



BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, JUNE 14, 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.

Posted on: Tuesday, June 13, 2023 at 3:45 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) June Meeting Agenda b) May Meeting Minutes c) May Financial Report d) Routine Staffing Items e) Approval of Wired Technology Partners technology support agreement f) Approval of Tulsa Public Schools lease agreement g) Approval of Michi Morris psychometrist agreement h) Approval of State Contract for Audit and School Auditor Engagement Letter with	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.	Cynthia Jasso, Board Chair	5:32 PM

		<p>Bledsoe, Hewett, & Gullekson</p> <p>i) Approval of Edulastic assessment software</p> <p>j) Approval of GoGuardian Admin Chromebook monitoring software</p> <p>k) Approval of NWEA MAP Assessment</p> <p>l) Approval of PowerSchool Student Information System Subscription</p>	d) Routine personnel actions 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.		
4	INFO	Progress on Permanent Facility		Amanda Yuen, COO Kyle Rudolph, Link Group Tyler Baier, Level Field	5:33 PM
5	VOTE	Approval of FY24 budget	Annually, the board of directors reviews and approves Tulsa Honor Academy's operational budget.	Amanda Yuen, COO	5:45 PM
6	VOTE	Approval of up to \$70,000 in wall protection at Sheridan Campus from capital campaign funds	Tulsa Honor Academy recently priced wall protection due to the wear and tear on hallways walls at the Sheridan Campus. This wall protection will serve to protect THA's walls for the long-term and minimize annual re-painting.	Amanda Yuen, COO	6:05 PM
7	VOTE	Approval of OSSBA membership and purchase of policy services	Membership with the Oklahoma State School Boards Association supports THA will access to information shared with districts across the state. The policy services will ensure our district policies are compliant and enable effective governance.	Elsie Urueta Pollock, CEO Amanda Yuen, COO	6:08 PM
8	VOTE	Approval of new activity fund subaccount for scholarships	<p>As Tulsa Honor Academy celebrates its first graduating class, the establishment of an activity fund subaccount will allow us to utilize grant funds for college scholarships to directly support scholars or families. THA will establish criteria by which scholars apply, receive, and document such scholarships.</p> <p>Sources: gifts and grants</p> <p>Uses: payments directly to families and institutions for college costs as well as gift cards related to college</p>	Elsie Urueta Pollock, CEO Amanda Yuen, COO	6:13 PM

			costs.		
9	VOTE	Approval of updated maternity leave policy	With newly established state funding for maternity leave, Tulsa Honor Academy is updating its maternity leave policy to include 6 paid weeks for staff who have been employed at THA for at least 90 days and 6 additional paid weeks for staff who have been employed for a full year for a total of 12 paid weeks for staff who have been employed at THA for at least one year.	Elsie Urueta Pollock, CEO Amanda Yuen, COO	6:18 PM
10	VOTE	Approval of updated open transfer seat numbers for 2023-2024	The district must establish the number of transfer students the school district has the capacity to accept in each grade level for each school site within a school district by the first day of January, April, July and October each year.	Amanda Yuen, COO	6:23 PM
11	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	6:28 PM
12	INFO	Review of Activity Fund Report		Elsie Urueta Pollock, CEO	6:33 PM
13	INFO	Review of External Practices		Elsie Urueta Pollock, CEO	6:35 PM
14	INFO	CEO Evaluation Process		Cynthia Jasso, Board Chair Ivan Godinez Reyes, Board Member	6:55 PM
15	INFO	Committee Reports -Executive -Governance -Finance -Development -Academic Achievement		Committee Chairs	7:15 PM
16	-	Adjourn		Cynthia Jasso, Board Chair	7:30 PM



BOARD OF DIRECTORS MEETING MINUTES

TUESDAY, MAY 16, 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 May 16, 2023 commencing at 5:43 PM at THA's Sheridan Campus located at 1421 S. Sheridan Rd.
2	-	Roll Call	PRESENT: Cynthia Jasso Dr. Anna Montgomery Ana Ponce Omare Jimmerson Samantha Aponte ABSENT: Ivan Godinez-Reyes Ben Stewart Ryan Myers Ashley Chaney John Gawey
3	VOTE	Approval of Consent Agenda a) May Meeting Agenda b) April Meeting Minutes c) April Financial Report	A motion was made by Omare Jimmerson to approve the consent agenda and the motion was seconded by Dr. Anna Montgomery.

		d) Routine Staffing Items e) Approval of ParentSquare Contract f) Approval of Wengage Contract g) Approval of Keystone Contract h) Approval of OCAS Contracts (990 and treasurer and payroll)	The motion passed. AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Omare Jimmerson, Samantha Aponte NAY: ABSTAIN: ABSENT: Ivan Godinez-Reyes, Ben Stewart, John Gawey, Ashley Chaney, Ivan Godinez-Reyes, Ryan Myers
4	INFO	Progress on Permanent Facility	
5	VOTE	Approval of 2023-2024 Staff Handbook	A motion was made by Omare Jimmerson to approve Item 6 and the motion was seconded by Ana Ponce. The motion passed. AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Omare Jimmerson, Samantha Aponte NAY: ABSTAIN: ABSENT: Ivan Godinez-Reyes, Ben Stewart, John Gawey, Ashley Chaney, Ivan Godinez-Reyes, Ryan Myers
6	VOTE	Approval of 2023-2024 Scholar and Family Handbook	A motion was made by Ana Ponce to approve Item 6 with the QR code and live Frequently Asked Questions documents and the motion was seconded by Dr. Anna Montgomery. The motion passed. AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Omare Jimmerson, Samantha Aponte NAY: ABSTAIN: ABSENT: Ivan Godinez-Reyes, Ben Stewart, John Gawey, Ashley Chaney, Ivan Godinez-Reyes, Ryan Myers
7	VOTE	Approval of TLAC - Reading Reconsidered Curriculum License Agreement	A motion was made by Dr. Anna Montgomery to approve Item 7 and the motion was seconded by Ana Ponce. The motion passed/failed. AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Omare Jimmerson NAY: ABSTAIN: Samantha Aponte

			ABSENT: Ivan Godinez-Reyes, Ben Stewart, John Gawey, Ashley Chaney, Ivan Godinez-Reyes, Ryan Myers
8	VOTE	Approval of PowerSchool (Naviance)	<p>A motion was made by Omare Jimmerson to approve Item 8 and the motion was seconded by Dr. Anna Montgomery.</p> <p>AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Omare Jimmerson, Samantha Aponte NAY: ABSTAIN: ABSENT: Ivan Godinez-Reyes, Ben Stewart, John Gawey, Ashley Chaney, Ivan Godinez-Reyes, Ryan Myers</p>
9	VOTE	Approval of New and Modified General Fund and Gift Fund Encumbrances	<p>A motion was made by Omare Jimmerson to approve Item 9 with the finance committee approving expenses over \$30,000 in the interim time period before June's regularly scheduled board meeting and the motion was seconded by Dr. Anna Montgomery.</p> <p>The motion passed.</p> <p>AYE: Cynthia Jasso, Dr. Anna Montgomery, Ana Ponce, Omare Jimmerson, Samantha Aponte NAY: ABSTAIN: ABSENT: Ivan Godinez-Reyes, Ben Stewart, John Gawey, Ashley Chaney, Ivan Godinez-Reyes, Ryan Myers</p>
10	INFO	Review of Activity Fund Report	Elsie Urueta Pollock reviewed the activity fund report and provided an update about prom expenses.
11	INFO	Budget Overview	Amanda Yuen provided an update about Tulsa Honor Academy's anticipated FY24 budget.
12	INFO	Committee Reports -Executive -Governance -Finance -Development -Academic Achievement	Finance: Amanda Yuen provided an update for the finance committee. Governance: Cynthia Jasso provided an update about the upcoming performance review for THA's CEO. Development: Academic Achievement: Elsie Urueta Pollock shared an update about the committee's review of the Scholar and Family Handbook.
13	-	New Business	No new business was discussed.
14	-	Adjourn	The meeting was adjourned at ____ PM.

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

	General Fund	Gift Fund	Totals
Assets			
Cash	\$ 3,535,884.00	1,273,835.72	4,809,719.72
Total Assets	<u>3,535,884.00</u>	<u>1,273,835.72</u>	<u>4,809,719.72</u>
Liabilities			
Outstanding Warrants	93,475.60		93,475.60
Reserves			-
Total Liabilities	<u>93,475.60</u>	<u>-</u>	<u>93,475.60</u>
Unrestricted Net Assets	3,442,408.40	1,273,835.72	4,716,244.12
Total Net Assets	<u>\$ 3,442,408.40</u>	<u>1,273,835.72</u>	<u>4,716,244.12</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 5/31/2023	% of YTD to Budj.	2021-22 Actual	2021-22 5/31/2022	% of YTD to Actual
<u>Revenue</u>							
Miscellaneous Reimb.	1590	\$ 15,000.00	439,173.53	2927.8%	164,139.64	130,675.86	79.6%
Gifts and Donations	1610	1,280,000.00	320,350.00	25.0%	1,643,342.47	1,643,342.47	100.0%
Grants/District Contracts	1650			N/A	2,845.00	2,845.00	100.0%
Uniforms	1692	57,250.00	66,762.57	116.6%	61,177.19	60,995.09	99.7%
Student Lunches	1710	17,175.00	4,712.89	27.4%			N/A
Adult Lunches	1730		1,715.07	N/A	314.34	225.68	71.8%
Foundation & Incentive Aid	3210	6,836,779.00	6,823,972.74	99.8%	5,196,723.43	4,756,941.93	91.5%
Flexible Benefit	3250	853,637.00	564,924.00	66.2%	556,553.40	506,463.60	91.0%
State Textbook Allocation	3420	53,811.00	57,428.13	106.7%	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		7,740.60	N/A	5,258.87	5,258.87	100.0%
State Reimbursement CNP	3720		4,629.38	N/A	1,728.12	1,728.12	100.0%
Title I	4210	352,350.00	24,042.34	6.8%	178,180.04	140,400.47	78.8%
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	42,990.09	134.3%	33,222.89	33,222.89	100.0%
Special Education - Flowthrough	4310	101,000.00	34,746.27	34.4%	70,133.59	70,133.59	100.0%
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	14,073.29	100.5%	14,219.16	14,219.16	100.0%
OSPRC Charter School Grant	4462	-	631,121.19	N/A	265,201.08	265,201.08	100.0%
ESSER/Other Federal Sources	4689	938,157.18	122,754.81	13.1%	88,705.08	35,676.62	40.2%
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	514,334.45	57.3%	422,902.74	294,274.44	69.6%
Federal Breakfasts	4720		94,954.15	N/A	94,205.12	69,900.48	74.2%
Correcting Entry	5600		340.00		880,775.53		N/A
Total revenue		12,385,624.00	10,459,301.62	84.4%	10,058,632.62	8,319,515.11	82.7%
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	-	14,749.59		24,344.90		N/A
Total revenue and beg. balance		14,132,504.01	12,408,200.33		11,850,717.48	10,087,255.07	85.1%
<u>Expenditures</u>							
	Object Codes						
Payroll	100-200	7,439,097.00	5,200,059.18	69.9%	5,107,996.82	4,478,839.95	87.7%
Non-payroll	300-900	5,221,156.00	3,765,732.75	72.1%	5,876,046.70	3,928,535.23	66.9%
Total expenditures		12,660,253.00	8,965,791.93	70.8%	10,984,043.52	8,407,375.18	76.5%
Ending Balance		\$ 1,472,251.01	3,442,408.40		866,673.96	1,679,879.89	193.8%

New Hires

Name	Hire Date	Primary Location	Position	Salary
Veronica Mendoza	6/1/23	THA Middle School	Operations Coordinator	\$3,075.31
Sendy Gomez	6/5/23	THA Network Office	Temporary School Operations/Summer Planning	\$11/hr

Resignations/Terminations

Name	Hire Date	Final Date	Position
Kimberly Silva	5/1/23	6/16/2023	Operations Coordinator
Joe Mvula	7/1/22	6/30/2023	Teacher
Bryan Williams	8/30/21	6/30/2023	Teacher
Angelo Chee	8/10/22	6/21/2023	College Readiness Advisor
Brighton Huynh	7/1/21	6/30/2023	Teacher
Thomas Caddell	7/19/22	6/30/2023	Teacher
Lisa Richardson	1/2/23	6/30/2023	Teacher
Colin Medwick	7/1/21	6/30/2023	Teacher
Ashly Reyes	11/17/22	6/30/2023	Operations Coordinator
Amy Callis	1/4/21	6/30/2023	Assistant Principal of Culture
Renee Thelen	7/1/21	6/30/2023	Teacher
Edith Tow	11/17/22	6/30/2023	Teacher
Aireka Shaw	8/1/22	6/30/2023	Academic Intervention Associate
Charity Jeffords	7/1/21	6/30/2023	Teacher
Deirea Rector	7/1/21	5/22/2023	Discipline Specialist
Bonnie Patocka	7/1/18	6/30/2023	Teacher
Deborah Swinford	1/18/22	6/30/2023	Teacher
Hamilton Ehimika	9/2/22	6/30/2023	Teacher
Dorian Bennett	11/8/21	6/30/2023	Assistant Principal of Culture
Jalessa Hurd	7/1/21	6/30/2023	Instructional Manager
Jessyca Williams	7/1/21	6/30/2023	Student Supports Manager
Emily McWhirt	3/28/22	6/15/2023	Principal
Lorena Ray	12/1/22	6/30/2023	College Readiness Advisor

Stipends

Name	Position	Stipend
Hannah Mueller	Summer Tutorials Teacher	\$1,800.00
Maggie LaRonge	Summer Tutorials Teacher	\$1,800.00
Whitley Hughes	Summer Tutorials Teacher	\$1,800.00
Mark Freudenheim	Leader Summer PD	\$1,000.00
Kamesha Barrett	Leader Summer PD	\$1,000.00
Blake Kruithof	Leader Summer PD	\$1,000.00
Cheianne Ivy	Leader Summer PD	\$1,000.00
Kimberly Siftar	Leader Summer PD	\$1,000.00
John Morrison	Leader Summer PD	\$1,000.00
Stefani Vance-Buck	Leader Summer PD	\$1,000.00
Alex Molina	AP Summer Institute Attendee	\$400.00
Tyler Henson	AP Summer Institute Attendee	\$400.00
Dana Morey	Summer Tutorials Teacher	\$1,200.00
Mary Holden	Summer Tutorials Teacher	\$1,800.00
Amanda Galan	Summer Tutorials Teacher	\$1,800.00



CONTRACT COVERSHEET

DIRECTIONS

For all contracts that go before the board for approval, please complete this coversheet and attach it to the front.

BASIC INFORMATION

Vendor: Wired Technology Services

Description of service: 24/7 technology support

Jurisdiction or Governing Law: Arkansas

Term of contract: July 1, 2023-June 30, 2024
general for 7442.76/mo, e-rate billed directly for 1088/mo

Funding Source:

Total Cost : \$102,369.12

THA Signer: Amanda Yuen

*Note that the legal name listed should be Tulsa Honor Academy, Inc. or THA Facilities, LLC

- **Contract**
 - ✓ Renewal (if renewal, describe price changes): increases above 40% on a per person basis
 - New Contract
- **Termination Clause:** The contract has a termination clause.

Number of days for termination notice: Wired may terminate with 30 days notice
- **Term:** The term is one year or less or has a termination clause with no early termination fees.
 - Term is within this fiscal year (preferable)
 - Term is one year but crosses fiscal years
 - Term is multi-year and with termination clause
- **Clarity:** The contract terms and deliverables are clear. Add any necessary context here:
x

NOTES FROM THA STAFF

Staff members should add any additional context or notes for the board here.

WIRED INTUITION

Managed Services Agreement
Tulsa Honor Academy



Support Offering

Summary

Wired Intuition is our comprehensive system that allows us to proactively maintain, monitor, and support your technology. This system includes onsite and remote support for your technology systems, students, and teachers. *Wired Intuition* is available at a budget-friendly, fixed monthly price. You want it done right the first time and so do we! Our experienced team is ready to assist you with daily technology support for staff, classroom instructional equipment, and online testing preparation.

This *Wired Intuition* agreement provides technology support for all included end users, devices, and network infrastructure.

Terms

Customer

This Agreement is between Wired Technology Partners and Tulsa Honor Academy ("Customer"), located at 1421 S. Sheridan, Tulsa, OK 74112.

Supported Sites

This Agreement covers the following sites, which will be referred to as "Supported Sites":

THA – Sheridan HS
1421 S. Sheridan
Tulsa, OK 74112

THA – Lakewood MS
209 S. Lakewood Avenue
Tulsa, OK 74112

THA – Sheridan Flores MS
1421 S. Sheridan
Tulsa, OK 74112

Term

This Agreement will commence on 07/01/2023 and renew on 06/30/2024 "Renewal Date" unless Customer submits a non-renewal notice.

Special Considerations

There are no special considerations.

Pricing

The pricing for the services under this agreement is calculated based on the following factors:

- Number of staff members at each supported site
- Number of students at each supported site
- Number of supported sites

The cost is determined by considering the total number of staff and students and the number of locations to ensure that the resources necessary to meet the Customer's needs are in place.

This agreement provides a fixed fee, calculated annually based on the number of staff, students, and locations. The Customer is required to provide the projected number of staff and students by May 1st of each year. The pricing matrix can be found in Appendix A.

The monthly cost for support is \$8,530.76. \$1,088 will be deducted for the eligible MIBS amount, billed separately via a monthly E-Rate MIBS invoice. The balance of \$7,442.76 will be invoiced monthly for this agreement.

Who We Are

Wired Technology Partners works with schools to provide technology solutions that advance student learning and empower teachers.

Our History

Wired Technology Partners was founded in Little Rock, Arkansas, over 30 years ago. Since then, Wired has expanded into six states within the central US and has built a reputation for delivering high-quality, reliable, and efficient services.

Staff Technical and Project Management Competence

Our team of experts is comprised of highly trained and experienced IT professionals. Our staff deeply understands the unique challenges that K-12 schools face regarding technology, and we are committed to staying up-to-date with the latest advancements in the field. Our team is here to assist if you need help with hardware or software upgrades, network security, or IT management.

Support Approach

At Wired Technology Partners, we believe in a proactive approach to support. We aim to anticipate and resolve potential issues before they become major problems. This proactive approach allows us to minimize downtime and ensure that your school's technology is always running smoothly.

Our Focus

Customer service is vital to building long-lasting relationships with our clients, and that's why we're dedicated to delivering our customers the best possible service and support. Our team of experts is available 24/7 to answer any questions and resolve any issues that may arise.

Wired Technology Partners specializes in supporting high-performing schools. We believe that technology has the power to enhance the educational experience for students, teachers, and staff. That's why we focus exclusively on supporting K-12 school districts. Our team has extensive experience in K-12 education and is committed to providing schools with the resources they need to succeed in the digital age.

What We Do

Scope of Coverage

This service includes onsite and remote support for your technology systems, students, and teachers as defined in the Support Offering.

The following types of devices and systems are supported.

- Apple and Android tablets
- Chromebooks and Chromeboxes
- Copiers*
- Document cameras

- Flat panel displays and projectors
- IP clock systems*
- Physical access control systems*
- Printers
- Student device carts
- Video conferencing equipment
- Video surveillance systems*
- VOIP phone systems*
- Vape and environmental sensors
- VR devices
- Windows and Apple desktop computers
- Windows and Apple laptop computers

**Based on the type of system, additional 3rd party support may be required*

The following types of cloud systems are supported.

- Academic platforms*
- Addigy
- Azure
- Clever
- GoGuardian
- Google Workspace
- Management platforms*
- Mosyle
- Office365
- Security platforms*
- Securly
- Zoom

**Based on the type of system, additional 3rd party support may be required*

Dedicated Dispatch & On-Call

The quickest and most accurate resolution to a technical issue is achieved when the user experiencing the problem reports the issue details directly to the support team instead of through an internal gatekeeper.

When remote or onsite support is needed, a support ticket should always be created using one of the following methods.

- Email | support@wiredtech.com
- Web | support.wiredtech.com
- Phone | 877.957.0780

When a support ticket is created, a user should expect the following response based on the type of request submitted. An email will be immediately sent confirming that the support request has been received. All requests are categorized as priority 1, 2, or 3.

Priority 1

30-minute network down response with a 4-hour resolution target

- Partial or complete network/internet access outage
- Server(s) outage
- Email/messaging infrastructure outage
- Core application outage (Google, Clever, LMS, testing, etc.)
- VOIP phone outage
- Printing outage (no alternatives available)
- Security incident
- Other items, as defined by the school

Priority 2

2-hour user Support response with a 24-hour resolution target

- Staff member crashed laptop or desktop
- Printing outage (other printers are available)
- Spyware/malware removal
- Non-critical software issue
- Other items, as defined by the school

Priority 3

Scheduled onsite visit

- Non-critical software or hardware issues
- Regular maintenance activities
- Non-critical moves and changes to existing hardware or software

A dedicated dispatcher or on-call technician can triage and assign your request to the best resource to meet your needs.

Remote Support

The vast majority of all support requests are resolved quickly and remotely. We have support technicians standing by with the capability to remotely access all servers, network infrastructure, user devices, and cloud systems to respond to all requests. Support technicians use remote access tools to diagnose and fix technical issues without

being physically present at the device's location. This enables them to offer a more comprehensive support response in a shorter time than onsite technicians.

Onsite Support

Our support technicians are available to provide on-demand, onsite support, ensuring that any priority 1 or 2 issues or concerns that may arise are quickly addressed. In addition, we offer scheduled proactive site visits as needed to ensure that your technology is running smoothly and to address any priority 3 issues that have been reported.

The onsite technicians complete the tasks that a remote support technician cannot perform. The following type of onsite support is provided.

- Cabling and loading of student device carts
- Deployment, troubleshooting, and maintenance of
 - Apple and Android tablets
 - Chromebooks and Chromeboxes
 - Document cameras
 - Printers*
 - VR devices
 - Windows and Apple desktop computers
 - Windows and Apple laptop computers
- Troubleshooting and maintenance of
 - Flat panel displays and projectors
 - IP clock systems*
 - IP video surveillance cameras
 - Physical access control systems *
 - Vape sensors
 - Video conferencing equipment
 - VOIP phones

**Based on the type of system, additional 3rd party support may be required*

Server Support and Centralized Management

Wired Technology Partners provides comprehensive server maintenance services to ensure the optimal performance and stability of your school district's servers. Our team of experts is highly trained in server administration and is committed to providing the highest level of service and support.

The scope of our server maintenance services includes, but is not limited to, the following:

- Regular software updates and patches to ensure the security and stability of your servers and computers

- Proactive monitoring to identify potential issues before they become major problems
- Regular offsite server backups to ensure that your data is safe and secure
 - This service includes a backup from your local servers to offsite Wired Technology Partners servers on an incremental daily basis
 - All data transferred between your network and Wired Technology Partners is securely encrypted via 256-bit SSL. Your Backup Sets are stored in a password-protected encrypted state.
- Disaster recovery planning and testing to ensure that your school district is prepared in the event of a disaster
- Performance tuning to optimize the performance and stability of your servers and computers
- Monitoring of errors, warnings, and informational alerts concerning:
 - Applications and databases
 - Operating system, services, and hardware
 - System and security
 - Disk space, utilization, and health of servers and computers
 - Print queues
 - Memory utilization
 - Processor utilization and performance
 - Power supplies
- Security management
 - Monitoring and management of antivirus protection
 - Installation of any pertinent service packs, security updates, and patches for Windows and 3rd party applications
 - Monitoring of changes to security roles and account creation

Network Support

- Proactive network monitoring to identify potential issues before they become major problems
- Regular updates and patches to ensure the security and stability of your network
- Configuration management to ensure that your network is optimized for performance and stability
- Wireless network management to ensure that your school district has the best possible wireless connectivity to support the density of complex school environments
- Network security management to ensure that your network is protected from potential threats

- Network capacity planning and optimization to ensure that your network can accommodate your school district's growth and changing needs

Account Management

We fully understand that you do not have an IT department. We know the importance of having a dedicated and knowledgeable point of contact to support your school district's technology needs. That's why our *Wired Intuition* support agreement includes access to an Account Management team who is your primary point of contact for your overall technology questions, concerns, and big-picture planning.

The scope of our Account Manager services includes, but is not limited to, the following:

- Providing a single point of contact for your overall technology-related needs
- Providing regular status updates and reports on the health of your technology infrastructure
- Providing proactive recommendations and solutions to help you achieve your technology goals
 - Hardware and software procurement
 - Bandwidth procurement and ISP management
 - Budgetary and planning process
 - Work closely on technology-related expenditures
 - Allocate timelines for the retirement and acquisition (refresh cycle) of hardware
 - Provide reports indicating the age and performance of hardware to support the Customer's procurement process
 - Technology license renewal planning and management
 - Anticipate future needs for planning purposes
- Vendor liaison support and vendor management
 - ISP and telecom vendors
 - Business machine vendors
 - Software/application vendors
 - Data/infrastructure vendors
 - VOIP, access control, video surveillance, and IP clock vendors
- Maintain consistent and effective communication with your school district to better understand your technology needs and goals

Documentation and Reporting

At Wired Technology Partners, we understand the importance of comprehensive and accurate documentation in managing your school district's technology infrastructure.

Wired Intuition includes various documentation services to manage and report on your technology systems and reported issues and corresponding resolutions.

The scope of our documentation services includes, but is not limited to, the following:

- Detailed documentation of your technology infrastructure, including a network diagram, network, and server device inventory, user device inventory, and software license information
- Real-time updates to your technical documentation to ensure that it remains current and accurate
- Vendors' contact information
- Documentation of all changes and updates made to your technology infrastructure
- Detailed documentation of all support incidents and how they were resolved

Optional Services Available

E-rate Service Provider

- Eligible category 2 services
 - Internal Connections (IC)
 - Managed Internal Broadband Services (MIBS)
 - Basic Maintenance of Internal Connections (BMIC)
- Service Provider Identification Number: 143032937

Installation services, including but not limited to

- Data cabling, termination, and testing
 - Cat6
 - Fiber optic
- Other low-voltage cabling
 - Speaker
 - Access control
- Installation of network equipment
 - Racks
 - Cabinets
 - UPS
 - Wireless access points
- Installation of communication and security systems
 - VOIP phones
 - Video door intercoms
 - IP cameras

- Classroom paging and intercoms
- Access control
- Installation of audio/visual equipment
 - Interactive and non-interactive flat panel displays
 - Interactive and non-interactive projectors
 - Speakers
 - Classroom voice amplification

Hardware & Software

Wired Technology Partners offers a wide range of hardware and software products. See our line card for a listing of our partners.

Non-covered items

- Acts of God such as wind, water, and fire
 - Vandalism
- Hardware & Software
 - This is an agreement that only covers labor. Any needed hardware or software will be quoted for approval. A Purchase Order must be received before proceeding with any billable labor, hardware, or software.
 - Consumables such as ink, toner, and batteries
- Installation
 - All installation and cabling services as listed in Optional Services Available.
 - Other trade labor such as electrical, mechanical, plumbing, structural, and painting
- Support for personal devices not provided by Customer
- Cabling of device charging carts, loading devices into charging carts, and inventory of devices in charging carts more than one time per school year
- Data recovery of damaged or corrupted storage media
- Data management, such as student information systems
- Graphic design, website design, and website hosting

Line Card



Microsoft
Partner



CISCO
Meraki



aruba



DELL Technologies
AUTHORIZED PARTNER

Lenovo

AMD

intel



TRIPP-LITE
by Eaton

CORNING

Acronis
CYBER PROTECTION PARTNER



zoom

securly

GoGuardian

Adobe



brother

EPSON
EXCEED YOUR VISION

ELMO
CONNECTING MINDS

ergotron
moving you forward

Synology



Honeywell



HID



AIPHONE

Promethean Absen SAMSUNG LG ViewSonic

DA-LITE
A brand of legrand



poly
PLANTRONICS & POLYCOM

C2G logitech



Appendix A

Pricing Matrix

Wired Intuition	Staff	Rate	Staff Total	Student	Rate	Student Total	Remote Total	All Users	Rate	Onsite Total	Monthly
THA - Lakewood MS	33	\$ 21.01	\$ 693.33	420	\$ 4.29	\$ 1,801.80	\$ 2,495.13	453	\$ 0.30	\$ 135.90	\$ 2,631.03
THA - Network Staff	23	\$ 21.01	\$ 483.23	0	\$ 4.29	\$ -	\$ 483.23	23	\$ 0.30	\$ 6.90	\$ 490.13
THA - Sheridan HS	39	\$ 21.01	\$ 819.39	540	\$ 4.29	\$ 2,316.60	\$ 3,135.99	579	\$ 0.30	\$ 173.70	\$ 3,309.69
THA - Sheridan MS	21	\$ 21.01	\$ 441.21	360	\$ 4.29	\$ 1,544.40	\$ 1,985.61	381	\$ 0.30	\$ 114.30	\$ 2,099.91

\$ 8,530.76

* The monthly cost for support is \$8,530.76. \$1,088 will be deducted for the eligible MIBS amount, billed separately via a monthly E-Rate MIBS invoice. The balance of \$7,442.76 will be invoiced monthly for this agreement.

Terms and Conditions

The following terms and conditions are incorporated into the Wired Technology Partners Managed Services Agreement ("Agreement") made between Wired Technology Partners and the Customer ("Customer"). These terms and conditions cover only the equipment, users, and resources listed in the Agreement at the locations ("Customer's location") stated in the Support Offering for the period stated in the Support Offering. By reference, all additional terms and conditions in the Support Offering are incorporated and made part of this Agreement.

SCOPE OF SERVICES: Wired Technology Partners agrees to provide the services listed, at the Customer's location, for the amount listed and for the period listed in the Support Offering.

FEES & PAYMENT TERMS: Fees are listed in the Support Offering, invoiced to the Customer monthly, and are due on the first day of each month. The Customer is responsible for notifying Wired Technology Partners of increases or reductions to the number of supported users by August 1st of each calendar year. An annual one-time pricing modification will be made based on the number of users supported as it corresponds to the rate schedule listed in the Support Offering. The change in pricing will be reflected on the following month's invoice. Applicable state and local sales taxes are added to each invoice. It's understood that all services requested by Customer that fall outside of the terms of this Agreement will be quoted and (if approved) invoiced. Payment is to be made according to the terms stated in this Agreement. Customer agrees that this Agreement shall remain in effect for the entire period stated in the Agreement and may not be terminated by Customer before that time. Wired Technology Partners will add a service charge of 1-1/2% per month on unpaid amounts if any amount owed under this Agreement is not paid when due. The Customer agrees to pay all costs of collection, including attorney's fees, made necessary by nonpayment by the Customer. Wired Technology Partners reserves the right to discontinue service if the account is not current.

ACCESS & FACILITY CONDITION: Customer agrees to maintain, where required, a full-time, dedicated Internet connection and to allow Wired Technology Partners access to the Customer's network via that Internet connection. The Customer agrees to allow Wired Technology Partners employees or subcontractors access to its facilities to perform services under this Agreement. The Customer agrees to furnish Wired Technology Partners with administrator-level password access for all covered equipment and servers, where necessary. Wired Technology Partners agrees not to prevent Customer from accessing any equipment owned by the Customer. The Customer shall provide a clean operating environment that does not exceed the manufacturer's rated temperature and humidity specifications for the equipment.

EXCLUSIONS: This Agreement is subject to the following exclusions:

- a.) This is a labor-only agreement. This Agreement does not include equipment, hardware, software, cable, adapters, or other materials.
- b.) Electrical labor or materials are not included.
- c.) Repair of damage resulting from accident, vandalism, electrical or environmental problems, excessive heat or humidity, or maintenance provided by other than authorized Wired Technology Partners representatives is not included.
- c) Wired Technology Partners must inspect equipment added by the Customer. Wired Technology Partners will determine the viability of the equipment for coverage before supporting this equipment. This provision includes gifts, and used, donated, or refurbished equipment.
- d) Wired Technology Partners shall not be liable for delays in performance due to fire, flood, acts of terrorism, acts of civil or military authority, inability to obtain or delays in obtaining suitable material or facilities required for performance, or temporary unavailability of qualified personnel, or other causes beyond its reasonable control or failure by Customer to provide complete and appropriate access to the covered equipment.
- e.) Other items as listed in the Support Offering

TIME AND MATERIAL BILLING: Labor not covered by this Agreement is billed at the discounted, published rate schedule.

SOFTWARE ERRORS: This Agreement is limited to the services listed in the scope of work above.

LIMITATION OF LIABILITY: If Wired Technology Partners does not fulfill any obligations under this Agreement after reasonable attempt(s), Customer's sole and exclusive remedy is to recover an equitable amount not to exceed charges paid to Wired Technology Partners for the services in question. Wired Technology Partners shall in no event have any liability for any special, incidental, or consequential damages, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, cost of substitute equipment, services, downtime, or claims of Customer for such damages, whether the claims be in contract, tort, strict liability, negligence, indemnification or otherwise, even if Wired Technology Partners had been advised of such potential damages, and Customer shall save and hold Wired Technology Partners harmless from any such claims. In no way is Wired Technology Partners liable for defects or "bugs" in software, for correcting errors introduced into the data, programs, or any other software due to hardware failure, or for any cost of reconstructing software or lost data. The Customer acknowledges that there is no such thing as a completely secure, impenetrable network but that Wired Technology Partners' services provide a reasonable level of proactive protection and ongoing security monitoring and reporting. Wired Technology Partners will in no way be held responsible or liable for damages, monetary or otherwise, by the Customer, or any other affected party, in the event of a security breach or network security-related outages, damages, or losses.

WARRANTY DISCLAIMER: THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY FOR A PARTICULAR PURPOSE, RESPECTING SERVICES PERFORMED OR EQUIPMENT AND MATERIALS FURNISHED UNDER THIS AGREEMENT. In all events not provided for in this Agreement and where permitted by law, Wired Technology Partner's liability (regardless of the form of action) is limited to Customer's direct damages in an amount up to \$1,000. Wired Technology Partner's entire liability and Customer's exclusive

remedies for Wired Technology Partner's liability of any kind (including liability for negligence) for performance, nonperformance, or delays in performance by Wired Technology Partners under this Agreement are limited to those contained in this Agreement where permitted by law. The Customer agrees to register all products with manufacturers and agrees that the manufacturer's warranty is the sole and exclusive remedy as offered. Any tampering of such items by anyone other than an authorized Wired Technology Partners personnel voids any warranties.

INDEMNIFICATION: Customer agrees to indemnify, defend and hold harmless Wired Technology Partners from and against all claims, demands, liabilities, damages, losses, expenses, including attorney's fees and lawsuits which may be asserted against or incurred by Wired Technology Partners by or due to any person not a party to this Agreement for any expense, loss or damage including, but not limited to, statutory civil damage, personal injury, death and/or property damage, real or personal, arising out of the design, sale, lease, installation, Repair, service, dispatch, maintenance, monitoring, recording of communications, operation or no operation of the equipment, whether due to the sole, joint, or several negligence of Wired Technology Partners or its agents, servants, employees suppliers, or subcontractors, breach of contract, express or implied, breach of warranty express or implied, product or strict liability, and/or any claim for contribution or indemnification, whether in contract, tort or equity. Notwithstanding anything contained herein to the contrary, this paragraph shall not apply to claims for loss or damage caused directly and solely by the negligence of an employee of Wired Technology Partners while Customer's premises, provided, however, that this exception shall be limited to the total proceeds received from Wired Technology Partner's insurance policy(ies) applicable to the claim or action.

APPLICABLE LAW: This Agreement shall be governed by and construed according to the laws of the State of Arkansas. Parties agree to submit to venue in the courts of Pulaski County, AR. If a dispute arises out of the terms and conditions of this Agreement or in the delivery of services, both parties agree to submit such dispute to an independent arbitrator for binding arbitration and to accept the arbitrator's findings as final.

MODIFICATION OR AMENDMENT: No modification or addition to any provision of this Agreement shall be binding on either party unless in writing and signed by a duly authorized representative of each party. Pricing is based on the number of users and the assumed average number of support incidents. Wired Technology Partners will revise the Agreement if there is an increase in devices or the average rate of incidents.

ASSIGNABILITY: This Agreement is not assignable by Customer except upon the written consent of Wired Technology Partners, which shall be at Wired Technology Partner's sole option. This Agreement or any portion thereof is assignable by Wired Technology Partners at its sole option.

ENTIRE AGREEMENT; SEVERABILITY: If any one or more of the provisions of this Agreement is determined to be unenforceable, in whole or in part, for any reason, the remaining provisions shall remain fully operative. This Agreement, including the Terms and Conditions, constitutes the entire Agreement of Wired Technology Partners and Customer. No representations, inducements, promises, negotiations, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

AGREEMENT RENEWAL: The Agreement automatically renews at the end of the term using the published rates at that time for a period equal to the initial term unless notice is given 60 days before the renewal date.

TERMINATION OF AGREEMENT: Wired Technology Partners may terminate this Agreement with 30 days' notice.

CONFIDENTIALITY, PUBLICATION, AND NON-COMPETE: Wired Technology Partners and the Customer agree that all information identified by the other as "confidential" and "proprietary," or which, under all of the circumstances, ought reasonably to be treated as confidential and proprietary, will not be disclosed to any third person without the express written consent of the other party. Upon the expiration of the term of this Agreement, Wired Technology Partners shall, and shall instruct its agents to whom confidential information was disclosed pursuant hereto, continue to treat it as confidential and preserve the confidentiality of all confidential information received from the Customer. Neither Wired Technology Partners nor Customer shall not, directly or indirectly, solicit, recruit or hire any Customer or Wired Technology Partners personnel, whether or not such personnel performed work for the Customer during the term of this Agreement and one (1) year after the termination of this Agreement. This section's provisions shall survive the Agreement's termination or expiration.

AGREEMENT

Accepted and approved for
Tulsa Honor Academy
1421 S. Sheridan Road Tulsa, OK 74112

Accepted and approved for
Wired Technology Partners
11221 Richardson Drive North Little Rock, AR 72113

By:

By:

Signature

Date

Signature

Date

Print Name

Title

Print Name

Title



CONTRACT COVERSHEET

DIRECTIONS

For all contracts that go before the board for approval, please complete this coversheet and attach it to the front.

BASIC INFORMATION

Vendor: Tulsa Public Schools

Description of service: annual lease agreement, including custodial, grounds, and security services

Jurisdiction or Governing Law: Oklahoma

Term of contract: July 1, 2023-June 30, 2024

Funding Source: general

Total Cost : TOTAL \$169,284.06 + property insurance

\$79615 for lease, \$7961.58 for maintenance, \$79787.48 for custodial and grounds, 1920 for security services, TBD for property insurance

THA Signer: Cynthia Jasso

*Note that the legal name listed should be Tulsa Honor Academy, Inc. or THA Facilities, LLC

- **Contract**
 - ✓ Renewal (if renewal, describe price changes): increase to custodial services due to wage increases; same lease cost
 - New Contract
- **Termination Clause:** The contract has a termination clause.

Number of days for termination notice: 30-60 days in the event of default
- **Term:** The term is one year or less or has a termination clause with no early termination fees.
 - ✓ Term is within this fiscal year (preferable)
 - Term is one year but crosses fiscal years
 - Term is multi-year and with termination clause
- **Clarity:** The contract terms and deliverables are clear. Add any necessary context here:
renewed annuall

NOTES FROM THA STAFF

Staff members should add any additional context or notes for the board here.

LEASE AGREEMENT

This **LEASE AGREEMENT (“Agreement”)** is made this 1st day of July, 2023, by and between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF TULSA COUNTY, OKLAHOMA, a/k/a TULSA PUBLIC SCHOOLS (“District”)**, and **TULSA HONOR ACADEMY, INC. (“Tenant”)**.

RECITALS:

A. District is the owner of the real property and Bell Primary School building located at 209 South Lakewood Avenue (“Bell Primary building”). Tenant desires to lease the Bell Primary building and all improvement thereon and appurtenances thereto, together with the adjoining grounds, playgrounds and parking facilities from the District for the operation of a charter school, all referred to herein as the “Property”, as shown in the site plan attached hereto as Exhibit 1, which is incorporated herein by this reference.

B. Upon the terms and conditions herein stated, District desires to lease the Property to Tenant and Tenant desires to lease the Property from District.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and intending to be legally bound, the parties hereto agree as follows:

1. **Lease.** Upon the terms and conditions hereinafter stated, District hereby leases the Property to Tenant and Tenant hereby leases the Property from the District.

2. **Term and Renewal.** The term of this Agreement begins on July 1, 2023, and ends on June 30, 2024, unless this Agreement is terminated at an earlier date as herein stated. Upon the termination of this Agreement, by lapse of time or otherwise, Tenant agrees to surrender possession of the Property to District in good condition and repair ordinary wear and tear excepted, as well as damage caused by fire or other casualties excepted. This Agreement may be renewed for one year periods by mutual ratification of renewal by the governing boards of District and Tenant on or before June 30th of each year during the term of Charter School Contract between the parties.

3. **Rental.** Tenant shall pay to the District the sum of **Six Thousand Six Hundred Thirty Four Dollars and Sixty Five Cents (\$6,634.65) per month** on or before the first day of each month for its lease of the Property. This monthly rental payment is calculated by multiplying the square footage of the building and other structures on the Property (44,231 square feet) by fifteen cents (\$0.15) per square foot per month.

4. **Use.** The Property will be used by Tenant as and for a charter school under Tenant’s Charter School Contract with District, and for no other purpose. Tenant agrees that its operations in the Property will be in full and strict compliance with the requirements of applicable state, municipal and federal laws, rules and regulations. If Tenant is required to have a license from any state or local regulatory agency for its operation in the Property, Tenant shall maintain such license in good standing and, in the event of the cancellation, suspension, revocation or surrender of the license, Tenant shall take prompt action to reinstate such license and shall indemnify and hold

District harmless from any liability, cost, damage or expense arising from the cancellation, suspension, revocation or surrender of such license. In any instance under this Agreement in which Tenant agrees to indemnify District, District shall give Tenant prompt notice of any claim asserted against District and shall cooperate with Tenant in the defense against such claim. Tenant and District shall coordinate control over any litigation involving such claim and the settlement of any such litigation. District represents and warrants that the current zoning classification of the property upon which the Property is constructed is zoned for school use. Tenant, at Tenant's expense, will obtain any rezoning or board of adjustment approval required for Tenant's use or alteration of the Property.

5. **Utilities, Maintenance and Grounds Keeping.**

(a) Tenant will pay all charges for gas, water, sewer, electricity, trash, telephone, Internet and other services furnished to the Property or to the Tenant during the term of this Agreement. Tenant shall be solely and directly financially responsible for all costs associated with maintaining said services in Tenant's name.

(b) Tenant, at Tenant's sole cost and expense, shall maintain the Property in good condition and repair, ordinary wear and tear excepted. The District shall not be responsible for or required to make repairs or perform non-structural maintenance, repair or replacement of any type whatsoever, except for electrical, HVAC and plumbing systems. District agrees, at its sole cost and expense, to maintain, repair and replace, if reasonably necessary, all structural components of the Property, including without limitation, the roof and foundation. Repair requests involving electrical, HVAC, plumbing systems and structural components are to be promptly reported to the District's Facilities Maintenance Director. Tenant agrees to ensure district has access to all areas of the facility.

(c) District shall provide general maintenance services at the cost of **\$663.47** per month or an annual fee of **\$7,961.58**. The general maintenance services would include: door repairs, locks and keys (but not rekeying of entire building), glass and window repairs, labor support for custodial team, ceiling tile replacement and repair, restroom partition repairs, flooring-carpet and tile (does not include replacing entire rooms/building), concrete repairs, roofing and guttering repairs, hanging cork/bulletin boards purchased by the school, sheetrock repairs, painting touch up/minor painting (does not include entire rooms/building), remove graffiti. Please note that this will not cover kitchen/serving line repairs in schools not contracting with TPS Child Nutrition.

All maintenance requests should observe the following process: For each maintenance request, a ticket is entered into Maximo. If the problem is not resolved or reoccurs, another ticket must be entered. If you have additional questions or are unable to enter a ticket into Maximo, contact your zone manager. The district is not responsible for unavoidable repair delays due to supply chain issues. In the event a supply chain issue delays a repair, every effort will be made to lessen the impact of the delay.

6. **Custodial Services and Grounds Keeping.** Tenant shall properly dispose of all rubbish and garbage in the trash containers provided by District. District shall perform and provide for all other usual and customary custodial services and grounds keeping reasonably required at the Property for an annual charge of **Seventy Nine Thousand Seven Hundred Eighty Seven Dollars and Forty Eight Cents (\$79,787.48)**, which consists of \$78,253.76 for custodial services and \$1,533.72 for grounds keeping. These amounts are subject to annual adjustment upon renewal of the lease. Payments may be made by Tenant in one lump sum at the beginning of the lease term, or in two equal installments of \$39,893.74 on or before February 1, 2024 and \$39,893.74 on or before June 1, 2024, or in equal monthly installments on or before the first day of each month. Custodial services shall include minor building upkeep, such as replacing burned-out light bulbs.

7. **Alterations, Additions or Improvements.** No alterations, additions or improvements to the Property may be made by Tenant without the written consent of the District. Tenant must submit a written proposal to the District and receive written approval from the District before beginning any alteration, addition or improvement. A request to make an alteration, addition or improvement to the Property shall be forwarded to the District's Superintendent, who will review the request and make a decision on whether it should be presented to the District's Board of Education for consideration. If the Superintendent determines that the nature and extent of the request does not warrant the Board's attention, then the Superintendent will decide whether to approve or deny the request, including any requirements or conditions of approval (e.g., proof of appropriate insurance coverage). The Superintendent's decision shall be final and non-appealable. If the Superintendent determines that the nature and extent of the request does warrant the Board's attention, then the request will be placed on the Board's agenda in the manner required by District policy, and the Board will decide whether to approve or deny the request, including any requirements or conditions of approval. The Board's decision shall be final and non-appealable. All approved alterations, additions or improvements will be made at the expense of the Tenant and shall conform in all respects to state and local laws, ordinances and regulations including, without limitation, the current edition of the Building Code. Tenant shall bear the expense of any remedial measures required by the Building Code, the Fire Prevention Code, the Division of the State Architect for public school buildings, or required as a condition for the issuance of a license or Certificate of Occupancy. Tenant shall be responsible for and shall pay for any inspections, permits or fees required, including, but not limited to, any fees charged by the Division of the State Architect. Any alterations, additions or improvements that Tenant has made to the Property shall be property of the District and shall remain with the Property upon termination of this Agreement.

8. **Liens.** Tenant shall not permit any lien or claim for lien of any mechanic, laborer or supplier, or any other lien, to be filed against the Property arising out of the work performed or alleged to have been performed by, or at the direction of, or on behalf of Tenant or otherwise arising from the acts or omissions of Tenant, to be performed. If any lien or claim for lien is filed, Tenant shall immediately give notice to District and Tenant shall either have the lien or claim for lien released of record or shall deliver to District a bond or other security in a form, content, amount and issued by a company satisfactory to District, indemnifying District against the total amount claimed and all costs and liabilities, including attorneys' fees, which may result from the lien or claim of lien and the foreclosure or attempted foreclosure of the lien. If Tenant fails to have the lien or claim for lien so released or to deliver the bond, within the aforesaid period, District, without investigating the validity of the lien, may, after fifteen (15) days' prior notice to Tenant (if Tenant

does not cause such lien to be released or bonded out within such 15-day period), pay or discharge the same, and Tenant shall reimburse District upon demand for the amount so paid by District, including District's associated reasonable expenses, interest and reasonable attorneys' fees.

9. **Liability Insurance and Indemnity.** Tenant shall furnish District with a certificate of public liability and property damage insurance adding the District as an additional insured and providing at least One Million Dollars (\$1,000,000) of combined single limit coverage, with a retention or deductible not to exceed \$10,000.00. Tenant's insurance will be primary over any liability insurance of District. The certificate shall provide for at least ten (10) days' notice to District before cancellation of the policy or reduction of the coverage for any reason, including nonpayment of the premium. Tenant agrees to maintain the above insurance coverage in force and effect during the entire term of this Agreement. In addition to the liability insurance, and not in lieu thereof, Tenant agrees to indemnify and agrees to hold District and its officers and employees harmless (including defense costs) from all claims, demands, actions, fines and proceedings arising from or growing out of Tenant's use of the Property, except this indemnity shall not apply to claims, demands, actions, fines and proceedings, to the extent asserted against or arising out of services which District is obligated to provide (by regulation or contractually) on behalf of Tenant's program(s), or due to the negligence or willful misconduct of District. District shall be liable to Tenant for all costs and expenses incurred by Tenant due to a claim by a third party that is due to the negligence or willful misconduct of District, except this provision shall not apply to the extent the liability is due in any way to the negligence or willful misconduct of Tenant. All property of Tenant at the Property shall be there at Tenant's sole risk and District will not be liable for any loss, theft, damage, destruction of, vandalism to or disappearance of Tenant's property at the Property from any cause or event except to the extent such loss, theft, damage, destruction of, vandalism to or disappearances of Tenant's property is due to the negligence or willful misconduct of District, its agents, employees or contractors.

10. **Security System and Services.** Tenant shall use the Open Options security system and the fire and intrusion systems that are at the Property and owned by the District. Tenant shall pay the following monthly charges to the District for Tenant's use of these systems:

- (a) \$40 per month for monitoring of alarms/fire and intrusion on a 24/7 basis;
- (b) \$60 per month for 24/7 response to site by alarm tech and all costs involved to install replacement panels, sensors and cabling, securing of building if necessary and serving as a witness in court when necessary; and
- (c) \$60 per month for the creation of ID cards and data processing, software training, maintenance, monitoring and support for system.

District is also providing a Milestone camera surveillance system (the "Surveillance System") at the Property, which shall be available for Tenant's use at no additional charge. Tenant understands that the District will not routinely monitor video surveillance.

Tenant shall be financially responsible for any damage to the Open Options security system, fire and intrusion systems and Surveillance System caused by the negligent acts or willful misconduct of Tenant, its employees and students. Tenant shall not alter, repair or replace any

component of the Open Options security system, the fire and intrusion systems or the Surveillance System, and Tenant understands that doing so could void warranties. Tenant agrees to notify the District of any damage to, or non-functioning component of, the Open Options security system, fire and intrusion systems or Surveillance System within twenty four (24) hours of discovering the damage or non-functioning component. Tenant agrees to fully cooperate with the District's investigation of any damage.

The above costs do not include costs related to any annual fire inspection which may be required by the State Fire Code as it relates to education institutions or by the City of Tulsa Fire Marshal's office. When such fire related security equipment is identified as deficient through an official inspection, then the repair or replacement of deficient materials or equipment will be completed at the expense of the District. The definition of equipment related to fire security is inclusive of all items related to fire suppression, warning and notification with the exception of fire extinguishers. Inspection and regular maintenance of all fire extinguishers within the building is the responsibility of the District. Tenant acknowledges and agrees that the fire alarm and intrusion alarm systems require separate, active hardwire telephone lines in order to function. Pursuant to Section 5 of this Agreement, Tenant is solely responsible for paying for and maintaining all telephone services to the Property including, without limitation, those required for fire and intrusion monitoring, during the term of this Agreement. District shall have no responsibility to monitor fire and/or intrusion alarms that are not active and fully functioning, provided the failure of such alarms to be active and fully functioning is directly due to Tenant's failure to provide and maintain the necessary telephone services at the Property.

11. **Property Insurance.** The Property is insured by the District against loss or damage by fire and the hazards covered by broad form and extended coverage insurance. On or before July 31, 2023, Tenant agrees to pay to District a sum not to exceed \$TBD_____ toward the cost of insuring the Property. This amount is based on the cost of a \$25,000 buy down of the District's \$100,000 insurance deductible on the Property, taking into consideration the square footage of the building and other structures on the Property. This amount is subject to change at each annual renewal of this Agreement. The parties agree that Tenant does not have an insurable interest in the Property, including any alterations, additions or improvements thereto. Tenant understands and agrees that the District's insurance does not cover contents and personal property of Tenant. Tenant is solely responsible for insuring all of the contents and personal property belonging to it.

12. **Damage by Fire or Other Casualty.** (a) If all or any portion of the Property is damaged by fire or other casualty, District shall file all necessary proofs of claim and negotiate the loss with its insurer(s). The proceeds of said insurance applicable to the building and improvements shall be paid solely to the District and shall be disbursed by the District as necessary in restoring the buildings and improvements, and, at Tenant's option, to conform to Tenant's new and revised design as may be approved in writing by the District. If and to the extent necessary, and to the extent District has vacant premises, District shall provide space for Tenant to hold school until the building has been restored or rebuilt, subject to the parties reaching a mutually agreeable contract for lease of the new space, provided that the cost per square foot under the new lease is not more than the then current Lease Agreement at the time of the casualty.

(b) If the Property is determined to be destroyed or substantially damaged, either Tenant or District can terminate this Lease. The Property shall be deemed to be “substantially damaged” if, by the exercise of reasonable diligence on the part of the contractor or contractors involved, such destruction or damage could not be reasonably expected to be repaired within six (6) months after the occurrence of such damage.

13. **Notices.** Any notices required or contemplated under this Agreement shall be addressed to the parties as follows:

If to the District:

Tulsa Public Schools
Attn: Superintendent
P.O. Box 470208
3027 South New Haven
Tulsa, Oklahoma 74114

With a copy to:

Tulsa Public Schools
P.O. Box 470208
3027 South New Haven Ave.
Tulsa, Oklahoma 74114
Attn: Staff Attorney

If to the Tenant:

Tulsa Honor Academy
1421 S. Sheridan Rd.
Tulsa, OK 74112

Frederic Dorwart Lawyers
124 E. 4th Street
Tulsa, OK 741003
Phone: (918) 583-9922 Fax:
(918) 583-9958

All notices shall be sent certified mail, return receipt requested. Notices mailed in accordance with the foregoing shall be deemed to have been delivered five (5) days after deposit in the U.S. Mail at Tulsa, Oklahoma.

14. **Tenant’s Default.** (a) The following shall constitute events of default on the part of Tenant:

(i) Tenant’s discontinuance of its charter school program or the termination of the Charter School Contract between Tenant and District; or

(ii) Tenant’s failure to perform any material obligation to District arising under this Agreement within thirty (30) days after notice from District, specifying with particularity the obligation in which District claims that Tenant is in default; *provided however*, if the deficiency is of a nature which cannot be reasonably expected to be cured within thirty (30) days, Tenant shall commence appropriate curative action within such thirty (30) day period and carry such

cure forward diligently until completing such curing, and in the event of such curing, in accordance with the provisions of this sentence, District shall not have the right to terminate this Agreement.

(b) Upon the occurrence of an uncorrected event of default, after notice and opportunity to cure as aforesaid, District shall have the right to terminate this Agreement and Tenant's rights hereunder, including the right to occupy the Property, provided that Tenant shall have no less than thirty (30) days and no more than sixty (60) days to evacuate the building. If District terminates this Agreement, District is immediately responsible for placing the students in other District schools. Tenant may terminate this Agreement for any reason upon ninety (90) days' written notice to District.

15. **Assignment and Subletting.** Tenant shall **not** sublease the Property or assign or otherwise transfer or permit the transfer of this Agreement or the interest of Tenant in this Agreement, in whole or in part, by operation of law, court decree or otherwise, without the prior written consent of District. Tenant shall not permit the use or occupancy of the Property or any portion thereof by anyone other than Tenant and persons (including employees, children, parents and guardians) participating in Tenant's programs or participating in the operation of the Property by Tenant and Tenant contractors. Tenant's use of the Property for after school programs, meetings, clubs, community use and other like programs are not considered assignment or subletting.

16. **Holding Over.** Any holding over by Tenant beyond the expiration of the term of this Lease shall constitute a tenancy at will.

17. **Non-Discrimination.** Tenant agrees that it will not discriminate on the basis of race, color, religion, age, national origin, genetic information, gender or handicapped condition in the conduct of Tenant's programs conducted on the Property.

18. **Risk of Loss.** District shall have no responsibility for, and Tenant assumes the entire risk of, any loss of, damage to, destruction or disappearance of any of Tenant's property in the Property, except for loss, damage or destruction caused by the negligence or willful misconduct on the part of District, its agents, employees or contractors. Tenant understands that District does not and will not maintain any casualty or other insurance on Tenant's property. Except to the extent of District's express obligations set out in this Agreement, Tenant waives any right of subrogation on behalf of its insurance carrier against District for any loss of, damage to, destruction or disappearance of Tenant's property in the Property.

19. **Venue / Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Oklahoma, without giving effect to any choice of law or conflict provision or rule (whether of the State of Oklahoma or any other jurisdiction) that would cause the laws of any jurisdiction other than the State of Oklahoma to be applied. Any lawsuit related to or arising out of this Agreement shall only be brought in the District Court of Tulsa County, Oklahoma or the United States District Court for the Northern District of Oklahoma. The parties hereby consent to jurisdiction and venue in both the District Court of Tulsa County, Oklahoma and the United States District Court for the Northern District of Oklahoma for all purposes.

20. **Approvals and Consents.** In all instances in this Agreement in which any matter is subject to the agreement of both parties or to the approval or consent of either party, both parties agree that such approval or consent will not be unreasonably withheld, conditioned or delayed.

21. **Miscellaneous.**

(a) This Agreement, including all referenced attachments and terms incorporated by reference, contains the entire agreement of the parties. All prior representations, understandings, and discussions are merged into, superseded by and canceled by this Agreement. The parties have jointly prepared this Agreement; accordingly, this Agreement shall not be construed more or less favorably with respect to either party. This Agreement may not be modified or amended orally, but only by an instrument in writing, duly authorized and executed by the parties to this Agreement.

(b) If any provision of this Agreement is determined by a court or other tribunal to be unenforceable or invalid for any reason, the remainder of the Agreement shall remain in full force and effect, so as to give effect to the intent of the parties to the extent valid and enforceable.

(c) No assent, express or implied, to any breach of any of the covenants or agreements herein shall waive any succeeding or other breach.

(d) This Agreement shall be binding upon the parties and their respective successors and assigns.

(e) Time is the essence of the obligations of the parties herein.

(f) The persons signing this instrument represent that they are duly authorized to execute this instrument on behalf of the respective parties and that this instrument has been duly and legally approved and adopted by the respective parties.

IN WITNESS WHEREOF, the parties hereto have executed this Lease Agreement as of the date last executed below.

**INDEPENDENT SCHOOL DISTRICT
NO. 1 OF TULSA COUNTY,
OKLAHOMA, a/k/a Tulsa Public Schools:**

TULSA HONOR ACADEMY, INC.:

By: _____
Stacey Woolley, President

By: _____
Cynthia Jasso, Chairman

Date: _____

Date: _____

Approved as to Form: RMG

"TENANT"

"DISTRICT"



CONTRACT COVERSHEET

DIRECTIONS

For all contracts that go before the board for approval, please complete this coversheet and attach it to the front.

BASIC INFORMATION

Vendor: 3M Psychometric Services

Description of service: psychometrist services on a fee basis

Jurisdiction or Governing Law: N/A

Term of contract: August 1, 2023-May 31-2024
funding or general fund (program 239)

Funding Source: special education

Total Cost : TBD based on fees and need; expected about \$50K

THA Signer: Amanda Yuen

*Note that the legal name listed should be Tulsa Honor Academy, Inc. or THA Facilities, LLC

- **Contract**

- ✓ Renewal (if renewal, describe price changes): _____
- New Contract

- **Termination Clause:** The contract has a termination clause.

Number of days for termination notice: N/A

- **Term:** The term is one year or less or has a termination clause with no early termination fees.
 - Term is within this fiscal year (preferable)
 - Term is one year but crosses fiscal years
 - Term is multi-year and with termination clause
- **Clarity:** The contract terms and deliverables are clear. Add any necessary context here:
additional responsibilities were listed to ensure compliance

NOTES FROM THA STAFF

Staff members should add any additional context or notes for the board here.

3 M Psychometric Services

Michi M. Morris - School Psychometrist

4862 Breeze Drive
Oologah, OK 74053

SPECIAL EDUCATION PSYCHOLOGICAL SERVICES CONTRACT

This agreement is for the 2023-24 school year between Michi Morris, School Psychometrist and Tulsa Honor Academy for services detailed below. Contract dates are from August 1, 2023, through May 31, 2024.

Services provided by Ms. Morris:

1. Managing the reevaluations of identified Special Education students, including the preparation of the required EdPlan paperwork.
2. Review and accept incoming records for SPED student from other districts.
3. Reviewing the Child Study documentation to determine if SPED assessment is appropriate. Prepare all required EdPlan paperwork for these initial evaluations.
4. Assess all students, after signed parental consent, in accordance with the requirements of the possible identifying category.
5. Hold MEEGS meetings presenting assessment findings to the parent and SPED team.
6. Review all outside evaluations presented to the site and prepare the Written Notice documenting the review of the document.
7. Meet timelines for reevaluations and initial evaluation. (45 days or reevaluation date)
8. Manage EdPlan paperwork and uploading of documents.
9. Communicate timely by email, text or call.

Services provided by Tulsa Honor Academy:

1. Tulsa Honor Academy will provide me with a PowerSchool sign on and direct access to WIDA/ACCESS scores.
2. The file teacher will obtain signed consent from parents and scan a copy of the REDS, Consent & Written Notice back to Ms. Morris. Testing will be scheduled when these are received.
3. File teachers disseminate and collect provided rating scales to general education teachers and parents. They will scan completed rating scales back to me.
4. The file teacher is expected to communicate with the parents to set MEEGS meeting using the date/time suggestions provided by Ms. Morris after the MEEGS is prepared.
5. THA will provide a full team for the MEEGS meeting consisting of a certified special education teacher, general education teacher, administrator, and when needed a translator.
6. Assure that Tulsa Honor Academy staff will communicate with me in a timely fashion by email.

Fee Schedule on separate sheet.

Tulsa Honor Academy

Date

Michi Morris
Michi Morris

5/31/23
Date

3 M Psychometric Services

4862 Breeze Drive
Oologah, OK 74053

Tulsa Honor Academy

2023-24

SPECIAL EDUCATION PSYCHOLOGICAL SERVICES FEE SCHEDULE

Area of Service	REDS	Evaluation	Scoring & MEEGS Prep	Meeting	NOM: RED & MEEGS
Specific Learning Disability	\$50-100	\$550	\$75	\$50	\$50
Intellectually Disabled	\$50-100	\$650	\$100	\$50	\$50
Other Health Impaired	\$50-100	\$650	\$100	\$50	\$50
Emotional Disturbed	\$100-125	\$850	\$200	\$100	\$50
Autism	\$100-125	\$850	\$200	\$100	\$50
Hearing Impaired	\$50-100	\$700	\$100	\$100	\$50
DD/Speech Eval		\$300			
Second Category & Written Notice		\$200-300			
Dyslexia Addition to SLD		300			

Additional Fee Areas	Price
Vison Screening	\$10
No Show MEEGS	\$25
Notification of Meeting Prep	\$25
Review of CST File	\$50
DD Turning 10	\$150
Review of Incoming SPED Students	\$100
Review of Outside Eval & Written Notice	\$300
Review & Accept: Out of State with REDS/MEEGS Prep	\$300
Due Process Preparation & Meeting (Per Hour)	\$300
Premium Rush Service	\$100-250

**Ryan Walters
State Superintendent of Public Instruction
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599**

**CONTRACT FOR AUDIT OF PUBLIC SCHOOLS
2022-2023 SCHOOL YEAR**

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2022-2023 fiscal year beginning July 1, 2022 and ending June 30, 2023.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the _____ day of _____, 2023.

ATTEST:

_____ Clerk	_____ President	
_____ District	_____ County	_____ County/District Number
Approved this _____	Day of _____	2023.

Bledsoe, Hewett & Gullekson, CPAs, PLLLP

AUDITING FIRM


SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

- (1) copy for the school file
- (1) copy for the contracting auditing firm
- (1) copy to be submitted to the State Department of Education

EMAIL A SIGNED CONTRACT TO KATHERINE.BLACK@SDE.OK.GOV OR MAIL A

COPY TO: Katherine Black, Executive Director, Financial Accounting
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Suite 420
Oklahoma City, Oklahoma 73105-4599

MUST BE FILED NO LATER THAN JUNE 30, 2023

Contracts dated prior to January 20, 2023, will **not** be accepted.
Contracts which do not contain **all** of the above provisions **will not** be accepted.



CONTRACT COVERSHEET

DIRECTIONS

For all contracts that go before the board for approval, please complete this coversheet and attach it to the front.

BASIC INFORMATION

Vendor: Bledsoe, Hewett, & Gullekson

Description of service: financial audit for FY23

Jurisdiction or Governing Law: N/A

Term of contract: N/A

Funding Source: general

Total Cost : up to \$6,000.00

THA Signer: Amanda Yuen

*Note that the legal name listed should be Tulsa Honor Academy, Inc. or THA Facilities, LLC

- **Contract**

- ✓ Renewal (if renewal, describe price changes): increase of \$600 for max

- New Contract

- **Termination Clause:** The contract has a termination clause.

Number of days for termination notice: N/A

- **Term:** The term is one year or less or has a termination clause with no early termination fees.

- ✓ Term is within this fiscal year (preferable) or no term

- Term is one year but crosses fiscal years

- Term is multi-year and with termination clause

- **Clarity:** The contract terms and deliverables are clear. Add any necessary context here:
engagement letter for annual audit

NOTES FROM THA STAFF

Staff members should add any additional context or notes for the board here.



BLEDSON, HEWETT & GULLEKSON
CERTIFIED PUBLIC ACCOUNTANTS, PLLLP

Eric M. Bledsoe, CPA
Jeffrey D. Hewett, CPA
Christopher P. Gullekson, CPA

P.O. BOX 1310 • 121 E. COLLEGE ST. • BROKEN ARROW, OK 74013 • (918) 449-9991 • (800) 522-3831 • FAX (918) 449-9779

February 14, 2023

Ms. Elsie Urueta Pollock, Superintendent
Tulsa Honor Academy
209 S. Lakewood Ave.
Tulsa, OK 74112-1713

We are pleased to offer our bid and to confirm our understanding of the services we are to provide for Tulsa Honor Academy Charter School District (the District) for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements – regulatory basis of the governmental activities and disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2023. We understand the financial statements will be presented in accordance with a financial reporting model, and prepared using a regulatory basis of accounting, as prescribed by the Oklahoma State Department of Education.

We have also been engaged to report on supplementary information, to include, but not limited to the combining financial statements and the schedule of expenditures of federal awards, which accompany the financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in our auditor's report on the financial statements.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the prescribed regulatory basis and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise

from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single

Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories (when applicable) and direct confirmation of receivables (when applicable) and certain assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from your attorneys, when applicable, as part of the engagement.

Audit Procedures—Internal Control

We will obtain an understanding of the school district and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity with the regulatory basis of accounting and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

We will also perform the following services which will not be subjected to any auditing procedures applied in our audit, and for which our auditor's report will not provide an opinion or any assurance.

- Preparation of the 23-24 Temporary Appropriations
- State Auditor and Inspector's filing fee for the 22-23 audit
- Presentation of the 22-23 audit report to your Board of Education
- Assist in preparation of supplemental appropriations, if necessary
- Assist in preparation of 22-23 Schedule of Expenditures of Federal Awards
- Unlimited toll-free telephone consultation with District personnel

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the

preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the regulatory basis of accounting, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the ; financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported

audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bledsoe, Hewett & Gullekson CPAs PLLLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Oklahoma State Department of Education or its designee, a federal agency providing direct or

indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bledsoe, Hewett & Gullekson CPAs PLLLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oklahoma State Department of Education, U.S. Department of Education and Office of Management and Budget. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$6,000**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Governing Board of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

At this time, we are not able to determine if the District will need a Single Audit performed in accordance with the Uniform Guidance, as described in this letter. When, and if it is determined that the District will not need a Single Audit to be performed, we will issue another engagement letter, if required.

Sincerely,

Bledsoe, Hewett & Gullekson CPAs PLLLP

RESPONSE:

This letter correctly sets forth the understanding of Tulsa Honor Academy.

By: _____

Title: _____

Date: _____



CONTRACT COVERSHEET

DIRECTIONS

For all contracts that go before the board for approval, please complete this coversheet and attach it to the front.

BASIC INFORMATION

Vendor: GoGuardian

Description of service: Edulastic assessment platform subscription

Jurisdiction or Governing Law: N/A

Term of contract: N/A **Funding Source:** general or ESSER

Total Cost : \$5,765.80

THA Signer: Amanda Yuen

*Note that the legal name listed should be Tulsa Honor Academy, Inc. or THA Facilities, LLC

- **Contract**
 - ✓ Renewal (if renewal, describe price changes): 7.6% increase (\$0.32/scholar)
 - New Contract
- **Termination Clause:** The contract has a termination clause.

Number of days for termination notice: 60
- **Term:** The term is one year or less or has a termination clause with no early termination fees.
 - ✓ Term is within this fiscal year (preferable)
 - Term is one year but crosses fiscal years
 - Term is multi-year and with termination clause
- **Clarity:** The contract terms and deliverables are clear. Add any necessary context here:
annual subscription

NOTES FROM THA STAFF

Staff members should add any additional context or notes for the board here.

ORDER FORM

QUOTE # Q-303856
DATE 6/8/2023
EXPIRATION DATE 8/9/2023



Edulastic  Pear Deck TutorMe

Bill To

Tulsa Honor Academy Charter (OK)
209 S Lakewood Ave
Tulsa, OK 74112
United States

Ship To

Amanda Yuen
Tulsa Honor Academy Charter (OK)
209 S Lakewood Ave
Tulsa, Oklahoma 74112-1713
United States
9189462567
ayuen@tulsahonoracademy.org

GoGuardian

Liminex, Inc. dba GoGuardian
2030 E Maple Avenue
El Segundo, California 90245
United States

Thank you for your interest in our products! This order form ("**Order Form**") identifies the GoGuardian products you have selected for subscription ("**Licensed Product(s)**"), the term of your initial subscription(s) to the Licensed Product(s) ("**Initial Term**"), the number of licenses included in your base subscription(s) ("**Licenses**"), as well as the fees associated with your base subscription(s), any Licenses you add to your subscription(s) during the Initial Term, and support and professional services related to the Licensed Product(s).

This Order Form, once executed by authorized representatives of Liminex, Inc. dba GoGuardian ("**GoGuardian**") on behalf of itself and its family of company Affiliates including Pear Deck, Inc. ("**Pear Deck**"), Edulastic (formally - Snapwiz, Inc. doing business as Edulastic, "**Edulastic**"), and Zorro Holdco LLC dba TutorMe ("**TutorMe**"), and the organization listed below ("**School**," "**you**" or "**your**"), and together with the Liminex Product Terms of Service and End User License Agreement available at <https://www.goguardian.com/policies/eula> (for Liminex), <https://www.peardeck.com/terms-of-service> (for Pear Deck), <http://edulastic.com/terms-of-service> (for Edulastic), and <https://tutorme.com/policies/eula> (for TutorMe) (the "**Terms**" and, together with this Order Form, the "**Agreement**"), forms a binding contract. All capitalized terms not defined in this Order Form have the meaning given to them in the Terms. In the event of any conflict between this Order Form and the Terms, the terms set forth in this Order Form will prevail, but solely with respect to this Order Form. We do not agree to any other terms, including without limitation any terms on your School's purchase order.

QTY	PART #	DESCRIPTION	START DATE	END DATE	UNIT PRICE	EXTENDED
1,270	GG-ENT11Y-000001	Edulastic Enterprise student licenses Unlimited teacher and administrator licenses Technical support by phone, chat and email	7/11/2023	7/10/2024	\$4.54	\$5,765.80
TOTAL (USD):						\$5,765.80

Add-on Licenses. If during the Initial Term or during any Renewal Term, you would like to expand your base subscription(s) to include additional Licenses, please contact GoGuardian so that we can send you an additional Order Form for those 'add-on' Licenses ("**Add-Ons**"). If we do not hear from you and you deploy additional Licenses, we will send you an Order Form and invoice your Organization for subscriptions to the Add-Ons you use. Add-Ons, once deployed, will be rolled into your base subscription, and, collectively, are referred to as the "**Subscription**."

RENEWAL SUBSCRIPTION TERMS

Following the Initial Term, your Subscription (including any Add-Ons during the previous term) will automatically renew on an annual basis for successive 12-month periods (each, a "**Renewal Term**," and together with the Initial Term, the "**Term**") at our then-current fees (including an Innovation Increase as defined below) for such Subscription, unless you provide us with written notice of cancellation or written intent not to renew at least sixty (60) days prior to the end of the then-current Term. Your cancellation will take effect as of the last day of your then-current Term and you will not be charged for the upcoming Renewal Term. You will not be entitled to receive a refund or credit of any subscription fees paid for your then-current Term even if you elect not to use the Subscription for the remainder of that Term.

ORDER FORM

QUOTE # Q-303856
DATE 6/8/2023
EXPIRATION DATE 8/9/2023



RENEWAL FEES



We are dedicated to improving the Licensed Products on an ongoing basis through continued innovation in research and development. For this reason, following the Initial Term, the Subscription Fee-Per License Price for each Licensed Product will be subject to an automatic fee increase equal to 5% above the Subscription Fee-Per License Price you paid for the Licensed Product in the previous term ("**Innovation Increase**"). Order Forms and invoicing for Renewal Terms will reflect the Innovation Increase and your renewal subscription fees will be calculated using the increased fees for the number of Licenses included in your Subscription. You agree to pay the Subscription Fees, reflecting the Innovation Increase, due for each Renewal Term as described herein, unless you decide not to renew the Subscription with GoGuardian in accordance with this Order Form.

PAYMENT

Full payment of the Total Base Subscription Fees for Initial Term is required before access to the Subscription is provided for the Initial Term. Your Organization is responsible for all payment of fees associated with any Add-Ons. Payment for all fees, including any fees for Add-Ons, is due within thirty (30) days of invoice date. Payment of the applicable Total Base Subscription Fees (including fees for any Add-Ons) for each Renewal Term is also due up front in full in advance of each Renewal Term. Your School is responsible for all taxes and duties unless expressly included in this Order Form.

ORDER FORM

QUOTE # Q-303856
DATE 6/8/2023
EXPIRATION DATE 8/9/2023



Edulastic  **Pear Deck** **TutorMe**

By Organization:

By GoGuardian:

Organization Name:

Company Name:

Liminex, Inc. dba GoGuardian

Signature:

Signature: Emily Elkins
Emily Elkins | Jun 8, 2023 15:35 (MDT)

Name:

Name: Emily Elkins

Title:

Title: Account Manager

Email:

Email: eelkins@goguardian.com

Scanned Copy of Purchase Order :

Purchase Order Number :

Accounts Payable Contact :

Add a Note :

First:

Last:

Email:



CONTRACT COVERSHEET

DIRECTIONS

For all contracts that go before the board for approval, please complete this coversheet and attach it to the front.

BASIC INFORMATION

Vendor: Bluum

Description of service: GoGuardian Admin Chromebook Monitoring subscription, including GoGuardian Fleet, DNS, AdDeflect, and Beacon (notification for online activity indicating risk of suicide, self-harm, or possible harm to others)

Jurisdiction or Governing Law: Minnesota

Term of contract: N/A

Funding Source: general or ESSER

Total Cost : \$9,715.50

THA Signer: Amanda Yuen

*Note that the legal name listed should be Tulsa Honor Academy, Inc. or THA Facilities, LLC

- **Contract**
 - ✓ Renewal (if renewal, describe price changes): decrease in cost as we are only purchasing Admin, not Classroom due to decreased whole group Chromebook use
 - New Contract
- **Termination Clause:** The contract has a termination clause.

Number of days for termination notice: N/A
- **Term:** The term is one year or less or has a termination clause with no early termination fees.
 - ✓ Term is within this fiscal year (preferable)
 - Term is one year but crosses fiscal years
 - Term is multi-year and with termination clause
- **Clarity:** The contract terms and deliverables are clear. Add any necessary context here:

annual subscription

NOTES FROM THA STAFF

Staff members should add any additional context or notes for the board here.



Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)
4675 E. Cotton Center Blvd
Suite 155
Phoenix AZ 85040
www.bluum.com

Quote

#276093

05/30/2023

Bill To
TULSA HONOR ACADEMY
1421 S SHERIDAN RD
TULSA OK 74112

Ship To
TULSA HONOR ACADEMY
1421 S SHERIDAN RD
TULSA OK 74112

Memo:

Expires	Sales Rep	Contract	Terms
08/28/2023	816 Tim Holmes		Net 30

Qty	Item	MFG	Price	Ext. Price
1,270	GG-ADM1Y-010000 GoGuardian Admin with Fleet, DNS & AdDeflect	SNN	\$7.65	\$9,715.50
1,270	GG-BST1Y-000001 BEACON - STARTER	LIM	\$0.00	\$0.00

****Bluum provides professional development from former educators who are committed to providing world class instructional training. With the purchase of educational technology, we recommend including PD to ensure effective adoption. Ask about our getting started package, 3-hour remote and 6-hour onsite training.**

Subtotal	\$9,715.50
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$9,715.50

To accept this quotation, sign here : _____

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions

If accepting this quote via purchase order please reference this quote number on your PO. If purchasing via credit card a 2.5% surcharge fee will apply. For questions please contact your Bluum Account Representative.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods.

Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit.

Returns require an authorization number and must be made within 30 days.

Custom orders and "Consumables", such as projector lamps, may not be returned.

Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty.

Restocking fees varying depending on the product line, expect a minimum charge of 25%.



276093



CONTRACT COVERSHEET

DIRECTIONS

For all contracts that go before the board for approval, please complete this coversheet and attach it to the front.

BASIC INFORMATION

Vendor: NWEA MAP

Description of service: norm-referenced testing licenses

Jurisdiction or Governing Law: Oregon

Term of contract: N/A

Funding Source: general

Total Cost : \$10,927.50

THA Signer: Amanda Yuen

*Note that the legal name listed should be Tulsa Honor Academy, Inc. or THA Facilities, LLC

- **Contract**
 - Renewal (if renewal, describe price changes): same per scholar cost, increase due to scholar population increases
 - New Contract
- **Termination Clause:** The contract has a termination clause.
Number of days for termination notice: 30 days
- **Term:** The term is one year or less or has a termination clause with no early termination fees.
 - ✓ Term is within this fiscal year (preferable) or no term
 - Term is one year but crosses fiscal years
 - Term is multi-year and with termination clause
- **Clarity:** The contract terms and deliverables are clear. Add any necessary context here:
Cost will increase later in the year due to increase in scholar population

NOTES FROM THA STAFF

Staff members should add any additional context or notes for the board here.



NWEA, a division of Houghton Mifflin Harcourt Publishing Company

Schedule A

SALES ORDER

Company Address: 121 NW Everett Street
Portland, OR 97209
Start Date: 07/01/2023
End Date: 06/30/2024

Created Date: 06/07/2023
Quote Number: 00083542
Agency Code: 12333

Prepared By: Shalanda Holmes
Phone:
Email: shalanda.holmes@nwea.org

Contact Name: Amanda Yuen
Phone:
Email: ayuen@tulsahonor.org

Bill To Name: Tulsa Honor Academy Charter School
Bill To Address: 209 S. Lakewood Ave.
Tulsa, OK 74112

Ship To Name: Tulsa Honor Academy Charter School
Ship To Address: 209 S Lakewood Ave
Tulsa, OK 74112-1713

Product	List Price	Sales Price	Quantity	Total Price	Item Discount
MAP Growth Science (Add-On)	\$2.50	\$2.50	705	\$1,762.50	-\$0.00
MAP Growth K-12	\$14.50	\$13.00	705	\$9,165.00	-\$1,057.50

Quote Discount -\$1,057.50

Quote Subtotal \$10,927.50

Estimated Tax \$0.00

Grand Total \$10,927.50

Terms and Conditions

This Schedule A is subject to the terms and conditions located at: <https://legal.nwea.org/> (the "Agreement") for the Products and Services listed above. By signing this Schedule A, you agree you have read, understand, and agree to the terms of the Agreement.

General. Product and Onsite/Virtual Services-specific terms are located at:
http://legal.nwea.org/msa_supplemental_terms.pdf.

Information about NWEA's collection, use, and disclosure of Student Information can be found here:
<https://legal.nwea.org/nwea-privacy-and-security-for-pii.html>

NWEA's W9 can be found at: <https://legal.nwea.org/nwea-w-9.html>

Until this Schedule A is signed, the terms identified here are valid for 30 days from the date above. Please confirm the billing address or specify changes to your Account Manager.



NWEA, a division of Houghton Mifflin Harcourt Publishing Company

Signature

Signature:	_____	Printed Name:	_____
			Amanda Yuen
Date:	_____	Title	_____
			Director of Operations

In Process



CONTRACT COVERSHEET

DIRECTIONS

For all contracts that go before the board for approval, please complete this coversheet and attach it to the front.

BASIC INFORMATION

Vendor: PowerSchool

Description of service: Student information system subscription

Jurisdiction or Governing Law: California

Term of contract: July 7 2023-July 7, 2024

Funding Source: general

Total Cost : Currently \$12,270.81 but likely to increase to around \$17,700.55 based on number of scholars

THA Signer: Amanda Yuen

*Note that the legal name listed should be Tulsa Honor Academy, Inc. or THA Facilities, LLC

- **Contract**

- ✓ Renewal (if renewal, describe price changes): 7% increase on a per student basis

- New Contract

- **Termination Clause:** The contract has a termination clause.

Number of days for termination notice: 30 days for breach

- **Term:** The term is one year or less or has a termination clause with no early termination fees.

- Term is within this fiscal year (preferable)

- ✓ Term is one year but crosses fiscal years

- Term is multi-year and with termination clause

- **Clarity:** The contract terms and deliverables are clear. Add any necessary context here:

X

NOTES FROM THA STAFF

Staff members should add any additional context or notes for the board here.

Sales Quote - This is Not An Invoice

Prepared By: Syed Raza
 Customer Name: Tulsa Honor Academy
 Contract Term: 12 Months
 Start Date: 7-JUL-2023
 End Date: 6-JUL-2024
 Billing Frequency: Annually

Customer Contact: Amanda Yuen
 Title: Director of Ops
 Address: 1421 S Sheridan Rd
 City: Tulsa
 State/Province: Oklahoma
 Zip Code: 74112
 Phone #: (918) 946-2567

Product Description	Quantity	Unit	Unit Price	Extended Price
Initial Term 7-JUL-2023 - 6-JUL-2024				
License and Subscription Fees				
PowerSchool SIS Hosting SSL Certificate	1.00	Each		USD 530.65
PowerSchool SIS Hosted Subscription	888.00	Students		USD 12,600.72

License and Subscription Totals: **USD 13,131.37**

Quote Total

Initial Term	7-JUL-2023 - 6-JUL-2024
Amount To Be Invoiced	USD 13,131.37

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Feb2022/, as may be amended.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Tulsa Honor Academy

Signature:

Signature:

A handwritten signature in dark ink, appearing to read "Eric Shander". The signature is fluid and cursive, with the first name "Eric" and last name "Shander" clearly distinguishable.

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 8-JUN-2023

Date:

PO Number: _____

Tulsa Honor Academy FY24 Budget		Total THA
THA TOTAL ENROLLMENT		1210
THA STAFF MEMBERS		128
Sq.Foot		161403
REVENUE		
Local Sources		\$1,123,650
State Per Pupil Allocations		\$8,785,453
Other State Allocations		\$1,087,162
Federal Sources		\$2,719,827
TOTAL REVENUES		\$13,716,092
OBJECT C EXPENSES		TOTAL AMOUNT
100 Staff Salaries		\$6,682,874
200 Employee Benefits		\$1,766,876
300 Purchased Services: Contracted Services		\$429,059
400 Purchased Services: Purchased Property Services		\$1,440,606
500 Purchased Services: Other Purchased Services		\$1,401,547
600 Supplies		\$693,256
700 Property		\$50,000
800 Other Objects		\$1,153,676
900 Other Uses of Funds		
TOTAL EXPENSES		\$13,617,894
OPERATING SURPLUS (DEFICIT) PRE-FUNDRAISING		-\$1,025,452
OPERATING SURPLUS (DEFICIT)		\$98,198

Maternity Leave of Absence – An employee may apply for a maternity leave of absence due to pregnancy or childbirth. Maternity leave of absence may be authorized for thirty (30) paid days and up to sixty (60) days total. If the employee is disabled due to pregnancy for longer than sixty (60) days, the employee may continue to qualify for disability leave if they participate in that plan. Maternity leave must be concluded within the twelve (12) month period following the date of the child's birth. Employees seeking Maternity Leave must communicate with the Principal or Executive Leader no later than 4 weeks prior to the expected due date and together will arrange a plan for coverage due to the leave.

Employees who have been employed with Tulsa Honor Academy for at least one year and have worked at least one thousand two hundred fifty hours at THA during the preceding 12-month period shall be entitled to an additional 6 weeks of paid maternity leave following the birth of the employee's child.

Change Order Listing

Options: Fund: General Fund, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 5/13/2023 - 6/11/2023, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
12	07/14/2022	607	Sundance Office Supply	Supplies for scholar learning.	3,000.00
14	07/14/2022	926	Standley Systems	Copier supplies- Staples	888.00
42	07/25/2022	632	Tulsa Public Schools	Lease and grounds keeping of facility	7,384.40
60	07/25/2022	911	Public Service Company of Oklahoma	Electric Services	20,000.00
64	07/25/2022	926	Standley Systems	School printer lease	20,000.00
65	07/25/2022	927	Michi Michelle Morris	Psychometric Testing	15,538.13
84	07/25/2022	628	AT&T Mobility	Phone service for Lead Team	50.87
123	07/28/2022	1019	Prosperity Bank	P card purchases	1,265.07
144	08/11/2022	1159	Camfil USA, Inc.	Sheridan Campus air filter changes	445.40
220	10/14/2022	926	Standley Systems	Copier Supplies	333.00
242	11/08/2022	1419	Rich & Cartmill Inc	Insurance Policy Premiums	1,736.00
272	01/11/2023	1019	Prosperity Bank	Veach's P-Card	371.94
316	02/23/2023	816	Amazon Capital Services	Project 723 COVID prevention supplies	20,000.00
326	03/27/2023	1439	PROPIO LS, LLC	Middle School RPCU Translation Services	738.60
329	03/29/2023	1439	PROPIO LS, LLC	Language line services for RCPU	200.00
352	04/26/2023	604	Townsend Marketing	8th Grade Promotion T-Shirts	389.06
353	05/01/2023	1204	College Board	AP Testing	85.00
Non-Payroll Total:					\$92,425.47
Payroll Total:					\$497,950.46
Report Total:					\$590,375.93

Purchase Order Register

Options: Year: 2022-2023, Fund: General Fund, Date Range: 5/12/2023 - 6/11/2023

PO No	Date	Vendor No	Vendor	Description	Amount
363	05/16/2023	699	Wired! Technology Services	Ruckus license renewal for network management	1,668.37
364	05/22/2023	858	Party Pro Rents	8th promotion rentals	782.40
365	05/22/2023	1256	DS Bus Lines, Inc.	Field Trip Bus	500.00
366	05/23/2023	604	Townsend Marketing	8th promotion T shirts	522.00
367	05/24/2023	1475	SchoolMint Inc.	software for teacher observation and development	2,600.00
368	06/01/2023	1178	Jessyca J Williams	special education certification reimbursement	108.25
369	06/02/2023	1314	Emily T McWhirt	teacher appreciation	100.00
370	06/05/2023	1402	Bluum of Texas, LLC	Scholar Chromebooks for in-school and remote use	101,683.80
371	06/05/2023	800	PowerSchool Group LLC	College Readiness Software Naviance	4,280.00
372	06/07/2023	607	Sundance Office Supply	723 Supply Order	27,000.00
373	06/07/2023	1472	LIFEVAC LLC	1st Aid Kit	203.99
374	06/08/2023	1314	Emily T McWhirt	notary fee	10.00
375	06/08/2023	1481	Edutek Solutions, LLC	Asset Management System and setup	3,985.00
376	06/08/2023	1159	Camfil USA, Inc.	Merv-13 HVAC	43,580.55
377	06/08/2023	1291	Goodway Technologies Corporation	Air Purifier	11,200.00
378	06/08/2023	906	Jason L. Veach	Notary Refund	10.00
Non-Payroll Total:					\$198,234.36
Payroll Total:					\$7,037.82
Report Total:					\$205,272.18

Date	Vendor No	Vendor	Description	Amount
07/01/2023	1474	Renaissance Learning, Inc.	Accelerated Reader software	\$ 11,775.00
07/01/2023	1475	SchoolMint Inc.	software for teacher observation	\$ 7,757.67
07/01/2023	798	OCAS	accounting and consulting services for	\$ 21,000.00
07/01/2023	1480	Array Education, Inc.	Middle School Reading Curriculum	\$ 26,100.00
07/01/2023	840	ParentSquare Inc.	Parent communication platform	\$ 5,922.00
07/01/2023	1228	Ident-A-Kid	Visitor Management System	\$ 2,385.00
07/01/2023	1337	Talha Yousuf	Behavior Management PowerSchool	\$ 4,827.60
07/01/2023	1384	Liminex, Inc	Formative assessment software for all	\$ 5,765.00
07/01/2023	1402	Bluum of Texas, LLC	GoGuardian Chromebook monitoring	\$ 9,715.00
07/01/2023	632	Tulsa Public Schools	Lease and grounds keeping of facility	\$ 94,168.86
07/01/2023	619	EAS Consulting, Inc.	Federal Programs Consulting	\$ 1,000.00
07/01/2023	604	Townsend Marketing	Scholar Uniforms	\$ 145,200.00
07/01/2023	699	Wired! Technology	24/7 Tech service	\$ 89,313.12
07/01/2023	633	Bledsoe, Hewett, &	Financial Audit	\$ 6,000.00
07/01/2023	630	Teach For America	TFA Fees	\$ 20,000.00
07/01/2023	616	Northwest Evaluation	MAP Testing	\$ 10,928.00
07/01/2023	757	Oklahoma Public Charter	OPSRC Membership Fees	\$ 2,500.00
07/01/2023	652	Philadelphia Insurance	Building Insurance	\$ 70,000.00
07/01/2023	798	OCAS	Accounting/Treasurer Service	\$ 21,750.00
07/01/2023	800	PowerSchool Group LLC	Student Information System	\$ 17,700.00
07/01/2023	810	Municipal Accounting	Accounting systems license fees	\$ 10,235.00
07/01/2023	911	Public Service Company of	Electric Services	\$ 174,000.00
07/01/2023	917	City of Tulsa	Water Bill Utility	\$ 35,000.00
07/01/2023	924	BlueMark Energy, LLC	Natural Gas Supplier	\$ 28,000.00
07/01/2023	930	Oklahoma Natural Gas	Natural Gas Utility	\$ 9,000.00
07/01/2023	927	Michi Michelle Morris	Psychometric Testing	\$ 60,000.00
07/01/2023	1008	8x8, INC.	Office phone service	\$ 3,000.00
07/01/2023	1024	Cox Business	Internet service for school sites	\$ 3,216.00
07/01/2023	1115	American Waste Control,	Trash Service- Weekly pick up	\$ 3,696.00
07/01/2023	1141	Office Express Janitorial	Janitorial Services	\$ 164,160.00
07/01/2023	1137	Emtec Pest Control	Extermination services	\$ 1,320.00
07/01/2023	1140	Keystone Food Service	Child Nutrition Services	\$ 706,640.00
07/01/2023	1234	OSSBA, Inc.	Membership fees	\$ 1,500.00
07/01/2023	1110	Curriculum Associates	ELL compliance software	\$ 10,000.00
07/01/2023	1256	DS Bus Lines, Inc.	Scholars transportation services	\$ 470,448.00
07/01/2023	1311	THA Facilities, LLC	Lease payments for Sheridan building	\$ 643,723.00
07/01/2023	1318	H&E Landscape LLC	Monthly lawn service	\$ 12,000.00
07/01/2023	1023	Goose & Gander	headshots and other photo/video	\$ 10,900.00
07/01/2023	604	Townsend Marketing	Branded Items for Staff	\$ 7,500.00
07/01/2023	1118	SUMMIT FIRE AND	alarm monitoring	\$ 2,654.00
07/01/2023	632	Tulsa Public Schools	Lakewood custodial service	\$ 78,254.00
07/01/2023	800	PowerSchool Group LLC	Naviance software for college readiness	\$ 9,000.00
07/01/2023	1119	Winward Academy	ACT prep software for HS juniors	\$ 14,000.00
07/01/2023	632	Tulsa Public Schools	TPS Authorizer fee, 3%	\$ 263,564.00
07/01/2023	1039	Frederic Dowart, Lawyers	Lawyer fees	\$ 5,000.00
07/01/2023	1335	McAfee & Taft A	Representation in legal matters	\$ 55,000.00
07/01/2023	1066	EdTech Logistics LLC	e-rate consulting	\$ 4,500.00
07/01/2023	1408	ACT, Inc.	Fall ACT tests for junior	\$ 6,160.00
07/01/2023	1408	ACT, Inc.	Fall tests for Freshman and Sophomores	\$ 11,780.00
07/01/2023	926	Standley Systems	school and network copier lease and	\$ 96,588.00
07/01/2023	1439	PROPIO LS, LLC	Language line services for RCPU	\$ 5,000.00
07/01/2023	1204	College Board	AP Testing	\$ 5,000.00

Total: \$ 3,484,645.25

Activity Fund Deposits				Cleared Activity Fund Expenditures			
Description	Date	Project Code	Total	Description	Date	Project Code	Total
April 2023 Carryover	5/1/23	801 THA HIGH SCHOOL	\$1,521.00				
April 2023 Carryover	5/1/23	802 THA HS STUDENT COUNCIL	\$1,858.89				
April 2023 Carryover	5/1/23	830 THA MIDDLE SCHOOL	\$400.00				
April 2023 Carryover	5/1/23	861 FLORES MS STUDENT COUNCIL	\$100.00				
April 2023 Carryover	5/1/23	862 FLORES MIDDLE SCHOOL ATHLETICS	\$890.00				
April 2023 Carryover	5/1/23	863 FLORES MIDDLE SCHOOL CLUBS	\$260.00	Total Cleared Expenditures			\$0.00
Yearbook payments	5/12	830 THA MIDDLE SCHOOL	\$60.00				
Yearbook payments	5/8	863 FLORES MIDDLE SCHOOL CLUBS	\$100.00	Subaccount	Amount		
				801 THA HIGH SCHOOL	\$1,521.00		
				802 THA HS STUDENT COUNCIL	\$1,858.89		
				830 THA MIDDLE SCHOOL	\$460.00		
				861 FLORES MS STUDENT COUNCIL	\$100.00		
				862 FLORES MIDDLE SCHOOL ATHLETICS	\$890.00		
				863 FLORES MIDDLE SCHOOL CLUBS	\$360.00		
				898 STAFF FUND	\$0.00		
				899 GENERAL FUND REFUND	\$0.00		
Total Previous Month Carryover			\$5,029.89				
Total Current Month Deposits			\$160.00				
Total Current Month Expenditures			\$0.00				
End of Month Balance			\$5,189.89				