOORING PATTERN AND/OR DIRECTION. REFER TO ENLARGED PATTERN DRAWING AND/OR SPECIFICATION FOR EXACT PATTERN AND INSTALLATION.
3. CENTER FLOORING PATTERN IN ROOM TO AVOID SMALL FLOOR CUTS U.N.O.
4. FOR SIGNAGE REFER TO 64 - A601 AND G201 FOR STORM SHELTER SIGNAGE.



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STRUCTURAL:
RFC ENGINEERING

MEP:
ALLEN CONSULTING

LANDSCAPE:
CLS & ASSOCIATES, LLC

KITCHEN CONSULTANT:
FDC, LLC

MUSTANG ELEMENTARY SCHOOL #9

MUSTANG, OKLAHOMA

REVISION ISSUE

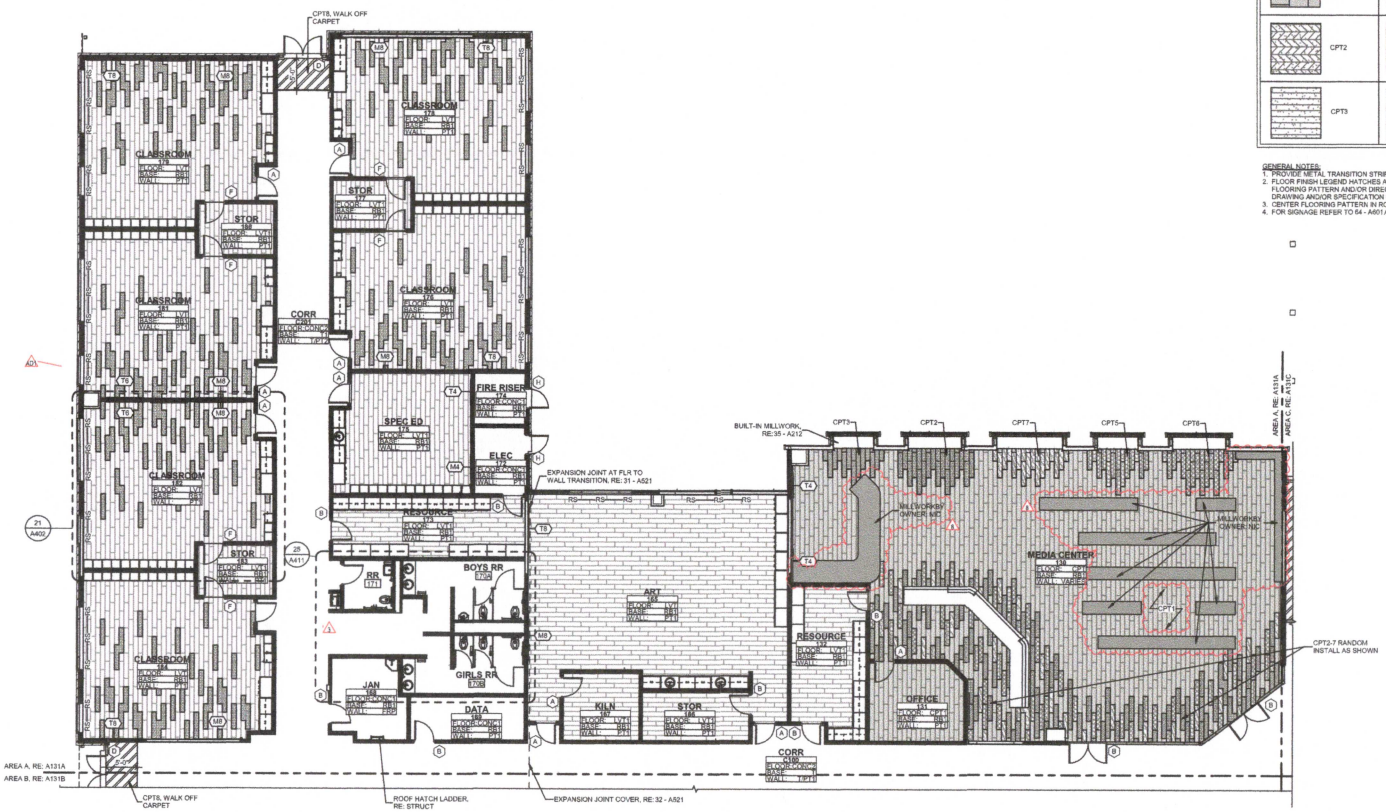
MARK	DATE	DESCRIPTION
DC	09-09-2025	100% DESIGN DEVELOPMENT
AP	11-06-2025	EARLY SITE GRADING PACKAGE
BE	11-26-2025	90% CONSTRUCTION DOCUMENTS
AS	12-05-2025	STORM SHELTER REVISIONS
UP	01-09-2026	EARLY SITE UTILITY PACKAGE
CT	01-16-2026	CONSTRUCTION DOCUMENTS
5	02-06-2026	ADDENDUM #1
6	02-12-2026	ADDENDUM #2

SHEET INFO

PROJECT: 1126036
DRAWN BY: PP
CHECKED BY: KB

SHEET TITLE
FINISH PLAN

SHEET NUMBER
202A131

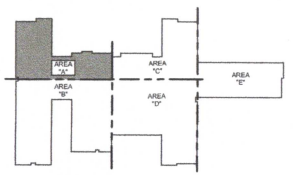


54 FINISH PLAN - AREA A
SCALE: 1/8" = 1'-0"
REFER: 33-A201
TRUE NORTH

FINISH LEGEND

LVT1	CPT4	VS1		
LVT2	CPT5	VS2		
LVT3	CPT6	VS3		
CPT1	CPT7	VS4		
CPT2	CPT8 - WALK OFF CARPET	X	SIGNAGE TAG, RE: 64 - A601	
CPT3	T9	X	VISUAL DISPLAY BOARD TAG	
		RS RS	ROLLER SHADES	

GENERAL NOTES:
1. PROVIDE METAL TRANSITION STRIP AT FLOORING CHANGES, U.N.O.
2. FLOOR FINISH LEGEND HATCHES ARE NOT NECESSARILY INDICATIVE OF FLOORING PATTERN AND/OR DIRECTION. REFER TO ENLARGED PATTERN DRAWING AND/OR SPECIFICATION FOR EXACT PATTERN AND INSTALLATION.
3. CENTER FLOORING PATTERN IN ROOM TO AVOID SMALL FLOOR CUTS U.N.O.
4. FOR SIGNAGE REFER TO 64 - A601 AND G201 FOR STORM SHELTER SIGNAGE.



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STRUCTURAL: KPC ENGINEERING
MEP: ALLEN CONSULTING
LANDSCAPE: CLS & ASSOCIATES, LLC
KITCHEN CONSULTANT: FDC, LLC

MUSTANG ELEMENTARY SCHOOL #9

MUSTANG, OKLAHOMA

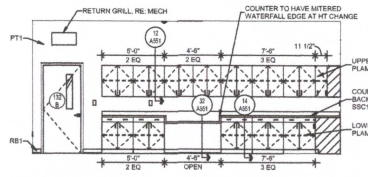
REVISION ISSUE

MARK	DATE	DESCRIPTION
A2	09-09-2025	100% DESIGN DEVELOPMENT
A1	11-15-2024	EARLY SITE GRADING PACKAGE
02	11-15-2024	90% CONSTRUCTION DOCUMENTS
01	04-05-2024	STORM SHELTER REVISIONS
00	01-19-2024	EARLY SITE UTILITY PACKAGE
CA1	04-19-2023	CONCEPT/CITY SUBMITTAL
1	04-19-2023	ADDENDUM 1
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0	03-28-2023	100 DD

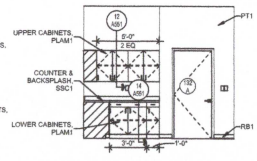
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DRAWN BY: PP
CHECKED BY: KB

SHEET TITLE
FINISH PLAN - AREA A

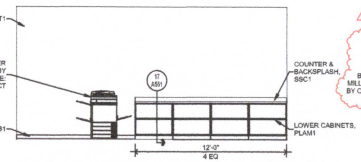
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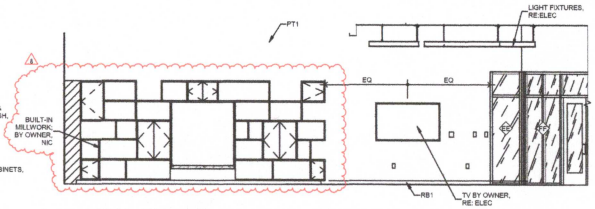
11 RESOURCE RM 132 NORTH ELEVATION
SCALE: 1/4" = 1'-0" REFER: 64-A111A



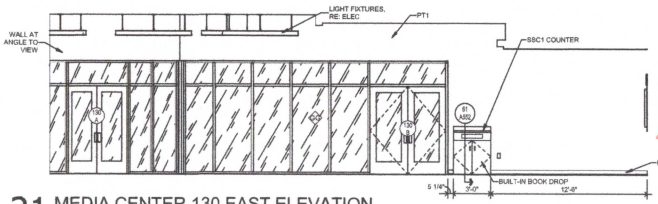
13 RESOURCE RM 132 EAST ELEV.
SCALE: 1/4" = 1'-0" REFER: 64-A111A



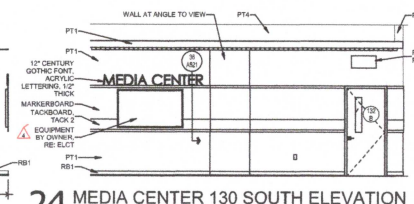
14 RECOURSE RM 132 SOUTH ELEV.
SCALE: 1/4" = 1'-0" REFER: 64-A111A



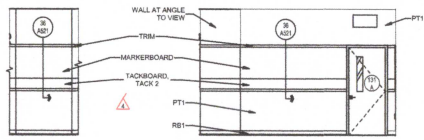
15 MEDIA CENTER 130 NORTH ELEVATION
SCALE: 1/4" = 1'-0" REFER: 64-A111A



21 MEDIA CENTER 130 EAST ELEVATION
SCALE: 1/4" = 1'-0" REFER: 64-A111A



24 MEDIA CENTER 130 SOUTH ELEVATION
SCALE: 1/4" = 1'-0" REFER: 64-A111A

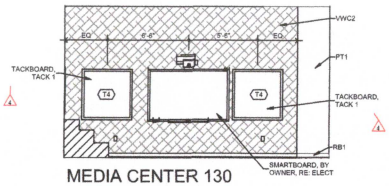


25 MEDIA CENTER 130 SE ELEV.
SCALE: 1/4" = 1'-0" REFER: 64-A111A

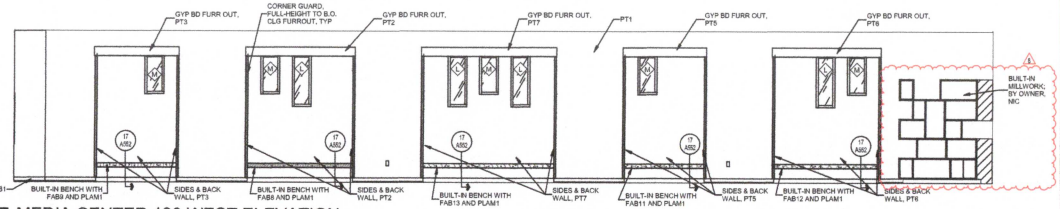
26 MEDIA CENTER 130 EAST ELEV.
SCALE: 1/4" = 1'-0" REFER: 64-A111A

WALL FINISHES LEGEND

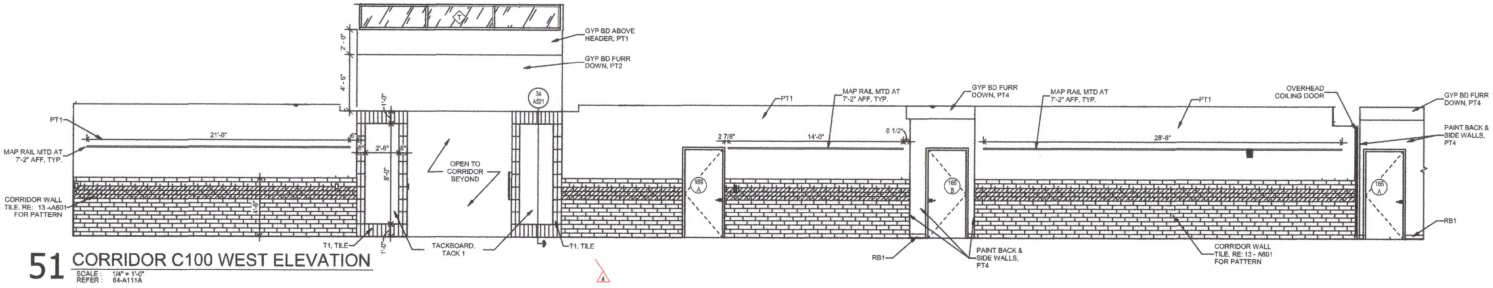
T1	FAB1		
T2	FAB2	FAB8	
T3	FAB3	FAB9	
T4	FAB4	FAB10	
T5	FAB5	FAB11	
T6	FAB6	FAB12	
T7	FAB7	FAB13	
T8	VWC		



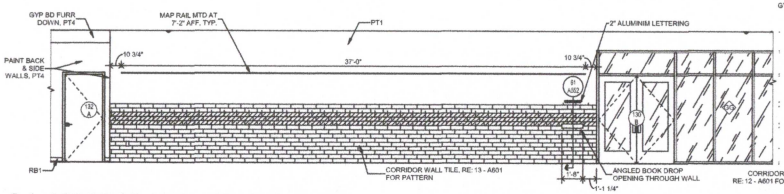
MEDIA CENTER 130 SOUTH ELEV.
31 TEACHING WALL
SCALE: 1/4" = 1'-0" REFER: 27-A555



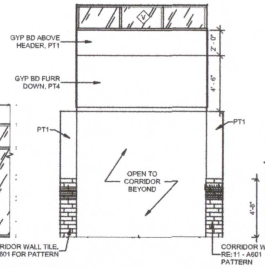
35 MEDIA CENTER 130 WEST ELEVATION
SCALE: 1/4" = 1'-0" REFER: 64-A111A



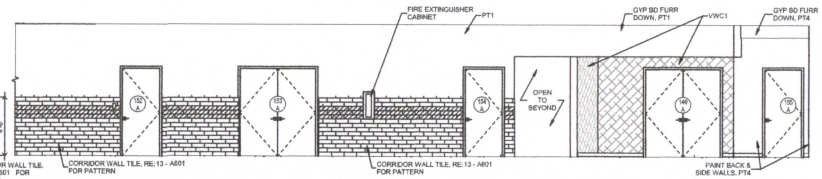
51 CORRIDOR C100 WEST ELEVATION
SCALE: 1/4" = 1'-0" REFER: 64-A111A



61 CORRIDOR C100 WEST ELEVATION
SCALE: 1/4" = 1'-0" REFER: 64-A111A



64 CORR C102 SOUTH ELEV.
SCALE: 1/4" = 1'-0" REFER: 64-A111A



65 CORRIDOR C100 EAST ELEVATION
SCALE: 1/4" = 1'-0" REFER: 64-A111B

NOTES:
1. ALL WALLS IN WET AREAS TO RECEIVE EPT PAINT.
2. PLACE GYP BD CONTROL JOINTS AT ALL INTERIOR DOOR FRAMES AND INTERIOR WINDOW FRAMES THROUGHOUT BUILDING AS NEEDED TO CONTROL CRACKING WHETHER OR NOT THEY ARE NOTED.
3. COORDINATE ALL WALL MOUNTED ITEMS WITH FINISHES. CONTACT ARCHITECT BEFORE PROCEEDING IF INTERFERING ITEMS ARE FOUND.

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STRUCTURAL: RPC ENGINEERING
MEP: ALLEN CONSULTING
LANDSCAPE: CLS & ASSOCIATES, LLC
KITCHEN CONSULTANT: FDC, LLC

MUSTANG ELEMENTARY SCHOOL #9
MUSTANG, OKLAHOMA

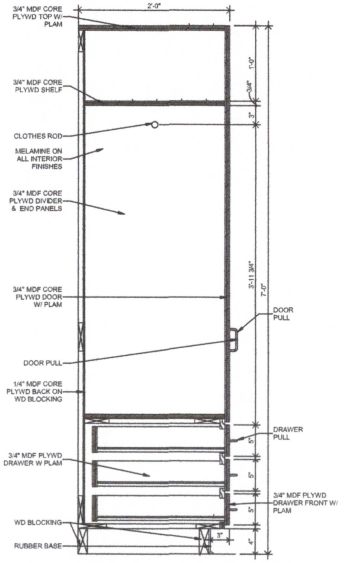
REVISION ISSUE

MARK	DATE	DESCRIPTION
UP	11-15-2025	BASE / SITE GRADING PACKAGE
SC	11-26-2025	95% CONSTRUCTION DOCUMENTS
R3	12-05-2025	STORM SHEL TER REVISIONS
UP	01-09-2026	BASE / SITE GRADING PACKAGE
CD	01-30-2026	CONSTRUCTION DOCUMENTS
1	02-27-2026	ADD #01
2	04-24-2026	ADD #02

SHEET INFO
PROJECT: 112808
DRAWN BY: PP
CHECKED BY: KB

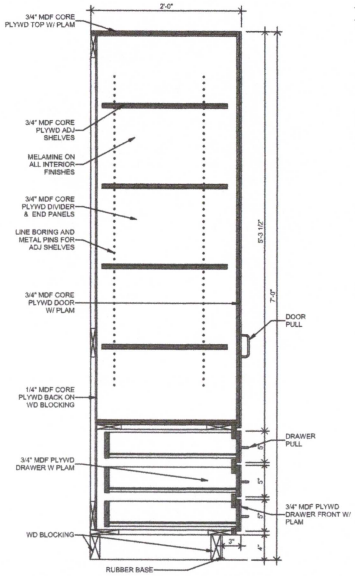
SHEET TITLE
INTERIOR ELEVATIONS

SHEET NUMBER
A212



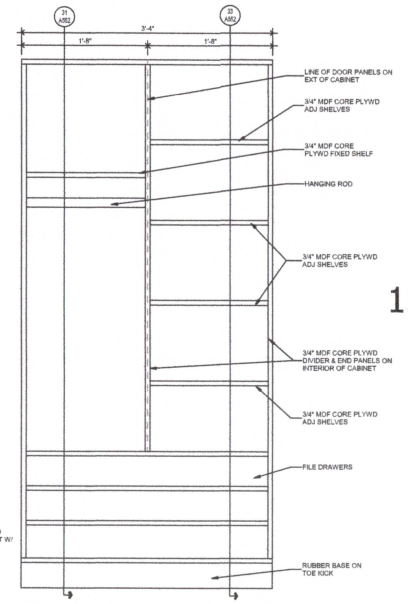
31 TEACHER'S FH CABINET W/ ROD & DRAWERS SECTIONS

SCALE: 1 1/2" = 1'-0"
REFER: 34-A552



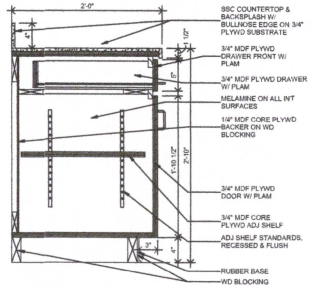
33 TEACHER'S FH CABINET W/ SHELVES & DRAWERS SECTION

SCALE: 1 1/2" = 1'-0"
REFER: 34-A552



34 TEACHER'S FULL HEIGHT CABINET EL. SECTION

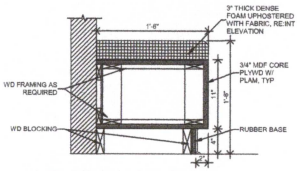
SCALE: 1 1/2" = 1'-0"
REFER: 13-A211



15 LOWER CABINET SECTION W/ DRAWER 2'-10" HT

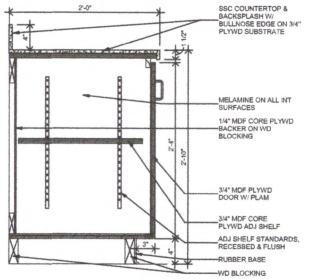
SCALE: 1 1/2" = 1'-0"
REFER: 45-A213

NOTES:
1. COORDINATE SINK DIMENSIONS WITH MILLWORK PRIOR TO FABRICATION.
2. ALL DESKS TO RECEIVE A MINIMUM OF TWO GROMMETS TO BE COORDINATED WITH OWNER AFTER CABINET INSTALLATION U.N.O.
3. ALL EXPOSED MILLWORK TO RECEIVE EITHER PLAM OR MELAMINE BASED ON LOCATION.
4. ADA SINKS TO BE NO HIGHER THAN 2'-10" TO SINK RIM.
5. COORDINATE MILLWORK WITH ELECTRICAL. NOTIFY ARCHITECT IF ANY CONFLICTS ARISE BEFORE PROCEEDING.



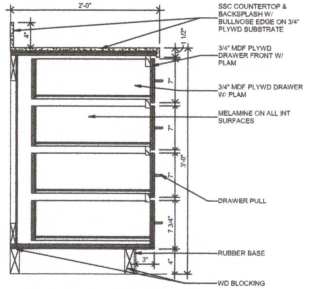
17 BENCH SECTION

SCALE: 1 1/2" = 1'-0"
REFER: 35-A212



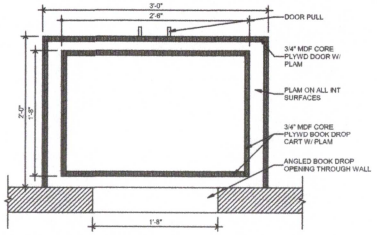
35 LOWER CABINET SECTION 2'-10" HT

SCALE: 1 1/2" = 1'-0"
REFER: 17-A211



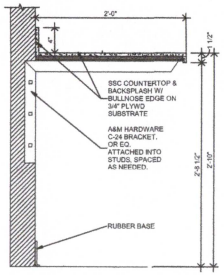
37 LOWER DRAWER SECTION

SCALE: 1 1/2" = 1'-0"
REFER: 36-A219



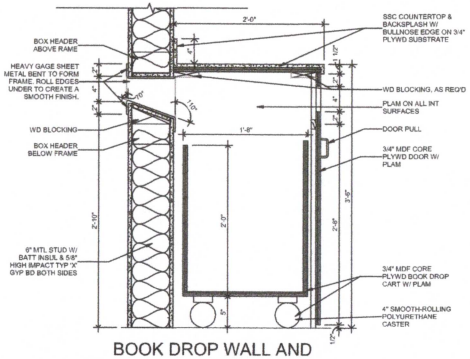
41 BOOK DROP MILLWORK SECTION PLAN VIEW

SCALE: 1 1/2" = 1'-0"
REFER:



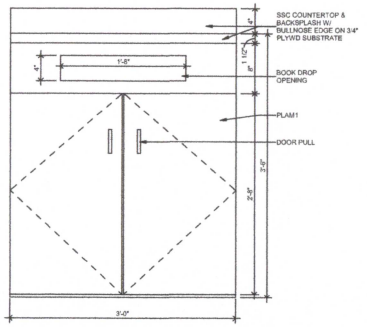
42 OPEN COUNTER SECTION 2'-10"

SCALE: 1 1/2" = 1'-0"
REFER: 55-A218



61 BOOK DROP WALL AND MILLWORK SECTION

SCALE: 1 1/2" = 1'-0"
REFER: 64-A111A



63 BOOK DROP FRONT ELEVATION

SCALE: 1 1/2" = 1'-0"
REFER:

MA+ ARCHITECTURE
OKLAHOMA CITY
NORMAN + WEATHERFORD
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CONSULTANTS

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SRB ENGINEERING
STRUCTURAL
KPC ENGINEERING
MEP
ALLEN CONSULTING
LANDSCAPE
CLS & ASSOCIATES, LLC
KITCHEN CONSULTANT
FDC, LLC

MUSTANG ELEMENTARY SCHOOL #9

MUSTANG, OKLAHOMA

REVISION ISSUE

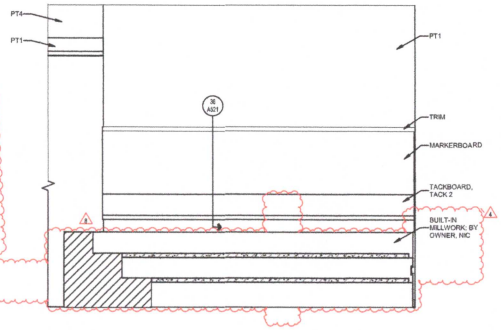
MARK	DATE	DESCRIPTION
1	10-28-2024	ADDENDUM #1
AP	11-15-2024	EARLY BID GRADING PACKAGE
A1	12-13-2024	90% CONSTRUCTION DOCUMENTS
BS	12-20-2024	STORM SHEL TER RE-BID
AP	01-03-2025	EARLY BTB UTILITY PACKAGE
A2	02-19-2025	100% CONSTRUCTION DOCUMENTS
A3	03-19-2025	ADDENDUM 1
2	05-12-2025	ASI 014

SHEET INFO

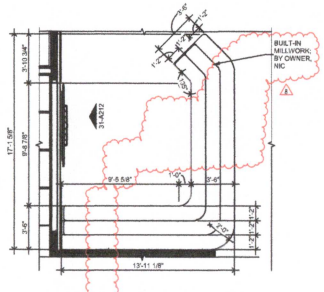
PROJECT: 1120B08
DRAWN BY: AP
CHECKED BY: KS

SHEET TITLE
MILLWORK DETAILS

SHEET NUMBER
205A552



25 MEDIA CENTER 130 EAST ELEV.
SCALE: 1/2" = 1'-0"
REFER: 1-SD - 4



27 MEDIA CENTER TEACHING AREA ENLARGED PLAN
SCALE: 1/4" = 1'-0"
REFER: 64-A111A

NOTES:
1. COORDINATE SINK DIMENSIONS WITH MILLWORK PRIOR TO FABRICATION.
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5. COORDINATE MILLWORK WITH ELECTRICAL. NOTIFY ARCHITECT IF ANY CONFLICTS ARISE BEFORE PROCEEDING.

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CONSULTANTS
CIVIL: SRB ENGINEERING
STRUCTURAL: KPC ENGINEERING
MEP: ALLEN CONSULTING
LANDSCAPE: CLEE & ASSOCIATES, LLC
KITCHEN CONSULTANT: PDC, LLC

MUSTANG ELEMENTARY SCHOOL #9
MUSTANG, OKLAHOMA

REVISION ISSUE

MARK	DATE	DESCRIPTION
DD	09-09-2025	100% DESIGN DEVELOPMENT
DP	11-19-2025	EARLY SITE GRADING PACKAGE
BC	11-26-2025	BID / CONSTRUCTION DOCUMENTS
1	12-01-2025	ATOMIC BMS TEXT REVISIONS
UP	01-23-2026	EARLY SITE UTILITY PACKAGE
A	02-06-2026	ADDENDUM #1
B	02-20-2026	ADDENDUM #2
C	03-02-2026	ADDENDUM #3

SHEET INFO
PROJECT: 112636
DRAWN BY: PP
CHECKED BY: KB

SHEET TITLE
MILLWORK DETAILS

SHEET NUMBER
A555

MUSTANG PUBLIC SCHOOLS

Jeff M. Landes
Chief Financial Officer

MEMO

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Jeff Landes, Chief Financial Officer

Date: June 27, 2024

Re: Athletic Booster Club Sanctioning Recommendation

On the recommendation to me by Robert Foreman, Athletic Director, please consider and approve for sanctioning for the 2024-2025 school year the attached list of booster clubs who support our athletic programs:

Mustang Takedown Club (Wrestling)
MHS Track Booster Club
Mustang Touchdown Club (Football)
Mustang Pacesetters Cross County Booster Club
Bronco Cheer Club
MHS Volleyball Booster Club
MHS Basketball Booster Club, Inc.
MHS Splash Zone
MHS Soccer Booster Club
MHS Softball Booster Club
Bronco Pom Inc.
Mustang Diamond Club

Encumbrance Register

Options: Year: 2023-2024, Date Range: 6/6/2024 - 6/26/2024, PO Range: 1830 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1832	06/10/2024	14462	Amazon Capital Services Inc.	054 - GATE Classroom Supplies	750.00
GATE Classroom Supplies			11-054-1000-681-251-0000-000-110		06/10/2024	143.95
			11-054-1000-681-251-0000-000-110		06/10/2024	106.05
			11-054-1000-681-251-0000-000-125		06/10/2024	143.94
			11-054-1000-681-251-0000-000-125		06/10/2024	106.06
			11-054-1000-681-251-0000-000-150		06/10/2024	143.94
			11-054-1000-681-251-0000-000-150		06/10/2024	106.06
11	1835	06/10/2024	10582	CCOSA	541 -CCOSA Pre-Conference Registration (6/12/24)	378.00
CCOSA Pre-Conference Registrations for Amy Hill and Michelle Mullens, OKC Convention Center on 6/12/24.			11-541-2573-860-000-0000-000-050		06/10/2024	378.00
11	1848	06/11/2024	12714	OKLAHOMA CHORAL DIRECTOR'S ASSOC	066 Registration to replace PO 2024-11-1624	130.00
066 Registration correction for PO 2024-11-1624 vendor should of been Oklahoma Choral Directors Association not Central Oklahoma Choral Directors Association.Sarah Green and Holly Pritchard			11-066-2213-860-100-1183-000-505		06/11/2024	50.00
			11-066-2213-860-100-1183-000-510		06/11/2024	80.00
11	1849	06/11/2024	20811	THE COLLEGE BOARD	066 AP Art History Tests	1,260.00
066 AP Art History and Music Theory tests for Mustang High School			11-066-2199-322-000-0000-000-705		06/11/2024	1,260.00
11	1850	06/18/2024	21294	Link's Lawn Equipment	032-Mowers	21,787.00
032-Mowers			11-032-2620-656-000-0000-000-050		06/18/2024	21,787.00
11	1851	06/18/2024	13293	ROSS TRANSPORTATION	Route Bus Purchases	674,055.00
(5) Current Model Year Yellow School Buses, Gasoline Powered, 77-Passenger Capacity Bus. Per Mustang Bid Specifications # 24-060-01, opened on 4/17/24			11-027-2720-762-000-0000-000-050		06/18/2024	674,055.00
11	1852	06/18/2024	12497	MIDWEST BUS SALES, INC.	Activity Bus Purchase	164,629.00
(1) Current Model Year, Conventional (Type C) MFSAB, Diesel Powered, 40-Passenger Capacity Bus. Per Mustang Bid Specifications # 24-060-02, opened on 4/17/24			11-027-2720-762-000-0000-000-050		06/18/2024	164,629.00
11	1853	06/18/2024	12497	MIDWEST BUS SALES, INC.	Activity Bus Purchase	164,629.00
(1) Current Model Year, Conventional (Type C) MFSAB, Diesel Powered, 40-Passenger Capacity Bus. Per Mustang Bid Specifications # 24-060-02, opened on 4/17/24			11-027-2720-762-000-0000-000-050		06/18/2024	164,629.00
11	1854	06/19/2024	68648	Ramp Business Corp	012-Fall 2024 School CEO Conference Registration	500.00
Fall CEO Conference registration for Kirk Wilson, Sept 30 - Oct 1, Little Rock AR			11-012-2490-860-000-0000-000-050		06/19/2024	500.00
11	1855	06/19/2024	85288	Heather Rachel Brakebill	070 Per Diem for Nashville Conf July 8-12, 2024	425.00
070 Heather Brakebill Per Diem for Nashville, TN Conference on July 8-12, 2024			11-070-2575-930-034-0000-000-050		06/19/2024	425.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 6/6/2024 - 6/26/2024, PO Range: 1830 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1856	06/19/2024	62855	TRAVEL SOURCE, INC	070 Airfare H Brakebill to Nashville July8-12,2024	850.00
070 Airfare for Heather Brakebill to attend SREB Conference in Nashville, TN July 8-12,2024			11-070-2213-580-034-0000-000-050		06/19/2024	850.00
11	1857	06/19/2024	67046	COMMERCE BANK	070 Registr H Brakebill SREB Conf July 9-12, 2024	700.00
070 Registration for Heather Brakebill to attend SREB Conference in Nashville, TN July 9-12, 2024			11-070-2213-860-034-0000-000-050		06/19/2024	700.00
11	1858	06/24/2024	64689	CTBOOK HOLDINGS LLC	541 - PD Books for District Leadership	2,000.00
Books for PD District Leadership(90) Dare to Lead (25) A New Kind of Diversity			11-541-2213-641-000-0000-000-050		06/24/2024	2,000.00
11	1859	06/24/2024	67046	COMMERCE BANK	561-Cultural Video for Title VI Students	149.00
561-Cultural Video for Title VI Students-We Will Speak- Cherokee Language Revitalization Video			11-561-1000-530-100-0000-000-705		06/24/2024	149.00
11	1860	06/25/2024	10257	BARNES & NOBLE	541 - PD Books for District Leadership	2,000.00
Quote#1658469 - (90) Dare to Lead Books for PD District Leadership			11-541-2213-641-000-0000-000-050		06/25/2024	2,000.00
11	1861	06/25/2024	17187	STERICYCLE, INC	Contract Buyout Agreement	1,080.00
Recycling contract buyout agreement due to unauthorized individual signing a contract not legal under OK statutes			11-014-2511-810-000-0000-000-050		06/25/2024	1,080.00

Non-Payroll Total:	**$1,035,322.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$1,035,322.00**

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2024	23361	CANADIAN VALLEY TECHNOLOGY CENTER	065 Project Connect for MHS at Canadian Valley	40,000.00
065 Project Connect at Canadian Valley Tech Center for 12 high school students per quarter for 24-25 SY			11-065-1000-561-430-4000-000-705		07/01/2024	40,000.00
11	2	07/01/2024	14714	GARY E MILLER	065 Alt Ed Svcs for 15 students for 24-25 SY	15,000.00
065 Alternative Educational Services for the 2024-2025 school year for 15 students			11-065-1000-561-430-4000-000-705		07/01/2024	15,000.00
11	3	07/01/2024	23740	STRATUS AUDIO, INC	065 Telephone Language Interpreter System	3,500.00
065 Provides on-demand video remote interpreting (VRI) and selected spoken languages, as well as over-the-phone interpreting (OPI) for 24-25 SY			11-065-2560-530-410-0000-000-050		07/01/2024	3,500.00
11	4	07/01/2024	61462	SLRS, INC.	065 Interpreting Svs Hearing Impaired Parent 24-25	1,500.00
065 Sign Language Resource Service provided for hearing impaired parents/guardians of students enrolled in Mustang Public Schools during Parent/Teacher Conferences, extra curricular performances and other meetings the district requires of parent/guardian.			11-065-2199-530-900-0000-000-050		07/01/2024	1,500.00
11	5	07/01/2024	67677	Imagine Learning LLC	065-Online Learning Platform Grades 6th-12th	56,116.00
065 Online Learning Platform for Virtual Students Grades 6th- 12th for 24-25 SY			11-065-1000-530-281-0000-000-140		07/01/2024	6,853.71
			11-065-1000-530-281-0000-000-145		07/01/2024	6,853.71
			11-065-1000-530-281-0000-000-160		07/01/2024	6,853.71
			11-065-1000-530-281-0000-000-505		07/01/2024	6,853.71
			11-065-1000-530-281-0000-000-510		07/01/2024	6,853.71
			11-065-1000-530-281-0000-000-525		07/01/2024	6,853.71
			11-065-1000-530-281-0000-000-705		07/01/2024	6,853.74
Tutoring Option for Virtual Students grades 6th-12th			11-065-1000-530-281-0000-000-140		07/01/2024	1,162.85
			11-065-1000-530-281-0000-000-145		07/01/2024	1,162.85
			11-065-1000-530-281-0000-000-160		07/01/2024	1,162.85
			11-065-1000-530-281-0000-000-505		07/01/2024	1,162.85
			11-065-1000-530-281-0000-000-510		07/01/2024	1,162.85
			11-065-1000-530-281-0000-000-525		07/01/2024	1,162.85
			11-065-1000-530-281-0000-000-705		07/01/2024	1,162.90

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	6	07/01/2024	66327	INSTRUCTURE, INC	065 Learning Mgmt/Assess Grades 2nd-12th	162,567.55
065 Learning Management System and Assessment Program for grades 2n thru 12th for the 2024-2025 school year			11-065-1000-530-281-0000-000-105		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-110		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-115		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-120		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-125		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-135		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-140		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-145		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-150		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-155		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-160		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-505		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-510		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-525		07/01/2024	10,837.83
			11-065-1000-530-281-0000-000-705		07/01/2024	10,837.93
11	7	07/01/2024	62941	Master the Test, LLC	065 ACT & PSAT Test Prep for MHS	18,700.00
065 ACT and PSAT Test Crash Courses for Mustang High School 24-25 SY			11-065-1000-530-100-0000-000-705		07/01/2024	18,700.00
11	8	07/01/2024	64696	RIVERSIDE ASSESSMENTS, LLC	Assessment and Progress Monitor PK-1	28,490.00
Assessment and Progress Monitor PK-1st			11-064-1000-653-100-1110-000-105		07/01/2024	3,165.00
			11-064-1000-653-100-1110-000-110		07/01/2024	3,165.00
			11-064-1000-653-100-1110-000-115		07/01/2024	3,165.00
			11-064-1000-653-100-1110-000-120		07/01/2024	3,165.00
			11-064-1000-653-100-1110-000-125		07/01/2024	3,165.00
			11-064-1000-653-100-1110-000-130		07/01/2024	3,170.00
			11-064-1000-653-100-1110-000-135		07/01/2024	3,165.00
			11-064-1000-653-100-1110-000-150		07/01/2024	3,165.00
			11-064-1000-653-100-1110-000-155		07/01/2024	3,165.00
11	9	07/01/2024	66969	FLORIDA VIRTUAL SCHOOL	Online Virtual- Grades K-6th Licenses	4,823.75
Online Virtual-Grades K-6th Licenses			11-064-1000-530-100-1050-000-105		07/01/2024	438.52
			11-064-1000-530-100-1050-000-110		07/01/2024	438.52
			11-064-1000-530-100-1050-000-115		07/01/2024	438.52
			11-064-1000-530-100-1050-000-120		07/01/2024	438.52
			11-064-1000-530-100-1050-000-125		07/01/2024	438.52
			11-064-1000-530-100-1050-000-135		07/01/2024	438.52
			11-064-1000-530-100-1050-000-140		07/01/2024	438.55
			11-064-1000-530-100-1050-000-145		07/01/2024	438.52
			11-064-1000-530-100-1050-000-150		07/01/2024	438.52
			11-064-1000-530-100-1050-000-155		07/01/2024	438.52
			11-064-1000-530-100-1050-000-160		07/01/2024	438.52

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	10	07/01/2024	15899	RENAISSANCE LEARNING INC	Reading and Math Screen Assessments	164,048.78
Reading and Math Screen Assessments			11-064-1000-530-100-1110-000-105		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-110		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-115		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-120		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-125		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-135		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-140		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-145		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-150		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-155		07/01/2024	10,930.78
			11-064-1000-530-100-1110-000-160		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-505		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-510		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-525		07/01/2024	10,937.00
			11-064-1000-530-100-1110-000-705		07/01/2024	10,937.00
11	11	07/01/2024	84644	John Kirk Wilson	012-Travel Reimbursement - School CEO Conference	450.78
School CEO Conference, Little Rock Arkansas, Sept 30 - Oct 1Mileage$0.67 x 353.4 miles = $236.78			11-012-2490-580-000-0000-000-050		07/01/2024	236.78
Per diem = $107 (https://www.gsa.gov/travel/plan-book/per-diem-rates/)$53.50 + 107 + 53.50 = 214			11-012-2490-580-100-0000-000-050		07/01/2024	214.00
11	12	07/01/2024	67457	ACTIVE INTERNET TECHNOLOGIES, LLC	012-Website 2024-25 School Year	25,850.00
Website Services-CMS-Hosting-Training/Support-Other Associated Services			11-012-2490-530-100-0000-000-050		07/01/2024	25,850.00
11	13	07/01/2024	68648	Ramp Business Corp	012-ChatGPT Subscription Kirk Wilson	240.00
Monthly ChatGPT Subscription - Kirk Wilson$20/mo x 12 mos = $240.00			11-012-2490-653-000-0000-000-050		07/01/2024	240.00
11	14	07/01/2024	68491	AlwaysOn, Inc	012-Website Chatbot	3,000.00
Website Chatbot & Associated Services			11-012-2490-530-100-0000-000-050		07/01/2024	3,000.00
11	15	07/01/2024	68648	Ramp Business Corp	012-Grammerly FY25	144.00
2024-25 Grammarly Subscription			11-012-2490-653-000-0000-000-050		07/01/2024	144.00
11	16	07/01/2024	13963	CAPITAL ONE TRADE CREDIT	043 ESY July Supplies	350.00
043 ESY July Supplies			11-043-1000-681-239-0000-000-120		07/01/2024	350.00
11	17	07/01/2024	66783	RACHEL RICHARDSON	043 ESY Parent July Mileage	150.00
043 ESY Parent July Mileage			11-043-2720-513-239-0000-000-120		07/01/2024	150.00
11	18	07/01/2024	20291	ERICA LIZETH HERRERA	043 ESY Parent July Mileage	150.00
043 ESY Parent July Mileage			11-043-2720-513-239-0000-000-120		07/01/2024	150.00
11	19	07/01/2024	61469	Westmoreland Therapies Services,LLC	043 Speech Therapy for ESY - July 2024	2,250.00
043 Speech Therapy for ESY - July 2024			11-043-2152-323-239-0000-000-120		07/01/2024	2,250.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	20	07/01/2024	66586	CONTINUED.COM, LLC	615 OT/Speech Yearly Membership for Cont Ed	2,314.00
615 OT/Speech Yearly Memberships:Dahn King Elam, Amy Farris, Sybil George, Brittney Harvey, Jaimie Kuykendall, Gabriela Lopez, Kim Nunnery, Stephanie Taylor, Shira Barnett, Lindsay Crone, Kristine Evans, Desirae Hood, Coby Keller, Ashlyn Lambert, Dennis Mathew, Kelsey Oliver, Rebecca Reddish, Elizabeth Shay, MaKenna Stewart, Courtney Van Etten, Kayla Ward, Allison Williams, Natalie Williams.		11-615-2573-860-239-0000-000-050			07/01/2024	2,314.00
11	21	07/01/2024	65001	COUGHDROP, INC	621 Organization Management Tool Annual Subscript	1,000.00
621 Organization Management Tool Annual Subscription		11-621-1000-530-239-0000-000-050			07/01/2024	1,000.00
11	22	07/01/2024	64779	TOBII DYNAVOX LLC	621 Boardmaker Renewal Subscriptions	3,044.70
621 Boardmaker Renewal Subscriptions		11-621-1000-530-239-0000-000-510			07/01/2024	3,044.70
11	23	07/01/2024	20225	n2y, LLC	621 Unique Learning Systems & Life Skills Renewal	34,194.17
621 Unique Learning Systems & Life Skills Renewal		11-621-1000-641-239-3400-000-705			07/01/2024	34,194.17
11	24	07/01/2024	14403	CANADIAN COUNTY HEALTH DEPART.	047 Autism Toddler Replication Program	28,800.00
047 Autism Toddler Replication Program		11-047-2152-323-239-0000-000-110			07/01/2024	28,800.00
11	25	07/01/2024	68035	Julie Atwood	047/621 Behavioral Contract/RBT/Consult	14,871.31
047/621 Behavioral Contract/RBT/Consult		11-047-2140-323-239-0000-000-705			07/01/2024	1,000.00
		11-621-2140-323-239-0000-000-705			07/01/2024	13,871.31
11	26	07/01/2024	68320	Canadian Valley Speech Services	047/641 SLP Contract-Speech Services	55,500.00
047/641 SLP Contract-Speech Services		11-047-2152-323-239-0000-000-130			07/01/2024	11,100.00
		11-641-2152-323-239-0000-000-130			07/01/2024	44,400.00
11	27	07/01/2024	68324	Edmond Speech Therapy LLC	047/641 SLP Contract-Speech Services	110,000.00
047/641 SLP Contract-Speech Services		11-047-2152-323-239-0000-000-120			07/01/2024	20,000.00
		11-621-2152-323-239-0000-000-120			07/01/2024	90,000.00
11	28	07/01/2024	63257	Educational Diagnostic Testing Svcs	621 District Educational Diagnostic Testing	50,000.00
621 District Educational Diagnostic Testing		11-621-2140-320-239-0000-000-050			07/01/2024	50,000.00
11	29	07/01/2024	19184	Jenni Dawn Hunt	047/621 SLP Contract-Speech Services	98,000.00
047/621 SLP Contract-Speech Services		11-047-2152-323-239-0000-000-150			07/01/2024	10,000.00
		11-621-2152-323-239-0000-000-150			07/01/2024	88,000.00
11	30	07/01/2024	68709	Larry L. Mullins	621 Behavioral Consulting, Training, Prgm Design	10,000.00
621 Behavioral Consulting, Training, Program Design		11-621-2140-323-239-0000-000-120			07/01/2024	10,000.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	31	07/01/2024	18288	April Neichole Keck	047/621 District Vision Services	30,000.00
047/621 District Vision Services			11-047-1000-322-239-0000-000-155		07/01/2024	6,000.00
			11-621-1000-322-239-0000-000-155		07/01/2024	24,000.00
11	32	07/01/2024	61029	SPEECH PATHWAY, LLC	047/621 SLP Contract-Speech Services	427,500.00
047/621 SLP Contract-Speech Services			11-047-2152-323-239-0000-000-155		07/01/2024	85,500.00
			11-621-2152-323-239-0000-000-155		07/01/2024	342,000.00
11	34	07/01/2024	63396	OK Assist Tech & Ed Consult Assoc	621 Assistive Technology Evaluations	10,000.00
621 Assistive Technology Evaluations			11-621-2140-320-239-0000-000-105		07/01/2024	10,000.00
11	35	07/01/2024	61462	SLRS, INC.	047 Sign Language Services	1,500.00
047 Sign Language Services			11-047-2199-323-239-0000-000-125		07/01/2024	1,500.00
11	37	07/01/2024	66342	OKLAHOMA HEARING SOLUTIONS, LLC	621 Audiology Services	1,000.00
621 Audiology Services			11-621-2153-658-239-0000-000-505		07/01/2024	1,000.00
11	38	07/01/2024	23667	ImageNet Consulting LLC	621 Laserfiche (19) License Renewal	2,573.25
621 Laserfiche (19) License Renewal			11-621-2230-342-239-0000-000-050		07/01/2024	2,573.25
11	39	07/01/2024	18552	MULTI-LINGUAL COMMUNICATION	047 Translation Services for Bilingual Mtgs	650.00
047 Translation Services for Bilingual Mtgs			11-047-2152-323-239-0000-000-125		07/01/2024	650.00
11	40	07/01/2024	23488	Starfall Education Foundation	621 Teacher Membership Renewal	355.00
621 Teacher Membership Renewal			11-621-1000-530-239-0000-000-150		07/01/2024	355.00
11	41	07/01/2024	12278	LRP Publications, Inc.	621 504 Compliance Newsletter Subscription	330.00
621 504 Compliance Newsletter Subscription			11-621-2330-642-239-0000-000-050		07/01/2024	330.00
11	42	07/01/2024	67046	COMMERCE BANK	412-Hyatt Place Tulsa/Downtown, OK (7/31/24)	13,800.00
Lodging for CTE Summer Summit Tulsa, OK (July 31- Aug. 2, 2024)STEM ATTENDEES: Shadai LaPlaceKrista OwenGina Sewell DelaneyJosh NealErin HolderVanessa BacaJennifer WilhmBrandy SkoropowskiJeremy FordJessica HolmanMatt MooreFACS ATTENDEES: Kristin PumfordJacqueline HarrisonMiranda CoxRachel Kain HarperCourtney MatlockChristina RobyJennifer MorrisBMITE ATTENDEES: Will StaatsBailey CareyErin WakefieldGreg OsborneAGRICULTURE ATTENDEES: Chris ConwayAlecia SymesScott StevensADMINAmy Hill			11-412-2213-580-311-8000-000-705		07/01/2024	1,592.31
			11-412-2213-580-314-8400-000-505		07/01/2024	530.77
			11-412-2213-580-314-8400-000-510		07/01/2024	530.77
			11-412-2213-580-314-8400-000-705		07/01/2024	2,653.85
			11-412-2213-580-315-8700-000-140		07/01/2024	1,061.54
			11-412-2213-580-315-8700-000-145		07/01/2024	1,061.54
			11-412-2213-580-315-8700-000-160		07/01/2024	1,061.54
			11-412-2213-580-315-8700-000-525		07/01/2024	1,592.31
			11-412-2213-580-315-8700-000-705		07/01/2024	1,061.54
			11-412-2213-580-316-8100-000-705		07/01/2024	2,123.08
			11-412-2573-580-315-8700-000-050		07/01/2024	530.75

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	43	07/01/2024	64746	OK Assoc of Career & Tech Ed	412-Registration to Summer Summit (Aug. 1-2,2024)	6,500.00
Registration to attend Summer Summit in Tulsa, OK 8/1-8/2, 2024STEM Attendees: Shadai LaPlaceKrista OwenGina Sewell DelaneyJosh NealErin HolderVanessa BacaJennifer WilhmBrandy SkoropowskiJeremy FordJessica HolmanMatt MooreFACS Attendees: Kristin PumfordJacqueline HarrisonMiranda CoxRachel Kain HarperCourtney MatlockChristina RobyJennifer MorrisBMITE Attendees: Will StaatsBailey CareyErin WakefieldGreg OsborneAG Attendees: Chris ConwayAlecia SymesScott StevensAdmin: Amy Hill	11-412-2213-860-311-8000-000-705		07/01/2024	750.00
	11-412-2213-860-314-8400-000-505		07/01/2024	250.00
	11-412-2213-860-314-8400-000-510		07/01/2024	250.00
	11-412-2213-860-314-8400-000-705		07/01/2024	1,250.00
	11-412-2213-860-315-8700-000-140		07/01/2024	500.00
	11-412-2213-860-315-8700-000-145		07/01/2024	500.00
	11-412-2213-860-315-8700-000-160		07/01/2024	500.00
	11-412-2213-860-315-8700-000-525		07/01/2024	750.00
	11-412-2213-860-315-8700-000-705		07/01/2024	750.00
	11-412-2213-860-316-8100-000-705		07/01/2024	1,000.00
11	44	07/01/2024	67352	WHOVA, INC	511- District PD App	4,000.00
District Support Application by WHOVA - Single Event License	11-541-2213-653-000-0000-000-050		07/01/2024	4,000.00
11	45	07/01/2024	10257	BARNES & NOBLE	541 - PD Books for District Leadership	2,000.00
Quote#1658469 - (90) Dare to Lead Books for PD District Leadership	11-541-2213-641-000-0000-000-050		07/01/2024	2,000.00
11	46	07/01/2024	86824	Shadai Laplace	412 -S LaPlace Est. Travel Exp. (07/31-08/2/24)OK	450.00
Shadai LaPlace - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024	11-412-2213-580-315-8700-000-145		07/01/2024	450.00
11	47	07/01/2024	87143	Krista Marie Owen	412- K Owen Est. Travel Exp. (07/31-08/2/24)OK	450.00
Krista Owen - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024	11-412-2213-580-315-8700-000-145		07/01/2024	450.00
11	48	07/01/2024	83070	Gina Marie Sewell-Delaney	412- G Sewell-Delany Est.Travel (07/31-8/2/24)OK	450.00
Gina Sewell-Delany - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024	11-412-2213-580-315-8700-000-140		07/01/2024	450.00
11	49	07/01/2024	86705	Joshua Brandon Neal	412- J Neal Est. Travel Exp. (07/31-8/2/24)OK	450.00
Josh Neal - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024	11-412-2213-580-315-8700-000-140		07/01/2024	450.00
11	50	07/01/2024	83772	Erin Ann Holder	412- E Holder Est. Travel Exp. (07/31-8/2/24), OK	450.00
Erin Holder - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024	11-412-2213-580-315-8700-000-160		07/01/2024	450.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	51	07/01/2024	84055	Vanessa Renee Baca	412- V Baca Est. Travel Exp. (7/31 -8/2/24), OK	450.00
Vanessa Baca - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-315-8700-000-160		07/01/2024	450.00
11	52	07/01/2024	85149	Jennifer Lea Wilhm	412- J Wilhm Est. Travel Exp. (7/31-8/2/24), OK	450.00
Jennifer Wilhm - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-315-8700-000-510		07/01/2024	450.00
11	53	07/01/2024	85367	Jeremy Edward Ford	412- J Ford Est. Travel Exp. (07/31-8/2/24), OK	450.00
Jeremy Ford - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-315-8700-000-525		07/01/2024	450.00
11	54	07/01/2024	84045	Jessica Leigh Holman	412- J Holman Est. Travel Exp. (07/31-08/2/24), OK	450.00
Jessica Holman - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-315-8700-000-705		07/01/2024	450.00
11	55	07/01/2024	80765	Matt E Moore	412- M Moore Est. Travel Exp. (07/31-08/02/24), OK	450.00
Matt Moore - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-315-8700-000-705		07/01/2024	450.00
11	56	07/01/2024	83729	Kristin Jean Pumford	412- K Pumford Est. Travel Exp. (07/31-08/02/24)OK	450.00
Kristin Pumford - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-314-8400-000-705		07/01/2024	450.00
11	57	07/01/2024	83802	Jacqueline Adele Harrison	412- J Harrison Est.Travel Exp. (07/31-08/02/24),OK	450.00
Jacqueline Harrison - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-314-8400-000-705		07/01/2024	450.00
11	58	07/01/2024	85776	Marinda Paige Cox	412- M Cox Est. Travel Exp. (07/31-08/02/24), OK	450.00
Marinda Cox - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-314-8400-000-705		07/01/2024	450.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	59	07/01/2024	86826	Rachel Xiomara Courtney Kain	412-R Harper Est. Travel Exp. (07/31-08/02/24), OK	450.00
Rachel Kain Harper - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-314-8400-000-705		07/01/2024	450.00
11	60	07/01/2024	86340	Courtney Breck Matlock	412- C Matlock Est. Travel Exp. (07/31-08/02/24)OK	450.00
Courtney Matlock- Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-314-8400-000-705		07/01/2024	450.00
11	61	07/01/2024	85088	Christina Elizabeth Roby	412- C Roby Est. Travel Exp. (07/31-08/02/24), OK	450.00
Christina Ruby - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-314-8400-000-510		07/01/2024	450.00
11	62	07/01/2024	84231	Jennifer Suzanne Morris	412- J Morris Est. Travel Exp. (07/31-08/02/24),OK	450.00
Jennifer Morris - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-314-8400-000-510		07/01/2024	450.00
11	63	07/01/2024	86438	William Jacob Staats	412- W Staats Est. Travel Exp. (07/31-08/02/24)OK	450.00
Will Staats - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-316-8100-000-705		07/01/2024	450.00
11	64	07/01/2024	86953	Bailey Gayle Carey	412- B Carey Est. Travel Exp. (07/31-08/02/24), OK	450.00
Bailey Carey - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-316-8100-000-705		07/01/2024	450.00
11	65	07/01/2024	85777	Erin Linsay Wakefield	412- E Wakefield Est. Travel Exp. (07/31-8/2/24)OK	450.00
Erin Wakefield - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-312-8600-000-705		07/01/2024	450.00
11	66	07/01/2024	82825	Gregory Scott Osborne	412- G Osborne Est. Travel Exp. (07/31-08/02/24)OK	450.00
Greg Osborne - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-316-8100-000-705		07/01/2024	450.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	67	07/01/2024	65212	MATHEW CONWAY	412- M Conway Est. Travel Exp. (07/31-08/02/24)OK	450.00
Matthew Conway - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-311-8000-000-705		07/01/2024	450.00
11	68	07/01/2024	85515	Alecia Sha Symes	412- A Symes Est. Travel Exp. (07/31-08/02/24)Ok	450.00
Alecia Symes - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-311-8000-000-705		07/01/2024	450.00
11	69	07/01/2024	21562	SCOTT STEVENS	412- S Stevens Est. Travel Exp. (07/31-08/02/24)OK	450.00
Scott Stevens- Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2213-580-311-8000-000-705		07/01/2024	450.00
11	70	07/01/2024	82218	Amy Danielle Hill	412- A Hill Est. Travel Exp. (07/31 -08/02/24), OK	450.00
Amy Hill - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024			11-412-2573-580-315-8700-000-050		07/01/2024	450.00
11	71	07/01/2024	15361	OKLAHOMA DEPT OF CAREER TECH	412 -STEM NEW TEACHER Academy (July 10-11)	1,200.00
Registration STEM New Teacher Academy (July 10-11,2024), Guthrie, OK Attendees: Krista Owen, Joshua Neal, Jennifer Wilhm, Matthew Stephens, Rhoda Swan, Erin Holder, Gina Sewell-Delany, Robbyn Glinsmann, Misty Edison, Amy Hill			11-412-2213-860-315-8700-000-050		07/01/2024	360.00
			11-412-2213-860-315-8700-000-140		07/01/2024	240.00
			11-412-2213-860-315-8700-000-145		07/01/2024	120.00
			11-412-2213-860-315-8700-000-160		07/01/2024	120.00
			11-412-2213-860-315-8700-000-505		07/01/2024	120.00
			11-412-2213-860-315-8700-000-510		07/01/2024	120.00
			11-412-2213-860-315-8700-000-525		07/01/2024	120.00
11	72	07/01/2024	15361	OKLAHOMA DEPT OF CAREER TECH	412 - FACS New Teacher Academy (July 15-18,2024)OK	900.00
Registration FACS New Teacher Academy (July 15-18,2024), Stillwater, OK Attendees: Jennifer Morris, Christina Roby, Tara Hardeman			11-412-2213-860-314-8400-000-505		07/01/2024	300.00
			11-412-2213-860-314-8400-000-510		07/01/2024	300.00
			11-412-2213-860-314-8400-000-525		07/01/2024	300.00
11	73	07/01/2024	15361	OKLAHOMA DEPT OF CAREER TECH	412- BMITE New Teacher Academy (July16-18,2024) OK	300.00
Registration for BMITE New Teacher Academy (July16-18,2024), Guthrie, OK Attendees: Bailey Carey, Greg Osborne			11-412-2213-860-316-8100-000-705		07/01/2024	300.00
11	74	07/01/2024	87143	Krista Marie Owen	412-K Owen Mileage (STEM New Teacher Academy)	200.00
Krista Owen: MileageSTEM New Teacher AcademyJuly 10-11, 2024 Guthrie, OK			11-412-2213-580-315-8700-000-145		07/01/2024	200.00
11	75	07/01/2024	83070	Gina Marie Sewell-Delaney	412 - Gina S Delaney Mileage (New Teacher Academy)	200.00
Gina Sewell - Delaney MileageSTEM New Teacher AcademyJuly 10-11 Guthrie, OK			11-412-2213-580-315-0000-000-140		07/01/2024	200.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	76	07/01/2024	86705	Joshua Brandon Neal	412-Josh Neal Mileage (New Teacher Academy)	200.00
Josh Neal - MileageSTEM New Teacher AcademyJuly 10 - 11 2024 Guthrie, OK			11-412-2213-580-315-8700-000-140		07/01/2024	200.00
11	77	07/01/2024	89790	Rhoda D Swan	412 - Rhoda Swan Mileage (New Teacher Academy)	200.00
Rhoda Swan MileageSTEM New Teacher AcademyJuly 10-11, 2024 Guthrie, OK			11-412-2213-580-315-8700-000-510		07/01/2024	200.00
11	78	07/01/2024	85816	Matthew Douglas Stephens	412 - M Stephens Mileage (New Teacher Academy)	200.00
Matthew Stephens MileageSTEM New Teacher AcademyJuly 10 & 11, 2024 Guthrie, OK			11-412-2213-580-315-8700-000-505		07/01/2024	200.00
11	79	07/01/2024	85149	Jennifer Lea Wilhm	412 - J Wilhm Mileage (New Teacher Academy)	200.00
Jennifer Wilhm MileageSTEM New Teacher AcademyJuly 10 & 11, 2024 Guthrie, OK			11-412-2213-580-315-8700-000-525		07/01/2024	200.00
11	80	07/01/2024	82825	Gregory Scott Osborne	412 - Greg Osborne Mileage (New Teacher Academy)	200.00
Greg Osborne MileageBMITE New Teacher AcademyJuly 16-18, 2024 Guthrie, OK			11-412-2213-580-316-8100-000-705		07/01/2024	200.00
11	81	07/01/2024	86953	Bailey Gayle Carey	412 B Carey Mileage (New Teacher Academy)	200.00
Bailey Carey MileageBMITE New Teacher AcademyJuly 16-18, 2024 Guthrie, OK			11-412-2213-580-316-8100-000-705		07/01/2024	200.00
11	82	07/01/2024	85088	Christina Elizabeth Roby	412 - C Roby Travel (New Teacher Academy)	450.00
Christina Roby Mileage & Per DiemFACS New Teacher AcademyJuly 14 - 18, 2024 Stillwater, OK			11-412-2213-580-314-8400-000-510		07/01/2024	450.00
11	83	07/01/2024	84231	Jennifer Suzanne Morris	412- J Morris Travel (New Teacher Academy)	450.00
Jennifer Morris Mileage and Per DiemFACS New Teacher AcademyJuly 14-18, 2024 Stillwater, OK			11-412-2213-580-314-8400-000-505		07/01/2024	450.00
11	84	07/01/2024	85358	Tara Lynn Hardeman	412 - T Hardeman Travel (New Teacher Academy)	450.00
Tara Hardeman Mileage and Per DiemFACS New Teacher AcademyJuly 14 - 18, 2025 Guthrie, OK			11-412-2213-580-314-8400-000-525		07/01/2024	450.00
11	85	07/01/2024	67046	COMMERCE BANK	412 Hampton Inn, Stillwater, OK 7/14/24	1,500.00
Lodging for FACS New Teacher AcademyJuly 14 - 18, Stillwater, OKJennifer Morris, Christina Roby, Tara Hardeman			11-412-2213-580-314-8400-000-505		07/01/2024	500.00
			11-412-2213-580-314-8400-000-510		07/01/2024	500.00
			11-412-2213-580-314-8400-000-525		07/01/2024	500.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	86	07/01/2024	64184	LEXIA LEARNING SYSTEMS LLC	Literacy Platform PK-6th	126,225.00
Literacy Platform PK-6th Grade			11-367-1000-653-427-1110-000-105		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-110		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-115		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-120		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-125		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-130		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-135		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-140		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-145		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-150		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-155		07/01/2024	10,518.75
			11-367-1000-653-427-1110-000-160		07/01/2024	10,518.75
11	87	07/01/2024	13803	THOMPSON SCHOOL BK.DEPOSITORY	Spanish Licenses for 9th-12th Grades	48,927.83
Additional Spanish Licenses for grades 9th-12th			11-333-1000-653-100-0000-000-705		07/01/2024	48,927.83
11	88	07/01/2024	68648	Ramp Business Corp	012 - Hotel School CEO Conference - Kirk Wilson	465.00
School CEO Conference HotelCheck in: Sunday 9/29/24Check out: Wednesday, 10/2/24$155/night			11-012-2490-580-000-0000-000-050		07/01/2024	465.00
11	89	07/01/2024	14578	SYNERGY DATA COM	025 -OPEN FOR TECH SUPPLIES	18,000.00
OPEN FOR TECHNOLOGY SUPPLIES			11-025-2580-653-000-0000-000-050		07/01/2024	18,000.00
11	90	07/01/2024	10064	All Season Building Supply Co Inc	025 - OPEN FOR TECHNOLOGY SUPPLIES	2,000.00
OPEN FOR TECHNOLOGY SUPPPLIES			11-025-2580-653-000-0000-000-050		07/01/2024	2,000.00
11	91	07/01/2024	18351	ID SPECIALISTS INC	025 - ID CARDS/SUPPLIES FOR HR	7,000.00
ID CARDSPRINTING RIBBONSCLIPSCASESAND OTHER SUPPLIES NEEDED			11-025-2580-653-000-0000-000-050		07/01/2024	7,000.00
11	92	07/01/2024	99999	MUSTANG PUBLIC SCHOOLS	025 - MILEAGE FOR TECH'S	13,000.00
MILEAGE REIMBURSEMENT FOR TECH'S TRAVEL WITHIN DISTRICT			11-025-2580-580-000-0000-000-050		07/01/2024	13,000.00
11	93	07/01/2024	68559	Consensus Cloud Solutions LLC	025-EFAX SERVICES	5,000.00
E-FAX SERVICES			11-025-2580-653-000-0000-000-050		07/01/2024	5,000.00
11	94	07/01/2024	67469	JOTFORM INC	025-JOTFORM FORM BUILDER	495.00
JOTFORM FORM BUILDER			11-025-2580-653-000-0000-000-050		07/01/2024	495.00
11	95	07/01/2024	65100	BOX CAST	025-ESSENTIAL PLAN STREAMING	1,188.00
ESSENTIAL PLAN STREAMING			11-025-2580-653-000-0000-000-050		07/01/2024	1,188.00
11	96	07/01/2024	65100	BOX CAST	025 - VIDEO STORAGE	600.00
VIDEO STORAGE			11-025-2580-653-000-0000-000-050		07/01/2024	600.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	97	07/01/2024	99999	MUSTANG PUBLIC SCHOOLS	041 SSC District Mileage 24-25 SY	22,800.00
041 SSC District Mileage 24-25 SYKim Bernhardt, Fran Brown, Shay Bruce, Kasey Buchanan, Debra Cady, Meg Corn, Lindsey Crone, Dahn King Elam, Cecil Farrell, Amy Farris, Tonia Franklin, Sybil George, Brittney Harvey, Kendra Kim, Jaimie Kuykendall, Ashlyn Lambert, Tamra Lucas, Stephanie Matthews, Stacy McKinney, Lorie Naeher, Kim Nunnery, Ashley Pankhurst, Rebecca Reddish, Tina Scott, Elizabeth Wakkinen, Kayla Ward, Karen Wilson, Ashley Witt	11-041-2340-580-239-0000-000-050		07/01/2024	22,800.00
11	98	07/01/2024	14462	Amazon Capital Services Inc.	041 Blanket Administration General Supplies	750.00
041 Blanket Administration General Supplies	11-041-2490-619-239-0000-000-050		07/01/2024	750.00
11	99	07/01/2024	14569	Staples, Inc.	041 Blanket Administration General Supplies	1,000.00
041 Blanket Administration General Supplies	11-041-2490-619-239-0000-000-050		07/01/2024	1,000.00
11	100	07/01/2024	13963	CAPITAL ONE TRADE CREDIT	041 Blanket Assistive Technology	1,000.00
041 Blanket Assistive Technology	11-041-2490-653-239-0000-000-050		07/01/2024	1,000.00
11	101	07/01/2024	14462	Amazon Capital Services Inc.	041 Blanket Assistive Technology	500.00
041 Blanket Assistive Technology	11-041-2490-619-239-0000-000-050		07/01/2024	500.00
11	102	07/01/2024	14569	Staples, Inc.	041 Blanket Special Education Staff Printer Ink	8,000.00
041 Blanket Special Education Staff Printer Ink	11-041-2580-611-239-0000-000-050		07/01/2024	8,000.00
11	103	07/01/2024	19913	NORMAN STAMP AND SEAL	041 Blanket Student Name Stamps	500.00
041 Blanket Student Name Stamps	11-041-2135-658-239-0000-000-050		07/01/2024	500.00
11	104	07/01/2024	21614	UNITED STATES LATEX PRODUCTS, LLC	041 Blanket District Gloves for SpecEd	625.00
041 Blanket District Gloves for SpecEd	11-041-2132-616-239-0000-000-135		07/01/2024	625.00
11	105	07/01/2024	14066	YUKON TROPHY CO.	041 Blanket Name Badges for SSC Employees	125.00
041 Blanket Name Badges for SSC Employees	11-041-2575-619-239-0000-000-050		07/01/2024	125.00
11	106	07/01/2024	62480	DANNY KING	041 Child Find Brochures	400.00
041 Child Find Brochures	11-041-2530-550-550-0000-000-050		07/01/2024	400.00
11	107	07/01/2024	18244	INTEGRIS HEALTH	045 Annual CPR Certificate Fee for Attendees	1,000.00
045 Annual CPR Certificate Fee for Attendees	11-045-2132-619-000-0000-000-525		07/01/2024	1,000.00
11	108	07/01/2024	99999	MUSTANG PUBLIC SCHOOLS	045 Nurse District Mileage Reimbursement	2,000.00
045 Nurse District Mileage Reimbursement	11-045-2132-580-000-0000-000-050		07/01/2024	2,000.00
11	109	07/01/2024	14462	Amazon Capital Services Inc.	045 Blanket Nurse Bulk Order	800.00
045 Blanket Nurse Bulk Order	11-045-2132-616-000-0000-000-505		07/01/2024	800.00
11	110	07/01/2024	61945	SCHOOL HEALTH CORPORATION	045 Blanket Nurse Bulk Order	350.00
045 Blanket Nurse Bulk Order	11-045-2132-616-000-0000-000-505		07/01/2024	350.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	111	07/01/2024	16705	Multi-Health Systems, Inc.	621 Psych Online Testing Kit	700.00
621 Psych Online Testing Kit			11-621-2140-614-239-0000-000-110		07/01/2024	700.00
11	112	07/01/2024	12723	Oklahoma Gas & Electric Company	District Electricity	2,000,000.00
District Electricity			11-028-2620-624-000-0000-000-050		07/01/2024	2,000,000.00
11	113	07/01/2024	62969	ZENITH	FY 25 Workers Compensation Insurance	662,775.00
Workers Compensation Insurance			11-015-2511-273-000-0000-110-050		07/01/2024	662,775.00
11	114	07/01/2024	68288	BancFirst Insurance Services, Inc.	FY 25 Surety Bonds	6,650.00
FY 25 Surety BondsEncumbrance Clerk			11-015-2511-525-000-0000-000-050		07/01/2024	100.00
Surety Bond - Minutes Clerk			11-015-2312-525-000-0000-000-050		07/01/2024	50.00
Surety Bonds - Superintendent			11-015-2321-525-000-0000-000-050		07/01/2024	350.00
Surety Bonds - Treasurer			11-015-2313-525-000-0000-000-050		07/01/2024	6,150.00
11	115	07/01/2024	10104	CANADIAN COUNTY TREASURER	24-25 Revaluation Fees	300,000.00
24-25 Revaluation Fees			11-014-2518-870-000-0000-000-050		07/01/2024	300,000.00
11	116	07/01/2024	14715	OKLAHOMA COUNTY CLERK	24-25 Revaluation Fees	25,000.00
24-25 Revaluation Fees			11-014-2518-870-000-0000-000-050		07/01/2024	25,000.00
11	117	07/01/2024	23015	CLEVELAND COUNTY TREASURER	24-25 Revaluation Fees	5,000.00
24-25 Revaluation Fees			11-014-2518-870-000-0000-000-050		07/01/2024	5,000.00
11	118	07/01/2024	99900	BOKF, NA	Account Analysis Fees-Governmental Funds	25,000.00
Account Analysis fees			11-014-2511-810-000-0000-000-050		07/01/2024	25,000.00
11	119	07/01/2024	14079	SylogistEd, Inc.	Tax Forms	1,000.00
Tax Forms			11-014-2511-550-000-0000-000-050		07/01/2024	1,000.00
11	120	07/01/2024	17356	BLUE RIBBON FORMS	Check Stock	750.00
Check Stock			11-014-2511-619-000-0000-000-050		07/01/2024	750.00
11	121	07/01/2024	68288	BancFirst Insurance Services, Inc.	Broker Fee	125,000.00
FY 25 Insurance Broker Fee			11-015-2511-337-000-0000-000-050		07/01/2024	125,000.00
11	122	07/01/2024	10256	BARLOW EDUCATION MGMT SERVICES LLC	Bargaining Services	12,000.00
Bargaining Services			11-014-2316-333-000-0000-000-050		07/01/2024	12,000.00
11	123	07/01/2024	12835	OSSBA-OK STATE SCH BOARDS	Unemployment Attorney Services	12,000.00
Unemployment attorney Services			11-014-2317-356-000-0000-000-050		07/01/2024	12,000.00
11	124	07/01/2024	62561	Bledsoe, Hewett & Gullekson CPAs	Audit & EON	45,000.00
Audit and EON			11-014-2511-331-000-0000-000-050		07/01/2024	45,000.00
11	125	07/01/2024	17942	Mustang Times, LLC	Legal Publications	500.00
Legal Publications			11-014-2319-540-000-0000-000-050		07/01/2024	500.00
11	126	07/01/2024	61729	THE MEADOWS CENTER FOR OPPORTUNITY	Shredding Service at MERC	2,000.00
Shredding Service at MERC			11-014-2511-342-000-0000-000-050		07/01/2024	2,000.00
11	127	07/01/2024	23431	OKLAHOMA TEACHER RETIREMENT SYSTEM	Blanket Fixes	5,000.00
Blanket PO for TRS fixes			11-014-2511-810-000-0000-000-050		07/01/2024	5,000.00
11	128	07/01/2024	14191	INTERNAL REVENUE SERVICE	Blanket fixes	2,500.00
Blanket fixes			11-014-2511-810-000-0000-000-050		07/01/2024	2,500.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	129	07/01/2024	12835	OSSBA-OK STATE SCH BOARDS	089-Policy Service Subscription	1,200.00
089-OSSBA Policy Services Subscription 24-25 school year			11-089-2321-653-000-0000-000-050		07/01/2024	1,200.00
11	130	07/01/2024	10064	All Season Building Supply Co Inc	023 - BLANKET PARTS & SUPPLIES	200.00
PARTS AND SUPPLIES			11-023-3140-618-700-0000-000-050		07/01/2024	200.00
11	131	07/01/2024	10220	Automatic Fire Control, Inc	023 - BI-ANNUAL FIRE INSPECTION & MAINTENANCE	9,000.00
BI-ANNUAL FIRE INSPECTION AND MAINTENANCE			11-023-3140-439-700-0000-000-050		07/01/2024	9,000.00
11	132	07/01/2024	62873	Classic Paper Supply, Inc.	023 - CHEMCALS AND SERVICE	36,000.00
CHEMICALS AND SERVICE			11-023-3140-618-700-0000-000-050		07/01/2024	36,000.00
11	133	07/01/2024	63907	DIGI INTERNATIONAL, INC	023 - REFRIGERATOR - FREEZER MONITORING	4,800.00
FREEZER AND REFRIGERATOR TEMPERATURE MONITORING			11-023-3140-432-700-0000-000-050		07/01/2024	4,800.00
11	134	07/01/2024	15084	Platinum Ventures, Inc	023 - SMALL EQUIPMENT FOR KITCHENS	30,000.00
SMALL EQUIPMENT FOR KITCHENS			11-023-3140-618-700-0000-000-050		07/01/2024	30,000.00
11	135	07/01/2024	11016	DEPARTMENT OF HUMAN SERVICES	023 - COMMODITY PROCESSING FEES	17,000.00
COMMODITY PROCESSING FEES			11-023-3140-599-700-0000-000-050		07/01/2024	17,000.00
11	136	07/01/2024	18891	Shamrock Environmental Corporation	023 - GREASE TRAP CLEANING	5,000.00
GREASE TRAP CLEANING			11-023-3140-429-700-0000-000-050		07/01/2024	5,000.00
11	137	07/01/2024	11166	Stephen M. Ussery	023 - EXTERMINATION SERVICES	7,500.00
EXTERMINATION SERVICES			11-023-3140-424-700-0000-000-050		07/01/2024	7,500.00
11	138	07/01/2024	68842	Frontier Produce Inc.	023 - FRESH PRODUCE	225,000.00
FRESH PRODUCE			11-023-3150-633-700-0000-000-705		07/01/2024	225,000.00
11	139	07/01/2024	11480	W.W. Grainger, Inc.	023 - EYEWASH SOLUTION AND FANS	1,500.00
EYEWASH SOLUTION AND FANS			11-023-3140-618-700-0000-000-050		07/01/2024	1,500.00
11	140	07/01/2024	11530	Hagar Restaurant Equip. Svc. Inc.	023 - LARGE EQUIPMENT REPAIR	70,000.00
LARGE EQUIPMENT REPAIR, INCLUDING REFRIGERATORS AND FREEZERS			11-023-3140-439-700-0000-000-050		07/01/2024	70,000.00
11	141	07/01/2024	19071	Hiland Dairy Foods Company LLC	023 - MILK AND JUICE	695,000.00
MILK AND JUICE			11-023-3150-632-700-0000-000-705		07/01/2024	695,000.00
11	142	07/01/2024	67669	HOODZ OF NORTH AMERICA, LLC	023 - HOOD VENT CLEANING	5,000.00
HOOD VENT CLEANING			11-023-3140-439-700-0000-000-050		07/01/2024	5,000.00
11	143	07/01/2024	15147	LOWES CREDIT SERVICES	023 - PARTS, TOOLS AND SUPPLIES	2,000.00
PARTS, TOOLS AND SUPPLIES			11-023-3140-618-700-0000-000-050		07/01/2024	2,000.00
11	144	07/01/2024	22192	OKLAHOMA STATE DEPARTMENT OF HEALTH	023 - HEALTH DEPT FOOD SERVICE LICENSES	2,125.00
HEALTH DEPT FOOD SERVICE LICENSES			11-023-3190-810-700-0000-000-050		07/01/2024	2,125.00
11	145	07/01/2024	17722	CITY TREASURER	023 - OKC FOOD SERVICE LICENSE	450.00
OKC FOOD SERVICE LICENSES			11-023-3190-810-700-0000-000-050		07/01/2024	450.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	146	07/01/2024	14569	Staples, Inc.	023 - OFFICE SUPPLIES	4,500.00
OFFICE SUPPLIES			11-023-3140-619-700-0000-000-050		07/01/2024	4,500.00
11	147	07/01/2024	13911	US FOODS INC.	023 - FOOD AND NON FOOD ITEMS	2,200,000.00
FOOD ITEMS			11-023-3150-631-700-0000-000-705		07/01/2024	2,000,000.00
NON FOOD ITEMS			11-023-3150-631-700-0000-000-705		07/01/2024	200,000.00
11	148	07/01/2024	24002	ERB Industries, Inc.	COLORED APRONS FOR ALL KIT	1,540.95
3 POCKET BIB APRONS, COLORED, FOR ALL KITCHEN STAFF			11-023-3140-618-700-0000-000-050		07/01/2024	1,390.95
SHIPPING			11-023-3140-618-700-0000-000-050		07/01/2024	150.00
11	150	07/01/2024	20314	CAPITAL ONE TRADE CREDIT	FOOD AND NON-FOOD ITEMS	800.00
FOOD ITEMS			11-023-3150-631-700-0000-000-705		07/01/2024	300.00
NON-FOOD ITEMS			11-023-3140-618-700-0000-000-705		07/01/2024	500.00
11	151	07/01/2024	99998	MUSTANG SCHOOL ACTIVITY	541-Transportation ASCA Conf. (7/12 -7/16/24)	3,400.00
Transportation for ASCA (American School Counselor Association) Conference (7/12-7/16/24), Kansas City, MO.			11-541-2213-580-000-0000-000-050		07/01/2024	3,400.00
11	152	07/01/2024	68630	DRONEDEPLOY, INC.	412 - G Knowles Class Curriculum	500.00
Gary Knowles Classroom Curriculum			11-412-1000-681-315-8700-000-705		07/01/2024	500.00
11	153	07/01/2024	67956	Howard industries Inc	412 - Classroom Curriculum G Sewell-Delany	800.00
QUOTE#CH6 1369495.00 Gina Sewell-Delany MineCraft: Education Edition-1Y Classroom curriculum licenses (145) MPN: 0C2C7C6EEEB1-1Y			11-412-1000-653-315-8700-000-140		07/01/2024	800.00
11	154	07/01/2024	10007	Randall Five Inc	412 - Blanket AWeldors AG	1,000.00
Scott Stevens: Gas/Bottles refill and lease			11-412-1000-681-311-8000-000-705		07/01/2024	1,000.00
11	155	07/01/2024	10007	Randall Five Inc	412 Blanket AWeldors AG	1,000.00
Scott Stevens - Shop Material/Consumables Est.			11-412-1000-681-311-8000-000-705		07/01/2024	1,000.00
11	156	07/01/2024	66480	WEST YUKON ANIMAL HOSPITAL	412 Blanket Piedmont Vet AG	1,000.00
Scott Stevens: Est Medicine/Vet expenses			11-412-1000-681-311-8000-000-705		07/01/2024	1,000.00
11	157	07/01/2024	15147	LOWES CREDIT SERVICES	412 Blanket Lowes AG	2,500.00
Scott Stevens: Barn Materials and Shop Supplies			11-412-1000-681-311-8000-000-705		07/01/2024	2,500.00
11	158	07/01/2024	21562	SCOTT STEVENS	412 Blanket Scott Stevens Travel	2,000.00
Scott Stevens: Est. Travel Expenses for AG Department			11-412-2213-580-311-8000-000-705		07/01/2024	2,000.00
11	159	07/01/2024	64442	MILAN MILICEVIC	412 ICEV AG Stevens	1,200.00
AG Curriculum			11-412-1000-681-311-8000-000-705		07/01/2024	1,200.00
11	160	07/01/2024	68837	Fredericksburg Edu Initiative, Inc	412- Registration to SystemsGo Training G Knowles	1,940.00
Registration for Gary Knowles to attend PD Training with SystemsGo in Fredericksburg, TX July 7-12, 2024.			11-412-2213-860-315-8700-000-705		07/01/2024	1,940.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	161	07/01/2024	86045	Gary Wayne Knowles	412-G Knowles Est. Travel Exp. (07/07-07/12/24)TX	1,200.00
Gary Knowles - Estimated Travel Expense for SystemsGo Training (07/07-07/12/24) in Fredericksburg, TX			11-412-2213-580-315-8700-000-705		07/01/2024	1,200.00
11	162	07/01/2024	67046	COMMERCE BANK	412-Sunday House INN, Fredericksburg, TX 07/07/24	1,500.00
Lodging for SystemsGo Training in Fredericksburg, TX (July 7-12, 2024) for Gary Knowles			11-412-2213-580-315-8700-000-705		07/01/2024	1,500.00
11	163	07/01/2024	14462	Amazon Capital Services Inc.	412 - Classroom Supplies S. Stevens	1,200.00
Classroom Supplies such as glass blackboard and tables			11-412-1000-681-311-8000-000-705		07/01/2024	1,200.00
11	164	07/01/2024	10205	AT&T Corp	025-SERVICE FOR DISTRICT	40,000.00
SERVICE FOR DISTRICT			11-025-2580-530-000-0000-000-050		07/01/2024	40,000.00
11	165	07/01/2024	16733	Cox Communications Inc.	025-SERVICE FOR DISTRICT	120,000.00
SERVICE FOR DISTRICT			11-025-2580-530-000-0000-000-050		07/01/2024	120,000.00
11	166	07/01/2024	62341	Verizon Communications, Inc.	025- SERVICE FOR DISTRICT	17,000.00
CELL SERVICE AND HOT SPOTS			11-025-2580-530-000-0000-000-050		07/01/2024	17,000.00
11	167	07/01/2024	68559	Consensus Cloud Solutions LLC	025-EFAX SERVICES	5,000.00
EFAX SERVICES			11-025-2580-653-000-0000-000-050		07/01/2024	5,000.00
11	168	07/01/2024	67469	JOTFORM INC	025 - JOTFORMS	495.00
JOTFORM FORM BUILDER			11-025-2580-653-000-0000-000-050		07/01/2024	495.00
11	169	07/01/2024	65100	BOX CAST	025 -VIDEO STORAGE AND STREAMING	1,788.00
VIDEO STORAGE AND STREAMING			11-025-2580-653-000-0000-000-050		07/01/2024	1,788.00
11	170	07/01/2024	23578	BIG WEB APPS	025-WORKORDER SYSTEM	7,020.90
REMOTE ASSISTANCE			11-025-2580-653-000-0000-000-050		07/01/2024	480.00
STUDENT LICENSE			11-025-2580-653-000-0000-000-050		07/01/2024	5,460.00
MULTIPLE DEPARTMENTS			11-025-2580-653-000-0000-000-050		07/01/2024	1,080.90
11	171	07/01/2024	68847	eDynamic Holdings LP	412 - eDynamic Curriculum (M Cox)	2,000.00
FACS Curriculum by eDynamics for Marinda Cox			11-412-1000-681-314-8400-000-705		07/01/2024	2,000.00
11	172	07/01/2024	67046	COMMERCE BANK	412-Tulsa Club Hotel, OK (7/31/24)	6,000.00
Lodging for CTE Summer Summit Tulsa, OK (July 31- Aug. 2, 2024)FACS ATTENDEES: Kristin Pumford, Jacqueline Harrison, Miranda Cox, Rachel Kain Harper, Courtney Matlock, Christina Roby, Jennifer Morris BMITE ATTENDEES: Will Staats, Bailey Carey, Erin Wakefield, Greg Osborne ADMIN Amy Hill			11-412-2213-580-312-8600-000-705		07/01/2024	500.00
			11-412-2213-580-314-8400-000-510		07/01/2024	500.00
			11-412-2213-580-314-8400-000-705		07/01/2024	3,000.00
			11-412-2213-580-316-8100-000-705		07/01/2024	1,500.00
			11-412-2573-580-315-8700-000-050		07/01/2024	500.00
11	173	07/01/2024	61446	OKLAHOMA SCHOOLS INSURANCE GROUP	FY 25 Property and Liability Insurance	2,517,066.00
Annual Property and Liability Insurance			11-015-2319-522-000-0000-000-050		07/01/2024	273,002.00
			11-015-2620-523-000-0000-000-050		07/01/2024	2,244,064.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	174	07/01/2024	12777	OKLAHOMA EMPLOYMENT SEC. COMM.	Unemployment Payments	25,000.00
Unemployment payments			11-014-2317-356-000-0000-000-050		07/01/2024	25,000.00
11	175	07/01/2024	14079	SylogistEd, Inc.	Accounting Software	60,501.84
Accounting software			11-014-2511-653-000-0000-000-050		07/01/2024	60,501.84
11	176	07/01/2024	18411	FRONTLINE TECHNOLOGIES	Absence /Time & Attendance	54,756.23
Absence/Time & Attendance			11-014-2511-653-000-0000-000-050		07/01/2024	54,756.23
11	177	07/01/2024	67046	COMMERCE BANK	Guest Teacher Handbook	1,000.00
Guest Teacher Handbook			11-014-2213-550-000-0000-000-050		07/01/2024	1,000.00
11	178	07/01/2024	12710	Okla. Assoc.of School Bus.Officials	Staff Memberships	1,125.00
Staff Memberships			11-014-2511-810-000-0000-000-050		07/01/2024	1,125.00
11	179	07/01/2024	13803	THOMPSON SCHOOL BK.DEPOSITORY	11-333 North MS Math Textbook Adoption	78,873.86
7th Grade-OK RM C2 STUDENT DIGITAL BUNDLE W/ ALEKS VIAMY.MHEDUCATION.COM 6Y SUB			11-333-1000-641-100-2200-000-510		07/01/2024	27,663.96
8th Grade-OK RM PRE ALGEBRA STUDENT BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB			11-333-1000-641-100-2200-000-510		07/01/2024	14,787.30
8th Grade-OK RM PRE ALGEBRA STUDENT DIGITAL BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SU			11-333-1000-641-100-2200-000-510		07/01/2024	28,795.20
Algebra 1-OK RM ALGEBRA 1 STUDENT BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB-includes shipping			11-333-1000-641-100-2200-000-510		07/01/2024	7,627.40

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	180	07/01/2024	13803	THOMPSON SCHOOL BK.DEPOSITORY	11-333 MHS Math Textbook Adoption	385,802.46
Savvas Algebra 1-ENVISION AGA 2025 OKLAHOMA ALGEBRA 1STUDENT EDITION + DIGITAL COURSEWARE6-YEAR LICENSE GRADE 8/9 (includes shipping)		11-333-1000-641-100-2200-000-705			07/01/2024	44,343.91
Savvas Algebra 1-ENVISION AGA 2025 OKLAHOMA ALGEBRA 1DIGITAL COURSEWARE 6-YEAR LICENSEGRADE 8/9		11-333-1000-641-100-2200-000-705			07/01/2024	73,575.00
Savvas Algebra 2-ENVISION AGA 2025 OKLAHOMA ALGEBRA 2STUDENT EDITION + DIGITAL COURSEWARE6-YEAR LICENSE GRADE 10/11		11-333-1000-641-100-2200-000-705			07/01/2024	38,220.00
Savvas Algebra 2-ENVISION AGA 2025 OKLAHOMA ALGEBRA 2DIGITAL COURSEWARE 6-YEAR LICENSEGRADE 10/11		11-333-1000-641-100-2200-000-705			07/01/2024	73,575.00
Savvas Geometry-ENVISION AGA 2025 OKLAHOMA GEOMETRYSTUDENT EDITION + DIGITAL COURSEWARE6-YEAR LICENSE GRADE 9/10		11-333-1000-641-100-2200-000-705			07/01/2024	49,140.00
Savvas Geometry-ENVISION AGA 2025 OKLAHOMA GEOMETRYDIGITAL COURSEWARE 6-YEAR LICENSEGRADE 9/10		11-333-1000-641-100-2200-000-705			07/01/2024	65,945.00
Savvas Int Algebra-Martin-Gay, Intermediate Algebra, 8e ©2023Student Edition + 6yr MyMathLab for Schoolw/etext		11-333-1000-641-100-2200-000-705			07/01/2024	23,149.35
Savvas College Algebra-College Algebra SE+6yr MMLS		11-333-1000-641-100-2200-000-705			07/01/2024	8,293.95
Savvas MyMathLab-MMathLab for School from Pearson		11-333-1000-641-100-2200-000-705			07/01/2024	9,560.25
11	181	07/01/2024	22211	ARCHWAY MARKETING SERVICES	11-333 MHS Math Textbook Adoption	35,602.88
Cengage-K12 Bundle: Precalculus with Limits, 5th Student Edition + WebAssign™ (6-year access) Larson/Battaglia 5th Edition [K12, 2022] (includes shipping)		11-333-1000-641-100-2200-000-705			07/01/2024	16,080.38
Cengage-Precalculus with Limits, 5th, K12 WebAssign (6-year access) 5th Edition [K12, 2022]		11-333-1000-641-100-2200-000-705			07/01/2024	9,501.25
Cengage-Bundle: Calculus for AP®, 2nd Student Edition + WebAssign™ (6-year access) Larson/Battaglia 2nd Edition [K12, 2021		11-333-1000-641-100-2200-000-705			07/01/2024	7,358.75
Cengage-K12AE WA IAC FOR AP CALCULUS 2 E 6YR Larson 2nd Edition [K12, 2021]		11-333-1000-641-100-2200-000-705			07/01/2024	2,662.50

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	182	07/01/2024	13803	THOMPSON SCHOOL BK.DEPOSITORY	11-333 MHS Math Textbook Adoption	28,062.93
BFW-Statistical Reasoning in Sports			11-333-1000-641-100-2200-000-705		07/01/2024	4,199.30
BFW-Achieve for Statistical Reasoning inSports (Six-Use Online; Add-On)			11-333-1000-641-100-2200-000-705		07/01/2024	1,365.00
BFW-Achieve for Statistical Reasoning inSports (Six-Use Online)			11-333-1000-641-100-2200-000-705		07/01/2024	11,218.30
BFW-The Practice of Statistics for the AP®Course			11-333-1000-641-100-2200-000-705		07/01/2024	5,879.30
BFW-Achieve for The Practice of Statistics forthe AP® Course (Six-Use Online;Add-On)			11-333-1000-641-100-2200-000-705		07/01/2024	1,365.00
BFW-Achieve for The Practice of Statistics forthe AP® Course (Six-Use Online) (includes shipping)			11-333-1000-641-100-2200-000-705		07/01/2024	4,036.03

Non-Payroll Total:	**$11,671,940.17**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$11,671,940.17**

Mustang Public Schools

Encumbrance Register

Options: Year: 2023-2024, Date Range: 6/6/2024 - 6/26/2024, PO Range: 278 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	278	06/10/2024	12242	LOCKE SUPPLY	318-LED Lamps for VE	1,596.20
318-This purchase order is for the shortage on the retro lighting at Valley Elementary. Locke's count was 232 short, this will be added to the rebate from OG&E as well		21-318-2620-651-000-0000-000-110			06/12/2024	1,596.20
21	279	06/11/2024	10335	WASTE CONNECTIONS OF OKLAHOMA, INC	032-Roll-off for North Middle School	750.00
032-Roll-off for the demo of the computer lab at North Middle School		21-032-2620-423-000-0000-000-510			06/11/2024	750.00
21	280	06/17/2024	11258	EMSCO Electric Supply Co Inc	036-Transformer for Cooling Tower at Centennial	94.15
036-Transformer for the Cooling Tower at Centennial Elementary		21-036-2620-651-000-0000-000-135			06/18/2024	94.15
21	281	06/17/2024	62873	Classic Paper Supply, Inc.	034-one off items for summer moving and cleaning	3,000.00
Hand Trucks, Chemicals, Buffing pads, workbench tools/maintenance items		21-034-2620-618-000-0000-000-050			06/17/2024	3,000.00
21	282	06/17/2024	17010	Dealers Electrical Supply Co	036-Multi Meters for Electrician	1,000.00
036-Purchase three multi meters for the electricians and other supplies for dw issues		21-036-2620-655-000-0000-000-050			06/17/2024	1,000.00
21	283	06/17/2024	11528	H-I-S Paint Manufacturing Co LLC	032-Paint supplies and materials	2,000.00
032-Paint supplies and materials		21-032-2620-618-000-0000-000-050			06/17/2024	336.62
		21-032-2620-618-000-0000-000-050			06/17/2024	1,663.38
21	284	06/18/2024	68354	KB Electric LLC	318-Retro fit lighting at Soccer	1,700.00
318-Retro lighting at the Soccer facility		21-318-2620-434-000-0000-000-705			06/18/2024	1,700.00
21	285	06/18/2024	62873	Classic Paper Supply, Inc.	034-Replacement Summer Equipment 2024	55,062.00
Quote #2818 attached. Autoscrubbers, carpet Shampooer and Doodle Scrubs		21-034-2620-656-000-0000-000-050			06/18/2024	55,062.00
21	286	06/24/2024	68843	Andrew J Willrath	032-Pressure washing graffiti	750.00
032-Powerwashing the graffiti at the High School and MEC		21-032-2620-438-000-0000-000-050			06/24/2024	750.00
21	287	06/24/2024	63793	Goforth Plumbing & Mechanical, LLC	036-Water issue at the High School	1,250.00
036-Water Issue at the High School-Journeyman hours, job materials, Sub-Contractors Labor: Hydro Excavate.Mr Green sent a text to Brady to come out and help with this issue.		21-036-2620-437-000-0000-000-705			06/24/2024	1,250.00
21	288	06/24/2024	63793	Goforth Plumbing & Mechanical, LLC	318-Repair Fire Suppression Line	25,000.00
318-Repair the fire suppressionline at Creek Elementary		21-318-2620-457-000-0000-000-125			06/24/2024	25,000.00

Non-Payroll Total:	**$92,202.35**
Payroll Total:	**$0.00**
Balance Forward:	**$1,490.00**
Report Total:	**$93,692.35**

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2024	22481	The Pitney Bowes Bank Inc	031-Postage Machine Lease	14,612.04
Lease payments for District Postage Machine. Contract is for 12 months with option to additional 48 months, providing funds are appropriated annual and approved by the Board of Education. Rates and terms are governed by NASPO Contract SW1008P.Original term: 7/1/2024 - 6/30/20251st renewal: 7/1/2025 - 6/30/20262nd renewal: 7/1/2026 - 6/30/20273rd renewal: 7/1/2027- 6/30/20284th renewal: 7/1/2028 - 6/30/2029			21-031-2620-530-000-0000-000-050		07/01/2024	14,612.04
21	2	07/01/2024	12723	Oklahoma Gas & Electric Company	District Electricity	750,000.00
District Electricity			21-028-2620-624-000-0000-000-050		07/01/2024	750,000.00
21	3	07/01/2024	18308	CITY OF OKLAHOMA CITY	North District Water #1	90,000.00
North District Water Bill 1-15 North, Transportation, Prairie View, Canyon and Central Middle School			21-028-2620-411-000-0000-000-050		07/01/2024	90,000.00
21	4	07/01/2024	18308	CITY OF OKLAHOMA CITY	North District Water #2 Bill 20-25	80,000.00
North District Water #2 Bill 20-25Trails, Creek, Valley, Valley B, Riverwood, Ag Barn & MeadowBrook			21-028-2620-411-000-0000-000-050		07/01/2024	80,000.00
21	5	07/01/2024	10713	CITY OF MUSTANG	District Water #1 MES	24,000.00
District Water #1 MES			21-028-2620-411-000-0000-000-050		07/01/2024	24,000.00
21	6	07/01/2024	10713	CITY OF MUSTANG	District Water #2 LE, Cent, MEC	95,000.00
District Water #2 LE, Cent, MEC			21-028-2620-411-000-0000-000-050		07/01/2024	95,000.00
21	7	07/01/2024	10713	CITY OF MUSTANG	District Water #4 HS, HI, MS, SSC	415,000.00
District Water #4 HS, HI, MS, SSC			21-028-2620-411-000-0000-000-050		07/01/2024	415,000.00
21	8	07/01/2024	12787	ONE Gas, Inc.	District Natural Gas	250,000.00
District Natural Gas- Full service			21-028-2620-627-000-0000-000-050		07/01/2024	250,000.00
21	10	07/01/2024	18826	Clearwater Enterprises LLC	District Natural Gas	80,000.00
Natural Gas purchased for select sites			21-028-2620-627-000-0000-000-050		07/01/2024	80,000.00
21	11	07/01/2024	63923	WASTE MANAGEMENT OF OKLAHOMA INC	District Waste Management	125,000.00
District Waste Management			21-028-2620-411-000-0000-000-050		07/01/2024	125,000.00
21	12	07/01/2024	67543	CKENERGY ELECTRIC COOPERATVIE INC	Electricity for LE portable	2,500.00
Electricity for portable at Lakehoma Elementary			21-028-2620-624-000-0000-000-115		07/01/2024	2,500.00
21	13	07/01/2024	15147	LOWES CREDIT SERVICES	036-Blanket PO for misc parts/supplies	5,000.00
036-Blanket PO for License Trades to purchase misc parts/supplies/and materials			21-036-2620-655-000-0000-000-050		07/01/2024	5,000.00
21	14	07/01/2024	10064	All Season Building Supply Co Inc	036-Blanket PO for misc parts/supplies	5,000.00
032-Blanket PO for the license trade to purchase parts/supplies/ and materials			21-036-2620-655-000-0000-000-050		07/01/2024	5,000.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	15	07/01/2024	15346	CENTRAL OKLAHOMA WINNELSON	036-Blanket PO for misc parts/supplies	15,000.00
036-Blanket PO for license trades to purchase plumbing parts/supplies/and materials			21-032-2620-655-000-0000-000-050		07/01/2024	15,000.00
21	16	07/01/2024	68838	Metroguard, LLC	032-Quarterly Exterminating Services	14,000.00
032-Quarterly Exterminating Services			21-032-2620-424-000-0000-000-050		07/01/2024	14,000.00
21	17	07/01/2024	22464	OKLAHOMA SAFETY COUNCIL	031-Annual Membership renewal	499.00
031-Annual Membership renewal			21-031-2620-810-000-0000-000-050		07/01/2024	499.00
21	18	07/01/2024	62361	MSDSONLINE INC	032-Chemical Management Service	8,508.66
032-MSDS Online-Chemical Management Listing			21-032-2620-810-000-0000-000-050		07/01/2024	8,508.66
21	19	07/01/2024	22481	The Pitney Bowes Bank Inc	031-Postage/machine supplies	15,000.00
032-Postage and machine supplies			21-031-2620-530-000-0000-000-050		07/01/2024	15,000.00
21	20	07/01/2024	12242	LOCKE SUPPLY	036-Blanket PO for misc parts/supplies	7,000.00
036-Blanket PO for license trades to purchase misc parts/supplies/and materials			21-036-2620-655-000-0000-000-050		07/01/2024	7,000.00
21	21	07/01/2024	11861	JOHNSTONE SUPPLY OF OKC INC	036-Blanket PO for misc parts/supplies	3,000.00
036-Blanket PO for license trades to purchase misc parts/supplies/and materials			21-036-2620-655-000-0000-000-050		07/01/2024	3,000.00
21	22	07/01/2024	11321	FEDERAL CORPORATION	036-Blanket PO for misc parts/supplies	5,000.00
036-Blanket PO for license trades to purchase misc parts/supplies/and materials			21-032-2620-655-000-0000-000-050		07/01/2024	5,000.00
21	23	07/01/2024	13854	Trane U.S. Inc	036-Blanket PO for misc parts/supplies	5,000.00
036-Blanket PO for the license trades to purchase misc parts/supplies/and materials			21-036-2620-655-000-0000-000-050		07/01/2024	5,000.00
21	24	07/01/2024	12749	eei Group LLC	036-Blanket PO for misc parts/supplies	20,000.00
036-Blanket PO for license trades to purchase filters/parts/supplies/and materials			21-036-2620-655-000-0000-000-050		07/01/2024	20,000.00
21	25	07/01/2024	10492	CAPITOL ELECTRIC	036-Blanket for repairs/service	5,000.00
036-Blanket PO for the license trade department to have repairs/service on HVAC instruments			21-036-2620-434-000-0000-000-050		07/01/2024	5,000.00
21	26	07/01/2024	62049	CHEM-AQUA INC	036-Water treatment services	23,132.76
036-Water Treatment Services			21-036-2620-438-000-0000-000-050		07/01/2024	23,132.76
21	27	07/01/2024	63161	Stryker Integrated Solutions LLC	032-Fire and Security Monitoring	25,875.00
032-District wide fire and safety monitoring			21-032-2620-438-000-0000-000-050		07/01/2024	25,875.00
21	28	07/01/2024	65600	SCHINDLER ELEVATOR CORP	032-Preventive Maintenance on Elevators	25,800.00
032-Preventive maintenance on district wide elevators			21-032-2620-438-000-0000-000-050		07/01/2024	25,800.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	29	07/01/2024	63161	Stryker Integrated Solutions LLC	032-Life Safety Inspections	27,945.00
032-Annual Life safety inspections			21-032-2620-438-000-0000-000-050		07/01/2024	27,945.00
21	30	07/01/2024	67656	Central Power Systems & Serv, LLC	032-Preventive Maintenance on Generators	10,110.00
032-District wide generator preventive maintenance			21-032-2620-438-000-0000-000-050		07/01/2024	10,110.00
21	31	07/01/2024	10048	AIR & EARTH INC	032-Asbesto Hazard Emergency Response Act	3,000.00
032-Asbestos Hazard Emergency Response Act (AHERA) agreement			21-032-2620-438-000-0000-000-050		07/01/2024	3,000.00
21	32	07/01/2024	21391	UNITED RENTALS NORTH AMERICA, INC.	032-Rental Agreement for DW Lifts	24,700.00
032-Rental agreement for the district wide lifts			21-032-2620-449-000-0000-000-050		07/01/2024	24,700.00
21	33	07/01/2024	67475	BURGESS BUILDING COMPANY LLC	032-Annual inspection of the tornado coiling doors	3,900.00
032-Annual inspection and maintenance on the 12 tornado resistant coiling doors			21-032-2620-438-000-0000-000-050		07/01/2024	3,900.00
21	34	07/01/2024	67475	BURGESS BUILDING COMPANY LLC	032-Insp/Maint on Operable partition curtain	960.00
032-Inspection and Maintenance of the operable partition at the MERC			21-032-2620-438-000-0000-000-050		07/01/2024	960.00
21	35	07/01/2024	60932	Engineered Systems and	032-Software/Support of District Wide controls	8,000.00
036-Tech software and support for the district wide controls			21-036-2620-653-000-0000-000-050		07/01/2024	8,000.00
21	36	07/01/2024	10064	All Season Building Supply Co Inc	032-Blanket for GM parts and supplies	6,000.00
032-Blanket PO for GM parts and supplies			21-032-2620-618-000-0000-000-050		07/01/2024	6,000.00
21	37	07/01/2024	18862	ATWOOD DISTRIBUTING, LP	032-Blanket for GM Parts/supplies/tools	3,000.00
032-Blanket for parts/supplies/and tools			21-032-2620-618-000-0000-000-050		07/01/2024	3,000.00
21	38	07/01/2024	15147	LOWES CREDIT SERVICES	032-Blanket for parts/supplies/tools	5,000.00
032-Blanket for GM parts/supplies/tools			21-032-2620-618-000-0000-000-050		07/01/2024	5,000.00
21	39	07/01/2024	14462	Amazon Capital Services Inc.	032-Blanket for misc parts/supplies	2,500.00
032-Blanket for misc parts/supplies			21-032-2620-618-000-0000-000-050		07/01/2024	2,500.00
21	40	07/01/2024	10007	Randall Five Inc	032-Welding Supplies	1,000.00
032-Blanket for Welding Supplies			21-032-2620-618-000-0000-000-050		07/01/2024	1,000.00
21	41	07/01/2024	10070	Allied Glass Inc.	032-Blanket for Broken Glass	3,000.00
032-Blanket for Broken Glass district wide			21-032-2620-438-000-0000-000-050		07/01/2024	3,000.00
21	42	07/01/2024	17223	CITY OF OKC POLICE DEPT.	032-Alarm Permits	221.00
032-Purchase order for 13 alarm permits for the sites located in the north district			21-032-2620-810-000-0000-000-050		07/01/2024	221.00
21	43	07/01/2024	99999	MUSTANG PUBLIC SCHOOLS	036-License Trade Reimbursements	1,500.00
036-License Trade Reimbursement			21-036-2620-810-000-0000-000-050		07/01/2024	1,500.00

Mustang Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
					Non-Payroll Total:	**$2,209,763.46**
					Payroll Total:	**$0.00**
					Balance Forward:	**$0.00**
					Report Total:	**$2,209,763.46**

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Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	1	07/01/2024	10298	Ramsey Enterprises, Inc.	065 Sewing Machines for MMS and MNMS 24-25 SY	44,500.00
065 Sewing Machines for Mustang Middle and North Middle for 24-25 SY			33-065-1000-619-100-0000-000-505		07/01/2024	22,250.00
			33-065-1000-619-100-0000-000-510		07/01/2024	22,250.00
33	2	07/01/2024	66640	Trafera Holdings, LLC	025 -Est#E000119191- FILTERING/MANAGING STU DEVICES	202,104.40
Linewize - School Manager 2 Year Subscription Tier 4Linewize - School Manager 2 Year Subscription.Cloud-Managed Filter and Reporter w/ built inCyber-Safety controls. 10,000-25,000 FTE. Unlimiteddevices			33-025-2580-653-000-0000-000-050		07/01/2024	74,200.00
Classwize - 2 Year Subscription. Cloudmanaged classroom management suite.Provides screen visibility and control onWindows, Mac, and Chrome OperatingSystems with cloud directory integration andschool roster support. Cyber Safety included.10,000-25,000 FTE			33-025-2580-653-000-0000-000-050		07/01/2024	36,536.40
Linewize Monitor - 2 Year Subscription. Studentprotectionsoftware that looks for signs of self harm, schoolviolence,abuse, and other behavior that can be harmful forstudents. Includes 24x7 hr human monitoring andphonecalls for at risk students.			33-025-2580-653-000-0000-000-050		07/01/2024	71,064.00
Linewize - Monitor Image Scanning 2 YearSubscription.Microsoft OneDrive and Google Drive imagescanning andreporting. 10,001-25,000 FTE. Unlimited Devices.			33-025-2580-653-000-0000-000-050		07/01/2024	20,304.00
33	3	07/01/2024	14129	FOLLETT SCHOOL SOLUTIONS, INC	025-QUOTE#7769164 -DESTINY LIBRARY SYSTEM -	80,953.83
CANYON RIDGE INTERM SCH - 3502793DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-145		07/01/2024	1,898.10
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-145		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-145		07/01/2024	1,608.46
TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER			33-025-2220-653-000-0000-000-145		07/01/2024	391.51
CENTENNIAL ELEM SCH - 3502458DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-135		07/01/2024	1,898.10
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-135		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-135		07/01/2024	1,608.46
TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER			33-025-2220-653-000-0000-000-135		07/01/2024	391.51
LAKEHOMA ELEM SCH - 3538440DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-115		07/01/2024	1,898.10

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Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-115		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-115		07/01/2024	1,608.46
TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER			33-025-2220-653-000-0000-000-115		07/01/2024	391.51
MEADOW BROOK INTERM SCH - 3503073DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-160		07/01/2024	1,898.10
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-160		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-160		07/01/2024	1,608.46
TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER			33-025-2220-653-000-0000-000-160		07/01/2024	391.51
MUSTANG CRK ELEM SCH - 3502703DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-125		07/01/2024	1,898.10
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-125		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-125		07/01/2024	1,608.46
TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER			33-025-2220-653-000-0000-000-125		07/01/2024	391.51
MUSTANG CTRL MDL SCH - 3503085DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-525		07/01/2024	1,898.10
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-525		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-525		07/01/2024	1,608.46
TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER			33-025-2220-653-000-0000-000-525		07/01/2024	391.51
MUSTANG EDUC CTR - 3502905DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-130		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-130		07/01/2024	1,608.46
MUSTANG ELEM SCH - 3500194DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-105		07/01/2024	1,898.10
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-105		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-105		07/01/2024	1,608.46
TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER			33-025-2220-653-000-0000-000-105		07/01/2024	391.51
MUSTANG HIGH SCH - 3538530DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-705		07/01/2024	1,898.10
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-705		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-705		07/01/2024	1,608.46

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Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
				TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER	33-025-2220-653-000-0000-000-705	07/01/2024	391.51
				WEBPATH EXPRESS SITE LICENSE (RENEWAL)	33-025-2220-653-000-0000-000-705	07/01/2024	998.00
				MUSTANG HORIZON INTERM SCH - 3502794DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	33-025-2220-653-000-0000-000-140	07/01/2024	1,898.10
				DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	33-025-2220-653-000-0000-000-140	07/01/2024	1,074.58
				DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL	33-025-2220-653-000-0000-000-140	07/01/2024	1,608.46
				TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER	33-025-2220-653-000-0000-000-140	07/01/2024	391.51
				MUSTANG MDL SCH - 3500195DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	33-025-2220-653-000-0000-000-505	07/01/2024	1,898.10
				DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	33-025-2220-653-000-0000-000-505	07/01/2024	1,074.58
				DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL	33-025-2220-653-000-0000-000-505	07/01/2024	1,608.46
				TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER	33-025-2220-653-000-0000-000-505	07/01/2024	391.51
				MUSTANG NORTH MDL SCH - 3501958DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	33-025-2220-653-000-0000-000-510	07/01/2024	1,898.10
				DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	33-025-2220-653-000-0000-000-510	07/01/2024	1,074.58
				DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL	33-025-2220-653-000-0000-000-510	07/01/2024	1,608.46
				TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER	33-025-2220-653-000-0000-000-510	07/01/2024	391.51
				MUSTANG PUB SCHS - 3538534DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	33-025-2220-653-000-0000-000-050	07/01/2024	1,074.58
				DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL	33-025-2220-653-000-0000-000-050	07/01/2024	1,608.46
				MUSTANG TRAILS ELEM SCH - 3538535DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	33-025-2220-653-000-0000-000-120	07/01/2024	1,898.10
				DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	33-025-2220-653-000-0000-000-120	07/01/2024	1,074.58
				DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL	33-025-2220-653-000-0000-000-120	07/01/2024	1,608.46
				TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER	33-025-2220-653-000-0000-000-120	07/01/2024	391.51
				MUSTANG VLY ELEM SCH - 3538540DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL	33-025-2220-653-000-0000-000-110	07/01/2024	1,898.10
				DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL	33-025-2220-653-000-0000-000-110	07/01/2024	1,074.58
				DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL	33-025-2220-653-000-0000-000-110	07/01/2024	1,608.46
				TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER	33-025-2220-653-000-0000-000-110	07/01/2024	391.51

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
PRAIRIE VIEW ELEM SCH - 3502826DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-150		07/01/2024	1,898.10
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-150		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-150		07/01/2024	1,608.46
TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER			33-025-2220-653-000-0000-000-150		07/01/2024	391.51
RIVERWOOD ELEM SCH - 3503072DESTINY DISTRICT MEMBER LIBRARY LICENSE RENEWAL			33-025-2220-653-000-0000-000-155		07/01/2024	1,898.10
DESTINY DISTRICT MEMBER TEXTBOOK LICENSE RENEWAL			33-025-2220-653-000-0000-000-155		07/01/2024	1,074.58
DISTRICT MEMBER RESOURCE MANAGER LICENSE SUPPORTRENEWAL			33-025-2220-653-000-0000-000-155		07/01/2024	1,608.46
TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICTMEMBER			33-025-2220-653-000-0000-000-155		07/01/2024	391.51
33	4	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Centennial Math Textbook Adoption	83,034.80
Kinder-BIL Oklahoma 2025 Math GRK Enhanced SRP 6YR			33-064-1000-643-100-2200-000-135		07/01/2024	15,232.00
1st Grade-BIL Oklahoma 2025 Math GR1 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-135		07/01/2024	15,640.00
2nd Grade-BIL Oklahoma 2025 Math GR2 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-135		07/01/2024	13,736.00
3rd Grade-BIL Oklahoma 2025 Math GR3 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-135		07/01/2024	18,360.00
4th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-135		07/01/2024	20,066.80
33	5	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Creek Math Textbook Adoption	94,594.80
Kinder-BIL Oklahoma 2025 Math GRK Enhanced SRP 6YR			33-064-1000-643-100-2200-000-125		07/01/2024	18,224.00
1st Grade-BIL Oklahoma 2025 Math GR1 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-125		07/01/2024	18,768.00
2nd Grade-BIL Oklahoma 2025 Math GR2 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-125		07/01/2024	17,816.00
3rd Grade-BIL Oklahoma 2025 Math GR3 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-125		07/01/2024	19,992.00
4th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-125		07/01/2024	19,794.80
33	6	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Lakehoma Math Textbook Adoption	79,362.80
Kinder-BIL Oklahoma 2025 Math GRK Enhanced SRP 6YR			33-064-1000-643-100-2200-000-115		07/01/2024	15,096.00
1st Grade-BIL Oklahoma 2025 Math GR1 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-115		07/01/2024	14,144.00
2nd Grade-BIL Oklahoma 2025 Math GR2 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-115		07/01/2024	14,280.00
3rd Grade-BIL Oklahoma 2025 Math GR3 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-115		07/01/2024	15,776.00
4th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-115		07/01/2024	20,066.80

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	7	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Mustang Elementary Math Textbook Adoption	81,266.80
Kinder-BIL Oklahoma 2025 Math GRK Enhanced SRP 6YR			33-064-1000-643-100-2200-000-105		07/01/2024	15,368.00
1st Grade-BIL Oklahoma 2025 Math GR1 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-105		07/01/2024	15,232.00
2nd Grade-BIL Oklahoma 2025 Math GR2 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-105		07/01/2024	15,640.00
3rd Grade-BIL Oklahoma 2025 Math GR3 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-105		07/01/2024	16,048.00
4th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-105		07/01/2024	18,978.80
33	8	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Prairie View Math Textbook Adoption	104,114.80
Kinder-BIL Oklahoma 2025 Math GRK Enhanced SRP 6YR			33-064-1000-643-100-2200-000-150		07/01/2024	17,408.00
1st Grade-BIL Oklahoma 2025 Math GR1 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-150		07/01/2024	19,312.00
2nd Grade-BIL Oklahoma 2025 Math GR2 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-150		07/01/2024	19,448.00
3rd Grade-BIL Oklahoma 2025 Math GR3 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-150		07/01/2024	21,896.00
4th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-150		07/01/2024	26,050.80
33	9	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Riverwood Math Textbook Adoption	93,914.80
Kinder-BIL Oklahoma 2025 Math GRK Enhanced SRP 6YR			33-064-1000-643-100-2200-000-155		07/01/2024	15,776.00
1st Grade-BIL Oklahoma 2025 Math GR1 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-155		07/01/2024	16,456.00
2nd Grade-BIL Oklahoma 2025 Math GR2 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-155		07/01/2024	21,216.00
3rd Grade-BIL Oklahoma 2025 Math GR3 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-155		07/01/2024	19,040.00
4th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-155		07/01/2024	21,426.80
33	10	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Trails Math Textbook Adoption	96,362.80
Kinder-BIL Oklahoma 2025 Math GRK Enhanced SRP 6YR			33-064-1000-643-100-2200-000-120		07/01/2024	18,088.00
1st Grade-BIL Oklahoma 2025 Math GR1 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-120		07/01/2024	16,864.00
2nd Grade-BIL Oklahoma 2025 Math GR2 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-120		07/01/2024	17,272.00
3rd Grade-BIL Oklahoma 2025 Math GR3 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-120		07/01/2024	20,128.00
4th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-120		07/01/2024	24,010.80

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	11	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Valley Math Textbook Adoption	86,298.80
Kinder-BIL Oklahoma 2025 Math GRK Enhanced SRP 6YR			33-064-1000-643-100-2200-000-110		07/01/2024	15,096.00
1st Grade-BIL Oklahoma 2025 Math GR1 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-110		07/01/2024	13,872.00
2nd Grade-BIL Oklahoma 2025 Math GR2 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-110		07/01/2024	16,864.00
3rd Grade-BIL Oklahoma 2025 Math GR3 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-110		07/01/2024	18,632.00
4th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-110		07/01/2024	21,834.80
33	12	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Canyon Ridge Math Textbook Adoption	106,760.85
5th Grade-BIL Oklahoma 2025 Math GR5 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-145		07/01/2024	57,392.00
6th Grade-BIL Oklahoma 2025 Math GR6 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-145		07/01/2024	18,200.00
6th Grade-BIL OK25 Math GR6 SE OL 6YR			33-064-1000-643-100-2200-000-145		07/01/2024	22,185.00
7th Grade-BIL Oklahoma 2025 Math GR7 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-145		07/01/2024	8,983.85
33	13	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Horizon Math Textbook Adoption	93,855.30
5th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-140		07/01/2024	48,416.00
6th Grade-BIL Oklahoma 2025 Math GR6 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-140		07/01/2024	18,200.00
6th Grade-BIL OK25 Math GR6 SE OL 6YR			33-064-1000-643-100-2200-000-140		07/01/2024	18,870.00
7th Grade-BIL Oklahoma 2025 Math GR7 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-140		07/01/2024	8,369.30
33	14	07/01/2024	22211	ARCHWAY MARKETING SERVICES	33-064 Meadow Brook Math Textbook Adoption	73,266.90
5th Grade-BIL Oklahoma 2025 Math GR4 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-160		07/01/2024	38,488.00
6th Grade-BIL Oklahoma 2025 Math GR6 Enhanced SRP 6YR			33-064-1000-643-100-2200-000-160		07/01/2024	14,300.00
6th Grade-BIL OK25 Math GR6 SE OL 6YR			33-064-1000-643-100-2200-000-160		07/01/2024	13,090.00
7th Grade-BIL Oklahoma 2025 Math GR7 Enhanced SRP 6YR includes shipping			33-064-1000-643-100-2200-000-160		07/01/2024	7,388.90

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	15	07/01/2024	13803	THOMPSON SCHOOL BK.DEPOSITORY	33-064 Central MS Math Textbook Adoption	74,638.81
7th Grade-OK RM C2 STUDENT BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB			33-064-1000-643-100-2200-000-525		07/01/2024	10,754.40
7th Grade-OK RM C2 STUDENT DIGITAL BUNDLE W/ ALEKS VIAMY.MHEDUCATION.COM 6Y SUB			33-064-1000-643-100-2200-000-525		07/01/2024	23,447.52
8th Grade-OK RM PRE ALGEBRA STUDENT BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB			33-064-1000-643-100-2200-000-525		07/01/2024	10,754.40
8th Grade-OK RM PRE ALGEBRA STUDENT DIGITAL BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB			33-064-1000-643-100-2200-000-525		07/01/2024	22,213.44
Algebra 1-OK RM ALGEBRA 1 STUDENT BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB (includes shipping)			33-064-1000-643-100-2200-000-525		07/01/2024	7,469.05
33	16	07/01/2024	13803	THOMPSON SCHOOL BK.DEPOSITORY	33-064 Mustang MS Math Textbook Adoption	93,170.00
7th Grade-OK RM C2 STUDENT BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB			33-064-1000-643-100-2200-000-505		07/01/2024	14,787.30
7th Grade-OK RM C2 STUDENT DIGITAL BUNDLE W/ ALEKS VIAMY.MHEDUCATION.COM 6Y SUB			33-064-1000-643-100-2200-000-505		07/01/2024	27,046.92
8th Grade-OK RM PRE ALGEBRA STUDENT BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB			33-064-1000-643-100-2200-000-505		07/01/2024	14,787.30
8th Grade-OK RM PRE ALGEBRA STUDENT DIGITAL BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB			33-064-1000-643-100-2200-000-505		07/01/2024	28,383.84
Algebra 1-OK RM ALGEBRA 1 STUDENT BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB (includes shipping)			33-064-1000-643-100-2200-000-505		07/01/2024	8,164.64
33	17	07/01/2024	13803	THOMPSON SCHOOL BK.DEPOSITORY	33-064 Mustang North Math Textbook Adoption	14,787.30
7th Grade-OK RM C2 STUDENT BUNDLE W/ ALEKS VIA MY.MHEDUCATION.COM 6Y SUB			33-064-1000-641-100-2200-000-510		07/01/2024	14,787.30

Non-Payroll Total:	**$1,502,987.79**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$1,502,987.79**

Mustang Public Schools

Encumbrance Register

Options: Year: 2023-2024, Date Range: 6/6/2024 - 6/26/2024, PO Range: 252 - 500, Fund(s): 34-2012 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	252	06/11/2024	14726	SHERWIN WILLIAMS	033 - Paint for SSC building 050	137.45
033 - 5gal Ivory Lace paint for SSC building - 050			34-033-2620-618-000-0000-000-050		06/11/2024	137.45
34	253	06/11/2024	15147	LOWES CREDIT SERVICES	033 - Drywall mud and panel-050	200.16
033 - Drywall joint compound for SSC bldg - 050			34-033-2620-618-000-0000-000-050		06/11/2024	43.56
033 - Drywall panel for SSC bldg - 050			34-033-2620-618-000-0000-000-050		06/11/2024	156.60
34	254	06/11/2024	18194	LDS Building Specialties LLC	033 - Front office door - 050	690.36
033 - Front office door for SSC bldg - 050			34-033-2620-651-000-0000-000-050		06/11/2024	690.36
34	255	06/17/2024	17132	Walker Stamp & Seal	089-Room Signage for Mustang Elementary	4,500.00
089-Room Signage and Installation at Mustang Elementary			34-089-2620-651-000-0000-000-105		06/17/2024	4,500.00
34	256	06/17/2024	63339	Lux Lawns, LLC	089-po originally encumbered under 2024-60-3652	1,066.21
089-089-To repay requisition that was originally encumbered under PO#2024-60-3652 for the repair softball sprinkler system control panel-lighting strike fried control panel			34-089-2630-711-000-0000-000-705		06/17/2024	1,066.21
34	257	06/17/2024	14053	YORK INTERNATIONAL	084-Cond Motor for HWC	500.00
084-Cond Motor for the Health & Wellness Center			34-084-2620-656-000-0000-000-705		06/17/2024	500.00
34	258	06/17/2024	62048	BYTESPEED, LLC	025-DESKTOP COMPUTERS Q-85609-M9H1	207,645.00
Q-85609-M9H1BYTESPEED VALUE H610M			34-025-2580-653-000-0000-000-050		06/17/2024	207,645.00
34	259	06/17/2024	62048	BYTESPEED, LLC	025-DESKTOP COMPUTERS - ADOBE LAB-Q-86817-Y8V3	68,700.00
Q-86817-Y8V3BYTESPEED VALUE H610M			34-025-2580-653-000-0000-000-050		06/17/2024	68,700.00
34	260	06/17/2024	68840	Eastern Computer Exchange, LLC	025-DESKTOP COMPUTERS - ADVANCED STAFF COMPUTER	8,460.00
DELL OPTIPLEX SMALL FORM FGACTOR (PLUS 7020)			34-025-2580-653-000-0000-000-050		06/17/2024	8,460.00
34	261	06/18/2024	10064	All Season Building Supply Co Inc	089-Sign Posts	2,800.00
089-Gavanized base , 2x2 galvanized sign posts and 80# quikrete redimix			34-089-2620-438-000-0000-000-705		06/18/2024	2,800.00
34	262	06/18/2024	21294	Link's Lawn Equipment	037-Mowers	11,090.00
037-Mowers			34-037-2620-656-000-0000-000-050		06/18/2024	11,090.00

Non-Payroll Total:	**$305,789.18**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$305,789.18**

Mustang Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/1/2024, PO Range: 1 - 500, Fund(s): 34-2012 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	1	07/01/2024	15147	LOWES CREDIT SERVICES	033 - Blanket PO - 050	1,500.00
033 - Blanket PO for Construction Foreman - 050			34-033-2620-618-000-0000-000-050		07/01/2024	1,500.00
34	2	07/01/2024	10064	All Season Building Supply Co Inc	033 - Blanket PO - 050	1,000.00
033 - Blanket PO for Construction Foreman - 050			34-033-2620-618-000-0000-000-050		07/01/2024	1,000.00
34	3	07/01/2024	10645	CHEROKEE BUILDING MATERIALS	033 - Insulation - 050	403.79
033 - Bag insulation for sound panels - 050			34-033-2620-651-000-0000-000-050		07/01/2024	403.79

Non-Payroll Total:	**$2,903.79**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$2,903.79**

Mustang Public Schools

Change Order Listing

Options: Fund(s): 11-General, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/6/2024 - 6/26/2024, PO Range: 1 - 1829, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description		Amount
348	07/26/2023	16379	Oklahoma Turnpike Authority	026-Blanket Monthly Pikepass Bill		250.00
026-PO INCREASEIncrease to PO 11-348		11-026-2720-810-000-0000-000-050		06/18/2024		250.00
417	08/01/2023	82509	RACHEL MARIA RICHARDSON	621 Blanket Parent Mileage		199.19
621 Increase PO 417 Mileage Reimbursement		11-621-2720-513-239-0000-000-525		06/26/2024		199.19
470	08/04/2023	14578	SYNERGY DATA COM	025 - BLANKET - TECHNOLOGY SUPPLIES		1,204.76
BLANKET FOR TECHNOLOGY SUPPLIES AS NEEDED		11-025-2580-653-000-0000-000-050		08/04/2023	06/25/2024	-1,055.55
		11-025-2580-653-000-0000-000-050		06/25/2024		2,260.31
1273	01/26/2024	13963	CAPITAL ONE TRADE CREDIT	412- Cox Blanket PO (Classroom Supplies/Groceries)		111.53
Marinda Cox Blanket PO - Classroom Supplies and Groceries- Increase of $111.53 was added to po 11-412 by mistake.		11-412-1000-681-314-8400-000-705		01/26/2024	06/11/2024	-50.63
		11-412-1000-681-314-8400-000-705		01/26/2024	06/11/2024	-248.24
		11-412-1000-681-314-8400-000-705		04/11/2024	06/10/2024	-6.40
		11-412-1000-681-314-8400-000-705		06/10/2024		108.29
		11-412-1000-681-314-8400-000-705		06/10/2024		9.64
		11-412-1000-681-314-8400-000-705		06/11/2024		50.63
		11-412-1000-681-314-8400-000-705		06/11/2024		248.24
1786	05/15/2024	84147	Sierra Catherine Machado	541 - S Machado Mileage for APSI		95.47
Sierra Machado Increase to PO1786 - Mileage APSI (Advanced Placement Summer Institute)		11-541-2213-580-000-0000-000-705		06/17/2024		95.47

Non-Payroll Total:	**$1,860.95**
Payroll Total:	**$0.00**
Report Total:	**$1,860.95**

Project Totals

025	Technology	1,204.76
026	Transportation	250.00
412	VOCATIONAL PRGMS INCENTIVE	111.53
541	TITLE II, PART A, TCHR/PRINC.	95.47
621	FLOW THROUGH PL 108-446	199.19

Unit Totals

050	District Wide	1,454.76
525	Central Middle	199.19
705	Mustang High	207.00

Mustang Public Schools

Change Order Listing

Options: Fund(s): 21-Building, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/6/2024 - 6/26/2024, PO Range: 1 - 277, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description		Amount
38	07/11/2023	10064	All Season Building Supply Co Inc	032-Blanket for Parts and Supplies		2,000.00
Blanket PO to purchase misc parts/supplies for the Gen Maintenance Dept		21-032-2620-618-000-0000-000-526		02/06/2024	06/06/2024	-29.58
		21-032-2620-618-000-0000-000-526		06/06/2024		60.42
		21-032-2620-618-000-0000-000-526		06/06/2024		444.38
		21-032-2620-618-000-0000-000-526		06/06/2024		2,221.22
		21-032-2620-618-000-0000-000-526		06/06/2024		178.81
		21-032-2620-618-000-0000-000-526		06/06/2024		54.71
		21-032-2620-618-000-0000-000-526		06/25/2024		30.80
		21-032-2620-618-000-0000-000-526		06/25/2024		78.75
		21-032-2620-618-000-0000-000-526		06/25/2024		211.72
		21-032-2620-618-000-0000-000-526		06/25/2024		1,748.77
032-Increase PO 2024-21-38 for general maintenance parts/supplies		21-032-2620-618-000-0000-000-050		05/15/2024	06/06/2024	-3,000.00
39	07/11/2023	21294	Link's Lawn Equipment	032-Blanket misc parts and supplies		1,432.18
Purchase misc grounds parts and supplies		21-032-2620-618-000-0000-000-526		10/23/2023	06/06/2024	-246.34
		21-032-2620-618-000-0000-000-526		06/06/2024		1,653.54
		21-032-2620-618-000-0000-000-526		06/06/2024		2,024.98
		21-032-2620-618-000-0000-000-526		06/25/2024		569.18
		21-032-2620-618-000-0000-000-526		06/25/2024		930.82
032-Increase PO 2024-21-39 for grounds equipment and supplies		21-032-2620-618-000-0000-000-050		05/21/2024	06/06/2024	-3,500.00
40	07/11/2023	15147	LOWES CREDIT SERVICES	032-Blanket for parts and supplies		2,500.00
Blanket po for the purchase of misc parts and supplies		21-032-2620-618-000-0000-000-526		10/31/2023	06/06/2024	-523.65
		21-032-2620-618-000-0000-000-526		06/06/2024		2,836.34
		21-032-2620-618-000-0000-000-526		06/06/2024		211.72
		21-032-2620-618-000-0000-000-526		06/06/2024		454.09
		21-032-2620-618-000-0000-000-526		06/25/2024		1,203.25
		21-032-2620-618-000-0000-000-526		06/25/2024		1,081.88
		21-032-2620-618-000-0000-000-526		06/25/2024		236.37
032-Increase PO 2024-21-40 for GM supplies and materials		21-032-2620-618-000-0000-000-050		05/15/2024	06/06/2024	-3,000.00
43	07/11/2023	10064	All Season Building Supply Co Inc	036-Blanket for misc parts and supplies		2,000.00
Blanket for misc parts and supplies		21-036-2620-618-000-0000-000-050		04/23/2024	06/25/2024	-327.02
		21-036-2620-618-000-0000-000-050		06/25/2024		1,059.87
		21-036-2620-618-000-0000-000-050		06/25/2024		1,267.15
44	07/11/2023	15147	LOWES CREDIT SERVICES	036-Blanket for mics parts and supplies		2,000.00
Blanket for misc parts and supplies		21-036-2620-655-000-0000-000-050		06/25/2024		1,129.41
		21-036-2620-655-000-0000-000-050		06/25/2024		1,870.59
036-Increase PO 2024-21-44 for parts/supplies/tools for the License Trade Department		21-036-2620-655-000-0000-000-050		06/04/2024	06/25/2024	-1,000.00
55	07/19/2023	11321	FEDERAL CORPORATION	036-Blanket PO for Parts/Supplies		1,500.00
036-Increase PO 2024-21-055 for parts and supplies		21-036-2620-655-000-0000-000-050		06/13/2024		1,500.00
91	07/31/2023	12242	LOCKE SUPPLY	036-Blanket for misc parts/supplies		2,000.00
036-Blanket PO for misc parts and supplies		21-036-2620-655-000-0000-000-050		05/08/2024	06/25/2024	-871.03
		21-036-2620-655-000-0000-000-050		06/25/2024		1,143.47
		21-036-2620-655-000-0000-000-050		06/25/2024		1,121.85
		21-036-2620-655-000-0000-000-050		06/25/2024		1,555.71

Mustang Public Schools

Change Order Listing

Options: Fund(s): 21-Building, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/6/2024 - 6/26/2024, PO Range: 1 - 277, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
110	08/16/2023	11861	JOHNSTONE SUPPLY OF OKC INC	036-Blanket PO for parts/supplies	259.02
036-Shortage on paying invoice# 16-S2660186.001		21-032-2620-618-000-0000-000-050		06/24/2024	259.02
218	03/13/2024	23508	ALLEN CONSULTING, INC	318 - Structural engineering survey	50,000.00
318 - Increase PO 2024-21-218		21-318-2620-433-000-0000-000-510		06/18/2024	25,000.00
318 - Increase PO 2024-21-218		21-318-2620-433-000-0000-000-505		06/18/2024	25,000.00

Non-Payroll Total:	**$63,691.20**
Payroll Total:	**$0.00**
Report Total:	**$63,691.20**

Project Totals

032	Building & Grounds	6,191.20
036	Licensed Trades	7,500.00
318	REDBUD SCHOOL FUNDING ACT	50,000.00

Unit Totals

050	District Wide	-1,740.98
505	Mustang Middle	25,000.00
510	North Middle	25,000.00
526	MCMS-MBI BAND	15,432.18

Mustang Public Schools

Change Order Listing

Options: Fund(s): 34-2012 Recurring, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/6/2024 - 6/26/2024, PO Range: 1 - 251, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description		Amount
36	07/11/2023	17010	Dealers Electrical Supply Co	084-Blanke for electrical supplies		80.24
Blanket for electrical supplies and materials		34-084-2620-655-000-0000-000-050		04/23/2024	06/25/2024	-349.17
		34-084-2620-655-000-0000-000-050		06/25/2024		429.41

Non-Payroll Total:	**$80.24**
Payroll Total:	**$0.00**
Report Total:	**$80.24**

Project Totals

084	HVAC/Mechanical/Electrical	80.24

Unit Totals

050	District Wide	80.24

Memo

To: Supt. Charles Bradley and Mustang Public Schools Board of Education
From: Kirk Wilson, Executive Director of Communications
Date: June 27, 2024
Re: District Approved Digital Communication Platforms per HB3958

Please discuss, consider, and/or approve the following list of communication platforms as District Approved Digital Communication Platforms to meet the requirements of HB3958.

- Canvas - Learning Management System
- Google For Education Suite
- Linewize
- School Messenger Communicate
- Eleyo

These platforms are being recommended at this time based on the ability to review sent messages at a supervisory level and to ensure compliance with the law. Additional platforms are under review, and may be recommended in the future for this purpose.

Schedule "A"

June 27, 2024

Resignations				
Last Name	**First Name**		**Site/Assignment**	**Effective**
Cartwright	Lisa		Transportation/Bus Driver	05/16/2024
Echeverria	Lisa		MBI/Sped Paraprofessional	05/16/2024
Fuller	Jordan		MHI/Teacher	05/17/2024
Holeman	Amanda		CRI/Teacher	05/17/2024
Jones	Elizabeth		MHS/Sped Paraprofessional	05/16/2024
Laughter	Hayley		MHS/Sped Teacher	05/17/2024
Meadows	Rosa		TE/Teacher	05/17/2024
Myers	Clayton		MBI/Teacher	05/17/2024
Nixon	Kelly		MNMS/Teacher	05/17/2024
Nummy	Kaitlin		VE/Teacher	05/17/2024
Qualls	Briana		MHS/Counselor	07/19/2024
Robertson	Ryan		MNMS/Teacher	05/17/2024
Younkin	Jeremy		LE/Counselor	05/27/2024

Employment				
Last Name	**First Name**	**Replacing/New Position**	**Site/Assignment**	**Effective**
Akers	Treena	Rachel Woodard	MMS/Sped Paraprofessional	08/09/2024
Barron	Price	Chris Cunningham	MHI/Teacher	08/07/2024
Bond	Carrie	Beatrice Kennish	MNMS/M/M Sped SS Teacher	08/07/2024
Boomer	Jessie	Shauna Votta	MCE/Teacher	08/07/2024
Bradshaw	Shannon	Ryan Waggoner	PVE/Teacher	08/07/2024
Chapman	Robyn	Kelly Nixon	MNMS/eacher	08/07/2024
Cornelius	Grace	Clayton Myers	MBI/Teacher	08/07/2024
Douglas	Andrea	Rebecca Brothers	MNMS/Sped M/M Brain Teacher	08/07/2024
Eastwood	Elizabeth	Barbara Brown	ME/Teacher	08/07/2024
Gossman	Gunner	Brandon Zech	District/General Maintenance	07/01/2024
Karnes	Elizabeth	Amanda Warner	MCE/School Counselor	08/01/2024
Matthews	Kristin	N/A	CE/Noon Supervisor	08/08/2024
McGuire	Kassandra	Kimberly Bode	MCE/Teacher	08/07/2024
Mordecai	MacKenzie	Josh Crocker	TE/Teacher	08/07/2024
Paasch	Aubrey	Sheryl Mahoney	MHS/Sped Paraprofessional	08/23/2024
Phillips	Allison	New Position	MNMS/Title VI Student Support Facilitator	08/07/2024
Royle	Gabrielle	Leslie Madrid	MBI/Teacher	08/07/2024
Seabourn	Jeannine	Contract	MCE/Speech Pathologist	0807/2024
Simmons	Lori	Terra Jones	MHS/Sped M/M Teacher	08/07/2024
Spoonemore	Cassandra	Alicha Carroll	MHI/Noon Supervisor	08/08/2024

Rescinded Employment				
Last Name	**First Name**		**To: Site/Assignment**	**Effective**
Castillo	Cristina		MBI/FS Paraprofessional	2024
Vazquez	Mindy		MHS/Teacher	2024

Reassignments				
Last Name	**First Name**	**From: Site/Assignment**	**To: Site/Assignment**	**Effective**
Brothers	Rebecca	MNMS/Brain	MNMS/M/M ELA	2024-2025
Cunningham	Christopher	MHI/Teacher	MNMS/Teacher	08/07/2024
Harrison	Cassidy	MCE/Teacher	VE/Teacher	08/07/2024
Mattingly	Stacy	MHS/M/M Teacher	PVE/Sped M/M Teacher	08/07/2024
McClure	Albany	Bus Driver/Admin Asst	Routing Supervisor	07/01/2024
McGill	Elizabeth	MNMS/Sped Para	MNMS/Long Term Sub 7th Math	08/07/2024
Additional Duty/Supplemental/Stipend				
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
Andrews	Jayne	ESY/Teacher	District	2024
Kuykendall	Larry	ESY/Teacher	District	2024
Conway	Christopher	Career Tech Ag Summer Pay	MHS	07/01/2024
Conway	Christopher	Career Tech Agriculture	MHS	07/01/2024
Stevens	Scott	Career Tech Ag Summer Pay	MHS	07/01/2024
Stevens	Scott	Career Tech Agriculture	MHS	07/01/2024
Symes	Alecia	Career Tech Ag Summer Pay	MHS	07/01/2024
Symes	Alecia	Career Tech Agriculture	MHS	07/01/2024
Hull	Angelica	Senior Sponsor	MHS	07/01/2024
Moore	Elizabeth	Salary In Lieu of Retirement	District	07/01/2024
Otto	Jean-Marie	Salary In Lieu of Retirement	District	07/01/2024
West	Jana	Salary In Lieu of Retirement	District	07/01/2024
Walker	David	JROTC Lead Stipend	MHS	07/01/2024