



BOARD OF DIRECTORS MEETING AGENDA

1, February, 2024 | 5:00 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: January, 31, 2024 at 5 PM

Posted by: Keshia Latham, Board Clerk

PARTICIPANTS

Board Members

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

THA Executive Leadership Team

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

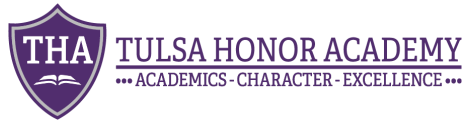
AGENDA

	Action	Item	Rationale	Lead	Time
1	-	THA Board Meeting Roll Call	Chair will take formal attendance and start off the traditional board meeting.	Cynthia Jasso, Board Chair	5:00 PM
2	-	Approval of Consent Agenda a) January Meeting Agenda b) December Meeting Minutes c) Routine Staffing Items d) Approval of Terms of Use and Services with Pearson for NNAT3 e) December Financial report f) Approval of Terms and Conditions for Village Travel g) Approval of EdTech	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) Routine personnel actions implement the various talent strategies and priorities authorized by THA's Board of Directors. All	Cynthia Jasso, Board Chair	5:02 PM

		Logistics Consulting for E-rate Contract	<p>salaries are listed as the prorated total based on start date.</p> <p>d) As part of the THA Gifted and Talented Plan, THA will use the NNAT3 to assess scholars' eligibility for Gifted and Talented in grades 6 and 9. The assessment is \$12.50 per scholar. The estimated total is \$4,637.50.</p> <p>e) Regular financial reporting enables appropriate board oversight.</p> <p>f) THA's College Readiness team will be using Village travels to transport Scholars during College Visits.</p> <p>g) EdTech Logistics has worked with us in recent years to ensure we are maximizing e-rate funding, which allows up to a 95% reimbursement on some technology infrastructure expenses. The contract is split across fiscal years with \$1800 typically in FY24 and \$1800 in FY25. The cost will come from the general fund and is incorporated in our annual budget</p>		
3	INFO	THA Familia Spotlight- FMS Winter Dance	This month we will be hearing from Flores Middle School team on how they utilized the J-Factor technique during the planning and execution of their first Winter Dance to build scholar culture and investment	Sara Luna, FMS Interim Principal & THA Scholars	5:04 PM
4	INFO	CEO Report	Please review the Chief Executive Officers monthly report	Elsie Urueta Pollock, CEO	5:34 PM
5	INFO	Activity Fund Report	CEO gives updates on the expenses and revenue on the activity funds.	Elsie Urueta Pollock, CEO	5:54 PM
6	INFO	Board Retreat Working Group Updates	Each of the working groups will provide an update on the progress they have made towards their action items set at the board retreat.	Elsie Urueta Pollock, CEO	6:00 PM
7	INFO	Data District Profile and Determination	The OSDE released their findings related to Special Education. THA went from a Tier 4 Level of Determination from the 21-22 School Year, to a Tier 3 Level of Determination. This	Kate Freudenheim, CAO	6:20 PM

			indicates that last significant progress was made with Special Education Compliance and Results. In the 22-23 school year we met 69% of targets compared to 48% from the previous school year. Based on improvements made towards compliance we anticipate that a Tier 2 is well within reach for this school year.		
8	VOTE	Approval for appointment (Board Member)	Approval to appoint Ivan Godinez Reyes to serve a second term as a board member to the THA Board of Directors beginning in the school year 2023-2024	Elsie Urueta Pollock, CEO	6:30 PM
9	VOTE	Approval for appointment (Board Member)	Approval to appoint Dr. Anna Montgomery to serve a second term as a board member to the THA Board of Directors beginning in the school year 2023-2024	Elsie Urueta Pollock, CEO	6:35 PM
10	VOTE	Approval for property insurance	Tulsa Honor Academy's property insurance expires in February 2024. Approval is needed to maintain requirements for property insurance requirements. Costs will come from the general fund.	Amanda Yuen, COO	6:40 PM
11	VOTE	Strategic Plan Approval	The board will vote on the new vision statement, graduate profile, core values, and strategic plan.	Elsie Urueta Pollock, CEO	6:45 PM
12	VOTE	Approval of Scholar Fundraisers	Per §70-5-129, the board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fundraising activities and all purposes for which the monies collected in each sub account can be expended.	Elsie Urueta Pollock, CEO	6:55 PM
13	VOTE	Approval of salary ranges for 2024-2025	Annually, THA's board approves our overall salary ranges. Minimal changes have been made as significant changes were made last year. The next full review of salaries is expected in 2026 (every 3 years).	Amanda Yuen, COO	6:57 PM
14	VOTE	New & Modified General Fund, Gift Fund, and Insurance Fund	New encumbrances and encumbrance changes reflect obligations of district funds issued in accordance with §70-5-135.	Amanda Yuen, COO	6:58 PM

		Encumbrances			
15		Adjourn	-	-	7:00 PM



BOARD OF DIRECTORS MEETING MINUTES

TUESDAY, | 5:30 PM

PARTICIPANTS

Board Members

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

THA Executive Leadership Team

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Amanda Yuen (Chief Operations Officer)
Kate Freudenheim (Chief Academic Officer)

MINUTES

New Hires					
Last Name	First Name	Hire Date	Primary Location	Position	Salary
Davidson	Praise	1/2/24	THA High School	Teacher	\$22,162
Jobin	Carrigan	1/2/24	THA Middle School	Teacher	\$22,162
Strand	Cheryl	1/18/24	THA Middle School	Special Education Teacher	\$24,296
Alexander	Woytas	1/18/24	THA Network Office	Scholar Interventions Operations Associate	\$14.20/hour
Richey	Laura	1/22/24	THA Middle School	Teacher	\$19,283
Freeman	Kayla	1/22/24	THA High School	Teacher	\$20,367
Salary Changes					
Last Name	First Name	Effective Date	Primary Location	Position/Reason	Salary
Wilkerson	Wendi	1/4/2024	THA High School	Teacher/moved to full-time from part-time	\$28,647
McCrackin	Brody	1/2/2024	THA Network Office	earned associates	\$25,220
Resignations/Terminations					
Last Name	First Name	Hire Date	Primary Location	Position	Final Date
Thompson	Jmani	8/25/23	THA Flores Middle School	Coverage Associate	1/19/2024
Sartain	Bailey	7/1/23	THA High School	Teacher	12/15/2023
Johnson	Victoria	11/8/23	THA High School	Teacher	12/15/2023
Jobin	Carrigan	1/2/24	THA Middle School	Teacher	1/10/2024
Stipends					
Last Name	First Name	Position	Location	Stipend	
Turner	Megan	Spirit Squad	THA Flores Middle School	\$500	
Swoboda	John	Board Game Club	THA High School	\$600	
Cutshaw	Maris	Video Game Club	THA High School	\$600	
Applegate	Rebekah	Arrival and Dismissal Duty	THA High School	\$750	
Kuch	Josh	Arrival and Dismissal Duty	THA High School	\$750	
Other Changes					
Last Name	First Name	Hire Date	Primary Location	Change	



Pearson
Attn: Customer Service
PO Box 599700
San Antonio, TX 78259-9700
800-328-5999 Phone
888-556-2103 Fax

A minimum order charge of \$300.00 is required if you are purchasing this online product for the first time.
For pricing options or questions, please contact a Pearson Specialist at 800-328-5999.

First time NNAT3 customers, submit a request to place your order and set up your ATP online testing account.

[Request online testing account](#)

NOTE: Pricing for paper materials includes S&H. Pricing for consumable booklets and answer documents include scoring fees. Each price is a per form/student price. Levels and forms for online licenses, consumable booklets, and answer documents will be selected within the platform (does not apply to Hand Scoring customers).

FIRST TIME (New) NNAT3 Customer - Items

Item #	NNAT3 ONLINE ADMINISTRATION	Unit Price
0150018290	NNAT3 Online License (Grades K-12) (All Levels - All Forms) (Includes Implementation/Scoring/Reporting)	\$12.50
	NNAT3 PAPER & PENCIL LICENSE for CONSUMABLE BOOKLETS	
0154602000	NNAT3 Consumable Booklets (Grades K-4) (License to Print Test Booklets, includes Implementation/Scoring/Reporting)	\$15.50
	NNAT3 REUSABLE BOOKLETS	
0154602124	NNAT3 Reusable Booklet (Level C, Grade 2, Form 1)	\$6.80
0154602132	NNAT3 Reusable Booklet (Level C, Grade 2, Form 2)	\$6.80
0154602140	NNAT3 Reusable Booklet (Level D, Grade 3/4, Form 1)	\$6.80
0154602159	NNAT3 Reusable Booklet (Level D, Grade 3/4, Form 2)	\$6.80
0150017189	NNAT3 Reusable Booklet (Level E, Grades 5/6)	\$6.80
0150017227	NNAT3 Reusable Booklet (Level F, Grades 7-9)	\$6.80
0150017243	NNAT3 Reusable Booklet (Level G, Grades 10-12)	\$6.80
	NNAT3 LICENSE for ANSWER DOCUMENTS	
0154602175	NNAT3 Answer Document (Grades 2-12) (Includes Implementation/Scoring/Reporting)	\$9.90
	NNAT3 HAND SCORING KEY ENTRY LICENSE	
A103000279355	NNAT3 Hand Score Key Entry License (DIGITAL)	\$3.60
	NNAT3 HAND SCORING MATERIALS	
0150018142	NNAT3 Hand Scoring Guide (All Levels)	\$117.50
0150018169	NNAT3 Answer Document - Hand Scoring (Grades 2-12)	\$3.20
0150017391	NNAT3 Consumable Booklet (Level A, Grade K, Form 1) for Hand Scoring Customers	\$8.30
0150017405	NNAT3 Consumable Booklet (Level A, Grade K, Form 2) for Hand Scoring Customers	\$8.30
0150017413	NNAT3 Consumable Booklet (Level B, Grade 1, Form 1) for Hand Scoring Customers	\$8.30
0150017448	NNAT3 Consumable Booklet (Level B, Grade 1, Form 2) for Hand Scoring Customers	\$8.30
0150017464	NNAT3 Consumable Booklet (Level C, Grade 2, Form 1) for Hand Scoring Customers	\$8.30
0150017472	NNAT3 Consumable Booklet (Level C, Grade 2, Form 2) for Hand Scoring Customers	\$8.30
0150017480	NNAT3 Consumable Booklet (Level D, Grade 3/4, Form 1) for Hand Scoring Customers	\$8.30
0150017499	NNAT3 Consumable Booklet (Level D, Grade 3/4, Form 2) for Hand Scoring Customers	\$8.30
0150017839	NNAT3 Reusable Booklet (Level C, Grade 2, Form 1) for Hand Scoring Customers	\$6.80
0150017847	NNAT3 Reusable Booklet (Level C, Grade 2, Form 2) for Hand Scoring Customers	\$6.80
0150017855	NNAT3 Reusable Booklet (Level D, Grade 3/4, Form 1) for Hand Scoring Customers	\$6.80
0150017863	NNAT3 Reusable Booklet (Level D, Grade 3/4, Form 2) for Hand Scoring Customers	\$6.80
0150017871	NNAT3 Reusable Booklet (Level E, Grades 5/6) for Hand Scoring Customers	\$6.80
0150017898	NNAT3 Reusable Booklet (Level F, Grades 7-9) for Hand Scoring Customers	\$6.80
015001791X	NNAT3 Reusable Booklet (Level G, Grades 10-12) for Hand Scoring Customers	\$6.80
	NNAT3 MANUALS and DIRECTIONS FOR ADMINISTRATION	
0158602048	Directions for Administration - All Levels	\$28.10
0158602129	NNAT3 Manual Levels A, B, C, D (Grades K- 4)	\$45.00
015001838X	NNAT3 Manual Levels E, F, G (Grades 5-12)	\$45.00
	NNAT2/3 GIFTED TEACHERS GUIDE (Optional)	

0158687876	Gifted Teacher's Guide	\$45.40

Legal Policies

Effective: June 15, 2021

Important note:

These Legal Policies apply to the assessment products and services listed on this website (Site) for Pearson's Clinical Assessment and Talent Assessment (TalentLens) ("Pearson") products.

These Legal Policies are subject to change from time to time by updated postings, and changes will be effective upon posting of an update.

- [General policy for reproduction and dissemination of Pearson's test materials](#)
- [Trade secrets](#)
- [Copyright/fair use](#)
- [FERPA \(Family Education Rights and Privacy Act\)](#)
- [HIPAA \(Health Insurance Portability and Accountability Act\)compliance](#)
- [HIPAA disclosure of test record forms](#)
- [Second opinions](#)
- [Ethical issues](#)
- [Electronic storage of assessments](#)
- [Posting reproductions or an administration of a test on-line](#)
- [Variant testing conditions](#)
 - [Audio/videotaping of test administrations](#)
 - [Telepractice test delivery administrations](#)
- [Litigation](#)

General policy for reproduction and dissemination of Pearson's test materials

Pearson asserts that strong measures are necessary to protect the validity of its valuable testing instruments. Pearson believes that any reproduction of its tests without the prior written permission from Pearson may constitute copyright infringement and is a violation of the Terms and Conditions of Sale and Use of Pearson Products. Furthermore, disclosure of the assessments may threaten the ongoing security, reliability, and/or validity of the test and the test's results, and therefore, the value and usefulness of the test.

Guidance on how Pearson products and copyrighted materials may be used are set forth in these Legal Policies and in the Appropriate Use of Pearson Clinical Assessment Content found [here](#).

Trade secrets

Outside of the protection granted by United States copyright law, Pearson considers its secured tests to be trade secrets. The test questions and answers, manuals and other materials constitute highly confidential, proprietary testing information that Pearson takes every precaution to protect from disclosure beyond what is absolutely necessary for the purpose of administering a test. Even in the development stage, the assessment materials are treated confidentially by Pearson employees, agents and consultants.

Pearson continues to guard the secrecy of its test materials once they become finished products. They are sold only to qualified individuals who are bound by the ethical standards of their profession to protect the integrity of the materials by maintaining the confidentiality of the test materials. Pearson has Qualification Policies that are strictly enforced and each purchaser of a Qualification

Level B or C product is required to fill out a User Acceptance Form that verifies their qualifications. The User Acceptance Form contains a statement signed by the qualified purchaser indicating that the purchaser is so qualified, that the purchaser will abide by the Terms and Conditions of Sale and Use and that all ethical rules will be observed by the purchaser. Therefore, Pearson strongly opposes the release of any test materials to non-qualified individuals.

Copyright/fair use

It is the position of Pearson that any reproduction of its test or other published materials, whether reproduced on paper or electronically (this includes use intake forms, research, video or audio taping administrations, photos, or any image capturing system), constitutes an infringement of the copyright and other proprietary rights in the tests or other published materials. For your reference, the copyright law pertaining to our test materials can be found in Section 107 (Fair Use) of Public Law 94-553, Title 17 – Copyrights. With respect to the matter of copyright protection for Pearson's test materials, House Report 94-1476, (p. 69) states: "(B) There shall be no copying of or from works intended to be 'consumable' in the course of study or of teaching. *These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.*"

In Pearson's view, reproduction of its test materials without prior written consent **DOES NOT** fall within the "fair use" exception of the copyright law. Section 107 of the copyright law states four factors as being among those that should be considered in determining whether unauthorized copying of copyrighted material is a "fair use." These factors are:

- The nature of the use (e.g. commercial vs non-profit educational use);
- The nature of the copyrighted work (e.g. special consideration such as security issues);
- The amount of the copyrighted work which is used; and
- The effect of the use in a potential market for the copyrighted work.

Although reproductions of test materials might, in very limited cases, fall on the "fair use" side of point 1), most reproductions almost certainly fall on the "non-fair use" side of the other three factors, particularly points 2) and 4). Therefore, please contact Pearson's Clinical Assessment group at pas.licensing@pearson.com for any permission request to make reproductions of any of the Pearson tests or other Pearson materials.

FERPA (Family Education Rights and Privacy Act)

In a school setting, some Pearson customers receive requests to release copies of test questions or protocols. It is our position that release of our tests or test protocols in any form is not required under federal law (except in very limited situations and in limited jurisdictions). If you are in California, please check with an attorney regarding your responsibilities. The applicable U.S. statute is the Family Education Rights and Privacy Act (FERPA), and it establishes the right of parents "to inspect and review the education records of their children" (20 U.S.C §1232G(a)(1)(A)). FERPA requires schools to establish procedures that will enable parents to review their children's records within a reasonable time after a request is made. The regulations implementing this section define "the right to inspect and review education records" as including:

"(1) the right to a response from the [school] to reasonable requests for explanations and interpretations of the records; and

(2) the right to obtain copies of the records from the [school] where failure of the [school] to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the education records" (34 C.F.R. § 99.11(b)).

The import of this section is that only where failure to provide copies would deny the exercise of this right will schools be obliged to provide copies. In all other cases, inspection alone would presumably suffice. If a parent requests an inspection of a child's record, once the school agrees to review the content of the child's test record with the parent, it is most unlikely that a court would find that exercise of the right to review educational records has been denied.

Pearson's Clinical Assessment group encourages professionals who conduct testing to review student's test results with their parents or guardians. If the testing professional deems it appropriate, this review could include showing the parent or guardian the test materials and their child's responses in order to permit a more useful discussion of test results. Test scores may be summarized in writing. However, our Terms and Conditions of Sale and Use of Pearson Products do not permit the making and giving of copies of test materials to students or their parents or guardians.

Pearson's tests are sensitive copyrighted instruments and widely used throughout the world. In order to protect their validity and reliability for further use with the test taker and other students, Pearson **does not** waive its copyright and trade secret protection. We do not permit copying of test protocols for the student's parent or guardian. Impairment of their security could threaten the validity and

reliability of the tests and, therefore, their value as a measurement tool.

HIPAA (Health Insurance Portability and Accountability Act) compliance

Pearson offers several platforms (together, the System) that collect Personal Health Information (PHI) as it is defined under the Health Insurance Portability and Accountability Act (HIPAA). Pursuant to HIPAA, Pearson may act as a Business Associate for those Covered Entities. PHI data on the System is protected using physical, security, and administrative safeguards including encryption during use, in transit and at rest. The PHI data is stored on secure servers located in a secured data center in a database that is encrypted with - industry standard high-security encryption. When the data is transmitted, the data is encrypted using industry-standard Secure Socket Layer (SSL) technology. The System uses a secured database that separates and segregates a customer's records so that they cannot be seen by other customers. This separation and segregation is confirmed through testing and external auditing.

If you are a Covered Entity and require a Business Associates Agreement, the platform you are accessing should have a Business Associates Agreement accessible within the System and available for your use. Please note that the rules regarding disclosure of Test Record Forms are still applicable to the assessments accessed through these platforms.

HIPAA disclosure of test record forms

Many of our customers have inquired regarding Pearson's position on whether test record forms must be disclosed to patients in order to comply with the Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA). The HIPAA Privacy Rule provides that individuals have a qualified right of access to individually identifiable health information maintained by health care providers covered by HIPAA. However, Pearson's test materials are protected by copyright and trade secret law, and the widespread dissemination of test record forms (which may disclose test questions and answers) would violate restrictions on the use of Pearson's test materials and would cause great harm to Pearson, the test materials, the clinical community, and to the public at large.

The US Department of Health and Human Services (HHS), which is responsible for HIPAA, provided clarification related to this matter as stated below:

"Any requirement for disclosure of protected health information pursuant to the Privacy Rule is subject to Section 1172(e) of HIPAA, 'protection of trade secrets'. As such, we confirm that it would not be a violation of the Privacy Rule for a covered entity to refrain from providing access to an individual's protected health information, to the extent that doing so would result in a disclosure of trade secrets."

Accordingly, we will continue to advise our customers that Pearson's test materials are trade secrets and their usefulness and value would be compromised if they were generally made available to the public. We have stated this position in correspondence, court cases, news articles and on our website for many years. This position is also consistent with our longstanding practice of ensuring, through our terms and conditions of use, that all purchasers have the appropriate qualifications to administer and interpret the test materials being purchased and that such purchasers agree to maintain the confidentiality of the test materials.

Given the above-quoted support from HHS, Pearson reiterates that customers may not disseminate copies of test record forms or protocols to persons who erroneously claim that they are entitled to copies under HIPAA. As the HHS has now confirmed, HIPAA does not require any person to disclose any trade secret materials, and all restrictions on the dissemination of test record forms and protocols remain in effect.

Second opinions

Pearson recognizes that, in some cases, a parent or guardian may wish to consult a second professional regarding a minor's test scores. In these situations, we have no objection to a reproduction of the completed test protocol being provided to another qualified professional for the purpose of review; however, the materials should pass directly from professional to professional and not through the hands of a parent, guardian or their attorney.

Ethical issues

The original dissemination of Pearson's test materials are carefully restricted to individuals with a professional background in psychology, and only individuals with appropriate training in psychological assessment should interpret the tests. Under the *Standards for Educational and Psychological Testing*, published by the American Educational Research Association (AERA), American Psychological Association, and the National Council on Measurement in Education (NCME), psychologists have an ethical duty to protect the integrity of secure tests by maintaining the confidentiality of the test materials and scores by releasing such test materials and scores only to TOP professionals who have the same ethical duty.

The confidentiality of test questions, responses, and scores are paramount to maintaining the integrity, reliability, and validity of the tests. Unlike many other types of tests, our Qualification B and C level tests do not consist of a large collection of test items that are rotated. Rather, these tests have one expensive and highly researched version and should remain intact for 10 to 15 years. Millions of dollars have been spent on the research and "norming" (compiling of statistical data regarding results) of the tests. Any leakage of test items will severely compromise the value and usefulness of the tests.

Electronic storage of assessments

The question of electronic storage is a complicated one. The assessment materials being considered for electronic storage are copyright protected (and in some cases trade secret protected). Copying is not permitted without permission from the publisher. However, we understand that electronic storage is often replacing physical storage for record-keeping purposes. Recognizing that reality, please note that our concern is not so much the storage format, as access and disclosure to our assessments that is a problem.

First, please note that Section 8 of our Terms and Conditions of Sale and Use require purchasers of our assessment instruments to protect the security of the instruments they purchase.

Second, we have also developed the following guidelines to assist you with maintaining the security of the assessment instrument and to address the need to store the information electronically. When Pearson grants permission to make electronic file copies of the tests it publishes, we require those who would do electronic storage to comply with the following guidelines. If you are unable to comply with these guidelines, we cannot grant permission to make copies of our assessment materials.

Permission to make electronic file copies of the tests is predicated on the following conditions:

1. Ensure that the test items not be included whenever possible;
2. That the tests are kept separate from other file material so that they are not inadvertently disclosed in response to a general HIPAA request. Of course, there are situations that require disclosure of test material, but these are rare and are addressed with legal protective orders; and
3. That the file containing the tests be password protected and secure from unqualified (per the Pearson qualification policy) users.

When permission to scan has been received and the three safeguards above are in place, electronic storage can work fine for psychological tests. The responsibility for test security remains with the qualified purchaser.

Posting reproductions or an administration of a test on-line

Agreement to Pearson's Terms and Conditions of Sale and Use of Pearson Products are part of the purchase process for any of its assessments. For a variety of reasons, it is critical that all our customers (including students, as part of their graduate program) adhere to ethical and professional policies for the appropriate protection of secure assessment content. In contrast to the past where videotapes of assessments were relegated to the media lab at the graduate program, technology now makes it very easy for anyone to record themselves administering an assessment and post that recording to a mass media site. While recording an assessment administration remains an important part of the teaching and supervision process, students should be reminded that:

- Test materials (text, graphic images, or the oral reading of items) may not be displayed, reproduced, or performed (e.g., filming an administration) in any manner, electronically or otherwise, including posting on any mass media site, such as YouTube or any other similar site, without the prior written permission of Pearson.

This means that posting a video on a mass media site, such as YouTube or any other site, of an administration of a secure, copyrighted assessment should never occur without the prior written consent of Pearson. When a video of this nature becomes public on any forum, it is considered an unauthorized reproduction or performance of the copyrighted material (whether the materials are viewable or not). In addition to the legal concern, all clinicians should be aware that the availability of secure test content to unqualified users is damaging to the test's reliability and validity.

Variant testing conditions

Audio/video recording of test administration

It is Pearson's opinion that audio or video recording or other non-standard conditions may invalidate the use of norm-referenced scores. As you may know, norms for standardized tests are developed under strict conditions. If such conditions are not met, the scaled score obtained by application of the test norms may not be statistically defensible. Although it is the position of Pearson that the validity of any scaled score that results from a non-standard administration should be interpreted with caution, it is the responsibility of the individual

psychologist administering the test to determine if the results of the assessment are an accurate reflection of the examinee's abilities. In rare high stakes legal evaluations with a valid court order mandating the audio or video recording of an evaluation for review only by other qualified examiners, the examiner and reviewers have the responsibility to determine if this variant testing condition has or had a material impact on the examinees test performance considering issues such as distractions, rapport, and effort. We request that any such recordings should be made the subject of a protective order to ensure the security of the test items and content. Please refer to the section herein titled **Litigation** which describes what should be included in a protective order. Additionally, recordings should not be allowed in any setting where the security of the recording cannot be adequately protected. Additionally, an audio or video recording of an administration where any test materials are recorded is a reproduction under federal copyright law. If done without our written permission, such acts may be an infringement of the assessment's copyright.

More information on the Appropriate Use of Pearson Clinical Assessment Content in the Recording of test administrations and specific case permissions may be found [here](#).

Telepractice test delivery administration

Telepractice is the use of telecommunications technology for the delivery of professional services at a distance. There is initial, but not conclusive evidence supporting test validity when administering the test via a telepractice method for a selective group of assessments and/or assessment tasks. Norms for standardized tests are developed under strict testing conditions. If such conditions are not met, the scaled scores obtained by application of the test norms may not result in statistically accurate scores. Although it is the position of Pearson that the validity of any scaled score obtained as a result from a non-standard administration should be interpreted with caution, it is the responsibility of the individual administering the test to ensure that the results of the assessment are an accurate reflection of the examinee's abilities. Please refer to the specific product pages for further information related to telepractice test administration for those products. Delivering our assessments via a teleconference or other similar method is a reproduction of our assessments under federal copyright law that requires the written permission from the copyright owner. If done without our written permission, such acts may be an infringement of the assessment's copyright.

Pearson currently permits the use Pearson products and copyrighted materials under the following conditions:

- Qualified professionals are hereby granted a limited and revocable permission to utilize appropriate non-public facing teleconferencing software and tools to assist in the remote administration of Pearson assessment content, consistent with this policy. Before test administration, the qualified professional must obtain documented agreement from the examinee that the session will not be recorded, reproduced or published, and that copies of the materials will not be made. Further, the qualified professional may not utilize recording capabilities to record live test administrations.
- This permission is intended to include the use of non-public facing screen-mirroring and screen share methods to remotely share test item content with examinees on a computer screen and capture responses either verbally or through other means.
- This permission is not intended to allow for use of photocopying, scanning, or duplication of test protocols, including any screen capture or session recording technology, but is merely intended to support practical live delivery of tele-health services.
- This permission is also not intended to allow for any modification to the original test content as it currently appears. Any use of original test content must include copyright notices as contained in the materials and show the copyright notice when displayed. Further requests to modify, translate, digitize, or alter test content should continue to follow Pearson's standard procedure for Licensing and Permissions requests located [here](#).

More information on the Appropriate Use of Pearson Clinical Assessment Content in the Telepractice setting may be found [here](#).

Litigation

Pearson understands that from time to time you may receive demands from third parties to reproduce, produce or disclose copyright-protected and/or trade secret protected psychological test materials in connection with litigation. If such demands were to be fully complied with, the material disclosed might include test booklets, answer sheets, record forms, manuals, user's guides, scoring software, computer-generated output reports, or other published and unpublished material protected by Pearson under intellectual property law.

Pearson does not wish to impede the progress of legal proceedings; however, we are equally unwilling to jeopardize the security and integrity of our test instruments by consenting to the release of copyrighted and confidential material to those not professionally qualified to obtain them. Should litigation in which a psychologist is involved reach the stage where a court considers ordering the release of proprietary test materials to non-professionals such as counsel, we request that the court issue a protective order pr

parties from making copies of the materials; requiring that the materials be returned to the professional at the conclusion of the proceeding; and requiring that the materials not be publicly available as part of the record of the case, whether this is done by sealing part of the record or by not including the materials in the record at all.

In addition, testimony regarding the items, particularly that which makes clear the content of the items, should be sealed and again not be included in the record. Pleadings and other documents filed by the parties should not, unless absolutely necessary, make specific reference to the content of or responses to any item, and any portion of any document that does should be sealed. Finally, we ask that the judge's opinion, including both findings of fact and conclusions of law, not include descriptions or quotations of the items or responses. We think this is the minimum requirement to protect our copyright and other proprietary rights to the test, as well as the security and integrity of the test.

To the extent that you have not already done so, you may wish to consult with your local psychological association as well as the American Psychological Association on this particular issue. The Committee on Legal Issues for the American Psychological Association and/or the Office of General Counsel for the American Psychological Association in Washington, D.C., in particular, may have some additional thoughts on how to deal with this matter.

We very much appreciate your sensitivity to the issues surrounding appropriate use of and access to psychological testing materials. If you have other questions, please contact Pearson’s Customer Support via our [online form](#).

SHOP ASSESSMENTS

- [Professional](#)
- [Large scale](#)
- [Admissions](#)

LEGAL POLICIES

- [Clinical Privacy Statement](#)
- [Clinical Permissions & licensing](#)
- [Clinical Terms of sale & use](#)
- [Clinical Legal policies](#)

HELP & SUPPORT

- [Contact us](#)
- [Order status](#)
- [Help articles](#)
- [Product platform logins](#)

ABOUT PEARSON

- [Our story](#)
- [Careers](#)
- [Seasonal employment](#)

 [United States](#)

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- Test materials (text, graphic images, or the oral reading of items) may not be displayed, reproduced, or performed (for example, filming an administration) in any manner, electronically or otherwise, including posting on any mass media or social media site, without the prior written permission of Pearson
- Access to test materials must be limited to qualified persons with a responsible, professional interest who agree to safeguard their use
- Test materials and scores may be released only to persons qualified to interpret and use them properly
- If a test taker or the parent of a minor child who has taken a test wishes to examine test responses or results, the parent or test taker may be permitted to review the test and the test answers in the presence of a representative of the school, college, or institution that administered the test
- Test materials must not be resold, re-licensed, transferred, or otherwise redistributed for any purpose without prior written permission from Pearson

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To the extent permitted by law, Customer agrees to hold harmless, indemnify, and defend Pearson from and against any and all claims, charges, demands, damages, liabilities, losses, expenses, and liabilities of whatever nature and howsoever arising (including but not limited to any legal or other professional fees and the costs of defending or prosecuting any claim and any loss of profit, goodwill, and any other direct or consequential loss) incurred or suffered by Pearson directly or indirectly by reason of any act or omission that the Customer commits in breach of these Ts & Cs and the obligations and warranties contained therein.

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13. Qualifications

Customer agrees that it is Customer's responsibility to use any Products in accordance with Pearson's Qualification Policies and applicable professional guidelines. Customer understands and agrees that the Products are intended to be used as tools in the overall assessment process, are not to be used for self-guidance, and are not designed to be used alone or to replace Customer's professional judgment. Pearson is not responsible for any claims or damages incurred in connection with Customer's or any third party's use or misuse of the Products. Customer agrees to guard against the improper use of the Products in order to retain the right to purchase those Products.

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15. Definitions and notes

^a "Ts & Cs" means Pearson Terms and Conditions of Sale and Use and the Qualifications and return policies referenced in these Ts & Cs. A printed copy of the Ts & Cs, including the referenced policies, is available by calling 800-627-7271. These terms may be viewed in 12 point type at our Website.

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In addition to the Ts and Cs herein, the following Product specific license Terms and Conditions are incorporated into this agreement and apply only to the purchase and use of those specific Products:

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- [Clinical Training Services](#)

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Last updated: March 7, 2023

SHOP ASSESSMENTS

- Professional
- Large scale
- [Admissions](#)

LEGAL POLICIES

- [Clinical Privacy Statement](#)
- [Clinical Permissions & licensing](#)
- [Clinical Terms of sale & use](#)
- [Clinical Legal policies](#)

HELP & SUPPORT

- [Contact us](#)
- [Order status](#)
- [Help articles](#)
- [Product platform logins](#)

ABOUT PEARSON

- [Our story](#)
- [Careers](#)
- [Seasonal employment](#)

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Hoboken, NJ 07030
Facsimile: (201) 785-2721
email: pearsondmca.agent@pearson.com

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- Identification of the allegedly infringing material on the Services ("Infringing Material"), and information reasonably sufficient to permit Pearson to locate such material on the Services;
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	College	College Support	Teaching & Learning Blog	Pearson Languages	Investor Relations
	Work	AskPearson	Students Blog	Pearson VUE	Our Company
		Higher Education Support	Webinars & Events	Virtual Schools	Diversity & Inclusion
		Work Support		Online Schools	
		Global Permissions			
		Global Rights Licensing			

**TULSA HONOR ACADEMY
TULSA, OKLAHOMA**

MONTHLY FINANCIAL REPORT

DECEMBER 31, 2023

TABLE OF CONTENTS

Compilation Report

Statement of Assets, Liabilities, and Net Assets – Cash Basis 1

Statement of Revenue and Expenses – General Fund - Cash Basis 2

Supplemental Information

Detailed Revenue Summary – General Fund - Cash Basis 3

Statement of Expenses Two Year Comparison
by Object – General Fund - Cash Basis 4

3 Year Comparison – General Fund – Cash Basis 5

Statement of Expenses Two Year Comparison by Object 6



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MICHAEL KEMPER, CPA

January 8, 2024

Honorable Board of Trustees
Tulsa Honor Academy
Tulsa, Oklahoma

We have compiled the accompanying statement of assets, liabilities, and net assets – cash basis for the Tulsa Honor Academy as of December 31, 2023, and the related statements of revenues and expenses – cash basis for the six (6) months then ended. Our compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. We have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, we did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the school's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Tulsa Honor Academy.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

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

	General Fund	Gift Fund	Insurance Recovery	General Long- Term Debt	Totals
Assets					
Cash	\$ 667,385.83	259,075.67	1,714,085.17		2,640,546.67
Investments	2,806,207.30	1,282,369.07			4,088,576.37
Amounts to be provided for retirement of general long-term ebt				10,574,167.73	10,574,167.73
Total Assets	<u>3,473,593.13</u>	<u>1,541,444.74</u>	<u>1,714,085.17</u>	<u>10,574,167.73</u>	<u>17,303,290.77</u>
Liabilities					
Outstanding Warrants	295,341.67	1,749.65	3,250.00		300,341.32
Reserves	70,070.82				70,070.82
Long-Term Debt - Capital Lease				10,574,167.73	10,574,167.73
Total Liabilities	<u>365,412.49</u>	<u>1,749.65</u>	<u>3,250.00</u>	<u>10,574,167.73</u>	<u>10,944,579.87</u>
Unrestricted Net Assets	<u>3,108,180.64</u>	<u>1,539,695.09</u>	<u>1,710,835.17</u>	-	4,647,875.73
Total Net Assets	<u>\$ 3,108,180.64</u>	<u>1,539,695.09</u>	<u>1,710,835.17</u>	<u>-</u>	<u>6,358,710.90</u>

SEE ACCOUNTANT'S COMPILATION REPORT

TULSA HONOR ACADEMY - 2023-24 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES - GENERAL FUND - CASH BASIS

	Source Codes	2023-24 Budgeted	2023-24 12/31/2023	% of YTD to Budj.	2022-23 Actual	2022-23 12/31/2022	% of YTD to Actual
Revenue							
Interest Earnings	1310		80,803.02	N/A			
Insurance Loss Recoveries	1510		40,400.00	N/A			
Miscellaneous Reimb.	1590	\$ 15,000.00	2,555.72	17.0%	440,219.18	359,493.48	81.7%
Gifts and Donations	1610	1,030,000.00	85,062.66	8.3%	320,350.00	320,350.00	100.0%
Grants/District Contracts	1650			N/A			N/A
PPP Loan Forgiveness	1680		26,902.96	N/A			N/A
Uniforms	1692	74,000.00	78,352.89	105.9%	66,918.57	60,681.63	90.7%
Student Lunches	1710	18,150.00	4,492.43	24.8%	9,456.48	38.45	0.4%
Adult Lunches	1730		1,762.54	N/A	1,715.07	379.20	22.1%
Foundation & Incentive Aid	3210	8,041,303.00	3,722,747.41	46.3%	7,494,343.39	2,463,777.09	32.9%
Flexible Benefit	3250	934,297.00	294,745.59	31.5%	620,795.60	277,436.99	44.7%
State Textbook Allocation	3420	72,000.00	71,583.44	99.4%	63,107.84	25,023.56	39.7%
Redbud School Funding Act	3435	744,150.00		0.0%	319,939.22		N/A
Other Misc	3690	96,000.00		0.0%	7,740.60		N/A
State Reimbursement CNP	3720			N/A	4,629.38		N/A
Title I	4210	524,967.00		0.0%	24,042.34	18,664.74	77.6%
Title I-Prior Year	4210	234,000.00	233,416.65	99.8%	18,664.74		N/A
Title II-Part A (Transferability)	4271	79,292.00		0.0%	70,202.65		N/A
Title II-Part A Prior Year	4271			N/A			N/A
Title III	4281	55,773.00					
Title III-Prior Year	4281	81,029.34	9,380.39				
Special Education - Flowthrough	4310	220,047.00		0.0%	85,855.61	55,627.06	64.8%
Special Ed - Flowthrough Prior Year	4310	81,029.34	41,612.29	51.4%	55,627.06		N/A
Title IV, Part A Student Supp	4442	115,804.33	1,626.19	1.4%	14,073.29		N/A
OSPRC Charter School Grant	4462	-	107,163.30	N/A	631,121.19	631,121.19	100.0%
ESSER/Other Federal Sources	4689	1,175,567.00	13,333.32	1.1%	651,539.60	558,842.82	85.8%
ESSER/Other Federal Scs Prior Year	4689	444,000.00	443,228.47	99.8%	558,842.82		
NSLP Cares	4705-6		31,758.80	N/A	32,984.51	21,284.66	64.5%
Federal Lunches	4710	531,620.00	229,120.12	43.1%	579,409.90	220,913.84	38.1%
Federal Breakfasts	4720	100,000.00	48,223.06	48.2%	106,079.50	43,855.21	41.3%
Correcting Entry	5600		1,323.08				N/A
Total revenue		14,668,029.01	5,569,594.33	38.0%	12,177,658.54	5,057,489.92	41.5%
Cash fund balance (beginning)	6110	3,210,113.66	3,210,113.66		1,934,149.12	1,934,149.12	100.0%
Lapsed Approp/Estopped Warr.	6130-6140				14,749.59		N/A
Total revenue and beg. balance		17,878,142.67	8,779,707.99		14,126,557.25	6,991,639.04	49.5%
Expenditures							
	Object Codes						
Payroll	100-200	8,378,070.00	3,105,537.73	37.1%	5,966,830.75	2,672,483.99	44.8%
Non-payroll	300-900	5,239,824.00	2,565,989.62	49.0%	4,949,612.84	2,267,320.28	45.8%
Total expenditures		13,617,894.00	5,671,527.35	41.6%	10,916,443.59	4,939,804.27	45.3%
Ending Balance		\$ 4,260,248.67	3,108,180.64		3,210,113.66	2,051,834.77	63.9%

SUPPLEMENTAL INFORMATION

TULSA HONOR ACADEMY - 2023-24 FISCAL YEAR
DETAILED REVENUE SUMMARY - GENERAL FUND - CASH BASIS

General Fd	Misc	Uniform		Student		Other	State	Federal	Federal	
	<u>Reimb</u>	<u>Sales</u>	<u>Donations</u>	<u>Lunches</u>	<u>State Aid</u>	<u>State Sources</u>	<u>Matching</u>	<u>Child Nut.</u>	<u>Program</u>	<u>Total</u>
July	\$ 12,352.74	49,740.66		84.42				1,962.17	198,916.23	263,056.22
August	42,542.52	15,348.11		1,031.23	744,549.48	128,850.78		10.04	530,347.76	1,462,679.92
September	57,629.44	4,902.43	350.00	786.87	744,549.48	60,630.90		31,758.80		900,607.92
October	15,744.75	3,574.06		1,218.90	744,549.49	58,949.12		65,375.40	107,163.30	996,575.02
November	15,779.47	3,529.56	64,712.66	1,712.80	744,549.48	58,949.13		146,624.76		1,035,857.86
December	7,935.86	1,258.07	20,000.00	1,420.75	744,549.48	58,949.10		63,370.81	13,333.32	910,817.39
January										-
February										-
March										-
April										-
May										-
June										-
Totals	\$ 151,984.78	78,352.89	85,062.66	6,254.97	3,722,747.41	366,329.03	-	309,101.98	849,760.61	5,569,594.33

TULSA HONOR ACADEMY - 2023-24 FISCAL YEAR
STATEMENT OF EXPENSES TWO YEAR COMPARISON BY OBJECT - GENERAL FUND - CASH BASIS

<u>Classification</u>	<u>Object</u>	<u>2023-24 Budgeted</u>	<u>2023-24 12/31/2023</u>	<u>% of YTD to Budg.</u>	<u>2022-23 Actual</u>	<u>2022-23 12/31/2022</u>	<u>% of YTD to Act.</u>
Salaries	100	6,682,874.00	2,614,677.57	39.13%	4,991,262.94	2,238,571.73	44.85%
Employee Benefits	200	1,695,196.00	490,860.16	28.96%	975,567.81	433,912.26	44.48%
Worker's Comp./State Unempl	290	71,680.00	22,754.69	31.74%	47,160.37	15,200.00	32.23%
Subtotal		1,766,876.00	513,614.85	29.07%	1,022,728.18	449,112.26	43.91%
Contracted Services	300	392,459.00	161,045.92	41.04%	441,564.26	231,665.15	52.46%
Professional-Educ. Services	320	36,600.00	187.50	0.51%	152,746.70	159,691.70	104.55%
Subtotal		429,059.00	161,233.42	37.58%	594,310.96	391,356.85	65.85%
Utility Services	410	250,174.00	105,635.80	42.22%	31,076.97	19,460.86	62.62%
Cleaning Services	420	261,348.00	98,089.63	37.53%	221,094.50	99,905.72	45.19%
Repairs and Maint. Services	430	109,157.00	17,693.86	16.21%	429,787.77	11,641.96	2.71%
Lease & Debt Service	443	723,339.00	304,906.91	42.15%	660,719.49	376,721.66	57.02%
Software Services	444	96,588.00	58,956.06	61.04%	89,348.71	43,631.87	48.83%
Uniform Services	445		520.00	NA			
Subtotal		1,440,606.00	585,802.26	40.66%	1,432,027.44	551,362.07	38.50%
Other Purchased Services	500	123,440.00	1,635.16	1.32%			NA
Student Transportation	513	485,448.00	255,840.60	52.70%	417,728.21	167,692.61	40.14%
Insurance	520	74,063.00	84,550.00	114.16%	65,749.00	62,065.00	94.40%
Communications Services	530	11,956.00	11,694.43	97.81%	18,612.80	9,834.12	52.84%
Advertising	540			NA	1,472.25		0.00%
Printing and Binding	550		2,163.23	NA	8,746.02	6,155.81	70.38%
Food Service Management	570	706,640.00	284,566.94	40.27%	540,953.20	169,546.43	31.34%
Staff Travel	580	-	1,599.44	NA	28,328.30	2,614.38	9.23%
Subtotal		1,401,547.00	642,049.80	45.81%	1,081,589.78	417,908.35	38.64%
Supplies/Materials	600	77,000.00	197,785.63	256.86%	401,633.00	107,533.39	26.77%
Paper/Copy	611	5,000.00	11,017.21	220.34%	32,400.91	19,431.05	59.97%
Supplies and Materials	619	215,256.00	29,064.70	13.50%	212,698.06	114,971.14	54.05%
Bks & Periodicals	640	-	235,145.48	NA	58,113.43	51,949.22	89.39%
Appliances	651	-	19,749.23	NA	137,966.63	133,004.52	96.40%
Technology Related Supplies	653	238,980.00	413,132.65	172.87%	442,435.05	295,540.35	66.80%
Uniforms	657	145,200.00	27,709.39	19.08%	235,789.01	92,737.66	39.33%
Awards, Gifts, Decorations	682	11,820.00	1,704.07	14.42%	15,686.05	1,395.41	8.90%
Subtotal		693,256.00	935,308.36	134.92%	1,536,722.14	816,562.74	53.14%
Property	700	50,000.00	30,316.60	60.63%	1,165.45		0.00%
Dues and Fees	810	296,044.00	173,830.92	58.72%	253,478.91	73,010.67	28.80%
Other General Expenses	840	857,632.00		0.00%	2,201.30		0.00%
Staff Registration & Tuition	860		293.42	NA			NA
Unidentified			12,436.79	NA		1,919.60	NA
Reimbursement	930	-	1,963.36	NA	956.49		0.00%
Subtotal		1,153,676.00	188,524.49	16.34%	256,636.70	74,930.27	29.20%
Totals		13,617,894.00	5,671,527.35	41.65%	10,916,443.59	4,939,804.27	45.25%
Payroll Expenses	100-200	8,378,070.00	3,105,537.73	37.07%	5,966,830.75	2,672,483.99	44.79%
Non-Payroll Expenses	300-900	5,239,824.00	2,565,989.62	48.97%	4,949,612.84	2,267,320.28	45.81%
Totals		13,617,894.00	5,671,527.35	41.65%	\$ 10,916,443.59	4,939,804.27	45.25%

**TULSA HONOR ACADEMY 2023-24 FISCAL YEAR
EXPENDITURE BREAKDOWN BY MONTH - CASH BASIS**

	<u>2021-22 Expenditures</u>		<u>2022-23 Expenditures</u>		<u>2023-24 Expenditures</u>	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	279,922.19	195,266.68	227,904.13	44,365.80	265,321.21	120,735.67
August	427,034.30	291,858.38	490,881.05	951,291.60	555,616.57	134,332.98
September	423,394.52	146,671.48	493,253.58	286,808.11	593,769.47	596,083.72
October	437,291.96	497,924.64	489,256.31	255,184.09	564,164.00	466,985.20
November	424,167.32	275,352.16	487,278.13	390,339.88	587,179.52	453,912.98
December	399,426.20	367,045.19	483,910.79	339,330.80	539,486.96	793,939.07
January	404,925.75	94,937.71	526,369.07	291,368.58		
February	415,788.42	312,274.95	525,081.96	306,535.43		
March	421,982.78	406,964.18	502,677.33	307,919.59		
April	420,916.89	224,931.08	511,382.36	238,250.91		
May	423,938.58	1,115,188.34	462,064.47	354,337.96		
June	629,207.91	1,067,425.86	813,931.94	1,136,719.72		
	<u>\$ 5,107,996.82</u>	<u>4,995,840.65</u>	<u>6,013,991.12</u>	<u>4,902,452.47</u>	<u>3,105,537.73</u>	<u>2,565,989.62</u>
		<u>10,103,837.47</u>		<u>10,916,443.59</u>		<u>5,671,527.35</u>

	<u>2021-22 Expenditures</u>		<u>2022-23 Expenditures</u>		<u>2023-24 Expenditures</u>	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	279,922.19	195,266.68	227,904.13	44,365.80	265,321.21	120,735.67
August	427,034.30	291,858.38	490,881.05	951,291.60	555,616.57	134,332.98
September	423,394.52	146,671.48	493,253.58	286,808.11	593,769.47	596,083.72
October	437,291.96	497,924.64	489,256.31	255,184.09	564,164.00	466,985.20
November	424,167.32	275,352.16	487,278.13	390,339.88	587,179.52	453,912.98
December	399,426.20	367,045.19	483,910.79	339,330.80	539,486.96	793,939.07
January						
February						
March						
April						
May						
June						
	<u>\$ 2,391,236.49</u>	<u>1,774,118.53</u>	<u>2,672,483.99</u>	<u>2,267,320.28</u>	<u>3,105,537.73</u>	<u>2,565,989.62</u>
		<u>4,165,355.02</u>		<u>4,939,804.27</u>		<u>5,671,527.35</u>

GENERAL TERMS AND CONDITIONS
(ATTACHMENT A)

Wichita: (316) 721-4455

Oklahoma City: (405) 427-8688

Salina: (785) 825-4410



Tulsa: (918) 739-3673

Fort Smith: (479) 478-9780

Springdale: (479) 419-9960

Springfield: (417) 427-6167

Itineraries: To provide the best possible service to you, we require a detailed itinerary at least fourteen (14) days prior to departure. We are often not able to accommodate changes requested within 14 days.

Prices: Prices are based on information furnished to us at the time of booking. Extensions or changes in service may result in additional charges. Prices reflect current laws including driver hours of service regulations. Village reserves the right to adjust the final price of your trip to reflect any changes necessary to comply with applicable law(s).

Compliance with Laws: Village always puts safety first. All itineraries must allow the driver and the company to comply with all Federal, State, and Local laws, regulations, and ordinances. By U.S. Federal law, drivers are limited to: a) 15 hours on duty in any one day (including ½ hour driver preparation); and b) of this 15 hours, a maximum of 10 hours may be actual driving hours. Upon reaching your destination or once the driver's available hours have been used, the driver must have a minimum of 9 consecutive, uninterrupted hours off-duty. The Village sales staff will assist you in determining if your trip can be done with one driver, or if multiple drivers are required. If your itinerary requires the use of more than one driver, either the price of the charter will be adjusted, or the itinerary must be changed to allow for only one driver. If traveling to Canada, hours of service regulations vary.

Arrival and Departure Times: Adherence to scheduled times is often subject to matters beyond our control. We do not guarantee any arrival or departure times. We will not violate traffic laws and will not be held responsible for any delays, changes of schedule, or loss(es) resulting directly or indirectly from and including, but not limited to: delays caused by acts of nature, authority of law, accidents, breakdowns, road conditions, and/or other conditions beyond the company's control.

Fuel Costs are at times volatile. Village makes every effort to quote and contract trips with national forecasting. In the rare event of a substantial change in fuel prices, we reserve the right to charge a fuel surcharge to recover these additional costs. If required, this adjustment would be made prior to departure and the customer has the ability to cancel without charge.

Deposit is a minimum of \$200 or 15% of total charter amount, whichever is greater. Deposit amount(s) are listed in the confirmation letter and are due along with a signed copy of the contract seven (7) days after booking. Charter(s) are subject to cancellation without notice if deposit(s) are not received within this time. Last-minute charter contracts must be paid in-full immediately.

Final Payments: Payment in full must be received at least 14 days prior to the scheduled departure unless the charter order states otherwise. Charters not paid in full within this time frame are subject to cancellation without notice.

Cancellations by Customer: Cancellations made at least 30 days prior to departure will be refunded in full. 15-29 days prior to departure will be charged the deposit amount. 0-14 days prior to departure will be charged 70% of the final price regardless of cause.

Cancellations by Village: Village reserves the right to cancel or sub out any charter up until the departure date due to a State of Emergency anywhere in the United States which requires immediate service to sustain human life.

Overnight Trips: Customer is responsible for the driver(s) overnight room accommodations, unless you and the company have agreed in advance that the company will provide the driver's room and bill you for the charges. To ensure proper rest, each driver must have a private room with private restroom/shower accommodations. Expect to spend \$125-\$175 per night for each driver room. Should the room not be acceptable to the driver, Village will place driver in another hotel and bill customer for the cost.

Gratuities: Gratuities to drivers, though customary, are discretionary and are not included in the price unless otherwise specified in the agreement. A gratuity is always appreciated for a job well done. The average gratuity is \$3-\$5 per person per day.

Coach Idling: Village maintains a low engine idling policy to keep your costs low and the environment clean. Certain cities and engines allow for no engine idling. Please respect your driver when asked to exit the coach.

Force Majeure or Impossibility of Performance: In the event of a forced cancellation, the standard cancellations policy is followed.

Weapons: No weapons are allowed onboard the coach, loaded, or unloaded, except for military personnel or licensed police officers.

Unpaved Roads: Unpaved surfaces along the desired route must be pre-approved by management. Road conditions and poor weather are hard to predict, therefore the driver will ultimately determine whether the unpaved surface is safe to travel. All costs associated with towing a bus from unpaved surfaces is to be paid by customer.

Safety: For safety reasons, we ask that passengers remain seated while the bus is in motion. The total number of passengers cannot exceed the seating capacity of the coach. Safety regulations require that the center aisle of the coach be always kept clear.

Supervision and Discipline: The chartering party is responsible for providing adequate supervision and discipline. If minors are traveling, a responsible adult must be always aboard each bus. For your safety, your driver must devote his/her attention to driving.

Lost or Damaged Items: Village is not responsible for any items left, lost, stolen, or damaged on the coach. The company assumes no risk for handling baggage and/or other passenger's property. If you believe you lost an item on a Village coach, please contact our office and we will attempt to locate it.

Luggage & Carry-ons: The chartering party may only bring luggage and other property in an amount that can be conveniently carried in the charter bus. We ask that each item not exceed 50 pounds. Items more than 50 pounds will not be handled by your driver.

Video & Music Policy: Videos with adult content are not permitted. Please refrain from showing videos with many loud noises as this is very distracting to the drivers. Village reserves the right to deny the chartering party use of video equipment on the coaches at any time, for any reason. Audio and visual equipment on Village motor coaches is provided as equipment only, free of charge. Village does not provide media of any type. No license to play copyrighted music or video productions is provided by Village. Any licenses, fees, or other grants and permissions necessary for playing copyrighted material is the sole responsibility of the Chartering Party/Lessee. Village is not responsible for loss or damage to any media played on the equipment we provide.

Amenities: Amenities on the coach such as W I F I , radio, CD player, video player, PA system, restroom, etc. are provided free of charge to our customers. Should a specific amenity be unavailable or inoperable, Village will not be liable for its availability or performance.

Cleaning: We work very hard to keep our coaches clean. Please help us by keeping the floor clear of trash and keeping drinks covered to avoid spills. Drivers will make every effort to have the coach cleaned and washrooms serviced on extended trips. Excessive vehicle cleaning charges may be billed to the customer.

Mechanical Difficulties: If a Village coach is not available to begin or complete a charter due to a mechanical issue, substitutions may be made with another carrier to perform the service. Village's liability due to the breakdown is limited to the cost of completing the charter contract with another motor coach company or the total price of the initial charter contract.

Smoking and Alcohol: Village prohibits the use of both traditional smoking and e-cigarettes on the coach. Alcoholic beverages are allowed in moderation and with prior approval for select groups. Fraternities and Sororities are not allowed alcohol on the coach and any violation of this will result in a minimum charge of \$500 per motor coach. The driver has the complete authority to restrict consumption and eject anyone from the group who is unruly. Village maintains no liability for any expenses incurred.

Damages to the Vehicle: Any damage to the vehicle, inside or outside, caused by the chartering party will be charged to the chartering party.

Accommodations for the Disabled: Any group or passenger who requires an ADA accessible bus is requested to inform us at the time of the reservation and must notify us no later than 48 hours prior to the charter's departure.

Insurance: Village carries liability coverage should you be involved in an accident. Village also offers an additional insured provision on our insurance policy should you require this. This request must be made at the time you charter the coach.

Signing the provided acceptance form serves as your acceptance of these terms and conditions (contract)

Acceptance

Village Travel

Client ID Client Company Group Customer Info	PerlaAlvar Perla Alvarado Tulsa Honor Academy 9th	Charter ID Movement ID Status Passengers Distance	71621 150915 Firm 85 260
Pick-up Departure One Way	Tulsa Honor Academy, 1421 S Sheridan Wed 2/21/2024 08:00 No	Destination Arrival Leave Drop Off	University of Arkansas Fayetteville AR Wed 2/21/2024 10:30 Wed 2/21/2024 14:35 Wed 2/21/2024 17:00

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,330.00	\$1,330.00
56	Deluxe Motorcoach	2	\$1,330.00	\$1,330.00

Quantity	Description	Unit Price	Price	Total
2	Tolls	\$20.00	\$40.00	\$40.00
Movement Totals			\$2,700.00	\$2,700.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

Itinerary	Group Information
9th 85pax U of Arkansas 2 Buses 2/21/24	

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

Items	Included	Items	Included
Gratuities	No	Parking Charges	No
Tolls	Yes		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and condions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID	PerlaAlvar	Charter ID	71621
Client	Perla Alvarado	Movement ID	150916
Company	Tulsa Honor Academy	Status	Firm
Group	10th & 11th	Passengers	35
Customer Info		Distance	300

Pick-up	Tulsa Honor Academy, 1421 S Sheridan	Destination	OU, Norman, OK
Departure	Wed 2/21/2024 08:00	Arrival	Wed 2/21/2024 10:35
One Way	No	Leave	Wed 2/21/2024 14:30
		Drop Off	Wed 2/21/2024 17:00

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,525.00	\$1,525.00

Quantity	Description	Unit Price	Price	Total
2	Tolls	\$20.00	\$40.00	\$40.00
Movement Totals			\$1,565.00	\$1,565.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

Itinerary	Group Information
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11th OU 2/21/24

35 pax - 1 buses - 2/21/24

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

Items	Included	Items	Included
Gratuities	No	Parking Charges	No
Tolls	Yes		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and condions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID Client Company Group Customer Info	PerlaAlvar Perla Alvarado Tulsa Honor Academy 10th & 11th	Charter ID Movement ID Status Passengers Distance	71621 150917 Firm 91 200
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Pick-up Departure One Way	Tulsa Honor Academy, 1421 S Sheridan Wed 2/21/2024 08:00 No	Destination Arrival Leave Drop Off	OSU, Stillwater, OK Wed 2/21/2024 09:35 Wed 2/21/2024 15:30 Wed 2/21/2024 17:00
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Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	2	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	3	\$1,300.00	\$1,300.00

Quantity	Description	Unit Price	Price	Total
2	Tolls	\$20.00	\$40.00	\$40.00
Movement Totals			\$3,940.00	\$3,940.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2
Driver	3		

Itinerary	Group Information
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10th OSU 3 Buses 2/21/24
11th OSU 2/21/24

127 pax - 3 buses - 2/21/24

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

Items	Included	Items	Included
Gratuities	No	Parking Charges	No
Tolls	Yes		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and condions which were attached along with this quote.

Signature

Print Name

Date

Acceptance

Village Travel

Client ID	PerlaAlvar	Charter ID	71621
Client	Perla Alvarado	Movement ID	150918
Company	Tulsa Honor Academy	Status	Firm
Group	11th	Passengers	27
Customer Info		Distance	250

Pick-up	Tulsa Honor Academy, 1421 S Sheridan	Destination	UCO Edmond, OK
Departure	Wed 2/21/2024 08:00	Arrival	Wed 2/21/2024 10:05
One Way	No	Leave	Wed 2/21/2024 14:55
		Drop Off	Wed 2/21/2024 17:00

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,325.00	\$1,325.00

Quantity	Description	Unit Price	Price	Total
1	Tolls	\$20.00	\$20.00	\$20.00
Movement Totals			\$1,345.00	\$1,345.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

Itinerary	Group Information
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11th 35pax UCO 1 Bus 2/21/24

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

Items	Included	Items	Included
Gratuities	No	Parking Charges	No
Tolls	Yes		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and condions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID Client Company Group Customer Info	PerlaAlvar Perla Alvarado Tulsa Honor Academy 11th NSU/OSU-IT UPDATED	Charter ID Movement ID Status Passengers Distance	71621 150919 Firm 27 225
Pick-up Departure One Way	Tulsa Honor Academy, 1421 S Sheridan Wed 2/21/2024 08:00 No	Destination Arrival Leave Drop Off	OSU-IT Wed 2/21/2024 11:15 Wed 2/21/2024 16:15 Wed 2/21/2024 17:15

First Pick-up Instructions	Destination Instructions
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Okmulgee, OK

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,300.00	\$1,300.00
Quantity	Description	Unit Price	Price	Total
1	Tolls	\$20.00	\$20.00	\$20.00
Movement Totals			\$1,320.00	\$1,320.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

Additional Pick-up En-Route	Time	Additional Pick-up Points En-Route	Time
1) NSU Tahlequah, OK	09:30		

Itinerary	Group Information
11th NSU 35 NSU & OSU-IT 1 2/21/24 11th OSU-IT 2/21/24	<p>To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.</p> <p>Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.</p>

Items	Included	Items	Included
Gratuities	No	Parking Charges	No
Tolls	Yes		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and condions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID Client Company Group Customer Info	PerlaAlvar Perla Alvarado Tulsa Honor Academy 9th	Charter ID Movement ID Status Passengers Distance	71621 150920 Firm 85 300
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Pick-up Departure One Way	Tulsa Honor Academy, 1421 S Sheridan Wed 2/21/2024 08:00 No	Destination Arrival Leave Drop Off	Pittsburg State University Wed 2/21/2024 10:40 Wed 2/21/2024 14:35 Wed 2/21/2024 17:15
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Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,525.00	\$1,525.00
56	Deluxe Motorcoach	2	\$1,525.00	\$1,525.00

Quantity	Description	Unit Price	Price	Total
2	Tolls	\$20.00	\$40.00	\$40.00
Movement Totals			\$3,090.00	\$3,090.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

Itinerary	Group Information
9th 85pax PSU 2 Buses 2/21/24	

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

Items	Included	Items	Included
Gratuities	No	Parking Charges	No
Tolls	Yes		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and condions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID	PerlaAlvar	Charter ID	71620
Client	Perla Alvarado	Movement ID	150912
Company	Tulsa Honor Academy	Status	Provisional
Group	7th FMS	Passengers	118
Customer Info	UPDATED	Distance	250

Pick-up	Tulsa Honor Academy, 1421 S Sheridan	Destination	UCO, Edmond OK
Departure	Tue 2/20/2024 08:00	Arrival	Tue 2/20/2024 10:05
One Way	No	Leave	Tue 2/20/2024 14:55
		Drop Off	Tue 2/20/2024 17:00

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,325.00	\$1,325.00
56	Deluxe Motorcoach	2	\$1,325.00	\$1,325.00
56	Deluxe Motorcoach	3	\$1,325.00	\$1,325.00

Quantity	Description	Unit Price	Price	Total
3	Tolls	\$20.00	\$60.00	\$60.00
Movement Totals			\$4,035.00	\$4,035.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2
Driver	3		

Itinerary	Group Information
7th FMS 118pax UCO 3 Buses 2/20/24	

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

Items	Included	Items	Included
Gratuities	No	Parking Charges	No
Tolls	Yes		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and conditions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID	PerlaAlvar	Charter ID	71620
Client	Perla Alvarado	Movement ID	150913
Company	Tulsa Honor Academy	Status	Provisional
Group	6th FMS	Passengers	107
Customer Info	UPDATED	Distance	200

Pick-up	Tulsa Honor Academy, 1421 S Sheridan	Destination	OSU, Stillwater OK
Departure	Tue 2/20/2024 08:00	Arrival	Tue 2/20/2024 09:35
One Way	No	Leave	Tue 2/20/2024 15:30
		Drop Off	Tue 2/20/2024 17:00

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	2	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	3	\$1,300.00	\$1,300.00

Quantity	Description	Unit Price	Price	Total
3	Tolls	\$20.00	\$60.00	\$60.00
Movement Totals			\$3,960.00	\$3,960.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2
Driver	3		

Itinerary	Group Information
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6th FMS 107pax OSU 3 Buses 2/20/24

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

Items	Included	Items	Included
Gratuities	No	Parking Charges	No
Tolls	Yes		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and conditions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID Client Company Group Customer Info	PerlaAlvar Perla Alvarado Tulsa Honor Academy 8th FMS	Charter ID Movement ID Status Passengers Distance	71620 150914 Provisional 106 220
Pick-up Departure One Way	Tulsa Honor Academy, 1421 S Sheridan Tue 2/20/2024 08:00 No	Destination Arrival Leave Drop Off	Langston University, Langston OK Tue 2/20/2024 09:55 Tue 2/20/2024 15:05 Tue 2/20/2024 17:00

First Pick-up Instructions	Destination Instructions
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701 Sammy Davis Jr Dr, Langston, OK 73050

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	2	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	3	\$1,300.00	\$1,300.00

Quantity	Description	Unit Price	Price	Total
3	Tolls	\$20.00	\$60.00	\$60.00
Movement Totals			\$3,960.00	\$3,960.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2
Driver	3		

Itinerary	Group Information
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8th FMS 106pax Langston 3 Buses 2/20/24

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

Items	Included	Items	Included
Gratuities	No	Parking Charges	No
Tolls	Yes		

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and conditions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID Client Company Group Customer Info	PerlaAlvar Perla Alvarado Tulsa Honor Academy 5th	Charter ID Movement ID Status Passengers Distance	71622 150921 Provisional 68 300
Pick-up Departure One Way	Tulsa Honor Academy, 209 S Lakewood Thu 2/22/2024 08:00 No	Destination Arrival Leave Drop Off	OU, Norman, OK Thu 2/22/2024 10:30 Thu 2/22/2024 14:30 Thu 2/22/2024 17:00

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,525.00	\$1,525.00
56	Deluxe Motorcoach	2	\$1,525.00	\$1,525.00

Quantity	Description	Unit Price	Price	Total
2	Tolls	\$20.00	\$40.00	\$40.00
Movement Totals			\$3,090.00	\$3,090.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

Itinerary 5th 68pax OU 2 Buses 2/22/24	Group Information
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To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and conditions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID Client Company Group Customer Info	PerlaAlvar Perla Alvarado Tulsa Honor Academy 6th OC	Charter ID Movement ID Status Passengers Distance	71622 150922 Provisional 97 200
Pick-up Departure One Way	Tulsa Honor Academy, 209 S Lakewood Thu 2/22/2024 08:00 No	Destination Arrival Leave Drop Off	OSU, Stillwater, OK Thu 2/22/2024 09:30 Thu 2/22/2024 15:30 Thu 2/22/2024 17:00

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	2	\$1,300.00	\$1,300.00

Quantity	Description	Unit Price	Price	Total
2	Tolls	\$20.00	\$40.00	\$40.00
Movement Totals			\$2,640.00	\$2,640.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

Itinerary 6th OC 97pax OSU 2 Buses 2/22/24	Group Information
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To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and conditions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID	PerlaAlvar	Charter ID	71622
Client	Perla Alvarado	Movement ID	150923
Company	Tulsa Honor Academy	Status	Provisional
Group	7th OC	Passengers	108
Customer Info		Distance	231.6

Pick-up	Tulsa Honor Academy, 209 S Lakewood	Destination	UCO, Edmond, OK
Departure	Thu 2/22/2024 08:00	Arrival	Thu 2/22/2024 10:00
One Way	No	Leave	Thu 2/22/2024 15:30
		Drop Off	Thu 2/22/2024 17:30

Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	2	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	3	\$1,300.00	\$1,300.00

Quantity	Description	Unit Price	Price	Total
3	Tolls	\$20.00	\$60.00	\$60.00
Movement Totals			\$3,960.00	\$3,960.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2
Driver	3		

Itinerary	Group Information
7th OC 108pax UCO 3 Buses 2/22/24	

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and conditions which were attached along with this quote.

Signature		Print Name		Date	
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Acceptance

Village Travel

Client ID Client Company Group Customer Info	PerlaAlvar Perla Alvarado Tulsa Honor Academy 8th OC	Charter ID Movement ID Status Passengers Distance	71622 150924 Provisional 96 220
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Pick-up Departure One Way	Tulsa Honor Academy, 209 S Lakewood Thu 2/22/2024 08:00 No	Destination Arrival Leave Drop Off	Langston University, Langston, OK Thu 2/22/2024 09:50 Thu 2/22/2024 15:05 Thu 2/22/2024 17:00
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Seats	Vehicle Description	Vehicle No	Price	Total
56	Deluxe Motorcoach	1	\$1,300.00	\$1,300.00
56	Deluxe Motorcoach	2	\$1,300.00	\$1,300.00

Quantity	Description	Unit Price	Price	Total
2	Tolls	\$20.00	\$40.00	\$40.00
Movement Totals			\$2,640.00	\$2,640.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

Itinerary	Group Information
8th OC 96pax Langston 2 Buses 2/22/24	

This is a quote. A bus has not been reserved/confirmed at this time. Subject to availability. To confirm this trip, please contact us by email or phone.

To provide the best possible service to you, we need a detailed itinerary listing all loading points and stops with street addresses and any special directions.

Prices are based on information furnished to us at the time of quote. Extensions or changes in service may result in additional charges.

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. By signing the acceptance letter I agree to the terms and conditions which were attached along with this quote.

Signature		Print Name		Date	
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**EdTech Logistics LLC
13023 NE Highway 99
Suite 7-311
Vancouver, WA 98686**

PROPOSAL - CONTRACT
E-rate Consulting

January 12, 2024

Amanda Yuen
Director of Operations
Tulsa Honor Academy
209 S. Lakewood Ave.
TULSA, OK 74112

Dear Amanda,

Thank you for your interest in E-rate consulting services for Tulsa Honor Academy. Here is a summary of work I will provide.

1. Act as E-rate Contact for Funding Year 2024 (July 1, 2024 – June 30, 2025)

- Complete and submit all E-rate paperwork as needed (Form 470, 471, 486, 500, BEAR, etc.).
- Complete all preparatory work/ strategic planning for the forms (identify all eligible services to request discount; review current contracts; assist with preparation of RFP's if needed).
- Participate in bid review/vendor selection (assist in preparation and completion of vendor selection matrix).
- Draft contracts with E-rate specific language re: funding contingencies for use in attaining Category 1 and Category 2 services.
- Review and assist in preparation of free and reduced lunch eligibility documentation as needed for Tulsa Honor Academy.
- Provide responses to SLD for funding request questions (PIA, Service Certification).
- Work to attain reimbursements or direct discounts so that Tulsa Honor Academy receives approved funding.
- Provide up to four hours of post-funding audit support if a paper audit or on-site audit is conducted. Beyond four hours, Tulsa Honor Academy will be billed at the rate of \$150 per hour.
- Record Keeping – Digital off-site (10 year requirement).

The term of this agreement is 12 months, with the start date of January 1, 2024 and the end date of December 31, 2024. While payments will end after twelve months, I will provide all work needed to close out the funding year until all approved and utilized funds are disbursed, regardless of when this may occur.

The total fee for this work is \$3,600. One payment of \$1,800 will be payable on or before February 28, 2024. The subsequent payment of \$1,800 will be due within 30 days of invoice.

Travel expenses, if needed and approved by Tulsa Honor Academy, will be billed as actually incurred, and will include only reasonable travel expenses approved by Tulsa Honor Academy.

Please do not hesitate to call me at any time. If I am not available, I will get back to you promptly.

Thanks again for your interest.

Sincerely,



Paul Karlin

ACCEPTANCE - <i>E-rate Consulting</i>

This proposal is accepted and forms an agreement between Tulsa Honor Academy and EdTech Logistics LLC.

For EdTech Logistics LLC:

For Tulsa Honor Academy:



Paul Karlin
Owner

Name
Title

Date: 1-12-2024

Date: _____

**EdTech Logistics LLC
E-Rate Letter of Agency
For the Year 2024 - 2025**

This is to confirm that our entity/district has selected **EdTech Logistics LLC** as its E-rate consultant for the procurement of Category 1 and Category 2 services. I hereby authorize **EdTech Logistics LLC** to submit FCC Form 470, FCC Form 471, and other E-rate forms to the Schools and Library Division on behalf of the undersigned entity/district.

I understand that in submitting these forms on our behalf, you are making certifications for our entity/district. By signing this letter of agency, I make the following certifications:

- (a) I certify that the schools in our district are all schools under the statutory definitions of elementary and secondary schools found in the Elementary and Secondary Education Act of 1965, do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.
- (b) I certify that the schools in our district have secured access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services.
- (c) I certify that, if required by FCC rules, the schools in our district are all covered, or will be covered at the time funded services are provided, by E-rate approved technology plans covering all 12 months of the funding year.
- (d) I certify that our district is compliant, or will be compliant at the time funded services are provided, with the Children's Internet Protection Act (unless discounts are only being requested for telecommunications services.)
- (e) I certify that the services that our district purchases using E-rate discounts (as described in the law 47 U.S.C. Sec. 254) will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.
- (f) I certify that the entities eligible for support that I am representing have complied with all applicable state and local laws regarding procurement of services for which support is being sought.
- (g) I certify that our district has complied with all E-rate program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments.
- (h) I certify that I am authorized to sign this letter of agency and, to the best of my knowledge, information, and belief, all information provided to **EdTech Logistics LLC** for E-rate submission is true.

I understand that persons willfully make false statements on E-rate forms or through this letter of agency can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Entity/

District: Tulsa Honor Academy

Signature: _____

Date: _____ 20____

Name: _____

Title: _____

Activity Fund Deposits				Cleared Activity Fund Expenditures			
Description	Date	Project Code	Total	Description	Date	Project Code	Total
November 2023 Carryover	12/1/23	801 THA HIGH SCHOOL	\$2,886.00	Jostens-FMS Yearbooks	12/1/23	863 FLORES MID	\$1,640.00
November 2023 Carryover	12/1/23	802 THA HS STUDENT COUNCIL	\$3,769.02	Dwight Holdman	12/29/23	830 THA MIDDLE	\$75.00
November 2023 Carryover	12/1/23	830 THA MIDDLE SCHOOL	\$2,141.32	Keith Marks	12/29/23	830 THA MIDDLE	\$75.00
November 2023 Carryover	12/1/23	861 FLORES MS STUDENT COUNCIL	\$200.00	Walmart HS homecoming purchase (pcard	12/27/23	802 THA HS STU	\$81.37
November 2023 Carryover	12/1/23	862 FLORES MIDDLE SCHOOL ATHLETICS	\$890.00				
November 2023 Carryover	12/1/23	863 FLORES MIDDLE SCHOOL CLUBS	\$2,217.00	Total Cleared Expenditures			\$1,871.37
November 2023 Carryover	12/1/23	898 STAFF FUND	\$0.00				
November 2023 Carryover	12/1/23	899 GENERAL FUND REFUND	-\$7,864.64				
FMS Spirit Squad and Dona	12/1/23	863 FLORES MIDDLE SCHOOL CLUBS	\$105.00				
FMS Cheer	12/7/23	863 FLORES MIDDLE SCHOOL CLUBS	\$100.00				
FMS Volleyball fee	12/7/23	862 FLORES MIDDLE SCHOOL ATHLETICS	\$40.00				
FMS Yearbook fee	12/7/23	863 FLORES MIDDLE SCHOOL CLUBS	\$25.00	Subaccount	Amount		
FMS dance tickets	12/7/23	861 FLORES MS STUDENT COUNCIL	\$90.00	801 THA HIGH SCHOOL	\$2,886.00		
FMS Cheer	12/12/23	863 FLORES MIDDLE SCHOOL CLUBS	\$300.00	802 THA HS STUDENT COUNCIL	\$3,890.72		
FMS dance tickets	12/12/23	861 FLORES MS STUDENT COUNCIL	\$125.00	830 THA MIDDLE SCHOOL	\$1,991.32		
FMS Homecoming tickets	12/15/23	861 FLORES MS STUDENT COUNCIL	\$420.00	861 FLORES MS STUDENT COUNCIL	\$835.00		
HS Winter Festival tickets	12/20/23	802 THA HS STUDENT COUNCIL	\$203.07	862 FLORES MIDDLE SCHOOL ATHLETICS	\$930.00		
				863 FLORES MIDDLE SCHOOL CLUBS	\$1,107.00		
				898 STAFF FUND	\$0.00		
				899 GENERAL FUND REFUND	-\$7,864.64		
Total Previous Month Carryover			\$4,238.70				
Total Current Month Deposits			\$1,408.07				
Total Current Month Expenditures			-\$1,871.37				
End of Month Balance			\$3,775.40				

QUOTE PROPOSAL

PREPARED FOR:

TULSA HONOR ACADEMY

1421 S SHERIDAN RD · TULSA, OK 74112

POLICY TYPE	QUOTE NUMBER	QUOTE DATE	EFFECTIVE DATE
BENCHMARK PROPERTY	0017030327	01/19/2024	02/09/2024 – 02/09/2025

UNDERWRITING SERVICE TEAM	PHONE	EMAIL
Nicholas Hartsoe	720.895.5131	Nicholas.Hartsoe@Chubb.com



About Chubb

Chubb is the world's largest publicly traded property and casualty insurer. With operations in 54 countries, Chubb provides commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance, and life insurance to a diverse group of clients. We combine the precision of craftsmanship with decades of experience to conceive, craft, and deliver the very best insurance coverage and service.

Premium Summary

****Quoted premium is conditional on the receipt of all required information. Please refer to the Subjectivity section of this quote proposal for items required prior to issuance.***

Subjectivities

There are no subjectivities for this quote.

*We are pleased to offer the attached quote; which will remain **valid for 30 days** from the quote date.*

If between the date of this Quote and the Effective Date of the policy there is a significant adverse change in the condition of this Applicant, or an occurrence of an event, or other circumstances which could substantially change the underwriting evaluation of the Applicant, then, at the Insurer's option, this quotation may be withdrawn by written or electronic notice thereof to Applicant. The Insurer also reserves the right to modify the final terms and conditions upon review of the completed application and any other information requested by the underwriter herein. If such material change in the risk is discovered after binding, the insurance coverage will be void ab initio ("from the beginning").

Thank you for the opportunity to earn your business!

Chubb leverages superior underwriting expertise and world renowned claims and account services to provide exceptional insurance solutions. We protect many businesses like yours and have expert knowledge in the risks you face today, and will face tomorrow. We also recognize that every business is unique. That is why we crafted a customizable suite of state-of-the-art insurance products to fit your needs.

Thank you for considering Chubb as your insurance provider. We understand that businesses like yours work hard every day to better serve your customers and we share your commitment to hard work and customer service. Above all, you can rely on our renowned claims service and financial strength to be there when you need us most.

Benchmark Property**Quote Number:** 0017030327**Quote Date:** 01/19/2024**Account:** TULSA HONOR ACADEMY**Agent:** RICH & CARTMILL INC**Producer Code:** Z00581 / 0039960-99999**Writing Company:** Chubb Indemnity Insurance Company**Effective Date:** 02/09/2024 - 02/09/2025

Commercial Property Premium	\$83,898.00
Total Quoted Premium	\$83,898.00
Terrorism (Included in Commercial Property Premium)	\$849.00
Property	\$849.00
Ensuing Fire	\$0.00
Machinery Breakdown	Included in Property

The portion attributable to surcharges / assessments / taxes is an estimate. If bound, the insured is responsible for the total amount shown on the premium bill, regardless of the amount shown above.

If you elect not to purchase coverage for terrorism, and your policy provides commercial property insurance in a jurisdiction that has a statutory standard fire policy, the premium shown above for ensuing fire is the amount attributable to the insurance provided pursuant to that statutory standard fire policy. This coverage cannot be rejected.

Commercial Property - Premises Schedule

Premises #	Described Premises
1	1421 S Sheridan Rd, Tulsa, OK 74112-6619
2	209 S Lakewood Ave, Tulsa, OK 74112-1713

Commercial Property - Coverages**Policy Level – Coverages**

Deductible	Waiting Period	Extended Period
\$25,000	24 Hours	365 Days

Premises #1, Building #1 - 1421 S Sheridan Rd, Tulsa, OK 74112-6619

Coverages	Limits of Insurance
Building Automatic Increase in Limits 5%	\$25,316,754
Personal Property Automatic Increase in Limits 5%	\$750,000
Business Income with Extra Expense Automatic Increase in Limits 5%	\$1,200,519
Business Income - Civil Authority	\$50,000

Premises #2, Building #1 - 209 S Lakewood Ave, Tulsa, OK 74112-1713

Coverages	Limits of Insurance
Personal Property Automatic Increase in Limits 5%	\$300,000

Policy Level – Additional Coverages

Coverages	Limits of Insurance
Arson or Theft Reward	\$25,000
Errors or Omissions	\$25,000
Goods in Transit	\$50,000
Lessor - Tenant Relocation Expenses	\$25,000
Paved or Concrete Surfaces	\$25,000

Policy Level – Sublimits, Deductibles, and Exclusions for Specific Perils

Specific Perils	Limits of Insurance
Abrupt and Accidental Breakdown	Included
Change in Flavor, Change in Temperature, and Spoilage	\$100,000
Leakage from Fire Protection Equipment and Discharge of Water Deductible	\$50,000

Specified Catastrophe Perils**Windstorm**

Windstorm Deductible or Waiting Period	
Property Damage Percentage Deductible	3%
Property Damage Minimum Dollar Deductible	\$250,000
Waiting Period	72 Hours

Premises

- 1421 S Sheridan Rd, Tulsa, OK 74112-6619
- 209 S Lakewood Ave, Tulsa, OK 74112-1713

Covered Premises – Automatic \$100,000 Blanket Limit of Insurance

Coverages Included in the Blanket Limit of Insurance	\$100,000 Blanket Limit of Insurance
Accounts Receivable	Included
Electronic Data Processing Property	Included
Fine Arts	Included
Leasehold Interest	Included
Bonus Payment	Included
Prepaid Rent	Included
Sublease Profit	Included
Tenants' Lease Interest	Included
Leasehold Interest - Undamaged	Included
Tenant's Improvements and Betterments	Included
Non-Owned Detached Trailers	Included
Outdoor Trees, Shrubs, Plants, or Lawns	Included
Pair and Set	Included
Public Safety Service Charges	Included
Research and Development Property	Included
Valuable Papers	Included

Property Coverages – Automatic Limits of Insurance

Additional Premises Coverages	Automatic	Total
Fungus Clean-Up or Removal	\$15,000	\$15,000
Loss of Master Key	\$10,000	\$10,000
Loss Prevention Expenses	\$10,000	\$10,000
Money and Securities On Premises	\$10,000	\$10,000
Processing Water	\$5,000	\$5,000

Additional Coverages	Automatic	Total
Any Other Location	\$25,000	\$25,000
Deferred Payments	\$10,000	\$10,000
Exhibition, Fair, Or Trade Show	\$15,000	\$15,000
In Transit	\$25,000	\$25,000
Installation		
Any Job Site	\$10,000	\$10,000
In Transit	\$10,000	\$10,000
Mobile Communication Property (Greater Than 1,000 Feet from a Premises Shown Under Premises Schedule)	\$10,000	\$10,000
Pollutant Clean-Up or Removal	\$15,000	\$15,000

Money and Securities Off Premises	\$10,000	\$10,000
Preparation Of Loss Fees	\$5,000	\$5,000

Debris Removal Coverage	Automatic	Total
Debris Removal At Premises	\$50,000	\$50,000
Any Other Location	\$10,000	\$10,000
In Transit	\$10,000	\$10,000

Newly Acquired Premises or Newly Acquired or Constructed Property

Coverages	Automatic	Total
Building	\$1,000,000	\$1,000,000
Electronic Data Processing Property	\$500,000	\$500,000
Fine Arts	\$15,000	\$15,000
Personal Property	\$500,000	\$500,000
Personal Property - Existing Premises	\$50,000	\$50,000

Business Income Coverages – Automatic Limits of Insurance

Additional Coverages	Automatic	Total
Business Income - Any Other Location	\$25,000	\$25,000
Business Income - Dependent Business Premises	\$50,000	\$50,000
Business Income - Exhibition, Fair, or Trade Show	\$10,000	\$10,000
Business Income - Pollutant Clean-Up or Removal	\$10,000	\$10,000
Business Income - Preparation of Loss Fees	\$10,000	\$10,000
Lessor Tenant Relocation Expenses	\$25,000	\$25,000

Coverage	Automatic	Total
Business Income - Newly Acquired Premises	\$100,000	N/A

Crime Coverages

Coverages	Automatic	Total
Computer Theft and Funds Transfer Fraud	\$25,000	\$25,000
Credit Card Forgery	\$25,000	\$25,000
Depositor's Forgery	\$25,000	\$25,000
Employee Theft	\$25,000	\$25,000

Money Orders and Counterfeit Paper Currency	\$25,000	\$25,000
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Conditions

Information contained in this proposal is descriptive only. This proposal contains highlights or typical features available in our policies. These features are subject to change based upon underwriting and may or may not be available or apply to your policy. The precise coverage afforded is subject to the terms and conditions of the policies issued. The Company reserves the right, in its sole discretion, to amend or withdraw this proposal if the Company becomes aware of any new, corrected, or updated information that the Company reasonably believes would change its underwriting evaluation.

This quotation / proposal contemplates an integrated insurance program that includes all of the lines of business, terms and conditions outlined herein and is part of a multi-policy offering. The pricing and terms and conditions shown in this quotation / proposal cannot be separated, and were made in consideration of the benefits of providing these quotations as part of a collective package. The terms and conditions for one quotation may rely, in part, on the terms and conditions offered under one or more of the other quotations and reflect factors such as administrative savings and ease of claim and information handling. As such, if you reject individual components of the quote / proposal, the package offering or any part of the program is cancelled and / or non-renewed, the terms and conditions of the remaining portion of the account are subject to reevaluation by the Company and all elements including program structure, pricing, as well as other terms and conditions will be subject to change.

This information is intended for producers that are properly licensed and authorized in at least one of the writing companies that comprise Chubb. If you are not a licensed and authorized Chubb producer, please direct this communication to the person in your office that holds such designations and contact Chubb to update the contact information for this policy.

Underwriting Notes

There are no underwriting notes for this quote.

Coverage Forms

Common Policy Conditions

Form Number	Edition	Title
CBILCF0001	0320	PREMIUM BILL
CBILCF0002	0320	IMPORTANT POLICYHOLDERS NOTICE - TRIA
CBILCF0003	0320	POLICYHOLDER NOTICE (AOD)
CBILCF0004	0320	IMPORTANT POLICYHOLDERS NOTICE - WRITING COMPANIES
CBILCN0001	0320	CHUBB PRODUCER COMPENSATION PRACTICES AND POLICIES
CBILCN0004	0320	U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL ("OFAC") ADVISORY NOTICE TO POLICYHOLDERS
CBILCN0083	0320	IMPORTANT NOTICE TO POLICYHOLDERS TERRORISM RISK INSURANCE ACT
CBILCN0045	0320	NOTICE TO ALL OKLAHOMA POLICYHOLDERS
CBILCN0046	0320	OKLAHOMA FRAUD STATEMENT
CBILCN0078	0320	ENDORSEMENT SIGNATURE
CBILCF0010	0320	BENCHMARK TITLE PAGE
CBILCF0005	0320	HOW TO REPORT A LOSS
CBILCF0006	0320	TABLE OF CONTENTS
CBILCF0011	0320	INSURING AGREEMENT
CBILCF0012	0320	PREMIUM SUMMARY - DIRECT BILL
CBILDS0001	0320	COMMON SCHEDULE OF FORMS
CBIL000001	0320	COMMON POLICY CONDITIONS
CBIL010010	0320	CIVIL UNIONS OR DOMESTIC PARTNERSHIPS
CBIL020040	0320	OKLAHOMA - CANCELLATION AND NONRENEWAL

Benchmark Property

Form Number	Edition	Title
CBCPCN0943	0320	IMPORTANT NOTICE
CBCPDS0002	0320	PROPERTY SCHEDULE OF FORMS
CBCPDS0001	0321	PROPERTY DECLARATIONS
CBCP001000	0320	BUILDING AND PERSONAL PROPERTY
CBCP001004	0320	BUSINESS INCOME (WITH EXTRA EXPENSE)
CBCP001097	0320	PROPERTY/BUSINESS INCOME CONDITIONS AND DEFINITIONS
CBCP011658	0320	CAP ON CERTIFIED TERRORISM LOSSES - POLICY LEVEL
CBCP015188	0320	VACANCY CONDITION ADDED
CBCP031324	0320	WINDSTORM OR HAIL DEDUCTIBLE OR WAITING PERIOD
CBCP035348	0320	DESIGNATED PERILS DEDUCTIBLE OR WAITING PERIOD
CBCP041382	0320	PAVED OR CONCRETE SURFACES ADDITIONAL COVERAGE
CBCP041690	0320	UNINTENTIONAL ERRORS OR OMISSIONS
CBCP251323	0320	SUBSIDIARY LIMITS OF INSURANCE
CBCP990001	0320	VIRUSES OR COMMUNICABLE DISEASES EXCLUSIONS CONDITION ADDED
CBCP010177	0222	FUNGUS CLEAN UP OR REMOVAL ADDITIONAL PREMISES COVERAGE AMENDED
CBCP013002	0422	PRIVACY AND DATA BREACH AND SOCIAL ENGINEERING FRAUD EXCLUSIONS AMENDED
CBCP015698	0922	ERRORS IN SYSTEMS PROGRAMMING EXCLUSION AMENDED
CBCP015702	1122	AUTOMATIC INCREASE IN LIMITS PROVISION AMENDED
CBCP011781	0320	OKLAHOMA MANDATORY - AMENDED CONDITIONS

CBCP045286	0320	LESSOR - TENANT RELOCATION EXPENSES ADDITIONAL PREMISES COVERAGE
CBCP045407	0320	OCEAN CARGO ADDITIONAL COVERAGE
CBCP003000	0320	CRIME

Installment Plan**Full Pay****100%**

in 1 payment

Notes:

1. After your initial payment, each additional payment is assessed a \$10 installment fee.
2. For customers living in Kentucky and Georgia, each additional payment is assessed a \$5 fee only (applicable when only Benchmarq is on the account).
3. For customers living in Florida and West Virginia, each additional payment is assessed a \$3 fee only.
4. For policies that are issued 20 days after the effective date, a 10-pay plan will likely be invoiced for the first two payments.

Need Billing Help?**Email** – pasc-direct-bill@chubb.com**Phone** – 1.800.372.4822 from Monday to Friday, 9:00 a.m. – 8:00 p.m. (EST)

Commission Breakdown**Policy Type****Commission Percentage**

Benchmarq Property

15%

Notes:

1. Commission is not earned on surcharges, assessments, taxes, expense constants, or certificate & handling fees.

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism. *As defined in Section 102(1) of the Act:* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury---in consultation with the Secretary of Homeland Security, and the Attorney General of the United States---to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 80% OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage

	I hereby elect to purchase terrorism coverage for a prospective premium of <u>\$849.00</u>
	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder/Applicant's Signature

Insurance Company

Print Name

Policy Number

Date

NOTICE TO COMMERCIAL INSURANCE APPLICANTS

This Notice to Commercial Insurance Applicants – State Fraud Warnings provides you with information concerning various state fraud warnings and statements. Where fraud warnings are required as part of the insurance application, this notice forms a part of your application for Commercial Insurance.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

Chubb. Insured.™



TULSA HONOR ACADEMY

... ACADEMICS - CHARACTER - EXCELLENCE ...

VISION STATEMENT

Mission Statement:

Tulsa Honor Academy will equip all scholars with the academic skills, content knowledge, and ethical character required for college graduation and life success.

Original Vision Statement:

At Tulsa Honor Academy, our vision is to develop successful college graduates who will become well-rounded, engaged individuals and who will transform their communities. Tulsa Honor Academy ensures that 100% of scholars are on a path to go to and graduate from a college of their choice, beginning in the fifth grade. We believe all children, regardless of race, background, or income, can achieve at high levels. Through a structured, disciplined, and academically rigorous environment, our scholars will be prepared to live a life of excellence, independence, and purpose. We will prepare our scholars to succeed in college and beyond by urgently pursuing rigorous academic goals, exposing them to life's opportunities, and laying the foundation for strong, ethical character.

Proposed New Vision Statement:

Previous Iteration: *Through a commitment to public education, access, and **EQUITY**, THA graduates will transform Oklahoma.*

Option 1: *Through Tulsa Honor Academy's commitment to public education, access, and **EQUITY**, our graduates will transform Oklahoma.*

Option 4: *Through Tulsa Honor Academy's commitment to public education and **EQUITY**, our graduates will graduate from college and transform Oklahoma.*

THA is focused on developing successful college graduates who will become well-rounded, engaged individuals who will serve and lead their communities. We ensure that 100% of scholars are on a path to matriculate through graduate from a college of their choice. We believe all children, regardless of race, background, or income, can achieve at high levels. Through a structured, joyful, and academically rigorous environment, our scholars will be prepared to live a life of excellence, independence, and purpose. We will prepare our scholars to succeed in college and beyond by urgently pursuing rigorous academic goals, exposing them to life's opportunities, and laying the foundation for strong, ethical character.

GRADUATE PROFILE

THA develops college-ready graduates who are:



TULSA HONOR ACADEMY

... ACADEMICS - CHARACTER - EXCELLENCE ...

Proud to be Nerdy

- Take charge of their own learning
- Build a strong academic foundation, including college-level coursework
- Participate in college-level discourse

Ready to Lead

- Work relentlessly and manage their time to achieve all goals
- Pursue leadership opportunities, including mentoring younger students
- Navigate complex systems confidently

Committed to Community

- Treat others with kindness and respect, modeling CREDIT values to build a stronger community
- Build a school community where everyone feels that they belong
- Engage in school and broader community

CORE VALUES

• Equity at our Core

- We believe all scholars, regardless of race, background, income or ability, can achieve at high levels.
- We set rigorous academic goals for ALL scholars, and work relentlessly to accomplish them.
- We provide our scholars access to more life opportunities through educational equity, which will empower them to live a life of independence and purpose.

• Committed to Community

- We lead in service of our scholars and our families.
- We strive for ALL of our scholars to thrive and feel like they belong.
- We work to bring out the best in ourselves and each other.
- We make decisions with our scholars and their futures first in mind.

• Pursuit of Excellence

- We continuously seek improvement.
- We value and pursue a unified definition of excellence.

• Real Change Now

- We recognize that our scholars and community deserve a quality education now.
- We use every minute with scholars with intentionality.
- We value effectiveness and efficiency.

• We Choose Courage

- We are unapologetically college prep.
- We make bold choices in pursuit of our mission and vision.



TULSA HONOR ACADEMY

... ACADEMICS - CHARACTER - EXCELLENCE ...

STRATEGIC GOAL

By 2029, THA will begin to serve PK-4 scholars, establishing a PK-12 pathway to college that is grounded in strong early literacy and math skills foundations. At capacity, we will serve 3,000 Tulsa scholars across five* college prep schools.

*2 elementary, 2 middle, 1 high



2023-2024 SCHOLAR FUNDRAISERS

THA FLORES MIDDLE SCHOOL FUNDRAISERS		
Fundraiser	Description	Funding Supports
Skate Night	Scholars purchase ticket to attend skate party	Scholar activities & sports
Friendship Grams	Scholars and families purchase cards and items such as pencils and erasers for friends	Scholar activities & sports
Family Movie Night	Scholars and families purchase tickets to attend a movie night	8th grade promotion
Carnival	Scholars and families will purchase games, concession, and admission tickets	Scholar activities & sports
Restaurant Partnerships	THA FMS will partner with restaurants to host a THA night and earn a percent of sales from the evening	Scholar activities & sports
Book Fair	THA FMS will partner with a book fair vendor and will earn funds through a percentage of sales	Books for classrooms and scholar activities
Yard Sale	Donations will be sold and/or families will purchase a booth to sell their own goods	8th grade promotion and activities
Teachers vs scholars basketball and volleyball game	Scholars and families will purchase tickets to attend and concession stand items	Scholar activities and sports
Car Wash	THA FMS scholars/staff will host a car wash and accept money for each wash	Scholar activities and sports
5K Event	Scholars and families will purchase tickets to attend/participate	Scholar activities and sports



THA HIGH SCHOOL FUNDRAISERS

Fundraiser	Description	Funding Supports
Restaurant Partnerships	THA HS will partner with restaurants to host a THA night and earn a percent of sales from the evening	Scholar activities and sports
Book Fair	THA HS will partner with a book fair vendor and will earn funds through a percentage of sales	Books for classrooms and scholar activities
Yard Sale	Donations will be sold and/or families will purchase a booth to sell their own goods	Scholar activities and sports
Family Movie Night	Scholars and families purchase tickets to attend a movie night	Scholar activities and sports
Scholar-to-Scholar Celebration Grams	Scholars purchase grams to distribute to peers for school celebrations (i.e. test prep, meeting grade or schoolwide goals)	Funds raised will cover celebration events

THA MIDDLE SCHOOL FUNDRAISERS

Fundraiser	Description	Funding Supports
Dance tickets	Scholars purchase ticket to school dance and concession items	Funds raised will cover future student council initiatives or school celebrations
Book Fair	THA MS will partner with a book fair vendor and will earn funds through a percentage of sales	Funds raised will cover future student council initiatives, school celebrations, books for classroom libraries or other scholar activities



2024-2025 SALARY RANGES

Tulsa Honor Academy determines salaries based on the role and each individual's education and experience. Overall salary ranges are below:

	Category	Sample Titles	Starting Min	Starting Max	Max
Hourly	Hourly Support	Operations Assistant, Paraprofessional, Operations Associate	\$11	\$18	\$20
	Hourly Professional	Expanded Learning Tutor	\$15	\$25	\$30
Exempt Individual Contributor	Exempt Support	Teacher Apprentice, Behavior Interventionist, Operations Coordinator	\$36,000	\$41,000	\$50,000
	Teacher*	Teacher	\$44,000	\$58,250	\$75,000
	Professional	Grants Coordinator, Executive Assistant	\$45,000	\$55,000	\$70,000
Exempt Leadership	Mid-Level Leader	Assistant Principal, Manager	\$62,000	\$77,000	\$95,000
	Senior Leader	Principal, Director	\$75,000	\$95,000	\$120,000
	Executive Leader	Chief Academic Officer, Chief Operations Officer	\$100,000	\$115,000	\$125,000

*Certified Special Education Teachers (Mild/Mod) receive 5% additional, which may exceed the maximum.
Senior Coordinators, Managers, and Directors will follow the same salary guidelines, plus \$5000.

Salary Increases from 2023-2024 to 2024-2025:

- Staff who have been continuously employed with THA in the same role since November 1, 2023 will receive a 2.5% salary increase.
- Staff who have been continuously employed with THA in the same role since January 15, 2024 who started after November 1, 2023 will receive a 1.25% salary increase.
- Staff who have been continuously employed with THA with a start date after January 15, 2024 will receive the same salary as the previous year.

Purchase Order Register

Options: Year: 2023-2024, Fund: General Fund, Date Range: 12/17/2023 - 1/17/2024

PO No	Date	Vendor No	Vendor	Description	Amount
284	12/18/2023	1536	ASIA T MCCASKILL	REIMB FOR CHECKS THAT DID NOT CLEAR THE BANK	900.00
286	12/20/2023	630	Teach For America	No cost Tutoring service for scholars	0.00
287	12/20/2023	1542	Tulsa Community College	TCC Dual Enrollment	0.00
288	12/20/2023	1384	Liminex, Inc	Monitor scholar Chromebook use	2,696.79
289	12/20/2023	1023	Jeffrey Steven Metcalf	Video and photography CSD/Graduation	0.00
290	12/21/2023	1604	KILEY BURCH	Reimbursement for Fingerprints	58.25
291	12/26/2023	628	AT&T Mobility	cell phone plans for required leaders	2,159.52
292	12/27/2023	1621	HILDALE PUBLIC SCHOOLS	TO REIMBURSE FOR EGID MISPRINT	320.14
293	12/28/2023	1384	Liminex, Inc	GoGuardian	2,667.87
294	12/18/2023	1623	Second Generation Locksmith, LLC	additional keys for Sheridan Campus	38.08
295	01/03/2024	608	Imagine Learning, Inc.	MAP data integration for Imagine Learning	1,000.00
296	01/04/2024	1622	ONEducational Assmnt and Consult.	Contract for special education services	50,000.00
297	01/08/2024	1624	All American Fire Systems, Inc	kitchen vent hood inspections	480.00
298	01/11/2024	604	Townsend Marketing	reading incentives t shirt	600.00
Non-Payroll Total:					\$60,920.65
Payroll Total:					\$3,448.77
Report Total:					\$64,369.42

Tulsa Honor Academy
Purchase Order Register

Options: Year: 2023-2024, Fund: GIFT FUND, Date Range: 12/17/2023 - 1/17/2024

PO No	Date	Vendor No	Vendor	Description	Amount
45	01/12/2024	1616	Anna Mendoza	THA GAP Scholarship Award	500.00
46	01/12/2024	956	University of Oklahoma	RE: Issac Munoz	350.00
47	01/12/2024	1618	Jaime Torres	THA GAP Scholarship	500.00
Non-Payroll Total:					\$1,350.00
Payroll Total:					\$0.00
Report Total:					\$1,350.00

Tulsa Honor Academy
Purchase Order Register

Options: Year: 2023-2024, Fund: CASUALTY/FLOOD INS FUND, Date Range: 12/17/2023 - 1/17/2024

PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:					\$0.00
Payroll Total:					\$0.00
Report Total:					

Change Order Listing

Options: Fund: General Fund, Year: 2023-2024, ReferenceDate: Prior To Begin Date, Date Range: 10/23/2023 - 1/17/2024,
Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
7	07/01/2023	1481	Edutek Solutions, LLC	Asset Management System and Setup	0.50
12	07/01/2023	1402	Bluum of Texas, LLC	GoGuardian Chromebook monitoring software	0.50
18	07/01/2023	699	WIRED! Technology Partners, Inc.	24/7 Tech service	250.24
23	07/01/2023	1419	Rich & Cartmill Inc	Building and Liability Insurance	14,350.00
24	07/01/2023	800	PowerSchool Group LLC	Student Information System	1,883.85
26	07/01/2023	911	Public Service Company of Oklahoma	Electric Services	2,052.41
27	07/01/2023	917	City of Tulsa	Water Bill Utility	35,000.00
38	07/01/2023	1110	Curriculum Associates, LLC	ELL compliance software	663.28
54	07/01/2023	1439	PROPIO LS, LLC	Flores - Language line services for RCPU	570.95
73	07/11/2023	1172	DavCo Mechanical, LLC	HS Plumbing Repairs	72.34
90	07/24/2023	1019	Prosperity Bank	Lakewood MS - P Card purchases	1,144.53
101	08/03/2023	1532	Tape & Media Com LLC	Ink for ID Printer	178.64
109	08/08/2023	1107	Booksource	CSP 641 DEAR books	20,000.00
123	08/10/2023	1541	Vista Higher Learning, Inc.	CSP 640 AP Spanish Language	334.37
125	08/10/2023	1535	SHYLA KIRSTYNE LANDON	Reimbursement for fingerprint costs. [S. Landon]	58.25
181	08/23/2023	1292	Danyeur LLC	freezer repair	486.09
Non-Payroll Total:					\$77,045.95
Payroll Total:					\$185,860.47
Report Total:					\$262,906.42

Tulsa Honor Academy
Change Order Listing

Options: Fund: CASUALTY/FLOOD INS FUND, Year: 2023-2024, ReferenceDate: Prior To Begin Date, Date Range: 10/23/2023 - 1/17/2024, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
				Non-Payroll Total:	\$0.00
				Payroll Total:	\$0.00
				Report Total:	

Tulsa Honor Academy
Change Order Listing

Options: Fund: CASUALTY/FLOOD INS FUND, Year: 2023-2024, ReferenceDate: Prior To Begin Date, Date Range: 10/23/2023 - 1/17/2024, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:					\$0.00
Payroll Total:					\$0.00
Report Total:					

Tulsa Honor Academy
Change Order Listing

Options: Fund: GIFT FUND, Year: 2023-2024, ReferenceDate: Prior To Begin Date, Date Range: 10/23/2023 - 1/17/2024,
Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:					\$0.00
Payroll Total:					\$0.00
Report Total:					