



## BOARD OF DIRECTORS MEETING AGENDA

**TUESDAY, APRIL 18, 2023 | 5:30 PM**

Board members will meet in person at 1421 S. Sheridan Rd. Public comments submitted in accordance to our public comments policy will be read prior to the relevant agenda item.

Poste on: April 17, 2023 at 4:45 PM

Posted by: Madison Curley, Board Clerk

### PARTICIPANTS

#### Board Members

Cynthia Jasso (Board Chair)  
Dr. Anna Montgomery (Vice Chair)  
Ryan Myers (Treasurer)  
Ivan Godinez-Reyes  
Ben Stewart  
John Gawey  
Omare Jimmerson  
Ana Ponce  
Ashley Chaney  
Samantha Aponte

#### THA Executive Leadership Team

Elsie Urueta Pollock (Chief Executive Officer)  
Amanda Yuen (Chief Operations Officer)  
Kate Freudenheim (Chief Academic Officer)

### AGENDA

	Action	Item	Rationale	Lead	Time
1	-	Welcome		Cynthia Jasso, Board Chair	5:30 PM
2	-	Roll Call		Cynthia Jasso, Board Chair	5:31 PM
3	VOTE	Approval of Consent Agenda a) April Meeting Agenda b) March Meeting Minutes c) March Financial Report d) Routine Staffing Items e) Approval of Green Country Workforce Terms and Conditions f) Approval of Schoolmint Grow Agreement g) Approval of Renaissance Quote h) Approval of Investment Advisor Agreement for 401k	a) The meeting's board agenda ensures proper meeting conduct by outlining all matters to be considered by the public body. b) The proceedings of a public body shall be kept by a person so designated by such public body in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the public body, and all actions taken by such public body. c) Regular financial reporting enables appropriate board oversight. d) Routine personnel actions	Cynthia Jasso, Board Chair	5:32 PM

			<p>implement the various talent strategies and priorities authorized by THA's Board of Directors. All salaries are listed as the prorated total based on start date.</p> <p>e) Tulsa Honor Academy previously partnered with Workforce Tulsa, re-branded as Green Country Workforce, which provides employment and training services. This partnership allows for Green Country Workforce to provide work experiences at Tulsa Honor Academy at no cost to Tulsa Honor Academy. The board previously approved this agreement, but the Service Provider has changed to Dynamic Workforce Solutions. No cost is involved.</p> <p>f) Schoolmint grow will provide us a platform (\$10,060) to support the quality and frequency of instructional coaching across the network. Their system is designed to support the targeted, data-driven types of coaching we use. It will allow us to make data-informed decisions for developing our teachers. We believe it will add ease and convenience for leaders and teachers to have all of it in one place, and greater visibility for purposes of accountability.</p> <p>g) Renaissance will provide us Accelerated Reader and Star Reading Assessments as part of our efforts to increase reading accountability and reading growth across the network.</p> <p>h) Our previous investment advisor has retired, and we have identified another financial advisor through our third party administrator.</p>		
4	INFO	Progress on Permanent Facility		Amanda Yuen, COO Kyle Rudolph, Link Group Tyler Baier, Level Field	5:33 PM
5	INFO	Change Management Progress		Elsie Urueta Pollock, CEO Kuma Roberts	5:45 PM
6	VOTE	Approval of 2023-2024	Annually, Tulsa Honor Academy	Elsie Urueta Pollock, CEO	6:00 PM

		Academic Calendar	establishes the academic calendar early in the Spring for the following year, which is approved by the board and which impacts scholars, families, and staff. This year's calendar draft includes full day Fridays and increased full day Professional Development, which allows for robust instructional programming each day and robust professional development and work time for teachers on PD Days.		
7	VOTE	Approval of 2023-2024 Scholar and Family Handbook	Annually, Tulsa Honor Academy updates the Scholar and Family Handbook and brings it to the board for review.	Kate Freudenheim, CAO	6:05 PM
8	VOTE	Approval of FY 23-24 Application for Temporary Appropriations	Annually, the board reviews and approves temporary appropriations for the following year prior to actual appropriations being approved later in the summer. This allows for beginning of the year encumbrances.	Amanda Yuen, COO	6:15 PM
9	VOTE	Approval of New and Modified General Fund and Gift Fund Encumbrances	New encumbrances and encumbrance changes reflect obligations of district funds issued in accordance with §70-5-135.	Amanda Yuen, COO	6:20 PM
10	INFO	Review of Activity Fund Report		Elsie Urueta Pollock, CEO	6:25 PM
11	INFO	Review of Special Education Secondary Transition-Indicator 13 Progress		Kate Freudenheim, CAO Jessyca Williams, Student Supports Manager	6:30 PM
12	INFO	Review of Anticipated Updates to Staff Handbook		Amanda Yuen, COO	6:40 PM
13	INFO	Review of Board Dashboard		Executive Leadership Team	6:50 PM
14	INFO	Committee Reports -Executive -Governance -Finance -Development -Academic Achievement		Committee Chairs	7:05 PM
15	-	New Business		Cynthia Jasso, Board Chair	7:15 PM
16	-	Adjourn		Cynthia Jasso, Board Chair	7:30 PM



## BOARD OF DIRECTORS MEETING MINUTES

**TUESDAY, MARCH 21, 2023 | 5:30 PM**

Board members will meet in person at 1421 S. Sheridan Rd. Public comments submitted in accordance to our public comments policy will be read prior to the relevant agenda item.

### PARTICIPANTS

#### Board Members

Cynthia Jasso (Board Chair)  
 Dr. Anna Montgomery (Vice Chair)  
 Ryan Myers (Treasurer)  
 Ivan Godinez-Reyes  
 Ben Stewart  
 John Gawey  
 Omare Jimmerson  
 Ana Ponce  
 Ashley Chaney  
 Samantha Aponte

#### THA Executive Leadership Team

Elsie Urueta Pollock (Chief Executive Officer)  
 Amanda Yuen (Chief Operations Officer)  
 Kate Freudenheim (Chief Academic Officer)

### AGENDA

	Action	Item	Minutes
1	-	Welcome	A regular meeting of the Board of Directors of Tulsa Honor Academy was held on Tuesday, March 21, 2023 commencing at 5:34 PM at THA's Sheridan Campus located at 1421 S. Sheridan Rd.
2	-	Roll Call	<p>PRESENT:</p> <p>Cynthia Jasso            Dr. Anna Montgomery            Ana Ponce            Ashley Chaney            Ben Stewart            Samantha Aponte            Ryan Myers (arrived at item 4)            John Gawey (arrived at item 4)</p> <p>ABSENT:</p> <p>Ivan Godinez-Reyes            John Gawey            Omare Jimmerson</p>
3	VOTE	Approval of Consent Agenda a) March Meeting Agenda b) February Meeting Minutes c) February Financial Report d) Routine Staffing Items	<p>A motion was made by Ashley Chaney to approve the consent agenda and the motion was seconded by Ben Stewart.</p> <p>The motion passed.</p>

		e) Approval of Summit Monitoring Contract for Lift f) Approval of Middle School Yearbook Contracts with Jostens g) Approval of EAS Consulting, Inc. Contract for Federal Programs Support h) Approval of Prom Contracts (including venue, decorations and photo booth)	AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Ashley Chaney, Ben Stewart, Samantha Aponte NAY: ABSTAIN: ABSENT: Ryan Myers, Omare Jimmerson, Ivan Godinez-Reyes, John Gawey
4	VOTE	Review and Acknowledgement of FY22 Audit	A motion was made by Dr. Anna Montgomery to approve Item 4 and the motion was seconded by Ryan Myers.  The motion passed.  AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Ashley Chaney, Ben Stewart, Samantha Aponte, Ryan Myers (arrived at item 4), John Gawey (arrived at item 4) NAY: ABSTAIN: ABSENT: Omare Jimmerson, Ivan Godinez-Reyes
5	INFO	Progress on Permanent Facility	Kyle Rudolph and Tyler Baier shared an update on progress on the lower level of THA's permanent facility.
6	VOTE	Approval of Updated Open Transfer Seat Numbers for 2022-2023 and 2023-2024	A motion was made by Ryan Myers to approve Item 6 with the addition of capacity numbers for the 2023-2024 school year and the motion was seconded by Ana Ponce.  The motion passed.  AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Ashley Chaney, Ben Stewart, Samantha Aponte, Ryan Myers, John Gawey NAY: ABSTAIN: ABSENT: Omare Jimmerson, Ivan Godinez-Reyes
7	VOTE	Approval of Change to the 2022-2023 Academic Calendar	A motion was made by Ana Ponce to approve Item 7 and the motion was seconded by Ben Stewart.  The motion passed.  AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Ashley Chaney, Ben Stewart, Samantha Aponte, Ryan Myers, John Gawey NAY: ABSTAIN: ABSENT: Omare Jimmerson, Ivan Godinez-Reyes

8	VOTE	Approval of New and Modified General Fund and Gift Fund Encumbrances	<p>A motion was made by Ryan Myers to approve Item 8 and the motion was seconded by Ben Stewart.</p> <p>The motion passed.</p> <p>AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Ashley Chaney, Ben Stewart, Samantha Aponte, Ryan Myers, John Gawey</p> <p>NAY:</p> <p>ABSTAIN:</p> <p>ABSENT: Omare Jimmerson, Ivan Godinez-Reyes</p>
9	INFO	Approval of the 2023-2024 Academic Calendar	Elsie Urueta Pollock shared the 2023-2024 academic calendar drafts.
10	INFO	Review of Scholar and Family Handbook	Kate Freudenheim shared an update about the 2023-2024 Scholar and Family Handbook.
11	INFO	Review of Updated Public Comment Process	Amanda Yuen shared an update about changing the deadline to sign up to make public comments.
12	INFO	Review of Activity Fund Report	Elsie Urueta Pollock reviewed the activity fund report.
13	INFO	Committee Reports -Executive -Governance -Finance -Development -Academic Achievement	Cynthia Jasso and Elsie Urueta Pollock shared an update on recent work of the executive committee of the board.
14	-	New Business	No new business was discussed.
15	-	Adjourn	The meeting was adjourned at 6:58 PM.

**TULSA HONOR ACADEMY**  
**STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS**  
**MARCH 31, 2023**

	General Fund	Gift Fund	Totals
<b>Assets</b>			
Cash	\$ 3,385,651.61	1,321,299.60	4,706,951.21
Total Assets	<u>3,385,651.61</u>	<u>1,321,299.60</u>	<u>4,706,951.21</u>
<b>Liabilities</b>			
Outstanding Warrants	184,921.86	-	184,921.86
Reserves	8,246.36		8,246.36
Total Liabilities	<u>193,168.22</u>	<u>-</u>	<u>193,168.22</u>
Unrestricted Net Assets	3,192,483.39	1,321,299.60	4,513,782.99
Total Net Assets	<u>\$ 3,192,483.39</u>	<u>1,321,299.60</u>	<u>4,513,782.99</u>

**SEE ACCOUNTANT'S COMPILATION REPORT**

**TULSA HONOR ACADEMY - 2022-23 FISCAL YEAR**  
**STATEMENT OF REVENUE AND EXPENSES - GENERAL FUND - CASH BASIS**

	Source Codes	2022-23 Budgeted	2022-23 3/31/2023	% of YTD to Budj.	2021-22 Actual	2021-22 3/31/2022	% of YTD to Actual
<u>Revenue</u>							
Miscellaneous Reimb.	1590	\$ 15,000.00	380,463.52	2536.4%	164,139.64	70,762.22	43.1%
Gifts and Donations	1610	1,280,000.00	320,350.00	25.0%	1,643,342.47	1,638,342.47	99.7%
Grants/District Contracts	1650			N/A	2,845.00	2,845.00	100.0%
Uniforms	1692	57,250.00	65,633.16	114.6%	61,177.19	58,864.22	96.2%
Student Lunches	1710	17,175.00	1,774.15	10.3%			N/A
Adult Lunches	1730		534.27	N/A	314.34	225.68	71.8%
Foundation & Incentive Aid	3210	6,836,779.00	4,723,885.72	69.1%	5,196,723.43	3,815,748.67	73.4%
Flexible Benefit	3250	853,637.00	391,203.66	45.8%	556,553.40	400,718.45	72.0%
State Textbook Allocation	3420	53,811.00	39,757.94	73.9%	61,501.32	61,501.32	100.0%
Redbud School Funding Act	3435	377,850.00	22,416.99	5.9%	207,078.81	117,212.06	56.6%
Other Misc	3690			N/A	5,258.87		N/A
State Reimbursement CNP	3720		2,314.69	N/A	1,728.12	864.06	50.0%
Title I	4210	352,350.00		0.0%	178,180.04	-	N/A
Title I-Prior Year	4210	-	18,664.74	N/A	35,166.84	35,166.84	100.0%
Title II-Part A (Transferability)	4271	32,000.00		0.0%	33,222.89		N/A
Special Education - Flowthrough	4310	101,000.00	537.44	0.5%	70,133.59	-	N/A
Special Ed - Flowthrough Prior Year	4310		55,627.06	N/A	11,844.54	11,844.54	100.0%
Title IV, Part A Student Supp	4442	14,000.00		0.0%	14,219.16		N/A
OSPRC Charter School Grant	4462	-	631,121.19	N/A	265,201.08	242,779.67	91.5%
ESSER/Other Federal Sources	4689	938,157.18	88,594.39	9.4%	88,705.08	9,958.26	11.2%
ESSER/Other Federal Scs Prior Year	4689	558,842.82	558,842.82	100.0%			
NSLP Cares	4705-6		32,984.51	N/A	63,413.42	62,285.00	98.2%
Federal Lunches	4710	897,772.00	271,932.01	30.3%	422,902.74	207,125.64	49.0%
Federal Breakfasts	4720		52,486.67	N/A	94,205.12	51,777.50	55.0%
Correcting Entry	5600		340.00		880,775.53		N/A
Total revenue		12,385,624.00	7,659,464.93	61.8%	10,058,632.62	6,788,021.60	67.5%
Cash fund balance (beginning)	6110	1,746,880.01	1,934,149.12		1,767,739.96	1,767,739.96	100.0%
Lapsed Approp/Estopped Warr.	6130-6140	-			24,344.90		N/A
Total revenue and beg. balance		14,132,504.01	9,593,614.05		11,850,717.48	8,555,761.56	72.2%
<u>Expenditures</u>							
	Object Codes						
Payroll	100-200	7,439,097.00	4,211,412.35	56.6%	5,107,996.82	3,633,984.48	71.1%
Non-payroll	300-900	5,221,156.00	3,188,343.88	61.1%	4,995,840.65	2,588,415.81	51.8%
Total expenditures		12,660,253.00	7,399,756.23	58.4%	10,103,837.47	6,222,400.29	61.6%
Ending Balance		\$ 1,472,251.01	2,193,857.82		1,746,880.01	2,333,361.27	133.6%



## New Hires

Name	Hire Date	Primary Location	Position	Salary
Kim Young	04/03/2023	THA Middle School	Assistant Principal	\$16,448.59
Kaely West	03/21/2023	THA Flores Middle School	Substitute	\$120/full day
Caitlin Getchell	04/10/2023	THA Network Office	Temporary Part-Time Talent Sourcer	\$12/hr

### Resignations/Terminations

Name	Hire Date	Final Date
Lauren Baker	7/1/21	3/31/2023
Joi Toliver		3/31/2023
Katelyn Callahan	7/1/22	3/24/2023

## Stipends

Name	Position	Stipend

## Salary Changes

[illegible]

12.08.2022

WIOA Worksite Agreement Number: WEX-23-05Modified:     /    /    Modified:     /    /    **PART I: WIOA Worksite Terms and Conditions**

This Agreement is to provide employment and training services to eligible youth or adults (referred to as Trainees) participating in a work experience authorized and funded under the Workforce Innovation and Opportunities Act (WIOA). Under this Agreement, Trainees will be provided work experience, which is valuable and meaningful for both Trainees and the Worksite. Work experience will be consistent with each Trainee's capabilities and interests, and consistent with the Trainee's Individual Service Strategy or Individual Employment Plan. Work experience will also aid in the development of skills and work habits, which will assist the Trainee in obtaining unsubsidized employment in the future.

**SECTION 1. Parties to the Agreement:**

Worksite		WIOA Grantee and/or Service Provider	
Worksite:	Tulsa Honor Academy	Grantee and/or Service	Dynamic Workforce Solutions
Address:	1421 S Sheridan Rd.	Address:	14002 E 21 St Suite 825
	Tulsa, Ok 74112		Tulsa, Ok 74134
Representative:	Amanda Yuen	Representative:	Angela Taylor
Title:	Chief Operations Officer	Title:	Business Services Liaison
Telephone:	918.324.4768	Telephone:	918.796.1200
Term of Agreement			
Start Date:	03.23.2023	End Date:	03.23.2024

**SECTION 2. Responsibilities*****Worksite Responsibilities:***

The Worksite, Tulsa Honor Academy, agrees to uphold the following responsibilities:

1. Will provide meaningful, sufficient, well-planned activities designed to promote the development of positive work habits and specific skills required for obtaining future unsubsidized employment.
2. Will provide a safe, sanitary, and drug free environment, per Worksite policies and OSHA (Occupational Safety and Health Administration) requirements.
3. Will provide adequate, full-time supervision by a qualified supervisor(s).
4. Will accurately account for the Trainee's time and attendance.
5. Will provide sufficient equipment and/or materials to enable the Trainee to carry out work assignments.
6. Will provide job orientation to all WIOA Trainees related to work policies, job safety, and job expectations. The work policies and job expectations for WIOA Trainees must be the same as for non-WIOA workers at the site.
7. Will conduct evaluations at least three (3) times throughout the duration of the Trainee's work experience as directed by the WIOA Grantee and/or Service Provider and will notify the WIOA

12.08.2022

- Grantee and/or Service Provider of any unsatisfactory performance levels.
8. The Worksite Supervisor will report any incidents involving the Trainee to the WIOA Grantee and/or Service Provider as directed by the WIOA Grantee and/or Service Provider during Worksite orientation.
  9. In the event of a Worksite Injury, Worksite policies and OSHA guidelines must be followed. The Trainee, Supervisor, and authorized Worksite official will complete any necessary on-the-job injury reports and submit to the local WIOA Grantee and/or Service Provider in a timely manner so that medical claims can be processed for Worker's Compensation. NOTE: The local WIOA Grantee and/or Service Provider is the Employer of Record for the Trainee and, as such, is responsible for Worker's Compensation.
  10. Will not discriminate in any manner or for any reason against any WIOA Trainee, per 29 CFR Part 38.
  11. Will ensure that all activities are in compliance with current Fair Labor Standards and State of Oklahoma Child Labor Laws. NOTE: A minor under the age of 16 years must be permitted a one (1) hour cumulative rest period for eight (8) consecutive hours worked or a 30-minute cumulative rest period for five (5) consecutive hours worked (40 O.S. § 75). Rest periods of short duration, running from 5 to about 20 minutes must be counted as hours worked (29 CFR 785.18) while longer breaks are to be counted as hours worked at the discretion of the employer.
  12. No Trainee will displace current employees, result in the reduction of work hours for current employees, or be placed in a position where any other individual is on layoff from the same or any substantially equivalent position.
  13. No Trainee shall participate in activities that assist, promote, or deter union organizing.
  14. No Trainee shall participate in any sectarian activity pertaining to religious or political doctrines, sects, denominations, or practices.
  15. All rules and regulations governing the WIOA program will be upheld.

### ***WIOA Grantee and/or Service Provider Responsibilities***

The WIOA Grantee and/or Service Provider, Dynamic Workforce Solutions, agrees to uphold the following responsibilities:

1. Will provide the Worksite supervisor(s) with an orientation to the WIOA Program prior to any Trainee being placed on the Worksite, which includes the provision of the following written materials:
  - A Worksite Orientation Packet,
  - A copy of the WIOA Worksite Terms and Conditions, and
  - A copy of the WIOA Trainee Work Plan.
2. Will maintain a list of minors under the age of 16 placed at the Worksite available for review at any time with the following information:
  - Trainee name and age,
  - Worksite where the Trainee is placed,
  - The time of opening and closing of the establishment,
  - The hours of commencing and stopping work, and
  - The time allowed for meals and/or breaks.
  - A copy of the corresponding employment certificate/work permit for each individual must be attached to this list of Trainees.
3. Will inform the Trainee of grievance procedures, nepotism rules, equal pay, and non-discrimination assurances.

12.08.2022

4. The Trainee will be covered under the Worker's Compensation policy of the local WIOA Grantee and/or Service Provider.
5. Will pay a wage to the Trainee as determined by the local board policy, no less than current minimum wage and not to exceed a starting wage paid by the Worksite for the position in which the Trainee is placed.
6. Will provide guidance and counseling to Trainees experiencing unsatisfactory performance.
7. Will forward a copy of all incident reports (Attachment F) to [eoofficer@okcommerce.gov](mailto:eoofficer@okcommerce.gov).

### **SECTION 3. Time, Attendance, and Compensation:**

Accurate time and attendance records will be kept by the Worksite supervisor on each Trainee. Trainees will be paid only for actual hours worked, and no pay will be given for hours not worked, including lunch breaks, holidays, or other absences. Under no circumstances should any Trainee work overtime. Time and attendance may be recorded on time sheets provided by the WIOA Grantee and/or Service Provider or by the Worksite's method such as a punch time clock, computer check-in, or badge scanning system (referred to as the worksite time report). If the worksite time report is utilized, a record must be given to the WIOA Grantee and/or Service Provider at the end of each pay period and must contain the following information:

- Worksite Name,
- Worksite Address and Telephone,
- Trainee Name,
- Time In, Time Out & Total Hours Worked per Pay Period,
- Record of lunch break/rest periods 30 minutes or longer (breaks of short duration must be counted as hours worked and do not need to be recorded), and
- Worksite Supervisor signature, Trainee signature, and Date.

Time and attendance records will be signed at the end of the pay period by the Trainee and the supervisor, whose signatures will certify accuracy.

Upon request of the WIOA Grantee and/or Service Provider the Worksite will release the Trainee for attendance at labor market orientations, career orientations, job readiness training, or other WIOA activities.

### **SECTION 4. Amendments:**

Section 9 of the WIOA Worksite Terms and Conditions is only required to be attached if a modification is made to the WIOA Worksite Terms and Conditions. Modifications may only be made to the WIOA Worksite Terms and Conditions in the event that either the Worksite Representative or the WIOA Grantee and/or Service Provider Representative change. The appropriate section of the WIOA Worksite Terms and Conditions must be completed and new signatures acquired within 30 calendar days. Modifications do not require a new agreement number. The date of the modification must be noted in the appropriate field at the top of page 1 of the WIOA Worksite Terms and Conditions. The WIOA Worksite Terms and Conditions may only be modified two times and if additional changes need to be made after the second modification, the Worksite and WIOA Grantee and/or Service Provider must enter into a new WIOA Worksite Agreement.

### **SECTION 5. Monitoring:**

It is understood that the Worksite may be monitored by the WIOA Grantee and/or Service Provider, the Local Workforce Development Board, and any State or Federal Agencies administering funds under the Workforce Innovation and Opportunity Act.

12.08.2022

**SECTION 6. Termination of Agreement:**

This agreement may be terminated for violation of any clause or violation of the Workforce Innovation and Opportunity Act, or Local, State or Federal law. If the Worksite is negligent in the responsibilities agreed to in Section 2, Worksite Responsibilities, the Grantee or Service Provider may choose, based on local policy, to not only terminate the Agreement, but to no longer contract with the Worksite at a future date. The agreement may also be terminated upon two weeks' written notice from either party.

**SECTION 7. Equal Opportunity and Nondiscrimination Statement:**

All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

**SECTION 8. Certification and Approval:**

The signatures below constitute understanding and agreement of the terms set forth in this document.

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Worksite Representative*Angela Taylor*

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WIOA Grantee and/or Service Provider Representative

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Date03.23.2023

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Date

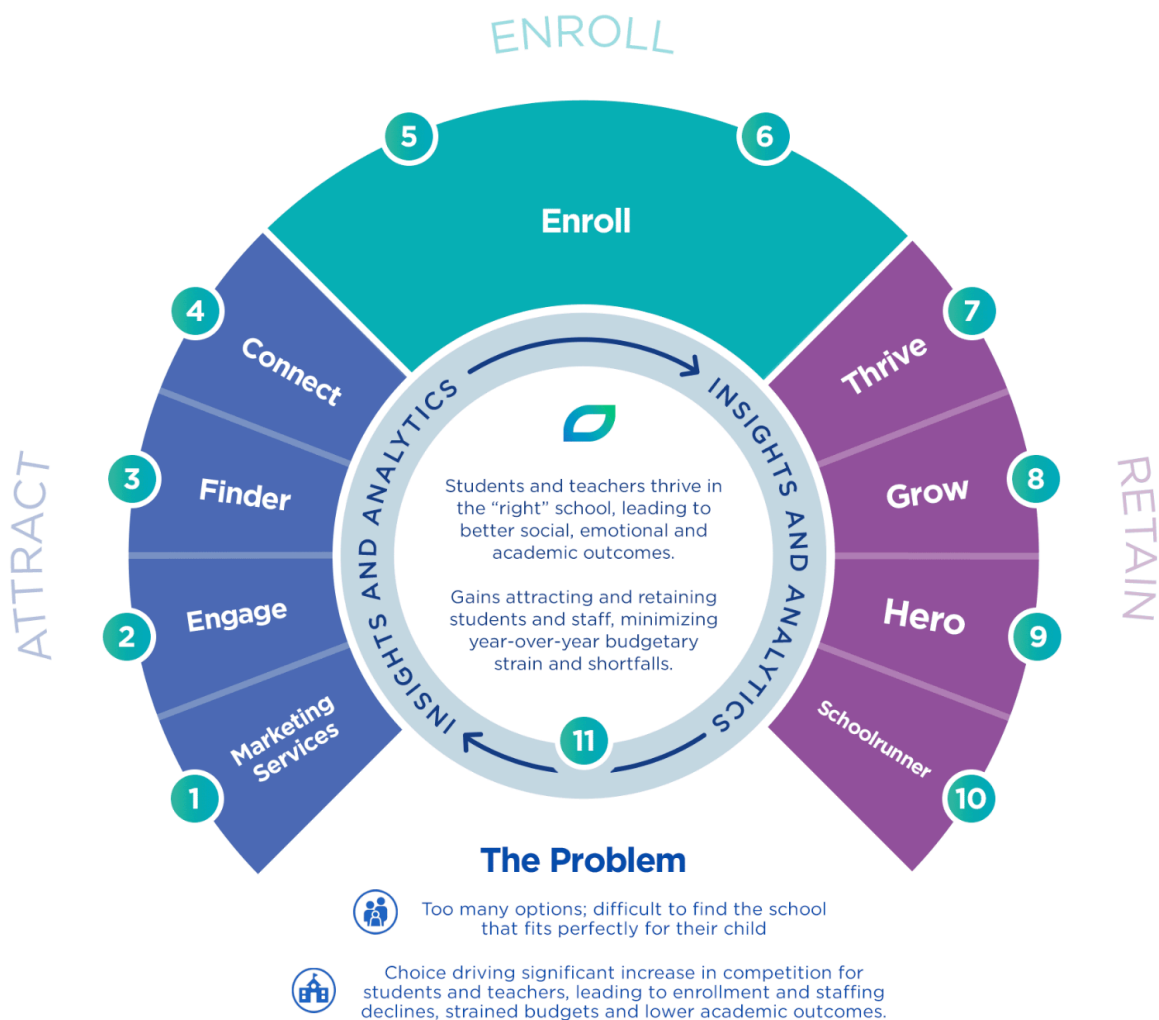
**Proposal for**  
Tulsa Honor Academy Charter

**Primary Contact Name**  
Kate Freudenheim

**Prepared by**  
Hannah Schuele



At SchoolMint, we're here to help educators create bright, sustainable futures. That's our purpose. We're on a path forward – guided by our vision to become the leading school platform for trusted, student-centric experiences. I've enjoyed learning about Tulsa Honor Academy Charter and the project requirements. I'm confident we have the best solution for your needs. Please read the full proposal so we're completely aligned on what's being delivered. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.



If you have any questions at all, please let us know, otherwise acceptance of this proposal will indicate we're ready to move forward. Once we receive this signed agreement, we'll contact you to sort out next steps and get the project rolling.



Q-04977

**SchoolMint, Inc**  
214 Jefferson Street  
Lafayette, LA 70501  
info@schoolmint.com

**Tulsa Honor Academy  
Charter**  
209 S Lakewood Ave  
Tulsa, Oklahoma  
74112-1713  
Kate Freudenheim

This Order Form (this "Agreement") is entered into as of

(the "Effective Date"), by and between Tulsa Honor Academy Charter("Client"), and SchoolMint, Inc., a Delaware corporation ("SchoolMint"); for a subscription to one or more of SchoolMint's Software-as-a-Service program, related software, documentation and/or services related thereto as set forth below (collectively, the "Services"); subject to the terms set forth in the Master Services Agreement (the "MSA") entered into as of the Effective Date by and between SchoolMint and Client, and the terms of the MSA are incorporated and made a part of this Order Form.

#### **Subscription Term**

Access to the services described below shall remain in effect from

until

At the end of the initial Subscription Term, the subscription will renew for additional annual periods unless Client provides SchoolMint with at least 60 days advance written notice prior to the expiration of the existing Subscription Term.

#### **Licensed Services and Associated Fees**

The following Services are licensed for Client use.

Year 1

PRODUCT NAME	DESCRIPTION	QTY	LIST PRICE	EXTENDED
Grow	Classroom observation and teacher feedback platform, includes non-hosted video hub	90	\$79.00	\$7,110.00
Grow Video Hub	Hosted video hub	90	\$15.00	\$1,350.00



PRODUCT NAME	DESCRIPTION	QTY	LIST PRICE	EXTENDED
Grow Fast Start Implementation	Self-paced implementation for Grow	1	\$1,600.00	\$1,600.00
Year 1 TOTAL:				\$10,060.00

**Discounts, if any, are only applicable to the first year of the subscription term.**

### **Price Increases**

At the end of the initial Subscription Term, and each Subscription Term thereafter, SchoolMint shall have the right to increase its prices for the Services by up to 5%, or by the trailing 12-month United States Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics, or to current market rates, whichever is higher.

### **Services**

All unused services purchased expire after 12 months. There are no refunds or credits issued for unused services.

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### **Standard Customer Care (Customer Support)**

- Troubleshooting and break/fix support of licensed SchoolMint applications
- Year-round access to training videos, launch checklists & best practice tips.
- Access to a Knowledge Base and tutorials.
- Email and Chat support for up to two (2) named administrators, during standard business hours (there is no fee to change a named administrator; access for up to two (2) additional administrators may be purchased at any time).
- Customer Care services are subject to change on an annual basis.
- Unless listed above, SIS integration, data mapping/imports, and customization support are specifically excluded from the Services.

### **Conditions of Agreement**

- MSA Incorporated: Access to the Services is conditioned upon the Client's review and agreement of the Master Services Agreement (MSA), linked below.
  - Payment Terms: Ongoing fees are invoiced annually, on a Net-30 basis.
  - Tax Liability: All contracts are exclusive of tax. Any applicable tax will be added into any and all invoices resulting from this order, payable by Client.
  - Annual Audits: SchoolMint shall have the right to audit Client enrollment and users during each Subscription Term and bill Client for any additional enrollments and users identified at the time of the audit. Payments are due within thirty (30) days of the billing date specified on any supplemental invoice submitted to Client following an audit.
- 

### **Payment Terms**

Payments can be made by bank transfer to:

Bank Name: Webster Bank

Bank Holder: SchoolMint, Inc.

Account No.: 23135570

ABA/Routing #: 211170101

Terms: 30 days or as otherwise set forth in the MSA

**Role Definition and Agreement:** The undersigned is authorized to bind the Client including, without limitation, to approve and execute the Agreement, make changes to the Agreement, and to serve as the primary point of communication between Client and SchoolMint.

By signing below, I hereby acknowledge that I have received and read SchoolMint's <https://schoolmint.com/master-services-agreement/> and <https://schoolmint.com/data-privacy-agreement/> .

**Tulsa Honor Academy  
Charter**

By:

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

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

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

\_\_\_\_\_

**SchoolMint, Inc**

By:

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

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

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

\_\_\_\_\_

## Client Information Sheet

### **Main Contact**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

### **Onboarding/Implementation Contact**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### **Technical Contact**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### **Billing/Invoicing Contact:**

Organization Name that should appear on the Invoice: \_\_\_\_\_

Attention to \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Please confirm with your procurement department if a PO is required prior to invoicing. If required, please indicate below and submit a copy to **orders@schoolmint.com** along with this order form to avoid delays.

PO required?

# SchoolMint Grow

## Teacher Coaching and Development

Coaching and classroom observation made easy

No matter where they live or learn, every child deserves access to high-quality instruction. Prioritizing teacher efficacy is critical not only to students' achievement — it's also critical to their own.

Both coaches and teachers can make a lifelong impact. Just as every student deserves a great teacher, every teacher deserves a great coach. SchoolMint Grow enables you to be that coach.

“

Positive and effective teachers create better student outcomes; you can't have one without the other.”

**Principal Ross Lunceford**

*Mound Fort Junior High*

## Why Choose Grow?

Teachers are the most powerful component to great instruction, and they deserve coaching and support to become even better.

With Grow, you'll enjoy:

- **Better teachers. Better retention rates.** Instructional, individualized coaching improves teacher effectiveness and reduces teacher attrition.
- **Real-time feedback.** Observe lessons and give real-time feedback for review.
- **An all-in-one platform.** Quick feedback. Time-stamped notes. Personalized action steps. Meetings and next steps documentation. Lesson plans. Forms. Rubrics. All managed in one digital home.
- **Easy video recording and sharing.** Record, upload, share, and reflect on instruction with the Grow mobile video app.
- **Convenient, seamless scheduling.** Link Outlook or Google Calendar to Grow to schedule observations, meetings, and other events.
- **Customization to your school.** Grow is customizable to what's familiar and works best for you: the features you prefer, the terminology you use, and anything else you need.

## What is SchoolMint Grow?

Grow is an educator-centered coaching and classroom observation platform that supports growth opportunities for teachers and leaders. It enables schools and districts to provide the individual feedback educators need to be successful in any learning environment.

 SchoolMint

SchoolMint.com | 800.396.1615

Learn more about Grow at  
[SchoolMint.com/SchoolMintGrow](https://SchoolMint.com/SchoolMintGrow)

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
www.renaissance.com

**Tulsa Honor Academy - 6940790**  
209 S Lakewood Ave  
Tulsa, OK 74112-1713  
Contact: Kate Freudenheim - (918) 833-9420  
Email: kfreudenheim@tulsahonor.org

Reference ID: 655219

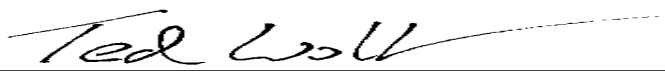
Quote Summary	
School Count: 1	
Renaissance Products & Services Total	\$11,775.00
Shipping and Processing	\$0.00
Sales Tax	\$0.00
Grand Total	USD \$11,775.00

**This quote includes: Renaissance Accelerated Reader and Renaissance Star Reading.**

- By signing below, Customer:
- acknowledges that the Person signing this Quote is authorized to do so;
  - agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R62416.pdf> which are incorporated herein by reference;
  - acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy <https://docs.renaissance.com/R63870> directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context; and,
  - consents on behalf of parents/legal guardians to the collection, use, and disclosure of the personal information of children under the age of 13 with respect to use of the Renaissance Products and Services, as described in Renaissance's Children's Online Privacy Notice <https://docs.renaissance.com/R63871>

To accept this offer and place an order, please sign and return this Quote. Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Tulsa Honor Academy - 6940790
	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 3/31/2023	Date:
	Invoice Date:

Email: electronicorders@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Bill To:

If changes are necessary, or additional information is required, please contact your account executive Angie LaCompte at (972)793-8623, Thank You.

# RENAISSANCE®

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
**[www.renaissance.com](http://www.renaissance.com)**

Quote  
# 2948011

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax (TPT). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.



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Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
www.renaissance.com

Quote Details					
Tulsa Honor Academy - 6940790					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Accelerated Reader Subscription	07/01/2023 - 06/30/2024	750	\$7.70	\$0.00	\$5,775.00
Star Reading Subscription	07/01/2023 - 06/30/2024	750	\$5.20	\$0.00	\$3,900.00
Platform Services					
Annual All Product Renaissance Platform	07/01/2023 - 06/30/2024	1	\$750.00	\$0.00	\$750.00
Professional Services					
90-minute Remote Session		3	\$450.00	\$0.00	\$1,350.00
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
Tulsa Honor Academy Total			\$0.00		\$11,775.00

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**Information for the Plan Sponsor:** Use this form to change the plan's current financial professional to a fee-based financial professional and to establish the method of paying advisory fees. This form can also be used to change the plan's share/unit class.

**Information for the financial professional:** This form must be received at least three business days prior to the last business day of the calendar quarter to receive compensation for that quarter. Fee payment remittance instructions are established at the firm level by submitting the *Fee Remittance Instructions* form (not applicable to IARs affiliated with a dealer firm). To obtain a copy of this form or to verify if payment instructions are already on file, call us at **(800) 421-6019**.

## 1 Plan information

Please type or print clearly.

Plan name	Plan ID number
	(      )      Ext.
Name of primary plan contact	Daytime phone

## 2 New firm and financial professional information

Complete **A**, then **B** or **C**. Changes to the plan's firm and financial professional will be processed upon receipt of this request.

**Note:** If there is a change to the plan's financial professional, any existing fee-based recoveries will be discontinued. This may require updates to the plan's participant fee disclosure document and notice to participants. If you would like us to update the plan's fee disclosure document and provide a participant change notice to the Plan Sponsor, submit the *RecordkeeperDirect Fee Disclosure Customization Request* form.

Firm plan account number (if applicable)

### A. Firm information

Name of firm (as it appears on Form ADV or home office)	Firm number*	(      )      Ext.	Daytime phone
Address	City	State	ZIP
<b>801-</b>			
SEC number	IARD/CRD number	State registration and number	

### B. Single financial professional designation

Name of financial professional	Financial professional number*	PSW <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Existing RecordkeeperDirect web ID
Address (if different from firm address)	City	State	ZIP
	(      )      Ext.	(      )	
Email address	Daytime phone (if different from firm)	Fax	

\* Financial professional number or firm number may be assigned by American Funds. If you need assistance, call **(800) 421-5450**.



## 2 New firm and financial professional information

(continued)

### C. Joint financial professional designations

Joint financial professional ID number\*

Address of joint team (if different from firm address) City State ZIP

The joint ID number listed above includes the following individual financial professionals:

1. Name of financial professional Financial professional number\* PSW Existing RecordkeeperDirect web ID

Address (if different from firm address) City State ZIP

Email address ( ) Ext. ( ) Daytime phone (if different from firm) Fax

2. Name of financial professional Financial professional number\* PSW Existing RecordkeeperDirect web ID

Address (if different from firm address) City State ZIP

Email address ( ) Ext. ( ) Daytime phone (if different from firm) Fax

3. Name of financial professional Financial professional number\* PSW Existing RecordkeeperDirect web ID

Address (if different from firm address) City State ZIP

Email address ( ) Ext. ( ) Daytime phone (if different from firm) Fax

\* Financial professional or firm number may be assigned by American Funds. If you need assistance, call (800) 421-5450.

### 3 Share/Unit class information

Complete **A** and **B**.

#### A. Current share/unit class.

RecordkeeperDirect-American Funds ☐ A ☐ R-2 ☐ R-3 ☐ R-4 ☐ R-5 ☐ R-5E ☐ R-6  
RecordkeeperDirect-Multifund ☐ UC-1 ☐ UC-2 ☐ UC-3 ☐ UC-4 ☐ UC-5 ☐ UC-6 ☐ UC-7 ☐ UC-8

#### B. Will the share/unit class change?

- ☐ No. Proceed to Section 4.  
☐ Yes. Provide information below.

##### New share/unit class

RecordkeeperDirect-American Funds ☐ R-2 ☐ R-3 ☐ R-4 ☐ R-5E ☐ R-6  
RecordkeeperDirect-Multifund ☐ UC-1 ☐ UC-2 ☐ UC-3 ☐ UC-4 ☐ UC-5 ☐ UC-6  
☐ UC-7 ☐ UC-8

##### Effective date of share/unit class change

- Notes:**
- Outstanding recordkeeping fees must be paid prior to the share/unit class conversion.
  - Additional paperwork may be required if you are changing unit classes in RecordkeeperDirect-Multifund plans.
  - Share/Unit class changes are processed on a quarterly basis only. When a plan changes share/unit classes, a new Recordkeeping Year (as defined in the *Recordkeeping Services Agreement*) will begin as of the effective date of the change.
  - Share/Unit class changes require updates to the plan's participant fee disclosure document and notice to participants. We will update the plan's fee disclosure document the month following the effective date of the change. We will also provide a participant change notice to the Plan Sponsor within 3 business days of receiving this request.

- ☐ Q1 - Share/Unit class changes effective the first business day in January.  
☐ Q2 - Share/Unit class changes effective the first business day in April.  
☐ Q3 - Share/Unit class changes effective the first business day in July.  
☐ Q4 - Share/Unit class changes effective the first business day in October.

### 4 Fee payment instructions

Indicate how the plan's financial professional will be compensated.

- Notes:**
- If the plan is currently in a commissionable share/unit class, payment for the current calendar quarter will be deposited into the Plan Expense Account. Payments are not prorated. To request payment from Plan Expense Account, complete Section **4-A**.
  - When requesting a share/unit class change from a commissionable share/unit class to a fee-based share/unit class or vice versa, complete Sections **A** and **B** to request payment for the period before and after the share/unit class change. In all other cases, the payment instructions provided will apply to both current and future calendar quarters.

#### A. Commissionable share/unit class (R-2, R-3, R-4, UC-1, UC-2, UC-3, UC-4, UC-5, UC-6)

**Note:** The compensation otherwise payable to a registered broker-dealer will be deposited into a Plan Expense Account established to hold certain payments generated from plan investment options and used to pay reasonable plan expenses or allocated to participant accounts. The Plan Expense Account will be invested in the money market fund for RecordkeeperDirect-American Funds plans and the Fixed Account for RecordkeeperDirect-Multifund plans. To ensure that amounts in the Plan Expense Account are used in a timely manner, we will automatically reallocate any unused amounts to participants on a pro rata basis. This reallocation will occur in the first quarter ending March 31 of each year.

**Provide fee payment instructions on the next page.**

## 4 Fee payment instructions

(continued)

**Fee amount:** Indicate the fee amount to be recovered from the Plan Expense Account. (Entry is required; if no fee is to be recovered, enter zero.)

☐ Dollar amount \$ \_\_\_\_\_ (annual amount)

**OR**

☐ Basis points \_\_\_\_\_ (annual rate). Provide basis points in whole numbers (e.g., 50 basis points = 0.50% annually). The adjusted quarterly rate will be multiplied by the average daily balance of plan assets on the recordkeeping system during the calendar quarter.

- Notes:**
- Fees will be paid from the Plan Expense Account on a quarterly basis as indicated above. If the Plan Expense Account has insufficient funds at the time of payment, the remaining amount will be taken from participant accounts on a pro rata basis (based on their account balances on the day the recovery is processed). Ongoing payments are valid until we receive instructions to discontinue the payment or there is a change to the plan's financial professional.
  - For plans that selected the up-front commission arrangement option under unit classes 1, 3, 4 or 5, compensation recapture is not available. The plan's financial professional will continue to receive compensation as described in the *RecordkeeperDirect-Multifund Recordkeeping Services Agreement*.

### B. Fee-based share/unit class (R-5E, R-6, UC-7, UC-8)

**Fee amount:** Indicate the fee amount to be recovered from participant accounts. (Entry is required; if no fee is to be recovered, enter zero.)

☐ Basis points \_\_\_\_\_ (annual rate). Provide basis points in whole numbers (e.g., 50 basis points = 0.50% annually). The adjusted quarterly rate will be multiplied by the average daily balance of plan assets on the recordkeeping system during the calendar quarter. The resulting amount will be divided proportionally among participants in the plan based on their account balances on the day the recovery is processed.

☐ Flat dollar amount per plan (assessed pro rata) \$ \_\_\_\_\_ (annual amount). Amount specified will be divided proportionally among the participants in the plan based on their account balances on the day the recovery is processed.

☐ Flat dollar amount per plan (assessed per capita) \$ \_\_\_\_\_ (annual amount). Amount specified will be divided equally among participants with balances in the plan on the day the recovery is processed. If the amount exceeds a participant account balance, the recovery will be limited to the funds available in that account.

☐ Flat dollar amount per participant \$ \_\_\_\_\_ (annual amount). Amount specified will be taken from each participant with a balance in the plan on the day the recovery is processed. If the amount exceeds a participant account balance, the recovery will be limited to the funds available in that account.

- Notes:**
- Based on fee disclosure regulations, you are generally required to provide plan participants 30–90 days' notice prior to initiating and/or modifying fee payments from participant accounts. As a result, this request may require notice to participants. If you would like us to update the plan's fee disclosure document and provide a participant change notice to the Plan Sponsor, submit the *RecordkeeperDirect Fee Disclosure Customization Request* form.
  - Fees will be debited from participant accounts on a quarterly basis. Ongoing payments are valid until we receive instruction to discontinue the payment or there is a change to the plan's financial professional.

## 5 Plan Sponsor authorization

As plan trustee or an authorized signer of the plan, I certify that **1)** I understand that if I am requesting a share/unit class change, it will affect the compensation payable to the plan's service providers and may result in additional plan recordkeeping fees as outlined in the *Recordkeeping Services Agreement*; **2)** I have worked with the plan's financial professional to determine the appropriate share/unit class for the plan; **3)** the recordkeeper is not undertaking to provide impartial investment advice or give advice in a fiduciary capacity with respect to the available share/unit classes or my selection of available options; and **4)** the recordkeeper is entitled to rely on this authorization and is hereby indemnified from all liability arising from following the instructions provided in this form.

\_\_\_\_\_  
Name of plan trustee or authorized signer (print)

\_\_\_\_\_  
Title

**X**

\_\_\_\_\_  
Signature of plan trustee or authorized signer

\_\_\_\_\_  
Date (mm/dd/yyyy)

**This document may not be signed using Adobe Acrobat Reader's "fill and sign" feature.**

**Send**

If you have any questions about this form, call us at **(800) 421-6019**.

**American Funds RecordkeeperDirect**  
c/o Retirement Plan Services

**Regular mail**  
P.O. Box 6040  
Indianapolis, IN 46206-6040

**Overnight mail**  
12711 N. Meridian St.  
Carmel, IN 46032-9181

**Fax**  
(855) 521-9952

**Email**  
RKDirect@capitalgroup.com



ADVISOR  
NETWORKS LLC  
Member FINRA/SIPC

## PLAN ADVICE AND CONSULTING PROGRAM (PACP) SERVICES AGREEMENT

**Instructions:** Upon full execution of this agreement, email completed form to [retirementplans@cetera.com](mailto:retirementplans@cetera.com), and include the name of the plan in the subject line.

This Plan Advice and Consulting Program Services Agreement (Agreement) is effective as of the date this Agreement is accepted (Effective Date) by Cetera Advisor Networks LLC (Firm). This Agreement is made by and between the Firm, a broker-dealer and registered investment adviser, and the employer-sponsored plan (referred to herein as "Plan" or "Client") held directly with a recordkeeping provider (Recordkeeper). The Plan and Recordkeeper are identified below:

Tulsa Honor Academy the plan sponsor/adopting employer of the  
Name of Entity Sponsoring the Plan or Adopting Employer (Employer Name)

Tulsa Honor Academy 401(k) Retirement Plan  
Name of Plan

The Plan is appointing the Firm as the investment adviser and/or consultant, as set forth below, to the Plan pursuant to the terms of this Agreement. The IAR undersigned below is a supervised person of the Firm and acts on behalf of the Firm in providing Services (defined below) to Client. The Firm may change the IAR or IARs assigned to act on its behalf under this Agreement.

Unless Client checks the box below for a Non-ERISA Plan, the Plan is subject to the Employee Retirement Income Security Act of 1974, as amended (ERISA).

☐ By checking this box, Client represents that the Plan is NOT subject to the ERISA (a "Non-ERISA Plan"). Client understands and agrees that the investment advice provided under this Agreement will be provided under the Investment Advisers Act of 1940, as amended (Advisers Act) and will not be subject to ERISA. All references to ERISA, ERISA definitions and sections of ERISA (including, but not limited to, any rights Client may have under or obligations imposed upon Firm under ERISA), shall not apply to a Non-ERISA Plan.

### CLIENT AND PLAN INFORMATION — Required.

<u>46-4832167</u> Plan Tax ID	<u>American Funds</u> Recordkeeper Name	<u>IRK120169</u> Recordkeeper Plan ID#	<u>\$ 511,000</u> Approximate Plan Assets	<u>49</u> Number of Participants
<u>1421 S. Sheridan Rd.</u> Plan Sponsor Street Address — No P.O. Box	<u>Tulsa</u> City	<u>OK</u> State	<u>74112</u> Zip	<u>United States</u> Country

Is IAR listed on the Plan with the Recordkeeping Provider? ☒ Yes ☐ No If yes, then RK PlanID# (above) is required unless the plan has not been established yet.

Note: All applicable IAR fees must be described in this Agreement, and for purposes of IAR compensation, the IAR(s) may not be listed on this Plan outside of this Agreement.

For identification purposes, IAR to maintain a copy of one of the following documents on file:

☒ Plan Document

☐ Other identifying documentation (of the Plan): \_\_\_\_\_  
Name of Document

☐ Form 5500 (see IRS Form 5500 instructions 2d): \_\_\_\_\_  
Business Activity Code Description

**PLAN FIDUCIARY, OR PERSON AUTHORIZED TO ENGAGE IN AGREEMENT on behalf of the Plan — REQUIRED; this will be the same person who signs this Agreement.**

Amanda Yuen Chief Operations Officer  
First/Middle/Last Name Title  
ayuen@tulsahonor.org  
Business Email Address

**Citizenship:** ☒ U.S. Citizen ☐ Resident Alien or Non-resident Alien Specify Country: \_\_\_\_\_

I am employed by the employer who is sponsoring this Plan: ☐ Yes ☐ No

If no, employer name and business address: \_\_\_\_\_



---

## NON-FIDUCIARY CONSULTING SERVICES

(May include investment-related services)

### Check all that apply:

- ☐ Charter for Fiduciary Committee. In consultation with Client, the Firm's IAR will assist in developing a charter for Client's fiduciary investment committee for the Plan (Committee) and assist in the structure and composition of the Committee.
- ☒ Education Services to Fiduciary Committee. The Firm's IAR will provide education for selected employees of Client who are serving on Client's Committee. Such education will include guidance concerning their fiduciary roles on the Committee, including their investment-related duties under the Plan, at times mutually agreeable to the parties.
- ☒ Performance Reports. The Firm's IAR will not make any investment recommendations, rate investments or make buy, sell or hold recommendations as part of performance reporting, but may provide assistance and education in reviewing performance reports generated by other parties, and comparing the performance to benchmarks set forth in the Plan's IPS or other such benchmarks as specified in writing by the Client.
- ☒ Fee Monitoring. The Firm's IAR will assist Client with respect to its duties to evaluate the reasonableness of the fees and expenses of the Plan's investments or investments managers, as applicable, in accordance with the Plan's IPS or other relevant guidelines and if applicable, ERISA. Upon request, the IAR will also assist Client with respect to its evaluation of the Plan's fees and expenses for administrative services.
- ☒ Participant Education Services. The Firm's IAR will offer investment education to plan participants at scheduled meetings on an annual basis, or such other times as the IAR and Client may mutually agree. These educational services (typically related to the Plan) may include the availability of withdrawals and rollovers from the Plan but will not include the advisability of withdrawals or rollovers at such participant education meetings.
- ☒ Workplace Financial Wellness Program. The Firm's IAR will offer Cetera's Workplace Financial Wellness program to the plan sponsor and its employees (regardless of whether they are a Plan participant). This program includes: workshops, presentations, and/or access to AdviceWorks technology by plan participants and employees at scheduled meetings, or at other times as mutually agreed. This program will be made available to all employees, regardless of plan participation and is separate from plan-specific education discussed above.
- ☒ Service Provider Recommendations. In the event Client chooses to select a new recordkeeper or other administrative service provider to the Plan, the Firm's IAR may recommend plan service providers for Client's consideration. Such recommendations shall not include investment or allocation recommendations by the IAR. Upon request, the IAR will assist Client in the preparation and evaluation of requests for proposals, finalist interviews, and conversion support.

**EXCLUDED SERVICES:** The Firm's Services will not include any of the following services or related responsibilities:

Custody; Trade Execution. Taking custody or possession of any plan assets, ensuring that contributions by Client or from participants are timely deposited with the trustee or custodian for the Plan, or executing orders for trades or securities transactions with respect to the Plan's assets.

Employer Stock Fund; Brokerage Window. Providing advice regarding the prudence of Plan investments in any employer stock, or providing guidance to participants concerning investments through any brokerage account window under the Plan.

Proxies. Rendering advice on, or taking action with respect to, the voting of proxies solicited on behalf of securities held in trust by the Plan, or the exercise of similar shareholder rights regarding such securities.

Discretionary Plan Administration. Interpreting the Plan, determining eligibility under the Plan, distributing plan assets to pay benefits or expenses, determining benefit claim, or making any other discretionary decisions with respect to the administration of the Plan.

Legal or Tax Advice. Reviewing or amending plan documents for compliance with changes in tax qualification requirements, or providing legal or tax advice on matters relating to the Plan, including advising on whether plan investments will result in unrelated business taxable income.

Participant Advice. Furnishing any fiduciary "investment advice" within the meaning of ERISA to participants relating to any participant-directed investments under the Plan. Any personal investment-related services provided by the Firm to individuals, including but not limited to individuals who are plan participants, will be unrelated to the Services provided under this Agreement.

Regulatory Notices; Reports. Distributing summary plan descriptions, elections, and any other notices required by law to participants, or filing any governmental reports for the Plan or Client.



## 1. Scope of Advisory and/or Consulting Services

From and after the Effective Date and until this Agreement is terminated, the Firm shall provide the services selected by Client attached hereto and incorporated by reference herein as the "Services."

- (a) Fiduciary Advisory Services. If Client selects any Services set forth, Client hereby appoints the Firm, and the Firm hereby accepts such appointment, as the investment adviser and investment fiduciary to the Plan within the meaning of Section 3(21)(A)(ii) of ERISA to provide the Fiduciary Advisory Services. Client acknowledges that he/she is not required to implement any of the recommendations made by the Firm's IAR or otherwise conduct business through the Firm, and that the Firm has no responsibility for decisions made by Client that are inconsistent with the IAR's advice.
- (b) Non-Fiduciary Advisory Services. If Client selects any Services set forth, then, in performing the Non-Fiduciary Consulting Services, the Firm shall act solely as an agent, and as such, the Firm shall act solely at Client's direction and not as a fiduciary of the Plan.

## 2. Plan Documents and Information

- (a) Timely, Accurate, and Complete. Client shall provide or make available to the Firm on a timely basis any information as may be reasonably requested by the Firm to perform Services on behalf of the Plan, and Client shall be responsible for ensuring that such information is accurate and complete, including without limitation any requested copies of plan documents, plan census information, and financial statements relating to the plan trust or participant accounts. The Firm shall be entitled to assume that any instructions or directions to the Firm from Client are properly authorized and consistent with the provisions of the Plan, and the Firm shall have no duty to investigate the propriety of any such instructions or directions.
- (b) Forms of Communication. Client and the Firm mutually acknowledge that forms of electronic communication, including electronic and facsimile transmittals, involve certain inherent risks, including risk of incorrect delivery and errors in transcription. To the extent permitted by law, neither Client nor the Firm shall have liability for any errors in any such form of communication, unless caused by its gross negligence or willful misconduct.
- (c) Information; Confidentiality. In connection with the Firm's Services, Client authorizes the Firm to communicate with and obtain information from investment providers, recordkeepers, or other third parties providing services for the Plan. The Firm will keep confidential all information it receives from the Client, or on the Client's behalf, and will not share such information with any third party, except as agreed upon in writing or as required by law.

## 3. Fee for Advisory and Consulting Services

- (a) Fee. Client will be charged a fee (Fee) that covers all Services performed by the Firm under this Agreement. A description of the Fee is provided in the attached "Description of Fee." Any modification to the Fee will require a signed Plan Advice and Consulting Program Services and/or Fee Change Form or a new Plan Advice and Consulting Program Services Agreement. The Firm will present either document to the Client, which will require signatures from all parties to the Agreement.
- (b) Payment Schedule and Account Valuation. The first payment may be prorated if this Agreement is executed at any time other than on the first day of a quarter. It is Client's responsibility to verify the accuracy of Fee calculations. The value of Plan assets will be as reported by the Plan's custodian in accordance with its normal practices and procedures for calculating Fee payments, and such determination will be binding on the parties to this Agreement absent bad faith or manifest error.
- (c) Payment Date. Fee payments are due in accordance with the terms and conditions of the Agreement in place with your third-party administrator/recordkeeper, if applicable. Client may elect to authorize the deduction of payments from the Plan's assets to pay the Fee. Alternatively, Client may elect to pay the Fee outside of the Plan assets, and payment should be remitted upon receipt of invoice. Fees may be paid by check or through a third-party vendor via ACH, credit card or debit card.
- (d) Financial Institutions Only. RIA provides investment advisory products and services to certain financial institution (Financial Institution) customers on and off the Financial Institution's premises. In such cases where the Financial Institution acts as a "promoter" for RIA, the Financial Institution directly or indirectly refers potential customers to RIA for investment advisory services or products. As applicable and for as long as this Agreement remains in effect, in return for allowing RIA to offer investment advisory products and services, and in recognition of the Financial Institution's activities, RIA will pay Financial Institution up to 96% of any fees that RIA earns from advice related to the Programs. This compensation creates a conflict of interest as a result of Financial Institution's financial incentive to provide positive statements about RIA and Advisor and to recommend and refer prospective clients. Any such payments to Financial Institution will not increase the fees charged by RIA for the Programs or any other investment advisory products or services. The Financial Institution that receives a portion of the Program Fee does not provide any services to you pursuant to this Agreement. RIA is not affiliated with any Financial Institution or any of its affiliates. Additionally, Financial Institution is not related to Advisor and is not a current client or investor of Advisor, RIA, or affiliate of RIA.

## 7. Limitations

By signing this Agreement, Client acknowledges that the Firm will not have any responsibility with regard to any investment decisions made by the Client that are inconsistent with the recommendations provided. Except as required by law, the Firm or IAR shall not be subject to any claim arising under the Plan associated with any act, or failure to act, of Client, any service provider to the Plan (excluding Firm or IAR) or any Plan participant, or any failure of the Client to comply with any of its obligations relating to the Plan. The Firm will not be responsible for any loss caused directly or indirectly by government restrictions, exchange or market rulings, suspension of trading (including suspension of redemption rights in Client's investment option), war, natural disasters, or other conditions beyond our control, including extreme market volatility. Federal and state securities laws impose liabilities under certain circumstances on persons who act in good faith and therefore, nothing herein shall in any way constitute a waiver or limitation of any rights, which Client may have under federal or state securities laws.

## 8. The Firm's Responsibility

- (a) Client agrees that the only responsibilities of the Firm under this Agreement are to render the Services as expressly described in this Agreement. The Firm and its affiliated companies and persons will not be subject to any claim arising from or relating to the Plan that is associated with any act, or failure to act, of Client, the Plan or any person (other than the Firm) providing services on behalf of the Plan or any plan participant. The Firm will not be responsible for preventing any other person from breaching any fiduciary duties such person may have with respect to the Plan, unless the Firm acts imprudently with respect to its fiduciary duties under this Agreement, as applicable, and such imprudence enables the other person to breach its fiduciary duties to the Plan. In the absence of gross negligence or willful misconduct on its part, the Firm shall not be liable for any action taken, suffered or omitted by it or for any error in judgment made by it in the performance of its non-fiduciary duties hereunder.
- (b) Client will indemnify the Firm and its affiliated companies or persons and hold each of them harmless from and against any and all claims, losses, expenses, liabilities, costs, reasonable attorneys' fees or damages of every kind and character without limitation arising out of or connected with (i) any breach of the Client's representations, warranties or duties under this Agreement; and (ii) any action taken, or failed to be taken, by Client, which is unrelated to the Services provided by the Firm under this Agreement or which, if so related, is contrary to the Firm's advice or the recommendations provided by the Firm's IAR.
- (c) Client will indemnify Firm from any claims related to the Client's decision to use revenue sharing to pay Plan expenses. Client acknowledges that Firm does not have the authority or control over the Client's decisions as it relates to the use of Plan revenue sharing.
- (d) Notwithstanding the foregoing, unless otherwise required by ERISA or other applicable law, in no event shall Firm (i) be liable to Client; (ii) have any obligation to indemnify Client; or (iii) have any liability to any Plan participants, with respect to (A) any general market decline; (B) investment losses directly resulting from either Client's failure to follow Firm's investment advice; or (C) a Plan participant's claim of breach of fiduciary duty committed by Client or any other Plan fiduciary; provided, however, that nothing in this section or the Agreement shall be construed to relieve Firm of any liability for its own failure to fulfill its obligations under applicable federal and state law (including ERISA), any breach of its fiduciary duty in performing services contemplated by this Agreement, or for its acts or omissions that are the result of Firm's gross negligence, willful misconduct or bad faith.

## 9. Arbitration

- (a) **Arbitration Requirement.** Any dispute which may arise between the Client and the Firm or any of its affiliated companies or persons relating to this Agreement that cannot be settled shall be taken to arbitration as set forth in the paragraphs below:
- (b) **Arbitration Disclosure.** This Agreement contains a pre-dispute arbitration clause. By signing an arbitration agreement the parties agree as follows:
  - 1) All parties to this Agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
  - 2) Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
  - 3) The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
  - 4) The arbitrators do not have to explain the reason(s) for their award.
  - 5) The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
  - 6) The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
  - 7) The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this Agreement.
- (c) **Arbitration Agreement.** The arbitration will be conducted under the auspices and according to the rules then in effect of the American Arbitration Association. Arbitration must be commenced by service upon the other party of a written demand for arbitration or a written notice of intention to arbitrate, therein electing the arbitration tribunal. Any court of competent jurisdiction may enter judgment upon any arbitration award. No person shall bring a putative or certified class action to arbitration, nor seek

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**NOTE: CLIENT ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT, INCLUDING THE ARBITRATION CLAUSE LOCATED AT SECTION 9 OF THIS AGREEMENT.**

**By signing below, all parties acknowledge their intention to be bound and agree that this Agreement is effective when accepted by the Firm.**

**Agreed to by Authorized Person on Behalf of Plan and Not in Individual Capacity (same person identified on page 1 of this Agreement):**

Amanda Yuen

Print Authorized Person Name

\_\_\_\_\_  
Authorized Person Signature

\_\_\_\_\_  
Date

**Agreed to by Cetera Advisor Networks LLC Investment Adviser Representative:**

Kaci Skidgel

Print Investment Adviser Representative Name

\_\_\_\_\_  
Rep Number

\_\_\_\_\_  
Investment Adviser Representative Signature

\_\_\_\_\_  
Date

**Agreed to and Accepted by the Firm**

\_\_\_\_\_  
Print Name of Authorized Person from Cetera Retirement Plan Solutions

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Page 2

Who We Are

Who is providing this notice?

Cetera Advisor Networks LLC, Cetera Insurance Agency LLC, Cetera Advisor Networks Insurance Services LLC, Cetera Advisory Services LLC and Cetera Investment Advisers LLC

What We Do

How does Cetera Advisor Networks protect my personal information?

To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.

- In addition to physical and electronic safeguards, we have implemented security standards and procedures to protect your information, including employee training, limited employee access and the use of confidentiality agreements.

How does Cetera Advisor Networks collect my personal information?

We collect your personal information, for example, when you:

- open an account or deposit money
- direct us to buy or sell securities
- seek advice about your investments or enter into an investment advisory contract

We also collect your personal information from other companies.

Why can't I limit all sharing?

Federal law gives you the right to limit only:

- sharing for affiliates' everyday business purposes – information about your creditworthiness
- affiliates from using your information to market to you
- sharing for nonaffiliates to market to you

**State laws and individual companies may give you additional rights to limit sharing. See below for more on your rights under state law.**

What happens when I limit sharing for an account I hold jointly with someone else?

Your choices will apply to everyone on your account.

Definitions

Affiliates

Companies related by common ownership or control. They can be financial and nonfinancial companies.

- *Our affiliates include companies with a Cetera name.*

Nonaffiliates

Companies not related by common ownership or control. They can be financial and nonfinancial companies.

- *Our nonaffiliate partners include categories of companies such as financial institutions.*

Joint Marketing

A formal agreement between nonaffiliated financial companies that together market financial products or services to you.

- *Our joint marketing partners include categories of companies such as financial institutions.*

Other Important Information

- Accounts with a California, Vermont, Massachusetts, or North Dakota mailing address are automatically treated as if they have limited the sharing as described on page 1.
- **California residents:** We will not share your personal information with a financial company for joint marketing purposes except as required or permitted by law.
- **Vermont residents:** For joint marketing with other financial companies, we will disclose only your name, contact information, and information about your transactions, unless otherwise required or permitted by law.
- **Nevada residents:** Pursuant to Nevada law, you may request to be placed on our internal "Do Not Call" list at any time by calling 844-337-2215 or emailing us at donotcall@cetera.com. You may obtain further information by contacting the Nevada Attorney General, 555 E. Washington Ave., Suite 3900, Las Vegas, NV 89101; phone 702-486-3132; email bcpserv@ag.nv.gov.

## TULSA HONOR ACADEMY 2023-2024 Academic Calendar

JULY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
9 PDD / 0 RCPU / 0 ID						

AUGUST						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
6 PDD / 0 RCPU / 21 ID						

SEPTEMBER						
S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
2 PDD / 0 RCPU / 19 ID						

OCTOBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
2 PDD / 1 RCPU / 19 ID						

NOVEMBER						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
2 PDD / 0 RCPU / 15 ID						

DECEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
1 PDD / 0 RCPU / 10 ID						

JANUARY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
2 PDD / 1 RCPU / 18 ID						

FEBRUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
1 PDD / 0 RCPU / 19 ID						

MARCH						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
2 PDD / 1 RCPU / 14 ID						

APRIL						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
2 PDD / 0 RCPU / 20 ID						

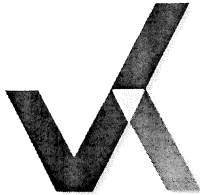
MAY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
1 PDD / 0 RCPU / 21 ID						

JUNE						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
2 PDD / 1 RCPU / 0 ID						

	First or Last Day of Quarter		No School for Students and Teachers/Holidays		Report Card Pick Up/ No School for Students
	Professional Development/No School for Students		Summer Tutorials		

IMPORTANT DAYS	
July 12-August 1: NO SCHOOL for Scholars - Staff PD	
August 2: First Day of School and Day 1 of Quarter 1	
August 2-4: Orientation/Welcome Back Week (Week 0)	
August 25: NO SCHOOL for Scholars - Staff PD	
September 4: NO SCHOOL - Labor Day	
September 15: NO SCHOOL for Scholars - Staff PD	
October 5: Q1 Interim Assessments AND Last Day of Quarter 1	
October 6: NO SCHOOL for Scholars - Staff PD	
October 9: First Day of Quarter 2	
October 19: NO SCHOOL for Scholars - RPCU	
October 20: NO SCHOOL - Fall Break	
November 3: NO SCHOOL for Scholars - Staff PD	
November 20-24: NO SCHOOL - Thanksgiving Break	
November 27: NO SCHOOL for Scholars - Staff PD	
December 1: NO SCHOOL for Scholars - Staff PD	
December 15: Q2 Interim Assessments & Last Day of Quarter 2	
December 18-January 1: NO SCHOOL - Winter Break	
January 2: NO SCHOOL for Scholars - Staff PD	
January 3: First Day of Quarter 3	
January 12: NO SCHOOL for Scholars - RCPU	
January 15: NO SCHOOL - MLK Day	
January 26: NO SCHOOL for Scholars - Staff PD	
February 16: NO SCHOOL for Scholars - Staff PD	
February 19: NO SCHOOL - Presidents Day	
March 8: NO SCHOOL for Scholars - Staff PD	
March 15: Q3 Interim Assessments + Last Day of Quarter 3	
March 18-22: NO SCHOOL - Spring Break	
March 25: NO SCHOOL for Scholars - Staff PD	
March 26: First Day of Quarter 4	
April 5: NO SCHOOL for Scholars - RCPU	
April 19: NO SCHOOL for Scholars - Staff PD	
May 10: NO SCHOOL for Scholars - Staff PD	
May 27: NO SCHOOL - Memorial Day	
May 31: Q4 Interim Assessments - Last Day of Q4	
June 3: NO SCHOOL for Scholars - Staff PD	
June 4: NO SCHOOL for Scholars - RCPU	
June 7: NO SCHOOL for Scholars - Staff PD	
June 10 - 28: Summer Tutorials	
June 19: NO SCHOOL - Juneteenth	
Total Instructional Days (ID):	176
Total Professional Development Days (PDD):	30
Total Report Card Pick Up (RCPU):	4
<b>Total Calendar Days:</b>	<b>210</b>

\*\*There are important dates not listed on this calendar including but not limited to the following: school field trips, college visit days, 8th grade promotion, College Signing Day, High School Graduation, etc. The THA will communicate directly with families regarding the dates for these and any other important dates not listed.



**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

April 3, 2023

Tulsa Honor Academy  
Attn: Ms. Amanda Yuen  
209 Lakewood Dr.  
Tulsa, OK 74112

Dear Ms. Amanda Yuen:

Attached is your 2023-2024 *Application for Temporary Appropriations*. You will need to have two copies signed at a board meeting. After approval at a board meeting, forward both copies to the county clerk, who will present them to the County Excise Board for approval at their next meeting.

These temporary appropriations are based on the 2022-23 fiscal year actual appropriations and should be sufficient to get you through until the actual appropriations are received and approved later in the summer. If you need these appropriations to include a Coop Fund adjustment, please let us know and we will provide you with a new form. If you have any questions, please do not hesitate to contact us.

Sincerely,

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.

## APPLICATION FOR TEMPORARY APPROPRIATIONS

WHEREAS: The needs of the Board of Education of Tulsa Honor Academy, No. E-018 of Tulsa County, require the immediate approval of temporary appropriations for the fiscal year 2023-24:

NOW, THEREFORE, BE IT RESOLVED, that the County Excise Board of Tulsa County be requested to approve temporary appropriations to the extent of and not to exceed one hundred percent (100%) of the total estimated funds available to said Board as follows:

### REQUESTED APPROPRIATIONS

General Fund  
Current Expense

\$ 14,729,885.00

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

THE BOARD OF EDUCATION  
Tulsa Honor Academy E-018  
(Name of School District) (District No.)

ATTEST:

TULSA COUNTY, OKLAHOMA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
President

APPROVED by the Tulsa County Excise Board this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

THE COUNTY EXCISE BOARD  
TULSA COUNTY, OKLAHOMA

ATTEST:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

## Change Order Listing

**Options:** Fund: General Fund, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 3/14/2023 - 4/14/2023, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
33	07/18/2022	1019	Prosperity Bank	network office supplies	5,401.06
45	07/25/2022	699	Wired! Technology Services	24/7 Tech service	17,000.00
58	07/25/2022	813	OESC	Unemployment taxes	11,129.10
60	07/25/2022	911	Public Service Company of Oklahoma	Electric Services	28,042.32
64	07/25/2022	926	Standley Systems	School printer lease	8,871.40
66	07/25/2022	1008	8x8, INC.	Office phone service	14.59
70	07/25/2022	1115	American Waste Control, Inc.	Trash Service- Weekly pick up	142.00
82	07/25/2022	1256	DS Bus Lines, Inc.	Scholars transportation services	11,747.43
85	07/25/2022	1141	Office Express Janitorial Services	daytime custodial services for prevention of COVID	2,626.00
155	08/15/2022	1141	Office Express Janitorial Services	custodial supplies for Sheridan Campus	1,354.24
215	10/12/2022	1351	James A Provenzano	Fixing enrollment dates	97.50
248	11/22/2022	699	Wired! Technology Services	Computer Repairs	500.00
285	01/31/2023	699	Wired! Technology Services	keyboard replacement	23.96
<b>Non-Payroll Total:</b>					<b>\$86,949.60</b>
<b>Payroll Total:</b>					<b>\$754,903.50</b>
<b>Report Total:</b>					<b>\$841,853.10</b>



Tulsa Honor Academy  
Purchase Order Register

Options: Year: 2022-2023, Fund: GIFT FUND, Date Range: 3/14/2023 - 4/14/2023

PO No	Date	Vendor No	Vendor	Description	Amount
3	03/27/2023	1459	Arrowhead Consulting Solutions	change management and org health consulting	30,000.00
Non-Payroll Total:					\$30,000.00
Payroll Total:					\$0.00
Report Total:					\$30,000.00

Tulsa Honor Academy  
Purchase Order Register

Options: Year: 2022-2023, Fund: SCHOOL ACTIVITY FUND, Date Range: 3/14/2023 - 4/14/2023

PO No	Date	Vendor No	Vendor	Description	Amount
7	04/11/2023	1465	REFLECTIONS PHOTO BOOTH RENTALS	Prom Photo Booth	550.00
8	04/11/2023	1463	VECTOR ENTERTAINMENT	Prom DJ	600.00
9	04/11/2023	1466	KOMplete EVENT RENTALS, LLC	Prom Decor	900.00
10	04/13/2023	1453	NICOLLETTE SMITH	GAME OFFICIAL	75.00
11	04/13/2023	1454	ANTHONY DANIELS	GAME OFFICIAL	75.00
Non-Payroll Total:					\$2,200.00
Payroll Total:					\$0.00
Report Total:					\$2,200.00

## Purchase Order Register

Options: Year: 2022-2023, Fund: General Fund, Date Range: 3/14/2023 - 4/14/2023

PO No	Date	Vendor No	Vendor	Description	Amount
321	03/14/2023	816	Amazon Capital Services	Q4 Blanket	3,000.00
322	03/20/2023	1457	Oral Roberts University	College Signing Day and Graduation rentals	25,959.00
323	03/22/2023	997	Emilee R Joshi	Mileage for staff travel for PD	462.30
324	03/22/2023	1303	Debbie C Watts	Mileage for Wengage Conference	64.10
325	03/22/2023	699	Wired! Technology Services	blanket for device repairs	500.00
326	03/27/2023	1439	PROPIO LS, LLC	Middle School RPCU Translation Services	400.00
327	03/27/2023	1019	Prosperity Bank	Odon's P-Card	1,000.00
328	03/27/2023	1318	H&E Landscape LLC	backflow repair	970.00
329	03/29/2023	1439	PROPIO LS, LLC	Language line services for RCPU	97.35
330	03/31/2023	1460	OLYMPIA PREP	ACT Prep for 11th & 12th	5,088.00
331	04/11/2023	768	Meredith A Cooper	Special Education IEP Writing and Compliance	3,000.00
332	04/11/2023	1462	Linda Watson	Special Education IEP Writing and Compliance	3,000.00
333	04/11/2023	1464	HOME BUILDERS ASSOC. OF TULSA	2023 Senior Prom Venue	2,500.00
334	04/12/2023	816	Amazon Capital Services	After School Supplies	576.86
335	04/14/2023	1355	Anna M Lenardson	overnight airport parking for staff PD	18.00
336	04/14/2023	878	Hannah M. Bland	staff travel for PowerSchool conference	78.00
337	04/14/2023	1458	KIMBERLY A YOUNG	fingerprint reimbursement	58.25
338	04/14/2023	1121	Curtis Restaurant Supply-Tulsa	replacement sneezeguard screws	350.00
339	04/14/2023	1271	Madison Collene Pass	airport parking for HS excellent school visit	18.00
340	04/14/2023	1396	Griselda Perez	airport parking for HS excellent school visit	18.00
Non-Payroll Total:					<b>\$47,157.86</b>
Payroll Total:					<b>\$0.00</b>
Report Total:					<b>\$47,157.86</b>

Activity Fund Deposits					Cleared Activity Fund Expenditures			
Description	Date	Project Code	Total		Description	Date	Project Code	Total
February 2023 Carryover	3/1/23	801 THA HIGH SCHOOL	\$1,521.00					
February 2023 Carryover	3/1/23	802 THA HS STUDENT COUNCIL	\$1,576.59					
February 2023 Carryover	3/1/23	830 THA MIDDLE SCHOOL	\$500.00		<b>Total Cleared Expenditures</b>			\$0.00
February 2023 Carryover	3/1/23	861 FLORES MS STUDENT COUNCIL	\$100.00					
February 2023 Carryover	3/1/23	862 FLORES MIDDLE SCHOOL ATHLETICS	\$250.00					
February 2023 Carryover	3/1/23	863 FLORES MIDDLE SCHOOL CLUBS	\$150.00					
					<b>Subaccount</b>	<b>Amount</b>		
					801 THA HIGH SCHOOL	\$1,521.00		
					802 THA HS STUDENT COUNCIL	\$1,576.59		
					830 THA MIDDLE SCHOOL	\$500.00		
<b>Total Feb Carryover</b>			\$4,097.59		861 FLORES MS STUDENT COUNCIL	\$100.00		
<b>Total March Deposits</b>			\$0.00		862 FLORES MIDDLE SCHOOL ATHLETICS	\$250.00		
<b>Total March Expenditures</b>			\$0.00		863 FLORES MIDDLE SCHOOL CLUBS	\$150.00		
<b>End of Month Balance</b>			<b>\$4,097.59</b>		898 STAFF FUND	\$0.00		
					899 GENERAL FUND REFUND	\$0.00		