



AGENDA

Mustang Board of Education Special Meeting

Monday, August 5, 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 Monday, August 5, 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. Superintendent's Report

C. Assistant Superintendent's Report

D. Consent Agenda

1. Revisions of Policy and Procedures

- a. Policy 1092 Religious Liberties
- b. Policy 2130 Internet Acceptable Use and Safety
- c. Policy 2140 Personal Technology Device (PTD) Use
- d. Policy 2147 School Visitor
- e. Policy 5005 Transfer
- f. Policy 5080 Student Conduct and Discipline - Standards of Behavior

2. Renewal and Ratification of Agreements/Contracts

a. Student Services

1. Lynch Family Services

2. Tech-Now, Inc.
 3. Virginia Reeves
 4. ProCare Therapy
 5. Specialty Care Medical/Pediatrics, Inc.
- b. Federal Programs
1. Oklahoma Department of Career and Technology Education Notice of Allocation of State Program Assistance and Salary Supplements for SY25.
 2. Oklahoma Department of Career and Technology Education Awarded Lottery Grants
- c. Athletics
1. Snap! Mobile, Inc.
- d. Mustang Elementary
1. R&B Turf & Tree, Inc.
3. Approval of the following as a Board Hearing Officer:
 4. Canadian Valley Technology Center Syllabi for SY2024-2025.
 5. Change Orders CADE Construction Elementary #9
 - a. Change Order #14 - SportsTech add electrical basketball goal winches
 - b. Change Order #15 - Boiler Drain at Domestic Water Entry and 2 way clean out
 - c. Change Order #16 - Utilize Floor Protection Allowance
 - d. Change Order #17 - Grease Interceptor Text Port per City of Oklahoma City
 6. Change Orders Timberlake Construction for Mustang High Schools Softball Batting Facility
 - a. Change Order #13 - Condensate Routing Credit

- b. Change Order #14 - Extend Water Line
- 7. Change Orders Timberlake Construction for Mustang High School Addition
 - a. Change Order #3 - Sewer and Water Abandon and Cap
 - b. Change Order #5 - Rock Removal
- 8. Job Description
 - a. Director of Assessments and Curriculum
 - b. Director of Educational Technology and Curriculum
 - c. Director of Intermediate and Middle School Curriculum
 - d. Director of Elementary Curriculum

E. Financial Consent Agenda

- 1. Encumbrance Registers
- 2. Change Orders Registers

F. Business

- 1. Discussion and possible board action to approve the following communication platform as District Approved Communication Platforms to meet the requirements of HB3958.

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

- 1. Proposed executive session to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee. 25 O.S. Section 307 (B)(1). As listed on Schedule A, B, C and Adjunct Teachers.
- 2. Proposed executive session to discuss negotiations concerning the Mustang Education Support Professionals (MESP) 25 O.S. Section 307(B)(2).
- 3. Proposed executive session to discuss negotiations concerning the Mustang Education Association (MEA). 25 O.S. Section 307(B)(2).

- H. **Acknowledge Return to Open Session**
- I. **Statement of Executive Session minutes by Board Clerk**
- J. Discussion and possible board action to approve Brandon Zargoza as an Adjunct Teacher for Physical Education/Health for Mustang High School for the 2024-2025 school year.
- K. Discussion and possible board action to approve Elizabeth Eastwood as an Adjunct Teacher for 3rd Grade for Mustang Elementary for the 2024-2025 school year.
- L. Discussion and possible board action to approve Shannon Bradshaw as an Adjunct Teacher for 4th Grade for Prairie View Elementary for the 2024-2025 school year.
- M. Discussion and possible board action to approve Cabe Dickerson as an Adjunct Teacher for US History for Mustang High School for the 2024-2025 school year.
- N. Discussion and possible board action to approve Elizabeth McGill as an Adjunct Teacher for Middle School Math for Mustang North Middle School for the 2024-2025 school year.
- O. Discussion and possible board action to approve Leslie Neal as an Adjunct Teacher for English for Mustang North Middle School for the 2024-2025 school year.
- P. **Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "A".**
- Q. **Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "B".**
- R. **Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "C".**
- S. Adjournment

Board of Education MEMO



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

From: Dr. Jason Pittenger, Assistant Superintendent, Operations 
Policy 1092- Religious Liberties Policy

Date: 7/22/24

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

Discussion, motion and possible action to approve policy 1092(Religious Liberties Policy) revision to stay current with updated legislation

Policy for Religious Liberties

PREAMBLE

Mustang Public Schools recognizes that religious liberty, or freedom of conscience, is a precious, fundamental and inalienable right for all, as guaranteed by the First Amendment to the Constitution of the United States:

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof...”

This inalienable right is best guarded and responsibilities best exercised when each person and group guards for all others those rights they wish guarded for themselves.

The proper role of religion in the public schools is *academic* and not devotional, where beliefs are respected as a matter of conviction rather than coercion. Mustang Public Schools strives to advance the students’ knowledge and appreciation of the role that religious heritage has played in all aspects of human history and development.

TEACHER TRAINING AND CURRICULUM

“Knowledge about religions is not only characteristic of an educated person, but is also absolutely necessary for understanding and living in a world of Diversity.” (National Council for the Social Studies)

Further, the proper role for instruction *about* religion in the public school is in its educational value and not in religious observance or celebration. According to the Supreme Court, the *Establishment Clause* forbids state action or practices that aid or prefer one religion over another or that aid all religions and thus endorse or show preference for religion over non-religion, while the *Free Exercise Clause* requires any state actions or practices which interfere with an individual’s constitutionally protected religious freedom be strictly scrutinized.

Teacher Training

The District Professional Development Committee shall seek, secure and support the development of teachers by utilizing experts in the field of teaching about religion. This can be accomplished by training key personnel who then become a resource to other district personnel.

Building administrators are encouraged to form groups that can offer encouragement and support, both emotional and spiritual, to all staff. These groups can best be facilitated by the District’s counseling staff.

Curriculum

Teachers shall prepare and teach lessons throughout the year and throughout the curriculum that:

- Approach religion as *academic* not devotional
- Strive for student *awareness* of religions not acceptance of religions
- Study *about* religion, but do not practice religion in the classroom
- *Expose* students to diversity of religious views, not impose any particular view
- *Educate* about all religions, not promote or denigrate religion
- *Inform* students about various beliefs, not conform students to any particular belief
- *Demonstrate* the impact of economic, social, political, and cultural effects of religion throughout history
- Are age appropriate

Overtime, the District Curriculum Committee shall create additional courses or special units of instruction within the curriculum that promote the study of various religions and beliefs throughout the world. The District Textbook Selection Committee, consisting of staff, administrators and patrons, shall select textbooks and supportive materials for use in classrooms that include references to various religions.

RELIGIOUS HOLIDAYS

Teachers shall be especially sensitive to the feelings of students who might not wish to participate in activities for religious reasons. Parents are encouraged to share with classroom teachers the religious practices of their family, in order to assist the teacher in lesson preparation and calendar planning.

In the Classroom

The recognition of religious holidays may be taught if the purpose is to provide instruction *about* religious traditions in world culture. Presentation of materials dealing with religious holidays must be accurate, informative and descriptive. The focus should be on the origins, history and generally agreed-upon meanings of the holidays. Respect for religious diversity in the classroom necessitates that teachers be fair and balanced in their treatment of religious holidays. No student should feel excluded or forcibly identified with a religion not their own. Teachers shall not use the study of religious holidays as an opportunity to proselytize or inject personal religious beliefs in the discussions. Teachers should teach through attribution, i.e., by reporting that “some Buddhists believe...” This allows the religious tradition to speak for itself.

On the elementary level, natural opportunities arise for discussion of religious holidays while studying different cultures and communities. On the secondary level, students of social studies, literature, world history and the arts will have opportunities to consider the holy days of religious traditions. Teachers need to be aware of the major religious holidays so as to avoid, as much as possible, creating an undue burden on students who choose not to attend school on those days.

Class parties associated with seasonal holidays are appropriate insofar as they are consistent with the approved curriculum. However, consistent with the District’s goal of maximizing instructional time, such parties must not unduly interfere with regular academic activities.

Holiday Programs

Holiday programs should serve an educational purpose for all students. No school activity shall have the purpose, or effect, of promoting or inhibiting religion. Public schools may not sponsor religious devotions or celebrations. Study *about* religion does not extend to actually experiencing religious worship or practice.

Religious Depictions

Religious depictions in the classroom, in school assemblies or other school sponsored programs that have an educational goal shall be allowed. These depictions must only be short re-enactments or portrayals. The School must give attribution explaining that the depictions are the beliefs of a particular faith, i.e. by reporting that “some Buddhists believe...”

Religious Symbols

Religious symbols may be used as a teaching aid or resource, not as a devotional tool, provided they are displayed only as an example of the cultural and religious heritage of the holiday and are temporary in nature. Students may choose to create artwork with religious symbols, but teachers shall not assign such creations. Art projects and other class activities shall give students a choice that respects the kinds of celebrations, religious or otherwise, that their families practice. Teachers and administrators shall not assume how students celebrate certain times of the year, but shall use religious holidays to teach what these symbols actually mean in the traditions they represent.

A religious symbol is:

- Any object that portrays or recognizes the existence of a Supreme Being or deity, including, but not limited to: the Cross, Star of David, nativity scene, menorah, tablets, chalices, crescent, Buddha and other symbols that are part of a religious celebration or ceremony.
- Any object that is closely associated with religion or with the celebration of a religious holiday that it is looked upon as being of a religious nature, including, but not limited to: the Dreidel, Christmas tree, Santa Claus, Lion of Judah, Easter eggs and Easter bunnies.

Religious Music

Traditional carols and music from other traditions, i.e. Religious music may be performed by District bands, choirs and orchestras as part of an academic program of instruction. When planning and presenting performances that include religious music, District personnel must make all reasonable efforts to provide a balanced presentation of secular and religious music from a variety of traditions throughout the course of the school year.

Students may present a musical work with a religious theme in class or as part of a special performance, variety or talent show, etc., as long as such selections are consistent with the purpose or theme of the assignment or presentation.

Parents' Right to Excuse Students for Religious Reasons

School officials shall try to accommodate the written requests of parents for excusal of their child from classroom discussions or activities for religious reasons. If focused on a specific discussion, assignment or activity, such a request may be routinely granted. Alternative lessons/activities will be substituted within reasonable limitations.

Scheduling/School Calendars

The school calendar should be prepared so as to minimize conflict with religious holidays. Where conflicts are unavoidable, care should be taken to avoid tests, special projects, introduction of new concepts and other activities that would be difficult to make up. Students are expected to make up missed assignments without loss of status or penalty.

Absence from School for Religious Holidays

No student shall be penalized for being absent from school to observe religious holidays. If a student is going to be absent, it is the parent's responsibility to notify the teacher ahead of time.

RELIGIOUS EXPRESSION

Student Expression of Personal Religious Beliefs or Views

Free exercise of religious practices or freedom of speech by students shall not be denied unless the conduct or speech unreasonably interferes with the ability of the school officials to maintain order and discipline, violates schools' rules, impinges on the rights of others, unreasonably endangers persons or property, creates a coercive environment, or violates concepts of civility or propriety appropriate to the school setting. This includes, but is not limited to:

- Reading the Bible or other scriptures
- Praying, with friends in cafeterias, hallways, around flagpoles, at athletic contests and other extra-curricular activities
- Discussing religious views with other students, or attempting to persuade peers about religious topics, as long as the persuasive speech does not constitute harassment.

Student religious conduct or expression shall not be prohibited in homework, classroom discussions, presentations, assignments, or school sponsored activities, unless it violates the standards above. Students have the right to give educationally relevant classroom presentations on religious topics or

engage in other religious expression during instructional time. Students do not have the right to make a captive audience listen to a lengthy sermon, or compel other students to participate in religious exercise.

Minute of Silence

A minute of silence shall be allowed as referenced in Policy and Procedures # 1091.

Voluntary Prayer

Students and teachers are authorized to participate in voluntary prayer on school grounds, at sporting events, graduation ceremonies or other official school events. Voluntary prayer must be conducted in accordance with provisions found within this policy.

Graduation Exercises

As per the United States Department of Education:

“Student speakers at student assemblies and extracurricular activities may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious (or anti-religious) content.”

The graduation program shall contain a disclaimer indicating that student speech is the speaker’s and not the District’s.

Baccalaureate Services

Baccalaureate, as a religious service, is not sponsored or organized by the District. Attendance at such an event shall be optional and voluntary.

Religious Attire

Dress is a form of individual expression. Any prohibition or regulation of religious clothing or apparel must be done in the least restrictive manner possible to accomplish district and school objectives of maintaining a safe and orderly school environment. School officials should make appropriate exemptions to dress code and reasonably accommodate students who wear hairstyles, clothing, head wear, jewelry, cosmetics, or other apparel as a personal expression of sincerely held religious beliefs.

School officials should also be sensitive and appropriately accommodate students who request not to wear certain gym clothes that they regard, on religious grounds, as immodest.

Distribution of Religious Materials on School Grounds

In accordance with United States lower court decisions, outside groups may passively distribute literature or other materials at the secondary level on school grounds in accordance with reasonable time, place and manner restrictions imposed by the school.

Students may distribute religious literature or other materials only at reasonable times, places and manners designated by the school.

Religious flyers and hand-outs announcing community events shall not be singled out for special regulation or prohibition based on content, but are subject to reasonable time, place and manner restrictions imposed by the schools on other non-school related literature.

Employee and Volunteer Worker Expression of Personal Religious Beliefs

All employees of the School District must maintain strict neutrality concerning religion when acting in their official capacities. An employee’s rights relating to voluntary religious practices and freedom of speech do not include proselytizing of any student while the employee is acting in the employee’s official

capacity, nor may an employee attempt to use his or her position to influence a student regarding the student's religious beliefs or lack thereof.

If a student asks an employee about that employee's personal religious beliefs, the employee may choose not to respond. However, while acting in an official capacity, an employee may respond in an appropriate and restrained manner to a spontaneous question from a student regarding the employee's personal religious beliefs or perspectives, but may not turn the question into an opportunity to proselytize for or against religion.

Religious apparel is permissible if it is required by a person's religion, is part of the person's ordinary work dress, would not be disruptive of the school environment or does not contain a proselytizing message.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

Policy #2130

The Mustang Public Schools ("District") provides access to the district's internet systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the district's Internet systems, including district e-mail and district-provided access to the Internet, and applies to the use of the district internet systems both on and off district property.

"The District's Internet Systems" means district-provided devices, Internet connections (including wireless connections) provided by the district, district-provided email accounts, intranet and any remote connection to District systems. A user is deemed to access and use the district's internet systems through any electronic activity conducted on the district's internet systems using any device (whether or not such device is a district-provided device) regardless of the user's physical location.

District-provided devices: means any electronic device provided by the district, including, but not limited to, desktop computers, laptops, tablets, chromebooks and hand-held devices, ~~such as personal digital assistants (PDAs), smartphones,~~ iPads, tablets and e-readers.

Employee and Student use of the district's internet systems is governed by this policy, district regulations, policies and guidelines.

By using the district's internet systems, a user agrees to follow this policy and all applicable district regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

PRINCIPLES OF ACCEPTABLE AND SAFE INTERNET USE

General

Internet access and email provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

- Causing harm to others, damage to their property or District property, such as:
 - Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in email messages, material posted on District web pages, ~~professional~~ social media sites or any electronic platform
 - Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office
 - Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others; cyberbullying is prohibited.
 - Sending, posting, ~~or otherwise distributing chain letters or~~ engaging in spamming or phishing activities.

- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user
- Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:
 - Malicious tampering, phishing or hacking activities
 - Intentionally seeking information about passwords belonging to other users
 - Disclosing a user's password to the District's Internet Systems to other individuals (students may share their district password with their parents)
 - Modifying passwords belonging to other users
 - Attempting to log in through another person's account
 - Attempting to gain access to material that is blocked or filtered by the district
 - Accessing, copying, or modifying another user's files without authorization
 - Disguising a user's identity
 - Using the password or identifier of an account that does not belong to the user
 - Engaging in uses that jeopardize access into others' accounts or other computer networks
- Using the district's internet systems for commercial purposes, such as:
 - Using the district's internet systems for personal financial gain
 - Conducting for-profit business activities, personal advertising, or other non-district business communications
 - Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610)
 - Using the district's internet systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee

- Engaging in criminal or other unlawful activities.

AI (Artificial Intelligence) usage

Filtering

In accordance with the Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional <http://www.fcc.gov/guides/childrens-internet-protection-act>

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that emails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:
 1. The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
 2. The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

3. As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.
2. Students Using the District's Internet Systems:
 1. Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
 2. Students should not meet in person anyone they have met only on the Internet.
 3. Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
 4. Students should not allow District computers to save their passwords.
3. Teachers using the District Internet Systems, including Social Media for class activities:
 1. Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
 2. **Social media:** means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, Snapchat, Instagram etc.
 3. Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.
4. Parents:
 1. Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District email - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The district also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Policy # 2140

Personal Device Use for Internet Connectivity

The district may provide the opportunity for students in grades 11th and 12th, that are enrolled in concurrent classes and/or vo-tech classes, to have a personal device connected to the district wifi system to complete course curriculum rather than a district provided device. ~~This access is not required but rather may be provided to augment the teaching and learning experience.~~ Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator.

Acceptable device types include but are not limited to the following: (Cellular Phones or SmartPhones are not acceptable devices)

- Laptop Computer
- Chromebook

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Acceptable device types include but are not limited to the following: (Cellular Phones or SmartPhones are not acceptable devices)

- Laptop Computer
- Chromebook

- Tablet (Apple, Chrome or Windows based)
- Computer
- Cellular Phone
- Smart Phone
- Kindles

Devices whose primary purpose is gaming are specifically prohibited.

PURPOSE: COMMUNICATION AND INSTRUCTION

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning separate from the district provided platform for students in which the district provided platform is either not adequate or incompatible for their extended curriculum needs. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into the curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERate regulation.

PERSONAL COMPLIANCE

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

ACCEPTABLE USE/ CIPA COMPLIANCE

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material or attempting to circumvent the district's filtering policies on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

LIABILITY

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

Updated (07-2024)

Board of Education MEMO



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

From: Dr. Jason Pittenger, Assistant Superintendent, Operations
Policy - 2147 School Visitor Policy



Date: 7/25/24

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

Discussion, motion and possible action to approve policy 2147(School Visitor Policy) revision to include weapons language found in law.

SCHOOL VISITORS

It is the policy of the Mustang Schools Board of Education that all visitors to any school facility shall obtain a visitor pass at the building's main office or designated vestibule. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be considered for a six month removal period. If the visitor's conduct meets the above criteria, the visitor will receive a certified letter referencing this policy, the date of the offense, and the appeal process. An appeal may be filed by the individual as per district policy 2147.1 Said visitor must remain off school property, absent from activities or field trips off school property until an appeal decision is rendered.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272.

REFERENCE: 70 O.S. §24-131 and 21 O.S. §§ 1375, 1376

Adopted 11/14/2022

Revised: 8/12/24

SCHOOL VISITORS (GRIEVANCE/APPEALS PROCESS)

Any person who has been removed from Mustang Schools or from a school activity or event whether held on or off the premises, shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the Administrative Appeals Officer by their receipt of a copy of this policy.

Filing an Appeal

Within five (5) working days of being directed to leave premises, the individual ("complainant") shall receive a certified letter stating the date of incident, the date of eligible return, and cause for removal. Within five (5) working days of the receipt of removal, the complainant may request an appeal with the Administrative Appeals Officer regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request can be made via email or certified mail directly to the superintendent. If requested via email, please use "VISITOR APPEAL" in the subject line. If the complainant fails to request an appeal within five (5) working days of the certified mail notification, the right to an appeal shall be deemed to be waived. Included in this request shall be a summary of all the pertinent details of the incident resulting in removal (date, time, school, persons involved, summary of incident, etc) and the reasoning behind being allowed to return to MPS property.

Upon receipt of the complainant's request for an appeal, the Administrative Appeals Officer shall collect all documentation surrounding the patron's removal including witness statements, emails, and other supporting documents to weigh in the appeal. Additional contact to clarify details, or complete understanding of events may be necessary. No later than fifteen (15) working days from the receipt of the appeal request, a formal determination shall be communicated in writing to the complainant to uphold, modify or rescind the initial decision. The Administrative Appeals Officer's decision shall be final and unappealable.

Adopted 11/14/22

TRANSFER POLICY

5005

Previous Transfers (prior to January 1st, 2022)

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

Transfer Application Overview & Timeline

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

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

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

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

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

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

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

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

Capacity Determination

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

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

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

- PK-4th Grades
By site, the number of core grade level teachers per grade level x 20 students = capacity for that grade level.
- 5th -6th Grades
By site, the number of English Language Arts sections per grade level x 20 students = capacity for that grade level.
- 7th-8th Grades
By site, the number of English Language Arts sections per grade level x 25 students = capacity for that grade level.
- 9th-12th Grades
By site, the number of English Language Arts sections per grade level x 28 students = capacity for that grade level.

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

- PK-4th Grades
By site, the number of core grade level teachers per grade level x 18 students = capacity for that grade level.
- 5th -6th Grades
By site, the number of English Language Arts sections per grade level x 18 students = capacity for that grade level.
- 7th-8th Grades
By site, the number of English Language Arts sections per grade level x 22 students = capacity for that grade level.

- 9th-12th Grades

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

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

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

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

Transfer Capacity Review

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

Uniformed Military Services - Dependent Children

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days and;
3. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer.

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

MPS shall accept applications by electronic means for enrollment including enrollment in a specific school or program within the school district and course registration for students.

The parent or legal guardian of a student shall provide proof of residence in the school district within ten (10) days after the published arrival date provided on official documentation. A parent or legal guardian may use the following addresses as proof of residence:

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

Transfer Acceptance

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

Automatic Approvals

If a parent receives notification from the State Department of Education their transfer has been

automatically approved due to military, foster care or a teacher employment status situation, Mustang Public Schools may immediately revoke the transfer upon failure to meet qualifying approval criteria outlined in law; teacher hired but never shows for work; military deployment orders are rescinded; etc.

Transfer Denial & Appeal

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) calendar days of notification of denial to the board of education. The appeal period begins 3 days after notification sent by US mail or the day after a notification sent by email or hand delivered. The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following: The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken; the date the district gave notice denying the transfer request; the basis for appealing the decision of the school district; and the name,

address and telephone number of the legal representative, if applicable. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. Any board vote on the appeal must be taken in open session. The student's name should not be included in the agenda or in the motion. If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include: An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made; a copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept; a copy of the State Board of Education's prescribed form for an appeal; and a copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer. If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) calendar days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent will immediately provide copies of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) calendar days prior to the date at which the State Board of Education is scheduled to consider the appeal, the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

Athletics

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

Athletics Capacity Exception

Due to the OSSAA's rule 8 exception, varsity eligible athletes choosing to transfer OUT of Mustang Public Schools will be recorded as such in the Central Enrollment Office. Upon the transfer window opening after the completion of the preceding school year, the number of athletic "transfers out" will be determined. This number of "transfers out" will be added to the capacity determination upon the opening of the transfer window prior to the published transfer capacity in July. This "additional capacity" number will be determined and placed upon the summer opening of the transfer window, on the school district website in the same location as capacity determinations published to meet state transfer law. Students' waitlisted from that same transfer window opening will be accepted in the order they were received per state law. Students will be accepted *regardless* of athletic enrollment, if they meet the acceptance criteria listed in the state law and do not exceed the district capacity levels.

Intra-District Transfer

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

Transfer of Special education Students

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

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

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

REFERENCE: 70 O.S. §13-103.

Adopted: 12-99
Revised: 10-01
Revised: 08-03
Revised: 08-04
Revised: 07-06
Revised: 07-11-11
Revised: 01-21-14
Revised: 08-14-17
Revised: 08-14-19
Revised 12-13-21
Revised: 02-15-22
Revised 06-13-22
Revised: 06-27-24
Revised: 07-15-24
Revised: 08-12-24



Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

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

Date: August 1, 2024

Re: Revision to Policy 5080 – Personal Technology Device (PTD)

Please discuss, consider, and/or act upon the recommendation to approve the revision to Policy 5080 – Personal Technology Devices (PTD)

STUDENT CONDUCT AND DISCIPLINE

Standards of Behavior

Discipline Policy

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

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

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

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

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

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

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

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

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs.
13. Suspension
14. Performing Campus-site services for the school district.
15. Other appropriate disciplinary action as required and as indicated by circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips, change of placement which could include online instruction, education at Canadian County Juvenile Center, or other placement as administration sees appropriate.

ISI – In-school Intervention is an alternative to home suspension when deemed advisable by the principal. In-school Intervention is assigned during part of or all of a student's schedule, where the student spends time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction and access to equal education opportunities. The decision of the principal is final.

Student Privileges while under ISI: When a student's behavior justifies ISI, the student forfeits the privilege of participating in the social activities and will not be permitted to participate in or be in attendance at any extracurricular activities in which schools participate.

Procedures

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

1. The matter should immediately be reported to the building principal or designee. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal or designee. As much detailed information as possible should be provided to the building principal or designee in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal or designee shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal or designee and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal or designee shall follow district policies regarding the discipline of the student. The building principal or designee shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or designee or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior.

If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy

Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws

relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.

Personal Technology Device (PTD)

Mustang Public Schools limit the student use of PTD's or Personal Technology Devices.

- PreK-6th grade students will not be allowed to utilize PTD's while on school grounds.
- 7th-8th grade students will not be allowed to utilize PTD's at school from 8:35-3:35 (or 5 minutes before school begins through the dismissal bell at the end of the regular school day).

- 9th-12th grade students will be only permitted to utilize PTD's during lunch, passing periods, and before/after school or for the use with any campus management platforms or other school software.

PTDs include but are not limited to laptops, computers, tablets, cellular phones, smart phones, smart watches, ear pods, or headphones. Devices whose primary purpose is gaming and portable speakers are expressly prohibited at all times.

All students will be permitted to carry their cell phones / PTD's in their backpacks but they must be turned off, unless it is at one of the approved times listed above.

Possession of a cell phone/PTD on school campus is a privilege, and may be revoked at any time by the administration for violating this school policy regarding such possession. Furthermore the school and its employees are not responsible for any theft or damage for any cell phone/PTD while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone/PTD.

Any deviation from this plan will be at the discretion of school administration.

~~Mustang Public Schools recognizes the digital age that our students live in and embrace the possibilities that personal technology devices can bring to the student as well as enhance the classroom. MPS does allow for the use of PTD's at school under the direction of the administration and staff. The following is listed to help guide parents and students to understand appropriate use of PTDs and possible consequences for inappropriate use of PTDs.~~

~~Appropriate Use of PTDs— Under the teacher/staff direction:~~

- ~~Set reminders—calendar, electronic agenda, homework apps, etc.~~
- ~~Instruction—student response system, note taking, calculator, e-reader, QR code reader, etc.~~
- ~~Research—dictionary, teacher suggested website or search engine~~
- ~~Facilitation of communication—ex. Google Classroom, Remind, etc.~~
- ~~Collaboration—software that allows students to work together~~

~~Violations:~~

- ~~No student may use any PTD or other electronic, digital or computer device to make any electronic or digital communication which disrupts the education environment—even if that communication is made outside of school or on the student's own PTD or other electronic, digital or computer device. Types of electronic or digital communication which can disrupt the education environment include, but are not limited to:~~
 - ~~Sexting~~
 - ~~Taking pictures or recording when individuals have an expectation of privacy~~
 - ~~Inappropriate, harassing, intimidating, threatening, or bullying post, tweets, blogs, images, texts, etc.~~
 - ~~Possessing and/or distributing pictures, recordings or information which is harmful or embarrassing, including, but not limited to filming fights.~~
- ~~Students who engage in electronic or digital communications which disrupt the educational environment are subject to disciplinary actions, including suspension from school. Depending on~~

~~the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.~~

- ~~• Telephones are available for student use in the office. Messages may be left for students at the office during the school day.~~
- ~~• At a minimum, the following punishment may be imposed for each offense:~~
 - ~~○ First Offense: PTD will be confiscated and parent will be notified and required to pick up the PTD from the front office~~
 - ~~○ Repeated offenses: PTD will be confiscated and parent will be notified and required to pick up the PTD from the front office. Consequences may be assigned by the principal.~~
- ~~• Depending on the facts of each case, punishment for a particular offense may include suspension from school and/or civil and criminal penalties. The use of PTDs and any exceptions to disciplinary action will be at the administrator's discretion.~~
- ~~• Mustang Public Schools will not be responsible for any lost, damaged, or stolen PTDs.~~

Dress Code Standards

Mustang Public Schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Mustang Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

District Dress Code Expectations:

DRESS CODE EXAMPLE AND EXPECTATIONS LISTED ON FOLLOWING PAGE.

Clothing

1. Clothing must cover areas from one armpit across to the other armpit (in the front and back), extending down to cover the student's buttocks when standing or bending.

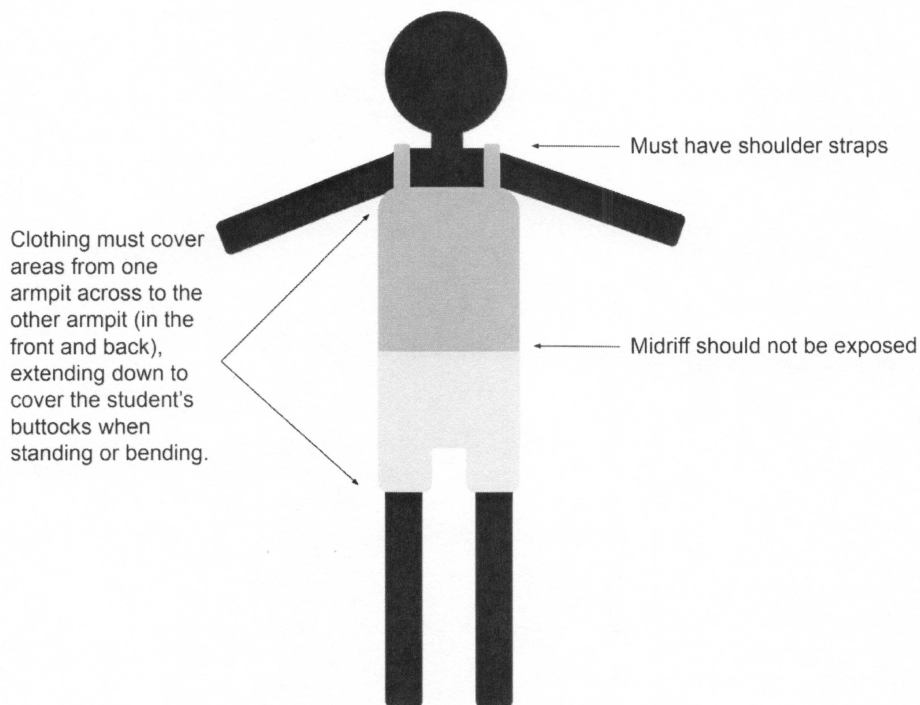
2. Tops must have shoulder straps.

3. Clothing that is transparent, made of mesh, or has holes must cover skin and undergarments while meeting the expectations of #1.

4. Midriff should not be exposed.

5. Specialized courses may require specific attire, such as sports, uniforms, and/or safety gear.

Dress Code Example



Accessories

- Headgear including hats and hoodies are allowed as long as eyes and ears are not obstructed from the headgear.
- Sunglasses may not be worn to cover the student's eyes while inside the school.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Shoes

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

Hair color/hairstyle

- Hair color/hairstyle, makeup or face paint that disrupts the learning environment is prohibited.

Gang Related

- Items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

District Guidelines: Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; electronic cigarettes/vapes or vaping products or any other product packaged for smoking or the

simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

FOOD CONSUMPTION

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

TOBACCO USE

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

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

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

ILLICIT DRUG DEFINITION IS DEFINED AS FOLLOWS:

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

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

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

First Offense: The following suspension will go into effect according to the grade level of the student on the first day of the offense.

- Grades 9-12 = 45 days (10 days out and 35 days in DPP)
- Grades 5-8 = 45 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee.

Reinstatement option - The suspension may be reduced for the first offense if the student/parent/guardian agrees to complete a reinstatement option which will consist of a list of criteria that will be set by Mustang Public Schools.

Criteria for a reinstatement will include the following:

- meeting with the Director of Student Assistance Programs
- Counseling services that consist of a school approved chemical dependency education program, or a comparable program approved by the administration. Any counseling fees will be the responsibility of the parent/guardian.
- Urinalysis - At administrative request, the urinalysis will begin after 30 days from the date of the suspension and will be required throughout the term of the suspension (a minimum of once per month after the original urinalysis). The results will not affect the suspension term, however the school and parent(s) may implement additional counseling services as needed. If a student refuses to participate in the urinalysis at any point during the term the original suspension will go into effect.

Additional criteria can include but is not limited to:

- check and connect weekly with a site counselor or site administrator or site mentor
- In school placement
 - High School – Disciplinary Placement Program (DPP)
 - Middle School or Intermediate School – ISI
- On-site small group meeting with LPC
- re-entry meeting with a site counselor or site administrator
- community service
- performing campus-site services for the school district
- research and an assignment related to the offense

The reinstatement option will reduce the suspension days as follows:

- Grades 9-12 = 45 days/reduced to 10 days (3 days out, 7 days in DPP)
- Grades 5-8 = 45 days/reduced to 10 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee.

If a student fails to meet the terms of the reinstatement option the remaining days of the original suspension will be served, unless approved by the administration.

By choosing the reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

A reinstatement option will be available one time during grades 5th-8th and one time for grades 9th-12th, regardless if it was for use or possession or distribution.

Second Offense: If a student has a second offense during grades 5th-8th or 9th-12th. The following suspension will go into effect according to the grade level of the student on the day of the offense. The reinstatement option will not be available.

- Grades 9-12 = 45 days (10 days out and 35 days DPP)
- Grades 5-8 = 45 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee.

DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. Grades 9-12 may under special circumstances place a student in the DPP as part of the suspension plan if approved by site and district administration, which could include a combination of out of school and DPP placement. A second offense will result in at least ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified. By choosing the forty-five (45) day reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

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

ANY STUDENT SUSPENDED FOR ILLICIT SUBSTANCES

For a student that does not take advantage of the option or commits a second offense or for distribution offenses, counseling services can still be available for students at parent request. Upon return from suspension for illicit substances a student will be required to have an in person meeting with the principal or designee prior to returning to the in person classroom. This requirement will apply regardless of whether an early reinstatement option was utilized or not. Parents or Guardians and / or students that are seeking help for students with issues related to drugs or alcohol can contact the Director of Student Assistance Programs at 405-376-7824. The director will be able to help answer questions and direct parents / students to various resources.

VANDALISM

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

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, ammunition, fireworks, weapon or devise capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the

handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon, or facsimile of a weapon, on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events whether such weapon is concealed or unconcealed, may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

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

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

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

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

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

SUSPENSION OF STUDENTS

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

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
 - Violation of policy, rule, or regulation
 - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
 - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
 - Possession of a firearm (may result in out-of-school suspension of not less than one year)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property

- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
- 2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
- 3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
- 4. Students who are suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
- 5. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

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

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

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

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

Appeal Process:

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

- The appeal committee will consist of (1) central office administrator and two (2) building principals other than the suspending principal.
- During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
- The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

In a short term suspension (10 days or less) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one suspension appeal hearing. If legal counsel is to be present in the level two appeal hearing on a short term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

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

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

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

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

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

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

Appeal Process:

1. The first level of appeal for suspensions will be to the building principal.
 - This step may be skipped if the building principal was part of the first conference.
 - A written request specifying the reason(s) for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension.
 - A conference will be scheduled with the building principal.

- The Principal may uphold, overrule or modify the suspension.
 - The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - The student has the right to appeal the decision.
2. The second level of appeal for suspensions will be to the appeal committee.
- In order to appeal the building principal's decision, a written request specifying the reason(s) for the appeal must be submitted to the district hearing officer for long-term suspensions within-ten (10) days.
 - Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing with the appeal committee within ten (10) days from the date the notice of intent is filed.
 - The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
 - During the hearing with the appeal committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension.
 - The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
 - If the appeal committee does not withdraw the suspension, the student has the right to appeal the decision.
3. The third level of appeal for suspensions will be to the Board of education/board hearing officer.
- In order to appeal the appeal committee's decision the student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the appeal committee.
 - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the Board of education/board hearing officer.
 - The Board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent.
 - During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - The Board of Education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.
 - The Board of Education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - Decisions of the suspension appeal may not be appealed.
 - The decision of the Board of Education/board hearing officer suspension hearing with the hearing officer shall be final.

In a long term suspension (more than 10 days) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one or a level two suspension appeal hearing. If legal counsel is to be present in the level three appeal hearing on

a long term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

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

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL CONDUCT

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

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

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

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

Adopted: 12-98
 Revised: 10-01
 Revised: 08-03
 Revised: 08-04
 Revised: 07-06
 Revised: 07-08
 Revised: 10-08
 Revised: 07-11
 Revised: 07-12

Revised: 10-13
 Revised: 02-14
 Revised: 07-15
 Revised: 08-15
 Revised: 08-16
 Revised: 08-14-17
 Revised: 08-13-18
 Revised: 07-08-19
 Revised: 09-13-21
 Revised: 06-13-22
 Revised: 06-12-23
 Revised: 08-14-23

Revised: 8.5.24



Memo

To: Charles Bradley, Superintendent
CC: Ryan McKinney, Asst. Superintendent
Karen Wilson, Exec. Dir. of Student Services *KW*
From: Heather Wiggins, Director of Student Assistance Programs *HW*
Date: 7/25/2024
Subject: MOU for Counseling Services

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

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

Memorandum of Understanding (MOU)

Private Mental Health Services for Students in the School Setting

This Memorandum of Understanding (MOU) is entered into on the 24th day of July 2024 by and between Independent School District I- 069 Mustang Public Schools in Canadian County, Oklahoma, hereinafter referred to as "District", and Lynch Family Services, an Oklahoma corporation.

WHEREAS, the District and Lynch Family Services desires to enter into a Memorandum of Understanding advantageous to both parties.

WHEREAS, Lynch Family Services desires to provide the mental health and social work services under the terms and conditions of this MOU.

NOW, THEREFORE, the parties agree as follows:

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

Family Services shall bear the full cost of such person's services when provided to any Medicaid eligible student.

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

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

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

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

11. The Lynch Family Services employees will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to the program.

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

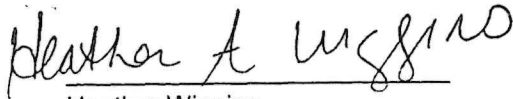
13. Lynch Family Services shall submit written proof to the District's Student Assistance office that all applicable Lynch Family Services employees have passed background checks and a drug screening prior to their entering the building of the school to provide services pursuant to this MOU.

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

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

IN WITNESS WHEREOF, the District and Lynch Family Services have Executed this MOU on the day and year first above written.

Independent School District I-069
Canadian County, Oklahoma



Heather Wiggins
Director of Student Assistance
Mustang Public Schools

7/24/24
Date

Kyle Lynch

Director
LFS Counseling

Name of Agency

333 West Main, STE 140

Street Address
Ardmore, OK 73401

City, State, Zip Code

07/25/2024

Date



CONTRACT APPROVAL MEMO



To: Mustang Board of Education
CC: Charles Bradley, Superintendent
Jeff Landes, Chief Financial Officer
Ryan McKinney, Assistant Superintendent of Secondary Schools

From: Karen Wilson, Exe Director of Student Services *KW*

Board Meeting Date: August 12, 2024

Contract Vendor: Tech-Now, Inc **Time Frame:** August 12, 2024 - May 20, 2025

Amount: \$ 5,000.00 **Fund:** 621 **Project:** 1000

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:

Provide curriculum and support for our students on Individualized Education Programs for the elective Computer Applications class.



TECH-NOW MEMBERSHIP SITE AGREEMENT

Revised 2023 03 01

This is an agreement between MUSTANGA PUBLIC SCHOOLS District and Tech-Now, Inc. to establish and support a Tech-Now program. The following is an outline of the roles and responsibilities of each party. The membership fee to Tech-Now, Inc. is based on district size and is a requirement for program membership.

School District Responsibilities:

1. If you received a Perkins Supplemental Grant, your school district understands that the equipment provided through the Perkins Supplemental Grant is for use in the Tech-Now program.
2. If you are using Tech-Now equipment, your school district understands that the equipment provided to the school for use in the Tech-Now program is the property of Tech-Now, Inc. and will be removed should the school decide not to continue providing the Tech-Now program, or there is no student interest in the program. You will replace broken and/or stolen equipment as you are invoiced.
3. If you are using district equipment, your district is responsible for all technology related services.
4. Your school district will select a site instructor to provide the Tech-Now program to students with disabilities as an in-school program. The site instructor will be compensated by your school district.
5. Your school district will provide transportation and allow the students to participate in the annual state competition held in an Oklahoma City area High School in conjunction with the Tech-Now program.
6. Your school district will award each student that participates in the Tech-Now in school program a technology or an elective credit for the class. The in-school program consists of:
 - a) Daily Classes
 - b) One Tech-Now State Competition @ approximately 6 hours.
7. Your school district will keep records on participating students as required by the program and will provide the data to Tech-Now Inc.
8. Your school district will work with the Tech-Now staff to connect participating students with Oklahoma Department of Rehabilitation Services (DRS) as part of the contract between Tech-Now Inc. and DRS.



TECH-NOW MEMBERSHIP SITE AGREEMENT

Revised 2023 03 01

Tech-Now Inc. Responsibilities:

I. Tech-Now, Inc. will provide the following equipment:

a) Ten computers that are configured to meet the requirements of the Tech-Now program including software, related technologies, and consumables that are not covered through other funding sources. **These systems are configured, networked, and require no maintenance from the district technology department. The school district is not permitted to make any changes or additions to the hardware and/or software.**

a) Use of one digital still Camera.

b) Use of one Tripod.

c) Use of one Camera bag.

d) Use of one Printer

e) Use of Software Licenses

f) Use of Tech-Now Inc. computers

g) Annual State Competition expenses not covered through the DRS contract

Through our contract with DRS, Tech-Now Inc. will provide:

a) 2 Fall professional development trainings, one in the Oklahoma City area the second in the Tulsa area

b) 2 Winter professional development trainings, one in the Oklahoma City area the second in the Tulsa area

c) Technical assistance from the Tech-Now staff via Zoom, email, telephone, texting, and limited on-site support

d) Annual State Competition

If you need more than 10 student computers, there will be an additional cost of \$500.00 per extra computer, per year.

The program membership fee your district pays each year is based on your school size:

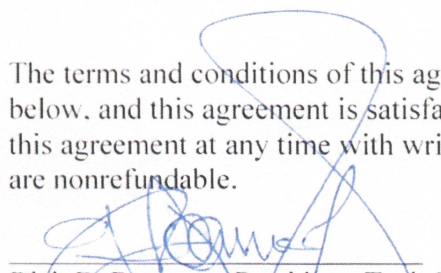
Non-Rated school	\$3,000.00	1A Division school	\$3,000.00
2A Division school	\$3,000.00	3A Division school	\$3,000.00
4A Division school	\$4,000.00	5A Division school	\$5,000.00
6A Division school	\$5,000.00		

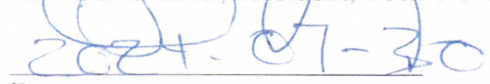


TECH-NOW MEMBERSHIP SITE AGREEMENT

Revised 2023 03 01

The terms and conditions of this agreement have been reviewed by the parties listed below, and this agreement is satisfactory to both parties. It is agreed that either party may cancel this agreement at any time with written notice, with the understanding that the membership fees are nonrefundable.


Rick DeRennaux, President, Tech-Now, Inc.


Date

Superintendent Name

Superintendent Signature

District

Date

Contract Approval Memo



To: Mustang Board of Education

CC: Charles Bradley, Superintendent

Jeff Landes, Chief Financial Officer *CL*

Ryan McKinney, Assistant Superintendent of Secondary *RM*

From: Karen Wilson, Exe Director of Student Services *KW*

Board Meeting Date: July 15, 2024

Contract Vendor: Virginia Reeves Time Frame: July 2, 2024 to June 30, 2025

Amount: \$ 20,000.00 Fund: 11 Project: 621/047

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:

School Psychology services for the district; to include reviewing and performing educational psycho-educational assessments for students in need of special education services.



J. KEVIN STITT

SARAH GREEN

Teachers' Retirement System of Oklahoma
301 NW 63rd Street, Suite 500
Oklahoma City, OK 73116-7921
TRS Member Services: 877-738-6365 (toll-free)
or 405-521-2387 (OKC)
Fax: 405-522-1534

July 5, 2024

via first class and electronic mail

Virginia Reeves
10608 NW 21st St.
Yukon, OK 73099
vrqiqi@aol.com

RE: Application to Approve Independent Contractor Agreement Q035783

Dear Ms. Reeves,

You have contacted the Teachers' Retirement System of Oklahoma (TRS) to request approval of a Contract for School Psychologist Services with Mustang Public Schools.

TRS has reviewed the submitted contract expiring June 30, 2025, to provide school psychologist services to Mustang Public Schools. The contract in current form is conditionally approved and will result in waiver of earnings limits and waiver of postretirement contributions for FY2025 (July 1, 2024 through June 30, 2025) **so long as TRS receives a fully executed version that includes (1) a signature from Mustang Public Schools and (2) a commencement date in the *Terms of Contract and Renewal* paragraph.** Please send the final version to the attention of David Tinker, Employer Services Manager, at david.tinker@trs.ok.gov at your earliest convenience.

Please note the waiver of earnings limits and postretirement contributions is limited to services under this contract only. Additionally, for any consulting services provided to other school districts and/or for periods after FY2025, TRS must review and approve additional consulting contracts before waiver of earnings limits or postretirement contributions may occur.

Finally, for the duration of this contract, you may not be *employed as an employee of Mustang Public Schools* in any capacity. See OKLA. STAT. tit. 70, § 6-101.2 (C).

Sincerely,

Haley Drusen
Deputy General Counsel and Legislative & Policy Director

CC: Jeff Landes, CFO, Mustang Public Schools
landesj@mustangps.org

Contract for School Psychologist Services

Virginia Reeves

School Psychologist

Whereas, Mustang Public Schools has a need for professional academic and behavioral services for students at Mustang High School.

Whereas, Virginia Reeves, School Psychologist, will provide specialized services relating to the provision of educational and behavioral services for students at Mustang Public Schools.

Therefore, in consideration of the mutual covenants set out below, the parties agree as follows:

Virginia Reeves agrees to:

Provide services that may include, but are not limited to the following: review and study of educational/confidential assessment records, observations, conducting interviews, consulting services for behavior and/or Autism, functional assessments, developing academic and/or behavioral interpretation, participation in Review of Existing Data (RED)/Consent meetings, Multidisciplinary Evaluation and Eligibility Group Summary (MEEGS) meetings, Individual Education Program (IEP) meetings, and other staffing, professional development for school district staff, parents, and aides,, as well as any additional duties performed by a school psychologist.

Will provide supplies and testing materials necessary to perform the services. Proof of purchase of testing material will also be provided to the District. Ms. Reeves will provide her own office space to complete evaluation documents and reports.

Provide Muatang Public Schools with copies of liability insurance and appropriate completed forms as required.

Submit written statements of services performed under this contract no less than one time each quarter of the year which the contract is in effect.

Mustang Public Schools agrees to:

Provide the school psychologist with a place in which to evaluate students.

Invoices will be paid after appropriate approval and after invoices are received and processed.

Allowable Cost and Payment:

The fees for these services are based on the type of assessment conducted and the amount of time spent on the individual student.

The fees for these services are based on the type of assessment and the amount of time spent on the individual student.

The Standard Battery consisting of Intellectual/Cognitive and Achievement will be \$500.00 per student.

Additional evaluation components (outside the standard battery) are, defined as beyond the cognitive and/or achievement battery, billed as follows:

- (1) Adaptive or social/emotional assessment component at a rate of an additional \$100;
- (2) Psychological assessments at a rate of an additional \$250;
- (3) Autism evaluations would be a total rate of \$950.00;
- (4) Psychological Review/Consultation services are \$50 per report for compliance review and \$100 per report for reviewing and meeting or eligibility;
- (5) Functional Behavior Assessments (FBA/Behavior Intervention Plan (BIP) component at a rate of a base \$250 for the first meeting with teacher and Site Principal to determine behavior/data collection process each additional hour of analysis and report writing at a rate of \$100 per hour;
- (6) Dyslexia evaluation which meets the Oklahoma State Department of Education Guidelines as outlined in the Dyslexia Handbook of Oklahoma issued July 1, 2019 to include areas of Phonological Processing, Phonological Memory, Decoding, and Oral Reading Fluency, but not limited to at a rate of \$30 for this additional component of a Specific Learning Disability battery.

Special Provisions:

The district assumes the responsibility for obtaining the legal documents from parents/guardians necessary for successful delivery of services, including, but not limited to the forms provided by the Oklahoma State Department of Education (OSDE) in accordance with the policies and procedures of the OSDE.

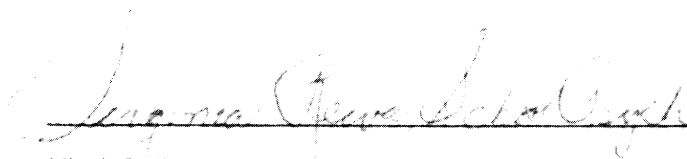
The parties agree that Virginia Reeves is working under this contract as a private entity and is not an employee of Mustang Public Schools and therefore not entitled to any employee benefits such as vacation or sick leave or medical or life insurance.

Virginia Reeves agrees to comply with all State and Federal Laws and regulations that are applicable to this agreement.

The district agrees to pay Virginia Reeves on a monthly basis following the month of services. There may be times when the district does not need services that month or events beyond the control of the contractor preventing service delivery during a particular month. In any of the above-mentioned circumstances, both parties agree to work together to make mutually agreed upon schedule/calendar adjustments.

Terms of Contract and Renewal

The Term of this contract shall commence on July 2, 2024, and expire on June 30, 2025, unless earlier terminated by either party upon a 30-day written notice.



Virginia Reeves
School Psychologist
10608 Northwest 21st Street
Yukon, Oklahoma 73099

Mustang Public School Board member
Mustang Public Schools
12400 Southwest 15th Street,
Yukon, Oklahoma 73099

CONTRACT APPROVAL MEMO



To: Mustang Board of Education

CC: Charles Bradley, Superintendent

Ryan McKinney, Assistant Superintendent of Secondary Schools *AM*

From: Karen Wilson, Executive Director of Student Services *KW*

Date: August 12, 2024

Contract Vendor: Specialty Care Medical/Pediatrics, Inc. **Time Frame:** July 1, 2024 thru

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

Specialty Care Medical/Pediatrics, Inc. have patients that attend our school and individualized nursing care is provided through this company and paid for through personal insurance. There is no charge to the school district.

Supplemental Staffing Agreement

This agreement is entered in July 2024 by and between **Mustang Public Schools** hereinafter referred to as the **facility** and **Specialty Care Medical/Pediatrics, Inc.** hereinafter referred to as the **Agency**.

Terms of Agreement

This agreement shall commence July 2024. Either party may cancel or amend this agreement by giving the other party 30 days written notice.

This contract is stating that there will be nursing services provided every day that school will be in session that the individuals receiving the services are present.

Description of Services

The agency shall upon request of the facility, supply health care personnel to the facility for supplemental staffing; The agency shall be responsible for the screening of all personnel to determine the qualifications and competence of the personnel. The screening process shall be determined by the agency. However, the agency agrees that all personnel sent to the facility shall meet the qualifications below.

Agency personnel requirements:

TB screening, Hepatitis screening, Valid driver's license, Knowledge of universal precautions, must satisfactorily pass competency evaluation, Ability to read and write English, Present in a professional manner, Maturity and ability to deal effectively with the demands of the job, adhere to the facilities dress code, OK Screen, Copy of current nursing license and CPR certified

The agency acknowledges and agrees that is an independent contractor of the facility and all personnel who perform services at the facility shall be deemed employees of the agency. The agency shall withhold from compensation payable to such personnel, Federal income tax. FICA. And any other amounts required by law to be withheld by employers.

Supplemental Staffing Agreement

Indemnification

The agency agrees to indemnify, defend and hold harmless the facility from all liability, claims, demands, costs or judgments arising out of injury and damages caused by the agency's employees and the negligence and /or intentional acts unless liability is caused by or arises from the negligence or intentional acts or omissions of the facility's agents, employees, officers or partners.

The facility agrees to notify the agency within five working days of any claim made against it based on the obligation indemnified against above. The facility further agrees to indemnify and hold harmless the agency from all claims, suits, demands, cost, or judgment arising out of negligence and /or acts of the facility's employees, Agents, officers or partners.

The facility will further supply to the agency evidence of premise liability coverage the agency will furnish evidence of Workers Compensation insurance for its employees, agents, officers or partners.

Recruitment of Agency and Facility Personnel

Recognizing the special nature of the relationship existing between each party and that the recruiting and gaining of personnel by each party is a costly and time-consuming endeavor, each party agrees that it will not actively recruit each other's personnel. If such practice occurs, this will constitute a breach of contract and the agreement would be terminated immediately. Furthermore, a \$1,500 fee will be charged to the facility.

Right to Dismiss

If at the sole discretion of the facility, an employee from the Agency is deemed substandard while performing his/ her duties the facility may require said employee to leave the facility's premises.

The facility shall notify the Agency immediately of such action and the facility will be billed for hours worked.

Cancellation of Ordered Services

The facility reserves the right to cancel ordered services two (2) hours before the shift begins. For shifts requested by the facility for holidays and evenings, a seventy-two - hour notice is required. If the facility fails to comply with this agreement for cancellation the facility will be billed for hours of service ordered.

Miscellaneous

The agency staff rendering services to the facility have read and signed a confidentiality statement prior to working.

The Agency's employees will abide to the facilities policies and procedures.

If the patient that the agency is caring for is absent for any reason, the facility may choose to use the employee sent by the agency or may cancel service at their discretion. There will be no charge for days that services are canceled. This provision negates "cancellation of ordered services' paragraph.

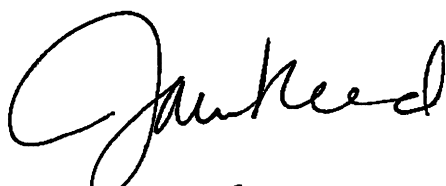
There is a four (4) hour minimum visit for every shift worked.

If the primary caregiver is unable to work on any given day that services are required, the agency agrees to send a qualified replacement.

In witness hereof, the parties hereto have executed this agreement.

Specialty Care Pediatrics/Medical

Signature with Title



Jami Reed

Jami Reed, Owner/CEO

Date

07/25/2024

Address

I have attached the nursing/School Contract. Please let me know if you have any questions!

Mustang Public Schools

Signature with Title _____

Date _____

Address



Memo

To: Mustang Public Schools Board of Education, Charles Bradley
From: Amy Hill
Date: July 29, 2024
Re: Notice of Allocation, 24-25 Career Tech

Please review and sign the attached notice of allocation.

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 25**

SUPERINTENDENT
MUSTANG SCHOOL SYSTEM
906 S HEIGHTS DR
MUSTANG, OK, 73064

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
3.00 AG EDUCATION			\$39,000.00
3.00 BUS & INFO TECH ED			\$39,000.00
8.00 FAM AND CONSUMER SCIENCES			\$64,000.00
1.00 MARKETING EDUCATION			\$8,000.00
14.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$133,000.00
Summer Salary	411	3811	
3.00 AG EDUCATION			\$23,760.00
State Teacher Supplement	411	3811	
3.00 AG EDUCATION			\$7,800.00
3.00 BUS & INFO TECH ED			\$6,600.00
8.00 FAM AND CONSUMER SCIENCES			\$17,600.00
1.00 MARKETING EDUCATION			\$2,200.00
14.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$30,800.00
Total:			\$371,760.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

Questions regarding this Notice of Allocation should be directed to Valerie McBane at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Danielle Kipp,

7/18/2024 2:38 PM

62

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 25

Finance Manager
Oklahoma Department of Career and Technology Education

Date

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2024-2025

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2024** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to renae.burke@careertech.ok.gov **no later than September 30, 2024.**

Approved:

Brent Haken, State DirectorDate	President, Board of EducationDate Superintendent of SchoolsDate Mustang School System District Name (please print)
--	--



Memo

To: Mustang Public Schools Board of Education, Charles Bradley
From: Amy Hill, Director of Federal Programs
Date: July 29, 2024
Re: Memorandum of Understanding, Lottery Grants

Please review and accept the attached Memorandum of Understanding notices for the awarded Lottery Grants.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
Mustang Public School

This agreement is entered into between the Oklahoma Department of Career and Technology Education, hereinafter referred to as ODCTE, and Mustang Public School.

Purpose of Agreement:

The purpose of this agreement is for funding to implement and/or upgrade instructional and training technology for the purpose of (1) Innovative "cutting edge" hardware and software, (2) curriculum materials, (3) machinery and equipment for new technologies, and/or (4) Instructor training in the use of the new technology.

Funding			
School Site/Program	Teacher Name	Program	CareerTech Funding from: OK Education Lottery Trust
Mustang Public School	Scott Stevens	AG	\$14,927.94

Disallowed Dollar Amount/Expense, if any

Effective Period	
Beginning:	Terminating:
July 1, 2024	February 7, 2025

Duties of Mustang Public School:

- Adhere to proposed project summary submitted to ODCTE as part of the preliminary RFP process.
- Adhere to General Terms and Conditions for this project as reflected on the approved budget and plan.
- Goods and/or services must be received no later than terminating date indicated above to be considered reimbursable.
- Provide ODCTE request for reimbursement on reimbursement form including Project 469 detailed expenditure report showing proof of payment and copies of paid vendor invoices corresponding reference to the line item from the approved budget.

Duties of ODCTE:

- Provide reimbursement to Mustang Public School upon receipt of proper documentation as stated above.
- Provide Mustang Public School with technical assistance and guidance related to implementation of project and administration of grant.

Additional Terms:

In accepting this agreement with ODCTE, Mustang Public School agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to this contract are subject to examination by ODCTE, the State Auditor and Inspector, and the State Purchasing Director.

Revisions to approved budget and plan require prior approval.

Assignment of any rights or responsibilities referenced in this document is prohibited unless agreed to in writing by both parties.

Reimbursements will not be processed for requests postmarked after February 7, 2025.

Contact Persons:

For purposes of this agreement, all contacts with ODCTE shall be directed to its representatives:

Technical Agent: Kim Downey at 405-743-6831 or email at kim.downey@careertech.ok.gov

Fiscal Agent: Valerie McBane at 405-743-5458 or email at valerie.mcbane@careertech.ok.gov

For purposes of this contract, all contacts with Mustang Public School shall be directed to its representatives:

Technical Agent: Scott Stevens at 405-376-6969 or email at stevenss@mustangps.org
(Typically the Technical Agent is the teacher/person who filled out the proposal.)

Financial Agent: Amy Hill at 405-376-7813 or email at hilla@mustangps.org

Approval of Agreement:

Representing the ODCTE

Cori R. Gray
Director of Student Success

07/20/2024
Date

Amelia Kipp
Finance Manager

11/24/24
Date

Representing Mustang Public School

Charles Bradley
Superintendent

6-27-24
Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
Mustang Public School

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Purpose of Agreement:

The purpose of this agreement is for funding to implement and/or upgrade instructional and training technology for the purpose of (1) innovative "cutting edge" hardware and software, (2) curriculum materials, (3) machinery and equipment for new technologies, and/or (4) instructor training in the use of the new technology.

Funding			
School Site/Program	Teacher Name	Program	CareerTech Funding from: OK Education Lottery Trust
Mustang Public School	Jessica Holman	STEM	\$14,869.91

Disallowed Dollar Amount/Expense, if any

Effective Period	
Beginning:	Terminating:
July 1, 2024	February 7, 2025

Duties of Mustang Public School:

- Adhere to proposed project summary submitted to ODCTE as part of the preliminary RFP process.
- Adhere to General Terms and Conditions for this project as reflected on the approved budget and plan.
- Goods and/or services must be received no later than terminating date indicated above to be considered reimbursable.
- Provide ODCTE request for reimbursement on reimbursement form including Project 469 detailed expenditure report showing proof of payment and copies of paid vendor invoices corresponding reference to the line item from the approved budget.

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Contact Persons:

For purposes of this agreement, all contacts with ODCTE shall be directed to its representatives:

Technical Agent: Kim Downey at 405-743-6831 or email at kim.downey@careertech.ok.gov

Fiscal Agent: Valerie McBane at 405-743-5458 or email at valerie.mcbane@careertech.ok.gov

For purposes of this contract, all contacts with Mustang Public School shall be directed to its representatives:

Technical Agent: Jessica Holman at 405-376-2095 or email at holmanj@mustangps.org
(Typically the Technical Agent is the teacher/person who filled out the proposal.)

Financial Agent: Amy Hill at 405-376-7813 or email at hilla@mustangps.org

Approval of Agreement:

Representing the ODCTE

Cori L. Gray
Director of Student Success

07/24/2024
Date

Marlene Kipp
Finance Manager

7/26/24
Date

Representing Mustang Public School

Charles Brantly
Superintendent

6-27-24
Date

CONTRACT APPROVAL MEMO



To: Mustang Board of Education

CC: Charles Bradley, Superintendent

Jeff Landes, Chief Financial Officer

Robert Foreman, Athletic Director

Handwritten signatures in blue ink: one for Charles Bradley and one for Robert Foreman.

From: Jeff Landes, Chief Financial Officer

Board Meeting Date: August 5, 2024

Contract Vendor: Snap! Mobile, Inc.

Time Frame: 2024-2025 FY

Amount: \$ 3,500.00

Fund: 60

Project: 803

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:

Athletic Mobile Application

SNAP! RAISE, INC.
PREFERRED PARTNERSHIP
TERMS AND CONDITIONS

The following agreement is entered into between Snap! Mobile Inc. ('Snap! Raise' or 'Snap!') and the Organization named below ('the Organization') for the purposes of providing software and services to the Organization listed below.

1. **Snap! Responsibilities.** Snap! will provide to the Organization the following services (collectively, the "Responsibilities"):
 - a. Snap! Raise
 - I. Snap! Raise will grant the Organization access to use of Snap! Raise's Software in order to conduct their fundraising campaigns. Snap! Raise will create and maintain a website specific to each fundraiser that the Organization wishes to run on the Snap! Raise platform. Snap! Raise will cover all fees associated with maintaining the campaign site(s).
 - II. Snap! Raise will provide training and technical support in order to effectively implement fundraising campaigns.
 - III. Snap! Raise will provide the Organization with a dedicated Snap! Raise Campaign Director, who will answer any campaign questions that may arise and assist in implementing fundraisers.
 - IV. No credit card data will be stored on any Snap! Raise hosted web servers. All information is strictly protected and secure.
 - V. Snap! Raise will deliver and implement the campaign platform to the Organization in accordance with the agreed upon start date.
 - VI. Snap! Raise will issue receipts on behalf of the Organization for any donations made through the platform for a designated Snap! Raise fundraiser. The receipt will state the amount of the donation, the date the donation occurred, and the Organization to which the donation was made. The receipt provides a donor with all of the required information to be able to take a tax deduction for their donation, as allowable by law.
 - VII. Snap! Raise will provide the necessary copy to support the Organization in increasing adoption of preferred fundraising method.
 - b. Snap!
 - I. Snap! will deliver and implement the software to the Organization in accordance with the agreed upon start date and features selected to be on the account.
 - II. Snap! will provide training and support in fundraising management tools to assist with integration and implementation of tools across multiple users/departments.

2. Organization Responsibilities. The **Organization** listed above agrees to the following responsibilities:

- I. Organization agrees to allow Snap! Raise to operate the fundraiser within an agreeable time frame and to allow Snap! Raise access to the Organization's facilities (if needed) in order to conduct the fundraiser.
- II. Organization will recognize Snap! Raise as the official fundraiser for the Organization and uphold the preferred partnership terms for the Organization's 3rd party fundraising
- III. Organization is responsible for any chargebacks that may be issued. Organization will be able to view any such disputes and Snap! Raise will resolve the chargebacks as they are received.
- IV. Organization agrees to facilitate introduction of Campaign Director to all Group Leaders prior to season. Organization agrees to notify Campaign Director of any personnel changes to the athletic/activity staff.
- V. Organization will allow Snap! Raise to create case studies and marketing to promote services to similar Organizations.
- VI. Organization will meet any responsibility within the Preferred Partnership statement of work, attached hereto as Exhibit A.

4. Payment. The **Organization** agrees to the following fee as payment for Snap! Raise services rendered. Fees are a percentage of the total donations received through the Snap! Raise fundraiser:

a. Snap! Raise.

- I. Snap! Raise Service Fees: Group will keep 80% of the funds received.
 1. Additional funds raised from features such as: 'Outfit the Kid' or 'Legacy supporters' are in addition to the 80%. The cost of participant prizes are deducted from the 80%.
 2. Credit Card processing fees: The Organization will not incur any credit card processing charges.

b. Snap! Insights

- I. Organization will receive Snap! Insights, and the fee will be waived in accordance with our Preferred Partnership Benefits (see exhibit A),
 1. Snap! Insights features are:
 - a. Custom reporting for campaigns, donations and settlements
 - b. Settlement tracking
 - c. Receipt tracking
 - d. Campaign data visualization
 - e. Campaign data roll up by program and school
- II. Snap! Insights has a fee of \$2,499 per year. This fee will be waived for duration of contract as part of the Preferred Partner Benefits.
- III. Additional features may be added on to Snap! Insights by the Organization. Applicable fees may apply.

trevor johnson

Signature

Signature

Trevor Johnson

Name

Name

VP of Field Sales

Title

Title

Mustang Public Schools

Snap! Mobile

Company

Company

07 / 29 / 2024

Date

Date

EXHIBIT A
Preferred Partnership

Statement of Work
Snap! Raise and Organization
Commitments and Benefits

08 / 01 / 2024 – 07 / 31 / 2027

SERVICES, DELIVERABLES AND BENEFITS	TIME FRAME
Complimentary Snap! Insights: Organization will receive complimentary Snap! Insights for duration of contract as long as preferred partnership terms are upheld	Duration of contract
Preferred partner pricing: • Guaranteed pricing for the duration of the contract. • Removal of the participation tier, guaranteeing 80% for each campaign. • Additional funds raised from features such as 'Outfit the Kid' or 'Legacy Supporters' are in addition to the 80% • Cost of participant prizes are deducted from the 80%	Duration of contract
Sponsor a 'lunch n' learn' or coaches meeting: \$500 towards one or more 'lunch n' learn' for all athletic and club leaders to get a free lunch or breakfast during a 20-minute presentation. This can be 1-3 meetings per school year, \$500 value is per contract year.	1-3 meetings per year. Funds can be used for existing coaches meeting or a Snap! Raise specific meeting. Max value over duration of contract: \$1,500.00

Community and Organization communications: Snap! Raise will provide copy for community communications and internal communications to assist in the organization meeting their fundraising needs and goals. This includes copy for: • Social Media Announcement • Informational sheet for students and parents that can go in athletic packets etc. • Internal announcement of preferred partnership and benefits	
Preferred pricing and early access to future products: The Organization will receive early access to new services and products in the Snap! Mobile suite of tools.	Presented when available

CONTRACT APPROVAL MEMO



To: Mustang Board of Education

CC: Charles Bradley, Superintendent

Jeff Landes, Chief Financial Officer

A handwritten signature in blue ink, appearing to be 'JL', written over the name 'Jeff Landes'.

From: Andrea Peterson, Mustang Elementary

Board Meeting Date: August 4, 2024

Contract Vendor: R&B Turf & Tree, Inc. **Time Frame:** August 6, 2024

Amount: \$ 0.00 **Fund:** n/a **Project:** n/a

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:

Removal of dead tree from the MES property



R&B Turf & Tree Inc.
PO Box 1788
Mustang, OK 73064

Proposal #4155
Created: 07/24/2024
From: Ben Martin

Proposal For

Andrea Peterson-Mustang Elementary

400 S Mustang Rd
Mustang, OK 73064

Location

400 S Mustang Rd
Mustang, OK 73064

mobile: 405-376-7942
petersonA@mustangps.org

Terms

Due on receipt

Jul 24-Mustang-Mustang Elementary-SCR

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Tree Services:Tree Removal Tree Removal- dead cottonwood. Cut as low as possible. Cleanup haul off included.	1	\$ 4,500.00	\$ 4,500.00
2) Tree Services:STUMP GRIND/NO CLEAN UP OR HAUL OFF PLEASE READ COMPLETELY: DOES NOT INCLUDE CLEAN UP/HAUL OFF OR FINISHED LANDSCAPING or top soil. WILL NOT BE PERFORMED SAME DAY AS TREE REMOVAL. Turf around tree WILL be damaged from removal and stump grinding. Stump Removal. Grind stump and Root system four to five inches below grade where possible. Areas will obstructions will not be ground out-operator will get as close as possible without damaging equipment. Finished landscaping available at an additional cost. We will contact 811 to locate lines. If there is rock or metal in the stump there will be an additional \$200 fee to cove cost of new teeth. There may be a delay between services as these are grouped together with other jobs.	1	\$ 1,500.00	\$ 1,500.00
3) Discount Discount- Share & Care Releaf	1	\$ 6,000.00	\$ 6,000.00

Client Notes

Stump grind will depend on underground utilities. If there is to much liability will will not perform the work. Please call me personally if you have any questions Ben Martin 405-550-4962. We plan on doing the tree portion on the 6th. Thanks for the opportunity. There will be some damage to the ground and grass.



R&B Turf & Tree Inc.

PO Box 1788

Mustang, OK 73064

Proposal #4155

Created: 07/24/2024

From: Ben Martin

This quote is valid for the next 30 days, after which price may be subject to change. Price is also subject to change with significant change in tree canopy, access to tree or if any changes to surroundings causing more liability such as new roof, pool, new construction etc

Emergency work and/or storm work will take precedent over routine work. Expect delays in scheduling due to weather.

We do accept all major credit card with a convenience fee of 2.9% per transaction.

Deposits are non-refundable if you decide to cancel your job.

SUBTOTAL	\$ 0.00
SALES TAX	\$ 0.00
TOTAL	\$ 0.00

Contingencies:

Any additional work or equipment required to complete the work in the proposal caused by the Customers' failure to make known conditions or caused by previously unknown conditions such as subsequent crown dieback, unseen decay or weak limbs, foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the Customer on a time and material basis. R&B Trees is not responsible for damage to grass, turf, landscaping, cracked driveways or walkways, prior damage underground sprinklers, drain lines, invisible fences, or underground cables unless the system(s) are adequately and accurately mapped by the Customer and a copy of the map is presented before or at the time work is performed.

Dog Waste:

The authorizing party agrees to provide a work area clean of K-9 feces. R&B Trees will not be responsible for picking it up. An unclean work area may result in cancellation of work and the loss of your deposit.

Stump Grinding:

If you have signed up for stump grinding there could be delays in scheduling and might not be done at the same time as any tree work. We have to get area marked for utilities. Ground conditions can also delay work being performed.

By Signing below you agree that you have ownership of trees/property in scope of work and/or can legally make decisions regarding work being done on trees/property and/have permission from appropriate person to make decision.

Signature

x

Date:

Please sign here to accept the terms and conditions

Sales Reps

Ben Martin

Office: 405-609-9211

ben@rbtree.net

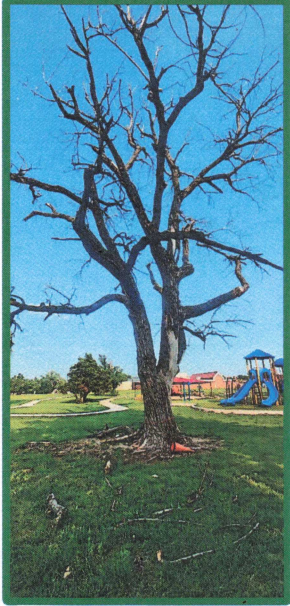


R&B Turf & Tree Inc.
PO Box 1788
Mustang, OK 73064

Proposal #4155
Created: 07/24/2024
From: Ben Martin

Photos

1) Tree Services: Tree Removal



R & B Turf & Trees Inc.

Established in 2018

Veteran Owned & Veteran Served

Over 1,200 Successful Tree Jobs to Date

Fully Insured Professional Arborist

General Liability Insurance 1mil Per Occurrence

Workers Compensation Insurance 1mil Each Employee

Equipment Fully Insured and Inspected Regularly

Auto Liability Insurance 1mil Per Occurrence

Insurance Agent

Trent Scrivner, AAI

Wesco Insurance Agency

tscrivner@wescoinsurance.com

Trees • Trees • Trees



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/10/2024

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

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

PRODUCER Wesco Insurance Agency 420 Maple P.O. Box 850300 Yukon OK 73085-0300	CONTACT NAME: Renee Green PHONE (A/C, No, Ext): (405) 354-5201 FAX (A/C, No): (405) 350-6829 E-MAIL ADDRESS: rgreen@wescoinsurance.com
INSURED R & B Turf & Tree, Inc. MCE Crane Services Inc 814 Overhead Dr. Oklahoma City OK 73128	INSURER(S) AFFORDING COVERAGE INSURER A: National American Ins Co INSURER B: CompSource Mutual Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 24-25 COI**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER			MP35200235	04/09/2024	04/09/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			MP35200235	04/09/2024	04/09/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			MB63970235	04/09/2024	04/09/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☒ Y N/A			03330654 23 1	10/01/2023	10/01/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - FA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

R & B Turf & Tree, Inc P O Box 1788 Mustang OK 73064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

From: Ryan McKinney, Assistant Superintendent of Secondary Education 

Date: August 1, 2024

Re: School Board Hearing Officer Appointment

Please discuss, consider, and/or act upon the approval of the following listed below. These individuals upon approval, could be assigned as a Board Hearing Officer in any student situation where per Board Policy requires a Board Hearing Officer.

Adam Heavin
Mark Rains
Eric Janzen
Eric Wade
Adam Breipohl



Memo

To: Mustang Board of Education
Charles Bradley, Superintendent

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

Date: July 19, 2024

Re: Canadian Valley Technology Center Syllabi for 2024-2025 SY

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



2024-25

PROGRAM INFORMATION SHEETS

DR. EARL COWAN AND EL RENO CAMPUSES

Dr. Earl Cowan Campus
1701 S Czech Hall Rd
Yukon, OK 73099
405.345.3333

El Reno Campus
16505 E HWY 66
El Reno, OK 73036
405.262.2629

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Canadian Valley Technology Center

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

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

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

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

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

El Reno



Cowan



Chickasha



CV Tech Information

Schedule

We offer two daytime class sessions:

AM 8:25 - 11:15

PM 12:25 - 3:15

Class sessions are approximately three hours with a ten minute break. Students will spend the entire time in their program unless they are taking a math class at CV Tech.

Transportation

Bus transportation is provided from each high school campus or students may choose to drive to campus.

Industry Certifications

The District will pay up to \$350.00 per student, per program toward trade-specific certification examinations and licenses related to the student's approved program of study. To receive this benefit, a student must:

- be taking their first attempt; does not count for retakes
- be currently enrolled or recently completed (within the current year)
- be an in district student in good standing
- have the program instructor's recommendation to take the exam.

High School Credit

Courses that qualify for credit are marked with this symbol  on the program syllabus. They will also be marked with one of the following symbols to identify the type of credit earned.



= Science Credit



= Computer Science Credit



= Math Credit

All  marked courses qualify for OHLAP credit. OCAS codes are listed on the program information sheet. Awarding of high school credit for courses shall be at the option of the local independent board of education.

Check ODCTE website for continuous updates.

<https://oklahoma.gov/careertech/educators/ocas-codes.html>

College Credit

Our current partnership with Southwestern Oklahoma State University does allow students from certain programs to receive dual credits. This information is noted on the applicable program information sheets. For more information contact a CV Tech counselor. Many Oklahoma colleges use Prior Learning Assessments (PLAs) to award college credit for courses taken or certifications earned at technology centers.

See current Statewide PLA Technical Inventory at

<https://showwhatyouknowok.org/careertech-occupational-licenses/>.

Contact Information

El Reno Campus (405) 262-2629 6505 East HWY 66 El Reno, OK 73036	Program Administrators
	Jennie Croslin (405) 422-2348 Brandon Cary (405) 422-2267 Josh Shandy (405) 422-2314 Alan Cook (405) 422-2328 Corey Herndon (405) 422-2288
	Counselors
	Debra Booth (405) 422-2262 Kristi Stephens (405) 422-2252 Jennifer Davis (405) 422-2384
	Special Needs Coordinator
	Kari Stomprud (405) 422-2284
	Outreach and Recruitment Specialist
	Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522

Cowan Campus (405) 345-3333 1701 S Czech Hall Road Yukon, OK 73099	Program Administrators
	Joe Meziere (405) 422-2301 Karen Sneary (405) 345-3345
	Counselor
	Carrie Brunk (405) 345-3340
	Special Needs Counselor/Assessment
	Melissa Holcomb (405) 345-3376
	Outreach and Recruitment Specialist
	Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522

Program Counselor and Administrator

Please direct questions to the counselor and/or administrator that supports each program.

Program	Campus	Counselor	Administrator
Accounting and Business Management	Cowan	Melissa Holcomb	Karen Sneary
Automotive Collision Technology	El Reno	Kristi Stephens	Josh Shandy
Automotive Service Technology	El Reno	Kristi Stephens	Josh Shandy
Aviation Maintenance Technology (Adult)	El Reno	Kristi Stephens	Brandon Cary
Aviation Maintenance Technology (High School)	El Reno	Kristi Stephens	Brandon Cary
Basic Police Officer Certification	El Reno	Debra Booth	Josh Shandy
Biomedical Sciences	Cowan	Carrie Brunk	Meziere/Sneary
Computer Aided Drafting & Design	El Reno	Debra Booth	Alan Cook
Computer Information Systems	El Reno	Debra Booth	Josh Shandy
Computer Programming	El Reno	Debra Booth	Josh Shandy
Construction Trades	El Reno	Jennifer Davis	Brandon Cary
Cosmetology	El Reno	Jennifer Davis	Jennie Croslin
Criminal Justice	El Reno	Debra Booth	Josh Shandy
Cyber Security	El Reno	Debra Booth	Josh Shandy
Diesel Technology	El Reno	Kristi Stephens	Josh Shandy
Digital Media Technology	El Reno	Debra Booth	Alan Cook
Early Care and Education	El Reno	Debra Booth	Brandon Cary
Electrical Trades	El Reno	Jennifer Davis	Josh Shandy
Esthetician	El Reno	Jennifer Davis	Jennie Croslin
Graphic Design	El Reno	Debra Booth	Alan Cook
Health Careers - CNA & AUA	Cowan	Melissa Holcomb	Meziere/Sneary
Heating, Ventilation, Air Conditioning & Refrigeration	El Reno	Jennifer Davis	Josh Shandy
Industrial Automation	El Reno	Kristi Stephens	Josh Shandy
Math	El Reno	All Counselors	Alan Cook
Medical Assistant	Cowan	Carrie Brunk	Joe Meziere

Program Counselor and Administrator (Cont.)

Please direct questions to the counselor and/or administrator that supports each program.

Program	Campus	Counselor	Administrator
Medical Office Specialist	Cowan	Melissa Holcomb	Joe Meziere
Physical Therapy Services	Cowan	Melissa Holcomb	Joe Meziere
Plumbing	El Reno	Debra Booth	Corey Herndon
Practical Nursing	Cowan	Carrie Brunk	Pam Roberts
Precision Machining Technology	El Reno	Kristi Stephens	Brandon Cary
Pre-Engineering	El Reno	Kristi Stephens	Brandon Cary
Project Connect	El Reno	Kristi Stephens	Alan Cook
Project Search	Cowan	Kari Stomprud	Joe Meziere
Service Careers - Building and Grounds	El Reno	Kari Stomprud	Josh Shandy
Service Careers - Hospitality	El Reno	Kari Stomprud	Josh Shandy
Surgical Technology	Cowan	Carrie Brunk	Meziere/Sneary
Teacher Prep	El Reno	Jennifer Davis	Brandon Cary
Underground Utility Locating Technician	El Reno	Kristi Stephens	Josh Shandy
Vision Care Technician	Cowan	Carrie Brunk	Joe Meziere
Welding	El Reno	Debra Booth	Jennie Croslin

Programs

Accounting and Business Management

The Accounting & Business Management program at CVTech provides students with technology and managerial skills needed for success in competitive business careers as well as valuable prerequisite skills for success in college business majors such as accounting, finance, marketing and management. Students choose an emphasis on either accounting or administrative support.

A focus on professional business communication, office procedures, and advanced Microsoft Office software programs including word processing, spreadsheet, database, and presentation software, assist with college readiness and provide professional training for immediate job placement in positions related to accounting and administrative support.

Local Program

Accounting Clerk/Administrative Assistant, OCAS 9202/9226

Option 1: Accounting Clerk

Option 2: Administrative Assistant

Courses

Hours

OCAS

Fundamentals of Technology 

120

8169

Fundamentals of Administrative Technologies 

120

8103

Office Administration & Management 

120

8105

Business Math

40

Administrative Technologies II 

120

8104

Accounting I *Option 1*

Integrated Office Applications *Option 2*

120

Payroll Accounting *Option 1*

Customer Assistance *Option 2*

120

Computerized Accounting *Option 1* 

Accounting Basics *Option 2*

120

8109

Capstone

50

Employment Readiness

30

Total Hours

960

Occupations

Administrative Assistant
Receptionist
Financial Clerk
Accounts Payable and
Receivable Clerk
Payroll Clerk

Entry Level Salary Range

\$15.00 - \$23.00 per hour

Licensure/Certification

Microsoft Office
Specialist
Intuit Certified
Bookkeeping
Professional
Quickbooks Certified
User

Suggested Entry Level Skills

9th grade reading level;
Basic math skills

Resources

- Microsoft Office
- GCFLearnFree.org
- The Office: Procedures and Technology
- Records Management
- The Office Specialist
- Customer Service
- Accounting General Journal
- QuickBooks Pro
- Payroll Accounting

Automotive Collision Technology

The Automotive Collision Technology program at CVTech is an I-CAR affiliate program. Students will learn auto detailing, nonstructural collision repair, refinishing, structural collision repair, estimating, shop management, and customer service.

Local Program

Collision Repair Technician, OCAS 9904/9905

Courses	Hours	OCAS
Non-Structural Analysis and Damage Repair	300	
Structural Analysis and Damage Repair	40	
Painting and Refinishing	300	
Damage Analysis, Estimating, and Customer Service	70	
Mechanical and Electrical Components	40	
Auto / Heavy Truck Collision Projects	180	
Employment Readiness	30	
Total Hours	960	

Occupations

Painter Helper
Body Technician Helper
Auto Detailer
Refinishing Technician
Collision Technician
Estimator / Appraiser
Service Writer
Industrial Refinishing
Heavy Truck Collision Repair

Entry Level Salary Range

\$10.00 - \$22.00 per hour

Licensure/Certification

I-Car/PDP-EE Pro Level 1
I-CAR Platinum Refinishing
I-CAR Platinum Nonstructural

Suggested Entry Level Skills

9th grade reading level; Basic math skills; Algebra, Geometry

Clothing Requirement

Students must wear long pants or shorts, a shirt, and close-toed shoes. No basketball shorts. Must wear clothes that can get dirty; be prepared to get dusty.

Resources

- I-CAR Collision Repair PDP Online
- Auto Collision Repair and Refinishing

Automotive Service Technology

The Automotive Service Technology program at CVTech is a NATEF certified program that focuses on diagnosing and repairing passenger cars and light trucks, including current computer controlled models. Students learn about the following systems: brakes, steering and suspension, electrical, heating and air-conditioning, automatic transmission, manual transmission and drivetrain, and engine repair and performance.

Local Program

Automotive Technician (NATEF Aligned), OCAS 9906/9907

Courses	Hours	OCAS
Automotive Brakes	115	
Automotive Heating and Air-Conditioning	115	
Automotive Electrical/Electronics	115	
Automotive Steering and Suspension	115	
Automotive Manual DriveTrain and Axle	115	
Automotive Automatic Transmission	115	
Automotive Engine Repair	115	
Automotive Engine Performance	115	
Employment Readiness	40	
Total Hours	960	

Occupations

Automotive Technician
Automotive Service Advisor
Maintenance/Light Repair Tech
Parts Counter Associate

Entry Level Salary Range

\$12.00 - \$25.00 per hour

Licensure/Certification

Student ASE:

Brakes
Suspension and Steering
Electrical and Electronic Systems
Heating and Air Conditioning
Maintenance and Light Repair
Engine Performance
Engine Repair
Manual DriveTrain and Axles
Automatic Transmission/Transaxle
Automobile Service Technology

Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement

Work shirt and work pants; valuable clothing should not be worn, as it could be ruined by contact with dirt and grease. Closed-toe shoes are required; leather, high top, steel toe work shoes, or boots with oil resistant non-slip soles are preferred. Safety glasses are required (1st pair provided).

Resources

- CDX Online Fundamentals of Automotive Technology
- AllData website
- ProDemand website

The Aviation Structural Technician program is composed of training and course work that prepares students for a career as an Aviation Structural Technician.

This program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance, and repair. Students are prepared for a career as aircraft structural technicians and support personnel. Topics include flight line and shop safety, aircraft structures, metals, hand tools, and measuring devices, aircraft riveting, hardware, technical drawings, forming processes, structural repair, and corrosion control.

Local Program

Aviation Maintenance, OCAS 9879/9880

Courses	Hours	OCAS
Applied Sciences of Aircraft Maintenance 	180	8886
Basic Electricity 	180	8887
Regulations, Maintenance Forms, Records, and Publications	50	
Ground Operations and Servicing	40	
Aircraft Materials, Hardware, and Processes	60	
Human Factors	50	
Metallic Structures	280	
Inspection Concepts and Techniques	40	
Cleaning and Corrosion Control	50	
Employment Readiness	30	
Total Hours	960	

Occupations

Aviation Structural Technician

Entry Level Salary Range

\$16.00 - \$28.00 per hour

Licensure/Certification

Completion of this course may lead to advanced standing in the Adult Aviation program at CVTech.

Suggested Entry Level Skills

11th grade reading level; Basic math skills; Algebra, Geometry

Clothing Requirement

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

Resources

- Aircraft Structural Technician (Dale Crane)
- Texas Instruments TI30XIIS Calculator
- A&P Technician General Textbook
- A&P Technician Airframe Textbook
- ASA General Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43, 13 1B and 2B
- Federal Aviation Regulations

The Aviation Maintenance Technology program is composed of the training and course work that meet the eligibility requirements to take the Federal Aviation Maintenance (FAA) examinations for Airframe and Powerplant certification.

This FAA-approved program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance and repair. Students are prepared for jobs as aircraft maintenance technicians and support personnel. Topics include general information, basic electricity, airframe structure, airframe systems, reciprocating engines and systems, propeller systems, and gas turbines and systems. The curriculum is structured as follows.

Local Program

Aviation Maintenance Technician, OCAS 9901

Aviation consists of the three areas below. Individual courses for each area are listed on the next page

Courses	Hours	OCAS
General	480	
Airframe	828	
Powerplant	672	
Total Hours	1980	

Occupations

Aviation Maintenance Technician

Entry Level Salary Range

\$18.00 - \$25.00 per hour

Licensure/Certification

Preparation for assessment/certifications: FAA Mechanics Certificate with Airframe and Powerplant ratings
Federal Aviation Administration (FAA, part 147) approved program

Suggested Entry Level Skills

Minimum scores of 245 in reading and 245 in Quantitative Reasoning, Algebra, and Statistics on the Accuplacer exam.

Clothing Requirement

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

Resources

- Texas Instruments TI30XIIS Calculator
- Aviation Mechanic Series General
- A&P Technician Airframe Textbook
- A&P Technician Powerplant Textbook
- ASA General Test Guide
- ASA Airframe Test Guide
- ASA Powerplant Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43.13 1B and 2B
- Federal Aviation Regulations (FAR-AMT)

Course Name	Hours
General	
Fundamentals of Electricity and Electronics	120
Aircraft Drawings	30
Weight and Balance	30
Fluid Lines and Fittings	30
Aircraft Materials, Hardware, and Processes	42
Ground Operations and Servicing	30
Cleaning and Corrosion Control	36
Mathematics	36
Regulations, Maintenance Forms, Records, and Publications	36
Physics for Aviation	36
Inspection Concepts and Techniques	30
Human Factors	24
Airframe	
Metallic Structures	156
Non-Metallic Structures	114
Flight Controls	72
Airframe Inspection	60
Landing Gear Systems	48
Hydraulic and Pneumatic Systems	60
Environmental Systems	30
Aircraft Instrument Systems	30
Communications, Light Signals, and Runway Lighting Systems	36
Aircraft Fuel Systems	30
Aircraft Electrical Systems	84
Ice and Rain Control Systems	30
Airframe Fire Protection Systems	30
Rotorcraft Fundamentals	30
Water and Waste Systems	18
Powerplant	
Reciprocating Engines	144
Turbine Engines	102
Engine Inspection	84
Engine Instrument Systems	30
Engine Fire Protection Systems	24
Engine Electrical Systems	30
Engine Lubrication Systems	30
Ignition and Starting Systems	42
Engine Fuel and Fuel Metering Systems	30
Reciprocating Engine Induction and Cooling Systems	30
Turbine Engine Air Systems	30
Engine Exhaust and Reverser Systems	30
Propellers	66

Basic Peace Officer Certification

Adult Only

The Basic Peace Officer Certification (BPOC) at CVTech is made possible through a collaborative effort between the Council on Law Enforcement Education and Training (CLEET), the Oklahoma legislature, and Career Tech. The program prepares cadets for a career in law enforcement, corrections, and public safety. Cadets learn a variety of police fundamentals and functions including Firearms and Investigations and Forensics.

Courses	Hours	OCAS
Orientation / Intro to Law	4	
Ethics	16	
Report Writing	15	
Community / Human Relation	14	
Legal Matters	52	
NIMS 700	4	
Traffic	17	
SFST	32	
Radar / Lidar	16	
First Aid for Peace Officers	8	
Criminal Investigations	84	
Patrol	68	
Firearms Training	70	
Law Enforcement Driver Training	42	
Custody and Control	70	
EOI Practical Exercises	16	
Administrative and Exams	14	
Physical Training	54	
Graduation / Rehearsal	9	
Taser Training	8	
LASER	16	
Financial Planning for Law Enforcement	8	
Total Hours	637	

Occupations

Law Enforcement
Security
Corrections
Public Safety

Entry Level Salary Range

\$39,981- 57,860- Annually

Licensure/Certification

Basic Peace Officer Certification

Resources

70 OS 3311 CLEET Training

Suggested Entry Level Skills

10th grade reading level; Basic math skills

Prerequisites

Must meet CLEET requirements (background check, fingerprints, physical assessment, POSSE Exam, MMPI, H.S. diploma or GED, age 21, U.S. citizen or resident alien), physical agility test, and physician's assessment.

Prior Learning Assessment:

Students that complete this program may receive credit from SWOSU for 29 hours of 4000 level course credit.

The Biomedical Science program at CVTech will engage students in relevant hands-on situations related to the human body, cell biology, genetics, diseases, and other topics. Project Lead the Way courses are supplemented by rigorous science and math courses. These courses are designed to give the college-bound student a “head start” on challenging advanced medical studies.

Local Program

Biomedical Sciences STEM Academy, OCAS 9852/9870

Courses	Hours	OCAS
Sophomore		
Accelerated Algebra II  	120	4412
Accelerated Chemistry  	120	5051
PLTW Principles of Biomedical Sciences  	240	8706
Junior		
AP Pre-Calculus  	120	4614
AP Chemistry or Anatomy and Physiology  	120	5055 5333
PLTW Medical Interventions  	240	8708
Senior		
AP Statistics  	120	4760
AP Biology  	120	5035
PLTW Biomedical Innovation  	240	8719
Total Hours	1440	

Retention Criteria

It is recommended that students maintain a C or higher to progress to the next semester.

Credits and Certifications

NOCTI Biotechnology Certification

Students are expected to take AP exams and may earn college credit with qualifying scores

Suggested Entry Level Skills

Completed Biology I, Algebra I, and Geometry in high school with a grade of “B” or better in all math and science courses and a strong interest in the medical field. A grade of “C” or better in accelerated and AP courses. 90% attendance for the previous semester, or supporting documentation for extenuating circumstances.

Dual Credit Options:

CVTech Course:

AP Biology
AP Pre-Calculus
Anatomy and Physiology

SWOSU Course:

Biological Concepts
College Algebra
Anatomy and Physiology 1

Resources

- Biology In Focus: AP Edition
- Human Anatomy and Physiology
- Introductory Chemistry
- Chemistry: A Molecular Approach AP Edition
- Pearson Algebra 2
- PLTW Curriculum

Computer Aided Drafting and Design

The CADD program at CVTech emphasizes communication design through 3D modeling, texturing, animating, rigging, and game design. Students gain introductory skills in traditional design software (AutoCAD, Revit, Bentley Systems, Inventor) to prepare for skills and techniques of emerging technologies (advanced real-time rendering, interactive design and virtual reality using Twinmotion, Blender, and Unreal). Options are offered in civil, architectural, and mechanical design and drafting.

Local Program

Computer Aided Drafting, OCAS 9504/9084

Option 1 Civil

Option 2 Architectural

Option 3 Mechanical

Courses

Hours

OCAS

Fundamentals of Computer Aided Drafting and Design 

120

8905

Engineering Computer Aided Drafting and Design 

120

8904

CADD Exploration

120

Civil Design and Drafting *Option 1*
Architectural Design and Drafting *Option 2*
Mechanical Design and Drafting I *Option 3*

190

Visualization and Media Design

190

Interactive Gaming and
Visualization *Option 1 and Option 2*
Mechanical Design and Drafting II *Option 3*

190

Employment Readiness

30

Total Hours 960

Occupations

CAD Drafter Designer

2D Drafter Designer

3D Drafter Designer

Entry Level Salary Range

\$12.00 - \$26.00 per hour

Licensure/Certification

AutoDesk-AutoCAD

AutoDesk-Inventor

AutoDesk-Revit

Bentley Systems

Suggested Entry Level Skills

9th grade reading level; Basic math skills;

Resources

- Solid Professor
- Bentley Systems

Computer Information Systems

The Computer Information Systems program at CVTech focuses on the installation, maintenance, and repair of PCs, servers, and networks. Students will build, install, configure, upgrade, diagnose, troubleshoot, and repair workstations, servers, and networks. Students will also learn to assemble and install ethernet cabling, connect and configure switches, hubs, and routers, and support network communications.

Local Program Network PC Support Technician, OCAS 9542/9543			Occupations Entry Level Computer Technician Client Support Technician Help Desk Technician Network Technician PC Technician
Courses	Hours	OCAS	Entry Level Salary Range \$18.00 - \$20.00 per hour
Computer Repair & Troubleshooting I 	240	8136	Licensure/Certification <i>All students:</i> PC Pro <i>Optional:</i> CompTIA A+ Network+ Security+ Linux+ ITS Device Configuration and Management Network Security Cybersecurity Networking
Computer Repair & Troubleshooting II 	240	8137	
Routing & Switching I 	240	8125	
Cybersecurity Basics	240	8253	
Total Hours	960		Suggested Entry Level Skills 10th grade reading level; Basic math skills;

Resources

- LabSIM TestOut

Computer Programming

The Computer Programming program at CVTech teaches students to write object oriented programs. The students will use various programming languages (HTML5, JavaScript, Python, C#, MySQL, and others) to create event-driven programs and expand their knowledge used in business applications both for Windows and the web. Students will also code game engines to create computer games or other interactive applications with real-time graphics.

Local Program

Web Applications Developer, OCAS 9557/9558

Courses	Hours	OCAS
Fundamentals of Web Design 	120	8153
Python 	120	8871
Web Scripting Foundations 	240	8157
SQL and PL/SQL Database Applications Development 	120	8141
C# Programming 	180	8166
Network/Client Operating Systems 	120	8121
Employment Readiness (Capstone)	60	
Total Hours	960	

Occupations

Web Designer
 .Net/C# Programmer
 Python Developer
 Artificial Intelligence

Entry Level Salary Range

\$15.00 - \$28.00 per hour

Licensure/Certification

ITS:
 HTML5 Application
 Development Fundamentals
 Software Development
 Fundamental - C#
 Introduction to JavaScript
 Introduction to Programming:
 Using HTML and CSS
 Database Fundamentals
 Networking
 Python

Suggested Entry Level Skills

10th grade reading level; Basic
 math skills; Algebra

Resources

- W3 Schools Website
- Mozilla
- Stack Overflow
- React.dev
- Gmetrix

Construction Trades

The Construction Trades program at CVTech develops skills in current commercial and residential building techniques in frame and finish carpentry. This program includes instruction in roofing, framing, siding, doors and trim, cabinetmaking, and countertops.

Local Program

General Carpenter, OCAS 9053/9078

Courses	Hours	OCAS
Core Construction	120	
Framing	180	
Cabinet Making	180	
Advanced Framing	180	
Interior Finishing	90	
Cabinetry Design, Construction, and Installation	150	
Heavy Equipment Safety and Operation	30	
Employment Readiness	30	
Total Hours	960	

Occupations

Carpenter
Cabinet Maker's Assistant
Equipment Operator

Entry Level Salary Range

\$15.00 - \$22.00 per hour

Licensure/Certification

OSHA 10

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Clothing Requirement

Closed-toe shoes (work boots or tennis shoes); no loose-fitting clothing.

Resources

- Carpenters International Career Connections
- Project Book 3 Residential and Commercial

Cosmetology

The Cosmetology program at CV Tech prepares students enrolled in the cosmetologist program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation, hair, scalp, nail, and facial treatments. Students must complete 1500 hours of training; high school students may have 500 hours waived if high school courses are successfully completed. Students must register with the State Board of Cosmetology which requires a \$5.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

High school students may not be enrolled in a pull-out academic class.

Local Program

Cosmetologist Public and Cosmetologist, OCAS 9478/9488

Courses

Hours HS

OCAS Adult

Introduction to Cosmetology/Theory

150

150

Scalp Treatments and
Shampoo/Conditioning

30

30

Hair Cutting and Hair Shaping

180

180

Hairstyling

120

300

Hair Color Tints and Bleaching

120

170

Hair Restructuring / Permanent Waving

180

240

Basic Manicure/Pedicure

60

90

Basic Facials

60

160

Professional Development/Customer
Service/Shop Management

100

180

Total Hours

1000

1500

Occupations

Cosmetologist
Nail Technician
Esthetician

Entry Level Salary Range

\$17.00 - \$35.00 per hour

Licensure/Certification

Cosmetologist License from the
State Board of Cosmetology

Suggested Entry Level Skills

10th grade reading level; Basic
math skills; Algebra

Clothing Requirement

Uniforms are required; the cost is typically between \$50 to \$60 for top and pants and \$20 for shoes.

Resources

- Pivot Point Cosmetology
- S/P2 Safety

Criminal Justice

The Criminal Justice program at CVTech is designed to prepare students to pursue not only a career, but their calling to serve as an emergency responder. The students will primarily focus on criminal justice as well as gaining knowledge in the areas of emergency medical response and fire safety. Students will be prepared to be a dispatcher, corrections officer, security guard, or pursue further education to become a police officer. The students will also receive training and test for certification as an emergency medical responder. This program will prepare students to be a well-rounded first responder.

Local Program

Criminal Justice, OCAS 9629/9638

Courses	Hours	OCAS
Introduction to Criminal Justice	100	
HeartSaver / First Aid	9	
Telecommunications 911 Simulator	90	
Criminal Law and Procedures	75	
Drugs and Substance Abuse in the CJS	30	
Defensive Tactics and Physical Fitness I	80	
Traffic Management and Crash Investigation	40	
Defensive Tactics and Physical Fitness II	80	
Criminal Investigations and Evidence I	90	
Criminal Investigations and Evidence II	105	
CLEET Unarmed Security Guard	135	
Detention Officer	30	
CLEET Private Investigator	36	
Trauma Awareness and Mental Health for LE	60	
Total Hours	960	

Occupations

Emergency
Telecommunicator
Security Guard
Detention Officer

Requires additional education
or certifications:
Police Officer

Entry Level Salary Range

\$13.00 - \$20.00 per hour

Licensure/Certification

Basic Life Support
Private Security, Phase I Basic
Private Security, Phase II Basic
Private Investigator, Phase III

Suggested Entry Level Skills

10th grade reading level; Basic
math skills

Resources

- Forensic Science Fundamentals & Investigations, 3rd Edition
- Law Enforcement I
- Private Security, Phase I Basic
- Private Security, Phase II Basic
- Private Investigator, Phase III

Clothing Requirement

Students must wear closed-toe shoes for all activities (no sandals allowed). Students are required to wear a uniform that will be purchased in the bookstore. If a hat is worn, the brim must be facing their face.

Cybersecurity

The Cybersecurity program at CVTech focuses on planning, implementing, upgrading, or monitoring security measures for the protection of computer networks and information. You will learn how to assess system vulnerabilities for security risks and propose and implement risk mitigation strategies and make sure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure.

Local Program

Cybersecurity Specialist, OCAS 9530/9564

Courses	Hours	OCAS
Principles of Cybersecurity & Information Assurance	90	
Network/Client Operating Systems 	120	8121
Network & Routing Fundamentals	120	
Security Operations Center Fundamentals (SOC)	90	
Network Security Awareness (Management)	120	
Cloud Security Fundamentals	90	
Cyber Forensics 	60	8134
Regulatory Compliance & Auditing 	120	8186
Ethical hacking & Pen Testing Essentials	90	
Capstone (Career Major) Project	60	
Total Hours	960	

Occupations

SOC Analyst
Cybersecurity Analyst
Pentester

Entry Level Salary Range

\$18.00 - \$24.00 per hour

Licensure/Certification

All students:
CompTIA Security+

Also Optional:
CompTIA PenTest+
CompTIA CySA+
Cisco Certified Support
Technician - Cybersecurity

Suggested Entry Level Skills

10th grade reading level; Basic math skills

Resources

- Ascend
- Hacker Techniques Tools and Incident Handling 4th Ed.

Diesel Technology

The Diesel Technology program at CVTech is a NATEF aligned program that will prepare students for a career in the diesel maintenance and repair industry. The emphasis of the program is heavy-duty, over-the-road trucks and equipment. Students will learn to service and repair diesel engines, powertrain components, fuel and electrical systems, air brake systems, and cab air conditioning.

Local Program

Commercial Truck Technician, OCAS 9912/9913

Courses	Hours	OCAS
Introduction and Orientation to Diesel Technology	45	
Medium/Heavy Truck Steering and Suspension	90	
Medium/Heavy Truck Brakes	105	
Preventive Maintenance	105	
Medium/Heavy Diesel Truck Drivetrain	45	
Diesel Electrical / Electronics	220	
Medium/Heavy Diesel Truck Heating and Air Conditioning Introduction	90	
Introduction to Engines and Diesel Technology	35	
Diesel Engine Systems	195	
Employment Readiness	30	
Total Hours	960	

Occupations

Diesel Technician
Hydraulic Equipment Technician
Diesel Drive Hydraulic Technician

Entry Level Salary Range

\$17.00 - \$25.00 per hour

Licensure/Certification

Student ASE:
Brakes
Steering and Suspension
Electrical
Diesel Engines

Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement

Jeans, steel-toe shoes or boots, and safety glasses are required and metatarsal guards are recommended. Lightweight coveralls may be used to protect clothing.

Resources

- CDX Medium/Heavy Vehicle
- AllData website
- Truck Pro website

Digital Media Technology

The Digital Media Technology program at CVTech prepares students for video production and digital communication. Students will create various media pieces using Apple computers and a variety of software. All students will learn how to fly a drone and have the opportunity to become licensed. Video Production students will focus on Adobe Premiere and After Effects while Digital Communications students will learn how to create marketing pieces using Adobe Photoshop and InDesign, as well as online digital marketing through social media.

Local Program

Multimedia Specialist, OCAS 9540/9541

Option 1 Digital Communications

Option 2 Video Producer

Courses	Hours	OCAS
Fundamentals of Technology 	120	8169
Art and Science of Photography/Video	120	
Multimedia & Image Management Techniques 	120	8150
Digital Editing and Production	120	
Social Media Marketing Video and Television Production	80	
Non-Linear Digital Editing	80	
Desktop Publishing and Graphic Design  Audio Production	120	8149
Marketing and advertising Non-Linear Digital Production	120	
Capstone	80	
Total Hours	960	

Occupations

Production Assistant
Digital Media Specialist
Photographer
Marketing Assistant

Entry Level Salary Range

\$14.00-\$20.00 per hour

Licensure/Certification

Adobe Certified Associate:
InDesign
Photoshop
Premiere Pro

FAA Certification:

Recreational Flyer
Commercial Unmanned
Aerial Systems (UAS)

Students will create a
professional portfolio or
demo reel

Suggested Entry Level Skills

9th grade reading level;
Basic math skills

Resources

- Gmetrix
- AccuSkills
- Stukent

Early Care and Education

The Early Care and Education program at CVTech is designed to prepare students for employment in child care occupations. The National Accreditation Commission for Early Care and Education Programs (NAC) accredits the on-site Child Development Center, where students will experience rotations with children six weeks through five years of age. Students in this program will begin their portfolio to earn The Child Development Associate (CDA) Credential.

Local Program

Early Care Education, OCAS 9480/9489

Courses	Hours	OCAS
Planning a Safe, Healthy Learning Environment	120	
Advancing Children's Physical and Intellectual Development	120	
Supporting Children's Social and Emotional Development	120	
Building Productive Relationships with Families	120	
Managing an Effective Program	120	
Maintaining a Commitment to Professionalism	120	
Observing and Recording Children's Behavior	120	
Understanding Principles of Child Development	120	
Total Hours	960	

Occupations

Early Care & Education Master Teacher

Entry Level Salary Range

\$8.00 - \$18.00 per hour

Licensure/Certification

CECPD Certifications:

Entry Level Child Care Training
Sleep Safe
Early Learning Guidelines
American Heart Association
BLS / First Aid

ODCTE Competency Tests:

Teacher Assistant
Master Teacher
Pathway to Your National
Credential

After completing this program, students who complete the CDA process while working at a child development center may apply for their National Credential.

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Clothing Requirement

Closed-toe shoes required in the Child Development Center kitchen. Clothing should be washable and fit to allow for movement, outdoor activities and sitting on the floor with children.

Resources

- Working with Young Children
- Child Development
- The Child Development Associate National Credentialing Program and CDA Competency Standards

Electrical Trades

The daytime and evening Electrical Trades programs at CVTech are a CareerTech State affiliated program. Students will learn about both residential and commercial electrical installations. This will include knowledge and skills in the use and understanding of the National Electrical Code, blueprint reading, NEC code calculations, safety, and wiring methods. The certificate of graduation in Electrical Trades is accepted by the Construction Industries Board as one year of experience toward the four years required for a Journeyman License. *The evening program is an adult only program.*

Local Program

Electrician's Assistant, OCAS 9058/9086

Courses	Hours	OCAS
Construction Training	120	
Electrical Safety	30	
Parts and Pieces	30	
Tools and Meters	60	
Electrical Schematic and Blueprint Reading	30	
Electrical Distribution in Construction	30	
Basic Conduit Theory	40	
Residential Wiring: Electrical Box/cable/Switches	160	
Residential Wiring Installation	115	
Environmental Electrical Practices	25	
Commercial Wiring Methods	250	
Motor Control	80	
Employment Readiness	30	
Total Hours	1000	

Occupations

Electrical Apprentice
Electric Maintenance
Motor Control Apprentice
Junior Electrical Estimator
Generator Installation and Maintenance Technician

Entry Level Salary Range

\$16.00 - \$24.00 per hour

Licensure/Certification

OSHA 10 - Construction
NOCTI

Preparation for assessment:

Residential Certification
Commercial Certification

Apprenticeship License

Suggested Entry Level Skills

11th grade reading level; Basic math skills; Algebra; Geometry; Trigonometry

Clothing Requirement

Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes and coveralls or overalls.

Resources

- Construction Core Curriculum;
- 221 Trainee Guide
- Modern Residential Wiring
- Modern Commercial Wiring

Esthetician

The Esthetician program at CVTech prepares students enrolled in the esthetician program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation and facial treatments. Students must complete 600 hours of training. Students must register with the State Board of Cosmetology which requires a \$5.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

High school students may not be enrolled in a pull-out academic class and must commit to attending in June to complete the program.

Local Program

Esthetician/Facialist/Facial Operator, OCAS 9481

Courses	Hours	OCAS
Bacteriology, Disinfection, Sanitation and Safety	80	
Sciences: Histology, Dermatology and Physiology of the Skin	180	
Facials	200	
Non-Permanent Hair Removal	40	
Hair Color Tints and Bleaching	120	
Hair Restructuring / Permanent Waving	180	
Salon Development	60	
Board Rules, Regulations and Statutes	40	
Total Hours	600	

Occupations

Esthetician
Facialist
Facial Operator
Skin Care Specialist

Entry Level Salary Range

\$18 - \$23 per hour

Licensure/Certification

Esthetician / Facialist License
from the State Board of
Cosmetology

Suggested Entry Level Skills

10th grade reading level; Basic
math skills

Clothing Requirement

Uniforms are required; the cost is typically between \$50 to \$60 for top and pants and \$20 minimum for shoes.

Resources

- Pivot Point

Graphic Design

The Graphic Design program at CVTech prepares students to enter the graphic design industry in an entry level graphic design position; a print shop, sublimation studio, etc. Students will learn Adobe design software (InDesign, Illustrator, and Photoshop) and a myriad of other support software to create and edit graphics, and create print documents using graphic design principles that include composition, color, layout, illustration, typography, and more. Students learn the use of production equipment, such as the (long roll printer, sublimation tools, making banners, etc.) file management, creativity, and sketching.

Local Program

Graphic Designer, OCAS 9133/9144

Courses	Hours	OCAS
Introduction to Graphic Design	60	
Desktop Publishing and Graphic Design 	180	8149
Multimedia & Image Management Techniques 	120	8150
Graphic Design Principles	90	
Graphic Design Production I	90	
Advanced Adobe Suite for Graphic Design	220	
Graphic Design Production II	120	
Employment Readiness	80	
Total Hours	960	

Occupations

Introductory Graphic Designer
Graphic Artist
Print Shop Associate
Production Assistant
Sublimation Technician

Entry Level Salary Range

\$15.00 - \$25.00 per hour

Licensure/Certification

Adobe Certified Associate:
Illustrator
Photoshop
InDesign

Students will create a professional portfolio

Suggested Entry Level Skills

10th grade reading level;
Basic math skills
(understanding the marks on a ruler for example)

Required Materials

There is a \$45 materials fee that is required for all students in this program.

Resources

- Advertising and Design
- Creative Workshop
- GO: A Kidd's Guide to Graphic Design
- GMetrix
- CONDÈ Video Training
- The Print Handbook

The first year of the Health Careers program at CVTech prepares students in core medical knowledge, anatomy, physiology, medical terminology, CPR, health care communication, and long term care aide skills. Students who complete the program will take the certification test for Long Term Care Aide, also known as Certified Nursing Assistant (CNA), and have the opportunity to add Home Health Aide to their certification. Students who receive their CNA may choose from the following for their second year of the program: Advanced Unlicensed Assistant AUA+, Medical Assistant, Vision Care Technician, Physical Therapy Services, or Medical Office.

Local Program Health Careers CNA, OCAS 9301			Occupations Certified Nursing Assistant Home Health Aide
Courses	Hours	OCAS	Entry Level Salary Range \$15.00 - \$16.00 per hour
Medical Terminology	60		
Anatomy and Physiology 	120	5333	Licensure/Certification AHA BLS Provider CPR Long Term Care Aide LTCA / Certified Nursing Assistant CNA Home Health Aide
HealthCare Provider CPR	9		
Certified Nursing Assistant <i>includes National Health Science Standards (Core) and a minimum of 16 clinical hours in a long term care facility or setting</i>	275		
Home Health Care Nursing Assistant	16		Suggested Entry Level Skills 10th grade reading level; Basic math skills; Algebra
Total Hours	480		

Clothing Requirement

Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A sweatshirt or jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

Dual Credit Options:

CVTech Course:

Anatomy and Physiology

SWOSU Course:

Anatomy and Physiology 1

Resources

- Dean Vaughn Medical Terminology
- Chabner Medical Terminology
- The Human Body in Health and Illness
- Hartman's Nursing Assistant Care – Long Term Care and Home Care

The Health Careers AUA+ program at CVTech prepares students through training in Advanced Unlicensed Assistant where they will also learn EKG Tech and Phlebotomy. Those who decide not to pursue patient care may transfer to the Medical Office program to learn medical office skills so they may pursue working on the administrative side of a hospital or doctor's office. *This program requires that a student has already completed Health Careers CNA.*

Local Program

Health Careers AUA+, OCAS 9331

Courses	Hours	OCAS
Advanced Unlicensed Assistant	240	
<i>Option 1</i>		
EKG Technician	120	
Phlebotomy	120	
<i>Option 2</i>		
Fundamentals of Nursing I	165	
Fundamentals of Nursing II	75	
Total Hours	480	

Occupations

Certified Nursing Assistant
Home Health Aide
Advanced Unlicensed Assistant
Phlebotomist
EKG Tech
Monitor Tech

Entry Level Salary Range

\$15.00 - \$19.00 per hour

Licensure/Certification

AHA BLS Provider, CPR
NCCT ECG Technician NCET
NCCT Phlebotomy Technician
NCPT
Advanced Unlicensed Assistant

Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra

Required for Enrollment

- For AUA and Option 1 above: Must have Long Term Care Aide Certificate
- For AUA and Option 2 above: Must have Long Term Care Aide Certificate, Score of 250 or higher on Accuplacer Reading and Arithmetic Tests; an 80% or higher in MedTerm and Anatomy and Physiology

Clothing Requirement

Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

Resources

- Lippincott Acute Care Skills for Advanced Nursing Assistants
- Basic Arrhythmias
- Blood Collection
- Fundamentals of Nursing Care
- The Human Body in Health and Illness

Heating, Ventilation, Air Conditioning, & Refrigeration

The daytime and evening Heating, Ventilation, Air Conditioning, and Refrigeration program at CVTech is a NCCER affiliated program. Students learn the fundamentals of safety, mechanics, refrigeration, electricity for HVACR, residential and light commercial air conditioning, domestic and commercial refrigeration, and sheet metal. Students will take the AHRI Certification. *Evening program is adult only.*

Local Program Residential and Light Commercial HVACR Technician, OCAS 9059/9080			Occupations Apprentice HVAC Technician Sheet Metal Fabrication Apprenticeship
Courses	Hours	OCAS	Entry Level Salary Range \$15.00 - \$20.00 per hour After obtaining a Journeyman's License, employees may earn \$20.00/hour or more.
Introduction to HVAC/R	120		Licensure/Certification EPA 608 Certification HC/HFO Certification Techniques and Regulations for the Safe Handling of Flammable Hydrocarbon and Hydrofluoroolefin Refrigerants NCCER Core Certificates OSHA 10 Gastite Certification Two years of experience toward the 3-years required for a Journeyman License Advanced placement with Sheet Metal Union
Construction Core	170		
EPA Certification Requirements	40		
Introduction to Basic Electronics	125		
Cooling	170		
Heating	100		
Sheet Metal	120		
Residential and Commercial Airside Hydronic Systems	85		
Zoning, Ductless, and Variable Refrigerant Flow Systems	50		
Retail Refrigeration Systems	20		
Total Hours	1000		Suggested Entry Level Skills 10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement

Closed-toe shoes and proper PPE are required and long pants are recommended in the shop.

Resources

- NCCER Core Curriculum Trainee Guide
- Your Role in the Green Environment
- NCCER HVAC Level 1-4 Trainee Guide
- Refrigerant Charging and Service Procedures for Air Conditioning

Industrial Automation

The Industrial Automation program at CVTech prepares students for a career in the manufacturing and automation industries. Career path opportunities include, but are not limited to, electro-mechanical technician, programmable logic controller or controls technician. Students develop skills in the areas of mechanical systems integration and maintenance, electrical controls, robotic automation and controls, fluid power including hydraulics and pneumatics, and programmable logic control. Students will become multi-skilled persons that can grow in a rapidly emerging workplace in a variety of industrial and automation technology fields.

Local Program

Industrial Automation, OCAS 9723/9724

Courses	Hours	OCAS
Industrial Electricity	104	
Motors and Controls	82	
Variable Frequency Drives	36	
Electro-Pneumatics	107	
Mechanical Devices	122	
Communication	40	
Programmable Logic Controllers	65	
Industry	98	
Robots	55	
Process Control SCADA	90	
Wind Energy	65	
Electro-Hydraulics	96	
Total Hours	960	

Occupations

Programmable Logic Control Technician
 Programmable Logic Controller Controls Technician
 Electromechanical Technician

Entry Level Salary Range

\$28.00 - \$35.00 per hour

Licensure/Certification

OSHA - Lockout/Tagout
 SACA - Silver Level
 Certifications
 Forklift Certification

Suggested Entry Level Skills

11th grade reading level;
 Algebra; Geometry;
 Trigonometry

Clothing Requirement

Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

Resources

- Amatrol: Industrial Maintenance Electrical Systems Advanced Manufacturing
- Universal Robotics UR Academy
- Tech Labs

Medical Assistant

The Medical Assistant program at CVTech prepares students to assist physicians and other healthcare providers in a medical office or clinic setting. Some of the core courses include CPR, First Aid, medical terminology, anatomy and physiology, and an introduction to medical assisting.

More specialized courses include pharmacology (including administering oral, topical and injectable medicines) and clinical procedures for selected disorders of each body system. Some of the independent procedures the medical assistant performs include taking vital signs, obtaining a medical history, and measuring height and weight. The medical assistant will also assist the physician with minor office surgeries. In addition, students will learn how to obtain and prepare blood samples for testing, how to perform point of care diagnostic testing, and executing quality control on the testing equipment. ***For high school students: This program requires that a student has already completed Health Careers CNA.*

Local Program

Medical Assistant, OCAS 9326

Courses	Hours	OCAS
Introduction to Medical Assisting	100	
Medical Terminology	60	
Anatomy and Physiology	160	
Healthcare Provider CPR and First Aid	9	
Clinical Procedures I	200	
Pharmacology	50	
Phlebotomy	80	
Clinical Procedures II	80	
Clinical Practice	61	
Clinical Externship	160	
Total Hours	960	

Occupations

Medical Assistant
Phlebotomist

Entry Level Salary Range

\$14.00 - \$18.00 per hour

Licensure/Certification

AMT Registered Medical Assistant
NCCT Phlebotomy Certification
Blood Borne Pathogens
American Heart Association-BLS Provider

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Resources

- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- Medical Terminology A short course
- Understanding Anatomy & Physiology Text & Workbook
- Blood Collection A Short Course
- HIPAA Online

Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.
Clean, neat scrubs, navy, are required for clinical rotation.

Dual Credit Options:

CVTech Course:

Medical Terminology
Anatomy and Physiology

SWOSU Course:

Medical Terminology
Anatomy and Physiology I

Medical Office Specialist - Coding

Adult Only

The Medical Coding Specialist program at CVTech prepares students through training in administrative medical assisting, medical terminology, basic anatomy and physiology, medical coding, medical insurance, and electronic health records. This training prepares the student for employment in the medical office, in the medical billing and medical coding field, as well as an administrative medical assistant.

Local Program

Medical Coding Specialist, OCAS 9230

Courses

Hours

OCAS

Administrative Medical Technology 100

Medical Insurance 160

Electronic Health Record 60

Medical Terminology for Disease Processes for Medical Coding 200

Medical Coding I 240

Coding for Inpatient *Option 1*
Coding for Outpatient *Option 2* 240

Capstone / Employment Readiness 120

Total Hours 1120

Occupations

Medical Insurance/Billing Specialist
Medical Coder
Medical Office Assistant
Medical Administrative Assistant
Patient Services Representative

Entry Level Salary Range

\$15.00 - \$19.00 per hour

Licensure/Certification

AHIMA Certified Coding Specialist
AAPC Certified Professional Coder
NHA Certified Billing and Coding Specialist
NHA Certified Electronic Health Record Specialist

Suggested Entry Level Skills

Keyboarding at 35 words per minute with 97% accuracy;
10th grade reading level; Basic math skills

Dual Credit Options:

CVTech Course:

Outpatient Coding
Inpatient Coding
Medical Terminology

SWOSU Course:

Coding 1
Coding 2
Medical Terminology

Prior Learning Assessment:

Students that receive a certification listed above may receive credit from SWOSU for Coding I, Coding II, and Coding III.

Resources

- Administrative Medical Assistant
- Medical Terminology and Anatomy for Medical Coding
- CPT - Step-By-Step
- CPT - Professional
- Icd-10-Cm/Pcs Coding
- Icd-10-Cm Expert for Hospitals
- Icd-10-Pcs Expert
- Insurance Handbook for The Medical Office

Medical Office Specialist - PAR

Adult Only

The Administrative Medical Office Specialist program prepares adult students through training in administrative medical assisting, medical billing, and electronic health records. This training prepares the student for employment in the medical office in an administrative capacity.

Local Program

Patient Account Representative, OCAS 9213

Courses	Hours	OCAS
Computers for Medical Office	114	
Medical Terminology	60	
Body Systems	60	
Medical Insurance	120	
Electronic Health Records	120	
Administrative Medical Assisting	120	
Employment Readiness	30	
Total Hours	624	

Occupations

Patient Account Representative
Patient Services Representative
Medical Office Assistant
Medical Administrative Assistant

Entry Level Salary Range

\$14.00 - \$16.00 per hour

Licensure/Certification

Administrative Medical Assistant CTTC
NHA Certified Electronic Health Record
Specialist
NHA Certified Medical Administrative
Assistant

Suggested Entry Level Skills

Keyboarding at 35 words per minute
with 97% accuracy; 10th grade reading
level; Basic math skills

Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

Resources

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

Medical Office Specialist - PAS

High School Only

The Administrative Medical Office Specialist program prepares high school students through training in administrative medical assisting, medical billing, and electronic health records. This training prepares the student for employment in the medical office in an administrative capacity.

Local Program

Patient Account Specialist, OCAS 9230/9234

Courses	Hours	OCAS
Fundamentals of Technology 	120	8169
Fundamentals of Administrative Technologies 	120	8103
Office Administration and Management 	120	8105
Medical Terminology	60	
Body Systems	120	
Electronic Health Records	100	
Patient Billing and Medical Insurance	160	
Administrative Medical Assisting	120	
Employment Readiness	40	
Total Hours	960	

Occupations

Patient Account Representative
Patient Services Representative
Medical Office Assistant
Medical Administrative Assistant

Entry Level Salary Range

\$14.00 - \$16.00 per hour

Licensure/Certification

Administrative Medical Assistant
CTTC
NHA Certified Electronic Health
Record Specialist
NHA Certified Medical
Administrative Assistant

Suggested Entry Level Skills

Keyboarding at 35 words per
minute with 97% accuracy; 10th
grade reading level; Basic math
skills

Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

Resources

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

Physical Therapy Services

High School Only

The Physical Therapy Services program at CVTech is a one year program designed to prepare students to perform the duties of physical therapy technician. Students will gain knowledge of functional musculoskeletal anatomy, basic evaluation skills, gait training/ambulation/patient transfers, therapeutic modalities, therapeutic functional and sports specific rehabilitation/fitness testing, orthotics/prosthetics, taping/bracing, and patient charting/insurance/billing. They will experience hands-on in class instruction, clinical observations, and perform direct patient care. Students also prepare to earn a physical therapy aide certification from the American Medical Certification Association (AMCA).

Local Program

Physical Therapy Aide, OCAS 9382

Courses	Hours	OCAS
Healthcare Provider CPR	15	
Medical Terminology	45	
Functional Anatomy	60	
Essentials of Physical Therapy	60	
Introduction to Sports Medicine & Therapy Careers	60	
Therapeutic Modalities & Rehabilitations for the Physical Therapy Aide	90	
Sports Med & Rehab Essentials	90	
Physical Therapy Aide Mentorship	60	
Total Hours	480	

Occupations

Physical Therapy Aide
Rehabilitation Technician Aide
Occupational Therapy Aide

Entry Level Salary Range

\$15.00 - \$20.00 per hour

Licensure/Certification

Physical Therapy
Technician/Aide Certification
(PTTC)
AHA BLS Provider, CPR, First
Aid

Suggested Entry Level Skills

9th grade reading level; Basic
math skills

Clothing Requirement

Students must wear black jogger style scrub pants with a CVTech t-shirt. CVTech (or sending high school) sweatshirts and jackets are allowed. No torn, ripped, or stained clothing is allowed. Students must wear healthcare appropriate shoes (athletic/tennis shoes- closed toe that are clean and professional, no Croc type shoes).

Resources

- Sports Medicine Essentials: Core Concepts in Athletic Training
- Physical Therapy Aide
- Introduction to Medical Terminology

The Plumbing program at CVTech is designed to prepare individuals for job ready employment as an entry-level plumbing technician. Further employment and study in the Plumbing field may possibly lead to a licensed Journeyman Plumber. This program is an introduction to the plumbing trade, safety practices, tools and equipment, and the responsibilities of a person working in the construction industry. Students have the opportunity to earn up to 2 years of credit towards Apprenticeship time with the Oklahoma Construction Industries Board. *This is an adult only evening program.*

Local Program

Plumbing Technician, OCAS 9067/9095

Courses	Hours	OCAS
Introduction to Plumbing	100	
Mathematics and Drawings	100	
Systems and Utilities	100	
Rough-In and Installation	300	
Diagnosis and Repair	300	
Commercial Systems	70	
Employment Readiness	30	
Total Hours	1000	

Occupations

Commercial or Residential
Plumbing Apprentice
Underground Utilities
Apprentice
Commercial or Residential
Maintenance

Entry Level Salary Range

\$15.00 - \$20.00 per hour

Licensure/Certification

OSHA 10 - General
Apprenticeship License

Two years of experience
toward a Journeyman License

Suggested Entry Level Skills

10th grade reading level; Basic
math skills; Algebra; Geometry

Clothing Requirement

Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes or boots, and long pants are required in the shop.

Resources

- PHCC Plumbing 101, 201, 301, and 401

The Practical Nursing program at CVTech prepares adult students to become a Licensed Practical Nurse. Graduates are eligible to take the NCLEX examination for Practical Nursing licensure after successful completion of the program.

Local Program

Practical Nursing, OCAS 9323

Courses	Hours	OCAS
Medical Terminology	45	
Anatomy & Physiology	120	
Nursing Concepts	40	
Fundamentals of Nursing I	165	
Fundamentals of Nursing II	0	
Pharmacology and Intravenous Therapy Skills	60	
Clinical II - Medical Surgical Nursing	193	
Medical Surgical Nursing I	85	
Pediatric Nursing	65	
Clinical III - Medical Surgical Nursing	276	
Maternal/Newborn Nursing	65	
Mental Health Nursing	40	
Medical Surgical Nursing II	95	
Clinical IV - Maternal/Newborn, Pediatric, and Mental Health	221	
Total Hours	1540	

Occupations

Licensed Practical Nurse

Entry Level Salary Range

\$12.00 - \$27.00 per hour

Licensure/Certification

Students able to apply for NCLEX examination for Practical Nursing licensure

Entry Level Skills

Minimum scores of 250 in reading and 250 in arithmetic on the Accuplacer exam.

Clothing Requirement

Students are required to wear scrubs of any color to class every day. Scrub tops, tshirts, or sweatshirts can be worn with scrub pants. School uniform scrubs (specific color with specific patches) are only required during clinicals and are purchased from the CV Tech bookstore.

Resources

- Medical Terminology 350 (2nd edition)
- Human Body in Health & Illness (7th edition)
- Fundamentals of Nursing Care
- Nursing Leadership
- Calculate with Confidence
- All in One Care Planning
- Med-Surg Nursing Concepts and Practice
- CPR – BLS for Healthcare Provider
- CPR Training Mouthpiece
- Introduction to Maternity and Pediatrics
- Mental Health Nursing
- Understanding Pharmacology

Precision Machining Technology

The Manufacturing and Machining program at CVTech prepares students for a career in the machining field. Students learn blueprint reading, math, measuring tools, and setup and operation of manual machine tools such as lathes, grinding machines, mills during their first two years as a high school student. Students may return as an adult to learn CNC machining where they will set up, operate, and write programs for CNC mills and lathes and complete an introduction to CADD.

Local Program: Manual Machinist, OCAS 9697/9698

Courses	Hours	OCAS
Orientation to Machining	30	
Print Reading	60	
Measurement	45	
Machine Shop Basics	100	
Grinding	25	
Lathe	240	
Drill Press	70	
Mill	240	
Introduction to CNC	120	
Employment Readiness	30	
Total Hours	960	

Occupations

Machinist

Entry Level Salary Range
\$20.00 - \$22.00 per hour

Licensure/Certification
ODCTE Competency Tests:
Drill Press Operator
Lathe Operator
CNC Machine Center Operator

Suggested Entry Level Skills
11th grade reading level;
Algebra; Geometry;
Trigonometry

Resources
Immerse2Learn
Precision Machining Technology
Machining Center Programming
and Operation
Turning Center Programming
and Operation
HAAS operator and training
manual

Local Program (Adult Only): CNC Machinist, OCAS 9679

Courses	Hours	OCAS
CNC Lathe	240	
CNC Mill	240	
CADD	120	
Total Hours	600	

Prerequisite

Complete the Machinist program or have comparable, documented work experience

Occupations

CNC Machine Operator
CNC Programmer

Entry Level Salary Range
\$22.00 - \$24.00 per hour

Licensure/Certification
ODCTE Competency Tests:
CNC Machine Center Operator

Clothing Requirement

Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

Pre-Engineering

High School Only

The Pre-Engineering program at CVTech is a college preparatory program for sophomores, juniors, and seniors that combine advanced math and science with hands-on, real-world application of engineering principles. Using engineering principles students will design, construct, and program. Projects include robots, rocketry, circuits, CAD, and drones. Students will be enrolled in the courses below based on courses completed at their high school prior to entering the Pre-Engineering program.

Local Program

Pre-Engineering Academy, OCAS 9862/9871

Courses	Hours	OCAS
Sophomore		
Accelerated Algebra II 	120	4412
Accelerated Chemistry 	120	5051
PLTW Introduction to Engineering and Design 	120	8709
PLTW Principles of Engineering 	120	8710
Junior		
Accelerated Pre-Calculus 	120	4611
AP Physics I 	120	5213
PLTW Aerospace Engineering 	120	8716
PLTW Computer Integrated Manufacturing 	120	8712
Senior		
AP Calculus BC 	120	4616
AP Physics C - Mechanics  or AP Physics C - Electricity and Magnetism 	120	5216 5117
PLTW Digital Electronics 	120	8711
PLTW Engineering Design and Development	120	8716
Total Hours	1440	

Retention Criteria

A student must make a B or higher each semester to progress to the next semester.

Credits

Many students earn college credit in the AP courses

Project Lead the Way college credit hours may be earned

Resources

Flamingo Math
College Physics
Mechanics and Electricity and Magnetism Physics for Scientists and Engineers
Algebra 2 Common Core
TI-Nspire CX calculator
TI-Nspire CX2 CAS calculator
Chemistry: A Molecular Approach
World of Chemistry

Suggested Entry Level Skills / Academic Criteria

A student who meets pre-ACT/SAT college readiness benchmarks in STEM or math and science and has a grade B or higher in high school math and science courses may be accepted.

Project Connect is an alternative education program designed to help high school students ages 16-19 acquire a marketable skill while earning the credits necessary to receive a high school diploma. The school week includes 15 hours of academic instruction and 15 hours of occupational instruction. During the six hours in the school day, students are in Project Connect for three hours and they are in a tech program for the other three hours.

Local Program

Project Connect

Goals

1. Assist students with gaining the knowledge and understanding of required academic courses with 80% accuracy as presented in individual academic contracts.
2. Practice effective communication and life skills.
3. Provide students with the writing, grammar and math skills necessary to become a successful employee.
4. Provide students with the study skills and critical thinking skills needed to prepare them for higher education and training.
5. Develop character traits that will contribute to success in the workplace and society.

Students must be referred by partner school principals or counselors. **Contact the following to make a referral or submit completed applications:**

Alan Cook - PC Principal
405.422.2328
acook@cvtech.edu

Kristi Stephens - PC Counselor
405.422.2252
kstephens@cvtech.edu

Diploma Requirements

Students must meet graduation requirements of their partner schools. Through one-on-one counseling, students contract to earn the credits needed for a high school diploma. Credits are transcribed by the partner high school.

Intake Schedule for the 2024-2025 School Year

2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks	Year 25-26 1st Nine Weeks
Start Date: 10/21/24 Applications Due: 9/30/24 Intake Interviews: 10/07/24	Start Date: 01/07/25 Applications Due: 12/02/24 Intake Interviews: 12/09/24	Start Date: 03/24/25 Applications Due: 02/24/25 Intake Interviews: 03/03/25	Start Date: Fall 2025 Applications Due: 04/21/25 Intake Interviews: 04/28/25

Location: Project Connect Conference Room

*Dates/times/locations subject to change.

Project SEARCH provides employment and educational opportunities for post-secondary technology center students with disabilities. This nine-month, non-paid internship program is designed to prepare students for entry-level employment through training and career development. Emphasis is on employability skills and the desire to work.

The Project SEARCH “classroom” is in a business setting provided by INTEGRIS Hospital. Students’ immersion in the workplace encourages teaching and learning to take place through continuous feedback and the acquisition of work skills. Project SEARCH is made possible through a partnership of INTEGRIS Canadian Valley Hospital in Yukon, Canadian Valley Technology Center Cowan Campus, and a variety of support agencies.

Local Program

Project Search

Framework	Hours	OCAS
Rotation I	275	
Rotation II	275	
Rotation III	275	
Independent Living	70	
Employability Skills	65	
Total Hours	960	

Possible Course / Rotations

Nursing	Patient Materials
Dietary	Building Maintenance Services
Outpatient Surgery	Environmental Services
Materials/Warehouse	Women’s Center
Admissions	Mail Room
Physical Therapy	Medical Records

Qualifications and Requirements

- One-year successful attendance at career tech or work-study during high school
- Preference given to prior CV Tech students
- Active Department of Rehabilitation Services case file
- Basic math, reading, and communication skills
- Employee Health Screening including a drug screen, two Tuberculosis tests, and any other tests requested by INTEGRIS Employee Health Department

Clothing Requirement

Closed-toe, non-slip shoes are required. Interns will wear washable, properly fitting scrubs that allow for movement and physical activities required by the program. Scrubs will be a designated color and require Project SEARCH and Canadian Valley Technology Center logos. Students must wear a hospital-issued identification badge. If lost or ruined, students are required to pay fifteen dollars (\$15) to replace the badge.

Service Careers - Building and Grounds

The Service Careers Building and Grounds Maintenance program at CVTech develops skills in horticulture, facilities cleaning, landscaping, and floral design. Students gain hands-on experience as they work in the greenhouse, create and maintain the service careers garden, practice landscaping, facilities cleaning, and floral design. There is an emphasis in this program on the development of employability skills, positive attitudes, and work ethic.

Local Program

Service Careers - Building and Grounds, OCAS 9007/9021

Courses	Hours	OCAS
Horticulture and Garden Care	360	
Landscaping and Grounds Care	180	
Floral Design	120	
Facilities Cleaning	120	
Employment Readiness	180	
Total Hours	960	

Occupations

Greenhouse Assistant
Landscape Assistant
Custodian
Florist Assistant
Home and Garden Store
Associate

Entry Level Salary Range

\$8.00 - \$15.00 per hour

Licensure/Certification

N/A

Suggested Entry Level Skills

Basic reading and math skills
but most important is a
willingness to learn, work, and
be employable upon
completion of this program.

Clothing Requirement

Closed-toe shoes are required for all activities. Long pants are required for custodial and landscape labs. Students should wear old clothes or may keep a set of work clothes in their lockers.

Resources

- Teacher Created and Industry-Based

Service Careers - Hospitality

The Service Careers Hospitality program at CVTech develops skills in customer service, event setup, hotel housekeeping and laundry, office cleaning services, communication, teamwork, and organization. There is an emphasis in this program on the development of employability skills, positive attitudes, and work ethic.

Local Program

Service Careers - Hospitality, OCAS 9434/9442

Courses	Hours	OCAS
Introduction to Hospitality & Tourism	30	
Sanitation and Cleaning	90	
Customer Service	120	
Lodging Services	240	
Food & Beverage Services	240	
Event Services	120	
Employment Readiness	120	
Total Hours	960	

Occupations

Housekeeper
Event Staff
Breakfast Attendant
Laundry Attendant
Room Service Server
Dining Room Attendant

Categories

- Accommodations
- Transportation
- Food and Beverage
- Attractions

Entry Level Salary Range

\$8.00 - \$18.00 per hour

Licensure/Certification

Hospitalities

Suggested Entry Level Skills

Basic reading and math skills
but most important is a
willingness to learn, work, and
be employable upon
completion of this program.

Clothing Requirement

Students must wear closed-toe shoes for all activities (no sandals allowed). Students should wear shirts that cover their shoulders (no tank tops allowed). If a hat is worn, the brim must be facing their face.

Resources

- Teacher created and Industry-Based

The Surgical Technology program at CVTech prepares students to provide quality patient care before, during and after surgery as a critical part of the surgical team. Students learn to prepare operating rooms for surgery; sterilize and supply equipment; prepare patients for surgery; assist surgeons and nurses during surgery by passing instruments and other sterile supplies. Students will experience challenging coursework and instruction in a variety of surgical procedures and clinical settings.

Local Program

Surgical Technologist (Accredited Program), OCAS 9343

Courses	Hours	OCAS
Introduction to Surgical Technology	75	
Principles and Practices of Surgical Technology	250	
Surgical Technique (Skills Lab)	75	
Surgical Pharmacology	60	
Surgical Procedures I	90	
Surgical Practicum I	210	
Surgical Procedures II	75	
Surgical Practicum II	200	
CTS Exam Prep	15	
Total Hours	1050	

Occupations

Surgical Technologist

Entry Level Salary Range

\$20.00 - \$25.00 per hour

Licensure/Certification

CST Nationally Certified
Surgical Technologist
TS-C Tech in Surgery - Certified
CPR

Entry Level Skills

9th grade reading level; Must score 250 in reading and 238 in arithmetic on Accuplacer to apply.

Clothing Requirement

Students must wear black scrub bottoms every day; You may wear a HOSA, CV Tech, or hospital t-shirt instead of a dark gray scrub top. A jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under; no hoodies allowed. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

Prerequisite:

Students must have already completed Medical Terminology and Anatomy & Physiology. A transcript with grade must be submitted as documentation.

Resources

- Surgical Technology for the Surgical Technologist: A Positive Care Approach, 6th Ed.
- Microbiology for the Surgical Technologist 3rd Ed.
- Pharmacology for the Surgical Technologist 5th Ed.
- Surgical Instrumentation, 3rd Ed. with MindTap

The Teacher Prep program at CVTech is designed to get students a jump start into becoming a teacher or employment in a school setting as a paraprofessional. This one year program is designed to help high school students explore the various teaching careers in the educational field and gain classroom experience through internships at our local schools. Students will have the opportunity to gain certification as a teacher's aide as well as work toward entry into a college teaching program.

Local Program

Teacher Prep, OCAS 9241

Courses

Hours

OCAS

The Profession of Teaching

30

The History of Education

30

Human Growth and Development

90

Instructional Planning and Methods

120

Teaching Diverse / Exceptional Learners

90

Internship

60

College and Career Preparation

60

Total Hours

480

Occupations

Paraprofessional
Teaching Assistant

Requires additional education
or certifications:
Teacher

Entry Level Salary Range

\$11.00 - \$15.00 per hour

Licensure/Certification

Praxis Parapro Assessment

Suggested Entry Level Skills

10th grade reading level; Basic
math skills

Prior Learning Assessment:

Students that complete this program may receive credit from SWOSU for Foundations of Education.

Resources

- Teach Oklahoma
- Teaching Textbook, 4th edition
- Teaching Workbook
- First Days of Teaching
- The Classroom Management Book

Underground Utility Locating Technician

High School
Seniors Only

The Underground Utility Locating Technician program at CVTech prepares students with the skills required to be a line locating technician. Students will be introduced to utility types, installation methods and the theory of electromagnetic locating and will apply their knowledge of safe work techniques and industry best practices. Students will learn how locating underground utilities is necessary for the excavation and construction industry not only to keep excavators and homeowners safe while digging but also to prevent the disruption of vital utility services such as electric, gas, phone, cable, and fiber optics.

Local Program

Underground Utility Locating Technician, OCAS 9736

Courses	Hours	OCAS
Industry Orientation	10	
Theory of Electromagnetic Locating	50	
Equipment Orientation	50	
Cable TV Facilities	40	
Telephone Facilities	40	
Electric Facilities	50	
Natural Gas Facilities	50	
Fiber Optic Facilities	50	
Advanced Techniques and Troubleshooting	60	
Safety Orientation - OSHA 10 Hour Card	10	
Core Healthcare Provider CPR and First Aid	10	
Workforce Connection	60	
Total Hours	480	

Occupations

Underground Utility Locating Technician

Entry Level Salary Range

\$18.00 - \$24.00 per hour

Licensure/Certification

OSHA 10 - General Industry
Basic Life Support (CPR)

Suggested Entry Level Skills

10th grade reading level; Basic math skills; Algebra; Geometry

Requirements:

- Must have a valid driver's license and a good driving record
- Must be able to pass a DOT-level drug screening.

Clothing Requirement

Personal Protective Equipment (PPE) including safety glasses and closed-toe shoes

Resources

- USIC: U.S. Infrastructure Corporation

Vision Care Assistant

High School Only

The Vision Care Assistant program at CVTech prepares students through training in the areas of diagnostic testing, clerical skills, and assisting an eye care doctor. Students will learn to perform and document a variety of diagnostic tests as directed by a physician, record patient information and medical history in electronic medical records, clean and maintain ophthalmic instruments, assist physicians during patient appointments, and provide excellent customer service and patient care. In addition, students will give patient instructions and provide patient education on proper care and use of corrective lenses.

Local Program

Vision Care Assistant, OCAS 9346

Courses	Hours	OCAS
Vision Care Introduction	30	
Optics	120	
Ocular Anatomy and Physiology	80	
Ocular Medical Terminology	40	
Photography and Imaging	80	
Ocular Disease and Ocular Pharmacology	60	
Clinical Skills	70	
Total Hours	480	

Occupations

Ophthalmic Assistant
Optometric Assistant
Ophthalmic Photographer

Entry Level Salary Range

\$16 - \$19 per hour

Licensure/Certification

AHA BLS Provider, CPR, First Aid

Suggested Entry Level Skills

10th grade reading level; Basic Algebra

Clothing Requirement

Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.

Resources

- The Ophthalmic Assistant
- Anatomy & Physiology Overview

Welding

The daytime and evening Welding program at CV Tech prepares students for a career in the welding field. Students will learn about Shielded Metal Arc Welding (Stick), Gas Metal Arc Welding (MIG), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (TIG). Students will also learn about oxy-fuel cutting and weld shop blueprint reading. *The evening program is for adults only.*

Local Program:

Pipe/Structural Welder/Fitter, OCAS 9707/9708

Courses	Hours	OCAS
Introduction to Welding and Cutting Processes	120	
Fundamentals of Welding	120	
SMAW Beads and Fillet Welds	120	
SMAW Open V Groove Welds	120	
GMAW / FCAW 1	120	
GTAW 1	120	
Fabrication and Career Readiness	120	
Advanced Welding Processes	120	
Total Hours	960	

Occupations

Welder
Fabricator
Fitter
Inspector
Retail Sales

Entry Level Salary Range

\$15.00 - \$30.00 per hour

Licensure/Certification

Certified Welder

Suggested Entry Level Skills

9th grade reading level; Basic math skills

Clothing Requirement

Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap and welding gloves. Adult students must purchase a welding hood.

Resources

- Welding Technology Fundamentals
- Hobart Institute of Welding Technology Step-by-Step Books
- Miller Open Book Online

Apprenticeships

Apprenticeships at CVTECH

What?

- U.S. Department of Labor Registered Apprenticeship
 - Nationally Recognized Credential
- Alternative path to employment that gives credit for competency and past experience
- In-depth, long-term WBL
- Opportunity to experience the culture of chosen field

Who?

- High School and Adult students at CVTECH
- Employees of a business seeking to upgrade their skills

When?

- High School Students
 - During Junior and/or Senior year
 - Attend classes at CVTECH part of the time and work rest of the time
 - Regular employee when school is out
- Adult students
 - Class time and work time are geared to meet the needs of the business

EARN WHILE YOU LEARN!

Accounting and Business Management

Accounting Technician Apprenticeship

The Accounting Technician Apprenticeship is an opportunity for a student to learn the skills to become an accounting technician by both attending classes and getting valuable on-the-job training. The apprenticeship is a partnership among a local business, the apprentice, and CVTech. Apprentices learn about the job and learn the culture of the company during the program. This provides a person the ability to earn while they learn.

The apprenticeship focuses on professional business communication, office procedures, and advanced Microsoft Office software programs including word processing, spreadsheet, database, and presentation software. At the end of the apprenticeship, the student will receive a nationally recognized credential from the US Department of Labor that shows they have all of the skills to be an accounting technician.

Local Program

Accounting Technician, OCAS 9258/9266

Courses	Hours	OCAS
Fundamentals of Technology 	120	8169
Fundamentals of Administrative Technologies 	120	8103
Office Administration and Management 	120	8105
Databases	36	
10-Key Calculator / Business Math	10	
Accounting Systems	94	
Work Process Schedule	2000	
Total Hours	2500	

Occupations

Accounting Technician

Entry Level Salary Range

\$15 - \$20 per hour

Licensure/Certification

Quickbooks Certified User
Intuit Certified Bookkeeper
Professional
Microsoft Office Specialist
Davis-Bacon Credential from
USDOL

Suggested Entry Level Skills

10th grade reading level; Basic
Algebra

Resources

- Microsoft Office
- GCFLearnFree.org
- The Office: Procedures and Technology
- Records Management
- The Office Specialist
- Customer Service
- Accounting General Journal
- QuickBooks Pro
- Payroll Accounting

Medical Assistant Medical Assistant Apprenticeship

Adult Only

The Medical Assistant Apprenticeship program is a partnership with local industry to provide relevant education and in-depth work-based learning to become a medical assistant in a healthcare setting. While in the apprenticeship, the apprentice gets the opportunity to earn while they learn and upon completion they will receive a nationally recognized credential from the U.S. Department of Labor (USDOL). This program prepares students to assist physicians and other healthcare providers in a medical office or clinic setting.

Local Program

Medical Assistant, OCAS 9326

Courses	Hours	OCAS
Introduction to Medical Assisting	20	
Medical Terminology	30	
Anatomy and Physiology	120	
Healthcare Provider CPR and First Aid	9	
Clinical Procedures I	46	
Pharmacology	25	
Phlebotomy	45	
Clinical Procedures II	35	
Medical Office Practice	20	
Apprenticeship Work Process Schedule	4000	
Total Hours	4350	

Occupations

Medical Assistant
Phlebotomist

Entry Level Salary Range

\$14.00 - \$18.00 per hour

Licensure/Certification

AMT Registered Medical Assistant
NCCT Phlebotomy Certification
Blood Borne Pathogens
American Heart Association-BLS
Provider
Davis-Bacon Credential

Suggested Entry Level Skills

9th grade reading level; Basic
Algebra

Resources

- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- Medical Terminology A short course
- Understanding Anatomy & Physiology Text & Workbook
- Blood Collection A Short Course
- HIPAA Online

Precision Machining Technology Machinist Apprenticeship

The Machinist Apprenticeship program is a partnership with local industry to provide relevant education and in-depth work-based learning to become a machinist in a manufacturing setting. While in the apprenticeship, the apprentice gets the opportunity to earn while they learn and upon completion they will receive a nationally recognized credential from the U.S. Department of Labor (USDOL). Apprentices learn blueprint reading, math, measuring tools, and setup and operation of manual machine tools such as lathes, grinding machines, and mills. This is available to both high school and adult students.

Local Program

Machinist, OCAS 9697/9698

Courses	Hours	OCAS
Orientation to Machining	30	
Print Reading	60	
Measurement	25	
Machine Shop Basics	50	
Grinding	10	
Lathe	120	
Drill Press	35	
Mill	120	
Introduction to CNC	50	
Work Process Schedule	2000	
Total Hours	2500	

Occupations
Machinist

Entry Level Salary Range
\$20.00 - \$22.00 per hour

Licensure/Certification
ODCTE Competency Tests:
Drill Press Operator
Lathe Operator
CNC Machine Center Operator

Suggested Entry Level Skills
11th grade reading level;
Algebra; Geometry;
Trigonometry

Resources

- Immerse2Learn
- Precision Machining Technology
- Machining Center Programming and Operation
- Turning Center Programming and Operation
- HAAS operator and training manual

Service Careers - Hospitality

Food Service Aide Apprenticeship

The Service Careers - Hospitality Food Service Aide Apprenticeship program is a partnership with local industry to provide relevant education and in-depth work-based learning to become a food service aide in a cafe setting. While in the apprenticeship, the apprentice gets the opportunity to earn while they learn and upon completion they will receive a nationally recognized credential from the U.S. Department of Labor (USDOL). Apprentices will learn about customer service, sanitation and cleaning, food and beverage service, communication, teamwork, and organization. There is an emphasis in this program on the development of employability skills, positive attitudes, and work ethic.

Local Program

Food Service Aide, OCAS 9434/9442

Courses	Hours	OCAS
Sanitation and Cleaning	40	
Customer Service	50	
Food and Beverage Service	100	
Employment Readiness	50	
Work Process Schedule	2000	
Total Hours	2240	

Occupations
Food Service Aide

Entry Level Salary Range
\$8.00 - \$18.00 per hour

Licensure/Certification
Hospitabilities

Suggested Entry Level Skills
Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

Clothing Requirement

Students must wear closed-toe shoes for all activities (no sandals allowed). Students should wear shirts that cover their shoulders (no tank tops allowed). If a hat is worn, the brim must be facing their face.

Vision Care Technician Ophthalmic Medical Technician Apprenticeship

Adult Only

The Ophthalmic Medical Technician Apprenticeship program at CVTech is a partnership with industry that provides apprentices the opportunity to work while learning about becoming an Ophthalmic Medical Technician through both related technical instruction and long-term work-based learning. Apprentices will learn to perform and document a variety of diagnostic tests as directed by a physician, record patient information and medical history in electronic medical records, clean and maintain ophthalmic instruments, assist physicians during patient appointments, and provide excellent customer service and patient care. The apprenticeship is a registered apprenticeship with the U.S. Department of Labor, USDOL, that provides a nationally recognized credential at the end of the apprenticeship.

Local Program

Vision Care Technician, OCAS 9346

Courses	Hours	OCAS
Eye Care and Safety	25	
Optics	85	
Ocular Anatomy and Physiology	65	
Ocular Medical Terminology	35	
Photography and Imaging	50	
Optical Pharmacology and Diseases	50	
Basics of Opticianry	40	
Apprenticeship Work Process Schedule	2000	
Total Hours	2350	

Occupations

Ophthalmic Assistant
Optometric Assistant
Ophthalmic Photographer

Entry Level Salary Range

\$16 - \$19 per hour

Licensure/Certification

Certified Ophthalmic Assistant
AHA BLS Provider, CPR, First Aid
Davis-Bacon Credential from USDOL

Suggested Entry Level Skills

10th grade reading level; Basic Algebra

Clothing Requirement

Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.

Resources

- The Ophthalmic Assistant
- Anatomy & Physiology Overview

Appendix

Computer Technology Competencies

Secondary students who complete a CareerTech program at CVTech will have gained the set of competencies in computer technology listed below. All CV Tech programs are using Canvas as their Learning Management System.

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Accounting and Business Management	Microsoft Office GCFLearnFree.org Quickbooks Pro Canva Gmetrix Knowledge matters TestOut	• 8169 Fundamentals of Technology • 8103 Fundamentals of Administrative Technologies • 8105 Office Administration & Management • 8104 Administrative Technologies II • 8109 Computerized Accounting
Accounting and Business Management Accounting Technician Apprenticeship	Microsoft Office GCFLearnFree.org Quickbooks Pro Canva Gmetrix Knowledge matters TestOut	• 8169 Fundamentals of Technology • 8103 Fundamentals of Administrative Technologies • 8105 Office Administration & Management
Auto Collision Technology	iCar PPG OneTouch Paint Mixing Software CCC1 Estimating Software Velocity Frame Analysis System AllData	
Auto Service Technology	CDX Auto Diagnostic Technology Scan tools to pull diagnostic trouble codes Alignment Diagnostic Machine Oscilloscope for Wave Forms AllData ProDemand	
Aviation Maintenance Technician	Eddy Current Flaw Detectors Electronic Sonogram Machine Electronic Multimeters	• 8886 Applied Sciences of Aircraft Maintenance • 8887 Aviation Electricity
Basic Peace Officer Certification	Google Apps for Education Milo Range Simulator	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Biomedical Sciences	Lab Pro TI-Nspire Logger Pro Spreadsheets Word Processing	
Computer Aided Drafting and Design	AutoCAD Revit Civil 3D AutoDesk Vault Maya Stingray 3DS MAX Solid Work Professor Bentley Systems	• 8905 Fundamentals of Computer Aided Drafting and Design • 8904 Engineering Computer Aided Drafting and Design
Computer Information Systems	Google Apps for Education LabSim Test Out Packet Tracer Hardware Labs Complex Cisco	• 8136 Computer Repair & Troubleshooting I • 8137 Computer Repair & Troubleshooting II • 8125 Routing & Switching I
Computer Programming	W3 Schools Gmetrix Stack Overflow Mozilla React.dev Multiple Programming Language	• 8153 Fundamental of Web Design • 8871 Python • 8157 Web Scripting Foundations • 8141 SQL and PL/SQL Database Applications • 8166 C# Programming • 8121 Network/Client Operating Systems
Construction Trades	Laser Level NCCER Testing Center Kapp IQ Construction Master Calculator	
Cosmetology	Google Apps for Education Pivot Point	
Criminal Justice	Google Apps for Education Two-way radios Dispatch software Digital Cameras Ultraviolet flashlights Amplivox systems Sirens/emergency lights on vehicles	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Cybersecurity	Wireshark tcpdump Nmap Netcat Traceroute Splunk Software: VMWare Kali Linux Metasploit Burp Suite John the Ripper Hydra Snort	• 8121 Network/Client Operating Systems • 8134 Cyber Forensics • 8186 Regulatory Compliance & Auditing
Diesel Technology	CDX Bosch HD Scanner System Snap-On Solus Pro Scanner AllData Tractor Trailer Pro	
Digital Media Technology	Photoshop Indesign Adobe Premiere Pro Gmetrix	• 8169 Fundamentals of Technology • 8149 Desktop Publishing and Graphic Design • 8150 Multimedia & Image Management Techniques
Early Care Education	Word Processing Spreadsheets Presentation Safe Sleep Center for Early Childhood PD	
Electrical Trades	Programmable Logic Controller Alarm System Fire Alarm System NCCER Testing Center	
Esthetician	Google Apps for Education Pivot Point	
Graphic Design	Photoshop Indesign Illustrator Gmetrix	• 8149 Desktop Publishing and Graphic Design • 8150 Multimedia & Image Management Techniques
Health Careers	EKG Machine Sonogram Machine Pass Assured system Patient Care database Anatomage table	• 5333 Anatomy and Physiology

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Heating, Ventilation, and Air Conditioning	ECM Tester Digital Thermostats Control Boards on furnaces and AC Load Calculation System NCCER Testing Center	
Industrial Automation	Amatrol Programmable Logic Controllers Universal Robot Hytrol Conveyance Systems Multimeters Oscilloscopes Vibration Analysis Tool	
Medical Assistant	Adview Diagnostic Station EKG Machine MOSS Medical Records Hemocue 801 Analyzer Coag-Sense Analyzer Centrifuge, Glucometers	
Medical Office Specialist	Google Apps for Education Microsoft Office Suite Electronic Health Records	
Plumbing	Google Apps for Education Plumbing Diagnostic Tools	
Practical Nursing	Google Apps for Classroom EDGT Evolve iTunes U ATI YouTube Anatomage Table	
Pre-Engineering	Robot C Programming Lab Pro 3D Printer TI-Nspire AutoDesk Inventor / CAD Logger Pro Multi SIM Virtual Circuitry Word Processing Spreadsheets EBSCO Google Patent	• 8709 Introduction to Engineering Design • 8710 Principles of Engineering • 8712 Computer Integrated Manufacturing See Syllabus for complete list
Precision Machining Technology	CNC Programming Ink Scape BobCAD	

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Service Careers - Building and Grounds	Google Apps for Education	
Service Careers - Hospitality	Google Apps for Education	
Surgical Technology	Google Apps for Education YouTube AORN Association of Surgical Techs JOMI Anatomage Table	
Underground Utility Locating Technician		
Vision Care Technician	Google Apps for Classroom Anatomage table Blooket Computerized Diagnostic Equipment for Vision Care	
Welding	Plasma Cutter Programming Auto CAD Mach 3 Sheet Cam	

Suggested Reading and Math Levels for Enrollment

Below are the suggested entry level skills for each program in reading and math.

Program	Reading	Math Level
Accounting and Business Management	9	Basic Math
Automotive Collision Technology	9	Algebra, Geometry
Automotive Service Technology	10	Algebra, Geometry
Aviation Maintenance Technology (Adult)	11	Algebra, Geometry
Aviation Maintenance Technology (HS)	11	Algebra, Geometry
Basic Peace Officer Certification	10	Basic Math
Biomedical Sciences	11	Algebra, Geometry
Computer Aided Drafting & Design	9	Basic Math
Computer Information Systems	10	Basic Math
Computer Programming	10	Algebra
Construction Trades	9	Basic Math
Cosmetology	10	Basic Math
Criminal Justice	10	Algebra, Geometry
Cybersecurity	10	Basic Math
Diesel Technology	10	Algebra, Geometry
Digital Media Technology	9	Basic Math
Early Care and Education	9	Basic Math
Electrical Trades	11	Algebra, Geometry
Esthetician	10	Basic Math
Graphic Design	10	Basic Math
Health Careers	10	Algebra
Heating, Ventilation, Air Conditioning, & Refrigeration	10	Algebra, Geometry
Industrial Automation	11	Algebra, Geometry
Medical Assistant	9	Basic Math
Medical Office	10	Basic Math

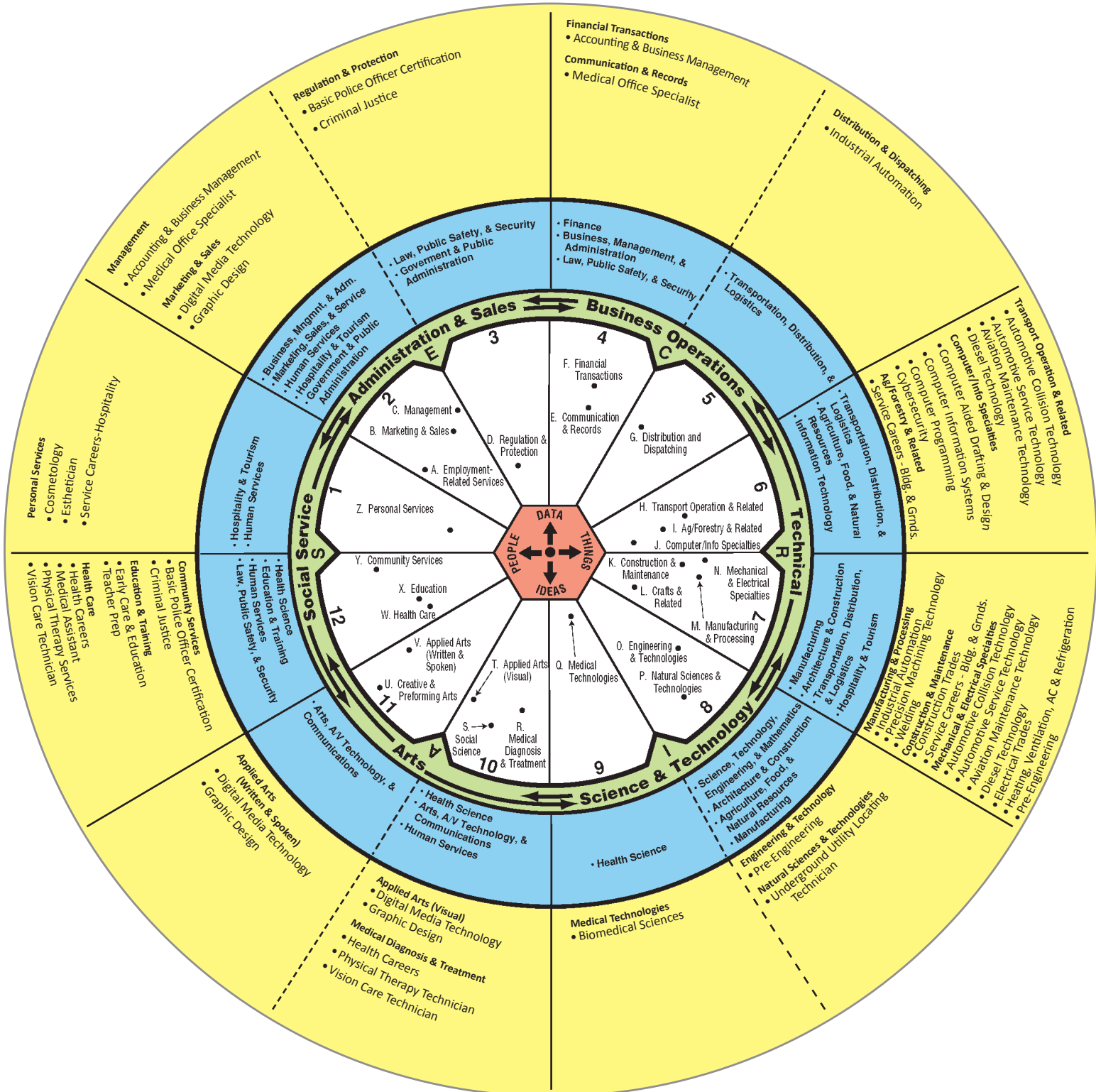
Suggested Reading and Math Levels for Enrollment

(continued)

Program	Reading	Math Level
Physical Therapy Services	9	Basic Math
Plumbing	10	Basic Math
Practical Nursing	10	Algebra
Pre-Engineering	11	Algebra, Geometry
Precision Machining Technology	11	Algebra, Geometry
Project Connect	8	Basic Math
Project Search	3	Basic Math
Service Careers	3	Basic Math
Surgical Technology	9	Algebra
Teacher Prep	10	Basic Math
Underground Utility Locating Technician	10	Algebra, Geometry
Vision Care Technician	10	Algebra
Welding	9	Basic Math

World-of-Work Map and U.S. Department of Education Career Clusters

U.S. Department of Education 16 Career Clusters
 CV Tech Local Programs



Oklahoma based the above model on the ACT World-of-Work Map in order to crosswalk the 6 ACT Career Clusters to the 16 U.S. Department of Education Clusters. This version does not imply endorsement by ACT or the U.S. Department of Education.

Oklahoma CareerTech Certifications Processes

Law	Year	Description of Qualifiers	How Counted	Process
HB 3218	2016 (Original SB 497 in 2006)	Business and industry recognized endorsements attained by students: 1) Business and industry recognized endorsements are listed on the approved list here*. 2) Approved business and industry recognized endorsements follow A-F guidelines. Use the ones that appear in the A-F column with “Yes.”	Business and industry recognized endorsements attained by students shall be transcribed on the student’s high school transcript.	Technology centers send the name of the business and industry recognized endorsement and the name of students earning that endorsement to the high school counselor/registrar. At the high school, CTE teachers inform counselor/registrar the name of the business and industry recognized endorsement and the name of students earning that endorsement. Counselor/registrar adds <u>name of endorsement</u> to students’ transcript in “notes” or “testing” section.
HB 3218	2016	Postsecondary Opportunities: <i>Students <u>enrolling and successfully completing technology center industry certification programs</u> earn points that count towards the A-F report card of the local high school.</i> 1) Industry certification programs must lead to specific certifications on the approved list here*. 2) Use certifications that appear in the A-F column with “YES.”	Students may earn any number of points addressed in “Postsecondary Opportunities.” Only 1 point per student can count on the A-F report card of the high school, however. Schools should submit all students qualifying for points. SDE will determine duplicative points.	Technology centers will report enrollment, participation and grades to ODCTE for all students in qualifying industry certification programs. ODCTE compiles this data and reports it to SDE. High schools will use approved CTE OCAS subject codes for reporting in the WAVE to ensure credit in the report. SDE guidelines can be found at http://sde.ok.gov/sde/accountability-assessments (includes approved CTE courses). Select “Postsecondary Opportunities Guide.”

Oklahoma CareerTech Certifications Processes

Law	Year	Description of Qualifiers	How Counted	Process
SB 1370	2018	CORE students only: Successful completion of 1 year of a full time, 3-hour CareerTech program leading to an industry-valued credential/certificate (industry-endorsed or industry-aligned) or college credit. 1) Industry certification programs must lead to specific certifications on the approved list here*. 2) Use certifications that appear in the <u>Endorsed</u> or <u>Aligned</u> column with “Yes.”	Can fulfill high school graduation requirements for CORE students only by counting as 1 of the 2 math credits that are at or above the level of Algebra I.	Technology center sends student grades to the high school. It is a local decision as to how the high school records it on the transcript. Following local board of education approval, counselor/registrar adds to students' transcripts. Technology Centers should use current CTE Subject Codes for reporting program completion to the high schools. The OSDE will provide guidance to school districts for transcribing, including suggestions for tracking the completion of math requirements. A statewide “Core Curriculum Enrollment” form for the core curriculum will be available on the OSDE Accreditation Division’s website.

*Approved Assessment List – Updated: <https://www.okcareertech.org/educators/assessments-and-testing/testing/testing>.

Other academic resources including **Oklahoma CTE Guidelines for Academics** at <https://oklahoma.gov/careertech/educators/counseling-and-career-development.html>.

If you have questions or need more information, please contact Shawna Nord, Counseling and Career Development manager, 405.743.5524, shawna.nord@careertech.ok.gov, or Julie Childers, Academic Coordinator, 405.743.5110, julie.childers@careertech.ok.gov.

Career Tech Program Meeting Math Requirement

SB 1370 (Regarding Math)

For students under the age of 18, school districts **must** require a parent or legal guardian of the student to **meet with a designee of the school prior to enrollment** in the **CORE** curriculum. All parties must sign off.

Allows for the acceptance and completion of one (1) year of a full-time, three-hour career and technology program *leading* to an industry credential / certificate (endorsed or aligned) to **satisfy** a **third math to meet graduation requirements for students on the CORE curriculum.**

Career Tech programs cannot satisfy both CORE Math and a computer credit in the same year.

The CORE curriculum counts for high school graduation only. It does not meet college entrance requirements or OK Promise requirements.

Using Career TEch to satisfy a 3rd math credit in high school **should be the exception rather than the rule.**

Students should not be discouraged from taking Algebra II. (We do not want to make it more difficult for our students should they choose to continue to higher education, as 52% of our students do).

How to show on transcript, from SDE:

(Found in SDE Graduation Requirements for Math PDF on page 4)

Q: A student on the Core Diploma Pathway has opted to take one year of a full-time, three-hour career and technology program in place of a third mathematics credit. What subject code belongs on this student's transcript?

A: If a student is on the Core Diploma pathway and is taking a three-hour career and technology course in place of a third math credit, the subject code for the course they are taking is recorded on the transcript. Then, a comment may be added to the transcript stating that the third math requirement for graduation has been *satisfied* by [course or program name/code].

Example: mark the CT course with an *, then denote what the * means on the transcript;

9707 Welding MN *

**Student satisfied 3rd math credit with an approved 3 hour CareerTech program.*

- **S.B. 1370 is NOT the same as a student taking a pull-out math course at Career Tech.**
- Student's taking a math course at a Career Tech need to be transcribed the exact same way as they would be if the student was taking it at their local High School.

From Julie Childers, Academic Coordinator, ODCTE

<https://oklahoma.gov/careertech/educators/counseling-and-career-development/resources/academics.html>

Career Tech Academic Credits / Transcribing

Math and Science Courses

On March 26, 2015, the Oklahoma State Board of Education approved certain math and science courses taught at technology centers and selected high schools to count for academic credit on high school transcripts. On June 8, 2015, the Oklahoma State Regents for Higher Education approved the PLTW Pre-Engineering and PLTW Biomedical courses to count for academic credit on the College Prep/Work Ready curriculum and to count for OKPromise. CTE Biotechnology courses will count as a science course on the CORE curriculum and will count as electives on the CollegePrep/WorkReady curriculum. Additional courses were approved in December 2016.

In order for students to receive credit for these courses, it is imperative that schools follow these guidelines:

1) Technology Centers must submit these courses to their partner schools' boards of education for approval to count these courses as academic credit for graduation purposes.

2) NCAA – High schools will need to submit to the NCAA course syllabi for the courses approved by the local BOEs that meet the requirements for math or science credit. Technology Centers will need to work with their partner schools to supply the information needed by the NCAA.

3) It is **very important** that the technology centers send their partner schools the correct OCAS code when listing courses receiving academic credit. (Just as technology centers have been doing for Human Anatomy/Physiology in Health and for courses already on the OKPromise list of approved courses.) It is also **very important** that high schools use these same codes when adding the courses to the students' transcripts. The correct OCAS codes for the science and math courses are listed in the chart below.

4) Additional computer education courses approved for OKPromise and the CollegePrep/WorkReady curriculum are listed under **CTE Academics and Transcribing**. Here is the link to the list of courses on the SDE's website:

<https://oklahoma.gov/careertech/educators/ocas-codes.html>

Adult Enrollment Steps

How do I apply?

Step 1: Submit your testing waiver or complete placement testing.

Do I qualify for a testing waiver? The following can be used as a testing waiver for enrollment. Test scores are valid for 5 years from the test date.

- ACT: Composite of 19 or higher
- SAT: Composite of 980 or higher
- Pass at least 12 hours of level one college courses or Associate Degree (within the last 5 years). Students must be in good standing with the previous school.
- Bachelor or Master's Degree (can be older than 5 years, no time restriction)
- Prior Assessment
 - Accuplacer Next Gen scores: 235 in Reading; 238 in Arithmetic
 - Workkeys: 3 in all areas
 - ASVAB: 65 or higher

If you do not meet any of the above criteria, schedule the Accuplacer Assessment

- Call: El Reno Campus (405) 422-2318; Cowan Campus (405) 422-2382. The first test is free; retest or no show will result in a fee.
- Cut scores: Reading 235 / Arithmetic 238
 - Exceptions: Practical Nursing program: Reading 250; Arithmetic 250
Surgical Technology: Reading 250; 238 Arithmetic
Aviation Maintenance Technician: 245 Reading; 245 QRAS
- If accommodations are needed: Prior to scheduling your assessment,
Call: El Reno Campus (405) 422-2284 ; Cowan Campus (405) 345-3376

Once you submit your testing waiver or complete your accuplacer testing, you will meet with the appropriate program counselor. At this point, you will be enrolled, placed on a waiting list, or offered remediation.

Step 2: Payment options

- Students may complete the FAFSA application online:
<https://studentaid.gov> Use school code: 009965
- Determine if you qualify for the Next Step Scholarship.
 - Are you 23 years of age or younger?
 - Do you have a high school diploma or GED?
 - Do you live in one of our partner school districts?
 - All adult students must complete the FAFSA in order to be considered for the Next Step Tuition waiver from CVTech.
- Self pay or other scholarships awarded.

Change Order MEMO



To: Mustang Board of Education
CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

A handwritten signature in black ink, appearing to be 'JP', enclosed in a circle.

Date: 7/23/24

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 #14 for Elem. #9 - Electric Basketball Goal Winches

SportsTech Add Electrical Basketball Goal Winches - \$4,820.00.

The material cost to add electric motor winches to the basketball goals. Base bid included manual operated goal winches. Basketball goal winches to be motorized per MPS.

We will utilize contingency for this - \$4,820.00.



PCO #014

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 #014: Electric Basketball Goal Winches

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:	014 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:	John Kiska (Sportstech Quality Cardio 1, LLC)	CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
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: Electric Basketball Goal Winches

CHANGE REASON: Design Development

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

PCO #14 - SportsTech Add Electric Basketball Goal Winches - \$4,820.00

PCO 14 is the material cost to add electric motor winches to the basketball goals. Base bid included manual operated goal winches. Basketball goal winches to be motorized per MPS.

ATTACHMENTS:

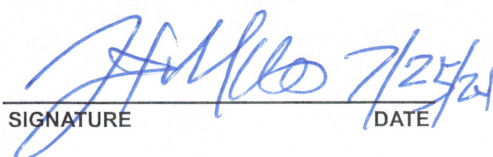
[Electric Basketball Goal Winches - SportsTech QUOTE.pdf](#)

#	Budget Code	Description	Amount
1	11-103-S.O Gymnasium Equipment - Sportstech	Add Electric Winches	\$4,400.00
2	01-103-L.O Project Manager	Staff Cost	\$420.00
3	01-040-O.O Contingency.Other	Utilize Contingency	\$(4,820.00)
Grand Total:			\$0.00

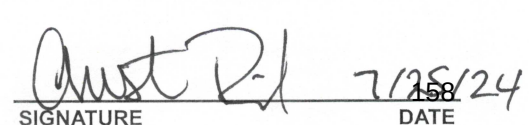
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102


SIGNATURE DATE 7/25/24

SIGNATURE DATE


SIGNATURE DATE 7/25/24

**Sportstech Quality Cardio 1
LLC.**

PO Box 470291
Tulsa, OK 74147
+19187243326



Quote

ADDRESS

CADE Construction
701 W Sheridan Ave, Ste 108
Oklahoma City, Oklahoma
73102

QUOTE #	DATE
1869	07/09/2024

SCOPE OF WORK

Gym Equipment

PROJECT

Mustang Elementary

MANUFACTURER

Draper, Inc

DESCRIPTION	AMOUNT
Converting Overhead Basketball Backstop Winches to be Electric : Electric Winches	5,600.00
Deduct for Manual Winches	-1,200.00
TOTAL	\$4,400.00

Accepted By

Accepted Date



PCO #014

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 #014: Electric Basketball Goal Winches

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:	014 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:	John Kiska (Sportstech Quality Cardio 1, LLC)	CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
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: Electric Basketball Goal Winches

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)
PCO #14 - SportsTech Add Electric Basketball Goal Winches - \$4,820.00

PCO 14 is the material cost to add electric motor winches to the basketball goals. Base bid included manual operated goal winches. Basketball goal winches to be motorized per MPS.

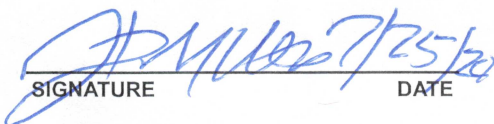
ATTACHMENTS:
[Electric Basketball Goal Winches - SportsTech QUOTE.pdf](#)

#	Budget Code	Description	Amount
1	11-103-S.O Gymnasium Equipment - Sportstech	Add Electric Winches	\$4,400.00
2	01-103-L.O Project Manager	Staff Cost	\$420.00
3	01-040-O.O Contingency.Other	Utilize Contingency	\$(4,820.00)
Grand Total:			\$0.00

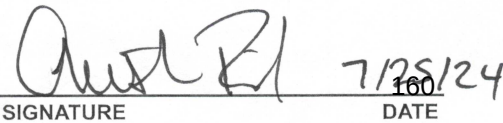
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102


SIGNATURE DATE

SIGNATURE DATE


SIGNATURE DATE



PCO #014

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 #014: Electric Basketball Goal Winches

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:	014 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:	John Kiska (Sportstech Quality Cardio 1, LLC)	CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
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: Electric Basketball Goal Winches

CHANGE REASON: Design Development

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

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PCO 14 is the material cost to add electric motor winches to the basketball goals. Base bid included manual operated goal winches. Basketball goal winches to be motorized per MPS.

ATTACHMENTS:

[Electric Basketball Goal Winches - SportsTech QUOTE.pdf](#)

#	Budget Code	Description	Amount
1	11-103-S.O Gymnasium Equipment - Sportstech	Add Electric Winches	\$4,400.00
2	01-103-L.O Project Manager	Staff Cost	\$420.00
3	01-040-O.O Contingency.Other	Utilize Contingency	\$(4,820.00)
Grand Total:			\$0.00

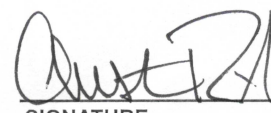
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102


SIGNATURE DATE

SIGNATURE DATE

 7/25/24
SIGNATURE DATE

Justin Mitchell

From: Dade Eddy <deddy@acimep.com>
Sent: Wednesday, July 24, 2024 3:04 PM
To: Justin Mitchell
Cc: kwelker
Subject: Re: FW: FW: Mustang Elementary #9 - July Signing Party Docs

Justin,

I'd like to see a breakdown of the material. The amount of labor they show seems a lot for the little change.

Since the boiler drain is pressurized, they'll need to shut off the line to the building, drain the line, cut it, add the new fitting, and add the boiler drain. I know it's easier said than done, but even with some prep time added and going to the store to get a part I'd expect this to take less than a couple of hours. The material for this change is a Tee fitting, maybe some copper pipe, a boiler drain, some flux, and some solder.

To add the test/inspection port, I'm not sure where they are on the sanitary installation, but the pipe is or will be there and all they need to do is add a fitting and provide essentially another cleanout. The pipe is PVC, they add the fitting, and add a cleanout. I'd expect this to be done in a couple of hours as well.

Thanks,

Dade Eddy

Mechanical Designer



Allen Consulting Inc.
[110 N. Mercedes Dr.](#)
[Norman, OK 73069](#)

Direct: (405)-928-9662

Office: (405)-447-2282 Ext: 112

On Wed, Jul 24, 2024 at 2:26 PM Justin Mitchell <justinm@maplusarch.com> wrote:

Dade,

Here is the response I got from CADE for the change orders for Mustang 9.

Let me know your thoughts. Do we need to hold this up, or does that explanation help?

Regards,

Justin Mitchell, AIA, NCARB

PROJECT ARCHITECT / ASSOCIATE

MA+ ARCHITECTURE

405.525.8806 | www.maplusarch.com

From: Austin Reid <austin@cadeconstructionlp.com>

Sent: Wednesday, July 24, 2024 2:18 PM

To: Justin Mitchell <justinm@maplusarch.com>; Blake Burden <blake@cadeconstructionlp.com>

Subject: Re: FW: Mustang Elementary #9 - July Signing Party Docs

Justin,

Plumber is out until Monday... From looking at the revised water line entry detail, it looks like an isolation flange was added from the original drawing as well (I could be wrong on that)... We also already have the water line run above slab with pressure on it so that could be playing into this material cost as it isn't a scope change before they started the work. All that to say, if you think we need to wait on \$2,500 worth of material costs breakout for an owner requested change then we can punt this to next signing party. I won't be able to get you a better breakout until after the signing party at this point... I have no reason to believe they are high on pricing as they've given a net credit still on this job of a substantial amount of money, but I understand you have to do your due diligence. I will say that MPS didn't have any issues when we told them the price on these items before we had the actual PCO put together, for whatever that's worth.

Thanks,

Austin Reid

405.410.6072

austin@cadeconstructionlp.com

www.cadeconstructionlp.com

701 W. Sheridan Ave., Ste. 108

Oklahoma City, OK 73102



From: Justin Mitchell <justinm@maplusarch.com>

Sent: Wednesday, July 24, 2024 8:35 AM

To: Blake Burden <blake@cadeconstructionlp.com>; Austin Reid <austin@cadeconstructionlp.com>

Cc: deddy <deddy@acimep.com>; kwelker <kwelker@acimep.com>

Subject: FW: FW: Mustang Elementary #9 - July Signing Party Docs

Blake and Austin,

See below concerning PCOs 17 and the boiler drain portion of 15.

I see all the materials are lump sum. Can we get material break down to review?

Regards,

Justin Mitchell, AIA, NCARB

PROJECT ARCHITECT / ASSOCIATE

MA+ ARCHITECTURE

405.525.8806 | www.maplusarch.com

From: Dade Eddy <deddy@acimep.com>
Sent: Tuesday, July 23, 2024 4:39 PM
To: Justin Mitchell <justinm@maplusarch.com>
Cc: kwelker <kwelker@acimep.com>
Subject: Re: FW: Mustang Elementary #9 - July Signing Party Docs

Hello Justin,

The boiler drain addition to the domestic water entry looks high. The only change in the scope was a tap and a boiler drain. I wouldn't expect the price of materials and time spent on labor to be as high as it is.

Adding the two-way cleanout for \$1,200 seems reasonable.

Adding the test/inspection port to the discharge of the grease interceptor seems high.

If you have any further questions please let me know.

Thanks,

Dade Eddy

Mechanical Designer



Allen Consulting Inc.

[110 N. Mercedes Dr.](#)

[Norman, OK 73069](#)

Direct: (405)-928-9662

Office: (405)-447-2282 Ext: 112

On Tue, Jul 23, 2024 at 9:04 AM Justin Mitchell <justinm@maplusarch.com> wrote:

Dade,

Attached is a few contingency requests for Mustang 9. Can you please review and let me know if you find the added cost fair.

Thanks for your help!

Justin Mitchell, AIA, NCARB

PROJECT ARCHITECT / ASSOCIATE

MA+ ARCHITECTURE

405.525.8806 | www.maplusarch.com

From: Austin Reid <austin@cadeconstructionlp.com>

Sent: Monday, July 22, 2024 4:16 PM

To: 'Colin Meeks' (<meeksc@mustangps.org>); 'sandersa@mustangps.org' (<sandersa@mustangps.org>); 'Jason Pittenger' (<pittengerj@mustangps.org>); Justin Mitchell <justinm@maplusarch.com>; Heath Tate <heath@maplusarch.com>

Cc: Blake Burden <blake@cadeconstructionlp.com>; Brandon Barrett <brandon@cadeconstructionlp.com>

Subject: Mustang Elementary #9 - July Signing Party Docs

All,

See the link below for the signing party docs that include Pay App #8 and PCO #14 - PCO #17 from CADE Construction for Elementary #9. Let me know if you have any questions on any of this and we will plan on seeing everyone on Thursday to get this signed!

 [2024 July Signing Party Docs](#)

Thanks,

Austin Reid

405.410.6072

austin@cadeconstructionlp.com

www.cadeconstructionlp.com

701 W. Sheridan Ave., Ste. 108

Oklahoma City, OK 73102



Change Order MEMO



To: Mustang Board of Education
CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent 

Date: 7/23/24

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 #15 for Elem. #9 - Boiler Drain @ Domestic Water Entry & 2 Way Clean Out

During a site walk with the MPS maintenance dept. two plumbing requests were made by the plumbing divisions. 1 Add 2 way clean out at area B classroom restroom group. 2. Add Boiler at the Domestic Water Entry. This is the cost of all labor and material for both requests made - \$4,751.00.

We will utilize contingency for this - \$4,751.00.



PCO #015

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 #015: MPS Requested Boiler Drain @ Domestic Water Entry & 2 Way Clean Out

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:	015 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:		CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: MPS Requested Boiler Drain @ Domestic Water Entry & 2 Way Clean Out

CHANGE REASON: Client Request

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

PCO #15 - Lieber Mechanical - MPS Requested Boiler Drain @ Domestic Water Entry & 2 Way Clean Out - \$4,751.00

During a site walk with the MPS maintenance dept. two plumbing request were made by the plumbing division. 1. Add 2 way clean out at area B classroom restroom group. 2. Add Boiler at the Domestic Water Entry. PCO #15 is the cost of all labor and material for both request made.

ATTACHMENTS:

[PCO #15 - MPS Request Boiler Drain & Add YCO Area B.pdf](#)

#	Budget Code	Description	Amount
1	22-100-S.O Plumbing - Lieber Mechanical	2 Way Clean Out	\$1,224.00
2	22-100-S.O Plumbing - Lieber Mechanical	Add Boiler Drain at Domestic Water Entry	\$3,107.00
3	01-103-L.O Project Manager	Staff Cost	\$420.00
4	01-040-O.O Contingency.Other	Utilize Contingency	\$(4,751.00)
Grand Total:			\$0.00

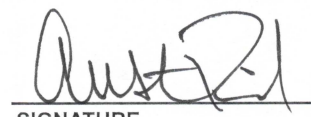
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102


SIGNATURE DATE

SIGNATURE DATE


SIGNATURE DATE



Proposed Change Order

1105 First Place Blvd
Yukon, OK 73099

PCO Number: LM-04
Date: 07/09/2024

Regarding:

Add single riser 2-way CO per Mustang Public Schools direction and Cade email.

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:

Craig A Carroll

Phone:

(405) 265-4695

E-mail:

ccarroll@liebermech.com

Recipients:

Blake Burden

Phone:

(918) 332-0115

E-mail:

blake@cadeconstructionlp.com

Requested Change:

See attached Break Out

Change to Contract

\$ 1224.00

PCO Total

\$ 1224.00

Please respond by: 07/23/2024

Craig A Carroll
Lieber Mechanical LLC

Blake Burden
Cade Construction

170

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:	Mustang Schools Direction per Cade Email
Request Description:	Add YCO Area B

MATERIAL AND EQUIPMENT

Quantity	Units	Description	Add/Deduct	Subtotal
				\$ -
1	LS	Materials	355	\$ 355.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total:	\$ 355.00
			Sales Tax:	
			Section Subtotal:	\$355.00

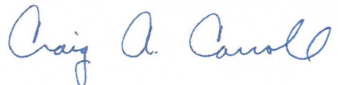
MANPOWER

Position	Hours	Rate	Subtotal	Per Diem	Add/Deduct
Field Labor	7	@ \$85.59	= \$599.13	+	= \$599.13
Project Manager	1	@ \$102.00	= \$102.00	+	= \$102.00
Warehouse/Dlvry	1	@ \$45.00	= \$45.00	+	= \$45.00
General Labor		@ \$25.00	= \$0.00	+	= \$0.00
		@	= \$0.00	+	= \$0.00
Note: Include Labor burden in Hourly Rate					Section Subtotal: \$746.13

2ND TIER SUBCONTRACTOR

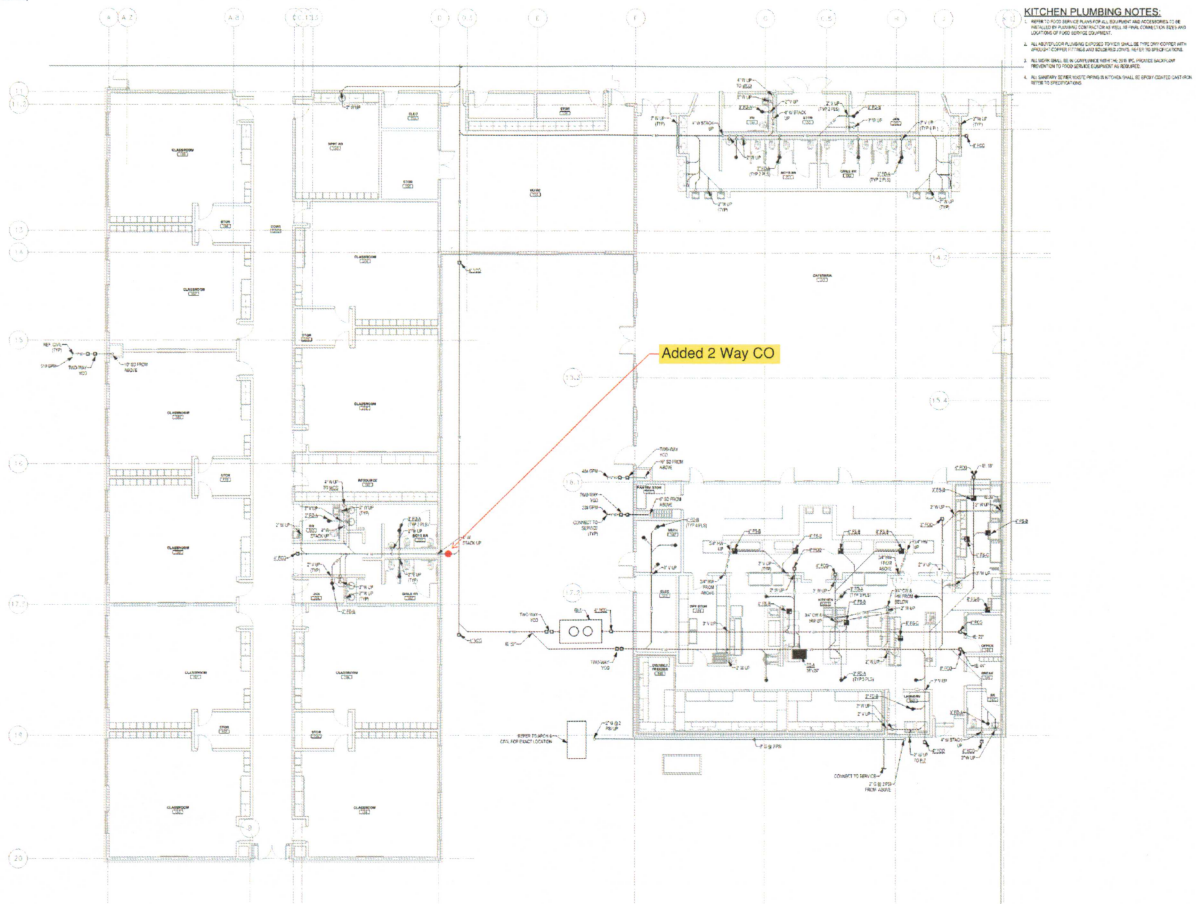
Contractor Name	Description of Work	Add/Deduct
		0
		0
		0
		0
		Section Subtotal: \$0.00

CERTIFICATION

Company:	Lieber Mechanical LLC	Request Subtotal:	\$1,101.13
Signature:		Sub 10% OH&P:	\$110.11
Name/Title:	Craig A. Carroll / Managing Member	Bond:	\$12.76
Date:	9-Jul-24	REQUEST TOTAL:	\$1,224.00

From: tucker.smith@cadecorp.com
 To: craig.george@cadecorp.com
 Cc: eddie.brown@cadecorp.com
 Subject: Added 2 way clean out
 Date: Tuesday, June 27, 2017 12:22:01 PM
 Attachments: [cadecorp.com](#)
[cadecorp.com](#)

Craig/George, as discussed we need a price for a 2 way clean out at marked location please.
 Please advise,



Tucker Smith
 463.372.4071
tucker.smith@cadecorp.com
www.cadecorp.com
CADE
 CONSTRUCTION

Proposed Change Order



1105 First Place Blvd
Yukon, OK 73099

PCO Number: LM-05
Date: 07/09/2024

Regarding:

RFI#27: Add Boiler Drain at Domestic Water Entry.

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:

Craig A Carroll

Phone:

(405) 265-4695

E-mail:

ccarroll@liebermech.com

Recipients:

Blake Burden

Phone:

(918) 332-0115

E-mail:

blake@cadeconstructionlp.com

Requested Change:

See attached break out

Change to Contract

\$ 3107.00

PCO Total

\$ 3107.00

Please respond by: 07/23/2024

Craig A Carroll
Lieber Mechanical LLC

Blake Burden
Cade Construction

173

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:	RFI 27 Boiler Drains at DCW Entry
Request Description:	Add Material & Labor for Revised DCW Building Entry

MATERIAL AND EQUIPMENT

Quantity	Units	Description	Add/Deduct	Subtotal
				\$ -
1	LS	Material	1647	\$ 1,647.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total:	\$ 1,647.00
			Sales Tax:	
			Section Subtotal:	\$1,647.00

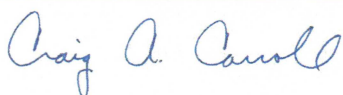
MANPOWER

Position	Hours	Rate	Subtotal	Per Diem	Add/Deduct
Field Labor	8.5	@ \$85.59	= \$727.52	+	= \$727.52
Project Manager	1	@ \$102.00	= \$102.00	+	= \$102.00
Warehouse/Dlvry	1	@ \$45.00	= \$45.00	+	= \$45.00
General Labor	1	@ \$25.00	= \$25.00	+	= \$25.00
		@	= \$0.00	+	= \$0.00
Note: Include Labor burden in Hourly Rate					Section Subtotal: \$899.52

2ND TIER SUBCONTRACTOR

Contractor Name	Description of Work	Add/Deduct
Brandon Insulation	Additional Insulation	250
		0
		0
		0
		Section Subtotal: \$250.00

CERTIFICATION

Company:	Lieber Mechanical LLC	Request Subtotal:	\$2,796.52
Signature:		Sub 10% OH&P:	\$279.65
Name/Title:	Craig A. Carroll, Managing Member	Bond:	\$30.83
Date:	9-Jul-24	REQUEST TOTAL:	\$3,107.00

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

RFI #27 - Boiler Drain at Domestic Water Entry

TO:	Justin Mitchell (MA+ Architecture)	FROM:	Brandon Barrett (CADE Construction) 701 W Sheridan Ave Suite 108 Oklahoma City, Oklahoma 73102
DATE INITIATED:	06/20/2024	STATUS:	Closed on 06/25/24
LOCATION:		DUE DATE:	06/23/2024
COST IMPACT:	TBD	SCHEDULE IMPACT:	No
DRAWING NUMBER:	M501	SPEC SECTION:	
LINKED DRAWINGS:		REFERENCE:	
RECEIVED FROM:	Craig Carroll (Lieber Mechanical LLC)		
COPIES TO:	Blake Burden (CADE Construction), Tucker Smith (CADE Construction), Reb Sullenger (CADE Construction)		

Question from Brandon Barrett (CADE Construction) at 10:53 AM on 06/20/2024

Re: 6/M501

MPS's Plumbing Division has requested a boiler drain to be installed below the main valve at the water service line into the building. Please provide any additional information (details, product data, etc.) required for this application.

Official Response: Justin Mitchell (MA+ Architecture) responded on Monday, June 24th, 2024 at 4:19PM CDT

See attached response

Attachments:

[E96 Mustang Elementary School #9 - RFI 027 Response.pdf](#)

Per owners request, refer to revised Water Service Entrance Detail (#6) on attached sheet M501. Coordinate with owner for desired installation height of tap with boiler drain valve.

- Dade Eddy, 6/24/24

RESPONDED BY

DATE

6.27.24

175

RFI RESPONSE

Date: June 24, 2024 Job #: 1123E96

To: Blake Burden

Company: CADE Construction Co.

Project: Mustang PS Elementary School #9

From: Justin Mitchell



Oklahoma City + Norman

Phone: 405.525.8806

www.maplusarch.com

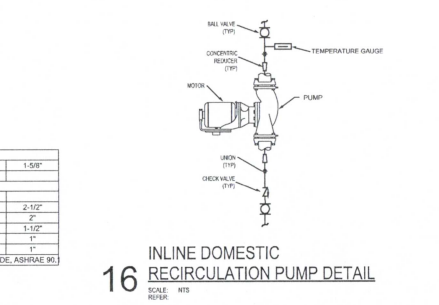
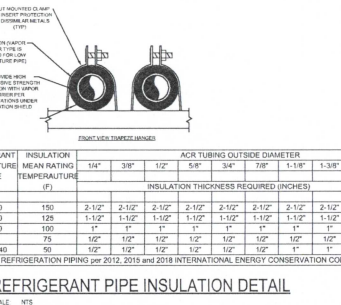
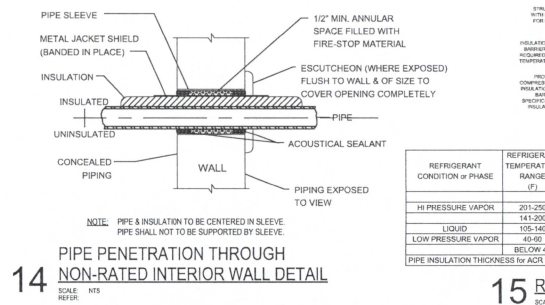
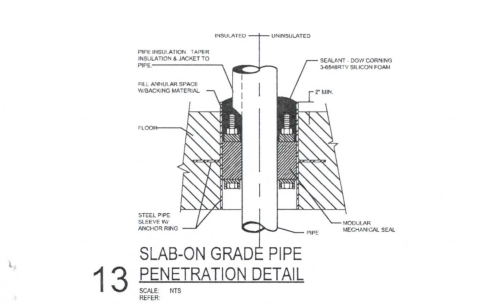
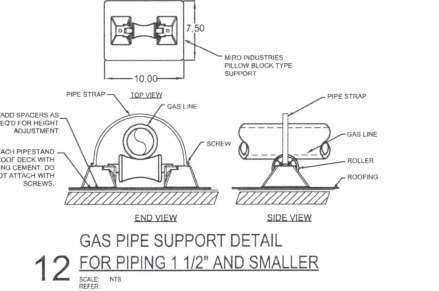
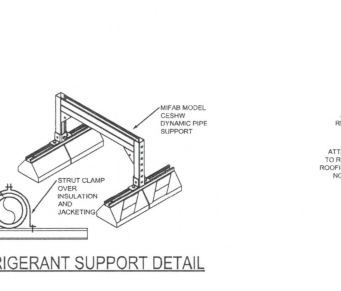
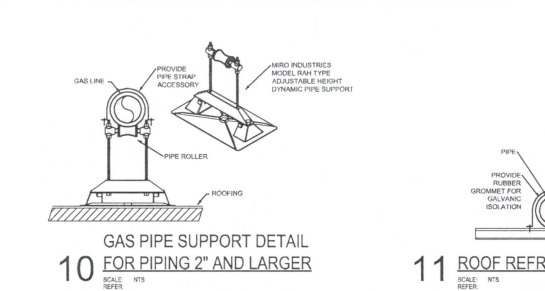
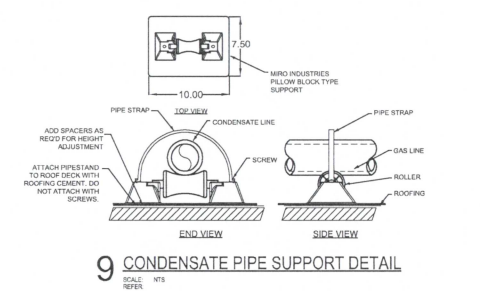
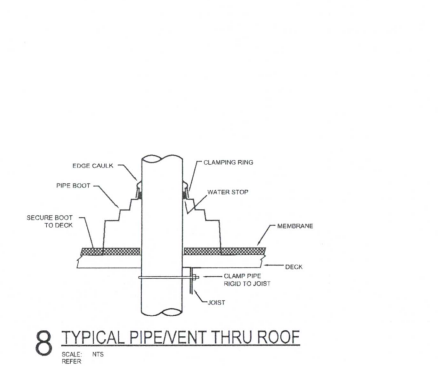
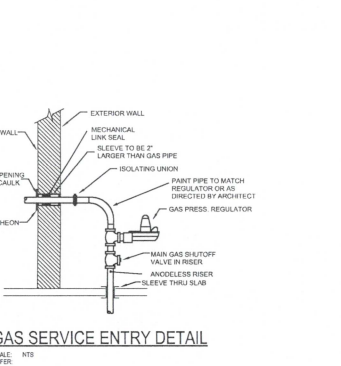
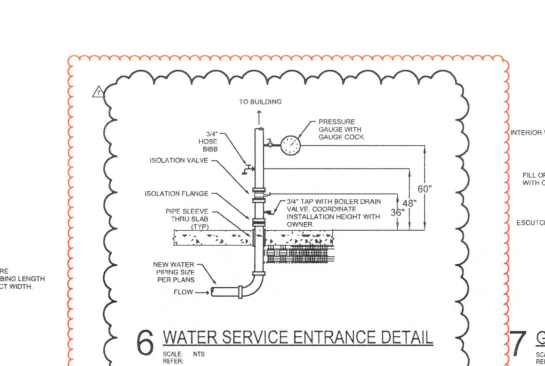
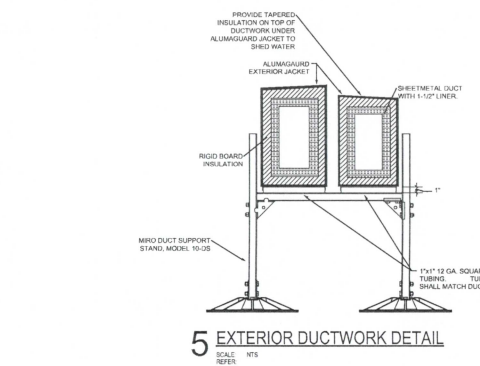
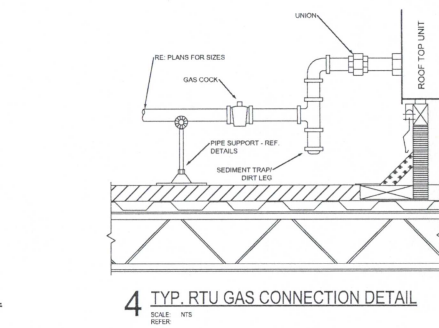
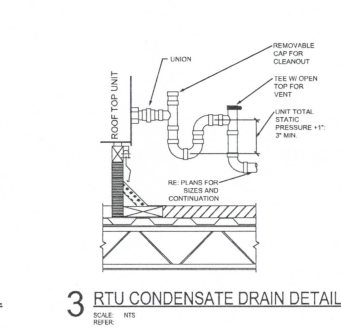
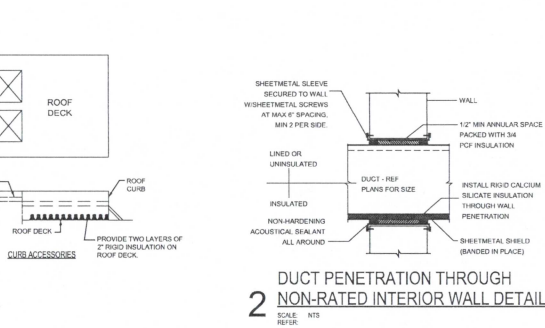
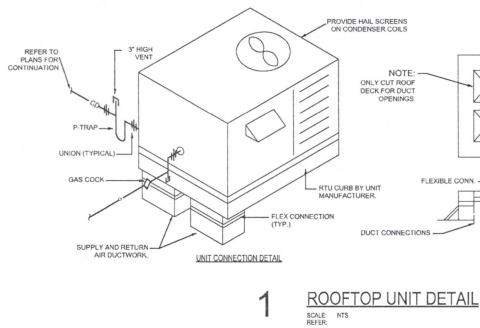
RFI QUESTION NO. 027 (**received:** 6/20/2024)

Re: 6/M501

MPS's Plumbing Division has requested a boiler drain to be installed below the main valve at the water service line into the building. Please provide any additional information (details, product data, etc.) required for this application.

RFI ANSWER Dade Eddy, ACI

Per owners request, refer to revised Water Service Entrance Detail (#6) on attached sheet M501. Coordinate with owner for desired installation height of tap with boiler drain valve.



REFRIGERANT CONDITION OR PHASE	REFRIGERANT TEMPERATURE RANGE (F)	INSULATION MEAN SATING TEMPERATURE (F)	ACR TUBING OUTSIDE DIAMETER									
			1/4"	3/8"	1/2"	5/8"	3/4"	1"	1-1/8"	1-3/8"	1-5/8"	
			INSULATION THICKNESS REQUIRED (INCHES)									
HIGH PRESSURE VAPOR	201-250	150	2-1/2"	2-1/2"	2-1/2"	2-1/2"	2-1/2"	2-1/2"	2-1/2"	2-1/2"	2-1/2"	2-1/2"
	141-200	125	1-1/2"	1-1/2"	1-1/2"	1-1/2"	1-1/2"	1-1/2"	1-1/2"	1-1/2"	1-1/2"	1-1/2"
LIQUID	105-140	100	1"	1"	1"	1"	1"	1"	1"	1"	1"	1"
LOW PRESSURE VAPOR	40-60	75	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1"
BELOW 40	50	102"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1"	1"	1"

PIPE INSULATION THICKNESS FOR ACR REFRIGERATION PIPING per 2012, 2015 and 2018 INTERNATIONAL ENERGY CONSERVATION CODE, ASHRAE 90.1

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 #015: MPS Requested Boiler Drain @ Domestic Water Entry & 2 Way Clean Out

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:	015 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:		CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: MPS Requested Boiler Drain @ Domestic Water Entry & 2 Way Clean Out

CHANGE REASON: Client Request

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

PCO #15 - Lieber Mechanical - MPS Requested Boiler Drain @ Domestic Water Entry & 2 Way Clean Out - \$4,751.00

During a site walk with the MPS maintenance dept. two plumbing request were made by the plumbing division. 1. Add 2 way clean out at area B classroom restroom group. 2. Add Boiler at the Domestic Water Entry. PCO #15 is the cost of all labor and material for both request made.

ATTACHMENTS:

[PCO #15 - MPS Request Boiler Drain & Add YCO Area B.pdf](#)

#	Budget Code	Description	Amount
1	22-100-S.O Plumbing - Lieber Mechanical	2 Way Clean Out	\$1,224.00
2	22-100-S.O Plumbing - Lieber Mechanical	Add Boiler Drain at Domestic Water Entry	\$3,107.00
3	01-103-L.O Project Manager	Staff Cost	\$420.00
4	01-040-O.O Contingency.Other	Utilize Contingency	\$(4,751.00)
Grand Total:			\$0.00

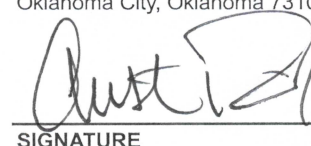
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

 7/25/24
SIGNATURE DATE

SIGNATURE DATE

 7/25/24
SIGNATURE DATE



PCO #015

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 #015: MPS Requested Boiler Drain @ Domestic Water Entry & 2 Way Clean Out

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:	015 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:		CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: MPS Requested Boiler Drain @ Domestic Water Entry & 2 Way Clean Out

CHANGE REASON: Client Request

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

PCO #15 - Lieber Mechanical - MPS Requested Boiler Drain @ Domestic Water Entry & 2 Way Clean Out - \$4,751.00

During a site walk with the MPS maintenance dept. two plumbing request were made by the plumbing division. 1. Add 2 way clean out at area B classroom restroom group. 2. Add Boiler at the Domestic Water Entry. PCO #15 is the cost of all labor and material for both request made.

ATTACHMENTS:

[PCO #15 - MPS Request Boiler Drain & Add YCO Area B.pdf](#)

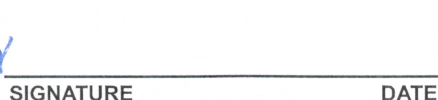
#	Budget Code	Description	Amount
1	22-100-S.O Plumbing - Lieber Mechanical	2 Way Clean Out	\$1,224.00
2	22-100-S.O Plumbing - Lieber Mechanical	Add Boiler Drain at Domestic Water Entry	\$3,107.00
3	01-103-L.O Project Manager	Staff Cost	\$420.00
4	01-040-O.O Contingency.Other	Utilize Contingency	\$(4,751.00)
Grand Total:			\$0.00

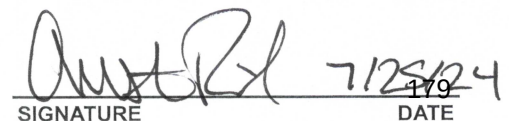
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102


SIGNATURE DATE


SIGNATURE DATE


SIGNATURE DATE

Change Order MEMO



To: Mustang Board of Education
CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

A handwritten signature in black ink, appearing to be 'JP', written over the name Dr. Jason Pittenger.

Date: 7/23/24

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 #16 for Elem. #9 - Utilize Floor Protection Allowance

Includes all material and labor cost to install temporary masonite floor protection prior to steel erection to protect all polished concrete areas. Also includes the material and labor for the goldilox floor protection material and install. The goldilox floor protection will be installed following grinding of the polished concrete areas and will remain in place for the duration of the project. - \$71,731.51.

We will utilize contingency - \$71,731.51.

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 #016: Utilize Floor Protection Allowance

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:	016 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:		CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
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: Utilize Floor Protection Allowance

CHANGE REASON: Allowance

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

PCO #16 - CADE Construction - Utilize Floor Protection Allowance - June 1st - July 31st - \$71,731.51

PCO #16 includes all material and labor cost to install temporary masonite floor protection prior to steel erection to protect all polished concrete areas. PCO #16 also includes the material and labor cost for the goldilox floor protection material and install. The goldilox floor protection will be installed following grinding of the polished concrete areas and will remain in place for the duration of the project.

Original allowance originally included in contingency - \$100,000.00
Floor Protection Allowance Utilized to Date - \$71,731.51
Floor Protection Allowance Remaining - \$28,268.49

ATTACHMENTS:

[Bryans Flooring - Goldilox Floor Protection Cost.pdf](#) , [_PCO #16 - Utilize Floor Protection Allowance - June1st - July 31st.pdf](#)

#	Budget Code	Description	Amount
1	09-200-M.O Floor Protection	Floor Protection Material June1 - July 31	\$4,091.51
2	01-040-O.O Contingency.Other	Utilize Floor Protection Allowance	\$(71,731.51)
3	01-108-L.O Superintendent	Masonite Floor Protection Install (8 Hours per Area)	\$5,040.00
4	09-103-S.O Polished Concrete, Flooring, & Tiling - Bryan's Flooring	Goldilox Floor Covering @ All Polished Concrete	\$62,600.00
Grand Total:			\$0.00

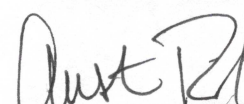
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

 7/25/24
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

 7/25/24
SIGNATURE DATE



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 #016: Utilize Floor Protection Allowance

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:	016 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:		CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
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: Utilize Floor Protection Allowance

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO #16 - CADE Construction - Utilize Floor Protection Allowance - June 1st - July 31st - \$71,731.51
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Floor Protection Allowance Remaining - \$28,268.49

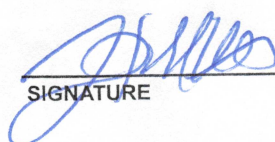
ATTACHMENTS:
[Bryans Flooring - Goldilox Floor Protection Cost.pdf](#) , [_PCO #16 - Utilize Floor Protection Allowance - June1st - July 31st.pdf](#)

#	Budget Code	Description	Amount
1	09-200-M.O Floor Protection	Floor Protection Material June1 - July 31	\$4,091.51
2	01-040-O.O Contingency.Other	Utilize Floor Protection Allowance	\$(71,731.51)
3	01-108-L.O Superintendent	Masonite Floor Protection Install (8 Hours per Area)	\$5,040.00
4	09-103-S.O Polished Concrete, Flooring, & Tiling - Bryan's Flooring	Goldilox Floor Covering @ All Polished Concrete	\$62,600.00
Grand Total:			\$0.00

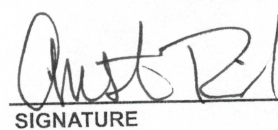
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

 7/25/24
SIGNATURE DATE

SIGNATURE DATE

 7/25/24
SIGNATURE DATE

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 #016: Utilize Floor Protection Allowance

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:	016 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:		CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
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: Utilize Floor Protection Allowance

CHANGE REASON: Allowance

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

PCO #16 - CADE Construction - Utilize Floor Protection Allowance - June 1st - July 31st - \$71,731.51

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Original allowance originally included in contingency - \$100,000.00
Floor Protection Allowance Utilized to Date - \$71,731.51
Floor Protection Allowance Remaining - \$28,268.49

ATTACHMENTS:

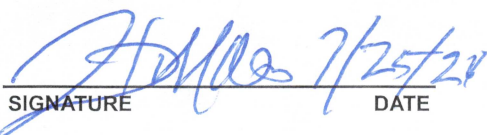
[Bryans Flooring - Goldilox Floor Protection Cost.pdf](#) , [_PCO #16 - Utilize Floor Protection Allowance - June1st - July 31st.pdf](#)

#	Budget Code	Description	Amount
1	09-200-M.O Floor Protection	Floor Protection Material June1 - July 31	\$4,091.51
2	01-040-O.O Contingency.Other	Utilize Floor Protection Allowance	\$(71,731.51)
3	01-108-L.O Superintendent	Masonite Floor Protection Install (8 Hours per Area)	\$5,040.00
4	09-103-S.O Polished Concrete, Flooring, & Tiling - Bryan's Flooring	Goldilox Floor Covering @ All Polished Concrete	\$62,600.00
Grand Total:			\$0.00

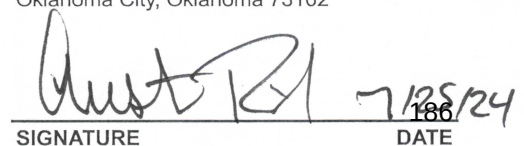
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102


SIGNATURE DATE

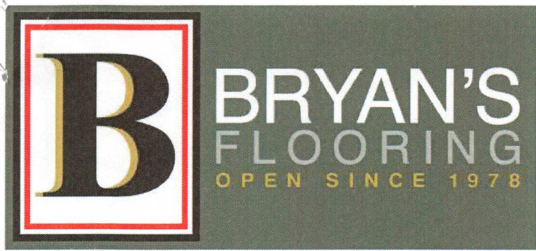
SIGNATURE DATE


SIGNATURE DATE

1:33 PM
07/22/24

CADE Construction
Item Actual Cost Detail
June 1, 2020 through July 30, 2024

Type	Date	Num	Name	Source Name	Memo	Qty	Amount	Balance
Service								
09 (Finishes)								
200-M (Floor Protection)								
Bill	06/27/2024		Mustang Public Sch...	White CAP	Floor Protection	1	3,882.13	3,882.13
Bill	07/08/2024		Mustang Public Sch...	Maxwell Supply	Floor Protection	1	209.38	4,091.51
Total 200-M (Floor Protection)							4,091.51	4,091.51
Total 09 (Finishes)							4,091.51	4,091.51
Total Service							4,091.51	4,091.51
TOTAL							4,091.51	4,091.51



3935 W. Reno
Oklahoma City, OK 73107
405-634-4136
www.BryansFlooring.com

Estimate

Date	Estimate #
7/23/2024	86838
Expires	Sales Rep
	RUSTY

Customer

CADE Construction
701 W. Sheridan Ave.
Ste. 108
Oklahoma City, OK 73102

Project Name

Mustang Elem #9 Polished Concrete

Qty	Description	Rate	Amount
1.00	Cost to add Goldilox Floor Covering to all polished concrete areas Labor \$27,740.00 Material \$34,860.00	62,600.00	62,600.00
Subtotal		\$62,600.00	
Sales Tax (8.625%)		\$0.00	
Total			\$62,600.00

*This is an estimate based on the information which we have been provided. Any variance from the plans or specifications which have been provided may result in additional material or labor charges. This estimate does not contain any charges for floor preparation, unless specifically detailed above. This estimate does not include any cost of cleanup except what is included in the sales order agreement, or contract (if applicable). This estimate is effective for a period of thirty (30) days or earlier if withdrawn by Bryan's Flooring. This estimate must be signed and returned to Bryan's Flooring before any order is placed. If this project is a taxable job please ask for appropriate sales tax amount if not already figured. Thank You.

50% deposit required to order
All Sales Final - No Returns
3.5% credit card convenience fee

188

Signature

Please Sign, Date and Email to Bryan's Flooring

Change Order MEMO



To: Mustang Board of Education
CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent 

Date: 7/23/24

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 #17 for Elem. #9 - Grease Interceptor Test Port per City of OKC

Includes all labor and material to provide and install a test/inspection port on the discharge side of the grease inteceptor per the city of OKC. Plumbing Details of the test port are included in the response to RFI 31 which is included as back up to this PCO request. - \$2,402.00.

We will utilize contingency for this - \$2,402.00.



PCO #017

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 #017: Grease Interceptor Test Port per City of OKC

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:	017 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Craig Carroll (Lieber Mechanical LLC)	CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
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: Grease Interceptor Test Port per City of OKC

CHANGE REASON: Design Development

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

PCO #17 - Lieber Mechanical - RFI 31 - Grease Interceptor Test Port - \$2,402.00

PCO #17 includes all labor and material to provide and install a test / inspection port on the discharge side of the grease interceptor per the city of OKC. Plumbing Details of the test port are included in the response to RFI 31 which is included as back up to this PCO request.

ATTACHMENTS:

[PCO LM-07 RFI 31 GI Sample Well.pdf](#) , [RFI #31 - Grease Interceptor Test Port - RESPONSE.pdf](#)

#	Budget Code	Description	Amount
1	22-100-S.O Plumbing - Lieber Mechanical	Grease Interceptor Test Port	\$1,982.00
2	01-103-L.O Project Manager	Staff Cost	\$420.00
3	01-040-O.O Contingency.Other	Utilize Contingency	\$(2,402.00)
Grand Total:			\$0.00

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Proposed Change Order



1105 First Place Blvd
Yukon, OK 73099

PCO Number: LM-07
Date: 07/10/2024

Regarding:

RFI#31: Grease Interceptor Sample Well Test Port

To:

CadeConstruction
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:

Craig A Carroll

Phone:

(405) 265-4695

E-mail:

ccarroll@liebermech.com

Recipients:

Blake Burden

Phone:

(918) 332-0115

E-mail:

blake@cadeconstructionlp.com

Requested Change:

See attached Break Out

Change to Contract

\$ 1982.00

PCO Total

\$ 1982.00

Please respond by: 07/24/2024

Craig A Carroll
Lieber Mechanical LLC

Blake Burden
Cade Construction

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:	RFI #31 Grease Interceptor Sample Well Test Port
Request Description:	Add Sample Well Test Port per RFI

MATERIAL AND EQUIPMENT

Quantity	Units	Description	Add/Deduct	Subtotal
				\$ -
1	LS	Materials	952	\$ 952.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total:	\$ 952.00
			Sales Tax:	
			Section Subtotal:	\$952.00

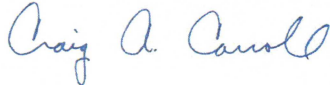
MANPOWER

Position	Hours	Rate	Subtotal	Per Diem	Add/Deduct
Field Labor	8	@ \$85.59	= \$684.72	+	= \$684.72
Project Manager	1	@ \$102.00	= \$102.00	+	= \$102.00
Warehouse/Dlvry	1	@ \$45.00	= \$45.00	+	= \$45.00
General Labor		@ \$25.00	= \$0.00	+	= \$0.00
		@	= \$0.00	+	= \$0.00
Note: Include Labor burden in Hourly Rate					Section Subtotal: \$831.72

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:	\$1,783.72
Signature:		Sub 10% OH&P:	\$178.37
Name/Title:	Craig A. Carroll / Managing Member	Bond:	\$19.91
Date:	10-Jul-24	REQUEST TOTAL:	\$1,982.00

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

RFI #31 - Grease Interceptor Test Port

TO:	Justin Mitchell (MA+ Architecture) (Response Required)	FROM:	Blake Burden (CADE Construction) 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
DATE INITIATED:	07/08/2024	STATUS:	Closed on 07/09/24
LOCATION:		DUE DATE:	07/11/2024
COST IMPACT:	TBD	SCHEDULE IMPACT:	TBD
DRAWING NUMBER:	M202	SPEC SECTION:	
LINKED DRAWINGS:		REFERENCE:	Attached Product Data
RECEIVED FROM:	Craig Carroll (Lieber Mechanical LLC)		
COPIES TO:	Brandon Barrett (CADE Construction), Austin Reid (CADE Construction), Tucker Smith (CADE Construction), Reb Sullenger (CADE Construction)		

Question from Blake Burden (CADE Construction) at 03:18 PM on 07/08/2024

RE: M202

Sheet M202 shows a two way clean out on the discharge side of the grease interceptor. Per the City of OKCs chief plumbing inspector, a test/inspection port is required on the discharge side of the grease interceptor. Plumbing contractor has proposed installing a 4" backwater valve body with flapper removed, 6" housing extended to grade for access with a clean out cover at grade. Please advise if the proposed solution is acceptable and provide any additional drawings or details needed.

Attachments:

[RFI #31 - Proposed Grease Interceptor Test Port.pdf](#)

Official Response: Justin Mitchell (MA+ Architecture) responded on Tuesday, July 9th, 2024 at 7:32AM CDT

See attached response

Attachments:

[E96 Mustang Elementary School #9 - RFI 031 Response.pdf](#)



RESPONDED BY

DATE

7.9.24

193

RFI RESPONSE



Date: July 9, 2024 Job #: 1123E96
To: Blake Burden
Company: CADE Construction Co.
Project: Mustang PS Elementary School #9
From: Justin Mitchell

Oklahoma City + Norman

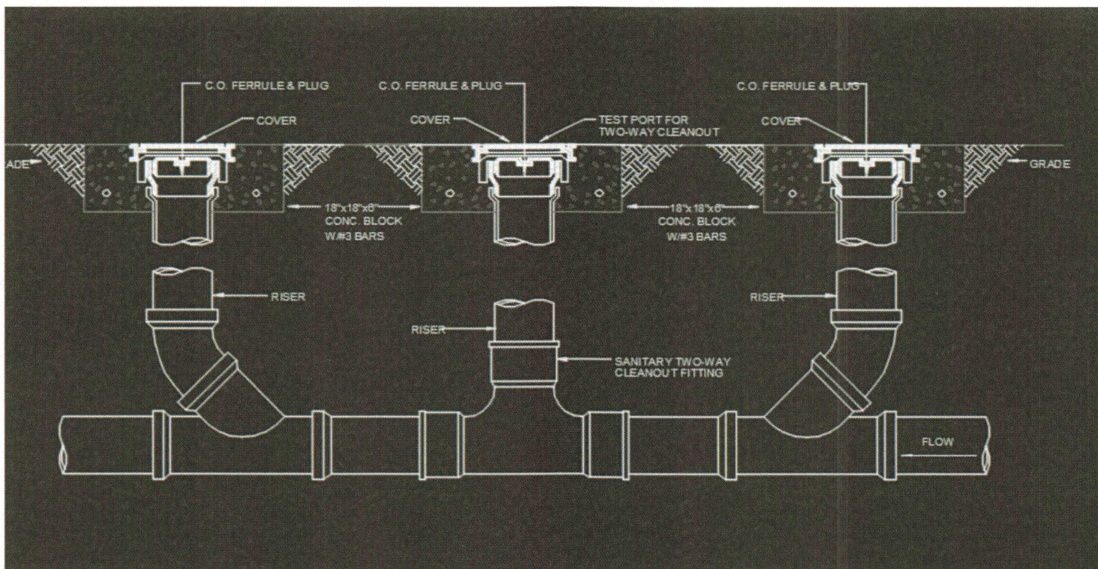
Phone: 405.525.8806
www.maplusarch.com

RFI QUESTION NO. 031 (**received:** 7/8/2024)

Sheet M202 shows a two way clean out on the discharge side of the grease interceptor. Per the City of OKCs chief plumbing inspector, a test/inspection port is required on the discharge side of the grease interceptor. Plumbing contractor has proposed installing a 4" backwater valve body with flapper removed, 6" housing extended to grade for access with a clean out cover at grade. Please advise if the proposed solution is acceptable and provide any additional drawings or details needed.

RFI ANSWER Dade Eddy, ACI

Provide the test/inspection port between the two cleanouts. Please refer to detail shown below.



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

RFI #31 - Grease Interceptor Test Port

TO:	Justin Mitchell (MA+ Architecture) (Response Required)	FROM:	Blake Burden (CADE Construction) 701 W. Sheridan Avenue Suite 108 Oklahoma City, Oklahoma 73102
DATE INITIATED:	07/08/2024	STATUS:	Open
LOCATION:		DUE DATE:	07/11/2024
COST IMPACT:	TBD	SCHEDULE IMPACT:	TBD
DRAWING NUMBER:	M202	SPEC SECTION:	
LINKED DRAWINGS:		REFERENCE:	Attached Product Data
RECEIVED FROM:	Craig Carroll (Lieber Mechanical LLC)		
COPIES TO:	Brandon Barrett (CADE Construction), Austin Reid (CADE Construction), Tucker Smith (CADE Construction), Reb Sullenger (CADE Construction)		

Question from Blake Burden (CADE Construction) at 03:18 PM on 07/08/2024

RE: M202

Sheet M202 shows a two way clean out on the discharge side of the grease interceptor. Per the City of OKCs chief plumbing inspector, a test/inspection port is required on the discharge side of the grease interceptor. Plumbing contractor has proposed installing a 4" backwater valve body with flapper removed, 6" housing extended to grade for access with a clean out cover at grade. Please advise if the proposed solution is acceptable and provide any additional drawings or details needed.

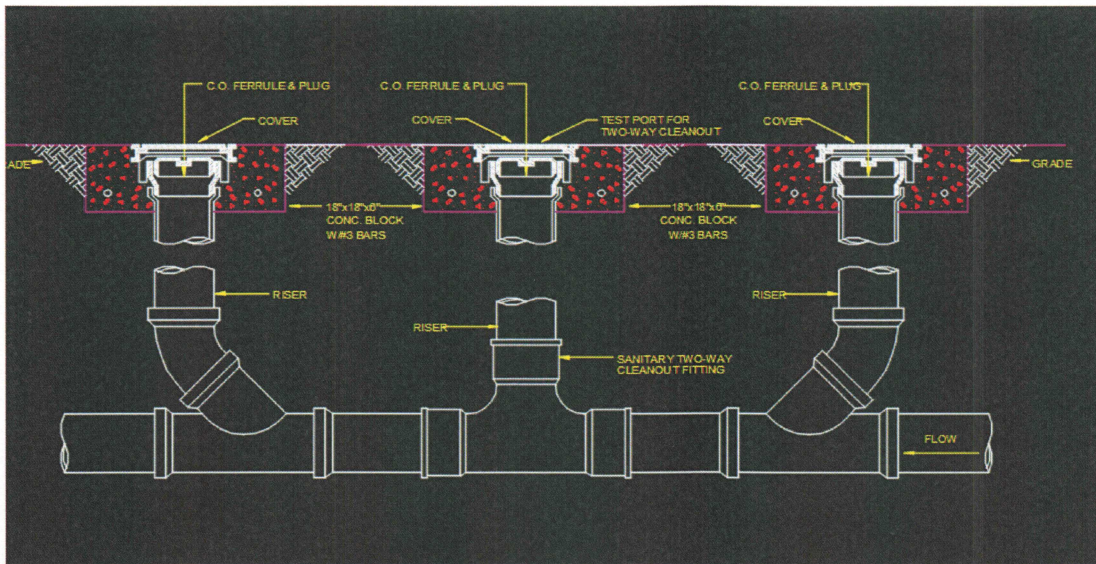
Attachments:

[RFI #31 - Proposed Grease Interceptor Test Port.pdf](#)

Awaiting an Official Response

Provide the test/inspection port between the two cleanouts. Please refer to detail shown below.

- Dade Eddy, 7/8/24



RESPONDED BY

DATE

195

The Simple, Revolutionary Extendable Backwater Valve Kit.

RECTORSEAL

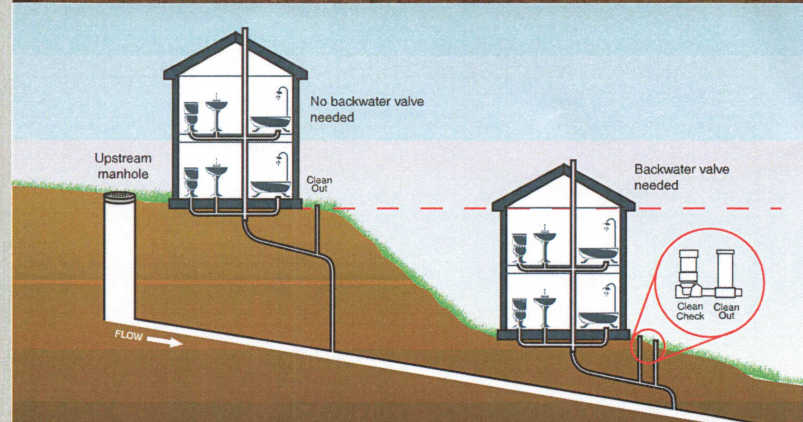
Ground level accessibility.



**CLEAN
CHECK®**

- Prevents the reverse flow of backwater into a structure as a result of a plugged sewer system, excess volume in the system or ground water flooding.
- Installs discretely outside, below grade, between the structure and the standard clean-out.
- Lifts up and out of housing for above ground maintenance and inspection.

Up to 12' below grade



**REMOVE FLAPPER
for SAMPLE WELL**

**Inground flapper eliminates
costly manhole.**

Waste water
flow from structure.
(Flapper opens)

Reverse backwater
flow from sewer line.
(Flapper seals closed)

Clean Check®

US Patent No. 5,234,018

Extendable Backwater Valve Kit



Code	Description	Qty.
96921	3" PVC	3
96922	4" PVC	3
96926	6" PVC	3
96931	3" PVC w/adaptor & plug	3
96932	4" PVC w/adaptor & plug	3
97023	3" PVC	1
97024	4" PVC	1
97026	6" PVC	1
97033	3" PVC w/adaptor & plug	1
97034	4" PVC w/adaptor & plug	1
96901	3" ABS	3
96902	4" ABS	3
96911	3" ABS w/adaptor & plug	3
96912	4" ABS w/adaptor & plug	3
97003	3" ABS	1
97004	4" ABS	1
97013	3" ABS w/adaptor & plug	1
97014	4" ABS w/adaptor & plug	1
96980	3"-4" flapper (original style)	1
96981	3"-4" flapper (2015)	1
96982	6" flapper	1
97002	3"-4" ABS rebuild kit (2015)	1
97022	3"-4" PVC rebuild kit (2015)	1
97025*	6" PVC rebuild kit	1

*Available later in 2015

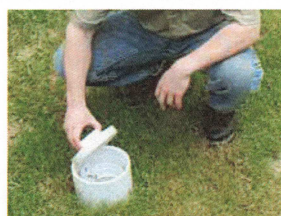
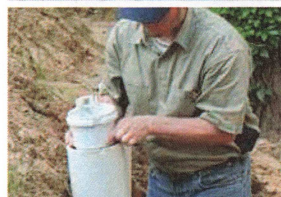
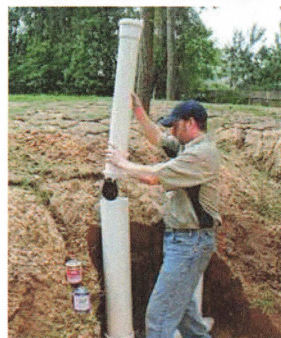
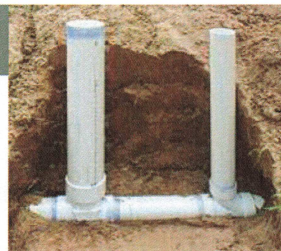
Application • Prevents sewage backup into plumbed structures as a result of a plugged sewer system, excess volume in the system or groundwater flooding.

Application • PVC • ABS

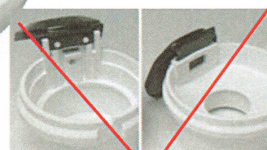
Features • No manhole required

- Installs discretely outside - up to 12' below ground level.
- Above ground outdoor maintenance accessibility eliminates hidden access indoor applications, and the sewer odor and mess of indoor maintenance.
- Meets IPC, UPC/IAPMO, ICC, IRC, CSA plumbing codes.

Lower Collar with Flapper. 3" and 4" collars accept both 2" and 4" standard pipe 6" Clean Check collars accept standard 4" pipe.



Replaceable 75 PSI flapper



Original New

The new 2015 snap-in, pull-out flapper style, will phase out the original flapper.

Rebuild kits are offered to upgrade older installations to the 2015 flapper.

Optional Clean-out with adapter plug ▶

Available in 3", 4" and 6" sizes ▶

◀ Valve Body

◀ Upper Collar



197



PCO #017

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 #017: Grease Interceptor Test Port per City of OKC

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:	017 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Craig Carroll (Lieber Mechanical LLC)	CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
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: Grease Interceptor Test Port per City of OKC

CHANGE REASON: Design Development

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

PCO #17 - Lieber Mechanical - RFI 31 - Grease Interceptor Test Port - \$2,402.00

PCO #17 includes all labor and material to provide and install a test / inspection port on the discharge side of the grease interceptor per the city of OKC. Plumbing Details of the test port are included in the response to RFI 31 which is included as back up to this PCO request.

ATTACHMENTS:

[PCO LM-07 RFI 31 GI Sample Well.pdf](#) , [RFI #31 - Grease Interceptor Test Port - RESPONSE.pdf](#)

#	Budget Code	Description	Amount
1	22-100-S.O Plumbing - Lieber Mechanical	Grease Interceptor Test Port	\$1,982.00
2	01-103-L.O Project Manager	Staff Cost	\$420.00
3	01-040-O.O Contingency.Other	Utilize Contingency	\$(2,402.00)
Grand Total:			\$0.00

Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102


SIGNATURE DATE

SIGNATURE DATE


SIGNATURE DATE



PCO #017

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 #017: Grease Interceptor Test Port per City of OKC

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:	017 / 0	CONTRACT:	23-04 - Elementary #09
REQUEST RECEIVED FROM:	Craig Carroll (Lieber Mechanical LLC)	CREATED BY:	Blake Burden (CADE Construction)
STATUS:	Approved	CREATED DATE:	7/22/2024
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: Grease Interceptor Test Port per City of OKC

CHANGE REASON: Design Development

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

PCO #17 - Lieber Mechanical - RFI 31 - Grease Interceptor Test Port - \$2,402.00

PCO #17 includes all labor and material to provide and install a test / inspection port on the discharge side of the grease interceptor per the city of OKC. Plumbing Details of the test port are included in the response to RFI 31 which is included as back up to this PCO request.

ATTACHMENTS:

[PCO LM-07 RFI 31 GI Sample Well.pdf](#) , [RFI #31 - Grease Interceptor Test Port - RESPONSE.pdf](#)

#	Budget Code	Description	Amount
1	22-100-S.O Plumbing - Lieber Mechanical	Grease Interceptor Test Port	\$1,982.00
2	01-103-L.O Project Manager	Staff Cost	\$420.00
3	01-040-O.O Contingency.Other	Utilize Contingency	\$(2,402.00)
Grand Total:			\$0.00

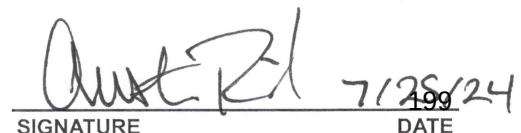
Heath Tate (MA+ Architecture)
4000 N. Classen Boulevard Suite 100N
Oklahoma City, Oklahoma 73118

Mustang Public Schools
909 S. Mustang Road
Mustang, Oklahoma 73064

CADE Construction
701 W. Sheridan Avenue Suite 108
Oklahoma City, Oklahoma 73102


SIGNATURE DATE

SIGNATURE DATE


SIGNATURE DATE

Change Order MEMO



To: Mustang Board of Education
CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

A handwritten signature in black ink, appearing to be 'JP', enclosed in a circle.

Date: 7/24/24

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 #13 for HS Softball Batting Facility - Condensate Routing Credit

RFI#5 allowed the routing of the RFI condensate to differ from the original documents. The result was a credit - \$(2,836,64).

This will be a credit to the contingency - \$(2,836.64).



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: 004
Date: July 3, 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.)

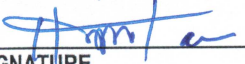
PCO 13 - Condensate Routing Credit \$ 0.00
PCO 14 - Extend Water Line \$ 1,889.51
PCO 15 - Contingency Allocation \$ (1,889.51)

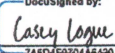
The original Contract Sum was	\$ 1,543,485.91
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,543,485.91
The Contract Sum will be increased by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order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

SIGNATURE
Hooman Torabi
PRINTED NAME AND TITLE
07/25/24
DATE

Timberlake Construction Co., Inc.
CONTRACTOR *(Firm name)*
DocuSigned by:

SIGNATURE
Casey Logue, VP of Operations
PRINTED NAME AND TITLE
7/9/2024 | 7:19 AM CDT
DATE

Mustang Public Schools
OWNER *(Firm name)*
SIGNATURE
_____, School Board President
PRINTED NAME AND TITLE
DATE

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 #013: Condensate Routing Credit

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:	013 / 0	CONTRACT:	23-20 - Mustang Softball Field
REQUEST RECEIVED FROM:		CREATED BY:	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	6/27 /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: Condensate Routing Credit

CHANGE REASON: Allowance

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

CE #013 - Condensate Routing

RFI #5 allowed the routing of the RFI condensate to differ from the original documents. The result was a credit.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	230-500 - HVAC	Credit for Condensate Routing	Subcontract	(\$2,836.64)
2	007-395 - Owner Contingency	Contingency Offset	General	\$ 2,836.64
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

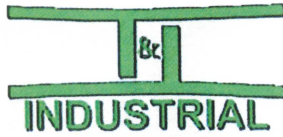
SIGNATURE

DATE
202



CHANGE ORDER REQUEST

Project: Mustang Softball Batting Facility		COR # credit
Requested By: Timberlake Construction		Job No. 24-3402
Date: 6/27/2024		Bill To: credit
Approver:		
REASON FOR CHANGE		
Credit for sanitary piping running to the RTU that is projected to be deleted/removed.		
DESCRIPTION OF CHANGE		
Credit for sanitary piping running to the RTU that is projected to be deleted/removed.		
COST BREAKDOWN		
No.	Description	Cost
1	Material (pipe, fittings, cleanouts, etc.)	\$ (676.64)
2	Labor (trench, installation of pipe, backfill)	\$ (2,160.00)
3	add drywell (material & labor)	\$ -
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
TOTALS		
Subtotal from above & page 2		\$ (2,836.64)
Markup @ 0%		\$ -
Total Requested Change:		\$ (2,836.64)
Approved		Date
By		Title



CHANGE ORDER REQUEST

Project: Mustang Softball Batting Facility		COR #	credit
Requested By: Timberlake Construction		Job No.	24-3402
Date: 6/27/2024		Bill To:	credit
Approver:			

COST BREAKDOWN (CONT)

<u>No.</u>	<u>Description</u>	<u>Cost</u>
15		
16		
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52		

Change Order MEMO



To: Mustang Board of Education
CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent

A handwritten signature in black ink, appearing to be 'JP', enclosed in a circle.

Date: 7/24/24

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 #14 for HS Softball Batting Facility - Extend Water Line

The existing water line was not in the location indicated on the survey drawings. It was further east therefore it was extended. - \$1,889.51

We will use Contingency for this - \$1,889.51.



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: 004
Date: July 3, 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 13 - Condensate Routing Credit \$ 0.00

PCO 14 - Extend Water Line \$ 1,889.51

PCO 15 - Contingency Allocation \$(1,889.51)

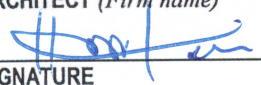
The original Contract Sum was	\$	1,543,485.91
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,543,485.91
The Contract Sum will be increased by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order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

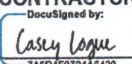
The Contract Time will be unchanged by Zero (0) days.

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
ARCHITECT (Firm name)

SIGNATURE
Hooman Torabi
PRINTED NAME AND TITLE
07/25/24
DATE

Timberlake Construction Co., Inc.
CONTRACTOR (Firm name)
DocuSigned by:

SIGNATURE
Casey Logue, VP of Operations
PRINTED NAME AND TITLE
7/9/2024 | 7:19 AM CDT
DATE

Mustang Public Schools
OWNER (Firm name)

SIGNATURE
_____, School Board President
PRINTED NAME AND TITLE

DATE

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 #014: Extend 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:	014 / 0	CONTRACT:	23-20 - Mustang Softball Field
REQUEST RECEIVED FROM:		CREATED BY:	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	6/28 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		TOTAL AMOUNT:	\$1,889.51

POTENTIAL CHANGE ORDER TITLE: Extend Water Line

CHANGE REASON: Allowance

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

CE #014 - Extend Water Line

The existing water line was not in the location indicated on the survey drawings. It was further east.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	330-500 - CWR for Utilities	Extend Water Line	Subcontract	\$ 1,754.43
Subtotal:				\$1,754.43
Insurance : 0.28% Applies to all line item types.				\$ 4.91
Bonds: 1.50% Applies to all line item types.				\$ 26.32
Safety: 0.32% Applies to all line item types.				\$ 5.61
Shop Support: 0.30% Applies to all line item types.				\$ 5.26
Cleaning General: 0.30% Applies to all line item types.				\$ 5.26
Fee: 5.00% Applies to all line item types.				\$ 87.72
Grand Total:				\$1,889.51

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

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

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

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE 207



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: 004
Date: July 3, 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 13 - Condensate Routing Credit \$ 0.00
PCO 14 - Extend Water Line \$ 1,889.51
PCO 15 - Contingency Allocation \$ (1,889.51)

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

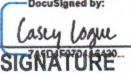
The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be November 28, 2024

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
ARCHITECT (Firm name)

SIGNATURE
Hooman Torabi
PRINTED NAME AND TITLE
07/25/24
DATE

Timberlake Construction Co., Inc.
CONTRACTOR (Firm name)

SIGNATURE
Casey Logue, VP of Operations
PRINTED NAME AND TITLE
7/9/2024 | 7:19 AM CDT
DATE

Mustang Public Schools
OWNER (Firm name)

SIGNATURE
_____, School Board President
PRINTED NAME AND TITLE

DATE

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 #015: CO #4 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:	015 / 0	CONTRACT:	23-20 - Mustang Softball Field
REQUEST RECEIVED FROM:		CREATED BY:	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	7/3 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		TOTAL AMOUNT:	(\$1,889.51)

POTENTIAL CHANGE ORDER TITLE: CO #4 Contingency Draw Down

CHANGE REASON: Allowance

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

CE #015 - CO #4 Contingency Drawdown

Contingency Draw Down for CO #4. GMP remains unchanged.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	007-395 - Owner Contingency	CO #4 Contingency Draw Down	General	(\$1,889.51)
Subtotal:				(\$1,889.51)
Grand Total:				(\$1,889.51)

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
209



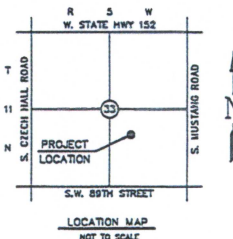
CHANGE ORDER SUMMARY

Provided by: Jose Calderon

Email: jose@patriotcsi.com

Project Name/##: Mustan Softball
 COR No.: _____
 COR Title: Additional Fire Line And Service line
 COR Date: _____

COR		Labor		Materials	Equipment	
Item No	Description	Hours	Costs		Type	Cost
1	Install Additional Fire Line (25LF)	3.00	750.00	367.50	Ecavator & Skid	300.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
			750.00	367.50		300.00
Labor Burden						
Total Raw Costs			1,417.50			
Overhead *	5%		70.88	* Sum of Overhead + Profit limited to ≤ 15% of Total Raw Costs (by contract)		
Profit *	10%		141.75			
Subcontractor's Insurance		5.00%	81.50			
Subcontractor's Bonds		2.50%	42.80			
Total for <u>Subcontractor</u> Work			1,754.43	Enter In Section 2 on Geneal Contractor Summary Form		

[illegible]

HORIZONTAL DATUM:

OKLAHOMA STATE PLANE NORTH ZONE (NGRS 20SL1)

MONUMENTS: CONTROL POINT NO. 10,000

DESCRIPTION: 1/2" I.P.

N: 140024.563
E: 2056651.703
Z: 1347.564

CONTROL POINT NO. 10,001

DESCRIPTION: 1/2" I.P.

N: 139895.081
E: 2045911.748
Z: 1357.619

VERTICAL DATUM:

OKLAHOMA STATE PLANE NORTH ZONE (NGRS 20SL1)

NAVD 88; GEOID 128

MONUMENTS: CONTROL POINT NO. 10,000

DESCRIPTION: 1/2" I.P.

N: 140024.563
E: 2056651.703
Z: 1347.564

SN #4
CUT "X" T/C @ SE COR OF
PARKING LOT FOOTBALL FIELD
FLN=1354.48

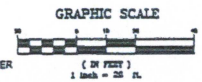
SN #5
CUT "X" T/C @ P.L. N. SIDE OF
STADIUM N.E. SIDE OF PARKING
FLN=1354.54

UTILITY STATEMENT:

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR & ENGINEER MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN CORRESPOND TO ALL UTILITIES. THE SURVEYOR & ENGINEER DOES NOT WARRANT OR ABANDONED. THE SURVEYOR & ENGINEER FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR & ENGINEER HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. CONTRACTOR IS RESPONSIBLE IN VERIFYING LOCATION OF UTILITIES.



	PROP. COMMUNICATION LINE		PROP. STORM SEWER INLET
	PROP. FIBER OPTICS LINE		PROP. STD. STORM SEWER CURB INLET
	PROP. CABLE TV		PROP. STORM SEWER WING
	PROP. TELEPHONE		APPROX. LOCATION PROP. (CONFORM WITH GAS CO.)
	PROP. WATER LINE (LESS THAN 6")		APPROX. LOCATION PROP. (CONFORM SIZE REQ. WITH GAS CO.)
	PROP. WATER LINE (6" & ABOVE)		PROP. WATER METER
	PROP. UNDERGROUND ELECTRIC		PROP. FIRE HYDRANT
	PROP. GAS LINE		PROP. WATER VALVE
	PROP. SAN. SEWER (LESS THAN 8") W/ CLEAN OUT		PROP. FIRE DEPARTMENT CONNECTION
	PROP. SAN. SEWER (8" & ABOVE)		
	PROP. STORM LINE (LESS THAN 15")		
	PROP. STORM LINE (15" & ABOVE)		
	PROP. SAN. SEWER MANHOLE		
	PROP. STORM SEWER MANHOLE		



**ENGINEERING
SURVEYING
PLANNING**
CERTIFICATE OF AUTHORIZATION
NO. 3795 EXPIRES APRIL 30, 2027

[illegible]

SHEET INFO
 PROJECT: 13724
 DRAWN BY:
 CHECKED BY:

SHEET TITLE
SITE UTILIT
PLAN

SHEET NUMBER

C-5
211

Change Order MEMO



To: Mustang Board of Education
CC: Charles Bradley, Superintendent
Jeff Landes, CFO

From: Dr. Jason Pittenger, Asst. Superintendent



Date: 7/24/24

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 #3 for HS Addition - Sewer & Water Aband and Cap

Work includes four sewer abandonments and two water abandonments. Cap utilities. - \$6,462.00.

We will utilize contingency - \$6,462.00.

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address) Mustang High School Addition 801 S Snyder Mustang, OK	CONTRACT INFORMATION: Contract For: Construction Manager Date: February 12, 2024	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: May 13, 2024
OWNER: (Name and address) Mustang Public Schools 906 S Heights Drive Mustang, OK 73064	ARCHITECT: (Name and address) MA+ Architecture 4000 North Classo, 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 3 - Sewer (4) & Water (2) Abandon & Cap \$ 6,462.00

PCO 4 - Contingency allocation \$ (6,462.00)

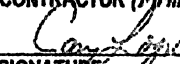
The original Contract Sum was	\$ 504,028.38
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 504,028.38
The Contract Sum will be increased by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 504,028.38

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

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 - PRINCIPAL ARCHITECT PRINTED NAME AND TITLE	Casey Logue, VP of Operations PRINTED NAME AND TITLE	, School Board President PRINTED NAME AND TITLE
5/14/2024 DATE	May 13, 2024 DATE	 DATE

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

Project: 24-12 - Mustang HS Expansion
801 S Snyder
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #003: Sewer (4), & Water (2) Aband & Cap

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:	003 / 0	CONTRACT:	24-12 - Mustang HS Expansion
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:	\$6,462.00

POTENTIAL CHANGE ORDER TITLE: Sewer (4), & Water (2) Aband & Cap

CHANGE REASON: Allowance

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

CE #003 - Sewer and Water Abandonment

Work includes four sewer abandonments and two water abandonments. Cap utilities.
Work does not include unmarked private utilities.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	330-500 - Utilities	Four sewer, two water cut off and cap	Subcontract	\$ 6,000.00
Subtotal:				\$6,000.00
Insurance : 0.26% Applies to all line item types.				\$ 16.80
Bonds: 1.50% Applies to all line item types.				\$ 90.00
Safety: 0.32% Applies to all line item types.				\$ 19.20
Shop Support: 0.30% Applies to all line item types.				\$ 18.00
Cleaning General: 0.30% Applies to all line item types.				\$ 18.00
Fee: 5.00% Applies to all line item types.				\$ 300.00
Grand Total:				\$6,462.00

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

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

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

SIGNATURE DATE

Timberlake Construction Co., Inc.

SIGNATURE DATE

page 2 of 2

SIGNATURE DATE

Printed On: 5/7/2024 03:03 PM

GOFORTH PLUMBING AND MECHANICAL, LLC.

16818 SE 27th Choctaw OK 73020

State Plumbing License # 4172 State Mechanical License #8311

May 6, 2024

Timberlake Construction

Mustang High School Old Gym Utilities

Attn: Jay

We are pleased to offer for your consideration the following scope of work, per your direction for the above referenced project.

The following items **are included** in our Bid proposal:

1. Proposal includes four sewer abandonments 8' deep, and two water abandonments 4'-7' deep.
2. Permanently cap off utilities for building demolition.

The following items **are excluded** in our Bid proposal:

1. Work figured during normal work
2. Unmarked private utilities.

Total Base Bid Price: \$6,000.00

If you have any questions, or if I can be of any assistance, please feel free to call.

Sincerely,

Brady Goforth



PCO #004

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

Project: 24-12 - Mustang HS Expansion
801 S Snyder
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #004: MPS HS Ext (Demo) CO 2 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:	004 / 0	CONTRACT:	24-12 - Mustang HS Expansion
REQUEST RECEIVED FROM:		CREATED BY:	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	5/9 /2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		TOTAL AMOUNT:	(\$6,462.00)

POTENTIAL CHANGE ORDER TITLE: MPS HS Ext (Demo) CO 2 Draw Down

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #004 - MPS HS Extension (Demo) CO 2 Contingency Draw Down
Contingency Draw Down for CO 2

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	007-395 - Owner Contingency	Contingency Draw Down for CO 2	General	(\$6,462.00)
Subtotal:				(\$6,462.00)
Grand Total:				(\$6,462.00)

Mustang Public Schools
909 S Mustang Rd
Mustang, Oklahoma 73064

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

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Change Order MEMO



To: Mustang Board of Education
CC: Charles Bradley, Superintendent
Jeff Landes, CFO 

From: Dr. Jason Pittenger, Asst. Superintendent 

Date: 7/31/2024

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 HS Expansion - Rock Removal

Rock removal at the old wrestling building area to uncover piers to a depth of 5' below grade - \$7,760.00.

This will be taken from our allowance - \$7,760.00.

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

Project: 24-12 - Mustang HS Expansion
801 S Snyder
Mustang, Oklahoma 73099

Prime Contract Potential Change Order #005: Rock Removal

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:	24-12 - Mustang HS Expansion
REQUEST RECEIVED FROM:		CREATED BY:	Jay Crawford (Timberlake Construction Co., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	7/25 /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: Rock Removal

CHANGE REASON: Allowance

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

CE #005 - Rock Removal

Rock Removal at the old wrestling building area per the attached to 5' below grade.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	024-100 - Demolition	Rock Removal	Subcontract	\$ 7,760.00
2	320-100 - Road Repair - Allowance	Draw Down from allowance	General	(\$7,760.00)
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

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SIGNATURE

DATE

MIDWEST
WRECKING
CO
DEMOLITION

P O BOX 14668
OKLAHOMA CITY, OK 73113
OFFICE (405) 478-8833
FAX (405) 478-0901

July 24, 2024

Timberlake

Re: Mustang High School- Gym Demolition
Mustang, OK

We propose and agree to furnish all labor, material, equipment, and insurance necessary to complete subject work as follows:

Break down rock soil to uncover piers to a depth of 5' below grade.

Price: \$7,760.00

Respectfully,

Bryan Gann
Project Estimator

[illegible]

	REMOVE BUILDING
	REMOVE SIDEWALK
	REMOVE STRUCTURE
	REMOVE PLANT
	REMOVE CURB-WALL



OUT "2" E/C NORTH SIDE OF
CYMBALUM 313 FEET EAST OF
BENCHMARK NO. 2
Elev: 1350.75

PROBLEM 11 (30 points)

On January 1, 2017, Plant Assets—Land (P&L) \$250,000

Accumulated Depreciation—Land and Buildings

Depreciation Expense

1. 2017-2018

2. 2018-2019

3. 2019-2020

4. 2020-2021

5. 2021-2022

6. 2022-2023

7. 2023-2024

8. 2024-2025

9. 2025-2026

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11. 2027-2028

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13. 2029-2030

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186. 2202-2203

187. 2203-2204

188. 2204-2205

189. 2205-2206

190. 2206-2207

191. 2207-2208

192. 2208-2209

193. 2209-2210

194. 2210-2211

195. 2211-2212

196. 2212-2213

197. 2213-2214

198. 2214-2215

199. 2215-2216

200. 2216-2217

201. 2217-2218

202. 2218-2219

203. 2219-2220

204. 2220-2221

205. 2221-2222

206. 2222-2223

207. 2223-2224

208. 2224-2225

209. 2225-2226

210. 2226-2227

211. 2227-2228

212. 2228-2229

213. 2229-2230

214. 2230-2231

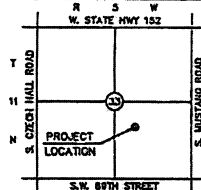
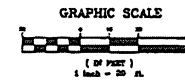
215. 2231-2232

216. 2232-2233

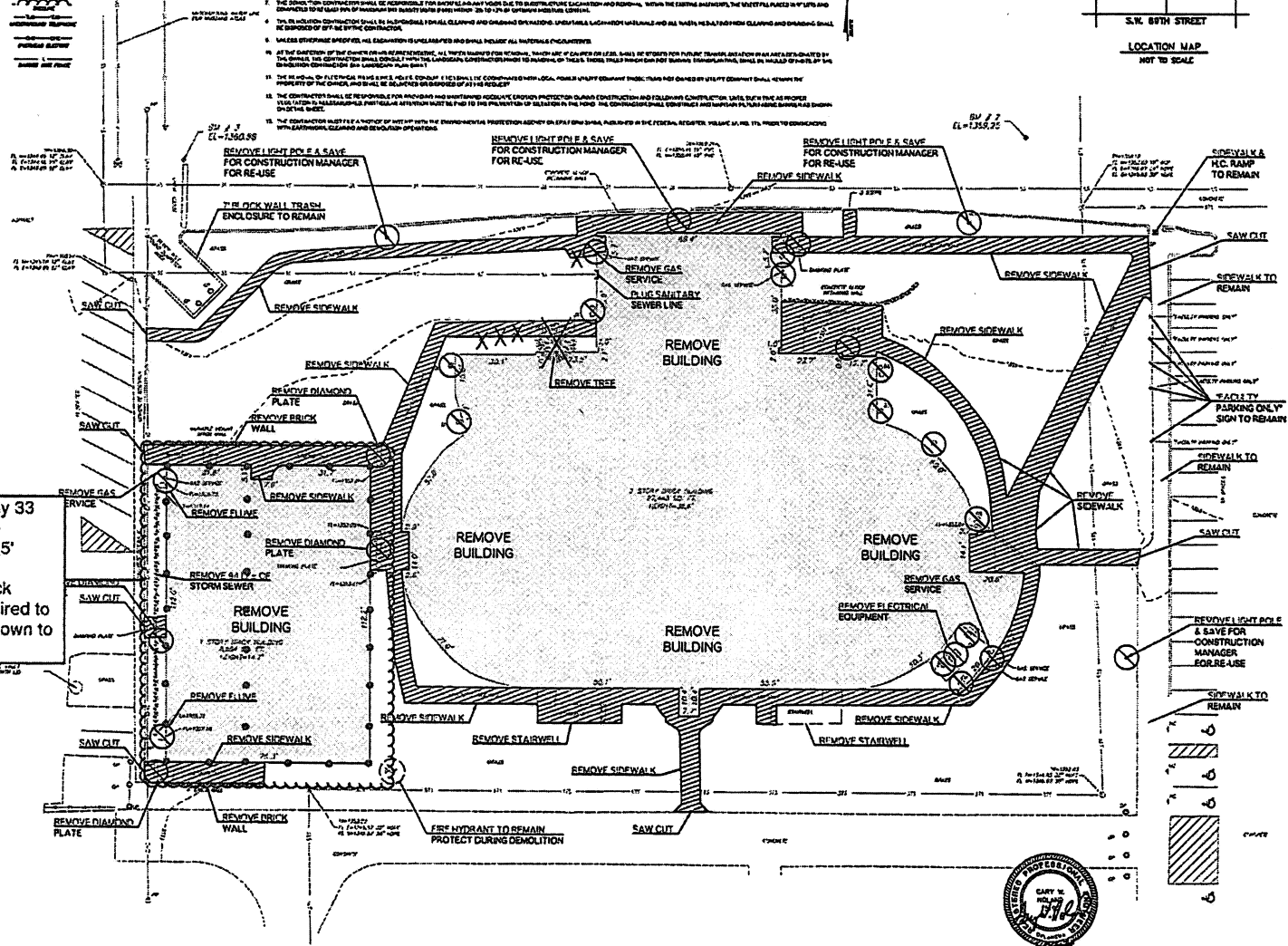
217. 2233-2234

218

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR'S ENGINEER MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN CORRESPOND TO SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR'S ENGINEER FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR'S ENGINEER IS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. CONTRACTOR IS RESPONSIBLE IN VERIFYING LOCATION OF UTILITIES.

[illegible]

LOCATION MAP
NOT TO SCALE



**ENGINEERING
SURVEYING
PLANNING**

NO	DATE	DESCRIPTION	AMOUNT
1	10-10-68	PAID TO BANK	100.00
2	10-15-68	PAID TO BANK	100.00
3	10-20-68	PAID TO BANK	100.00
4	10-25-68	PAID TO BANK	100.00
5	10-30-68	PAID TO BANK	100.00
6	11-05-68	PAID TO BANK	100.00
7	11-10-68	PAID TO BANK	100.00
8	11-15-68	PAID TO BANK	100.00
9	11-20-68	PAID TO BANK	100.00
10	11-25-68	PAID TO BANK	100.00
11	11-30-68	PAID TO BANK	100.00
12	12-05-68	PAID TO BANK	100.00
13	12-10-68	PAID TO BANK	100.00
14	12-15-68	PAID TO BANK	100.00
15	12-20-68	PAID TO BANK	100.00
16	12-25-68	PAID TO BANK	100.00
17	12-30-68	PAID TO BANK	100.00
18	1-05-69	PAID TO BANK	100.00
19	1-10-69	PAID TO BANK	100.00
20	1-15-69	PAID TO BANK	100.00
21	1-20-69	PAID TO BANK	100.00
22	1-25-69	PAID TO BANK	100.00
23	1-30-69	PAID TO BANK	100.00
24	2-05-69	PAID TO BANK	100.00
25	2-10-69	PAID TO BANK	100.00
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27	2-20-69	PAID TO BANK	100.00
28	2-25-69	PAID TO BANK	100.00
29	2-30-69	PAID TO BANK	100.00
30	3-05-69	PAID TO BANK	100.00
31	3-10-69	PAID TO BANK	100.00
32	3-15-69	PAID TO BANK	100.00
33	3-20-69	PAID TO BANK	100.00
34	3-25-69	PAID TO BANK	100.00
35	3-30-69	PAID TO BANK	100.00
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37	4-10-69	PAID TO BANK	100.00
38	4-15-69	PAID TO BANK	100.00
39	4-20-69	PAID TO BANK	100.00
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42	5-05-69	PAID TO BANK	100.00
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44	5-15-69	PAID TO BANK	100.00
45	5-20-69	PAID TO BANK	100.00
46	5-25-69	PAID TO BANK	100.00
47	5-30-69	PAID TO BANK	100.00
48	6-05-69	PAID TO BANK	100.00
49	6-10-69	PAID TO BANK	100.00
50	6-15-69	PAID TO BANK	100.00
51	6-20-69	PAID TO BANK	100.00
52	6-25-69	PAID TO BANK	100.00
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55	7-10-69	PAID TO BANK	100.00
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57	7-20-69	PAID TO BANK	100.00
58	7-25-69	PAID TO BANK	100.00
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60	8-05-69	PAID TO BANK	100.00
61	8-10-69	PAID TO BANK	100.00
62	8-15-69	PAID TO BANK	100.00
63	8-20-69	PAID TO BANK	100.00
64	8-25-69	PAID TO BANK	100.00
65	8-30-69	PAID TO BANK	100.00
66	9-05-69	PAID TO BANK	100.00
67	9-10-69	PAID TO BANK	100.00
68	9-15-69	PAID TO BANK	100.00
69	9-20-69	PAID TO BANK	100.00
70	9-25-69	PAID TO BANK	100.00
71	9-30-69	PAID TO BANK	100.00
72	10-05-69	PAID TO BANK	100.00
73	10-10-69	PAID TO BANK	100.00
74	10-15-69	PAID TO BANK	100.00
75	10-20-69	PAID TO BANK	100.00
76	10-25-69	PAID TO BANK	100.00
77	10-30-69	PAID TO BANK	100.00
78	11-05-69	PAID TO BANK	100.00
79	11-10-69	PAID TO BANK	100.00
80	11-15-69	PAID TO BANK	100.00
81	11-20-69		

MUSTANG HIGH SCHOOL EXISTING GYMNASIUM
801 S. SNYDER DRIVE
MUSTANG, OKLAHOMA
SITE DEMOLITION PLAN

SCALE
HOR. 1-20

HEET
C-2

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

TITLE:	Director of Assessments and Curriculum Test/Data Coordinator
QUALIFICATIONS:	Teacher Certification as set by state certification authorities
REPORTS TO:	Assistant Superintendent of Secondary Education and/or designee
CALENDAR:	240

PERFORMANCE RESPONSIBILITIES:

Curriculum:

1. Provides leadership, direction, and support for the curriculum/instructional programs to ensure programs approved by the board of education are fully and appropriately implemented at all schools.
2. Works collaboratively with other directors, site administration, instructional coaches, and Assistant Superintendents to ensure effective coordination, support, and utilization of all programs allocated to sites.
3. Supports the improvement of curriculum through the continuing evaluation and revision of courses of study; the development of new courses of study, development of district instructional guides, performance tasks, and local assessments.
4. Oversees the adoption of new instructional materials.
5. Revisits curriculum and academic approaches to seek out new and improved methods to positively influence the learning environment for students in order to increase college and career readiness
6. Directs, coordinates, implements, and evaluates district instructional programs and professional development programs in accordance with state and federal laws.
7. Provides input and support in the achievement of district goals in the following areas: College and Career Readiness Assessment and preparedness, Postsecondary Initiatives, counseling services, the professional development committee.
8. Supports the Superintendent's initiatives regarding curricular and instructional goals and objectives for the district; provides continuous evaluation of progress toward achievements of these goals and objectives.
9. Recommends goals and objectives, assists in the development of policies and procedures, administers policies and procedures related to responsibilities.
10. Supports implementation of summer school and other remediation/credit recovery programs.
11. Serves as the district liaison to various schools, the State Department of Education and various other agencies in relation to curriculum and instruction.

12. Responds to a variety of concerns, questions, and requests for information about district-wide programs and procedures, participates on a variety of committees and professional groups.
13. Provides support and professional development to district instructional coaches.
14. Assists in the district accreditation process.
15. Collects, analyzes, and presents complex data, identifies potential problems and evaluates alternative solutions, prepares sound recommendations.
16. Keeps abreast of current and proposed laws and legislation, research and trends related to assigned responsibilities.
17. Supports the development and implementation of a relevant, rigorous, and viable curriculum, PK-12, and regularly evaluates the district's commitment to provide educational opportunities for all students, irrespective of race, color, religious creed, ancestry, disability, gender, or national origin.
18. Ensure that there is an appropriate and logical alignment between the district's academic program, curricula, assessment, and the District, State and Federal accountability programs, ensure alignment with the District's Strategic Plan and Vision.
19. Use multiple sources of data, including student performance data, to affect change in curriculum, assessment, programs and teaching practices as well as the attitudes of stakeholders about needed changes.
20. Monitor and benchmark student performance and progress at the school and district levels.
21. Facilitate the necessary training and resources to ensure teacher competence related to differentiated instruction designed to meet the needs of all students.
22. Attend Campus PLCs and lead teacher and instructional coaches through the development and implementation of curriculum maps and relative changes.

District Assessments:

23. Coordinates plans and schedules the K-12 district and state testing programs.
24. Assumes responsibilities as District Test Coordinator for the Oklahoma School Testing Program.
25. Facilitates the dissemination of all test data to sites.
26. Performs test data analyses and distributes information to appropriate personnel and members of the board of education.
27. Assists the Curriculum Department in the school improvement and accreditation processes.
28. Attends and facilitates meetings and training sessions as required.
29. Facilitates data entries into the student information system test history module.
30. Generates reports through test analyzer software.
31. Assumes an advisory role with curriculum alignment and college prep assessments.
32. ~~Facilitates~~ **Assists** in the development of district quarterly assessments in core subjects.
33. Assists in developing and implementing a method of monitoring student performance relative to graduation requirements.
34. Attends and participates in faculty meetings and professional activities, and serves on committees as required.
35. Is actively involved in professional growth activities.
36. Completes reports and school-related paperwork within required timelines.

37. Demonstrates fiscal responsibility in relation to school equipment and supplies.

STEM

1. Assists with and monitors the planning, development, implementation, and assessment of STEM Education.
2. Provides support for STEM integration projects for teachers.
3. Provides or oversees professional development in the area of STEM education throughout the year.
4. Supports the growth of the district's STEM initiative by securing grants and community partnerships.

General:

38. Maintains confidentiality.
39. Abides by all district policies and state and federal laws.
40. Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

PHYSICAL DEMANDS:

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

Adopted: 02-11-08
Revised: 03-09-09
Revised: 12-8-14
Revised: 08-05-24

**Mustang Public Schools
Mustang, Oklahoma**

TITLE: Director of Educational Technology and Curriculum

QUALIFICATIONS: Teacher Certification as set by state certification authorities. Master's Degree. Experience in leadership regarding state standards, curriculum, and best instructional practices.

REPORTS TO: Assistant Superintendent of Elementary Education and/or Assistant Superintendent of Secondary Education and/or designee

CALENDAR: 240

PERFORMANCE RESPONSIBILITIES:

Virtual Learning

1. Provides leadership, direction, and support for Virtual learning programs to ensure programs approved by the board of education are fully and appropriately implemented within the district.
- ~~2. Provides leadership and support to teachers assigned to virtual instruction.~~
- ~~3. Works collaboratively with site administrators to monitor and evaluate the performance of teachers who are assigned to virtual instruction.~~
4. Works collaboratively with site and district leadership other directors, technology department, site administration, and Executive Director of Instructional Technology, and Assistant Superintendents to ensure effective coordination, support, and utilization of all technology programs allocated to sites.
5. Supports the improvement of virtual learning and technology integration through the continuing evaluation and revision of courses of study; the development of new courses of study, development of district program guides, performance tasks, and local assessments.
6. Oversees the adoption of new online programs and platforms.
7. Supports implementation of online/virtual summer school and other remediation/credit recovery programs.
8. Collects, analyzes, and presents complex data, identifies potential problems and evaluates alternative solutions, prepares sound recommendations for online programs and virtual learning.
- ~~9. Monitor and benchmark virtual students' performance and progress.~~
10. Serves as the lead administrator over the virtual program.
11. Oversees student enrollment and staffing for the virtual program.

Technology Professional Development

12. Revisits **Evaluates current** curriculum and academic approaches to better integrate technology and seek out new and improved methods to positively influence the learning environment for students in order to increase college and career readiness.
13. Directs, coordinates, implements, and evaluates district online instructional programs and platforms and professional development programs in accordance with state and federal laws.
14. Facilitate the necessary training and resources to ensure teacher competence related to technology integration and program implementation designed to meet the needs of all students.
15. Works with the Executive Director of Technology and the Assistant Superintendents to ensure MPS is staying informed and planning for the latest technology.
16. Provides training for staff on the effective use of technology required to carry out the duties of their jobs.

STEM

17. Assists with and monitors the planning, development, implementation, and assessment of STEM Education.
18. Provides support for STEM integration projects for teachers.
19. Provides or oversees professional development in the area of STEM education throughout the year.
20. Supports the growth of the district's STEM initiative by securing grants and community partnerships.

Curriculum:

21. Provides leadership, direction, and support for the curriculum/instructional programs to ensure programs approved by the board of education are fully and appropriately implemented at all schools.
22. Works collaboratively with other directors, site administration, instructional coaches, and Assistant Superintendents to ensure effective coordination, support, and utilization of all programs allocated to sites.
23. Supports the improvement of curriculum through the continuing evaluation and revision of courses of study; the development of new courses of study, development of district instructional guides, performance tasks, and local assessments.
24. Oversees the adoption of new instructional materials.
25. Revisits curriculum and academic approaches to seek out new and improved methods to positively influence the learning environment for students in order to increase college and career readiness
26. Directs, coordinates, implements, and evaluates district instructional programs and professional development programs in accordance with state and federal laws.
27. Provides input and support in the achievement of district goals in the following areas: College and Career Readiness Assessment and preparedness, Postsecondary Initiatives, counseling services, the professional development committee.
28. Supports the Superintendent's initiatives regarding curricular and instructional goals and objectives for the district; provides continuous evaluation of progress toward achievements of these goals and objectives.
29. Recommends goals and objectives, assists in the development of policies and procedures, administers policies and procedures related to responsibilities.

30. Supports implementation of summer school and other remediation/credit recovery programs.
31. Serves as the district liaison to various schools, the State Department of Education and various other agencies in relation to curriculum and instruction.
32. Responds to a variety of concerns, questions, and requests for information about district-wide programs and procedures, participates on a variety of committees and professional groups.
33. Provides support and professional development to district instructional coaches.
34. Assists in the district accreditation process.
35. Collects, analyzes, and presents complex data, identifies potential problems and evaluates alternative solutions, prepares sound recommendations.
36. Keeps abreast of current and proposed laws and legislation, research and trends related to assigned responsibilities.
37. Supports the development and implementation of a relevant, rigorous, and viable curriculum, PK-12, and regularly evaluates the district's commitment to provide educational opportunities for all students, irrespective of race, color, religious creed, ancestry, disability, gender, or national origin.
38. Ensure that there is an appropriate and logical alignment between the district's academic program, curricula, assessment, and the District, State and Federal accountability programs, ensure alignment with the District's Strategic Plan and Vision.
39. Use multiple sources of data, including student performance data, to affect change in curriculum, assessment, programs and teaching practices as well as the attitudes of stakeholders about needed changes.
40. Monitor and benchmark student performance and progress at the school and district levels.
41. Facilitate the necessary training and resources to ensure teacher competence related to differentiated instruction designed to meet the needs of all students.
42. Attend Campus PLCs and lead teacher and instructional coaches through the development and implementation of curriculum maps and relative changes.

Other

47. Supports the Superintendent's initiatives regarding virtual learning and technology integration and instructional goals and objectives for the district; provides continuous evaluation of progress toward achievements of these goals and objectives.
48. Recommends goals and objectives in the areas of virtual learning and technology integration, assists in the development of policies and procedures, administers policies and procedures related to responsibilities.
49. Serves as the district liaison to various schools, the State Department of Education and various other agencies in relation to virtual learning, **STEM**, and technology integration.
50. Responds to a variety of concerns, questions, and requests for information about district-wide programs and procedures, participates on a variety of committees and professional groups.
51. Provides support and professional development to district instructional coaches.
52. Assists in the district accreditation process.

53. Keeps abreast of current and proposed laws and legislation, research and trends related to assigned responsibilities.
54. ~~Supports the development and implementation of a relevant, rigorous, and viable curriculum, PK-12, and regularly evaluates the district's commitment to provide educational opportunities and access for all students, irrespective of race, color, religious creed, ancestry, disability, gender, or national origin.~~
55. Ensure that there is an appropriate and logical alignment between the district's academic program, curricula, technology, online programs, assessment, and the District, State and Federal accountability programs, ensure alignment with the District's Strategic Plan and Vision.
56. ~~Use multiple sources of data, including student performance data, to affect change in online programs and the integration of technology in the classroom as well as the attitudes of stakeholders about needed changes.~~
57. Attend Campus PLCs and lead teacher and instructional coaches through implementation of online teaching and assessment programs.
58. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Number of days and compensation based upon board approved salary schedule and the employee work calendar

EVALUATION:

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

PHYSICAL DEMANDS:

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

PROPOSED:

02-08-21

08-05-24

**Mustang Public Schools
Mustang, Oklahoma**

TITLE: Director of ~~Secondary~~ **Intermediate and Middle School** Curriculum and Instruction

QUALIFICATIONS: Teacher Certification as set by state certification authorities. Master's Degree. Experience in leadership regarding state standards, curriculum, and best instructional practices.

REPORTS TO: Assistant Superintendent of Secondary Education and/or Assistant Superintendent of Elementary Education and/or designee

CALENDAR: 240

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership, direction, and support for the curriculum/instructional programs to ensure programs approved by the board of education are fully and appropriately implemented at all schools.
2. Works collaboratively with other directors, site administration, instructional coaches, and Assistant Superintendents to ensure effective coordination, support, and utilization of all programs allocated to sites.
3. Supports the improvement of curriculum through the continuing evaluation and revision of courses of study; the development of new courses of study, development of district instructional guides, performance tasks, and local assessments.
4. Oversees the adoption of new instructional materials.
5. Revisits curriculum and academic approaches to seek out new and improved methods to positively influence the learning environment for students in order to increase college and career readiness
6. Directs, coordinates, implements, and evaluates district instructional programs and professional development programs in accordance with state and federal laws.
7. Provides input and support in the achievement of district goals in the following areas: **state mandated assessments**, College and Career Readiness Assessment and preparedness, Postsecondary Initiatives, counseling services, the professional development committee.
8. Supports the Superintendent's initiatives regarding curricular and instructional goals and objectives for the district; provides continuous evaluation of progress toward achievements of these goals and objectives.
9. Recommends goals and objectives, assists in the development of policies and procedures, administers policies and procedures related to responsibilities.
10. ~~Supports implementation of summer school and other remediation/credit recovery programs.~~

11. Serves as the district liaison to various schools, the State Department of Education and various other agencies in relation to curriculum and instruction.
12. Responds to a variety of concerns, questions, and requests for information about district-wide programs and procedures, participates on a variety of committees and professional groups.
- ~~13. Provides support and professional development to district instructional coaches.~~
14. Assists in the district accreditation process.
15. Collects, analyzes, and presents complex data, identifies potential problems and evaluates alternative solutions, prepares sound recommendations.
16. Keeps abreast of current and proposed laws and legislation, research and trends related to assigned responsibilities.
17. Supports the development and implementation of a relevant, rigorous, and viable curriculum, ~~PK-12~~ **grades 5-8**, and regularly evaluates the district's commitment to provide educational opportunities for all students, irrespective of race, color, religious creed, ancestry, disability, gender, or national origin.
18. Ensure that there is an appropriate and logical alignment between the district's academic program, curricula, assessment, and the District, State and Federal accountability programs, ensure alignment with the District's Strategic Plan and Vision.
19. Use multiple sources of data, including student performance data, to affect change in curriculum, assessment, programs and teaching practices as well as the attitudes of stakeholders about needed changes.
20. Monitor and benchmark student performance and progress at the school and district levels.
21. Facilitate the necessary training and resources to ensure teacher competence related to differentiated instruction designed to meet the needs of all students.
22. Attend Campus PLCs and lead teacher and instructional coaches through the development and implementation of curriculum maps and relative changes.
23. Performs other duties as assigned.

INSTRUCTIONAL COACHES

24. Oversees and monitors the implementation of a district wide instructional coaching plan designed to provide support and resources to all teachers.
25. Provides guidance and direction to all instructional coaches to ensure their competence related to supporting and leading teachers in effective instructional strategies.

STEM

26. Assists with and monitors the planning, development, implementation, and assessment of STEM Education.
27. Provides support for STEM integration projects for teachers.
28. Provides or oversees professional development in the area of STEM education throughout the year.
29. Supports the growth of the district's STEM initiative by securing grants and community partnerships.

TERMS OF EMPLOYMENT:

Number of days and compensation based upon board approved salary schedule and the employee work calendar

EVALUATION:

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

PHYSICAL DEMANDS:

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

Revised: 08-05-24

**Mustang Public Schools
Mustang, Oklahoma**

TITLE: Director of Elementary Curriculum and Instruction

QUALIFICATIONS: Teacher Certification as set by state certification authorities. Master's Degree. Experience in leadership regarding state standards, curriculum, and best instructional practices.

REPORTS TO: Assistant Superintendent of Elementary Education and/or designee

CALENDAR: 240

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership, direction, and support for the curriculum/instructional programs to ensure programs approved by the board of education are fully and appropriately implemented at all schools
2. Works collaboratively with other directors, site administration, instructional coaches and Assistant Superintendents to ensure effective coordination, support, and utilization of all programs allocated to sites
3. Supports the improvement of curriculum through the continuing evaluation and revision of courses of study; the development of new courses of study, development of district instructional guides, performance tasks, and local assessments
4. Oversees the adoption of new instructional materials
5. Revisits curriculum and academic approaches to seek out new and improved methods to positively influence the learning environment for students in order to increase college and career readiness
6. Directs, coordinates, implements, and evaluates district instructional programs and professional development programs in accordance with state and federal laws
7. Supports the Superintendent's initiatives regarding curricular and instructional goals and objectives for the district; provides continuous evaluation of progress toward achievements of these goals and objectives
8. Recommends goals and objectives, assists in the development of policies and procedures, administers policies and procedures related to responsibilities
9. ~~Oversees RSA and reporting requirements and leads reading specialists in carrying out their responsibilities as related to RSA~~
10. Supports implementation of summer reading program and other remediation/credit recovery programs
11. Serves as the district liaison to various schools, the State Department of Education and various other agencies in relation to curriculum and instruction

12. Responds to a variety of concerns, questions, and requests for information about district-wide programs and procedures, participates on a variety of committees and professional groups
13. Provides support and professional development to district instructional coaches
14. Assists in the district accreditation process
15. Collects, analyzes, and presents complex data, identifies potential problems and evaluates alternative solutions, prepares sound recommendations
16. Keeps abreast of current and proposed laws and legislation, research and trends related to assigned responsibilities
17. Supports the development and implementation of a relevant, rigorous, and viable curriculum, PK-12, and regularly evaluates the district's commitment to provide educational opportunities for all students, irrespective of race, color, religious creed, ancestry, disability, gender, or national origin
18. Ensure that there is an appropriate and logical alignment between the district's academic program, curricula, assessment, and the District, State and Federal accountability programs
19. Ensure alignment with the District's Strategic Plan and Vision
20. Use multiple sources of data, including student performance data, to affect change in curriculum, assessment, programs and teaching practices as well as the attitudes of stakeholders about needed changes
21. Monitor and benchmark student performance and progress at the school and district levels
22. Facilitate the necessary training and resources to ensure teacher competence related to differentiated instruction designed to meet the needs of all students
23. Attend Campus PLCs and lead teacher and instructional coaches through the development and implementation of curriculum maps and relative changes
24. Performs other duties as assigned

EARLY LITERACY

25. Oversees and monitors the implementation of all state laws and guidelines regarding literacy curriculum, instruction and assessment.
26. Facilitates the necessary professional development and resources to ensure teacher competence related to literacy instruction, assessment, data collection, intervention, etc.
27. Provides guidance and direction to Elementary Reading Specialists, ensuring that they are equipped with the necessary training and resources to provide effective instruction to students and carry out all tasks related to current state laws and guidelines.

STEM

28. Assists with and monitors the planning, development, implementation, and assessment of STEM Education.
29. Provides support for STEM integration projects for teachers.
30. Provides or oversees professional development in the area of STEM education throughout the year.
31. Supports the growth of the district's STEM initiative by securing grants and community partnerships.

TERMS OF EMPLOYMENT:

Number of days and compensation based upon board approved salary schedule and the employee work calendar

EVALUATION:

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

PHYSICAL DEMANDS:

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

Revised: 08-05-24

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/11/2024 - 8/1/2024, PO Range: 253 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	253	07/14/2024	15175	CANADIAN COUNTY SHERIFF OFFICE	024- SRO Contract	324,268.00
				4 school resource officers to serve Riverwood, Central, MBI, Trails, North, Creek, Valley, PV and CRI- 2 serve during school- \$138,972; 2 year round- \$185,296 ; monthly payment of \$27022.00	11-024-2660-344-000-0000-000-050 07/14/2024	324,268.00
11	254	07/14/2024	21906	SHARP ELECTRONICS CORP.	025-Projector repair	1,000.00
				Projector Repair	11-025-2580-653-000-0000-000-000 07/14/2024	1,000.00
11	255	07/14/2024	12810	OK SCHOOL PUBLIC RELATIONS	012-OKSPRA Membership - Kirk Wilson	75.00
				Oklahoma School PR Conference Dues for John Kirk Wilson	11-012-2490-811-000-0000-000-050 07/24/2024	75.00
11	256	07/14/2024	68063	Ventris Learning LLC	367-Teacher's Manuals	1,354.50
				367-Teacher Manuals	11-367-1000-645-427-1110-000-155 07/14/2024	1,354.50
11	257	07/14/2024	64184	LEXIA LEARNING SYSTEMS LLC	11-367 LETRS Materials Bundle	6,384.00
				LETRS Participant Materials Bundle (Print & License)Version 3EVolume 1Term 1 Year	11-367-1000-653-427-1110-000-105 07/14/2024	798.00
					11-367-1000-653-427-1110-000-110 07/14/2024	798.00
					11-367-1000-653-427-1110-000-115 07/14/2024	798.00
					11-367-1000-653-427-1110-000-120 07/14/2024	798.00
					11-367-1000-653-427-1110-000-125 07/14/2024	798.00
					11-367-1000-653-427-1110-000-135 07/14/2024	798.00
					11-367-1000-653-427-1110-000-150 07/14/2024	798.00
					11-367-1000-653-427-1110-000-155 07/14/2024	798.00
11	258	07/14/2024	13962	W. W. NORTON & COMPANY	11-333 WW Norton AP Music Theory	499.20
				The Musician's Guide to Aural Skills: Workbook and Ear Training. 4th AP Edition Paperback	11-333-1000-645-100-3054-000-705 07/14/2024	499.20
11	259	07/16/2024	80437	Chad A Harper	412- Chad Harper Est. Travel Exp. (7/31-8/2/24)OK	450.00
				Chad Harper - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024	11-412-2213-580-315-8700-000-705 07/16/2024	450.00
11	260	07/16/2024	85816	Matthew Douglas Stephens	412- M Stephens Est. Travel Exp. (7/31-8/2/24)OK	450.00
				Matthew Stephens - Estimated Travel Expenses for Per Diem, Mileage and Parking to attend CTE Summer Summit in Tulsa, OK July 31st - Aug. 2, 2024	11-412-2213-580-315-8700-000-505 07/16/2024	450.00
11	261	07/16/2024	64746	OK Assoc of Career & Tech Ed	412 -Registration to Summer Summit Aug. 1-2, 2024	700.00
				Registration to attend Summer Summit in Tulsa, OK 8/1-8/2, 2024	11-412-2213-860-315-8700-000-505 07/16/2024	350.00
				STEM Attendees: Matthew StephensChad Harper	11-412-2213-860-315-8700-000-705 07/16/2024	350.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	262	07/16/2024	64184	LEXIA LEARNING SYSTEMS LLC	572 - Lexia EL Licenses	3,333.33
		Lexia EL Licenses from 7/1/2024 to 06/30/2024	11-572-1000-653-410-1310-000-105		07/16/2024	303.03
			11-572-1000-653-410-1310-000-110		07/16/2024	303.03
			11-572-1000-653-410-1310-000-115		07/16/2024	303.03
			11-572-1000-653-410-1310-000-120		07/16/2024	303.03
			11-572-1000-653-410-1310-000-125		07/16/2024	303.03
			11-572-1000-653-410-1310-000-135		07/16/2024	303.03
			11-572-1000-653-410-1310-000-140		07/16/2024	303.03
			11-572-1000-653-410-1310-000-145		07/16/2024	303.03
			11-572-1000-653-410-1310-000-150		07/16/2024	303.03
			11-572-1000-653-410-1310-000-155		07/16/2024	303.03
			11-572-1000-653-410-1310-000-160		07/16/2024	303.03
11	263	07/16/2024	20521	LAZEL Inc.	572 Learning A-Z	6,076.00
		Renewal: Raz-Plus ELL, Vocabulary A-Z and Raz-Plus from 7/1/2024 to 6/30/2024	11-572-1000-653-410-1310-000-105		07/31/2024	795.50
			11-572-1000-653-410-1310-000-110		07/31/2024	795.50
			11-572-1000-653-410-1310-000-115		07/31/2024	795.50
			11-572-1000-653-410-1310-000-120		07/31/2024	795.50
			11-572-1000-653-410-1310-000-125		07/31/2024	795.50
			11-572-1000-653-410-1310-000-135		07/31/2024	795.50
			11-572-1000-653-410-1310-000-150		07/31/2024	795.50
			11-572-1000-653-410-1310-000-155		07/31/2024	507.50
11	264	07/16/2024	64184	LEXIA LEARNING SYSTEMS LLC	367-Literacy Platform PK-6th Grade	115,500.00
		367-Literacy Platform PK-6th Grade	11-367-1000-653-427-1110-000-105		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-110		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-115		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-120		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-125		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-130		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-135		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-140		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-145		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-150		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-155		07/16/2024	9,625.00
			11-367-1000-653-427-1110-000-160		07/16/2024	9,625.00
11	265	07/17/2024	63427	FIREPLACE, INC	511 SMORE	3,150.00
		SMORE Team EL Account for 7/1/2024 to 6/30/2024	11-511-2194-530-429-0000-000-705		07/17/2024	196.80
			11-511-2194-530-429-1310-000-105		07/17/2024	196.88
			11-511-2194-530-429-1310-000-110		07/17/2024	196.88
			11-511-2194-530-429-1310-000-115		07/17/2024	196.88
			11-511-2194-530-429-1310-000-120		07/17/2024	196.88
			11-511-2194-530-429-1310-000-125		07/17/2024	196.88
			11-511-2194-530-429-1310-000-130		07/17/2024	196.88
			11-511-2194-530-429-1310-000-135		07/17/2024	196.88
			11-511-2194-530-429-1310-000-140		07/17/2024	196.88
			11-511-2194-530-429-1310-000-145		07/17/2024	196.88
			11-511-2194-530-429-1310-000-150		07/17/2024	196.88
			11-511-2194-530-429-1310-000-155		07/17/2024	196.88
			11-511-2194-530-429-1310-000-160		07/17/2024	196.88
			11-511-2194-530-429-1310-000-505		07/17/2024	196.88
			11-511-2194-530-429-1310-000-510		07/17/2024	196.88
			11-511-2194-530-429-1310-000-525		07/17/2024	196.88

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	266	07/17/2024	18862	ATWOOD DISTRIBUTING, LP	412 - Blanket Atwoods AG (A Symes)	1,000.00
				Alecia Symes: AG Blanket for Barn Supplies, Medicine etc.	11-412-1000-681-311-8000-000-705 07/17/2024	1,000.00
11	267	07/17/2024	15147	LOWES CREDIT SERVICES	412 Blanket Lowes AG (A Symes)	1,000.00
				Alecia Symes: Barn Materials and Shop Supplies	11-412-1000-681-311-8000-000-705 07/17/2024	1,000.00
11	268	07/17/2024	66480	WEST YUKON ANIMAL HOSPITAL	412 Blanket Piedmont Vet AG (A Symes)	1,500.00
				Alecia Symes: Est. Livestock Medicine, Health Papers, Farm Call	11-412-1000-681-311-8000-000-705 07/17/2024	1,500.00
11	269	07/17/2024	16891	CEV Multimedia LLC	412 ICEV AG A Symes	1,300.00
				Alecia Symes AG Curriculum	11-412-1000-681-311-8000-000-705 07/17/2024	1,300.00
11	270	07/17/2024	64989	OUTBACK LABS, LLC	412 AG A Symes - Sheep Equipment/Supplies	2,000.00
				AG Alecia Symes - Sheep Supplies and Equipment	11-412-1000-681-311-8000-000-705 07/17/2024	2,000.00
11	271	07/17/2024	16891	CEV Multimedia LLC	412 ICEV AG C Conway	1,300.00
				AG Curriculum	11-412-1000-681-311-8000-000-705 07/17/2024	1,300.00
11	273	07/17/2024	68548	Minga Solutions Inc.	065 Campus Mgmt Communication Platform	30,510.00
				065 Campus Mgmt and Communication Platform for Intermediate, Middle and High School for 24-25	11-065-1000-530-281-0000-000-140 07/17/2024	2,676.34
					11-065-1000-530-281-0000-000-145 07/17/2024	2,676.34
					11-065-1000-530-281-0000-000-160 07/17/2024	2,676.33
					11-065-1000-530-281-0000-000-505 07/17/2024	3,211.57
					11-065-1000-530-281-0000-000-510 07/17/2024	3,211.57
					11-065-1000-530-281-0000-000-525 07/17/2024	3,211.57
					11-065-1000-530-281-0000-000-705 07/17/2024	12,846.28
11	274	07/22/2024	99999	MUSTANG PUBLIC SCHOOLS	065 Mileage Reimbursement for Directors	5,600.00
				065 Mileage Reimbursement for Directors - Cummings, Shanda - Eidson, Misty - Glinsmann, Robbyn - Raiber, Michael - Rohrer, Lesa	11-065-2340-580-100-0000-000-050 07/22/2024	5,600.00
11	275	07/22/2024	99999	MUSTANG PUBLIC SCHOOLS	066 Band Teacher Mileage Reimbursement 24-25	5,550.00
				066 Band Teacher Mileage Reimbursement for 24-25 - Amendt, Craig - Chai, Cleon - Fleming, Madison - Hofer, Jacob - Holmquist, Shane - Holt,, Jessica - Knopf, Jonathan - Ozinga, Chris - Steward, Nicholas - Thompson Kyle	11-066-1000-580-100-0000-000-705 07/22/2024	5,550.00
11	276	07/22/2024	62379	Digi Security Sytems, LLC	025-Data Upload -Quote#014909	643.57
				Quote # 014909Service to upload User data (excluding images) into Brivo Onair accountupload of User data provided within one (1) business day of receipt of the complete and properly formatted data file.Includes one (1) hour	11-025-2580-653-000-0000-000-050 07/22/2024	428.57
				Online Technical Support: Per hour - Technical Supportassistance delivered remotely	11-025-2580-653-000-0000-000-050 07/22/2024	215.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	277	07/22/2024	64188	CRISIS PREVENTION INSTITUTE, INC.	615 CPI Instructor Certification Trng Registration	4,499.00
			615 Instructor Certification Training RegistrationMike Barrick - October 8-11, 2024OKC Downtown	11-615-2573-860-239-0000-000-050	07/22/2024	4,499.00
11	278	07/22/2024	86035	Michael Lynn Barrick	615 CPI Instructor Certification Travel	10.00
			615 CPI Instructor Certification Training - Travel ReimbursementMike Barrick - 10/08/24 to 10/11/24Sheridan Hotel OKC, OK	11-615-2573-580-239-0000-000-050	07/22/2024	10.00
11	279	07/22/2024	66397	MNJ TECHNOLOGIES DIRECT, INC.	041 Monitors for Mike Barrick	172.60
			041 Monitors for Mike BarrickAsus Model VY249HE 24' Class Full HD LCD Monitor#MNJ15554827	11-041-2580-653-239-0000-000-050	07/22/2024	172.60
11	280	07/22/2024	14462	Amazon Capital Services Inc.	621 MHS Sensory Classroom Supplies	1,340.97
			621 MHS Sensory Classroom Supplies	11-621-1000-619-239-0000-000-705	07/22/2024	1,340.97
11	281	07/22/2024	17621	American Plant Products & Svcs Inc	412 AG Supplies (C Conway/A Symes)	4,481.25
			AG Livestock Barn Fans for Chris Conway and Alecia Symes	11-412-1000-681-311-8000-000-705	07/22/2024	4,481.25
11	282	07/22/2024	18862	ATWOOD DISTRIBUTING, LP	412 - Blanket Atwoods AG (C Conway)	1,000.00
			Chris Conway: AG Blanket for Barn Supplies, Medicine etc.	11-412-1000-681-311-8000-000-705	07/22/2024	1,000.00
11	283	07/22/2024	13630	Sullivan Supply Inc	412 - Blanket Sullivan Supply AG (C Conway)	2,000.00
			Chris Conway: AG Cattle Supplies and Equipment	11-412-1000-681-311-8000-000-705	07/22/2024	2,000.00
11	284	07/22/2024	68847	eDynamic Holdings LP	412 eDynamic Curriculum (E Wakefield)	3,775.00
			DECA Curriculum by eDynamics - Erin Wakefield	11-412-1000-681-312-8700-000-705	07/22/2024	3,775.00
11	285	07/22/2024	15899	RENAISSANCE LEARNING INC	572 Renaissance Middle Schools	2,100.00
			Renaissance for Middle Schools	11-572-1000-653-410-1313-000-505	07/22/2024	700.00
				11-572-1000-653-410-1313-000-510	07/22/2024	700.00
				11-572-1000-653-410-1313-000-525	07/22/2024	700.00
11	286	07/22/2024	62202	EDUSKILLS LLC	572 Eduskills	31,900.00
			Eduskills HLS Support 24-25	11-572-1000-653-410-1310-000-050	07/22/2024	15,631.00
				11-572-1000-653-410-1310-000-050	07/22/2024	8,613.00
				11-572-2194-653-410-1310-000-050	07/22/2024	7,018.00
				11-572-2330-653-410-1310-000-050	07/22/2024	638.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	287	07/22/2024	67515	THEMES & VARIATIONS, INC	552 -Music Play/Themes & Variations	2,160.00
				Music Play/Themes & Variations	07/22/2024	196.37
				Online Licenses (12)	07/22/2024	196.37
					07/22/2024	196.37
					07/22/2024	196.37
					07/22/2024	196.37
					07/22/2024	196.37
					07/22/2024	196.37
					07/22/2024	196.37
					07/22/2024	196.37
					07/22/2024	196.30
11	288	07/22/2024	16748	PLANK ROAD PUBLISHING, INC	552 Music K-8/ Plank Road Music	1,462.45
				Music K-8/Plank Road music platform	07/22/2024	132.95
					07/22/2024	132.95
					07/22/2024	132.95
					07/22/2024	132.95
					07/22/2024	132.95
					07/22/2024	132.95
					07/22/2024	132.95
					07/22/2024	132.95
					07/22/2024	132.95
					07/22/2024	132.95
					07/22/2024	132.95
11	289	07/22/2024	68305	Ian Byrd	552 - Byrdseed Curriculum GATE	1,128.00
				Hibon, Snowden, Lindsey, Moore,	07/22/2024	94.00
				Rumbaugh, Blair, Johnson and	07/22/2024	94.00
				Velders Classroom Curriculum	07/22/2024	94.00
					07/22/2024	94.00
					07/22/2024	94.00
					07/22/2024	94.00
					07/22/2024	94.00
					07/22/2024	94.00
					07/22/2024	94.00
					07/22/2024	94.00
					07/22/2024	94.00
					07/22/2024	94.00
11	290	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	052 FS SY 24-25 MCE - Billie Bullock	350.00
				052 Functional Skills SY 24-25 MCE - Billie Bullock	07/22/2024	350.00
11	291	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MCE - Charlotte Duthile	350.00
				041 Functional Skills SY 24-25 MCE - Charlotte Duthile	07/22/2024	350.00
11	292	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MCE - Ryan Smith	350.00
				041 Functional Skills SY 24-25 MCE - Ryan Smith	07/22/2024	350.00
11	293	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 ME - Emily Holmes	350.00
				041 FS SY 24-25 ME - Emily Holmes	07/22/2024	239
						350.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	294	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 PVE - Phyllis Cox	350.00
				041 Functional Skills SY 24-25 PVE - Phyllis Cox	11-041-1000-681-239-0000-000-150	07/22/2024 350.00
11	295	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 RE - Patricia "Trish" Llewellyn	350.00
				041 Functional Skills SY 24-25 RE - Patricia "Trish" Llewellyn	11-041-1000-681-239-0000-000-155	07/22/2024 350.00
11	296	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 RE - Tara Waller	350.00
				041 FS SY 24-25 RE - Tara Waller	11-041-1000-681-239-0000-000-155	07/22/2024 350.00
11	297	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 RE - Elizabeth Salemmme	350.00
				041 Functional Skills SY 24-25 RE - Elizabeth Salemmme	11-041-1000-681-239-0000-000-155	07/22/2024 350.00
11	298	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 TE - Holly Denny	350.00
				041 Functional Skills SY 24-25 TE - Holly Denny	11-041-1000-681-239-0000-000-120	07/22/2024 350.00
11	299	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 TE - Caitlin Wittum	350.00
				041 Functional Skills SY 24-25 TE - Caitlin Wittum	11-041-1000-681-239-0000-000-120	07/22/2024 350.00
11	300	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 VE - Shannon Dixon	350.00
				041 Functional Skills SY 24-25 VE - Shannon Dixon	11-041-1000-681-239-0000-000-110	07/22/2024 350.00
11	301	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 VE - Vanessa Sandstrom	350.00
				041 Functional Skills SY 24-25 VE - Vanessa Sandstrom	11-041-1000-681-239-0000-000-110	07/22/2024 350.00
11	302	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 CRI - Alexis Brown	350.00
				041 FS SY 24-25 CRI - Alexis Brown	11-041-1000-681-239-0000-000-145	07/22/2024 350.00
11	303	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MHI - Monica Trail	350.00
				041 Functional Skills SY 24-25 MHI - Monica Trail	11-041-1000-681-239-0000-000-140	07/22/2024 350.00
11	304	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MBI - Stephanie Hinshaw	350.00
				041 Functional Skills SY 24-25 MBI - Stephanie Hinshaw	11-041-1000-681-239-0000-000-160	07/22/2024 350.00
11	305	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MBI - Marcelina Sutton	350.00
				041 Functional Skills SY 24-25 MBI - Marcelina Sutton	11-041-1000-681-239-0000-000-160	07/22/2024 350.00
11	306	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MCMS - Regina Emmons	350.00
				041 FS SY 24-25 MCMS - Regina Emmons	11-041-1000-681-239-0000-000-525	07/22/2024 350.00
11	307	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MCMS - Jennifer Deason-Phillips	350.00
				041 FS SY 24-25 MCMS - Jennifer Deason-Phillips	11-041-1000-681-239-0000-000-525	07/22/2024 350.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	308	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MMS - Gina Basco	350.00
				041 Functional Skills SY 24-25 MMS - Gina Basco	11-041-1000-681-239-0000-000-505 07/22/2024	350.00
11	309	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MNMS - Alexis Chaffee	350.00
				041 Functional Skills SY 24-25 MNMS - Alexis Chaffee	11-041-1000-681-239-0000-000-510 07/22/2024	350.00
11	310	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MHS - Sara Silva	350.00
				041 Functional Skills SY 24-25 MHS - Sara Silva	11-041-1000-681-239-0000-000-705 07/22/2024	350.00
11	311	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MHS - Anthony "Eddie" Miller	350.00
				041 Functional Skills SY 24-25 MHS - Anthony "Eddie" Miller	11-041-1000-681-239-0000-000-705 07/22/2024	350.00
11	312	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MHS - Reba Schneider	350.00
				041 Functional Skills SY 24-25 MHS - Reba Schneider	11-041-1000-681-239-0000-000-705 07/22/2024	350.00
11	313	07/22/2024	13963	CAPITAL ONE TRADE CREDIT	041 FS SY 24-25 MHS - Madelyn Taylor	500.00
				041 Functional Skills SY 24-25 MHS - Madelyn Taylor	11-041-1000-681-239-0000-000-705 07/22/2024	500.00
11	314	07/22/2024	14240	CITY OF MUSTANG	3 full-time SRO's	291,933.00
				reimbursement PO request for 3 full-time SRO's from MPD- covering ME, Horizon, South, MHS, Centennial, Lakehoma and MEC- \$32,437 per month for 6 months; will increase PO to cover the remaining amount	11-024-2660-344-000-0000-000-050 07/22/2024	291,933.00
11	315	07/24/2024	15012	Dell Marketing LP	025-Hardware Support - Quote#3000168800847.1	15,227.52
				Comprehensive Hardware Support Mail In Service Chromebook &Latitude K12 50 incidents more than 1YrContract # C000001067537Customer Agreement # 1020	11-025-2580-653-000-0000-000-050 07/24/2024	15,227.52
11	316	07/24/2024	14462	Amazon Capital Services Inc.	066 Centennial Class Art Items	400.00
				066 Classroom Art Items for Centennial Elementary	11-066-1000-619-100-1173-000-135 07/24/2024	400.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/11/2024 - 8/1/2024, PO Range: 253 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	324	07/24/2024	68594	Mindworks Innovations, Inc	041 Love & Logic 9 Essential Skills Curriculum	8,370.00
				041 Love & Logic 9 Essential Skills CurriculumQuote #214205	11-041-2213-359-239-0000-000-705 07/24/2024	8,370.00
11	325	07/24/2024	67046	COMMERCE BANK	561-NIEA Conference Registration, Palm Springs, CA	2,025.00
				National Indian Education Association Conference Registration-October 9-12, 2024 in Palm Springs, CA.	11-561-2213-860-272-0000-000-050 07/24/2024	675.00
				Attended by Katy Patterson, Bailey Murrah, and Allison Phillips	11-561-2213-860-272-0000-000-510 07/24/2024	675.00
					11-561-2213-860-272-0000-000-705 07/24/2024	675.00
11	326	07/24/2024	67046	COMMERCE BANK	561-Airfare for NIEA Conference, Palm Springs, CA	1,600.00
				National Indian Education Association Conference Airfare-October 8-12, 2024 in Palm Springs, CA. Attended by Katy Patterson, Bailey Murrah, and Allison Phillips	11-561-2573-580-000-0000-000-050 07/24/2024	1,600.00
11	327	07/24/2024	87506	Allison Phillips	561- Per Diem & Travel Reimbursement-NIEA Conf.	600.00
				561- National Indian Education Conference Per Diem and Travel Reimbursement: Palm Springs, CA-October 8-12	11-561-2573-580-000-0000-000-510 07/24/2024	600.00
11	328	07/24/2024	86391	Bailey Nicole Murrah	561-NIEA Per Diem & Travel Reim-NIEA Conf.	600.00
				561- National Indian Education Conference Per Diem and Travel Reimbursement: Palm Springs, CA-October 8-12	11-561-2573-580-000-0000-000-705 07/24/2024	600.00
11	329	07/24/2024	85450	Katy Dawn Patterson	561-Per Diem & Travel Reim-NIEA Conf.	600.00
				561- National Indian Education Conference Per Diem and Travel Reimbursement: Palm Springs, CA-October 8-12	11-561-2573-580-000-0000-000-050 07/24/2024	600.00
11	330	07/24/2024	67063	AMERICAN INDIAN CULTURAL FOUNDATION	561-FAM Camp for Title VI Students	4,725.00
				561-FAM Camp for Title VI Students	11-561-1000-322-100-0000-000-105 07/24/2024	429.55
					11-561-1000-322-100-0000-000-110 07/24/2024	429.55
					11-561-1000-322-100-0000-000-115 07/24/2024	429.55
					11-561-1000-322-100-0000-000-120 07/24/2024	429.55
					11-561-1000-322-100-0000-000-125 07/24/2024	429.55
					11-561-1000-322-100-0000-000-135 07/24/2024	429.55
					11-561-1000-322-100-0000-000-140 07/24/2024	429.55
					11-561-1000-322-100-0000-000-145 07/24/2024	429.55
					11-561-1000-322-100-0000-000-150 07/24/2024	429.55
					11-561-1000-322-100-0000-000-155 07/24/2024	429.55
					11-561-1000-322-100-0000-000-160 07/24/2024	429.50
11	331	07/24/2024	18841	ACT, Inc.	561- ACT vouchers for MHS Title VI students	3,105.00
				561- ACT vouchers for MHS Title VI students	11-561-2199-322-424-0000-000-705 07/24/2024	3,105.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	332	07/24/2024	86045	Gary Wayne Knowles	412- Mileage NASA STELLAR Summer PD, OK 7/25-8/03	1,000.00
				Gary Knowles mileage for NASA STELLAR Summer Institute in Stillwater, OK July 25 - Aug. 3rd) at Oklahoma State University	11-412-2213-580-315-8700-000-705 07/24/2024	1,000.00
11	333	07/24/2024	21388	FEDEX/KINKOS	002 MNMS HALLWAY/CLASSROOM POSTERS	750.00
				PERSONALIZED MNMS STUDENT EXPECTATIONS POSTERS FOR THE BUILDING AND CLASSROOMS	11-002-2199-619-900-0000-000-510 07/24/2024	750.00
11	334	07/26/2024	85395	Michael A Raiber	066 Travel Reimbursement Sept 23-25, 2024	1,000.00
				066 Travel Reimbursement for Michael Raiber to attend the National Federation of High School Associations Performing arts Conference September 23-25, 2024 in Chicago, IL	11-066-2213-580-100-4000-000-050 07/26/2024	1,000.00
11	335	07/26/2024	13343	SAM'S CLUB MC/SYNCB	064-Bathroom Supplies for Elementary Sites	2,000.00
				064-Bathroom Supplies for Elementary Sites.	11-064-2199-616-100-1050-000-105 07/26/2024	222.22
					11-064-2199-616-100-1050-000-110 07/26/2024	222.22
					11-064-2199-616-100-1050-000-115 07/26/2024	222.22
					11-064-2199-616-100-1050-000-120 07/26/2024	222.22
					11-064-2199-616-100-1050-000-125 07/26/2024	222.22
					11-064-2199-616-100-1050-000-130 07/26/2024	222.22
					11-064-2199-616-100-1050-000-135 07/26/2024	222.22
					11-064-2199-616-100-1050-000-150 07/26/2024	222.24
					11-064-2199-616-100-1050-000-155 07/26/2024	222.22
11	336	07/26/2024	64184	LEXIA LEARNING SYSTEMS LLC	367-LETRS Licenses & Materials	1,695.00
				LETRS Participant Materials Bundle (Print & License)Product Code # 354061 Version 3E Volume 1 Term-1 Year	11-367-1000-653-427-1110-000-105 07/26/2024	1,596.00
				LETRS Online Course Extension-(Melissa Block) Product Code 392147 Version 3E Volume 1&2 Term 1-Year	11-367-1000-653-427-1110-000-105 07/26/2024	99.00
11	337	07/26/2024	68862	United Sound	621 Play with Us Curriculum & Instruments	7,925.00
				621 Play with Us Curriculum & Instruments5 Classrooms (Fall) - \$3,000 (MHS, MMS, MCMS, MNMS)5 Classrooms (Spring) - \$3,000 (MHS, MMS, MCMS, MNMS)77 Instrument Packs - \$1925	11-621-1000-653-239-0000-000-505 07/26/2024	1,200.00
					11-621-1000-653-239-0000-000-510 07/26/2024	1,200.00
					11-621-1000-653-239-0000-000-525 07/26/2024	1,200.00
					11-621-1000-653-239-0000-000-705 07/26/2024	2,400.00
					11-621-1000-655-239-0000-000-705 07/26/2024	1,925.00
11	338	07/26/2024	68860	The Zones of Regulation, Inc.	621 Curriculum Training for Zones of Regulation	792.00
				621 Curriculum Training for Zones of Regulation Registration(8 Teachers Total)Centennial: Janette Simmons, Kayla McCathernTrails: Jessica Reynolds, Jamie McGaheeMEC: Dana Ervin, Erin Bailey, Stephanie Rosser, Jennifer McIntire	11-621-2213-860-239-0000-000-120 07/26/2024	198.00
					11-621-2213-860-239-0000-000-130 07/26/2024	396.00
					11-621-2213-860-239-0000-000-135 07/26/2024	198.00
11	339	07/26/2024	14462	Amazon Capital Services Inc.	048-Blanket Supplies	250.00
				048-Blanket Supplies	11-048-2120-619-100-0000-000-050 07/26/2024	244 250.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	340	07/26/2024	68860	The Zones of Regulation, Inc.	048-Zones Of Regulation	150.00
				048-Zones Of Regulation Digital Curriculum	11-048-2120-320-100-0000-000-160 07/26/2024	150.00
11	341	07/26/2024	14462	Amazon Capital Services Inc.	041 4 Cube Storage for Psych Office	53.99
				041 4 Cube Storage for Psych Office	11-041-2490-651-239-0000-000-050 07/26/2024	53.99
11	342	07/26/2024	17366	Realityworks, Inc.	421- AG C Conway Classroom Materials	13,000.00
				AG: Chris Conway Bovine Birthing & Ultrasound Trainer for the classroom	11-421-1000-681-332-8000-000-705 07/26/2024	13,000.00
11	343	07/26/2024	85515	Alecia Sha Symes	412 - Est Travel Expense: A Symes State Fair 9/30	500.00
				Alecia Symes - Est. Travel Expense to attend the Tulsa State Fair, 9/30/24 to 10/2/24	11-412-2213-580-311-8000-000-705 07/26/2024	500.00
11	344	07/26/2024	10007	Randall Five Inc	421 - AG Scott Stevens Classroom Materials	12,500.00
				AG: Scott Stevens Power MIG 360MP Aluminum Front Trigger	11-421-1000-681-332-8000-000-705 07/26/2024	12,500.00
11	345	07/26/2024	17366	Realityworks, Inc.	421- AG S Stevens Classroom Materials	8,500.00
				AG: Scott Stevens - guideWeld Live real working guidance system	11-421-1000-681-332-8000-000-705 07/26/2024	8,500.00
11	346	07/26/2024	62087	CAPP Promotional, Inc.	002-Attire for Parking Attendants	500.00
				002-MHSOpen PO for shirts, jackets, polos, etc for outside parking lot attendants	11-002-2575-657-900-0000-000-705 07/26/2024	500.00
11	347	07/26/2024	11059	Blick Art Materials, LLC	004- Supplies for New Art Classroom- K. Starr	2,000.00
				004- MHS Fine ArtsLarge Paper Cutter Drying RackLightpads (2)Items needed for new art classroom- Kristel Starr	11-004-1000-619-100-0000-000-705 07/26/2024	2,000.00
11	348	07/26/2024	14462	Amazon Capital Services Inc.	004-Art Supplies for K. Starr (new)	1,300.00
				004- MHS Fine ArtsDocument CameraPhotobox (2)Color Printer	11-004-1000-619-100-0000-000-705 07/26/2024	1,300.00
11	349	07/30/2024	14254	NORTHEASTERN STATE UNIVERSITY	541- AP Summer 2024 Institute	250.00
				Registration for AP Summer 2024 Institute, Broken Arrow, OK Virtual Attendees: Valorey Berry, Jesse Longley, Stan Morrin	11-541-2213-860-000-0000-000-705 07/30/2024	250.00
11	350	07/30/2024	13963	CAPITAL ONE TRADE CREDIT	412 - BLANKET: C Matlock Classroom Supplies	1,000.00
				Courtney Matlock - Classroom Supplies	11-412-1000-681-314-8400-000-705 07/30/2024	1,000.00
11	351	07/30/2024	17366	Realityworks, Inc.	469 - AG Scott Stevens Classroom Materials	15,000.00
				AG: Scott Stevens RealCareer Webinar Training	11-469-1000-681-311-8000-000-705 07/30/2024	15,000.00
11	352	07/30/2024	67843	Frontier Chevrolet Co., Inc	026-Blanket: Parts/Repairs to transp. vehicles	3,000.00
				026-Blanket: Parts and repairs for transportation vehicles	11-026-2740-612-000-0000-000-050 07/30/2024	3,000.00 245

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	353	07/30/2024	13291	Rosenstein, Fist & Ringold, Inc.	089-Policy Service Subscription	1,500.00
			089-RFR Policy Pack Subscription for the 24-25 School Year	11-089-2321-653-000-0000-000-050	07/30/2024	1,500.00
11	354	07/30/2024	66368	SEESAW LEARNING, INC	002- Seesaw subscription	4,725.00
			Seesaw yearly subscription for Riverwood students	11-002-1000-653-100-1050-000-155	07/30/2024	4,725.00
11	355	07/30/2024	62601	EXPLORELEARNING, LLC	002-instructional math online program	2,965.00
			online math program for all students	11-002-1000-653-100-0000-000-110	07/30/2024	2,965.00
11	356	07/30/2024	66368	SEESAW LEARNING, INC	002-instructional/parent teacher communication	4,107.60
			school wide platform for parent/teacher communication and classroom instructional tool	11-002-1000-653-100-0000-000-110	07/30/2024	4,107.60
11	357	07/30/2024	14462	Amazon Capital Services Inc.	002 - Classroom supplies	550.00
			002 - classroom suppliesdry erase boards and wall sign holders	11-002-1000-619-100-0000-000-525	07/30/2024	550.00
11	358	07/30/2024	68347	Varsity Tutors for Schools LLC	561 & 572 - Virtual Tutoring: Title VI & III	52,000.00
			Virtual Tutoring for Title VI & III students	11-561-1000-653-424-0000-000-050	07/30/2024	37,000.00
				11-572-1000-653-410-0000-000-050	07/30/2024	15,000.00
11	359	07/30/2024	67046	COMMERCE BANK	561-NIEA Hotel: Sept. 8-12 Palm Springs, CA	3,000.00
			NIEA Hotel: Sept. 8-12 Palm Springs, CA. National Indian Education Association Convention attended by Katy Patterson, Bailey Murrah, and Allison Phillips	11-561-2573-580-000-0000-000-050	07/30/2024	3,000.00
11	360	07/30/2024	87494	Chelsey Renae Standefer	613 Mileage for Teacher Autism Training	16.00
			613 Mileage for Teacher Autism TrainingReducing Challenging Behavior - 12/11 - OKC	11-613-2213-580-239-0000-000-115	07/30/2024	16.00
11	361	07/30/2024	67978	Matthew Flinton	615 Trauma-Informed Training Registration	147.00
			Trauma-Informed Classroom Training RegistrationKayse Buchanan - 10/11/24 - OKC	11-615-2573-860-239-0000-000-050	07/30/2024	147.00
11	362	07/30/2024	23467	OKLAHOMA AUTISM NETWORK	613 Registration for Teacher Autism Training	350.00
			613 Registration for Teacher Autism TrainingReducing Challenging Behavior - 12/11 - OKC - Erin Tobiason & Chelsey Standefer	11-613-2213-580-239-0000-000-115	07/30/2024	350.00
11	363	07/30/2024	99999	MUSTANG PUBLIC SCHOOLS	613 Substitute Pay for Teacher Autism Training	220.00
			613 Substitute Pay for Teacher Autism TrainingReducing Challenging Behavior - 12/11 - OKC - Erin Tobiason & Chelsey Standefer	11-613-5600-930-239-0000-214-115	07/30/2024	220.00
11	364	07/30/2024	85106	Erin Maureen Tobiason	613 Mileage for Teacher Autism Training	33.00
			613 Mileage for Teacher Autism TrainingReducing Challenging Behavior - 12/11 - OKC	11-613-2213-580-239-0000-000-115	07/30/2024	33.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	365	07/30/2024	66545	INSTRUCTIONAL COACHING GROUP	003-PD Registration-Instructional Coach	3,200.00
				003- MHS PDInstructional Group and Learning Coaching ConferenceNew Orleans 10/27-10/29Keli WilkieKristi ConnorsSam Stepanek*General PD money was allocated after initial registration/requisition was complete*	11-003-2213-860-900-0000-000-705 07/30/2024	3,200.00
11	366	07/30/2024	14462	Amazon Capital Services Inc.	004-Tables for Art- Kristel Starr	2,500.00
				MHS- Fine ArtsApprox. 9 tables for new art teacher- Kristel Starr	11-004-2199-651-100-0000-000-705 07/30/2024	2,500.00
11	367	07/30/2024	66397	MNJ TECHNOLOGIES DIRECT, INC.	002-Toner for Office Printer	405.61
				002-MHSQUOTE # S001621788 HP 206X Original High Yield Laser Toner Cartridge - Black - # W2110X	11-002-2410-611-900-0000-000-705 07/30/2024	97.42
				HP 206X Original High Yield Laser Toner - Yellow #W2112X	11-002-2410-611-900-0000-000-705 07/30/2024	102.73
				HP 206X Original High Yield Laser Toner - Magenta #W2113X	11-002-2410-611-900-0000-000-705 07/30/2024	102.73
				HP 206X Original High Yield Laser Toner - Cyan #W2111X	11-002-2410-611-900-0000-000-705 07/30/2024	102.73
11	368	07/30/2024	85730	Robbyn Renea Glinsmann	541-Glinsmann PD IC Conf. (10/6-11) Lawrence, KS	192.50
				541-R. Glinsmann Per Diem IC Conf. (10/6-11) Lawrence, KS	11-541-2573-580-000-0000-000-050 07/30/2024	192.50
11	369	07/30/2024	90393	Kimberly Dawn Austin	541- K Austin PD IC Conf (10/6-10/11) Lawrence, KS	192.50
				541- Kim AustinPer Diem IC Conf (10/6-10/11) Lawrence, KS	11-541-2213-580-000-0000-000-050 07/30/2024	192.50
11	370	07/30/2024	94365	Stephanie Ann Weaver	541- S Weaver PD IC Conf (10/6-10/11) Lawrence, KS	192.50
				541 Stephanie WeaverPer Diem IC Conf. 10/6-1/11: Lawrence, KS	11-541-2213-580-000-0000-000-050 07/30/2024	192.50
11	371	07/30/2024	86770	James Scott Helton	541-S Helton PD IC Conf. (10/6-10/11) Lawrence, KS	192.50
				541 Scott Helton Per DiemIC Conference 10/6-11Lawrence, KS	11-541-2213-580-000-0000-000-050 07/30/2024	192.50
11	372	07/30/2024	83331	Brooke Adelle Barrett	541 - B Barrett PD IC Conf (10/6-11) Lawrence, KS	192.50
				541 Brooke Barrett Per Diem IC Conf10/6-11, Lawrence, KS	11-541-2213-580-000-0000-000-050 07/30/2024	192.50
11	373	07/30/2024	83745	Taylor Jade Harding	541- T Harding PD IC Conf. (10/6-11) Lawrence, KS	192.50
				Taylor HardingPer Diem IC Conf.10/6-11, Lawrence, KS	11-541-2213-580-000-0000-000-050 07/30/2024	192.50
11	374	07/30/2024	86979	Melissa Marie Beale	541 M Beale PD IC Conf (10/6-11) Lawrence, KS	192.50
				Melissa BealePer Diem IC Conf10/6-11, Lawrence, KS	11-541-2213-580-000-0000-000-050 07/30/2024	192.50
11	375	07/30/2024	90782	Steve Garcia	541 S Garcia PD IC Conf (10/6-11) Lawrence, KS	192.50
				Steve GarciaPer Diem IC Conf10/6-11, Lawrence, KS	11-541-2213-580-000-0000-000-050 07/30/2024	192.50

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	376	07/30/2024	87468	Jalaine Marie Watham	541 J Watham PD IC Conf (10/6-11) Lawrence, KS	192.50
				Jalaine WathamPer Diem IC Conf10/6-11, Lawrence, KS	07/30/2024	192.50
11	377	07/30/2024	89944	Allison Reyes	541 A Reyes PD IC Conf (10/6-11) Lawrence, KS	192.50
				Allison ReyesPer Diem IC Conf10/6-11, Lawrence, KS	07/30/2024	192.50
11	378	07/30/2024	85349	Kaylee Souders	541 K Souders PD IC Conf (10/6-11) Lawrence, KS	192.50
				Kaylee SoudersPer Diem10/6-11, Lawrence, KS	07/30/2024	192.50
11	379	07/30/2024	86362	Moriah Janise Story	541 M Story PD IC Conf (10/6-11), Lawrence, KS	192.50
				Moriah StoryPer Diem IC Conf10/6-11, Lawrence, KS	07/30/2024	192.50
11	380	07/30/2024	85926	Sharon Faith Marion	541 S Marion PD IC Conf (10/6-11) Lawrence, KS	192.50
				Sharon MarionPer Diem IC Conf10/6-11, Lawrence, KS	07/30/2024	192.50
11	381	07/30/2024	87470	Robin Danelle Munger	541 R Munger PD IC Conf (10/6-11) Lawrence, KS	192.50
				Robin MungerPer Diem IC Conf10/6-11, Lawrence, KS	07/30/2024	192.50
11	382	07/30/2024	87442	Crystal Diane Recknagel	541 C Recknagel PD IC Conf (10/6-11)	192.50
				Crystal RecknagelPer Diem IC Conf10/6-11, Lawrence, KS	07/30/2024	192.50
11	383	07/30/2024	85721	Rachel Kathleen Overturf	541 R Overturf PD IC Conf (10/6-11) Lawrence, KS	192.50
				Rachel OverturfPer Diem IC Conf10/6-11, Lawrence, KS	07/30/2024	192.50
11	384	07/30/2024	83276	Christopher Aaron Tobler	541 C Tobler Travel Expense Reim (Atixa VI Conf)	2,958.00
				Chris Tobler Travel	07/30/2024	2,000.00
				ReimbursementAtixa Title VI Training Oct. 25-26, 2024; Philadelphia, PA	07/30/2024	958.00
				Lodging, Per Diem, Uber, Aifare, and Registration		
11	385	07/30/2024	81724	Ryan T McKinney	541McKinney Travel Exp Reimb (W. Ed Congress Conf)	3,000.00
				Ryan McKinneyTravel Expense Reimb (Lodging, Per Diem, Airfare)9/21-24, 2024; West Education Congree Conference San Diego, CA	07/30/2024	3,000.00
11	386	07/31/2024	19129	Dri-Stick Decal Corporation	024-Staff Parking Tags	325.00
				100 hanging parking tags for district staff, including shipping	07/31/2024	325.00
11	387	07/31/2024	12097	Lakeshore Equipment Company	641 PreK DD Classroom rug	600.00
				641 PreK DD Classroom rug	07/31/2024	600.00
11	388	07/31/2024	85469	Kasey Ann Buchanan	615 Trauma-Informed Training Reimbursement	12.00
				Trauma-Informed Classroom Training Per Diem & Travel	07/31/2024	12.00
				ReimbursementKayse Buchanan - 10/11/24 - OKC		248

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	389	07/31/2024	14569	Staples, Inc.	026-Blanket: Office Supplies	600.00
				026 Blanket: Office supplies	07/31/2024	600.00
11	390	07/31/2024	21326	JOHNSON AUTO GLASS	026-Blanket: Glass replacements	750.00
				026-Blanket: Glass/windshield replacements for transportation fleet vehicles	07/31/2024	750.00
11	391	07/31/2024	10262	BASIC PLUS	003 - Books for Lead Teachers	315.00
				Ramae CollinsThe Anxious Generation: How the Great Rewiring of Childhood Is Causing an Epidemic of Mental Illness Book for Lead Teachers	07/31/2024	315.00
11	392	07/31/2024	68865	FS.COM, Inc	025-Technology	407.60
				Cisco QSFP-100G-LR4-SCompatible QSFP28 100GBASE-LR4 1310nm 10km DOM DuplexLC/UPC SMF Optical TransceiverModule	07/31/2024	399.00
				15m (49ft) Fiber Patch Cable, LCUPC to LC UPC, Duplex, 2 Fibers,Single Mode (OS2), Riser (OFNR),2.0mm, Tight-Buffered, Yellow	07/31/2024	8.60
11	393	07/31/2024	15899	RENAISSANCE LEARNING INC	002-Accelerated Reader	3,172.00
				Fund 11 - Prin 012Accelerated Reader Lic for School Year 24/25QUOTE RPRNQ3060653	07/31/2024	3,172.00
11	394	07/31/2024	64786	GENERATION GENIUS, INC	002-Site License	1,295.00
				Fund 11 Prin 012Site License24/25 Unlimited Devices and Student LinksQuote 174286	07/31/2024	1,295.00
11	395	07/31/2024	10583	CDW GOVERNMENT, LLC	025-Google Voice	928.08
				GOO-VOI-0026Google Voice User Licenses 1-999: Google Voice User Licenses	07/31/2024	720.00
				GOO-VRF-0000Google Voice Regulatory Fees - Annual Cost (Billed Monthly): GoogleVoice Regulatory Fees	07/31/2024	208.08
11	396	07/31/2024	68864	Patrick Ziemer	412 - AG C Conway Classroom Supplies	1,200.00
				AG: Chris Conway - Classroom Supplies/XL Wave Wings - 12ft Lead	07/31/2024	1,200.00
11	397	07/31/2024	68861	Lloyd D Barker	412 - Blanket Professional Animal Health AG	1,000.00
				Chris Conway: Estimated expenses for Health Papers, Livestock Medicine, Farm Calls, etc.	07/31/2024	1,000.00
11	398	07/31/2024	68863	Dalton Dunkin	412 - A Symes - AG Supplies	3,000.00
				Alecia Symes - Sheep panels for livestock shows	07/31/2024	3,000.00
11	399	07/31/2024	68864	Patrick Ziemer	421- AG C Conway Classroom Materials	7,200.00
				AG: Chris Conway - Magnawave SEMI -10 PEMF Machine	07/31/2024	7,200.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/11/2024 - 8/1/2024, PO Range: 78 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	78	07/14/2024	63606	MEARES MECHANICAL LLC	036-Blanket for repairs and service	15,000.00
					036-Blanket for HVAC service and repairs district wide	
			21-036-2620-438-000-0000-000-050		07/14/2024	450.00
			21-036-2620-438-000-0000-000-050		07/14/2024	14,550.00
21	79	07/14/2024	63161	Stryker Integrated Solutions LLC	032-Fire/Burg alarm repairs	10,000.00
					032-Fire/Burg alarm repairs	
			21-032-2620-438-000-0000-000-050		07/14/2024	375.00
			21-032-2620-438-000-0000-000-050		07/14/2024	9,250.00
			21-032-2620-438-000-0000-000-050		07/14/2024	375.00
21	80	07/16/2024	11262	Endex of Oklahoma, Inc.	032-Intercom issues District Wide	10,000.00
					032-Blanket for intercom issues DW	
			21-032-2620-438-000-0000-000-050		07/16/2024	10,000.00
21	81	07/17/2024	10064	All Season Building Supply Co Inc	034-workbench supplies hardware fluids weed kill	500.00
					hardware items, small propane tank refills, weed killer, workbench tools or supplies, fluids etc	
			21-034-2620-618-000-0000-000-050		07/17/2024	500.00
21	82	07/22/2024	14221	VOSS ELECTRIC CO	036-LED Retro bulbs	1,410.00
					036-This purchase order is for the LED retrofit bulbs for the Health and Wellness center, these will be placed downstairs under the track area.	
			21-036-2620-651-000-0000-000-705		07/22/2024	1,410.00
21	83	07/22/2024	62711	LENNOX INDUSTRIES INC	036-Blanket for HVAC parts and supplies	7,500.00
					036-Blanket po for HVAC parts/supplies/and materials	
			21-036-2620-655-000-0000-000-050		07/22/2024	7,500.00
21	84	07/22/2024	20112	Fastenal Company	036-Blanket PO for Filters	5,000.00
					036-Blanket PO for filters	
			21-036-2620-655-000-0000-000-050		07/22/2024	5,000.00
21	85	07/22/2024	64132	UNITED MECHANICAL SERVICE, INC	036-Evaporator Coil Replacement	3,651.00
					036-This purchase order is for labor and material to replace one evaporator coil at MEC	
			21-036-2620-451-000-0000-000-130		07/22/2024	3,651.00
21	86	07/22/2024	64132	UNITED MECHANICAL SERVICE, INC	036-Second Evaporator Coil Replacement at MEC	3,651.00
					036-This purchase order is for the second evaporator coil to be replaced at MEC	
			21-036-2620-451-000-0000-000-130		07/22/2024	3,651.00
21	87	07/22/2024	14221	VOSS ELECTRIC CO	036-Wall Pack lights for Prairie View	3,410.00
					036-Wall pack lighting for Prairie View Elementary	
			21-036-2620-651-000-0000-000-150		07/22/2024	3,400.00
					036-Freight	
			21-036-2620-651-000-0000-000-150		07/22/2024	10.00
21	88	07/22/2024	12833	Okla. School Plant Mgmt. Assoc.	031-Safety Memo	600.00
					031-Safety Memos for the operations and transportation departments	
			21-031-2620-530-000-0000-000-050		07/22/2024	600.00
21	89	07/22/2024	16092	Air Products Supply Co.	037-Unit and Hose kit for LE 212	5,150.56
					036-Quick build on a 3.5T horizontal unit for LE Rm212Quote states 203 week quick build	
			21-036-2620-451-000-0000-000-115		07/22/2024	4,602.00
					036-Quick build on hose kit for LE Rm 212 unitquote states as well 2-3 week quick build	
			21-036-2620-451-000-0000-000-115		07/22/2024	448.56
					036-Possible freight charge	
			21-032-2620-451-000-0000-000-115		07/22/2024	2510.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/11/2024 - 8/1/2024, PO Range: 78 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	90	07/22/2024	68843	Andrew J Willrath	031-Power Washing Eastside Press Box	1,750.00
				031-Power washing the east side press box on the high school football field	21-031-2620-438-000-0000-000-705 07/22/2024	1,750.00
21	91	07/22/2024	61005	Leland McElroy	032-Blanket for DW Signage	7,500.00
				032-Blanket for District Wide Signage	21-032-2620-618-000-0000-000-050 07/22/2024	140.00
					21-032-2620-618-000-0000-000-050 07/22/2024	7,360.00
21	92	07/22/2024	18862	ATWOOD DISTRIBUTING, LP	034-Dewalt Blowers during Dewalt days	1,000.00
				Dewalt Blowers/bare tools during Dewalt Days *free battery promo.	21-034-2620-618-000-0000-000-050 07/22/2024	1,000.00
21	93	07/22/2024	64132	UNITED MECHANICAL SERVICE, INC	036-Leak check VRF System at MB	1,174.00
				036-Labor to leak check the VRF system at Meadowbrook Intermediate	21-036-2620-453-000-0000-000-160 07/22/2024	1,174.00
21	94	07/22/2024	63750	NATIONAL WHOLESALE SUPPLY INC	037-Articulating scope cameras	1,140.00
				037-Articulating scope cameras	21-037-2620-655-000-0000-000-050 07/22/2024	1,140.00
21	95	07/22/2024	62873	Classic Paper Supply, Inc.	034-Bulk Supplies for Start up	174,755.68
				Chemicals, TP/PT, Large/Small trash liners, gloves, urinal screens	21-034-2620-618-000-0000-000-050 07/22/2024	174,755.68
21	96	07/24/2024	67656	Central Power Systems & Serv, LLC	032-Blanket for Generator repairs	1,500.00
				032-Blanket for generator repairs	21-032-2620-438-000-0000-000-050 07/24/2024	1,500.00
21	97	07/24/2024	63606	MEARES MECHANICAL LLC	036-Mini Split at Valley Portable	7,150.00
				036-Quote to install one 3T mini split in a portable building at VE. Quote includes mini split w/wire and copper line set installed, one custom stand for the condenser to be installed in the ground and to building, start up and verify operations., One year parts and labor warranty. Excluded electrical from breaker panel to the disconnect.	21-036-2620-453-000-0000-000-110 07/24/2024	7,150.00
21	98	07/24/2024	63606	MEARES MECHANICAL LLC	036-Flush re-heat coils at HS "C"	20,000.00
				036-This purchase order is to replace PO# 2024-21-251 for the increased cost to flush the re-heat coils at the High School C Bldg. It was more that just elbows that were clogged with debris.	21-036-2620-453-000-0000-000-705 07/24/2024	20,000.00
21	99	07/24/2024	63750	NATIONAL WHOLESALE SUPPLY INC	036-Tankless water heaters	7,266.67
				036-4 tankless water heaters w/racks for the HS event center	21-036-2620-457-000-0000-000-705 07/24/2024	7,266.67
21	100	07/24/2024	13894	UNITED REFRIGERATION, INC.	036-Blanket PO for misc supplies	1,500.00
				036-Blanket for misc supplies	21-036-2620-618-000-0000-000-050 07/24/2024	1,500.00
21	101	07/24/2024	10007	Randall Five Inc	036-Blanket for misc supplies/gas/etc	750.00
				036-Blanket for msc supplies/gases/etc	21-036-2620-618-000-0000-000-050 07/29/2024	750.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/11/2024 - 8/1/2024, PO Range: 78 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	102	07/24/2024	63793	Goforth Plumbing & Mechanical, LLC	036-Gang sinks at Horizon	7,000.00
		036-Provide and installation of one Acorn two station wall sinks with two manual faucets in each boy's and girl's restrooms. Two sink stations w/four total faucets	21-036-2620-651-000-0000-000-140		07/24/2024	7,000.00
21	103	07/25/2024	14462	Amazon Capital Services Inc.	036-Blanket for misc supplies/parts/tools	1,500.00
		036-Blanket for misc parts/supplies/tools etc.	21-036-2620-655-000-0000-000-050		07/25/2024	1,500.00
21	104	07/25/2024	14221	VOSS ELECTRIC CO	036-3' LED Bulbs	1,260.00
		036-3' LED lights for district wide use	21-036-2620-651-000-0000-000-050		07/25/2024	1,260.00
21	105	07/25/2024	14221	VOSS ELECTRIC CO	036-4' LED lights	2,410.00
		036-4' LED lights for district wide use	21-036-2620-651-000-0000-000-050		07/25/2024	2,410.00
21	106	07/25/2024	68653	Wesley M Warren	036-Horizon Chiller repair/service	3,500.00
		036-This purchase order if for service/repairs on the Horizon Intermediate chiller	21-036-2620-451-000-0000-000-140		07/25/2024	3,500.00
21	107	07/25/2024	11480	W.W. Grainger, Inc.	036-Blanket for parts/supplies/materials	2,000.00
		036-Blanket for parts/supplies/materials	21-036-2620-655-000-0000-000-050		07/25/2024	2,000.00
21	108	07/30/2024	14569	Staples, Inc.	031-Office Supplies	718.93
		031-3-HP 952XL/952 Black Ink Cartridges	21-031-2620-611-000-0000-000-050		07/30/2024	410.97
		031-2-HP 962XL.962 High yield black	21-031-2620-611-000-0000-000-050		07/30/2024	245.98
		031-1 Custom Quill 2000 plus self-inking printer stampThis stamp should read: Line 1-Emailed, Line 2-Date:	21-031-2620-619-000-0000-000-050		07/30/2024	30.99
		031- 1 Custom Quill 2000 Plus self inking printer stampThis stamp needs to read: Line 1: Requested, Line 2: Date:	21-031-2620-619-000-0000-000-050		07/30/2024	30.99
21	109	07/31/2024	15126	LAKE MURRAY LODGE	032-Room accomodations for Wilson Grider	321.00
		032-Room accomodations for the following dates: Sept.9 , 10, and 11th. This is for the OSPMA state conference. For Wilson Grider, Maintenance Manager.	21-032-2620-580-000-0000-000-050		07/31/2024	321.00
21	110	07/31/2024	10070	Allied Glass Inc.	032-Blanket PO for Broken Glass	3,000.00
		032-Blanket PO for broken glass district wide	21-032-2620-438-000-0000-000-050		07/31/2024	3,000.00
21	111	07/31/2024	68309	GJK Enterprises Inc.	034-Window Cleeaning on sites with no good access.	15,000.00
		Window Cleaning -including Lift Rentals. EC, STEM, MERC, HS Front entry, and PAC	21-034-2620-375-000-0000-000-050		07/31/2024	15,000.00
21	112	07/31/2024	14569	Staples, Inc.	031-Shrink wrap for Shipping/Receiving	419.96
		031-4 cases of shrink wrap for the shipping and receiving area	21-031-2620-619-000-0000-000-050		07/31/2024	419.96

Mustang Public Schools
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/11/2024 - 8/1/2024, PO Range: 78 - 500, Fund(s): 21-Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
					Non-Payroll Total:	\$328,488.80
					Payroll Total:	\$0.00
					Balance Forward:	\$0.00
					Report Total:	\$328,488.80

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/11/2024 - 8/1/2024, PO Range: 8 - 500, Fund(s): 34-2012 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	8	07/14/2024	21294	Link's Lawn Equipment	037-Motor and parts to repair a bobcat mower	4,000.00
				037-This purchase order is to purchase a new motor and other supplies to repair a bobcat mower...	34-037-2620-656-000-0000-000-050 07/14/2024 34-037-2620-656-000-0000-000-050 07/14/2024 34-037-2620-656-000-0000-000-050 07/14/2024	163.32 2,704.40 1,132.28
34	9	07/17/2024	64677	Jones General Contractors, LLC	083-Roof Repairs	45,000.00
				083-Roof repairs district wide	34-083-2620-458-000-0000-000-050 07/17/2024 34-083-2620-458-000-0000-000-050 07/17/2024 34-083-2620-458-000-0000-000-050 07/17/2024 34-083-2620-458-000-0000-000-050 07/17/2024	450.00 375.00 43,615.00 560.00
34	10	07/22/2024	22834	CASEY BEASLEY	033 - Restripe parking lot - 105	300.00
				033 - Restripe Teacher Parking Lot at Mustang Elementary - 105	34-033-2630-456-000-0000-000-105 07/22/2024	300.00
34	11	07/22/2024	12794	OKLAHOMA ROOFING & SHEET METAL	083-Roof Repair at HS "E" Bldg	5,046.74
				083-This is for OK Roof to furnigh all the necessary labor and material to install the following: Addl metal under rake trim that is too short, install a zee closure at west end that was left off, seal laps on head wall that was never sealed, get the head wall pushed back and hooked to zee closer and rivet, seal a section of zee bar in the middle that was never sealed.	34-083-2620-458-000-0000-000-705 07/22/2024	5,046.74
34	12	07/22/2024	66579	Alen Corporation	089-Air Purifiers and Fileters	2,508.00
				089-6 flex pure white air purifiers and filters for Horizon Intermediate	34-089-2620-656-000-0000-000-145 07/22/2024	2,508.00
34	13	07/22/2024	68850	Cruz Esmeralda Herrada	033 - Painting at North MS - 510	83,000.00
				033 - Painting at North MS - 510	34-033-2620-456-000-0000-000-510 07/22/2024 34-033-2620-456-000-0000-000-510 07/22/2024	16,600.00 66,400.00
34	14	07/22/2024	68592	Cade Construction, LLC	033 - Refocus room construction - 705	49,312.70
				033 - Construction work on E Hall Refocus room at HS - 705	34-033-2620-459-000-0000-000-705 07/22/2024	49,312.70
34	15	07/22/2024	10803	COUNTRY EQUIPMENT & USED TRUCKS LLC	037-Kubota Tractor repair	5,000.00
				037-Parts and labor to repair the Kubota Tractor	34-037-2640-439-000-0000-000-050 07/22/2024	5,000.00
34	16	07/24/2024	11530	Hagar Restaurant Equip. Svc. Inc.	023-Freezer Repair at Riverwood Elementary	7,390.63
				023-Freezer repair parts and labor at Riverwood Elementary	34-023-2620-439-000-0000-000-155 07/24/2024	7,390.63
34	17	07/24/2024	11530	Hagar Restaurant Equip. Svc. Inc.	023-Walk-in cooler repair at Central Middle School	2,456.24
				023-Walk in freezer repair, parts and labor at Central Middle School	34-023-2620-439-000-0000-000-525 07/24/2024	2,456.24

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/11/2024 - 8/1/2024, PO Range: 8 - 500, Fund(s): 34-2012 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	18	07/24/2024	15012	Dell Marketing LP	025 - Firewall - Quote#3000177478748.1	108,875.09
				CS-Mustang PS-FC2-10-AZVMS-465-01-36-FortiAnalyzer-VM Subscription License withSupport 3 Year Subscription license forContract # C000000006563	07/24/2024	21,025.41
				CS-Mustang PS-FG-901G-FORTIGATE - 901G 4X 25G SFP28 SLOTS, 4 X 10GESFP+ SLOTS, 17 X GE RJ45 PORTS (INCLUDING 1 X MGMT PORContract # C000000006563	07/24/2024	19,307.62
				CS-Mustang PS-FG-901G-BDL-809-36-FORTIGATE-901G HARDWARE PLUS 3YEAR HARDWARE PLUS FORTICAREPREMIUM AND FORTIGUARD ENTEContract # C000000006563	07/24/2024	68,542.06
34	19	07/31/2024	60932	Engineered Systems and	033 - Controller - 105	1,055.00
				033 - Controller, air temp sensor, install and labor - 105	07/31/2024	1,055.00
34	20	07/31/2024	11059	Blick Art Materials, LLC	066 MHS New Art Class Cabinets/Storage	12,785.00
				066 Hann Mobile Paper Storage Cart	07/31/2024	2,185.00
				Diversified Spaces Paper/Drawing Board Storage Cabinet	07/31/2024	10,600.00
34	21	07/31/2024	14462	Amazon Capital Services Inc.	066 MHS Shelving New Art Class	250.00
				066 VEVOR Storage Shelving Unit, 5-Tier Adjustable Storage Shelves, 36" L x 18" W x 72" H Heavy Duty Garage Storage Shelves, Metal Shelves for Kitchen Pantry Basement Bathroom Laundry	07/31/2024	250.00

Non-Payroll Total:	\$326,979.40
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$326,979.40

Change Order Listing

Options: Fund(s): 11-General, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 7/11/2024 - 8/1/2024, PO Range: 1 - 252, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
33	07/01/2024	61469	Westmoreland Therapies Services,LLC	047/621 SLP Contract-Speech Services	112,000.00
				047/621 SLP Contract-Speech Services	
		11-047-2152-323-239-0000-000-125		07/29/2024	22,400.00
		11-621-2152-323-239-0000-000-125		07/29/2024	89,600.00
36	07/01/2024	16451	VIZAVANCE	045 Vision Screenings @ all Sites	1,600.00
				045 Vision Screenings @ all Sites:ME, VE, LE, TE, CE, MEC, MCE, PVE, RE, MHI, CRI, MBI, MMS, MNMS, MCMS, MHS	
		11-045-2132-323-000-0000-000-525		08/01/2024	1,600.00
145	07/01/2024	17722	CITY TREASURER	023 - OKC FOOD SERVICE LICENSE	810.00
				023 - OKC FOOD SERVICE LICENSE	
		11-023-3190-810-700-0000-000-050		07/23/2024	810.00
				INCREASE P.O. 145, OKC LICENSES SUDDENLY WENT UP FROM \$50.00 TO \$140.00 PER KITCHEN IN OKC LIMITS	

Non-Payroll Total:	\$114,410.00
Payroll Total:	\$0.00
Report Total:	\$114,410.00

Project Totals

023	Child Nutrition	810.00
045	Nursing (Budget)	1,600.00
047	Specialists (SLP, OT, PT, RT, Deaf)	22,400.00
621	FLOW THROUGH PL 108-446	89,600.00

Unit Totals

050	District Wide	810.00
125	Creek Elem	112,000.00
525	Central Middle	1,600.00

Mustang Public Schools
Change Order Listing

Options: Fund(s): 21-Building, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 7/11/2024 - 8/1/2024, PO Range: 1 - 77, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
9	07/01/2024	12787	ONE Gas, Inc.	District Natural Gas Transport	35,000.00
District natural Gas- Transport Only - 21-028-2620-627-000-0000-000-050				07/21/2024	35,000.00
Gas purchased from Clearwater					

Non-Payroll Total:	\$35,000.00
Payroll Total:	\$0.00
Report Total:	\$35,000.00

Project Totals

028	Utilities	35,000.00
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Unit Totals

050	District Wide	35,000.00
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Memo

To: Supt. Charles Bradley and Mustang Public Schools Board of Education
From: Ryan McKinney, Assistant Superintendent
Date: Aug. 2, 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.

- Band App

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.



Memo

To: Charles Bradley
From: Chris Tobler *CT*
CC: Sue Cavett; Jana Clason
Date: July 24, 2024
Subject: 2024-2025 Adjunct Teachers for Board Approval (**August 12 Agenda**)

I. Business

1. Discussion and possible board action to approve Brandon Zargoza as an Adjunct Teacher for Physical Education/Health for Mustang High School for the 2024-2025 school year.



Memo

To: Charles Bradley CT
From: Chris Tobler
CC: Sue Cavett; Jana Clason
Date: July 24, 2024
Subject: 2024-2025 Adjunct Teachers for Board Approval (**August 12 Agenda**)

I. Business

1. Discussion and possible board action to approve Elizabeth Eastwood as an Adjunct Teacher for 3rd Grade for Mustang Elementary for the 2024-2025 school year.
2. Discussion and possible board action to approve Shannon Bradshaw as an Adjunct Teacher for 4th grade for Prairie View Elementary for the 2024-2025 school year.



Memo

To: Charles Bradley CT
From: Chris Tobler
CC: Sue Cavett; Jana Clason
Date: July 24, 2024
Subject: 2024-2025 Adjunct Teachers for Board Approval (**August 12 Agenda**)

I. Business

1. Discussion and possible board action to approve Elizabeth Eastwood as an Adjunct Teacher for 3rd Grade for Mustang Elementary for the 2024-2025 school year.
2. Discussion and possible board action to approve Shannon Bradshaw as an Adjunct Teacher for 4th grade for Prairie View Elementary for the 2024-2025 school year.



Schedule "A"

August 5th, 2024

Resignations				
Last Name	First Name		Site/Assignment	Effective
Adams	Robin		Transporation/ Bus Driver	05/17/2024
Bennyhoff	William		PAC/Technial Director	07/30/2024
Bristow	Carolynn		RE/Teacher	05/17/2024
Claborn	Lasha		MHI/Counselor	05/21/2024
Clemons	Abbey		Transportation/Sped needs bus aide	05/16/2024
Covalt	Emily		CRI/Sped Para	05/16/2024
Dorris	Tiffany		MNMS/Teacher	05/17/2024
Echalk	Jill		MCMS/Teacher	05/17/2024
Estep	Tonya		MBI/Sped Para/Crosswalk	05/16/2024
Fendrych	Ray		Transportation/Bus Driver	05/16/2024
Fraire	Tamara		CE/Paraprofessional	05/16/2024
Jin	Xiamoei		MHS/Sped Para	05/16/2024
Mathis-Speck	Kim		MHS/Sped Para	05/16/2024
Niles	Sierra		RE/MCMS/Health Aide	05/16/2024
Pendergrass	Christy		MEC/Sped Para	05/16/2024
Robert	Brittany		MHS/Teacher	05/17/2024
Silk	Deana		MHS/Yearbook/Journalism	05/17/2024
Tallent	Chasity		MEC/Sped Para	05/16/2024
Walker	Sonja		MEC/Para	05/16/2024
Zwirtz	Angela		PVE/Crooswalk	05/16/2024.
Employment				
Last Name	First Name	Replacing/New Position	Site/Assignment	Effective
Beck	Leslie	Chaireka Beasley	MCE/Sped Para	08/09/2024
Bidne	Beth	Deana Silk	MHS/Teacher	08/07/2024
Blanco	Jocelyne	Julie Sparks	MHS/Admin Assistant	07/29/2024
Brown	Sara	Michelle Childs	VE/Sped Paraprofessional	08/09/2024
Brydges	Megan	Hayley Batchelder	CE/Teacher	08/07/2024
Canada	Teresa	Brittany Robert	MHS/Teacher	08/07/2024
Chavez	Maria Arrieta	Necole Albritton	MHS/CN	08/06/2024
Davidson	Lisa	Dallas Scott	RE/CN	08/06/2024
DeGiusti	Jacquelyn	New Position	MHI/Sped Para	08/09/2024
Ford	Casie	Robyn Keele	CE/Sped Teacher	08/07/2024
Franks	Latasha	New Position	District/RN/Sub	08/08/2024
Gibson	Michael	Jeremy Mulford	Transporation/Bus Driver	08/07/2024
Gleichman	Andi	William Bennyhoff	PAC Technical Director	08/21/2024
Green	Kayla	Taylor Cantrell	PVE/Sped Para	08/09/2024
Hahl	Cairn	Crystal Rangel	MMS/CN	08/06/2024
Han	Thearena	Xiaomei Jin	MBI/CN	08/06/2024
Henry	Joshua	Faith Catayok	MHS/Mild Moderate Biology	08/07/2024
Kazemi	Mansoor	Michelle Grant	MMS/CN	08/06/2024
Kinder	Mikaela	Carolyn Bristow	RE/Teacher	08/07/2024

Kirk	Chantel	Cynthia Bray	CE/Sped Paraprofessional DDK	08/09/2024
Koehler	Kyle	Ryan Jones	CRI/Teacher	08/07/2024
LeBeau	Jill	Anna Costiloe	TE/CN	08/06/2024
Martin	Brianna	New Position	ME/Sped Para	08/09/2024
McCain	Madalynn	Kiley Penwell	MHS/Teacher	08/07/2024
Mcminn	Kaylee	Sunny Scott	LE/Paraprofessional	08/08/2024
Neal	Leslie	Tiffany Dorris	MNMS/Teacher	08/07/2024
Ochoa	Zoie	Kara Karr	VE/Teacher	08/07/2024
Powers	Dayli	Lisa Echeverria	MBI/Sped Paraprofessional	08/09/2024
Ras	Rebecca	Lisa Vaught	MHI/Teacher	08/07/2024
Roemer	Elizabeth	Darla Thompson	Transportation/Bus Driver	08/07/2024
Robertson	Nora	Randell Trail	MHI/Sped M/M Teacher	08/07/2024
Rogers	Trena	New Position	MHS/Teacher	08/07/2024
Sanderson	Destiny	Margarethe Miller	RE/CN	08/06/2024
Setzer	Kori	Tara Brown	TE/Sped Paraprofessional	08/09/2024
Rescinded Employment				
Last Name	First Name		To: Site/Assignment	Effective
Catayok	Faith		MHS/Sped Bio	2024
Nelson	Madeline		MCMS/Sped Para	2024/2025
Vaught	Lisa		MHI/Teacher	2024
Reassignments				
Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Bray	Cynthia	CE/Para	MBI/Sped FS Para	08/09/2024
Costiloe	Anna	TE/CN 6.5	TE/CN 7.5	08/06/2024
Dye	Misti	CN Asst	TE/CN Manager	08/01/2024
Grober	Danielle	VE/PreK Para	MNMS/Sped Para	08/08/2024
Higgins	Chaireka	MCE/Sped Core Para	MCE/LTSw/B Kindergarden	08/07/2024
Johnson	Jaclyn	MBI/CN Asst	CE/CN Manager	08/01/2024
Lentz	Carlie	MCE/CN 6.5	VE/CN 7.0	08/06/2024
Melendez	Breeana	MMS/Sped Paraprofessional	MCMS/Sped M/M Teacher	08/07/2024
Owen	Evan	Operations/Custodial	Operations/Mail Warehouse	07/29/2024
Spurlin	Leigh	MNMS/Sped Paraprofessional	LE/Sped Paraprofessional	08/09/2024
Taylor	Joyce	ME/CN 7.5	MHS/CN 6.5	08/06/2024
Retirement				
Last Name	First Name		To: Site/Assignment	Effective
Cable	Latricia		TE/Sped Paraprofessional	05/16/2024



Schedule "B"
August 5th, 2024

Additional Duty/Supplemental/Stipend				
Last Name	First Name	Assignment	Site	Effective
Miles	Jody	Pay for Plan Time	MHS	2024/2025
Shackleford	Amber	Pay for Plan Time	CRI	2024/2025
Sellers	Aubrey	Asst HS Cheer/Pom Pon	MHS	2024-2025
Davis	Mario	Asst 7th Grade Football	MMS	2024-2025
Oltmann	Kacy	Asst HS Cheer/Pom Pon	MHS	2024-2025
Landry	Kim	MS Asst Volleyball	MMS	2024-2025
Page	John	MS Head Girls Tennis	MMS	2024-2025
Lux	Savannah	MS Asst Tennis	MMS	2024-2025
Sawyer	Chris	MS Asst Boys Track	MMS	2024-2025
Foster	Dakota	MS Asst Boys Track	MMS	2024-2025
Sawyer	Chris	MS Head Boys Cross Country	MMS	2024-2025
Jenkins	Tess	MS Head Girls Cross Country	MMS	2024-2025
Foster	Dakota	MS Head 8th Grade Boys Basketball	MMS	2024-2025
Shackleford	Amie	MS Head 8th Grade Girls Basketball	MMS	2024-2025
Williams	Benjamin	Asst 8th Grade Boys Basketball	MMS	2024-2025
Brakebill	Heather	Asst 8th Grade Girls Basketball	MMS	2024-2025
Palmer	Jared	Head 7th Grade Boys Basketball	MMS	2024-2025
Sosebee	Kelsey	Head 7th Grade Girls Basketball	MMS	2024-2025
Witte-Hunt	Joy	MS Asst Softball	MNMS	2024-2025
Spencer	Tatum	MS Asst Volleyball	MNMS	2024-2025
Baldwin	Chris	MS Head Boys Tennis	MNMS	2024-2025
Okon	Jessica	MS Asst Tennis	MNMS	2024-2025
Garcia	Steve	MS Head Boys Track	MNMS	2024-2025
Cunningham	Chris	MS Head Girls Track	MNMS	2024-2025
Witte-Hunt	Joy	MS Asst Girls Track	MNMS	2024-2025
Witte-Hunt	Joy	MS 3 Sport Bonus	MNMS	2024-2025
Mooney	Adam	MS Head Girls Track	MCMS	2024-2025
Pettigrew	Shana	MS Asst Girls Track	MCMS	2024-2025
Tollers	Lauren	MS Asst Boys Track	MCMS	2024-2025
Bates	Andy	MS Asst Boys Track	MCMS	2024-2025
Sullivan	Tyrel	MS Head Girls Cross Country	MCMS	2024-2025
Bates	Andy	MS Asst 8th Grade Boys Basketball	MCMS	2024-2025
Mooney	Adam	MS Head 7th Grade Boys Basketball	MCMS	2024-2025
Jackson	Bobby	MS Asst 7th Grade Boys Basketball	MCMS	2024-2025
Badillo	Ryan	MS Head Golf	MCMS	2024-2025
Witte-Hunt	Joy	MS Asst 8th Grade Girls Basketball	MCMS	2024-2025
Holmes	Emily	Department Head Special Ed	ME	2024-2025
Boyd	Jennifer	Grade Level Department Chair ES	ME	2024-2025
Darby	Diane	Grade Level Department Chair ES	ME	2024-2025
Byrd	Rylie	Grade Level Department Chair ES	ME	2024-2025
Holliday	Ali	Grade Level Department Chair ES	ME	2024-2025

Mowery	Kimberly	Grade Level Department Chair ES	ME	2024-2025
Penick	Jennifer	Grade Level Department Chair ES	ME	2024-2025
Vanderslice	Madison	Grade Level Department Chair ES	ME	2024-2025
Whitehead	Sheryl	Grade Level Department Chair ES	ME	2024-2025
Plautz	Meghan	Awards Program ES/Int	ME	2024-2025
Pearson	Toni	Archery ES/Int	ME	2024-2025
Boyd	Jennifer	STEM/Robotics ES/Int/MS	ME	2024-2025
Calvert	Amber	STEM/Robotics ES/Int/MS	ME	2024-2025
Peters	Amanda	STEM/Robotics ES/Int/MS	ME	2024-2025
Vandeventer	Alana	STEM/Robotics ES/Int/MS 1/2	ME	2024-2025
Pence	Janet	Student Council ES/Int 1/2	ME	2024-2025
Bernhardt	Tanya	Media Director 3 Sections	ME	2024-2025
Morgan	Diamond	Web Master	ME	2024-2025
Watham	Jalane	Math Data Analyst	ME	2024-2025
Hull	Angelica	Senior Sponsor HS	MHS	2024-2025
Walker	Caitlin	Senior Sponsor HS	MHS	2024-2025
Walker	Casey	Senior Sponsor HS	MHS	2024-2025
McIntire	Vanessa	Junior Sponsor HS	MHS	2024-2025
Odom	Emily	Junior Sponsor HS	MHS	2024-2025
Walker	Caitlin	Junior Sponsor HS	MHS	2024-2025
Holman	Jessica	STEM/Robotic Sponsor HS	MHS	2024-2025
Kimmel	Jason	STEM/Robotic Sponsor HS	MHS	2024-2025
Pettit	Bethany	STEM/Robotic Sponsor HS	MHS	2024-2025
Moore	Matt	STEM/Robotic Sponsor HS	MHS	2024-2025
Bidne	Beth	Yearbook HS	MHS	2024-2025
Walker	Casey	Yearbook Asst HS	MHS	2024-2025
Bennett	Olivia	Honor Society HS	MHS	2024-2025
Morin	Stanley	Honor Society HS	MHS	2024-2025
Ahem	Kelsey	Department Head HS	MHS	2024-2025
Burton	Amanda	Department Head HS	MHS	2024-2025
Bennett	Olivia	Department Head HS	MHS	2024-2025
Dunbar	Kaitlyn	Department Head HS	MHS	2024-2025
Farnham	Kyle	Department Head HS	MHS	2024-2025
Walker	Caitlin	Department Head HS	MHS	2024-2025
Harris	Donita	Department Head HS	MHS	2024-2025
Hixon	Carrie	Department Head HS	MHS	2024-2025
McIntire	Vanessa	Department Head HS	MHS	2024-2025
Morin	Stanley	Department Head HS	MHS	2024-2025
Pumford	Kristin	Department Head HS	MHS	2024-2025
Swink	Kristina	Department Head HS	MHS	2024-2025
Damasiewicz	Tammy	Department Head HS 1/2	MHS	2024-2025
Glyckherr	Maria	Department Head HS 1/2	MHS	2024-2025
Hendricks	Nicholas	Student Council HS	MHS	2024-2025
Odom	Emily	Scholastic Coach HS	MHS	2024-2025
Mauler	Kameron	Team Lead HS	MHS	2024-2025
Fuentes	Shelley	Team Lead HS	MHS	2024-2025
Gaines	Jestine	Team Lead HS	MHS	2024-2025
Harris	Jeremy	Team Lead HS	MHS	2024-2025
Kelley	Christian	Team Lead HS	MHS	2024-2025

Kennedy	Patrick	Team Lead HS	MHS	2024-2025
Bennett	Olivia	Team Lead HS	MHS	2024-2025
Mathes	Brandon	Team Lead HS	MHS	2024-2025
McDaniel	Christopher	Team Lead HS	MHS	2024-2025
Walker	Caitlin	Team Lead HS	MHS	2024-2025
Walker	Casey	Team Lead HS	MHS	2024-2025
Weidner	Corey	Team Lead HS	MHS	2024-2025
Hurst	Trenton	Archery HS	MHS	2024-2025
Denham	Lyndsie	Reach Crew MS/HS	MHS	2024-2025
Dunbar	Kaitlyn	Reach Crew MS/HS	MHS	2024-2025
Teague	Thomas	Reach Crew MS/HS	MHS	2024-2025
Kimmel	Jason	AP Science HS	MHS	2024-2025
Chaisson	Leigha	AP Science HS	MHS	2024-2025
Morin	Stanley	AP Science HS	MHS	2024-2025
Noble	Kelly	AP Science HS	MHS	2024-2025
Weidner	Corey	E-Sports HS	MHS	2024-2025
Shuck	Kerry	Broadcasting HS	MHS	2024-2025
Connors	Kristi	Instructional Advisor	MHS	2024-2025
Stepanek	Samantha	Instructional Advisor	MHS	2024-2025
Little	Cody	Web Master	MHS	2024-2025
Rowe	Cheryl	Science Fair MS 1/2	MCMS	2024-2025
Smith	Kimber	Science Fair MS 1/2	MCMS	2024-2025
Smith	Kimber	Scholastic Coach 7th/8th	MCMS	2024-2025
Ward	Kasey	Renaissance Sponsor MS	MCMS	2024-2025
Lane	Alicia	Yearbook MS	MCMS	2024-2025
Hardeman	Tara	Team Lead MS	MCMS	2024-2025
Jones	Chanae	Team Lead MS	MCMS	2024-2025
Lusher	Andrew	Team Lead MS	MCMS	2024-2025
Harmon	Stephanie	Team Lead MS	MCMS	2024-2025
Smith	Kimber	Team Lead MS	MCMS	2024-2025
Thomas	Karissa	Team Lead MS	MCMS	2024-2025
Yates	Brandee	Department Head Special Ed	MCMS	2024-2025
Ward	Kasey	Awards Program MS	MCMS	2024-2025
Sullivan	Tyrel	Archery MS	MCMS	2024-2025
Cook	Kyle	Department Chair Int/MS	MCMS	2024-2025
Elmore	Shawn	Department Chair Int/MS	MCMS	2024-2025
Knight	Angela	Department Chair Int/MS	MCMS	2024-2025
Meziere	Sharon	Department Chair Int/MS	MCMS	2024-2025
Mooney	Adam	Department Chair Int/MS	MCMS	2024-2025
Pettigrew	Shana	Department Chair Int/MS	MCMS	2024-2025
Rowe	Cheryl	Department Chair Int/MS	MCMS	2024-2025
Tollers	Lauren	Department Chair Int/MS	MCMS	2024-2025
Ford	Jeremy	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Knight	Angela	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Pettigrew	Shana	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Wilhm	Jennifer	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Hardeman	Tara	Reach Crew MS/HS 1/2	MCMS	2024-2025
Jones	Chanae	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Walters	Christi	Web Master	MCMS	2024-2025

Burch	Natha	Scholastic Coach 7th/8th	MNMS	2024-2025
Parker	Jessica	Renaissance Sponsor MS	MNMS	2024-2025
Burch	Blake	Yearbook MS	MNMS	2024-2025
Garrett	Rondalyn	Team Lead MS	MNMS	2024-2025
Joy	Jennifer	Team Lead MS	MNMS	2024-2025
Lutts	Rylee	Team Lead MS	MNMS	2024-2025
Roberts	Roberta	Team Lead MS	MNMS	2024-2025
Smith	Tonia	Team Lead MS	MNMS	2024-2025
Summers	Sarah	Team Lead MS	MNMS	2024-2025
Wyckoff	Kristin	Team Lead MS	MNMS	2024-2025
Joy	Jennifer	Department Head Special Ed	MNMS	2024-2025
Birkes	Andrea	Awards Program MS	MNMS	2024-2025
Waggoner	Ryan	Archery MS	MNMS	2024-2025
Boulware	Brent	Department Chair Int/MS	MNMS	2024-2025
Herring	Rhonda	Department Chair Int/MS	MNMS	2024-2025
Killebrew	Cynthia	Department Chair Int/MS	MNMS	2024-2025
Lutts	Rylee	Department Chair Int/MS	MNMS	2024-2025
Solberg	Lisa	Department Chair Int/MS	MNMS	2024-2025
Shropshire	Benjamin	Department Chair Int/MS	MNMS	2024-2025
Summers	Sarah	Department Chair Int/MS	MNMS	2024-2025
Wyckoff	Kristin	Department Chair Int/MS	MNMS	2024-2025
Skoropowski	Brandy	STEM/Robotics ES/Int/MS	MNMS	2024-2025
Garcia	Steve	STEM/Robotics ES/Int/MS	MNMS	2024-2025
Swan	Rhoda	Stem/Robotics ES/Int/MS	MNMS	2024-2025
Roberts	Roberta	Reach Crew MS/HS 1/2	MNMS	2024-2025
Swan	Rhoda	Reach Crew MS/HS 1/2	MNMS	2024-2025
Courtney	Hannah	Student Council MS 1/2	MMS	2024-2025
Singer	Patrick	Student Council MS 1/2	MMS	2024-2025
Creach	Jessica	Science Fair MS 1/2	MMS	2024-2025
Sosebee	Kelsey	Science Fair MS 1/2	MMS	2024-2025
Courtney	Hannah	Renaissance Sponsor MS	MMS	2024-2025
Sawyer	Mandy	Yearbook MS	MMS	2024-2025
Bristol	Judy	Team Lead MS	MMS	2024-2025
Courtney	Hannah	Team Lead MS	MMS	2024-2025
King	Christine	Team Lead MS	MMS	2024-2025
Naff	Hannah	Team Lead MS	MMS	2024-2025
Bowen	Blake	Team Lead MS	MMS	2024-2025
LaRue	Amy	Team Lead MS	MMS	2024-2025
Sosebee	Kelsey	Team Lead MS	MMS	2024-2025
King	Christine	Department Head Special Ed	MMS	2024-2025
Garcia	Sharonda	Award Program MS	MMS	2024-2025
Bridges	Karen	Archery MS	MMS	2024-2025
McCormick	Elizabeth	Scholastic Coach 7th/8th 1/2	MMS	2024-2025
Naff	Hannah	Scholastic Coach 7th/8th 1/2	MMS	2024-2025
Coffman	Brett	Department Chair Int/MS	MMS	2024-2025
Creach	Jessica	Department Chair Int/MS	MMS	2024-2025
Green	Sarah	Department Chair Int/MS	MMS	2024-2025
Penney	Amy	Department Chair Int/MS	MMS	2024-2025
Page	John	Department Chair Int/MS	MMS	2024-2025

Palmer	Jared	Department Chair Int/MS	MMS	2024-2025
Bristol	Judy	Department Chair Int/MS	MMS	2024-2025
Courtney	Hannah	Department Chair Int/MS	MMS	2024-2025
Coffman	Brett	STEM/Robotics ES/Int/MS	MMS	2024-2025
Kincer	Ricky	STEM/Robotics ES/Int/MS	MMS	2024-2025
Stephens	Matthew	STEM/Robotics ES/Int/MS	MMS	2024-2025
Foster	Dakota	STEM/Robotics ES/Int/MS	MMS	2024-2025
Green	Sarah	Reach Crew MS/HS	MMS	2024-2025
Sawyer	Mandy	Web Master	MMS	2024-2025
Brosh	Madge	Department Head Special Ed	MBI	2024-2025
Stokes	Hanna	Awards Program ES/Int	MBI	2024-2025
Hasty	Jason	Archery ES/Int	MBI	2024-2025
Wiewel	Sherri	Archery ES/Int	MBI	2024-2025
Davis	Tyler	Scholastic Coach Int	MBI	2024-2025
Awbrey	Cody	Department Chair Int/MS	MBI	2024-2025
Brock	Karissa	Department Chair Int/MS	MBI	2024-2025
Cox	Sarah	Department Chair Int/MS	MBI	2024-2025
Hale	Kelsey	Department Chair Int/MS	MBI	2024-2025
Holder	Erin	Department Chair Int/MS	MBI	2024-2025
Karn	Heather	Department Chair Int/MS	MBI	2024-2025
Tindall	Angela	Department Chair Int/MS	MBI	2024-2025
Cross	Lindsay	Department Chair Int/MS	MBI	2024-2025
Baca	Vanessa	Grade Level Team Leader Int	MBI	2024-2025
Fruit	Morgan	Grade Level Team Leader Int	MBI	2024-2025
Holder	Erin	Grade Level Team Leader Int	MBI	2024-2025
Hale	Kelsey	Grade Level Team Leader Int	MBI	2024-2025
Cline	Hannah	Grade Level Team Leader Int	MBI	2024-2025
Clanahan	Clarissa	STEM/Robotics ES/Int/MS	MBI	2024-2025
Royle	Gabby	STEM/Robotics ES/Int/MS	MBI	2024-2025
Pool	Jessica	Math Data Analyst	MBI	2024-2025
Baca	Vanessa	Web Master	MBI	2024-2025
Causey	Maria	Grade Level & Dept Chair ES 1/2	RWE	2024-2025
Thomas	Mary	Grade Level & Dept Chair ES 1/2	RWE	2024-2025
Llewellyn	Patricia	Department Head Special Ed	RWE	2024-2025
Reynolds	Lauren	Grade Level Department Chair ES	RWE	2024-2025
Balliew	Kayla	Grade Level Department Chair ES	RWE	2024-2025
Miseldine	Michelle	Grade Level Department Chair ES	RWE	2024-2025
Tiger	Kelsey	Grade Level Department Chair ES	RWE	2024-2025
Rick	Amanda	Grade Level Department Chair ES	RWE	2024-2025
Craghead	Brin	Grade Level Department Chair ES	RWE	2024-2025
Thomas	Amanda	Grade Level Department Chair ES	RWE	2024-2025
Castaneda Jr	Jose	Archery ES/Int	RWE	2024-2025
Fixico	Dustin	Archery ES/Int	RWE	2024-2025
Causey	Maria	Awards Program ES/Int 1/2	RWE	2024-2025
Thomas	Mary	Awards Program ES/Int 1/2	RWE	2024-2025
Causey	Maria	Yearbook ES 1/2	RWE	2024-2025
Thomas	Mary	Yearbook ES 1/2	RWE	2024-2025
Biggs	Sarah	STEM/Robotics ES/Int/MS	RWE	2024-2025
Sandafur	Christie	STEM/Robotics ES/Int/MS	RWE	2024-2025

Haney	Amanda	STEM/Robotics ES/Int/MS	RWE	2024-2025
Kuper	Michelle	STEM/Robotics ES/Int/MS	RWE	2024-2025
Wilbur	Beth	STEM/Robotics ES/Int/MS	RWE	2024-2025
Blair	Sarah	Student Council ES/Int	RWE	2024-2025
Hopson	Melessia	Student Council ES/Int	RWE	2024-2025
Cartwright	Shea	Student Council ES/Int	RWE	2024-2025
Balliew	Kayla	Student Council ES/Int	RWE	2024-2025
Miseldine	Michelle	Student Council ES/Int 1/3	RWE	2024-2025
Sandefur	Christie	Media Director 6 Sections	RWE	2024-2025
Haney	Amanda	Math Data Analyst (Kindness Keepers Club)	RWE	2024-2025
Winn	Lydia	Math Data Analyst (Kindness Keepers Club)	RWE	2024-2025
Allen	Jenny	Math Data Analyst (Kindness Keepers Club)	RWE	2024-2025
Kuper	Michelle	Math Data Analyst (Kindness Keepers Club)	RWE	2024-2025
Thomposon	Shelia	Math Data Analyst (Kindness Keepers Club)	RWE	2024-2025
Sandefur	Christie	Web Master 1/2	RWE	2024-2025
Bristow	Carolynn	Web Master 1/2	RWE	2024-2025
Mumme	Amanda	Yearbook ES/Int	MV	2024-2025
Reddish	Rebecca	Department Head Special Ed	MV	2024-2025
Cavner	Kristina	Grade Level Department Chair ES	MV	2024-2025
Cupples	Megan	Grade Level Department Chair ES	MV	2024-2025
Gourley	Piper	Grade Level Department Chair ES	MV	2024-2025
Moody	Sarah	Grade Level Department Chair ES	MV	2024-2025
Hartless	Jaime	Grade Level Department Chair ES	MV	2024-2025
Long	Molly	Grade Level Department Chair ES	MV	2024-2025
Harris	Courtney	Grade Level Department Chair ES	MV	2024-2025
Taylor	Lesha	Grade Level Department Chair ES	MV	2024-2025
Taylor	Lesha	Awards Program ES/Int	MV	2024-2025
Gourley	Piper	Archery ES/Int	MV	2024-2025
Baugh	Taylor	STEM/Robotics ES/Int/MS	MV	2024-2025
Ghiglieri	Baylee	STEM/Robotics ES/Int/MS	MV	2024-2025
McRoberts	Dawn	STEM/Robotics ES/Int/MS	MV	2024-2025
Podoll	Joseph	STEM/Robotics ES/Int/MS	MV	2024-2025
Hartless	Jaime	Student Council ES/Int 1/2	MV	2024-2025
Mumme	Amanda	Student Council ES/Int 1/2	MV	2024-2025
Scott	Carol	Media Director 3 Sections	MV	2024-2025
Hansing	Rian	Math Data Analyst	MV	2024-2025
Harding	Taylor	Math Data Analyst	MV	2024-2025
Moody	Sarah	Web Master	MV	2024-2025
Sheffield	Mackenzie	Yearbook ES/Int	PVE	2024-2025
Andrews	Jayne	Department Head Special Ed	PVE	2024-2025
English	Jennifer	Grade Level Department Chair ES	PVE	2024-2025
Southerland	Kati	Grade Level Department Chair ES	PVE	2024-2025
Lynes	Lauren	Grade Level Department Chair ES	PVE	2024-2025
Mills	Amanda	Grade Level Department Chair ES	PVE	2024-2025
Ransom	Shelia	Grade Level Department Chair ES	PVE	2024-2025
Burns	Kari	Grade Level Department Chair ES	PVE	2024-2025
Williams	Bobbie	Grade Level Department Chair ES	PVE	2024-2025
Yocham	Elisabeth	Grade Level Department Chair ES	PVE	2024-2025
English	Jennifer	Archery ES/Int	PVE	2024-2025

Cornelius	Cathy	Archery ES/Int	PVE	2024-2025
Knutson	Kathryn	Awards Program ES/Int 1/2	PVE	2024-2025
Osborne	Brittany	Awards Program ES/Int 1/2	PVE	2024-2025
English	Jennifer	STEM/Robotics ES/Int/MS	PVE	2024-2025
Sharp	Paula	STEM/Robotics ES/Int/MS	PVE	2024-2025
Ransom	Shelia	STEM/Robotics ES/Int/MS 1/2	PVE	2024-2025
Velders	Erin	STEM/Robotics ES/Int/MS 1/2	PVE	2024-2025
Knutson	Kathryn	Student Council ES/Int 1/2	PVE	2024-2025
Osborne	Brittany	Student Council ES/Int 1/2	PVE	2024-2025
Vancleave	Kelsey	Media Director 6 Sections	PVE	2024-2025
Barrett	Brooke	Math Data Analyst	PVE	2024-2025
English	Jennifer	Web Master	PVE	2024-2025
Ervine	Dana	Department Head Special Ed	MEC	2024-2025
Reed	Jennifer	Grade Level Department Chair ES	MEC	2024-2025
Oltmann	Kacy	Web Master	MEC	2024-2025
Leochner	Amy	Yearbook ES/Int	LE	2024-2025
Tobiason	Erin	Department Head Special Ed	LE	2024-2025
Carr	Miranda	Grade Level Department Chair ES	LE	2024-2025
Doran	Tamara	Grade Level Department Chair ES	LE	2024-2025
Earls	Amber	Grade Level Department Chair ES	LE	2024-2025
Marion	Sharon	Grade Level Department Chair ES	LE	2024-2025
Schneider	Nicon	Grade Level Department Chair ES	LE	2024-2025
Wauters	Brandy	Grade Level Department Chair ES	LE	2024-2025
Yarbro	Jayla	Grade Level Department Chair ES	LE	2024-2025
Finkenbinder	Laurie	Awards Program ES/Int 1/2	LE	2024-2025
Biggs	Tarakay	STEM/Robotics ES/Int/MS	LE	2024-2025
James	Lisa	STEM/Robotics ES/Int/MS	LE	2024-2025
Marion	Sharon	STEM/Robotics ES/Int/MS	LE	2024-2025
Tobiason	Erin	STEM/Robotics ES/Int/MS	LE	2024-2025
Finkenbinder	Laurie	Student Council ES/Int 1/2	LE	2024-2025
Wauters	Brandy	Media Director 3 Sections	LE	2024-2025
Wauters	Brandy	Web Master	LE	2024-2025
Gelso	Christin	Yearbook ES/Int	MT	2024-2025
Elliott	Malinda	Department Head Special Ed 1/2	MT	2024-2025
Campbell	Kylie	Grade Level Department Chair ES	MT	2024-2025
Gelso	Christin	Grade Level Department Chair ES	MT	2024-2025
Catelli	Sarah	Grade Level Department Chair ES	MT	2024-2025
Kissling	Amanda	Grade Level Department Chair ES	MT	2024-2025
Matthews	Emily	Grade Level Department Chair ES	MT	2024-2025
Owens	Rachelle	Grade Level Department Chair ES	MT	2024-2025
Towne	Jessica	Grade Level Department Chair ES	MT	2024-2025
Gaucin	Jessica	Awards Program ES/Int	MT	2024-2025
Gelso	Christin	Archery ES/Int	MT	2024-2025
Fields	Rachel	STEM/Robotics ES/Int/MS	MT	2024-2025
Norvelle	Danielle	STEM/Robotics ES/Int/MS	MT	2024-2025
Bear	Brooklyn	STEM/Robotics ES/Int/MS	MT	2024-2025
Campbell	Kylie	STEM/Robotics ES/Int/MS	MT	2024-2025
Dixon	Jesica	Student Council ES/Int	MT	2024-2025
Bullard	Kelly	Media Director 6 Sections	MT	2024-2025

Reyes	Allison	Math Data Analyst	MT	2024-2025
Norvelle	Danielle	Web Master	MT	2024-2025
Collett	Danielle	Grade Level Department Chair ES	MC	2024-2025
Crews	Megan	Grade Level Department Chair ES	MC	2024-2025
Gatlin	Kelcy	Grade Level Department Chair ES	MC	2024-2025
Gosnell	Kortney	Grade Level Department Chair ES	MC	2024-2025
Hargrove	Amy	Grade Level Department Chair ES	MC	2024-2025
Michael	Elizabeth	Grade Level Department Chair ES	MC	2024-2025
Moss	Carrie	Grade Level Department Chair ES	MC	2024-2025
Crews	Megan	Awards Program ES/Int	MC	2024-2025
Head	Bailey	Archery ES/Int	MC	2024-2025
Sparks	Brandy	Archery ES/Int	MC	2024-2025
Griffin	Sheryl	Yearbook ES 1/2	MC	2024-2025
Lindsey	Katy	Yearbook ES 1/2	MC	2024-2025
Keele	Robyn	STEM/Robotics ES/Int/MS	MC	2024-2025
Peck	Kara	STEM/Robotics ES/Int/MS	MC	2024-2025
Rosser	Allyson	STEM/Robotics ES/Int/MS	MC	2024-2025
Wilson	Emily	STEM/Robotics ES/Int/MS	MC	2024-2025
Sparks	Brandy	Student Council ES/Int	MC	2024-2025
Story	Terri	Media Director 6 Sections	MC	2024-2025
Story	Moriah	Math Data Analyst	MC	2024-2025
Story	Moriah	Web Master	MC	2024-2025
Smith	Ryan	Department Head Special Ed	MCE	2024-2025
Danler	Carmen	Grade Level Department Chair ES	MCE	2024-2025
Bates	Shathar	Grade Level Department Chair ES	MCE	2024-2025
Kirkwood	Whitney	Grade Level Department Chair ES	MCE	2024-2025
Howard	Adrienne	Grade Level Department Chair ES	MCE	2024-2025
Morris	Trisha	Grade Level Department Chair ES 1/2	MCE	2024-2025
Fink	Hunter	Grade Level Department Chair ES 1/2	MCE	2024-2025
Natseway	Amy	Grade Level Department Chair ES	MCE	2024-2025
OBannon	Nicole	Grade Level Department Chair ES	MCE	2024-2025
Brown	Megan	Grade Level Department Chair ES	MCE	2024-2025
Gray	Hannah	Awards Program ES/Int	MCE	2024-2025
Barnes	Cynthia	STEM/Robotics ES/Int/MS	MCE	2024-2025
Henderson	Meredith	STEM/Robotics ES/Int/MS	MCE	2024-2025
Natseway	Amy	STEM/Robotics ES/Int/MS	MCE	2024-2025
Votta	Shauna	STEM/Robotics ES/Int/MS	MCE	2024-2025
Fink	Hunter	STEM/Robotics ES/Int/MS	MCE	2024-2025
Gray	Hannah	Student Council ES/Int 1/2	MCE	2024-2025
Hood	Samantha	Media Director 2 Sections	MCE	2024-2025
Simmons	Janette	Web Master	MCE	2024-2025
Ross	Rachel	Yearbook ES/Int	HZ	2024-2025
Trail	Monica	Department Head Special Ed	HZ	2024-2025
Clarke	Dawn	Awards Program ES/Int	HZ	2024-2025
McElroy	Diana	Archery ES/Int	HZ	2024-2025
Rinehart	Jordan	Archery ES/Int	HZ	2024-2025
Baxter	Deanna	Scholastic Coach 6th 1/2	HZ	2024-2025
Baxter	Deanna	Department Chair Int/MS	HZ	2024-2025
Buel	Cherish	Department Chair Int/MS	HZ	2024-2025

Cato	Kathryn	Department Chair Int/MS	HZ	2024-2025
Davis	Ginger	Department Chair Int/MS	HZ	2024-2025
Trail	Monica	Department Chair Int/MS	HZ	2024-2025
Buel	Cherish	Grade Level Team Leader Int	HZ	2024-2025
Dye	Brenda	Grade Level Team Leader Int	HZ	2024-2025
Fair	Bethany	Grade Level Team Leader Int	HZ	2024-2025
Fletcher	Max	Grade Level Team Leader Int	HZ	2024-2025
Wright	Amy	Grade Level Team Leader Int	HZ	2024-2025
Baxter	Deanna	STEM/Robotics ES/Int/MS	HZ	2024-2025
Buel	Cherish	STEM/Robotics ES/Int/MS	HZ	2024-2025
Davis	Ginger	Student Council ES/Int	HZ	2024-2025
Clarke	Dawn	Web Master	HZ	2024-2025
Daley	Dacey	Yearbook ES/Int	CRI	2024-2025
Shackleford	Amber	Department Head Special Ed	CRI	2024-2025
Adame	Melissa	Awards Program ES/Int	CRI	2024-2025
Walling	Robert	Archery ES/Int	CRI	2024-2025
Brown	Tim	Archery ES/Int	CRI	2024-2025
Owen	Krista	Scholastic Coach 6th 1/2	CRI	2024-2025
Blanco	Cheyenne	Scholastic Coach 6th 1/2	CRI	2024-2025
Jackson	Holly	Department Chair Int/MS	CRI	2024-2025
Aynes	Raymond	Department Chair Int/MS	CRI	2024-2025
Vann	Marquita	Department Chair Int/MS	CRI	2024-2025
Good	Desiree	Department Chair Int/MS	CRI	2024-2025
Owens	Angelia	Department Chair Int/MS	CRI	2024-2025
Snowden	Cheryl	Department Chair Int/MS	CRI	2024-2025
Solomon	Chelsea	Department Chair Int/MS	CRI	2024-2025
Wolfe	Thomas	Department Chair Int/MS	CRI	2024-2025
Aynes	Raymond	Grade Level Team Leader Int	CRI	2024-2025
Chen	Jacob	Grade Level Team Leader Int	CRI	2024-2025
Jackson	Holly	Grade Level Team Leader Int	CRI	2024-2025
Walling	Robert	Grade Level Team Leader Int	CRI	2024-2025
Solomon	Chelsea	Grade Level Team Leader Int	CRI	2024-2025
Brandt	Angela	Grade Level Team Leader Int	CRI	2024-2025
Weaver	Courtney	Grade Level Team Leader Int	CRI	2024-2025
Brown	Timothy	STEM/Robotics ES/Int/MS	CRI	2024-2025
Wolfe	Thomas	STEM/Robotics ES/Int/MS	CRI	2024-2025
Aynes	Raymond	Student Council ES/Int	CRI	2024-2025
Austin	Kimberly	Math Data Analyst	CRI	2024-2025
Tobler	Michelle	Web Master 1/2	CRI	2024-2025
Davis	Tyler	Student Council ES/Int 1/2	MBI	2024-2025
Cross	Lindsay	Student Council ES/Int 1/2	MBI	2024-2025
Davis	Tyler	Grade Level Team Leader Int	MBI	2024-2025
Brock	Karissa	Grade Level Team Leader Int	MBI	2024-2025
Chaffee	Alexis	Student Council MS 1/2	MNMS	2024-2025
Robison	Kai	Student Council MS 1/2	MNMS	2024-2025
Robison	Kaitlyn	Student Council MS 1/2	MNMS	2024-2025
Badillo	Deblin	Student Council MS 1/2	MCMS	2024-2025
Graves	Brooklyn	Student Council MS 1/2	MCMS	2024-2025



Schedule "C"
August 5th, 2024

Guest Teacher "C"			
Last Name	First Name	Site/Assignment	Effective
Chambers	Linda	District	2024/2024